



NORTH BAY WATER REUSE PROGRAM

Expanding Water Supplies with Regional Reuse

BOARD OF DIRECTORS MEETING

AGENDA

Monday, April 27, 2020
9:30 AM

Due to Shelter in Place Orders, this meeting will be a teleconference only.
Meeting participants and the public may participate by calling
866-906-7447 passcode 2428170#

- 1. Call to Order (1 minute)**
- 2. Roll Call (1 minute)**
- 3. Public Comment (3 minutes)**
(Any member of the public may address the Board at the commencement of the meeting on any matter within the jurisdiction of the Board. This should not relate to any item on the agenda. It is the policy of the Authority that each person addressing the Board limit their presentation to three minutes. Non-English speakers using a translator will have a time limit of six minutes. Any member of the public desiring to provide comments to the Board on an agenda item should do so at the time the item is considered. It is the policy of the Authority that oral comments be limited to three minutes per individual or ten minutes for an organization. Speaker's cards will be available in the Boardroom and are to be completed prior to speaking.)
- 4. Introductions (2 minutes)**
- 5. Board Meeting Minutes of December 9, 2019 (2 minutes)**
(The Board will consider approving the minutes from the December 9, 2019 Board meeting.)
- 6. Election of Officers (5 minutes)**
(The Board will elect a Chair and Vice Chair for 2020.)
- 7. Report from the Chair (5 minutes)**
(The Chair will report on items of interest to the Board.)
- 7.a Summary of TAC Conference Call of February 3, 3020**

Action
Pages 3 – 6

Action
Page 7

Information and
Discussion
Page 8

Page 9 – 11

North Bay Water Reuse Authority • c/o Sonoma County Water Agency, 404 Aviation Boulevard, Santa Rosa, CA 95403
707-235-8965 • NBWRA.org

County of Marin • Las Gallinas Valley Sanitary District • Novato Sanitary District • Marin Municipal Water District • North Marin Water District • Sonoma County Water Agency
City of Petaluma • Sonoma Valley County Sanitation District • County of Napa • Napa Sanitation District • City of American Canyon

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| Information
Pages 12 – 19 | 8. Consultant Progress Reports (5 minutes)
(The Board will review the consultant progress reports for the period October 2019 – March 2020.) |
| Information
Pages 20 – 36 | 9. Financial Report for the Fiscal Year Ending June 30, 2020 (5 minutes)
(The Board will review the Financial Report for Fiscal Year Ending and June 30, 2020.) |
| Action
Page 37 | 10. Phase 1: Status of Reconciliation and Closeout Activities and Approval of a Request for a Six-Month Extension with USBR on Closeout (5 minutes)
(The Board will be updated on Phase 1 status of reconciliation and closeout activities and consider approving a request for a six-month extension with USBR on closeout of Phase 1.) |
| Information
Pages 38 – 39 | 11. Status of Phase 2 EIR/EIS (5 minutes)
(The Board will be updated on the status of the Phase 2 EIR/EIS as well as discuss the possibility of positioning NBWRA for possible future federal funding for shovel ready projects.) |
| Action
Pages 40 – 43 | 12. Acceptance of Funding from IRWMP for City of Petaluma and City of American Canyon and Authorization of Sonoma Water to Act as the Fiscal Agent and Program Administrator (5 minutes)
(The Board will be updated on the IRWMP Grant for Phase 2 funding and consider accepting funding from IRWMP for City of Petaluma and City of American Canyon and Authorizing Sonoma Water to act as the fiscal agent and program administrator.) |
| Action
Page 44 – 59 | 13. Consideration of Continuation of a Formal Consulting Agreement for Program Development, State Advocacy, and Federal Advocacy (10 minutes)
(The Board will consider whether or not to continue to have a formal consulting agreement for Program Development, State Advocacy, and Federal Advocacy.) |
| Action
Pages 60 – 62 | 14. Approval of Fiscal Year 2020/21 Budget (5 minutes)
(The Board will consider approving the Fiscal Year 2020/21 Budget.) |
| Discussion
Page 63 | 15. Items for the Next Agenda (5 minutes)
(The Board will consider items for the next Agenda.) |
| Discussion | 16. Comments from the Chair, Board, and Member Agencies (5 minutes)
(The Board will discuss items for future discussion and the Chair, Board, or Member Agencies may make brief announcements or reports on their own activities, pose questions for clarification, and/or request that items be placed on a future agenda. Except as authorized by law, no other discussion or action may be taken.) |
| | 17. Adjournment (1 minute) |

Next Board Meeting Monday, October 26, 2020, 9:30 A. M., Novato City Hall
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(In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a Board meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the Program Manager at (510) 410-5923. Notification of at least 48 hours prior to the meeting or time when services are needed will assist in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service. A copy of all the documents constituting the agenda packet is available for public inspection prior to the meeting at 404 Aviation Boulevard, Santa Rosa, CA 95403. Any person may request that a copy of the agenda or the agenda packet be mailed to them for a fee of \$.10 per page plus actual mailing costs. If you wish to request such a mailing, please contact Chuck Weir, Weir Technical Services, 3026 Ferndale Court, Pleasanton, CA 94588, 510-410-5923, chuckweir@sbcglobal.net. The agenda for each meeting is also available on-line at www.nbwra.org and will be available at the meeting.)

North Bay Water Reuse Authority • c/o Sonoma County Water Agency, 404 Aviation Boulevard, Santa Rosa, CA 95403
707-235-8965 • NBWRA.org

**North Bay Water Reuse Authority
Board of Directors Meeting
Minutes
December 9, 2019**

1. Call to Order

Chair Rabbitt called the meeting to order at 9:30 a.m. on Monday, December 9, 2019 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.brwncaid.com/conference/1988>

2. Roll Call

PRESENT:	David Rabbitt, Chair	Sonoma Water
	Jill Techel, Vice Chair	Napa Sanitation District
	Jack Baker	North Marin Water District
	Carole Dillon-Knutson	Novato Sanitary District
	Rabi Elias	Las Gallinas Valley Sanitary District
	Susan Gorin	Sonoma Valley County Sanitation District
	Phil Miller	Napa County
	Dennis Rodoni	Marin County
	Dan St. John	City of Petaluma
	Paul Sellier	Marin Municipal Water District

ABSENT: Marin County

OTHERS

PRESENT:	Chuck Weir, Program Manager	Weir Technical Services
	Kevin Booker	Sonoma Water
	Lorenzo Cordova	Marin County
	Anne Crealock	Sonoma Water
	Grant Davis	Sonoma Water
	Jim Grossi	North Marin Water District
	Rene Guillen	Brown & Caldwell
	Pam Jeane	Sonoma Water
	Sandeep Karkal	Novato Sanitary District
	Chris Landwehr	Data Instincts
	Drew McIntyre	North Marin Water District
	Jim O'Toole	ESA
	Larry Russell	Marin Municipal Water District (by phone)
	Mike Savage	Data Instincts (by phone)
	Brad Sherwood	Sonoma Water
	Jake Spaulding	Sonoma Water
	Dawn Taffler	Kennedy Jenks Consultants (by phone)
	Jeff Tucker	Napa Sanitation District
	Rocky Vogler	North Marin Water District
	Leah Walker	City of Petaluma

3. Public Comments

There were no comments from the public

4. Introductions

Introductions were made as there were several new attendees.

5. Board Meeting Minutes of April 22, 2019.

On a motion by Director Baker, seconded by Director Elias, the minutes of the April 22, 2019 meeting were unanimously approved by the Board.

6. Report from the Chair

Chair Rabbitt reported on the review of the Program Development team's scope of work and the recommendations of the review subcommittee. The subcommittee opted to not enter into an agreement with Bryant & Associates. Chair Rabbitt thanked members of the review committee in making tough decisions. He also noted that additional information would be provided under Agenda Item No. 12.

7. Consultant Progress Reports

The Board reviewed the consultant progress reports for the period April to September 2019.

8. Financial Reports for Fiscal Years Ending June 30, 2019 and June 30, 2020.

The Board reviewed the financial reports for the periods ending June 30, 2019 and June 30, 2020 (through September 30, 2019).

9. Phase 1: Status of Reconciliation and Closeout Activities

Jake Spaulding gave an update on the reconciliation and close out activities for Phase 1. There is still one ongoing project with Las Gallinas. A two-year extension has been granted through September 30, 2020. PG&E is the hold up. Another extension may need to be requested but it has not yet been submitted as LGVSD works with PG&E to confirm a construction timeline. Files are being compiled for the closeout. Some administrative funds were reallocated to construction in prior periods since the administrative effort was less than expected. Additional administrative funds may be available for reallocation before closeout. At closeout, members will be assessed for their respective shares of the 75% of administrative expenses that were not covered by the grant. In addition, at closeout reallocation of costs based on final proportion of benefits received will result cost modifications. Sonoma Water staff provided a tour on May 3 for the new representative from USBR.

10. Status of Phase 2 EIR/EIS

Rene Guillen updated the status of the EIR/EIS from the April Board meeting. The Record of Decision (ROD) is the last big item to get completed. New guidance came out on the page limit, which is causing the delay. Waiver was requested and is on hold pending USBR review. Award of federal grant funds will help to complete the ROD. Congressional action could also move the issue. It is likely that it will take three to six months before the ROD is issued. Each local agency has approved the EIR/EIS so they each have standing. Section 106 and biological opinion have

both been issued. USBR needs to approve the biological opinion. Leah Walked noted that the EIR/EIS was useful in the IRWM grant application and approval.

11. IRWMP Grant For Phase 2 Funding

Jake Spaulding gave a summary report. An application that included projects for Petaluma and American Canyon was submitted by the IRWM region to DWR. NBWRA's project finished fourth out of 27 applications. The IRWM group self-selects the projects included in the regional application to DWR, so funding is very likely. Sonoma Water and NBWRA are acting as lead and will need to adopt the revised IRWM plan in early 2020, potentially requiring a special meeting for the NBWRA Board. NBWRA requested more than \$5M and was asked to reduce the request. The Project Steering Committee recommended awarding \$4,061,270 for the two projects.

12. Status of Program Development, State Advocacy, and Federal Advocacy

Grant Davis gave a summary of the review subcommittee meeting and results of that review. Since there is no real action at the federal level, the decision was made to not continue with the program development team. It was a difficult decision for all that participated. Sonoma Water and Brad Sherwood have been interfacing with their state and federal lobbyists. This is low budget way to continue to have a presence in both state and federal activities. The review subcommittee tried to negotiate but were not successful. Chair Rabbitt added his thanks for all the efforts from the review subcommittee. The cost benefit did not make sense due to stagnation at the federal level.

13. Drought Contingency Plan

Jake Spaulding provided a summary on the Drought Contingency Plan. City of Napa has taken over and was approved by USBR. Official transfer occurred in August.

14. Approval of FY2019/20 Budget

Chair Rabbitt noted the costs spelled out for state and federal activities. Jake Spaulding provided a summary of the proposed FY2019/20 Budget. Last year's expenses were used as a guide as a guide for the proposed budget. The proposed budget includes the following: no additional funds for Phase 1. \$45,000 for Phase 2, and \$92,500 for joint use activities. Drew McIntyre asked if a Phase 1 reallocation estimate could be provided to the Phase 1 agencies for budgeting purposes. Jake Spaulding replied that they would provide the estimate. A motion by Director Gorin, seconded by Director Techel to approve the proposed FY2019/20 Budget was unanimously approved.

15. Future of NBWRA

Chair Rabbitt led a discussion of the future of NBWRA. He believes a regional entity is important in order to be prepared to address issues that will arise. Director Gorin stated that she was sad to see the program is winding down but noted that it is still important to keep the group active for groundwater and or other issues that arise. Chair Rabbitt noted the need to remain competitive. Vice Chair Techel asked about the TAC and how would that work? Drew McIntyre spoke in support of reviving the TAC as did Grant Davis. Director Gorin asked Mr. Davis about future water bonds and grant applications (resilience bond). Mr. Davis stated that the grant includes recycled water provisions. Director Dillon-Knutson supported the group to staying

together to be prepared for the future. Leah Walker agreed that the TAC meetings were important. Director Rodoni agreed with continuing NBWRA and reactivating the TAC. Jeff Tucker concurred. Dan St. John also agreed and mentioned climate action and how water utilities may be impacted. It was noted that he is retiring. Vice Chair Techel mentioned the “one water” concept and City of Napa efforts. Chair Rabbitt asked that the TAC meet as often as needed and at least before the next Board meeting.

16. Items for the Next Agenda

Director Gorin asked for a detailed report on the resilience bond and also information on groundwater resilience issues. Items for the next agenda will also include Phase 1 and Phase 2 status reports, IRWMP grant funding status, and a report from any meetings that the TAC may hold. It was also noted that there may need to be a special meeting for the IRWM projects approval. Jake Spaulding will know more in early 2020. Brad Sherwood noted that the next NBWA meeting will have a presentation on the water bond.

17. Comments from the Chair, Board, and Member Agencies.

There were none.

18. Adjournment

Chair Rabbitt adjourned the meeting at 10:16 a.m. The next meeting will be Monday, April 27, 2020 at 9:30 a.m. at Novato City Hall.

Minutes approved by the Board _____.

Charles V. Weir
Program Manager

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Page 1

Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
April 27, 2020

ITEM NO. 6 ELECTION OF OFFICERS

Action Requested

Elect a Chair and Vice Chair for 2020.

Summary

Sonoma County Supervisor David Rabbitt is the current Chair and City of Napa Mayor Jill Techel is the Vice Chair.

Recommendation

Elect a Chair and Vice Chair for 2020 as required by the Memorandum of Understanding.

Page 1

Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
April 27, 2020

ITEM NO. 7 REPORT FROM THE CHAIR

Action Requested

None at this time.

Summary

The Chair will report on items of interest to the Board. Part of the Chair's report includes Agenda Item No. 7.a, Summary of TAC Conference Call of February 3, 2020.

Recommendation

None at this time. This is an information item only.

Page 1

Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
April 27, 2020

ITEM NO. 7.a SUMMARY OF TAC CONFERENCE CALL OF FEBRUARY 3, 2020

Action Requested

None at this time.

Summary

As directed by the Board at the December 9, 2020 Board meeting, the TAC held a conference call on February 3, 2020. A copy of the meeting summary is attached for the Board's information. Future TAC conference calls are schedule for July 20, 2020 and September 28, 2020.

Recommendation

None at this time. This is an information item only.

**NBWRA TAC Conference Call
Monday, February 3, 2020, 3:00 p.m.
Call 866-906-7447, Code 2428070#**

Attendance: Chuck Weir; Chelsea Thompson & Leah Walker (Petaluma); Drew McIntyre (NMWD); Jake Spaulding, Grant Davis, & Brad Sherwood (SCWA), Sandeep Karkal (Novato San District); Paul Sellier (NMWD); Tim Healy (Napa San)

Problem with pin number; resent. Call started at 3:08 p.m. and ended at 3:43 p.m.

Agenda

1. How often should the TAC meet, considering that the Board is only meeting 2x per year.

Drew, minimum two times with possibly two more. Leah agrees other meetings as necessary. Grant noted bond issue in November. Wants NBWRA to be prepared to respond. TAC should be able to respond to opportunities. Leah – should NBWRA comment as the bond as it is developed. Grant, feels that more than two times per year will be needed. Perhaps one more during the summer. Early summer June, July, or August. July after the 4th. CVW send Doodle Polls. July (week of the 13th) and early October. Check NACWA utility conference in July.

2. Future direction for NBWRA. Are there any additional opportunities that NBWRA should consider pursuing?

November water bond bill. Next round of IRWMP; just released guidelines.

3. FY20/21 Budget. Will need a budget to be approved at the April Board meeting.

Jake will develop a draft and distribute by March 30.

4. Status reports on the usual items:

- a. Financial reports

Two times per year is ok.

- b. Phase 1 Status and reconciliation

Current grant goes through September 2020. Final true up will occur after that, likely this fall. LGVSD should be completed by then.

- c. Phase 2 EIR/EIS and funding

Jake – IRWM received notice that the Bay Area application has completed completeness review and is now going through technical review. Have received all info from Petaluma and American Canyon. Late spring or early summer. Roughly 40-45% of the project funding has been approved. Possibly still some additional Phase 2 projects, covered under the EIR/EIS. Leah, Petaluma is likely finished for a while.

d. Program Development, State and Federal Advocacy

SCWA is still monitoring federal issues. Grant – are any agencies involved in other state funding, perhaps through an NGO. Petaluma – small wetlands projects.

e. Other Items

Grant – asked about other opportunities. Petaluma and Sonoma have groundwater projects that could be coordinated through NBWRA. Tim – doing a water study through the Napa Valley; funding came from an NBWRA grant. Recycled water will be included in the Napa study. Grant mentioned resiliency studies. Consensus is to maintain NBWRA as an entity although at a lesser level but be ready to seek opportunities as they arise. Drew – his agency agrees. Leah – new interim DPW. Leah is retiring June 25; folks are ready to step up and there will be no loss of continuity. Tim – wants to make sure that Direct Potable Reuse is on the table. Leah – ocean protection plan that would limit wastewater discharges to the ocean and Bays. This issue will not go away and agencies need to continue to track in conjunction with CASA and other organizations.

