



# NORTH BAY WATER REUSE PROGRAM

*Expanding Water Supplies with Regional Reuse*

## BOARD OF DIRECTORS MEETING

### AGENDA

**Monday, June 27, 2022  
9:30 AM**

**Due to Shelter in Place Orders, and Board Policy 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/85825934397>

**Meeting ID: 858 2593 4397**

**One tap mobile +16699009128, 85825934397# US (San Jose)**

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

**Meeting ID: 858 2593 4397**

**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 3 – 6**

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

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

**Information  
Page 7**

**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 8 - 91

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

(The Board will review the Report on the TAC meetings of April 7, April 14, and June 2, 2022 and consider recommendations from the TAC included in this agenda.)

Pages 92 - 98

**6.b Consultant Progress Reports (5 minutes)**

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

Discussion  
Page 99

**7. Review of Board Policy Adopted on March 28, 2022 to Conduct Future Board Meetings Via Zoom to Reduce its Carbon Footprint and to Reduce Staff and Consultant Travel Costs (5 minutes)**

(The Board will review a recently adopted policy to conduct future meetings via Zoom to reduce its carbon footprint and to reduce staff and consultant travel costs.)

Information  
Pages 100 - 117

**8. 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 118 – 135

**9. FY2022/23 Budget and Resilience Arena Projects (10 minutes)**

(The Board will consider approving the FY2022/23 Budget and resilience arena projects.)

Information  
Pages 136 - 137

**10. 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 138

**11. 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 139

**12. Items for the Next Agenda (5 minutes)**

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

Discussion

**13. 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.)

**14. Adjournment (1 minute)**

**Next Board Meeting  
Tentatively Scheduled September 26, 2022**

(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 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](mailto:chuckweir@sbcglobal.net). The agenda for each meeting is also available on-line at [www.nbwra.org](http://www.nbwra.org) and will be available at the meeting.)

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City of Petaluma • Sonoma Valley County Sanitation District • County of Napa • Napa Sanitation District • City of American Canyon

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

**Draft**

**1. Call to Order**

Chair Rabbitt called the meeting to order at 9:32 a.m. on Monday, March 28, 2022. Due to Shelter in Place Orders, this meeting was a Zoom only meeting. Meeting participants and the public participated via the following link: <https://us02web.zoom/j/86196358760>.

**2. Roll Call**

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

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

**OTHERS**

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

**3. Public Comments**

There were no members of the public.

**4. Introductions**

Introductions were not made.

**5. Board Meeting Minutes of February 28, 2022**

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

**6. Report from the Chair**

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

**6.a Report from the Technical Advisory Committee**

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

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

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

**6.b Consultant Progress Reports**

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

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

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

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

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

**9. Financial Reports for Fiscal Year Ending June 30, 2022.**

The Board reviewed the financial reports and noted that expenses were tracking normally and that funds for the consultants were running low and would be addressed by Agenda Item No. 10. This was an information item only, requiring no action by the Board.

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

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

**11. Phase 1: Status of Reconciliation and Closeout Activities**

Brad Elliott, Sonoma Water Grants Manager, gave an update on the reconciliation and close out activities for Phase 1. He noted that a final Reimbursement Request Memo, for approximately \$800,000, dated February 16, 2022, was recently submitted to USBR to officially close out the Title XVI funding agreement. The submittal included a Federal Financial Report, Final Project Report, Project Descriptions, and Maps and Photos for the 12 sub-projects. Once the funding is received, it will be allocated to the Phase 1 agencies and then the reconciliation process can begin. Director Ford thanked Brad Elliott and Mike Cortez from Las Gallinas Valley Sanitary for their efforts in this matter.

**12. Status of Phase 2**

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

**13. Items for the Next Agenda**

Items for the next Agenda include a report and recommendations from the TAC, regular reports, Phase 1 and Phase 2 Status Reports, and the FY2022/23 Budget including recommended resilience arena projects. Grant Davis suggested that the Board also receive a report on all funding that has been received by North Bay agencies from all sources in an effort to document the success of collaboration by the NBWRA Agencies. Board members agreed with this recommendation.

**14. Comments from the Chair, Board, and Member Agencies.**

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

**15. Adjournment**

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

Minutes approved by the Board \_\_\_\_\_.

Charles V. Weir  
Program Manager

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Agenda Explanation  
North Bay Water Reuse Authority  
Board of Directors  
June 27, 2022

## **ITEM NO. 6 REPORT FROM THE CHAIR**

### **Action Requested**

Two actions are requested:

1. Approve the TAC recommended FY2022/23 Budget and Resilience Arena Projects.  
Please refer to Agenda Item No. 9.
2. Approve a meeting schedule for FY2022/23.

### **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.

Meetings will need to be scheduled for FY2022/23. Quarterly meetings should be sufficient given the proposed FY2022/23 Budget and Resilience Arena Projects. Since the budget is late, the Sonoma Water Board will not approve the budget and consultant contracts until August. As a consequence, a Board meeting is probably not needed until September. The Board should consider approving the following schedule:

September 26, 2022

January 30, 2023 (the last Monday in December 2022 is holiday time)

April 24, 2023 (should consider a budget for FY2023/24)

June 26, 2023 (may not be needed if the FY2023/24 budget is approved in April)

All meetings are proposed to be via Zoom at 9:30 a.m. This is subject to Agenda Item No. 7, Review of Board Policy to Conduct Future Board Meetings via Zoom to Reduce its Carbon footprint and to Reduce Staff and Consultant Travel Costs.

### **Recommendations**

1. Approve Agenda Item No. 9, FY2022/23 Budget and Resilience Arena Projects.
2. Approve a meeting schedule for FY2022/23.

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Agenda Explanation  
 North Bay Water Reuse Authority  
 Board of Directors  
 June 27, 2022

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

### **Action Requested**

Approve Agenda Item No. 9, as recommended by the TAC, FY2022/23 Budget and Resilience Arena Projects.

### **Summary**

The TAC continues to meet monthly and has met three times since the last Board meeting in March. The following items are attached for the Board's information:

1. March 3, 2022 approved TAC meeting minutes
2. April 7, 2022 TAC Agenda Packet
3. April 7, 2022 approved TAC meeting minutes
4. April 14, 2022 TAC Agenda Packet
5. Draft April 14, 2022 TAC meeting minutes
6. June 2, 2022 TAC Agenda Packet
7. Draft June 2, 2022 TAC meeting minutes.

### March 3, 2022 Meeting.

The TAC continued its discussion of potential resilience arena projects for FY2022/23 and agreed upon a FY2022/23 Budget and Resilience Arena Projects as described in the draft June 2, 2022 minutes and Agenda Item No. 9. A summary is listed below:

- Resilience Arena for Recycled Water FY2022/23 Budget
  - Project cost of \$209,000 with six agencies participating.
- Resilience Arena for Drought Contingency Plan for Sonoma and Marin Agencies
  - Project cost of \$56,000 and will be shared equally by all six participating agencies, or \$9,333. The cost could be \$11,200 per agency if Marin County does not participate.
- Resilience Arena for Sea Level Rise Adaptation
  - Project cost of \$125,000 or \$31,250 for each of the four participating agencies. The cost would decrease with Marin County participation.
- Joint Use Costs
  - \$40,000 for Program Management for Weir Technical Services.
  - \$65,500 for Sonoma Water.
  - LGVSD and NMWD pay \$7,500 each to offset joint use costs. This would also apply to Marin County if they participate in the two projects listed above.



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Agenda Explanation  
North Bay Water Reuse Authority  
Board of Directors  
June 27, 2022

**Recommendation**

The TAC recommends that the NBWRA Board approve Item No. 9, FY2022/23 Budget and Resilience Arena Projects.

**Attachments**

1. March 3, 2022 approved TAC meeting minutes
2. April 7, 2022 TAC Agenda Packet
3. April 7, 2022 approved TAC meeting minutes
4. April 14, 2022 TAC Agenda Packet
5. Draft April 14, 2022 TAC meeting minutes
6. June 2, 2022 TAC Agenda Packet
7. Draft June 2, 2022 TAC meeting minutes.

**North Bay Water Reuse Authority  
Technical Advisory Committee  
Zoom Meeting Minutes  
March 3, 2022  
Approved April 7, 2022**

**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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## Item No. 6.a.2

### 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
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**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  
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**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.

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Agenda Explanation  
 North Bay Water Reuse Authority  
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**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.

<b>Total Budget</b>	<b>LGVSD</b>	<b>Napa SD</b>	<b>Novato SD</b>	<b>SVCSD</b>	<b>SCWA</b>	<b>NMWD</b>	<b>Napa County</b>	<b>Petaluma</b>	<b>MMWD</b>	<b>American Canyon</b>
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.

DRAFT

**North Bay Water Reuse Authority  
Technical Advisory Committee  
Zoom Meeting Minutes  
April 7, 2022  
Approved April 14, 2022**

**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, April 7, 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
Akin Fayahun	City of Petaluma
Drew McIntyre	North Marin Water District
Dominic Patrick	City of American Canyon
Paul Sellier	Marin Municipal Water District

**Others Present****Member Agencies**

Kevin Booker	Sonoma Water
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
Mark Millan	Data Instincts
Jim O'Toole	ESA
Mike Savage	Brown and Caldwell

**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 March 3, 2022**

On a motion by Drew McIntyre, seconded by Chris DeGabriele, the March 3, 2022 minutes were unanimously approved.

#### **5. Meeting Between NBWRA and NBWA to Avoid Duplicative Efforts**

Due to budget shortages there has been no action on this item. NBWA's virtual conference will be held April 8, 2022.

#### **6. Status of Phase 2 Funding Application**

Rene noted that the application was submitted on March 15, 2022 and the request was for \$6.9 million for three Petaluma projects. The support resolutions from Petaluma and the Water Agency are due to USBR by May 10, 2022

#### **7. FY2022/23 Budget and Resilience Arena Projects**

The Program Manager gave a brief summary of the projects, scopes of work, consultant costs, estimated Sonoma Water costs, joint use costs, and likely cost sharing. He apologized for the late delivery of the agenda packet due to not receiving the scopes and costs until this morning. Rene Guillen discussed the scope for the recycled water project. Drew McIntyre stated that he had no time to review the packet and could not make any decisions today. Other TAC members and Chair Healy concurred. McIntyre suggested another meeting next week with just the TAC and the Program Manager in an effort to reduce consultant costs for meeting attendance.

Chris DeGabriele asked why the cost for the recycled water project has increased from \$205,000 to \$319,000. Rene Guillen stated that much of the increase is in the program management task which includes funds to respond to opportunities that may arise during the year.

Jake Spaulding stated that the estimated costs for Sonoma Water were close to their estimates, but allocated differently.

There was discussion on the Drought Contingency Plan and Sea Level Rise scopes and costs. TAC members requested more detail on the costs associated with the scopes. Rene Guillen stated that those tables could be included in the scope documents for the next meeting. There was additional discussion regarding which agencies would participate in the various projects.

Following discussion the next meeting for the TAC and Program Manager will be at 12:30 p.m. on Thursday, April 14, 2022 via Zoom. The Program Manager stated that he would be out of the country from April 12 – May 8, but should be able to make that work. He will work with Mark Millan to ensure that there are no issues with hosting a Zoom meeting from France.

#### **10. Next Meeting**

The next meeting will be via Zoom on Thursday, April 14, 2022 at 12:30 p.m.

#### **11. Adjournment**

There being no further business Chair Healy adjourned the meeting at 3:15 p.m.

## Item No. 6.a.4

### NORTH BAY WATER REUSE AUTHORITY TECHNICAL ADVISORY COMMITTEE

Thursday, April 14, 2022

Agenda

12:30 PM

Zoom Meeting: <https://us02web.zoom.us/j/84904951313>

	1.		Call to Order and Self Introductions
	2.	Action	Approval of Agenda
	3.		Public Comments
<b>Pages 3 - 4</b>	4.	Action	TAC Meeting Minutes of April 7, 2022
<b>Pages 5 - 25</b>	5.	Action	FY2022/23 Budget and Resilience Arena Projects
	6.	Information	Next Meeting, May 5, 2022
	7.		Adjournment

**North Bay Water Reuse Authority  
Technical Advisory Committee  
Zoom Meeting Minutes  
April 7, 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, April 7, 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
Akin Fayehun	City of Petaluma
Drew McIntyre	North Marin Water District
Dominic Patrick	City of American Canyon
Paul Sellier	Marin Municipal Water District

**Others Present**

**Member Agencies**

Kevin Booker	Sonoma Water
Akin Fayehun	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
Mark Millan	Data Instincts
Jim O'Toole	ESA
Mike Savage	Brown and Caldwell

**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 March 3, 2022**

On a motion by Drew McIntyre, seconded by Chris DeGabriele, the March 3, 2022 minutes were unanimously approved.

**5. Meeting Between NBWRA and NBWA to Avoid Duplicative Efforts**

Due to budget shortages there has been no action on this item. NBWA's virtual conference will be held April 8, 2022.

**6. Status of Phase 2 Funding Application**

Rene noted that the application was submitted on March 15, 2022 and the request was for \$6.9 million for three Petaluma projects. The support resolutions from Petaluma and the Water Agency are due to USBR by May 10, 2022

**7. FY2022/23 Budget and Resilience Arena Projects**

The Program Manager gave a brief summary of the projects, scopes of work, consultant costs, estimated Sonoma Water costs, joint use costs, and likely cost sharing. He apologized for the late delivery of the agenda packet due to not receiving the scopes and costs until this morning. Rene Guillen discussed the scope for the recycled water project. Drew McIntyre stated that he had no time to review the packet and could not make any decisions today. Other TAC members and Chair Healy concurred. McIntyre suggested another meeting next week with just the TAC and the Program Manager in an effort to reduce consultant costs for meeting attendance.

Chris DeGabriele asked why the cost for the recycled water project has increased from \$205,000 to \$319,000. Rene Guillen stated that much of the increase is in the program management task which includes funds to respond to opportunities that may arise during the year.

Jake Spaulding stated that the estimated costs for Sonoma Water were close to their estimates, but allocated differently.

There was discussion on the Drought Contingency Plan and Sea Level Rise scopes and costs. TAC members requested more detail on the costs associated with the scopes. Rene Guillen stated that those tables could be included in the scope documents for the next meeting. There was additional discussion regarding which agencies would participate in the various projects.

Following discussion the next meeting for the TAC and Program Manager will be at 12:30 p.m. on Thursday, April 14, 2022 via Zoom. The Program Manager stated that he would be out of the country from April 12 – May 8, but should be able to make that work. He will work with Mark Millan to ensure that there are no issues with hosting a Zoom meeting from France.

**10. Next Meeting**

The next meeting will be via Zoom on Thursday, April 14, 2022 at 12:30 p.m.

**11. Adjournment**

There being no further business Chair Healy adjourned the meeting at 3:15 p.m.

## ITEM NO. 5 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

Sonoma Water has provided information for their costs for FY2022/23 as follows:

Resiliency Arena 1 – Recycled Water \$4,000

Resiliency Arena 3 – Drought Contingency Planning \$4,000

Resiliency Arena 4 – Sea Level Rise Adaptation \$4,000

The total for Resilience Arenas 1, 3, and 4 will total \$12,000 no matter what as it is tied to cost of RFP/new agreement for the consultant. If one or more resilience arena drops off the list the funds will be reallocated evenly between the remaining arenas.

Joint Use - \$65,500 This covers new agreement, board meetings, TAC meetings, financial tracking, invoicing, and miscellaneous administration.

Total Cost - \$77,500

### 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 two 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	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
B&C \$318,946	\$18,892	\$29,577	\$31,089	\$27,512	\$32,937	\$18,892	\$18,892	\$68,610	\$33,349	\$39,197
Sonoma Water - \$4,000	\$237	\$371	\$390	\$345	\$413	\$237	\$237	\$860	\$418	\$492
<b>Total Budget \$322,946</b>	\$19,129	\$29,948	\$31,479	\$27,857	\$33,350	\$19,129	\$19,129	\$69,470	\$33,767	\$39,689

The draft scope for this project is included as **Attachment No. 5.a**, DRAFT Scope of Work – Continued Recycled Water Support. The draft budget for this project is included in the attachment.

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:

	<b>LGVSD</b>	<b>Novato SD</b>	<b>SVCSD</b>	<b>SCWA</b>	<b>NMWD</b>	<b>Petaluma</b>	<b>MMWD</b>
B&C \$52,034	\$7,433	\$7,433	\$7,433	\$7,433	\$7,433	\$7,433	\$7,433
Sonoma Water \$4,000	\$571	\$571	\$571	\$571	\$571	\$571	\$571
<b>Total Budget \$56,034</b>	\$8,004	\$8,004	\$8,004	\$8,004	\$8,004	\$8,004	\$8,004

The draft scope for this project is included as **Attachment No. 5.b**, DRAFT Scope of Work – Drought Contingency Planning: Review and Assessment of the Regional Water Supply Resiliency Study. The draft budget is included in the attachment.

