

**NORTH BAY WATER REUSE AUTHORITY
TECHNICAL ADVISORY COMMITTEE**
Tuesday, July 26, 2016
Agenda

**City of Petaluma Ellis Creek Water Recycling Facility
3890 Cypress Drive, Petaluma, 94954**

Consultants unable to attend in person may call in: Phone +1 (602) 567-4030 Access code: 1980#; <https://conferencing.brwncaid.com/conference/1980>

3:30 p.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 – 4 Pages 5 – 6	4.	Action	Consent Items a. June 27, 2016 TAC Meeting Minutes b. July 18, 2016 TAC Meeting Minutes
Page 7 Page 8	5.	Information	Report from the Program Manager a. Action Items from July 18, 2016 Meeting
	6.	Discussion	Recap Board Meeting
	7.	Information	Items from Committee, Agency Staff, or Consultants
	8.	Information	Items for Next Agenda (September 19, 2016 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
Web Conference Meeting Minutes
June 27, 2016**

1. Call to Order and Self Introductions

Vice Chair Jeane called the Technical Advisory Committee (TAC) meeting to order at 9:35 a.m. on Monday, June 27, 2016. The meeting was a web conference with attendees participating via telephone, 1 (602) 567-4030, passcode 1980; and the web conference link:

<https://conferencing.brwnald.com/conference/1980>.

Committee Members Present

Pam Jeane, Vice Chair	Sonoma Valley County Sanitation District
Grant Davis	Sonoma County Water Agency
Sandeep Karkal	Novato Sanitary District
Liz Lewis	Marin County
Susan McGuire	Las Gallinas Valley Sanitary District
Drew McIntyre	North Marin Water District
Dan St. John	City of Petaluma
Jeff Tucker	Napa Sanitation District

Others Present

Chuck Weir, Program Manager	Weir Technical Services
Kevin Booker	Sonoma County Water Agency
Ginger Bryant	Bryant & Associates
Pilar Oñate-Quintana	The Oñate Group
Jim O'Toole	ESA
Mike Savage	Brown and Caldwell
Brad Sherwood	Sonoma County Water Agency
Jake Spaulding	Sonoma County Water Agency
Dawn Taffler	Kennedy Jenks Consultants
Leah Walker	City of Petaluma

2. Approval of the Agenda

The Agenda was unanimously approved.

3. Public Comments

There were no public comments.

4. Consent Calendar

4.a April 25, 2016 TAC Meeting Minutes

The April 25, 2016 Meeting Minutes were unanimously approved as presented.

5. Report from the Program Manager

The Report from the Program Manager included the following items:

5.a Consultant Progress Reports for April and May 2016

The TAC reviewed the consultant progress reports for April and May 2016.

5.b Action Items from the April 25, 2016 Meeting

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

6. Financial Report for the Period ending May 31, 2016

The TAC reviewed the Financial Report for the Period Ending May 31, 2016 and noted that all items are tracking normally

7. Program Development, Federal, and State Advocacy Status Reports

Ginger Bryant provided a report. She indicated that the funding in the Feinstein bill will likely be reduced, but that it was high to begin with. Pilar Oñate-Quintana provided an update on SB163.

8. Outreach Program Update

Ginger Bryant noted updates to the NBWRA website and that the National Chamber of Commerce has provided a letter of support for the efforts of the Western Water Priorities and its website.

9. Engineering, Environmental, and Public involvement Services Report

Mike Savage discussed the status of the Feasibility Study Report sections and reviews. They are currently working on the financial capability section. There was discussion regarding each Phase 2 agency having their governing body review and approve their list of Phase 2 projects for the EIR/EIS process. Dan St. John indicated that City of Petaluma has completed their list. There was further discussion regarding the process for finalizing the Phase 2 list and whether or not additional Board and or TAC meetings were needed. As an action item, it was decided to schedule an additional TAC meeting in mid-July to further discuss Phase 2, prior to the July 25, 2016 Board meeting. The Program Manager will distribute a Doodle Poll for the meeting.

10. Phase 2 Cost Sharing Issues

The TAC reviewed possible cost sharing options included in the packet. It also discussed cost sharing options for the various tasks in B&C's agreement as a way to more appropriately share costs. The TAC agreed to continue the discussion at the next meeting.

11. WaterSMART Grant Award

As noted in the letter from USBR notifying NBWRA of the WaterSMART Grant Award, there will be a shortfall of approximately \$141,000. Following discussion it was agreed to share the shortfall on the basis of the project costs (not ARRA) and that SCWA would not be sharing in the shortfall.

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

There were no additional items.

13. Items for Next Agenda, to be announced and to be a web conference meeting

Action items included the following:

1. B&C work with agencies to firm up Phase 2 projects.
2. Once a final list is approved, B&C will review its 2-year budget costs.

3. Continue reviewing possible cost sharing options at the next meeting.
4. Send a Doodle Poll for a TAC web conference meeting in mid-July.
5. Finalize the Phase 2 List at the July 25, 2016 Board meeting.

There being no further business, Vice Chair Jeane adjourned the meeting at 11:13 a.m.

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**North Bay Water Reuse Authority
Technical Advisory Committee
Web Conference Meeting Minutes
July 18, 2016**

1. Call to Order and Self Introductions

In the absence of the Chair and Vice Chair Jeane, Acting Chair Kevin Booker called the Technical Advisory Committee (TAC) meeting to order at 1:00 p.m. on Monday, July 18, 2016. The meeting was a web conference with attendees participating via telephone, 1 (602) 567-4030, passcode 1980; and the web conference link:

<https://conferencing.brwnald.com/conference/1980>.