Page 1

Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
April 27, 2020

ITEM NO. 8 CONSULTANT PROGRESS REPORTS

Action Requested

None at this time.

Summary

The consultant progress reports for the period October 2019 – March 2020 are attached for the Board's review. The consultants will be available to answer any questions from the Board.

Recommendation

None at this time. This is an information item only.



AGREEMENT FOR ENGINEERING, ENVIRONMENTAL, AND PUBLIC OUTREACH SERVICES FOR NORTH BAY WATER REUSE AUTHORITY

ACTIVITIES SEPTEMBER 27, 2019 THROUGH OCTOBER 22, 2019

TASK 1 WORKSHOPS/PUBLIC OUTREACH/MGT

1.1 Workshops

- Conference calls to discuss next Board presentation.
- Review budgets and cost allocations.

1.3 Public Involvement

- Updating and maintaining relevant program content and news articles on project web site.
- Provide project information to Board members as requested.
- Update historical files from this last year and previous years – both digital, hard copy files as well as samples of printed project materials.

1.4 Administration

- Performed project invoicing and developed activities report.

TASK 2 TITLE XVI FEASIBILITY STUDY/REPORT

- No Activity.

TASK 3 ENVIRONMENTAL EVALUATION

- Review the status of the CEQA and NEPA documents.
- Reviewed the status of the environmental documents posted to the NBWRA website.

TASK 4 FINANCIAL CAPABILITIES DETERMINATION

- Reviewing status of Financial Capabilities determination in preparation for upcoming Board Meeting.

TASK 5 PHASE 2 GRANT APPLICATION AND MANAGEMENT

- No Activity.

TASK 6 PHASE 1 SERVICES

- No Activity.



AGREEMENT FOR ENGINEERING, ENVIRONMENTAL, AND PUBLIC OUTREACH SERVICES FOR NORTH BAY WATER REUSE AUTHORITY

ACTIVITIES OCTOBER 25, 2019 THROUGH NOVEMBER 21, 2019

TASK 1 WORKSHOPS/PUBLIC OUTREACH/MGT

1.1 Workshops

- Conference calls to discuss next Board presentation.
- Review budgets and cost allocations.

1.3 Public Involvement

- Updating and maintaining relevant program content and news articles on project web site.
- Provide project information to Board members as requested.
- Update historical files from this last year and previous years – both digital, hard copy files as well as samples of printed project materials.

1.4 Administration

- Performed project invoicing and developed activities report.

TASK 2 TITLE XVI FEASIBILITY STUDY/REPORT

- No Activity.

TASK 3 ENVIRONMENTAL EVALUATION

- Review the status of the CEQA and NEPA documents.
- Reviewed the status of the environmental documents posted to the NBWRA website.

TASK 4 FINANCIAL CAPABILITIES DETERMINATION

- No Activity.

TASK 5 PHASE 2 GRANT APPLICATION AND MANAGEMENT

- No Activity.

TASK 6 PHASE 1 SERVICES

- No Activity.



AGREEMENT FOR ENGINEERING, ENVIRONMENTAL, AND PUBLIC OUTREACH SERVICES FOR NORTH BAY WATER REUSE AUTHORITY

ACTIVITIES NOVEMBER 22, 2019 THROUGH DECEMBER 26, 2019

TASK 1 WORKSHOPS/PUBLIC OUTREACH/MGT

1.1 Workshops

- Conference calls to discuss next Board presentation.
- Participated in Board meeting.
- Review budgets and cost allocations.

1.3 Public Involvement

- Updating and maintaining relevant program content and news articles on project web site.
- Provide project information to Board members as requested.
- Update historical files from this last year and previous years – both digital, hard copy files as well as samples of printed project materials.

1.4 Administration

- Performed project invoicing and developed activities report.

TASK 2 TITLE XVI FEASIBILITY STUDY/REPORT

- Reviewing documents in preparation for Board meeting.
- Review and update project files.

TASK 3 ENVIRONMENTAL EVALUATION

- No Activity.

TASK 4 FINANCIAL CAPABILITIES DETERMINATION

- No Activity.

TASK 5 PHASE 2 GRANT APPLICATION AND MANAGEMENT

- No Activity.

TASK 6 PHASE 1 SERVICES

- No Activity.



AGREEMENT FOR ENGINEERING, ENVIRONMENTAL, AND PUBLIC OUTREACH SERVICES FOR NORTH BAY WATER REUSE AUTHORITY

ACTIVITIES DECEMBER 27, 2019 THROUGH JANUARY 23, 2020

TASK 1 WORKSHOPS/PUBLIC OUTREACH/MGT

1.1 Workshops

- Conference calls to discuss outcomes of Board presentation.

1.3 Public Involvement

- Updating and maintaining relevant program content and news articles on project web site.
- Provide project information to Board members as requested.
- Update historical files from this last year and previous years – both digital, hard copy files as well as samples of printed project materials.

1.4 Administration

- Performed project invoicing and developed activities report.

TASK 2 TITLE XVI FEASIBILITY STUDY/REPORT

- No Activity.

TASK 3 ENVIRONMENTAL EVALUATION

- No Activity.

TASK 4 FINANCIAL CAPABILITIES DETERMINATION

- No Activity.

TASK 5 PHASE 2 GRANT APPLICATION AND MANAGEMENT

- No Activity.

TASK 6 PHASE 1 SERVICES

- No Activity.



AGREEMENT FOR ENGINEERING, ENVIRONMENTAL, AND PUBLIC OUTREACH SERVICES FOR NORTH BAY WATER REUSE AUTHORITY

ACTIVITIES JANUARY 24, 2020 THROUGH MARCH 26, 2020

TASK 1 WORKSHOPS/PUBLIC OUTREACH/MGT

1.1 Workshops

- Conference calls to discuss outcomes of Board presentation.

1.3 Public Involvement

- Updating and maintaining relevant program content and news articles on project web site.
- Provide project information to Board members as requested.
- Update historical files from this last year and previous years – both digital, hard copy files as well as samples of printed project materials.

1.4 Administration

- Performed project invoicing and developed activities report.

TASK 2 TITLE XVI FEASIBILITY STUDY/REPORT

- No Activity.

TASK 3 ENVIRONMENTAL EVALUATION

- No Activity.

TASK 4 FINANCIAL CAPABILITIES DETERMINATION

- No Activity.

TASK 5 PHASE 2 GRANT APPLICATION AND MANAGEMENT

- No Activity.

TASK 6 PHASE 1 SERVICES

- No Activity.

Weir Technical Services
 Program Management Services for North Bay Water Reuse Authority (FY2019/20)
 Sonoma County Water Agency Project-Activity Code N0001D034

**July, August, September, October, & November
 2019 Progress Report**

2.1 Task 1: Authority Board of Directors (Board) and Technical Advisory Committee (TAC) Meeting Management

- Reviewed information from Water Bond Coalition regarding SB45 and proposed bond issue.
- Email communication with member agency regarding Board meeting schedule.
- Email communication with Agency staff to set up conference call to discuss October Agenda and related issues. Email communication with consultant regarding conference call issues.
- Email communication with Agency regarding program development issues.
- Participated in conference call with Agency and consultant to discuss the October agenda and related issues. Email communication with consultant and Agency regarding report preparation.
- Drafted October 28, 2019 Agenda and agenda reports and sent to Agency staff and consultants for additions. Finalized reports and compiled all items as a draft for review by the Chair. Finalized and distributed agenda packet. Monitored PSPS and fire issues. Sent cancellation notice of October 28, 2019 meeting on behalf of the Chair.
- Participated in conference call with Agency staff to reschedule cancelled meeting. Contacted Chair to determine appropriate date. Sent Outlook appointment and monitored responses. Updated December 9, 2019 packet with corrected dates and distributed same.

2.2 Task 2: Financial Management

- Updated FY18/19 Consultant Cost Tracking spreadsheet.
- Created FY19/20 Consultant Cost Tracking spreadsheet.

2.3 Task 3: Project Support and Review

- There was no activity for this task during the reporting period.

2.4 Task 4: Program Planning

- Prepared and submitted May and June 2019 invoice for program management services. Updated accounting files.
- Completed July through November timesheets for combined July-November invoice.

2.5 Task 5: Governance Issues

- There was no activity for this task during the reporting period.

Weir Technical Services
 Program Management Services for North Bay Water Reuse Authority (FY2019/20)
 Sonoma County Water Agency Project-Activity Code N0001D034

December 2019 – March 2020

Progress Report

2.1 Task 1: Authority Board of Directors (Board) and Technical Advisory Committee (TAC) Meeting Management

- Set up template for December 9, 2019 Board meeting minutes.
- Traveled to and from office to Novato to attend December 9, 2019 Board meeting.
- Drafted minutes from December 9, 2019 meeting and sent to Agency staff for review. Made modification based on comments received. Sent to Board for review. Made additional modifications based on comments received.
- Received 2020 Form 700 information form FPPC. Forwarded to Agency staff. Sent email to Board with request to complete Form 700 and return to Agency staff. Worked with Agency staff to track submittal of forms. Responded to questions from Board members on same.
- Drafted list of topics for TAC conference call and sent to Agency staff for review. Sent Doodle poll for TAC conference call and monitored responses. Selected best date and scheduled same.
- Sent list of topics to TAC for conference call. Participated in same. Drafted notes from TAC conference call and modified based on comments received.
- Sent Doodle polls for July and September 2020 TAC conference calls.
- Reviewed plans and agenda for Water Bond Coalition conference call.
- Email communication with Agency staff and Chair regarding conducting April 27, 2020 Board meeting. Determined teleconference was acceptable and no physical location required.
- Drafted April 27, 2020 Agenda and sent to Agency staff for review. Modified agenda based on comments received. Sent to Chair for review and comment.
- Updated contacts and distribution lists

2.2 Task 2: Financial Management

- Email communication and budget review with consultant regarding financial issues and NBWRA.
- Email communication with Agency staff regarding IRWM funding for Phase 2.

2.3 Task 3: Project Support and Review

- There was no activity for this task during the reporting period.

2.4 Task 4: Program Planning

- Prepared and submitted July - November 2019 invoice for program management services. Updated accounting files.

2.5 Task 5: Governance Issues

- There was no activity for this task during the reporting period.

Page 1

Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
April 27, 2020

ITEM NO. 9 FINANCIAL REPORTS FOR FISCAL YEAR ENDING JUNE 30, 2020

Action Requested

None at this time.

Fiscal Year Ending June 30, 2020

The following items are attached for the Board's information for Fiscal Year ending June 30, 2020:

- a. Consultant Cost Tracking for FY19/20 through March 31, 2020
- b. FY2019/20 Monthly Project Cost Summary as of April 20, 2020
- c. FY2019/20 Budget Allocations as of April 20, 2020
- d. FY2019/20 Transaction Summaries for Phase 1, Phase 2, Joint Use, and Discretionary as of April 20, 2020
- e. Interest Earned by Fiscal Year

Items a.-e. are summaries for FY2019/20. In the Consultant Cost Tracking spreadsheet costs by month are shown by column across the top. Only the most current three months of the fiscal year are shown, but carryover data is included. Total costs are included. Percent remaining is based on the total budget. The rest of the SCWA items are as described above. Through March 31, 2020 all items are tracking normally. Item d., Transaction Summaries includes a new spreadsheet to show discretionary expenses not budgeted. Associate member dues are used for these expenses.

NOTE: Marin County has not paid its Associate Member invoice for \$5,000 last year or this year.

Recommendation

None at this time.

North Bay Water Reuse Authority

April 22, 2020

Consultant Cost Tracking

Fiscal Year 2019/20

	Jan-20	Feb-20	Mar-20	FY2018/19 YTD	Approved FY2018/19	FY2019/20 YTD	Approved FY2019/20	Prior FY Carryover	Total Available	Amount Remaining
Phase 1 Support										
Grant Applications & Management - B&C	-	-	-	9,609	-	2,068	-	45,102	45,102	33,425
Total Costs for Phase 1 Support	-	-	-	9,609	-	2,068	-	45,102	45,102	33,425

Phase 2 Feasibility Study										
Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin, Outreach - B&C	2,791	-	2,261	108,512	126,103	29,979	-	105,867	231,970	93,479
Engineering Task 2 Feasibility Study - B&C	-	-	-	30,300	-	13,373	-	73,456	73,456	29,783
Engineering Tasks 3 & 4, Environmental & Financial Capability - B&C	2,258	-	-	172,270	155,000	7,625	-	110,114	265,114	85,218
SCWA Administration - Grants and EIR/EIS - SCWA	-	4	-	49,259	82,500	21,603	-	(19,217)	63,283	(7,579)
Total Costs for Study	5,048	4	2,261	360,341	363,603	72,580	-	270,219	633,822	273,481
Total Costs for Phase 2	5,048	4	2,261	516,927	469,528	72,580	-			273,481

Joint Use										
Program Management - Weir	720	720	640	17,683	-	8,398	-	57,426	57,426	31,345
SCWA Administration	3,442	2,670	2,528	84,290	60,000	18,082	-	48,147	108,147	5,774
Total Costs for Joint Use	4,162	3,390	3,168	101,973	60,000	26,481	-	105,573	165,573	37,119

Total Costs										
Planning, Engineering, and Funding Management - B&C	5,048	-	2,261	311,082	281,103	53,045	-	334,538	615,641	251,515
Program Management - Weir	720	720	640	17,683	-	8,398	-	57,426	57,426	31,345
SCWA Administration	3,442	2,674	2,528	133,550	142,500	39,685	-	28,930	171,430	(1,805)
Total Costs for NBWRA	9,210	3,394	5,429	618,900	529,528	101,129	-	420,894	950,422	230,393

**North Bay Water Reuse Authority
Project Cost Summary
as of April 20, 2020**

<u>TOTAL FY 19/20 PROJECT COSTS</u>							
Project	Consultant	FY 19/20 Budget	FY 18/19 Budget Carryover	Total	Total Expenses in FY 19/20	Remaining Funds	Percent Remaining
Planning, Engineering and Funding Management	Brown & Caldwell	-	227,082.30	227,082.30	51,807.92	175,274.38	77.19%
Program Development and Federal/State Advocacy	B&A/TBD	50,000.00	4,238.10	54,238.10	-	54,238.10	100.00%
Program Management	Weir Technical Services	-	39,742.96	39,742.96	8,398.44	31,344.52	78.87%
SCWA Administration	SCWA	137,500.00	(3,491.42)	134,008.58	40,953.53	93,055.05	69.44%
TOTAL BUDGET		\$ 187,500.00	\$ 267,571.94	\$ 455,071.94	101,159.89	\$ 353,912.05	77.77%
<u>Phase 1</u>							
Project	Consultant	FY 19/20 Budget	FY 18/19 Budget Carryover	Total	Total Expenses in FY 19/20	Remaining Funds	Percent Remaining
Grant Applications and Management	Brown & Caldwell		34,784.26	34,784.26	2,068.00	32,716.26	94.05%
TOTAL BUDGET		\$ -	\$ 34,784.26	\$ 34,784.26	\$ 2,068.00	\$ 32,716.26	0.00%
<u>Phase 2 - Support</u>							
Project	Consultant	FY 19/20 Budget	FY 18/19 Budget Carryover	Total	Total Expenses in FY 19/20	Remaining Funds	Percent Remaining
Program Development	TBD	15,000.00	3,920.55	18,920.55	-	18,920.55	100.00%
Federal Advocacy	TBD	17,500.00	317.55	17,817.55	-	17,817.55	100.00%
State Advocacy	TBD	17,500.00	-	17,500.00	-	17,500.00	100.00%
TOTAL BUDGET		\$ 50,000.00	\$ 4,238.10	\$ 54,238.10	-	\$ 54,238.10	100.00%
<u>Phase 2 - Feasibility Study</u>							
Project	Consultant	FY 19/20 Budget	FY 18/19 Budget Carryover	Total	Total Expenses in FY 19/20	Remaining Funds	Percent Remaining
Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin and Outreach	Brown & Caldwell	-	104,438.43	104,438.43	28,741.42	75,697.01	72.48%
Engineering: Task 2 Feasibility Study	Brown & Caldwell	-	36,905.40	36,905.40	13,373.00	23,532.40	63.76%
Engineering Tasks 3 & 4 : Environmental and Financial Capability	Brown & Caldwell	-	50,954.21	50,954.21	7,625.50	43,328.71	85.03%
SCWA Administration - Grants and EIR/EIS	SCWA	45,000.00	4,963.62	49,963.62	21,603.11	28,360.51	56.76%
TOTAL BUDGET		\$ 45,000.00	\$ 197,261.66	\$ 242,261.66	\$ 71,343.03	\$ 170,918.63	70.55%
<u>Joint Use</u>							
Project	Consultant	FY 19/20 Budget	FY 18/19 Budget Carryover	Total	Total Expenses in FY 19/20	Remaining Funds	Percent Remaining
Program Management	Weir Technical Services	-	39,742.96	39,742.96	8,398.44	31,344.52	78.87%
SCWA Administration	SCWA	92,500.00	(8,455.04)	84,044.96	19,350.42	64,694.54	76.98%
TOTAL BUDGET		\$ 92,500.00	\$ 31,287.92	\$ 123,787.92	27,748.86	\$ 96,039.06	77.58%

