



## PURPOSE AND GUIDANCE

The Recycled Water Ad Hoc Committee was enacted by the Board of Directors on January 12, 2016. The Committee's purpose is to develop a long-term proposal for how the District can work together with other local agencies on recycled water opportunities within the district boundaries, to establish a collaborative process to facilitate policy discussion and sharing of technical information on recycled water issues. It is the role of the Recycled Water Committee to meet with the other entities (Sunnyvale, Palo Alto, CSJ SC/TPAC) in individual meetings as required and/or necessary. The Recycled Water Committee can also meet with new entities if the need arises.

The Board of Directors identified the following Issues, Challenges, Strategies and Opportunities related to Recycled Water during their October 4, 2016 Priorities and Strategic Directions Work/Study Session. As such, the Recycled Water Ad Hoc Committee, while doing its work, should seek out opportunities to address the Board's identified issues and challenges, and support the Board's identified strategies and opportunities, as follows:

Issues/Challenges	Strategies/Opportunities
<ul style="list-style-type: none"><li>• Public perception</li><li>• Governmental Relations/Water Rights</li><li>• Funding/Delivery Method</li></ul>	<ul style="list-style-type: none"><li>• Expedite Purified Water Program partnering with San Jose/Santa Clara, plus look at potential opportunity with South Bay Recycled Facilities</li><li>• Develop Partnerships with Sunnyvale, Palo Alto, Mountain View for new recycled/purified water</li><li>• Expand South County Recycled Water partnering with SCRWA</li></ul>

This annual work plan establishes a framework for committee discussion and action during the annual meeting schedule. The committee work plan is a dynamic document, subject to change as external and internal issues impacting the District occur and are recommended for committee discussion. Subsequently, an annual committee accomplishments report is developed based on the work plan and presented to the District Board of Directors.

# RECYCLED WATER COMMITTEE

Updated: 9/7/18



## PARKING LOT

The Parking Lot contains unscheduled items referred to the Committee by the Board of Directors, or requests to by the Committee to be brought back by staff.

Date Requested	Requesting Body	Assigned Staff	Discussion Subject	Intended Outcome(s)
05/30/17	RWC	K. Oven	Staff to bring back information on impacts associated with sudden staff resource expansion, including number of staff needed and input from HR.	Receive information and discuss next steps.
05/30/17	RWC	C. Sun	Staff is to continue providing updates until IRS letter is complete.	
12/19/17	Board of Directors	G. Hall	Consider the Conceptual Recycled Water Exchange Project with Contra Costa Water District and Central Contra Costa Sanitary District presented to the Board at the December 19, 2017 Board Meeting, Agenda Item 2.7, and come back to the Board with recommended next steps.	Receive information and discuss and develop a recommendation to the Board of Directors on next steps.
2/13/18	Board of Directors	G. Hall	Staff to continue monitoring and strategy development of Advanced Recycled and Purified Water Efforts with City of San Jose and other agencies.	Receive information and discuss next steps.

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## 2018 WORK PLAN

MEETING DATE	WORK PLAN ITEM, BOARD POLICY, & POLICY CATEGORY	ASSIGNED STAFF	INTENDED OUTCOME(S)	ACCOMPLISHMENT DATE AND OUTCOME
09/12/18 1:30 pm	Approval of Minutes	Committee	Approve Minutes	
	Discussion of Oct 2018 Special Joint RWPAC (City of SJ/SCVWD/SC) Mtg, Potential Item: Overall information on the District water supply planning efforts including demand projections	G. Hall	Receive Information and Discuss Next Steps	
	Discussion of Oct 2018 Special Joint RWPAC (City of SJ/SCVWD/SC) Mtg, Potential Item: Water rates and complexities of associated economics	D. Taylor	Receive Information and Discuss Next Steps	
	Discussion of Oct 2018 Special Joint RWPAC (City of SJ/SCVWD/SC) Mtg, Potential Item: District efforts pertinent to water recycling and purification	G. Hall	Receive Information and Discuss Next Steps	
	Discussion with the Cities of Palo Alto and Mountain View on Recycled and Purified Water	G. Hall	Receive Information and Discuss Next Steps	
	Status of Comprehensive Agreement with City of Sunnyvale for Recycled Water	G. Hall	Receive Information and Discuss Next Steps	
	Review Committee Work Plan and discuss 2018 meeting schedule.	Committee	Review, make necessary adjustments, and confirm next meeting discussion subjects, time and date.	
	Overview of Roles and Responsibilities in Certifying the Adequacy of Water Supply for Proposed Land Development Projects.	G. Hall	Receive and discuss the roles and responsibilities in certifying the adequacy of water supply for proposed land development projects.	

