

**NORTH BAY WATER REUSE AUTHORITY  
TECHNICAL ADVISORY COMMITTEE**

Thursday, April 7, 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
<b>Pages 2 - 5</b>	4.	Action	TAC Meeting Minutes of March 3, 2022
<b>Page 6</b>	5.	Information	Meeting Between NBWRA and NBWA to Avoid Duplicative Efforts - Status Report
<b>Page 7</b>	6.	Discussion	Status of Phase 2 Funding Application
<b>Pages 8 - 20</b>	7.	Action	FY2022/23 Budget and Resilience Arena Projects
	8.	Information	Next Meeting, May 5, 2022
	9.		Adjournment

**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 Marcy 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 interested. 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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Agenda Explanation  
North Bay Water Reuse Authority  
Technical Advisory Committee  
April 7, 2022

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

**Action Requested**

None at this time.

**Summary**

There has been no movement on this item due to budget shortages.

**Recommendation**

None at this time.

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Agenda Explanation  
North Bay Water Reuse Authority  
Technical Advisory Committee  
April 7, 2022

**ITEM NO. 6 STATUS OF PHASE 2 FUNDING APPLICATION.**

**Action Requested**

None at this time.

**Summary**

The application was submitted to USBR on March 15, 2022 for Title XVI in the amount of \$6.9 million for three City of Petaluma projects. A response from USBR is expected this spring.

**Recommendation**

None at this time.

**ITEM NO. 7 FY2022/23 Budget and Resilience Arena Projects**

**Action Requested**

It is recommended that the TAC review and approve the scopes and costs for three resilience arena projects for the FY2022/23 Budget

**Summary**

**Proposed Budget for FY 22/23 by Resiliency Arena**

**Resiliency Arena 1 – Recycled Water**

- \$85K to update the EIR/EIS to align with the updated FS (Task 3).
- \$15K to update the FCD Report to align with the updated FS (Task 4).
- \$25K to support the development of one additional grant applications (Task 5).
- \$189K for continued PM support and support as it pertains to any additional changes needed to the FS or other tasks the TAC might need technical support on (Task 7).
- **Total: \$319K**

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

Total Budget for B&C	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
\$318,946	\$18,892	\$29,577	\$31,089	\$27,512	\$32,937	\$18,892	\$18,892	\$68,610	\$33,349	\$39,197

The draft scope for this project is included as **Attachment No. 7.a**, DRAFT Scope of Work – Continued Recycled Water Support.

Please note that the above costs do not include any costs for Sonoma Water support. If the level of support is 15% of the B&C cost the amount would be approximately \$48,000 and would be shared as indicated below:

Total Budget for Sonoma Water	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
\$48,000	\$2,843	\$4,451	\$4,679	\$4,140	\$4,957	\$2,843	\$2,843	\$10,326	\$5,019	\$5,899

The total budget and cost sharing for this project would be as indicated below:

Total Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
\$366,946	\$21,735	\$34,028	\$35,768	\$31,652	\$37,894	\$21,735	\$21,735	\$78,936	\$38,368	\$45,096



All of the above costs would be subject to a final truing up once all Phase 2 projects have been completed and grant funding has been closed out.

### Resiliency Arena 3 – Drought Contingency Planning

- Scope would entail review Sonoma Water’s Regional Water Supply Resiliency Study (Study) to determine how it compares to the criteria of a “Drought Contingency Plan” (DCP) and to identify actions to be taken to meet the DCP criteria.
- **Total Budget: \$52K**

Assuming this proposed \$52K is spread among all of the Sonoma and Marin agencies equally, the cost by agency is as follows:

Total Budget for B&C	LGVSD	Novato SD	SVCSD	SCWA	NMWD	Petaluma	MMWD
\$52,034	\$7,433	\$7,433	\$7,433	\$7,433	\$7,433	\$7,433	\$7,433

The draft scope for this project is included as **Attachment No. 7.b**, DRAFT Scope of Work – Drought Contingency Planning: Review and Assessment of the Regional Water Supply Resiliency Study.