**North Bay Water Reuse Authority
Project Cost Summary
as of April 20, 2020**

TOTAL FY 19/20 PROJECT COSTS											
Project	Consultant	Original Budget	Carryover	Total Budget	Original Contract	Amend	Total Contract	Uncommitted	Total Expenses in FY 19/20	Remaining	% Avail.
Planning, Engineering and Funding Management	Brown & Caldwell	-	227,082.30	227,082.30					51,807.92	175,274.38	77.19%
Program Development and Federal/State Advocacy	TBD	50,000.00	4,238.10	54,238.10					-	54,238.10	100.00%
Program Management	Weir Technical Services	-	39,742.96	39,742.96					8,398.44	31,344.52	78.87%
SCWA Administration	SCWA	137,500.00	(3,491.42)	134,008.58					40,953.53	93,055.05	69.44%
TOTAL BUDGET		\$ 187,500.00	\$ 267,571.94	\$ 455,071.94	\$ -	\$ -	\$ -	\$ -	101,159.89	\$ 353,912.05	77.77%
Phase 1											
Project	Consultant	Original Budget	Carryover	Total Budget	Original Contract	Amend	Total Contract	Uncommitted	Total Expenses in FY 19/20	Remaining	% Avail.
Grant Applications and Management	Brown & Caldwell	-	34,784.26	34,784.26					2,068.00	32,716.26	94.05%
TOTAL BUDGET		\$ -	\$ 34,784.26	\$ 34,784.26	\$ -	\$ -	\$ -	\$ -	\$ 2,068.00	\$ 32,716.26	0.00%
Phase 2 - Support											
Project	Consultant	Original Budget	Carryover	Total Budget	Original Contract	Amend	Total Contract	Uncommitted	Total Expenses in FY 19/20	Remaining	% Avail.
Program Development	TBD	15,000.00	3,920.55	18,920.55					-	18,920.55	100.00%
Federal Advocacy	TBD	17,500.00	317.55	17,817.55					-	17,817.55	100.00%
State Advocacy	TBD	17,500.00	-	17,500.00					-	17,500.00	100.00%
TOTAL BUDGET		\$ 50,000.00	\$ 4,238.10	\$ 54,238.10	\$ -	\$ -	\$ -	\$ -	-	\$ 54,238.10	100.00%
¹ Contract amendment for extension through end of FY 18/19											
Phase 2 - Feasibility Study											
Project	Consultant	Original Budget	Carryover	Total Budget	Original Contract	Amend	Total Contract	Uncommitted	Total Expenses in FY 19/20	Remaining	% Avail.
Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin and Outreach	Brown & Caldwell	-	104,438.43	104,438.43					28,741.42	75,697.01	72.48%
Engineering: Task 2 Feasibility Study	Brown & Caldwell	-	36,905.40	36,905.40					13,373.00	23,532.40	63.76%
Engineering Tasks 3 & 4 : Environmental and Financial Capability	Brown & Caldwell	-	50,954.21	50,954.21					7,625.50	43,328.71	85.03%
Administration - Grants and EIR/EIS	SCWA	45,000.00	4,963.62	49,963.62					21,603.11	28,360.51	56.76%
TOTAL BUDGET		\$ 45,000.00	\$ 197,261.66	\$ 242,261.66	\$ -	\$ -	\$ -	\$ -	\$ 71,343.03	\$ 170,918.63	70.55%
Joint Use											
Project	Consultant	Original Budget	Carryover	Total Budget	Original Contract	Amend	Total Contract	Uncommitted	Total Expenses in FY 19/20	Remaining	% Avail.
Program Management	Weir Technical Services	-	39,742.96	39,742.96					8,398.44	31,344.52	78.87%
Administration	SCWA	92,500.00	(8,455.04)	84,044.96					19,350.42	64,694.54	76.98%
TOTAL BUDGET		\$ 92,500.00	\$ 31,287.92	\$ 123,787.92	\$ -	\$ -	\$ -	\$ -	27,748.86	\$ 96,039.06	77.58%

**North Bay Water Reuse Authority
Project Cost Summary
as of April 20, 2020**

Agreement Rollovers From 18/19 Budget											
Project	Consultant	FY 18/19 Budget	Carryover For FY 18/19	Total Budget	Total Expenses (In Prior Years)	Amend	Remaining Amount	Uncommitted (expired) Amount	Total Expenses in FY 18/19	Remaining	% Avail.
Phase 1:											
Grant Applications and Management - B&C	Brown & Caldwell	-	45,102.01	45,102.01	-	-	-	-	10,317.75	34,784.26	77.12%
Program Development	TBD	-	-	-	-	-	-	-	-	-	0.00%
Federal Advocacy	TBD	-	-	-	-	-	-	-	-	-	0.00%
Phase 2 - Support											
Program Development	TBD	110,850.00	-	110,850.00	-	-	-	-	106,929.45	3,920.55	3.54%
State Advocacy	TBD	65,000.00	-	65,000.00	-	-	-	-	64,682.45	317.55	0.49%
Federal Advocacy	TBD	36,000.00	-	36,000.00	-	-	-	-	36,000.00	-	0.00%
Phase 2 - Feasibility Study											
Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin and Outreach	Brown & Caldwell	126,103.00	105,866.56	231,969.56	-	-	-	-	127,531.13	104,438.43	45.02%
Engineering: Task 2 Feasibility Study	Brown & Caldwell	-	73,455.76	73,455.76	-	-	-	-	36,550.36	36,905.40	50.24%
Engineering Tasks 3 & 4 : Environmental and Financial Capability	Brown & Caldwell	155,000.00	110,114.02	265,114.02	-	-	-	-	214,159.81	50,954.21	19.22%
SCWA Administration - Grants and EIR/EIS	SCWA	82,500.00	(19,215.94)	63,284.06	-	-	-	-	58,319.44	4,964.62	7.84%
Joint Use											
Program Management	Weir Technical Services	-	57,425.86	57,425.86	-	-	-	-	17,682.90	39,742.96	69.21%
SCWA Administration	SCWA	60,000.00	48,146.75	108,146.75	-	-	-	-	116,601.79	(8,455.04)	-14.09%
TOTAL BUDGET		\$ 635,453.00	\$ 420,895.02	\$ 1,056,348.02	\$ -	\$ -	\$ -	\$ -	\$ 788,775.08	\$ 267,572.94	25.33%

Total FY19/20 Budget for all Phases	187,500.00
Rollover From Prior Years	267,571.94
Total	455,071.94
Expenses Incurred in FY 19/20 (Including budget for rollover amounts)	101,159.89
Amount Remaining	353,912.05
Unbudgeted Expenses (Discretionary)	-
Total Charges to NBWR FY 19/20	\$101,159.89

Uncommitted indicates either a contract has not been issued, an existing contract has not yet been amended per approved NBWRA FY Budgets, or funds have been released from contract.

2019/20 Budget Allocations + Amendments

Phase 1 Support											
	Total Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
<i>MOU Percent for Phase 1</i>		7.239%	31.894%	8.611%	27.473%	3.572%	17.640%	3.571%	0.000%	0.000%	0.000%
Grant Applications and Management	0	-	-	-	-	-	-	-	-	-	-
Program Development	0	-	-	-	-	-	-	-	-	-	-
Federal Advocacy	0	-	-	-	-	-	-	-	-	-	-
Total	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Phase 2 Support											
Shared on the Basis of Phase 2 Project Cost in Feasibility Study	Total Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
<i>Percent for Phase 2 Support</i>		0.000%	14.286%	14.286%	14.286%	14.286%	0.000%	0.000%	14.286%	14.286%	14.286%
Program Development	15,000.00	-	2,143	2,142	2,143	2,143	-	-	2,143	2,143	2,143
Federal Advocacy	17,500.00	-	2,500	2,500	2,500	2,500	-	-	2,500	2,500	2,500
State Advocacy	17,500.00	-	2,500	2,500	2,500	2,500	-	-	2,500	2,500	2,500
Total	\$ 50,000.00	\$ -	7,143.00	7,142.00	7,143.00	7,143.00	-	-	7,143.00	7,143.00	7,143.00

Phase 2 Feasibility Study - Two Years											
Shared on the Basis of Phase 2 Project Cost in Feasibility Study	Total Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
<i>Percent for Phase Engineering mtgs, etc.</i>		0.000%	14.286%	14.286%	14.286%	14.286%	0.000%	0.000%	14.286%	14.286%	14.286%
Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin and Outreach	-	-	-	-	-	-	-	-	-	-	-
<i>Percent for Phase 2 Feasibility Study</i>		0.000%	30.303%	21.212%	9.091%	6.061%	0.000%	0.000%	21.212%	3.030%	9.091%
Engineering: Task 2 Feasibility Study	-	-	-	-	-	-	-	-	-	-	-
<i>Percent for Phase 2 EIR/EIS & Financial Cap</i>		0.000%	4.225%	8.198%	4.784%	9.962%	0.000%	0.000%	44.009%	10.355%	15.936%
Engineering Tasks 3 & 4 : Environmental and Financial Capability	-	-	-	-	-	-	-	-	-	-	-
<i>Percent for Phase 2 SCWA</i>		0.000%	6.059%	14.286%	14.286%	14.286%	0.000%	0.000%	14.286%	14.286%	14.286%
SCWA Administration - Grants and EIR/EIS	45,000.00	-	3,040.00	3,689.00	2,153.00	4,483.00	-	-	19,804.00	4,660.00	7,171.00
Total	\$ 45,000.00	\$ -	\$ 3,040.00	\$ 3,689.00	\$ 2,153.00	\$ 4,483.00	\$ -	\$ -	\$ 19,804.00	\$ 4,660.00	\$ 7,171.00

Joint Use											
Shared on the Basis of Phase 2 Project Cost in Feasibility Study	Total Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
<i>Percent for Joint Use</i>		10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%
Program Management	-	-	-	-	-	-	-	-	-	-	-
SCWA Administration	92,500.00	9,250.00	9,250.00	9,250.00	9,250.00	9,250.00	9,250.00	9,250.00	9,250.00	9,250.00	9,250.00
Total	\$ 92,500.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00

Summary per Agency											
Agency	Total Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
Total	\$ 187,500	\$ 9,250	\$ 19,433	\$ 20,081	\$ 18,546	\$ 20,876	\$ 9,250	\$ 9,250	\$ 36,197	\$ 21,053	\$ 23,564

<u>Date</u>	<u>Description</u>	<u>Amount</u>			<u>Las Gallinas</u>	<u>Napa</u>	<u>Novato</u>	<u>SVCSD</u>	<u>SCWA</u>	<u>North Marin Water Dist.</u>	<u>Napa County</u>
7/1/2019	Beginning Balance	143,388.47	b		15,129.39	50,079.58	13,386.66	23,377.96	5,118.71	31,177.35	5,118.82
9/11/2019	Brown and Caldwell -11350323	(1,410.00)	p	bc3	(102.07)	(449.71)	(121.42)	(387.37)	(50.36)	(248.72)	(50.35)
9/27/2019	Brown and Caldwell -11352677	(658.00)	p	bc3	(47.63)	(209.86)	(56.66)	(180.77)	(23.51)	(116.07)	(23.50)
Current NBWRA Balance \$ 141,320.47					\$ 14,979.69	\$ 49,420.01	\$ 13,208.58	\$ 22,809.82	\$ 5,044.84	\$ 30,812.56	\$ 5,044.97
PENDING					-	-	-	-	-	-	-
Projected Balance \$ 141,320.47					\$ 14,979.69	\$ 49,420.01	\$ 13,208.58	\$ 22,809.82	\$ 5,044.84	\$ 30,812.56	\$ 5,044.97
					10.60%	34.97%	9.35%	16.14%	3.57%	21.80%	3.57%
Current NBWRA Reconciliation					Current NBWRA Phase 1 Support Reconciliation by Entity						
Beginning Balance		143,388.47	b		15,129.39	50,079.58	13,386.66	23,377.96	5,118.71	31,177.35	5,118.82
Deposits		-	d		-	-	-	-	-	-	-
Interest Earnings		-	i		-	-	-	-	-	-	-
Payments		(2,068.00)	p		(149.70)	(659.57)	(178.08)	(568.14)	(73.87)	(364.79)	(73.85)
Total:		141,320.47			14,979.69	49,420.01	13,208.58	22,809.82	5,044.84	30,812.56	5,044.97
Current NBWRA Obligations											
<u>Vendor</u>	<u>Encumbrances</u>				<u>Paid to date</u>	<u>Adjustments</u>	<u>Balance</u>	<u>Expires</u>	<u>% Spent</u>		
Grant Applications and Management - (B&C: FY 14/15 - 16/17)	34,784.26		bc3		2,068.00		32,716.26		5.95%	Carryover from Last FY	
Grant Applications and Management - (B&C: FY 17/18)	-										
Program Development - (B&A: FY 17/18)	-										
Federal Advocacy (TFG sub) - (B&A: FY 17/18)	-										
Total	34,784.26				2,068.00	-	32,716.26		5.95%		

Date	Description	Amount		Las Galinas	Napa	Novato	SVCSD	SCWA	City of Petaluma	Marin Muni Water Dist.	American Canyon
Phase 2 - Support											
7/1/2019	Beginning Balance	12,225.21	b	647.63	1,692.96	1,692.96	1,692.96	1,696.85	1,692.96	1,878.26	1,230.63
3/5/2020	SCWA - PH2: SUPPORT - Invoice FY 19/20 (WTRN-82)	7,143.00	d					7,143.00			
3/5/2020	SVCSD - PH2: SUPPORT - Invoice FY 19/20 (WTRN-81)	7,143.00	d				7,143.00				
3/16/2020	NOVATO SANI - PH2: SUPPORT - Invoice FY 19/20 (WTRN-76)	7,142.00	d			7,142.00					
4/3/2020	NAPA SANI - PH2: SUPPORT - Invoice FY 19/20 (WTRN-75)	7,143.00	d		7,143.00						
4/13/2020	PETALUMA - PH2: SUPPORT - Invoice FY 19/20 (WTRN-78)	7,143.00	d						7,143.00		
4/13/2020	MMWD - PH2: SUPPORT - Invoice FY 19/20 (WTRN-77)	7,143.00	d							7,143.00	
4/13/2020	AMERICAN CANYON - PH2: SUPPORT - Invoice FY 19/20 (WTRN-80)	7,143.00	d								7,143.00
Current NBWRA Phase 2 - Support Balance \$ 62,225.21				\$ 647.63	\$ 8,835.96	\$ 8,834.96	\$ 8,835.96	\$ 8,839.85	\$ 8,835.96	\$ 9,021.26	\$ 8,373.63
PENDING											
Projected NBWRA Phase 2 - Support Balance \$ 62,225.21				\$ 647.63	\$ 8,835.96	\$ 8,834.96	\$ 8,835.96	\$ 8,839.85	\$ 8,835.96	\$ 9,021.26	\$ 8,373.63
				1.04%	14.20%	14.20%	14.20%	14.21%	14.20%	14.50%	13.46%
Current NBWRA Phase 2 - Support Reconciliation Totals											
Beginning Balance	12,225.21	b	Current NBWRA Phase 2 - Support Reconciliation by Entity								
Deposits	50,000.00	d	647.63	1,692.96	1,692.96	1,692.96	1,696.85	1,692.96	1,878.26	1,230.63	
Interest Earnings	-	j	-	7,143.00	7,142.00	7,143.00	7,143.00	7,143.00	7,143.00	7,143.00	
Payments	-	p	-	-	-	-	-	-	-	-	
Total	\$ 62,225.21		\$ 647.63	\$ 8,835.96	\$ 8,834.96	\$ 8,835.96	\$ 8,839.85	\$ 8,835.96	\$ 9,021.26	\$ 8,373.63	
Current NBWRA Phase 2 - Support Obligations											
Vendor			Encumbrances	Paid to date	Adjustments	Balance	Expires	% Spent			
Phase 2 - Support											
Program Development - (B&A: FY 18/19)		3,920.55	ba1-pd	-		3,920.55		0.00%	Carryover from Last FY		
Federal Advocacy (TFG sub) - (B&A: FY 18/19)		317.55	ba1-fa	-		317.55		0.00%	Carryover from Last FY		
State Advocacy (TFG sub) - (B&A: FY 18/19)		-	ba1-sa	-		-		#DIV/0!			
Program Development - (TBD FY 19/20)		15,000.00	ba2-pd	-		15,000.00		0.00%			
Federal Advocacy (TFG sub) - (TBD FY 19/20)		17,500.00	ba2-fa	-		17,500.00		0.00%			
State Advocacy (TFG sub) - (TBD FY 19/20)		17,500.00	ba2-sa	-		17,500.00		0.00%			
Subtotal		\$ 54,238.10		-	-	\$ 54,238.10		0.00%			