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MEETING DATE	WORK PLAN ITEM, BOARD POLICY, & POLICY CATEGORY	ASSIGNED STAFF	INTENDED OUTCOME(S)	ACCOMPLISHMENT DATE AND OUTCOME
11/14/18 12:00 pm	Approval of Minutes	Committee	Approve Minutes	
	Expedited Purified Water Program Update	K. Oven/G. Hall	Receive information and discuss next steps: A. *Tentative* Discussion of October 2018 Special Joint RWPAC Meeting Feedback, Follow Up, and Outcomes.	
	Update on Countywide Water Reuse (Recycled and Purified Water) Master Plan.	G. Hall	Receive information and discuss next steps on: A. Status of December 2018 Planned Completion of Draft Countywide Water Reuse Master Plan; and B. Status of June 2019 Planned Completion of Countywide Water Reuse Master Plan.	
	Update on Reverse Osmosis Concentrate Management.	G. Hall	Receive information and discuss next steps on: A. Status of December 2018 Planned Completion of Final Reverse Osmosis Concentrate Management Plan Report.	
	Direct Potable Reuse Analysis Efforts Update.	G. Hall	Receive information and discuss next steps on: A. TBD	
	Update on District/City of Sunnyvale Collaboration Efforts.	G. Hall	Receive information and discuss next steps on: A. TBD	
	Update on District/City of Palo Alto/City of Mountain View Collaboration Efforts.	G. Hall	Receive information and discuss next steps on: A. Status of Northwest County Recycled Water Strategic Plan.	
	Update on District/SFPUC/BAWSCA Collaboration Efforts and Feasibility Study.	G. Hall	Receive information and discuss next steps on: A. TBD	

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MEETING DATE	WORK PLAN ITEM, BOARD POLICY, & POLICY CATEGORY	ASSIGNED STAFF	INTENDED OUTCOME(S)	ACCOMPLISHMENT DATE AND OUTCOME
<b>11/14/18 12:00 pm (Cont'd)</b>	Update on South County Efforts and the District/City of Gilroy Agreements for Expansion of Recycled Water.	G. Hall/K. Oven	Receive information and discuss next steps on Status of South County Recycled Water Pipeline Short-Term Phase 1B/2A Project A. Plans, Specifications, and Authorization to Advertise for Bids; and B. Consultant Agmt w/Mott MacDonald for Construction Mgmt Services	
	Review Committee Work Plan and discuss 2018 meeting schedule.	Committee	Review and make necessary adjustments to Committee Work Plan, and confirm next meeting discussion subjects, and confirm next meeting time and date.	



