



BOARD OF DIRECTORS MEETING

AGENDA

**Monday, December 15, 2025
9:30 AM**

**This meeting will be In-Person at the North Marin Water District Administrative Offices, 999
Rush Creek Place, Novato California**

- 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)**
- 5. Board Meeting Minutes of September 29, 2025 (2 minutes)**
(The Board will consider approving the minutes from the September 29, 2025 Board meeting.)
- 6. Report from the Chair**
6.a Report from the Technical Advisory Committee (5 minutes)
(The Board will review the Report on the TAC meetings of July, Aug, Sept, 2025.)
6.b Consultant Progress Reports (5 minutes)
(The Board will review the consultant progress reports.)
- 7. Financial Reports for the Fiscal Year Ending June 30, 2025 and June 30, 2026 (5 minutes)**
(The Board will review the Financial Reports for Fiscal Year Ending June 30, 2025 and June 30, 2026)

Action
PDF pg 3

PDF pg 6
PDF pg 7

PDF pg 19

Information
PDF pg 22

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| Information
PDF pg 30 | 8. Status of Phase 2, Financial Capability Analysis Report, and NEPA Process
(The Board will review the status of Phase 2.) |
| Discussion
PDF pg 31 | 9. Resilience Arena Projects Status Report (15 minutes)
(The Board will be updated on the status of the three Resilience Arena projects: Recycled Water, Drought Contingency Planning and Sea Level Rise.) |
| Information
PDF pg 32 | 10. Funding Opportunities Overview
(Consulting Team will present an overview of funding opportunities, including Proposition 4, relative to NBWRA) |
| Action
PDF pg 33 | 11. FY26/27 Budget and Work Program
(The Program Manager will provide an overview of the proposed FY26/27 Budget and Work Program for Board consideration). |
| Action
PDF pg 53 | 12. Contract With ESA to Support MOU Revision
(The TAC Chair will discuss separate contract with ESA to support the MOU Revision process for Board consideration). |
| Discussion
PDF pg 54 | 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 Scheduled for April 27, 2025

(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 707-795-0904. 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 Jim O'Toole, Environmental Science Associates, 775 Baywood Drive, Suite 100, Petaluma, CA 94954, 707-795-0904, JOToole@esassoc.com. The agenda for each meeting is also available on-line at www.nbwra.org.)

Z:\Shared\Projects\2006\D206088.10 NBWRA Program Management\Dec 2025 Board Packet

ITEM 5. APPROVAL OF JUNE 30 2025 NBWRA BOARD MINUTES

Action Requested:
Approval of Minutes.

**North Bay Water Reuse Authority
Board of Directors Meeting Minutes
September 29, 2025**

DRAFT

1. Call to Order

Acting Vice Chair Larry Russel called the meeting to order at 9:35 a.m. on Monday, September 29, 2025. This meeting was a Zoom only meeting. Meeting participants and the public participated via the following link: <https://us02web.zoom.us/j/87256632888>.

2. Roll Call

PRESENT:

Larry Russell, Vice Chair	Marin Municipal Water District
Amber Manfree	Napa County
Belia Ramos	Napa County
Kevin Booker	Sonoma Valley County Sanitation District
Gary Robards	Las Gallinas Valley Sanitation District
Dennis Rodoni	Marin County
Scott Sedgley	Napa Sanitation District
John Shribbs	City of Petaluma
Mark Joseph	American Canyon

ABSENT:

David Rabbit Chair (Joined following roll call)	Sonoma County
Jack Baker	North Marin Water District
Novato Sanitary District	

OTHERS

PRESENT:

Rene Guillen	Brown & Caldwell
Brad Elliott	Sonoma Water
Judd Goodman	Marin County
Oriana Hart	City of Petaluma
Mark Millan	Data Instincts
Jim O'Toole	ESA
Curtis Paxton	Las Gallinas Valley Sanitation District
Chelsea Thompson	City of Petaluma
Tony Williams	North Marin Water District
Paul Sellier	Marin Municipal Water District
Andrew Damron	Napa San District

3. Public Comments

There were no members of the public.

4. Introductions

Introductions for two new attendees from Sonoma Water were made: Nazareth Tesfai, from Sonoma Water's Recycled Water Program, and Abe Byun, from the Finance section of Sonoma Water's Grants and Funded Projects group.

5. Board Meeting Minutes of June 30, 2025

Mark Joseph, Director, American Canyon noted an omission in the minutes of his attendance at the June 30 meeting; this was recognized and correction noted by Program Manager Jim O'Toole. Chair David Rabbit joined the call just after the meeting started with apologies. With the noted correction, Director Mark Joseph motioned to approve the minutes. Vice Chair Larry Russell transferred Chair responsibilities back to Chair Rabbit, and seconded the motion. The motion was then approved unanimously by the Board by voice vote.

6. Report from the Chair

Chair Rabbitt moved to reports from the Technical Advisor Committee, Item No. 6.a and Consultant Progress Reports, Item No. 6.b.

6.a Report from the Technical Advisory Committee

Kevin Booker referred the Board to the included minutes from the TAC meetings, and ongoing discussions regarding the FY 26/27 Budget.

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. Financial Reports for the Fiscal Year Ending June 30, 2025 and June 30, 2026.

Program Manager Jim O'Toole referred the Board to summary documents provided by Sonoma Water for fiscal year ending June 30, 2025, and then the new financial report for June 30, 2026. No questions regarding these material were identified by the Board. Director John Shribbs asked if there was concern regarding federal funding and any potential risk to the NBWRA. Program Manager Jim O'Toole acknowledged substantial changes in funding at the federal level, and discussed the Bureau of Reclamation's effort to finalize the Title XVI funding agreement with the City of Petaluma. With that agreement in place, the risk was viewed as low. Chair Rabbit noted that the chaotic federal funding landscape could have ripple effects to state budgets.

8. Status of Phase 2, Financial Capability Analysis Report, and NEPA Process

Program Manager Jim O'Toole indicated that tasks under Phase 2 are complete and that the Recalvation funding agreement for the City of Petaluma is in place. The team continues to track Reclamation's pending WaterSMART grant application process.

9. Resilience Arena Projects Status Reports

For the Recycled Water Arena, Program Manager Jim O'Toole indicated that the consulting team had met with the City of Petaluma and American Canyon regarding potential SWRCB funding opportunities for shovel ready projects, but that had a high local match. For the Drought Contingency Arena, the consultant team continues to coordinate with Sonoma Water regarding final products. For the Sea Level Rise Arena, the City of Petaluma is providing input on the vulnerability analysis. Jim O'Toole also reported that

American Canyon would not be participating in the Sea Level Rise arena, and will pursue an independent OPC grant for a sub-regional shoreline adaptation plan.

Director John Shirbbs inquired regarding other regional efforts regarding Sea Level Rise adaptation and the 10-year timeframe that had been identified as part of BCDC requirements. Program Manager Jim O'Toole discussed the BCDC and OPC's focus on Sea Level Rise planning at a county scale, and pending efforts by Sonoma County and Marin County, and that NBWRA led efforts would feed into and contribute to those County-led efforts.

Oriana Hart, City of Petaluma, indicated that the City is a co-applicant with the County, and that they anticipate participating with the County, and that there may be opportunity or need for technical support from the NBWRA consultant team as part of that process.

Director Belia Ramos commented on BCDC's technical approach to sea level rise planning, and encouraged jurisdictions to participate in regional planning.

Director Gary Robards asked about LGVSD's participation in drought contingency planning; Program Manager Jim O'Toole indicated that was under review at the TAC level relative to the FY26/27 scope of work.

10. FY 26/27 Budget and Work Program

Program Manager Jim O'Toole presented an overview of the fiscal year 26-27 work program for the North Bay Water Reuse Authority (NBWRA), highlighting four key areas: recycled water, drought contingency, potable reuse, and sea level rise. The TAC has been working on scope of work development, with potential funding from various sources including Reclamation, Drought Contingency Program, and state opportunities. Jim indicated that the recycled water feasibility study needs updating due to changing priorities, and Mark Millan discussed plans to update the NBWRA website. The board will consider a scope and budget for fiscal year 26-27 at the December meeting, including program management, board of directors, and TAC meeting costs, as well as an updated MOU and consultant work.

Director Robards asked if anyone is actually looking a direct or indirect potable recycling in the North Bay. Mark Millan, Data Instincts shared various ongoing potable reuse projects and initiatives in the Bay Area, including a demonstration site for direct potable reuse and an expanded Pure Water Monterey project, and that agencies are considering potable reuse as an alternative for water supply. Chair David Rabbitt emphasized the need to educate the public about potable reuse and highlighted the challenges ahead in the next few years. The group agreed to continue working together to leverage ratepayer dollars with grant dollars to advance potable reuse projects.

11. Comments from the Chair, Board and Member Agencies

No additional comments from the Chair, Board or Member Agencies were made.

There being no further business, Chair Rabbitt adjourned the meeting at 10:32 am.

Minutes approved by the Board _____ **DRAFT** _____.

Jim O'Toole
Program Manager

ITEM NO. 6 REPORT FROM THE CHAIR

Action Requested

None.

Summary

The Chair will report on items of interest to the Board. Quarterly Board meetings in 2026 are tentatively scheduled for April 27th, June 29th, Sept 28, Dec 14th.

This includes the following items:

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

Item No. 6.b, Consultant Progress Reports.

Recommendations

1. There is no specific recommendation at this time.

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

Action Requested

No action is required for this Agenda Item.

Summary

The TAC continues to meet monthly or as needed and has met three times since the last Board meeting in September 2025. The following items are attached for the Board's information:

1. August 8: approved TAC meeting minutes
2. September 4: approved TAC meeting minutes
3. October 2: approved TAC meeting minutes
4. November 4: approved TAC meeting minutes
5. December 4: TAC Minutes will be approved at January TAC Meeting, and will be included in the next Board Package.

The TAC continued to track the progress of Phase 2 progress, and the resilience arena projects. The TAC reviewed several potential FY 25/26 Budget scenarios with the consultant team. An overview of anticipated scope of work and budget is provided in Agenda Item 11.

Recommendation

No action is required for this agenda item.

Attachments

6. August 8, 2025: approved TAC meeting minutes
7. September 11, 2025: approved TAC meeting minutes
8. October 2, 2025: approved TAC meeting minutes
9. November 6, 2025: approved TAC meeting minutes

ITEM 4. APPROVAL OF MINUTES: August 8th TAC MEETING

Action Requested

Approval

**North Bay Water Reuse Authority
Technical Advisory Committee
Zoom Meeting Minutes
August 8, 2025**

FINAL

Approved _____

1. Call to Order and Self Introductions

Chair Kevin Booker called the Technical Advisory Committee (TAC) meeting to order at 2:00 p.m. on Thursday August 8, 2025. The meeting was a Zoom meeting only and attendees participated via the following link: <https://us02web.zoom.us/j/89055428051>.