Date	Description	Amount			Las Galinas	Napa	Novato	SVCSD	SCWA	City of Petaluma	Marin Muni Water Dist.	American Canyon
Phase 2 - Feasibility Study												
Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin and Outreach												
7/1/2019	Beginning Balance	104,438.43	b		-	14,921.56	14,920.56	14,920.56	14,914.59	14,919.56	14,920.80	14,920.80
9/11/2019	Brown and Caldwell -11350323	(6,900.42)	p	bc5	-	(985.77)	(985.77)	(985.77)	(985.80)	(985.77)	(985.77)	(985.77)
9/27/2019	Brown and Caldwell -11352677	(5,426.29)	p	bc5	-	(775.18)	(775.18)	(775.18)	(775.21)	(775.18)	(775.18)	(775.18)
11/26/2019	Brown and Caldwell -11355468	(2,790.75)	p	bc5	-	(398.68)	(398.68)	(398.68)	(398.67)	(398.68)	(398.68)	(398.68)
12/13/2019	Brown and Caldwell -11356326	(5,697.16)	p	bc5	-	(813.88)	(813.88)	(813.88)	(813.88)	(813.88)	(813.88)	(813.88)
1/10/2020	Brown and Caldwell -11359436	(1,775.38)	p	bc5	-	(253.63)	(253.63)	(253.63)	(253.60)	(253.63)	(253.63)	(253.63)
2/25/2020	Brown and Caldwell -11362628	(3,360.50)	p	bc5	-	(480.07)	(480.07)	(480.07)	(480.08)	(480.07)	(480.07)	(480.07)
3/3/2020	Brown and Caldwell -11363604	(2,790.92)	p	bc5	-	(398.70)	(398.70)	(398.70)	(398.72)	(398.70)	(398.70)	(398.70)
					-	-	-	-	-	-	-	-
Current NBWRA Phase 2 - Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin and Outreach Balance					\$	75,697.01						
PENDING												
Projected NBWRA Phase 2 - Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin and Outreach Balance					\$	75,697.01						
							0.00%	14.29%	14.29%	14.29%	14.29%	14.29%
Current NBWRA Phase 2 Feasibility Study Eng Tasks 1 & 5 Reconciliation Totals												
	Beginning Balance	104,438.43	b		-	14,921.56	14,920.56	14,920.56	14,914.59	14,919.56	14,920.80	14,920.80
	Deposits	-	d		-	-	-	-	-	-	-	-
	Interest Earnings	-	i		-	-	-	-	-	-	-	-
	Payments	(28,741.42)	p		-	(4,105.91)	(4,105.91)	(4,105.91)	(4,105.96)	(4,105.91)	(4,105.91)	(4,105.91)
Total					\$	75,697.01						
					\$	-	\$ 10,815.65	\$ 10,814.65	\$ 10,814.65	\$ 10,808.63	\$ 10,813.65	\$ 10,814.89
Current NBWRA Phase 2 - Feasibility Study: Engineering Tasks 1 & 5 Obligations												
Vendor												
Encumbrances												
Paid to date												
Adjustments												
Balance												
Expires												
% Spent												
Phase 2 - Feasibility Study												
Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin and Outreach:												
Brown & Caldwell: (FY 17/18)					-	bc4	-	-	#DIV/0!	Carryover from Last FY		
Brown & Caldwell: (FY 18/19)					104,438.43	bc5	28,741.42	75,697.01	27.52%	Carryover from Last FY		
Subtotal					\$	104,438.43	\$	28,741.42	\$	-	\$	75,697.01
												27.52%

Date			Description			Amount			Las Galinas		Napa		Novato		SVCSD		SCWA		City of Petaluma		Marin Muni Water Dist.		American Canyon						
Phase 2 - Feasibility Study																													
Engineering: Task 2 Feasibility Study																													
7/1/2019		Beginning Balance				36,905.40		b				-		11,183.45		7,828.58		3,354.89		2,236.32		7,828.58		1,118.69		3,354.89			
9/11/2019		Brown and Caldwell -11350323				(2,256.00)		p		bc3		-		(683.64)		(478.54)		(205.09)		(136.74)		(478.54)		(68.36)		(205.09)			
9/27/2019		Brown and Caldwell -11352677				(9,519.00)		p		bc3		-		(2,884.54)		(2,019.17)		(865.37)		(576.95)		(2,019.17)		(288.43)		(865.37)			
11/26/2019		Brown and Caldwell -11355468				(658.00)		p		bc3		-		(199.39)		(139.57)		(59.82)		(39.89)		(139.57)		(19.94)		(59.82)			
2/25/2020		Brown and Caldwell -11362628				(940.00)		p		bc3		-		(284.85)		(199.39)		(85.46)		(56.97)		(199.39)		(28.48)		(85.46)			
						-						-		-		-		-		-		-		-		-			
		PENDING				Current NBWRA Phase 2 - Engineering Task 2 Feasibility Study Balance		\$		23,532.40		\$		-		\$ 7,131.03		\$ 4,991.91		\$ 2,139.15		\$ 1,425.77		\$ 4,991.91		\$ 713.48		\$ 2,139.15	
						Projected NBWRA Phase 2 - Engineering Task 2 Feasibility Study Balance		\$		23,532.40		\$		-		\$ 7,131.03		\$ 4,991.91		\$ 2,139.15		\$ 1,425.77		\$ 4,991.91		\$ 713.48		\$ 2,139.15	
												0.00%		30.30%		21.21%		9.09%		6.06%		21.21%		3.03%		9.09%			
Current NBWRA Phase 2 Feasibility Study Eng Task 2 Reconciliation Totals																													
		Beginning Balance				36,905.40		b				-		11,183.45		7,828.58		3,354.89		2,236.32		7,828.58		1,118.69		3,354.89			
		Deposits				-		d				-		-		-		-		-		-		-		-			
		Interest Earnings				-		i				-		-		-		-		-		-		-		-			
		Payments				(13,373.00)		p				-		(4,052.42)		(2,836.67)		(1,215.74)		(810.55)		(2,836.67)		(405.21)		(1,215.74)			
		Total				\$		23,532.40				\$		-		\$ 7,131.03		\$ 4,991.91		\$ 2,139.15		\$ 1,425.77		\$ 4,991.91		\$ 713.48		\$ 2,139.15	
Current NBWRA Phase 2 - Feasibility Study: Engineering Task 2 Obligations																													
		Vendor				Encumbrances				Paid to date		Adjustments		Balance		Expires				% Spent									
		Phase 2 - Feasibility Study																											
		Engineering: Task 2 Feasibility Study:																											
		Brown & Caldwell: (FY 14/15 - 16/17)				36,905.40		bc3		13,373.00				23,532.40				36.24%				Carryover from Last FY							
		Brown & Caldwell: (FY 18/19)				36,905.40																Carryover from Last FY							
		Subtotal				\$		73,810.80		\$		13,373.00		\$		-		\$		23,532.40		18.12%							

Date	Description	Amount			Las Galinas	Napa	Novato	SVCSD	SCWA	City of Petaluma	Marin Muni Water Dist.	American Canyon
Phase 2 - Feasibility Study												
Engineering: Tasks 3 & 4 Environmental and Financial Capability												
7/1/2019	Beginning Balance	50,954.21	b		-	3,440.83	4,178.01	2,442.61	5,070.04	22,420.46	5,277.85	8,124.41
9/11/2019	Brown and Caldwell -11350323	(472.50)	p	bc5	-	(31.92)	(38.74)	(22.60)	(47.07)	(207.94)	(48.93)	(75.30)
9/27/2019	Brown and Caldwell -11352677	(472.50)	p	bc5	-	(31.92)	(38.74)	(22.60)	(47.07)	(207.94)	(48.93)	(75.30)
11/26/2019	Brown and Caldwell -11355468	(188.00)	p	bc5	-	(12.70)	(15.41)	(8.99)	(18.73)	(82.74)	(19.47)	(29.96)
12/13/2019	Brown and Caldwell -11356326	(3,201.00)	p	bc5	-	(216.23)	(262.42)	(153.14)	(318.91)	(1,408.73)	(331.46)	(510.11)
1/10/2020	Brown and Caldwell -11359436	(1,034.00)	p	bc5	-	(69.85)	(84.77)	(49.47)	(103.01)	(455.05)	(107.07)	(164.78)
3/3/2020	Brown and Caldwell -11363604	(2,257.50)	p	bc5	-	(152.49)	(185.07)	(108.00)	(224.92)	(993.50)	(233.76)	(359.76)
Current NBWRA Phase 2 - Engineering Tasks 3 & 4 Environmental and Financial Capability Balance \$ 43,328.71					\$ -	\$ 2,925.72	\$ 3,552.86	\$ 2,077.81	\$ 4,310.33	\$ 19,064.56	\$ 4,488.23	\$ 6,909.20
PENDING												
Projected NBWRA Phase 2 - Engineering Tasks 3 & 4 Environmental and Financial Capability Balance \$ 43,328.71					\$ -	\$ 2,925.72	\$ 3,552.86	\$ 2,077.81	\$ 4,310.33	\$ 19,064.56	\$ 4,488.23	\$ 6,909.20
					0.00%	6.75%	8.20%	4.80%	9.95%	44.00%	10.36%	15.95%
Current NBWRA Phase 2 Feasibility Study Eng Tasks 3 & 4 Reconciliation Totals					Current NBWRA Phase 2 Feasibility Study Eng Tasks 3 & 4 Reconciliation by Entity							
Beginning Balance	50,954.21	b	-	3,440.83	4,178.01	2,442.61	5,070.04	22,420.46	5,277.85	8,124.41		
Deposits	-	d	-	-	-	-	-	-	-	-		
Interest Earnings	-	i	-	-	-	-	-	-	-	-		
Payments	(7,625.50)	p	-	(515.11)	(625.15)	(364.80)	(759.71)	(3,355.90)	(789.62)	(1,215.21)		
Total	\$ 43,328.71		\$ -	\$ 2,925.72	\$ 3,552.86	\$ 2,077.81	\$ 4,310.33	\$ 19,064.56	\$ 4,488.23	\$ 6,909.20		
Current NBWRA Phase 2 - Feasibility Study: Engineering Tasks 3 & 4 Obligations												
Vendor	Encumbrances	Paid to date	Adjustments	Balance	Expires	% Spent						
Phase 2 - Feasibility Study												
Engineering: Tasks 3 & 4: Environmental and Financial Capability:												
Brown & Caldwell: (FY 14/15 - 16/17)	-	bc3	-	-	#DIV/0!	Carryover from Last FY						
Brown & Caldwell: (FY 18/19)	50,954.21	bc5	7,625.50	43,328.71	14.97%	Carryover from Last FY						
Subtotal	\$ 50,954.21	\$ 7,625.50	\$ -	\$ 43,328.71	14.97%							

Date	Description	Amount	Las Galinas	Napa	Novato	SVCSD	SCWA	City of Petaluma	Marin Muni Water Dist.	American Canyon
Phase 2 - Feasibility Study										
SCWA Administration - Grants and EIR/EIS:										
7/1/2019	Beginning Balance	4,964.62	b	-	709.59	709.59	709.59	709.80	709.59	707.73
7/24/2019	Salary/Assn Chgs Applied - N2	(378.76)	p	a5	-	(54.11)	(54.11)	(54.10)	(54.11)	(54.11)
7/25/2019	Salary/Assn Chgs Applied - N2	(566.01)	p	a5	-	(80.86)	(80.86)	(80.85)	(80.86)	(80.86)
7/25/2019	Salary/Assn Chgs Applied - N2	(1,261.94)	p	a5	-	(180.28)	(180.28)	(180.26)	(180.28)	(180.28)
7/30/2019	Salary/Assn Chgs Applied - N2	189.38	p	a5	-	27.05	27.05	27.05	27.05	27.05
8/14/2019	Salary/Assn Chgs Applied - N2	(2,173.53)	p	a5	-	(310.51)	(310.51)	(310.47)	(310.51)	(310.51)
8/26/2019	Salary/Assn Chgs Applied - N2	(270.48)	p	a5	-	(38.64)	(38.64)	(38.64)	(38.64)	(38.64)
8/26/2019	Salary/Assn Chgs Applied - N2	(502.28)	p	a5	-	(71.76)	(71.76)	(71.76)	(71.76)	(71.76)
8/26/2019	Salary/Assn Chgs Applied - N2	(399.18)	p	a6	-	(57.03)	(57.03)	(57.03)	(57.03)	(57.03)
9/5/2019	Salary/Assn Chgs Applied - N2	(377.24)	p	a6	-	(53.89)	(53.89)	(53.90)	(53.89)	(53.89)
9/5/2019	Salary/Assn Chgs Applied - N5	(88.76)	p	a6	-	(12.68)	(12.68)	(12.68)	(12.68)	(12.68)
9/5/2019	Salary/Assn Chgs Applied - N2	(2,345.91)	p	a6	-	(335.14)	(335.14)	(335.07)	(335.14)	(335.14)
9/30/2019	Salary/Assn Chgs Applied - N2	(850.25)	p	a6	-	(121.47)	(121.47)	(121.47)	(121.47)	(121.47)
9/30/2019	Salary/Assn Chgs Applied - N2	(180.34)	p	a6	-	(25.76)	(25.76)	(25.78)	(25.76)	(25.76)
10/3/2019	Salary/Assn Chgs Applied - N2	(1,842.27)	p	a6	-	(263.19)	(263.19)	(263.13)	(263.19)	(263.19)
10/18/2019	Salary/Assn Chgs Applied - N2	(2,234.13)	p	a6	-	(319.17)	(319.17)	(319.17)	(319.17)	(319.17)
11/6/2019	Salary/Assn Chgs Applied - N2	(1,093.09)	p	a6	-	(156.16)	(156.16)	(156.13)	(156.16)	(156.16)
11/14/2019	Salary/Assn Chgs Applied - N2	(634.37)	p	a6	-	(90.63)	(90.63)	(90.59)	(90.63)	(90.63)
11/14/2019	XTELESIS CORPORATION	(5.80)	p	a6	-	(0.83)	(0.83)	(0.82)	(0.83)	(0.83)
11/27/2019	Salary/Assn Chgs Applied - N2	(5,498.86)	p	a6	-	(785.57)	(785.57)	(785.44)	(785.57)	(785.57)
12/2/2019	XTELESIS CORPORATION	(3.95)	p	a6	-	(0.56)	(0.56)	(0.59)	(0.56)	(0.56)
12/30/2019	Salary/Assn Chgs Applied - N2	(1,081.74)	p	a6	-	(154.54)	(154.54)	(154.50)	(154.54)	(154.54)
2/18/2020	XTELESIS CORPORATION	(3.60)	p	a6	-	(0.51)	(0.51)	(0.54)	(0.51)	(0.51)
3/5/2020	SCWA - PH2: SCWA Administration - Invoice FY 19/20 (WTRN-82)	4,483.00	d					4,483.00		
3/5/2020	SVCSD - PH2: SCWA Administration - Invoice FY 19/20 (WTRN-81)	2,153.00	d				2,153.00			
3/16/2020	NOVATO SANI - PH2: SCWA Administration - Invoice FY 19/20 (WTRN-76)	3,689.00	d							
4/3/2020	NAPA SANI - PH2: SCWA Administration - Invoice FY 19/20 (WTRN-75)	3,040.00	d			3,040.00				
4/13/2020	PETALUMA - PH2: SCWA Administration - Invoice FY 19/20 (WTRN-78)	19,804.00	d						19,804.00	
4/13/2020	MMWD - PH2: SCWA Administration - Invoice FY 19/20 (WTRN-77)	4,660.00	d							4,660.00
4/13/2020	AMERICAN CANYON - PH2: SCWA Administration - Invoice FY 19/20 (WTRN-80)	7,171.00	d							7,171.00
Current NBWRA Phase 2 - SCWA Administration and EIR/EIS \$				\$ -	\$ 663.35	\$ 1,312.35	\$ (223.65)	\$ 2,107.13	\$ 17,427.35	\$ 2,281.49
PENDING										
Projected NBWRA Phase 2 - SCWA Administration and EIR/EIS \$				\$ -	\$ 663.35	\$ 1,312.35	\$ (223.65)	\$ 2,107.13	\$ 17,427.35	\$ 2,281.49
				0.00%	2.34%	4.63%	-0.79%	7.43%	61.45%	8.04%
Current NBWRA Phase 2 Feasibility Study SCWA Administration - Grants and EIR/EIS Reconciliation Totals										
Beginning Balance	4,964.62	b		-	709.59	709.59	709.59	709.80	709.59	707.73
Deposits	45,000.00	d		-	3,040.00	3,689.00	2,153.00	4,483.00	19,804.00	7,171.00
Interest Earnings	-	i		-	-	-	-	-	-	-
Payments	(21,603.11)	p		-	(3,086.24)	(3,086.24)	(3,086.24)	(3,086.67)	(3,086.24)	(3,086.24)
Total	\$ 28,361.51			\$ -	\$ 663.35	\$ 1,312.35	\$ (223.65)	\$ 2,107.13	\$ 17,427.35	\$ 2,281.49
Current NBWRA Phase 2 - Feasibility Study: SCWA Administration - Grants and EIR/EIS Obligations										
Vendor			Encumbrances		Paid to date		Adjustments	Balance	Expires	% Spent
Phase 2 - Feasibility Study										
SCWA Administration - Grants and EIR/EIS:										
SCWA: (FY 18/19)			4,963.62	a5	4,963.62		-		100.00%	Carryover from Last FY
SCWA: (FY 19/20)			45,000.00	a6	16,639.49		28,360.51		36.98%	
Subtotal			\$ 49,963.62		\$ 21,603.11	\$ -	\$ 28,360.51		43.24%	
Phase 2 Feasibility Study Balance Totals										
Current NBWRA Phase 2 - Feasibility Study Balance			170,919.63		-	21,535.75	20,671.77	14,807.96	18,651.86	52,297.47
Projected NBWRA Phase 2 - Feasibility Study Balance			170,919.63		-	21,535.75	20,671.77	14,807.96	18,651.86	52,297.47
									18,298.09	24,656.73
									18,298.09	24,656.73
*Projected Balance includes all pending transactions										

