

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

Monday, January 26, 2015

Agenda

Sonoma County Water Agency, 404 Aviation boulevard, Santa Rosa, CA 95403
Consultants unable to attend in person may call in: 1-866-906-7447 Pass Code: 2428170#

11:30 a.m. (time approximate – will start 15 minutes after completion of Board meeting)

	1.		Call to Order and Self Introductions
Page 1	2.	Action	Approval of Agenda
	3.		Public Comments
Pages 2 – 4	4.	Action	Consent Items a. December 15, 2014 TAC Meeting Minutes
Page 5 Page 6	5.	Information	Report from the Program Manager a. Action Items from December 15, 2014 Meeting
	6.	Discussion	Summarize Board Meeting and List Action Items
	7.	Discussion	Request from City of American Canyon to join NBWRA to Participate in Phase 2
	8.	Discussion	Possible change in dates of September 28, 2015 TAC meeting and December 21, 2015 Board/TAC Meetings
	9.	Information	Items from Committee, Agency Staff, or Consultants
	10.	Information	Items for Next Agenda (March 23, 2015 at Novato Sanitary District)

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
Meeting Minutes
December 15, 2014**

1. Call to Order and Self Introductions

Chair Healy called the Technical Advisory Committee (TAC) meeting to order at 9:33 a.m. on Monday, December 15, 2014. The meeting was held at Sonoma County Water Agency, 404 Aviation Boulevard, Santa Rosa, CA. For consultants not able to attend in person a conference call number was available, 1-866-906-7447, passcode 2428070#.

Committee Members Present

Tim Healy, Chair	Napa Sanitation District
Kevin Booker	Sonoma County Water Agency
Pam Jeane	Sonoma Valley County Sanitation District
Sandeep Karkal	Novato Sanitary District
Drew McIntyre	North Marin Water District
Phillip Miller	Napa County
Lean Walker	City of Petaluma

Others Present

Chuck Weir, Program Manager	Weir Technical Services
Ginger Bryant	Bryant & Associates
Jenny Gain	Brown and Caldwell
Jason Holley	City of American Canyon
Mark Millan	Data Instincts
Pilar Oñate-Quintana	The Oñate Group (via telephone)
Mike Savage	Brown and Caldwell
Brad Sherwood	Sonoma County Water Agency
Jake Spaulding	Sonoma County Water Agency
Dawn Taffler	Kennedy Jenks Consultants
Jeff Tucker	Napa Sanitation District

2. Approval of the Agenda

The TAC unanimously approved the agenda as presented.

3. Public Comments

There were no public comments.

4. Consent Calendar

4.a October 27, 2014 TAC Meeting Minutes

The October 27, 2014 TAC Meeting Minutes were unanimously approved as presented.

5. Schedule for December 15, 2014 Video Shoot

Mark Millan discussed the schedule and process for today's video shoot.

6. Report from the Program Manager

The Report from the Program Manager included the following items:

6.a Consultant Progress Reports – October and November 2014

The TAC reviewed the Progress Reports.

6.b Action Items from the October 27, 2014 Meeting

The TAC reviewed the Action Item List and noted that all items were current.

7. Financial Report for the Period Ending November 30, 2014

The TAC reviewed the Financial Report and noted that costs were tracking according to plan.

8. Phase 2 Status Report – Confirm/Refine the Phase 2 Projects for Feasibility Study Evaluation

Mike Savage and Jenny Gain provided an update on the current list of projects. They noted that there had been lots of input from the Member Agencies. They discussed the projects by agency and provided descriptive tables and maps for the projects. The list will need to be finalized at the January 26, 2015 Board and TAC meetings. Phil Miller requested a preliminary reallocation of Phase 1 costs for budget purposes. He indicated that he would like that by the end of January 2015.

9. Request from City of American Canyon to join NBWRA to Participate in Phase 2

Jason Holley provided a brief description of their future water recycling projects. The TAC discussed the possibility of the City becoming a member. Since their projects do not fit easily into the current project scope and time frame, no action was taken by the TAC. Tim Healy and Jason Holley will discuss ways to incorporate a City project into the current NBWRA process and report back at the January 26, 2015 TAC meeting.

