

**North Bay Water Reuse Authority
Technical Advisory Committee
Meeting Minutes
April 27, 2015**

1. Call to Order and Self Introductions

Chair Healy called the Technical Advisory Committee (TAC) meeting to order at 11:35 a.m. on Monday, April 27, 2015. The meeting was held at Novato City Hall Council Chambers, 901 Sherman Avenue, Novato, CA 94945.

Committee Members Present

Tim Healy, Chair	Napa Sanitation District
Pam Jeane, Vice Chair	Sonoma Valley County Sanitation District
Grant Davis	Sonoma County Water Agency
Liz Lewis	Marin County
Susan McGuire	Las Gallinas Valley Sanitary District
Drew McIntyre	North Marin Water District
Phillip Miller	Napa County
Dan St John	City of Petaluma

Others Present

Chuck Weir, Program Manager	Weir Technical Services
Kevin Booker	Sonoma County Water Agency
Ginger Bryant	Bryant & Associates
Jenny Gain	Brown and Caldwell
Robin Gordon	Data Instincts
Jim Graydon	Brown and Caldwell
Jason Holley	City of American Canyon
Susan Huang	Kennedy Jenks Consultants
Craig Lichty	Kennedy Jenks Consultants
Mark Millan	Data Instincts
Mike Savage	Brown and Caldwell
Jake Spaulding	Sonoma County Water Agency
Dawn Taffler	Kennedy Jenks Consultants
Leah Walker	City of Petaluma

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 March 23, 2015 TAC Meeting Minutes

The March 23, 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 Action Items from the March 23, 2015 Meetings

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

6. Summarize Board Meeting and List Action Items

The TAC discussed the Board meeting and noted the following action items:

- a. Funding for FY2015/16 with no change in previously approved member agency cost sharing was approved by the Board.
- b. City of American Canyon was approved as an Associate Member and SCWA can issue an invoice for the \$5,000 annual membership.
- c. Blank and summarized score sheets for ranking the objectives and subobjectives will be sent to the TAC for use in discussing with their Boards. The goal would be for each Phase 2 agency to have one complete set ready for the May 11, 2015 TAC meeting.

7. Phase 2 Working Discussion

Mike Savage and Dawn Taffler led the TAC in a discussion of the following items:

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

There was discussion regarding how to quantify the potable offset benefit of storage systems: based on size, or number of times the facility is filled and emptied. The number of times filled appeared to be the preferred method.

8. Reallocation of Unused Phase 1 Funding

The TAC discussed various options listed in the agenda report for reallocation of unused Phase 1 Funding. The TAC concluded that carrying over funds to Phase 2 or leaving the funds unassigned were not viable options. The TAC agreed that the language in the MOU was flexible enough to allow multiple agencies to benefit from any unused funding. Sonoma County Water Agency may have between \$2-4 Million of unused Phase 1 Funding and will bring a final number to the TAC at a future meeting. As an action item, the TAC unanimously agreed that if funds were reallocated, Exhibits B and C of the Memorandum of Understanding (MOU) would be updated to reflect the revised allocations. The TAC further agreed that as described in the MOU expenses for Phase 1 would be reallocated as described in the MOU dating back to FY2005/06 and continuing to the conclusion of Phase 1.

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

The TAC discussed the rationale for increasing The Ferguson Group's (TFG) monthly retainer for FY2015/16 as described in the memo from Ginger Bryant. The TAC noted that there would be no change in the FY2015/16 Budget or Member Agency cost allocations and that the funding would be coming from unspent funds for the Triple Bottom Line analysis that is currently in Brown and Caldwell's agreement. This will eventually require a modification to both agreements by the SCWA Board with approval by the NBWRA Board. Following discussion and as an

action item, the TAC unanimously agreed that SCWA modify the agreement with Bryant & Associates for FY2015/16 to increase the retainer for TFG from \$6,500 to \$8,500 per month.

10. Possible Addition of New Member Agencies to Phase 2 – Budget and Cost Sharing Issues

The TAC discussed the budget and cost sharing issues associated with City of American Canyon becoming a new Associate Member (approved by the Board April 27, 2015 prior to the TAC meeting) and the possibility of Marin Municipal Water District rejoining as a Phase 2 member. Issues discussed included: status as an Associate Member, budget impacts for engineering and environmental services for new or modified projects that have not been part of the current process, responsibility for increased costs, the buy-in fee as described in the MOU, addressing the concept of “once you’re in, you’re in for the duration,” and deadlines for decisions. No specific recommendations were decided by the TAC. Instead, as an action item, the TAC requested that the consultants review all the issues and bring specific recommendations for consideration at the May 11, 2015 TAC meeting.

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

Kevin Booker noted that the TAC will be receiving an email from Andria Loutsch with questions regarding the IRWMP application. Phil Miller will forward a link to a video from the California State Association of Counties recognizing Napa County’s Flood Control Program.

12. Items for Next Agenda, May 11, 2015 at Novato Sanitary District

Action items included the following:

1. B&C will send blank objective and subobjective rating sheets as well as summarized sheets from the April 27, 2015 Board Meeting.
2. TAC members will bring completed Member Agency objective and subobjective sheets to the meeting.
3. Funding for FY2015/16 with no change in previously approved member agency cost sharing was approved by the Board. SCWA can issue invoices for FY2015/16.
4. City of American Canyon was approved as an Associate Member and SCWA can issue an invoice for the \$5,000 annual membership.
5. SCWA will amend the agreement with Bryant & Associates to increase the retainer for The Ferguson Group from \$6,500 to \$8,500 per month.
6. If Phase 1 funds are reallocated, Exhibits B and C of the Memorandum of Understanding (MOU) will be updated to reflect the revised allocations. The TAC further agreed that as described in the MOU expenses for Phase 1 will be reallocated as described in the MOU dating back to FY2005/06 and continuing to the conclusion of Phase 1.
7. The TAC requested that the consultants review all the issues associated with adding new projects and agencies to Phase 2 and bring specific recommendations for consideration at the May 11, 2015 TAC meeting.

There being no further business, Chair Healy adjourned the meeting at 1:20 p.m.