Please note that the above costs do not include any costs for Sonoma Water support. If the level of support is 15% of the B&C cost the amount would be approximately \$7,800 and would be shared as indicated below:

Total Budget for Sonoma Water	LGVSD	Novato SD	SVCSD	SCWA	NMWD	Petaluma	MMWD
\$7,800	\$1,114	\$1,114	\$1,114	\$1,114	\$1,114	\$1,114	\$1,114

The total budget and cost sharing for this project would be as indicated below:

Total Budget	LGVSD	Novato SD	SVCSD	SCWA	NMWD	Petaluma	MMWD
\$59,837	\$8,548	\$8,548	\$8,548	\$8,548	\$8,548	\$8,548	\$8,548

### Resiliency Arena 4 – Sea Level Rise Adaptation

#### Option 4A – Funding Acquisition

- Scope to develop application (FEMA BRIC, Reclamation Watershed Planning Grant, or other) for funding opportunity intended to help support the development of a Las Gallinas Valley Sanitary District and Marin County Adaptation Plan.
- **Total Budget: \$54K (\$5,400 agency)**

The cost distribution would depend on the number of agencies that participate in this task.

**Option 4B; Sub Regional Adaptation Plan for Marin County: \$100,000 (\$25,000/4 agencies)**

Agency Participation: Sonoma Water (Administrator); Las Gallinas, Marin Co. FCD, Novato San, NMWD

Potential New Agencies: City of Novato, City of San Rafael

Objective: Establish Adaptation Plan Projects for Funding

Task 1. Review and Synthesis of Vulnerability Work to Date

Task 2. Agency and Stakeholder Coordination/Outreach Program  
 Workshop 1, Workshop 2

Task 3. Shoreline Adaptation Strategy Development

Task 4. Draft Adaptation Plan  
 Project Prioritization

Task 4. Funding Roadmap

Task 5. Webpage Development

**Option 4C: Regional Adaptation Plan for NBWRA: Marin, Sonoma, Napa: \$300,000 (\$30,000/10 agencies)**

Agency Participation: Sonoma Water (Administrator); All Agencies

Potential New Agencies: City of Novato, City of San Rafael, City of Vallejo,

Objective: Establish Adaptation Plan Projects for Funding

Task 1. Review and Synthesis of Vulnerability Work to Date

Task 2. Agency and Stakeholder Coordination/Outreach Program  
 Workshop 1, Workshop 2, Workshop 3, Workshop 4

Task 3. Integration of SR 37 Adaptation Strategies (from others)

Task 4. Shoreline Adaptation Strategy Development

Task 5. Draft Adaptation Plan  
 Project Prioritization

Task 6. Funding Roadmap

Task 7. Webpage Development

The cost distribution would depend on the number of agencies that participate in each task option. Please refer to **Attachment No. 7.c**, DRAFT Scope of Work – Sea Level Rise Adaptation: BRIC Grant Application. Assuming 15% for Sonoma Water administration would add the following for each option:

**Option A**, \$8,100 for a total of \$62,100

**Option B**, \$15,000 for a total of \$115,000

**Option C**, \$45,000 for a total of \$345,000

**Joint Use Costs**

Joint Use costs would include Program Management for Weir Technical Services. The cost for program management is largely determined by the number of projects and meetings required for

the Board and TAC. An estimate of \$40,000 for those services would be shared equally by all ten member agencies, or \$4,000 per agency.

### Total FY2022/23 Budget Costs by Agency

The following table estimates the total costs for each agency for FY2022/23.

Total Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
Recycled Water \$366,946	\$21,735	\$34,028	\$35,768	\$31,652	\$37,894	\$21,735	\$21,735	\$78,936	\$38,368	\$45,096
Drought Contingency Plan \$59,837	\$8,548		8,548	8,548	8,548	8,548		8,548	8,548	
Sea Level Rise \$62,100 to \$345,000	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Joint Use \$40,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	4,000	\$4,000
<b>Total</b> \$466,783 plus Sea Level Rise	\$34,823	\$38,828	\$48,316	\$44,200	\$50,434	\$34,283	\$25,735	\$91,484	\$50,916	\$49,096

Please note that the above totals are subject to change due to the following items:

1. Sonoma Water costs – an estimate of 15% of B&C Costs was used
2. Sea Level Rise – which Option is chosen and which agencies participate.