Committee Members Present

Kevin Booker, Acting Chair	Sonoma Valley County Sanitation District
Sandeep Karkal	Novato Sanitary District
Liz Lewis	Marin County
Drew McIntyre	North Marin Water District
Dan St. John	City of Petaluma
Jeff Tucker	Napa Sanitation District

Others Present

Chuck Weir, Program Manager	Weir Technical Services
Ginger Bryant	Bryant & Associates
Phil Miller	Napa County
David Rabbitt	NBWA Board Chair
Mike Savage	Brown and Caldwell
Brad Sherwood	Sonoma County Water Agency
Jake Spaulding	Sonoma County Water Agency
Dawn Taffler	Kennedy Jenks Consultants
Leah Walker	City of Petaluma

2. Approval of the Agenda

The Agenda was unanimously approved.

3. Public Comments

There were no public comments.

4. Phase 2 Retrospective, Revisions to Project List, Impacts on Program, and Phase 2 Cost Sharing Options

The Program Manager reviewed the information provided in the agenda packet, including the following:

- Consultant and SCWA responsibilities as described by agreement tasks
- Original 3-year Budget approved by the Board each fiscal year
- Changes to the Program, including adding a fourth year and the resulting cost increases
- Changes in the Phase 2 project list from January 2016 to June 2016

- Changes in the cost sharing for the 3-year and 4-year budgets based on changes in project cost percentages
- Cost sharing options and potential impacts on the viability of the program

The TAC discussed various related issues. Leah Walker asked if the reduction in projects will reduce the EIR/EIS costs. Mike Savage indicated that revised costs have not yet been evaluated, but that reductions were possible.

Dan St. John inquired as to the possible impacts with USBR for a reduced project list. Ginger Brant noted the Napa Sonoma Marsh Project in Phase 1 and without a similar environmental enhancement project in Phase 2, the ability to compete for funds is reduced. She also noted that the full federal authorization of \$80 million is not being used, leaving \$6.7 million in funds not used by NBWRA, and potentially available to others.

Kevin Booker asked if there were other projects that could be added to increase the competitive value of Phase 2. There was discussion of Novato Creek and Miller Creek projects. He also inquired about total program costs and cost sharing.

NBWRA Chair David Rabbitt discussed the efforts of the Governance Task Force. He stated that he is interested in working out cost sharing among the agencies and that he wants this program to remain successful with USBR.

Following further discussion the following action items were taken: 1) Phase 2 Board members will be asked to identify their Phase 2 projects at the July 25, 2016 Board meeting; 2) Ginger Bryant will discuss the implications of a reduced list of Phase 2 projects; and 3) the TAC will offer to continue working on cost sharing options with Board direction and input.

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

There were no additional items.

6. Items for Next Agenda, to be announced and to be a web conference meeting

Action items included the following:

1. Board members from Phase 2 agencies will identify their final list of Phase 2 projects for the EIR/EIS at the July 25, 2016 meeting.
2. Ginger Bryant will discuss the implications of a reduced Phase 2 program.
3. The TAC will continue to evaluate cost sharing options with direction and input from the Board.

There being no further business, Acting Chair Booker adjourned the meeting at 2:10 p.m.

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Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
July 26, 2016

ITEM NO. 5 REPORT FROM THE PROGRAM MANAGER

The Report from the Program Manager includes the following items:

5.a Action Items from July 18, 2016 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.

NBWRA Board and TAC Short-Term Action Item List

Meeting Date: July 18, 2016

Task	Responsible Party	Due Date	Status	Completion Date
Restructuring Governance Task Force	Chair Rabbit, selected Board members		Investigate options and provide guidance on restructuring NBWRA. Report and recommendations to be presented to Board for consideration at July 26, 2016 meeting.	
Amend the agreement with Brown and Caldwell to delete the Triple Bottom Line section in the scope and to reduce the agreement by \$24,000 for the previously approved transfer of funds to the Bryant & Associates agreement	SCWA	11/30/2015	In process.	
Approve FY16/17 Budget previously presented as part of three-year budget for FY14/15, FY15/16, and FY16/17.	TAC/Board	4/25/2016	Board approved FY16/17 budget as previously presented. SCWA can issue invoices for 50% of the allocations on June 1, 2016.	4/25/2016
Finalize List of Phase 2 Projects for Feasibility Study	Board, TAC, Consultants	6/27/2016	Phase 2 agencies to list their projects at July 26, 2016 Board meeting. Board may or may not act on approving a final list. Governance Task Force recommendations may impact this process.	
Approve two-year Budget for FY16/17 and FY17/18 and cost allocations	TAC/Board/Consultants	10/24/2016	Proposed schedule: June 27, 2016 TAC Meeting – Finalize list of Phase 2 Projects for the EIR/EIS; July 25, 2016 Board Meeting – Board approval of final Phase 2 list of Projects for the EIR/EIS; July 25 – August 31, 2016 – Consultants revise scopes and costs for two-year budget; September 19, 2016 TAC Meeting – TAC approve two-year budget and cost sharing for FY2016/17 and FY2017/18; October 24, 2016 Board meeting - Board approve two-year budget and cost sharing for FY2016/17 and FY2017/18. Schedule pending action by Board on Governance Task Force recommendations for meeting operation and scheduling of Phase 2.	
Phase 2 Cost Sharing Options	Weir/TAC		Options continue to be considered. Action on Governance Task Force recommendations may impact this process if Phase 2 project list is modified.	