

**NORTH BAY WATER REUSE AUTHORITY  
TECHNICAL ADVISORY COMMITTEE**

Monday, March 21, 2010

Agenda

Conference Call Meeting

(Primary Number: 1-866-502-8312, passcode: 190367#

9:30 AM

	1.		Call to Order and Self Introductions
<b>Page 1</b>	2.	Action	Approval of Agenda
	3.		Public Comments
<b>Pages 2 - 4</b>	4.	Action	Consent Items a. Minutes, February 14, 2011
<b>Pages 5 Pages 6 - 12 Pages 13 - 14</b>	5.	Information	Report from the Program Manager a. Consultant Progress Reports b. Action Items from February 14, 2011 Meeting
<b>Pages 15 - 16</b>	6.	Information	Budget Summary for the Period Ending February 28, 2011
<b>Pages 17 - 32</b>	7.	Discussion	Phase 2 Draft Feasibility Study Workplan for FY2011/12 and FY2012/13
<b>Pages 33 - 62</b>	8.	Discussion	Draft 3-Year Budget and Detailed Scopes and Costs for Phase 1 and Phase 2 for FY2011/12 and FY2012/13 Budgets
	9.	Information	Status of WaterSMART Grant Applications
	10.	Information	ARRA Projects Report
<b>Pages 63 - 64</b>	11.	Information	Project Design and Construction Schedule Update
<b>Pages 65 - 73</b>	12.	Information	Federal Legislative Update
	13.	Information	State Legislative Update
	14.	Information	Proposition 84 – Integrated Regional Water Management Program Update and Status
<b>Pages 74 - 77</b>	15.	Information	EIR/EIS Approval Process Update
	16.	Information	Outreach Program Report
	17.	Information	Items from Committee, Agency Staff, or Consultants
	18.	Information	Items for Next Agenda (March 21, 2011, Conference Call, 1-866-502-8312 - 190367#)

The North Bay Water Reuse Authority complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Please contact **Chuck Weir** at **510-410-5923** with any questions.

**North Bay Water Reuse Authority  
Technical Advisory Committee  
Minutes  
February 14, 2011**

**1. Call to Order and Self Introductions**

The Program Manager called the meeting to order at 10:29 a.m. on Monday, February 14, 2011 at the Novato Sanitary District, 500 Davidson Street, Novato, CA.

## Committee Members Present

Tim Healy	Napa Sanitation District
Beverly James	Novato Sanitary District
Pam Jeane	Sonoma Valley CSD
Drew McIntyre	North Marin Water District
Phillip Miller	Napa County
Renee Webber	Sonoma County Water Agency
Mark Williams	Las Gallinas Valley Sanitary District

## Others Present

Chuck Weir, Program Manager	Oakley Water / RMC
Kevin Booker	Sonoma County Water Agency
Ginger Bryant	Bryant & Associates
Andria Loutsch	CDM
Taylor McDaniel	Rauch Communications
Susan McGuire	Las Gallinas Valley Sanitary District
Monica Oakley	Oakley Water / RMC
Pilar Oñate-Quintana	KP Public Affairs
Jim O'Toole	ESA
Martin Rauch	Rauch Communications
Stephanie Reynolds	Sonoma County Water Agency
Michael Savage	CDM

**2. Selection of a Chair and Vice-Chair**

Beverly James was elected Chair and ran the meeting from that point forward. Tim Healy was elected Vice-Chair.

**3. Approval of the Agenda**

The Agenda was unanimously approved as presented.

**4. Public Comments**

There were no public comments.

**5. Consent Items:**a. Minutes, January 24, 2011

The minutes were unanimously approved as presented.

**6. Report from the Program Manager****a. Consultant Progress Reports**

Consultant progress reports, consistent with the tasks in their scopes of work for December 2010 were included in the packet.

**b. Status of Action Items from January 24, 2011 Meeting**

A list of action items, including task, responsible party, due date, status, and completion date was included in the packet. All items are either complete or are in process. Drew McIntyre asked whether it had been determined if NMWD could received funds directly from USBR. Kevin Booker indicated that he would check with David White at USBR.

**7. Review of the February 14, 2011 Board Meeting**

The TAC agreed that the Board minutes should include names of Directors who made and seconded motions and that they would check their notes to fill in any missing information. The TAC also agreed to include a table listing the contract manager for each of the consultants.

**8. Budget and Financial Issues**

The TAC discussed financial issues including cost recovery for Sonoma County Water Agency, developing the consultant scopes and costs for the three-year budget for the Board at the May 2011 meeting, and the intent to set up the consultant agreements to be effective July 1, 2011 and that they should cover a two-year period.

**9. Status of WaterSMART Grant Applications**

Michael Savage, Andria Loutsch, Kevin Booker, and Ginger Bryant updated the TAC on the status of the grant applications. They were submitted to USBR February 11, 2011. Copies of the applications were distributed. Fully executed copies of the applications were distributed electronically on February 12, 2011. Notification as to awardees should be received in April 2011.

**10. ARRA Projects Report**

Kevin Booker and Andria Loutsch provided an update on the status of the ARRA Projects.

**11. Federal Legislative Update**

Ginger Bryant provided an update as noted in her report.

**12. State Legislative Update**

Pilar Oñante-Quintano provided an update including information on SBX7-6 that was passed in 2009 that required additional groundwater monitoring.

**13. Proposition 84 – Integrated Regional Water Management Program Update and Status**

Kevin Booker and Pilar Oñante-Quintano provided an update on the program. Notification as to awardees should be received in June 2011.

**14. EIR/EIS Approval Process Update**

Jim O'Toole provided an update on the status of the Section 106 cultural resources analysis, the anticipated certification of the Record of Decision, and the schedule for finalizing all tasks. The Record of Decision was signed by USBR on January 28, 2011

**15. Outreach Program Report**

Martin Rauch and Taylor McDaniel reviewed current and future outreach activities, including updates to the website. They noted that the Board Agenda, full packet and minutes are now being posted to the website.

**16. Items from Committee, Agency Staff, or Consultants**

There were no additional items.

**17. Items for Next Agenda (Next Meeting March 21, 2011)**

The next meeting will be a conference call, 1-866-502-8312, passcode 190367# beginning at 9:30 a.m..

Action items resulting from this meeting include:

- a. Included names of Directors that made and seconded motions in the minutes.
- b. Include a table of consultant contracts and the contract manager in the minutes.
- c. Develop a draft scope of work and costs for a three-year budget for the March 21, 2011 TAC conference call.
- d. SCWA to develop two-year agreements for the consultants with task and cost approval incorporated into them to reduce the administrative burden.

Chair James adjourned the meeting at 11:51 a.m.

*NEXT MEETING INFORMATION: Next meeting will be a conference call, 1-866-502-8312, passcode 190367# beginning at 9:30 a.m.*

C:\Users\Carol\Documents\RMC Water and Environment\NBWRA\Agendas\2011-02\2011\_02\_14\_NBWRA\_TAC\_Minutes.docx

**ITEM NO. 5 REPORT FROM THE PROGRAM MANAGER**

The January 2011 Report from the Program Manager includes the following items:

**Item No. 5.a Consultant Progress Reports for February 2011**

**Item No. 5.b Status of Action Items from the February 14, 2011 Meeting**

Additional Agenda Items

Following is a brief summary of some additional Agenda items:

**Item No. 7 Phase 2 Draft Feasibility Study Workplan for FY2011/12 and FY2012/13**

Please refer to the detailed scope and cost summary document.

**Item No. 9 Status of WaterSMART Grant Applications**

Andria Loutsch and Ginger Bryant will update the TAC on the status of the applications.

**Item No. 10 ARRA Projects Report**

Andria Loutsch and Kevin Booker will update the TAC on the status of the ARRA projects, including reporting requirements.

**Item No. 11 Project Design and Construction Schedule Update**

Member Agencies should review the schedule and provide updates and needed.

**Item No. 12 Federal Legislative Update**

Please refer to the information provided by Bryant & Associates in Agenda Item No. 11

**Item No. 13 State Legislative Update**

Pilar Oñate-Quintana will update the TAC. Also refer to her report in Item No. 6.a.

**Item No. 14 Proposition 84 – Integrated Regional Water Management Program Update and Status**

Participants will update the TAC on this item.

**Item No. 15 EIR/EIS Approval Process Update**

Please refer to the update provided by Jim O’Toole, ESA, in Agenda Item No. 14.

**Item No. 16 Outreach Program Report**

Martin Rauch and Taylor McDaniel, Rauch Communications, will discuss current and future outreach efforts.

Page 1

Agenda Explanation  
North Bay Water Reuse Authority  
Technical Advisory Committee  
March 21, 2011

**ITEM NO. 5.a CONSULTANT PROGRESS REPORTS**

**Action Requested:** None at this time.

Attached are progress reports from NBWRA consultants for February 2011. The progress reports are of similar format and are based on the tasks in each of the consultant agreements. The intent is for the reports to be consistent with the budget information and will be for the previous month.

Note that the Report from Bryant & Associates is included in Agenda Item No. 12, since it provides additional information on the federal legislation and other items.

Consultants will also provide verbal reports on items at the meeting.

North Bay Water Reuse Authority  
Professional Services by Oakley Water / RMC  
RMC Job Number 0047-046.01

## **Progress Report**

**February 2011**

### **Task 1 – Orientation of Program Manager**

- No work was conducted on this task during the period.

### **Task 2 – Board Meeting Management**

- Updated contacts and Distribution Lists for Board and Technical Advisory Committee (TAC) based on input received from Member Agencies.
- Assisted in setting up meetings for Board Orientation meetings.
- Prepared Board Orientation binders for new Directors and Alternates.
- Attended Board Orientation meetings in Novato, Santa Rose, and Napa. Participated in two conference call Board Orientation meetings.
- Developed Board agenda format and revised based on input from Agency legal counsel.
- Reviewed and edited reports from consultant team. Prepared Agenda Packets for February 14, 2011 Board and TAC meetings.
- Prepared for and attended February 14, 2011 Board and TAC meetings.
- Drafted separate minutes from February 14, 2011 Board and TAC meetings. Revised based on comments received. Responded to comments and questions received.
- Prepared list of short-term action items discussed at the February 14, 2011 Board and TAC meetings. Transmitted action items to meeting attendees. Tracked progress of action items from previous meetings. Revised list based on comments received.
- Revised State Revolving Fund (SRF) letter based on comments from January 24, Coordination Committee meeting and February 14, 2011 Board meeting. Coordinated distribution of letter. Coordinated with State Water Board Deputy Director to set up meeting to discuss SRF process.
- 

### **Task 3 – Financial Management**

- Updated Consultant costs and Budget Summary through January 31, 2011 and included in Board Agenda packet.
- Drafted three-year budget for Board Agenda packet.
- Responded to budget questions from Member Agencies.
- Continued efforts to reconcile assessments and payments made by Member Agency.
- Reviewed January 2011 invoices from CDM.

- Coordinated with State Water Board and member agency staff to set up meeting with State Water Board to discuss SRF process and began developing agenda and issues for meeting.

**Task 4 – Consultant Management & Coordination**

- Participated in four weekly consultant team conference calls.
- Public Outreach Consultant: Reviewed consultant monthly invoice and cost summary and notified Agency staff that they were approved for payment. Updated budget summary.
- State Legislative Consultant: Reviewed emails regarding legislation, SRF, and related issues.

**Task 5 – Program Planning**

- Tracked process of obtaining signatures and distribution of fully executed copies of MOU to Member Agencies.
- Tracked Proposition 84 and Integrated Regional Water Management Act issues.
- Email review and response and conference calls telephone calls related to USBR approval of Record of Decision and Section 106 schedule.
- Reviewed United States Bureau of Reclamation (USBR) Title XVI and WaterSmart grant applications.
- Prepared February 2010 Program Progress Report, budget status report, earned value graph, and invoice.
- Began development of scope tasks, deliverables, and costs for two-year agreement.
- Noted costs through February 2011 are tracking high and made plans to ensure costs are in line through remainder of fiscal year.

**Task 6 – Point of Contact for Inquiries**

- No work was conducted on this task during the period.

**Task 7 – Contingency for Additional Meetings**

- No work was conducted on this task during the period.

**February 2010 - KP Public Affairs - NBWRA Report**

Below, please find a summary of significant activities conducted on behalf of NBWRA in February:

- Reviewed newly introduced bills (bill introduction deadline was February 18) for bills of interest or concern to NBWRA members.
- Attended February 14, 2011 Board and TAC meetings.
- In light of new NBWRA board, coordinated with NBWRA staff and consultants – and then chair and vice chair – to propose and coordinate a date for an NBWRA “Sacramento Day” of meetings with NBWRA area legislators. The date of March 30, 2011 was identified.
- Provided input with respect to NBWRA efforts to address SWRCB-related concerns (letter, process, etc)
- Continued participation in consultant coordination calls regarding current program activities and potential future program activities

**Rauch Communication Consultants Inc.**

936 Old Orchard Rd – Campbell, CA 95008

PH 408-374-0977

FX 408-374-2197

E info@rauchcc.com

**M E M O**

---

**Progress Report, February 2011*****North Bay Water Reuse Authority Program Outreach Activities:*****Task 1 – Hold Kickoff Meeting**

- No activities were carried out on this task for this period.

**Task 2 – Research and Information Gathering**

- No activities were carried out on this task for this period.

**Task 3 – Update Outreach Materials**

- Major rewrite of brochure for Washington trip. Develop new map. Update layout.

**Task 4 – Update Outreach Plan, Themes and Messages**

- No activities were carried out on this task for this period.

**Task 5– Acquaint the Public with the Recycled Water Program**

- Outline options for press and upcoming e-news: new board, Record of Decision, Phase II, etc. Set timing. Web updates: develop new section for agendas/minutes and posted February agenda, updated blog, edited “About Us”, “Benefits”, and “Who We Are” sections. Obtained permission to cite new Water Reuse study on safety before it is published.

**Task 6 – Conduct Focused Outreach Activities**

- Obtain permission to use endorsement. Post.

**Task 7 – Conduct Remaining Outreach Actions**

- No activities were carried out on this task for this period.

**Task 8 – Coordination and Support**

- Develop monthly report; participate in team conference calls and on-site Board/committee meeting. Follow up on comments from public. Media searches. Print and mail multiple copies State Revolving Fund letter.

*North Bay Water Reuse Authority Engineering Services Activities*  
Professional Services by CDM

**Progress Report**

**February 2011**

**Engineering Support for NBWRA Activities in Fiscal Year 2010/2011**

- Attended NBWRA Board of Directors and TAC meetings.
- Participated in conference calls with Reclamation, SCWA, B&A, and ESA regarding the status of ROD and Section 106.
- Participated in multiple conference calls and discussions about NBWRA application for Reclamation's WaterSMART grants. Prepared grant applications.
- Updated project costs and funder per agency and project schedules. Prepared cost schedule information for Washington, D.C. trip materials.
- Participated in conference calls with SCWA and consultants about Phase 2 activities and scoping effort. Prepared Phase 2 Feasibility Study scope and budget documents.
- Participated in consultant and SCWA staff conference calls.
- Project management activities.

**Dual Purpose Storage Investigation**

- Continued work on draft of the technical memo and graphics.

**ARRA Reporting Coordination**

- Participated in meeting with SCWA and member agencies regarding Reclamation's recent audit of SCWA and SVCSD financial reports.
- Held conference call for NBWRA ARRA reporting contacts to go over questions on this quarter's reporting.
- Held conference call for NBWRA ARRA construction contacts to discuss construction activities and requirements.
- Updated and distributed revised reporting forms for member agency use.
- Project management activities.

Sonoma County Water Agency  
Professional Services by ESA  
ESA project # 206088.01

**Progress Report**

**February 1-28, 2011**

*Environmental Science Associates (ESA) Activities:*

**Task 3 – EIR/EIS**

**Task 4- Final EIR/EIS**

- Record of Decision signed January 26, 2011.

**Task 5- Project Management**

- Participated in weekly conference calls with Program Manager, CDM and Agency staff
- Updated Action Items for Weekly Meetings
- Reviewed invoices and created budget spreadsheets for Agency

**Task 6 – Biological Opinion**

- Biological Opinion issued July 7, 2010.

**Task 7 – Permitting**

- Prepared Final Cultural Resource Report for Reclamation Submittal to State Historic Preservation Officer February 14, 2011.
- Development of Mitigation Monitoring and Reporting Program tracking and provided environmental review/input to individual design teams.

Page 1

Agenda Explanation  
North Bay Water Reuse Authority  
Technical Advisory Committee  
March 21, 2011

**ITEM NO. 5.b STATUS OF ACTION ITEMS FROM JANUARY 24, 2011 MEETING**

**Action Requested:** None at this time.

Attached is a summary of the action items following the February 14, 2011 Board and TAC meetings. It was distributed following that meeting and has been updated for the March 21, 2011 meeting. The list includes task, responsible party, due date, status, and completion date. All items are either complete or in progress.

Meeting Date: February 14, 2011

NBWR Board and TAC Short-Term Action Item List

Task	Responsible Party	Due Date	Status	Completion Date
Include names of Directors for motions and seconds in Board minutes.	Weir and TAC	2/16/2011	Completed.	2/23/2011
Include table of consultants and contract managers in Board minutes.	Weir and TAC	2/16/2011	Completed	2/16/2011
Amend Bryant & Associates, ESA, CDM, and Oakley Water / RMC Agreements per budget amendments approved by Board on February 14, 2011	SCWA	3/15/2011	In progress. Oakley Water RMC agreement of \$1,600 will not be amended as it would cost \$3,000 to amend.	
Assess member agencies for costs related to budget amendments approved by Board on February 14, 2011	SCWA	3/15/2011	In progress.	
Develop scope and costs for consultants for a draft 3-year budget for the next TAC meeting	Consultant Team	3/10/2011	Draft 2-year scope and costs to be included in March TAC agenda packet. Too speculative to develop estimate for 3rd year until Phase 2a is completed.	
Develop consultant agreements based on approved budget with term to cover two fiscal years.	SCWA	5/16/2011	In progress.	
Approve the agreement between SCWA and the member agencies for grant reporting requirements.	Member Agencies	2/28/2011	Agreement approvals in progress. Using same process as for the MOU.	
Check with USBR regarding the possibility of NIMWD receiving funds directly from SCWA rather than through Novato and Las Gallinas.	Booker	2/28/2011	Checking with USBR to see if agreements can be amended.	
Preparation and submittal of the two WaterSMART grant applications.	Bryant & CDM	2/10/2011	Completed. Applications submitted.	2/11/2011
Meet with newly appointed Board members to provide initial orientation to NBWRA Program	Bryant and Weir	2/11/2011	Completed. Three meetings held. Three conference calls held.	2/11/2011
Send SRF letter	Weir	2/18/2011	Letter sent. Meeting held with SRF staff on March 8, 2011.	2/18/2011
The master schedule will be updated based on discussion and input from the Member Agencies.	O'Toole & Member Agencies	Ongoing		
Update the final versions of the PR documents to reflect correct dates when available.	RCC	subject to EIR/EIS finalization	To be completed prior to distribution.	
Distribute the final PR documents to appropriate elected officials in Sacramento and Washington D.C.	RCC, Bryant and Associates, and KP	subject to EIR/EIS finalization	Revisions made and used in March 2011 D.C. trip. Additional revisions being made for Sacramento meetings.	