Committee Members Present

Kevin Booker, Chair	Sonoma Valley Sanitation District
Andrew Damron, Vice Chair	Napa Sanitation
Brad Elliot	Sonoma Water
Chelsea Thompson	City of Petaluma
Curtis Paxton	Las Gallinas Valley Sanitary District
Oriana Hart	City of Petaluma
Tony Williams	North Marin Water District
Paul Sellier	Marin Water
Norman Woods	American Canyon
Nazareth Tesfai	Sonoma Water

Consultant Team

Jim O'Toole, Program Manager	ESA
Rene Guillen	Brown & Caldwell
Mark Millan	Data Instincts
Ryan Long	Data Instincts

2. Approval of the Agenda

The Agenda was approved with no changes. The TAC Chair and Program Manager welcomed new attendees Nazareth Tesfai, Sonoma Water, and Ryan Long, Data Instincts.

3. Public Comments

There were no public comments.

4. TAC Meeting Minutes of July 10, 2025

The minutes of the July 10, 2025 TAC Meeting were approved. The TAC discussed and agreed to the use of Zoom recording by the Program Manager to support preparation of TAC meeting

minutes, but agreed that: 1) such recordings would not be otherwise used or distributed; 2) other recording or documentation software use by individual member agencies, such as AI agents/software for note keeping or in-lieu of attendance, was not appropriate, and that member agencies would rely on meeting minutes.

5. Resilience Arena Status Reports

The consultant team provided updates on several projects. Rene Guillen reported that the City of Petaluma is working on getting their agreement terms finalized with Reclamation. Relating to the Drought Contingency Plan (DCP), the team is finalizing a technical memorandum comparing regional water supply resiliency studies to drought response frameworks, but are awaiting finalization of Sonoma Water Resiliency Study. Jim O'Toole suggested an interview with Sonoma Water to acquire information specific to the DCP and Kevin Booker indicated he would inquire about that possibility with Sonoma Water staff involved in the Resiliency Study. Jim O'Toole discussed the Resiliency Arena for sea level rise adaptation, including ongoing work with the City of Petaluma and potential inclusion of American Canyon, referring to Item 7 in the agenda.

6. Status of Consultant Agreements for FY2024/25

Jim O'Toole presented updates on consultant agreements, noting that Sonoma Water is preparing a contract for ESA for program management services at \$50,000 for FY25/26. Kevin clarified that the contract would include provisions to be amended for two additional years at \$50,000/year, contingent on Board approval.

7. Planning for NBWRA FY 26/27

The group discussed planning for the 2026-2027 budget, and the consulting team provided an overview of draft Program, which includes Program Administration by Sonoma Water (\$65,000), Program Management by ESA (\$50,000) and consultant scopes of work generated for each Resiliency Arena, for a total program of \$665,000. Rene Gullien provided an overview of the Recycled Water Arena scope of work, which includes: a) updating the feasibility study to incorporate new projects based on member agency priorities, b) updating environmental documents through addenda, c) budget for funding tracking with quarterly updates and d) refreshing the website. The scope of work for the Drought Contingency Planning Arena include completing a gap analysis summary document comparing the resiliency study to Reclamation requirements and development of a grant application under the drought response program. Jim O'Toole presented two options for the Sea Level Rise Arena. Option A leverages existing work to prepare elements of a sub-regional shoreline adaptation plan (SSAP) to position member agencies for county-led processes; Option B includes additional technical work to progress adaptation strategies specific to each participating Member Agency. The cost estimate and distribution is the same for each scope, but provides some flexibility given the status of County-led SSAP efforts.

Oriana Hart asked if the sea level rise scope of work could be flexible or modified in the future depending upon County processes, and Jim O'Toole acknowledged the timing challenge relative to County efforts that are at the very early stages. The scope is malleable, and can be thought of as programming funds to be used at member agency direction.

Updating of the MOU was discussed relative the Program Manager scope of work. Kevin Booker suggested that TAC meetings be repurposed at an alternating frequency to review and address the MOU by the TAC members, rather than thinking of this as a separate set of meetings. After discussing how the previous MOU process worked primarily at the staff level before legal review, they agree to maintain the monthly meeting schedule with dedicated MOU-focused sessions to preserve momentum, with Jim O'Toole noting that consistency in scheduling is important for organizational effectiveness.

Jim O'Toole asked that the TAC review the scopes of work, provide input, and be prepared at the next TAC Meeting September 11 to consider approving the scopes for presentation to the NBWRA Board of Directors. The potential for programming additional contingency funds by Member Agency was also discussed. The consultant team offered to meet individually with member agencies to continue scope discussions.

8. Planning for September NBWRA Board Meeting

Jim O'Toole discussed the upcoming September Board meeting, which will be in-person at North Marin Water District, and reminded everyone to plan for travel time. The meeting will include a sea level rise update presentation, standard updates on work since the previous board meeting, and the scope of work and budget presentation. Jim also addressed American Canyon's participation in the sea level rise visioning process, noting they've allocated \$40,000 for this effort, consistent with Petaluma's funding level.

9. American Canyon Participation

The TAC approved the concept of adding American Canyon to the scope of work, which would reduce costs for existing member agencies. Kevin from Sonoma Water notes that the cost numbers need to be revised to account for their board approval process, potentially adding \$8-10K to the total. The motion passes to approve the concept with Sonoma Water to provide an updated cost distribution table, allowing work with American Canyon to begin this month rather than waiting until next meeting.

10. Adjournment

There being no further business, Chair Booker adjourned the meeting was adjourned at 3:05 p.m.

ITEM 4. APPROVAL OF MINUTES: Sept 4th TAC MEETING

Action Requested

Approval

**North Bay Water Reuse Authority
Technical Advisory Committee
Zoom Meeting Minutes
Sept 4, 2025
FINAL**

Approved _____

1. Call to Order and Self Introductions

Chair Kevin Booker called the Technical Advisory Committee (TAC) meeting to order at 2:00 p.m. on Thursday Sept 4, 2025. The meeting was a Zoom meeting only and attendees participated via the following link: <https://us02web.zoom.us/j/89055428051>.

Committee Members Present

Kevin Booker, Chair	Sonoma Valley Sanitation District
Andrew Damron, Vice Chair	Napa Sanitation
Brad Elliot	Sonoma Water
Chelsea Thompson	City of Petaluma
Curtis Paxton	Las Gallinas Valley Sanitary District
Oriana Hart	City of Petaluma
Tony Williams	North Marin Water District
Paul Sellier	Marin Water
Norman Woods	American Canyon
Nazareth Tesfai	Sonoma Water

Consultant Team

Jim O'Toole, Program Manager	ESA
Rene Guillen	Brown & Caldwell
Mark Millan	Data Instincts
Ryan Long	Data Instincts

2. Approval of the Agenda

The Agenda was approved with no changes. The meeting began with introductions, including Cesar Galvan, who is taking over Kevin Booker's role in the Sonoma Valley Recycle Water Program as Kevin prepares for retirement at the end of February 2026.

3. Public Comments

There were no public comments.

4. TAC Meeting Minutes of Aug 8, 2025

The minutes of the Aug 8 TAC Meeting were approved, with Dale McDonald abstaining as they were not present for that meeting.

5. Resilience Arena Status Reports

The consultant team provided updates on the Resilience Arenas. Rene Guillen reported that the City of Petaluma agreement is in place, and that the Drought Contingency work status is unchanged. Renee Guillen mentioned a recent meeting with the City of Petaluma about Prop 4 funding for recycled water projects; the state indicated that it has available dollars for projects that are ready to implement. American Canyon and Petaluma were identified for additional discussion regarding this program. Jim O'Toole reported on level rise vulnerability analysis process and discussed working on bringing American Canyon into the process. Norman expressed interest in participating in the grant funding opportunity and requested a follow-up meeting with Renee to discuss potential projects.

6. Status of Consultant Agreements for FY2024/25

There was no discussion of this item.

7. Planning for NBWRA FY 26/27

The group discussed planning for the 2026-2027 budget, and the consulting team provided an overview of draft Program, which includes Program Administration by Sonoma Water (\$65,000), Program Management by ESA (\$50,000) and consultant scopes of work generated for each Resiliency Arena, for a total program of \$665,000.

The group discussed the upcoming fiscal year 2026-2027 budget planning, with Chair Kevin Booker requesting TAC members to review the draft budget and proposed scopes of work for their agencies. Kevin emphasized the need to make decisions about participation in various resiliency arenas by the October TAC meeting, as this would allow time for revisions if agencies choose to bow out. The proposed budget includes \$43,000 for updating the MOU, which would be funded from the discretionary fund. Jim noted that while the MOU update and other high-level items would be discussed later in the month, a final presentation to the NBWRA Board of Directors is not expected until the December meeting. Jim also discussed the issue of projecting funding needs for FY26/27 and potential uncertainty regarding scopes of work, as well as the value of having pooled resources to continue to make progress in each resiliency arena. Oriana Hart from the City of Petaluma indicated that they would prefer to have resources that can be applied to future SSAP processes rather than a specific scope of work, and confirmed that funds could be rolled over into the next fiscal year if not used. Judd Goodman requested clarification regarding the scope of work relative to potential USBR funding opportunities. Tony William of North Marin Water District asked if the DCP application scope could include multiple agencies, and Rene Guillen and Jim O'Toole confirmed that it could. Tony Williams asked if other non-NBWRA agencies could potentially participate, and the team discussed the concept of other West Marin agencies joining the NBWRA. Norman Woods asked for additional information regarding American Canyon's total amount to support discussions with management, and follow-on call was identified.

Chair Kevin Booker presented an idea from Grant Davis to explore groundwater projects, which Sonoma Water is interested in, including potential collaboration with GSAs (Groundwater Sustainability Agencies). Jim provided context about previous efforts to address groundwater pumping in Napa County and mentioned ongoing work in Petaluma and Sonoma. The group agreed that partnering with GSAs could be beneficial for implementing groundwater projects, similar to NBWRA's current work with recycled water. Oriana expressed interest in discussing how this could apply to groundwater projects that the City is working on.

8. Planning for September NBWRA Board Meeting

Jim O'Toole discussed the upcoming September Board meeting, planned to be in-person at North Marin Water District, and reminded everyone to plan for travel time. The meeting will include a sea level rise update presentation, standard updates on work since the previous board meeting, and the scope of work and budget presentation. Jim indicated that this presentation would now be an overview of scope of work concepts, and that the full scope and budget would be deferred to the December meeting. Parking and logistics were also discussed.

9. American Canyon Participation

Jim O'Toole discussed American Canyon's participation and a revised participatory costs and re-distribution of costs to the participating members. This resulted in an increased participation of \$58,000 for American Canyon. Norman Woods indicated that based on further review and discussions with City management, the City was electing to not participate in the SLR Vision process, and instead submit an OPC SB-1 Grant Application to fund a City-specific Sub-Regional Shoreline Plan.

10. Adjournment

There being no further business, Chair Booker adjourned the meeting was adjourned at 3:05 p.m.

ITEM 4. APPROVAL OF MINUTES: Oct 2nd TAC MEETING

Action Requested

Approval

**North Bay Water Reuse Authority
Technical Advisory Committee
Zoom Meeting Minutes
Oct 2, 2025**

FINAL

Approved _____

1. Call to Order and Self Introductions

Chair Kevin Booker called the Technical Advisory Committee (TAC) meeting to order at 2:00 p.m. on Thursday Oct 2, 2025. The meeting was a Zoom meeting only and attendees participated via the following link: <https://us02web.zoom.us/j/89055428051>.

