



NORTH BAY WATER REUSE PROGRAM

Expanding Water Supplies with Regional Reuse



BOARD OF DIRECTORS MEETING

AGENDA

**Monday, March 28, 2022
9:30 AM**

**Due to Shelter in Place Orders, this meeting will be a Zoom Meeting only.
Meeting participants and the public may participate via the following:**

Join Zoom Meeting

<https://us02web.zoom.us/j/86196358760>

Meeting ID: 848 8441 9245

One tap mobile +16699009128, 84884419245# US (San Jose)

Dial in +1 669 900 9128 US (San Jose)

Meeting ID: 848 8441 9245

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)

**Action
Pages 4 – 7**

5. Board Meeting Minutes of February 28, 2022 (2 minutes)

(The Board will consider approving the minutes from the February 28, 2022 Board meeting.)

**Information
Page 8**

6. Report from the Chair (5 minutes)

(The Chair will report on items of interest to the Board.)

**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

Pages 9 - 30

6.a Report from the Technical Advisory Committee (5 minutes)

(The Board will review the Report on the TAC meeting of March 3, 2022 and consider recommendations from the TAC included in this agenda.)

Pages 31 - 34

6.b Consultant Progress Reports (5 minutes)

(The Board will review the consultant progress reports for the periods January – February 2022.)

Action
Page 35

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 (2 minutes)

(The Board will consider declaring a State of Emergency due to COVID-19 to continue remote meetings until the emergency is rescinded or until January 1, 2024, whichever occurs first.)

Action
Page 36

8. Board Policy to Conduct all Future Board Meetings Via Zoom to Reduce its Carbon Footprint and to Reduce Staff and Consultant Travel Costs (5 minutes)

(The Board will consider adopting a policy to conduct all future meetings via Zoom to reduce its carbon footprint and to reduce staff and consultant travel costs.)

Information
Pages 37 - 53

9. Financial Reports for the Fiscal Year Ending June 30, 2022 (5 minutes)

(The Board will review the Financial Reports for Fiscal Years Ending June 30, 2022.)

Action
Page 54

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

(The Board will consider approving an FY2021/22 Budget modification to provide funding for consultants through June 30, 2022.)

Information
Pages 55 - 56

11. Status of Phase 1 Reconciliation and Closeout Activities (5 minutes)

(The Board will be updated on Phase 1 status of reconciliation and closeout activities.)

Discussion
Page 57

12. Status of Phase 2 (5 minutes)

(The Board will be updated on the status of the Phase 2 EIR/EIS and the funding application to USBR.)

Discussion
Page 58

13. Items for the Next Agenda (5 minutes)

(The Board will consider items for the next Agenda.)

Discussion

14. 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.)

15. Adjournment (1 minute)

**Next Board Meeting
April 25, 2022 at 9:30 a.m. via Zoom**

(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

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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
Board of Directors Meeting
February 28, 2022**

Draft

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 Fayahun	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, February 28, 2022, at 9:30 a.m. via Zoom.

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
March 28, 2022

ITEM NO. 6 REPORT FROM THE CHAIR

Action Requested

One action is requested: Approve the TAC recommended FY2021/22 Budget Modification to provide funding for consultants through June 30, 2022. Please refer to Agenda Item No. 10.

Summary

The Chair will report on items of interest to the Board. This includes the following items:

Item No. 6.a, Report from the Technical Advisory Committee.

Item No. 6.b, Consultant Progress Reports.

The Board approved future meetings on March 28, April 25, and May 23, 2022 at the regular time of 9:30 a.m. via Zoom.

Recommendation

Approve Agenda Item No. 10, FY2021/22 Budget Modification to provide funding for consultants through June 30, 2022.

Page 1

Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
March 28, 2022

ITEM NO. 6.a REPORT FROM THE TECHNICAL ADVISORY COMMITTEE

Action Requested

Approve Agenda Item No. 10, as recommended by the TAC, FY2021/22 Budget Modification to provide funding for consultants through June 30, 2022.

Summary

The TAC continues to meet monthly and last met on March 2, 2022. The following items are attached for the Board's information:

1. February 2, 2022 approved TAC meeting minutes.
2. March 3, 2022 TAC Agenda packet.
3. Draft March 3, 2022 TAC meeting minutes.

March 3, 2022 Meeting.

The TAC continued its discussion of potential resilience arena projects for FY2022/23 and reached the following consensus:

The consultants should develop more detailed scopes and cost analyses for the following items for its April 7, 2022 meeting:

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

Detail on the above items is included in the March 3, 2022 TAC Agenda packet, copy attached. Although potable reuse scored high on the survey, a potable reuse project is not being recommended by the TAC at this time. The next TAC meeting is April 7, 2022. The Board should also refer to the schedule for budget items on Page 2 of the TAC's March 3, 2022 minutes, which are included in the packet under Agenda Item No. 6.a.

Recommendation

The TAC recommends that the NBWRA Board approve Item No. 10, FY2021/22 Budget Modification to provide funding for consultants through June 30, 2022.

Attachments

1. February 2, 2022 TAC meeting minutes.
2. March 3, 2022 TAC agenda packet.
3. Draft March 3, 2022 TAC meeting minutes.

**North Bay Water Reuse Authority
Technical Advisory Committee
Zoom Meeting Minutes
February 2, 2022
Approved March 3, 2022**

1. Call to Order and Self Introductions

Chair Healy called the Technical Advisory Committee (TAC) meeting to order at 1:03 p.m. on Wednesday, February 2, 2022. The meeting was a Zoom meeting only and attendees participated via the following link: <https://us02web.zoom.us/j/83918415597>.

Committee Members Present

Tim Healy, Chair	Napa Sanitation District
Pam Jeane, Vice Chair	Sonoma Valley County Sanitation District
Erik Brown	Novato Sanitary District
Grant Davis	Sonoma Water
Jason Farnsworth	City of Petaluma
Steve Lederer	Napa County
Drew McIntyre	North Marin Water District
Paul Sellier	Marin Municipal Water District

Others Present**Member Agencies**

Kevin Booker	Sonoma Water
Akin Fayehun	City of Petaluma
Richard Thomasser	Napa County
Brad Sherwood	Sonoma Water
Jake Spaulding	Sonoma Water
Tony Williams	North Marin Water District

Consultant Team

Chuck Weir, Program Manager	Weir Technical Services
Rene Guillen	Brown & Caldwell
Mark Millan	Data Instincts
Jim O'Toole	ESA
Mike Savage	Brown and Caldwell
Dawn Taffler	Kennedy Jenks

2. Approval of the Agenda

The Agenda was approved with no changes.

3. Public Comments

There were no public comments.

4. TAC Meeting Minutes of January 11, 2022

On a motion by Drew McIntyre, seconded by Paul Sellier, the January 11, 2022 minutes were unanimously approved.

5. Meeting Between NBWRA and NBWA to Avoid Duplicative Efforts

The Program Manager displayed a summary of his meeting with Andy Rogers, Executive Director NBWA. The meeting was very productive and a plan was developed to prepare graphics that highlight the opportunities for the two organizations to cooperate with each other. A meeting with the Chairs of each organization along with the NBWRA TAC Chair and Vice Chair is being planned for late February 2022. The Program Manager also displayed a 1-page summary of NBWRA that highlights NBWRA's History, Purpose, Objectives, Membership, Governance, Projects, Potential New Resilience Arenas, and Strengths. Much of the information comes from the Memorandum of Understanding. Chair Healy suggested adding information about state and federal funding that has been received as well as the fact that other projects have been able to piggyback on NBWRA's efforts making the Phase 1 projects greater than the \$100 million that was partially funded by Title XVI. The Program Manager stated that he would make those changes and share both documents with the TAC and that they should feel free to share with their Boards. This was an information item requiring no action by the TAC.

6. TAC Recommendations on Resilience Arenas

Having discussed Recycled Water and Potable Reuse at the January 11, 2022 meeting, the TAC discussed the Coordinated Drought Response and Sea Level Rise Adaptation resilience arenas.

Coordinate Drought Response

Rene Guillen discussed the pages in the packet relative to this topic. He noted that a typical Drought Contingency Plan (DCP) study would cost \$400,000, with 50% funding from USBR. If eight agencies participated the cost would be \$12,500 per year for two years that it would take to complete the study. Drew McIntyre noted that NBWRA was awarded funding a few years ago for a Sonoma and Marin study but since there was another study underway, the funds were transferred to Napa County with City of Napa as the lead agency. Following discussion, Rene Guillen indicated that he would work with Napa County participants to include a report for the Board at the February 28, 2022 meeting. Paul Sellier felt that it may be a little early for this. TAC members generally agreed that applying for funding would be a good idea, but it would be best to wait for the results of the Sonoma/Marin study to be completed to determine where additional study is needed. Rene Guillen indicated that agencies should be preparing to submit an application as soon as they could. Drew McIntyre suggested and the TAC agreed to include this topic as a regular agenda item in future TAC and Board agendas.

Sea Level Rise Adaptation

Jim O'Toole shared his screen to discuss this topic. FEMA has a Building Infrastructure and Communities (BRIC) grant program that will provide some funding for studies and significant funding for actual projects. Two potential studies exist: 1) regional plan for the North Bay and 2) local plan for Marin county agencies. Each study application would cost approximately \$50,000 with agency shares depending on the number of participating agencies. Tim Healy stated that Napa San is doing their own climate change adaptation study that would likely lead to project recommendations. He hoped that NBWRA and BRIs would be able to obtain future funding.

This was an information item requiring no action by the TAC.

7. TAC Reports to the Board on Item No. 6, Resilience Arenas

Following discussion the TAC agreed that TAC agenda packets and minutes should be included as a report to the Board at the next meeting. The consultant team will prepare a narrative report on the TAC meetings, discussion, and recommendations for the Chair and Vice Chair to review for the Board meeting packet. The TAC was also encouraged to share this information with their individual Boards on a formal or informal basis depending on timing of their individual meetings.

8. Other Possible Resilience Arenas and Finding Opportunities

Recently the WaterReuse Association discussed funding opportunities, including:

- Water Recycling Funding Program (WRFP)
- Clean Water State Revolving Fund (CWSRF)
- Drinking Water State Revolving Fund (DWSRF)

The PowerPoint presentation used by WaterReuse was included in the packet. Mark Millan highlighted the key elements of potential funding opportunities. It was noted that member agencies will likely receive ongoing information on this from such organizations as CASA, ACWA, League of Cities, WaterReuse, and CSAC. The possibility of engaging the services of a funding expert is something NBWRA may want to consider in the future. Mark Millan also noted that the national WaterReuse organization is holding a conference in San Antonio, TX in March 2022. A main topic for the conference will be the various funding opportunities that are available for recycled water, particularly potable reuse. This was an information item requiring no action by the TAC.

9. Phase 2 Updates to Project Descriptions and Application for Title XVI Funding Opportunity

Following the January 11, 2022 meeting Rene Guillen sent an email to TAC members requesting updates to their project descriptions for a possible funding opportunity. Comments were received from Novato San, Petaluma, and Sonoma Water. A few days later USBR released information on Title XVI funding and Rene Guillen notified TAC members of this and requested commitment for an application. Petaluma and American Canyon responded affirmatively. The application is due March 15, 2022 and all information will need to be submitted by March 11. Submitting an application must be approved by the NBWRA Board.

A motion by Jason Farnsworth, seconded by Grant Davis to recommend to the Board that they authorize submitting an application to USBR on behalf of Phase 2 participating agencies was unanimously approved by a roll call vote.

10. Next Meeting

Following discussion the TAC agreed to schedule a monthly meeting on the 1st Thursday of the month from 2:00 – 3:00 p.m. through 2022. If there is no business for the TAC in any given month, the meeting can be cancelled.

11. Adjournment

Mark Millan noted that Chris DeGabriele has been appointed acting General Manager for Las Gallinas Valley Sanitary District while the district conducts a search for a new General Manager.

There being no further business Chair Healy adjourned the meeting at 2:19 p.m.