Page 1

Agenda Explanation  
North Bay Water Reuse Authority  
Technical Advisory Committee  
March 21, 2011

**ITEM NO. 6 BUDGET SUMMARY - PERIOD ENDING FEBRUARY 28, 2011**

**Action Requested:** None at this time.

Attached is the budget summary for the period ending February 28, 2010. Please note the data in the “Uncommitted” column under Total Project Costs. Budget modifications were approved by the Board last month to increase the agreements with Bryant and Associates, CDM, and ESA. Note No. 7 also addresses this issue. All three agreements are in the process of being amended.

The Program Manager agreement is running low on funds. The FY2010/11 budget is for \$75,000 and a projection based on current expenses is approximately \$86,000. Some tasks will need to be curtailed to ensure remaining under budget through the end of the fiscal year.

**Recommendation**

None at this time.

**North Bay Water Reuse Authority**

Monthly Project Cost Summary  
 Period Ending: February 28, 2011

L. TOTAL PROJECT COSTS													
A	B	C	D	C + D = E	F	G	F + G = H	E - H = I	J	K	J + K = L	H - L = M	% M/H
Project	Consultant	Original Budget	Amendments	Revised Budget	Original Contract	Contract Amendments	Total Contract	Uncommitted	Prior Expenses	This Period Expenses	Total Expenses	Remaining	% Avail.
Program Manager	RMC / Oakley Water	100,000	150,000	250,000	100,000	150,000	250,000	-	214,721	11,070	225,791	24,209	9.7%
Program Development and Federal Funding	Bryant & Associates	225,000	636,300	861,300	225,000	557,000	782,000	79,300	767,510	14,325	781,836	164	0.0%
Federal Authorizations and Appropriations	The Ferguson Group	50,000	-	50,000	50,000	-	50,000	-	25,000	5,000	30,000	20,000	40.0%
Legislative/Program Development (State)	KP Public Affairs	35,000	95,000	130,000	60,000	70,000	130,000	-	106,065	5,000	111,065	18,935	14.6%
Public Outreach	Rauch Comm.	120,000	246,000	366,000	108,935	253,200	362,135	3,865	343,894	5,313	349,207	12,929	3.6%
Engineering/Economic	CDM	240,000	465,200	705,200	240,000	437,000	677,000	28,200	568,682	26,325	595,007	81,993	12.1%
Environmental	ESA	1,000,000	391,000	1,391,000	999,308	326,000	1,325,308	65,692	1,366,921	10,038	1,376,959	(51,651)	-3.9%
Contingency	n/a	10,000	85,000	-	-	-	-	-	-	-	-	-	NA
<b>TOTAL BUDGET</b>		<b>\$1,780,000</b>	<b>\$2,068,500</b>	<b>\$3,753,500</b>	<b>\$1,783,243</b>	<b>\$1,793,200</b>	<b>\$3,576,443</b>	<b>\$177,057</b>	<b>\$3,392,793</b>	<b>\$77,071</b>	<b>\$3,469,864</b>	<b>\$106,579</b>	<b>2.8%</b>

**Notes:**

- Budget data based on NBWRA approved budgets for FY2007/2008, FY2008/2009, FY2009/2010, and FY2010/2011. In general **Amendments** implies FY08/09, FY09/10, and FY10/11, but the original budget may cover more than one fiscal year.
- Uncommitted** indicates either a contract has not been issued or an existing contract has not yet been amended per approved NBWRA FY Budgets.
- \$58,000 moved from contingency to Federal Legislative for a total in this project of \$208,000 for FY2009/10. Approved January 25, 2010. Moved \$37,000 from contingency to environmental. Approved August 16, 2010.
- \$120,000 in CDM Total Contract is funded entirely by USBR for the dual-purpose and financial capability analysis.
- \$42,000 budget amendment approved September 20, 2010 for CDM ARRA reporting.
- FY2010/2011 Budget adopted May 17, 2010. Total was for \$545,000
- Budget amendment approved February 14, 2011 increases Bryant & Associates agreement by a total of \$79,300, ESA agreement by \$28,200, RMC agreement also approved for \$1,600 increase but will not be implemented due to**

**2. USBR and NBWRA COST SHARING**

Project	Consultant	Original Budget	Amendments	Revised Budget	USBR Original	USBR Amended	USBR Revised	NBWRA Original	NBWRA Amended	NBWRA Revised
Program Manager	RMC / Oakley Water	100,000	150,000	250,000	-	-	-	100,000	150,000	250,000
Program Development and Federal Funding	Bryant & Associates	225,000	557,000	782,000	-	-	-	225,000	557,000	782,000
Federal Authorizations and Appropriations	The Ferguson Group	50,000	-	50,000	-	-	-	-	50,000	50,000
Legislative/Program Development (State)	KP Public Affairs	35,000	95,000	130,000	-	-	-	35,000	95,000	130,000
Public Outreach	Rauch Comm.	120,000	246,000	366,000	80,000	-	80,000	240,000	246,000	486,000
Engineering/Economic	CDM	240,000	437,000	677,000	175,000	120,000	295,000	175,000	395,000	570,000
Environmental	ESA	1,000,000	326,000	1,326,000	500,000	74,000	574,000	570,000	289,000	859,000
Contingency	n/a	10,000	85,000	-	-	-	-	10,000	27,000	37,000
<b>TOTAL BUDGET</b>		<b>\$1,780,000</b>	<b>\$1,896,000</b>	<b>3,581,000</b>	<b>\$755,000</b>	<b>\$194,000</b>	<b>\$949,000</b>	<b>\$1,355,000</b>	<b>\$1,809,000</b>	<b>\$3,164,000</b>

**3. MEMBER AGENCIES Through March 11, 2011**

NBWRA Agencies	Assessments			Previous FY Assessment			This Period		
	Assessments Paid	Assessments Due	Assessments Carryover	Assessment Balance	Interest Earned	Expenses Paid	Expenses Paid	Member Balance	
Las Gallinas Valley Sanitary District	360,698	222,459	55,298	415,996	5,767	\$351,965	20,896	48,903	
Napa Sanitation District	815,581	263,013	28,140	843,721	5,365	\$645,370	38,523	165,194	
Novato Sanitary District	776,003	204,589	18,432	589,846	6,506	\$499,708	29,875	66,769	
Sonoma Valley County Sanitation District	769,641	291,114	69,295	547,822	7,911	\$462,403	27,452	65,877	
Sonoma County Water Agency	450,848	174,462	42,753	319,215	4,647	\$272,114	16,155	35,594	
<b>Total</b>	<b>\$3,658,243</b>	<b>\$2,502,682</b>	<b>\$213,919</b>	<b>\$2,716,601</b>	<b>\$30,197</b>	<b>\$2,231,560</b>	<b>\$132,901</b>	<b>\$382,337</b>	

**4. MEMBER AGENCIES FY 2010/2011 Through March 11, 2011**

NBWRA Agencies	Prop 84 Assessments		Assessments	
	Assessment	Assessment Paid	Assessments Due	Assessments Due
Las Gallinas Valley Sanitary District	85,689	3500	89,189	-
Napa Sanitation District	157,974	3500	161,474	-
Novato Sanitary District	122,512	3500	126,012	-
Sonoma Valley County Sanitation District	112,577	3500	116,077	-
Sonoma County Water Agency	66,248	-	66,248	-
<b>Total</b>	<b>\$545,000</b>	<b>\$14,000</b>	<b>\$559,000</b>	<b>\$0</b>

**Notes:**

- Payments made on behalf of member agencies may not match consultant expenses due to timing of invoicing and payment processing.

Page 1

Agenda Explanation  
North Bay Water Reuse Authority  
Technical Advisory Committee  
March 21, 2011

**ITEM NO. 7 PHASE 2 DRAFT FEASIBILITY STUDY WORKPLAN FOR FY2011/12  
AND FY2012/13**

**Action Requested:** None at this time.

Please refer to the attached Excerpt of Scope for FY11-12 and FY12-13 Tasks, Draft Feasibility Study Workplan. This document summarizes the project components, deliverables, and costs should the Board decide to proceed with a full Feasibility Study for Phase 2.

**Recommendation**

None at this time.



**North Bay Water Reuse Authority**

**EXCERPT OF SCOPE:  
FOR FY 11-12 AND FY 12-13 TASKS**

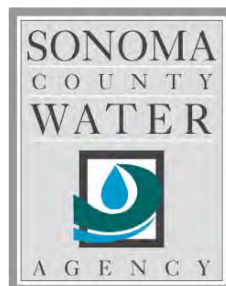
**DRAFT FEASIBILITY STUDY WORKPLAN**

**NORTH BAY WATER REUSE PROJECT**

**PHASE 2**

March 2011

Sonoma County Water Agency  
(Administrative Agency for NBWRA)  
404 Aviation Boulevard  
Santa Rosa, CA 95403



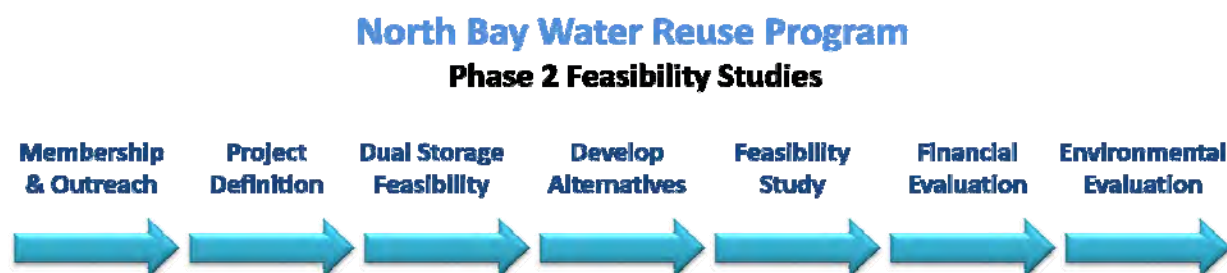
## 1.2 CONTENTS OF THE WORKPLAN

The workplan has been organized into the following sections:

- Section 2.0 A project description including the location of the project, potential sources of recycled water, and project components;
- Section 4.0 The scope of work for the engineering evaluation. Describes the preparation and content of the feasibility study report;
- Section 7.0 The scope of work for Program Development;
- Section 8.0 The scope of work for Public Involvement;
- Section 9.0 The scope of work for Agency Administration;
- Section 10.0 The Scope for Program Manager;
- Section 11.0 A Preliminary Project Schedule; and
- Section 12.0 The Budgetary Costs.

## 2.5 PROJECT COMPONENTS

The Phase 2 Feasibility Study tiers off information developed in the North Bay Water Reuse Project (NBWRP) Phase 1 Feasibility Study and environmental documentation. Although the Phase 2 potential service area is included in the NBWRP federal authorization, the Phase 1 Feasibility Study, Environmental Impact Report/Environmental Impact Statement (EIR/EIS), and Record of Decision (ROD) may not have covered the geographic limits anticipated in Phase 2. Therefore expanded studies are required. The Phase 2 Feasibility Study is separated into seven components as shown below. Fiscal years 2011-2012 and 2012-2013 would include the components “Membership & Outreach” through “Develop Alternatives” if Federal and local funding are available.



Note some of the tasks have previously been developed and presented to NBWRA under other names. The labor hour estimates for these tasks have not changed from their original version.

- **Membership & Outreach:** previously Phase 2A
- **Project Definition:** previously Phase 2B
- **Dual Storage Feasibility:** previously submitted as scope for WaterSMART grant application

## 2.6 PROJECT DELIVERABLES

Each component of the Phase 2 Studies will have a deliverable and those deliverables will ultimately culminate in the **Final Feasibility Study Report**. Interim work products include:

- Membership & Outreach memorandum;
- Project Definition Report (including detailed scope of work to complete the Phase 2 Feasibility Study and environmental analyses);
- Dual Storage Feasibility Study Report;
- Alternatives Development Report

## **4.0 SCOPE OF WORK PART I - ENGINEERING FOR THE FEASIBILITY STUDY**

### **4.3 PROJECT COORDINATION AND REVIEW**

Project coordination will be an important element throughout the engineering evaluation, and required at a variety of levels between SCWA, other project sponsors, regulatory agencies, and the public. SCWA shall establish a plan for project communication and coordination, and attend all meetings to ensure consistency throughout the project. Similarly, SCWA shall review all project-generated documentation for consistency and accuracy.

### **4.4 MEMBERSHIP OUTREACH AND DEVELOPMENT (PREVIOUSLY “PHASE 2A”)**

This task will define interest and projects of both existing NBWRA agencies and those of potential new members. Working closely with existing NBWRA agencies, briefing materials, talking points, and presentations will be developed for each county and discussions will be held to determine interest in joining the Phase 2 Feasibility Studies. Information on potential projects will be collected and concepts for the expanded program will be developed. Based on the determined interest, various cost share alternatives will be developed using current MOU exhibits and historical cost share scenarios. A summary memorandum will be completed that includes a preliminary definition of the interested agencies, their conceptual projects, potential water needs, and study cost share options.

### **4.5 PHASE 2 PROJECT DEFINITION (PREVIOUSLY “PHASE 2B”)**

#### **4.5.1 CONCEPTUAL LEVEL OPERATIONAL ANALYSIS**

Based on interest and potential projects identified in Section 4.4, Membership Outreach and Development, preliminary monthly operations analysis will be conducted to determine seasonal storage needs, potential integration with Phase 1 facilities, and general points of delivery. Conceptual-level sizing of storage and other facilities will rely of monthly demand distribution patterns developed in Phase 1. Information developed in the Appraisal Investigation of Dual Purpose Storage Opportunities for potential storage sites will be used to develop the conceptual locations, layout and volumes of seasonal storage.

#### **4.5.2 PRELIMINARY IDENTIFICATION OF PROGRAM AND COSTS FOR DESIGN AND CONSTRUCTION**

Conceptual level layouts of storage, conveyance and distribution facilities will be developed on the U.S. Geological Survey-based GIS database used in Phase 1. Preliminary facilities sizing will be based on peaking factors used in Phase 1. Cost curves and the approach for estimates of costs used in the Phase 1 Feasibility Study will be used to develop an order of magnitude level estimate of cost. Project layouts and estimates of costs will not be at Title XVI Feasibility Level, but sufficient to determine the cost range of a potential Phase 2. Phase 2 general definition and ranges of costs will be summarized to provide talking points for discussions with local and Federal agencies.

#### **4.5.3 REVIEW OF MEMBERS’ ABILITY TO MEET NON-FEDERAL COST SHARE**

The potentially large scale Phase 2 program will require 75 percent matching funds from the local agencies. A Financial Capability Determination was conducted in Phase 1 to allow federal fund disbursement. SCWA will review the Phase 1 analysis to provide a preliminary assessment of the capacity

of participating agencies to take on more construction projects following Phase 1 commitments. Additionally, information will be requested of potential new agencies that may consider joining Phase 2. Information should include details and documentation (if available) for funding the non-federal share of construction and any required annual debt service and annual project operations costs.

#### **4.5.4 CONCEPTUAL LEVEL PROJECT BENEFITS**

In order to justify local and federal expenditures, the benefits of a potential Phase 2 projects must be identified. The conceptual level investigation will address two facets:

- Water and energy benefits:
  - How will a Phase 2 recycled water program reduce the need for imported or more costly water supplies; and
  - How will a project reduce energy needs and consumption versus alternative approaches to meeting local water needs.
- Environmental and habitat:
  - Will a Phase 2 program reduce current impacts to the environment and habitat; and
  - How will the program improve or enhance the environment and habitat.

#### **4.5.5 SCOPE OF WORK FOR FULL PHASE 2 FEASIBILITY, ECONOMIC, AND ENVIRONMENTAL STUDIES**

Based on the information developed, a scope of work, schedule and budget to complete a Phase 2 program feasibility study and environmental documentation will be developed. Emphasis will be made on the use of existing available information and analyses developed in Phase 1 to efficiently and cost effectively conduct necessary activities to perform Phase 2 Feasibility and Environmental analyses. The Scope of work will include:

- Planning & Engineering;
- Economic & Financial;
- Environmental; and
- Public Outreach.

#### **4.5.6 DEFINE PROCESS TO MAINTAIN FEDERAL PLANNING APPROPRIATIONS AND CONCEPTS FOR PHASE 2 AUTHORIZATION**

#### **4.5.7 PHASE 2B REPORT AND PRESENTATIONS**

### **4.6 DUAL STORAGE FEASIBILITY STUDY (PREVIOUSLY “WATERSMART GRANT SCOPE”)**

#### **4.6.1 UPDATE AVAILABLE SUPPLY AND FUTURE DEMANDS**

Information on potential projects will be collected and concepts for the expanded program will be developed. Available monthly supplies and demands will be collected, reviewed, and updated to provide consistent information for program development.

#### **4.6.2 CONCEPTUAL OPERATIONAL ANALYSES**

A preliminary monthly operations analysis will be conducted to determine seasonal storage needs, potential integration with Phase 1 facilities, and general points of delivery. Conceptual-level sizing of storage and other facilities will rely on monthly demand distribution patterns developed in Phase 1. Information developed in the existing study “Appraisal Investigation of Dual Purpose Storage Opportunities” for potential storage sites will be used to develop the conceptual locations and volumes of seasonal storage.

#### **4.6.3 GEOTECHNICAL INVESTIGATION OF INITIAL PROPOSED STORAGE SITES**

Following operational analyses to determine the location and volumes, more detailed geotechnical evaluations that meet Title XVI criteria will be conducted at the previously identified locations described in the dual storage appraisal study. Specific issues to be addressed are seismic hazards, geologic hazards, and geotechnical consideration. Potential geological and geotechnical constraints at the feasibility level would be based on existing geologic maps and reports and some site visits. The Geotechnical Conditions and Geological Technical Constraints Technical Memorandum conducted for NBWRP Phase 1 Feasibility Study provides a basis for more detailed analysis of geologic constraints of potential ponds sites.

#### **4.6.4 IDENTIFICATION OF NEW STORAGE SITES AND GEOTECHNICAL INVESTIGATION**

Potential new storage sites are anticipated with the addition of new NBWRA members that will be identified in the Membership and Outreach Task. The appraisal investigation of dual storage opportunities did not identify specific potential sites for new NBWRA agencies. Following operational analyses to determine the location and volumes of new storage sites, more detailed geotechnical evaluations that meet Title XVI criteria would be conducted. Specific issues to be addressed are seismic hazards, geologic hazards, and geotechnical consideration. Potential geological and geotechnical constraints at the feasibility level would be based on existing geologic maps and reports and some site visits.