### Recommendation

It is recommended that the TAC review and consider and approve for Board approval at the April 25, 2022 Board Meeting each of the Resilience Arena projects described in this report and determine which Sea Level Rise project is preferred and which agencies will participate. A final budget can be determined once that is determined.

# DRAFT Scope of Work – Continued Recycled Water Support

The Brown and Caldwell team (Consultant Team) will continue to provide recycled water support services to the North Bay Water Reuse Authority (NBWRA) member agencies as described in the following scope.

## Task 1 – Management

Brown and Caldwell (BC) will provide project management services including oversight of project staff, budget, and schedule; project administration and accounting; and monthly progress reports with invoices.

### 1.1 Workshops/ Authority Board of Directors/ Technical Advisory Committee Meetings

The Consultant Team will attend an additional twelve (12) Technical Advisory Committee (TAC) meetings and six (6) NBWRA Board Meetings. All meetings are assumed to be held virtually using web-based communications without personal attendance. The BC team will help prepare meeting materials and present as requested up to the limit of the budget.

### 1.3 Public Involvement

Adding budget for continued support as described in current Consultant agreement. The Consultant team will provide services up to the limit of the budget.

### 1.4 Administration

BC will provide monthly reports along with each monthly invoice, including budget status and a summary of tasks performed.

#### Task 1 Deliverables

- Monthly progress reports and invoices.

#### Task 1 Assumptions

- Up to an additional 12 months of PM services and monthly progress reports.
- TAC meetings are assumed to be one hour in duration.
- NBWRA meetings are assumed to be two hours in duration.

## Task 2 – Title XVI Feasibility Study

No changes to the scope or additional budget needed.

## Task 3 – Environmental Evaluation

The Consultant team will work closely with the NBWRA member agencies and the U.S. Bureau of Reclamation (Reclamation) to complete the National Environmental Policy Act (NEPA) process. The

Consultant team will leverage the existing State certified environmental document to complete the process.

### **Task 3 Deliverables**

- One admin draft (for NBWRA member agencies review/comment), one draft (for Reclamation review/comment), and one final version of the NEPA certified environmental document.

### **Task 3 Assumptions**

- Consultant team will conduct quality reviews on deliverables prior to submittal to NBWRA member agencies. Consultant team will submit deliverables to NBWRA member agencies initially as a draft for review, then as final to address NBWRA member agencies review comments.
- NBWRA member agencies will provide a single set of collated comments using a comment log. Consultant team will document follow-up actions or rationale (if not revising a work product to incorporate one or more NBWRA member agencies comment[s]) in the comment log.
- No additional BC budget was added to this task as it is assumed that the remaining budget in the existing contract will be used to support completion of this task.

## **Task 4 – Financial Capabilities Determination**

The Consultant team will work closely with the NBWRA member agencies to update the existing draft Financial Capability Determination (FCD) Report to align with recent updates that were made to the Phase 2 Title XVI Feasibility Study Report, including the following services, provided to the limit of the budget:

1. Update the presentation of financial statement data to enable Reclamation reviewers to compare project investment costs to existing capital assets, project operation costs to current operation costs, and annual project revenue requirements to existing revenues.
2. Update project cost allocation to reflect the current cost estimate, which defines the federal and non-federal cost shares for the Phase 2 Program.
3. Collect information on the non-federal financing plan and status from NBWRA member agencies through emails, phone conference calls, and meetings. The plans should include details and documentation both for funding of the non-federal share of construction (e.g., loans, grants, bonds) and for required annual debt service and annual project operations costs (e.g., user fees and tax assessments).
4. Submit an updated Draft FCD Report to the NBWRA member agencies for review and hold follow-up meetings, as requested, to discuss comments. Revise to address NBWRA member agencies review comments, then submit the FCD Report to Reclamation. Respond to Reclamation's questions and comments. Revise to address Reclamation review comments, then submit the Final FCD Report to Reclamation.

