

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

Thursday, March 6, 2025

Agenda

2:00 PM

Zoom Meeting: Microsoft Teams Meeting;

<https://esassoc.zoom.us/j/9256551082?pwd=cnU3M2h5aXg2a1BBeTBZb1BJY25BZz09&omn=83475053677&from=addon>

	1.		Call to Order and Self Introductions
	2.	Action	Approval of Agenda
	3.		Public Comments
<b>Pages 2-5</b>	4.	Action	TAC Meeting Minutes of February 6, 2025
<b>Page – 6</b>	5.	Discussion	Status of Phase 1 Reconciliation and Closeout Activities
<b>Pages 7-9</b>	6.	Discussion	Resilience Arena Status Reports
<b>Page 10</b>	7.	Discussion	Status of Consultant Agreements for FY2024/25
<b>Page 11</b>	8.	Information	Funding Workshop – February 20, 2025
<b>Page 16</b>	9.	Information	Member Agency 1:1 Discussions
	10.	Discussion	FY25/26 NBWRA Budget Discussion
	11.	Discussion	Planning for April NBWRA Board Meeting
	12.		Adjournment

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

**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, February 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 Water
Andrew Damron, Vice Chair	Napa Sanitation
Brad Sherwood	Sonoma Water
Chelsea Thompson	City of Petaluma
Curtis Paxton	Las Gallinas Valley Sanitary District
Judd Goodman	Marin County FCD
Tony Williams	North Marin Water District
Lucy Croy	Marin Water
Norman Woods	American Canyon
Gina Benedetti-Petnic	City of Petaluma
Chris DeGabriele	Las Gallinas Valley Sanitary District
Paul Piazza	Sonoma Water

**Consultant Team**

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

**2. Approval of the Agenda**

The Agenda was approved with no changes.

**3. Public Comments**

There were no public comments.

**4. TAC Meeting Minutes of December 5, 2024**

A motion to approve the December 5, 2024 minutes was unanimously approved.

### **5. Status of Phase 1 Reconciliation and Closeout Activities**

Brad Allen and Chair Booker discussed the Final Report for the Phase 1 Reconciliation and Closeout and provided an update on invoicing for reconciliation. Brad indicated that invoices to member agencies that would be sent; upon receipt of payment, Sonoma Water would issue reimbursement checks to agencies that are owed.

### **6. Resilience Arena Status Reports**

Rene Guillen gave an update on the Recycled Water Resilience Arena. Discussions have been ongoing with USBR in an effort to finalize the agreement with Reclamation to fund projects for Petaluma. Petaluma is on track to procure the full grant amount that was originally requested, although funding will be limited to 2 out of the 3 projects. Rene asked Member Agency to review the FS for projects that may request funding, as well as new projects that could be integrated into an updated feasibility study. Chair Booker noted that revision of the FS would need to be reflected in pending budget discussions. Jim O'Toole added that perhaps a more formal process for reviewing projects with member agencies might helpful to review projects included and any additional projects. Norman Woods and Kevin Booker indicated that would be helpful, Jim O'Toole offered to set 1:1 meetings up with the Member Agencies.

Jim O'Toole provided an update on the NEPA process indicating that all approvals had been received and Reclamation has completed its NEPA process and posted the FONSI.

Rene Guillen gave an update on the Financial Capability Report. Questions from USBR have been addressed. Final acceptance from USBR is expected soon.

Rene Guillen provided an update on the Drought Contingency resilience arena project. B+C is developing a crosswalk between the Sonoma Water report and the DCP requirements that will allow Reclamation to review. Draft being sent out for Member Agencies to review.

Jim O'Toole discussed the Sea Level Rise Resilience Arena. City of Petaluma has requested an extension of their study area to include areas upstream of U.S.101. ESA has prepared a scope amendment to extend the analysis. NBWRA did not submit on the FEMA BRIC application, but continues to review the OPC Grant opportunity, and intends to submit either in March or in June. ESA will be presenting to the Las Gallinas Valley Sanitary District Board March 6.

Chair Booker asked that the meeting minutes reflect that the agenda did not include this as an action item, but requested that the TAC take action on this item. After discussion from Oriana Hart, Curtis Paxton moved for approval, was seconded by Chelesea Thompson, and the item was approved unanimously by Member Agencies, with North Marin Water District abstaining.