### **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: \$115,000 (\$28,750/4 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



Page 3

Agenda Explanation  
North Bay Water Reuse Authority  
Technical Advisory Committee  
April 14, 2022

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

Please refer to

**Option 4C: Regional Adaptation Plan for NBWRA: Marin, Sonoma, Napa: \$252,000 (\$25,200/10 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. 5.c**, DRAFT Scope of Work – Sea Level Rise Adaptation: BRIC Grant Application. This document includes detailed scopes for all three options and cost summaries. Including \$4,000 for Sonoma Water administration would result in the following totals for each option:

**Option A**, \$58,000

**Option B**, \$119,000

**Option C**, \$256,000

**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. Joint Use costs would also include \$65,500 for Sonoma

Water, or \$6,550 for each agency. The total joint use costs would be \$105,500, or \$10,550 for each agency.

### **Total FY2022/23 Budget Costs by Agency**

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

<b>Total Budget</b>	<b>LGVSD</b>	<b>Napa SD</b>	<b>Novato SD</b>	<b>SVCSD</b>	<b>SCWA</b>	<b>NMWD</b>	<b>Napa County</b>	<b>Petaluma</b>	<b>MMWD</b>	<b>American Canyon</b>
Recycled Water \$322,946	\$19,129	\$29,948	\$31,479	\$27,857	\$33,350	\$19,129	\$19,129	\$69,470	\$33,767	\$39,689
Drought Contingency Plan \$56,034	\$8,004		\$8,004	\$8,004	\$8,004	\$8,004		\$8,004	\$8,004	
Sea Level Rise \$58,000 to \$256,000	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Joint Use \$105,500	\$10,550	\$10,550	\$10,550	\$10,550	\$10,550	\$10,550	\$10,550	\$10,550	\$10,550	\$10,550
<b>Total</b> \$484,480 plus Sea Level Rise	\$37,683	\$40,498	\$50,033	\$46,411	\$51,904	\$37,683	\$29,679	\$88,024	\$52,321	\$50,239

Please note that the above totals are subject to change depending on the number of agencies participating and the sea level rise option chosen.

### **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. If task is not added as an amendment to existing contract, additional budget will be required.

## **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.

Budget.

Continued Recycled Water Support																			
Phase	Phase Description	Rene Guillen	Jacki Bates	Bernadette Visitation-Sumida	Melanie Holmer	Erin Mackey	Julia Teixeira	Deanna Tanner	Susan Sicora	Sara Romero	Total Labor Hours	Total Labor Effort	DI	ESA	Kennedy Jenks	Total Sub Cost	Total Expense Cost	Total Expense Effort	Total Effort
		PM	PA	Project Oversight	Technical Expert	Technical Expert	Engineering Support	Word Processing	Graphics	Finance			Cost	Cost	Cost				
		\$203.00	\$122.00	\$268.00	\$327.00	\$268.00	\$147.00	\$147.00	\$122.00	\$98.00									
001	Project Management	76	24	6	0	0	0	0	0	10	116	\$21,572	\$48,600	\$13,500	\$13,500	\$75,600	\$75,600	\$79,380	\$100,952
001	Workshops	58	0	0	0	0	0	0	0	0	58	\$12,127	\$16,200	\$8,100	\$8,100	\$32,400	\$32,400	\$34,020	\$46,147
003	Public Involvement	0	0	0	0	0	0	0	0	0	0	\$0	\$25,000	\$0	\$0	\$25,000	\$25,000	\$26,250	\$26,250
004	Administration	18	24	6	0	0	0	0	0	10	58	\$9,445	\$7,400	\$5,400	\$5,400	\$18,200	\$18,200	\$19,110	\$28,555
002	Title XVI Feasibility Study	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
003	Environmental Evaluation	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$85,000	\$0	\$85,000	\$85,000	\$89,250	\$89,250
****	Environmental Evaluation	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$85,000	\$0	\$85,000	\$85,000	\$89,250	\$89,250
004	Financial Capability Determina	14	0	0	0	0	0	0	0	0	14	\$2,927	\$0	\$0	\$12,000	\$12,000	\$12,000	\$12,600	\$15,527
****	Financial Capability Determinir	14	0	0	0	0	0	0	0	0	14	\$2,927	\$0	\$0	\$12,000	\$12,000	\$12,000	\$12,600	\$15,527
005	Phase 2 Grant Application	50	0	0	8	6	25	6	4	0	99	\$20,002	\$5,000	\$0	\$0	\$5,000	\$5,000	\$5,250	\$25,252
****	Phase 2 Grant Application	50	0	0	8	6	25	6	4	0	99	\$20,002	\$5,000	\$0	\$0	\$5,000	\$5,000	\$5,250	\$25,252
006	Phase 1 Services	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
007	Additional Services	180	0	0	20	40	100	6	6	0	352	\$72,217	\$5,000	\$5,000	\$5,000	\$15,000	\$15,000	\$15,750	\$87,967
****	Additional Services	180	0	0	20	40	100	6	6	0	352	\$72,217	\$5,000	\$5,000	\$5,000	\$15,000	\$15,000	\$15,750	\$87,967
GRAND TOTAL		320	24	6	28	46	125	12	10	10	581	\$116,719	\$58,600	\$103,500	\$30,500	\$192,600	\$192,600	\$202,230	\$318,949
Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.																			

# **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.

Budget.

Drought Contingency Planning: Review and Assessment of the Regional Water Supply Resiliency Study																
Phase	Phase Description	Rene Guillen	Jacki Bates	Bernadette Visitacion-Sumida	Melanie Holton	Sara Romero	Julia Teixeira	Deanna Tanner	Susan Sicora	Total Labor Hours	Total Labor Effort	Data Instincts	Total Sub Cost	Total Expense Cost	Total Expense Effort	Total Effort
		PM	PA	Project Oversight	QA/QC	Finance	Engineering Support	Word Processing	Graphics			Mike Savage Cost				
		\$203.00	\$122.00	\$268.00	\$268.00	\$98.00	\$147.00	\$147.00	\$122.00							
001	DCP Review	118	24	4	8	10	76	8	8	256	\$45,734	\$6,000	\$6,000	\$6,000	\$6,300	\$52,034
001	Document Review	60	0	0	0	0	40	0	0	100	\$18,602	\$4,000	\$4,000	\$4,000	\$4,200	\$22,802
002	Technical Memorandum	40	0	0	8	0	36	8	8	100	\$18,239	\$2,000	\$2,000	\$2,000	\$2,100	\$20,339
003	Project Management	18	24	4	0	10	0	0	0	56	\$8,893	\$0	\$0	\$0	\$0	\$8,893
GRAND TOTAL		118	24	4	8	10	76	8	8	256	\$45,734	\$6,000	\$6,000	\$6,000	\$6,300	\$52,034
Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.																

# **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.

## Budget.

Sea Level Rise Adaptation - BRIC Grant Application												
Phase	Phase Description	Rene Guillen	Jacki Bates	Bernadette Visitation Sumida	Sara Romero	Total Labor Hours	Total Labor Effort	ESA	Total Sub Cost	Total Expense Cost	Total Expense Effort	Total Effort
		PM	PA	Project Oversight	Finance			Cost				
		\$203.00	\$122.00	\$268.00	\$98.00							
001	BRIC Grant Application	6	0	0	0	6	\$1,255	\$50,000	\$50,000	\$50,000	\$52,500	\$53,755
****	Sea Level Rise Adaptation	6	0	0	0	6	\$1,255	\$50,000	\$50,000	\$50,000	\$52,500	\$53,755
002	Project Management	2	3	1	1	7	\$1,034	\$0	\$0	\$0	\$0	\$1,034
****	Sea Level Rise Adaptation	2	3	1	1	7	\$1,034	\$0	\$0	\$0	\$0	\$1,034
GRAND TOTAL		8	3	1	1	13	\$2,289	\$50,000	\$50,000	\$50,000	\$52,500	\$54,789
Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.												

# **DRAFT Scope of Work – Sea Level Rise Adaptation Plan Option 4B & Option 4C**

The following scope describes proposed scope of work for the Option 4B \$115,000 SLR Adaptation Plan, which envisions a Marin County focused plan. To extend this plan to the entire NBWRA service area, Option 4C, we would anticipate a similar scope of work, but at an increased scale, with a cost estimate of \$252,000

## Task 1 – 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 1 Deliverables

- Monthly progress reports and invoices.

### Task 1 Assumptions

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

## Task 2. Strategic outreach and coordination

ESA will work with Member Agencies to develop a strategic outreach plan aimed at validating sea-level rise risks and vulnerabilities, and building stakeholder (landowner) support for future adaptation concepts. ESA will implement some aspects of the outreach plan as described below.

1. **Strategic outreach/coordination plan.** ESA will develop a strategic outreach plan (draft and final) that identifies the goals of outreach, key stakeholders, the number of stakeholder outreach meetings, and the content and objectives of each outreach meeting.
2. **External stakeholder outreach meetings:** In partial implementation of the strategic outreach plan, ESA will meet twice with key stakeholders. The first meeting will likely explain risks and vulnerabilities to landowners identified in Task 2a to solicit input on adaptation strategies. This meeting will inform refinement of the screening criteria in Task 3 and development and evaluation of adaptation concepts in Task 4. In a second meeting, including both stakeholders and also select members of the broader community to be determined by the project team and potentially, the TAC. ESA will share the preliminary adaptation options developed in Task 4 and receive feedback. ESA will support facilitation of these meeting with the development of materials, presentation, and agendas for the meetings
3. **Stakeholder Public Meeting/Charette:** ESA will facilitate a public meeting to review adaptation strategies and garner input.
4. **Optional to be augmented with additional funds:** attend additional stakeholder meetings and/or City Council briefing mid-way, identified in Strategic Outreach plan and agreed upon by NBWRA.

### Deliverables:

- a. Memo: Draft and Final strategic outreach plan
- b. Up to 3 meetings with external stakeholders including meeting attendance/facilitation, technical content development/presentation, and action items.
- c. Two Public Meetings. Including meeting attendance/facilitation, presentations as appropriate, and action items follow up. It is also assumed



that TAC meeting content, agendas, etc. will be identical to the content developed for external stakeholder meetings.

- d. *Optional deliverable: ESA attendance or support of additional individual or public stakeholder meetings.*

**Task 3. Decision making framework.** This task provides the framework in which the NBWRA and stakeholders will consider and decide about their shoreline adaptation. The goals/vision/and screening criteria that form part of the framework may need to be vetted with stakeholders at a future date in order to get buy-in. A vetting may be identified in the Strategic Outreach Plan.

- a. ESA will draft a risk-informed decision-support framework that includes an initial vision, goals, and objectives of adaptation planning. The framework will include recommended preliminary screening/and evaluation criteria that can be modified with city and stakeholder input as appropriate. We will start with standard criteria often used in flood risk management (such as frequency of flooding, reduced damages, etc.), and we may add up to 8 NBWRA or stakeholder-driven criteria such as i) the types of permits needed, ii) potential acquisition issues for various concepts, and/or iii) those criteria developed in the Adapting to Rising Tides program, to support decision-making and better reflect unique interests and value of NBWRA.
- b. ESA will meet with the NBWRA project manager to discuss the framework in the context of the memo, solicit input, and revise as necessary. General feedback from external stakeholder meeting #1 in Task 2 may also inform the draft or revision of the decision framework.

*Deliverables:* Draft and final Decision-support memo. Assumes two rounds of ESA revision and consolidated comments.

#### **Task 4. Understand risks and vulnerabilities**

The key risks and priorities identified in this task will directly inform the set of concepts/alternatives developed in task 5.

- c. ESA will review existing studies and synthesize the primary concerns identified therein, studies include: Marin County Hazard Management Plan, BayWave vulnerability assessment; Burlingame General Plan update, the latest FEMA FIRM mapping, BCDC Guidance; and other studies. *Our focus will be applying work completed to date to adaptation strategies that can inform a list of projects for funding. ESA will not generate any new analyses or data in this effort.*
- d. ESA will then identify key risks and vulnerabilities in the project area. This includes highlighting where risks may be the greatest or most urgent, and whether there any areas or risks which would be considered intolerable. They will use this information to identify key or priority areas.
- e. ESA and staff will meet with County and City Floodplain Administrators to validate findings in terms of key vulnerabilities/risks, and to collect any additional critical information from those staff that may be discussed in the meeting.

- f. Following the review, ESA will identify critical information gaps that will be essential to more fully understanding risks. They will make recommendations for filling those gaps in Task 7, and preliminary cost estimates associated with the recommendations.

**Deliverables:**

- a. Draft and final memo that summarizes key risks and vulnerabilities. Assumes one round of review with one set of consolidated comments from NBWRA. Memo is intended for an educated lay-person audience, i.e., memo will assume readers understand what SLR is, its causes, etc. and will focus on highlighting key risks that will be addressed by adaptation concepts identified in subsequent tasks.

**Task 5. Identify and screen adaptation options to reduce risks and vulnerabilities**

- g. ESA will identify no more than 3 concepts to reduce the risks and vulnerabilities identified in Task 4 above. Adaptation concepts will include a range of structural and nonstructural options, and at least one nature-based or multi-benefit strategy.
- h. ESA will then use a matrix to screen/evaluate the adaptation concepts with the screening criteria established in Task 3. This screening/evaluation will consider how well each of the concepts perform compared to the criteria and whether or how they work toward the established goals.
- i. As appropriate, ESA will develop 1 page project summary sheets and background information to support funding applications. We anticipate a CIP list of projects can be developed for articulation at both an individual project and overall program. Our scope of work assume development up of up ten project descriptions.

**Deliverables:**

- a. Internal Preliminary Draft, Draft, and Final memo describing the adaptation concepts and the results of the evaluation process. This assumes that the preliminary draft is reviewed by the NBWA, that the draft will be presented to stakeholders at External Stakeholder meeting #2, and that the Final draft will incorporate feedback (as appropriate) from External Stakeholder meeting #2.

**Task 6. Advance and illustrate concepts for further consideration**

ESA and NBWRA will come to an agreement on the two highest scoring adaptation concepts to illustrate and advance for future consideration. Illustrating the concepts will give stakeholders and Member Agencies a better vision for what future adaptation concepts could look like on the ground with context which can offer clarity, generate enthusiasm for concepts, and dispel fears about the unknowns. It is assumed that illustrations will demonstrate concepts in context, but will not be detailed enough to support feasibility or engineering analyses.

- j. ESA will work with NBWRA to select 2 top concepts for advancement that consider the results of the screening evaluation and stakeholder input received from Stakeholder Meeting #2.
- k. Create graphic renderings of the 2 selected adaptation concepts. \*note, this is the more labor intensive of these two sub-tasks—anticipated that 6a can be done rather efficiently.

Deliverables: **a.** Draft and final illustrations of two selected adaptation concepts.

### **Task 7. Next steps strategy and Final Presentation**

- I. ESA will develop a memo that identifies the next steps for the NBWRA to advance shoreline adaptation. The memo will recommend sequencing, and may include items like:
  - i. Key studies gaps that must be filled, and why
  - ii. Hydraulic and hydrologic modeling that may be needed to better evaluate how adaptation concepts reduce flood risks.
  - iii. Additional studies or analysis needed to refine the adaptation concepts evaluation, i.e., economics/benefit-cost analysis, cost estimates of adaptation concepts
  - iv. Key Projects that Can be applied for funding programs
  - v. Anticipated permitting, rights of way, policy challenges that may need to be addressed, as identified through screening in task 5b.
  - vi. Potential land use changes or zoning updates that may be required
  - vii. List of additional agencies/stakeholders likely needed to advance the effort and/or fund, permit, construct, implement
  - viii. Sequencing of the steps with rough time frame
- m. **Final presentation to NBWRA Board/Stakeholders**

ESA will develop a final summary presentation to identify the key messages for the NBWRA Member Agencies and stakeholders, likely including an overview of the project process, the key findings, and next steps.

Deliverables:

- a.** Draft and final next steps strategy memo
- b.** Final summary presentation (draft and final)

NBWRA Focused SLR	
ESA Labor Detail and Expense Summary	

**NBWRA Full Service Area SLR  
ESA Labor Detail and Expense Summary**

25 of 25

**North Bay Water Reuse Authority  
Technical Advisory Committee  
Zoom Meeting Minutes  
April 14, 2022**

**DRAFT**

Approved \_\_\_\_\_ 2022

**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, April 7, 2022. The meeting was a Zoom meeting only and attendees participated via the following link: <https://us02web.zoom.us/j/84904951313>.

**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
Akin Fayehun	City of Petaluma
Dominic Patrick	City of American Canyon
Paul Sellier	Marin Municipal Water District
Tony Williams	North Marin Water District

**Others Present**

**Member Agencies**

Kevin Booker	Sonoma Water
Brad Elliott	Sonoma Water
Jason Farnsworth	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
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**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 April 7, 2022**

On a motion by Chris DeGabriele, seconded by Grant Davis, the April 7, 2022 minutes were unanimously approved.

