

**North Bay Water Reuse Authority**  
**Board of Directors Meeting**  
**Minutes**  
**July 23, 2018**

**1. Call to Order**

Chair Rabbitt called the meeting to order at 9:42 a.m. on Monday, July 23, 2018 at the Novato City Hall Council Chambers, 901 Sherman Avenue, Novato, CA. Members and Consultants unable to attend in person may call in: (Local dial in): +1 (602) 567-4030, Toll Free: +1 (888) 227-0011, Access Code: **1988** <https://Conferencing2.brwnncald.com/conference/1988>

**2. Roll Call**

<b>PRESENT:</b>	David Rabbitt, Chair	Sonoma County Water Agency
	Jill Techel, Vice Chair	Napa Sanitation District
	Mariam Aboudamous	City of American Canyon
	Jack Baker	North Marin Water District
	Grant Davis	Sonoma Valley County Sanitation District
	Rabi Elias	Las Gallinas Valley Sanitary District
	Jack Gibson	Marin Municipal Water District
	David Glass	City of Petaluma
	Bill Long	Novato Sanitary District
	Belia Ramos	Napa County
	Dennis Rodoni	Marin County

**ABSENT:** None

**OTHERS**

<b>PRESENT:</b>	Chuck Weir, Program Manager	Weir Technical Services
	Mike Ban	Marin Municipal Water District
	Ginger Bryant	Bryant & Associates
	Samantha Cohen	Brown & Caldwell
	Anne Crealock	Sonoma County Water Agency
	Chris DeGabriele	Las Gallinas Valley Sanitary District
	Rene Guillen	Brown & Caldwell
	Steve Hartwig	City of American Canyon
	Pam Jeane	Sonoma County Water Agency
	Sandeep Karkal	Novato Sanitary District
	Chris Landwehr	Data Instincts
	Craig Lichty	Kennedy Jenks
	Drew McIntyre	North Marin Water District
	Mark Millan	Data Instincts
	Phillip Miller	Napa County
	Jim O'Toole	ESA
	Pilar Oñate-Quintana	The Oñate Group (by phone)
	Larry Russell	Marin Municipal Water District (by phone)
	Mike Savage	Brown and Caldwell (by phone)

Brad Sherwood  
Jake Spaulding  
Jeff Tucker  
Rocky Vogler  
Leah Walker

Sonoma County Water Agency  
Sonoma County Water Agency  
Napa Sanitation District  
North Marin Water District  
City of Petaluma

### **3. Public Comments**

There were no comments from the public

### **4. Introductions**

Introductions were not made.

### **5. Board Meeting Minutes of May 21, 2018.**

On a motion by Director Baker, seconded by Director Gibson, the minutes of the May 21, 2018 meeting were unanimously approved by the Board.

### **6. Report from the Chair**

#### **a. Consultant Progress Reports**

The Board reviewed the consultant progress reports for May and June 2018.

#### **b. Financial Reports**

The Board reviewed the Financial Reports for Fiscal Year 2017/18 through June 30, 2018. Drew McIntyre requested information on two Joint Use expense items. Agency staff has provided the following information. A Late Fee of \$150.00 on January 2, 2018 was related to a late Lobbying Disclosure filing with the State of California for NBWRA. The disclosure form was due October 31, but was not filed until November 15. The delay was related to staff issues following the wildfires. A charge for Travel of \$250.00 on May 8, 2018 should have been charged as NBWRA meeting room rental. The wrong internal account code was used. As of July 11, 2018 the charge shows up under the discretionary tab in the trust workbook.

### **7. Phase 1: Status and Activities**

Jake Spaulding showed the estimated remaining administrative costs for the close out of Phase 1 as well as two options for cost sharing through the close out. Possible audit costs from USBR are not well known, but should be less than the estimate. The first option would follow the Memorandum of Understanding (MOU) and have all agencies remain in Phase 1 until the grant is fully closed and all costs have been paid. The second option would allow agencies with completed projects by the original grant termination date to withdraw and the remaining agencies would split future costs equally.

