

**North Bay Water Reuse Authority
Board of Directors Meeting
Minutes
September 19, 2016**

1. Call to Order

Chair Rabbitt called the meeting to order at 9:38 a.m. on Monday, September 19, 2016 at the Novato Sanitary District, 500 Davidson Street, Novato, CA. Consultants and others who were unable to attend participated via telephone, 1 (602) 567-4030, access code 2231; <https://Conferencing.brwncauld.com/conference/2231>

2. Roll Call

PRESENT:	David Rabbitt, Chair	Sonoma County Water Agency
	Bill Long, Vice Chair	Novato Sanitary District
	Keith Caldwell	Napa County
	Grant Davis (TAC)	Sonoma Valley County Sanitation District
	David Glass	City of Petaluma
	Jack Gibson	Marin Municipal Water District
	Rabi Elias	Las Gallinas Valley Sanitary District
	Tim Healy (TAC)	Napa Sanitation District
	Jason Holley (TAC)	City of American Canyon
	John Schoonover	North Marin Water District

ABSENT: Marin County

OTHERS

PRESENT:	Chuck Weir, Program Manager	Weir Technical Services
	Jack Baker	North Marin Water District
	Kevin Booker	Sonoma County Water Agency
	Ginger Bryant	Bryant & Associates
	Jill Chamberlain	Brown and Caldwell
	Pam Jeane	Sonoma Valley County Sanitation District
	Sandeep Karkal	Novato Sanitary District
	Susan McGuire	Las Gallinas Valley Sanitary District
	Drew McIntyre	North Marin Water District
	Mark Millan	Data Instincts
	Phil Miller	Napa County
	Pilar Oñate-Quintana	The Oñate Group (by telephone)
	Larry Russell	Marin Municipal Water District
	Dan St. John	City of Petaluma
	Mike Savage	Brown and Caldwell (by telephone)
	Paul Sellier	Marin Municipal Water District
	Brad Sherwood	Sonoma County Water Agency
	Jake Spaulding	Sonoma County Water Agency
	Dawn Taffler	Kennedy Jenks Consultants (by telephone)

3. Public Comments

There were no comments from the public

4. Introductions

Introductions were not made.

5. Board Meeting Minutes of August 22, 2016.

The Program Manager noted an error in Item No. 12 regarding the total proposed budget amendment for FY2016/17. A motion by Director Davis, seconded by Director Gibson to approve the August 22, 2016 minutes as amended was unanimously approved.

6. Report from the Chair

a. FY2016/17 Management Structure

Chair Rabbitt reviewed the FY2016/17 Management Structure that was previously presented.

b. Consultant Progress Reports

The Board reviewed the consultant progress reports for August 2016.

c. Financial Reports

The Board reviewed the Financial Reports for the periods ending June 30, 2016 and August 31, 2016.

7. Board Information Requests

Chair Rabbitt reviewed the status of the request to develop a membership outreach brochure and information related to the return on investment for participating in NBWRA.

8. Proposed FY2016/17 Budget Amendments

Mike Savage provided a summary of proposed budget amendments that include a total increase of \$84,272. He then discussed a proposed reallocation of Phase 2 Study and Program Costs. Phase 2 Feasibility Study engineering costs would be shared on the basis of each agency's percentage of the number of projects out of the total studied at the feasibility level. Environmental and Financial Capability Analysis costs would be shared on the basis of each agency's percentage of total project costs in the final EIR/EIS. All program costs would be shared equally between the member agencies. This would include Phase 2 Feasibility Study meetings, public involvement, grant administration, program management, program development, federal advocacy, state advocacy, and program administration. The proposed reallocation would be retroactive to FY2014/15.

The Board discussed the merits of the proposal and was supportive of it as a way of better sharing costs among the agencies. Following additional discussion, the Board directed the consultants to bring a three year budget for FY14/15, FY15/15, and FY16/17 based on the proposed reallocation to the October 24, 2016 meeting for Board approval.

9. Program Development, Federal, and State Advocacy Update

Ginger Bryant discussed plans for the upcoming trip to Washington, D.C. September 20 – 22, 2016. Pilar Oñate-Quintana discussed various legislative items, including some related to greenhouse gasses. She also discussed the upcoming election in November.

10. Engineering, Environmental, and Public Involvement Services Report

Mark Millan discussed plans for preparing a one-page information sheet for potential new members. He noted that the State Water Board has released the draft feasibility report on Direct Potable Reuse and that there is a 45-day comment period. Lastly he noted that there will be an informational forum at the Santa Clara Valley Water District on September 29, 2016 and that it would likely be a webinar.

Jill Chamberlain noted that all comments on the Phase 2 Feasibility Study have been received as of August 31, 2016. B&C is in the process of addressing all the comments and the final report is expected to be completed on October 7, 2016.

Mike Savage provided a summary of potential new Phase 2 projects from City of American Canyon, Marin Municipal Water District, Las Gallinas Valley Sanitary District, and Novato Sanitary District. He also discussed next steps in terms of potential budget impacts and administrative issues to bring new agencies and projects into the program.

11. Items for Future Discussion and Action

Chair Rabbitt gave a brief summary of future discussion and actions, including approval of the FY2016/17 Budget and revised cost allocations, program changes, future budgets, and revisions to the MOU to coincide with the direction established by the Board.

12. Comments from Chair and Board Members

There were no additional comments from the Chair and Board Members.

13. Adjournment

Chair Rabbitt adjourned the meeting at 11:12 a.m. The next meeting will be Monday, October 24, 2016 at 9:30 a.m. at Novato City Hall Council Chambers.

Minutes approved by the Board _____.

Charles V. Weir
Program Manager

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