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Board Item No. 6.a

NORTH BAY WATER REUSE AUTHORITY TECHNICAL ADVISORY COMMITTEE

Thursday, March 3, 2022

Agenda

2:00 PM

Zoom Meeting: <https://us02web.zoom.us/j/87698404530>

	1.		Call to Order and Self Introductions
	2.	Action	Approval of Agenda
	3.		Public Comments
	4.	Action	TAC Meeting Minutes of February 2, 2022
	5.	Information	Meeting Between NBWRA and NBWA to Avoid Duplicative Efforts - Status Report
	6.	Discussion	Status of Phase 2 Funding Application
	7.	Action	FY2021/22 Budget Modification to Provide Funding for Consultants through June 30, 2022
	8.	Discussion	Continue Planning for Projects in the Resilience Arenas for FY2022/23 and Potential Budget
	9.	Information	Next Meeting, April 7, 2022
	10.		Adjournment

**North Bay Water Reuse Authority
Technical Advisory Committee
Zoom Meeting Minutes
February 2, 2022**

Draft

Approved _____

1. Call to Order and Self Introductions

Chair Healy called the Technical Advisory Committee (TAC) meeting to order at 1:03 p.m. on Wednesday, February 2, 2022. The meeting was a Zoom meeting only and attendees participated via the following link: <https://us02web.zoom.us/j/83918415597>.

Committee Members Present

Tim Healy, Chair	Napa Sanitation District
Pam Jeane, Vice Chair	Sonoma Valley County Sanitation District
Erik Brown	Novato Sanitary District
Grant Davis	Sonoma Water
Jason Farnsworth	City of Petaluma
Steve Lederer	Napa County
Drew McIntyre	North Marin Water District
Paul Sellier	Marin Municipal Water District

Others Present

Member Agencies

Kevin Booker	Sonoma Water
Akin Fayahun	City of Petaluma
Richard Thomasser	Napa County
Brad Sherwood	Sonoma Water
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Chuck Weir, Program Manager	Weir Technical Services
Rene Guillen	Brown & Caldwell
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Jim O'Toole	ESA
Mike Savage	Brown and Caldwell
Dawn Taffler	Kennedy Jenks

2. Approval of the Agenda

The Agenda was approved with no changes.

3. Public Comments

There were no public comments.

4. TAC Meeting Minutes of January 11, 2022

On a motion by Drew McIntyre, seconded by Paul Sellier, the January 11, 2022 minutes were unanimously approved.

5. Meeting Between NBWRA and NBWA to Avoid Duplicative Efforts

The Program Manager displayed a summary of his meeting with Andy Rogers, Executive Director NBWA. The meeting was very productive and a plan was developed to prepare graphics that highlight the opportunities for the two organizations to cooperate with each other. A meeting with the Chairs of each organization along with the NBWRA TAC Chair and Vice Chair is being planned for late February 2022. The Program Manager also displayed a 1-page summary of NBWRA that highlights NBWRA's History, Purpose, Objectives, Membership, Governance, Projects, Potential New Resilience Arenas, and Strengths. Much of the information comes from the Memorandum of Understanding. Chair Healy suggested adding information about state and federal funding that has been received as well as the fact that other projects have been able to piggyback on NBWRA's efforts making the Phase 1 projects greater than the \$100 million that was partially funded by Title XVI. The Program Manager stated that he would make those changes and share both documents with the TAC and that they should feel free to share with their Boards. This was an information item requiring no action by the TAC.

6. TAC Recommendations on Resilience Arenas

Having discussed Recycled Water and Potable Reuse at the January 11, 2022 meeting, the TAC discussed the Coordinated Drought Response and Sea Level Rise Adaptation resilience arenas.

Coordinate Drought Response

Rene Guillen discussed the pages in the packet relative to this topic. He noted that a typical Drought Contingency Plan (DCP) study would cost \$400,000, with 50% funding from USBR. If eight agencies participated the cost would be \$12,500 per year for two years that it would take to complete the study. Drew McIntyre noted that NBWRA was awarded funding a few years ago for a Sonoma and Marin study but since there was another study underway, the funds were transferred to Napa County with City of Napa as the lead agency. Following discussion, Rene Guillen indicated that he would work with Napa County participants to include a report for the Board at the February 28, 2022 meeting. Paul Sellier felt that it may be a little early for this. TAC members generally agreed that applying for funding would be a good idea, but it would be best to wait for the results of the Sonoma/Marin study to be completed to determine where additional study is needed. Rene Guillen indicated that agencies should be preparing to submit an application as soon as they could. Drew McIntyre suggested and the TAC agreed to include this topic as a regular agenda item in future TAC and Board agendas.

Sea Level Rise Adaptation

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The PowerPoint presentation used by WaterReuse was included in the packet. Mark Millan highlighted the key elements of potential funding opportunities. It was noted that member agencies will likely receive ongoing information on this from such organizations as CASA, ACWA, League of Cities, WaterReuse, and CSAC. The possibility of engaging the services of a funding expert is something NBWRA may want to consider in the future. Mark Millan also noted that the national WaterReuse organization is holding a conference in San Antonio, TX in March 2022. A main topic for the conference will be the various funding opportunities that are available for recycled water, particularly potable reuse. This was an information item requiring no action by the TAC.

9. Phase 2 Updates to Project Descriptions and Application for Title XVI Funding Opportunity

Following the January 11, 2022 meeting Rene Guillen sent an email to TAC members requesting updates to their project descriptions for a possible funding opportunity. Comments were received from Novato San, Petaluma, and Sonoma Water. A few days later USBR released information on Title XVI funding and Rene Guillen notified TAC members of this and requested commitment for an application. Petaluma and American Canyon responded affirmatively. The application is due March 15, 2022 and all information will need to be submitted by March 11. Submitting an application must be approved by the NBWRA Board.

A motion by Jason Farnsworth, seconded by Grant Davis to recommend to the Board that they authorize submitting an application to USBR on behalf of Phase 2 participating agencies was unanimously approved by a roll call vote.

10. Next Meeting

Following discussion the TAC agreed to schedule a monthly meeting on the 1st Thursday of the month from 2:00 – 3:00 p.m. through 2022. If there is no business for the TAC in any given month, the meeting can be cancelled.

11. Adjournment

Mark Millan noted that Chris DeGabriele has been appointed acting General Manager for Las Gallinas Valley Sanitary District while the district conducts a search for a new General Manager.

There being no further business Chair Healy adjourned the meeting at 2:19 p.m.

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Page 1

Agenda Explanation
North Bay Water Reuse Authority
Technical Advisory Committee
March 3, 2022

ITEM NO. 5 Meeting Between NBWRA and NBWA to Avoid Duplicative Efforts - Status Report

Action Requested

None at this time.

Summary

Both 1-page summary documents for NBWRA and NBWA have now been prepared, copies attached. The next step will be to prepare some graphics showing opportunities for collaboration between the two organizations. Suggestions from TAC members are welcome.

Recommendation

None at this time.

North Bay Water Reuse Authority
History, Purpose, Objectives, Membership, Governance, Projects, Potential New Resilience
Arenas, Strengths

History. NBWRA operates under a Memorandum of Understanding (MOU) first established in 2008 and amended four times. Current MOU was approved in November 2017.

Purpose. The purpose of NBWRA is to provide recycled water for agricultural, urban, and environmental uses thereby reducing reliance on local and imported surface water and groundwater supplies and reducing the amount of treated effluent released to San Pablo Bay and its tributaries.

Objectives. NBWRA projects will promote the expanded beneficial use of recycled water in the North Bay Region to:

- (a) Offset urban and agricultural demands on surface water and groundwater supplies;
- (b) Enhance local and regional ecosystems;
- (c) Improve local and regional water supply reliability;
- (d) Maintain and protect public health and safety;
- (e) Promote sustainable practices;
- (f) Give top priority to local needs for recycled water, and
- (g) Implement recycled water facilities in an economically viable manner.

Membership. Current membership includes agencies in Napa, Sonoma, and Marin counties interested in water issues: Napa and Marin Counties, Sonoma Water, Las Gallinas Valley SD, Novato SD, Marin Municipal WD, North Marin WD, Cities of Petaluma and American Canyon, Sonoma Valley CSD, and Napa SD.

Governance. One elected official from each of the member agencies serves on the Board of Directors, which is responsible for approving budgets and contracts. NBWRA complies with the Brown Act. Sonoma Water serves as the administrative agency. A Technical Advisory Committee (TAC) provides technical input and recommendations to the individual agencies and the NBWRA Board for projects, budgets, cost sharing, and MOU modifications.

Projects. Phase 1 has been completed and included \$100 million (\$25 M in federal funds, \$7 million from ARRA and \$18 M from Title XVI) in recycled water projects. Other projects were leveraged through the completed EIR/EIS making the total value greater than \$100 million. Funding for a drought contingency plan was transferred to City of Napa for a study in that county. Phase 2 is underway and includes approximately \$80 million (Prop 1 Funding a portion) in recycled water and water related projects. Costs are shared on the basis of benefit to the members. There are different agencies participating in Phase 1 and Phase 2.

Potential New Resilience Arenas include: Continuing Recycled Water, Potable Reuse, Coordinated Drought Response Planning, and Sea Level Rise Adaptation. Considering a potable reuse pilot project. Adding new arenas will result in modifications to the MOU for purpose, objectives, membership, and cost sharing.

Strengths. Feasibility Studies, EIR/EIS studies, financial capability analyses, public outreach, administration and management of programs and projects, obtaining state and federal funding through Prop 1 and Title XVI, leveraging studies to obtain funding and complete projects not originally included in NBWRA programs. Currently looking at additional funding opportunities.



NORTH BAY WATERSHED ASSOCIATION 2022 FACT SHEET

Bel Marin Keys Community Services District
Central Marin Sanitation Agency
County of Marin
County of Napa
County of Sonoma
Las Gallinas Valley Sanitary District
Marin County Stormwater Pollution Prevention Program
Marin Municipal Water District
Napa Sanitation District
Napa County Flood Control District
North Marin Water District
City of Novato
Novato Sanitary District
City of Petaluma
Ross Valley Sanitary District
City of San Rafael
City of Sonoma
Solano County Water Agency
Sonoma Valley County Sanitation Agency
Sonoma County Water Agency

Associate Members:

The Bay Institute

Group Members:

City of Mill Valley
Sewerage Agency of Southern Marin

The **mission** of the North Bay Watershed Association (NBWA) is to facilitate partnerships across political boundaries that promote stewardship of the North San Pablo Bay watershed resources.

The NBWA **represents** more than 25 diverse entities concerned with managing water, watersheds, and shorelines surrounding the northern part of San Francisco Bay.

The North Bay's watersheds encompass eastern Marin County, southern Sonoma County, Napa County, and portions of Solano County. The North Bay is a relatively rural part of the San Francisco Bay Area, with expansive open spaces.

North Bay Watersheds

- More than 1.3 million people live in the four North Bay counties
 - Approximately half live in NBWA watersheds ~660,000
- More than 2,000 miles of streams flow through NB watersheds
 - Small, urbanized creeks in Marin and Solano Counties
 - Petaluma River, Sonoma Creek, Napa River and Suisun Bay drainage
- North Bay relies on local water supply
 - more than any other sub-region of the Bay Area
 - municipal providers supply water for >90% of the NBWA residents
 - >75% of potable water supplied is imported from outside watersheds
 - Other sources include surface water, groundwater, and recycled water

Structure

- Governance:
 - Board of Directors
 - Member agency elected officials or delegates
- Committees:
 - Member Agency Staff
 - Joint Technical Working Group
 - Conference Committee
- Fiscal Agent: Marin Municipal Water District
- Budget: 100% from member agencies
- Admin / Management:
 - Memorandum of Understanding
 - Executive Director & Support Staff
- Work Plan: Annual Scope of Work

Goals



CONNECTING: Bring together local agencies to work cooperatively and effectively on issues of common interest.



REGULATIONS: Be proactive on addressing watershed-based regulations, which increasingly affects areas beyond traditional political boundaries.



FUNDING: Work cooperatively to increase eligibility for watershed-based funding.



SHARING RESOURCES: Maximize effective use of resources and leverage expertise in region.



EDUCATE: Educate communities about watershed health and stewardship and ways to participate.



INFLUENCE: Enhance the NBWA's influence on local, state, and federal policies and programs.

Benefits to the North Bay

NBWA members and local stakeholders have helped local, state and federal partners protect nearly 50,000 acres of wetlands on the North Bay shore and restore or enhance 30,000 more.