#### **4.6.5 LAYOUT, IDENTIFICATION OF UTILITY COMPONENTS & ENVIRONMENTAL ENHANCEMENTS, AND 10% DESIGN**

Each storage location would require site specific conceptual operations studies to address the needs of the individual agencies to incorporate the ponds into their existing operations and to meet the operational needs of an expanded system that relies on storage. Conceptual layout of water conveyance to and from the ponds and interfaces with treatment facilities will be required. Concepts for integrating habitat enhancement as an integrated system or as an independent adjacent system must be addressed for each site depending on the needs and objectives.

Preliminary pond layouts would be based on the selected site conditions, geotechnical constraints, geological constraints, agency operational concepts, utility constraints, environmental enhancement needs, and required volumes. The layout would include pond configuration, piping systems, pumping facilities, and access.

#### **4.6.6 FEASIBILITY-LEVEL COST ESTIMATES**

The Study would develop the Opinion of Total Project Capital Costs including construction costs, contingency, and implementation allowances, in accordance with Reclamation’s Guidelines.

#### **4.6.7 DUAL STORAGE STUDY REPORT**

The Study Report will summarize the work and findings, and layout the next steps for the feasibility study process. The draft report will be presented at an NBWRA Board of Directors (BOD) Meeting. The Study report will be finalized after incorporating comments from the NBWRA member agencies.

### **4.7 DEVELOP ALTERNATIVES**

#### **4.7.1 EVALUATE EXISTING AND FUTURE REGIONAL CONDITIONS**

The purpose of this task will be to initially evaluate the existing physical, environmental, and socioeconomic conditions of the potentially expanded NBWRP service area. It is intended to identify the region that would be potentially affected by performing the project, and to discuss the potential future of the region without the project. Conditions to be evaluated will include the following:

- Agricultural and urban land use;
- Agricultural soil capabilities;
- Project physical constraints;
- Water resources (surface and groundwater quantity and quality);
- Impact on anticipated water resource developments (including reduction or elimination of new or expanded water supplies, reduction or elimination of existing water diversions or aquifer withdrawals, and reduction of existing Federal water supply demands);
- Urban, agricultural, and environmental water demands;
- Regional water rights;
- Recycled water effluent flows and quantities from each water treatment plant;
- Impacts to regional endangered species;
- Regulatory requirements and involvement;
- Impacts to regional cash crops; and
- Impacts to all high and low volume regional water users.

#### **4.7.2 ESTABLISH PROJECT CRITERIA AND CONSIDERATIONS**

This task will establish those initial design assumptions and criteria important for investigation discussions and decision-making. Such criteria will include: overall pipeline function and the level of control allocated to each project sponsor, anticipated seasonal recycled water quantity and quality from each potential sponsor, public health and environmental quality issues associated with the use of reclaimed water, potential seasonal agricultural and urban demands, pipeline system physical and hydraulic design criteria, and long term operational and maintenance requirements.

#### **4.7.3 DEVELOP AND EVALUATE FEASIBILITY STUDY ALTERNATIVES**

Once the above tasks have been completed, the project team will develop three alternatives for additional evaluation. Alternatives will be generated that meet the initial planning criteria and constraints, and may differ with regard to the following: pipeline alignments, recycled water supply and demand, project

sponsors, project criteria, local irrigation system requirements, drainage impacts, and the effects of habitat restoration.

#### **4.7.4 ESTIMATE PROJECT COSTS**

The purpose of this task will be to perform a preliminary estimate of cost on each of the three project alternatives. At a minimum, the estimate will consider those costs associated with the design, construction, and annual operations and maintenance of the pipeline.

#### **4.7.5 PERFORM FATAL FLAW ANALYSIS**

The viability of the alternatives will be assessed based on a fatal flaw analysis that will be used to judge the practicality of proceeding with each alternative into feasibility level study. At a minimum, the fatal flaw analysis will evaluate the following for each alternative:

- Environmental impacts and mitigations;
- Easement acquisition;
- Utility conflicts;
- Constructability and physical constraints;
- Compliance with environmental laws, regulations, and requirements;
- Consideration of operations and maintenance issues; and
- System hydraulics (including energy and storage requirements).

#### **4.7.6 ALTERNATIVES DEVELOPMENT REPORT**

This task will generate a final report, summarizing the results of those activities performed during the Alternatives Development activities. The report will discuss the viability of each of the three alternatives, and identify a recommended preliminary plan for moving the alternatives through the second phase of the feasibility study.

## **7.0 SCOPE OF WORK PART IV – PROGRAM DEVELOPMENT**

### **7.1 COORDINATION WITH CONSULTANTS AND TRACKING PROGRAM COMPONENTS**

:

- Attend and participate in public meetings and technical workshops.
- Attend and participate in NBWRA meetings as requested by BOD, TAC, or SCWA Project Manager.
- Coordinate and communicate with technical and other Program consultants as needed to stay abreast of the Program studies and project content and progress.
- As necessary, review and provide input on technical memoranda, draft reports, and other materials prepared by technical consultants.
- Coordinate and communicate with the NBWRA Program Manager at the direction of the BOD and TAC.

### **7.2 PURSUIT OF OTHER FEDERAL AUTHORIZING AND FUNDING SOURCES**

Consultant shall assist the BOD and TAC in identifying and pursuing other potential authorizing and funding sources that are compatible with the Program goals and objectives.

:

- Manage and coordinate with the NBWRA's federal legislative advocate to identify other potential authorizing and funding sources and provide a description of the Program and its requirements to the BOD, TAC, and Project Manager.
- Consult with the BOD, TAC, and NBWRA Program Manager, SCWA's other federal legislative advocates, and other relevant stakeholders as to the merit and compatibility of the potential authorizing and funding sources with Program goals and objectives and those of other Authority members.
- As approved by BOD and TAC, work with NBWRA's federal legislative advocate to prepare materials as needed to obtain necessary authorizations and funding and submit materials to relevant administrative staff, legislators and legislative staff in pursuit of such authorizations and funding.
- Provide final, reproducible copies and electronic copies of authorizing or funding request material to the NBWRA Project Manager for reproduction and distribution by the NBWRA.
- Provide copies of funding materials to BOD, TAC, and NBWRA Program Manager.

### **7.3 MOBILIZATION AND DEVELOPMENT OF BROAD STAKEHOLDER SUPPORT**

Assist the BOD, TAC, and NBWRA consultants with organizing and managing broad-based stakeholder support for the Program.

:

- Identify potential stakeholders and their representatives in the region, including local governments, sanitation and water districts, agricultural industry, the environmental community, local business community, and non-governmental organizations that may have an interest in the Program.
- Provide contact information for such stakeholders and their representatives to the NBWRA's Outreach Consultant as requested by the BOD and TAC for development of stakeholder mailing lists.
- Outreach to these stakeholders and provide information about the Program, the content and status of legislation, the potential benefits of the Program and, any stakeholder issues of concern related to the Program and assist the NBWRA in resolving the stakeholder issues of concern.
- Meet with stakeholder groups and their representatives as needed to provide updates and mobilize support for the Program.
- Arrange for meetings and attend such meetings as needed with legislators and their staff, state and federal agency representatives, BOD, TAC, local officials, and various stakeholders to show support for the Program legislation and projects and to respond to any questions and concerns.

### **7.4 MONTHLY REPORTS**

Prepare monthly reports summarizing activities performed under this Agreement. Copies of monthly reports and invoices with supporting documentations for expenses shall be provided to the BOD, TAC, and NBWRA Program Manager upon request. Monthly Activity summaries shall be submitted to the Program Manager for inclusion in BOD and TAC meeting packets.

## **8.0 SCOPE OF WORK PART V – PUBLIC INVOLVEMENT**

### **8.1 PHASE 2 SUPPORT**

The effort described here focuses on support to the Phase 2 Feasibility Studies. Specific tasks associated with this approach may include:

1. Update the list of recycled water generators and other key stakeholders in the area beyond Phase 1 study area with which to meet and gather information regarding questions and concerns.
2. Compile key concerns and develop informational materials and presentations that respond to these questions and concerns.
3. Update the NBWRA webpage identifying Phase 2 activities and coordinating responses to questions submitted to the website.
4. Follow up by developing and distributing additional information (e.g. mailing or direct communication) to respond to stakeholder questions and concerns

## **9.0 SCOPE OF WORK – AGENCY ADMINISTRATION**

SCWA is the administrative agency for the NBWRA and is the signatory to the cooperative agreement with Reclamation. As such, SCWA is responsible for the collection, assimilation, and reporting of the NBWRA activities for Phase 2. Activities associated with the role include the following:

- Funding agreements;
- Reporting;
- Invoicing;
- General grant/project management; and
- Environmental coordination.

## **10.0 SCOPE OF WORK PROGRAM MANAGER**

The NBWRA program manager provides the following services for Phase 2 of the NBWRP:

- Meeting management;
- Financial management;
- Project support and review;
- Program planning;
- Governance issues; and
- Contingency for additional tasks.

## 11.0 PRELIMINARY PROJECT SCHEDULE

Table 1 provides the preliminary schedule for the feasibility study described in this workplan. The schedule outlines when the engineering and financial plans, environmental review of alternatives, preparation of feasibility study report, and public participation will begin and be completed. The schedule will be periodically updated as warranted.

Reclamation FY	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16
4.3 Project Coordination & Review						
4.4 Membership & Outreach						
4.5 Phase 2 Project Definition						
4.6 Dual Storage Feasibility Study						
4.7 Develop Alternatives						
4.8 Feasibility Study						
5.0 Financial Evaluation						
6.0 Environmental Evaluation						
7.0 Program Development						
8.0 Public Involvement						
9.0 Agency Administration						
10.0 Program Manager						

## 12.0 BUDGETARY COSTS

<b>NBWRP Phase 2</b>			
Activity	Annual Cost by Local Agency Fiscal Year		Total
	11-12	12-13	
4.3 Project Coordination & Review	\$ 27,400	\$ 27,400	\$ 54,800
4.4 Membership Outreach and Development	\$ -	\$ -	\$ -
4.5 Phase 2 Project Definition	\$ 167,000	\$ -	\$ 167,000
4.6 Dual Storage Feasibility Study	\$ 299,600	\$ 149,800	\$ 449,400
4.7 Develop Alternatives	\$ -	\$ 248,200	\$ 248,200
4.8 Feasibility Study	\$ -	\$ -	\$ -
5.0 Financial Evaluation	\$ -	\$ -	\$ -
6.0 Environmental Evaluation	\$ -	\$ -	\$ -
7.0 Program Development	\$ 85,100	\$ 85,100	\$ 170,200
8.0 Public Involvement	\$ 20,600	\$ 20,600	\$ 41,200
9.0 Agency Administration	\$ 82,500	\$ 82,500	\$ 165,000
10.0 Program Manager	\$ 62,900	\$ 62,900	\$ 125,800
<b>Total</b>	<b>\$ 745,100</b>	<b>\$ 676,500</b>	<b>\$ 1,421,600</b>

**ITEM NO. 8 DRAFT 3-YEAR BUDGET AND DETAILED SCOPES AND COSTS FOR PHASE 1 AND PHASE 2 FOR FY2011/12 AND FY2012/13 BUDGETS**

**Action Requested:** Provide direction to the Consultant Team such that a revised budget can be presented to the TAC for consideration at the April 18, 2011 meeting.

Last month the TAC agreed to develop 2-year agreements for each of the consultants in an effort to improve efficiency. Each of the consultants has developed detailed scopes of work and costs for a two-year period for both Phase 1 and Phase 2. The attachment includes detailed tasks, deliverables, and costs for the consultants. The intent is that this information, when approved, will become attachments to agreements with Sonoma County Water Agency.

The cost estimates have been incorporated into a three-year budget estimate for FY2011/12, FY2012/13, and FY2013/14. Budget information for FY2010/11 is also included as a comparison. Estimated costs for Phase 1 and Phase 2 for the three-year period are summarized below.

	<b>FY2010/11</b>	<b>FY2011/12</b>	<b>FY2012/13</b>	<b>FY2013/14</b>
<b>Phase 1</b>	\$739,000	\$715,800	\$633,500	\$585,200
<b>Phase 2</b>	\$59,100	\$708,600	\$669,900	\$0
<b>Total</b>	\$798,100	\$1,424,200	\$1,303,400	\$585,200

No costs have been included for Phase 2 in the third year as it is too early to speculate what Phase 2 may involve.

Member agency cost sharing for Phase 1 is based on the recently revised MOU, and cost sharing for Phase 2 is currently shown as equal shares for the six participating agencies. That cost share is subject to change based on current and or future members of NBWRA.

It should also be noted that the detailed information for CDM's scope is contained in Agenda Item No. 7, particularly in Section 4.0.

The TAC should review the draft scopes and costs provided by the consultants. Specific questions can be addressed during the conference call.

**Recommendation**

Provide direction to the consultant team such that a revised budget can be presented at the April 18, 2011 meeting.

**North Bay Water Reuse Authority**  
**Fiscal Year Budget Estimates - Phase 1 and Phase 2**  
 Fiscal Years 2011/12, 2012/13, and 2013/14

Phase 1 - Task and Consultant	Approved	FY2010/11	FY2010/11	FY2011/12	FY2012/13	FY2013/14	FY11/12,
	FY2010/11	Amendments	Revised				12/13, 13/14
Program Management - RMC / Oakley Water	75,000	-	75,000	97,000	97,000	97,000	291,000
Program Development and Federal Funding - Bryant & Associates	124,000	50,000	174,000	90,000	90,000	90,000	270,000
Federal Authorizations and Appropriations - The Ferguson Group	50,000	-	50,000	55,200	55,200	55,200	165,600
Planning, Engineering and Funding Management - CDM	125,000	42,000	167,000	225,400	143,300	95,000	463,700
Environmental Documentation, Permitting and Monitoring - ESA	75,000	102,000	177,000	55,000	55,000	55,000	165,000
State Funding / State Outreach - KP Public Affairs	60,000	-	60,000	60,000	60,000	60,000	180,000
Outreach and Community Support - Rauch Communications	36,000	-	36,000	58,000	58,000	58,000	174,000
SCWA Administration	-	-	-	75,000	75,000	75,000	225,000
Contingency	-	-	-	-	-	-	-
<b>Total Costs for Phase 1</b>	<b>\$545,000</b>	<b>\$194,000</b>	<b>\$739,000</b>	<b>\$715,600</b>	<b>\$633,500</b>	<b>\$585,200</b>	<b>\$1,934,300</b>

Phase 2 - Task and Consultant	Approved	FY2010/11	FY2010/11	FY2011/12	FY2012/13	FY2013/14	FY11/12,
	FY2010/11	Amendments	Revised				12/13, 13/14
Program Management - RMC / Oakley Water	-	1,600	1,600	62,900	62,900	-	125,800
Program Development and Federal Funding - Bryant & Associates	-	29,300	29,300	85,000	85,000	-	170,000
Federal Authorizations and Appropriations - The Ferguson Group	-	-	-	-	-	-	-
Planning, Engineering and Funding Management - CDM	-	28,200	28,200	419,600	418,900	-	838,500
Environmental Documentation, Permitting and Monitoring - ESA	-	-	-	30,000	-	-	30,000
State Funding / State Outreach - KP Public Affairs	-	-	-	-	-	-	-
Outreach and Community Support - Rauch Communications	-	-	-	28,600	20,600	-	49,200
SCWA Administration	-	-	-	82,500	82,500	-	-
Contingency	-	-	-	-	-	-	-
<b>Total Costs for Phase 2A</b>	<b>\$0</b>	<b>\$59,100</b>	<b>\$59,100</b>	<b>\$708,600</b>	<b>\$669,900</b>	<b>\$0</b>	<b>\$1,378,500</b>

Total Phase 1 and 2 - Task and Consultant	Approved	FY2010/11	FY2010/11	FY2011/12	FY2012/13	FY2013/14	FY11/12,
	FY2010/11	Amendments	Revised				12/13, 13/14
Program Management - RMC / Oakley Water	75,000	1,600	76,600	159,900	159,900	97,000	416,800
Program Development and Federal Funding - Bryant & Associates	124,000	79,300	203,300	175,000	175,000	90,000	440,000
Federal Authorizations and Appropriations - The Ferguson Group	50,000	-	50,000	55,200	55,200	55,200	165,600
Planning, Engineering and Funding Management - CDM	125,000	70,200	195,200	645,000	562,200	95,000	1,302,200
Environmental Documentation, Permitting and Monitoring - ESA	75,000	102,000	177,000	85,000	55,000	55,000	195,000
State Funding / State Outreach - KP Public Affairs	60,000	-	60,000	60,000	60,000	60,000	180,000
Outreach and Community Support - Rauch Communications	36,000	-	36,000	86,600	78,600	58,000	223,200
Contingency	-	-	-	157,500	157,500	75,000	390,000
<b>Total Costs for Phase 1 and 2</b>	<b>\$545,000</b>	<b>\$253,100</b>	<b>\$798,100</b>	<b>\$1,424,200</b>	<b>\$1,303,400</b>	<b>\$585,200</b>	<b>\$3,312,800</b>

**NBWA Member Agency Assessments - FY2011/12, FY2012/13, FY2013/14 for Phase 1 Based on 2010 MOU**

Phase 1	Approved	FY2010/11	FY2010/11	FY2011/12	FY2012/13	FY2013/14	FY11/12,
	FY2010/11	Amendments	Revised				12/13, 13/14
Las Gallinas Valley Sanitary District	85,689	26,571	112,260	51,801	45,858	42,362	140,021
Napa Sanitation District	157,974	48,987	206,961	228,236	202,051	186,646	616,934
Novato Sanitary District	122,512	37,990	160,503	61,621	54,551	50,392	166,565
Sonoma Valley County Sanitation District	112,577	34,909	147,486	196,596	174,040	160,771	531,407
Sonoma County Water Agency	66,247	20,543	86,790	25,557	22,625	20,900	69,082
North Marin Water District	-	-	-	126,231	111,749	103,229	341,209
Napa County	-	-	-	25,557	22,625	20,900	69,082
<b>Total Costs for Phase 1</b>	<b>545,000</b>	<b>169,000</b>	<b>714,000</b>	<b>\$715,600</b>	<b>\$633,500</b>	<b>\$585,200</b>	<b>\$1,934,300</b>
<b>Federal Share</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>				
<b>Total</b>	<b>545,000</b>	<b>194,000</b>	<b>739,000</b>				

