

**North Bay Water Reuse Authority**  
**Board of Directors Meeting**  
**Minutes**  
**August 28, 2017**

**1. Call to Order**

Chair Rabbitt called the meeting to order at 9:46 a.m. on Monday, August 28, 2017 at the Novato City Hall Council Chambers, Novato, CA. Members, consultants, and others who were unable to attend participated via telephone, 1 (602) 567-4030 (Local dial in). 1-888-227-0011 (Toll Free), access code 1988; and the internet at: <https://Conferencing2.brwncaid.com/conference/1988>

**2. Roll Call**

<b>PRESENT:</b>	David Rabbitt, Chair	Sonoma County Water Agency
	Jill Techel, Vice Chair	Napa Sanitation District
	Mariam Aboudamous	City of American Canyon
	Jack Baker	North Marin Water District
	Rabi Elias	Las Gallinas Valley Sanitary District
	Jack Gibson	Marin Municipal Water District
	David Glass	City of Petaluma
	Susan Gorin	Sonoma Valley County Sanitation District
	Rhonda Kutter	Marin County
	Bill Long	Novato Sanitary District
	Belia Ramos	Napa County

**ABSENT:** None

**OTHERS**

<b>PRESENT:</b>	Chuck Weir, Program Manager	Weir Technical Services
	Kevin Booker	Sonoma County Water Agency
	Ginger Bryant	Bryant & Associates
	Anne Crealock	Sonoma County Water Agency
	Dave Davis	ESA
	Carole Dillon-Knutson	Novato Sanitary District
	Brad Elliott	Sonoma County Water Agency
	Rene Guillen	Brown and Caldwell
	Steve Hartwig	City of American Canyon
	Jay Jasperse	Sonoma County Water Agency
	Sandeep Karkal	Novato Sanitary District
	Leif Macrae	Kennedy Jenks Consultants
	Susan McGuire	Las Gallinas Valley Sanitary District
	Drew McIntyre	North Marin Water District
	Mark Millan	Data Instincts
	Jim O'Toole	ESA
	Pilar Oñate-Quintana	The Oñate Group (by phone)
	Larry Russell	Marin Municipal Water District
	Dan St. John	City of Petaluma

Mike Savage  
Brad Sherwood  
Jake Spaulding  
Paul Sellier  
Dawn Taffler  
Jeff Tucker  
Rocky Vogler

Brown and Caldwell (by phone)  
Sonoma County Water Agency  
Sonoma County Water Agency  
Marin Municipal Water District  
Kennedy Jenks Consultants  
Napa Sanitation District  
North Marin Water District

### **3. Public Comments**

There were no comments from the public

### **4. Introductions**

For the benefit on new participants introductions were made.

### **5. Board Meeting Minutes of May 22, 2017.**

A motion by Director Gorin, seconded by Director Baker, to approve the minutes of the May 22, 2017 meeting was unanimously approved, with Director Ramos abstaining.

### **6. Report from the Chair**

#### **a. Consultant Progress Reports**

The Board reviewed the consultant progress reports for May, June, and July 2017.

#### **b. Financial Reports**

The Board reviewed the Financial Reports for the three fiscal year period ending June30, 2017 as well as for Fiscal Year 2017/18 through August 22, 2017.

Quarterly meeting dates through the rest of FY2017/18 are December 4, 2017, February 26, 2018, and May 21, 2018.

### **7. Board Information Requests**

An update on the information packet status was provided.

### **8. Proposed FY2017/18 Budget Amendment**

Mike Savage discussed the need for a FY2017/18 Budget amendment in the amount of \$25,800 to provide funds for a second WaterSMART Construction Grant application. The additional cost to each participating Phase 2 Member Agency is \$3,686. Following discussion, the Board agreed that the funds were necessary to keep applying for WaterSMART grant funds. A motion by Vice Chair Techel, seconded by Director Long to approve the proposed FY2017/18 Budget Amendment was unanimously approved.

### **9. Proposed Revisions to the Memorandum of Understanding**

The Program Manager provided a summary of the recommended changes to the Memorandum of Understanding (MOU). Since the May 22, 2017 Board meeting all suggested changes and questions have been addressed. The most current version of the MOU is dated July 17, 2017. That version was sent to the Member Agencies on that date. Member Agencies were asked to submit any questions or suggested changes by August 14, 2017. No additional modifications were made. He then noted that if the Board approved the MOU at this meeting, it would

authorize consideration and signature by each of the Member Agencies. The 4<sup>th</sup> Amended MOU will become effective when 2/3 of the member agencies have approved it. The date that the seventh agency approves the MOU will become the effective date. A motion by Director Gorin, seconded by Director Gibson to approve the proposed revisions to the 4th Amended NBWRA Memorandum of Understanding as presented was unanimously approved.

