

**North Bay Water Reuse Authority  
Technical Advisory Committee  
Meeting Minutes  
October 26, 2015**

**1. Call to Order and Self Introductions**

Chair Healy called the Technical Advisory Committee (TAC) meeting to order at 12:10 p.m. on Monday, October 26, 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
Chris DeGabrielle	North Marin Water District
Pam Jeane	Sonoma Valley County Sanitation District
Sandeep Karkal	Novato Sanitary District
Paul Sellier	Marin Municipal Water District
Dan St. John	City of Petaluma
Mark Williams	Las Gallinas Valley Sanitary District

**Others Present**

Chuck Weir, Program Manager	Weir Technical Services
Kevin Booker	Sonoma County Water Agency
Ginger Bryant	Bryant & Associates
Mark Millan	Data Instincts
Mike Savage	Brown and Caldwell
Jeff Tucker	Napa Sanitation District
Dawn Taffler	Kennedy Jenks Consultants

**2. Approval of the Agenda**

The TAC unanimously agreed to change Item No. 7 to Modification to the Brown and Caldwell Agreement.

**3. Public Comments**

There were no public comments.

**4. Consent Calendar**

**4.a September 21, 2015 TAC Meeting Minutes**

The September 27, 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 Action Items from the September 21, 2015 Meeting**

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

## **6. Recap Board Meeting**

The TAC reviewed the Board meeting and noted that the first workshop will be held on December 14, 2015 to discuss the program's goals and objectives, and pros and cons of expanding the program and adding additional members. As an action item the Board will review and consider the proposed joint Board and TAC meetings and workshops through the remainder of FY2015/16 at the December 14, 2015 Board meeting.

The TAC noted that Brown and Caldwell plans on providing estimated project costs to the member agencies by mid-November 2015. At that point the agencies will need to decide if they want their projects to be Title XVI nor non-Title XVI. As an action item, the Program Manager will distribute a Doodle poll to the TAC and consultant team for a two hour teleconference meeting late the week of November 16, 2015 to discuss where the projects are to be placed. As an additional action item, the preliminary list will be presented to the Board for discussion at the December 14, 2015 meeting.

## **7. Modification to the Brown and Caldwell Agreement**

This item was originally included in the Board agenda. The Board determined that items like this should be reviewed and considered by the TAC since it is within their purview and has no impact on the FY2015/16 Budget or member agency costs. Kevin Booker stated that the agreement only needs to be modified to delete the section in the scope for the Triple Bottom line analysis and the previously agreed transfer of \$24,000 to Bryant & Associates for additional efforts by The Ferguson Group. He further stated that B&C could move money between tasks as long as the total cost for Phase 2 did not change. As an action item, the TAC unanimously approved authorizing Sonoma County Water Agency to amend the agreement with Brown and Caldwell to delete the Triple Bottom Line section in the scope and to reduce the agreement by \$24,000 for the previously approved transfer of funds to the Bryant & Associates agreement.

## **8. Items from Committee, Agency, Staff, or Consultants**

There were no additional items discussed. As an action item, the TAC asked the Program Manager to see if Novato City Hall Council Chambers are available for the December 14, 2015 meetings.

## **9. Items for Next Agenda, October 26, 2015 at Novato City Hall Council Chambers**

Action items included the following:

1. The Board consider the proposed joint Board and TAC meetings and workshops through the remainder of FY2015/16 at the December 14, 2015 Board meeting.
2. Doodle poll for a two hour teleconference TAC meeting to discuss Phase 2 project costs and whether they are Title XVI or non-Title XVI.
3. Provide a preliminary list of Title XVI and not-Title XVI projects for the Board to discuss at the December 14, 2015 meeting.
4. Amend the agreement with Brown and Caldwell to delete the Triple Bottom Line section in the scope and to reduce the agreement by \$24,000 for the previously approved transfer of funds to the Bryant & Associates agreement
5. See if Novato City Hall Council Chambers are available for the December 14, 2015 meetings

There being no further business, Chair Healy adjourned the meeting at 12:31 p.m.

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