Phase 2 - Equal shares for six participating agencies	Approved	FY2010/11	FY2010/11	FY2011/12	FY2012/13	FY2013/14	FY11/12,
	FY2010/11	Amendments	Revised				12/13, 13/14
Las Gallinas Valley Sanitary District	-	4,925	4,925	118,100	111,650	-	229,750
Napa Sanitation District	-	4,925	4,925	118,100	111,650	-	229,750
Novato Sanitary District	-	4,925	4,925	118,100	111,650	-	229,750
Sonoma Valley County Sanitation District	-	4,925	4,925	118,100	111,650	-	229,750
Sonoma County Water Agency	-	4,925	4,925	118,100	111,650	-	229,750
North Marin Water District	-	-	-	-	-	-	-
Napa County	-	4,925	4,925	118,100	111,650	-	229,750
<b>Total Costs for Phase 2A</b>	<b>-</b>	<b>29,550</b>	<b>29,550</b>	<b>\$708,600</b>	<b>\$669,900</b>	<b>\$0</b>	<b>\$1,378,500</b>
<b>Federal Share</b>	<b>-</b>	<b>29,550</b>	<b>29,550</b>				
<b>Total</b>	<b>-</b>	<b>59,100</b>	<b>59,100</b>				

Total Phase 1 and 2	Approved	FY2010/11	FY2010/11	FY2011/12	FY2012/13	FY2013/14	FY11/12,
	FY2010/11	Amendments	Revised				12/13, 13/14
Las Gallinas Valley Sanitary District	85,689	31,496	117,185	169,901	157,508	42,362	369,771
Napa Sanitation District	157,974	53,912	211,886	346,336	313,701	186,646	846,684
Novato Sanitary District	122,512	42,915	165,428	179,721	166,201	50,392	396,315
Sonoma Valley County Sanitation District	112,577	39,834	152,411	314,696	285,690	160,771	761,157
Sonoma County Water Agency	66,247	25,468	91,715	143,657	134,275	20,900	298,832
North Marin Water District	-	-	-	126,231	111,749	103,229	341,209
Napa County	-	4,925	4,925	143,657	134,275	20,900	298,832
<b>Total Costs for Phase 1 and 2</b>	<b>545,000</b>	<b>198,550</b>	<b>743,550</b>	<b>\$1,424,200</b>	<b>\$1,303,400</b>	<b>\$585,200</b>	<b>\$3,312,800</b>
<b>Federal Share</b>	<b>-</b>	<b>54,550</b>	<b>54,550</b>				
<b>Total</b>	<b>545,000</b>	<b>253,100</b>	<b>798,100</b>				

**EXHIBIT A**  
**Scope of Work**

North Bay Water Reuse Authority  
Professional Services by Oakley Water / RMC

**Program Manager Scope of Work**

**Task 1 – Board of Directors and Technical Advisory Committee (TAC) Meeting Management.** The Program Manager (PM) will coordinate room reservations for regular meetings. The schedule calls for quarterly Board meetings and monthly TAC meetings. It is expected that four of the TAC meetings will be via conference call. The PM will plan the regular meetings, including preparation of individual agendas for the Board and TAC. The PM will notice Board meetings via email in compliance with the Brown Act. The PM will be responsible for coordinating people who will be speaking, and preparing agenda item reports. Every effort will be made to email the agenda packets to NBWRA participants by 3:00 P.M. two business days prior to the monthly meeting (e.g. 3:00 PM on Thursday for a Monday meeting). To control costs, meeting participants are expected to bring their own copies of the agenda packet; however the PM will bring two extra copies of each agenda packet as a backup provision. The agenda packets are expected to be organized as one PDF document for ease in printing and reviewing.

The PM will facilitate the meetings to (1) assist with reaching an understanding of issues by NBWRA Board members as quickly as possible; (2) ensure efficient time spent on each agenda item; and (3) to obtain decisions on various elements of program where necessary and possible. Travel time to regular Board meetings, as well as all other NBWRA meetings attended by the PM as indicated in this scope, is included in the Program Manager budget. The PM will prepare and distribute action item minutes for both Board and TAC meetings for review within three days following meetings. The PM will also prepare and track the progress of short-term action items from Board and TAC meetings and include a report on said items in each TAC Agenda Packet.

The PM may be authorized to develop letters on behalf of the Board on an as needed basis. Letters may be related to state and federal legislation and or funding. An allowance is made for up to four letters per year.

Deliverables:

- Meeting agenda and related documents, in one PDF when feasible, prior to regular meeting (4 Board, 12 TAC total for each year).
- Agenda item reports for each Board and TAC meeting (ranges from 5-12 depending on meeting).
- Action item minutes for each Board and TAC meeting (4 Board, 12 TAC total for each year).
- Short-term Action Item list for Board and TAC meetings (combined into one list, 12 total for each year).

- Draft and final letters on behalf of the Board related to legislation and or funding (up to 4 each per year).

#### Costs

	FY2011/12	FY2012/13
Phase 1	\$40,888	\$40,888
Phase 2	\$17,600	\$17,600
Total 1 & 2	\$58,465	\$58,465

**Task 2 – Financial Management.** At the start of each calendar year, the PM will, begin preparing the program budget in two formats: an annual budget, and a longer range 3-year budget, based on program revenue and cost elements, including consultant costs. Assessments for the participating agencies will be identified. The TAC will recommend a budget for approval by the Board at its May meeting. The budget will cover tasks and costs for both Phase 1 and Phase 2. The PM will also analyze, monitor, and report on the budget status for each regular monthly meeting.

The PM will also assist NBWRA with processes related to obtaining state funding through grants or loans. This may include such programs and State grants, State Water Resources Control Board State Revolving Fund Program, or other programs that may become available. An allowance is made for attending up to four meetings per year related to these efforts.

#### Deliverables:

- Draft budget documents up to four times per year.
- Final budget document to be presented in May each year for Board approval. An allowance is made to make minor modifications to the final budget based on Board approval.
- Budget status updates (to be included with agenda packet PDF).
- Brief summary reports as needed in agenda packets related to obtaining State funding.

#### Costs

	FY2011/12	FY2012/13
Phase 1	\$17,600	\$17,600
Phase 2	\$4,400	\$4,400
Total 1 & 2	\$22,000	\$22,000

**Task 3 – Consultant Management & Coordination.** The PM will participate in weekly coordination conference calls with Agency and consultant staff. In addition, under this scope, the public outreach consultant and State funding / outreach consultant will be directly managed by the PM, and the PM will interact with the consultant to track and provide feedback with the goal that services will be provided according to the established scope, schedule, and budget. The PM will review the respective consultant invoices and recommend payment to be made by Administrative Agency. The PM will also be responsible for filing quarter electronic reports to the State Secretary of State regarding costs related to the State funding / outreach consultant.

In addition, the PM will receive monthly invoices electronically from each NBWRA consultant, not listed above, and provide a brief review to ensure tasks and costs are consistent with the approved budget. The PM will alert the Board and TAC if any issues arise.

Deliverables:

- Email notification to Agency staff regarding approval for public outreach and State funding / outreach consultant invoices are approved for payment (12 notifications per year for the public outreach consultant; the State funding / outreach consultant is on a monthly retainer).
- State funding / outreach reports to Secretary of State (4 times per year).
- Alerts to Board and TAC if task and cost issues arise (as needed in monthly Budget Status Updates).

Costs

	FY2011/12	FY2012/13
Phase 1	\$9,600	\$9,600
Phase 2	\$2,000	\$2,000
Total 1 & 2	\$11,600	\$11,600

**Task 4 – Project Support and Review.** The PM will provide project support and review on various components of the overall North Bay Water Reuse Program. The intent is to review and comment on major Phase 1 and Phase 2 tasks on behalf of the NBWRA member agencies. PM support may also include participation in meetings and conference calls on an as needed basis.

Phase 1 tasks include, but are not limited to: American Recovery and Reinvestment Act, WaterSMART grants, Proposition 84 and Integrated Regional Water Management Program.

Phase 2 tasks include, but are not limited to: membership and outreach; project definition; dual storage feasibility, development of alternatives, feasibility study, financial evaluation, and environmental evaluation.

Deliverables:

- Redline/strikeout versions of draft documents prepared by NBWRA consultants related to Phase 1 and Phase 2 tasks, with suggested edits, comments, questions, and suggestions. Quantity of deliverables is dependent upon specific tasks authorized by the Board each fiscal year.

Costs

	FY2011/12	FY2012/13
Phase 1	\$7,200	\$7,200
Phase 2	\$17,400	\$17,400
Total 1 & 2	\$24,600	\$24,600

**Task 5 – Program Planning.** The PM will provide monthly program progress reports, which will be submitted each month with the agenda packet. Program progress reports will show progress on each element of the budget, and summarize consultant activities that are active

during the respective month. The PM will also review reports as they are produced by the various consultants on NBWRA activities, for the purpose of program progress reports and other coordination activities.

An allowance is provided in the budget for project invoicing, as well as program management progress reports and budget status reports to support the program manager invoices.

Deliverable:

- Program progress report (to be included in regular monthly meeting packet).
- Consultant progress reports in agenda packets (to be included in regular monthly meeting packet).

Costs

	FY2011/12	FY2012/13
Phase 1	\$13,920	\$13,920
Phase 2	\$7,760	\$7,760
Total 1 & 2	\$21,680	\$21,680

**Task 6 – Governance Issues.** The PM will assist NBWRA in evaluation of potential new members and coordinate any efforts to revise the Memorandum of Understanding (MOU) and cost sharing methods therein. If it is determined that a revised MOU is needed, the PM will Chair a Task Force of representatives from the current and future member agencies to draft a revised MOU for review by legal counsel. The PM will also assist member agency legal counsels in resolving issues to develop a final MOU for approval by the Board and all appropriate agencies. This includes PM participation in workshops, development and identification of issues, and Task Force meetings, all subject to Board approval.

Deliverables:

- Preparation of Task Force agendas and revised versions of the MOU.
- Development of alternative cost sharing methods.

Costs

	FY2011/12	FY2012/13
Phase 1	\$ -	\$ -
Phase 2	\$11,200	\$8,800
Total 1 & 2	\$11,200	\$8,800

**Task 7 – Point of Contact for Inquiries.** The PM will be the point of contact with the public, and will respond to inquiries through phone calls or emails as budget permits. The PM will also respond to inquiries from reporters and government officials as budget permits. A summary of inquiries responded to will be included in the monthly program progress report.

The PM may be authorized to attend meetings, seminars, or conferences to make presentations on behalf of NBWRA. An allowance is made for up to two such meetings per year.

Deliverables:

- Summary of inquiries (to be included in regular monthly meeting packet).
- Copies of final presentations.

Costs

	FY2011/12	FY2012/13
Phase 1	\$2,702	\$2,702
Phase 2	\$ -	\$2,400
Total 1 & 2	\$2,702	\$5,102

**Task 8 – Contingency for Additional Tasks.** An allowance is included in the cost estimate for the PM to attend additional meetings during the year. These meetings, for example, could be for the purpose of discussing NBWRA strategy with project participants, USBR, consultants and others to achieve program goals, attending scoping meetings during the environmental review process, meeting with stakeholders, or for additional coordination/management of consultants.

Costs

	FY2011/12	FY2012/13
Phase 1	\$5,004	\$5,004
Phase 2	\$2,563	\$2,563
Total 1 & 2	\$7,567	\$7,567

**Future Tasks.** It is expected that any additional activities will be authorized on a task basis, with an accompanying budget allowance.

TOTAL COSTS

	FY2011/12	FY2012/13
Phase 1	\$96,914	\$96,914
Phase 2	\$62,900	\$62,900
Total 1 & 2	\$159,814	\$159,814

**Bryant & Associates**  
**North Bay Water Reuse Program**  
**Phase 1 Program Development Scope of Work**  
**July 1, 2011 through June 30, 2013**

**EXHIBIT A**  
**Scope of Work**

**1. COMMENCEMENT OF WORK**

1.1 Consultant is authorized to proceed immediately with the performance of this Agreement upon the Effective Date of this Agreement.

**2. DELIVERABLES AND DUE DATES**

**2.1 Task 1: Authority Support**

Under this task, Consultant shall assist the Board of Directors (BOD) and the Technical Advisory Committee (TAC) as defined in the MOU as follows:

- a. Act as staff to the BOD and TAC by providing updates regarding Program Development activities, legislation status, federal interest and stakeholder support as needed.
- b. Such coordination shall also include providing support to Authority's state legislative consultants as requested by the BOD and TAC to support state funding requests and potential state legislation.

**2.2 Task 1: Pursuit of Federal Funding with the US Bureau of Reclamation**

Under this task, the Consultant shall:

- a. Continue to assist the Authority in obtaining funding from the Bureau's Title XVI Program for Phase 1 project construction.
- b. Continue to support the Authority in coordinating work with and providing information to local, regional and, national Reclamation staff and local sponsors to insure that any Phase 1 issues are resolved in a timely manner.
- c. Continue to assist Authority in obtaining funding for tasks identified under (3a.) above, by managing and coordinating activities with the Authority's federal legislative advocate by developing materials and providing information to Congressional members and staff, federal administrative staff, such as Reclamation staff, Office of Management and Budget, Council on Environmental Quality and, others as needed.

**2.3 Task 3 Monthly Reports**

Under this task, the Consultant shall:

Consultant shall prepare monthly reports summarizing activities performed under this Agreement. Consultant shall manage and coordinate with the Authority's federal legislative advocate to ensure summaries include legislative and

administrative offices contacted, meetings attended and documents produced on behalf of the Authority. Monthly reports shall be submitted with invoices. Copies of monthly reports and invoices with supporting documentations for expenses shall be provided to the BOD, TAC and Program Manager upon request. Monthly Activity summaries shall be submitted to the Program Manager for inclusion in BOD and TAC meeting packets.

**Contract Schedule and Budget:**

**Tasks 2.2 - 2.7: NBWRA Program Development**

**July 1, 2011 through June 30, 2012**

**Tasks 2.1 - 2.3: NBWRA Program Development**

Subject to approval of the 2011/2012 budget, these tasks are to be performed for the amount of \$90,000 including expenses.

**July 1, 2012 through June 30, 2013**

**Tasks 2.1 - 2.3: NBWRA Program Development**

Subject to approval of the 2012/2013 budget, these tasks are to be performed for the amount of \$90,000 including expenses.

**Bryant & Associates**  
**North Bay Water Reuse Program**  
**Phase 1 & 2 - Program Development**  
**March 1, 2011 through June 30, 2013**

**EXHIBIT A**  
**Scope of Work**

**1. COMMENCEMENT OF WORK**

1.1 Consultant is authorized to proceed immediately with the performance of this Agreement upon the Effective Date of this Agreement.

**2. DELIVERABLES AND DUE DATES**

**2.1 Task 1: NBWRA Membership and Management Study**

The following tasks will be undertaken in collaboration with the NBWRA's planning and engineering consultant and will include:

**2.1 Sub-task 1: Membership Outreach**

- a. Work with Members in Marin, Sonoma and Napa to identify possible new members and schedule either individual interviews or a locally hosted meeting to discuss joining the Authority and potentially participating in future Phase 2 studies.
- b. Develop Authority and Program information packet and questionnaire for regional meetings. Packets will contain information on the benefits and operations of the Authority, how the Phase 2 Feasibility Studies would proceed and, membership requirements and conceptual costs to participate.
- c. Data will be collected on potential new member interest and project needs and compiled into the DRAFT Membership and Management Study Memorandum.

**2.1 Subtask 2: Program Management and Fiscal Issues**

Work with the Authority consulting team members to develop a recommendation for Program management, SCWA and consultant tasks and, supporting budget in support of the findings described in the DRAFT Membership and Management Study Memorandum.

**2.1 Subtask 3: Membership and Management Study Workshop**

- a. Develop workshop format and content to inform the Board of Directors on the findings from the Study. This will include: interest from existing and new members, proposed projects, the conceptual scale of Phase 2 Feasibility studies required to accommodate these projects and, the proposed budget and timeline to complete the full Phase 2 Feasibility Report.
- b. Hold a Program workshop with the Board, Technical Advisory Committee and potential new members to present the recommendations included in the DRAFT Membership and Management Study Memorandum and receive comments for integration into the FINAL Memorandum.

### **2.1 Subtask 4: Presentation of Membership and Management Study**

Present the FINAL Phase 2 Membership and Management Study to the Technical Advisory Committee and Board of Directors for action and possible inclusion in the FY 2011/12 Budget.

### **2.2 Task 2: Authority Support**

Under this task, Consultant shall assist the Board of Directors (BOD) and the Technical Advisory Committee (TAC) as defined in the MOU as follows:

- a. Act as staff to the BOD and TAC by providing updates regarding Program Development activities, legislation status, federal interest and stakeholder support as needed.
- b. Coordinate with existing Authority members to seek additional members as requested by the BOD and TAC.
- c. Assist BOD and TAC members in refining the Program to best integrate, regional Program goals and objectives with Congressional and federal administrative needs. Such assistance shall include Consultant coordination with Agency consultants and the BOD and TAC in the development and refinements of Program strategy, direction and project alternatives. Such coordination shall also include providing support to Authority's state legislative consultants as requested by the BOD and TAC to support state funding requests and potential state legislation.

### **2.3 Task 3: Coordination with Consultants and Tracking Program Components**

Under this task, the Consultant shall:

- a. Attend and participate in public meetings and technical workshops.
- b. Attend and Participate in Authority meetings as requested by BOD, TAC or Project Manager.
- c. Coordinate and communicate with technical and other Program consultants as needed to stay abreast of the Program studies and project content and progress.
- d. As necessary, review and provide input on technical memoranda, draft reports and, other materials prepared by technical consultants.
- e. Coordinate and communicate with the Program Manager at the direction of the BOD and TAC.

### **2.4 Task 4: Pursuit of Federal Funding with the US Bureau of Reclamation**

Under this task, the Consultant shall:

- a. Continue to assist the Authority in obtaining funding from the Bureau's Title XVI Program for Phase 1 project construction.
- b. Continue to assist the Authority in obtaining funds from the Bureau' Title XVI Program for Phase 2 scoping, feasibility, engineering and environmental studies.
- c. Continue to support the Authority in coordinating work with and providing information to local, regional and, national Reclamation staff and local sponsors to insure that Phase 1 and or Phase 2 issues are resolved in a timely manner.
- d. Continue to assist Authority in obtaining funding for tasks identified under (3a. and b.) above, by managing and coordinating activities with the Authority's federal legislative advocate by developing materials and providing information to

Congressional members and staff, federal administrative staff, such as Reclamation staff, Office of Management and Budget, Council on Environmental Quality and, others as needed.

### **2.5 Task 5: Pursuit of Other Federal Authorizing and Funding Sources**

Consultant shall assist the BOD and TAC in identifying and pursuing other potential authorizing and funding sources that are compatible with the Program goals and objectives.