### **7. Status of Consultant Agreements for FY2024/25**

Chair Booker reported that the agreements with Brown and Caldwell (B&C) is in process and would be revised per the approval of Item 7. The B&C agreement will likely go to Sonoma Water's Board in April 2025.

### **8. Brainstorming Session = Future Projects for NBWRA**

Continuing discussion from the December meeting, the TAC briefly discussed the following potential future projects:

- Additional recycled water projects
- Drought contingency projects
- Sea Level Rise projects
- Potable reuse
- Nutrient removal in response to the new watershed permit
- Stormwater management – flood control and water supply enhancement
- Projects to address PFAS/PFOS requirements
- Other Items

Jim O'Toole discussed scheduling a funding workshop with the TAC to present an overview of funding opportunities that align with NBWRA Resilience Arenas. A potential pilot project focused on educating the public about indirect potable reuse was discussed, as was the incorporation of stormwater into such the pilot. A summary of indirect potable reuse pilot projects in the Bay Area was identified as a potential next step.

### **9. Plans for Next Board Meeting**

A Board meeting is scheduled for April 28 , 2024 at 9:30 a.m. via Zoom. The Board will be updated on the following:

1. Status of Phase 1 closeout and reconciliation.
2. Status of Phase 2 projects.
3. Status of the Resilience Area projects
4. Financial Report
5. Status of consultant agreements
6. Brief report on TAC Brainstorming
7. Other Items

Chair Booker discussed the need for earlier planning regarding the FY26/27 and discussed process for reviewing and approving FY25/26 Budget at the April 6 TAC Meeting. Jim O'Toole discussed the need for the TAC Members to be actively communicating with NBWRA Board Members.

**10. Next Meeting**

The next meeting is scheduled for March 6, 2025.

**11. Adjournment**

There being no further business, Chair Booker adjourned the meeting was adjourned at 2:59 p.m.

**ITEM NO. 5 STATUS OF PHASE 1 RECONCILIATION AND CLOSEOUT  
ACTIVITIES**

**Action Requested**

None at this time.

**Summary**

The Final Draft Phase I Reconciliation and Closeout Report was approved by the Board at the December 16, 2024 meeting. Sonoma Water is in process of issuing invoices to agencies that owe, and when payment is received, will issue reimbursements to agencies. Closeout Process should be completed by Q2, contingent upon Member Agency payment.

**Recommendation**

None Required.

**Attachments**

None.

## **ITEM NO. 6 RESILIENCE ARENA STATUS REPORTS**

### **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**

- **Grant Administration**
  - Draft grant agreement docs were submitted to USBR in January and we are currently in coordination with USBR to execute the grant agreement in the next few months.
  
- **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 should be executed in the next couple of weeks. Both NEPA and FCA items have been completed.

### **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 is expanding scope of analysis for City of Petaluma
  - ESA is presenting to LGVSD Board of Directors March 6 to provide overview of work to date.
  - ESA continued discussions regarding OPC Grant Application and potential for NBWRA led Regional Shoreline Plan.
    - City of Petaluma expressed interest in continuing NBWRA efforts if they are coordinated with Sonoma County.
    - Discussed potential to apply for funding for Gallinas OLU and Novato OLU with Marin County FCD.
    - Coordinated with Sonoma County regarding inclusion of Petaluma River OLU to continue Petaluma analysis.
    - Discussions generally positive.
    - Ocean Policy Council SB-1 Application
      - This is a rolling planning grant program for community based planning; Its next application round is due in March and additional application rounds are in June.
      - This funding program is focused on community outreach, a next logical step following NBWRA SLR Visioning Process.
      - Objective would be to continue momentum and meet BCDC requirements for Regional Shoreline Adaptation Plan (RSAP)
- **Next Steps:**
  - Update TM2 and TM 3 to include revised PET Study Area.
  - Adaptation Strategy Memo: Adaptation Vision Document 1



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- **Timeline:** The target completion date for the Draft Vision Document has been revised to April 2025.

**Recommendation**

None at this time.

**Attachment**

Scope of Work Modification

**ITEM NO. 7 STATUS OF CONSULTANT AGREEMENTS FOR FY2024/25**

**Action Requested**

None at this time.

