

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

1. Call to Order

Chair Rabbitt called the meeting to order at 9:32 a.m. on Monday, March 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/86196358760>.

2. Roll Call

PRESENT:	David Rabbitt, Chair	Sonoma Water
	Jack Gibson, Vice Chair	Marin Municipal Water District
	Brian Barnacle	City of Petaluma
	Susan Gorin	Sonoma Valley County Sanitation District
	Sandeep Karkal	Novato Sanitary District
	Drew McIntyre	North Marin Water District
	Ron Ford	Las Gallinas Valley Sanitary District
	Belia Ramos	Napa County
	Scott Sedgley	Napa Sanitation District
	Pierre Washington	City of American Canyon

ABSENT: Marin County
TAC members filled in for Novato Sanitary District and North Marin Water District.

OTHERS

PRESENT:	Chuck Weir, Program Manager	Weir Technical Services
	Kevin Booker	Sonoma Water
	Christopher Bolt	City of Petaluma
	Pat Costello	City of Napa
	Brad Elliott	Sonoma Water
	Jason Farnsworth	City of Petaluma
	Akin Fayehun	City of Petaluma
	Rene Guillen	Brown & Caldwell
	Tim Healy	Napa Sanitation District
	Dale McDonald	Las Gallinas Valley Sanitary District
	Mark Millan	Data Instincts
	Carmen Morales	Sonoma Water
	Jim O'Toole	ESA
	Mike Savage	Data Instincts
	Paul Sellier	Marin Municipal Water District
	Dawn Taffler	Kennedy Jenks Consultants
	Richard Thomasser	Napa County

3. Public Comments

There were no members of the public.

4. Introductions

Introductions were not made.

5. Board Meeting Minutes of February 28, 2022

On a motion by Vice Chair Gibson, seconded by Director Ford, the minutes of the February 28, 2022, meeting were unanimously approved by the Board by a roll call vote.

6. Report from the Chair

Chair Rabbitt noted that there were reports from the Technical Advisory Committee, Item No. 6.a and the Consultant Progress Reports, Item No. 6.b as part of his report. He stated that action items for the Board included Item No. 10, FY2021/22 Budget Modification to Provide Funding for Consultants through June 30, 2022. This was an information item only requiring no action by the Board.

6.a Report from the Technical Advisory Committee

TAC Chair Healy provided a summary of the March 3, 2022 TAC meetings. The TAC reviewed a budget modification for FY2021/22 in the amount of \$49,700 to provide funding for the consultants through June 30, 2022. This item is considered separately in Agenda Item No. 10.

The TAC also continued its discussion of FY2022/22 resilience arena projects and directed the consultant team to develop more detailed scopes to be considered at the April 7, 2022 TAC meeting for the following items:

- Recycled water – completing EIR/EIS and related tasks – estimated at \$205,000
- DCP follow up study estimated at \$50,000
- Sea Level Rise Adaptation estimated at \$50,000

6.b Consultant Progress Reports

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

7. 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 Vice Chair Gibson, 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.

8. Board Policy to Conduct All Future Board Meetings Via Zoom to Reduce its Carbon footprint and to Reduce Staff and Consultant Travel Costs

The Board discussed the merits of the policy and the desire of the Board to comply with the Brown Act. The Brown Act allows for Board members to attend meetings remotely, but the address for the meeting must be published. One legal interpretation is that the Zoom internet address satisfies that requirement. Following discussion, it was agreed to delete the word “all” from the policy and to ask Sonoma County Counsel for a legal opinion to be reported at the next meeting. A motion by Vice Chair Gibson, seconded by Director Gorin, to approve a Board Policy to Conduct Future Board Meetings Via Zoom to Reduce its Carbon Footprint and to Reduce Staff and Consultant Travel Costs was unanimously approved by a roll call vote.

9. 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 and would be addressed by Agenda Item No. 10. This was an information item only, requiring no action by the Board.

10. FY2021/22 Budget Modification to Provide Funding for Consultants through June 30, 2022

This item was reviewed and recommended by the TAC. A motion by Director Gorin, seconded by Vice Chair Gibson, to approve a FY2021/22 Budget modification to provide funding for consultants through June 30, 2022 was unanimously approved by a roll call vote.

11. Phase 1: Status of Reconciliation and Closeout Activities

Brad Elliott, Sonoma Water Grants Manager, 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. Director Ford thanked Brad Elliott and Mike Cortez from Las Gallinas Valley Sanitary for their efforts in this matter.

12. Status of Phase 2

Brad Elliott discussed the recent application to USBR for Title XVI in the amount of \$6.9 million for three City of Petaluma projects. He stated that a response from USBR is expected this spring.

13. 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, and the FY2022/23 Budget including recommended resilience arena projects. Grant Davis suggested that the Board also receive a report on all funding that has been received by North Bay agencies from all sources in an effort to document the success of collaboration by the NBWRA Agencies. Board members agreed with this recommendation.

14. 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.

15. Adjournment

Chair Rabbitt adjourned the meeting at 9:59 a.m. The next meeting will be Monday, April 25, 2022, at 9:30 a.m. via Zoom.

Minutes approved by the Board June 27, 2022.

Charles V. Weir
Program Manager

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