Under this task, the Consultant shall:

- a. Manage and coordinate with the Authority's federal legislative advocate to identify other potential authorizing and funding sources and provide a description of the Program and its requirements to the BOD, TAC and Project Manager.
- b. Consult with the BOD, TAC and Program Manager, the Agency's other federal legislative advocates and, other relevant stakeholders as to the merit and compatibility of the potential authorizing and funding sources with Program goals and objectives and those of other Authority members.
- c. As approved by BOD and TAC, work with Authority's federal legislative advocate to prepare materials as needed to obtain necessary authorizations and funding and submit materials to relevant administrative staff, legislators and legislative staff in pursuit of such authorizations and funding.
- d. Provide final, reproducible copies and electronic copies of authorizing or funding request material to the Project Manager for reproduction and distribution by the Authority.
- e. Provide copies of funding materials to BOD, TAC and Program Manager.

### **2.6 Task 6: Mobilization and Development of Broad Stakeholder Support**

Consultant shall assist the BOD, TAC and its consultants with organizing and managing broad-based stakeholder support for the Program.

Under this task, the Consultant shall:

- a. Identify potential stakeholders and their representatives in the region, including local governments, sanitation and water districts, agricultural industry, the environmental community, local business community and non-governmental organizations that may have an interest in the Program.
- b. Provide contact information for such stakeholders and their representatives to the Authority's Outreach Consultant as requested by the BOD and TAC for development of stakeholder mailing lists.
- c. Outreach to these stakeholders and provide information about the Program, the content and status of legislation, the potential benefits of the Program and, any stakeholder issues of concern related to the Program and assist the Authority in resolving the stakeholder issues of concern.
- d. Meet with stakeholder groups and their representatives as needed to provide updates and mobilize support for the Program.
- e. Arrange for meetings and attend such meetings as needed with legislators and their staff, state and federal agency representatives, BOD and TAC, local officials and, various stakeholders to show support for the Program legislation and projects and to respond to any questions and concerns.

**2.7 Task 7 Monthly Reports**

Under this task, the Consultant shall:

Consultant shall prepare monthly reports summarizing activities performed under this Agreement. Consultant shall manage and coordinate with the Authority's federal legislative advocate to ensure summaries include legislative and administrative offices contacted, meetings attended and documents produced on behalf of the Authority. Monthly reports shall be submitted with invoices. Copies of monthly reports and invoices with supporting documentations for expenses shall be provided to the BOD, TAC and Program Manager upon request. Monthly Activity summaries shall be submitted to the Program Manager for inclusion in BOD and TAC meeting packets.

**Budget and Schedule:****March 1, 2011 through June 30, 2011****2.1 Task 1: NBWRA Membership and Management Study**

As approved by the BOD in February 2011, these tasks are to be performed for the amount of \$29,300 and will be cost-shared with USBR at 50% or \$14,650 in federal funds and \$14,650 shared by the NBWRA members.

**Tasks 2.2 - 2.7: NBWRA Program Development**

As approved by the BOD in February 2011, these tasks are to be performed for the amount of \$50,000 including expenses and will be cost-shared with USBR at 50% or \$25,000 in federal funds and \$25,000 shared by the NBWRA members.

**July 1, 2011 through June 30, 2012****Tasks 2.2 - 2.7: NBWRA Program Development**

Subject to approval of the 2011/2012 budget, these tasks are to be performed for the amount of \$175,000 including expenses. Federal cost-share for these tasks are subject to the availability of federal funds.

**July 1, 2012 through June 30, 2013****Tasks 2.2 - 2.7: NBWRA Program Development**

Subject to approval of the 2012/2013 budget, these tasks are to be performed for the amount of \$175,000 including expenses. Federal cost-share for these tasks are subject to the availability of federal funds.

**The Ferguson Group  
North Bay Water Reuse Program  
Phase 1 & 2 - Federal Advocacy**

**July 1, 2011 through June 30, 2013**

**EXHIBIT A  
Scope of Work**

**1. COMMENCEMENT OF WORK**

1.1 Consultant is authorized to proceed immediately with the performance of this Agreement upon the Effective Date of this Agreement.

**2. DELIVERABLES AND DUE DATES**

**Task 2.1 Task 1: Seek and Secure Federal Appropriations from the US Bureau of Reclamation's Title XVI Program**

Under this task, the Consultant shall:

- a. As requested by the Board of Directors and under the Direction of the Financial Contract Manager and Program Development Consultant, schedule and participate in Washington DC meetings that may assist Congressional members in supporting the Authority's appropriations requests.
- b. Using member request letters, project descriptions, schedules and budgets provided by the Program Development Consultant and, if deemed appropriate, submit appropriations requests to the Authority's House and Senate member offices, and as requested, schedule and participate in Washington DC meetings in support of the Authority's appropriations requests.
- c. Working with the Program Development Consultant, develop a strategy and information as necessary to support inclusion of Program funding in the Administration's annual budget proposal.

**2.2 Task 2: Monthly Reports and Conference Call**

Under this task, the Consultant shall:

- a. Consultant shall prepare monthly reports summarizing activities performed under this Agreement. These reports shall include legislative and administrative offices contacted, meetings attended and documents produced on behalf of the Authority. These reports shall also include a copy of the final meeting schedule from the Authority's Washington DC visits and a final copy of any appropriations forms submitted to the Member's offices. The Consultant shall submit monthly reports with all retainer invoices.
- b. Consultant shall participate in a regularly scheduled monthly conference call with the Financial Contract Manager and the Program Development Consultant to discuss the status of activities performed under this agreement. The Program Development consultant shall schedule and set up the conference call.

**Schedule and Budget:**

**July 1, 2011 through June 30, 2012**

**NBWRA Federal Advocacy**

Subject to approval of the 2011/12 budget by the Board of Directors, these tasks are to be performed for the amount of \$55,200 including expenses that will be invoiced as a monthly retainer of \$4,600 per month.

**July 1, 2012 through June 30, 2013**

**NBWRA Federal Advocacy**

Subject to approval of the 2012/13 budget by the Board of Directors, these tasks are to be performed for the amount of \$55,200 including expenses that will be billed as a monthly retainer of \$4,600 per month.

**KP Scope of Work**  
**FY2011/12 and FY2012/13**

**1. Advocate for recycled water funding and assist North Bay Water Reuse Authority (Program) in obtaining recycled water funding under existing and near future administrative programs.**

- Maintain and/or gain the support of well-positioned legislators whose assistance could be pivotal in future efforts to secure monies through existing or future administrative programs and engage those legislators in advocating for funding for the Program, as appropriate.
- As appropriate and beneficial, engage in coalition efforts by various organizations who may seek to shape any changes to overall recycled water funding opportunities.
- Continue assisting Program with respect to coordination and updates pertaining to Proposition 84 funding – in particular, Integrated Regional Water Management (IRWM) funding. Monitor and engage in administrative or statutory changes pertaining to the IRWM program as necessary and appropriate to protect NBWRA interests.
- Monitor Legislative, Administration and/or water community debate pertaining to any potential modifications to the current 2012 water bond language and identify any opportunities should the broader debate ultimately result in modifications to the bond.
- Depending on the outcome of the 2012 water bond, work to identify opportunities in any subsequent implementing legislation and/or work to shape the direction of implementing legislation to ensure opportunity for NBWRA.
- Seek opportunities to shape the allocation of any future federal funds that may be appropriated for administration by the state – where the state has discretion to guide monies.

**2. Advocate for Authority for both policy and funding related to the State's Integrated Regional Water Management Program (as appropriate, given NBWRA agencies' participation in local IRWM program efforts) and various water supply and water quality measures. Advocate for fair treatment of the Program's recycled water programs and projects in any future legislation that would support such recycled water programs and projects.**

- Monitor legislation relevant to Program and notify members of bills or amendments that may impact Program operations.
- Serve as the principal contact between the Program and its legislative delegation, providing members of the delegation with information on topics affecting the Program

and Program's point of view on legislative issues. Share with Program Manager any concerns or questions raised by legislators.

- Assist Program in developing and implementing strategy to address legislative concerns.
- Facilitate formal and informal communications with state legislators and staff members on behalf of the Program and maintain contact in order to anticipate state actions that may affect Program.
- Prepare letters, attend meetings and make verbal presentations to legislative committees and working groups advocating for Program positions on legislative issues as appropriate and necessary.
- Advise when participation by Program officials in state hearings and meetings would further Program interests. Arrange, coordinate and schedule Authority officials for such hearings and meetings.

**3. Assist Program and/or Program members with respect to state-level administrative or regulatory hurdles that may arise with respect to implementation of the Program and/or construction of Program projects.**

- KP will remain available to assist – as necessary and appropriate – with respect to resolving state-level hurdles that could prevent or unreasonably delay elements of the Program and/or individual projects.

**Reports**

- Provide a written monthly summary report of activities performed under this Agreement, to be included in the Authority board packet.
- To the greatest extent possible, participate in weekly Consultant conference calls.



**Rauch Communication Consultants Inc.**  
**936 Old Orchard Rd – Campbell, CA 95008**  
**PH 408-374-0977**  
**FX 408-374-2197**

**M A R C H 1 6 , 2 0 1 1 S C O P E**

**DATE:** March 8, 2011

**NO OF PAGES:** 1

**FROM:** Martin Rauch

**RE:** Outreach Scope 2011-2013

Action	2011 - 2012	2012 - 2013
<b>PHASE 1: The outreach program work plan for Phase I is planned to meet the ongoing outreach needs of the program. Consultant shall provide services as requested and needed:</b>		
UPDATE WEB, BLOG, AND ELECTRONIC COMMUNICATION. Update the website and blog as the program advances. Post Board agendas and other documents.		
PRODUCE AND DISTRIBUTE STAKEHOLDER UPDATES. Preparing and sending periodic stakeholder updates via mail and email.		
IMPLEMENT PRESS PROGRAM. Periodic press work, including development of talking points, press releases, responding to questions from reporters and archiving press stories.		
SUPPORT STATE AND FEDERAL FUNDING EFFORTS. by customizing documents for specific uses and audiences, developing and producing materials for the tours, tour planning and support, and by obtaining endorsements.		
RESPOND TO CALLS AND E-MAILS FROM THE PUBLIC. Responding to or passing on public inquiries from the website, phone calls or e-mail. Adjusting the phone service protocol periodically as needed.		
PREPARE, PRINT AND MAIL DOCUMENTS. Update the distribution list and assist with writing, layout, printing and mailing of project documents, notices and invitations.		
PROVIDE PROGRAM SUPPORT AND COORDINATION. Provide general outreach support and coordination with program directors, staff and consultants as needed or requested. Prepare monthly reports, coordinate with members and consulting team, provide archived materials as needed.		
<b>TOTAL ESTIMATED SCOPE</b>	<b>\$58,000</b>	<b>\$58,000</b>

<b>PHASE 2: The outreach program work plan for Phase II would involve all the tasks listed above as well as the following:</b>		
SCOPE AND PRESENTATIONS. Define outreach program scope and assist with preparation of reports and presentations for Phase 2 appraisal level analysis.		
UPDATE OUTREACH PLAN. Define outreach program scope. Assist with preparation of presentations and reports. Identify potential opportunities and challenges proactively rather than waiting for support or opposition to surprise us. Update outreach planning and timing in response to changing circumstances		
PLAN, PREPARE FOR AND HELP FACILITATE MEETINGS AND STAKEHOLDER CONTACT.		
DEVELOP PHASE II MESSAGING AND DOCUMENTS. Repurpose and update existing documents and the website to incorporate phase II information and messaging.		
DEVELOP PHASE II STAKEHOLDER LIST, MEDIA CONTACTS AND DISTRIBUTION LIST, etc.		
GRAPHIC DESIGN. Maps, posters, brochures, web, PowerPoint		
PROGRAM COORDINATION AND SUPPORT. Meetings, phone and e-mail coordination. Support federal and state legislative requests. Respond to needs as they arise.		
EXPENSES. Printing, Mail, Travel, etc		
<b>TOTAL ESTIMATED SCOPE</b>	<b>\$28,600</b>	<b>\$20,600</b>

**CDM****NBWRA Fiscal Years 2010-2011 and 2011-2012 Services**

Consultant will continue ongoing activities to support the NBWRA's Phase 1 North Bay Water Reuse Program (NBWRP), a federally-authorized Title XVI project with BOOR, during the 2011-2012 and 2012-2013 budgetary years.

**Task 1: Program Support and Coordination**

- a. Project partner engineering support is an important element throughout the ongoing Project activities, and required at a variety of levels between the Water Agency and other NBWRA member agencies, NBWRP consultants, and regulatory agencies to provide insights related to the technical and engineering aspects of the Project. The Consultant shall attend regular meetings (or conference calls) with the Water Agency and other Project partners (weekly, monthly, or quarterly, as determined by the Water Agency and Project partners), and review related documents, as necessary, from NBWRP consultants (such as environmental and public outreach consultants) to provide consistency with other elements of the Project. Consultant shall provide written quarterly status reports as required by the agreement between the Water Agency and BOR.
- b. Assumptions:
  - The assumed length of this subtask is 24 months.
  - Consultant assumes attendance at 16 meetings of the NBWRA Board of Directors and TIC.
  - Consultant assumes up to 8 meetings will be required with BOOR staff, Water Agency staff, and other member agencies to discuss project issues, as necessary.
- c. Schedule:
  - Ongoing throughout the Project, as requested by the Water Agency.
  - Regular project team conference calls
- d. Deliverables (summarizing efforts on Tasks 1-5):
  - Progress reports to be submitted with monthly invoices, presenting the status of active Project tasks.
  - Monthly consultant progress reports submitted to the NBWRA Program Manager.
  - Quarterly status reports for Agency's submittal to BOR.

**Task 2: Federal Appropriations/Grant Support**

- a. Consultant shall provide as-needed support to the project development team to address technical and process questions from BOOR; prepare technical summaries for briefing documents needed by the project development team; and revise, reformat, or adjust project description and budget information to meet data requests from project development team for BOOR or Congressional needs. Consultant shall also attend meetings or conference calls with Federal project development team, Water Agency, and NBWRA member agency staff, and Federal funding agency staff as requested. Consultant shall coordinate the grant/funding application process with Water Agency staff and/or other consultants, including participating in conference calls or meetings with Water Agency, BOOR, consultant, and/or other Federal funding agency staff. Consultant shall gather and compile information from the NBWRA member agencies to complete the funding applications (such as the WaterSMART grants) and submit to the Water Agency for review.
- b. Assumptions:
  - Funding application efforts for grants through the American Recovery and Reinvestment Act (ARRA) shall be covered under a separate contract mechanism.
  - Appropriations funding requires separate process from ARRA.
- c. Schedule:
  - Schedule to be determined as funding opportunities allow.
- d. Deliverables:
  - Project summary documentation, as requested by the Water Agency.

- Grant funding application documentation, as requested by the Water Agency.

### **Task 3: State Appropriations Support**

- a. Consultant shall provide as-needed support to the State funding development team to address technical and process questions from State legislators; prepare technical summaries for briefing documents needed by the State project development team; and revise, reformat, or adjust project description and budget information to meet data requests from the State development team for State agencies or State legislators needs. Consultant shall also attend meetings or conference calls with State funding development team, Water Agency and NBWRA member agency staff, and State funding agency staff as requested. Consultant shall coordinate the grant/funding application process with Water Agency staff and/or other consultants, including participating in conference calls or meetings with Water Agency, State funding agency staff, and other NBWRA consultants. Consultant shall gather and compile information from the NBWRA member agencies to complete funding applications and submit to the Water Agency for review.
- b. Schedule:
  - Schedule to be determined as funding opportunities allow.
- c. Deliverables:
  - Project summary documentation, as requested by the Water Agency.
  - Grant funding application documentation, as requested by the Water Agency.

### **Task 4: Manage Federal Appropriations Reporting**

- a. Once NBWRA member agencies begin to use the Title XVI construction appropriations, Consultant shall coordinate the appropriations reporting documentation. Consultant shall review Federal guidance documents on appropriations award and reporting requirements for applicability to the NBWRP. Consultant shall develop and distribute Microsoft Excel templates to the Water Agency and NBWRA member agencies for use in compiling BOOR semi-annual reporting data and reimbursement data. This task does not apply to ARRA reporting. To prepare these Title XVI reports, Consultant shall:
  - Provide NBWRA member agencies with a schedule for completing the necessary information.
  - Review each member agency's semi-annual data and provide comments on any items that require clarification or revision.
  - Review revised member agency submittals.
  - Coordinate follow-up conference calls with member agency and Water Agency staff, as needed.
  - Compile the draft semi-annual reports and submit to the Water Agency for review.
  - Prepare any revisions necessary and submit final report to the Water Agency for submittal to BOR.
  - Discuss any follow-up questions from BOOR staff and research issues with each NBWRA member agency, as appropriate.
  - Develop and review responses with Water Agency staff.
- b. Schedule:
  - Schedule for semi-annual report completion will be developed in coordination with Water Agency staff and BOOR requirements.
- c. Deliverables:
  - Draft and final semi-annual Federal funding expended reports.

### **Task 5: Additional Services**

- a. The objective of this task is for the Consultant to provide additional services beyond those described in Tasks 1 through 4, above. The additional services budget will be spent only with the authorization of the Water Agency and consultant services shall not exceed the budgeted schedule or fee amount.

b. Assumptions:

- Work will be performed on an as-needed or as-requested basis and can include support in the following example areas:
  - Additional efforts to update or revise NBWRP program description information.
  - Participation in NBWRP tours for legislators and state or federal agency staff.
  - Additional engineering and technical review of draft products by the NBWRP consultant team.
  - Additional program development activities for Federal opportunities.
  - Additional program development activities for State opportunities.
  - Additional or changed appropriations reporting requirements.

c. Schedule:

- As requested by the Water Agency.

d. Deliverables:

- As requested by the Water Agency.

TASKS	ANNUAL COST		TOTAL COST
	FY 11-12	FY 12-13	
Task 1: Program Support and Coordination	\$ 40,000	\$ 40,000	\$ 80,000
Task 2: Federal Appropriations Support	\$ 30,000	\$ 30,000	\$ 60,000
Task 3: State Appropriations Support	\$ 5,000	\$ 5,000	\$ 10,000
Task 4: Federal Appropriations Reporting	\$ 10,000	\$ 10,000	\$ 20,000
Task 5: Additional Services	\$ 10,000	\$ 10,000	\$ 20,000
<b>TOTAL</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>	<b>\$ 190,000</b>

**CDM****NBWRA ARRA Reporting Coordination Fiscal Year 2011-2012**

Consultant shall provide services related to grant requirements for the NBWRA's grant from BOR through the American Recovery and Reinvestment Act (ARRA), as detailed in Tasks 1 through 9, below.