**5. FY2022/23 Budget and Resilience Arena Projects**

The Program Manager gave a brief summary of the projects, scopes of work, consultant costs, estimated Sonoma Water costs, joint use costs, and likely cost sharing. The TAC discussed the various issues and did not reach consensus on the projects or costs. It was decided that the Program Manager would work with Sonoma Water staff to develop a questionnaire that would be completed by all member and associate member agencies. The questionnaire would determine which agencies were interested in each of the resilience arena projects and as what cost. From that information a draft budget could be developed and discussed upon completion at a meeting that will need to be scheduled.

**10. Next Meeting**

The next meeting will be scheduled after receipt of all the questionnaires.

**11. Adjournment**

There being no further business Chair Healy adjourned the meeting at 1:37 p.m.

C:\Users\chuck\Documents\Weir Technical Services\NBWRA\Agendas\2022\TAC\_Apr\_14\_2022\2022\_04\_14\_NBWRA\_TAC\_Minutes.docx

## Item No. 6.a.6

### NORTH BAY WATER REUSE AUTHORITY TECHNICAL ADVISORY COMMITTEE

Thursday, June 2, 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.	Information	TAC Meeting Minutes of April 7, 2022 Not prepared. The TAC could not reach consensus on resilience arena projects and costs and agreed to complete a questionnaire to assist in preparing the budget.
<b>Pages 3 - 26</b>	5.	Information and Possible Action	Results of Survey and Consideration of FY2022/23 Budget and Resilience Arena Projects
	6.	Information	Next Meeting, July 7, 2022
	7.		Adjournment

Page 1

Agenda Explanation  
North Bay Water Reuse Authority  
Technical Advisory Committee  
April 14, 2022

**ITEM NO. 5 RESULTS OF SURVEY AND PRIOR SCOPES OF WORK**

**Action Requested**

It is recommended that the TAC review the results of the survey and scopes of work and consider a budget for FY2022/23 to submit to the Board for approval;

**Summary**

Please refer to the survey results and the previously considered scopes of work.

**Recommendation**

It is recommended that the TAC review the results of the survey and scopes of work and consider a budget for FY2022/23 to submit to the Board for approval.



Agency	Q.1. Phase 1 w/o Phase 2 Projects (LGVSD, NMWD, and Napa County)> Associate Member	Q.2. Phase 2 agencies > will have a Phase 2 construction Project	Q.3 Phase 2 agencies w/o Phase 2 project > Associate Member	Q.4. Phase 2 agencies with Phase 2 projects; total budget support (depends on number of agencies participating)	Q.5 Sonoma and Marin agencies; participation in the DCP study; and maximum cost.	Q.6 Sea level rise Option A, all agencies. Specific to LGVSD and Marin agencies. Y/N to participation and maximum cost.	Q.7 Sea Level Rise Option B Sub regional plan for Marin County agencies. Y/N to participation and maximum cost	Q.8 Sea Level Rise Option C, regional plan for all agencies. Y/N to participation and maximum cost.
LGVSD	Yes, to becoming associate member 7/1/22	NA	NA	NA	Yes \$8,000	Yes \$58,000 total project cost. Preferred.	Yes \$58,000 total project cost. Second choice.	Yes \$58,000 total project cost. Third choice.
Napa County	Yes, to becoming associate member 7/1/22.	NA	NA	NA	No	No	No	No
NMWD	Yes, to becoming associate member 7/1/22.	NA	NA	NA	Yes \$8,000	No	No	No
Novato San	Yes, to becoming associate	No	Yes, to becoming associate	NA \$0	No	No	No	No

Agency	Q.1. Phase 1 w/o Phase 2 Projects (LGVSD, NMWD, and Napa County)> Associate Member	Q.2. Phase 2 agencies > will have a Phase 2 construction Project	Q.3 Phase 2 agencies w/o Phase 2 project > Associate Member	Q.4. Phase 2 agencies with Phase 2 projects; total budget support (depends on number of agencies participating)	Q.5 Sonoma and Marin agencies; participation in the DCP study; and maximum cost.	Q.6 Sea level rise Option A, all agencies. Specific to LGVSD and Marin agencies. Y/N to participation and maximum cost.	Q.7 Sea Level Rise Option B Sub regional plan for Marin County agencies. Y/N to participation and maximum cost	Q.8 Sea Level Rise Option C, regional plan for all agencies. Y/N to participation and maximum cost.
	member 7/1/22.		member 7/1/22.					
MMWD	NA	Yes	NA	\$40,000 max agency cost. Assumes completion of EIR/EIS; participation of other at least 3 other agencies and ability to withdraw from Phase 2 at completion of EIR and financial capability	No	No	No	No

Agency	Q.1. Phase 1 w/o Phase 2 Projects (LGVSD, NMWD, and Napa County)> Associate Member	Q.2. Phase 2 agencies > will have a Phase 2 construction Project	Q.3 Phase 2 agencies w/o Phase 2 project > Associate Member	Q.4. Phase 2 agencies with Phase 2 projects; total budget support (depends on number of agencies participating)	Q.5 Sonoma and Marin agencies; participation in the DCP study; and maximum cost.	Q.6 Sea level rise Option A, all agencies. Specific to LGVSD and Marin agencies. Y/N to participation and maximum cost.	Q.7 Sea Level Rise Option B Sub regional plan for Marin County agencies. Y/N to participation and maximum cost	Q.8 Sea Level Rise Option C, regional plan for all agencies. Y/N to participation and maximum cost.
				analysis and prior to grant solicitation.				
Sonoma Water	NA	Yes	NA	Up to \$209,000. (original estimate w/o Task 7 and w/ \$4,000 for Sonoma Water	Yes \$25,000 max agency cost		Yes \$20,000 max agency cost	
SVCSD	NA	Yes	NA	Up to \$209,000. (original estimate w/o Task 7 and w/ \$4,000 for Sonoma Water	Yes \$10,000 max agency cost		Yes \$20,000 max agency cost	

Agency	Q.1. Phase 1 w/o Phase 2 Projects (LGVSD, NMWD, and Napa County)> Associate Member	Q.2. Phase 2 agencies > will have a Phase 2 construction Project	Q.3 Phase 2 agencies w/o Phase 2 project > Associate Member	Q.4. Phase 2 agencies with Phase 2 projects; total budget support (depends on number of agencies participating)	Q.5 Sonoma and Marin agencies; participation in the DCP study; and maximum cost.	Q.6 Sea level rise Option A, all agencies. Specific to LGVSD and Marin agencies. Y/N to participation and maximum cost.	Q.7 Sea Level Rise Option B Sub regional plan for Marin County agencies. Y/N to participation and maximum cost	Q.8 Sea Level Rise Option C, regional plan for all agencies. Y/N to participation and maximum cost.
Petaluma	NA	Yes	NA	Up to \$323,000 (The revised estimate with Task 7 plus \$4k for Sonoma Water)	Yes \$5,000 to \$8,000		NA	Yes \$75,000 or as needed to pursue this study
Marin County	NA	NA	NA	NA	Yes No cost ceiling listed	Yes No cost listed	Yes No cost listed	Yes No cost listed
American Canyon See conflict	NA	Yes	Yes, to becoming associate member 7/1/22	Up to \$40,000 max agency cost	NA	NA	NA	Maybe. Need more info
Napa San	NA	Yes	NA	Alternate level	NA	No	No	No

### Conclusions

1. Agencies becoming Associate Members effective July 1, 2022
  - a. LGVSD
  - b. NMWD
  - c. Novato San
2. Phase 2 Agencies with a Phase 2 construction project
  - a. MMWD
  - b. Sonoma Water
  - c. SVCSD
  - d. Petaluma
  - e. American Canyon (Included in Y22/23 with expectation that EIR/EIS is completed; need confirmation)
  - f. Napa San, (included in FY22/23 with expectation that EIR/EIS is completed)
3. Resilience Arena for Recycled Water FY2022/23 Budget
  - a. Responses ranged from \$40,000 max, support for \$209,000, and support for \$323,000
  - b. **Conclusion is \$209,000 (the original \$205,000 plus \$4,000 for Sonoma Water) for six agencies, which would be \$34,833 average per agency. Actual costs will depend on project costs. Need to adjust based on current cost percentages.**
4. Resilience Arena for Drought Contingency Plan for Sonoma and Marin Agencies
  - a. Support from LGVSD, NMWD, Sonoma Water, SVCSD, Petaluma, and Marin County
  - b. Total support cost is \$8,000 + \$8,000 + \$25,000 + \$10,000 + \$5,000 to \$8,000 + unknown = \$56,000 to \$59,000
  - c. **Conclusion is there is adequate support for the proposed scope and cost of \$56,000 shared by six agencies.**
5. Resilience Arena for Sea Level Rise adaptation
  - a. Support from LGVSD, Sonoma Water, SVCSD, Petaluma, Marin County,
  - b. Total support cost is \$10,000 (LGVSD with six agencies participating) + \$20,000 + \$20,000 + \$75,000 + unknown + unknown
  - c. Total support cost is \$125,000 plus some unknown amount
  - d. **Conclusion is there is adequate support for a modified sub-regional study with a cost ceiling of \$125,000 or \$31,250 for each of the four agencies. The cost would decrease with Marin County participation. The current estimated cost for a sub-regional study is \$119,000 so a modified scope is reasonable. B&C to revise scope with a cost of \$125,000 and LGVSD, Sonoma Water, SVCSD, and Petaluma as participants. Include a couple of sentences as to how it would differ if Marin County participated.**

## 6. Joint Use Costs

- a. \$40,000 for Program Management for Weir Technical Services. Note that the term is expected to be through December 31, 2023 so not all costs would be in FY2022/23. In addition, costs are likely to be lower as it appears that the activity for NBWRA over all is declining and fewer meetings are likely.
- b. \$65,500 for Sonoma Water. In addition, costs are likely to be lower as it appears that the activity for NBWRA over all is declining and fewer meetings are likely.
- c. Total cost is currently \$105,500 for Joint Use which would be shared by the five Phase 2 agencies, or \$21,156 per agency.
- d. Currently since there are no specific guidelines for DCP and Sea Level Rise in the MOU, it seems reasonable that associate members that participate in those projects should pay a share of joint use costs. LGVSD and NMWD will be in that position effective July 1, 2022. Assessing an additional \$7,500 to help offset joint use costs is acceptable.
- e. Conclusion, the \$105,500 joint use costs will likely be spread over two fiscal years and associate members participating in DCP and Sea Level rise should pay an additional fee of \$7,500 to help offset joint use costs. Cost for each of the five Phase 2 agencies would be  $(\$105,500 - \$15,000 = \$18,100)$  each. LGVSC and NMWD pay \$7,500 each.

# **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. If task is not added as an amendment to existing contract, additional budget will be required.

## **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.

Budget.

Continued Recycled Water Support																			
Phase	Phase Description	Rene Guillen	Jacki Bates	Bernadette Visitation-Sumida	Melanie Holmer	Erin Mackey	Julia Teixeira	Deanna Tanner	Susan Sicora	Sara Romero	Total Labor Hours	Total Labor Effort	DI	ESA	Kennedy Jenks	Total Sub Cost	Total Expense Cost	Total Expense Effort	Total Effort
		PM	PA	Project Oversight	Technical Expert	Technical Expert	Engineering Support	Word Processing	Graphics	Finance			Cost	Cost	Cost				
		\$203.00	\$122.00	\$268.00	\$327.00	\$268.00	\$147.00	\$147.00	\$122.00	\$98.00									
001	Project Management	76	24	6	0	0	0	0	0	10	116	\$21,572	\$48,600	\$13,500	\$13,500	\$75,600	\$75,600	\$79,380	\$100,952
001	Workshops	58	0	0	0	0	0	0	0	0	58	\$12,127	\$16,200	\$8,100	\$8,100	\$32,400	\$32,400	\$34,020	\$46,147
003	Public Involvement	0	0	0	0	0	0	0	0	0	0	\$0	\$25,000	\$0	\$0	\$25,000	\$25,000	\$26,250	\$26,250
004	Administration	18	24	6	0	0	0	0	0	10	58	\$9,445	\$7,400	\$5,400	\$5,400	\$18,200	\$18,200	\$19,110	\$28,555
002	Title XVI Feasibility Study	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
003	Environmental Evaluation	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$85,000	\$0	\$85,000	\$85,000	\$89,250	\$89,250
****	Environmental Evaluation	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$85,000	\$0	\$85,000	\$85,000	\$89,250	\$89,250
004	Financial Capability Determina	14	0	0	0	0	0	0	0	0	14	\$2,927	\$0	\$0	\$12,000	\$12,000	\$12,000	\$12,600	\$15,527
****	Financial Capability Determinir	14	0	0	0	0	0	0	0	0	14	\$2,927	\$0	\$0	\$12,000	\$12,000	\$12,000	\$12,600	\$15,527
005	Phase 2 Grant Application	50	0	0	8	6	25	6	4	0	99	\$20,002	\$5,000	\$0	\$0	\$5,000	\$5,000	\$5,250	\$25,252
****	Phase 2 Grant Application	50	0	0	8	6	25	6	4	0	99	\$20,002	\$5,000	\$0	\$0	\$5,000	\$5,000	\$5,250	\$25,252
006	Phase 1 Services	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
007	Additional Services	180	0	0	20	40	100	6	6	0	352	\$72,217	\$5,000	\$5,000	\$5,000	\$15,000	\$15,000	\$15,750	\$87,967
****	Additional Services	180	0	0	20	40	100	6	6	0	352	\$72,217	\$5,000	\$5,000	\$5,000	\$15,000	\$15,000	\$15,750	\$87,967
GRAND TOTAL		320	24	6	28	46	125	12	10	10	581	\$116,719	\$58,600	\$103,500	\$30,500	\$192,600	\$192,600	\$202,230	\$318,949
Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.																			

# **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.

Budget.

Drought Contingency Planning: Review and Assessment of the Regional Water Supply Resiliency Study																
Phase	Phase Description	Rene Guillen	Jacki Bates	Bernadette Visitacion-Sumida	Melanie Holton	Sara Romero	Julia Teixeira	Deanna Tanner	Susan Sicora	Total Labor Hours	Total Labor Effort	Data Instincts	Total Sub Cost	Total Expense Cost	Total Expense Effort	Total Effort
		PM	PA	Project Oversight	QA/QC	Finance	Engineering Support	Word Processing	Graphics			Mike Savage Cost				
		\$203.00	\$122.00	\$268.00	\$268.00	\$98.00	\$147.00	\$147.00	\$122.00							
001	DCP Review	118	24	4	8	10	76	8	8	256	\$45,734	\$6,000	\$6,000	\$6,000	\$6,300	\$52,034
001	Document Review	60	0	0	0	0	40	0	0	100	\$18,602	\$4,000	\$4,000	\$4,000	\$4,200	\$22,802
002	Technical Memorandum	40	0	0	8	0	36	8	8	100	\$18,239	\$2,000	\$2,000	\$2,000	\$2,100	\$20,339
003	Project Management	18	24	4	0	10	0	0	0	56	\$8,893	\$0	\$0	\$0	\$0	\$8,893
GRAND TOTAL		118	24	4	8	10	76	8	8	256	\$45,734	\$6,000	\$6,000	\$6,000	\$6,300	\$52,034
Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.																

# **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.

## Budget.

Sea Level Rise Adaptation - BRIC Grant Application												
Phase	Phase Description	Rene Guillen	Jacki Bates	Bernadette Visitation Sumida	Sara Romero	Total Labor Hours	Total Labor Effort	ESA	Total Sub Cost	Total Expense Cost	Total Expense Effort	Total Effort
		PM	PA	Project Oversight	Finance			Cost				
		\$203.00	\$122.00	\$268.00	\$98.00							
001	BRIC Grant Application	6	0	0	0	6	\$1,255	\$50,000	\$50,000	\$50,000	\$52,500	\$53,755
****	Sea Level Rise Adaptation	6	0	0	0	6	\$1,255	\$50,000	\$50,000	\$50,000	\$52,500	\$53,755
002	Project Management	2	3	1	1	7	\$1,034	\$0	\$0	\$0	\$0	\$1,034
****	Sea Level Rise Adaptation	2	3	1	1	7	\$1,034	\$0	\$0	\$0	\$0	\$1,034
GRAND TOTAL		8	3	1	1	13	\$2,289	\$50,000	\$50,000	\$50,000	\$52,500	\$54,789

Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.

# **DRAFT Scope of Work – Sea Level Rise Adaptation Plan Option 4B & Option 4C**

The following scope describes proposed scope of work for the Option 4B \$115,000 SLR Adaptation Plan, which envisions a Marin County focused plan. To extend this plan to the entire NBWRA service area, Option 4C, we would anticipate a similar scope of work, but at an increased scale, with a cost estimate of \$252,000

## Task 1 – 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 1 Deliverables

- Monthly progress reports and invoices.

### Task 1 Assumptions

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

## Task 2. Strategic outreach and coordination

ESA will work with Member Agencies to develop a strategic outreach plan aimed at validating sea-level rise risks and vulnerabilities, and building stakeholder (landowner) support for future adaptation concepts. ESA will implement some aspects of the outreach plan as described below.

