

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

Monday, April 25, 2016

Agenda

Novato City Hall Council Chambers, 901 Sherman Avenue, Novato, CA 94945
Consultants unable to attend in person may call in: Phone +1 (602) 567-4030 Access code:
1980#; <https://conferencing.brwncaid.com/conference/1980>

11:30 a.m.

(Time approximate, meeting will start approximately 10 minutes after Board meeting.)

	1.		Call to Order and Self Introductions
Page 1	2.	Action	Approval of Agenda
	3.		Public Comments
Pages 2 – 3	4.	Action	Consent Items a. March 28, 2016 TAC Meeting Minutes
Page 4 Page 5	5.	Information	Report from the Program Manager a. Action Items from March 28, 2016 Meeting
	6.	Discussion	Recap Board Meeting
	7.	Discussion	Phase 2 Issues
	8.	Information	Items from Committee, Agency Staff, or Consultants
	9.	Information	Items for Next Agenda (June 27, 2016 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 28, 2016**

1. Call to Order and Self Introductions

Chair Healy called the Technical Advisory Committee (TAC) meeting to order at 11:00 a.m. on Monday, March 28, 2016. The meeting was held at Novato City Hall Council Chambers, 901 Sherman Avenue, Novato, CA. Those not available to attend in person, participated via telephone, 1 (602) 567-4030, passcode 1980;
<https://conferencing.brwncauld.com/conference/1980>.

Committee Members Present

Tim Healy, Chair	Napa Sanitation District
Kevin Booker	Sonoma County Water Agency
Robin Gordon	Data Instincts
Sandeep Karkal	Novato Sanitary District
Pam Jeane	Sonoma Valley County Sanitation District
Liz Lewis	Marin County
Susan McGuire	Las Gallinas Valley Sanitary District
Drew McIntyre	North Marin Water District
Phil Miller	Napa County
Paul Sellier	Marin Municipal Water District
Leah Walker	City of Petaluma

Others Present

Chuck Weir, Program Manager	Weir Technical Services
Ginger Bryant	Bryant & Associates
Lisa Chamberlain	Brown and Caldwell
Mike Savage	Brown and Caldwell
Jeff Tucker	Napa Sanitation District

2. Approval of the Agenda

The Agenda was unanimously approved.

3. Public Comments

There were no public comments.

4. Consent Calendar**4.a March 21, 2016 TAC Meeting Minutes**

The March 21, 2016 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 21, 2016 Meeting

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

6. Recap Board Meeting

There were no action items from the Board meeting. A budget will be presented to the Board at the April 25, 2016 meeting.

7. Recommend Board Approval of the FY2016/17 Budget as Part of the three-Year FY2014/15, FY2015/16, and FY2016/17 Budget

The TAC reviewed the previously presented three-year budget and noted that the Board has been approving funding for each fiscal year. Funding for FY2014/15 was approved on May 19, 2014 and funding for FY2015/16 was approved on April 27, 2015. Following discussion, the TAC took the following action: recommend that the Board approve the previously presented budget and member agency cost sharing for FY2016/17 under the following conditions:

- a. An amended two-year budget for FY2016/17 and FY2017/18 will be presented to the Board for approval at the October 24, 2016 Board meeting.
- b. Environmental work will focus on the highest priority projects that are certain to continue as part of Phase 2. A list of those projects will be included with the budget.
- c. The level of effort for Bryant and Associates includes increased monthly fees for The Ferguson Group and The Oñate Group.
- d. Sonoma County Water Agency will check to see if 50% of the member agency's cost sharing can be billed for FY2016/17 with the understanding that the remainder will be billed once the amended two-year budget is approved.

8. Phase 2 Cost Sharing Options

The TAC discussed Phase 2 cost sharing options as presented in the packet. There was general agreement that it was fair and reasonable to share Phase 2 costs on the basis of joint use (equal shares), number of projects in the Feasibility Study, project costs in the environmental analysis, and number of projects in the environmental analysis. Each cost sharing method is applicable to specific Phase 2 costs as discussed. As an action item, the TAC agreed to continue discussion at the next meeting and that the Program Manager would provide an additional cost sharing scenario based on the discussion.

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

There were no additional items.

10. Items for Next Agenda, April 25, 2016 at Novato city Hall Council Chambers

Action items included the following:

1. Board approval of the previously presented FY2016/17 budget and member agency cost sharing under the conditions described.
2. Continue the discussion of Phase 2 cost sharing options and include the addition of an option where the environmental analysis is shared on the basis of Phase 2 project costs receiving the environmental analysis and costs for grant related services are shared on the prorated basis of number of Phase 2 projects in that process.

There being no further business, Chair Healy adjourned the meeting at 11:55 a.m.

ITEM NO. 5 REPORT FROM THE PROGRAM MANAGER

The Report from the Program Manager includes the following items:

5.a Action Items from March 28, 2016 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. Phase 2 Issues

This item is a placeholder in case there are any updates to Phase 2 that member agencies would like to share.

NBWRA Board and TAC Short-Term Action Item List

Meeting Date: March 28, 2016

Task	Responsible Party	Due Date	Status	Completion Date
Joint Board/TAC Work session on March 28, 2016 to focus on MOU issues	Consultants (Weir lead)	Completed	TAC discussed changes to purpose and objectives and added one more objective: "Maximize the development of recycled water projects to the extent practicable." March 28 presentation changed and given by Chair Rabbitt. Presentation covered past accomplishments, summary of past work sessions, and consideration of revising the governance structure.	3/28/2016
Restructuring Governance Task Force	Chair Rabbitt, selected Board members, Weir to assist		Investigate options and provide guidance on restructuring NBWRA	
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	SCWA	11/30/2015	In process.	
Approve FY16/17 Budget previously presented as part of three-year budget for FY14/15, FY15/16, and FY16/17.	TAC/Board	3/24/2016	TAC recommended approval by the Board at the April 25, 2016 meeting under the following conditions: a. An amended two-year budget for FY2016/17 and FY2017/18 will be presented to the Board for approval at the October 24, 2016 Board meeting. b. Environmental work cannot begin until the Phase 2 project list is finalized and approved by the Board. c. The level of effort for Bryant and Associates includes increased monthly fees for The Ferguson Group and The Oñate Group. d. Sonoma County Water Agency will invoice for 50% of the costs with the understanding that funds in the trust cannot be depleted.	
Finalize List of Phase 2 Projects for Feasibility Study	Board, TAC, Consultants	1/19/2016	List approved by Board on January 25, 2016. TAC to revisit over the next few months to develop a revised two-year budget for Board consideration at the October 24, 2016 meeting.	
Present possible budget impacts and draft 2-year budget for FY16/17 and FY17/18 to TAC at February 18, 2016 web meeting	Consultants/SCWA	2/25/2016	Completed. TAC considering having Board approve the previous FY16/17 Budget that was part of the three-year budget and approve revised budget in October 2016.	
Phase 2 Cost Sharing Options	Weir/TAC		Options include current percentages, average of May 2014 and January 2016 project costs, and combination of joint use and benefit. Discussed at the March 28, 2016 TAC meeting. One additional option to be added and distributed to the TAC.	