### **Task 4 Deliverables**

- One admin draft (for NBWRA member agencies review/comment), one draft (for Reclamation review/comment), and one final version of the Financial Capability Determination Report.

### **Task 4 Assumptions**

- Consultant team will conduct quality reviews on deliverables prior to submittal to NBWRA member agencies. Consultant team will submit deliverables to NBWRA member agencies

initially as a draft for review, then as final to address NBWRA member agencies review comments.

- NBWRA member agencies will provide a single set of collated comments using a comment log. Consultant team will document follow-up actions or rationale (if not revising a work product to incorporate one or more NBWRA member agencies comment[s]) in the comment log.
- NBWRA member agencies will provide financial statements to be utilized for the financial capability determination.
- A maximum of 8 hours has been budgeted for responding to comments and questions on the submitted FCD Report.

## **Task 5 – Phase 2 Funding Sources Identification, and Grant Applications and Administration**

The Consultant team will support NBWRA member agencies preparation of one (1) grant application. The grant application will include a detailed narrative to address evaluation criteria cited for the respective funding opportunity. The Consultant team will prepare one draft of the grant application that will be submitted to the NBWRA member agencies seeking funding for review and comment and finalize to incorporate comments. Once the grant application is submitted, the Consultant team will respond to questions and comments that may arise as requested by the NBWRA member agencies. The Consultant team will provide services up to the limit of the budget.

### **Task 5 Deliverables:**

- Draft and final grant applications for one (1) federal funding opportunity.

### **Task 5 Assumptions:**

- Grant applications developed under this task will relate to funding opportunities for project implementation (design and construction).
- BC support will require notice of at least 6 weeks before a grant application deadline for coordinating a staffing plan and allowing NBWRA member agencies review time. NBWRA member agencies review period for the draft grant applications is up to 5 business days depending on the required timeline for the grant opportunity.
- NBWRA member agencies will provide required forms and information required from the grant applicant, such as: required federal/state forms; Board resolution; project budget with in-kind staff costs (including, for example, staff names/titles, estimated number of project hours, and current hourly salary); NBWRA member agencies internal rates for paid absence, fringe benefits, and overhead); federal indirect cost rates; and a letter of local partner funding commitment (i.e., funding amount, date funding will be available, time constraints on funding availability, and other contingencies).
- Consultant team will conduct quality reviews on deliverables prior to submittal to NBWRA member agencies. Consultant team will submit deliverables to NBWRA member agencies initially as a draft for review, then as final to address review comments.
- NBWRA member agencies will provide a single set of collated comments using a comment log. Consultant team will document follow-up actions or rationale (if not revising a work product to incorporate one or more NBWRA member agencies comment[s]) in the comment log.
- A maximum of 8 hours has been budgeted for responding to comments and questions on the submitted grant application.

## **Task 6 – Authority Phase 1 Services**

No changes to the scope or additional budget needed.

## **Task 7 – Additional Services**

The NBWRA member agencies may require technical input to support TAC decision processes and to support TAC presentations to the NBWRA Board. Topics can include future direction of NBWRA, future task and scoping to support TAC discussions, cost implications of future actions, organizational issues, other technical questions that arise to support the TAC, and other issues to be defined by the TAC as needed. Requests will be submitted in writing by Sonoma Water. The Consultant team will provide an effort estimate and identification of scope and anticipated deliverables for each work request for agreement with the TAC.

### **Task 7 Assumptions**

- Services will be provided up to the limit of the task budget.
- Consultant team will conduct quality reviews on deliverables prior to submittal to the NBWRA member agencies. The Consultant team will submit deliverables to NBWRA member agencies initially as a draft for review, then as final to address review comments.
- NBWRA member agencies will provide a single set of collated comments using a comment log. Consultant team will document follow-up actions or rationale (if not revising a work product to incorporate one or more NBWRA member agencies comment[s]) in the comment log.