**Task 1: Coordination Meetings and Project Management**

- a. Consultant shall coordinate and/or participate in project coordination meetings including, but not limited to, the following: meetings with Water Agency and BOR staff at BOR offices; meetings with Water Agency staff at Water Agency offices; conference calls with BOR and Water Agency staff; conference calls with Water Agency staff, BOR staff, and/or NBWRA member agency staff; and presentations to the NBWRA on ARRA award requirements. Such meetings/calls shall discuss activities required to complete the NBWRA's ARRA grant funding application, progress on completing the ARRA funding application, review of ARRA award requirements, and member-agency specific questions on ARRA reporting needs. Also, Consultant shall participate in monthly project update calls with Water Agency and BOR staff to review the NBWRA project progress.
- b. Assumptions:
  - The assumed length of this subtask is 17 months (July 2011 through November 2012).
  - Consultant assumes up to 10 meetings may be required with BOR staff, Agency staff, and other member agencies.
- c. Schedule:
  - Ongoing throughout the Project, as requested by the Agency.
- d. Deliverables:
  - Progress reports to be submitted with monthly invoices, presenting the status of active Project tasks.

**Task 2: Quarterly Reports**

- a. ARRA quarterly reports will be due July 10, 2011, October 10, 2011, January 10, 2012, April 10, 2012, July 10, 2012, and October 10, 2012. The Consultant shall prepare the ARRA Prime Recipient, Subrecipient, and Vendor quarterly reports by compiling information obtained from the Agency and NBWRA member agencies. To prepare each quarterly report, Consultant shall:
  - Provide NBWRA member agencies with a schedule for completing the necessary information.
  - Review each member agency's draft summary of the quarter's activities and spreadsheets of prime recipient/subrecipient and vendor data, and provide comments on any items that require clarification or revision.
  - Review revised member agency submittals.
  - Coordinate a conference call with member agency and Water Agency staff, as needed.
  - Compile the draft quarterly report, with review by Consultant senior staff.
  - Following review by the Water Agency, submit the completed quarterly report to the [FederalReporting.gov](http://FederalReporting.gov) website.
  - Discuss any follow-up questions from BOR staff and research issues with each NBWRA member agency, as appropriate.
  - Develop and review responses with Water Agency staff.
  - Submit the revised quarterly report through [FederalReporting.gov](http://FederalReporting.gov).

- b. Assumptions:
- The member agencies shall efficiently and in a timely manner provide the reporting information.
  - Consultant shall receive a draft summary of each NBWRA member agency's project activities two weeks before the end of each quarter (June 16, 2011, September 16, 2011, December 17, 2011, March 17, 2012, June 16, 2012, and September 16, 2012).
  - Consultant shall receive each NBWRA member agency's prime/subrecipient and vendor data sheets on the last day of each quarter (June 30, 2011, September 30, 2011, December 31, 2011, March 31, 2012, June 30, 2012, and September 30, 2012).
  - Consultant shall receive the Water Agency's comments on the draft quarterly reports by July 7, 2011, October 7, 2011, January 7, 2012, April 7, 2012, July 7, 2012, and October 7, 2012.
- c. Schedule:
- Consultant shall submit a compiled draft quarterly report to the Water Agency by five calendar days after the end of the quarter (July 5, 2011, October 5, 2011, January 5, 2012, April 5, 2012, July 5, 2012, and October 5, 2012).
  - Consultant shall upload the final quarterly report to FederalReporting.gov by ten calendar days after the end of the quarter (July 10, 2011, October 10, 2011, January 10, 2012, April 10, 2012, July 10, 2012, and October 10, 2012).
- d. Deliverables:
- Draft and final ARRA quarterly reports for the periods of April through June 2011, July through September 2011, of October through December 2011, January through March 2012, April through June 2012, and July through September 2012.

### **Task 3: Quarterly Site Visits with Reclamation**

- a. One of the ARRA grant requirements is quarterly visits from BOR to the project sites. To assist with the NBWRA project site visits, Consultant shall prepare an itinerary and coordinate the visits with BOR, Water Agency staff, and the NBWRA member agency staff. Consultant shall attend the site visits and prepare a summary or other documentation for the BOR visits.
- b. Assumptions:
- Each quarterly site visit will last approximately one day.
- c. Schedule:
- Site visits are currently anticipated to occur in July 2011, October 2011, January 2012, April 2012, July 2012, and October 2012.
  - Specific site visit dates, times, and locations will be coordinated with BOR and NBWRA member agency staff.
- d. Deliverables:
- Site visit itineraries.
  - Documentation of the quarterly visits for the Water Agency's records.

### **Task 4: Monthly Construction Reporting**

- a. ARRA grant requirements call for contractors and subcontractors to pay all laborers and mechanics weekly and submit weekly certified payroll records, in accordance with the Davis-Bacon Act. Consultant shall collect payroll records from each NBWRA member agency weekly, and compile them for monthly submission to BOR, through the length of the ARRA grant period. Consultant shall identify and discuss any missing information with each NBWRA member agency.
- b. Assumptions:
- NBWRA member agencies shall provide Consultant with their weekly certified payroll records.
  - Consultant shall not be responsible for creating this documentation for each member agency.
- c. Schedule:

- Submission of construction laborer payroll records to BOR on a monthly basis, as construction occurs, from June 2010 through September 2012.

d. Deliverables:

- Compilation of NBWRA member agency payroll records on a monthly basis.

**Task 5: Reimbursement Coordination**

a. The ARRA grant allows for quarterly reimbursement of project expenses. The Agency shall be responsible for submitting a consolidated reimbursement request for all the NBWRA member agencies and, once payment from BOR is received, subsequently reimbursing each member agency. To assist the Agency with this process, Consultant shall:

- Contact NBWRA member agencies on a quarterly basis regarding the schedule for submission of required reimbursement data and documentation.
- Review each agency's reimbursement data Excel spreadsheet and backup documentation, and follow-up for missing data/questions, as needed.
- Prepare a consolidated SF-425 reimbursement form and package backup documentation for the NBWRA member agencies.
- Submit reimbursement form to SCWA for review and submittal to BOR.
- Prepare and maintain tracking spreadsheet of each NBWRA member agency's reimbursement requests to the Water Agency, Water Agency reimbursement invoices to Reclamation, Reclamation payments, and Water Agency payments to member agencies.
- Identify and discuss any issues with BOR payments (versus the requested reimbursement amounts) with the Water Agency.

b. Assumptions:

- Consultant shall not be responsible for preparing the NBWRA member agency reimbursement back-up documentation.

c. Schedule:

- Reimbursement requests shall be submitted to BOR on a quarterly basis.
- Consultant shall prepare consolidated reimbursement forms for the Water Agency in conjunction with the Water Agency's ARRA grant coordinator. The schedule shall be coordinated with the Water Agency.

d. Deliverables:

- Draft and final quarterly reimbursement forms and backup documentation.

**Task 6: Agency Contract Information**

a. Consultant shall research example contract language for the NBWRA member agencies regarding the Davis-Bacon Act and Buy American provisions. Consultant shall provide example contract language to the member agencies, and collect and document the final contract language used by each member agency.

b. Assumptions:

- Consultant shall not be responsible for review or approval of NBWRA member agency contract language. Member agencies shall rely on their legal counsel for such review and approval.

c. Schedule:

- Ongoing throughout the Project, as requested by the Water Agency.

- d. Deliverables:
- Example contract language regarding the Davis-Bacon Act and Buy American provisions

**Task 7: Project Closeout & Audit Preparation**

- a. Consultant shall collect and coordinate data for an ARRA grant close out audit in coordination with Water Agency staff. Consultant shall coordinate and/or participate in meetings with BOR and Water Agency staff to review closeout requirements, procedures, and progress. Consultant shall attend audit meetings with Water Agency staff, and research and prepare response to any follow-up issues with NBWRA member agencies. Consultant shall provide a draft response to the Water Agency and relevant NBWRA member agencies for review, as appropriate.
- b. Assumptions:
- Consultant assumes up to three meetings or conference calls will be required with BOR staff, Water Agency staff, and other NBWRA member agencies.
- c. Schedule:
- Project closeout audit will occur after September 30, 2012, scheduled in coordination with BOR staff.
- d. Deliverables:
- Responses to follow-up questions from BOR on NBWRA member agency audit documentation.

**Task 8: Quarterly Audits**

- a. Consultant shall perform an audit of the NBWRA member agencies' ARRA record keeping on behalf of the Water Agency. As the fiscal agent for the ARRA funding agreement, the Water Agency is responsible for assessing the adequacy and completeness of the member agencies' recording keeping and compliance with ARRA requirements. The Consultant shall prepare a set of audit checklists that cover documentation of the required items, including, but not limited to: adherence with Buy American provisions; Davis-Bacon Act labor records; adherence with the Mitigation Monitoring and Reporting Program; and disadvantaged business enterprise solicitation, contracting, and semi-annual reporting. The Consultant shall provide the finalized checklists to each member agency prior to the quarterly audits for their use in preparing materials for the audits. Once construction activities have begun for each member agency, the Consultant shall perform a quarterly audit before BOR staff conduct their audit. The Consultant shall review the checklist with the member agency, review the required documentation at the project site or office, and document whether the member agency is in compliance with each requirement. After the audit, the Consultant shall provide a report to the Water Agency summarizing each member agency's compliance with the checklist requirements. Member agencies will be notified if they are not in compliance with the documentation and reporting requirements of any part of the checklist.
- b. Assumptions:
- Consultant assumes each agency audit will require two days of work for the audit preparation, site visit, and summary report.
  - For costing purposes, consultant assumes each of the five member agencies constructing projects will have their first audit after the June 30, 2011 quarter has ended.
  - Consultant assumes there will be four audits in fiscal year 2011-2012 (for quarters ending June 30, 2011, September 30, 2011, December 31, 2011, and March 31, 2012) and two audits in fiscal year 2012-2013 (for quarters ending June 30, 2012 and September 30, 2012). If
  - Consultant assumes additional time as follows for fiscal year 2011-2012: 40 hours for preparing, reviewing, and revising the draft and final audit checklists; an additional 20 hours for working out any potential issues with the first audit; and an additional 24 hours for general task discussion with the Water Agency.
- c. Schedule:
- Audit checklists shall be prepared before the first audit after an NBWRA member agency begins construction.

- Once a member agency begins construction activities, audits will be conducted quarterly through the final quarter of the ARRA period (ARRA grant ends September 30, 2012)

d. Deliverables:

- Draft audit checklists for review by the Water Agency.
- Final audit checklists for use by each member agency.

**Task 9: Additional Services**

a. The objective of this task is for the Consultant to provide additional services beyond those described in Tasks 1 through 8, above. The additional services budget will be spent only with the authorization of the Agency and consultant services shall not exceed the budgeted schedule or fee amount.

b. Assumptions:

- Work will be performed on an as-needed or as-requested basis and can include support in the following example areas:
  - Additional project coordination meetings in excess of those identified in Task 1.
  - Additional or changed ARRA reporting requirements.

c. Schedule:

- As requested by the Water Agency.

d. Deliverables:

- As requested by the Water Agency.

TASKS	ANNUAL COST		TOTAL COST
	FY 11-12	FY 12-13	
Task 1: Coordination Meetings and Project Management	\$ 16,100	\$ 5,400	\$ 21,500
Task 2: Quarterly Reports	\$ 8,600	\$ 2,900	\$ 11,500
Task 3: Quarterly Site Visits with Reclamation	\$ 8,300	\$ 2,800	\$ 11,100
Task 4: Monthly Construction Reporting	\$ 7,500	\$ 2,500	\$ 10,000
Task 5: Reimbursement Coordination	\$ 4,700	\$ 1,600	\$ 6,300
Task 6: Agency Contract Information	\$ 2,200	\$ 800	\$ 3,000
Task 7: Project Closeout & Audit Preparation	\$ 4,200	\$ 1,400	\$ 5,600
Task 8: Quarterly Audits	\$ 74,300	\$ 29,400	\$ 103,700
Task 9: Additional Services	\$ 4,500	\$ 1,500	\$ 6,000
<b>TOTAL</b>	<b>\$ 130,400</b>	<b>\$ 48,300</b>	<b>\$ 178,700</b>



1425 N. McDowell Boulevard  
Suite 200  
Petaluma, CA 94954  
707.795.0900 phone  
707.795.0902 fax

March 15, 2011

Chuck Weir  
NBWRA Program Manager  
Oakley Water / RMC  
2001 N. Main Street, Suite 400  
Walnut Creek, CA 94596

Kevin Booker  
Sonoma County Water Agency  
404 Aviation Boulevard  
Santa Rosa, CA 95403

**Subject:**

Dear Chuck and Kevin:

Please see the attached scope of work and projected cost estimate to provide environmental support services to NBWRA for Fiscal Year 2011/12 and 2012/13. Our scope of work focuses on anticipated environmental coordination and reporting tasks for the NBWRA Phase 1 Program to meet Reclamation requirements. Please refer to the Phase 2 Scope of Work (submitted separately) for additional tasks related to Phase 2 development. For federal permits issued to Reclamation, including the USFWS Biological Opinion and Section 106 Consultation, NBWRA Member Agencies (via SCWA as the administrative agency) are responsible for meeting permit conditions. Our scope of work also includes an order of magnitude estimate for continued coordination and environmental support to the NBWRA Program Manager, consultant team and individual Member Agencies.

In general, it is anticipated the environmental tasks related to coordinating with Reclamation and reporting on individual project compliance would be contracted through NBWRA. It is anticipated that monitoring of individual projects would be contracted through the individual member agencies as appropriate.

Our scope of work estimates the following Phase I level of effort: \$55,000 for FY 2011/12; \$55,000 for FY 2012/13. Additionally, our scope of work includes Phase 2 support tasks in Fiscal Year 2011/12 of \$30,000. Therefore, our overall 2 year scope of work would be \$140,000. This represents an order of magnitude estimate both for individual tasks and the overall scope of work. Additional resources may be necessary to complete the identified tasks, and additional tasks requiring completion to acquire and maintain federal funding may be identified. ESA looks forward to working with the NBWRA Program Manager and Member Agencies to optimize available resources to meet the needs of the overall program. ESA appreciates the opportunity to continue to provide environmental services in support of the NBWRA Member Agencies, and looks forward to the program's successful implementation.

Sincerely,

James E. O'Toole  
Director, North Bay Water Group

## **NBWRA ESA SCOPE OF WORK**

---

### **FY 2011-12, 2012-13**

The following scope of work has been developed to support NBWRA and its individual member agencies in the implementation of Phase 1 Projects during FY 2011/12 and FY 2012/13. Additionally, tasks have been identified to support the development of the larger Phase 2 Program. The anticipated Phase I scope of work assumes that additional permitting, SRF Loan applications, and construction monitoring required for individual Member Agency projects would be contracted directly with each Member Agency. Our scope of work focuses on anticipated environmental coordination and reporting tasks for NBWRA as a whole to meet Reclamation requirements. For federal permits issued to Reclamation, including the USFWS Biological Opinion and Section 106 Consultation, NBWRA Member Agencies (via SCWA as the administrative agency) are responsible for meeting permit conditions.

### **Phase 1 Tasks**

#### **Task 1.1 Mitigation Compliance and Reporting - Reclamation**

It is anticipated that implementation of individual Phase I projects will require Mitigation Monitoring and Reporting Plan (MMRP) compliance documentation to Reclamation for individual CEQA/NEPA mitigation measures, USFWS Biological Opinion Conditions, and Section 106 Memorandum of Understanding requirements. ESA will prepare a MMRP Reporting Document to document compliance. These documents will be created during design review, and updated following project construction to provide project specific documentation regarding environmental compliance, and will be used to support quarterly or annual reporting to Reclamation.

Our scope of work assumes 4 MMRP Reporting Documents: 1) NMWD/Novato San; 2) NMWD/LGVSD; 3) SVCSD; 4) Napa San MST. Our scope of work represents an order of magnitude effort; additional resources may be required on an individual project or NBWRA Program basis, depending upon contractor performance, regulatory agency input, or Reclamation requests.

- Quarterly status updates to Reclamation
- MMRP Reporting Document: Pre-Construction
- MMRP Reporting Document: Post Construction

Page 3

***FY 2011-12 Estimated Cost: \$30,000 (Pre-Construction)***

***FY 2012-13 Estimated Cost: \$30,000 (Post-Construction)***

### **Task 1.2 USFWS Biological Opinion**

NBWRA is required to document mitigation compliance for temporary impacts to CRLF habitat in the vicinity of proposed projects within 6-months of initial project implementation. Our scope of work assumes the following tasks:

- Coordinate, review and document SCWA's completion of CRLF Surveys along Schell Creek demonstrating that no additional CRLF mitigation is required for implementation of SVCSD's R5 Reservoir.
- Coordinate purchase of CRLF mitigation bank credits at Ohlone Mitigation for entire NBWRA Program.
- Document NBWRA's construction compliance with USFWS Biological Opinion Conditions for submittal to Reclamation and USFWS.

***FY 2011-12 Estimated Cost: \$10,000***

***FY 2012-13 Estimated Cost: \$10,000***

### **Task 1.3 Section 106 Consultation**

#### **Task 1.3.1 Alteration of the Area of Potential Effect (APE).**

Alteration of the Area of Potential Effect (APE) to accommodate changes in project footprint will necessitate consultation between Reclamation and SHPO. It is anticipated that changes to the APE will occur on a project by project basis and will be completed under individual Member Agency contracts.

***FY 2011-12 Estimated Cost: \$0***

***FY 2012-13 Estimated Cost: \$0***

#### **Task 1.3.2 Cultural Resources Discovery**

Cultural resources discovery during construction will be funded on an individual project basis. In the event of a cultural resource discovery, ESA will develop an individual scope of work for discovery treatment, coordination with Reclamation and SHPO, and data recovery as appropriate.

***FY 2011-12 Estimated Cost: \$0***

***FY 2012-13 Estimated Cost: \$0***

Page 4

#### **Task 1.4 NBWRA Environmental Coordination/Support**

ESA will continue to support NBWRA on environmental issues as they arise. Our scope of work assumes an order of magnitude effort, and anticipates:

- Attendance/Coordination for NBWRA TAC and Committee Meetings
- As needed coordination with Consultant team and NBWRA Member Agency Staff
- Up to 5 Meetings with Reclamation or other Regulatory Agencies
- Responding to individual project requests for environmental support.
- As-needed support to Program Manager on environmental-related issues.