- ✓ Better water quality
- ✓ More reliable water supply
- ✓ Better educated citizens
- ✓ Improved habitat in streams and watersheds
- ✓ Connected and aligned water resource agencies

Addressing Challenges – Other Pressures

- ✓ Climactic changes
- ✓ Societal changes
- ✓ Costs of living
- ✓ Increased costs of operating, maintaining, and adapting infrastructure
- ✓ Unfunded regulatory requirements
- ✓ Natural resource limitations
- ✓ Technologic changes

Opportunities

- ✓ We live and work in watersheds *topping* an incredible estuary
- ✓ We have agencies with remarkable responsibilities, expertise, and experience
- ✓ We have frameworks for regional collaborations, such as NBWA
- ✓ We need each other to be successful
- ✓ We *have* to be successful

Page 1

Agenda Explanation
North Bay Water Reuse Authority
Technical Advisory Committee
March 3, 2022

ITEM NO. 6 STATUS OF PHASE 2 FUNDING APPLICATION.

Action Requested

None at this time.

Summary

The application is due March 15, 2022. City of American Canyon and City of Petaluma are included in the application. NBWRA Chair Rabbitt has prepared letter of support to be included in the packet. Rene Guillen will provide a verbal update at the meeting.

Recommendation

None at this time.

Page 1

Agenda Explanation
 North Bay Water Reuse Authority
 Technical Advisory Committee
 March 3, 2022

ITEM NO. 7 FY2021/22 BUDGET MODIFICATION TO PROVIDE FUNDING FOR CONSULTANTS THROUGH JUNE 30, 2022

Action Requested

It is recommended that the TAC review the provided information and recommend a FY2021/22 Budget Modification to fund the consultants through June 30, 2022.

Summary

Weir Technical Services. Total budget of \$10,000 to provide program management services through an agreement that terminates June 30, 2023. The current agreement became effective on August 8, 2018 for a total of \$57,426. The agreement was amended on July 15, 2021 for an additional \$10,000, for a total of \$67,426. As of February 28, 2022 there is less than \$2,100 remaining. At the current burn rate, a minimum of \$10,000 will be required to carry through to June 30, 2022.

Brown & Caldwell. Total Budget: \$39,700 for continued support through the end of June 2022. This would include effort related to prepping, attending, and participating in TAC and NBWRA Board Meetings as well as some Project Management time.

Total need is \$49,700 for the consultant team through June 30, 2022. All of these charges would be allocated to Joint Use as the services apply to all Phase 1 and Phase 2 agencies. Currently there are surplus balances in the following programs:

Discretionary	\$66,639.50
Accumulated Interest	\$26,694.99 (after deducting the \$35,000 for Sonoma Water)
<u>Available Total</u>	<u>\$93,334.49</u>
Proposed Budget Amendment	\$49,700.00
Amount Remaining	\$43,634.49

Sonoma Water can determine how much of the total \$49,700 to transfer from Discretionary and Interest. By using available funds, there would be no separate charge for the member agencies.

Recommendation

It is recommended that the FY2021/22 Budget be amended by a total of \$49,700, which includes \$10,000 for Weir Technical Services, and \$39,700 for Brown & Caldwell. Funds can be taken from a combination of Discretionary and Accumulated interest.

Page 1

Agenda Explanation
 North Bay Water Reuse Authority
 Technical Advisory Committee
 March 3, 2022

ITEM NO. 8 CONTINUE PLANNING FOR PROJECTS IN THE RESILIENCE ARENAS FOR FY2022/23 AND POTENTIAL BUDGET

Action Requested

Continue the discussion of potential resilience arena projects and budgets for FY2022/23.

Summary

The TAC has agreed to continue discussion opportunities in the four resilience arenas: recycled water, potable reuse, coordinated drought response planning, and sea level rise adaptation.

Resiliency Arena 1 – Recycled Water

The funding application for Phase 2 agencies is related to recycled water. However, there are still tasks that need to be completed that are independent of the funding application. These tasks and costs include the following:

- \$85K to update the EIR/EIS to align with the updated FS (Task 3)
- \$10K to update the FCD Report to align with the updated FS (Task 4)
- \$70K to support the development of two additional grant applications (Task 5)
- \$40K for continued PM support and support as it pertains to any additional changes needed to the FS (Task 7)

Total: \$205K

Costs by Agency (note that this assumes the same cost allocation model we have been using for Phase 2):

Total Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
\$205,000	\$4,000	\$20,417	\$21,788	\$18,545	\$23,464	\$4,000	\$4,000	\$55,808	\$23,837	\$29,140

Resilience Arena 2 – Potable Reuse

The TAC has continued to review opportunities for potable reuse but does not appear ready to commit to a comprehensive North Bay study at this time. An alternative might be to start with a white paper approach, to list all studies in the north bay region that have addressed or will be addressing potable reuse. It could be called “NBWRA White Paper on Potable Reuse Potential” summarizing:

- Existing potable reuse (none)
- Planned Potable Reuse Projects (feasibility level studies and beyond)
- Potable Reuse Projects being implemented (none at this time)
- Identified Potable Reuse Opportunities (based on prior) studies)
- Potable Reuse Opportunities Under Study (current studies)
- Total Potable Reuse Potential (based on existing, planned and projects under study)

For budget purposes, the likely cost of this study would be **\$100,000 - \$150,000**. The individual agency cost would depend on the number of agencies that participated. If ten agencies

Page 2

Agenda Explanation
 North Bay Water Reuse Authority
 Technical Advisory Committee
 March 3, 2022

participated, the cost per agency would be \$10,000 - \$15,000. Costs would be proportionately greater if fewer agencies participated. The TAC should review this as a possible starting point for FY2022/23 projects and related budgets. If this appeals to the TAC the consultant team could be directed to prepare a more detailed scope and cost for review at the April 7, 2022 meeting. It would be helpful to know which agencies are interested in the white paper approach for cost sharing purposes.

Resiliency Arena 3 – Drought Contingency Planning

Brown & Caldwell (B&C) has reviewed portions of Sonoma Water's Resiliency Study and has had a conversation with Reclamation. B&C has concluded that the agencies do not need another DCP. A smaller study to help them assess what other items they should consider adding to the study so that it addresses all of the items Reclamation looks for in DCPs. By going through this exercise the agencies will be able to use their current study as their DCP to pursue drought resiliency grants. A starting point for budgeting purposes is **\$50,000**. That would work out to \$5,000 per agency if ten agencies participated, and proportionately higher with fewer agencies.

Resiliency Arena 4 – Sea Level Rise Adaptation

The TAC can consider submitting a Building Resilient Infrastructure and Communities (BRIC) Planning Application for either North Bay Adaptation Plan or project specific LGVSD/Marin County Adaptation Plan. Application Grant costs are estimated at \$50,000. Additional funding opportunities (Flood Mitigation Assistance, Pre-Disaster Mitigation, Proposition 1 Climate Read Grants) would be reviewed and identified through the process. Similar to other projects, that would work out to \$5,000 per agency if ten agencies participated, and proportionately higher with fewer agencies.

As a point of comparison, the total cost for all these projects is less than \$500,000, which is less than previous budgets that began Phases 1 and 2.

Recommendation

The TAC should consider directing the consultant team to develop more detailed scopes and costs for the projects described above. They include the following:

Recycled water – completing EIR/EIS and related tasks	\$205,000
Potable Reuse White Paper Development	\$100,000 - \$150,000
DCP follow up study	\$50,000
Sea Level Rise Adaptation	\$50,000
Total Cost for all proposed projects	\$405,000 - \$455,000

For the April 7, 2022 TAC, meeting agencies should be prepared to indicate if they will be participating in each of the proposed projects. This will facilitate budget planning and cost sharing.

**North Bay Water Reuse Authority
Technical Advisory Committee
Zoom Meeting Minutes
March 3, 2022**

Draft

Approved _____

1. Call to Order and Self Introductions

Chair Healy called the Technical Advisory Committee (TAC) meeting to order at 2:05 p.m. on Thursday, March 3, 2022. The meeting was a Zoom meeting only and attendees participated via the following link: <https://us02web.zoom.us/j/87698404530>.

Committee Members Present

Tim Healy, Chair	Napa Sanitation District
Pam Jeane, Vice Chair	Sonoma Valley County Sanitation District
Erik Brown	Novato Sanitary District
Grant Davis	Sonoma Water
Chris DeGabriele	Las Gallinas Valley Sanitary District
Jason Farnsworth	City of Petaluma
Drew McIntyre	North Marin Water District
Paul Sellier	Marin Municipal Water District

Others Present

Member Agencies

Akin Fayahun	City of Petaluma
Dale McDonald	Las Gallinas Valley Sanitary District
Jake Spaulding	Sonoma Water
Tony Williams	North Marin Water District

Consultant Team

Chuck Weir, Program Manager	Weir Technical Services
Rene Guillen	Brown & Caldwell
Jim O'Toole	ESA
Mike Savage	Brown and Caldwell
Dawn Taffler	Kennedy Jenks

2. Approval of the Agenda

The Agenda was approved with no changes.

3. Public Comments

There were no public comments.

4. TAC Meeting Minutes of February 2, 2022

On a motion by Drew McIntyre, seconded by Paul Sellier, the February 2, 2022 minutes were unanimously approved.

5. Meeting Between NBWRA and NBWA to Avoid Duplicative Efforts

The one-page summary documents for each agency have been received and were included in the packet. The next task will be to develop some graphics to show areas of similarity for collaboration and avoiding duplication of efforts. The meeting between the two organizations will be planned before the end of March 2022. This was an information item requiring no action by the TAC.

6. Status of Phase 2 Funding Application

Rene Guillen discussed the status and noted that Petaluma will be the only participant. City of American Canyon is not yet able to commit to the 75% matching requirement. They are looking at State IRWMP funding next year. Petaluma has three projects included in the application for a total of approximately \$7 million in requested federal funds. The application will still be on behalf of NBWRA. Akin Fayeahun stated that Petaluma has a state grant for \$3 million for their tertiary upgrade. USBR issues funding opportunities approximately once per year, so the next opportunity will be in early 2023. This was an information item requiring no action by the TAC.

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

The Program Manager provided the report and noted that Weir Technical Services needs \$10,000 and Brown & Caldwell (B&C) needs \$39,700 for a total of \$49,700. The funds are to continue prepping for, attending, and participating in TAC and NBWRA Board Meetings as well as some Project Management time for B&C. Currently there are a total of \$93,334 in unallocated funds from discretionary funds and accumulated interest. Sonoma Water can determine how much to take from each fund.

The schedule for budget issues for both FY2021/22 and FY2022/23 are detailed below:

- a. The TAC approves the \$49,700 modification for FY2021/22 and that this be a recommendation for the NBWRA Board at its March 28, 2022 meeting.
- b. The Board approve the FY2021/22 budget modification at its March 28, 2022 meeting and forwards to the Sonoma Water Board for approval.
- c. The TAC continues discussing resilience arena issues for FY2022/23 as described in Agenda Item No. 8 and direct the consultant team to prepare more detailed scopes and cost sharing for review and possible approval at its April 7, 2022 meeting.
- d. The TAC approves resilience arena projects, member agency participation, and cost sharing at its April 7, 2022 meeting and recommends them to the Board for approval at the April 25, 2022 Board meeting.
- e. The Board approves FY2022/23 resilience arena projects for FY2022/23 at its April 25, 2022 meeting and forwards them to the Sonoma Water Board for approval.
- f. The Sonoma Water Board considers both FY2021/22 and FY2022/23 Budgets at its meeting in June 2022 such that funds would be available in early July 2022.

Taking both budget items to the Sonoma Water Board at one time will save significant administrative time and costs. The TAC and Board may want to consider placeholders for projects not fully identified to avoid having to go back to all parties for budget modifications in FY2022/23.

A motion by Grant Davis, seconded by Paul Sellier to amend the FY2021/22 budget by \$49,700 as described was unanimously approved.

8. Continue Planning for Projects in the Resilience Arenas for FY2022/23 and Potential Budgets

The TAC discussed four potential resilience arena projects and cost sharing for FY2022/23 and assessed potential interest from the member agencies.

Resiliency Arena 1 – Recycled Water

The funding application for Phase 2 agencies is related to recycled water. However, there are still tasks that need to be completed that are independent of the funding application. The tasks total \$205,000 for B&C and include updating the EIR/EIS to align with the updates Feasibility Study, updating the financial capability, two additional grant applications, and continued project management support. A draft cost sharing was included in the packet. TAC members requested additional information on the cost sharing to indicate costs per agency for each specific task. The TAC was supportive of having the consultant team provide a more detailed scope and cost sharing at the April 7, 2022 meeting.

