

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

Monday, April 27, 2015

Agenda

Novato City Hall Council Chambers, 901 Sherman Avenue, Novato, CA 94945
Consultants unable to attend in person may call in: 1-866-906-7447 Pass Code: 2428170#

11:30 a.m. (time approximate – will start 15 minutes after completion of Board meeting)

	1.		Call to Order and Self Introductions
Page 1	2.	Action	Approval of Agenda
	3.		Public Comments
Pages 2 – 4	4.	Action	Consent Items a. March 23, 2015 TAC Meeting Minutes
Page 5 Page 6	5.	Information	Report from the Program Manager a. Action Items from March 23, 2015 Meeting
	6.	Discussion	Summarize Board Meeting and List Action Items
	7.	Discussion	Phase 2 Working Discussion <ul style="list-style-type: none"> ● Process Overview ● Identifying Your Values : Ranking Objectives and Subobjectives ● Scoring Weighting and Ranking Individual Projects ● Scoring and Weighting to Rank Projects ● Member Agency Direction
Pages 7 - 8	8.	Action	Reallocation of Unused Phase 1 Funding
Page 9	9.	Action	Modification of Bryant & Associates Agreement for FY2015/16 to Increase the Retainer for The Ferguson Group from \$6,500 to \$8,500 per month
Page 10	10.	Discussion	Possible Addition of New Member Agencies to Phase 2 – Budget and Cost Sharing Issues
	11.	Information	Items from Committee, Agency Staff, or Consultants
	12.	Information	Items for Next Agenda (May 11, 2015 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
Meeting Minutes
March 23, 2015**

1. Call to Order and Self Introductions

Chair Healy called the Technical Advisory Committee (TAC) meeting to order at 9:35 a.m. on Monday, March 23, 2015. The meeting was held at Novato Sanitary District, 500 Davidson Street, Novato, CA. For consultants not able to attend in person a conference call number was available, 1-866-906-7447, passcode 2428070#.

Committee Members Present

Tim Healy, Chair	Napa Sanitation District
Kevin Booker	Sonoma County Water Agency
Sandeep Karkal	Novato Sanitary District
Drew McIntyre	North Marin Water District
Phillip Miller	Napa County
Jake Spaulding	Sonoma Valley County Sanitation District
Leah Walker	City of Petaluma

Others Present

Chuck Weir, Program Manager	Weir Technical Services
Ginger Bryant	Bryant & Associates
Jenny Gain	Brown and Caldwell
Robin Gordon	Data Instincts
Jim Graydon	Kennedy Jenks Consultants
Jason Holley	City of American Canyon
Craig Lichty	Kennedy Jenks Consultants
Mark Millan	Data Instincts
Pilar Oñate-Quintana	The Oñate Group (via telephone)
Mike Savage	Brown and Caldwell
Dawn Taffler	Kennedy Jenks Consultants
Jeff Tucker	Napa Sanitation District

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 January 26, 2015 TAC Meeting Minutes

The January 26, 2015 TAC 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 – January and February 2015

The TAC reviewed the Progress Reports.

5.b Action Items from the January 26, 2015 Meetings

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

6. Financial Report for the Period Ending February 28, 2015

The TAC reviewed the Financial Report and noted that costs were tracking according to plan.

7. Budgets, Member Agency Cost Allocations, and Scopes and Costs for FY2014/15, FY2015/16, and FY2016/17

The TAC reviewed the three fiscal year budget that was approved by the Board on May 19, 2014. At that time the Board approved funding for only FY2014/15. In order for the program to continue, the Board will need to approve funding for FY2015/16. No changes to the scopes, costs, or member agency cost sharing are recommended at this time. Following discussion and as an action item, the TAC concurred with the proposed budget, scopes, and cost allocations and authorized that it be submitted to the Board for approval of funding for FY2015/16.