Date	Description	Amount	Las Galinas Napa Novato SVCSD SCWA City of Petaluma Marin Muni Water Dist. American Canyon								
Summary											
Phase 2 Support & Feasibility Study Balance Totals											
Current NBWRA Phase 2 Balance		233,144.84	647.63	30,371.71	29,506.73	23,643.92	27,491.71	61,133.43	27,319.35	33,030.36	
Projected NBWRA Phase 2 Balance		233,144.84	647.63	30,371.71	29,506.73	23,643.92	27,491.71	61,133.43	27,319.35	33,030.36	
Current NBWRA Phase 2 - Support & Feasibility Study Reconciliation Totals											
Beginning Balance	209,487.87	b d i p	Current NBWRA Phase 2 - Support & Feasibility Study Reconciliation by Entity								
Deposits	95,000.00		647.63	31,948.39	29,329.70	23,120.61	24,627.60	47,571.15	23,903.33	28,339.46	
Interest Earnings	-		-	10,183.00	10,831.00	9,296.00	11,626.00	26,947.00	11,803.00	14,314.00	
Payments	(71,343.03)		-	-	-	-	-	-	-	-	
Totals		233,144.84	-	(11,759.68)	(10,653.97)	(8,772.69)	(8,761.89)	(13,384.72)	(8,386.98)	(9,623.10)	
			647.63	30,371.71	29,506.73	23,643.92	27,491.71	61,133.43	27,319.35	33,030.36	
NBWRA Phase 2 - Support & Feasibility Study Total Obligations											
Vendor		Encumbrances	Paid to date	Adjustments	Balance	Expires	% Spent				
Phase 2 - Support & Feasibility Study Totals											
Program Development - (B&A: FY 18/19)		3,920.55	ba1-pd	-	-	3,920.55	0.00%				
Federal Advocacy (TFG sub) - (B&A: FY 18/19)		317.55	ba1-fa	-	-	317.55	0.00%				
State Advocacy (TFG sub) - (B&A: FY 18/19)			ba1-sa	-	-		0.00%				
Program Development - (TBD FY 19/20)		15,000.00	ba2-pd	-	-	15,000.00	0.00%				
Federal Advocacy (TFG sub) - (TBD FY 19/20)		17,500.00	ba2-fa	-	-	17,500.00	0.00%				
State Advocacy (TFG sub) - (TBD FY 19/20)		17,500.00	ba2-sa	-	-	17,500.00	0.00%				
Brown & Caldwell: (FY 14/15 - 16/17)		36,905.40	bc3	13,373.00	-	23,532.40	36.24%				
Brown & Caldwell: (FY 17/18)		-	bc4	-	-	-	0.00%				
Brown & Caldwell: (FY 18/19)		155,392.64	bc5	36,366.92	-	119,025.72	23.40%				
SCWA: (FY 18/19)		4,963.62	a5	4,963.62	-	-	100.00%				
SCWA: (FY 19/20)		45,000.00	a6	16,639.49	-	28,360.51	36.98%				
Subtotal		\$ 296,499.76	\$ 71,343.03	\$ -	\$ 225,156.73	24.06%					
*Projected Balance includes all pending transactions											

			Las Gallinas	Napa	Novato	SVCSD	SCWA	North Marin Water Dist.	Napa County	City of Petaluma	Marin Muni Water Dist.	American Canyon
Date	Description	Amount										
7/1/2019	Beginning Balance	102,120.21 b	12,481.59	12,481.59	12,481.59	12,481.59	12,481.45	12,481.59	12,481.59	8,771.72	2,988.75	2,988.75
7/25/2019	Salary/Assn Chgs Applied	(662.58) p a6	(66.26)	(66.26)	(66.26)	(66.26)	(66.24)	(66.26)	(66.26)	(66.26)	(66.26)	(66.26)
8/14/2019	Salary/Assn Chgs Applied	(1,065.32) p a6	(106.53)	(106.53)	(106.53)	(106.53)	(106.55)	(106.53)	(106.53)	(106.53)	(106.53)	(106.53)
8/26/2019	Salary/Assn Chgs Applied	(243.58) p a6	(24.36)	(24.36)	(24.36)	(24.36)	(24.34)	(24.36)	(24.36)	(24.36)	(24.36)	(24.36)
9/5/2019	Salary/Assn Chgs Applied	(126.45) p a6	(12.65)	(12.65)	(12.65)	(12.65)	(12.60)	(12.65)	(12.65)	(12.65)	(12.65)	(12.65)
9/30/2019	Salary/Assn Chgs Applied	(631.03) p a6	(63.10)	(63.10)	(63.10)	(63.10)	(63.13)	(63.10)	(63.10)	(63.10)	(63.10)	(63.10)
10/3/2019	Salary/Assn Chgs Applied	(688.97) p a6	(68.90)	(68.90)	(68.90)	(68.90)	(68.87)	(68.90)	(68.90)	(68.90)	(68.90)	(68.90)
10/7/2019	Travel Expense	(7.35) p a6	(0.74)	(0.74)	(0.74)	(0.74)	(0.69)	(0.74)	(0.74)	(0.74)	(0.74)	(0.74)
10/18/2019	Salary/Assn Chgs Applied	(646.40) p a6	(64.64)	(64.64)	(64.64)	(64.64)	(64.64)	(64.64)	(64.64)	(64.64)	(64.64)	(64.64)
11/6/2019	Salary/Assn Chgs Applied	(2,105.20) p a6	(210.52)	(210.52)	(210.52)	(210.52)	(210.52)	(210.52)	(210.52)	(210.52)	(210.52)	(210.52)
11/14/2019	Salary/Assn Chgs Applied	(63.20) p a6	(6.32)	(6.32)	(6.32)	(6.32)	(6.32)	(6.32)	(6.32)	(6.32)	(6.32)	(6.32)
11/22/2019	Food	(9.50) p a6	(0.95)	(0.95)	(0.95)	(0.95)	(0.95)	(0.95)	(0.95)	(0.95)	(0.95)	(0.95)
11/22/2019	Travel Expense	(24.00) p a6	(2.40)	(2.40)	(2.40)	(2.40)	(2.40)	(2.40)	(2.40)	(2.40)	(2.40)	(2.40)
11/25/2019	XTELESIS CORPORATION	(5.05) p a6	(0.51)	(0.51)	(0.51)	(0.51)	(0.46)	(0.51)	(0.51)	(0.51)	(0.51)	(0.51)
11/27/2019	Salary/Assn Chgs Applied	(718.54) p a6	(71.85)	(71.85)	(71.85)	(71.85)	(71.89)	(71.85)	(71.85)	(71.85)	(71.85)	(71.85)
12/30/2019	Salary/Assn Chgs Applied	(3,133.50) p a6	(313.35)	(313.35)	(313.35)	(313.35)	(313.35)	(313.35)	(313.35)	(313.35)	(313.35)	(313.35)
1/2/2020	Weir Technical Services SCWA_07-11-19	(2,242.96) p w3	(262.71)	(262.71)	(262.71)	(262.71)	(262.71)	(262.71)	(262.71)	(262.71)	(70.64)	(70.64)
1/2/2020	Weir Technical Services SCWA_07-11-19	(2,397.04) p w4	(239.70)	(239.70)	(239.70)	(239.70)	(239.74)	(239.70)	(239.70)	(239.70)	(239.70)	(239.70)
1/8/2020	Salary/Assn Chgs Applied	(950.40) p a6	(95.04)	(95.04)	(95.04)	(95.04)	(95.04)	(95.04)	(95.04)	(95.04)	(95.04)	(95.04)
1/24/2020	Salary/Assn Chgs Applied	(2,491.48) p a6	(249.15)	(249.15)	(249.15)	(249.15)	(249.13)	(249.15)	(249.15)	(249.15)	(249.15)	(249.15)
2/6/2020	Salary/Assn Chgs Applied	(1,290.03) p a6	(129.00)	(129.00)	(129.00)	(129.00)	(129.03)	(129.00)	(129.00)	(129.00)	(129.00)	(129.00)
2/20/2020	Salary/Assn Chgs Applied	(1,380.23) p a6	(138.02)	(138.02)	(138.02)	(138.02)	(138.05)	(138.02)	(138.02)	(138.02)	(138.02)	(138.02)
3/5/2020	SCWA - Joint Use - Invoice FY 19/20 (WTRN-82)	3,250.00 d					3,250.00					
3/5/2020	SVCSD - Joint Use - Invoice FY 19/20 (WTRN-81)	3,250.00 d				3,250.00	-					
3/9/2020	Salary/Assn Chgs Applied	(1,673.31) p a6	(167.33)	(167.33)	(167.33)	(167.33)	(167.34)	(167.33)	(167.33)	(167.33)	(167.33)	(167.33)
3/16/2020	NOVATO SANI - Joint Use - Invoice FY 19/20 (WTRN-76)	3,250.00 d			3,250.00							
3/20/2020	Salary/Assn Chgs Applied	(854.99) p a6	(85.50)	(85.50)	(85.50)	(85.50)	(85.49)	(85.50)	(85.50)	(85.50)	(85.50)	(85.50)
4/2/2020	Salary/Assn Chgs Applied	(126.60) p a6	(12.66)	(12.66)	(12.66)	(12.66)	(12.66)	(12.66)	(12.66)	(12.66)	(12.66)	(12.66)
4/3/2020	NAPA SANI - Joint Use - Invoice FY 19/20 (WTRN-75)	3,250.00 d										
4/3/2020	NAPA COUNTY - Joint Use - Invoice FY 19/20 (WTRN-79)	3,250.00 d							3,250.00			
4/13/2020	NMWD - Joint Use - Invoice FY 19/20 (WTRN-74)	3,250.00 d					-	3,250.00				
4/13/2020	PETALUMA - Joint Use - Invoice FY 19/20 (WTRN-78)	3,250.00 d								3,250.00		
4/13/2020	MMWD - Joint Use - Invoice FY 19/20 (WTRN-77)	3,250.00 d									3,250.00	
4/13/2020	American Canyon - Joint Use - Invoice FY 19/20 (WTRN-80)	3,250.00 d										3,250.00
4/17/2020	Weir Technical Services SCWA_12-19-03-20	(3,758.44) p w4	(375.84)	(375.84)	(375.84)	(375.84)	(375.88)	(375.84)	(375.84)	(375.84)	(375.84)	(375.84)
4/17/2020	Salary/Assn Chgs Applied	(452.71) p a6	(45.27)	(45.27)	(45.27)	(45.27)	(45.28)	(45.27)	(45.27)	(45.27)	(45.27)	(45.27)
Current NBWRA Balance \$ 103,621.35			\$ 9,668.29	\$ 12,918.29	\$ 12,918.29	\$ 12,918.29	\$ 12,918.15	\$ 12,918.29	\$ 12,918.29	\$ 9,208.42	\$ 3,617.52	\$ 3,617.52
PENDING			-	-	-	-	-	-	-	-	-	-
Projected Balance \$ 103,621.35			\$ 9,668.29	\$ 12,918.29	\$ 12,918.29	\$ 12,918.29	\$ 12,918.15	\$ 12,918.29	\$ 12,918.29	\$ 9,208.42	\$ 3,617.52	\$ 3,617.52
			9.33%	12.47%	12.47%	12.47%	12.47%	12.47%	12.47%	8.89%	3.49%	3.49%
Current NBWRA Reconciliation			Current NBWRA Joint Use Reconciliation by Entity									
Beginning Balance	102,120.21 b		12,481.59	12,481.59	12,481.59	12,481.59	12,481.45	12,481.59	12,481.59	8,771.72	2,988.75	2,988.75
Deposits	29,250.00 d		-	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00
Interest Earnings	- i		-	-	-	-	-	-	-	-	-	-
Payments	(27,748.86) p		(2,813.30)	(2,813.30)	(2,813.30)	(2,813.30)	(2,813.30)	(2,813.30)	(2,813.30)	(2,813.30)	(2,621.23)	(2,621.23)
Total:	103,621.35		9,668.29	12,918.29	12,918.29	12,918.29	12,918.15	12,918.29	12,918.29	9,208.42	3,617.52	3,617.52
Current NBWRA Obligations												
Vendor	Encumbrances		Paid to date	Adjustments	Balance	Expires	% Spent					
Program Mangement - (Weir : FY 14/15 - 16/17)	2,242.96 w3		2,242.96		-		100.00%	Carryover from Last FY				
Program Mangement - (Weir : FY 17/18)	37,500.00 w4		6,155.48		31,344.52		16.41%	Carryover from Last FY				
SCWA Administration - (SCWA : FY 17/18)	- a4		-		-		#DIV/0!	Carryover from Last FY				
SCWA Administration - (SCWA : FY 18/19)	(8,455.04) a5		-		(8,455.04)		0.00%					
SCWA Administration - (SCWA : FY 19/20)	92,500.00 a6		19,350.42		73,149.58		20.92%					
Total	123,787.92		27,748.86	-	96,039.06	-	22.42%					

<u>Date</u>	<u>Description</u>	<u>Amount</u>	
7/1/2019	Beginning Balance	51,639.50	b
			p
			p
			p
Current NBWRA Balance		51,639.50	
PENDING			
	Marin County Associate Member Fee (WTRN-77)	5,000.00	
Projected Balance		56,639.50	

Current NBWRA Reconciliation			
Beginning Balance	51,639.50	b	
Deposits	-	d	
Interest Earnings	-	i	
Payments	-	p	
Balance	51,639.50		

<u>Combined</u>	<u>Marin Muni</u>	<u>City of</u>
	<u>Water Dist.</u>	<u>American Canyon</u>
51,639.50	21,884.62	20,000.00
-		
-		
-		
51,639.50	-	21,884.62
	20,000.00	15,000.00
-		
51,639.50	-	21,884.62
	20,000.00	15,000.00
	MMWD	Marin County
		AM

Current NBWRA Joint Use Reconciliation by Entity				
51,639.50	-	21,884.62	20,000.00	15,000.00
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
51,639.50	-	21,884.62	20,000.00	15,000.00

NBWA Obligations						
<u>Vendor</u>	<u>Encumbrances</u>	<u>Paid to date</u>	<u>Adjustments</u>	<u>Balance</u>	<u>Expires</u>	<u>% Spent</u>
<u>N/A</u>						
Total	-	-	-	-		
<u>Project</u>	<u>Unencumbered</u>	<u>Spent</u>	<u>Misc.</u>	<u>Balance</u>		<u>% Spent</u>
Admin Agency Services (Unallocated)	-	ua	-	-		0%
Admin Agency Services (Room Rental)	-	rr	-	-		0%
Federal Congressional Tour	-	ft	-	-		0%
State Congressional Tour	-	st	-	-		0%
Total	-	-	-	-		
Miscellaneous Expenses		m	-			
	<u>Scheduled costs</u>	<u>Expenses</u>	<u>Adjustments</u>	<u>Balance</u>		<u>% Spent</u>
Total	-	-	-	-		0%

Interest
North Bay Water Reuse Authority
as of April 20, 2020

FY2013/2014

Period	Date Posted	Amount
1st Quarter	10/15/2013	\$ 1,335.43
2nd Quarter	1/15/2014	\$ 1,445.77
3rd Quarter	4/16/2014	\$ 1,034.70
4th Quarter	7/16/2014	\$ 590.63
Total		\$ 4,406.53

FY2014/2015

Period	Date Posted	Amount
1st Quarter	10/15/2014	\$ 1,849.53
2nd Quarter	1/15/2015	\$ 2,430.25
3rd Quarter	4/16/2015	\$ 2,256.57
4th Quarter	7/15/2015	\$ 1,682.38
Total		\$ 8,218.73

FY2015/2016

Period	Date Posted	Amount
1st Quarter	10/15/2015	\$ 1,631.68
2nd Quarter	1/15/2016	\$ 3,371.28
3rd Quarter	4/15/2016	\$ 3,509.54
4th Quarter	7/15/2016	\$ 3,407.03
Total		\$ 11,919.53

FY2016/2017

Period	Date Posted	Amount
1st Quarter	10/14/2016	\$ 4,111.97
2nd Quarter	1/13/2017	\$ 5,277.04
3rd Quarter	4/14/2017	\$ 5,383.46
4th Quarter	7/14/2017	\$ 5,766.27
Total		\$ 20,538.74

FY2017/2018

Period	Date Posted	Amount
1st Quarter	10/17/2017	\$ 5,909.98
2nd Quarter	1/12/2018	\$ 7,669.67
3rd Quarter	4/13/2018	\$ 6,628.28
4th Quarter	7/13/2018	\$ 6,146.03
Total		\$ 26,353.96

Interest
North Bay Water Reuse Authority
as of April 20, 2020
FY2018/2019

Period	Date Posted	Amount
1st Quarter	10/15/2018	\$ 5,512.88
2nd Quarter	1/15/2019	\$ 6,454.76
3rd Quarter	4/12/2019	\$ 7,728.98
4th Quarter	7/12/2019	\$ 7,205.96
Total		\$ 26,902.58

FY2019/2020

Period	Date Posted	Amount
1st Quarter	10/11/2019	\$ 6,387.63
2nd Quarter	1/10/2020	\$ 5,694.80
3rd Quarter	4/9/2020	\$ 5,477.49
4th Quarter		
Total		\$ 17,559.92

Page 1

Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
April 27, 2020

**ITEM NO. 10 PHASE 1: STATUS OF RECONCILIATION AND CLOSEOUT
ACTIVITIES AND APPROVAL OF A REQUEST FOR A SIX-MONTH EXTENSION
WITH USBR ON CLOSEOUT**

Action Requested

Approval of request for a six-month extension with USBR on the closeout of NBWRA Phase 1.