Committee Members Present

Kevin Booker, Chair	Sonoma Valley Sanitation District
Andrew Damron, Vice Chair	Napa Sanitation
Brad Elliot	Sonoma Water
Curtis Paxton	Las Gallinas Valley Sanitary District
Oriana Hart	City of Petaluma
Tony Williams	North Marin Water District
Paul Sellier	Marin Water
Norman Woods	American Canyon
Dannielle Favela	City of Petaluma
Grant Davis	Sonoma Water

Consultant Team

Jim O'Toole, Program Manager	ESA
Rene Guillen	Brown & Caldwell
Mark Millan	Data Instincts
Ryan Long	Data Instincts

2. Approval of the Agenda

Vice Chair Andrew Damron called the meeting to order and the Agenda was approved with no changes.

3. Public Comments

There were no public comments.

4. TAC Meeting Minutes of September 4, 2025

The minutes of the September 4 TAC Meeting were approved on a motion by Curtis Paxton, seconded by Tony Williams.

5. Resilience Arena Status Reports

The consultant team provided updates on the Resilience Arenas. Jim O'Toole reported that the City of Petaluma's agreement for recycled water is in place, and financial capability analysis is complete, pending Reclamation comments. For the Drought Contingency Plan, the team is working on aligning Sonoma's drought contingency work with Bureau of Reclamation requirements. Tony Williams inquired about the drought contingency plan's progress, and Jim explained delays due to Sonoma's larger regional program. Jim agreed to follow up with Renee and provide an update via email. In sea level rise adaptation, Jim mentioned that American Canyon decided not to participate in the vision process but submitted an OPC grant for a citywide shoreline adaptation plan. The team is reviewing funding opportunities for a regional shoreline adaptation plan for Marin County, though OPC prefers countywide planning efforts over smaller jurisdictional units. Curtis Paxton mentioned an upcoming meeting with Catholic Charities to discuss potential participation in these efforts.

6. Status of Consultant Agreements for FY2024/25

There was no discussion of this item.

7. Planning for NBWRA FY 26/27

The group discussed planning for the 2026-2027 budget. Jim O'Toole presented a draft budget of \$812,528 that included consultant team costs, joint use fees, and agency-specific contingencies.

The group discussed Member Agency participation in various resiliency arenas: for the Recycled Water Arena, several agencies, including Sonoma Water, Novato San, Petaluma, and North Marin Water District, confirmed their participation. Andrew Damron noted that Napa San needs to discuss their recycled water program with their full board in November/December before confirming their involvement. Jim O'Toole suggested allowing agencies to give a "soft yes" to funding commitments, with a final confirmation in January. Norman Wood shared that American Canyon is considering not participating the Recycled Water Arena due to return on investment (ROI) concerns, potentially moving to associate membership to maintain organizational benefits.

For the Drought Contingency Plan Arena, Curtis Paxton of LGVSD and Paul Sellier of MMWD indicated their agencies would not be participating. Oriana Hart indicated the City of Petaluma as a soft yes, and requested alteration of the scope to include funding opportunities beyond USBR. Tony Williams of NMWD highlighted concerns about ROI and the need to review budgets before committing to the drought contingency plan. Kevin Booker emphasized the importance of finalizing participation by December to allow time for budget adjustments and work revamps.

For Sea Level Rise, Curtis Paxton confirmed LGVSD's participation. Jim O'Toole confirmed that Marin County would not be participating, in the absence of a representative. Norman Woods indicated American Canyon would not be participating. Oriana Hart indicated that the City of Petaluma would be participating in the Sonoma County-led Subregional Shoreline Adaptation Plan (SSAP), and would not participate in the SLR Arena as currently scoped, but was interested in maintaining a contingency of \$50,000. Curtis Paxton asked if the scope would

be modified if other agencies were not participating and Jim O'Toole indicated that the scope would be revised to align with the participants.

The TAC discussed the joint use distribution and Paul Sellier raised a question about the discrepancy between associate membership dues and full membership for agencies participating in arenas; after some discussion, Jim O'Toole acknowledged this inconsistency may need to be addressed in future budgeting or update of the MOU.

Kevin Booker indicated that Sonoma Water would use discretionary funds to cover the MOU update costs, estimated at around \$43,000, which would be taken from the approximately \$100,000 available. Kevin noted that the MOU update process would require several meetings and approval by board. Similarly, discretionary funds would be used to support the update of the NBWRA website.

Grant Davis discussed the unique nature of the NBWRA from a cost sharing and collaboration standpoint, being one of the only regional agencies that been able to implement projects and fully use Reclamation funding. Our track record for execution with Reclamation is outstanding, and Member Agencies should continue to focus on working together to identify projects for Reclamation funding.

Tony Williams suggested that water providers, including American Canyon and MMWD, should join the drought contingency plan arena to maximize the group benefits. Norman Woods indicated that American Canyon's participation in NBWRA was under review, and Paul Sellier indicated MMWD's planning in this arena was already complete. Jim O'Toole discussed the value of regional collaboration through the NBWRA, particularly for funding opportunities, and suggested that other areas like stormwater and groundwater could provide collaboration opportunities. Kevin Booker and Grant Davis specifically mentioned SVCSD's collaboration with the Groundwater Sustainability Agency (GSA) in their region.

8. Planning for December NBWRA Board Meeting

Jim O'Toole discussed the upcoming December 15th Board meeting, planned to be in-person at North Marin Water District. Norman Woods expressed interest in learning more about the history and financial aspects of the project, and Mike shared insights on the long-term nature of water resource funding and the importance of being prepared when opportunities arise.

9. Adjournment

There being no further business, Chair Booker adjourned the meeting was adjourned at 3:04 p.m.

ITEM 4. APPROVAL OF MINUTES: Nov 6th TAC MEETING

Action Requested

Approval

**North Bay Water Reuse Authority
Technical Advisory Committee
Zoom Meeting Minutes
Nov 6, 2025**

FINAL

Approved _____

1. Call to Order and Self Introductions

Chair Kevin Booker called the Technical Advisory Committee (TAC) meeting to order at 2:00 p.m. on Thursday Nov 6, 2025. The meeting was a Zoom meeting only and attendees participated via the following link: <https://us02web.zoom.us/j/89055428051>.

Committee Members Present

Kevin Booker, Chair	Sonoma Valley Sanitation District
Andrew Damron, Vice Chair	Napa Sanitation
Brad Elliot	Sonoma Water
Curtis Paxton	Las Gallinas Valley Sanitary District
Oriana Hart	City of Petaluma
Tony Williams	North Marin Water District
Paul Sellier	Marin Water
Norman Woods	American Canyon
Dannielle Favela	City of Petaluma
Grant Davis	Sonoma Water

Consultant Team

Jim O'Toole, Program Manager	ESA
Rene Guillen	Brown & Caldwell
Mark Millan	Data Instincts
Ryan Long	Data Instincts
Mike Savage	Data Instincts

2. Approval of the Agenda

Chair Booker called the meeting to order and the Agenda was approved with no changes.

3. Public Comments

There were no public comments.

4. TAC Meeting Minutes of October 2nd, 2025

The minutes of the Oct 2nd TAC Meeting were approved on a motion by Grant Davis, seconded by Paul Sellier.

5. Resilience Arena Status Reports

The consultant team provided updates on the Resilience Arenas. Jim O'Toole reported there were no updates in the Recycled Water Arena and that the City of Petaluma agreement was in place. For drought contingency, Jim O'Toole referenced scope discussions for FY26/27 and participation to be reviewed later in the agenda. For Sea Level Rise, Jim O'Toole indicated that TM 3 was under review by the City of Petaluma, and that the team was working on summary roadmap for adaptation strategies.

6. Planning for NBWRA FY 26/27

The group discussed planning for the 2026-2027 budget. Jim O'Toole presented a draft budget of \$679,340 that included consultant team costs, joint use fees, and agency-specific contingencies. Jim O'Toole identified modifications in scope and budget requested by the Member Agencies, and indicated that the effort for revision to the MOU would come from discretionary funds. Chair Booker and Jim O'Toole then facilitated a discussion of each of the Resiliency Areas and Member Agency participation. Curtis Paxton identified an error in the spreadsheet calculation. Paul Sellier asked about the distribution of costs in joint use relative to an agency's participation in a resiliency arena, and requested a true-up if there are substantial differences in joint use between each of the resiliency arenas. Chair Booker indicated this is an issue for review as part of the MOU update. Chair Booker also clarified the need to have an approved FY budget in place before Sonoma Water enters into contract for services with the consultant team. Tony Williams, Oriana Hart and Curtis Paxton referenced discussions with the Consultant team regarding scope adjustments in arenas their agencies are participating in. Jim O'Toole indicated the consulting team would revise the scope of work and budget and distribute via email for an approval vote by the TAC to support bringing the budget to the NBWRA Board at the December 15 meeting.

8. Planning for December NBWRA Board Meeting

Jim O'Toole discussed the upcoming December 15th Board meeting, planned to be in-person at North Marin Water District. Chair Booker indicated there would be two items for the Board to consider; the FY26/27 budget, and a separate contract with ESA to support MOU Update. Jim O'Toole also mentioned Chair Booker's eventual retirement in Spring 2026, and the need for the TAC to identify a new Chair, and asked TAC members to consider interest in serving as Chair.

9. Adjournment

There being no further business, Chair Booker adjourned the meeting was adjourned at 2:56 p.m.

ITEM NO. 6.b CONSULTANT PROGRESS REPORTS

Action Requested

None at this time.

Summary

The consultant progress reports for Brown & Caldwell and ESA (Program Management) since the last Board meeting are attached for the Board's information.

Recommendation

None currently. This is an information item only.

Attachments

Consultant Progress Reports.



AGREEMENT FOR SONOMA WATER, RESILIENCY ARENAS SUPPORT, CONTRACT TW22-23-008

ACTIVITIES AUGUST 22, 2025 THROUGH SEPTEMBER 25, 2025

TASK 1 – CONTINUED RECYCLED WATER SUPPORT

- Prepare for, attend, and present at the TAC meeting.
- Prepare for, attend, and present at the September NBWRA Board meeting.
- Held meetings with agencies to develop Fiscal Year 26/27 scope and budgets.
- Meetings with the City of Petaluma and City of American Canyon to discuss Prop 4 recycled water funding opportunity.
- Update information on project website, Agendas & Minutes.
- Update new Board and TAC member posts.
- Team coordination and invoicing.

TASK 2 – DROUGHT CONTINGENCY PLANNING

- No activity.

TASK 3 – SEA LEVEL RISE ADAPTION

- Revisions to and review of adaptation strategies report.
- Project maintenance activities and management.



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Program Management Services for NBWRA FY 25/26 (June 25 to June 26)
December 2025 Program Report (Sept, Oct, Nov, Dec)

Task 1. Authority Board of Directors (Board) and Technical Advisory Committee (TAC)

- September 4 TAC Meeting
 - Coordination and Development of Agenda
 - Agenda Distribution
 - Meeting Facilitation
 - Meeting Minutes
- October 2 TAC Meeting
 - Coordination and Development of Agenda
 - Agenda Distribution
 - Meeting Facilitation
 - Meeting Minutes
- Nov 6 TAC Meeting
 - Coordination and Development of Agenda
 - Agenda Distribution
 - Meeting Facilitation
 - Meeting Minutes
- Dec 4 TAC Meeting
 - Coordination and Development of Agenda
 - Agenda Distribution
 - Meeting Facilitation
 - Meeting Minutes

Task 2: Financial Management

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

2.3 Task 3: Project Support and Review

Participated in several meetings and communications with Member Agencies regarding participation in Resiliency Arenas, scope of work review and Member Agency distribution.