Resilience Arena 2 – Potable Reuse

The TAC discussed the possibility of preparing an “NBWRA White Paper on Potable Reuse Potential” summarizing: existing potable reuse, planned potable reuse projects, potable reuse projects being implemented, identification of opportunities, and an estimate of total potable reuse potential. The total estimated cost for the white paper is \$100,000 - \$150,000. Based on a question from Grant Davis, Dawn Taffler noted that potable reuse includes both direct and indirect potable reuse. Although this topic received the second highest results in the survey, the TAC is generally not interested in any potable reuse project at this time. Wastewater agencies are recycling nearly all of their dry weather flows which only leaves wet weather flows for potable reuse projects. Agencies are generally not interested in direct potable reuse and there is inadequate storage for wet weather flows. Chris DeGabriele asked for additional information on the survey results as well as the potable reuse topic. The Program Manager stated that he would attach the survey results as well as the potable reuse study outline to the minutes. The conclusion of the TAC was to pass on this project at this time.

Resiliency Arena 3 – Drought Contingency Planning

B&C has reviewed portions of Sonoma Water’s Resiliency Study and has had a conversation with Reclamation. B&C has concluded that the agencies do not need another DCP. A smaller study would help them assess what other items they should consider adding to the study so that it addresses all of the items Reclamation looks for in DCPs. By going through this exercise the agencies will be able to use their current study as their DCP to pursue drought resiliency grants. A starting point for budgeting purposes is \$50,000. Tim Healy noted that since Napa Valley is nearing completion on their DCP the Napa agencies would likely not participate in this project. The remaining agencies are interested in seeing a more detailed scope and cost sharing analysis at the April 7, 2022 meeting.

Resiliency Arena 4 – Sea Level Rise Adaptation

The TAC discussed an estimated \$50,000 project to submit a Building Resilient Infrastructure and Communities (BRIC) application. The plan could be comprehensive for the North Bay region or more specific to the Marin County agencies. Based on TAC comments the more focused study for Marin County made more sense at this time. The TAC is interested in seeing a more detailed scope and cost sharing analysis at the April 7, 2022 meeting.

Summary and Direction to the Consultants

The TAC concurred that the consultants should develop more detailed scopes and cost analyses for the following items for the April 7, 2022 meeting:

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

10. Next Meeting

The next meeting will be via Zoom on Thursday, April 7, 2022 at 2:00 p.m.

11. Adjournment

There being no further business Chair Healy adjourned the meeting at 3:23 p.m.

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Page 1

Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
March 28, 2022

ITEM NO. 6.b CONSULTANT PROGRESS REPORTS

Action Requested

None at this time.

Summary

The consultant progress reports include the following: B&C – January 2022, Weir – February 2022. The reports 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.

Attachments

Consultant Progress Reports.



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

ACTIVITIES DECEMBER 31, 2021 THROUGH JANUARY 27, 2022

TASK 1 WORKSHOPS/PUBLIC OUTREACH/MGT

1.1 Workshops

- Virtual meetings to prepare for TAC meetings.

1.3 Public Involvement

- Web updates and distribute timely communications to NBWRA members.

1.4 Administration

- No Activity.

TASK 2 TITLE XVI FEASIBILITY STUDY/REPORT

- Technical review of potential additional projects for NBWRP.
- Review materials and attend NBWRA TAC and NBWRA Board Meeting

TASK 3 ENVIRONMENTAL EVALUATION

- Conducted review of FEMA funding and participated in meetings.

TASK 4 FINANCIAL CAPABILITIES DETERMINATION

- No Activity.

TASK 5 PHASE 2 GRANT APPLICATION AND MANAGEMENT

- Review notice of funding opportunity and coordinate with agencies to gauge interest in applying.
- Discussion of which projects for potential inclusion in grant application to Reclamation.
- Held meetings with City of Petaluma and American Canyon to discuss potential projects.

TASK 6 PHASE 1 SERVICES

- No Activity.

TASK 7 ADDITIONAL SERVICES

- Follow up discussions about next steps for NBWRA, the upcoming TAC meeting and support for funding and resilience areas.
- Conducted review of FEMA Funding.
- Prepared materials and presentation to be used at meetings with technical team.
- Project maintenance activities, including project invoicing and development of activities report.

Weir Technical Services
 Program Management Services for North Bay Water Reuse Authority (FY21/22)
 Sonoma County Water Agency Project-Activity Code N0001D034

**February 2022
 Progress Report**

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

- Drafted 1-page summary of NBWRA for joint effort with NBWA to prepare graphics for joint meeting. Sent to consultant team for comments and revised based on feedback.
- Prepped for and hosted February 2, 2022 TAC meeting. Drafted minutes and sent to consultants and TAC for review. Revised based on comments received.
- Updated summary of meeting with Andy Rogers, NBWA, and sent to TAC.
- Email communication with BACWA regarding NBWRA providing a presentation on water recycling to their recycled water committee on May 17, 2022.
- Scheduled monthly TAC Zoom meetings on 1st Thursday of Month from 2-3 p.m. through end of 2022. Monitored Outlook responses.
- Sent Form 700 info to Agency staff with draft email and draft cover sheet to the Board and alternates.
- Email communication with consultant regarding recording of Sonoma Water Advisory Committee meeting.
- Drafted February 28, 2022 Board agenda and sent to Chair and Vice Chair for review; also sent to consultant team for review.
- Drafted report from the TAC for the Board packet and sent to TAC Chair and Vice Chair for review. Made minor revisions per comments.
- Drafted Board agenda reports for February 28, 2022 Board meeting and sent to consultant team and Agency staff for review. Modified reports based on comments from Agency staff. Finalized reports, compiled packet and sent to distribution list.
- Reviewed Napa DCP presentation, added to packet, and resent packet to distribution list.
- Prepped for and hosted February 28, 2022 Board meeting.
- Email communication with TAC and consultants regarding plans for March 3, 2022 TAC meeting. Scheduled Zoom Board meetings for March 28, April 25, and May 23, 2022 and monitored Outlook responses.
- Email communication with consultant team regarding FY2021/22 and FY2022/23 budget issues.
- Drafted support letter to USBR for Chair's signature; modified based on comments received. Obtained Chair's signature and sent to consultant and Agency.
- Updated Board member and distribution lists.

2.2 Task 2: Financial Management

- Updated consultant cost tracking and reconciled with Agency trust worksheet.

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 December 2021 and January 2022 invoices 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
March 28, 2022

ITEM NO. 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 COMES FIRST

Action Requested

Declare a State of Emergency due to COVID-19 to allow for the continuation of remote meetings until the State of Emergency is rescinded or until January 1, 2024, whichever comes first.

Summary

Executive Orders from the Governor have allowed public agencies to hold remote meetings and still be in compliance with the Brown Act. Those orders expired September 30, 2021. The legislature passed and the governor has signed AB361 which allows public agencies to continue to hold remote meeting and still comply with the Brown Act. However, in order to continue remote meetings each public agency must declare a state of emergency due to COVID-19. This allows the continuation of remote meetings until the state of emergency is rescinded or until the ability sunsets on January 2, 2024 as specified in the legislation.

At recent meetings, Board members expressed a desire to continue remote meetings in an effort to minimize the carbon footprint of the meetings which have 25-30 people traveling from the three counties to Novato. AB361 will allow for the continuation of remote meetings. There may be additional requirements that have not yet been identified.

The Governor's order for state agencies expires March 31, 2022 for state agencies to have remote meetings. Many agencies are beginning to have regular face to face meetings. Please refer to Agenda item No. 8 for a recommended solution to the meeting issue for NBWRA moving forward.

Recommendation

It is recommended that the Board Declare a State of Emergency due to COVID-19 to allow for the continuation of remote meetings until the State of Emergency is rescinded or until January 1, 2024, whichever comes first.

Attachment

None

Page 1

Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
March 28, 2022

ITEM NO. 8 BOARD POLICY TO CONDUCT ALL FUTURE BOARD MEETINGS VIA ZOOM TO REDUCE ITS CARBON FOOTPRINT AND TO REDUCE BOARD, STAFF, AND CONSULTANT TRAVEL COSTS

Action Requested

Adopt a policy to conduct all future Board meetings via Zoom to reduce its carbon footprint and to reduce Board, staff, and consultant travel costs.

Summary

Please refer to the previous agenda item for background on holding remote meetings during the pandemic. With the drop in COVID-19 cases statewide, many public agencies have begun holding public meetings. There are a variety of ways these meeting are being held. Most are holding hybrid meetings that allow the public to attend in person or via Zoom.

At recent meetings, Board members have expressed a desire to continue remote meetings in an effort to minimize the carbon footprint of the meetings which have 25-30 people traveling from the three counties to Novato. A solution for NBWRA would be to adopt a policy to conduct all future meetings via Zoom. The NBWRA Memorandum of Understanding (MOU) states the the Board will comply with the Brown Act for its meetings. The Brown Act requires meetings to be public. It also requires that if governing body members attend remotely, the address of each individual must also be posted to allow public members attend the remote sites. With the advent of technology such as Zoom, one legal interpretation is that publishing the Zoom website address satisfies the address requirement. The interpretation is certainly within the spirit of the Board Act providing public access to meetings. If all attendees are meeting remotely via zoom, there clearly is no disadvantage to the public.

Therefore, it is in the best interests of all parties for the Board to adopt a policy to conduct all future Board meetings via Zoom to reduce its carbon footprint and reduce travel costs for Board, staff, and consultants and to continue publishing the Zoom meeting address on the agendas, which are printed and posted at each member agency as well as posted on the website.

Recommendation

It is recommended that the Board adopt a policy to Conduct All Future Board Meetings Via Zoom to Reduce Its Carbon Footprint And To Reduce Board, Staff, And Consultant Travel Costs.

Attachment

None

Page 1

Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
March 28, 2022

ITEM NO. 9 FINANCIAL REPORTS FOR FISCAL YEAR ENDING JUNE 30, 2022

Action Requested

None at this time.

Summary

The following items are attached for the Board's information for Fiscal Year ending June 30, 2022:

- a. Consultant Cost Tracking for FY21/22 through January 31, 2022
- b. FY2021/22 Monthly Project Cost Summary as of January 31, 2022
- c. FY2021/22 Budget Allocations as of January 31, 2022
- d. FY2021/22 Transaction Summaries for Phase 1, Phase 2, Joint Use, and Discretionary as of January 31, 2022
- e. Interest Earned by Fiscal Year

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. Costs for the Fiscal Year ending June 30, 2022 are also tracking normally at this time.

The spreadsheet also clearly shows that consultants are running low on funds and need additional funds through June 30, 2022. Please refer to Agenda Item No. 10 for a resolution to this issue.

Recommendation

None at this time.

Attachments

Item Nos. 9a – e as described above.

North Bay Water Reuse Authority
 Consultant Cost Tracking
 Fiscal Year 2021/22

March 23, 2022

	Dec-21	Jan-22	Feb-22	Mar-22	FY2020/21 Total	Approved FY2020/21	FY2021/22 YTD	Approved FY2021/22	Prior FY Carryover	Total Available	Amount Remaining
Phase 1 Support											
Grant Applications & Management - B&C	-	-	-	-	3,534	-	5,387	-	26,909	26,909	21,522
Total Costs for Phase 1 Support	-	-	-	-	3,534	-	5,387	-	26,909	26,909	21,522

Phase 2 Support											
Program Development		-	-	-	-	-	-	-	18,921	18,921	18,921
Federal Advocacy		-	-	-	-	-	-	-	17,818	17,818	17,818
State Advocacy		-	-	-	-	-	-	-	17,500	17,500	17,500
Total Costs for Phase 2 Support	-	-	-	-		-	-		54,238	54,238	54,238

Phase 2 Feasibility Study											
Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin, Outreach - B&C	2,008	(10,916)	-	-	31,193	-	9,980	-	31,314	31,314	21,334
Engineering Task 2 Feasibility Study - B&C	-	1,603	-	-	19,366	-	3,864	-	2,660	2,660	(1,204)
Engineering Tasks 3 & 4, Environmental & Financial Capability - B&C	-	236	-	-	19,133	-	4,560	-	21,879	21,879	17,320
SCWA Administration - Grants and EIR/EIS - SCWA	-	-	-	-	7,335	-	842	-	19,184	19,184	18,342
Total Costs for Study	2,008	(9,077)	-	-	77,027	-	19,245	-	75,037	75,037	55,792
Total Costs for Phase 2	2,008	(9,077)	-	-	87,332	-	19,245	-			110,030

