

**SF Bay Area IRWMP Coordinating Committee Meeting Summary
 July 8, 2019
 Conference Call 888-273-3658; Access code: 970289**

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"> • Steve Ritchie, SFPUC, Chair • Mark Seedall, CCWD 	<ul style="list-style-type: none"> • Cheryl Munoz, SFPUC representing BACWA 	<ul style="list-style-type: none"> • Brian Mendenhall, Valley Water • Mark Boucher, CCCFCWCD 	<ul style="list-style-type: none"> • Josh Bradt, SFEP • Judy Kelly, NBWA 	

Others Present:

Leonard Ash, ACWD
 Cam Bauer, BART
 Devon Becker, ACWD
 Kate Byrne, City of Hayward
 Taylor Chang, SFPUC
 Maddie Duda, Lotus Water
 Natasha Dunn, SFEP
 Cristina Grosso, SFEI
 Ryan Hirano, Woodard & Curran
 Jennifer Krebs, representing Sonoma Water
 Kevin Murry
 Claire Nordlie, EBMUD
 Michelle Novotny, SFPUC
 Karen Koppett, Valley Water
 Jake Spaulding, SCWA
 Aston Tennefoss, DWR
 Susan Wright, San Mateo County

2. Discussion of Transition of Prop 1 IRWM DACI Grant Administration

It was discussed at the last Coordinating Committee meeting that the resolution SFEP submitted as part of the grant proposal to DWR was missing some language. As a result, SFEP is presenting a new resolution, with DWR’s requested language, to the MTC Commission on July 18. DWR is working on establishing the contract number. Once these two items are complete, SFEP and DWR will officially

enter into contract. It is expected the contract will be executed by the end of July or early August. SFEP has sent the local project sponsor contract templates and draft scopes of work to each project partner for review. It is anticipated that SFEP will be in contract with the project partners by the end of August.

Nuestra Casa and Ron Dellums Institute have received interim funding from San Francisco Estuary Institute (SFEI) to help them while SFEP gets into contract with DWR. Shore Up Marin and CIEA are still pursuing interim funding contracts with SFEI.

SFPUC is funding Maddie Duda and Ryan Hirano through a contracting task order that SFPUC has with Woodard & Curran and Lotus Water. They are available to continue work on the program, providing program support to the project partners. The first coordination meeting with SFEP, Michelle Novotny, Ms. Duda, and Mr. Hirano is next Monday.

3. Discussion of Prop 1 Implementation Funding

Robyn Navarra helped gather the applicant materials on a Google Drive for the Project Scoring Committee (PSC). After discussion at on a PSC call, Brian Mendenhall sent a request to all applicants for more detailed information on their budget and schedule.

The total number of applications was 24. The PSC reviewers are completing the review of the applications and should be complete by July 12.

In terms of the PSC scoring process, each reviewer is filling in their own scores. Reviewers will copy over their scores onto a combined sheet. The PSC will go through all project scores in person on July 15 and come up with draft recommendations for the July 22 Coordinating Committee meeting. Judy Kelly will be facilitating the July 15 workshop. Applicants are not asked to attend the July 15 meeting, but can attend the July 22 CC meeting as the Coordinating Committee meetings are always open to the public.

There was discussion about Ms. Duda and Mr. Hirano participating on the PSC since they now work for private consultant firms. Ms. Duda is currently being employed by Lotus Water, and Mr. Hirano is currently being employed by Woodard & Curran. When EJCW was the program administrator, Ms. Duda agreed to participate on the PSC in order to provide a DAC perspective. The CC has had a policy that private consultant firms can't participate on the PSC. Given the special circumstances Ms. Novotny asked if the Coordinating Committee would make an exception to the policy and allow Ms. Duda and Mr. Hirano to participate on the PSC to represent the DAC perspective. There were no objections from the Coordinating Committee to Ms. Duda and Mr. Hirano participating on the PSC.

It was discussed that the group would like SFEP to give an update on their role as grant administrator for Prop 1 Implementation Round 1.

Action Items:

- Mr. Mendenhall will look into what the total grant request amount was and report it to Taylor Chang. Ms. Chang will send out to the Coordinating Committee.

- Mr. Mendenhall will send the Google Drive link to the project proposals to Ms. Duda, Mr. Hirano, and Cheryl Munoz.
- Natasha Dunn and James Muller will provide an update at the July 22 Coordinating Committee meeting about SFEP's role as the grant administrator for Prop 1 Implementation Round 1. They will also provide a summary of what information SFEP needs from the projects to compile the grant application.