2.4 Task 4: Program Planning

Prepared and submitted August, September, October 2025 invoices for Program Management Services.

2.5 Task 5: Governance Issues

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

ITEM NO. 7 FINANCIAL REPORTS FOR FISCAL YEARS ENDING JUNE 30, 2026.

Action Requested

None at this time.

Summary

The following items are attached for the Board's information for the Fiscal Years ending and June 30, 2026:

- a. NBWRA Trust Worksheet July 1, 2025 through December 8, 2025

The data for FY2025/26 are based on the approved costs for the resilience arenas.

Recommendation

None at this time.

Attachments

Item No. 7a as described above.

**North Bay Water Reuse Authority
Project Cost Summary
as of December 8, 2025**

FY 25/26 SUMMARY							
<u>Continued Recycled Water Support</u>							
Project	Consultant	Prior Year Balance Carryover	FY 25/26 Budget	Total	Total Expenses in FY 25/26	Remaining Funds	Percent Remaining
Prior Phase 2 Carryover	Misc.	73,831.09	-	73,831.09	-	73,831.09	100.00%
Program Development & Support	Brown & Caldwell	149,546.32	-	149,546.32	20,719.56	128,826.76	86.15%
SCWA Administration	SCWA	17,763.17	-	17,763.17	-	17,763.17	100.00%
TOTAL BUDGET		\$ 241,140.58	\$ -	\$ 241,140.58	\$ 20,719.56	\$ 220,421.02	0.00%
<u>Drought Contingency Plan</u>							
Project	Consultant	Prior Year Balance Carryover	FY 25/26 Budget	Total	Total Expenses in FY 25/26	Remaining Funds	Percent Remaining
Program Development	Brown & Caldwell	11,456.86	-	11,456.86	-	11,456.86	100.00%
TOTAL BUDGET		\$ 11,456.86	\$ -	\$ 11,456.86	\$ -	\$ 11,456.86	100.00%
<u>Sea Level Rise Adaptation</u>							
Project	Consultant	Prior Year Balance Carryover	FY 25/26 Budget	Total	Total Expenses in FY 25/26	Remaining Funds	Percent Remaining
Program Development	Brown & Caldwell	63,403.11	-	63,403.11	2,597.13	60,805.98	95.90%
Program Development (Petaluma SLR Component)	Brown & Caldwell	22,242.99	-	22,242.99	1,246.88	20,996.11	94.39%
SCWA Administration	SCWA	(2,189.82)	15,000.00	12,810.18	-	12,810.18	100.00%
TOTAL BUDGET		\$ 83,456.28	\$ 15,000.00	\$ 98,456.28	\$ 3,844.01	\$ 94,612.27	96.10%
<u>Joint Use</u>							
Project	Consultant	Prior Year Balance Carryover	FY 25/26 Budget	Total	Total Expenses in FY 25/26	Remaining Funds	Percent Remaining
Program Management (ESA)	Environmental Science Associates	1.25	50,000.00	50,001.25	12,889.25	37,112.00	74.22%
SCWA Administration	SCWA	20,497.69	50,000.00	70,497.69	7,709.80	62,787.89	89.06%
TOTAL BUDGET		\$ 20,498.94	\$ 100,000.00	\$ 120,498.94	\$ 20,599.05	\$ 99,899.89	82.91%
TOTALS		\$ 356,552.66	\$ 115,000.00	\$ 471,552.66	\$ 45,162.62	\$ 426,390.04	

North Bay Water Reuse Authority
July 1, 2025 to Date Transaction Summary
as of December 8, 2025
RECYCLED WATER SUPPORT

<u>Date</u>	<u>Description</u>	<u>Amount</u>		LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon	Marin County
7/1/2025	Ending Balance Carry Over	184,049.83 b		647.63	26,633.86	7,412.60	23,762.60	31,222.29	-	-	22,991.08	31,978.73	39,401.04	-
7/1/2025	Ending Balance Carry Over Correction from PH 2	(317.25) b		-	(45.32)	(45.32)	(45.32)	(45.33)	-	-	(45.32)	(45.32)	(45.32)	-
9/18/2025	Brown & Caldwell - 11575039	(5,552.56) p bc2		-	(662.15)	-	(601.43)	(760.97)	-	-	(1,809.91)	(773.06)	(945.04)	-
9/18/2025	Brown & Caldwell - 11578277	(8,890.00) p bc2		-	(1,060.14)	-	(962.93)	(1,218.35)	-	-	(2,897.79)	(1,237.72)	(1,513.07)	-
10/16/2025	Brown & Caldwell - 11582266	(6,277.00) p bc2		-	(748.54)	-	(679.90)	(860.25)	-	-	(2,046.05)	(873.92)	(1,068.34)	-
Current NBWRA Balance \$				\$ 647.63	\$ 24,117.71	\$ 7,367.28	\$ 21,473.02	\$ 28,337.39	\$ -	\$ -	\$ 16,192.01	\$ 29,048.71	\$ 35,829.27	\$ -
PENDING														
Petaluma Recycled Water Support Deposit FY24/25 (WTRN-124)				57,408.00 d										
Projected Balance \$				\$ 647.63	\$ 24,117.71	\$ 7,367.28	\$ 21,473.02	\$ 28,337.39	\$ -	\$ -	\$ 73,600.01	\$ 29,048.71	\$ 35,829.27	\$ -
				0.40%	14.79%	4.52%	13.17%	17.38%	0.00%	0.00%	9.93%	17.82%	21.98%	0.00%

Current NBWRA Reconciliation			Current NBWRA Phase 2 Continued Recycled Water Support by Entity											
Beginning Balance	183,732.58	b	647.63	26,588.54	7,367.28	23,717.28	31,176.96	-	-	22,945.76	31,933.41	39,355.72	-	-
Deposits	-	d	-	-	-	-	-	-	-	-	-	-	-	-
Interest Earnings	-	i	-	-	-	-	-	-	-	-	-	-	-	-
Payments	(20,719.56)	p	-	(2,470.83)	-	(2,244.26)	(2,839.57)	-	-	(6,753.75)	(2,884.70)	(3,526.45)	-	-
Total:	163,013.02		647.63	24,117.71	7,367.28	21,473.02	28,337.39	-	-	16,192.01	29,048.71	35,829.27	-	-

Current NBWRA Obligations						
<u>Vendor</u>	<u>Encumbrances</u>		<u>Paid to date</u>	<u>Adjustments</u>	<u>Balance</u>	<u>% Spent</u>
Program Development - (B&C: FY 24/25 amendment carryover)	149,546.32	bc2	20,719.56		128,826.76	13.85%
SCWA Administration - FY24/25 carryover	17,763.17	a1	-		17,763.17	0.00%
Total	167,309.49		20,719.56	-	146,589.93	12.38%

North Bay Water Reuse Authority
July 1, 2025 to Date Transaction Summary
as of December 8, 2025
DROUGHT CONTINGENCY PLAN

Date	Description	Amount	LGVSD	Napa SD	Novato SD	SVCS	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon	Marin County
7/1/2025	Ending Balance Carry Over	2,123.86 b	1,909.12	-	-	1,910.12	1,910.26	1,909.12	-	1,909.12	-	-	(7,423.88)
Current NBWRA Balance \$			\$ 1,909.12	\$ -	\$ -	\$ 1,910.12	\$ 1,910.26	\$ 1,909.12	\$ -	\$ 1,909.12	\$ -	\$ -	\$ (7,423.88)
PENDING													
	Marin County Drought Contingency Plan Deposit FY22/23 (WTRN-109)	9,333.00 d											
Projected Balance \$			\$ 1,909.12	\$ -	\$ -	\$ 1,910.12	\$ 1,910.26	\$ 1,909.12	\$ -	\$ 1,909.12	\$ -	\$ -	\$ 1,909.12
Current NBWRA Reconciliation			Current NBWRA Phase 1 Support Reconciliation by Entity										
Beginning Balance	2,123.86 b		1,909.12	-	-	1,910.12	1,910.26	1,909.12	-	1,909.12	-	-	(7,423.88)
Deposits	- d		-	-	-	-	-	-	-	-	-	-	-
Interest Earnings	- i		-	-	-	-	-	-	-	-	-	-	-
Payments	- p		-	-	-	-	-	-	-	-	-	-	-
Total:	2,123.86		1,909.12	-	-	1,910.12	1,910.26	1,909.12	-	1,909.12	-	-	(7,423.88)
Current NBWRA Obligations													
Vendor	Encumbrances		Paid to date	Adjustments	Balance	Expires	% Spent						
Program Development - (B&C: FY 22/23 carryover)	11,456.86 bc1		-		11,456.86		0.00%						
SCWA Administration													
Total	11,456.86		-	-	11,456.86		0.00%						

North Bay Water Reuse Authority
July 1, 2025 to Date Transaction Summary
as of December 8, 2025
SEA LEVEL RISE

<u>Date</u>	<u>Description</u>	<u>Amount</u>		LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon	Marin County									
7/1/2025	Ending Balance Carry Over	(1,615.72) b		15,303.29	-	-	-	15,303.42	-	-	(16,275.72)	-	-	(15,946.71)									
9/18/2025	Brown & Caldwell - 11575039	(1,246.88) p bc3		-	-	-	-	-	-	-	(1,246.88)	-	-	-									
9/18/2025	Brown & Caldwell - 11578277	(756.34) p bc2		(189.09)	-	-	-	(189.07)	-	-	(189.09)	-	-	(189.09)									
10/16/2025	Brown & Caldwell - 11582266	(1,840.79) p bc2		(460.20)	-	-	-	(460.19)	-	-	(460.20)	-	-	(460.20)									
12/1/2025	SCWA Sea Level Rise Deposit FY25/26	3,750.00 d						3,750.00															
Current NBWRA Balance \$ (1,709.73)				\$ 14,654.00	\$ -	\$ -	\$ -	\$ 18,404.16	\$ -	\$ -	\$ (18,171.89)	\$ -	\$ -	\$ (16,596.00)									
PENDING																							
	Marin County Sea Level Rise Deposit FY22/23 (WTRN-109)	31,250.00 d												31,250.00									
	Petaluma Sea Level Rise Deposit FY24/25 (WTRN-124)	23,414.00 d																					
	Petaluma Sea Level Rise Deposit FY24/25 (WTRN-129)	30,408.00 d																					
	LGVSD Sea Level Rise Deposit FY25/26	3,750.00 d		3,750.00																			
	Petaluma Sea Level Rise Deposit FY25/26	3,750.00 d																					
	Marin County Sea Level Rise Deposit FY25/26	3,750.00 d												3,750.00									
Projected Balance \$ 94,612.27				\$ 18,404.00	\$ -	\$ -	\$ -	\$ 18,404.16	\$ -	\$ -	\$ 39,400.11	\$ -	\$ -	\$ 18,404.00									
				19.45%	0.00%	0.00%	0.00%	19.45%	0.00%	0.00%	41.64%	0.00%	0.00%	19.45%									