1. **Strategic outreach/coordination plan.** ESA will develop a strategic outreach plan (draft and final) that identifies the goals of outreach, key stakeholders, the number of stakeholder outreach meetings, and the content and objectives of each outreach meeting.
2. **External stakeholder outreach meetings:** In partial implementation of the strategic outreach plan, ESA will meet twice with key stakeholders. The first meeting will likely explain risks and vulnerabilities to landowners identified in Task 2a to solicit input on adaptation strategies. This meeting will inform refinement of the screening criteria in Task 3 and development and evaluation of adaptation concepts in Task 4. In a second meeting, including both stakeholders and also select members of the broader community to be determined by the project team and potentially, the TAC. ESA will share the preliminary adaptation options developed in Task 4 and receive feedback. ESA will support facilitation of these meeting with the development of materials, presentation, and agendas for the meetings
3. **Stakeholder Public Meeting/Charette:** ESA will facilitate a public meeting to review adaptation strategies and garner input.
4. **Optional to be augmented with additional funds:** *attend additional stakeholder meetings and/or City Council briefing mid-way, identified in Strategic Outreach plan and agreed upon by NBWRA.*

### Deliverables:

- a. Memo: Draft and Final strategic outreach plan
- b. Up to 3 meetings with external stakeholders including meeting attendance/facilitation, technical content development/presentation, and action items.
- c. Two Public Meetings. Including meeting attendance/facilitation, presentations as appropriate, and action items follow up. It is also assumed

that TAC meeting content, agendas, etc. will be identical to the content developed for external stakeholder meetings.

- d. *Optional deliverable: ESA attendance or support of additional individual or public stakeholder meetings.*

**Task 3. Decision making framework.** This task provides the framework in which the NBWRA and stakeholders will consider and decide about their shoreline adaptation. The goals/vision/and screening criteria that form part of the framework may need to be vetted with stakeholders at a future date in order to get buy-in. A vetting may be identified in the Strategic Outreach Plan.

- a. ESA will draft a risk-informed decision-support framework that includes an initial vision, goals, and objectives of adaptation planning. The framework will include recommended preliminary screening/and evaluation criteria that can be modified with city and stakeholder input as appropriate. We will start with standard criteria often used in flood risk management (such as frequency of flooding, reduced damages, etc.), and we may add up to 8 NBWRA or stakeholder-driven criteria such as i) the types of permits needed, ii) potential acquisition issues for various concepts, and/or iii) those criteria developed in the Adapting to Rising Tides program, to support decision-making and better reflect unique interests and value of NBWRA.
- b. ESA will meet with the NBWRA project manager to discuss the framework in the context of the memo, solicit input, and revise as necessary. General feedback from external stakeholder meeting #1 in Task 2 may also inform the draft or revision of the decision framework.

*Deliverables:* Draft and final Decision-support memo. Assumes two rounds of ESA revision and consolidated comments.

#### **Task 4. Understand risks and vulnerabilities**

The key risks and priorities identified in this task will directly inform the set of concepts/alternatives developed in task 5.

- c. ESA will review existing studies and synthesize the primary concerns identified therein, studies include: Marin County Hazard Management Plan, BayWave vulnerability assessment; Burlingame General Plan update, the latest FEMA FIRM mapping, BCDC Guidance; and other studies. *Our focus will be applying work completed to date to adaptation strategies that can inform a list of projects for funding. ESA will not generate any new analyses or data in this effort.*
- d. ESA will then identify key risks and vulnerabilities in the project area. This includes highlighting where risks may be the greatest or most urgent, and whether there any areas or risks which would be considered intolerable. They will use this information to identify key or priority areas.
- e. ESA and staff will meet with County and City Floodplain Administrators to validate findings in terms of key vulnerabilities/risks, and to collect any additional critical information from those staff that may be discussed in the meeting.

- f. Following the review, ESA will identify critical information gaps that will be essential to more fully understanding risks. They will make recommendations for filling those gaps in Task 7, and preliminary cost estimates associated with the recommendations.

**Deliverables:**

- a. Draft and final memo that summarizes key risks and vulnerabilities. Assumes one round of review with one set of consolidated comments from NBWRA. Memo is intended for an educated lay-person audience, i.e., memo will assume readers understand what SLR is, its causes, etc. and will focus on highlighting key risks that will be addressed by adaptation concepts identified in subsequent tasks.

**Task 5. Identify and screen adaptation options to reduce risks and vulnerabilities**

- g. ESA will identify no more than 3 concepts to reduce the risks and vulnerabilities identified in Task 4 above. Adaptation concepts will include a range of structural and nonstructural options, and at least one nature-based or multi-benefit strategy.
- h. ESA will then use a matrix to screen/evaluate the adaptation concepts with the screening criteria established in Task 3. This screening/evaluation will consider how well each of the concepts perform compared to the criteria and whether or how they work toward the established goals.
- i. As appropriate, ESA will develop 1 page project summary sheets and background information to support funding applications. We anticipate a CIP list of projects can be developed for articulation at both an individual project and overall program. Our scope of work assume development up of up ten project descriptions.

**Deliverables:**

- a. Internal Preliminary Draft, Draft, and Final memo describing the adaptation concepts and the results of the evaluation process. This assumes that the preliminary draft is reviewed by the NBWA, that the draft will be presented to stakeholders at External Stakeholder meeting #2, and that the Final draft will incorporate feedback (as appropriate) from External Stakeholder meeting #2.

**Task 6. Advance and illustrate concepts for further consideration**

ESA and NBWRA will come to an agreement on the two highest scoring adaptation concepts to illustrate and advance for future consideration. Illustrating the concepts will give stakeholders and Member Agencies a better vision for what future adaptation concepts could look like on the ground with context which can offer clarity, generate enthusiasm for concepts, and dispel fears about the unknowns. It is assumed that illustrations will demonstrate concepts in context, but will not be detailed enough to support feasibility or engineering analyses.

- j. ESA will work with NBWRA to select 2 top concepts for advancement that consider the results of the screening evaluation and stakeholder input received from Stakeholder Meeting #2.
- k. Create graphic renderings of the 2 selected adaptation concepts. \*note, this is the more labor intensive of these two sub-tasks—anticipated that 6a can be done rather efficiently.

Deliverables: **a.** Draft and final illustrations of two selected adaptation concepts.

### **Task 7. Next steps strategy and Final Presentation**

- I. ESA will develop a memo that identifies the next steps for the NBWRA to advance shoreline adaptation. The memo will recommend sequencing, and may include items like:
  - i. Key studies gaps that must be filled, and why
  - ii. Hydraulic and hydrologic modeling that may be needed to better evaluate how adaptation concepts reduce flood risks.
  - iii. Additional studies or analysis needed to refine the adaptation concepts evaluation, i.e., economics/benefit-cost analysis, cost estimates of adaptation concepts
  - iv. Key Projects that Can be applied for funding programs
  - v. Anticipated permitting, rights of way, policy challenges that may need to be addressed, as identified through screening in task 5b.
  - vi. Potential land use changes or zoning updates that may be required
  - vii. List of additional agencies/stakeholders likely needed to advance the effort and/or fund, permit, construct, implement
  - viii. Sequencing of the steps with rough time frame
- m. **Final presentation to NBWRA Board/Stakeholders**  
 ESA will develop a final summary presentation to identify the key messages for the NBWRA Member Agencies and stakeholders, likely including an overview of the project process, the key findings, and next steps.

Deliverables:

- a.** Draft and final next steps strategy memo
- b.** Final summary presentation (draft and final)

NBWRA Focused SLR	
ESA Labor Detail and Expense Summary	

**NBWRA Full Service Area SLR  
ESA Labor Detail and Expense Summary**

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

**DRAFT**

Approved \_\_\_\_\_ 2022

**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, June 2, 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
Christopher Bolt	City of Petaluma
Liz Lewis	Marin County
Dale McDonald	Las Gallinas Valley Sanitary District
Dominic Patrick	City of American Canyon
Paul Sellier	Marin Municipal Water District
Jake Spaulding	Sonoma Water
Tony Williams	North Marin Water District

**Others Present**

**Member Agencies**

Brad Sherwood	Sonoma Water
Akin Fayehun	City of Petaluma

**Consultant Team**

Chuck Weir, Program Manager	Weir Technical Services
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**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 April 14, 2022**

The minutes from the April 14, 2022 meeting have not been prepared. The Program Manager noted that the TAC did not reach consensus on a budget for FY2022/23 and decided that all agencies would complete a questionnaire that indicated interest in participating in each resilience arena and at what cost. It would also indicate those agencies desiring to become associate members.

## 5. Results of Survey and Consideration of FY2022/23 Budget and Resilience Arena Projects

The Program Manager gave a summary of the results of the survey and the conclusions that could be drawn from the survey. Both Napa San and American Canyon do not have Phase 2 projects that will be ready for construction for at least five years and possibly longer. The interest of both agencies is to see the EIR/EIS completed so that their projects will only need minor modifications to be eligible for federal funding when they are ready for construction. Minor modifications to the conclusions were made during the course of the TAC's discussion. Chair Healy summarized the following conclusions for the FY2022/23 Budget:

Agencies becoming Associate Members effective July 1, 2022

- LGVSD
  - NMWD
  - Novato San
  - Napa County
  - Marin County is already an Associate Member
- Phase 2 Agencies with a Phase 2 Construction Project
    - MMWD
    - Sonoma Water
    - SVCSD
    - Petaluma
    - American Canyon (Included in FY2022/23 with expectation that the EIR/EIS will be completed. They plan to become an associate member in FY2023/24)
    - Napa San (Included in FY2022/23 with expectation that the EIR/EIS will be completed. They plan to become an associate member in FY2023/24)
  - Resilience Arena for Recycled Water FY2022/23 Budget
    - There is support for a project of \$209,000 which is the original estimate of \$205,000 plus \$4,000 for Sonoma Water. This is an average cost of \$34,833 for each of the six agencies. The actual percentages will be based on the existing cost percentages and are subject to modification once Phase 2 is completed.
  - Resilience Arena for Drought Contingency Plan for Sonoma and Marin Agencies
    - There is support from LGVSD, NMWD, Sonoma Water, SVCSD, Petaluma, and Marin County
    - Support varied among the agencies, but there is adequate support to fund the original proposed scope
    - The proposed scope of \$52,000 plus \$4,000 for Sonoma water is \$56,000 and will be shared equally by all the participating agencies, or \$9,333. The cost could be \$11,200 per agency if Marin County does not participate.
  - Resilience Arena for Sea Level Rise Adaptation
    - There is support from LGVSD, Sonoma Water, SVCSD, Petaluma, and Marin County
    - Total support cost is \$125,000 plus an unknown amount from Marin County

- Conclusion is there is adequate support for a modified sub-regional study with a cost ceiling of \$125,000 or
- Conclusion is there is adequate support for a modified sub-regional study with a cost ceiling of \$125,000 or \$31,250 for each of the four agencies. The cost would decrease with Marin County participation. The current estimated cost for a sub-regional study is \$119,000 so a modified scope is reasonable. B&C will be asked to revise the scope with a cost of \$121,000 (plus \$4,000 for Sonoma Water for a total of \$125,000) and LGVSD, Sonoma Water, SVCSD, and Petaluma as participants. B&C will include a couple of sentences as to how it would differ if Marin County participated.
- Joint Use Costs
  - \$40,000 for Program Management for Weir Technical Services. Note that the term will be through December 31, 2023 so not all costs would be in FY2022/23. In addition, costs are likely to be lower as it appears that the activity for NBWRA over all is declining and fewer meetings are likely.
  - \$65,500 for Sonoma Water. In addition, costs are likely to be lower as it appears that the activity for NBWRA over all is declining and fewer meetings are likely.
  - Total cost is currently \$105,500 for Joint Use which would be shared by the five Phase 2 agencies, or \$21,156 per agency.
  - Currently since there are no specific guidelines for DCP and Sea Level Rise in the MOU, it seems reasonable that associate members that participate in those projects should pay a share of joint use costs. LGVSD and NMWD will be in that position effective July 1, 2022. Assessing an additional \$7,500 to help offset joint use costs is acceptable to those agencies. This may also effect Marin County.
  - In conclusion, the \$105,500 joint use costs will likely be spread over two fiscal years and associate members participating in DCP and Sea Level rise will pay an additional fee of \$7,500 to help offset joint use costs. Cost for each of the five Phase 2 agencies would be  $(\$105,500 - \$15,000 = \$18,100 \text{ each})$ . LGVSD and NMWD pay \$7,500 each.

A motion by Pam Jeane, seconded by Christopher Bolt to recommend an FY2022/23 Budget as described above for Board approval was unanimously approved.

## **10. Next Meeting**

The next meeting is scheduled for July 7, 2022

## **11. Adjournment**

There being no further business Chair Healy adjourned the meeting at 3:10 p.m.

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Agenda Explanation  
North Bay Water Reuse Authority  
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**ITEM NO. 6.b CONSULTANT PROGRESS REPORTS**

**Action Requested**

None at this time.

**Summary**

The consultant progress reports include the following: B&C – February - April 2022, Weir – March – May 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 JANUARY 28, 2022 THROUGH FEBRUARY 24, 2022**

### **TASK 1 WORKSHOPS/PUBLIC OUTREACH/MGT**

#### **1.1 Workshops**

- No Activity.

#### **1.3 Public Involvement**

- No Activity.

#### **1.4 Administration**

- No Activity.

### **TASK 2 TITLE XVI FEASIBILITY STUDY/REPORT**

- Reviewing and updating GIS layers for figures.
- Contract discussion with project team.

### **TASK 3 ENVIRONMENTAL EVALUATION**

- No Activity.

### **TASK 4 FINANCIAL CAPABILITIES DETERMINATION**

- Review of Financial Capabilities Determination and attended meetings.

### **TASK 5 PHASE 2 GRANT APPLICATION AND MANAGEMENT**

- Review potential projects for NBWRP.
- Review and discuss new projects and funding approaches.
- Developing grant application.
- Coordination meetings with Sonoma Water, City of Petaluma and American Canyon on grant application.
- Update communications accordingly.

### **TASK 6 PHASE 1 SERVICES**

- No Activity.

### **TASK 7 ADDITIONAL SERVICES**

- Coordinating with the City of Napa to provide an update on the Napa DCP at the next NBWRA Board Meeting.
- Prepared materials and presentation to be used at meetings with technical team.
- Project maintenance activities, including project invoicing and development of activities report.



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

**ACTIVITIES FEBRUARY 25, 2022 THROUGH MARCH 31, 2022**

### **TASK 1 WORKSHOPS/PUBLIC OUTREACH/MGT**

#### **1.1 Workshops**

- No Activity.

#### **1.3 Public Involvement**

- No Activity.

#### **1.4 Administration**

- No Activity.

### **TASK 2 TITLE XVI FEASIBILITY STUDY/REPORT**

- No Activity.

### **TASK 3 ENVIRONMENTAL EVALUATION**

- No Activity.

### **TASK 4 FINANCIAL CAPABILITIES DETERMINATION**

- No Activity.

### **TASK 5 PHASE 2 GRANT APPLICATION AND MANAGEMENT**

- Reviewing grant requirements included in the notice of funding opportunity.
- Developing grant application.
- Coordination meetings with Sonoma Water, City of Petaluma and American Canyon on grant application.
- Developed grant application updates to be included in the NBWRA Board Meeting.
- Review of recent grant requirements to assist in the development of potential scopes for fiscal year 2023.
- Update communications accordingly.

### **TASK 6 PHASE 1 SERVICES**

- No Activity.

### **TASK 7 ADDITIONAL SERVICES**

- Meetings with the Project team, TAC, and NBWRA Board.
- Review of grant application related materials.
- Prepared materials and presentation to be used at meetings with technical team.
- Project maintenance activities, including project invoicing and development of activities report.



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

**ACTIVITIES APRIL 1, 2022 THROUGH APRIL 28, 2022**

### **TASK 1 WORKSHOPS/PUBLIC OUTREACH/MGT**

#### **1.1 Workshops**

- No Activity.

#### **1.3 Public Involvement**

- No Activity.

#### **1.4 Administration**

- No Activity.

### **TASK 2 TITLE XVI FEASIBILITY STUDY/REPORT**

- No Activity.

### **TASK 3 ENVIRONMENTAL EVALUATION**

- Review of projects for inclusion into updated environmental documents.
- Review of environmental documents for scope and budget development of fiscal year 2023.
- Project team discussions.

### **TASK 4 FINANCIAL CAPABILITIES DETERMINATION**

- No Activity.

### **TASK 5 PHASE 2 GRANT APPLICATION AND MANAGEMENT**

- Review of recent grant requirements to assist in the development of potential scopes for fiscal year 2023.
- Addressing grant application questions.

### **TASK 6 PHASE 1 SERVICES**

- No Activity.