Summary

Reconciliation and closeout are ongoing as Sonoma Water and Las Gallinas Valley Sanitary District (LGVSD) work to complete the LGVSD Recycled Water Treatment Upgrade project which is the sole remaining Phase 1 project.

The LGVSD Recycled Water Treatment Upgrade project is 95% complete and scheduled for commissioning in August 2020. Once complete Sonoma Water will shift into the final phase of administrative reconciliation working towards full closeout of the grant agreement.

The closeout will include the final reconciliation and cost reallocation as well as submittal of the project closeout report to USBR. The current completion deadline under the grant agreement is September 30, 2020. Under normal circumstances, this is a tight window to complete the closeout process, but these are not normal circumstances. In light of the impacts of the coronavirus and considering the time needed for final costs to be reported and captured by accounting systems, previous closeouts durations, the anticipated time to coordinate the project closeout report with Phase 1 member agencies and USBR, and time needed to perform the final reallocation, Sonoma Water would like to request a 6 month extension from USBR.

Recommendation

Approval of request for a six-month extension with USBR on the closeout of NBWRA Phase 1.

Page 1

Agenda Explanation
 North Bay Water Reuse Authority
 Board of Directors
 April 27, 2020

ITEM NO. 11 STATUS OF PHASE 2 EIR/EIS

Action Requested

None at this time.

Summary

- Without some action to cause Reclamation to act the neither NEPA document nor the financial Capability Report will be reviewed by Reclamation
- Funds remain for a third WaterSMART grant application. If the grant is accepted, then Reclamation will have the ability to complete review of the NEPA document and the Financial Capability Report

Due to the impacts of COVID-19 on the economy, the federal government has been implementing financial stimulus packages to try to minimize impacts on the economy. There is a possibility that a new stimulus package similar to the American Recovery and Reinvestment Act of 2009 (ARRA) could be approved. NBWRA received approximately \$7 million in funding for “shovel ready” projects from ARRA. In the event a new stimulus package is approved, NBWRA should prepare in advance and position itself to compete for these federal funds.

Essentially, NBWRA would be asking Reclamation to reconsider their previous position to not spend any staff hours on NBWRA in the absence of a Reclamation action. NBWRA should be in position for any new available federal funding related to infrastructure implementation through a new stimulus funding bill. The status and steps for this are outlined below:

1. All agencies have completed their local approvals.
2. Reclamation has completed Section 106 consultation with Tribes and State Historic Preservation Office (SHPO).
 - a. We are starting to hear that tribes are going to formally request that all Section 106 processes be suspended so that they can address CONVID-19 response. Having Section 106 complete is a potential differentiator for NBWRA relative to other shovel ready projects.
3. Section 7 Biological Assessment is complete: Reclamation just needs to write a cover letter to initiate Section 7 Consultation.
 - a. This should be an easy task to ask Reclamation to see if they would have any flexibility in their previous position.
- 4 NEPA: NBWRA would need to restart and complete a new NEPA process with Reclamation, but with the document prepared, schedule focus would be on driving the public review processes, probably 6 months.
 - a. Notice of Preparation in Federal Register. (2 months)
 - b. Draft EIS Circulation (2 months)
 - c. Response to Comments (1 month)
 - d. Record of Decision. (1 month)

Page 2

Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
April 27, 2020

NBWRA's environmental consultant, ESA (a sub to Brown & Caldwell) is in a position to reach out to Reclamation and set up a call at the staff level with Sonoma Water to see if they would be willing to start the Section 7 consultation process, the rationale being the potential for NBWRA to receive federal funding under a future stimulus package, if that would be of interest to SCWA and NBWRA. Additional efforts from ESA would be required for the steps described above.

B&C's agreement ends on June 30, 2020. If the effort described above is needed and acted upon, it would take an extension of the B&C agreement. One possibility would be to include contingency funds in the FY2020/21 Budget in case this effort is needed. The FY2020/21 Budget is considered separately under Agenda Item No. 14.

Recommendation

None at this time.

Page 1

Agenda Explanation
 North Bay Water Reuse Authority
 Board of Directors
 April 27, 2020

ITEM NO. 12 ACCEPTANCE OF FUNDING FROM IRWMP FOR CITY OF PETALUMA AND CITY OF AMERICAN CANYON AND AUTHROIZE SONOMA WATER TO ACT AS THE FISCAL AGENT AND PROGRAM ADMINISTRATOR.

Action Requested

Approve acceptance of funding from IRWMP for City of Petaluma and City of American Canyon and authorize Sonoma Water to act as the fiscal agent and program administrator. Sonoma Water will then enter into separate agreements with the two Cities, which will not require approval by the Board.

Summary

NBWRA requested IRWMP funding for a subset of Phase 2 projects under the San Francisco Bay Area region's 2019 Proposition 1 Grant Solicitation in June 2019.

The subprojects included in the proposal included:

1. City of Petaluma Increase Ellis Creek Water Recycling Facility (ECWRF) Capacity Project which will include facility upgrades at the existing ECWRF to increase tertiary filtration and disinfection capacity by 2.12 million gallons per day (2,375 AFY), providing a yield of 712 AFY.
2. City of American Canyon (AC) Phase 1 Recycled Water Distribution System Expansion project which will construct several pipeline extensions to their existing system to deliver recycled water to landscaping and industrial users on potable water and convert them to recycled water for non-potable uses. The proposed project would construct 3,070 LF of 6-inch-diameter pipelines that lie within existing built roadways to provide 48 AFY of additional yield.

The proposal was reviewed by the Bay Area IRWMP Project Screening Committee (PSC) and ranked 4th out of 27 projects. The PSC recommended awarding \$ 4,061,270 to the two subprojects. Based on the PSC recommendation, NBWRA presented the proposal before a committee of DWR representatives at a workshop in August 2019. DWR provided feedback and an application was submitted in November 2019. On April 2, 2020 DWR sent the following email:

Dear Interested Parties,

The Department of Water Resources (DWR) is pleased to release draft recommended funding lists (attached) for four Funding Areas for the Proposition 1 Round 1 Integrated Regional Water Management (IRWM) Implementation Grant Solicitation. The draft recommendations would provide approximately \$61 million in Proposition 1 funding to eleven proposals in the Colorado River, Lahontan, San Francisco, and Santa Ana Funding Areas, of which \$19M will directly benefit Disadvantaged Communities. (Note:

Awards for other funding areas will be released as available; the timing is based on DWR's receipt of the grant applications).

Some projects have been recommended for funding on a conditional basis; the applicants should refer to the embedded notes as well as the [Round 1 Implementation Grant Proposal Solicitation Package](#) regarding additional information required to be submitted. The required information to address the noted conditions can be submitted to DWR_IRWM@water.ca.gov and must be received no later than Monday, May 4, 2020 by 5:00 pm. Applicants should contact DWR if additional time is needed for the response, due to the COVID-19 public health emergency; however, such delay will subsequently delay the final funding awards.

*These funding recommendations are subject to a public review period of 21 calendar days (timeframe extended due to the health emergency) through Thursday, April 23, 2020 by 5:00 pm. **Public Comments on the Draft List of Awarded Projects can be submitted to DWR_IRWM@water.ca.gov**. Any comments on the Draft List of Awarded Projects received after that date and time will not be considered when developing the Final List of Awarded Projects.*

For more information on the IRWM Grant Program, visit the [IRWM Grant Program website](#).

If you have any questions, please contact us at DWR_IRWM@water.ca.gov.

The recommended project list for the San Francisco Bay Area is attached for the Board's information. The North Bay Water Reuse Project Phase II for City of American Canyon and City of Petaluma is included on the list with a total funding request of \$4,061,270. Based on the email from DWR it is possible that final approval may occur before the Board meeting.

Sonoma Water, acting on behalf of NBWRA would be the local project sponsor and would coordinate implementation and reporting on the grant award with City of Petaluma and City of American Canyon.

All local project sponsors are required to adopt the latest revision of the BAIRWMP plan. Sonoma Water as the fiscal sponsor will adopt the plan revisions, when finalized.

As was reported as the last meeting, since NBWRA is a sponsor of the two approved subprojects, the NBWRA Board will need to approve acceptance of the IRWMP funding at this meeting.

Page 3

Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
April 27, 2020

Recommendation

Approve acceptance of funding from IRWMP for City of Petaluma and City of American Canyon and authorize Sonoma Water to act as the fiscal agent and program administrator. Sonoma Water will then enter into separate agreements with the two Cities, which will not require approval by the Board.



Recommended Funding List – Round 1 Integrated Regional Water Management (IRWM) Implementation Grant Solicitation

Disclaimer: The Recommended Award, Cost Share, and Total Proposal Cost are all estimated and conditional until final terms and conditions are agreed upon and an agreement has been executed. The awarded grant amount listed in the executed agreement can be less than the Recommended Award amount listed here based upon final negotiations between the Awardee and DWR. DWR staff may determine certain projects/tasks are not eligible or do not meet the requirements outlined in the 2019 IRWM Guidelines and Round 1 Implementation Grant Proposal Solicitation Package (PSP) and are subject to change.

Funding Area: San Francisco Bay Area						
IRWM Region: San Francisco Bay Area		Applicant: Association of Bay Area Governments				Proposal Notes: A
Project Name	Project Implementing Agency	Implementing Agency Type	Primary Benefit	DAC Funding Requested	General Implementation Funding Request	Project Notes:
Grant Agreement Administration	Association of Bay Area Governments	Public Agency			\$994,550	-
Calistoga Water and Habitat Project	Napa County Resource Conservation District	Public Agency	Water Supply Reliability		\$2,028,808	-
Upstream San Francisco Creek Flood Protection, Ecosystem Restoration, and Recreation Project	San Francisco Creek Joint Powers Authority	Public Agency	Flood Protection		\$2,964,479	-
Bay Area Water Conservation	East Bay Municipal Utilities District (+10 Others)	Public Utility	Water Conservation		\$4,177,875	-
San Francisco Zoo Recycled Water Pipeline Project	San Francisco Public Utilities Commission	Public Utility	Water Supply - Recycled Water		\$538,051	-
RD1 System Fish Passage Improvements	Alameda County Water District	Public Agency	Fishery Improvements		\$3,346,992	-
North Bay Water Reuse Project Phase II	City of American Canyon, City of Petaluma	Public Agency	Water Supply - Recycled Water		\$4,061,270	-
River Oaks Stormwater Capture*	City of San Jose - Public Works Department	Public Agency	Stormwater Management		\$3,203,550	B
Lower Walnut Creek Restoration	Contra Costa County Flood Control and Water Conservation District	Public Agency	Ecosystem Restoration		\$1,434,425	-
Total Request:				\$0	\$22,750,000	
General Proposal Score:		DAC Proposal Score:		Total Recommended Award:		
26		N/A		\$0 \$22,750,000		

* Draft Recommended Awards are conditional based upon confirmation of eligibility. See notes below for outstanding eligibility issues. If requested documentation is not submitted within 30 calendar days of the date the draft funding list is posted to the public, project may be deemed ineligible and funding award may be adjusted, or final awards may be made on a conditional basis pending submittal of such documentation prior to agreement execution at DWR’s discretion. See PSP for details regarding required documentation.

Notes:

A— Proposal did not meet cost share requirements, provide evidence of additional cost share.

B— Project may directly affect groundwater levels and/or quality. Submit additional justification regarding why project does not directly affect groundwater levels and/or quality or submit applicable documentation regarding Groundwater Management Compliance and CASGEM compliance.

Page 1

Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
April 27, 2020

ITEM NO. 13 CONSIDERATION OF CONTINUATION OF A FORMAL CONSULTING AGREEMENT FOR PROGRAM DEVELOPMENT, STATE ADVOCACY, AND FEDERAL ADVOCACY

Action Requested

Consider whether or not to have a formal consulting agreement for Program Development, State Advocacy, and Federal Advocacy.

Summary

At the December 9, 2020 meeting, Chair Rabbitt reported on the review of the Program Development team's scope of work and the recommendations of the review subcommittee. The subcommittee opted to not enter into an agreement with Bryant & Associates. Chair Rabbitt thanked members of the review committee in making tough decisions. At the same meeting, Grant Davis gave a summary of the review subcommittee meeting and results of that review. Since there is no real action at the federal level, the decision was made to not continue with the program development team. It was a difficult decision for all that participated. Sonoma Water and Brad Sherwood have been interfacing with their state and federal lobbyists. This is a low budget way to continue to have a presence in both state and federal activities. The review subcommittee tried to negotiate but were not successful. Chair Rabbitt added his thanks for all the efforts from the review subcommittee. Given limited resources, the costs and benefits did not justify a lobbying contract at this time.

On March 26, 2020 NBRWA and the Sonoma County Board of Supervisors received a letter, copy attached, from Dan Baxter, an attorney representing Bryant & Associates. The letter claims there was a Brown Act violation and demands that the Bryant & Associates contract be "reinstated." Also attached for the Board's information is a response letter from the Sonoma County Office of County Counsel, sent on behalf of Sonoma Water.

The Bryant & Associates agreement ended on June 30, 2019. As noted above the review committee opted to not recommend entering into a new agreement. They did build a balance of \$50,000 that can be used for Program Development, State Advocacy, Federal Advocacy, or a combination of the three in FY2019/20 or future fiscal years. Absent a significant budget modification, it is not feasible to issue a new agreement to any consultant for Program Development, State Advocacy, and Federal Advocacy. To close the loop on this issue, it is recommended that the Board take action by adopting a motion that a formal consulting agreement for Program Development, State Advocacy, and Federal Advocacy is not needed at this time.

Recommendation

Approve a motion to not have a formal consulting agreement for Program Development, State Advocacy, and Federal Advocacy.

March 26, 2020

DAN BAXTER
DIRECT DIAL: (916) 329-1756
DBAXTER@WILKEFLEURY.COM

**Via Certified Mail, Return Receipt Requested
and Electronic Mail (info@nbwra.org)**

North Bay Water Reuse Authority
404 Aviation Boulevard
Santa Rosa, CA 95403
ATTN: David Rabbitt, Chair

Sonoma County Board of Supervisors/Board of
Directors, Sonoma County Water Agency
575 Administration Drive, Room 100A
Santa Rosa, CA 95403
ATTN: Clerk

Re: Notice of Brown Act Violation and Demand for Reinstatement of Contract

Dear Honorable Board Members, Supervisors and Directors:

I write on behalf of Bryant & Associates with respect to the facts and circumstances attending to the February 2019 Request for Statements of Qualifications for Legislative Development Services (“RFQ”) issued by the Sonoma County Water Agency (“Sonoma Water”) on behalf of the North Bay Water Reuse Authority (“NBWRA”)¹. As described below, we believe that Sonoma Water and NBWRA’s conduct relative to that RFQ discloses violations of the Ralph M. Brown Act (“Brown Act,” California Government Code section 54950 et seq.). Absent the relief demanded herein, Bryant & Associates intends to initiate legal action against Sonoma Water and NBWRA. In that vein, this correspondence should be considered to serve as a “cease and desist” letter tendered pursuant to Government Code section 54960.2(a)(1).

A. General Background

Attached to this letter as Appendix 1 is a timeline of events detailing the circumstances giving rise to this letter. The contents of that timeline are incorporated into this letter as though fully set forth herein. Before reading this letter further, please read the entirety of that timeline.

