

North Bay Water Reuse Authority
Board of Directors Meeting
Minutes
October 22, 2018

1. Call to Order

Chair Rabbitt called the meeting to order at 9:40 a.m. on Monday, October 22, 2018 at the Novato City Hall Council Chambers, 901 Sherman Avenue, Novato, CA. Members and Consultants unable to attend in person may call in: (Local dial in): +1 (602) 567-4030, Toll Free: +1 (888) 227-0011, Access Code: **1988** <https://Conferencing2.brwncaid.com/conference/1988>

2. Roll Call

PRESENT:	David Rabbitt, Chair	Sonoma County Water Agency
	Jill Techel, Vice Chair	Napa Sanitation District (by phone)
	Steve Hartwig	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
	Bill Long	Novato Sanitary District
	Phil Miller	Napa County
	Dennis Rodoni	Marin County

ABSENT: None

OTHERS

PRESENT:	Chuck Weir, Program Manager	Weir Technical Services
	Phil Brun	City of Napa (by phone)
	Kevin Booker	Sonoma County Water Agency
	Ginger Bryant	Bryant & Associates
	Samantha Cohen	Brown & Caldwell
	Lorenzo Cordova	Marin County
	Anne Crealock	Sonoma County Water Agency
	Chris DeGabriele	Las Gallinas Valley Sanitary District
	Rene Guillen	Brown & Caldwell
	Sachi Itagaki	Kennedy Jenks
	Pam Jeane	Sonoma County Water Agency
	Sandeep Karkal	Novato Sanitary District
	Chris Landwehr	Data Instincts
	Drew McIntyre	North Marin Water District
	Mark Millan	Data Instincts
	Jim O'Toole	ESA
	Larry Russell	Marin Municipal Water District (by phone)
	Mike Savage	Brown and Caldwell (by phone)
	Paul Sellier	Marin Municipal Water District
	Brad Sherwood	Sonoma County Water Agency
	Jake Spaulding	Sonoma County Water Agency

Melanie Tan
Jeff Tucker
Leah Walker
Brad Wagenknecht

Kennedy Jenks (by phone)
Napa Sanitation District
City of Petaluma
Napa County

3. Public Comments

There were no comments from the public

4. Introductions

Introductions were not made.

5. Board Meeting Minutes of July 23, 2018.

On a motion by Director Long, seconded by Director Baker, the minutes of the July 23, 2018 meeting were unanimously approved by the Board.

6. Report from the Chair

a. Consultant Progress Reports

The Board reviewed the consultant progress reports for July, August, and September 2018.

b. Financial Reports

The Board reviewed the Final Financial Reports for Fiscal Year 2017/18 through June 30, 2018. All expenses were as expected through the end of Fiscal Year 2017/18. The Board also reviewed the Financial Reports for Fiscal Year 2018/19 through September 30, 2019. Through the first quarter of the year all expenses are tracking normally.

7. Phase 1: Status of Reconciliation and Closeout Activities

Jake Spaulding reviewed the status of Phase 1 administration costs through September 30, 2018. He noted that total administration costs for the period were less than previous estimates and would be finalized on October 31, 2018. Invoices will be sent to all Phase 1 participants for their portion of the costs to date. There will be one final reconciliation upon grant completion.

8. Phase 2: Status and Activities

Mike Savage provided a brief summary of engineering, environmental, and public outreach activities required to complete the EIR/EIS. A grant application was submitted on July 27, 2018. Melanie Tan provided a summary of the Financial Capability Analysis including how it compares to the analysis for Phase 1, key issues in the analysis, and the anticipated schedule for completion. Director Long asked if there have been any problems. There have been none. Director Gorin asked about the scope of incomes in the service area and how that relates to water service affordability. Ms. Tan indicated that the report would cover those issues as well as discuss the benefits of recycled water for the region.

Ginger Bryant discussed the Phase 2 construction grant application and that they are expecting an answer soon. The EIR/EIS approval process is behind schedule due to page limit issues and changing requirements under a new administration. They are seeking a waiver from USBR, which is dependent of the grant approval. Even if the grant is approved, money can't be spent until the EIR/EIS is fully completed. She also discussed legislative efforts from WateReuse, and end of session issues. New language supports funding for joint powers agencies (JPA). She also discussed prospects for the Farm Bill and that they are waiting to see the bill language. She

indicated that the new group that the member agency General Managers are working on could fit under the JPA issue.

Ginger Bryant gave the report on state advocacy. Topics discussed included bills of interest, election issues, policy revisions to the State Revolving Fund, proposed amendments to the Recycled Water Policy, water conservation laws, and ocean discharge issues.