### **TASK 7 ADDITIONAL SERVICES**

- Meetings with the Project team and TAC.
- Keep information current on project website.
- 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

**March 2022**  
**Progress Report**

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

- Finalized support letter for USBR funding application.
- Drafted February 28, 2022 Board meeting minutes and sent to consultants, Agency staff and then to Board and TAC for review. Modified based on comments received.
- Drafted March 3, 2022 TAC agenda and staff reports and sent to consultants for comments. Revised based on comments received. Sent to TAC Chair and Vice Chair for review. Finalized and distributed TAC packet.
- Prepped for and hosted March 3, 2022 TAC Zoom meeting. Drafted minutes for review. Located survey results and attached to the minutes. Revised minutes based on comments received.
- Sent ADA approved agenda packets and approved minutes to outreach consultant for website posting.
- Drafted agenda and staff reports for March 28, 2022 Board meeting and sent to consultants for review and comment. Received final items for packet; compiled and distributed. Sent agenda cover pages to agencies for Brown Act posting requirements.
- Prepped for and hosted March 28, 2022 Zoom Board meeting.
- Telecon with Board member regarding login problems. Determined error and corrected for future packets and meetings. Notified Board member.
- Email communication with consultants regarding scopes and costs for April 7, 2022 TAC meeting. Drafted staff reports and sent to consultants for review.
- 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 February 2022 invoices for program management services. Updated accounting files. Email review and response with Agency regarding balance in agreement.

**2.5 Task 5: Governance Issues**

- There was no activity for this task during the reporting period.



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

**April 2022**  
**Progress Report**

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

- Reviewed Water Bond Coalition letter on State budget.
- Email review and response with consultants regarding agenda items.
- Drafted Board minutes from March 28, 2022 meeting and sent for review.
- Prepared and distributed TAC agenda packet for April 7, 2022 meeting. Hosted Zoom meeting. Discussed issues with Agency staff. Drafted April 7, 2022 TAC meeting minutes and distributed for review.
- Set up Zoom for April 14, 2022 TAC meeting. Received and reviewed updated scopes and costs from consultant. Updated costs in staff report for April 14, 2022 TAC meeting. Prepared and distributed April 14, 2022 TAC Zoom meeting. Email communication with Agency regarding administrative costs for FY22/23. Revised and distributed TAC meeting packet with updated cost information. Tested Zoom from out of the country with consultant. Hosted April 14, 2022 Zoom TAC meeting; discussed issues with Agency staff after meeting.
- Email communication with member agencies regarding FY22/23 budget and projects. Researched MOU and began drafting questions for TAC questionnaire for FY22/23 budget purposes. Submitted draft questionnaire to Agency staff for review. Finalized and distributed questionnaire. Received and reviewed responses to questionnaire.
- Received and reviewed letter from member agency requesting to become an associate member effective July 1, 2022.
- Email communication with Agency staff regarding Form 700 issues.
- Updated Board member and distribution lists.

**2.2 Task 2: Financial Management**

- There was no activity for this task during the reporting period.

**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 March 2022 invoice for program management services. Updated accounting files, including revising balances based on Agency records.

**2.5 Task 5: Governance Issues**

- There was no activity for this task during the reporting period.

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

**May 2022**  
**Progress Report**

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

- Email communication with member agencies, consultants, and Agency regarding status of budget questionnaire submittal. Responded to various questions. Reviewed questionnaire submittals. Sent several reminders to member agencies to complete the questionnaire.
- Email communication with BACWA regarding presentation to their recycled water committee.
- Researched Chair's history with NBWRA for a newspaper article. Reviewed article as distributed by outreach consultant.
- Sent update to Chair on status of questionnaire submittals.
- Sent cancellation notices for May 5 TAC and May 23 Board meetings.

**2.2 Task 2: Financial Management**

- There was no activity for this task during the reporting period.

**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**

- There was no activity for this task during the reporting period.

**2.5 Task 5: Governance Issues**

- There was no activity for this task during the reporting period.

**ITEM NO. 7 REVIEW OF BOARD POLICY ADOPTED ON MARCH 28, 2022 TO CONDUCT FUTURE BOARD MEETINGS VIA ZOOM TO REDUCE ITS CARBON FOOTPRINT AND TO REDUCE STAFF AND CONSULTANT TRAVEL COSTS**

**Action Requested**

Review the Board Policy adopted March 28, 2022 to Conduct Future Board Meetings Via Zoom to Reduce its Carbon Footprint and to Reduce Staff and Consultant Travel Costs.

**Summary**

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 that 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.

The Board adopted the Policy with the understanding that Sonoma County Counsel would review the policy and report back at the next meeting.

**Recommendation**

The Board will need to consider input from Sonoma County Counsel and decide whether of not to continue with the policy adopted on March 28, 2022.

**Attachment**

None

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Agenda Explanation  
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**ITEM NO. 8 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 May 31, 2022
- b. FY2021/22 Monthly Project Cost Summary as of May 31, 2022
- c. FY2021/22 Budget Allocations as of May 31, 2022
- d. FY2021/22 Transaction Summaries for Phase 1, Phase 2, Joint Use, and Discretionary as of May 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. At the March 28, 2022 meeting, the Board approved additional funding for the consultants through June 30, 2022. That has not yet been approved by the Sonoma Water Board as that increase and the FY2022/23 Budget will all be considered at one time to save administrative costs.

**Recommendation**

None at this time.

**Attachments**

Item Nos. 8a – e as described above.

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

June 20, 2022

	Feb-22	Mar-22	Apr-22	May-22	Jun-22	FY2020/21 Total	Approved FY2020/21	FY2021/22 YTD	Approved FY2021/22	Prior FY Carryover	Total Available	Amount Remaining
<b>Phase 1 Support</b>												
Grant Applications & Management - B&C	-	-	-	-	-	3,534	-	5,387	-	26,909	26,909	21,522
<b>Total Costs for Phase 1 Support</b>	-	-	-	-	-	3,534	-	5,387	-	26,909	26,909	21,522
<b>Phase 2 Support</b>												
Program Development	-	-	-	-	-	-	-	-	-	18,921	18,921	18,921
Federal Advocacy	-	-	-	-	-	-	-	-	-	17,818	17,818	17,818
State Advocacy	-	-	-	-	-	-	-	-	-	17,500	17,500	17,500
<b>Total Costs for Phase 2 Support</b>	-	-	-	-	-	-	-	-	-	54,238	54,238	54,238
<b>Phase 2 Feasibility Study</b>												
Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin, Outreach - B&C	8,782	11,240	17	-	-	31,193	-	30,018	-	31,314	31,314	1,296
Engineering Task 2 Feasibility Study - B&C	140	-	-	-	-	19,366	-	4,004	-	2,660	2,660	(1,344)
Engineering Tasks 3 & 4, Environmental & Financial Capability - B&C	829	-	2,786	-	-	19,133	-	8,174	-	21,879	21,879	13,705
SCWA Administration - Grants and EIR/EIS - SCWA	-	3,575	6,014	1,076	1,845	7,335	-	13,351	-	19,184	19,184	5,832
<b>Total Costs for Study</b>	9,751	14,814	8,817	1,076	1,845	77,027	-	55,548	-	75,037	75,037	19,489
<b>Total Costs for Phase 2</b>	9,751	14,814	8,817	1,076	1,845	87,332	-	55,548	-	-	-	73,727
<b>Joint Use</b>												
Program Management - Weir	3,240	3,160	2,760	960	-	16,200	-	23,760	10,000	8,723	18,723	(5,037)
Engineering Task 7, Additional Services - B&C (Note recoded from Phase 2)	6,127	15,833	2,191	-	-	-	-	55,505	60,000	-	60,000	4,495
SCWA Administration (\$35,000 added by Board on February 28, 2022)	1,980	5,163	3,120	715	3,179	64,628	-	41,393	75,000	(27,889)	47,111	5,718
<b>Total Costs for Joint Use</b>	11,347	24,155	8,071	1,675	3,179	80,828	-	65,153	145,000	(19,166)	125,834	5,176
<b>Total Costs</b>												
Planning, Engineering, and Funding Management - B&C	15,878	27,072	4,994	-	-	73,226	-	103,088	60,000	82,762	142,762	39,674
Program Development and Federal/State Advocacy	-	-	-	-	-	-	-	-	-	54,238	54,238	54,238
Program Management - Weir	3,240	3,160	2,760	960	-	16,200	-	23,760	10,000	8,723	18,723	(5,037)
SCWA Administration	1,980	8,738	9,134	1,791	5,023	71,963	-	54,745	-	45,533	45,533	(9,211)
<b>Total Costs for NBWRA</b>	<b>21,098</b>	<b>38,970</b>	<b>16,887</b>	<b>2,751</b>	<b>5,023</b>	<b>161,389</b>	<b>-</b>	<b>181,593</b>	<b>70,000</b>	<b>191,256</b>	<b>261,256</b>	<b>79,663</b>

**North Bay Water Reuse Authority  
Project Cost Summary  
as of June 1, 2022**

<b>TOTAL FY 21/22 PROJECT COSTS</b>							
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	99,700.00	182,461.47	71,022.65	111,438.82	61.08%
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	20,000.00	28,722.45	16,880.00	11,842.45	41.23%
SCWA Administration	SCWA	(8,704.77)	75,000.00	66,295.23	54,744.69	11,550.54	17.42%
<b>TOTAL BUDGET</b>		<b>\$ 137,017.25</b>	<b>\$ 194,700.00</b>	<b>\$ 331,717.25</b>	<b>142,647.34</b>	<b>\$ 189,069.91</b>	<b>57.00%</b>
<b>Phase 1</b>							
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%
<b>TOTAL BUDGET</b>		<b>\$ 26,908.26</b>	<b>\$ -</b>	<b>\$ 26,908.26</b>	<b>\$ 5,387.26</b>	<b>\$ 21,521.00</b>	<b>0.00%</b>
<b>Phase 2 - Support</b>							
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%
<b>TOTAL BUDGET</b>		<b>\$ 54,238.10</b>	<b>\$ -</b>	<b>\$ 54,238.10</b>	<b>-</b>	<b>\$ 54,238.10</b>	<b>100.00%</b>
<b>Phase 2 - Feasibility Study</b>							
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	3,171.07	28,142.73	89.87%
Engineering: Task 2 Feasibility Study	Brown & Caldwell	2,659.96	-	2,659.96	4,003.91	(1,343.95)	-50.53%
Engineering Tasks 3 & 4 : Environmental and Financial Capability	Brown & Caldwell	21,879.45	-	21,879.45	5,388.34	16,491.11	75.37%
SCWA Administration - Grants and EIR/EIS	SCWA	19,183.76	-	19,183.76	13,351.36	5,832.40	30.40%
<b>TOTAL BUDGET</b>		<b>\$ 43,723.17</b>	<b>\$ -</b>	<b>\$ 43,723.17</b>	<b>\$ 25,914.68</b>	<b>\$ 49,122.29</b>	<b>112.35%</b>
<b>Joint Use</b>							
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	20,000.00	28,722.45	16,880.00	11,842.45	41.23%
Engineering Task 7: Additional Services - BC	Brown & Caldwell	-	99,700.00	99,700.00	53,072.07	46,627.93	46.77%
SCWA Administration	SCWA	(27,888.53)	75,000.00	47,111.47	41,393.33	5,718.14	12.14%
<b>TOTAL BUDGET</b>		<b>\$ (19,166.08)</b>	<b>\$ 194,700.00</b>	<b>\$ 175,533.92</b>	<b>111,345.40</b>	<b>\$ 64,188.52</b>	<b>36.57%</b>

**North Bay Water Reuse Authority  
Project Cost Summary  
as of June 1, 2022**

<b>TOTAL FY 21/22 PROJECT COSTS</b>											
Project	Consultant	Carryover Budget	2021/22 Additional Budget	Total Budget	Original Contract	Amend	Total Contract	Uncommitted	Total Expenses in FY 21/22	Remaining	% Avail.
Planning, Engineering and Funding Management	Brown & Caldwell	82,761.47	99,700.00	182,461.47					71,022.65	111,438.82	61.08%
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	20,000.00	28,722.45					16,880.00	11,842.45	41.23%
SCWA Administration	SCWA	(8,704.77)	75,000.00	66,295.23					54,744.69	11,550.54	17.42%
<b>TOTAL BUDGET</b>		<b>\$ 137,017.25</b>	<b>\$ 194,700.00</b>	<b>\$ 331,717.25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>142,647.34</b>	<b>\$ 189,069.91</b>	<b>57.00%</b>
<b>Phase 1</b>											
Project	Consultant	Carryover Budget	2021/22 Additional Budget	Total Budget	Original Contract	Amend	Total Contract	Uncommitted	Total Expenses in FY 21/22	Remaining	% Avail.
Grant Applications and Management	Brown & Caldwell	26,908.26	-	26,908.26					5,387.26	21,521.00	79.98%
<b>TOTAL BUDGET</b>		<b>\$ 26,908.26</b>	<b>\$ -</b>	<b>\$ 26,908.26</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,387.26</b>	<b>\$ 21,521.00</b>	<b>0.00%</b>
<b>Phase 2 - Support</b>											
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 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%
<b>TOTAL BUDGET</b>		<b>\$ 54,238.10</b>	<b>\$ -</b>	<b>\$ 54,238.10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 54,238.10</b>	<b>100.00%</b>
<sup>1</sup> Contract amendment for extension through end of FY 18/19											
<b>Phase 2 - Feasibility Study</b>											
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					3,171.07	(3,171.07)	-10.13%
Engineering: Task 2 Feasibility Study	Brown & Caldwell	2,659.96	-	2,659.96					4,003.91	(4,003.91)	-150.53%
Engineering Tasks 3 & 4 : Environmental and Financial Capability	Brown & Caldwell	21,879.45	-	21,879.45					5,388.34	(5,388.34)	-24.63%
Administration - Grants and EIR/EIS	SCWA	19,183.76	-	19,183.76					13,351.36	5,832.40	30.40%
<b>TOTAL BUDGET</b>		<b>\$ 75,036.97</b>	<b>\$ -</b>	<b>\$ 75,036.97</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,914.68</b>	<b>\$ (6,730.92)</b>	<b>-8.97%</b>
<b>Joint Use</b>											
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	20,000.00	28,722.45					16,880.00	11,842.45	41.23%
Engineering Task 7: Additional Services	Brown & Caldwell	-	99,700.00	99,700.00					53,072.07	46,627.93	46.77%
Administration	SCWA	(27,888.53)	75,000.00	47,111.47					41,393.33	5,718.14	12.14%
<b>TOTAL BUDGET</b>		<b>\$ (19,166.08)</b>	<b>\$ 194,700.00</b>	<b>\$ 175,533.92</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>111,345.40</b>	<b>\$ 64,188.52</b>	<b>36.57%</b>

**North Bay Water Reuse Authority  
Project Cost Summary  
as of June 1, 2022**

<b>Agreement Rollovers From 20/21 Budget</b>											
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.
<b>Phase 1:</b>											
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%
<b>Phase 2 - Support</b>											
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%
<b>Phase 2 - Feasibility Study</b>											
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%
<b>Joint Use</b>											
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%
<b>TOTAL BUDGET</b>		\$ -	\$ 298,406.56	\$ 298,406.56	\$ -	\$ -	\$ -	\$ -	\$ 161,389.31	\$ 137,017.25	45.92%

Rollover From Prior Years	137,017.25
<b>Total FY21/22 Budget for all Phases</b>	<b>194,700.00</b>
<b>Total</b>	<b>331,717.25</b>
Expenses Incurred in FY 20/21 (Including budget for rollover amounts)	142,647.34
Amount Remaining	189,069.91
Unbudgeted Expenses (Discretionary)	-

**Total Charges to NBWR FY 20/21** **\$142,647.34**

*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	\$ 20,000.00										
Engineering Task 7: Additional Services - BC	\$ -	\$ 99,700.00	9,970.00	9,970.00	9,970.00	9,970.00	9,970.00	9,970.00	9,970.00	9,970.00	9,970.00	9,970.00
SCWA Administration	\$ (27,888.53)	\$ 75,000.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
Total	\$ (19,166.08)	\$ 194,700.00	\$ 17,470.00	\$ 17,470.00	\$ 17,470.00	\$ 17,470.00	\$ 17,470.00	\$ 17,470.00	\$ 17,470.00	\$ 17,470.00	\$ 17,470.00	\$ 17,470.00

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	\$ 194,700	\$ 17,470	\$ 17,470	\$ 17,470	\$ 17,470	\$ 17,470	\$ 17,470	\$ 17,470	\$ 17,470	\$ 17,470	\$ 17,470

Associate Member Contributions	\$ 5,000
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Total Billable	\$ 179,700
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North Bay Water Reuse Authority  
July 1, 2021 to Date Transaction Summary  
as of June 1, 2022  
**PHASE 1**

Item No. 8.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
<b>PENDING</b>					-	-	-	-	-	-	-
					-	-	-	-	-	-	-
					-	-	-	-	-	-	-
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>% Spent</u>	
Grant Applications and Management - (B&C: FY 17/18 - 21/22)	26,908.26	bc3	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 June 1, 2022  
**PHASE 2**