Several Directors and Chair Rabbitt spoke on this topic. The consensus was to stay with the first option and follow the MOU since that ensured that all agencies would benefit as their projects were completed. Chair Rabbitt wanted to make sure there were adequate funds such that requests for additional funds would not be needed.

Since the Board agreed to continue following the requirements of the MOU, this item will not be brought back to the Board for action.

## **8. Phase 2: Status and Activities**

Ginger Bryant provided a report on Program Development, Federal, and State Advocacy. She noted that there is \$20M for Title XVI projects in the WIIN program for both the 2018 and 2019 budgets. Efforts are being made to increase the funding levels. In July NBWRA will submit a grant application for \$2,380,500 for American Canyon and Petaluma Phase 2 projects. This represents 25% of the total projects cost.

Pilar Oñate-Quintana gave an update on State advocacy. As previously reported SB606 (Hertzberg) and AB1668 (Friedman) have both been signed. They establish future per person water use goals and create incentives for recycled water. She also described future bonds on the ballot and their anticipated funding for recycled water projects. Lastly she discussed the State Water Board's Recycled Water Policy and proposed amendments. Leah Walker discussed comments submitted by City of Petaluma.

Rene Guillen gave an update on engineering activities. Phase 2 Grant Application No. 2 will be submitted by the end of the month as described above.

Jim O'Toole gave an update on the Phase 2 EIR/EIS process. Four comment letters were received prior to the deadline: State Water Board, CalTrans, Department of Conservation, and San Francisco Bay Trails. His team continues preparation of the necessary EIR/EIS documents such that certification by the Water Agency can occur on August 14, 2018. Member agency approvals would occur in August and September 2018. They continue to work with USBR so the final documents can be published in the Federal Register in August or September 2018. Lastly he summarized key dates through the completion of the process and noted that they may need some additional funding to complete all tasks.

Mark Millan provided an update on public outreach activities, including website updates and coordination with ESA on EIR/EIS noticing and final circulation.

## **9. The NBWRA: Program Status and Looking Forward**

Ginger Bryant summarized past direction from the Board to cut costs, reduce meetings, and become more efficient as Phase 1 is winding down and Phase 2 will be in the grant application phase. Each member of the consultant team and the Water Agency summarized their efforts for FY2018/19. Bryant noted that her agreement is only through December 31, 2018.

Bryant then discussed possible efforts beyond FY2018/19, including meetings, public outreach, maintaining project files, WaterSMART Grant management, program development, and State and federal advocacy efforts. There is a need at the federal level to amend the WIIN Act and policy efforts on the value of recycled water for a region. Lastly she discussed options for program development and advocacy and possible integration if NorthBay WATER proceeds.

Board members offered thoughts on what efforts were needed moving forward. Grant Davis indicated he would be scheduling a meeting of General Managers to discuss the future in September and that a Request for Proposal may be necessary. Jill Techel suggested including City of Napa in the discussions.

**10. Items for Future Discussion and Action**

Items for the next meeting include the following: regular business reports, Phase 1 and 2 Status and Activities, and the Phase 2 Construction Grant Application.

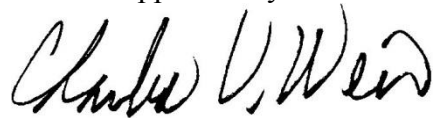
**11. Comments from Chair and Board Members**

There were no additional comments.

**12. Adjournment**

Chair Rabbitt adjourned the meeting at 11:29 a.m. The next meeting will be Monday, October 22, 2018 at 9:30 a.m. at Novato City Hall.

Minutes approved by the Board October 22, 2018



Charles V. Weir  
Program Manager

C:\Users\Chuck\Documents\Weir Technical Services\NBWRA\Agendas\2018\2018-07\2018-07-23\_NBWRA\_Board\_Minutes.docx