2018 ACCOMPLISHMENTS REPORT

MEETING DATE	WORK PLAN ITEM, BOARD POLICY, & POLICY CATEGORY	ASSIGNED STAFF	INTENDED OUTCOME(S)	ACCOMPLISHMENT DATE AND OUTCOME
01/23/18 1:00 pm	Workshop to Receive Information from Public-Private Partnership (P3) Entities Interested in the District's Expedited Purified Water Program	K. Oven	Receive Information and Discuss Next Steps.	Continued to 02/08/18.
02/08/18 2:00 pm	Election of 2018 Chair, Vice Chair	Committee	Consider the nomination and approve the election of 2018 Committee Chair and Vice Chair	Director Estremera elected Chair. Director Keegan elected Vice Chair.
	Approval of Minutes	Committee	Approve Minutes	Approved 11/15/17 and 01/23/18 Minutes.
	Update on Countywide Water Reuse (Recycled and Purified Water) Master Plan.	G. Hall	Receive information and discuss next steps and Recommend the following to the Board: i. Approve a \$395,000 Budget Adjustment and Authorize the CEO to Execute an Amendment to Agreement with GHD, Inc., for Reverse Osmosis Concentrate Mgmt Project; and ii. Adopt a Resolution to authorize the CEO to prepare and submit a grant application to State Water Resources Control Board Proposition 13 Grant Funding Opportunity, to partially fund the Reverse Osmosis Concentrate Mgmt Project.	Noted.
	Expedited Purified Water Program Update	K. Oven/G. Hall	Receive information and discuss next steps on: A. Summary of 01/23/18 RWC P3 Workshop; and B. P3 procurement Options.	Recommend Options B and C to the board, with the following modifications included: project labor agreement language; a stipend; a hybrid procurement process for discussion; and that there is a full team (designer/builder/operator/financer) in place from the beginning of the process (02/13/18 Item 4.3)
	Update on Public Outreach for Recycled and Purified Water, 2017 Potable Reuse Telephone Survey.	R. Callender	Receive information and discuss next steps.	Noted
	Update on the Contra Costa Water District/Central Contra Costa Sanitary District Recycled Water Exchange Project	G. Hall	Receive information and discuss next steps.	Noted
	Review Committee Work Plan and discuss 2018 meeting schedule (Continued from 11/15/17).	Committee	Review and make necessary adjustments to 2018 Committee Work Plan, and confirm regular meeting schedule for 2018.	Next Meeting March 21, 2018.

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MEETING DATE	WORK PLAN ITEM, BOARD POLICY, & POLICY CATEGORY	ASSIGNED STAFF	INTENDED OUTCOME(S)	ACCOMPLISHMENT DATE AND OUTCOME
03/21/18 2:00 pm	Approval of Minutes	Committee	Approve the Minutes	Approved Minutes of 02/08/18.
	Discuss agenda items for the upcoming Joint Recycled Water Policy Advisory Committee (City of San Jose/SCVWD/City Of Santa Clara) meeting scheduled for April 19, 2018.	H. Ashktorab	Receive information and discuss next steps.	Committee made the following requests and noted without formal action: <ul style="list-style-type: none"> <li>• Come back via Nonagenda w/info on SVAWC FY 17 budget projections vs actuals, and FY18-19 utilization/cost ratio, per acre foot;</li> <li>• Brief SJ staff on subjects planned for 04/19/18 RWPAC, including City SJ budget objectives, and overview of P3 and how City fits into this; and</li> <li>• Coordinate additional advertisement of the April 19, 2018 RWPAC meeting on the District's website.</li> </ul>
	Update on District Recycled and Purified Water Efforts – Reverse Osmosis Concentrate Management:	M. Sinaki	Receive information and discuss next steps, and recommend that the Board approve a \$452,000 budget adjustment and authorize the Chief Executive Officer (CEO) to negotiate and execute an amendment and time extension to the agreement with GHD, Inc., for the Reverse Osmosis Concentrate Management Project (Agreement No. A4034G), for an amount not to exceed \$842,000; and that the Board of Directors adopt a resolution to authorize the CEO to prepare and submit a grant application to the State water Resources Control Board Proposition 13 Grant Funding Opportunity, to partially fund the Reverse Osmosis Concentrate Management Project.	The Committee recommends that the Board approve a \$452,000 budget adjustment and authorize the Chief Executive Officer (CEO) to negotiate and execute an amendment and time extension to the agreement with GHD, Inc., for the Reverse Osmosis Concentrate Management Project (Agreement No. A4034G), for an amount not to exceed \$842,000; and that the Board of Directors adopt a resolution to authorize the CEO to prepare and submit a grant application to the State water Resources Control Board Proposition 13 Grant Funding Opportunity, to partially fund the Reverse Osmosis Concentrate Management Project.
	Review Committee Work Plan	Committee	Review and make necessary adjustments to 2018 Committee Work Plan, and confirm regular meeting schedule for 2018.	Staff is to add discussion of P3 Term Sheets to 05/09/18 Agenda. Remainder of Work Plan continued to next meeting.