8. Phase 2 Status Report – Member Agency Projects Review, Appraisal Level Cost Estimate, Feasibility Study Report

Mike Savage, Jenny Gain, and Dawn Taffler provided an update on the current list of projects, appraisal level costs, and the process for the Feasibility Study. The focus of the discussion was on the process for prioritizing projects that will be included in the Feasibility Study. They also discussed and provided a brief demonstration on the SharePoint website which will be used for document review.

9. Request from City of American Canyon to join NBWRA to Participate in Phase 2

Jason Holley provided a brief description of their proposed joint storage project at Jameson Ranch with Napa Sanitation District. At this time the City desires to become an Associate Member and if a project proceeds through NBWRA it will be done in concert with Napa Sanitation District. There was discussion regarding possible budgetary impacts that may need to be considered. As an action item, the Board will be asked to approve City of American Canyon as an Associate Member at the April 27, 2015 meeting. If approved the City will be invoiced for the annual dues of \$5,000.

10. Program Development / Federal Advocacy Update / State Advocacy Update

Ginger Bryant and Pilar Oñate-Quintana provided an update on various state and federal issues for the TAC. Bryant discussed efforts to fix an error in federal language to allow funding for Phase 2 projects. She discussed proposed changes to the RRIFIA bill, partnering opportunities, and various funding options, including grants and loans. Oñate-Quintana discussed Proposition 1 Funding; State Water Board recycled water guidelines, and current legislation. She also provided a review of NBWRA Day in Sacramento.

11. Outreach Program Report

Mark Millan introduced Robin Gordon and noted that new videos have nearing completion and will be shown at the next Board meeting. He also discussed efforts to assist state and federal outreach efforts with elected officials.

12. Status of WaterSMART Grants and Applications

The application for \$450,000 for the Feasibility Study has been submitted.

13. Proposition 84 – Integrated Regional Water Management Program Update and Status

Kevin Booker led a discussion on the process for submitting an NBWRA proposal to the Bay Area IRWMP by the due date of April 20, 2015. CDM Smith will take the lead and B&C will assist. He and Jake Spaulding will set up conference calls to discuss projects and what is needed for the proposal. As an action item he requested that interested Member Agencies send an email to them indicating interest, listing a contact person, and a brief description of the project(s).

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

Dawn Taffler noted that the 2016 Annual WaterReuse Conference will be held in Santa Rosa in March. Grant Davis will be the incoming President for two years. Plans for possible tours and other events were discussed.

15. Items for Next Agenda, April 27, 2015 at SCWA Office

Action items included the following:

1. Approve the second year of the three fiscal year budget and Member Agency Cost Sharing for FY2015/16.
2. Approve City of American Canyon as an Associate Member.
3. Send an email to Kevin Booker and Jake Spaulding listing a contact and brief description of possible projects for an NBWRA Proposal to the Bay Area IRWMP. Proposals are due April 20, 2015.

There being no further business, Chair Healy adjourned the meeting at 11:45 a.m.

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ITEM NO. 5 REPORT FROM THE PROGRAM MANAGER

The Report from the Program Manager includes the following items:

4.a Action Items from March 23, 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:

Item No. 6 Summarize Board Meeting and List Action Items

The TAC can summarize the Board meeting and add to the action item list.

Item No. 7 Phase 2 working Discussion

The consultant team will lead the TAC in a discussion of projects and ranking criteria. Topics will include:

- Process Overview
- Identifying Your Values : Ranking Objectives and Subobjectives
- Scoring Weighting and Ranking Individual Projects
- Scoring and Weighting to Rank Projects
- Member Agency Direction

Item No. 8 Reallocation of Unused Phase 1 Funding

Please refer to the separate agenda report for this item.

Item No. 9 Modification of Bryant & Associates Agreement for FY2015/16 to Increase the Retainer for The Ferguson Group from \$6,500 to \$8,500 per month

Please refer to the separate agenda report for this item.

Item No. 10 Possible Addition of New Member Agencies to Phase 2 – Budget and Cost Sharing Issues

Please refer to the separate agenda report for this item.