SF Bay Area IRWMP Project Screening Committee Meeting Summary

July 15, 2019

Location: StopWaste, 1537 Webster St. Oakland, CA

1. Representatives Present

Judy Kelly, NBWA
James Muller, SFEP
Alex Tavizon, CIEA
Sherri Norris, CIEA
Devon Becker, ACWD
Adam French, Amah Matsun
Cheryl Munoz, SFPUC/BACWA
Maddie Duda, Lotus Water
Mark Boucher, CCCFCWCD
Ryan Hirano, Woodard&Curran
Shalini Kannan, SCC
Brenda Buxton, SCC
Neeta Bijoor, SCVWD (Valley Water)
Kanyon SayersRoods, ARO Indigenous Cultural Representative

2. Project Screening Committee (PSC) Activities

- Agreed on suggested meeting guidelines.
- Reviewed projects that submitted as DAC projects or as General Implementation Projects claiming DAC benefits:
 - i. Projects 3, 4, 7, 24 submitted as DAC projects (but 7 and 24 did not qualify according to the DAC-representative group within the PSC, as outlined by Maddie Duda; the PSC as a whole deferred to the group's expertise).
 - ii. Projects 1, 3, 4, 20 submitted as General Implementation projects but claimed to benefit DACs. (Project 4 was vague as to where DAC was located)
- Reviewed the compiled, averaged project scores on the overhead screen. New method was suggested to average by rank to avoid skew and outliers to provide all scorers equal voice. Mark Boucher used the new method to rearrange project scores, but top 10 projects remained the same, just in a slightly different order. Therefore, the Decision Memo will document both methods, although charts will be derived from method 1.)
- Once quantitative scoring had been tallied, the PSC performed a qualitative review and removed any projects that the group agreed were not as competitive given the principles of the Bay Area IRWM--i.e. projects needed to better articulate claimed benefits or only provided benefits to a very limited geographical area.
- PSC agreed to fund Project 1 (a general implementation project that benefits DACs) from General Implementation funding and save the \$2.275M reserved specifically for DAC Projects for Round 2.
- Reviewed highest ranked projects for functional area representation—criterion considered met. Reviewed highest ranked projects for Subregion representation—criterion considered met.
- Finished project selection by selecting top 8 projects for final proposal.

- Reduced grant funding request of certain projects to fall within the General Implementation funding cap for Round 1 (\$22.75M).
 - i. Reduced funding for projects with highest grant requests (Project 11 reduced by \$0.5M, Project 12 and 17 each reduced by \$1M, Project 19 Reduced by \$4,046,534, as above projects were considered to still be viable despite cuts— i.e. projects were considered scalable and/or likely to go forward with agency support despite grant award reduction).
- PSC determined that James Muller would get estimated costs for Proposal grant administration for SFEP (Maximum 10% total for the proposal must cover SFEP as well as any individual project requests for administration grant funding), which will then be reallocated from the final grant award for each agency based on percentage, once known.

Action Items:

- Devon Becker will share Google Doc link for submitted project applications with James Muller (DONE)
- James Muller will determine the percentage needed for Project Administration (Maximum 10% total for the proposal must cover SFEP as well as any individual project requests for administration grant funding). James will communicate this amount to Devon Becker to be incorporated into the Decision Memo.
- Devon Becker will draft the Decision Memo and send it out to the group for feedback/approval sometime this week. (Please track any changes and send any edits back to Devon).
- Devon Becker will send finalized Decision Memo to Taylor Chang to be incorporated into the CC meeting packet for July 22nd. Devon will briefly present Decision Memo findings at the July 22nd CC meeting.
- Sherri Norris, Devon Becker, and Cheryl Munoz will provide comments on inconsistencies found in the PIFs/supporting materials of the selected projects on a shared Google Doc in the PSC folder. Comments will help James Muller provide directed feedback to project proponents and improve the quality of the regional Proposal.
- At the CC meeting, Devon Becker will ask CC's opinion on providing feedback to projects that were not selected for this round.
- After the CC meeting, assuming the PSC's project recommendations are approved, James Muller will send out emails to the proponents of selected projects with requests for updated PIFs, DWR's eligibility documentation, and any additional information needed for the final Proposal.

July 19, 2019

Devon Becker
Water Resources Engineer, Alameda County Water District
Representing the Bay Area IRWM Project Screening Committee

Subject: Project Screening Committee Decision Memo

Dear Coordinating Committee:

The purpose of this memo is to document the process used by the Project Screening Committee (PSC) to select projects for the San Francisco Bay Area region's 2019 Proposition 1 Grant Solicitation Proposal and to publicize the final list of recommended projects.