Joint Use											
Program Management - Weir	320	3,120	3,240	-	16,200	-	16,880	10,000	8,723	18,723	1,843
Engineering Task 7, Additional Services - B&C (Note recoded from Phase 2)	1,944	17,377	-	-	-	-	31,355	60,000	-	60,000	28,645
SCWA Administration (\$35,000 added by Board on February 28, 2022)	4,441	-	1,980	791	64,628	-	30,008	75,000	(27,889)	47,111	17,103
Total Costs for Joint Use	6,706	20,497	5,220	791	80,828	-	46,888	145,000	(19,166)	125,834	47,591

Total Costs											
Planning, Engineering, and Funding Management - B&C	3,952	8,300	-	-	73,226	-	55,145	60,000	82,762	142,762	87,617
Program Development and Federal/State Advocacy	-	-	-	-	-	-	-	-	54,238	54,238	54,238
Program Management - Weir	320	3,120	3,240	-	16,200	-	16,880	10,000	8,723	18,723	1,843
SCWA Administration	4,441	-	1,980	791	71,963	-	30,851	-	45,533	45,533	14,683
Total Costs for NBWRA	8,713	11,420	5,220	791	161,389	-	102,876	70,000	191,256	261,256	158,380

**North Bay Water Reuse Authority
Project Cost Summary
as of March 15, 2022**

TOTAL FY 21/22 PROJECT COSTS							
Project	Consultant	FY 20/21 Budget Carryover	FY 20/21 Additional Budget	Total	Total Expenses in FY 21/22	Remaining Funds	Percent Remaining
Planning, Engineering and Funding Management	Brown & Caldwell	82,761.47	60,000.00	142,761.47	13,959.27	128,802.20	90.22%
Program Development and Federal/State Advocacy	B&A/TBD	54,238.10	-	54,238.10	-	54,238.10	100.00%
Program Management	Weir Technical Services	8,722.45	10,000.00	18,722.45	13,640.00	5,082.45	27.15%
SCWA Administration	SCWA	(8,704.77)	40,000.00	31,295.23	30,850.49	444.74	1.42%
TOTAL BUDGET		\$ 137,017.25	\$ 110,000.00	\$ 247,017.25	58,449.76	\$ 188,567.49	76.34%
Phase 1							
Project	Consultant	FY 20/21 Budget Carryover	FY 20/21 Additional Budget	Total	Total Expenses in FY 21/22	Remaining Funds	Percent Remaining
Grant Applications and Management	Brown & Caldwell	26,908.26	-	26,908.26	5,387.26	21,521.00	79.98%
TOTAL BUDGET		\$ 26,908.26	\$ -	\$ 26,908.26	\$ 5,387.26	\$ 21,521.00	0.00%
Phase 2 - Support							
Project	Consultant	FY 20/21 Budget Carryover	FY 20/21 Additional Budget	Total	Total Expenses in FY 21/22	Remaining Funds	Percent Remaining
Program Development	TBD	18,920.55	-	18,920.55	-	18,920.55	100.00%
Federal Advocacy	TBD	17,817.55	-	17,817.55	-	17,817.55	100.00%
State Advocacy	TBD	17,500.00	-	17,500.00	-	17,500.00	100.00%
TOTAL BUDGET		\$ 54,238.10	\$ -	\$ 54,238.10	-	\$ 54,238.10	100.00%
Phase 2 - Feasibility Study							
Project	Consultant	FY 20/21 Budget Carryover	FY 20/21 Additional Budget	Total	Total Expenses in FY 21/22	Remaining Funds	Percent Remaining
Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin and Outreach	Brown & Caldwell	31,313.80	-	31,313.80	3,759.07	27,554.73	88.00%
Engineering: Task 2 Feasibility Study	Brown & Caldwell	2,659.96	-	2,659.96	1,907.06	752.90	28.30%
Engineering Tasks 3 & 4 : Environmental and Financial Capability	Brown & Caldwell	21,879.45	-	21,879.45	2,905.88	18,973.57	86.72%
SCWA Administration - Grants and EIR/EIS	SCWA	19,183.76	-	19,183.76	842.14	18,341.62	95.61%
TOTAL BUDGET		\$ 43,723.17	\$ -	\$ 43,723.17	\$ 9,414.15	\$ 65,622.82	150.09%
Joint Use							
Project	Consultant	FY 20/21 Budget Carryover	FY 20/21 Additional Budget	Total	Total Expenses in FY 21/22	Remaining Funds	Percent Remaining
Program Management	Weir Technical Services	8,722.45	10,000.00	18,722.45	13,640.00	5,082.45	27.15%
Engineering Task 7: Additional Services - BC	Brown & Caldwell	-	60,000.00	60,000.00	21,614.50	38,385.50	63.98%
SCWA Administration	SCWA	(27,888.53)	40,000.00	12,111.47	30,008.35	(17,896.88)	-147.77%
TOTAL BUDGET		\$ (19,166.08)	\$ 110,000.00	\$ 90,833.92	65,262.85	\$ 25,571.07	28.15%

**North Bay Water Reuse Authority
Project Cost Summary
as of March 15, 2022**

TOTAL FY 21/22 PROJECT COSTS											
Project	Consultant	Carryover Budget	2021/22 Additional Budget	Total Budget	Original Contract	Amend	Total Contract	Uncommitted	Total Expenses in FY 20/21	Remaining	% Avail.
Planning, Engineering and Funding Management	Brown & Caldwell	82,761.47	60,000.00	142,761.47					35,573.77	107,187.70	75.08%
Program Development and Federal/State Advocacy	TBD	54,238.10	-	54,238.10					-	54,238.10	100.00%
Program Management	Weir Technical Services	8,722.45	10,000.00	18,722.45					13,640.00	5,082.45	27.15%
SCWA Administration	SCWA	(8,704.77)	40,000.00	31,295.23					30,850.49	444.74	1.42%
TOTAL BUDGET		\$ 137,017.25	\$ 110,000.00	\$ 247,017.25	\$ -	\$ -	\$ -	\$ -	80,064.26	\$ 166,952.99	67.59%
Phase 1											
Project	Consultant	Carryover Budget	2021/22 Additional Budget	Total Budget	Original Contract	Amend	Total Contract	Uncommitted	Total Expenses in FY 20/21	Remaining	% Avail.
Grant Applications and Management	Brown & Caldwell	26,908.26	-	26,908.26					5,387.26	21,521.00	79.98%
TOTAL BUDGET		\$ 26,908.26	\$ -	\$ 26,908.26	\$ -	\$ -	\$ -	\$ -	\$ 5,387.26	\$ 21,521.00	0.00%
Phase 2 - Support											
Project	Consultant	Carryover Budget	2021/22 Additional Budget	Total Budget	Original Contract	Amend	Total Contract	Uncommitted	Total Expenses in FY 20/21	Remaining	% Avail.
Program Development	TBD	18,920.55	-	18,920.55					-	18,920.55	100.00%
Federal Advocacy	TBD	17,817.55	-	17,817.55					-	17,817.55	100.00%
State Advocacy	TBD	17,500.00	-	17,500.00					-	17,500.00	100.00%
TOTAL BUDGET		\$ 54,238.10	\$ -	\$ 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	Carryover Budget	2021/22 Additional Budget	Total Budget	Original Contract	Amend	Total Contract	Uncommitted	Total Expenses in FY 21/22	Remaining	% Avail.
Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin and Outreach	Brown & Caldwell	31,313.80	-	31,313.80					3,759.07	(3,759.07)	-12.00%
Engineering: Task 2 Feasibility Study	Brown & Caldwell	2,659.96	-	2,659.96					1,907.06	(1,907.06)	-71.70%
Engineering Tasks 3 & 4 : Environmental and Financial Capability	Brown & Caldwell	21,879.45	-	21,879.45					2,905.88	(2,905.88)	-13.28%
Administration - Grants and EIR/EIS	SCWA	19,183.76	-	19,183.76					842.14	18,341.62	95.61%
TOTAL BUDGET		\$ 75,036.97	\$ -	\$ 75,036.97	\$ -	\$ -	\$ -	\$ -	\$ 9,414.15	\$ 9,769.61	13.02%
Joint Use											
Project	Consultant	Carryover Budget	2021/22 Additional Budget	Total Budget	Original Contract	Amend	Total Contract	Uncommitted	Total Expenses in FY 21/22	Remaining	% Avail.
Program Management	Weir Technical Services	8,722.45	10,000.00	18,722.45					13,640.00	5,082.45	27.15%
Engineering Task 7: Additional Services	Brown & Caldwell	-	60,000.00	60,000.00					21,614.50	38,385.50	63.98%
Administration	SCWA	(27,888.53)	40,000.00	12,111.47					30,008.35	(17,896.88)	-147.77%
TOTAL BUDGET		\$ (19,166.08)	\$ 110,000.00	\$ 90,833.92	\$ -	\$ -	\$ -	\$ -	65,262.85	\$ 25,571.07	28.15%

**North Bay Water Reuse Authority
Project Cost Summary
as of March 15, 2022**

Agreement Rollovers From 20/21 Budget											
Project	Consultant	FY 19/20 Budget	Carryover For FY 19/20	Total Budget	Total Expenses (In Prior Years)	Amend	Remaining Amount	Uncommitted (expired) Amount	Total Expenses in FY 20/21	Remaining	% Avail.
Phase 1:											
Grant Applications and Management - B&C	Brown & Caldwell	-	30,442.26	30,442.26	-	-	-	-	3,534.00	26,908.26	88.39%
Program Development	TBD	-	-	-	-	-	-	-	-	-	0.00%
Federal Advocacy	TBD	-	-	-	-	-	-	-	-	-	0.00%
Phase 2 - Support											
Program Development	TBD	-	18,920.55	18,920.55	-	-	-	-	-	18,920.55	100.00%
State Advocacy	TBD	-	17,817.55	17,817.55	-	-	-	-	-	17,817.55	100.00%
Federal Advocacy	TBD	-	17,500.00	17,500.00	-	-	-	-	-	17,500.00	100.00%
Phase 2 - Feasibility Study											
Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin and Outreach	Brown & Caldwell	-	62,506.92	62,506.92	-	-	-	-	31,193.12	31,313.80	50.10%
Engineering: Task 2 Feasibility Study	Brown & Caldwell	-	22,025.65	22,025.65	-	-	-	-	19,365.69	2,659.96	12.08%
Engineering Tasks 3 & 4 : Environmental and Financial Capability	Brown & Caldwell	-	41,012.71	41,012.71	-	-	-	-	19,133.26	21,879.45	53.35%
Engineering Task 7: Additional Services	Brown & Caldwell	-	-	-	-	-	-	-	-	-	0.00%
SCWA Administration - Grants and EIR/EIS	SCWA	-	26,518.55	26,518.55	-	-	-	-	7,334.79	19,183.76	72.34%
Joint Use											
Program Management	Weir Technical Services	-	24,922.45	24,922.45	-	-	-	-	16,200.00	8,722.45	35.00%
SCWA Administration	SCWA	-	36,739.92	36,739.92	-	-	-	-	64,628.45	(27,888.53)	-75.91%
TOTAL BUDGET		\$ -	\$ 298,406.56	\$ 298,406.56	\$ -	\$ -	\$ -	\$ -	\$ 161,389.31	\$ 137,017.25	45.92%

Rollover From Prior Years	137,017.25
Total FY21/22 Budget for all Phases	110,000.00
Total	247,017.25
Expenses Incurred in FY 20/21 (Including budget for rollover amounts)	80,064.26
Amount Remaining	166,952.99
Unbudgeted Expenses (Discretionary)	-
Total Charges to NBWR FY 20/21	\$80,064.26

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.