**Summary**

The FY2024/25 Budget was approved by the Board on June 24, 2024. The budget included the following:

<b>Contract</b>	<b>Amount</b>	<b>Project</b>
Brown & Caldwell	\$150,000	Continued Recycled Water Support
Brown & Caldwell	\$87,488	Sea Level Rise Adaptation
Weir Technical Services	\$0	Program Management (using carryover funds)
Sonoma Water	\$92,537	Administration
<b>Total</b>	<b>\$330,025</b>	

Sonoma Water will report on the status of the Brown & Caldwell agreement, scheduled to be on the Sonoma County Board of Supervisors Agenda for April 15. The agreement also includes funds for ESA and Data Instincts.

**Recommendation**

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

**Attachment**

None.

**ITEM NO. 8 FUNDING WORKSHOP – FEBRUARY 20, 2025**

**Action Requested**

None at this time. It is requested that the TAC continue to review funding opportunities that align with Member Agency projects.

**Summary**

As requested by the TAC, a workshop was scheduled on February 20, 2025 to review and update potential funding opportunities. Brown and Caldwell’s Seema Chavan provided an overview of Federal and State funding programs that align with NBWRA Resiliency Arenas. The objective of the workshop was to provide information regarding potential funding programs and review potential opportunities for funding with Member Agencies. The powerpoint is attached, and a video recording of the workshop was circulated to the invited Member Agencies. The video is available for 30 days, and a link is provided below.

[https://esassoc.zoom.us/rec/share/B\\_E--EmNANEF5q6m9e3MN6PTAwcmmCqdnT8bZ4FvQF\\_DVUaEsy6MFzbPr\\_HM0YUo.OQGyKMN6osOV0Uo9](https://esassoc.zoom.us/rec/share/B_E--EmNANEF5q6m9e3MN6PTAwcmmCqdnT8bZ4FvQF_DVUaEsy6MFzbPr_HM0YUo.OQGyKMN6osOV0Uo9)

**Recommendation**

None at this time.

**Attachment**

None.

## **ITEM NO. 9 MEMBER AGENCY 1:1 DISCUSSIONS**

### **Action Requested**

None at this time.

### **Summary**

As discussed at the February 6<sup>th</sup> TAC Meeting, the consultant team scheduled a number of 1:1 Meetings with Member Agencies to review the Feasibility Study. This included: a) review projects identified for each Member Agency that are included within the Feasibility Study; b) identification of projects that should be considered for WaterSMART grant opportunities in calendar year 2025; c) review other projects that were identified in the Feasibility Study at a program level; d) review other Resilience Arena projects that could benefit from funding support.

Discussions with Sonoma Valley County Sanitation District, Petaluma, Napa San District, and American Canyon are completed; the consultant team will continue to schedule 1:1 Meetings as appropriate. These discussions will inform budget planning for FY25/26 and FY26/27.

### **Recommendation**

It is recommended that Member Agencies continue to meet with the consulting team to review projects contained in the Feasibility Study, additional projects, and future project types that would benefit from funding.

### **Attachment**

None.

## **ITEM NO. 10 FY25/26 NBWRA BUDGET DISCUSSION**

### **Action Requested**

None at this time.

### **Summary**

The consulting team has generated 3 potential budget scenario for FY25/26. They are outlined below. Additional costs would include Program Management (\$50,000) and Sonoma Water administration (\$50,000).

- **Scenario 1 – Execute Existing Amendment (\$270K [\$0 new dollars])**

- General (\$85K)
  - Continue project visioning discussions
  - Participate in TAC and Board Meetings
- Recycled Water (\$30K)
  - 1 Title XVI Application
- Sea Level Rise (\$30K)
  - 1 Sea Level Rise Application

Envisioned Scenario 1 Outcome:

- Title XVI Funding for Recycled Water Arena
- OPC Funding for next phase of SLR Planning

- **Scenario 2 – Partial Request (\$400K [\$125K new dollars])**

- General (\$135K)
  - Continue project visioning discussions
  - Participate in 1 additional grant application, not limited to Title XVI (\$50K)
  - TAC and Board Meetings
- Recycled Water (\$50K)
  - Streamlined FS update, limited to minor project updates
  - No substantial updates (i.e., no new projects) to FS or Enviro documentation
- Potable Reuse (\$30K)
  - Pilot visioning (\$30K)
- Drought Contingency Planning (\$100K)
  - Add budget to complete DCP Summary Document (\$30K)
  - 1 Drought Response Program Grant application (\$50K)
  - DCP visioning meetings to expand participation (\$20K)
- Sea Level Rise (\$80K)
  - 1 Sea Level Rise application (\$30K)

