

**North Bay Water Reuse Authority
Board of Directors Meeting
February 28, 2022**

1. Call to Order

Acting Chair Gibson called the meeting to order at 9:35 a.m. on Monday, February 28, 2022. 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/84884419295>.

2. Roll Call

PRESENT:	David Rabbitt, Chair	Sonoma Water (arrived at 9:40a.m.)
	Belia Ramos, Vice Chair	Napa County (arrived at 10:14 a.m.)
	Erik Brown	Novato Sanitary District
	Grant Davis	Sonoma Valley County Sanitation District
	Akin Fayehun	City of Petaluma
	Jim Grossi	North Marin Water District
	Ron Ford	Las Gallinas Valley Sanitary District
	Jack Gibson	Marin Municipal Water District
	Dennis Rodoni	Marin County
	Scott Sedgley	Napa Sanitation District
	Pierre Washington	City of American Canyon

ABSENT: TAC members filled in for City of Petaluma, Sonoma Valley County Sanitation District, and Novato Sanitary District

OTHERS

PRESENT:	Chuck Weir, Program Manager	Weir Technical Services
	Kevin Booker	Sonoma Water
	Jack Baker	North Marin Water District
	Pat Costello	City of Napa
	Brad Elliott	Sonoma Water
	Jim Grossi	North Marin Water District
	Rene Guillen	Brown & Caldwell
	Tim Healy	Napa Sanitation District
	Drew McIntyre	North Marin Water District
	Mark Millan	Data Instincts
	Carmen Morales	Sonoma Water
	Jim O'Toole	ESA
	Larry Russell	Marin Municipal Water District
	Mike Savage	Data Instincts
	Paul Sellier	Marin Municipal Water District
	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 made for the benefit of new Director Ron Ford, Las Gallinas Valley Sanitary District.

5. Board Meeting Minutes of November 29, 2021

On a motion by Director Rodoni, seconded by Director Russell, the minutes of the November 29, 2021, meeting were unanimously approved by the Board by a roll call vote.

6. Election of Officers

Chair Rabbitt joined the meeting and assumed the Chair role. He thanked Director Gibson for filling in for him. The Program Manager stated that the Current Chair is David Rabbitt, and the Vice Chair is Belia Ramos. Chair Rabbitt requested nominations from his colleagues. Director Gibson nominated, seconded by Director Rodoni, David Rabbitt for Chair. Director Rodoni nominated, seconded by Director Russell, Jack Gibson for Vice Chair. There were no further nominations. Both nominations were approved unanimously. For 2022, David Rabbitt will serve as Chair and Jack Gibson will serve as Vice Chair.

7. Report from the Chair

Chair Rabbitt noted that there were reports from the Technical Advisory Committee, Item No. 7.a and the Consultant Progress Reports, Item No. 7.b as part of his report. He stated that action items for the Board included Item No. 8, Authorization for Sonoma Water to Submit a Funding Application to USBR on Behalf of Phase 2 Participating Agencies, and determination of future meeting dates.

Following discussion, the Board agreed to meeting dates on March 28, April 25, and May 23, 2022 at the regular time of 9:30 a.m. via Zoom.

7.a Report from the Technical Advisory Committee

The Program Manager and TAC Chair Healy provided a summary of the recent TAC meetings. The TAC met on January 11 and February 2, 2022. The agenda packets from each meeting were included in the packet for the Board's information. The TAC approved minutes from January 11, 2022 and draft minutes from February 2, 2011 were also included in the packet. The TAC continued discussion on the four resilience arenas as well as Phase 2. As an action item from the TAC, Item No. 8, Authorization for Sonoma Water to Submit a Funding Application to USBR on Behalf of Phase 2 Participating Agencies is included in the Board agenda. The TAC also established a regular meeting date through the rest of 2022. The TAC will meet on the first Thursday of the month from 1:00 – 2:00 p.m. Meetings can be cancelled if there is no business to discuss.

7.b Consultant Progress Reports

The consultant progress reports were included in the packet. This was an information item requiring no action by the Board.

8. Authorization for Sonoma Water to Submit a Funding Application to USBR on Behalf of Phase 2 Participating Agencies

This item was a recommendation from the TAC. The application packet is due March 15, 2022. Preparation of the application has been under way for the last few weeks. On a motion by Director Gibson, seconded by Director Russell, Authorization for Sonoma Water to Submit a Funding Application to USBR on Behalf of Phase 2 Participating Agencies was unanimously approved by a roll call vote.

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 Sedgley, seconded by Director Rodoni 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. 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 and Sonoma Water were running low. Jake Spaulding noted that there was an action item for a budget amendment to cover Sonoma Water administrative tasks through the end of the fiscal year. This was an information item only, requiring no action by the Board.

11. Update on Napa Valley Drought Contingency Plan

Pat Costello, City of Napa, provided a PowerPoint presentation that was included in the packet on the Napa Valley Drought Contingency Plan (DCP). Partial funding for the DCP came from NBWRA. Mr. Costello highlighted the purpose, required elements, oversight, and results of the DCP. The draft has been submitted to USBR and comments are pending. There was discussion as to how DCP recommended projects could be eligible for Title XVI funding and possible NBWRA assistance. Board members thanked Mr. Costello for his highly informative presentation. 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 a final Reimbursement Request Memo, for approximately \$800,000, dated February 16, 2022, was recently submitted to USBR to officially close out the Title XVI funding agreement. The submittal included a Federal Financial Report, Final Project Report, Project Descriptions, and Maps and Photos for the 12 sub-projects. Once the funding is received, it will be allocated to the Phase 1 agencies and then the reconciliation process can begin. Drew McIntyre asked if there were any additional items that needed to be submitted. Jake Spaulding responded that only the annual recycled water reports were now required.

13. Approval of Fiscal Year 2021/22 Budget Amendment

Jake Spaulding discussed the need for this budget amendment to cover approximately \$15,000 already spent and an additional \$20,000 needed through the end of the fiscal year for Sonoma Water administrative tasks. The funds would come from accumulated interest and would not require any funds from the member agencies. He noted that there may need to be similar actions for the consultants in future meetings. A motion by Director Gibson, seconded by Director Washington, to approve Fiscal Year 2021/22 Budget Amendment was unanimously approved by a roll call vote.

14. Status of Phase 2

The status of Phase 2, including the approval of submitting a funding application to USBR were discussed in other agenda reports.

15. Items for the Next Agenda

Items for the next Agenda include a report and recommendations from the TAC, regular reports, Phase 1 and Phase 2 Status Reports, funding opportunities for Phase 2 projects, the Water Bond Status, and a possible budget amendment for the consultants through June 30, 2022.

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

Director Ford stated that he was happy to be joining such a great group of recycled water proponents.

17. Adjournment

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

Minutes approved by the Board March 28, 2022.

Charles V. Weir
Program Manager

C:\Users\chuck\Documents\Weir Technical Services\NBWRA\Agendas\2022\2022-02\2022-02-28_NBWRA_Board_Minutes.docx