2021/22 Budget Allocations + Amendments

Phase 1 Support												
	Carry Over Budget	2021/22 Additional Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
MOU Percent for Phase 1			7.239%	31.894%	8.611%	27.473%	3.572%	17.640%	3.571%	0.000%	0.000%	0.000%
Grant Applications and Management	\$ 26,908.26									-	-	-
Program Development	\$ -		-	-	-	-	-	-	-	-	-	-
Federal Advocacy	\$ -		-	-	-	-	-	-	-	-	-	-
Total	\$ 26,908.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Phase 2 Support												
Shared on the Basis of Phase 2 Project Cost in Feasibility Study	Carry Over Budget	2021/22 Additional Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
Percent for Phase 2 Support			0.000%	14.286%	14.286%	14.286%	14.286%	0.000%	0.000%	14.286%	14.286%	14.286%
Program Development - TBD	\$ 18,920.55		-	-	-	-	-	-	-	-	-	-
Federal Advocacy - TBD	\$ 17,817.55		-	-	-	-	-	-	-	-	-	-
State Advocacy - TBD	\$ 17,500.00		-	-	-	-	-	-	-	-	-	-
Total	\$ 54,238.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

\$ -

Phase 2 Feasibility Study - Two Years												
Shared on the Basis of Phase 2 Project Cost in Feasibility Study	Carry Over Budget	2021/22 Additional Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
Percent for Phase Engineering mtgs, etc.			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	\$ 31,313.80		-	-	-	-	-	-	-	-	-	-
Percent for Phase 2 Feasibility Study			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	\$ 2,659.96		-	-	-	-	-	-	-	-	-	-
Percent for Phase 2 EIR/EIS & Financial Cap			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	\$ 21,879.45		-	-	-	-	-	-	-	-	-	-
Percent for Phase 2 SCWA			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	\$ 19,183.76		-	-	-	-	-	-	-	-	-	-
Total	\$ 75,036.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Joint Use												
Shared on the Basis of Phase 2 Project Cost in Feasibility Study	Carry Over Budget	2021/22 Additional Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
Percent for Joint Use			10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%
Program Management	\$ 8,722.45	\$ 10,000.00										
Engineering Task 7: Additional Services - BC	\$ -	\$ 60,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
SCWA Administration	\$ (27,888.53)	\$ 40,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
Total	\$ (19,166.08)	\$ 110,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00

Summary per Agency												
Agency	Carry Over Budget	Total Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
Total	\$ 137,017	\$ 110,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

Associate Member Contributions	\$ 5,000
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Total Billable	\$ 105,000
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North Bay Water Reuse Authority
July 1, 2021 to Date Transaction Summary
as of March 15, 2022
PHASE 1

Item No. 9.d

<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>
7/1/2021	Beginning Balance	135,512.47	b			14,559.24	47,567.60	12,708.46	21,214.19	4,837.38	29,788.03	4,837.57
12/3/2021	Brown & Caldwell - 11419797	(2,008.13)	p	bc3		(145.37)	(640.47)	(172.92)	(551.69)	(71.74)	(354.23)	(71.71)
12/3/2021	Brown & Caldwell - 11422754	(3,379.13)	p	bc3		(244.62)	(1,077.74)	(290.98)	(928.35)	(120.69)	(596.08)	(120.67)
						-	-	-	-	-	-	-
						-	-	-	-	-	-	-
Current NBWRA Balance \$						14,169.25	45,849.39	12,244.56	19,734.15	4,644.95	28,837.72	4,645.19
PENDING						-	-	-	-	-	-	-
						-	-	-	-	-	-	-
						-	-	-	-	-	-	-
Projected Balance \$						14,169.25	45,849.39	12,244.56	19,734.15	4,644.95	28,837.72	4,645.19
						10.89%	35.23%	9.41%	15.17%	3.57%	22.16%	3.57%

Current NBWRA Reconciliation					Current NBWRA Phase 1 Support Reconciliation by Entity						
Beginning Balance	135,512.47	b			14,559.24	47,567.60	12,708.46	21,214.19	4,837.38	29,788.03	4,837.57
Deposits	-	d			-	-	-	-	-	-	-
Interest Earnings	-	i			-	-	-	-	-	-	-
Payments	(5,387.26)	p			(389.99)	(1,718.21)	(463.90)	(1,480.04)	(192.43)	(950.31)	(192.38)
Total:	130,125.21				14,169.25	45,849.39	12,244.56	19,734.15	4,644.95	28,837.72	4,645.19

Current NBWRA Obligations							Carryover from Last FY
<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 17/18 - 21/22)	26,908.26	5,387.26		21,521.00		20.02%	
Total	26,908.26	10,774.52	-	43,042.00		40.04%	

North Bay Water Reuse Authority
July 1, 2021 to Date Transaction Summary
as of March 15, 2022
PHASE 2

Item No. 9.d

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Las Galinas</u>	<u>Napa</u>	<u>Novato</u>	<u>SVCSD</u>	<u>SCWA</u>	<u>City of Petaluma</u>	<u>Marin Muni Water Dist.</u>	<u>American Canyon</u>
Phase 2 - Support										
7/1/2021	Beginning Balance	62,225.21 b	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 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			Current NBWRA Phase 2 - Support Reconciliation by Entity							
	Beginning Balance	62,225.21 b	647.63	8,835.96	8,834.96	8,835.96	8,839.85	8,835.96	9,021.26	8,373.63
	Deposits	- d	-	-	-	-	-	-	-	-
	Interest Earnings	- i	-	-	-	-	-	-	-	-
	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 - (TBD FY 19/20 - 21/22)	18,920.55	ba2-pd	-	18,920.55		0.00%			
	Federal Advocacy (TFG sub) - (TBD FY 19/20 - 21/22)	17,817.55	ba2-fa	-	17,817.55		0.00%			
	State Advocacy (TFG sub) - (TBD FY 19/20 - 21/22)	17,500.00	ba2-sa	-	17,500.00		0.00%			
	Subtotal	\$ 54,238.10		-	\$ 54,238.10		0.00%			

North Bay Water Reuse Authority
July 1, 2021 to Date Transaction Summary
as of March 15, 2022
PHASE 2

Item No. 9.d

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											
7/1/2021	Beginning Balance	31,313.80	b	-	4,475.19	4,474.19	4,474.19	4,468.18	4,473.19	4,474.43	4,474.43
12/3/2022	Brown & Caldwell - 11416652	(1,085.71)	p	-	(155.10)	(155.10)	(155.10)	(155.11)	(155.10)	(155.10)	(155.10)
3/4/2022	Brown & Caldwell - 11416468	(665.50)	p	-	(95.07)	(95.07)	(95.07)	(95.08)	(95.07)	(95.07)	(95.07)
3/4/2022	Brown & Caldwell - 11432987	(2,007.86)	p	-	(286.84)	(286.84)	(286.84)	(286.82)	(286.84)	(286.84)	(286.84)
Current NBWRA Phase 2 - Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin and Outreach Balance				\$	-	\$ 3,938.18	\$ 3,937.18	\$ 3,937.18	\$ 3,931.17	\$ 3,936.18	\$ 3,937.42
PENDING											
			bc5	-	-	-	-	-	-	-	-
			bc5	-	-	-	-	-	-	-	-
Projected NBWRA Phase 2 - Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin and Outreach Balance				\$	-	\$ 3,938.18	\$ 3,937.18	\$ 3,937.18	\$ 3,931.17	\$ 3,936.18	\$ 3,937.42
					0.00%	14.29%	14.29%	14.29%	14.27%	14.28%	14.29%
Current NBWRA Phase 2 Feasibility Study Eng Tasks 1 & 5 Reconciliation Totals											
	Beginning Balance	31,313.80	b	-	4,475.19	4,474.19	4,474.19	4,468.18	4,473.19	4,474.43	4,474.43
	Deposits	-	d	-	-	-	-	-	-	-	-
	Interest Earnings	-	i	-	-	-	-	-	-	-	-
	Payments	(3,759.07)	p	-	(537.01)	(537.01)	(537.01)	(537.01)	(537.01)	(537.01)	(537.01)
Total				\$	-	\$ 3,938.18	\$ 3,937.18	\$ 3,937.18	\$ 3,931.17	\$ 3,936.18	\$ 3,937.42
Current NBWRA Phase 2 - Feasibility Study: Engineering Tasks 1 & 5 Obligations											
Phase 2 - Feasibility Study											
Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin and Outreach:											
Brown & Caldwell: (FY 18/19 - 21/22)											
		31,313.80	bc5	3,759.07		27,554.73					
Subtotal				\$	3,759.07	\$ -	\$ 27,554.73				
											12.00%
Carryover from Last FY											

North Bay Water Reuse Authority
July 1, 2021 to Date Transaction Summary
as of March 15, 2022
PHASE 2

Item No. 9.d

<u>Date</u>	<u>Description</u>	<u>Amount</u>		<u>Las Galinas</u>	<u>Napa</u>	<u>Novato</u>	<u>SVCSD</u>	<u>SCWA</u>	<u>City of Petaluma</u>	<u>Marin Muni Water Dist.</u>	<u>American Canyon</u>
Phase 2 - Feasibility Study											
Engineering: Task 2 Feasibility Study											
7/1/2021	Beginning Balance	2,659.96	b	-	806.07	564.45	241.63	160.69	564.45	81.04	241.63
12/3/2021	Brown & Caldwell - 11416652	(1,181.25)	p bc4	-	(357.95)	(250.57)	(107.39)	(71.59)	(250.57)	(35.79)	(107.39)
12/3/2021	Brown & Caldwell - 11422754	(725.81)	p bc4	-	(219.94)	(153.96)	(65.98)	(44.00)	(153.96)	(21.99)	(65.98)
				-	-	-	-	-	-	-	-
Current NBWRA Phase 2 - Engineering Task 2 Feasibility Study Balance				\$	752.90						
	PENDING										
Projected NBWRA Phase 2 - Engineering Task 2 Feasibility Study Balance				\$	752.90						
						0.00%	30.31%	21.24%	9.07%	5.99%	21.24%
										3.09%	9.07%
Current NBWRA Phase 2 Feasibility Study Eng Task 2 Reconciliation Totals											
	Beginning Balance	2,659.96	b	-	806.07	564.45	241.63	160.69	564.45	81.04	241.63
	Deposits	-	d	-	-	-	-	-	-	-	-
	Interest Earnings	-	i	-	-	-	-	-	-	-	-
	Payments	(1,907.06)	p	-	(577.89)	(404.53)	(173.37)	(115.59)	(404.53)	(57.78)	(173.37)
	Total	\$ 752.90		\$	-	\$ 228.18	\$ 159.92	\$ 68.26	\$ 45.10	\$ 159.92	\$ 23.26
											\$ 68.26
Current NBWRA Phase 2 - Feasibility Study: Engineering Task 2 Obligations											
Phase 2 - Feasibility Study											
Engineering: Task 2 Feasibility Study:											
Brown & Caldwell: (FY 19/20 - 21/22)											
	Vendor			Encumbrances	Paid to date	Adjustments	Balance	Expires	% Spent		
		2,659.96	bc4	1,907.06			752.90		71.70%	Carryover from Last FY	
	Subtotal	\$ 2,659.96		\$ 1,907.06	\$ -	\$ 752.90			71.70%		

North Bay Water Reuse Authority
July 1, 2021 to Date Transaction Summary
as of March 15, 2022
PHASE 2

Item No. 9.d

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												
7/1/2021	Beginning Balance	21,879.45	b		-	1,476.82	1,794.47	1,051.68	2,173.33	9,624.95	2,267.17	3,491.03
12/3/2021	Brown & Caldwell - 11419797	(2,905.88)	p	bc6	-	(196.29)	(238.22)	(139.02)	(289.52)	(1,278.85)	(300.90)	(463.08)
Current NBWRA Phase 2 - Engineering Tasks 3 & 4 Environmental and Financial Capability Balance		\$ 18,973.57			\$ -	\$ 1,280.53	\$ 1,556.25	\$ 912.66	\$ 1,883.81	\$ 8,346.10	\$ 1,966.27	\$ 3,027.95
PENDING												
				bc6	-	-	-	-	-	-	-	-
				bc6	-	-	-	-	-	-	-	-
				bc6	-	-	-	-	-	-	-	-
Projected NBWRA Phase 2 - Engineering Tasks 3 & 4 Environmental and Financial Capability Balance		\$ 18,973.57			\$ -	\$ 1,280.53	\$ 1,556.25	\$ 912.66	\$ 1,883.81	\$ 8,346.10	\$ 1,966.27	\$ 3,027.95
					0.00%	6.75%	8.20%	4.81%	9.93%	43.99%	10.36%	15.96%
Current NBWRA Phase 2 Feasibility Study Eng Tasks 3 & 4 Reconciliation Totals												
Beginning Balance		21,879.45	b		-	1,476.82	1,794.47	1,051.68	2,173.33	9,624.95	2,267.17	3,491.03
Deposits		-	d		-	-	-	-	-	-	-	-
Interest Earnings		-	i		-	-	-	-	-	-	-	-
Payments		(2,905.88)	p		-	(196.29)	(238.22)	(139.02)	(289.52)	(1,278.85)	(300.90)	(463.08)
Total		\$ 18,973.57			\$ -	\$ 1,280.53	\$ 1,556.25	\$ 912.66	\$ 1,883.81	\$ 8,346.10	\$ 1,966.27	\$ 3,027.95
Current NBWRA Phase 2 - Feasibility Study: Engineering Tasks 3 & 4 Obligations												
Phase 2 - Feasibility Study												
Engineering: Tasks 3 & 4: Environmental and Financial Capability:												
Brown & Caldwell: (FY 20/21 - 21/22)												
		21,879.45		bc6	2,905.88		18,973.57		13.28%	Carryover from Last FY		
	Subtotal	\$ 21,879.45			\$ 2,905.88	\$ -	\$ 18,973.57		13.28%			

