

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

Monday, October 26, 2015

Agenda

Novato City Hall Council Chambers, 901 Sherman Avenue, Novato, CA 94945
Consultants and others unable to attend in person may call in: Phone +1 (602) 567-4030 Access
code: 1980#; <https://conferencing.brwnald.com/conference/1980>

11:45 a.m.

(Time approximate, meeting will start approximately 10 minutes after Board meeting.)

	1.		Call to Order and Self Introductions
Page 1	2.	Action	Approval of Agenda
	3.		Public Comments
Pages 2 – 3	4.	Action	Consent Items a. September 21, 2015 TAC Meeting Minutes
Page 4 Page 5	5.	Information	Report from the Program Manager a. Action Items from September 21, 2015 Meeting
	6.	Discussion	Recap Board Meeting
	7.	Action	Final Distribution of Unused SCWA Phase 1 Funds
	8.	Information	Items from Committee, Agency Staff, or Consultants
	9.	Information	Items for Next Agenda (December 14, 2015 at Novato Sanitation 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
September 21, 2015**

1. Call to Order and Self Introductions

Chair Jeane called the Technical Advisory Committee (TAC) meeting to order at 12:20 p.m. on Monday, September 21, 2015. The meeting was held at Novato Sanitary District, 500 Davidson Street, Novato, CA 94945. Self-introductions were made.

Committee Members Present

Tim Healy	Napa Sanitation District
Kevin Booker	Sonoma County Water Agency
Sandeep Karkal	Novato Sanitary District
Drew McIntyre	North Marin Water District
Phillip Miller	Napa County
Leah Walker	City of Petaluma
Mark Williams	Las Gallinas Valley Sanitary District

Others Present

Chuck Weir, Program Manager	Weir Technical Services
Ginger Bryant	Bryant & Associates
Mark Millan	Data Instincts
Mike Savage	Brown and Caldwell
Jake Spaulding	Sonoma County Water Agency
Dawn Taffler	Kennedy Jenks Consultants

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 July 27, 2015 TAC Meeting Minutes

The July 27, 2015 TAC Meeting Minutes were unanimously approved.

5. Report from the Program Manager

The Report from the Program Manager included the following items:

5.a Action Items from the May 11, 2015 Meeting

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

6. Recap Board Meeting

The TAC reviewed the Board meeting including plans for a workshop to discuss a unified approach for water management and recycling projects for the North Bay Region in order to capitalize on both the strength of the organization, be inclusive of new members, and position

NBWRA for future funding opportunities. The workshop will discuss these issues, in addition to how to incorporate current and future projects in studies and potential impacts on the budget for the Phase 2 EIR/EIS. Preferably the workshop will occur before the end of the year. As an action item, the consultant team will develop an outline for the workshop for the Board to consider at the October 26, 2015 Board meeting.

The TAC also discussed plans for including the Board in the TAC meetings currently held the month before the regular Board meetings. It was noted that all agencies may not support that due to the time commitment. As an action item the December 14, 2015 TAC meeting will be modified to include the Board.

7. Logistics for October 8, 2015 State Tour

Plans for the October 8, 2015 tour were discussed. It will be very similar to the recent Congressional tour.

8. Final Distribution of Unused SCWA Phase 1 Funds

SCWA staff noted that the total value of unused funds is still being finalized. There was also discussion regarding unused administrative funds and how to redistribute that to the Phase 1 participating agencies. As an action item, SCWA will send a memo to the TAC by October 15, 2015 for an email vote by the TAC such that an action item can be included on the October 26, 2015 Board meeting agenda.

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

There were no additional items discussed.

10. Items for Next Agenda, October 26, 2015 at Novato City Hall Council Chambers

Action items included the following:

1. Develop an outline for a workshop for the Board to consider.
2. Change the December 14, 2015 meeting to a Board and TAC meeting.
3. Send a memo to the TAC by October 15, 2015 to finalize distribution of unused SCWA Phase 1 funds.

There being no further business, Chair Healy adjourned the meeting at 1:10 p.m.

ITEM NO. 5 REPORT FROM THE PROGRAM MANAGER

The Report from the Program Manager includes the following items:

5.a Action Items from September 21, 2015 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

6. Recap Board Meeting

The TAC and consultant team will review the Board meeting and action items.

7. Final Distribution of Unused SCWA Phase 1 Funds

The TAC will discuss the final distribution of SCWA's unused Phase 1 Funds such that the Board can approve the redistribution at the December 14, 2015 Board meeting. SCWA will have the final distribution available at the meeting.

NBWRA Board and TAC Short-Term Action Item List

Meeting Date: September 21, 2015

Task	Responsible Party	Due Date	Status	Completion Date
Develop an outline for a workshop for the Board to consider.	Consultants	10/21/2015	Completed. In October 26, 2015 Board Agenda Packet	10/22/2015
Change the December 14, 2014 Meeting to a Board and TAC meeting.	Weir	9/29/2015	Completed	9/29/2015
Work with the member agencies to gather information on non-federal sources of funding for Phase 1 projects as well as determining the return on investment for participating in NBWRA.	Weir and TAC	7/31/2015	In progress. Napa San spreadsheet included in July 27, 2015 Board packet as an FYI.	
Finalize List of Phase 2 Projects for Feasibility Study	Board, TAC, Consultants	9/30/2015	B&C created Fact Sheets for each agency detailing Phase 2 projects and their options for each agency to use to finalize its list of Phase 2 projects. Need to determine which projects are Title XVI and which are Non-Title XVI between December 2015 and January 2016 meetings.	
Final redistribution of SCWA unused Phase 1 funds will be considered by the TAC via email such that it can be presented to the Board for approval at its October 26, 2015 meeting.	SCWA and Weir	10/15/2015	To be distributed at October 26, TAC meeting.	
FY2015/16 Invoices to Member Agencies	SCWA	7/15/2015	Completed. Funds are being received.	7/31/2015
Consider topics and tours for the 2016 WaterReuse Conference in Santa Rosa as well as consider sponsorship opportunities.	TAC and Consultant Team	Ongoing	In process.	
Amend the agreement with Bryant & Associates to increase the retainer for The Ferguson Group from \$6,500 to \$8,500 per month.	SCWA	6/30/2015	Agreement amendment approved. Additional modifications to B&C Agreement being considered.	
Congressional Staff Tour	SCWA and Member Agencies	8/20/2015	Completed. Summary to be provided at September 21, 2015 Board meeting.	8/20/2015
State Tour	SCWA and Member Agencies	10/8/2015	Same project stops as congressional tour. Tour is set for October 8, 2015. Tour completed. Update to be provided at October 26, 2015 Board meeting.	10/8/2015
Amend B&C Agreement and transfer \$24,000 to Bryant agreement. Amend B&C Agreement to incorporate not to exceed \$110,000 for seasonal storage analysis, with no change to agreement total or approved NBWRA Budget	SCWA	8/15/2015	Bryant amendment completed. TAC approved modifications for B&C agreement for seasonal storage analysis. Chair approved modification to add \$25,000 for outreach from TBL funds. Additional modifications under consideration for Board approval on October 26, 2015.	
Use Skype if Pilar cannot attend meetings.	B&C, Weir	9/21/2015	In process	
Incorporate PowerPoint presentations as pdfs in TAC and Board agenda packets.	B&C, Bryant, Weir	9/21/2015	Completed.	
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.	Ongoing
Share notices regarding conference presentations and award programs with the TAC.	All	Ongoing		