Current NBWRA Reconciliation			Current NBWRA Phase 1 Support Reconciliation by Entity										
Beginning Balance	(1,615.72) b		15,303.29	-	-	-	15,303.42	-	-	(16,275.72)	-	-	(15,946.71)
Deposits	3,750.00 d		-	-	-	-	3,750.00	-	-	-	-	-	-
Interest Earnings	- i		-	-	-	-	-	-	-	-	-	-	-
Payments	(3,844.01) p		(649.29)	-	-	-	(649.26)	-	-	(1,896.17)	-	-	(649.29)
Total:	(1,709.73)		14,654.00	-	-	-	18,404.16	-	-	(18,171.89)	-	-	(16,596.00)

Current NBWRA Obligations						
<u>Vendor</u>	<u>Encumbrances</u>		<u>Paid to date</u>	<u>Adjustments</u>	<u>Balance</u>	<u>% Spent</u>
Program Development - (B&C: FY 24/25 amendment rollover)	63,403.11 bc2		2,597.13		60,805.98	4.10%
Program Development - (B&C: FY 24/25 Petaluma amendment rollover)	22,242.99 bc3		1,246.88		20,996.11	5.61%
SCWA Administration - FY25/26	12,810.18 a1		-		12,810.18	0.00%
Total	98,456.28		3,844.01	-	94,612.27	3.90%

North Bay Water Reuse Authority
July 1, 2025 to Date Transaction Summary
as of December 8, 2025
JOINT USE

Date	Description	Amount		LGVSD	Napa SD	Novato	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon	Marin County
7/1/2025	Beginning Balance	16,314.97	b	4,316.19	6,636.38	3,421.72	6,635.38	6,635.73	3,465.65	7,460.53	(6,282.49)	(2,664.39)	(2,665.39)	(10,644.34)
8/27/2025	Salary/Assn Chgs Applied	(3,574.00)	p a10	(148.30)	(546.23)	-	(546.23)	(546.25)	-	-	(546.23)	(546.23)	(546.23)	(148.30)
9/10/2025	Salary/Assn Chgs Applied	(350.49)	p a10	(14.54)	(53.57)	-	(53.57)	(53.56)	-	-	(53.57)	(53.57)	(53.57)	(14.54)
9/24/2025	Salary/Assn Chgs Applied	(1,025.83)	p a10	(42.57)	(156.78)	-	(156.78)	(156.79)	-	-	(156.78)	(156.78)	(156.78)	(42.57)
10/8/2025	Salary/Assn Chgs Applied	(1,309.12)	p a10	(54.32)	(200.08)	-	(200.08)	(200.08)	-	-	(200.08)	(200.08)	(200.08)	(54.32)
11/1/2025	ESA - 0212073	(1.25)	p esa1	-	(0.21)	-	(0.21)	(0.20)	-	-	(0.21)	(0.21)	(0.21)	-
11/1/2025	ESA - 0212073	(5,053.75)	p esa2	-	(842.26)	-	(842.26)	(842.45)	-	-	(842.26)	(842.26)	(842.26)	-
11/3/2025	ESA - 0210665	(2,436.75)	p esa2	-	(406.11)	-	(406.11)	(406.20)	-	-	(406.11)	(406.11)	(406.11)	-
11/20/2025	Salary/Assn Chgs Applied	(986.19)	p a10	(40.92)	(150.72)	-	(150.72)	(150.75)	-	-	(150.72)	(150.72)	(150.72)	(40.92)
12/1/2025	ESA - 0212996	(5,397.50)	p esa2	-	(899.55)	-	(899.55)	(899.75)	-	-	(899.55)	(899.55)	(899.55)	-
12/1/2025	SVCSD Joint Use Deposit FY25/26	16,666.00	d				16,666.00							
12/1/2025	SCWA Joint Use Deposit FY25/26	16,670.00	d					16,670.00						
12/4/2025	Salary/Assn Chgs Applied	(464.07)	p a10	(19.26)	(70.93)	-	(70.93)	(70.90)	-	-	(70.93)	(70.93)	(70.93)	(19.26)
Current NBWRA Balance \$ 29,052.02				\$ 3,996.28	\$ 3,309.94	\$ 3,421.72	\$ 19,974.94	\$ 19,978.80	\$ 3,465.65	\$ 7,460.53	\$ (9,608.93)	\$ (5,990.83)	\$ (5,991.83)	\$ (10,964.25)
PENDING														
	Marin County Joint Use Deposit FY22/23 (WTRN-109)	7,500.00	d											7,500.00
	Petaluma Joint Use Deposit FY24/25 (WTRN-124)	9,208.00	d											
	Napa SD Joint Use Deposit FY25/26	16,666.00	d	16,666.00										
	Petaluma Joint Use Deposit FY25/26	16,666.00	d											
	MMWD Joint Use Deposit FY25/26	16,666.00	d									16,666.00		
	American Canyon Joint Use Deposit FY25/26	16,666.00	d										16,666.00	
Projected Balance \$ 112,424.02				\$ 3,996.28	\$ 19,975.94	\$ 3,421.72	\$ 19,974.94	\$ 19,978.80	\$ 3,465.65	\$ 7,460.53	\$ 16,265.07	\$ 10,675.17	\$ 10,674.17	\$ (3,464.25)
Current NBWRA Reconciliation				Current NBWRA Joint Use Reconciliation by Entity										
	Beginning Balance	16,314.97	b	4,316.19	6,636.38	3,421.72	6,635.38	6,635.73	3,465.65	7,460.53	(6,282.49)	(2,664.39)	(2,665.39)	(10,644.34)
	Deposits	33,336.00	d	-	-	-	16,666.00	16,670.00	-	-	-	-	-	-
	Interest Earnings	-	i	-	-	-	-	-	-	-	-	-	-	-
	Payments	(20,598.95)	p	(319.91)	(3,326.44)	-	(3,326.44)	(3,326.93)	-	-	(3,326.44)	(3,326.44)	(3,326.44)	(319.91)
	Total:	29,052.02		3,996.28	3,309.94	3,421.72	19,974.94	19,978.80	3,465.65	7,460.53	(9,608.93)	(5,990.83)	(5,991.83)	(10,964.25)
Current NBWRA Obligations														
	Vendor	Encumbrances		Paid to date	Adjustments	Balance	Expires	% Spent						
	Program Management - (ESA: FY 24/25-036) Yr 1	1.25	esa1	1.25		-		100.00%						
	Program Management - (ESA: FY 24/25-036) Yr 2	50,000.00	esa2	12,888.00		37,112.00		25.78%						
	SCWA Administration - (SCWA : FY 24/25)	20,497.69	a10	7,709.70		12,787.99		37.61%						
	SCWA Administration - (SCWA : FY 25/26)	50,000.00	a1	-		50,000.00		0.00%						
	Total	120,498.94		20,598.95	-	99,899.99		17.09%						

North Bay Water Reuse Authority
 July 1, 2025 to Date Transaction Summary
 as of September 15, 2025
DISCRETIONARY

<u>Date</u>	<u>Description</u>	<u>Amount</u>
7/1/2025	Beginning Balance	112,794.36
Current NBWRA Balance		112,794.36
<i>PENDING</i>		
	NMWD Deposit (FY 25/26)	5,000.00
	Marin County Deposit (FY 25/26)	5,000.00
	LGVSD Deposit (FY 25/26)	5,000.00
	County of Napa Deposit (FY 25/26)	5,000.00
	Novato SD Deposit (FY 25/26)	5,000.00
Projected Balance		137,794.36

Combined
112,794.36
112,794.36
5,000.00
5,000.00
5,000.00
5,000.00
5,000.00
-
137,794.36

**EXPENSES NOT ALLOCATED TO
SPECIFIC ENTITIES IN THIS ACCOUNT**

Current NBWRA Reconciliation	
Beginning Balance	-
Deposits	-
Interest Earnings	-
Payments	-
Balance	-

Totals
-
-
-
-
-

Interest
North Bay Water Reuse Authority
as of December 8, 2025

Period	Amount
FY 2013/2014	\$ 4,406.53
FY 2014/2015	\$ 8,218.73
FY 2015/2016	\$ 11,919.53
FY 2016/2017	\$ 20,538.74
FY 2017/2018	\$ 26,353.96
FY 2018/2019	\$ 26,902.58
FY 2019/2020	\$ 22,388.61
FY 2020/2021	\$ 8,430.06
FY 2021/2022	\$ 5,598.40
FY 2022/2023	\$ 14,696.51
FY 2023/2024	\$ 37,435.32
FY 2024/2025	\$ 44,249.19
FY 2025/2026	\$ 10,769.18

Total	\$ 231,138.16
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Balance		
		Amount
Total Interest Earned		\$ 231,138.16
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)
Balance		\$ 111,938.16

ITEM NO. 8 STATUS OF PHASE 2, FINANCIAL CAPABILITY ANALYSIS REPORT, AND NEPA PROCESS

Action Requested

None at this time.

Summary

Rene Guillen will provide an update on the status of Financial Capability Analysis Report Status and Phase 2 NEPA Process.

- **Grant Administration**
 - Grant agreements are executed with Reclamation and Petaluma is in funding process.
 - Consultant team is working with State Water Resources Control Board to assess potential funding under the Water Recycling Funding Program to assist with the implementation of Phase 2 Projects.
- **NEPA Status: Complete**
 - Environmental Assessment/FONSI
 - FONSI has been Filed by Reclamation
 - Draft Biological Assessment – Biological Opinion
 - Biological Opinion has been issued by USFWS.
 - NOAA Fisheries Letter of Concurrence issued.
 - Cultural Resources Section 106 Addendum
 - SHPO Concurrence Letter Issued
- **Financial Capability Analysis Report Status**
 - The Financial Capability Analysis (FCA) Report was submitted to Reclamation and their staff used the content from our analysis and their directives and standards to compile their own report.
 - Reclamation completed their report and sent it to the regional director (of the California Great Basin office) for approval.
 - The regional director will pass it off to director of policy for their approval. Approval timeline specifics were not provided but Reclamation staff shared with the team that they do not anticipate needing any additional information from our team
- **Next Steps:**
 - No additional information should be needed from agencies/consultants for FCA approval.
- **Timeline:**
 - Grant agreement has been executed. Both NEPA and FCA items have been completed.

Recommendation

None at this time.

Attachment

None

ITEM NO. 9 RESILIENCE ARENA PROJECTS STATUS REPORT

Action Requested

None at this time.

Summary

The Consultant Team will provide an update on the status of the Resilience Arena Projects.

Resiliency Arena 1: Recycled Water Support

See above discussion in Item 8.

Resiliency Arena 3: Drought Contingency Planning

- **Project Status**
 - The Consultant team developed draft DCP Summary document outline.
 - Both the draft DCP Summary document outline and the crosswalk that shows how the Drought Resiliency Analysis TM compares to the guidance included in Reclamation's Drought Response Framework were distributed to the participating agencies for review and comment.
- **Next Steps:**
 - Gather feedback from agencies on the crosswalk and the DCP Summary Document to inform next steps.
- **Timeline:** Team would like to confirm approach on the drought contingency document summary with the participating agencies and begin work on compiling content over the next couple of weeks.