North Bay Water Reuse Authority
July 1, 2021 to Date Transaction Summary
as of March 15, 2022
PHASE 2

Item No. 9.d

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:													
7/1/2021	Beginning Balance	19,183.76	b	-	(647.78)	1.22	(1,534.78)	796.16	16,116.22	970.36	3,482.36		
8/4/2021	Salary/Assn Chgs Applied - N5	(231.97)	p	a8	-	(33.14)	(33.14)	(33.14)	(33.14)	(33.14)	(33.14)		
9/15/2021	Salary/Assn Chgs Applied - N2	(610.17)	p	a8	-	(87.17)	(87.17)	(87.15)	(87.17)	(87.17)	(87.17)		
					-	-	-	-	-	-	-		
Current NBWRA Phase 2 - SCWA Administration and EIR/EIS			\$	18,341.62	\$	-	\$ (768.09)	\$ (119.09)	\$ (1,655.09)	\$ 675.88	\$ 15,995.91	\$ 850.05	\$ 3,362.05
PENDING													
Projected NBWRA Phase 2 - SCWA Administration and EIR/EIS			\$	18,341.62	\$	-	\$ (768.09)	\$ (119.09)	\$ (1,655.09)	\$ 675.88	\$ 15,995.91	\$ 850.05	\$ 3,362.05
						0.00%	-4.19%	-0.65%	-9.02%	3.68%	87.21%	4.63%	18.33%
Current NBWRA Phase 2 Feasibility Study SCWA Administration - Grants and EIR/EIS Reconciliation Totals													
Beginning Balance	19,183.76	b	-	(647.78)	1.22	(1,534.78)	796.16	16,116.22	970.36	3,482.36			
Deposits	-	d	-	-	-	-	-	-	-	-			
Interest Earnings	-	i	-	-	-	-	-	-	-	-			
Payments	(842.14)	p	-	(120.31)	(120.31)	(120.31)	(120.28)	(120.31)	(120.31)	(120.31)			
Total	\$	18,341.62		\$	-	\$ (768.09)	\$ (119.09)	\$ (1,655.09)	\$ 675.88	\$ 15,995.91	\$ 850.05	\$ 3,362.05	
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 21/22)													
	19,183.76	a8	842.14	18,341.62	4.39%								
Subtotal	\$	19,183.76	\$	842.14	\$ -	\$ 18,341.62	4.39%						
Phase 2 Feasibility Study Balance Totals													
Current NBWRA Phase 2 - Feasibility Study Balance			65,822.82	-	4,678.80	5,534.26	3,263.01	6,535.96	28,438.11	6,777.00	10,395.68		
Projected NBWRA Phase 2 - Feasibility Study Balance			65,822.82	-	4,678.80	5,534.26	3,263.01	6,535.96	28,438.11	6,777.00	10,395.68		
*Projected Balance includes all pending transactions													

North Bay Water Reuse Authority
July 1, 2021 to Date Transaction Summary
as of March 15, 2022
PHASE 2

Item No. 9.d

Date	Description	Amount	Summary							
Phase 2 Support & Feasibility Study Balance Totals										
Current NBWRA Phase 2 Balance		127,848.03	647.63	13,514.76	14,369.22	12,098.97	15,375.81	37,274.07	15,798.26	18,769.31
Projected NBWRA Phase 2 Balance		127,848.03	647.63	13,514.76	14,369.22	12,098.97	15,375.81	37,274.07	15,798.26	18,769.31
Current NBWRA Phase 2 - Support & Feasibility Study Reconciliation Totals			Current NBWRA Phase 2 - Support & Feasibility Study Reconciliation by Entity							
Beginning Balance		137,262.18	647.63	14,946.26	15,669.29	13,068.68	16,438.21	39,614.77	16,814.26	20,063.08
Deposits		-	-	-	-	-	-	-	-	-
Interest Earnings		-	-	-	-	-	-	-	-	-
Payments		(9,414.15)	-	(1,431.50)	(1,300.07)	(969.71)	(1,062.40)	(2,340.70)	(1,016.00)	(1,293.77)
Totals		127,848.03	647.63	13,514.76	14,369.22	12,098.97	15,375.81	37,274.07	15,798.26	18,769.31
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 - (TBD FY 19/20 - 21/22)		18,920.55	ba2-pd	-	18,920.55		0.00%			
Federal Advocacy (TFG sub) - (TBD FY 19/20 - 21/22)		17,817.55	ba2-fa	-	17,817.55		0.00%			
State Advocacy (TFG sub) - (TBD FY 19/20 - 21/22)		17,500.00	ba2-sa	-	17,500.00		0.00%			
Brown & Caldwell: (FY 18/19 - 21/22)		55,853.21	bc5	8,572.01	47,281.20		15.35%			
SCWA: (FY 21/22)		19,183.76	a8	842.14	18,341.62		4.39%			
Subtotal		\$ 129,275.07	\$ 9,414.15	\$ -	\$ 119,860.92		7.28%			
*Projected Balance includes all pending transactions										

*Projected Balance includes all pending transactions

North Bay Water Reuse Authority
July 1, 2021 to Date Transaction Summary
as of March 15, 2022
JOINT USE

Item No. 9.d

Date	Description	Amount		Las Gallinas	Napa	Novato	SVCSD	SCWA	North Marin Water Dist.	Napa County	City of Petaluma	Marin Muni Water Dist.	American Canyon
7/1/2021	Beginning Balance	(11,583.79)	b	(1,852.24)	1,397.76	1,397.76	1,397.76	1,397.78	1,397.76	1,397.76	(2,312.11)	(7,903.01)	(7,903.01)
7/29/2021	Salary/Assn Chgs Applied	(1,121.69)	p a8	(112.17)	(112.17)	(112.17)	(112.17)	(112.16)	(112.17)	(112.17)	(112.17)	(112.17)	(112.17)
8/4/2021	Salary/Assn Chgs Applied	(6,127.73)	p a8	(612.77)	(612.77)	(612.77)	(612.77)	(612.80)	(612.77)	(612.77)	(612.77)	(612.77)	(612.77)
8/19/2021	Salary/Assn Chgs Applied	(1,674.08)	p a8	(167.41)	(167.41)	(167.41)	(167.41)	(167.39)	(167.41)	(167.41)	(167.41)	(167.41)	(167.41)
8/23/2021	Weir Technical Services SCWA_ 7-21	(2,680.00)	p w4	(268.00)	(268.00)	(268.00)	(268.00)	(268.00)	(268.00)	(268.00)	(268.00)	(268.00)	(268.00)
9/1/2021	Salary/Assn Chgs Applied	(1,855.10)	p a8	(185.51)	(185.51)	(185.51)	(185.51)	(185.51)	(185.51)	(185.51)	(185.51)	(185.51)	(185.51)
9/15/2021	Salary/Assn Chgs Applied	(1,828.13)	p a8	(182.81)	(182.81)	(182.81)	(182.81)	(182.84)	(182.81)	(182.81)	(182.81)	(182.81)	(182.81)
9/27/2021	Weir Technical Services SCWA_ 8-21	(1,080.00)	p w4	(108.00)	(108.00)	(108.00)	(108.00)	(108.00)	(108.00)	(108.00)	(108.00)	(108.00)	(108.00)
9/29/2021	Salary/Assn Chgs Applied	(3,260.58)	p a8	(326.06)	(326.06)	(326.06)	(326.06)	(326.06)	(326.06)	(326.06)	(326.06)	(326.06)	(326.06)
10/15/2021	Salary/Assn Chgs Applied	(4,249.29)	p a8	(424.93)	(424.93)	(424.93)	(424.93)	(424.92)	(424.93)	(424.93)	(424.93)	(424.93)	(424.93)
10/28/2021	Salary/Assn Chgs Applied	(701.95)	p a8	(70.20)	(70.20)	(70.20)	(70.20)	(70.15)	(70.20)	(70.20)	(70.20)	(70.20)	(70.20)
10/29/2021	North Marin Water District Deposit	10,000.00	d						10,000.00				
11/10/2021	Weir Technical Services SCWA_ 9-21	(2,000.00)	p w4	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)
11/10/2021	American Canyon Deposit	10,000.00	d			10,000.00							10,000.00
11/10/2021	Novato Sani Deposit	10,000.00	d										
11/10/2021	Napa Sani Deposit	10,000.00	d		10,000.00								
11/10/2021	Salary/Assn Chgs Applied	(1,976.79)	p a8	(197.68)	(197.68)	(197.68)	(197.68)	(197.67)	(197.68)	(197.68)	(197.68)	(197.68)	(197.68)
11/17/2021	City of Petaluma Deposit	10,000.00	d							10,000.00			
12/1/2021	Weir Technical Services SCWA_ 10-21	(1,760.00)	p w4	(176.00)	(176.00)	(176.00)	(176.00)	(176.00)	(176.00)	(176.00)	(176.00)	(176.00)	(176.00)
12/6/2021	Salary/Assn Chgs Applied	(715.72)	p a8	(71.57)	(71.57)	(71.57)	(71.57)	(71.59)	(71.57)	(71.57)	(71.57)	(71.57)	(71.57)
12/3/2021	Brown & Caldwell - 11416652	(3,018.50)	p bc1	(301.85)	(301.85)	(301.85)	(301.85)	(301.85)	(301.85)	(301.85)	(301.85)	(301.85)	(301.85)
12/1/2021	LGVS D Deposit	10,000.00	d	10,000.00	-	-	-	-	-	-	-	-	-
12/3/2021	Brown & Caldwell - 11419797	(6,049.75)	p bc1	(604.98)	(604.98)	(604.98)	(604.98)	(604.93)	(604.98)	(604.98)	(604.98)	(604.98)	(604.98)
12/3/2021	Brown & Caldwell - 11422754	(6,522.50)	p bc1	(652.25)	(652.25)	(652.25)	(652.25)	(652.25)	(652.25)	(652.25)	(652.25)	(652.25)	(652.25)
12/8/2021	Salary/Assn Chgs Applied	(2,830.58)	p a8	(283.06)	(283.06)	(283.06)	(283.06)	(283.04)	(283.06)	(283.06)	(283.06)	(283.06)	(283.06)
12/9/2021	SVCSD Deposit	10,000.00	d	-	-	-	10,000.00	-	-	-	-	-	-
12/9/2021	SCWA Deposit	10,000.00	d	-	-	-	-	10,000.00	-	-	-	-	-
12/27/2021	Salary/Assn Chgs Applied	(895.08)	p a8	(89.51)	(89.51)	(89.51)	(89.51)	(89.49)	(89.51)	(89.51)	(89.51)	(89.51)	(89.51)
12/21/2021	Weir Technical Services SCWA_ 11-21	(1,202.45)	p w4	(120.25)	(120.25)	(120.25)	(120.25)	(120.20)	(120.25)	(120.25)	(120.25)	(120.25)	(120.25)
12/21/2021	Weir Technical Services SCWA_ 11-21	(1,477.55)	p w5	(147.76)	(147.76)	(147.76)	(147.76)	(147.71)	(147.76)	(147.76)	(147.76)	(147.76)	(147.76)
1/4/2022	MMWD Deposit	10,000.00	d	-	-	-	-	-	-	-	-	10,000.00	-
2/9/2022	Weir Technical Services SCWA_ 01-22	(3,120.00)	p w5	(312.00)	(312.00)	(312.00)	(312.00)	(312.00)	(312.00)	(312.00)	(312.00)	(312.00)	(312.00)
2/9/2022	Weir Technical Services SCWA_ 12-21	(320.00)	p w5	(32.00)	(32.00)	(32.00)	(32.00)	(32.00)	(32.00)	(32.00)	(32.00)	(32.00)	(32.00)
2/17/2022	Salary/Assn Chgs Applied	(1,980.35)	p a8	(198.04)	(198.04)	(198.04)	(198.04)	(197.99)	(198.04)	(198.04)	(198.04)	(198.04)	(198.04)
3/4/2022	Salary/Assn Chgs Applied	(791.28)	p a8	(79.13)	(79.13)	(79.13)	(79.13)	(79.11)	(79.13)	(79.13)	(79.13)	(79.13)	(79.13)
3/4/2022	Brown & Caldwell - 11416468	(4,079.50)	p bc1	(407.95)	(407.95)	(407.95)	(407.95)	(407.95)	(407.95)	(407.95)	(407.95)	(407.95)	(407.95)
3/4/2022	Brown & Caldwell - 11432987	(1,944.25)	p bc1	(194.43)	(194.43)	(194.43)	(194.43)	(194.43)	(194.43)	(194.43)	(194.43)	(194.43)	(194.43)
3/5/2022	Interest Transfer	35,000.00	i	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
3/5/2022	Interest Transfer	10,000.00	i	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
				-	-	-	-	-	-	-	-	-	-
Current NBWRA Balance \$				\$ 6,121.44	\$ 9,371.44	\$ 9,371.44	\$ 9,371.44	\$ 9,371.81	\$ 9,371.44	\$ (628.56)	\$ 5,661.57	\$ 70.67	\$ 70.67
PENDING				-	-	-	-	-	-	-	-	-	-
				-	-	-	-	-	-	-	-	-	-
Projected Balance \$				\$ 6,121.44	\$ 9,371.44	\$ 9,371.44	\$ 9,371.44	\$ 9,371.81	\$ 9,371.44	\$ (628.56)	\$ 5,661.57	\$ 70.67	\$ 70.67
				10.53%	16.12%	16.12%	16.12%	16.12%	16.12%	-1.08%	9.74%	0.12%	0.12%