NBWRA Board and TAC Short-Term Action Item List

Meeting Date: March 23, 2015

Task	Responsible Party	Due Date	Status	Completion Date
Submit application for 2015/16 WaterSMART Phase 2 Feasibility Study	B&C, Bryant, SCWA, TAC	3/1/2015	Application will be for \$450,000 and will not include TBL or environmental work at this time. Application submitted.	2/27/2015
Finalize List of Phase 2 Projects for Feasibility Study	Board, TAC, Consultants	TBA	Minor changes discussed on March 23, 2015. Projects to be prioritized for the Feasibility Study. Possible additions if new members participate in Phase 2.	
Address possible City of American Canyon Phase 2 Project	Holley, Healy, Consultants	4/27/2015	Possible storage project in conjunction with Napa San. City Associate Membership to be on April 27, 2015 Board Agenda. Possible budget impacts depending on scope of project. Board to consider City for Associate Membership on April 27, 2015.	
Add Phase 1 project costs to the Phase 1 project status report as a separate page.	Weir, Spaulding	4/15/2015	No new updates.	
Draft FY2015/16 Budget	Consultant team	4/15/2015	No changes to budget approved in May 2014. TAC recommended that Board approve as presented last year and approve FY2015/16 member agency cost sharing. To be considered by Board on April 27, 2015.	
Proposal to BAIRWMP	SWCA, member agencies, CDM, B&C	4/20/2015	Proposal Submitted April 20, 2015. Total Project cost is \$26,900,000. Projects include Las Gallinas, Novato San, Petaluma, Sonoma Valley, and Napa San.	4/20/2015
Develop a monthly report for recycled water production/delivery by agency.	Weir/TAC	3/15/2015	2014 Water Recycling Report included in January 26, 2014 Board packet. Board requested adding flow to receiving waters showing "lost water". TAC to standardize format to extent practicable. No new information at this time	
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		

ITEM NO. 8 REALLOCATION OF UNUSED PHASE 1 FUNDING

Action Requested: Discuss and decide on a method for reallocating unused Phase 1 Funding.

Sonoma Valley County Sanitation District (SVCSD) has indicated that it may not use as much as \$1,000,000 of the Phase 1 federal share of funding that was allocated to them through the EIR/EIS and MOU Process. The MOU allocates federal funding to the Phase 1 participating agencies as follows:

Agency	Federal Authorization, Phase 1	Percentage
Las Gallinas Valley Sanitary District	\$1,222,473	4.89%
Novato Sanitary District	\$1,689,893	6.72%
North Marin Water District	\$4,689,504	18.76%
Sonoma Valley County Sanitation District	\$7,967,134	31.87%
Sonoma County Water Agency	\$0.00	0.00%
Napa Sanitation District	\$9,440,996	37.76%
Napa County	\$0.00	0.00%
Marin Municipal Water District	\$0.00	0.00%
City of Petaluma	\$0.00	0.00%
TOTALS	\$25,000,000	100.00%

The TAC needs to discuss and decide how to reallocate unused Phase 1 Funds. The MOU does provide a method as to how unused funds may be used. There are a variety of possible methods that could be used, including:

1. The MOU states, “Two or more Member Agencies can agree to reallocate project costs for Phase 1 among themselves, as long as the combined total for those agencies before and after reallocation are the same as the combined total for those agencies in the project schedule, subject to the approval of the Board of Directors. Such approval shall not be unreasonably withheld.”
2. Deduct the unused funds from SVCSD’s total, revise the percentages, and reallocate the unused funds to the remaining Phase 1 participating agencies. This is perhaps the most “fair” method, but it does not consider readiness of projects.
3. Allocate the funds on a “first come first served” basis. This method would give priority to projects that are “shovel ready.”
4. Some other method not listed herein.
5. Carry the funds over to Phase 2, assuming that is possible.
6. Leave the funds unassigned.