10. Program Development / Federal Advocacy Update / State Advocacy Update

Ginger Bryant and Pilar Oñate-Quintana provided an update on various state and federal issues for the TAC. Bryant discussed efforts to fix an error in federal language to allow funding for Phase 2 projects. She noted elected officials support for the language change. She also discussed 2015 planning activities including Washington D.C. strategies and a planned trip to D.C. in early February 2015. Oñate-Quintana discussed implementation of the Water Bond that passed in November 2014, potential NBWRA involvement in proposed language developed by Irvine Ranch Water District related to recycled water use during draught curtailments, and that NBWRA Day in Sacramento is tentatively planned for March 4, 2015.

11. Outreach Program Report

Mark Millan discussed the videos and an article in the North Bay Business Magazine. He will send a link for the article to the Program Manager for distribution.

12. Status of WaterSMART Grants and Applications

The latest grant application is due December 15, 2015.

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

Participants provided updates for the TAC.

14. Items from Committee, Agency, Staff, or Consultants

The Program Manager and Ginger Bryant noted that the address on the letterhead should be changed to the address of the Administrative Agency, Sonoma County Water Agency. The TA concurred with the change. The Program Manager also reviewed the request from Director Long regarding a summary of recycled water deliveries for 2015.

15. Items for Next Agenda, January 26, 2015 at SCWA Office

Action items included the following:

1. Finalizing the List of Projects for the Phase 2 Feasibility Study.
2. Report on recycled water deliveries by agency for 2014.

There being no further business, Chair Healy adjourned the meeting at 11:57 a.m.

C:\Users\Chuck\Documents\Weir Technical Services\NBWRA\Agendas\2014\2014-12\2014_12_15_NBWRA_TAC_Minutes.docx

ITEM NO. 6 REPORT FROM THE PROGRAM MANAGER

The Report from the Program Manager includes the following items:

4.a Action Items from December 15, 2014 Meeting

The list of Action Items is attached for the TAC's information. All items are completed or in progress.

In an effort to save paper, brief summaries of other agenda items are described below:

Item No. 6 Summarize Board Meeting and List Action Items

The TAC can summarize the Board meeting and add to the action item list.

Item No. 7 Request from City of American Canyon to join NBWRA to Participate in Phase 2

Jason Holley and Tim Healy were to discuss this issue and report to the TAC at the January meeting. The Program Manager has reviewed an email regarding a potential project but defers to Napa San and City reps to report to the TAC.

Item No. 8 Possible change in dates of September 28, 2015 TAC meeting and December 21, 2015 Board/TAC Meetings

There are two potential conflicts with future meetings. The September 28, 2015 TAC meeting falls during the annual WEFTEC conference, which is in Chicago September 26-30, 2015. Moving this meeting to September 21, 2015 should be considered.

The Board/TAC meeting scheduled for December 21, 2015 may cause problems with holiday schedules and should be considered being changed to December 14, 2015. A similar issue resulted in the 2014 meeting being moved from December 22 to December 15, 2014.

NBWRA Board and TAC Short-Term Action Item List

Meeting Date: December 15, 2014

Task	Responsible Party	Due Date	Status	Completion Date
Submit application for 2014/15 WaterSMART Phase 2 Feasibility Study and Construction Grants	B&C, Bryant, SCWA, TAC	12/15/2014	Feasibility study application withdrawn. Other options in development. WaterSMART grant opportunity for construction projects due December 15, 2014. Application submitted on time.	12/15/2014
Finalize List of Phase 2 Projects for Feasibility Study	Board, TAC, Consultants	1/26/2015	In progress	11/3/2014
Add Phase 1 project costs to the Phase 1 project status report as a separate page.	Weir, Spaulding	12/8/2014	No new updates. To be included in January 2015 packet.	
Develop a monthly report for recycled water production/delivery by agency.	Weir/TAC	1/21/2015	Discussed at December 15, 2014 TAC meeting. Email request sent January 14, 2015. Data received from Napa San, Petaluma, Novato San, MMWD, Las Gallinas, and SVCSD.	
Consultants begin ensuring that all documents added to the website meet accessibility standards.	Weir/B&C/Bryant/SCWA	11/30/2014	Only compliant documents now added to website. Currently this has limited documents to Agenda cover sheets and minutes. Requires additional research and effort to implement for presentations and complex reports.	
Share notices regarding conference presentations and award programs with the TAC.	All	Ongoing		