Current NBWRA Reconciliation			Current NBWRA Joint Use Reconciliation by Entity										
Beginning Balance	(11,583.79)	b	(1,852.24)	1,397.76	1,397.76	1,397.76	1,397.78	1,397.76	1,397.76	1,397.76	(2,312.11)	(7,903.01)	(7,903.01)
Deposits	90,000.00	d	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-	10,000.00	10,000.00	10,000.00
Interest Earnings	45,000.00	i	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
Payments	(65,262.85)	p	(6,526.32)	(6,526.32)	(6,526.32)	(6,526.32)	(6,525.97)	(6,526.32)	(6,526.32)	(6,526.32)	(6,526.32)	(6,526.32)	(6,526.32)
Total:	58,153.36		6,121.44	9,371.44	9,371.44	9,371.44	9,371.81	9,371.44	9,371.44	(628.56)	5,661.57	70.67	70.67

Current NBWRA Obligations							
Vendor	Encumbrances		Paid to date	Adjustments	Balance	Expires	% Spent
Program Mangement - (Weir : FY 17/18 - 20/21)	8,722.45	w4	8,722.45		-		100.00%
Program Mangement - (Weir : FY 21/22)	10,000.00	w5	4,917.55		5,082.45		49.18%
SCWA Administration - (SCWA : FY 21/22)	47,111.47	a8	30,008.35		17,103.12		63.70%
Additional Services - (Brown & Caldwell: FY 21/22)	60,000.00	bc1	21,614.50		38,385.50		36.02%
	Total		65,262.85	-	60,571.07		51.86%

Carryover from Last FY

North Bay Water Reuse Authority
July 1, 2021 to Date Transaction Summary
as of March 15, 2022
Discretionary

Item No. 9.d

<u>Date</u>	<u>Description</u>	<u>Amount</u>
7/1/2021	Beginning Balance	66,639.50

Current NBWRA Balance	66,639.50
<i>PENDING</i>	

Projected Balance	66,639.50
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Current NBWRA Reconciliation	
Beginning Balance	66,639.50
Deposits	-
Interest Earnings	-
Payments	-
Balance	66,639.50

Combined	Marin Muni Water Dist.	Marin County	City of American Canyon
66,639.50	21,884.62	20,000.00	15,000.00
-		15,000.00	
-			
66,639.50	-	35,000.00	15,000.00
-			
66,639.50	21,884.62	35,000.00	15,000.00
	MMWD	Marin County	AM

Current NBWRA Joint Use Reconciliation by Entity				
66,639.50	-	21,884.62	20,000.00	15,000.00
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
66,639.50	-	21,884.62	20,000.00	15,000.00

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>
<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 March 15, 2022**

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 March 15, 2022
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	7/15/2020	\$ 4,828.69
Total		\$ 22,388.61

FY2020/2021

Period	Date Posted	Amount
1st Quarter	10/13/2020	\$ 3,246.60
2nd Quarter	1/15/2021	\$ 2,101.72
3rd Quarter	4/13/2021	\$ 1,746.08
4th Quarter	6/30/2021	\$ 1,335.66
Total		\$ 8,430.06

FY2021/2021

Period	Date Posted	Amount
1st Quarter	10/12/2021	\$ 1,278.75
2nd Quarter	1/13/2022	\$ 1,227.50
3rd Quarter		
4th Quarter		
Total		\$ 2,506.25

Balance

		Amount
		\$ 131,664.99
Transfer to JU		\$ (60,000.00)
Transfer to JU FY21/22		\$ (10,000.00)
Transfer to JU FY21/22		\$ (35,000.00)
Total		\$ 26,664.99

Page 1

Agenda Explanation
 North Bay Water Reuse Authority
 Board of Directors
 March 28, 2022

ITEM NO. 10 FY2021/22 BUDGET MODIFICATION TO PROVIDE FUNDING FOR CONSULTANTS THOURHG JUNE 30, 2022

Action Requested

As recommended by the TAC, it is recommended that the Board adopt a FY2021/22 Budget Modification to provide funding for consultants through June 30, 2022

Summary

Weir Technical Services. Total budget of \$10,000 to provide program management services through an agreement that terminates June 30, 2023. The current agreement became effective on August 8, 2018 for a total of \$57,426. The agreement was amended on July 15, 2021 for an additional \$10,000, for a total of \$67,426. As of February 28, 2022 there is less than \$2,100 remaining. At the current burn rate, a minimum of \$10,000 will be required to carry through to June 30, 2022.

Brown & Caldwell. Total Budget: \$39,700 for continued support through the end of June 2022. This would include effort related to prepping, attending, and participating in TAC and NBWRA Board Meetings as well as some Project Management time.

Total need is \$49,700 for the consultant team through June 30, 2022. All of these charges would be allocated to Joint Use as the services apply to all Phase 1 and Phase 2 agencies. Currently there are surplus balances in the following programs:

Discretionary	\$66,639.50
Accumulated Interest	\$26,664.99 (after deducting the \$35,000 for Sonoma Water)
<u>Available Total</u>	<u>\$93,304.49</u>
Proposed Budget Amendment	\$49,700.00
Amount Remaining	\$43,604.49

\$35,500 will be pulled from Discretionary, leaving a balance of \$31,139.50

\$14,200 will be pulled from Accumulated Interest, leaving a balance of \$12,464.99

Recommendation

It is recommended that the FY2021/22 Budget be amended by a total of \$49,700, which includes \$10,000 for Weir Technical Services, and \$39,700 for Brown & Caldwell. Funds can be taken from a combination of Discretionary (\$35,500) and Accumulated Interest (\$14,200).

Page 1

Agenda Explanation
 North Bay Water Reuse Authority
 Board of Directors
 March 28, 2022

ITEM NO. 11 STATUS OF PHASE 1 RECONCILIATION AND CLOSEOUT ACTIVITIES

Action Requested

None at this time

Summary

Phase 1 projects received a \$25 million federal authorization by Congress in March 2009. USBR awarded the funds to NBWRA via two federal programs.

The first \$7.3M via the American Recovery and Reinvestment Act (ARRA). The ARRA projects and funding agreement were completed and closed out in 2012.

The remaining funds under the authorization were awarded to NBWRA via the Title XVI program between 2010 and 2021. A final closeout package was submitted to USBR on February 16, 2022. This package included a final reimbursement request, Federal Financial Report, Final Project Report, Project Descriptions, and Maps and Photos for the 12 sub-projects that received funding which are listed below:

1. Novato South Service Area Recycled Water Project and Treatment Plant Expansion
(Las Gallinas Valley Sanitary District/Marin Municipal Water District)
2. Novato South Service Area Hamilton Field (Novato South) Phase 1a
(North Marin Water District/Las Gallinas Valley Sanitary District)
3. Novato South Service Area Hamilton Field (Novato South) Phase 1b
(North Marin Water District/Las Gallinas Valley Sanitary District)
4. Novato South Service Area Hamilton Field (Novato South) Phase 2
(North Marin Water District/Las Gallinas Valley Sanitary District)
5. Novato Central Service Area Pipeline Distribution Project and Norman Tank Project
(North Marin Water District)
6. Novato Central Service Area Recycled Water Facility Expansion
(Novato Sanitary District)
7. Novato North Service Area Recycled Water Treatment Facility Tertiary Upgrade, Pipelines, Booster Pump and Storage Tank
(North Marin Water District and Novato Sanitary District)

Page 2

Agenda Explanation
 North Bay Water Reuse Authority
 Board of Directors
 March 28, 2022

8. Milliken-Sarco-Tulocay (MST) Recycled Water Pipeline Expansion, Treatment Capacity Increase, and Pump Station Modifications Project
 (Napa Sanitation District)
9. Sonoma Valley Wastewater Treatment Plant Improvement Project (Pumping and Piping Upgrades)
 (Sonoma Valley County Sanitation District)
10. Sonoma Valley 5th Street East Recycled Water Pipeline Project
 (Sonoma Valley County Sanitation District)
11. Sonoma Valley McGill Recycled Water Pipeline Project
 (Sonoma Valley County Sanitation District)
12. Napa Salt Marsh Restoration Pipeline Project
 (Sonoma Valley County Sanitation District)

The final reimbursement request, which was a part of the final closeout package, was approved by USBR on March 14, 2022. The remaining documents in our closeout package are still being reviewed by USBR. Sonoma Water expects to receive final payment for all remaining federal funds this week. Once money has been received by Sonoma Water, checks will be sent out to our partners who had eligible expenses on our final reimbursement request. The grant project is not considered complete until USBR approves all of our documents in the closeout package. Once USBR approves the remaining documents, Phase 1 members can begin the final true up process.

Retention requirements for records: Please note that financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to the federal award must be retained for a period of three years from the date of submission of the final expenditure report. While Sonoma Water has many of the records related to the sub-projects, all Phase 1 agencies should ensure they also retain adequate records for their own project in the event Phase 1 gets audited and we are asked to provide additional documentation.

Recommendation

None at this time.

Page 1

Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
March 28, 2022

ITEM NO. 12 STATUS OF PHASE 2**Action Requested**

None at this time.

Summary

The funding application for Phase 2 was submitted to USBR on March 15, 2022. The application included three City of Petaluma (Petaluma) projects from the NBWRA Phase 2 Program with a total funding request of \$6.9 million. The three projects are described below:

- **Ellis Creek Water Recycling Facility (ECWRF) Capacity Increase** – This project would include facility upgrades at the existing ECWRF to increase tertiary filtration and disinfection capacity. These improvements would allow Petaluma to produce additional tertiary treated recycled water to meet increasing recycled water demands.
- **Urban Recycled Water Expansion** – The complete “Urban Recycled Water Expansion” project identified in the Phase 2 Feasibility Study would extend recycled water pipelines from the end of the existing 20-inch-diameter pipeline that originates from the ECWRF to serve existing landscape customers currently served by Petaluma’s potable water system. Petaluma plans to move forward with portions of their “Urban Recycled Water Expansion” focusing on installing pipe at three location that will extend the recently constructed recycled water mains within Maria Drive.
- **Agricultural Recycled Water Expansion Phase 1** – Petaluma’s “Agricultural Recycled Water Expansion” program would extend recycled water pipelines from the ECWRF eastward to serve agricultural customers along Lakeville Highway. At this time, Petaluma plans on moving forward with the Adobe Road pipeline segment which would include approximately 14,000 LF of 16-inch-diameter pipeline to supply agricultural customers with approximately 300 AFY.

Recommendation

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

Page 1

Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
March 28, 2022

ITEM NO. 13 ITEMS FOR THE NEXT AGENDA

Action Requested

None at this time.

Summary

Items for the next Agenda include regular reports, Report and Recommendations from the TAC, Phase 1 Status Report and Closeout, Phase 2 Status Report, and recommendations for the FY2022/23 Budget.

Recommendation

None at this time.