*FY 2011-12 Estimated Cost: \$15,000*

*FY 2012-13 Estimated Cost: \$15,000*

### **Phase 2 Project Definition**

#### **Task 2.1 Development of Conceptual Level Project Benefits (Task 4.5.4)**

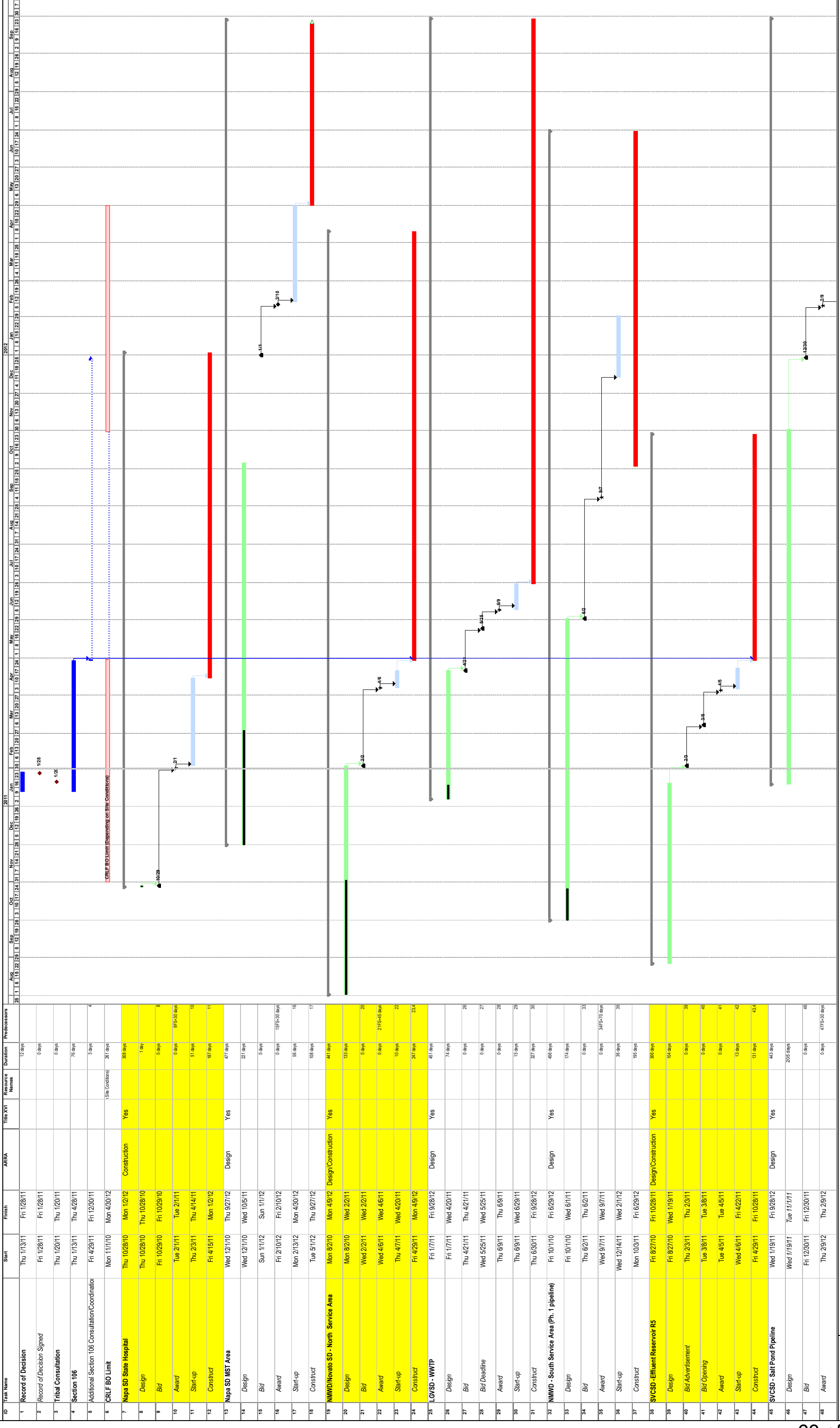
ESA will review potential opportunities for project benefits, supporting the project team in the identification and assessment of potential environmental benefit and enhancement opportunities. Our scope of work anticipates an order of magnitude work effort of \$32,000, focused the following subtasks. In the event that substantial field reconnaissance or protocol level surveys are required, ESA will prepare a separate cost estimate for these services.

- 1) Identification of potential enhancement and restoration opportunities that could be provided by recycled water within the Phase 2 service area
- 2) Screening review and rating of potential opportunities to develop recommendations
- 3) Preparation of draft and final presentation materials (Powerpoint or Technical Memorandum) for review and comment by the TAC
- 4) Integration of enhancement opportunities into Feasibility Study.

*FY 2011-12 Estimated Cost: \$30,000*

*FY 2012-13 Estimated Cost: \$0*

North Bay Water Recycling Project - Draft Master Schedule



Legend:

- Key Consultation Dates: Design (Blue), Bid (Green), Award (Yellow)
- Project Start-Up: Construction (Red)
- CRLF BO Limit (Red)
- Projects Impacted by RCD (Blue)

Summary: USBT Coordination

Task Split

Progress Milestones

Project Name: Napa SD Design/Construction  
Date: Mon 10/31/11

Page 1 of 2





**Date:** *March 21, 2011*

**To:** *North Bay Water Reuse Authority Members*

**From:** *Ginger Bryant, Bryant & Associates*

**Re:** *March 2011 Federal Program Development*

### ***FY 11 Program Appropriations***

As Congress is still debating the FY 11/12 budget, we don't yet know how much funding Reclamation will have for NBWRP construction and study grants. We anticipate the budget issue to be resolved within the coming few weeks and subsequently, notification on our grant applications later this spring

### ***Washington DC Trip March 2 thru 4 – please see the attached handouts***

The purpose of the trip was to educate Congress and the Administration about the progress we've made to date and to keep them apprised of our future funding needs.

All of our Representatives continue to be supportive and as there will be no earmarks for the next two years, will do what they can for us by supporting Administration funding for Reclamation's grant programs.

Our meeting with Commissioner Connor was a good discussion on where we've spent our American Recovery and Reinvestment Act funds, our plans for Phase 2 and what it could include, and his acceptance of our invitation for a full day tour - likely sometime this fall. I've started coordinating with the Mid-pacific Regional Director's office and the Commissioner's office and they will schedule a date with us soon.

### ***Program Development Next Steps***

- Continue to monitor program grant funding opportunities
- Continue to monitor Record of Decision/Section 106 process
- Conduct Phase 2 Membership and Outreach Study



**Attendees:**

<b>Keith Caldwell</b> , Supervisor, Napa County and Board Member of North Bay Water Reuse Authority	(707) 259-8277
<b>Efren Carrillo</b> , Sonoma County Supervisor and Director of Sonoma County Water Agency, Sonoma Valley County Sanitation Districts, North Bay Water Reuse Authority	(707) 235-9835
<b>David Rabbitt</b> , Sonoma County Supervisor and Director of Sonoma County Water Agency, North Bay Water Reuse Authority	
<b>Valerie Brown</b> , Sonoma County Supervisor and Director of Sonoma County Water Agency, Sonoma Valley County Sanitation Districts, North Bay Water Reuse Authority	
<b>Renee Webber</b> , Sonoma County Water Agency, Division Manager Environmental Resources and Public Affairs	(707) 217-5315
<b>Ginger Bryant</b> , Project Consultant, Bryant & Associates	(916) 425-5887
<b>Christina Mattar</b> , Partner, The Ferguson Group	(202) 255-5964

**Flight Arrangements**

March 1	Arrive Dulles at 5:58 p.m. on United \$120	<i>Webber</i>
March 2	Arrive Dulles at 6:05 p.m. on Virgin America #84	<i>Caldwell &amp; Bryant</i>
March 3	Arrive Dulles at 6:37 a.m. on United	<i>Carrillo &amp; Rabbitt</i>
March 4	Depart Dulles at 3:55 p.m. on Virgin America #71	<i>Caldwell &amp; Bryant</i>
March 4	Depart Dulles at 4:28 p.m. on United #915	<i>Webber</i>
March 7	Depart Dulles at 2:47 p.m. on United	<i>Carrillo</i>
March 9	Depart Dulles at 4:28 p.m. on United	<i>Rabbitt</i>

**Hotel Arrangements**

Liaison Capitol Hotel	415 New Jersey Avenue, NW	Phone (202) 638-1616
-----------------------	---------------------------	----------------------

**North Bay Water Reuse Program  
Talking Points  
Washington DC March 3-4 2011**

The purpose of this trip is to update the Administration and Congress and our Program accomplishments, future funding needs and to invite the Commissioner of the US Bureau of Reclamation on a Program tour.

**Phase 1**

- Thank all for their past support of the Program.
- We received \$7.3 M in ARRA funds being put to work on 6 projects in the North Bay region. This grant provided 29% of the federal share for Phase 1.
- The Phase 1 Program Cash Flow Estimates show we need \$10,181,346 through FY 11 to stay on schedule:
  - We've received \$ 7,328,000 in ARRA funds
  - We've applied for \$1,291,175 in WaterSMART Construction Grants
  - If we get the grant, we still need \$1,562,171 to stay on schedule
  - Over the next 5-years we will be seeking \$17,672,000 to complete construction of Phase 1 projects.

**Phase 2**

- The Phase 2 Feasibility Studies Flow Chart shows we are about to start the Membership and Management Study and if approved by the Board, will continue with the Project Definition Study.
- We applied for the WaterSMART Feasibility Study Grant and if granted, will continue to build on the other 2 studies.
  - Due to the scale of our Program, our studies are larger than other single-project proposals and should additional planning funds become available, we can use another \$84,500 for the Dual-Storage Investigation.
  - Should the Phase 2 Feasibility Studies continue we anticipate requesting \$1.5-\$2M in planning assistance over the next 4 years.

**Program Tour**

- Invitation letter to Commissioner Mike Connor to attend a North Bay Water Reuse Program tour during the week of April 25, 2011.

**NORTH BAY WATER REUSE PROGRAM SCHEDULE & CASH FLOW ESTIMATE**

Blue cells represent the period partially support by ARRA funding. Title XVI funds are still needed to complete the Federal share.

Project	Agencies	Total Phase 1 Costs	ARRA-Funded Portion of Phase 1	Remaining Portion of Phase 1	Projected Cash Flow							
					Federal FY 2009	Federal FY 2010	Federal FY 2011	Federal FY 2012	Federal FY 2013	Federal FY 2014	Federal FY 2015	Federal FY 2016
Hamilton Field/Novato South	LGVSD & NIMWD	\$11,142,000	\$5,827,000	\$5,315,000	\$0	\$0	\$2,913,500	\$2,913,500	\$0	\$2,899,091	\$2,415,909	\$0
Novato North	Novato SD & NIMWI	\$10,550,000	\$10,550,000	\$0	\$0	\$1,004,762	\$6,028,571	\$3,516,667	\$0	\$0	\$0	\$0
Novato Central	Novato SD & NIMWI	\$13,181,000	\$0	\$13,181,000	\$0	\$0	\$0	\$0	\$878,733	\$5,272,400	\$5,272,400	\$1,757,467
SV Recycled Water Project	SVCSD	\$11,006,000	\$11,006,000	\$0	\$846,615	\$3,386,462	\$3,386,462	\$3,386,462	\$0	\$0	\$0	\$0
Napa Sonoma Salt Marsh Pipeline	SVCSD	\$20,925,000	\$1,841,400	\$19,083,600	\$383,625	\$920,700	\$16,440,075	\$3,180,600	\$0	\$0	\$0	\$0
MST	Napa SD	\$34,699,000	\$3,036,000	\$31,663,000	\$0	\$958,737	\$1,917,474	\$6,096,602	\$7,915,750	\$7,915,750	\$7,915,750	\$1,978,938
Napa State Hospital Pipeline	Napa SD	\$3,139,000	\$3,139,000	\$0	\$0	\$0	\$2,354,250	\$784,750	\$0	\$0	\$0	\$0
<b>TOTAL</b>		<b>\$104,642,000</b>	<b>\$35,399,400</b>	<b>\$69,242,600</b>	<b>\$1,230,240</b>	<b>\$6,270,660</b>	<b>\$33,040,332</b>	<b>\$19,878,580</b>	<b>\$8,794,483</b>	<b>\$16,087,241</b>	<b>\$15,604,059</b>	<b>\$3,736,404</b>

**Federal Share**

Federal Share of Phase 1	ARRA-Funded Portion of Phase 1	Remaining Portion of Phase 1	FEDERAL SHARE IN:								
			Federal FY 2009	Federal FY 2010	Federal FY 2011	Federal FY 2012	Federal FY 2013	Federal FY 2014	Federal FY 2015	Federal FY 2016	
Hamilton Field/Novato South	\$1,456,750	\$1,049,662	\$0	\$0	\$728,375	\$728,375	\$0	\$572,543	\$477,119	\$0	
Novato North	\$2,643,750	\$0	\$0	\$251,786	\$1,510,714	\$881,250	\$0	\$0	\$0	\$0	
Novato Central	\$2,442,338	\$2,442,338	\$0	\$0	\$0	\$0	\$162,823	\$976,935	\$976,935	\$325,645	
SV Recycled Water Project	\$7,967,500	\$6,283,750	\$205,335	\$492,805	\$5,729,263	\$1,540,097	\$0	\$0	\$0	\$0	
Napa Sonoma Salt Marsh Pipeline	\$9,440,000	\$1,543,750	\$7,896,250	\$0	\$421,023	\$842,045	\$1,761,229	\$1,974,063	\$1,974,063	\$1,974,063	\$493,516
<b>TOTAL</b>	<b>\$7,328,000</b>	<b>\$17,672,000</b>	<b>\$205,335</b>	<b>\$1,165,613</b>	<b>\$8,810,398</b>	<b>\$4,910,950</b>	<b>\$2,136,885</b>	<b>\$3,523,541</b>	<b>\$3,428,117</b>	<b>\$819,161</b>	

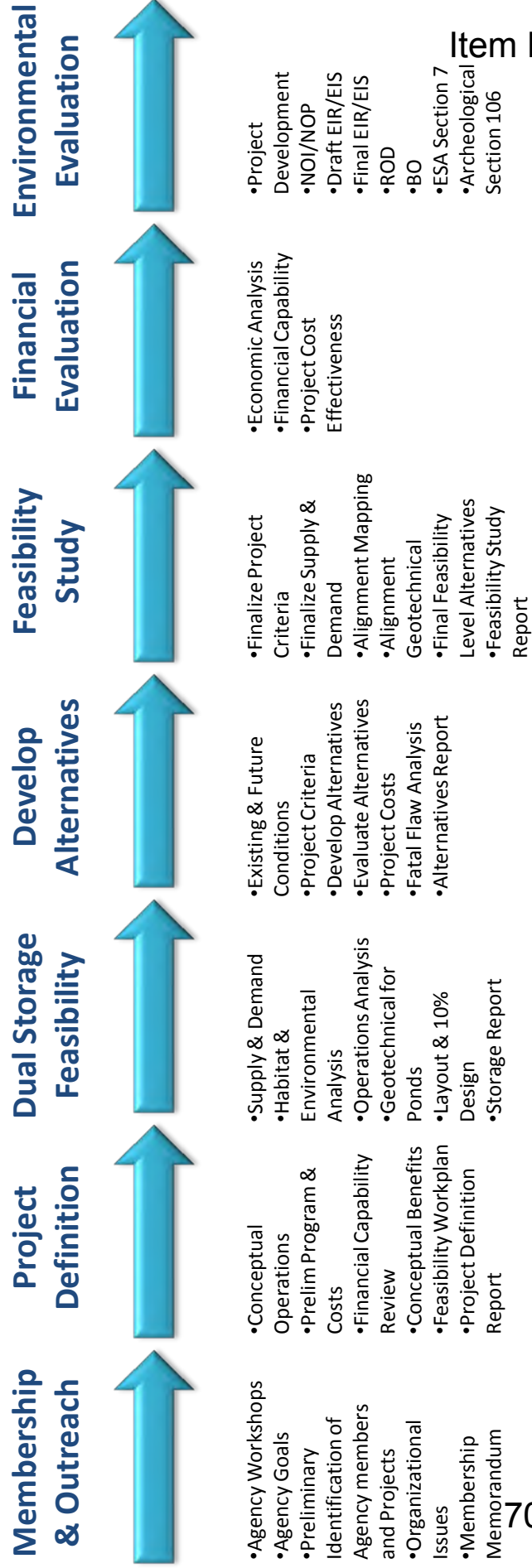
**Local Share**

Local Share of Phase 1 \$	ARRA-Funded Portion of Phase 1	Remaining Portion of Phase 1	LOCAL SHARE IN:								
			Federal FY 2009	Federal FY 2010	Federal FY 2011	Federal FY 2012	Federal FY 2013	Federal FY 2014	Federal FY 2015	Federal FY 2016	
Hamilton Field/Novato South	\$4,370,250	\$4,265,019	\$0	\$0	\$2,185,125	\$2,185,125	\$0	\$2,326,374	\$1,938,645	\$0	
Novato North	\$7,906,250	\$0	\$0	\$752,976	\$4,517,857	\$2,635,417	\$0	\$0	\$0	\$0	
Novato Central	\$10,738,662	\$10,738,662	\$0	\$0	\$0	\$0	\$715,911	\$4,295,465	\$4,295,465	\$1,431,822	
SV Recycled Water Project	\$23,963,500	\$12,789,850	\$1,361,421	\$3,267,410	\$13,933,951	\$5,400,718	\$0	\$0	\$0	\$0	
Napa Sonoma Salt Marsh Pipeline	\$28,398,000	\$4,631,250	\$23,766,750	\$0	\$1,263,068	\$2,526,136	\$5,298,311	\$5,941,688	\$5,941,688	\$5,941,688	\$1,485,422
<b>TOTAL</b>	<b>\$79,641,681</b>	<b>\$51,570,281</b>	<b>\$1,361,421</b>	<b>\$5,283,454</b>	<b>\$23,163,070</b>	<b>\$15,519,571</b>	<b>\$6,657,598</b>	<b>\$12,563,526</b>	<b>\$12,175,797</b>	<b>\$2,917,244</b>	



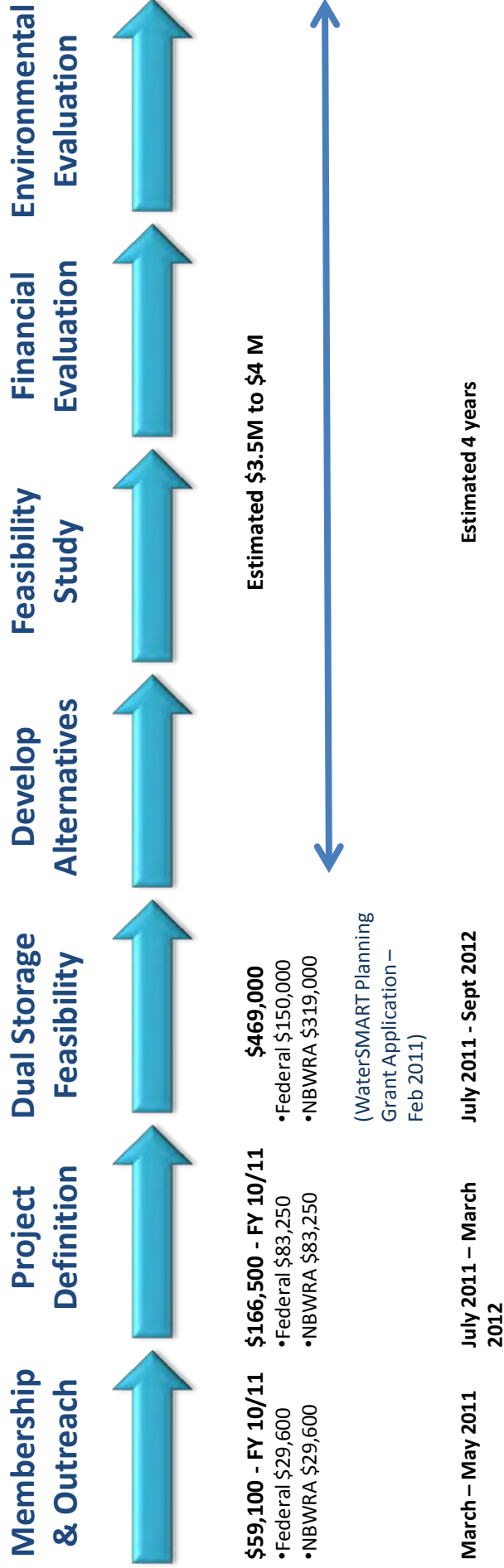
# North Bay Water Reuse Program

## Phase 2 Feasibility Studies



# North Bay Water Reuse Program

## Phase 2 Feasibility Studies Funding and Schedule



**SUSTAINABILITY THROUGH COOPERATIVE WATER RECYCLING**

**Recycled water is a smart and sustainable use of local resources.**  
*In the same way that recycling paper, metals and plastics just makes sense, using high-quality recycled water is a part of the region's future and a smart way to practice conservation of our water resources.*



**NORTH BAY WATER REUSE PROGRAM**

*A cooperative multi-agency program that promotes sustainability and environmental enhancement in the North San Pablo Bay region by expanding use of recycled water.*

**COOPERATIVE PROGRAM MEETS REGIONAL NEEDS**  
**Projects, Funding and Planning**

**Phase 1: Reaching Construction Phase**

The North Bay Water Reuse Program has made impressive progress during its ten-year history, having completed Phase 1 engineering and economic studies and certified the EIS/EIR. A federal authorization was obtained, paving the way for \$25 million in grant funding. To date, over \$8 million in funds have been secured for planning and to initiate construction of the 6 projects that comprise Phase 1.