# **DRAFT Scope of Work – Drought Contingency Planning: Review and Assessment of the Regional Water Supply Resiliency Study**

The Brown and Caldwell (BC) team shall work collaboratively with the North Bay Water Reuse Authority (NBWRA) member agencies to review Sonoma Water’s Regional Water Supply Resiliency Study (Study) to determine if it compares to the criteria of a “Drought Contingency Plan” (DCP) and to identify actions to be taken to meet the DCP criteria. The purpose is to allow NBWRA member agencies to make needed revisions or enhancements to the Study to afford them the opportunity to apply for U.S. Bureau of Reclamation (Reclamation) funding under the “Drought Resiliency Program.”

## **Task 1 – Document Review**

The BC team will review the DCP requirements as described in Reclamation’s “WaterSMART Drought Response Program Framework” and those that were included in “Funding Opportunity Announcement No. R22AS00178 WaterSMART Drought Response Program: Drought Contingency Planning Grants for Fiscal Year 2022.” Topics will include:

### **Phase I**

- Establishment of a Drought Planning Task Force.
- Development of a Detailed Work Plan.

### **Phase II**

Per Reclamation guidance, new DCPs or DCP updates are required to address each of the six elements that are listed below. Updates to an existing drought plan may focus on only those elements that have not yet been developed in the plan, or that require further development or updating; however, completed plan updates must address each of these six elements.

- Drought Monitoring
- Vulnerability Assessment
- Mitigation Actions
- Response Actions
- Operational and Administrative Framework
- Plan Development and Update Process

The BC team will review the Study and other pertinent documents provided by NBWRA agencies and compare to the DCP requirements. If necessary, the BC team will meet with the Study consultant to determine available information that is not directly in the Study that could support the DCP effort.



## Assumptions

- Sonoma Water will provide the Study or any other pertinent document within 5 days of the submitted request.
- If a meeting between the BC team and the Study consultant is needed, Sonoma Water will direct the Study consultant to meet. The meeting will be attended by up to two BC staff and one Data Instincts staff and be up to one hour in duration. It is assumed the meeting will be held by videoconference.

## Task 2 – Technical Memorandum

The BC team will develop and provide a draft Technical Memorandum (TM) outlining the findings and identifying the items that should be addressed to make the Study meet DCP criteria. Findings will be presented to the Technical Advisory Committee (TAC) for comment. Following review and revision the BC team and NBWRA agency representatives will schedule a meeting with Reclamation staff to discuss the proposed approach and to receive Reclamation comments. A final TM will summarize the findings and recommended actions needed to develop a document sufficient to meet DCP requirements to allow applications for project funding through Reclamation's "Drought Resiliency Program."

### Task 2 Deliverables

- One administrative draft (for review/comment) and one final version of the TM.
- Summary of meetings, focused on key outcomes and action items.

### Task 2 Assumptions

- BC team will attend one meeting with the TAC to present findings and recommended actions needed to make the Study meet the DCP Criteria. The meeting will be attended by up to two BC staff and one Data Instincts staff and be up to two hours in duration.
- BC team will attend one meeting with Reclamation staff to discuss the proposed updates and receive feedback from Reclamation. The meeting will be attended by up to two BC staff and one Data Instincts staff and be up to two hours in duration.
- It is assumed that all the meetings will be held by videoconference.
- The TM will identify the needed updates to the existing Study but does not conduct/develop the action items identified in the TM.
- BC will conduct quality reviews on deliverables prior to submittal to the NBWRA Agencies. BC will submit deliverables to the NBWRA Agencies initially as a draft for review, then as final to address the NBWRA Agencies' review comments.
- The NBWRA member agencies will have 10 days to review the draft TM.
- Sonoma Water will provide a single set of collated comments (in MS Word and/or an Excel comment log) from the NBWRA member agencies. BC will document follow-up actions or rationale (if not revising a work product to incorporate one or more of the NBWRA Agencies' comment[s]) in the comment log.