Item No. 8.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>
<b>Phase 2 - Support</b>										
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
	<b>Current NBWRA Phase 2 - Support Balance</b>	<b>\$ 62,225.21</b>	<b>\$ 647.63</b>	<b>\$ 8,835.96</b>	<b>\$ 8,834.96</b>	<b>\$ 8,835.96</b>	<b>\$ 8,839.85</b>	<b>\$ 8,835.96</b>	<b>\$ 9,021.26</b>	<b>\$ 8,373.63</b>
	<b>PENDING</b>									
	<b>Projected NBWRA Phase 2 - Support Balance</b>	<b>\$ 62,225.21</b>	<b>\$ 647.63</b>	<b>\$ 8,835.96</b>	<b>\$ 8,834.96</b>	<b>\$ 8,835.96</b>	<b>\$ 8,839.85</b>	<b>\$ 8,835.96</b>	<b>\$ 9,021.26</b>	<b>\$ 8,373.63</b>
			1.04%	14.20%	14.20%	14.20%	14.21%	14.20%	14.50%	13.46%
<b>Current NBWRA Phase 2 - Support Reconciliation Totals</b>			<b>Current NBWRA Phase 2 - Support Reconciliation by Entity</b>							
	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	-	-	-	-	-	-	-	-
	<b>Total</b>	<b>\$ 62,225.21</b>	<b>\$ 647.63</b>	<b>\$ 8,835.96</b>	<b>\$ 8,834.96</b>	<b>\$ 8,835.96</b>	<b>\$ 8,839.85</b>	<b>\$ 8,835.96</b>	<b>\$ 9,021.26</b>	<b>\$ 8,373.63</b>
<b>Current NBWRA Phase 2 - Support Obligations</b>										
	<b>Vendor</b>	<b>Encumbrances</b>	<b>Paid to date</b>	<b>Adjustments</b>	<b>Balance</b>	<b>Expires</b>	<b>% Spent</b>			
	<b>Phase 2 - Support</b>									
	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%			
	<b>Subtotal</b>	<b>\$ 54,238.10</b>		-	<b>\$ 54,238.10</b>		<b>0.00%</b>			

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

Item No. 8.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	bc5	-	(155.10)	(155.10)	(155.10)	(155.11)	(155.10)	(155.10)	(155.10)	
3/4/2022	Brown & Caldwell - 11416468	(665.50)	p	bc5	-	(95.07)	(95.07)	(95.07)	(95.08)	(95.07)	(95.07)	(95.07)	
3/4/2022	Brown & Caldwell - 11432987	(2,007.86)	p	bc5	-	(286.84)	(286.84)	(286.84)	(286.82)	(286.84)	(286.84)	(286.84)	
3/16/2022	Brown & Caldwell - 11417791	(1,546.13)	p	bc5	-	(220.88)	(220.88)	(220.88)	(220.85)	(220.88)	(220.88)	(220.88)	
5/3/2022	Brown & Caldwell - 11435227	10,916.26	p	bc5	-	1,559.47	1,559.47	1,559.47	1,559.44	1,559.47	1,559.47	1,559.47	
5/4/2022	Brown & Caldwell - 11439302	(8,782.13)	p	bc5	-	(1,254.59)	(1,254.59)	(1,254.59)	(1,254.59)	(1,254.59)	(1,254.59)	(1,254.59)	
Current NBWRA Phase 2 - Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin and Outreach Balance					\$	28,142.73							
PENDING													
Brown & Caldwell - 11442309					(11,239.50)	p	bc5	-	-	-	-	-	
Brown & Caldwell - 11443424					(16.75)	p	bc5	-	(1,605.64)	(1,605.64)	(1,605.64)	(1,605.64)	
								-	(2.39)	(2.39)	(2.39)	(2.39)	
Projected NBWRA Phase 2 - Engineering Tasks 1 & 5: Mtgs, Admin, Grant Admin and Outreach Balance					\$	16,886.48							
								0.00%	14.30%	14.29%	14.29%	14.29%	
								14.29%	14.25%	14.28%	14.29%	14.29%	
Current NBWRA Phase 2 Feasibility Study Eng Tasks 1 & 5 Reconciliation by Entity													
Beginning Balance					31,313.80	b		-	4,475.19	4,474.19	4,474.19	4,474.43	
Deposits					-	d		-	-	-	-	-	
Interest Earnings					-	i		-	-	-	-	-	
Payments					(3,171.07)	p		-	(453.01)	(453.01)	(453.01)	(453.01)	
Total					\$	28,142.73		\$	4,022.18	\$	4,021.18	\$	4,015.17
								\$	4,022.18	\$	4,021.18	\$	4,015.17
								\$	4,022.18	\$	4,021.18	\$	4,015.17
								\$	4,022.18	\$	4,021.18	\$	4,015.17
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	3,171.07	28,142.73	10.13%	Carryover from Last FY			
Subtotal					\$	31,313.80	\$	3,171.07	\$	-	\$	28,142.73	10.13%

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

Item No. 8.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>
<b>Phase 2 - Feasibility Study</b>										
<b>Engineering: Task 2 Feasibility Study</b>										
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)
3/16/2022	Brown & Caldwell - 11417791	(354.38) p bc4	-	(107.39)	(75.17)	(32.22)	(21.47)	(75.17)	(10.74)	(32.22)
5/3/2022	Brown & Caldwell - 11435227	(1,602.56) p bc4	-	(485.62)	(339.94)	(145.69)	(97.12)	(339.94)	(48.56)	(145.69)
5/4/2022	Brown & Caldwell - 11439302	(139.91) p bc4	-	(42.40)	(29.68)	(12.72)	(8.47)	(29.68)	(4.24)	(12.72)
			-	-	-	-	-	-	-	-
<b>Current NBWRA Phase 2 - Engineering Task 2 Feasibility Study Balance</b>		<b>\$ (1,343.95)</b>	<b>\$ -</b>	<b>\$ (407.23)</b>	<b>\$ (284.87)</b>	<b>\$ (122.37)</b>	<b>\$ (81.96)</b>	<b>\$ (284.87)</b>	<b>\$ (40.28)</b>	<b>\$ (122.37)</b>
<b>PENDING</b>										
			-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-
<b>Projected NBWRA Phase 2 - Engineering Task 2 Feasibility Study Balance</b>		<b>\$ (1,343.95)</b>	<b>\$ -</b>	<b>\$ (407.23)</b>	<b>\$ (284.87)</b>	<b>\$ (122.37)</b>	<b>\$ (81.96)</b>	<b>\$ (284.87)</b>	<b>\$ (40.28)</b>	<b>\$ (122.37)</b>
			0.00%	30.30%	21.20%	9.11%	6.10%	21.20%	3.00%	9.11%
<b>Current NBWRA Phase 2 Feasibility Study Eng Task 2 Reconciliation Totals</b>										
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	(4,003.91)	p	-	(1,213.30)	(849.32)	(364.00)	(242.65)	(849.32)	(121.32)	(364.00)
<b>Total</b>	<b>\$ (1,343.95)</b>		<b>\$ -</b>	<b>\$ (407.23)</b>	<b>\$ (284.87)</b>	<b>\$ (122.37)</b>	<b>\$ (81.96)</b>	<b>\$ (284.87)</b>	<b>\$ (40.28)</b>	<b>\$ (122.37)</b>
<b>Current NBWRA Phase 2 - Feasibility Study: Engineering Task 2 Obligations</b>										
<u>Vendor</u>	<u>Encumbrances</u>		<u>Paid to date</u>	<u>Adjustments</u>	<u>Balance</u>	<u>Expires</u>	<u>% Spent</u>			
<b>Phase 2 - Feasibility Study</b>										
Engineering: Task 2 Feasibility Study:										
Brown & Caldwell: (FY 19/20 - 21/22)	2,659.96	bc4	4,003.91		(1,343.95)		150.53%	Carryover from Last FY		
<b>Subtotal</b>	<b>\$ 2,659.96</b>		<b>\$ 4,003.91</b>	<b>\$ -</b>	<b>\$ (1,343.95)</b>		<b>150.53%</b>			

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

Item No. 8.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)	
3/16/2022	Brown & Caldwell - 11417791	(1,417.50)	p bc6	-	(95.75)	(116.21)	(67.81)	(141.23)	(623.83)	(146.78)	(225.89)	
5/3/2022	Brown & Caldwell - 11435227	(236.25)	p bc6	-	(15.96)	(19.37)	(11.30)	(23.54)	(103.97)	(24.46)	(37.65)	
5/4/2022	Brown & Caldwell - 11439302	(828.71)	p bc6	-	(55.98)	(67.94)	(39.65)	(82.56)	(364.71)	(85.81)	(132.06)	
Current NBWRA Phase 2 - Engineering Tasks 3 & 4 Environmental and Financial Capability Balance		\$	16,491.11	\$	-	\$ 1,112.84	\$ 1,352.73	\$ 793.90	\$ 1,636.48	\$ 7,253.59	\$ 1,709.22	\$ 2,632.35
PENDING												
Brown & Caldwell - 11443424		(2,786.00)	p bc6	-	(188.19)	(228.40)	(133.28)	(277.57)	(1,226.09)	(288.49)	(443.98)	
			bc6	-	-	-	-	-	-	-	-	
			bc6	-	-	-	-	-	-	-	-	
Projected NBWRA Phase 2 - Engineering Tasks 3 & 4 Environmental and Financial Capability Balance		\$	13,705.11	\$	-	\$ 924.65	\$ 1,124.33	\$ 660.62	\$ 1,358.91	\$ 6,027.50	\$ 1,420.73	\$ 2,188.37
					0.00%	6.75%	8.20%	4.82%	9.92%	43.98%	10.37%	15.97%
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	(5,388.34)	p	-	(363.98)	(441.74)	(257.78)	(536.85)	(2,371.36)	(557.95)	(858.68)		
Total	\$ 16,491.11		\$ -	\$ 1,112.84	\$ 1,352.73	\$ 793.90	\$ 1,636.48	\$ 7,253.59	\$ 1,709.22	\$ 2,632.35		
Current NBWRA Phase 2 - Feasibility Study: Engineering Tasks 3 & 4 Obligations												
Vendor	Encumbrances	Paid to date	Adjustments	Balance	Expires	% Spent						
Phase 2 - Feasibility Study												
Engineering: Tasks 3 & 4: Environmental and Financial Capability:												
Brown & Caldwell: (FY 20/21 - 21/22)		21,879.45	bc6	5,388.34	16,491.11	24.63%	Carryover from Last FY					
Subtotal		\$ 21,879.45		\$ 5,388.34	\$ -	\$ 16,491.11	24.63%					

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

Item No. 8.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)	
3/18/2022	Salary/Assn Chgs Applied - N2	(1,760.49)	p	a8	-	(251.50)	(251.50)	(251.49)	(251.50)	(251.50)	(251.50)	
3/30/2022	Salary/Assn Chgs Applied - N2	(1,814.29)	p	a8	-	(259.19)	(259.19)	(259.15)	(259.19)	(259.19)	(259.19)	
4/14/2022	Salary/Assn Chgs Applied - N2	(2,305.95)	p	a8	-	(329.43)	(329.43)	(329.37)	(329.43)	(329.43)	(329.43)	
4/14/2022	Salary/Assn Chgs Applied - N2	(1,248.34)	p	a8	-	(178.34)	(178.34)	(178.30)	(178.34)	(178.34)	(178.34)	
4/28/2022	Salary/Assn Chgs Applied - N2	(2,459.56)	p	a8	-	(351.37)	(351.37)	(351.37)	(351.34)	(351.37)	(351.37)	
5/12/2022	Salary/Assn Chgs Applied - N2	(1,076.02)	p	a8	-	(153.72)	(153.72)	(153.70)	(153.72)	(153.72)	(153.72)	
6/1/2022	Salary/Assn Chgs Applied - N2	(1,844.57)	p	a8	-	(263.52)	(263.52)	(263.45)	(263.52)	(263.52)	(263.52)	
Current NBWRA Phase 2 - SCWA Administration and EIR/EIS				\$	-	\$ (2,555.16)	\$ (1,906.16)	\$ (3,442.16)	\$ (1,110.92)	\$ 14,208.84	\$ (937.02)	\$ 1,574.98
PENDING												
Projected NBWRA Phase 2 - SCWA Administration and EIR/EIS				\$	-	\$ (2,555.16)	\$ (1,906.16)	\$ (3,442.16)	\$ (1,110.92)	\$ 14,208.84	\$ (937.02)	\$ 1,574.98
				0.00% -43.81% -32.68% -59.02% -19.05% 243.62% -16.07% 27.00%								
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	(13,351.36)	p	-	(1,907.38)	(1,907.38)	(1,907.38)	(1,907.08)	(1,907.38)	(1,907.38)	(1,907.38)		
Total		\$	5,832.40	\$	-	\$ (2,555.16)	\$ (1,906.16)	\$ (3,442.16)	\$ (1,110.92)	\$ 14,208.84	\$ (937.02)	\$ 1,574.98
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	13,351.36	5,832.40	69.60%						
Subtotal		\$	19,183.76	\$	13,351.36	\$ -	\$ 5,832.40	69.60%				
Phase 2 Feasibility Study Balance Totals												
Current NBWRA Phase 2 - Feasibility Study Balance		49,122.29	-	2,172.63	3,182.88	1,250.55	4,458.77	25,197.74	4,753.34	8,106.38		
Projected NBWRA Phase 2 - Feasibility Study Balance		35,080.04	-	376.41	1,346.45	(490.76)	2,573.13	22,363.62	2,856.82	6,054.37		
*Projected Balance includes all pending transactions												

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

Item No. 8.d

<u>Date</u>	<u>Description</u>	<u>Amount</u>	Summary								
			Las Galinas	Napa	Novato	SVCSD	SCWA	City of Petaluma	Marin Muni Water Dist.	American Canyon	
Phase 2 Support & Feasibility Study Balance Totals											
Current NBWRA Phase 2 Balance			111,347.50	647.63	11,008.59	12,017.84	10,086.51	13,298.62	34,033.70	13,774.60	16,480.01
Projected NBWRA Phase 2 Balance			97,305.25	647.63	9,212.37	10,181.41	8,345.20	11,412.98	31,199.58	11,878.08	14,428.00
Current NBWRA Phase 2 - Support & Feasibility Study Reconciliation Totals											
Beginning Balance	137,262.18	b d i p	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	(25,914.68)		(3,937.67)	(3,651.45)	(2,982.17)	(3,139.59)	(5,581.07)	(3,039.66)	(3,583.07)		
Totals	111,347.50		647.63	11,008.59	12,017.84	10,086.51	13,298.62	34,033.70	13,774.60	16,480.01	
NBWRA Phase 2 - Support & Feasibility Study Total Obligations											
<u>Vendor</u>	<u>Encumbrances</u>		<u>Paid to date</u>	<u>Adjustments</u>	<u>Balance</u>	<u>Expires</u>	<u>% Spent</u>				
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	12,563.32		43,289.89		22.49%				
SCWA: (FY 21/22)	19,183.76	a8	13,351.36		5,832.40		69.60%				
Subtotal	\$ 129,275.07		\$ 25,914.68	\$ -	\$ 103,360.39		20.05%				
*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 June 1, 2022  
JOINT USE