The PSC is a volunteer body composed of members active on the Bay Area Integration Regional Water Management (IRWM) Coordinating Committee (CC) and representing local public agencies, tribes, disadvantaged communities (DACs) and Economically Distressed Areas (EDAs), and other stakeholder organizations.

To reduce the administrative burden on the Round 1 grant proposal administrator, the PSC was tasked by the CC to select no more than 10 projects for the Proposition 1 Round 1 Grant Proposal. In addition, the PSC embraced the concept of the regional Proposal representing each Functional Area and each Subregion in the Funding Area, as defined in the 2013 Bay Area IRWM Plan, if such projects could be considered competitive, and also elevating projects that provided benefits to tribes/DACs/EDAs, either through the 10% minimum reserved for tribes/DACs/EDAs or through the General Implementation Project funding.

Project Scoring and Selection Process

The PSC convened through a series of phone calls and an in-person 'Scoring Review and Project Selection' meeting on July 15th, 2019. To ensure the scoring and selection process was fair and equitable, the PSC agreed that PSC members considered to be directly affiliated with a project proponent could not score their own project. In addition, project scores that were not submitted by the agreed-upon internal deadline were not included in the quantitative portion of the review process. Similarly, PSC members who were not present at the July 15th in-person meeting did not participate in the qualitative assessment of top-ranked projects and therefore deferred to the final decision of the convened PSC.

Quantitative Review Process:

- PSC agreed to use the Department of Water Resources (DWR) Round 1 Grant Implementation Proposal Solicitation Package (PSP) Project Level Evaluation scoring criteria to evaluate all project submittals (25 point scale).

July 19, 2019
PSC Decision Memo

- Point totals were compiled for each project and averaged (Method 1). A second method compiled each project by rank and then averaged the rank, thus avoiding skew and outliers to provide all scorers equal voice (Method 2). Both Method 1 and Method 2 identified the same top 10 projects, just in a slightly different order.

Qualitative Review Process:

- PSC referenced the 2013 Bay Area IRWM Plan, the PSP, and the 2019 IRWM Grant Program Guidelines for guidance. The PSC removed any projects that the group agreed were not as competitive as other highly-ranked projects given the principles of the Bay Area IRWM and/or the statewide IRWM guidelines – i.e., projects that needed to better articulate claimed benefits or only provided benefits to a very limited geographical area in comparison to other projects.
- PSC reviewed the updated highest-ranked projects for Functional Area representation.
- PSC reviewed the updated highest-ranked projects for Subregion representation.
- PSC reviewed the updated highest-ranked projects for Tribal/DAC/EDA representation.

Managing Conflict of Interest

As mentioned above, to ensure the scoring and selection process was fair and equitable, PSC members representing agencies or organizations did not score their own projects. In addition, the accepted ground rules for the July 15th, 2019 in-person ‘Scoring Review and Project Selection’ meeting included an agreement by all present not to lobby the group or advocate on behalf of their project, and to only provide additional information about a project if requested. Lastly, no member of the PSC received any additional information on how to put together a competitive project application compared to other applicants: the qualitative review process mirrored DWR’s 2019 PSP scoring criteria exactly and the qualitative review process was based on IRWM principles in the 2013 Bay Area IRWM Plan, the 2019 PSP, and the 2019 IRWM Grant Program Guidelines. In addition, qualitative selection goals such as Functional Area representation, Subregion representation, and Tribal/DAC/EDA representation were discussed at public CC meetings leading up to the project application deadline.

Projects Selected for Round 1 Proposal

27 projects were submitted to the PSC for review. Through unanimous agreement, the PSC selected 8 projects to be recommended for inclusion in the regional Proposal, as shown in Table 1. The PSC agreed to fund Project 1 (a general implementation project that benefits DACs) from General Implementation funding and save the \$2.275M reserved specifically for Tribal/DAC/EDA Projects for Round 2.

Since the total grant request of the 8 selected projects was \$29,296,534, the PSC reduced the proposed award for certain projects to fall within the General Implementation funding cap for Round 1 (\$22.75M). The PSC reduced funding for projects with the highest grant requests. Project 11 was reduced by \$0.5M, Project 12 was reduced by \$1M, Project 17 was reduced by \$1M, and Project 19 was reduced by \$4,046,534. These projects were chosen by the PSC because they were considered viable despite cuts—i.e., projects were considered scalable and/or likely to go forward with agency support despite grant award reduction.