## Task 3 – Project Management

This task includes facilitation of project meetings; coordination of the project team; oversight of project staff, budget, and schedule; project administration and accounting; and monthly project status reports with invoices.

**3.1. Project Management.** Provide monthly progress reports via email to the Project Manager summarizing project status, identifying outstanding data needs, and noting challenges or risks that may impact budget or schedule. Include summaries of meetings conducted, including meeting attendees and key decisions and outcomes. Prepare monthly invoices and track schedule and progress of project. BC will oversee project staff and budget.

**3.2. Progress Meetings.** The BC Project Manager (PM) and Sonoma Water PM will hold up to six, one-hour progress meetings by phone to coordinate and collaboratively monitor project progress. While topics and activities for progress meetings will vary through project duration, these meetings will serve as a venue for reviewing analysis assumptions and results.

### **Task 3 Deliverables**

- Monthly progress reports and invoices.

### **Task 3 Assumptions**

- Up to 12 months of PM services and monthly progress reports.
- Meetings will be attended by up to two BC staff and one Data Instincts staff and be up to one hour in duration, unless noted otherwise. The progress meetings will be scheduled at the request of the Sonoma Water PM.
- It is assumed that all the meetings will be held by videoconference.

# DRAFT Scope of Work – Sea Level Rise Adaptation: BRIC Grant Application

The following scope describes the services to develop a FEMA Building Infrastructure and Communities (BRIC) Grant application intended to help support the development of a Las Gallinas Valley Sanitary District and Marin County Adaptation Plan. It is assumed that these services will be amended to the existing Consultant contract.

## Task 1 – BRIC Grant Application & Management

The Consultant team will support NBWRA member agencies preparation of one (1) BRIC grant application. The grant application will include a detailed narrative to address evaluation criteria cited for the respective funding opportunity. The Consultant team will prepare one draft of the grant application that will be submitted to the NBWRA member agencies seeking funding for review and comment and finalize to incorporate comments. Once the grant application is submitted, the Consultant team will respond to questions and comments that may arise as requested by the NBWRA member agencies. The Consultant team will provide services up to the limit of the budget.

### Task 1 Deliverables:

- Draft and final grant applications for one (1) BRIC grant application.

### Task 1 Assumptions:

- Consultant team will require notice of at least 6 weeks before a grant application deadline for coordinating a staffing plan and allowing NBWRA member agencies review time. NBWRA member agencies review period for the draft grant application is up to 5 business days depending on the required timeline for the grant opportunity.
- NBWRA member agencies will provide required forms and information required from the grant applicant, such as: required federal/state forms; Board resolution; project budget with in-kind staff costs (including, for example, staff names/titles, estimated number of project hours, and current hourly salary); NBWRA member agencies internal rates for paid absence, fringe benefits, and overhead); federal indirect cost rates; and a letter of local partner funding commitment (i.e., funding amount, date funding will be available, time constraints on funding availability, and other contingencies).
- Consultant team will conduct quality reviews on deliverables prior to submittal to NBWRA member agencies. Consultant team will submit deliverables to NBWRA member agencies initially as a draft for review, then as final to address review comments.
- NBWRA member agencies will provide a single set of collated comments using a comment log. Consultant team will document follow-up actions or rationale (if not revising a work product to incorporate one or more NBWRA member agencies comment[s]) in the comment log.
- A maximum of 8 hours has been budgeted for responding to comments and questions on the submitted grant application.

## **Task 2 – Project Management**

The Consultant will provide monthly progress reports via email to the Project Manager summarizing project status, identifying outstanding data needs, and noting challenges or risks that may impact budget or schedule. Include summaries of meetings conducted, including meeting attendees and key decisions and outcomes. Prepare monthly invoices and track schedule and progress of project.

### **Task 2 Deliverables**

- Monthly progress reports and invoices.

### **Task 2 Assumptions**

- Up to 2 months of PM services and monthly progress reports.
- It is assumed that any potential meetings will be held by videoconference.

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