B. Contract Award and Reversal

For nearly two decades, Bryant & Associates has provided long-term consulting services to public sector entities for regional water resource planning pertaining to conservation and

¹ The NBWRA is formalized by a Memorandum of Understanding (“MOU”) for administrative purposes, and Sonoma Water acts as fiscal agent for the organization. The currently-operative Fourth Amended MOU became operative on November 15, 2017.

North Bay Water Reuse Authority
 Sonoma County Board of Supervisors/Board of Directors, Sonoma County Water Agency
 March 26, 2020
 Page 2

drought management. During that period, Bryant & Associates provided exactly those services to the NBWRA pursuant to a series of independent contracts with Sonoma Water, the most recent of which ran from July 1, 2018 through June 30, 2019.

As the attached timeline shows, and in anticipation of the expiration of the 7/1/18-6/30/19 agreement, Sonoma Water issued a Request for Statements of Qualifications for Legislative Development Services for North Bay Water Reuse Authority (the “RFQ”) on February 8, 2019. Bryant & Associates and one other agency submitted timely responses to the RFQ. As reflected in NBWRA’s April 22, 2019 Board minutes:

Two firms submitted proposals and Bryant & Associates was ranked first. The scores and comments were similar. A motion by Director Graves, seconded by Director McDonnell to authorize Sonoma Water to negotiate a scope and cost for Program Development and Advocacy Services, including technical assistance as needed, with Bryant & Associates was unanimously approved.

With the RFQ process completed in accordance with Brown Act requirements, Bryant & Associates awaited next steps relative to finalizing and executing a contract that would commence on July 1, 2019, commensurate with the expiration of the then-extant agreement with the NBWRA.

However, that is not what happened. Brad Sherwood’s June 27, 2019 email indicating, *inter alia*, that “[y]our contract will be administered by the City of Petaluma” was the first in a series of communications that saw Sonoma Water and the NBWRA walk back its award of the contract to Bryant & Associates without following required Brown Act protocols. That course reversal occurred despite Bryant & Associates’ best efforts to comply with the repeated and shifting informational “asks” that were leveled at it by Sonoma Water, the NBWRA, and now, the City of Petaluma. By the time the July 18, 2019 meeting occurred, it was clear that the *non*-award of the contract to Bryant & Associates was a *fait accompli*. Indeed, although Grant Davis would comment at the December 9, 2019 NBWRA Board meeting that “there is no real action at the federal level,” that statement was not true. Four bills—H.R. 3723, H.R. 2473, H.R. 4891, and H.R. 1162—were introduced in 2019, and all reflected federal “action” dealing with NBWRA issues.

C. Demand for Relief

The narrative accompanying this letter establishes that Sonoma Water representatives failed to comply with NBWRA Board directives, provided false information to—and withheld information from—the Board, acted in their own self-interest at the expense of the NBWRA, and ignored the standards imposed by the NBWRA’s MOU. The conduct of the NBWRA and Sonoma Water also discloses failures to comply with the Brown Act, most notably via the NBWRA’s decision to pull its contract award from Bryant & Associates without following required public meeting protocols. The decision to pull the award was not the product of decisionmaking that

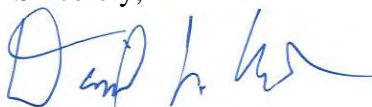
North Bay Water Reuse Authority
Sonoma County Board of Supervisors/Board of Directors, Sonoma County Water Agency
March 26, 2020
Page 3

occurred in an open, noticed meeting, but instead was the result of back room dialogue that germinated from pressure brought to bear by Congressman Huffman.

Accordingly, we hereby demand that the NBWRA's undo its reversal of the contract award to Bryant & Associates, and that said award be reinstated.

We look forward to receiving your response within 30 days.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dan Baxter", with a stylized flourish at the end.

Dan Baxter

Appendix

DLB:mt

Appendix 1

Ginger Bryant

Summary of Events with Sonoma County Water Agency

Background

North Bay Water Reuse Authority (NBWRA) and Sonoma County Water Agency (Sonoma Water)

The NBWRA was created to develop a regional water recycling program and provide a structure for cost-sharing engineering studies and advocacy associated with securing state and federal funding for construction of the program. The NBWRA is formalized by a Memorandum of Understanding (MOU) for administrative purposes and Sonoma County Water Agency (Sonoma Water) acts as administrative agent for the organization. The Board is comprised of locally elected officials from member agencies and conducts its meetings in accordance with the Brown Act. It is an Authority in name only and is not recognized as such by the State of California.

NBWRA/Sonoma Water Administration

Sonoma Co elected officials and Sonoma Water employees with administrative responsibilities discussed in this summary:

1. Sonoma Co Supervisor David Rabbitt, Director Sonoma Water, Chair of the North Bay Water Reuse Authority (NBWRA)
2. US Congressman Jared Huffman - CA's 2nd Congressional District (Ben Miller, Chief of Staff)
3. Grant Davis, General Manager, Sonoma Water
4. Brad Sherwood, Community and Governmental Affairs Manager
5. Kevin Booker, Acting Deputy Chief Engineer, Sonoma Water
6. Jake Spaulding, Grants and Funded Projects Manager, Sonoma Water

Relevant Issues and Timeline

2018-20:

The NBWRA Board directs administrative agent/consultants to begin completing the organizations work with the Engineering Team's final tasks concluding the end of FY 2020 and the Program Development team's work proposed to end in December 2020.

2016-19:

Consulting team members are having difficulty completing their tasks due to lack of response from Sonoma Water, specifically Kevin Booker and Jake Spaulding. This placed consultants in an adversarial position with the administrative agency; consultants worked for all the member agencies, but the administrative agency was not performing to professional standards. Several well documented complaints were made to Sonoma Water management.

May 2018:

Ginger Bryant was informed in conversations with Brad Sherwood and Grant Davis, that Con. Jared Huffman insists that Grant Davis, acting as NBWRA's administrative agent, not sign a

contract amendment with Bryant & Associates. The NBWRA Board approved the amendment and the contract was executed.

July 2018:

At July 23, 2018 NBWRA Board meeting, Grant Davis informed the Board that a new RFQ for Program Development & Advocacy Services would be issued, but made no mention of the situation with Con. Huffman.

At lunch with Supervisor Rabbitt, Grant Davis, and Brad Sherwood after the July 23, 2019 Board meeting, Grant Davis stated that Con. Huffman was exerting pressure to terminate Bryant & Associates services. In representing the remaining ten NBWRA member agencies, Ginger Bryant discussed how egregious it was for a member of congress to 'squeeze' Sonoma Water. Grant Davis said he needed the congressman's help on many issues and his potential lack of support for Sonoma Water interests was being used as leverage.

On July 25, 2018, the email below was sent to Supervisor Rabbitt, the Supervisor's District Director Andrea Krout, Grant Davis and Brad Sherwood, summarizing a conversation Ginger Bryant had with the Congressional Ethics Office regarding the Congressman's behavior:

David, Grant and Brad,

I fully realize you are all in a very difficult position. It is a serious issue when the actions of one individual – an elected Member of Congress – inserts themselves into an individual's ability to do business in an open and competitive manor. These actions effect many; both in and outside out of his district.

The absurdity of this situation revealed itself at Monday's NBWRA meeting where it was clear that some knew what was going on and others did not. I've had this feedback from others at the meeting so it was not just my observation. This situation is unfair and abusive to all of us on multiple levels.

As a small business owner, I am very concerned about an elected Member of Congress dictating who can do business and how it can be conducted. As such, yesterday I made inquiries to the Office of Congressional Ethics to determine exactly where the line is. The Member's name was not mentioned.

To restate my position; the Program Development and Advocacy contracts for the NBWRA were awarded to my team after a openly noticed and public solicitation. Since that time, my team has had our contract renewed and supporting budgets approved, by 11-NBWRA member agencies in three counties, with Sonoma Water acting as fiscal agent on their behalf. We have performed as per our contract and delivered results for our clients.

Below is what the Office of Congressional Ethics had to say about this situation:

1. *The actions of the Congressman are problematic and the Member's chief of staff should be urged to consider speaking with one of the attorneys at House Ethics Committee regarding the Member's actions. His actions could be perceived as an inappropriate use of his official position and an attempt to exert undue influence.*

2. *A Member of Congress cannot directly or indirectly threaten reprisal or promise favoritism or benefit to anyone. Doing so represents an exertion of undue influence and an abuse of official position. Specifically, while it is completely acceptable for a Member of Congress to give his/her opinion regarding a person or firm competing for an open position or an RFP, it is not acceptable for a Member of Congress to have a list of approved firms or people with whom they are willing to work. Similarly, it is not acceptable for a Member of Congress to have a list of firms or persons with whom they are unwilling to work. Both circumstances could be construed as a Member using their official position to either bestow or withhold benefit, which may be construed as an attempt to exercise undue influence.*
3. *Finally, it would also be problematic for a Member of Congress to seek to use their official position to exert undue influence over the actions and decisions of elected or administrative officials of other levels of government. A Member cannot directly or indirectly threaten reprisal or promise favoritism or benefit to any administrative official of the federal government. The same principle holds when dealing with an official at the state and local levels of government.*
4. *The Committee on Standards of Official Conduct has stated repeatedly and unequivocally that a Member's responsibility is to all his/her constituents equally and should be pursued with diligence irrespective of political or other considerations.*
5. *Further, the Committee has stated, without equivocation, that any direct or implied suggestion of either favoritism or reprisal in advance of, or subsequent to, any action taken by a federal, state or local agency represents an unwarranted abuse of the representative role.*

At this time, I have no plans to act on the information above. Although I know the Member's actions are unethical, I secured this opinion so that I would know exactly where the Member has crossed the line. It is my suggestion that this information be used in conversations with the Member's chief of staff to remind him that the Congressman's actions are being taken note of by a broader audience and that he may want to 'dial it back'.

Again, I realize you all are in a difficult position and I'm sorry for both you, and those whose interests you are representing. Everyone, everywhere is having to stand up to increasingly egregious unethical behavior – strange times indeed.

Whether or not I continue to work with you in the future remains to be seen and I'm fully aware I may become collateral damage within this bigger problem. However, I do know this individuals' behavior will continue and increase in intensity unless there is some pushback.

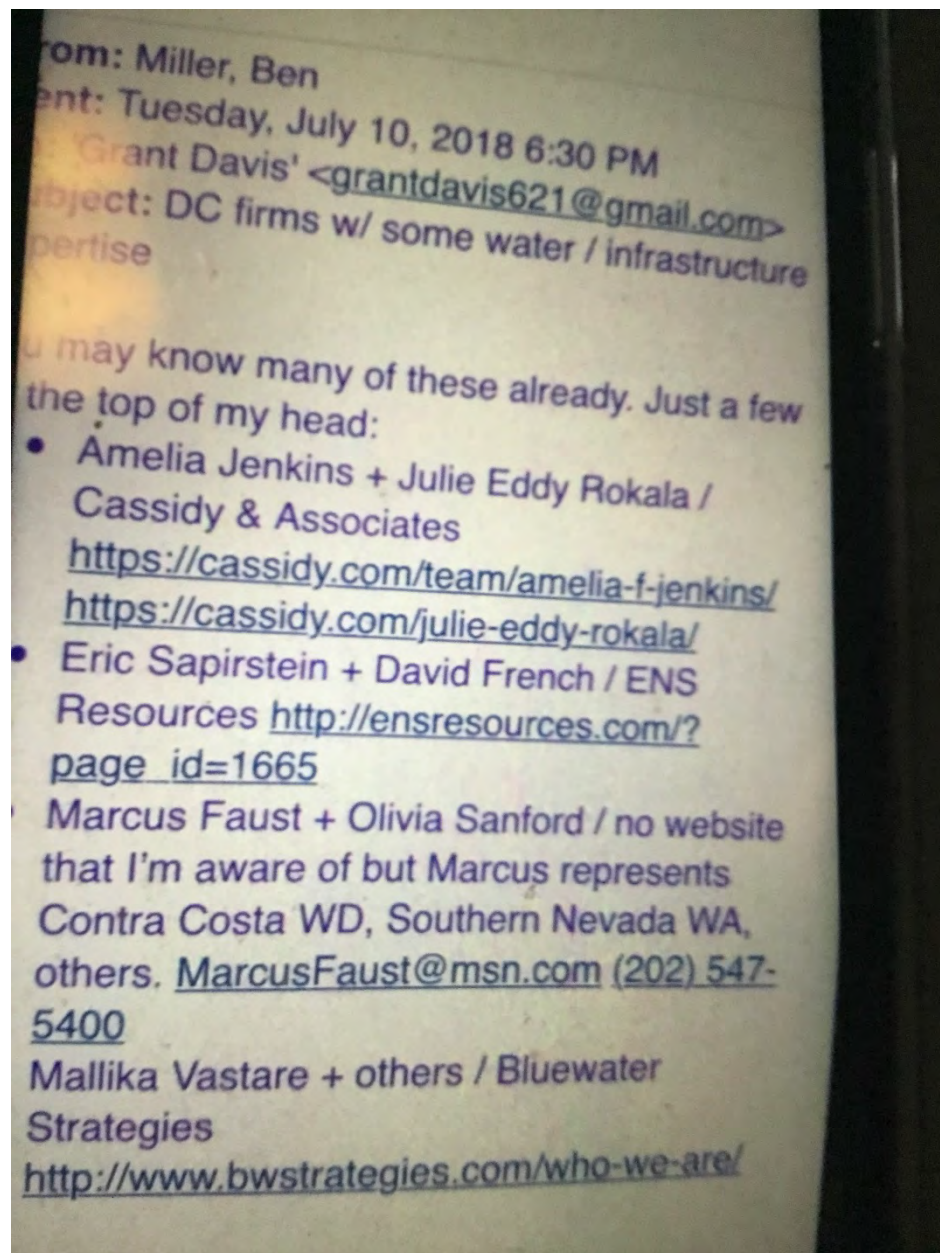
Let me know if you have any questions.

Ginger

January 2019:

Brad Sherwood stated the RFQ for Program Development and Advocacy Services would be released in February, and when enquiries were made regarding the consultant list receiving the RFQ, Brad shared an email on his phone which was photographed by Ginger Bryant – see below.

The photographed email is dated July 10, 2018 (a week before the NBWRA July Board meeting/lunch), is from Ben Miller, Con. Huffman's Chief of Staff, to Grant Davis at his home g-mail account, and lists firms with water infrastructure expertise working in Washington DC.



Brad Sherwood also shared that Kevin Booker had made an attempt to take over the RFQ process when he was out of town. As Brad is lead for Sonoma Water federal and state governmental affairs, the attempt to take control of the RFQ process was stopped.

NBWRA Board meeting minutes: January 28, 2019 Meeting

Excerpt from meeting minutes describes final consultant activities and RFQ process.

Item 11. Discussion and Direction: Phase 1 Closeout and Phase 2 Implementation

Chair Rabbitt led a discussion on the need for an RFQ to cover an 18-month timeframe and that it be coordinated with the member agencies. The Water Agency would issue the RFQ. Vice Chair Techel asked that the Technical Advisory Committee (TAC) be included in the process. The number of future meetings was also discussed. Chuck Weir noted that the Board reviews financial statements and must approve the annual budget and that in the past it has also approved consultant agreements and the process for applying for grants. He noted that some of those tasks could be delegated to the TAC and that the total number of meetings could likely be reduced. Mike Savage stated that there are adequate remaining funds in the B&C agreement to cover all the B&C team's activities, including engineering, environmental and outreach for the 18-month period being discussed.

Director Long noted that his agency is nearing completion of their Phase 1 projects, has adequate recycled water to meet the needs of the water agencies and that his agency would likely become an Associate Member at the completion of Phase 1.

Following discussion, the Board approved the following items:

- 1. A motion by Director Gibson, seconded by Director Gorin to extend the B&C agreement through December 31, 2020 was unanimously approved.*
- 2. A motion by Director Gorin, seconded by Director Rodoni to authorize Sonoma County Water Agency to work with the Member Agencies to issue a Request for Qualifications for Program Development, Federal Advocacy, and State Advocacy for the period July 1, 2019 to December 31, 2020 was unanimously approved.*

Both items will be brought back to the Board at the April 22, 2019 meeting for final approval. At that meeting a firm will be recommended based on the RFQ process for an 18-month agreement to be effective July 1, 2019. The agreement will include the full scope of services and meeting schedule.

The RFQ process was completed but there was no attempt by Sonoma Water/administrative agent to follow Board direction and develop the full scope of services for the April 22, 2019 meeting. In a call between Ginger Bryant and Grant Davis asking when this would be prepared, the reply was 'they would come up with something'.

April 2019:

NBWRA Board meeting minutes: April 22, 2019 Meeting

Excerpt from meeting minutes reports on the RFQ process but avoids not following Board direction given at January 28, 2019 meeting.

Item 11. Review Proposals for Program Development and Advocacy Services, Selection of a Consultant, and Consideration of Authorization for Sonoma Water to

Negotiate a Scope and Cost within Previously Established Budget Ranges, and Authorization for Sonoma Water to Enter into an 18-Month Agreement with the Selected Firm.