Resiliency Arena 4: Sea Level Rise Adaptation

- **Project Status**
 - ESA has continued to update TM2 Vulnerability Analysis and TM3 Adaptation Strategy to address Petaluma Study Area Modification.
 - ESA/Petaluma meetings to discuss findings; direction provided.
 - Revised documents to be distributed for Member Agency Review and comment.
 - Reviewing Funding Opportunities/Applications:
 - State Coastal Conservancy Grant Program
 - Ocean Protection Council SB-1 Application
- **Next Steps:** Revised TM2, TM 3; Adaptation Vision Document 1
- **Timeline:** The target completion date for the Draft Vision Document has been revised to February 2025.

Recommendation

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

Attachment

None.

ITEM NO. 10 FUNDING OPPORTUNITIES OVERVIEW

Action Requested

Information Item.

Summary

Seema Chavan from Brown and Caldwell will present an overview of funding opportunities relative to NBWRA resiliency arenas. As uncertainty at the federal level begins to stabilize, the consulting team continues to track both the federal funding landscape, and identify other opportunities at the State level.

Recommendation

None currently. This is an information item only.

Attachment

None.

ITEM NO. 11 FY 26/27 WORK PROGRAM OVERVIEW

Action Requested

Review and Approval

Summary

Based upon input from the TAC and discussion with individual Member Agencies, the Consulting Team has developed a revised scope of work and cost estimate from the version presented at the Nov 9 TAC meeting, and reviewed with the TAC at the Dec 4 TAC Meeting. A key consideration is reconfirmation of projects identified in the Feasibility Study, or identification of re-prioritized/new projects for inclusion in a revised Feasibility Study in FY26/27. The scope of work includes tasks for 3 Resiliency Areas, summarized as follows

- **Recycled Water Arena.** Resources to update the Feasibility Study and accompanying environment documentation to provide for new or re-prioritized projects identified by Member Agencies. This scope of work also includes funding to support upgrade of the webpage. American Canyon declined to participate in this arena, and costs were redistributed to remaining agencies. The consultant team reduced the total number projects from 6 to 5 in order to reduce costs to the remaining agencies.
- **Drought Contingency Arena.** Completion of Executive Summary and Reclamation acceptance to position NBWRA Member Agencies for Drought Contingency Funding. Consultant team removed scope items of DCP application to address Member Agency request.
- **Indirect Potable Reuse.** No tasks were identified for this resiliency arena.
- **Sea Level Rise Arena.** Completion of technical support and stakeholder collaboration tasks to advance adaptation strategies. Petaluma declined to participate in this arena due to their participation in the Sonoma County SSAP.

The proposed scope of work and cost estimate for each resiliency arena is attached. In addition, NBWRA Program Management and Administration Costs would be equivalent to FY25/26. A summary of the proposed FY 26/27 Budget is provided in Table A below. The TAC reviewed and recommended the scope of work and budget be presented to the Board for consideration.

Table A. FY 26/27 Budget

Contract FY 26/27	Amount	
Recycled Water Arena	\$260,331	Brown and Caldwell Team
Drought Contingency Arena	\$70,228	Brown and Caldwell Team
Indirect Potable Reuse Arena	\$0	
Sea Level Rise Arena	\$75,833	Brown and Caldwell Team
Consulting Team Sub Total	\$406,392	
Joint Use		
Program Management	\$50,000	ESA
Administration	\$50,000	Sonoma Water
	\$100,000	
Associate Member Dues	\$30,000	
	\$536,392	
MOU UPDATE – FROM DISCRETIONARY FUNDS – SEE ITEM 12.		
MOU Revision	\$31,000	ESA
SCWA Administration	\$6,000	Sonoma Water
	\$37,000	
NBWRA FY 26/27 Budget	\$573,392	

Recommendation

Consideration of Approval of NBWRA FY26/27 Budget by NBWRA Board and Member Agency Boards.

Attachments

Brown and Caldwell Scopes of Work Brown and Caldwell Recycled Water Brown and Caldwell Drought Contingency Brown and Caldwell Sea Level Rise
ESA Program Management

Fiscal Year 2026/27 Budget Allocations
December 2, 2025

Resilience Arena for Continued Recycled Water Support												
	Total	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon	Marin County
<i>Prorated Percent from Feasibility Study after removing associate members</i>		0.000%	15.329%	0.000%	14.236%	17.109%	0.000%	0.000%	36.000%	17.327%	0.000%	0.000%
Brown & Caldwell	\$ 260,331	\$ -	\$ 39,906	\$ -	\$ 37,060	\$ 44,540	\$ -	\$ -	\$ 93,719	\$ 45,106	\$ -	\$ -
Sonoma Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 260,331	\$ -	\$ 39,906	\$ -	\$ 37,060	\$ 44,540	\$ -	\$ -	\$ 93,719	\$ 45,106	\$ -	\$ -

Resilience Arena for Drought Contingency Plan												
	Total	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon	Marin County
<i>Shared equally by participating agencies</i>		0.000%	0.000%	0.000%	25.000%	25.000%	25.000%	0.000%	25.000%	0.000%	0.000%	0.000%
Brown & Caldwell	\$ 70,228	\$ -	\$ -	\$ -	\$ 17,557	\$ 17,559	\$ 17,556	\$ -	\$ 17,556	\$ -	\$ -	\$ -
Sonoma Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 70,228	\$ -	\$ -	\$ -	\$ 17,557	\$ 17,559	\$ 17,556	\$ -	\$ 17,556	\$ -	\$ -	\$ -

Resilience Arena for Sea Level Rise Adaptation												
	Total	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon	Marin County
<i>Shared equally by participating agencies</i>		50.000%				50.000%			0.000%			
Brown & Caldwell	\$ 75,833	\$ 37,917	\$ -	\$ -	\$ -	\$ 37,917	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sonoma Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 75,833	\$ 37,917	\$ -	\$ -	\$ -	\$ 37,917	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Joint Use												
	Total	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon	Marin County
<i>Shared equally by Phase 2 agencies with \$2,500 contribution per each line item form LGVSD and NMWD</i>		5.000%	18.000%	0.000%	18.000%	18.000%	5.000%	0.000%	18.000%	18.000%	0.000%	0.000%
Program Management	\$ 50,000	\$ 2,500	\$ 9,000	\$ -	\$ 9,000	\$ 9,000	\$ 2,500	\$ -	\$ 9,000	\$ 9,000	\$ -	\$ -
Sonoma Water Administration	\$ 50,000	\$ 2,500	\$ 9,000	\$ -	\$ 9,000	\$ 9,000	\$ 2,500	\$ -	\$ 9,000	\$ 9,000	\$ -	\$ -
Total	\$ 100,000	\$ 5,000	\$ 18,000	\$ -	\$ 18,000	\$ 18,000	\$ 5,000	\$ -	\$ 18,000	\$ 18,000	\$ -	\$ -

Associate Member Dues												
<i>LGVSD, Novato San, NMWD, Napa County, American Canyon, Marin County (@ \$5,000 each)</i>	Total	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon	Marin County
Associate Member Dues	\$ 30,000	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ 5,000
Total	\$ 30,000	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ 5,000

Summary of Dues Owed per Agency												
Agency	Total	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon	Marin County
Total	\$ 536,392	\$ 47,917	\$ 57,906	\$ 5,000	\$ 72,617	\$ 118,016	\$ 27,556	\$ 5,000	\$ 129,275	\$ 63,106	\$ 5,000	\$ 5,000

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 – Project Management

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

Subtask 1.1 – Meetings

The Consultant Team will attend twelve (12) Technical Advisory Committee (TAC) meetings and four (4) NBWRA Board Meetings. All meetings are assumed to be web-based without personal attendance. The Consultant team will help prepare meeting materials and present at these meetings.

Subtask 1.2 – Public Involvement

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

- Reviewing provided project-related studies, documents, and messages prior to release and make suggestions and recommendations.
- In coordination with the project team, review provided existing communications material for each geographic area of existing NBWRA member agencies to ascertain an informational approach for meeting the identified 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 fact sheets, PowerPoint presentations, Web page content, YouTube videos, letters, e-mail broadcasts and exhibits, as requested in writing that may reflect introduction of Phase 2 studies, plans and activities.
- Manage incoming telephone inquiries from the media, potential customers, key stakeholders, and special interest groups of the project areas. Maintain dedicated project phone up to 8 hours per day during business hours.
- 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 subtask budget.

Subtask 1.3 – Administration

The Consultant team 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.
- The Consultant team will not review the information provided for accuracy or quality.
- NBWRA meetings are assumed to be two (2) hours in duration.
- All meetings assume that up to five (5) members of the Consultant team will attend both the TAC and NBWRA meetings.
- A maximum of 18 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 – Feasibility Study Update

The Consultant team will work closely with the NBWRA member agencies and the U.S. Bureau of Reclamation (Reclamation) to update the existing Phase 2 North Bay Water Reuse Program (Program) Title XVI Study (Study). The Consultant team will leverage the existing Reclamation approved Study to complete the process. Services provided will include: 1) coordination with Reclamation regarding Study update; 2) limited update of Study to support Reclamation approval; 3) revision of up to 5 projects into the existing Study to add new project components that were not included in the initial description of the respective projects. The update will rely on findings from relevant studies, assessments, and analysis that have been provided by the NBWRA agencies and completed since the development of the original Study. The Consultant team will participate in one virtual meeting to discuss comments. In the event a substantial update is needed, a revised scope of work and budget can be added by amendment.

Task 2 Deliverables

- One admin draft (for NBWRA agencies review/comment) and one final version of the Study.

Task 2 Assumptions

- The scope of work assumes limited update to the approved Study is necessary.
- NBWRA agencies to provide available existing planning documents within 10 business days of request submittal.
- The Consultant team will use information as provided by NBWRA agencies and not review for accuracy.
- Additional informational or data needs identified as part of this task are not covered under the existing scope and budget but could be developed through an amendment as requested by the NBWRA agencies.
- The Consultant team will conduct quality reviews on deliverables prior to submittal to the NBWRA agencies. The Consultant team will submit deliverables to the NBWRA agencies initially as a draft for review, then as final to address the NBWRA agencies review comments. All deliverables are assumed to be electronic.

- Budget assumes that one (1) follow up meeting may be had to discuss comments. The follow up meeting would be held virtually using Microsoft Teams and be attended by up to two Consultant team staff members.
- NBWRA agencies will provide a single set of collated comments using a comment log within 10 business days of submittal. The Consultant team will document follow-up actions or rationale (if not revising a work product to incorporate one or more NBWRA agencies comment[s]) in the comment log.

Task 3 – Environmental Documentation Update

The Consultant team will review proposed projects relative to previously completed environmental documentation prepared for Phase 2 Program and will determine an environmental strategy to incorporate new or modified projects. From a California Environmental Quality Act (CEQA) perspective, the scope of work assumes an Environmental Impact Report (EIR) Addendum will be the appropriate CEQA mechanism for Member Agencies to meet CEQA requirements for implementation. The Consultant team will work with the individual Member Agencies to identify and leverage any existing CEQA documentation for the projects. To support Title XVI funding, the scope of work assumes an Addendum to the Environmental Assessment/Finding of No Significant Impact (EA/FONSI) will be the appropriate mechanism for review and approval by Reclamation. If a supplemental or subsequent EIR/EIS is required, the Consultant team will generate a revised scope of work and cost estimate for consideration.

