

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

Monday, July 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#

11:45 a.m.

(Time approximate, meeting will start approximately 15 minutes after Board meeting.)

	1.		Call to Order and Self Introductions
Page 1	2.	Action	Approval of Agenda
	3.		Public Comments
Pages 2 – 5	4.	Action	Consent Items a. July 15, 2015 TAC Meeting Minutes
Page 6 - 7 Page 8 - 15	5.	Information	Report from the Program Manager a. Action Items from July 15, 2015 Meeting
Page 27	6.	Discussion	Recap Board Meeting
	7.	Discussion	Logistics for August 20, 2015 Congressional Staff Tour – Contact for each Agency
	8.	Discussion	Phase 2 Discussion – Seasonal Storage, Schedule, Program Evolution
	9.	Information	Items from Committee, Agency Staff, or Consultants
	10.	Information	Items for Next Agenda (September 21, 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
July 15, 2015**

1. Call to Order and Self Introductions

Vice Chair Jeane called the Technical Advisory Committee (TAC) meeting to order at 1:35 p.m. on Wednesday, July 15, 2015. The meeting was held at Novato Sanitary District, 500 Davidson Street, Novato, CA 94945. Consultants not able to attend in person could participate via the conference call number, 866-906-7447 pass code 2428170#. Self-introductions were made.

Committee Members Present

Pam Jeane, Vice Chair	Sonoma Valley County Sanitation District
Grant Davis	Sonoma County Water Agency
Sandeep Karkal	Novato Sanitary District
Susan McGuire	Las Gallinas Valley Sanitary District
Drew McIntyre	North Marin Water District
Jeff Tucker	Napa Sanitation District
Lean Walker	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
Craig Lichty	Kennedy Jenks Consultants
Mark Millan	Data Instincts
Jim O'Toole	ESA
Mike Savage	Brown and Caldwell
Jake Spaulding	Sonoma County Water Agency
Dawn Taffler	Kennedy Jenks Consultants

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 June 22, 2015 TAC Meeting Minutes

The June 22, 2015 TAC Meeting Minutes were unanimously approved.

5. Report from the Program Manager

The Report from the Program Manager included the following items:

5.a Consultant Progress Reports – June 2015

The TAC reviewed the Progress Reports.

5.b Action Items from the May 11, 2015 Meeting

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

6. Financial Report for the Period Ending June 30, 2015

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

7. Update on tracking all sources of funding for Phase 1 and cost benefit of participating in NBWRA

The TAC reviewed the spreadsheet prepared by Napa Sanitation District and agreed that this was a good method for documenting sources of funding and cost benefit. As an action item, the TAC agreed to use this approach and add additional worksheets for the other Phase 1 agencies. SCWA has most of the data and will work with the Program Manager to update the spreadsheet for a future TAC meeting. Jeff Tucker indicated that he would update the spreadsheet and send to the Program Manager.

8. Logistics for August 20, 2015 Congressional Staff Tour – Contact for each agency

Plans for the tour were discussed. Each member agency was asked to provide a staff contact as the tour would cover both Phase 1 projects and future Phase 2 projects. Although the budget does not include funds for tours, the Associate Member dues are unallocated and can be used to costs associated with the tour. Approximately \$25,000 is available, although some of that may be used for the WaterReuse Conference in Santa Rosa in 2016. As an action item each member agency was asked to provide a staff contact to SCWA to assist with the logistics of the tour.

9. Phase 2 Working Discussion

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

- Review Program Selection Process
- Recent Project Analysis
- Final Objectives Weighting
- Project Scoring & Insights
- Formulate Alternatives
- Recommend Program for Feasibility Analysis

The TAC reviewed the information presented by the consultants. Jeff Tucker and Leah Walker stated that their Boards were not yet ready to focus on a specific storage project and they wanted the options further developed through the Feasibility Analysis before selecting a recommended project. There was additional discussion of possibly adding additional projects by other member agencies. As an action item, the TAC agreed to recommend a revised list of projects to the Board for the Feasibility Analysis as described herein. For the Board meeting the presentation will be distilled to focus on the process and the recommended list of projects. The recommended list of projects will be presented as an updated Table 4-9 from Section, Description of Alternatives. The table will be modified to add a column showing current estimated costs, with a range for storage projects, as well as a total for each agency. The presentation to the Board will note that currently \$80 Million in projects are eligible for Title XVI funding. Projects not included in Title XVI funding will still receive a full EIR/EIS analysis and will be eligible for other federal and state

funding. There may be budget impacts from the additional projects and analysis, but funds from the Triple Bottom Line analysis can be used. Any budget modifications would not occur until FY2016/17. Brown & Caldwell's scope will need to be revised. Scope and cost information will be presented to the TAC at a future meeting.