Grant Davis reviewed the RFQ process and the rating results from the TAC. Two firms submitted proposals and Bryant & Associates was ranked first. The scores and comments were similar. A motion by Director Graves, seconded by Director McDonnell to authorize Sonoma Water to negotiate a scope and cost for Program Development and Advocacy Services, including technical assistance as needed, with Bryant & Associates was unanimously approved. Chair Rabbitt appointed himself, Sonoma Water staff, Leah Walker, and Drew McIntyre to the subcommittee to negotiate the scope and cost.

June 2019:

Supervisor/Chair Rabbitt sent the following email to NBWRA member agencies on June 25, 2019:

Dear NBWRA Board:

I'm writing to provide you with an update regarding legislative outreach services provided by Ginger Bryant and Associates for NBWRA. At the end of this month the contractual agreement with Bryant and Associate expires. Sonoma Water staff are coordinating a meeting with the legislative outreach RFQ subcommittee established at our last meeting to finalize the scope of work and budget for work to be performed by Bryant and Associates per our RFQ process. Until that work and budget are finalized, including identifying members willing to contribute funding, Bryant and Associates work will cease. It is our goal to work diligently to ensure our RFP process is implemented properly with subcommittee participation. We look forward to reporting out to you in July the subcommittee's work to finalize the next phase and agreement with Bryant and Associates. If you wish to participate on the subcommittee, please contact Brad Sherwood at sherwood@scwa.ca.gov.

Sincerely,

*David Rabbitt
Sonoma County 2nd District Supervisor*

Bryant & Associates received the following email from Brad Sherwood on June 27, 2019:

Hi Ginger,

We look forward to our meeting with you on July 18 to discuss the budget and scope of our next agreement. A few changes have been made since our last discussion. The legislative outreach will be managed by a subcommittee that was established as part of the RFQ process. Your contract will be administered by the City of Petaluma. The City has developed a team to manage your contract, budget, and invoices which includes Leah Walker and Patrick Carter. This means your agreement will be with the City and your invoices will come from the City. Your new project manager will be Leah. You'll hear from them soon to discuss next steps.

Our goal is to have our subcommittee continue working with you and your team on the implementation of your work plan and budget; once approved by the subcommittee. The subcommittee would be your sounding board for legislative updates and also attend DC/Sacramento trips as needed. All related legislative conference calls would be attended by subcommittee members. This approach will offer more transparency and member involvement.

Regarding the meeting on July 18, several members have asked that you include in your proposed budget and scope a "tiered" approach. Tiered meaning a full scale approach to regional representation vs a scaled down approach more project based. Let us know if that makes sense or feasible.

Let us know if you have any questions.

Grant, Leah and Brad

The direction in this email was not consistent with previous Board Action or information in the RFQ:

- Sonoma Water is the NBWRA's administrative agent as defined in the MOU. There was no Board consideration/action approving delegation of contract authority to the City of Petaluma (a NBWRA member agency).
- There is no mention of a new legislative subcommittee in either the RFQ, or at the April 22, 2019 Board meeting. As the minutes reflect, the subcommittee was formed to discuss scope and budget to finalize the award of contract. It should also be noted that the Board had previously provided direction to reduce costs, but the creation of a new legislative committee described in the email, would actually add significant costs to the scope and budget.

July 2019:

Ginger Bryant attended the July 18, 2019 meeting with newly appointed subcommittee to discuss contract scope and budget. A comprehensive package was presented that included a 5-year NBWRA Program cost summary across all cost centers, an 18-month scope of work with expected outcomes, and supporting budget. The value of this contract was \$394,500.00, and is consistent with previously established budget ranges as per Board Direction at the April 22, 2019 meeting.

There were no questions or negotiations as to the contents of the package presented, and the subcommittee continued to meet privately after the presentation was completed.

Attending the subcommittee meeting were:

- Supervisor/Board Chair David Rabbitt
- Leah Walker and Dan St John - City of Petaluma
- Drew McIntyre - North Marin Water District
- Jack Gibson and Larry Russell - Marin Municipal Water District
- Grant Davis, Brad Sherwood, Kevin Booker and Jake Spaulding - Sonoma Water

Notification that the contract would not be awarded was made by phone calls to Ginger Bryant from Supervisor Rabbitt, Grant Davis and Brad Sherwood that afternoon.

October 2019:

NBWRA October 28, 2019 Board Meeting Agenda

Excerpt from meeting Agenda - rescheduled to December 9, 2019 due to fires.

ITEM NO. 12 STATUS OF PROGRAM DEVELOPMENT, STATE ADVOCACY, AND FEDERAL ADVOCACY

Action Requested

None at this time.

ITEM NO. 12 STATUS OF PROGRAM DEVELOPMENT, STATE ADVOCACY, AND FEDERAL ADVOCACY

Action Requested

None at this time.

Summary

Sonoma Water's federal affairs advocate, Natural Resource Results, is continuing to facilitate legislative outreach efforts for NBWRA. This includes coordinating outreach on Senator Feinstein's letter to the Bureau of Reclamation regarding authorization for Phase 2.

In addition, the proposed FY2019/20 Budget includes placeholder funds for Program Development, State Advocacy, and Federal Advocacy in the amounts of \$15,000, \$17,000, and \$17,000, respectively. This will be considered separately by the Board in Agenda Item No. 14, Approval of FY2019/20 Budget.

ITEM NO. 14 APPROVAL OF FY2019/20 BUDGET

Action Requested

Approve the FY2019/20 Budget.

Summary

In addition, Sonoma Water will need to provide services related to program development, state and federal advocacy. No funds for this have been included in prior budgets. Following the Program Development Subcommittee meeting, it was recommended that a balance be built up to fund these services if the need arises and NBWRA needs to react quickly.

Therefore, it is proposed the following be included in the FY2019/20 Budget with the understanding that the funds could be used for any of the three tasks:

Program Development \$15,000

Federal Advocacy \$17,500

State Advocacy \$17,500

Total \$50,000

Sonoma Water did not solicit new a Program Development and Advocacy proposal but instead, assigned work to their existing advocate. This action was done without Board consideration or

action, and demonstrates that as administrative agent, Sonoma Water's self-interests come before NBWRA Board direction, and interests of NBWRA member agencies.

December 2019:

NBWRA December 9, 2019 Board Meeting Minutes

Excerpt from meeting minutes regarding outcomes from the July 18, 2019 subcommittee meeting.

ITEM 12. STATUS OF PROGRAM DEVELOPMENT, STATE ADVOCACY, AND FEDERAL ADVOCACY

Grant Davis gave a summary of the review subcommittee meeting and the results of that review. Since there is no real action at the federal level, the decision was made not to continue with the program development team. It was a difficult decision for all that participated. Sonoma Water and Brad Sherwood have been interfacing with their state and federal lobbyists. This is a low budget way to continue to have a presence in both state and federal activities. The review committee tried to negotiate but were not successful. Chair Rabbitt added his thanks for all the efforts from the review subcommittee. The cost benefit did not make sense due to stagnation at the federal level.

The statements made by Grant Davis and Supervisor Rabbitt, and recorded in the NBWRA meeting minutes, are simply not true.

This summary documents multiple, sustained activities intended to thwart Board action in favor of Sonoma Water self-interests at the expense of NBWRA Board members, member agencies, and rate-payers in three North Bay counties.

Additionally, Grant Davis's statement that "there is no real action at the federal level" is again not true, at the time of the July 18, 2019 subcommittee meeting, there were three active federal water resource bills of interest to NBWRA member agencies:

H.R. 3723 The Desalination Development Act: introduced on 7/11/19

H.R. 2473 The Securing Access for the Central Valley and Enhancing (SAVE) Water Resources Act: introduced on 5/2/19

H.R. 1162 The Water Recycling Investment and Improvement Act: introduced on 2/13/19

And, between the July 18, 2019 subcommittee meeting and the December 9, 2019 Board meeting when Grant Davis reported "there is no real action at the federal level" to the Board, an additional bill had been introduced that would be of interest to NBWRA member agencies:

H.R. 4891 The Western Water Security Act of 2019: introduced on 10/28/19

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SANTA ROSA, CALIFORNIA 95403

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CHIEF DEPUTIES
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ALEGRIA DE LA CRUZ CORY W. O'DONNELL
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DEPUTIES
LINDA D. SCHILTGEN CHRISTA L. SHAW
MARGARET A. SINGLETON MICHAEL KING
TAMBRA CURTIS KARA ABELSON
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JOSHUA A. MYERS ALDO MERCADO
HOLLY RICKETT TASHAWN SANDERS
VERNE BALL ADAM RADTKE
IAN TRUEBLOOD SITA KUTEIRA
ADAM L. BRAND JEREMY FONSECA
ELIZABETH C. COLEMAN LUKE BOWMAN
LAUREN WALKER MATTHEW LILLIGREN
PETRA BRUGGESSER SHERYL SCHAFFNER

April 1, 2020

Dan Baxter
Wilke Fleury
400 Capitol Mall Twenty-Second Floor,
Sacramento, CA 95814
dbaxter@wilkefleury.com

VIA ELECTRONIC MAIL

Re: Bryant & Associates

Dear Mr. Baxter:

Sonoma County Water Agency is in receipt of your letter, dated March 26, 2020, and has referred your letter to me for response.

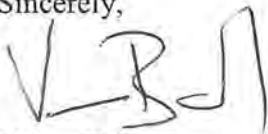
While there are several inaccuracies in your letter, your letter is essentially correct that North Bay Water Reuse Authority was considering contracting with Bryant & Associates after a Request for Qualifications process, and instead elected not to enter into a contract with anyone for legislative outreach services. Ultimately, Bryant & Associates' services were not contracted for because of limited resources, very substantial expense, and a lack of benefit relative to cost in the current legislative environment. As a result, Bryant & Associates has no contract to "reinstate." The Board's direction to attempt to enter into a contract with Bryant & Associates was not a contract or entitlement.

Your letter asserts that there has been a Brown Act violation. Your letter does not state what that violation was, and there was none. The Brown Act is an open meeting statute, not a procurement statute, and it applies to "legislative bodies." No improper meeting of a "legislative body" occurred. The advisory subcommittee you discuss was not a Brown Act body at all. (See Gov't Code § 54952(b).) You also seem to be asserting that if the committee concluded it did not want to enter into a contract with Bryant & Associates, that was somehow a Brown Act violation. No authority supports this contention.

You incorrectly attribute committee decision making solely to the Sonoma County Water Agency, and then assert that there was an unspecified conflict of interest. You seem to believe that the committee acted in a manner that was not authorized by the North Bay Water Reuse Authority Board. While we strongly disagree with these contentions, Chair Rabbitt will place an item on the Board agenda with respect to the continuation of any potential legislative advocacy platform at an upcoming public meeting for the Board's consideration.

If you have questions, feel free to call me at (707) 565-2495.

Sincerely,

A handwritten signature in black ink, appearing to read 'V. Ball'.

Verne Ball
Deputy County Counsel

cc: David Rabbitt, Chuck Weir

Page 1

Agenda Explanation
 North Bay Water Reuse Authority
 Board of Directors
 April 27, 2020

ITEM NO. 14 APPROVAL OF FY2020/21 BUDGET

Action Requested

Approve the FY2020/21 Budget.

Summary

At present, activities for NBWRA by both the consultant teams and administrative teams are minimal.

Phase 1 is winding down, with the last remaining construction project targeting an August 2020 completion date. Phase 1 administration costs are billed through the grant and the local cost share will be reimbursed by the Phase 1 members outside this NBWRA Budget. Phase 2 tasks have generally paused on the federal funding side. There has been some movement on the state funding side as evidenced by the grant award discussed under Item 12 which is expected to be made final in May 2020. The administration for that grant award will be covered outside this NBWRA budget.

Using recent spend rates as a guide and barring new direction from the board or a triggering event at the federal or state level, Sonoma Water is projecting minimal costs for FY2020/21. We anticipate these costs can be covered by funds paid into the Trust in previous years.

Therefore, for FY2020/21, Sonoma Water is recommending the following costs:

Phase 1 – No new costs under this budget. There is adequate funding encumbered under existing agreements for assistance during closeout. SCWA administration is billed through the grant and the local cost share will be reimbursed by Phase 1 members per the existing agreement. During closeout, a true up will occur for all Phase 1 members.

Phase 2 – No new costs under this budget. There is adequate funding for existing agreements, administration, and planned contingent tasks in encumbrances, budget rollover, and fund balance barring a triggering event. If a triggering event occurs, a budget amendment may be needed.

Joint Use – No new costs under this budget. There is adequate funding for existing agreements and administration expenses in encumbrances and budget rollover.

The agreements with Brown & Caldwell and Weir Technical Services both are scheduled to end on June 30, 2020. Sonoma Water will administratively issue no cost extensions to both agreements to accommodate the efforts described above.

Attached is a detailed FY2020/21 Budget as described above. The detailed budget also includes the associated costs for all Phase 1 and Phase 2 agencies. The proposed costs and revenue from the member agencies are also summarized below.

FY2020/21 Member Agency Invoice Breakdown

Agency	Phase 1	Phase 2 Support	Phase 2 Feasibility Study	Joint Use	Total
LGVSD	\$0	\$0	\$0	\$0	\$0
Napa SD	\$0	\$0	\$0	\$0	\$0
Novato SD	\$0	\$0	\$0	\$0	\$0
SVCSD	\$0	\$0	\$0	\$0	\$0
SCWA	\$0	\$0	\$0	\$0	\$0
NMWD	\$0	\$0	\$0	\$0	\$0
Napa County	\$0	\$0	\$0	\$0	\$0
Petaluma	\$0	\$0	\$0	\$0	\$0
MMWD	\$0	\$0	\$0	\$0	\$0
American Canyon	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0

There should be additional revenue of \$5,000 from Marin County as an Associate Member. The total to be billed to all agencies would be \$5,000.

Recommendation

It is recommended that the Board approve the attached FY2020/21 Budget.

**2020/21 Budget Allocations
Proposed (April 27, 2020)**

Phase 1 Support												
	Previous FY Budget Rollovers	2020/21 Additional Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
<i>MOU Percent for Phase 1</i>			7.239%	31.894%	8.611%	27.473%	3.572%	17.640%	3.571%	0.000%	0.000%	0.000%
Grant Applications and Management - BC	32,716.26	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 32,716	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Phase 2 Support												
Shared on the Basis of Phase 2 Project Cost in Feasibility Study	Previous FY Budget Rollovers	2020/21 Additional Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
<i>Percent for Phase 2 Support</i>			0.000%	14.286%	14.286%	14.286%	14.286%	0.000%	0.000%	14.286%	14.286%	14.286%
Program Development - TBD	15,000.00	-	-	-	-	-	-	-	-	-	-	-
Federal Advocacy - TBD	17,500.00	-	-	-	-	-	-	-	-	-	-	-
State Advocacy - TBD	17,500.00	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

\$ -

Phase 2 Feasibility Study - Two Years												
Shared on the Basis of Phase 2 Project Cost in Feasibility Study	Previous FY Budget Rollovers	2020/21 Additional Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
<i>Percent for Phase Engineering mtgs, etc.</i>			0.000%	14.286%	14.286%	14.286%	14.286%	0.000%	0.000%	14.286%	14.286%	14.286%
Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin and Outreach - BC	75,697.01	-	-	-	-	-	-	-	-	-	-	-
<i>Percent for Phase 2 Feasibility Study</i>			0.000%	30.303%	21.212%	9.091%	6.061%	0.000%	0.000%	21.212%	3.030%	9.091%
Engineering: Task 2 Feasibility Study - BC	23,532.40	-	-	-	-	-	-	-	-	-	-	-
<i>Percent for Phase 2 EIR/EIS & Financial Cap</i>			0.000%	6.755%	8.198%	4.784%	9.962%	0.000%	0.000%	44.009%	10.355%	15.936%
Engineering Tasks 3 & 4 : Environmental and Financial Capability - BC	43,328.71	-	-	-	-	-	-	-	-	-	-	-
<i>Percent for Phase 2 SCWA</i>			0.000%	14.286%	14.286%	14.286%	14.286%	0.000%	0.000%	14.286%	14.286%	14.286%
SCWA Administration - Grants and EIR/EIS	28,360.51	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 170,918.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Joint Use												
Shared on the Basis of Phase 2 Project Cost in Feasibility Study	Previous FY Budget Rollovers	2020/21 Additional Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
<i>Percent for Joint Use</i>			10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%
Program Management - Weir	31,344.52	-	-	-	-	-	-	-	-	-	-	-
SCWA Administration	64,694.54	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 96,039.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Summary per Agency												
Agency	Previous FY Budget Rollovers	2020/21 Additional Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
Total	\$ 349,674	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Associate Members	
Marin County	5,000
Total Billable	\$ 5,000

Page 1

Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
April 27, 2020

ITEM NO. 15 ITEMS FOR THE NEXT AGENDA

Action Requested

None at this time.

Summary

Items for the next Agenda include regular reports, Phase 1 and Phase 2 Status Reports, IRWMP Grand Funding, and Water Bond status and provisions

Recommendation

None at this time.