Jim O'Toole gave an update on the EIR/EIS process, including progress to date with agency approvals of the EIR/EIS. The CEQA appeal time has passed for all agencies except American Canyon. There is currently a four month delay in the EIR/EIS approval with USBR and he discussed the reasons for the delay. He also noted that due to the scale of the program versus the original scope of work that a budget amendment \$75,000 would be needed to complete the EIR/EIS. This amendment is described as Plan A and would assist with NEPA public circulation, responding to comments, and carry through the Record of Decision from USBR. He also discussed Plan B, which has a cost of \$30,000, to avoid the USBR waiver process. It would require reworking the document to meet page limit requirements and could be completed by spring 2019.

The Board discussed Plan A and Plan B options. A third plan, Plan C, was also discussed and would be based on what is required by USBR if the grant is not approved. These issues were further discussed by the Board in Agenda Item No. 11.

Mark Millan updated the Board on public outreach activities, which are largely related to the EIR/EIS process.

9. Concluding Final Phase 2 Engineering/Feasibility Study and Program Development Tasks

Mike Savage gave a report on the engineering and environmental tasks that are left to conclude Phase 2 tasks through June 30, 2019. He noted how the program tasks and emphasis change over time. Engineering and environmental tasks will remain high through the end of the calendar year. Activities will be reduced in the second half of the fiscal year. Ginger Bryant discussed program development, federal, and state tasks through June 30, 2019.

10. Consider Approving Use of Existing Budget for Prop 1 IRWM Application Process

Mike Savage noted that the Bay Area IRWM is soliciting projects for the region's response for Prop 1 IRWM funding. Securing funds is a three step process: 1) General Interest Application, 2) formal project submittals, and 3) applying for individual project funds. He indicated that B&C could complete the first two steps using existing budget. The individual agencies would need to complete the third step. A motion by Director Gorin, seconded by Director Gibson to approve use of existing budget to complete the first two steps of the Prop 1 IRWM application process was unanimously approved.

11. Amendments to the Engineering Services Agreement of \$75,000 to Conclude Phase 2 Environmental Tasks and to Water Agency Services for \$24,500 for Additional Administrative Tasks

The Board continued the discussion regarding additional funding for environmental services for Plan A, Plan B, and Plan C. The Board supported the \$75,000 for completing the EIR/EIS, but was uncertain how best to manage the additional \$30,000 for Plan B or C. They agreed it would

be contingent upon Board approval and noted that their next meeting would not be until January 28, 2019. The Program Manager suggested and Water Agency staff concurred that this item should be amended from \$75,000 to \$105,000, with initial approval of only \$15,000 of the additional \$30,000 to characterize what will be needed for Plan B or Plan C.

Jake Spaulding discussed the need for an additional \$24,500 for water agency legal and environmental review to complete the EIR/EIS process.

A motion by Director Glass, seconded by Director Long for amendments to the Engineering Services Agreement of \$105,000 and for Water Agency Services for \$24,500 for additional administrative tasks was unanimously approved. It was further agreed by the Board that the additional \$30,000 for the Engineering Services Agreement was subject to their approval as discussed.

The Board further approved invoicing the member agencies for the full \$105,000 and that any unexpended funds would be carried over to FY2018/19.

12. No Cost Amendment to the Program Development, Federal, and State Advocacy Agreement for Six Months to Conclude Phase 2 Tasks

Ginger Bryant noted that her current agreement expires December 31, 2018. Additional activities for program development, federal advocacy, and state advocacy have been identified to complete Phase 2 tasks. Funding for the six-month workplan is within the approved FY2018/19 Budget. A motion by Director Gorin, seconded by Director Gibson to approve a no cost amendment to the Program Development, Federal, and State Advocacy Agreement for Six Months was unanimously approved.

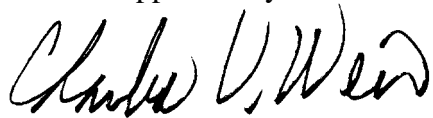
13. Comments from Chair and Board Members

Grant Davis noted that the member agency managers have been discussion possible future programs that could be jointly undertaken. Phil Brun discussed City of Napa's plans to take over as the fiscal agent for their Drought Contingency Plan.

14. Adjournment

Chair Rabbitt adjourned the meeting at 11:29 a.m. The next meeting will be Monday, January 28, 2019 at 9:30 a.m. at Novato City Hall.

Minutes approved by the Board January 28, 2019.



Charles V. Weir
Program Manager