# RECYCLED WATER COMMITTEE

Updated: 9/7/18



MEETING DATE	WORK PLAN ITEM, BOARD POLICY, & POLICY CATEGORY	ASSIGNED STAFF	INTENDED OUTCOME(S)	ACCOMPLISHMENT DATE AND OUTCOME
05/09/18 12:00 pm	Approval of Minutes	Committee	Approve Minutes	Approved.
	Expedited Purified Water Program Update.	K. Oven	Receive information on and discuss the P3 Expanded Shortlist of Qualified Firms, the Draft P3 Term Sheet, and next steps for the P3 Procurement process.	<ul style="list-style-type: none"> <li>Revise the Draft P3 Term Sheet to allow for proposals for facilities other than the City of San Jose facilities, as described Attachment 1, Page 4, Section 11;</li> <li>Consider including language in the Draft P3 Term Sheet that allows the Water Unit Price Ceiling, discussed in Attachment 1, Page 10, Section 21, to be raised over time;</li> <li>Investigate opportunities to broaden Attachment 1, Page 24, Section 48 so that P3 entities can propose innovative solutions to ownership issues, such as Reverse Osmosis Concentrate, as able, or as feasible within bond financing requirements;</li> <li>Investigate options, and other agency's best management practices, for contractor or consultant contractual ability or restriction to issue press releases, advertise, or otherwise communicate with the public about projects (Informal Board Member Request No. I-18-0008);</li> <li>Staff is to schedule a special Committee Work/Study Session on the Expedited Purified Water Program in July 2018;</li> <li>Staff is to provide monthly updates to the Board on the Expedited Purified Water Program; and</li> <li>Staff is to ensure that District Boardroom Live-Streaming audio issues are resolved, and provide live webcasting of all future Recycled Water Committee meetings.</li> </ul>
	April 19, 2018 Joint Recycled Water Policy Advisory Committee (JRWPAC) Meeting Feedback, Follow Up, and Outcomes.	G. Hall	Receive information and discuss next steps.	Noted.
	Update on Countywide Water Reuse (Recycled and Purified Water) Master Plan.	G. Hall	Receive information and discuss next steps on progress on the Master Plan baseline efforts.	Noted.
	Update on Reverse Osmosis Concentrate Management.	G. Hall	Receive information and discuss next steps on: A. Status of the amendment and time extension to the consultant	Noted.



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MEETING DATE	WORK PLAN ITEM, BOARD POLICY, & POLICY CATEGORY	ASSIGNED STAFF	INTENDED OUTCOME(S)	ACCOMPLISHMENT DATE AND OUTCOME
05/09/18 12:00 pm (Cont'd)			<p>agreement with GHD, Inc;</p> <p>B. Status of the grant agreement with the State Water Resources Control Board for funding research studies; and</p> <p>C. Outcomes from the February 2018 stakeholder discussions about ROCM options.</p>	
	Update on District/City of Palo Alto/City of Mountain View and City of Sunnyvale Collaboration Efforts.	G. Hall	<p>Receive information and discuss next steps on:</p> <p>A. Northwest County Recycled Water Strategic Plan;</p> <p>B. Comprehensive Agreement between District and City of Palo Alto; and</p> <p>C. Comprehensive Agreement between District and City of Sunnyvale</p>	<ul style="list-style-type: none"> <li>• Include information on the District's Recycled Water Program in their presentations, when they go to Board or City Councils with presentations on Recycled Water Comprehensive Agreements; and</li> <li>• Expedite the Comprehensive Agreement negotiations with the City of Palo Alto in consideration of the planned joint meeting between the District Board of Directors and Palo Alto City Council.</li> </ul>
	Update on District/SFPUC/BAWSCA Collaboration Efforts.	G. Hall	Receive information and discuss next steps on District/SFPUC/BAWSCA Feasibility Study.	Noted.
	Update on South County Recycled Water Projects and District, Producers, Wholesalers, and Retailers Agreements.	G. Hall/K. Oven	<p>Receive information and discuss next steps on:</p> <p>A. Status of South County Recycled Water Master Plan Implementation; and</p> <p>B. Partnership Agreements.</p>	<ul style="list-style-type: none"> <li>• Look for opportunities to bring the South County Recycled Water Producers, Wholesalers, and Retailers Agreements into conformance with Recycled Water Agreements held, or being negotiated with, other areas in the county; and</li> <li>• Come back during the August 9, 2018 regular Committee meeting with policy proposals and an opportunity for Committee discussion regarding a recommendation to the Board on District engagement in the governance of the South County Recycled Water Authority.</li> </ul>
	Review Committee Work Plan and Discuss 2018 Meeting Schedule.	Committee	Review and make necessary adjustments to Committee Work Plan, confirm next meeting discussion subjects, and confirm next meeting date and time.	Schedule July 2018 Special Work Session on Expedited Purified Water Program.