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Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
April 27, 2015

Reassigning unused funds also raises the question of whether or not the agency(s) that receive additional funds should be required to pay additional Phase 1 costs previously paid. This assumes additional payments would be reallocated to the other agencies.

Recommendation

No specific recommendation is offered at this time. The MOU provides for reallocation of costs as noted in No. 1, above. Method Nos. 2 and 3, described above also have merit and warrant discussion and consideration by the TAC. They are generally consistent with the MOU, if the agencies involved concur. As noted in the MOU, the Board will need to approve any reallocation of funds at the June 22, 2015 Board/TAC meeting.

ITEM NO. 9 MODIFICATION OF BRYANT & ASSOCIATES AGREEMENT FOR FY2015/16 TO INCREASE THE RETAINER FOR THE FERGUSON GROUP FROM \$6,500 TO \$8,500 PER MONTH

Action Requested: That the TAC approve a modification to the Bryant & Associates agreement for FY2015/16 to increase the retainer for The Ferguson Group from \$6,500 to \$8,500 per month. This action will not increase the FY2015/16 Budget and member agency cost sharing as the funds will come from unallocated funds for the Triple Bottom Line (TBL) analysis that is not being considered at this time.

Please refer to the April 21, 2015 memo from Ginger Bryant detailing the need to increase the retainer for federal lobbying services by The Ferguson Group. Ginger Bryant can address any questions from the TAC.

This agreement modification also requires a modification of the Brown and Caldwell agreement to move \$24,000 in TBL funding from their agreement to the Bryant & Associated agreement. The Sonoma County Water Agency (SCWA) Board of Directors will need to approve the modifications of both agreements. Since all of the funding is included in Phase 2, there is no net change in the total budget or individual member agency cost allocations.

The intent at this meeting is for the TAC to approve the agreement modifications to allow SCWA to begin the approval process for their Board. This item will be presented to the NBWRA Board at the recently scheduled June 22, 2015 Board/TAC meeting.

Recommendation

It is recommended that the TAC approve a modification to the Bryant & Associates agreement for FY2015/16 to increase the retainer for The Ferguson Group from \$6,500 to \$8,500 per month.

ITEM NO. 10 POSSIBLE ADDITION OF NEW MEMBER AGENCIES TO PHASE 2 – BUDGET AND COST SHARING ISSUES

Action Requested: That the TAC discuss and provide direction to the consultant team and Sonoma County Water Agency (SCWA) regarding the possible addition of City of American Canyon (in conjunction with Napa Sanitation District) and Marin Municipal Water District.

The NBWRA has always been open to accepting new member agencies and doing its best to accommodate their needs to become part of the program. Two agencies have expressed interest in participating in Phase 2:

- City of American Canyon is considering a joint project with Napa Sanitation District and has requested approval as an Associate Member.
- Marin Municipal Water District opted out of Phase 2 at the conclusion of the Scoping Study. They paid the first \$25,000 installment to become a Phase 2 member prior to dropping out and becoming an Associate Member. They are considering returning as a full member for Phase 2.

There are a variety of issues that should be discussed by the TAC to provide direction to the consultant team and SCWA, including:

1. Status as an Associate Member, which is defined by the MOU. The MOU states, “Associate Members may not sponsor current projects in Phase 1 or Phase 2 but may partner with Member Agencies.”
2. What are the budget impacts of adding new or expanded projects to the scope for engineering and environmental analysis? If costs are increased, who pays? Note that there are unused TBL funds that can offset some cost increases, but likely not all.
3. The MOU requires a buy-in fee for new members to help offset the investment made by Phase 1 participants to reach this stage of the program.
4. How to address the concept adopted for Phase 1, “once you’re in, you’re in for the duration”?
5. Other Issues.

Recommendation

No recommendation is offered at this time. The TAC should discuss the issues and provide direction to the consultant team and SCWA such that issues can be further refined and agreements reached at the May 11, 2015 TAC meeting. Those recommendations would then be considered by the Board at the June 22, 2015 Board/TAC meeting.