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

Ginger Bryant gave an update on legislation and Supervisor Rabbitt's presentation to the Western Governor's Association. She also asked for guidance regarding competing legislation that has been presented to City of Santa Rosa for support. As an action item it was agreed to contact the City of Santa Rosa to explain the goals of NBWRA's legislative efforts.

11. Items for Next Agenda, July 27, 2015 at Novato City Hall Council Chambers

Action items included the following:

1. Update the Napa Sanitation District spreadsheet detailing Phase 1 Funding sources and cost benefit of participating in NBWRA to include the other member agencies.
2. Each member agency was asked to provide a staff contact to SCWA to assist with the logistics of the tour on August 20, 2015.
3. Present a revised list of Phase 2 projects as described in Item No. 9, above for approval by the Board for the Feasibility Analysis.

There being no further business, Vice Chair Jeane adjourned the meeting at 3:43 p.m.

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ITEM NO. 5 REPORT FROM THE PROGRAM MANAGER

The Report from the Program Manager includes the following items:

5.a Action Items from July 15, 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

6. Recap Board Meeting

The TAC and consultant team will review the Board meeting and action items.

7. Logistics for August 20, 2015 Congressional Staff Tour – Contact for each Agency

The TAC will continue discussions regarding logistics for the tour on August 20, 2015.

8. Phase 2 Discussion – Seasonal Storage, Schedule, Program Evolution

The consultant team will discuss seasonal storage issues, schedule, and program evolution with the TAC.

NBWRA Board and TAC Short-Term Action Item List

Meeting Date: July 15, 2015

Task	Responsible Party	Due Date	Status	Completion Date
Work with the member agencies to gather information on non-federal sources of funding for Phase 1 projects as well as determining the return on investment for participating in NBWRA.	Weir and TAC	7/31/2015	In progress. Napa San spreadsheet included in July 27, 2015 Board packet as an FYI.	
Finalize List of Phase 2 Projects for Feasibility Study	Board, TAC, Consultants	7/15/2015	Final recommended to be presented to Board at July 27, 2015 meeting. List includes storage options for Napa San, Petaluma, and Novato San. Range of costs for storage options shown as well as totals for individual agencies. There will be Title XVI and non-Title XVI projects that will receive full EIR/EIS analysis.	
Final redistribution of SCWA unused Phase 1 funds will be considered by the TAC at its September 21, 2015 meeting such that it can be presented to the Board for approval at its October 26, 2015 meeting.	SCWA and Weir	9/15/2015	Include in TAC September 21, 2015 packet.	
Add Phase 1 project costs to the Phase 1 project status report as a separate page.	Gain	4/15/2015	See updated list in June 22 TAC Agenda packet.	6/4/2015
FY2015/16 Invoices to Member Agencies	SCWA	7/15/2015	In process.	
Consider topics and tours for the 2016 WaterReuse Conference in Santa Rosa as well as consider sponsorship opportunities.	TAC and Consultant Team	Ongoing	In process.	
Consultants to 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.	Consultant team	5/11/2015	MMWD has opted to not rejoin for Phase 2. No specific action on American Canyon at this point.	6/18/2015
Amend the agreement with Bryant & Associates to increase the retainer for The Ferguson Group from \$6,500 to \$8,500 per month.	SCWA	6/30/2015	In process. Pending modification to B&C agreement for feasibility study costs.	
Congressional Staff Tour	SCWA and Member Agencies	8/20/2015	To be discussed at July 27, 2015 TAC meeting. SCWA looking for contact from each agency to assist in logistics.	
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		