Once the proposed award was reduced to meet the General Implementation cap of \$22.75M, the San Francisco Estuary Partnership (SFEP) reminded the PSC that budget must be set aside for grant administration of the regional Proposal. Proposition 1 Round 1 grant administration costs are capped at

a maximum of 10% of the total grant request (or \$2.275M for Round 1). This 10% max includes the combined grant administrator costs for administration of the regional Proposal as well as any administration grant funding requests within the individual projects. The 8 individual selected projects have a combined administration grant request of \$541,484 already included in the total grant request. Currently, Table 1 shows a 5% placeholder value for grant administration costs for SFEP. The PSC recommends that SFEP and the CC come to an agreement on the total administration cost and how these costs will be allocated among the selected projects in time for project proponents to include these updates in the Pre-Application Submittal materials due to DWR on August 9th, 2019.

Table 2 shows the breakdown of selected projects by Functional Area and Tribal/DAC/EDA benefit. Table 3 shows the breakdown of selected projects by Subregion.

Sincerely,

Devon Becker

Table 1. Summary and Funding of Selected Projects

Project Title	Sponsor	Project Number	Subregion	Functional Area	Prop 1 Grant Request	Rank by Ave Score	Reduction	Proposed Award (Prop 1 Grant Request minus Reduction)	Placeholder 5% Grant Administration	Possible Award	% Funded
RD1 System Fish Passage Improvements	Alameda County Water District	#11	East	Watershed-Habitat	\$ 4,000,000	1	\$ 500,000	\$ 3,500,000	\$ 175,000	\$ 3,325,000	83%
Lower Walnut Creek Restoration	Contra Costa County Flood Control and Water Conservation District	#6	East	Watershed-Habitat	\$ 1,500,000	2	\$ -	\$ 1,500,000	\$ 75,000	\$ 1,425,000	95%
River Oaks Stormwater Capture Project	City of San José	#12	South	Flood Protection-Stormwater	\$ 4,350,000	3	\$1,000,000	\$ 3,350,000	\$ 167,500	\$ 3,182,500	73%
NBWRP Phase 2	North Bay Water Reuse Authority	#17	North	Wastewater-Recycled Water	\$ 5,246,931	4	\$1,000,000	\$ 4,246,931	\$ 212,347	\$ 4,034,584	77%
Calistoga Water and Habitat Project	City of Calistoga and Napa County Resource Conservation District	#1	North	Disadvantaged Communities	\$ 2,121,555	5	\$ -	\$ 2,121,555	\$ 106,078	\$ 2,015,477	95%
San Francisquito Creek Flood Protection, Ecosystem Restoration, and Recreation Project	San Francisquito Creek Joint Powers Authority	#15	West	Watershed-Habitat	\$ 3,100,000	6	\$ -	\$ 3,100,000	\$ 155,000	\$ 2,945,000	95%
Bay Area Regional Water Conservation	East Bay Municipal Utility District	#19	Multiple	Water Supply-Water Quality	\$ 8,415,400	6	\$4,046,534	\$ 4,368,866	\$ 218,443	\$ 4,150,423	49%
San Francisco Zoo Recycled Water Pipeline Project	San Francisco Public Utilities Commission	#10	West	Wastewater-Recycled Water	\$ 562,648	8	\$ -	\$ 562,648	\$ 28,132	\$ 534,516	95%
TOTALS					\$29,296,534	N/A	\$6,546,534	\$ 22,750,000	\$ 1,137,500	\$ 21,612,500	N/A

Table 2. Functional Area Representation of Selected Projects

Functional Area or DAC/EDA/Tribal Benefits	Proposed Award	% Total
Disadvantaged Communities	\$ 2,121,555	9.3%
Flood Protection-Stormwater	\$ 6,450,000	28.4%
Wastewater-Recycled Water	\$ 4,809,579	21.1%
Water Supply-Water Quality	\$ 4,368,866	19.2%
Watershed-Habitat	\$ 5,000,000	22.0%

Table 3. Subregion Representation of Selected Projects

Subregions	Proposed Award	% Sub Reg
North	\$ 6,368,486	28%
South	\$ 3,350,000	15%
East	\$ 5,000,000	22%
West	\$ 3,662,648	16%
Multiple	\$ 4,368,866	19%

BAIRWMP Coordinating Committee
Schedule of Future CC Meetings

Date	Location
August 26, 2019	San Francisco Public Utilities Commission
September 23, 2019	StopWaste
October 28, 2019	??