#### **10. Phase 1 Reconciliation and Closeout**

The Program Manager provided a summary of the steps necessary to closeout all Phase 1 activities with the United States Bureau of Reclamation (USBR), including financial reporting and auditing. All Phase 1 Member Agencies should ensure that their financial records are in order. The audit process will include a random check of transactions. If issues are found they will request more information. All Phase 1 projects are scheduled to be completed by September 2018. It is unknown how long the closeout process will take, but 3-6 months would not be unexpected. Phase 1 Member Agencies will continue to be participants through the FY2018/19 budget cycle. This was an information item requiring no action by the Board.

#### **11. Program Development, Federal, and State Advocacy Update**

Ginger Bryant provided a summary of Program Development and Federal Advocacy, including funding for Title XVI, Title XVI Phase 2 authorization, Title XVI Phase 2 construction grants and NBWRA activities to support Title XVI. The new WIIN Water Recycling/Title XVI Program for unauthorized projects has been funded at \$10 million for FY16/17 and \$10 million for FY17/18. A June 2017 tour with new State Water Board member Joaquin Esquivel was conducted.

Pilar Oñate-Quintana provided a summary of State Advocacy activities. She discussed water conservation legislation and a potential 2018 Parks/Water Bond. SB5 began with \$375 million for recycled water, but that has been pared back to \$125 million. NBWRA has been working closely with WaterReuse to submit letters requesting restoration of the \$375 million. Two new bills are related to water recycling: SB 606 and AB 1668. ACWA is opposed to both bills. She also discussed other legislation, including AB 574 (Quirk), SB 231 (Hertzberg), and SB 623 (Monning).

#### **12. Engineering, Environmental, and Public Involvement Services Report**

Mike Savage provided a summary on the Phase 2 Feasibility Study Report. A final draft was submitted to USBR on May 18, 2017 and their comments were received on June 26, 2017. Minor changes were made and the final report was submitted to USBR on June 29, 2017. He noted that the NBWRP Phase 2 Program was listed as an approved Feasibility Study in the July 17, 2017 Funding Opportunity Announcement on July 17, 2017. He also discussed the Phase 2 construction grant application process. The final draft was submitted to the Water Agency on August 14, 2017. The application is specific to the Petaluma treatment plant expansion and includes a request of \$2.25 million toward a \$9 million dollar project. Lastly he discussed the process for Phase 1 construction grant closeout and listed items needed from each agency to assist with documentation to USBR.

Jim O'Toole provided a summary of the plans for completing the Phase 2 EIR/EIS by June 2018. EIR/EIS scoping meetings were held in late May and June in Novato, Petaluma, Sonoma, Napa,

and American Canyon. Attendance was sparse. He outlined the schedule for the next three months. An administrative draft on the EIR/EIS technical analysis is scheduled for completion by the end of September 2017. The draft EIR/EIS is scheduled to be released by November 2017. In May 2017 archaeological issues were identified in projects for Petaluma and American Canyon. Lastly he discussed the key environmental issues that will be addressed through the EIR/EIS analysis.

Mark Millan discussed public outreach and communication issues. He discussed updates to the website to include the Phase 2 EIR/EIS and new Water Management Program. His team provided assistance with notification requirements for the scoping meetings.

### **13. Review of New Water Management Program**

Brad Sherwood discussed the New Water Management Program. He indicated that the Water Agency has issued contracts for funding for a one year period to continue services and funding opportunities. He stressed the need to continue regional collaboration on studies that are outside the Title XVI scope. Two applications have been submitted and one has been approved for funding. He further discussed how studies such as drought contingency plans, groundwater basin studies, and surface, groundwater and stormwater management studies can lead to project funding. He noted that the governance for this program will be separate from the Title XVI program and that meetings would follow the regular NBWRA meetings.

### **14. Items for Future Discussion and Action**

Items for the next meeting include the following: regular reports, status of Phase 2 EIR/EIS, status of the Phase 2 Construction Grant application, status of the revised MOU approval, and Phase 1 Reconciliation and Closeout. The Program Manager also noted that with quarterly meetings, the Board may be required to make decisions at every meeting. Director Glass requested that the Board be informed of upcoming decisions as soon as practicable to ensure adequate time to discuss with individual boards and councils.

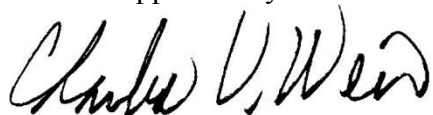
### **15. Comments from Chair and Board Members**

There were no additional comments.

### **16. Adjournment**

Chair Rabbitt adjourned the meeting at 11:37 a.m. The next meeting will be Monday, December 4, 2017, 2017 at 9:30 a.m. at Novato Sanitary District.

Minutes approved by the Board December 4, 2017.



Charles V. Weir  
Program Manager