**The NBWRP Challenge**

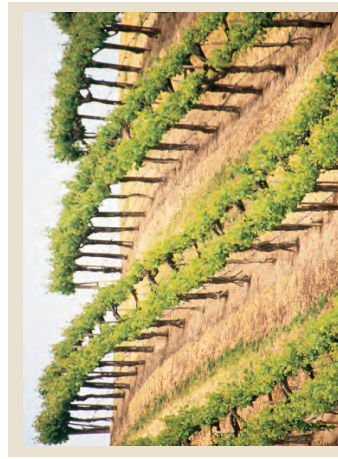
Sonoma, Marin and Napa Counties face long-term challenges in providing reliable water supplies. Only a small corner of the region is served by the state water project, surface and groundwater sources are limited, and some groundwater basins are over pumped. Urban, agricultural and environmental demands exceed the region's sustainable water supply. Reliable water supply is also needed to continue the restoration of tidal wetlands in San Pablo Bay and support instream flows for the areas riparian waterways. Climate change, may further impact increasingly stressed water supplies.

**The NBWRP Opportunity**

Although local wastewater treatment agencies face strict limits on the timing and quality of the treated wastewater they can send to San Pablo Bay, it is estimated that by 2020 these agencies will discharge up to 36,000 acre-feet per year to the Bay annually—high-quality treated water that can be put to beneficial use and help protect limited potable water resources. In response to these water management challenges, local leaders formed the NBWRA to investigate how recycled water could be put to greater use meeting the needs of communities, agriculture and the environment across the region.

**The North Bay is water short and the only new supply available is recycled water.**

**Click to [NBWRA.org](http://NBWRA.org) or e-mail us at [info@nbwra.org](mailto:info@nbwra.org)**



**Local Agencies Collaborate on North Bay Water Reuse Program (NBWRP)**

NBWRP's purpose is to carry out a coordinated, 3-county regional effort to put recycled water to its broadest and most beneficial use.

**Members:**

- Las Gollinas Valley Sanitary District
- Napa Sanitary District
- Novato Sanitary District
- Sonoma County Water Agency
- Sonoma Valley County Sanitation District
- North Marin Water District
- Napa County



**NORTH BAY WATER REUSE AUTHORITY**

Sustainability Through Cooperative Water Recycling • [info@nbwra.org](mailto:info@nbwra.org) • NBWRA.org  
 C/O Novato Sanitary District, 500 Davidson Street, Novato, CA 94945

# PHASE 1 PROGRAM

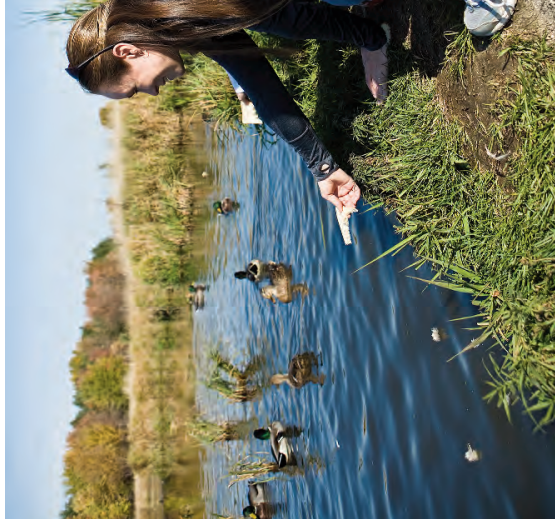
## Program Provides Multiple Layers of Benefits

The fact is that the North Bay region is water short. Improved conservation will help, but it is increasingly clear, that the best—perhaps only—new, reliable water supply for our region is recycled water. Importantly, the North Bay Water Reuse Program provides wide-ranging benefits to meet critical water needs:

- Water Supply Benefits**
- A reliable, new water supply for the region’s vineyards, agriculture, parks and large landscapes, as well as reduced demand on limited local surface and groundwater supplies.
- Wildlife and Wetlands Benefits**
- Increased water for restoration of wetlands, and improved in-stream flows for riparian habitat and fisheries recovery in local streams.
- Cost Savings and Benefits Due to Collaboration and Scale**
- Improved access to grant funds, cost savings through regional cooperation, and improved regional planning. Also, support for local economies that depend on a reliable water supply, such as the 40,000 wine industry jobs in Napa County.

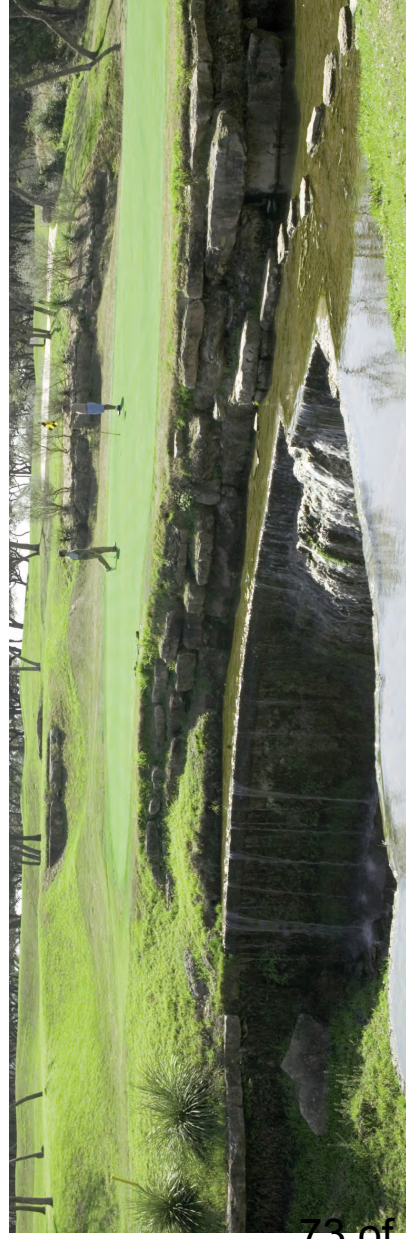
## Energy Savings and Reduced Carbon Footprint

- Reduced carbon footprint through expanding wetland areas, and incorporating solar and other technologies for treating and distributing recycled water.



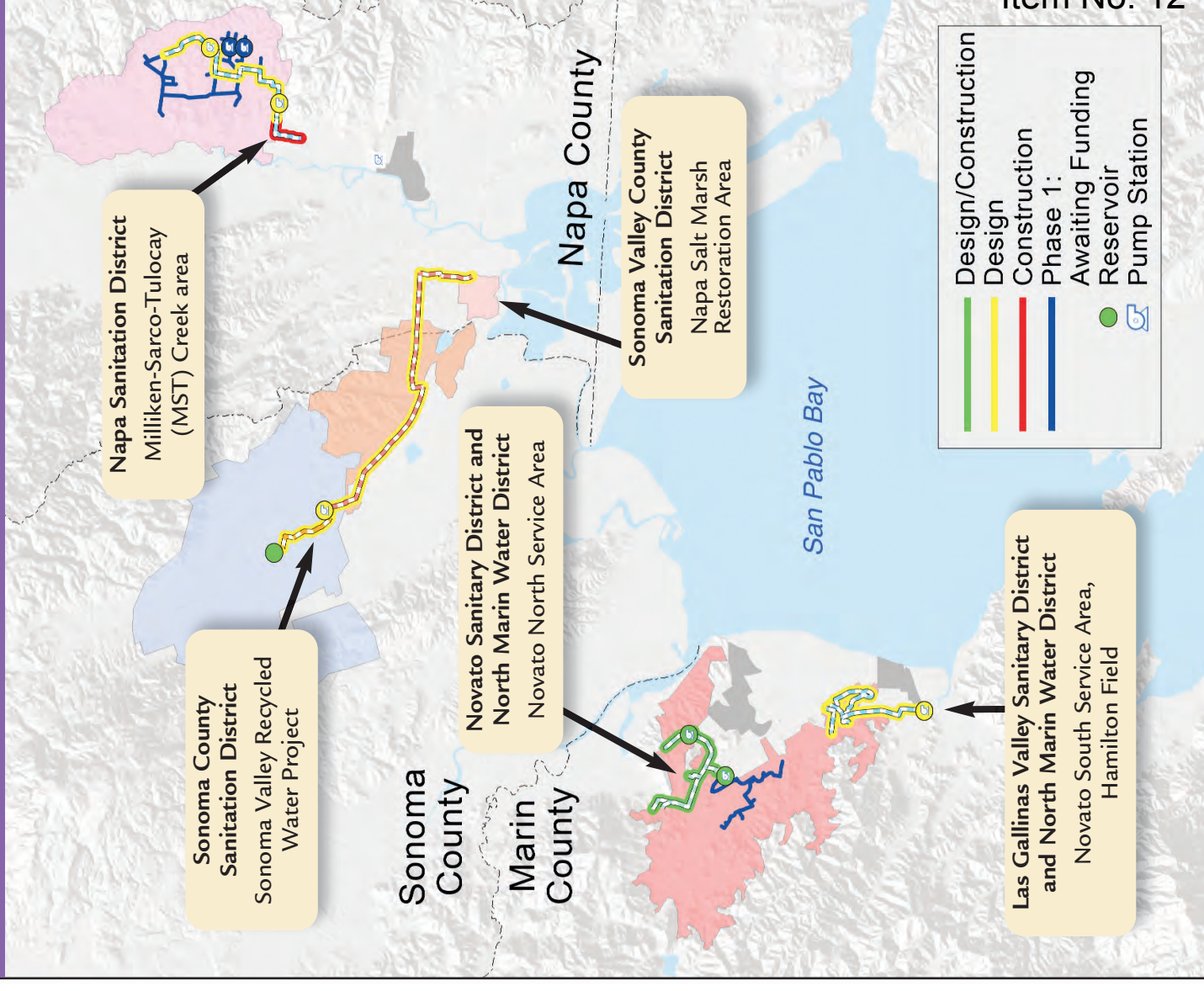
## The North Bay Water Reuse Program Funding

The total cost of the first Phase of the Program is estimated at \$100 million, and NBWRA has obtained authorization from Congress to receive \$25 million (25% match) for design and construction. Over \$8 million has been secured in federal funding, including grants from the American Recovery and Reinvestment Act (ARRA).



*Recycled water reduces demand on local potable supplies, improves the environment, requires less energy and costs less than most other water sources.*

## PHASE 1 PROJECTS: Putting recycled water to beneficial use across the North Bay.



**NBWRA Coordinating Committee Meeting  
March 21, 2011  
Information Item Summary**

1. Reclamation signed Record of Decision (ROD) January 26, 2011.
2. United States Fish and Wildlife Service issued Biological Opinion July 7, 2010.
3. Section 106 Consultation Process. Reclamation submitted Cultural Resources Report to State Historic Preservation Officer (SHPO) February 14, 2011. Currently in SHPO review. ESA responded to additional information request March 11, 2011 regarding railroad status.
4. ESA coordinated consultant weekly conference calls and conference calls with Reclamation for status updates and coordination regarding ROD and Section 106 process.
5. Finalized and distributed Cultural Resources Monitoring Plan to Member Agency staff for review.
6. Supported Program Manager and Member Agencies in SWRCB meeting for SRF Loan.
7. Provided environmental support for Napa Sanitation District and North Marin Water District under direct contract for Phase 1 Project implementation.
8. Ohlone Mitigation Bank: Awaiting Legal Review of Contract. Re-contacted Ohlone Mitigation Bank, credits remain available for purchase.

# memorandum

date February 8, 2011

to Kevin Booker – SCWA

from Leslie Moulton / Jim O'Toole - ESA

subject NSPBRRP - Punch List

Following is the list of deliverables ESA is preparing to respond to Reclamation's information needs identified to complete the NEPA Record of Decision (ROD) and the Section 106 process.

<b>Task / Deliverable</b>	<b>Due</b>	<b>Notes</b>	<b>Status</b>
1. List of other federal and/or state agencies with 106 compliance responsibilities for aspects of the Phase 1 projects (e.g., SWRCB-SRF funds, Caltrans/FHWA, USACE).	Draft to be provided Wednesday, January 5, 2011.	Submitted Wed Jan 5 in Jack and Bore Table.  ESA to provide contact information for SWRCB and Caltrans Wed Jan 11. Submitted Via Email Thursday Jan 13.	Complete.
2. Jack/Bore Table – comprehensive table of Jack and Bore locations by agency, project, and funding source (ARRA, Title XVI).	Draft to be provided Wednesday, January 5, 2011.	Draft Jack/Bore Table Submitted Wed Jan 5. Bureau comments Thurs Jan 5 Final Information integrated into Cultural Resources Report Screencheck Report submitted Friday Jan 14 via Fed Ex.	Complete
3. Index Map(s) to Jack/Bore Table by agency / project element.	Draft to be provided Wednesday, January 5, 2011.	Draft Jack/Bore Table Submitted Wed Jan 5. Bureau comments Thurs Jan 5 Final Information integrated into Cultural Resources Report Jan 14. Screencheck Report Submitted Friday Jan 14 via Fed Ex	Complete
4. Response to outstanding Reclamation (D. White) ROD questions.	Wednesday, January 5, 2011	Email response transmittal Kevin Booker to David White by email on Jan 5.	Complete
5. Record of Decision	Monday, January 10, 2011	Complete.	Complete. ROD Signed Jan 28

6. Summary of seasonal construction restrictions established by mitigation measures / permit conditions for the member agencies.	Monday January 10, 2011	<p>Reviewing ROD, EIR/EIS, BO and Section 106 conditions with NBWRA agencies this week.</p> <p>SCWA/ESA conducted conference calls:  LGVSD: Tues Jan 11  Napa San/Napa County: Wed Jan 12  NMWD/Novato San: Wed Jan 12  SVCSD: Thurs Jan 13</p> <p>Draft submitted Tues Jan 18 via email.</p> <p>Draft submitted to NBWRA Coordinating Committee Jan 20 in Board Packet</p>	Complete. Will continue to update as appropriate.
7. Bureau Cultural Resource Report Comments	Friday January 7, 2011	Complete, submitted via email Friday Jan 7	Complete
8. Cultural Resources Technical Meeting	Monday January 10, 2011	<p>Complete. Reviewed Bureau comments. ESA to provide additional discussion via email for 2 technical items by Wed Jan 12 for Bureau to confirm language.</p> <p>Complete Submitted Jan 12. Bureau edits same day.</p>	Complete
9. Cultural Resources Report	<p>Screencheck Submittal: Friday, Jan 14, 2011</p> <p>Final Documents: Thursday Jan 20, 2011 or earlier</p>	<p>ESA to complete Bureau comments.</p> <p>Complete: Screencheck Reports submitted Friday Jan 14 via Fed Ex.</p> <p>Bureau submitted final comments via email Friday Jan 21</p> <p>ESA to revise and submit 5 hard copies Thurs Jan 27.</p>	Complete. Documents Delivered Friday Jan 28 via Fed Ex.
10. Cultural Resource Monitoring Plan	Friday Jan 14, 2011 or earlier	<p>Draft Report submitted Wed Jan 12 to Bureau for review</p> <p>Bureau submitted final comments via email Friday Jan 21</p> <p>ESA to revise and submit 5 hard copies Thurs Jan 26.</p>	Complete. Documents Delivered Friday Jan 28 via Fed Ex.
11. Submittal of Draft Cultural Resources Docs to Tribes	Tuesday Jan 11	Complete: ESA send out Tues Jan 11.	Complete.

12. Tribal Meetings: Mishewal Wappo Tribe of Alexander Valley (Napa)	Meeting Schedule Update	Bureau met with Wappo Tribe Wed Jan 19. Second follow up meeting being scheduled.  Napa Co. coordination complete  Bureau met with Wappo Tribe Representatives Thursday Feb 3.  Provided Wappo Tribe with Marc Bautista's contract Information	Complete. SCWA to continue to coordinate monitoring.
13. Tribal Meetings: Graton Rancheria (GR).	Thurs Jan 20.  Wed Jan 26.	Bureau met with Graton Rancheria Jan 20.  Technical Meeting Completed Wed Jan 26 at ESA Petaluma.  SCWA met with Graton Rancheria Tues Feb 1, 11:00 regarding monitoring and administration.  Graton Rancheria generating letter to Reclamation.	Complete. SCWA to continue to coordinate monitoring.
14. Bureau Submittal of CR Documents to SHPO	Jan 31 – Feb 7.	Reclamation proceeding with SHPO consultation	Pending
15. SHPO Concurrence Letter	Bureau Completion Date April 28  NBWRA Start-up Target April 1-15	Completion of SHPO consultation subject to staff, information review and signature process.	Pending