

**North Bay Water Reuse Authority
Board of Directors Meeting
November 29, 2021**

1. Call to Order

Chair Rabbitt called the meeting to order at 9:33 a.m. on Monday, November 29, 2021. Due to Shelter in Place Orders, this meeting was a Zoom only meeting. Meeting participants and the public participated via the following link: <https://us02web.zoom/j/84458034981>.

2. Roll Call

PRESENT:	David Rabbitt, Chair	Sonoma Water
	Jack Baker	North Marin Water District
	Brian Barnacle	City of Petaluma
	Rabi Elias	Las Gallinas Valley Sanitary District
	Jack Gibson	Marin Municipal Water District
	Susan Gorin	Sonoma Valley County Sanitation District
	Sandeep Karkal	Novato Sanitary District
	Dennis Rodoni	Marin County
	Scott Sedgley	Napa Sanitation District
	Richard Thomasser	Napa County
	Pierre Washington	City of American Canyon

ABSENT: TAC members filled in for Napa County and Novato Sanitary District

OTHERS

PRESENT:	Chuck Weir, Program Manager	Weir Technical Services
	Kevin Booker	Sonoma Water
	Lorenzo Cordova	Marin County
	Grant Davis	Sonoma Water
	Jason Farnsworth	City of Petaluma
	Jim Grossi	North Marin Water District
	Rene Guillen	Brown & Caldwell
	Pam Jeane	Sonoma Water
	Nicole McGloin	Sonoma Water
	Drew McIntyre	North Marin Water District
	Mark Millan	Data Instincts
	Carmen Morales	Sonoma Water
	Jim O'Toole	ESA
	Andy Rogers	North Bay Watershed Association
	Larry Russell	Marin Municipal Water District
	Mike Savage	Data Instincts
	Paul Sellier	Marin Municipal Water District
	Brad Sherwood	Sonoma Water
	Jake Spaulding	Sonoma Water
	Dawn Taffler	Kennedy Jenks Consultants
	Tony Williams	North Marin Water District

3. Public Comments

There were no members of the public.

4. Introductions

Introductions were not made.

5. Board Meeting Minutes of September 27, 2021.

On a motion by Director Gorin, seconded by Director Rodoni, the minutes of the September 27, 2021, meeting were unanimously approved by the Board by a roll call vote.

6. Report from the Chair

6.a Report from the Technology Committee

The Program Manager provided a summary of the recent TAC meetings. The TAC met on October 20 and 21, 2021. Two meetings need to be held since there was not a single date when all members could participate. The content of the meetings was the same although the discussion was specific to the member agencies participating in each meeting. During the two meetings, the TAC discussed the following topics:

- History of the NBWRA Technical Advisory Committee (TAC)
- Direction to the TAC from the September 27, 2021 Board meeting
- Summary of the Survey and County Meetings
- Overview of potential Resilience Areas for NBWRA focus
- Potential Federal Funding
- Specific questions for discussion of each Resilience Area (Interest/Projects/Partners/Funding)
 - Resilience Arena 1, Continued Recycled Water Support
 - Resilience Arena 2, Potable Reuse Assessments
 - Resilience Arena 3, Coordinated Drought Contingency Planning
 - Resilience Arena 4, Seal Level Rise Adaptation
- TAC Operation Moving Forward

A PowerPoint presentation was used to assist in the discussion of the above topics. TAC members described the interest of each of their agencies in the four resilience arenas. In terms of moving forward, the TAC concluded that in order to efficiently address the four resilience arenas the TAC needed to be reestablished to review issues and provide recommendations to the Board. Drew McIntyre spoke in support of having the TAC operate as it did in the past.

Based on the results of the TAC meetings, four possible recommendations were provided to the Board for consideration

1. Request that the Board formally reestablish the TAC to review issues and provide recommendations to agency boards and the NBWRA Board.
2. Have the TAC elect a Chair and Vice Chair to be responsible for running TAC meetings and reporting to the Board.
3. Set up a schedule through 2022 for both the Board and TAC with the TAC meeting before Board meetings.