Item No. 8.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)	(326.04)	(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 Distric 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
11/10/2021	Novato Sani Deposit	10,000.00	d			10,000.00							
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	LGVSD 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
3/16/2022	Brown & Caldwell - 11417791	(7,953.63)	p bc1	(795.36)	(795.36)	(795.36)	(795.36)	(795.39)	(795.36)	(795.36)	(795.36)	(795.36)	(795.36)
3/18/2022	Salary/Assn Chgs Applied	(3,233.78)	p a8	(323.38)	(323.38)	(323.38)	(323.38)	(323.36)	(323.38)	(323.38)	(323.38)	(323.38)	(323.38)
3/21/2022	Weir Technical Services SCWA_ 2-22	(3,240.00)	p w5	(324.00)	(324.00)	(324.00)	(324.00)	(324.00)	(324.00)	(324.00)	(324.00)	(324.00)	(324.00)
3/28/2022	Interest Transfer	14,200.00	i	1,420.00	1,420.00	1,420.00	1,420.00	1,420.00	1,420.00	1,420.00	1,420.00	1,420.00	1,420.00
3/28/2022	Discretinary Funds Transfer	35,500.00		3,550.00	3,550.00	3,550.00	3,550.00	3,550.00	3,550.00	3,550.00	3,550.00	3,550.00	3,550.00
3/30/2022	Salary/Assn Chgs Applied	(113.75)	p a8	(113.78)	(113.78)	(113.78)	(113.78)	(113.73)	(113.78)	(113.78)	(113.78)	(113.78)	(113.78)
4/14/2022	Salary/Assn Chgs Applied	(837.89)	p a8	(83.79)	(83.79)	(83.79)	(83.79)	(83.78)	(83.79)	(83.79)	(83.79)	(83.79)	(83.79)
4/28/2022	Salary/Assn Chgs Applied	(2,282.10)	p a8	(228.21)	(228.21)	(228.21)	(228.21)	(228.21)	(228.21)	(228.21)	(228.21)	(228.21)	(228.21)
5/3/2022	Brown & Caldwell - 11435227	(17,377.19)	p bc1	(1,737.72)	(1,737.72)	(1,737.72)	(1,737.72)	(1,737.71)	(1,737.72)	(1,737.72)	(1,737.72)	(1,737.72)	(1,737.72)
5/4/2022	Brown & Caldwell - 11439302	(6,126.75)	p bc1	(612.68)	(612.68)	(612.68)	(612.68)	(612.63)	(612.68)	(612.68)	(612.68)	(612.68)	(612.68)
5/12/2022	Salary/Assn Chgs Applied	(714.79)	p a8	(71.48)	(71.48)	(71.48)	(71.48)	(71.47)	(71.48)	(71.48)	(71.48)	(71.48)	(71.48)
6/1/2022	Salary/Assn Chgs Applied	(3,178.67)	p a8	(317.87)	(317.87)	(317.87)	(317.87)	(317.84)	(317.87)	(317.87)	(317.87)	(317.87)	(317.87)
Current NBWRA Balance \$				\$ 6,483.17	\$ 9,733.17	\$ 9,733.17	\$ 9,733.17	\$ 9,733.69	\$ 9,733.17	\$ (266.83)	\$ 6,023.30	\$ 432.40	\$ 432.40
PENDING													
Weir Technical Services SCWA_ 3-22				(316.00)	(316.00)	(316.00)	(316.00)	(316.00)	(316.00)	(316.00)	(316.00)	(316.00)	(316.00)
Brown & Caldwell - 11442309				(1,583.25)	(1,583.25)	(1,583.25)	(1,583.25)	(1,583.25)	(1,583.25)	(1,583.25)	(1,583.25)	(1,583.25)	(1,583.25)
Brown & Caldwell - 11443424				(219.08)	(219.08)	(219.08)	(219.08)	(219.03)	(219.08)	(219.08)	(219.08)	(219.08)	(219.08)
Projected Balance \$				\$ 4,364.84	\$ 7,614.84	\$ 7,614.84	\$ 7,614.84	\$ 7,615.41	\$ 7,614.84	\$ (2,385.16)	\$ 3,904.97	\$ (1,685.93)	\$ (1,685.93)
				10.75%	18.76%	18.76%	18.76%	18.76%	18.76%	-5.88%	9.62%	-4.15%	-4.15%

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	(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
Interest Earnings	59,200.00	i		5,920.00	5,920.00	5,920.00	5,920.00	5,920.00	5,920.00	5,920.00	5,920.00	5,920.00	5,920.00
Payments	(111,345.40)	p		(11,134.59)	(11,134.59)	(11,134.59)	(11,134.59)	(11,134.59)	(11,134.59)	(11,134.59)	(11,134.59)	(11,134.59)	(11,134.59)
Total:	26,270.81			2,933.17	6,183.17	6,183.17	6,183.17	6,183.69	6,183.17	(3,816.83)	2,473.30	(3,117.60)	(3,117.60)

Current NBWRA Obligations						
Vendor	Encumbrances		Paid to date	Adjustments	Balance	% Spent
Program Mangement - (Weir : FY 17/18 - 20/21)	8,722.45	w4	8,722.45	-	-	100.00%
						Carryover from Last FY

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

Item No. 8.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>	<u>City of Petaluma</u>	<u>Marin Muni Water Dist.</u>	<u>American Canyon</u>
	Program Mangement - (Weir : FY 21/22)	20,000.00	w5	8,157.55			11,842.45		40.79%				
	SCWA Administration - (SCWA : FY 21/22)	47,111.47	a8	41,393.33			5,718.14		87.86%				
	Additional Services - (Brown & Caldwell: FY 21/22)	99,700.00	bc1	53,072.07			46,627.93		53.23%				
	<b>Total</b>	<b>175,533.92</b>		<b>111,345.40</b>		<b>-</b>	<b>64,188.52</b>		<b>63.43%</b>				

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

Item No. 8.d

<u>Date</u>	<u>Description</u>	<u>Amount</u>	
7/1/2021	Beginning Balance	66,639.50	b
3/28/2022	Transfer to JU	(35,500.00)	

<b>Current NBWRA Balance</b>	<b>31,139.50</b>
<b>PENDING</b>	

<b>Projected Balance</b>	<b>31,139.50</b>
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<b>Current NBWRA Reconciliation</b>		
Beginning Balance	66,639.50	b
Deposits	-	d
Interest Earnings	-	i
Payments	-	p
Balance	66,639.50	

<u>Combined</u>	<u>Marin Muni</u>	<u>City of</u>
	<u>Water Dist.</u>	<u>American Canyon</u>
66,639.50	21,884.62	15,000.00
(35,500.00)		
-		
-		
<b>31,139.50</b>	<b>21,884.62</b>	<b>15,000.00</b>
-		
<b>31,139.50</b>	<b>21,884.62</b>	<b>15,000.00</b>
	<b>Marin County</b>	<b>AM</b>

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

<b>NBWRA Obligations</b>						
<u>Vendor</u>	<u>Encumbrances</u>	<u>Paid to date</u>	<u>Adjustments</u>	<u>Balance</u>	<u>Expires</u>	<u>% Spent</u>
<b>N/A</b>						
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 June 1, 2022**

**FY2013/2014**

<b>Period</b>	<b>Date Posted</b>	<b>Amount</b>
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
<b>Total</b>		<b>\$ 4,406.53</b>

**FY2014/2015**

<b>Period</b>	<b>Date Posted</b>	<b>Amount</b>
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
<b>Total</b>		<b>\$ 8,218.73</b>

**FY2015/2016**

<b>Period</b>	<b>Date Posted</b>	<b>Amount</b>
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
<b>Total</b>		<b>\$ 11,919.53</b>

**FY2016/2017**

<b>Period</b>	<b>Date Posted</b>	<b>Amount</b>
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
<b>Total</b>		<b>\$ 20,538.74</b>

**FY2017/2018**

<b>Period</b>	<b>Date Posted</b>	<b>Amount</b>
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
<b>Total</b>		<b>\$ 26,353.96</b>

**Interest**  
**North Bay Water Reuse Authority**  
**as of June 1, 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

**FY2021/2022**

Period	Date Posted	Amount
1st Quarter	10/12/2021	\$ 1,278.75
2nd Quarter	1/13/2022	\$ 1,227.50
3rd Quarter	4/13/2022	\$ 1,309.16
4th Quarter		
Total		\$ 3,815.41

**Balance**

	Amount
	\$ 132,974.15
Transfer to JU	\$ (60,000.00)
Transfer to JU FY21/22	\$ (10,000.00)
Transfer to JU FY21/22	\$ (35,000.00)
Transfer to JU FY21/22	\$ (14,200.00)
Total	\$ 13,774.15

## **ITEM NO. 9 FY2022/23 BUDGET AND RESILIENCE ARENA PROJECTS**

### **Action Requested**

As recommended by the TAC, it is recommended that the Board adopt a FY2022/23 Budget and Resilience Arena Projects

### **Summary**

Following is a summary of the FY2022/23 Budget and Resilience Arena Projects that were reviewed and approved by the TAC at its June 2, 2022 meeting.

Agencies becoming Associate Members effective July 1, 2022

- LGVSD
- NMWD
- Novato San
- Napa County
- Marin County is already an Associate Member
- Phase 2 Agencies with a Phase 2 Construction Project
  - MMWD
  - Sonoma Water
  - SVCSD
  - Petaluma
  - American Canyon (Included in FY2022/23 with expectation that the EIR/EIS will be completed. They plan to become an associate member in FY2023/24)
  - Napa San (Included in FY2022/23 with expectation that the EIR/EIS will be completed. They plan to become an associate member in FY2023/24)
- Resilience Arena for Recycled Water FY2022/23 Budget
  - Project of \$209,000 for an average cost of \$34,833 for each of the six agencies. The actual percentages are based on the existing cost percentages and are subject to modification once Phase 2 is completed.
- Resilience Arena for Recycled Water FY2022/23 Budget
  - Project cost of \$209,000 with six agencies participating.
- Resilience Arena for Drought Contingency Plan for Sonoma and Marin Agencies
  - Project cost of \$56,000 and will be shared equally by all six participating agencies, or \$9,333. The cost could be \$11,200 per agency if Marin County does not participate.

- Resilience Arena for Sea Level Rise Adaptation
  - Project cost of \$125,000 or \$31,250 for each of the four participating agencies. The cost would decrease with Marin County participation.
- Joint Use Costs
  - \$40,000 for Program Management for Weir Technical Services.
  - \$65,500 for Sonoma Water.
  - LGVSD and NMWD pay \$7,500 each to offset joint use costs. This would also apply to Marin County if they participate in the two projects listed above.

Please refer to attached FY2022/23 Budget Allocations. Also attached for the Board's information are Brown & Caldwell's Scopes and Costs for the three Resilience Arena Projects included in the FY2022/23 Budget: Recycled Water, Drought Contingency, and Sea Level Rise Adaptation.

### **Recommendation**

It is recommended that the Board approve the TAC recommended FY2022/23 Budget and Resilience Arena Projects. Approval also authorizes Sonoma Water to issue agreements to Weir Technical Services and Brown & Caldwell for the projects described in the Budget.

### **Attachments**

1. FY2022/23 Budget Allocations
2. Scope of Work – Continued Recycled Water Support
3. Scope of Work – Drought Contingency Planning: Review and Assessment of the Regional Water Supply Resiliency Study
4. Scope of Work – Sea Level Rise Adaptation Plan

2022/23 Proposed Budget Allocations  
June 20, 2022

Resilience Arena for Continued Recycled Water Support		Amount											
			LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon	Marin County
Prorated Percent from Feasibility Study after removing associate members		0.000%	11.925%	0.000%	10.832%	13.705%	0.000%	0.000%	32.596%	13.923%	17.020%	0.000%	
Brown & Caldwell	\$ 205,000	\$ -	\$ 24,446	\$ -	\$ 22,205	\$ 28,095	\$ -	\$ -	\$ 66,822	\$ 28,541	\$ 34,891	\$ -	
Sonoma Water	\$ 4,000	\$ -	\$ 477	\$ -	\$ 433	\$ 548	\$ -	\$ -	\$ 1,304	\$ 557	\$ 681	\$ -	
Total	\$ 209,000	\$ -	\$ 24,923	\$ -	\$ 22,638	\$ 28,643	\$ -	\$ -	\$ 68,126	\$ 29,098	\$ 35,572	\$ -	

Resilience Arena for Drought Contingency Plan													
		LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon	Marin County	
Shared equally by participating agencies		16.667%	0.000%	0.000%	16.667%	16.667%	16.667%	0.000%	16.667%	0.000%	0.000%	16.667%	
Brown & Caldwell	\$ 52,000	\$ 8,667	\$ -	\$ -	\$ 8,667	\$ 8,667	\$ 8,667	\$ -	\$ 8,667	\$ -	\$ -	\$ 8,667	
Sonoma Water	\$ 4,000	\$ 667	\$ -	\$ -	\$ 667	\$ 667	\$ 667	\$ -	\$ 667	\$ -	\$ -	\$ 667	
Total	\$ 56,000	\$ 9,333	\$ -	\$ -	\$ 9,333	\$ 9,333	\$ 9,333	\$ -	\$ 9,333	\$ -	\$ -	\$ 9,333	

Resilience Arena for Sea Level Rise Adaptation												
		LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon	Marin County
Shared equally by participating agencies Marin County unknown at this time		25.000%			25.000%	25.000%			25.000%			0.000%
Brown & Caldwell	\$ 121,000	\$ 30,250	\$ -	\$ -	\$ 30,250	\$ 30,250	\$ -	\$ -	\$ 30,250	\$ -	\$ -	\$ -
Sonoma Water	\$ 4,000	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -
Total	\$ 125,000	\$ 31,250	\$ -	\$ -	\$ 31,250	\$ 31,250	\$ -	\$ -	\$ 31,250	\$ -	\$ -	\$ -

Joint Use												
		LGVS	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon	Marin County
Shared equally by Phase 2 agencies with \$7,500 contribution from LGVS & NMWD		7.109%	14.297%		14.297%	14.297%	7.109%		14.297%	14.297%	14.297%	0.000%
Program Management - Weir (two year agreement)	\$ 40,000	\$ 2,844	\$ 5,719	\$ -	\$ 5,719	\$ 5,719	\$ 2,844	\$ -	\$ 5,719	\$ 5,719	\$ 5,719	\$ -
SCWA Administration (likely over two fiscal years)	\$ 65,500	\$ 4,656	\$ 9,365	\$ -	\$ 9,365	\$ 9,365	\$ 4,656	\$ -	\$ 9,365	\$ 9,365	\$ 9,365	\$ -
Total	\$ 105,500	\$ 7,500	\$ 15,083	\$ -	\$ 15,083	\$ 15,083	\$ 7,500	\$ -	\$ 15,083	\$ 15,083	\$ 15,083	\$ -

Summary per Agency												
Agency		LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon	Marin County
Total	\$ 495,500	\$ 48,083	\$ 40,007	\$ -	\$ 78,305	\$ 84,310	\$ 16,833	\$ -	\$ 123,792	\$ 44,182	\$ 50,655	\$ 9,333
Percent of Total Projects		9.70%	8.07%	0.00%	15.80%	17.02%	3.40%	0.00%	24.98%	8.92%	10.22%	1.88%

Associate Members	
Marin County. LGVS, Novato San, NMWD, Napa County	
\$ 25,000	
Total Billable	\$ 520,500



# 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 – Project 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 Meetings

The Consultant Team will attend six (6) Technical Advisory Committee (TAC) meetings and six (6) NBWRA Board Meetings. All meetings are assumed to be web based without personal attendance. The BC team will help prepare meeting materials and present as requested.

#### 1.2 Public Involvement

The Consultant team will support Program public outreach and communications needs by:

- Reviewing project-related studies, documents, and messages prior to release and make suggestions and recommendations.
- In coordination with the project team, review existing communications material for each geographic area of existing NBWRA member agencies to ascertain the best informational approach in meeting the needs of constituents, potential customers, special interests, and potentially affected stakeholders.
- Prepare press releases, opinion pieces, message points and other media-related responses to press inquiries and guide project team on media-related matters.
- Manage NBWRA outreach materials including, but not limited to, fact sheets, PowerPoint presentations, Web page content, YouTube videos, letters, e-mail broadcasts and exhibits, as may be needed to reflect introduction of Phase 2 studies, plans and activities.
- Manage incoming telephone inquiries from media, potential customers, key stakeholders, and special interest groups of the project areas. Maintain dedicated project phone.
- Manage permission-based email broadcast lists and distribution of messages.
- Coordinate printing and mailing services.

The Consultant team will provide services up to the limit of the budget.

#### 1.3 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 12 months of PM services and monthly progress reports.
- TAC meetings are assumed to be one (1) hour in duration.
- NBWRA meetings are assumed to be two (2) hours in duration.
- All meetings assume that up to five (5) members of the Consultant team would attend both the TAC and NBWRA meetings.
- A maximum of 12 hours has been budgeted for preparing agendas, presentation materials, and or handouts for meetings.
- Services will be provided up to the limit of the budget.

**Task 2 – 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. Services provided will include: 1) coordination with Reclamation regarding NEPA process and notice filings; 2) limited update of EIR/EIS to support public draft circulation; 3) coordination with Reclamation to circulate the public draft EIR/EIS; 4) preparation of a Response to Comments/Final EIS; 5) support for Reclamation's Section 7 consultation; 6) support for Record of Decision (ROD) by Reclamation. In the event substantial update or public comment is received, a revised scope of work will be prepared for NBWRA review.

**Task 2 Deliverables**

- Admin Draft EIS for concurrent NBWRA/Reclamation Review.
- Public Draft Notices and support for Reclamation Circulation Process
- Draft and Final Response to Comments.
- Biological Assessment to support Section 7 Consultation.

**Task 2 Assumptions**

- The scope of work assumes limited update to the approved EIR is necessary, and that public comment on the draft EIS will be accommodated under the cost estimate.
- Consultant team will submit admin draft EIS to Reclamation and NBWRA concurrently for focused review. 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.
- EIS and Biological Assessment will not require substantial update.
- Public comment on the EIS will be limited to less than 50 comments requiring response.
- Service will be provided up to the limit of the budget.

**Task 3 – 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:

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 3 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 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.
- NBWRA member agencies will provide financial statements to be utilized for the financial capability determination.
- Budget assumes that one (1) follow up meeting may be had to discuss comments. The follow up meeting would be held virtually using videoconferencing.
- Service will be provided up to the limit of the budget.

## **Task 4 – Phase 2 Grant Applications and Management**

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 4 Deliverables:**

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

**Task 4 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 six (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 five (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 eight (8) hours has been budgeted for responding to comments and questions on the submitted grant application.
- Service will be provided up to the limit of the budget.