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MEETING DATE	WORK PLAN ITEM, BOARD POLICY, & POLICY CATEGORY	ASSIGNED STAFF	INTENDED OUTCOME(S)	ACCOMPLISHMENT DATE AND OUTCOME
July 2018	Expedited Purified Water Program Update	K. Oven	Receive information on and discuss next steps for the P3 Procurement process.	Cancelled

MEETING DATE	WORK PLAN ITEM, BOARD POLICY, & POLICY CATEGORY	ASSIGNED STAFF	INTENDED OUTCOME(S)	ACCOMPLISHMENT DATE AND OUTCOME
08/08/18 12:00 pm	Approval of Minutes	Committee	Approve Minutes	Approved
	Update on Countywide Water Reuse (Recycled and Purified Water) Master Plan.	G. Hall	Receive information and discuss next steps on: A. Status of December 2018 Planned Completion of Draft Countywide Water Reuse Master Plan; B. Status of June 2019 Planned Completion of Countywide Water Reuse Master Plan; and C. Staff request for additional Committee meeting in September 2018.	Noted
	Reverse Osmosis Concentrate Management (ROCM) Update.	G. Hall	Receive information and discuss next steps on: A. Update on the Reverse Osmosis Concentrate Pilot study and other pertinent efforts; B. Status of the amendment and time extension to the Agreement between the District and GHD, Inc.; and C. Status of the grant agreement with the State Water Resources Control Board (SWRCB) for funding ROCM research studies.	Noted
	Update on District Collaboration Efforts with Other Public Entities for Recycled Water	G. Hall	Receive information and discuss next steps on: A. Collaboration Efforts with City of Palo Alto: i. Northwest County Recycled Water Strategic Plan; and ii. Comprehensive Agreement between District and Palo Alto;	Noted

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08/08/18 12:00 pm (Cont'd)			B. Collaboration Efforts with City of Sunnyvale; and C. Collaboration Efforts with San Francisco Public Utilities Commission (SFPUC) and Bay Area Water Supply and Conservation Agency (BAWSCA).	
	Discussion on October 2018 Special Joint Recycled Water Policy Advisory Committee (JRWPAC) Meeting.	G. Hall	Receive information and provide direction to staff.	The Committee requested that staff: 1. Schedule a Special Meeting at 1:30 p.m., 09/12/18 to discuss agenda content for the Oct 2018 Special RWPAC meeting; 2. Provide copies of the City of San Jose Climate Smart Plan, accompanied by a briefing on the District's role and information on how the plan was developed; and 3. Come back with a briefing on the roles and responsibilities of cities to certifying a water supply in support of proposed land development projects.
	Public Outreach for Recycled and Purified Water – Expanding Taste Tests and Bottling Options of Advanced Purified Water.	R. Callender	Receive information on current activities and discuss expanding taste test opportunities, including bottling of purified water for marketing purposes.	Noted
	Review Committee Work Plan and discuss 2018 meeting schedule.	Committee	Review, make necessary adjustments, and confirm next meeting discussion subjects, time and date.	The Committee scheduled a Special Meeting at 1:30 p.m., 09/12/18 to discuss agenda content for the Oct 2018 Special RWPAC meeting