4. The consultant team offer its assistance to the TAC (and ultimately to the Board) in terms of preparing TAC agendas, reports and recommendations for Board consideration.

On a motion by Director Baker, seconded by Director Gibson, the recommendations 1 - 4 listed above were unanimously approved by the Board by a roll call vote.

6.b Recognition to Rabi Elias for Service on the NBWRA Board of Directors

The Board reviewed Director Elias's service to NBWRA for the last eight years and to the local community for more than twenty five years. Board members thanked Director Elias for his efforts on regional water recycling projects, drought contingency plans, and his forward thinking. Director Elias thanked the Board and staff and indicated that he may attend future NBWRA meetings as a member of the public.

7. Review of the Memorandum of Understanding

The Program Manager provided a brief review of the Memorandum of Understanding (MOU), including: history, purpose, objectives, Board and TAC, Phase 1, Phase 2, cost sharing, membership types, and fees. Board members were supportive of making necessary changes to the MOU to account for the new resilience arenas and well as the possible addition of new members provided that would not reduce the possibility of obtaining funding for current members. Jim O'Toole noted that has not been a problem in the past. This was an information item only requiring no action by the Board.

8. Future Direction and Next Steps for NBWRA

This topic was discussed under the Report from the TAC. Grant Davis noted that it would be good to receive a report from Napa County on their drought contingency plan, which was a result of funding obtained by NBWRA and transferred to Napa County. This was an information item only requiring no action by the Board.

9. Declaration of a State of Emergency pursuant to AB361 due to COVID-19 to Continue Remote Meetings Until the State of Emergency is Rescinded or Until January 1, 2024, Whichever Occurs First

The Board discussed the issue of remote meetings and agreed that remote meetings are preferable as attendees do not have to spend time driving to the meeting and it reduces the carbon footprint of the meetings. On a motion by Director Gorin, seconded by Director Baker to approve the Declaration of a State of Emergency pursuant to AB361 due to COVID-19 to Continue Remote Meetings Until the State of Emergency is Rescinded or Until January 1, 2024, Whichever Occurs First was unanimously approved by a roll call vote.

10. Consultant Progress Reports

The Board reviewed the consultant progress reports for the period September - October 2021. This was an information item only requiring no action by the Board.

11. Financial Reports for Fiscal Year Ending June 30, 2022.

The Board reviewed the financial reports and noted that expenses were tracking normally and that funds for the consultants were running low. This was an information item only, requiring no action by the Board.

12. Phase 1: Status of Reconciliation and Closeout Activities

Jake Spaulding gave an update on the reconciliation and close out activities for Phase 1. He noted that an email with the draft *Final Project Report for the North Bay Water Reuse Program, Phase 1*, along with *Attachment A*, which contains descriptions of each of the projects was sent to the main contacts at each agency on November 17, 2021 asking for comments, clarifications, and visual aids for the final report. Feedback from the agencies is requested by Friday, December 10, 2021. Drew McIntyre asked about the email and requested that it be resent. In addition to the final report for USBR, the Phase 1 closeout process will include the final reconciliation and cost reallocation. This was an information item only requiring no action by the Board.

13. Status of Phase 2

At the present time there are no changes to the status of Phase 2.

14. Items for the Next Agenda

Items for the next Agenda include a report and recommendations from the TGAC, regular reports, Phase 1 and Phase 2 Status Reports, funding opportunities for Phase 2 projects, and the Water Bond Status.

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

There were no comments from the Chair, Board or Member Agencies.

16. Adjournment

Chair Rabbitt adjourned the meeting at 10:25 a.m. The next meeting will be Monday, February 28, 2022, at 9:30 a.m. via Zoom.

Minutes approved by the Board February 28, 2022

Charles V. Weir
Program Manager

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