Budget

Continued Recycled Water Support																				
Phase	Phase Description	Rene Guillen	Jacki Bates	Bernadette Visitacion-Sumida	Melanie Holmer	Erin Mackey	Julia Teixeira	Deanna Tanner	Susan Sicora	Sara Romero	Total Labor Hours	Total Labor Effort	APC	DI	ESA	Kennedy Jenks	Total Sub Cost	Total Expense Cost	Total Expense Effort	Total Effort
		PM	PA	Project Oversight	Technical Expert	Technical Expert	Engineering Support	Word Processing	Graphics	Finance				Cost	Cost	Cost				
		\$203.00	\$122.00	\$268.00	\$327.00	\$268.00	\$147.00	\$147.00	\$122.00	\$98.00										
001	Project Management	72	24	6	0	0	0	0	0	10	112	\$20,736	\$896	\$26,800	\$10,800	\$10,800	\$48,400	\$48,400	\$51,716	\$72,452
001	Workshops	48	0	0	0	0	0	0	0	0	48	\$10,036	\$384	\$9,400	\$5,400	\$5,400	\$20,200	\$20,200	\$21,594	\$31,630
002	Public Involvement	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$10,000	\$0	\$0	\$10,000	\$10,000	\$10,500	\$10,500
003	Administration	24	24	6	0	0	0	0	0	10	64	\$10,700	\$512	\$7,400	\$5,400	\$5,400	\$18,200	\$18,200	\$19,622	\$30,322
002	Environmental Evaluation	12	0	0	0	0	0	0	0	0	12	\$2,509	\$96	\$0	\$85,000	\$0	\$85,000	\$85,000	\$89,346	\$91,855
****	Environmental Evaluation	12	0	0	0	0	0	0	0	0	12	\$2,509	\$96	\$0	\$85,000	\$0	\$85,000	\$85,000	\$89,346	\$91,855
003	Financial Capability Determinati	14	0	0	0	0	0	0	0	0	14	\$2,927	\$112	\$0	\$0	\$12,000	\$12,000	\$12,000	\$12,712	\$15,639
****	Financial Capability Determinatio	14	0	0	0	0	0	0	0	0	14	\$2,927	\$112	\$0	\$0	\$12,000	\$12,000	\$12,000	\$12,712	\$15,639
004	Phase 2 Grant Application	48	0	0	8	6	25	6	4	0	97	\$19,583	\$776	\$5,000	\$0	\$0	\$5,000	\$5,000	\$6,026	\$25,609
****	Phase 2 Grant Application	48	0	0	8	6	25	6	4	0	97	\$19,583	\$776	\$5,000	\$0	\$0	\$5,000	\$5,000	\$6,026	\$25,609
GRAND TOTAL		146	24	6	8	6	25	6	4	10	235	\$45,756	\$1,880	\$31,800	\$95,800	\$22,800	\$150,400	\$150,400	\$159,800	\$205,556

Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.

# 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 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 DCP's or DCP updates are required to address each of the six elements that are listed below.

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

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, when completed, plans are required to address each of the six elements. 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 and other pertinent documents 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 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 6 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.



## Budget

Drought Contingency Planning: Review and Assessment of the Regional Water Supply Resiliency Study																
Phase	Phase Description	Rene Guillen	Jacki Bates	Bernadette Visitacion-Sumida	Melanie Holton	Sara Romero	Julia Teixeira	Deanna Tanner	Susan Sicora	Total Labor Hours	Total Labor Effort	Data Instincts	Total Sub Cost	Total Expense Cost	Total Expense Effort	Total Effort
		PM	PA	Project Oversight	QA/QC	Finance	Engineering Support	Word Processing	Graphics			Mike Savage Cost				
		\$203.00	\$122.00	\$268.00	\$268.00	\$98.00	\$147.00	\$147.00	\$122.00							
<b>001</b>	<b>DCP Review</b>	118	24	4	8	10	76	8	8	<b>256</b>	<b>\$45,734</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,300</b>	<b>\$52,034</b>
001	Document Review	60	0	0	0	0	40	0	0	<b>100</b>	\$18,602	\$4,000	\$4,000	\$4,000	\$4,200	<b>\$22,802</b>
002	Technical Memorandum	40	0	0	8	0	36	8	8	<b>100</b>	\$18,239	\$2,000	\$2,000	\$2,000	\$2,100	<b>\$20,339</b>
003	Project Management	18	24	4	0	10	0	0	0	<b>56</b>	\$8,893	\$0	\$0	\$0	\$0	<b>\$8,893</b>
<b>GRAND TOTAL</b>		<b>118</b>	<b>24</b>	<b>4</b>	<b>8</b>	<b>10</b>	<b>76</b>	<b>8</b>	<b>8</b>	<b>256</b>	<b>\$45,734</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,300</b>	<b>\$52,034</b>

Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.

# Scope of Work – Sea Level Rise Adaptation Plan

The following scope describes the services to develop a Sea Level Rise (SLR) Adaptation Plan, which will be used to develop a Marin County focused plan.

## Task 1 – 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. Prepare monthly invoices and track schedule and progress of project.

### Task 1 Deliverables

- Monthly progress reports and invoices.

### Task 1 Assumptions

- Up to 12 months of PM services and monthly progress reports.

## Task 2. Strategic Outreach and Coordination

The Consultant will work with Member Agencies to develop a strategic outreach plan aimed at validating SLR risks and vulnerabilities and building stakeholder (landowner) support for future adaptation concepts. Anticipated aspects of the outreach plan are described below:

1. **Strategic Outreach/Coordination Plan.** A strategic outreach plan (draft and final) will be developed that identifies the goals of outreach, key stakeholders, the number of stakeholder outreach meetings, and the content and objectives of each outreach meeting.
2. **External Stakeholder Outreach Meetings.** In partial implementation of the strategic outreach plan, the Consultant will meet twice with key stakeholders. The first meeting will likely explain risks and vulnerabilities to landowners identified in the Strategic Outreach/Coordination Plan to solicit input on adaptation strategies. This meeting will provide refinement of the screening criteria in Task 3 and development and evaluation of adaptation concepts in Task 5. In a second meeting, both stakeholders and also select members of the broader community (to be determined by the project team and potentially, the TAC) will be invited. The preliminary adaptation options developed in Task 5 will be shared and feedback received. The Consultant will support facilitation of these meeting with the development of materials, presentation, and agendas for the meetings
3. **Stakeholder Public Meeting/Charette.** A public meeting will be facilitated to review adaptation strategies and garner input.

### Task 2 Deliverables:

- Draft and final Strategic Outreach Plan.

**Task 2 Assumptions:**

- Quality reviews will be conducted on deliverables prior to submittal to NBWRA member agencies. Deliverables will be submitted 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.
- The NBWRA member agencies will have 10 days to review the Strategic Outreach Plan.
- Up to two (2) meetings with external stakeholders including meeting attendance/facilitation, technical content development/presentation, and action items. It is assumed that the meetings will be attended by up to three Consultant staff and be up to two hours in duration.
- One (1) Public Meeting including meeting attendance/facilitation, presentations as appropriate, and action items follow up. It is also assumed that TAC meeting content, agendas, etc. will be identical to the content developed for external stakeholder meetings. It is assumed that the meeting will be attended by up to three Consultant staff and be up to two hours in duration.
- Attendance at additional stakeholder meetings and/or City Council briefings identified in Strategic Outreach plan are not included in the scope. Addition of the activities will require an amendment.

**Task 3. Decision Making Framework**

This task provides the framework in which the NBWRA and stakeholders will consider and decide about their shoreline adaptation. The goals/vision/and screening criteria that form part of the framework may need to be vetted with stakeholders at a future date in order to get buy-in. A vetting may be identified in the Strategic Outreach Plan.

- A risk-informed decision-support framework will be drafted that includes an initial vision, goals, and objectives of adaptation planning. The framework will include recommended preliminary screening/and evaluation criteria that can be modified with city and stakeholder input as appropriate. Starting with standard criteria often used in flood risk management (such as frequency of flooding, reduced damages, etc.), and then possibly adding up to 8 NBWRA or stakeholder-driven criteria such as i) the types of permits needed, ii) potential acquisition issues for various concepts, and/or iii) those criteria developed in the Adapting to Rising Tides program, to support decision-making and better reflect unique interests and value of NBWRA.
- The Consultant will meet with the NBWRA project manager to discuss the framework in the context of the memo, solicit input, and revise as necessary. General feedback from external stakeholder Meeting #1 in Task 2 may also inform the draft or revision of the decision framework.

**Task 3 Deliverables:**

- Draft and final Decision-Support Technical Memorandum (TM).

**Task 3 Assumptions:**

- Quality reviews will be conducted on deliverables prior to submittal to NBWRA member agencies. Deliverables will be submitted 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.
- The NBWRA member agencies will have 10 days to review the draft TM.
- A maximum of eight (8) hours has been budgeted for responding to comments and questions on the submitted TM.

**Task 4. Understand Risks and Vulnerabilities**

Existing studies will be reviewed and synthesize the primary concerns identified therein, studies include: Marin County Hazard Management Plan, BayWave vulnerability assessment; Marin County General Plan update, the latest FEMA FIRM mapping, BCDC Guidance; and other studies. Our focus will be applying work completed to date to adaptation strategies that can inform a list of projects for funding. New analyses or data will not be developed.

Key risks and vulnerabilities in the project area will be identified. This includes highlighting where risks may be the greatest or most urgent, and whether there are areas or risks which would be considered intolerable. This information will be used to identify key or priority areas. The Consultant will meet with County and City Floodplain Administrators to validate findings in terms of key vulnerabilities/risks, and to collect additional critical information from those staff that may be discussed in the meeting. The key risks and priorities identified in this task will be used for the set of concepts/alternatives developed in Task 5.

Following the review, possible information gaps to more fully understanding risks will be identified. Recommendations for filling those gaps will be provided as part of Task 7, along with preliminary cost estimates associated with the recommendations.

**Task 4 Deliverables:**

- Draft and final TM that summarizes key risks and vulnerabilities.

**Task 4 Assumptions:**

- Member Agencies will provide noted studies and other pertinent documents within 5 days of the submitted request.
- Quality reviews will be conducted on deliverables prior to submittal to NBWRA member agencies. Deliverables will be submitted 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.
- The NBWRA member agencies will have 10 days to review the draft TM.
- TM is intended for an educated lay-person audience, i.e., memo will assume readers understand what SLR is, its causes, etc. and will focus on highlighting key risks that will be addressed by adaptation concepts identified in subsequent tasks.

## Task 5. Identify and Screen Adaptation Options to Reduce Risks and Vulnerabilities

The Consultant will identify up to three (3) concepts to reduce the risks and vulnerabilities identified in Task 4 above. Adaptation concepts will include a range of structural and nonstructural options, and at least one nature-based or multi-benefit strategy.

The Consultant will then use a matrix to screen/evaluate the adaptation concepts with the screening criteria established in Task 3. This screening/evaluation will consider how well each of the concepts perform compared to the criteria and whether or how they work toward the established goals.

As appropriate, one-page project summary sheets and background information will be developed to support funding applications. A CIP list of projects will be developed for articulation at both an individual project and overall program. Up to ten project descriptions will be developed.

### Task 5 Deliverables:

- Preliminary Draft, Administrative Draft, and final TM describing the adaptation concepts and the results of the evaluation process.

### Task 5 Assumptions:

- Quality reviews will be conducted on deliverables prior to submittal to NBWRA member agencies. Deliverables will be submitted to NBWRA member agencies initially as a draft for review, then as final to address review comments.
- North Bay Watershed Association (NBWA) will review the Preliminary Draft and 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 NBWA comment[s]) in the comment log.
- The Administrative Draft TM will be presented to stakeholders at External Stakeholder meeting #2, and the Final TM will incorporate feedback (as appropriate) from External Stakeholder meeting #2.
- 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.
- The NBWRA member agencies will have 10 days to review the draft TM.
- Services will be provided up to the limit of the budget.

## Task 6. Advance and Illustrate Concepts for Further Consideration

The Consultant and the NBWRA Member Agencies will come to an agreement on the two highest scoring adaptation concepts to illustrate and advance for future consideration. Illustrating the concepts will give stakeholders and Member Agencies a better vision for what future adaptation concepts could look like on the ground with context which can offer clarity, generate enthusiasm for concepts, and dispel fears about the unknowns. It is assumed that illustrations will demonstrate concepts in context but will not be detailed enough to support feasibility or engineering analyses.

- The Consultant will work with NBWRA to select 2 top concepts for advancement that consider the results of the screening evaluation and stakeholder input received from Stakeholder Meeting #2.

- Create graphic renderings of the 2 selected adaptation concepts.

**Task 6 Deliverables:**

- Draft and final illustrations of two selected adaptation concepts.

**Task 6 Assumptions:**

- Services will be provided up to the limit of the budget.

**Task 7. Next Steps Strategy and Final Presentation**

A memo will be developed that identifies the next steps for the NBWRA to advance shoreline adaptation. The memo will recommend sequencing, and may include items like:

- Key studies gaps that must be filled, and why
- Hydraulic and hydrologic modeling that may be needed to better evaluate how adaptation concepts reduce flood risks.
- Additional studies or analysis needed to refine the adaptation concepts evaluation, i.e., economics/benefit-cost analysis, cost estimates of adaptation concepts
- Key Projects that Can be applied for funding programs
- Anticipated permitting, rights of way, policy challenges that may need to be addressed, as identified through screening in task 5b.
- Potential land use changes or zoning updates that may be required.
- List of additional agencies/stakeholders likely needed to advance the effort and/or fund, permit, construct, implement.
- Sequencing of the steps with rough time frame.

As part of this task, a final summary presentation will be developed to identify the key messages for the NBWRA Member Agencies and stakeholders, likely including an overview of the project process, the key findings, and next steps.

**Task 7 Deliverables:**

- Draft and final TM that summarizes next steps strategy.
- Draft and final summary presentation.

**Task 7 Assumptions:**

- Quality reviews will be conducted on deliverables prior to submittal to NBWRA member agencies. Deliverables will be conducted 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.
- The NBWRA member agencies will have 10 days to review the draft TM.
- It is assumed that the meeting will be attended by up to three Consultant staff and be up to two hours in duration.

## Budget

Sea Level Rise Adaptation Plan															
Phase	Phase Description	Rene Guillen	Jacki Bates	Bernadette Visitacion-Sumida	Sara Romero	Total Labor Hours	Total Labor Effort	APC	Expenses	Total ODCs	ESA Cost	Total Sub Cost	Total Expense Cost	Total Expense Effort	Total Effort
		PM	PA	Project Oversight	Finance										
		\$203.00	\$122.00	\$268.00	\$98.00										
001	Project Management	20	16	2	4	42	\$7,148	\$336	\$0	\$0	\$6,000	\$6,000	\$6,000	\$6,636	\$13,784
002	Strategic Outreach and Coordination	0	0	0	0	0	\$0	\$0	\$1,000	\$1,000	\$13,100	\$13,100	\$14,100	\$14,805	\$14,805
003	Decision Making Framework	0	0	0	0	0	\$0	\$0	\$500	\$500	\$13,000	\$13,000	\$13,500	\$14,175	\$14,175
004	Risks and Vulnerabilities	0	0	0	0	0	\$0	\$0	\$500	\$500	\$19,800	\$19,800	\$20,300	\$21,315	\$21,315
005	Adaptation Options	0	0	0	0	0	\$0	\$0	\$500	\$500	\$29,000	\$29,000	\$29,500	\$30,975	\$30,975
006	Concepts for Consideration	0	0	0	0	0	\$0	\$0	\$500	\$500	\$19,500	\$19,500	\$20,000	\$21,000	\$21,000
007	Next Steps Strategy	0	0	0	0	0	\$0	\$0	\$500	\$500	\$4,250	\$4,250	\$4,750	\$4,988	\$4,988
<b>GRAND TOTAL</b>		<b>20</b>	<b>16</b>	<b>2</b>	<b>4</b>	<b>42</b>	<b>\$7,148</b>	<b>\$336</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$104,650</b>	<b>\$104,650</b>	<b>\$108,150</b>	<b>\$113,894</b>	<b>\$121,042</b>
Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.															

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## **ITEM NO. 10 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)



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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. Sonoma Water issued checks to partners who had eligible expenses on our final reimbursement request shortly thereafter.

Unfortunately, the remaining documents in our closeout package are still being reviewed by USBR. 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. As a consequence there may still be some minor expenses for Phase 1 member agencies next fiscal year. These expenses would be shared by all current Phase 1 members including those that are switching to Associate membership in FY2022/23.

**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.

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**ITEM NO. 11 STATUS OF PHASE 2**

**Action Requested**

None at this time.

**Summary**

The Consultant team has been working with the TAC to develop the FY2022/23 scope and budgets for the Recycled Water, Drought Contingency, and Sea Level Rise Adaptation Resiliency Arenas.

The team is still waiting to hear back from Reclamation on the funding application for Phase 2 that was submitted 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.

**Recommendation**

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

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**ITEM NO. 12 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 progress reports on the FY2022/23 Resilience Arena Projects

**Recommendation**

None at this time.