Subtask 3.1 – CEQA Process

The Consultant team will coordinate with member agencies to develop an administrative draft project description to support CEQA review of individual projects. Following review and comment by Member Agencies, the Consultant team will prepare an administrative draft Addendum to the previously certified EIR. The Addendum will review new projects identified by the member agencies relative to the previous analysis and confirm that impacts would be less than or equivalent to those previously identified. Following review by Member Agencies, the Consultant team will respond to comments and prepare one public draft Addendum for Member Agency use. The Consultant team will coordinate with Member Agencies to determine an approval process for the Addendum.

Subtask 3.2 – NEPA Process

The Consultant team will use the CEQA project description to prepare a NEPA project description for review by Reclamation and to support NEPA review of individual projects. Following review and comment by Reclamation, the Consultant team will prepare an administrative draft Addendum to the previously approved EA/FONSI. The Addendum will review new projects relative to the previous analysis and confirm that impacts would be less than or equivalent to those previously identified. Following review of the Addendum by Reclamation, the Consultant team will respond to comments and prepare a public draft Addendum for Reclamation use. The Consultant team will coordinate with Reclamation to determine an approval process for the Addendum.

Subtask 3.3 – Regulatory Permitting

The Consultant team will review proposed projects relative to Reclamation's Section 7 consultation with USFWS and Section 106 consultation with the State Historic Preservative Officer (SHPO). This scope of work includes the preparation of a Technical Memorandum (TM) to support amendment of both consultations and assumes that no sensitive species or resources are identified or would be impacted by the new facilities. If sensitive resources are identified, or additional levels of

documentation, such as biological assessment or cultural resources report are needed, the Consultant team will prepare a separate scope and budget for consideration.

Task 3 Deliverables

- CEQA Process:
 - Administrative Draft Project Description.
 - Administrative Draft Addendum.
 - Public Draft Addendum.
 - Member Agency Notices/ Approval Support.
- NEPA Process:
 - Administrative Draft Project Description.
 - Administrative Draft EA/FONSI Addendum.
 - Draft EA/FONSI Addendum for Reclamation review.
 - Final EA/FONSI Addendum.
- One admin draft (for NBWRA agencies review/comment) and one final of a TM to support Section 7 Biological Opinion Addendum.
- One admin draft (for NBWRA agencies review/comment) and one final of a TM to support Section 106 SHPO Concurrent Letter Addendum.

Task 3 Assumptions

- The scope of work assumes that no sensitive species or resources are identified or would be impacted by the new project facilities. If sensitive resources are identified, or additional levels of documentation, such as biological assessment or cultural resources report are needed, the Consultant team will prepare a separate scope and budget for consideration.
- For all deliverables, 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.
- Service will be provided up to the limit of the task budget.

Task 4 – Ongoing Funding Tracking

State and Federal funding opportunities are constantly changing depending on legislation and appropriations. The Consultant team suggests monitoring legislation and NBWRA agency funding opportunities for applicable funding opportunities to provide the NBWRA agencies with information if funding has the potential to impact project direction or an opportunity arises that may be applicable to the Phase 2 Program.

- The Consultant team will monitor federal and state grants and loans for the identified projects that may be eligible and notify NBWRA agencies.
- If the Consultant team identifies opportunities that could be of interest, the Consultant team will contact the issuing agency to better understand the funding opportunity requirements and project eligibility, as needed.
- The Consultant team will monitor funding opportunities for one year from the time potential projects are identified.

Task 4 Deliverables:

- Quarterly funding updates that summarize viable funding opportunities.

Task 4 Assumptions:

- Up to four hours of research and reporting will be provided per month.

Budget

Continued Recycled Water Support																			
Phase	Phase Description	Rene Guillen	Jacki Bates	Bernadette Visitacion-Sumida	Erin Mackey	Seema Chavan	Matt Matasci	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	Funding Expert	Engineering Support	Word Processing	Graphics	Finance			Cost	Cost	Cost				
		\$266.00	\$142.00	\$313.00	\$381.00	\$381.00	\$206.00	\$142.00	\$142.00	\$118.00									
001	Project Management	92	42	4	0	0	0	0	0	10	148	\$32,868	\$41,960	\$9,632	\$7,420	\$59,012	\$59,012	\$61,963	\$94,831
001	Workshops	56	0	0	0	0	0	0	0	0	56	\$14,896	\$10,600	\$5,504	\$4,240	\$20,344	\$20,344	\$21,361	\$36,257
002	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
003	Administration	36	42	4	0	0	0	0	0	10	92	\$17,972	\$6,360	\$4,128	\$3,180	\$13,668	\$13,668	\$14,351	\$32,323
002	Feasibility Study Update	80	0	0	20	0	120	12	24	0	256	\$58,732	\$4,770	\$0	\$0	\$4,770	\$4,770	\$5,009	\$63,741
001	Feasibility Study Update	80	0	0	20	0	120	12	24	0	256	\$58,732	\$4,770	\$0	\$0	\$4,770	\$4,770	\$5,009	\$63,741
003	Environmental Documentation Update	40	0	0	0	0	0	0	0	0	40	\$10,640	\$0	\$62,271	\$0	\$62,271	\$62,271	\$65,384	\$76,024
001	CEQA Process	16	0	0	0	0	0	0	0	0	16	\$4,256	\$0	\$21,332	\$0	\$21,332	\$21,332	\$22,398	\$26,654
002	NEPA Process	16	0	0	0	0	0	0	0	0	16	\$4,256	\$0	\$17,761	\$0	\$17,761	\$17,761	\$18,649	\$22,905
003	Regulatory Permitting	8	0	0	0	0	0	0	0	0	8	\$2,128	\$0	\$23,178	\$0	\$23,178	\$23,178	\$24,337	\$26,465
004	Ongoing Funding Tracking	8	0	0	0	56	0	8	8	0	80	\$25,736	\$0	\$0	\$0	\$0	\$0	\$0	\$25,736
001	Ongoing Funding Tracking	8	0	0	0	56	0	8	8	0	80	\$25,736	\$0	\$0	\$0	\$0	\$0	\$0	\$25,736
GRAND TOTAL		220	42	4	20	56	120	20	32	10	524	\$127,976	\$46,730	\$71,903	\$7,420	\$126,053	\$126,053	\$132,355	\$260,331

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: Summary Document Development

The Brown and Caldwell (BC) team shall work collaboratively with the North Bay Water Reuse Authority (NBWRA) member agencies to develop a Drought Contingency Plan (DCP) summary document for the NBWRA member agencies to apply for U.S. Bureau of Reclamation (Reclamation) funding under the “Drought Resiliency Program.” The DCP summary document is based on the information and analysis included in Sonoma Water’s Regional Water Supply Resiliency Study (Study).

Task 1 – DCP Summary Document

The DCP summary document will summarize how the Study addresses each of the six DCP elements identified in Reclamation’s “WaterSMART Drought Response Program Framework”:

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

Using the findings of the gap analysis technical memorandum (TM) that was completed as part of the first phase of this work, the BC team will work with the NBWRA agencies to conduct the recommended actions for development of a document that can be used for applications for project funding through Reclamation’s “Drought Resiliency Program.” Information that is not directly in the Study but may be needed to support the development of the DCP summary document will be pulled from relevant studies, assessments, and analysis that have been provided and completed by the NBWRA agencies. Following review and revision the BC team and NBWRA agency representatives will schedule a meeting with Reclamation staff to discuss the DCP Summary Document and to receive Reclamation comments. In the event a substantial analysis or assessment is needed, a revised scope of work and budget can be added by amendment.

Task 1 Deliverables

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

Task 1 Assumptions

- NBWRA agencies to provide available existing planning documents within 10 business days of request submittal.
- BC will use information as provided by NBWRA agencies and not review for accuracy.

- Additional informational or data needs identified as part of this task are not covered under the existing scope and budget but could be developed through an amendment as requested by the NBWRA agencies.
- BC team will attend one meeting with Reclamation staff to discuss the DCP Summary Document 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 one hour in duration.
- It is assumed that all the meetings will be held virtually by Microsoft Teams.
- 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.
- NBWRA agencies will provide a single set of collated comments using a comment log within 10 business days of submittal. BC will document follow-up actions or rationale (if not revising a work product to incorporate one or more NBWRA agencies comment[s]) in the comment log.

Task 2 – 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.

2.1. 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.

2.2. Progress Meetings. The BC Project Manager (PM) and Sonoma Water PM will hold up to three, 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 2 Deliverables

- Up to six (6) monthly progress reports and invoices.

Task 2 Assumptions

- Up to six (6) months of PM services.
- 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 virtually by Microsoft Teams.

Budget

Drought Contingency Planning: Summary Document Development																
Phase	Phase Description	Rene Guillen	Jacki Bates	Bernadette Visitacion-Sumida	Seema Chavan	Sara Romero	Matt Matasci	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				
		\$266.00	\$142.00	\$313.00	\$381.00	\$118.00	\$206.00	\$142.00	\$142.00							
001	Summary Document Development	96	12	2	12	0	140	8	8	278	\$63,550	\$6,360	\$6,360	\$6,360	\$6,678	\$70,228
001	DCP Summary Document	72	0	0	12	0	140	8	8	240	\$54,836	\$6,360	\$6,360	\$6,360	\$6,678	\$61,514
002	Project Management	24	12	2	0	0	0	0	0	38	\$8,714	\$0	\$0	\$0	\$0	\$8,714
GRAND TOTAL		96	12	2	12	0	140	8	8	278	\$63,550	\$6,360	\$6,360	\$6,360	\$6,678	\$70,228
Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.																

Deliverable	Due Date
Draft Agendas	At least seven calendar days prior to each meeting
Final Agendas	At each meeting
Draft Action Minutes	Within three calendar days following each meeting
Final Action Minutes	Within seven calendar days of Sonoma Water's approval of draft
Draft Presentation	Five calendar days prior to each presentation
Final Presentation	At each presentation

Task 2: Financial Management

1. At the start of each calendar year, prepare the Program budget in two formats: An annual budget (or multi-year budget if directed by the TAC) and a longer range three-year budget based on Program revenue and cost elements including consultant costs.
2. Include tasks and costs for Phase 1, Phase 2, and Joint Use.
3. Identify cost allocations for the participating agencies.
4. Review complete budget status information provided by Sonoma Water on a quarterly basis and include this information in the Authority Board and TAC meeting packets.
5. Track Authority consultant costs monthly, compare costs to budget, and provide a summary at each Authority Board and TAC meeting.

Deliverables: Submit the below deliverables or as directed by Sonoma Water.

Deliverable	Due Date
Draft Annual budget	January of each year
Final Annual budget	April of each year
Draft long-range budget	January of each year
Final long-range budget	April of each year
Budget status	Include in Authority Board and TAC packets
Summary of Authority consultants' costs	Include in Authority Board and TAC packets

Task 3: Project Support and Review

1. Provide project support and review on various components of the overall Program including, but not limited to, participation in meetings and conference calls on an as-needed basis.
2. Provide Phase 1 project support and review including, but not limited to, federal and state grant programs and the Integrated Regional Water Management Program.
3. Provide Phase 2 project support and review including, but not limited to, the Phase 2 Feasibility Study and Environmental Impact Report, as well as, federal and state grant programs and the Integrated Regional Water Management Program.

Deliverables: Submit the below deliverables:

Deliverable	Due Date
Summary of activities	Include in monthly reports under Task 4,

Task 4: Program Planning

- i. Review monthly reports of Authority consultants for the purpose of monthly progress reports and other coordination activities.
- ii. Prepare and submit monthly progress reports to Sonoma Water's Project Manager and Administrative Contact that include, but are not limited to:
 - i. A detailed list of work performed.
 - ii. A summary of work performed by Authority consultants, based on review of Authority consultants' monthly reports.
 - iii. Dates and subject of meetings conducted, meeting attendees, and summary of meeting results, and other work performed under this Agreement.
 - iv. Letters developed under Task 1, Paragraph 10.
 - v. Deliverables as described herein.
 - vi. Progress on each element of the budget.
 - vii. Other information as appropriate or as requested by Sonoma Water Project Manager.

Provide copies of monthly reports to Sonoma Water's Project Manager and Administrative Contact and provide supporting documentation for expenses.

Include consultant monthly reports in Board and TAC meeting agenda packets.

Deliverables: Submit the below deliverables:

Deliverable	Due Date
Monthly Progress Reports	Monthly with invoices
Consultant Monthly Reports	With agenda packets

Estimated Cost: \$50,000

Scope of Work – Sea Level Rise

Technical Support

The following scope provides services to provide Member Agency Technical Support to further develop concepts generated by the NBWRA Sea Level Rise (SLR) Vision process. The scope of work below identifies an order of magnitude effort to be applied to the most appropriate focus area as an outcome of the SLR Vision Process and approved by the participating Member Agencies. This effort has the potential to be augmented by funding from outside sources, and the scale of each of these focus areas can be adjusted based upon pending results of the NBWRA SLR Vision process.

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 – Member Agency Technical Support

This task would provide technical support to individual Member Agencies to further define and develop adaptation strategies identified in the SLR Vision Process. The objective of this effort would be to support feasibility level analysis for specific adaptation strategies and locations. Potential technical support areas are identified below. Implementation would include technical support for each Member Agency to focus on advancing one technical issue within their study area. Potential technical issues based on the SLR Vision Process are identified below. The Consulting Team is available to review other technical issues identified by the Member Agencies.

Subtask 2.1 –LGVSD Reclamation Area

This subtask includes conceptual alternative development for the Restoration Area between Miller Creek and Hamilton Field to develop a no-action alternative and two restoration alternatives to progress potential managed retreat strategies that would reduce levee maintenance along the shoreline, provide tidal restoration, and address long-term flooding and sediment management issues related to Miller Creek. The team will identify nature-based approaches are both possible and cost-effective while maintaining levels of flood protection that are acceptable to the District and other stakeholders. The concept development would provide the next phase of the visioning process, allow LGVSD to review long-term adaptation strategies, and would allow for community property owner and regulatory agency engagement.

The Consulting Team will develop a no-action baseline and two managed retreat options for the Reclamation Area based upon results of the SLR Vision process. This will include consideration of

opportunities and constraints focusing on engineering and ecology, and based on information from the review of previous studies. At this conceptual development level, the Consulting Team will focus effort on evaluation of major constraints and major project elements, and potential approaches to address identified constraints to create a feasible project. The Consulting Team will assess and compare the ecological and flood reduction benefits of each alternative.

The Consulting Team will provide descriptions (text and graphics) of the alternatives, including expected typical dimensions (length, depth/height, width) and materials for these elements. The Consulting Team will apply existing design guidelines and professional judgment to identify the likely scale of restoration project elements.

For each alternative, the Consulting Team will develop concept-level estimates of earthwork quantities, will itemize other major project elements for each alternative, and will provide an assessment of relative cost differences based on engineering judgement scaling the relative magnitude of the alternatives. For the selected alternative, the Consulting Team will prepare a concept-level order of magnitude opinion of probable construction costs. This probable construction cost will include an appropriate contingency as an allowance for project features that will not be designed in detail under this scope.

The Consulting Team assumes that the project will primarily consist of earthwork, at-grade trails and access roads, planting and vegetation management, and gravity-driven water control structures (culverts, tide gates) where possible and relocating pump stations where needed due to the subsided grades in the area. the Consulting Team anticipates evaluation of the following categories of project elements:

- Existing Flood Protection Levees to be modified
- New Flood Protection Levees
- Ecotone slopes and habitat islands
- Horizontal levee with potential subsurface seepage slopes from LGVSD
- Sediment placement to raise site grades to restoration elevation
- Dredging to increase the depth and/or width of portions of the existing channel, and use of dredged material for restoration
- New Creek and Tidal Channel Excavation
- New embankments for trail and/or maintenance vehicle access (not for flood protection)
- Gravity-driven water control structures where possible

The Consulting Team will not perform detailed evaluation of:

- New/improved bridges, buildings, walls, or other built infrastructure.
- New/improved above ground or underground utility infrastructure.
- Hydrologic/Hydraulic modeling analysis

Analysis of such infrastructure often requires extensive coordination with the owner/manager of that infrastructure, and likely would require technical disciplines not represented in the project team (structural, geotechnical, mechanical). The Consulting Team's analysis shall incorporate provisional assumptions and associated costs about anticipated infrastructure modifications and/or will incorporate information provided by the owner/manager of the infrastructure in question. Such provisional assumptions could have a high level of uncertainty.

Subtask 2.2 –LGVSD Reclamation Lands Collaboration Support

The consultant team will support LGVSD in collaboration discussions with property owners, stakeholders and potential partners with the Operating Landscape Unit (OLU) to progress implementation of SLR adaptation strategies for the LGVSD Reclamation lands. Our scope of work includes facilitation of up to 4 multi-party meetings to review the adaptation strategies identified for the Reclamation Lands and identify potential partnerships to progress towards implementation. Potential meetings include: adjacent property owners (St. Vincent's and Silvera), SMART, PGE, Marin County Open Space, Sonoma Land Trust or other appropriate entities as identified.

Subtask 2.3 – Petaluma Sea Level Rise Technical Support

This subtask includes as directed technical support for the City of Petaluma to continue to progress planning for Sea Level Rise adaptation for the study area examined in the SLR Vision Process. It is anticipated that the City of Petaluma will participate in a Sonoma County led Subregional Shoreline Adaptation Plan. This scope of work includes general technical support for that effort, as well as specific technical areas of focus identified as part of the SLR Vision Process. This scope of work is “as directed” by Petaluma, and may include the below tasks or other identified tasks. Deliverables will be in the form of Technical Memos.

- 1) Technical Support for Sonoma County SSAP
- 2) Technical Analysis or Advancement of Identified Priority Adaptation Strategies, potentially including, but not limited to:
 - Prioritization of Near-Term Enhancements
 - Review of Sediment Management/Stockpile Opportunities for Future Levee
 - Review of Pond 9/10 Resiliency
 - Schellenberger Adaptation Strategy
 - Haystack Landing Adaptation Strategy
- 3) Funding Application Support
- 4) Other Technical Support as directed.

Task 2 Deliverables:

- One admin draft (for NBWRA agencies review/comment) and one final version for all technical memoranda and deliverables.
- Draft agenda/presentations to support meetings.
- Notes and action items following collaboration meetings.

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 15 days to review draft documents.

- 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 virtual and 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 are not included in the scope. Addition of the activities will require an amendment.
- Service will be provided up to the limit of the task budget.

Budget

Sea Level Rise Technical Support														
Phase	Phase Description	Rene Guillen	Jacki Bates	Bernadette Visitacion-Sumida	Sara Romero	Total Labor Hours	Total Labor Effort	Expenses	Total ODCs	ESA Cost	Total Sub Cost	Total Expense Cost	Total Expense Effort	Total Effort
		PM	PA	Project Oversight	Finance									
		\$266.00	\$142.00	\$313.00	\$118.00									
001	Project Management	18	12	2	4	36	\$7,583	\$0	\$0	\$0	\$0	\$0	\$0	\$7,583
002	Development of SSAP	0	0	0	0	0	\$0	\$0	\$0	\$65,000	\$65,000	\$65,000	\$68,250	\$68,250
GRAND TOTAL		18	12	2	4	36	\$7,583	\$0	\$0	\$65,000	\$65,000	\$65,000	\$68,250	\$75,833
Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.														

ESA Program Management Scope of Work

Tasks

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

1. If needed, coordinate room reservations for quarterly (4) Board meetings and monthly (12) TAC-only meetings.
2. Notice Authority Board meetings via email in compliance with the Brown Act.
3. Plan the Authority Board and TAC meetings, including preparation of agendas for the Authority Board and TAC meetings.
4. Coordinate speakers at Authority Board and TAC meetings, prepare agenda item reports, and obtain approval of speakers from TAC Chair or Sonoma Water's Project Manager.
5. Email agenda packets to Authority members by 3 p.m. one week prior to the Board meeting.
6. Organize Authority Board agenda packets as one PDF document.
7. Facilitate Authority Board and TAC meetings as follows: (1) assist with reaching an understanding of issues by Authority Board and TAC members as quickly as possible, (2) ensure efficient time spent on each agenda item, and (3) obtain decisions on various elements of Program where necessary and possible.
8. Prepare and distribute action item minutes to Authority Board and TAC for both Authority Board and TAC meetings.
9. Track the progress of short-term action items from Authority Board and TAC meetings, and prepare a report on said items to include in each TAC agenda packet.
10. Develop letters on behalf of the Authority Board on an as-needed basis as authorized by the Authority Board or TAC Chair.
11. Schedule and participate in periodic coordination conference calls with Sonoma Water and Authority consultants.
12. If requested by Sonoma Water for specific issues, act as point of contact with the public, reporters, and government officials, and respond to inquiries through phone calls or emails.
13. Attend meetings, seminars, or conferences to make presentations on behalf of Authority, as approved by Authority Board or TAC Chair.

Deliverables: Submit the below deliverables

ITEM NO. 11. CONTRACT WITH ESA TO SUPPORT MOU REVISION

Action Requested

Review and Approval

Summary

The NBWRA Memorandum of Understanding (MOU) was last amended in 2017 and, although functional, requires updating and revision. The TAC anticipates engaging in a series of discussions on key issues during its regular meetings and coordinating with Member Agencies' legal counsels. The TAC recommends that Sonoma Water enter into a contract with ESA to support the MOU update process. The expected costs for ESA (\$31,000) and Sonoma Water's administration (\$6,000) have been included in Item 11. The TAC recommends that the funds to cover the MOU update be allocated from NBWRA's discretionary funds.

Recommendation

Approve

Attachment

None

ITEM NO. 12 COMMENTS FROM THE CHAIR, BOARD, AND MEMBER AGENCIES

Action Requested

None at this time.

Summary

The Board will discuss items for future discussion and the Chair, Board and/or Member Agencies may make brief announcements or reports on their own activities, pose questions for clarification, or request that items be placed on a future agenda. Items for the next Agenda include regular reports, Report and Recommendations from the TAC, Phase 2 Status Report, progress reports on the FY2024/25 Resilience Arena Projects and FY2026/27 Financial Summary.

Recommendation

None at this time.

Attachment

None