- SLR visioning meetings to expand participation (\$50K)

**Envisioned Scenario 2 Outcomes:**

- Title XVI Funding for New Recycled Water Project not currently in FS
- Vision and Scope of Work for Potable Reuse Educational Pilot
- Expansion of NBWRA to include West County Agencies in DCP
- Funding for DCP Projects
- Funding for next phase of SLR Planning – OPC Grant
- Expansion of NBWRA to include SMART, City of Novato and Sonoma County in SLR Regional Shoreline Plan to meet BCDC requirements for NBWRA Member Agencies

**Scenario 3 – Full Request (\$515K [\$245K new dollars])**

- General (\$135K)
  - Continue project visioning discussions
  - Participate in TAC and Board Meetings
  - 1 additional grant application, not limited to Title XVI
- Recycled Water (\$200K)
  - Adding multiple new RW projects to FS and Enviro documentation (\$170K)
  - 1 Title XVI Application (\$30K)
- Potable Reuse (\$TBD)
  - Traveling pilot for educational and outreach purposes
- Drought Contingency Planning (\$100K)
  - Add budget to complete DCP summary document (\$30K)
  - 1 Drought Response Program Grant Application (\$50K)
  - DCP visioning meetings to expand participation (\$20K)
- Sea Level Rise (\$80K)
  - 1 Sea Level Rise Application (\$30K)
  - SLR visioning meetings to expand participation (\$50K)

**Envisioned Scenario 3 Outcomes:**

- Grant funding outside of Title XVI
- Title XVI Funding for New Recycled Water Project not currently in FS
- Traveling Potable Reuse Educational Pilot
- Expansion of NBWRA to include West County Agencies in DCP
- Funding for DCP Projects
- Funding for next phase of SLR Planning – OPC Grant
- Expansion of NBWRA to include SMART, City of Novato and Sonoma County in SLR Regional Shoreline Plan to meet BCDC requirements for NBWRA Member Agencies

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As noted previously by Chair Booker, the TAC will engage in budget planning for FY26/27 in June-October 2025 in order to allow for Member Agencies to integrate NBWRA into their FY26/27 budgeting processes.

**Recommendation**

Discuss proposed Scenarios identified by the Consultant Team and provide direction for preparation of draft FY25/26 to be considered by TAC at its April 3 Meeting for approval and recommendation to the NBWRA Board for consideration at its Board Meeting scheduled for April 28, 2025 at 9:30 a.m. via Zoom.

**Attachment**

Existing NBWRA Amended Budget (Scenario 1).

NBWRA Resiliency Arenas Support Revised Budget											
Task	Task Description	BC	Data Instincts	ESA	Kennedy Jenks	Total Sub Cost	Total Expense Cost	Total Expense Effort	Total Effort	Existing Budget	Total Amended Budget
		Cost	Cost	Cost	Cost						
<b>001</b>	<b>Continued Recycled Water Support</b>	<b>\$51,394</b>	<b>\$15,000</b>	<b>\$37,200</b>	<b>\$40,000</b>	<b>\$92,200</b>	<b>\$92,200</b>	<b>\$98,606</b>	<b>\$150,000</b>	<b>\$204,966</b>	<b>\$354,966</b>
001	Project Management	\$24,817	\$10,000	\$7,200	\$19,573	\$36,773	\$36,773	\$39,509	\$64,326	\$71,806	\$136,132
002	Environmental Evaluation	\$2,024	\$0	\$30,000	\$0	\$30,000	\$30,000	\$31,564	\$33,588	\$91,855	\$125,443
003	Financial Capability Determination	\$3,543	\$0	\$0	\$20,427	\$20,427	\$20,427	\$21,560	\$25,103	\$15,554	\$40,657
004	Phase 2 Grant Application	\$21,010	\$5,000	\$0	\$0	\$5,000	\$5,000	\$5,973	\$26,983	\$25,752	\$52,734
<b>002</b>	<b>Drought Contingency Planning</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$52,034</b>	<b>\$52,034</b>
001	Document Review	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,060	\$23,060
002	Technical Memorandum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,608	\$20,608
003	Project Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,366	\$8,366
<b>003</b>	<b>Sea Level Rise Adaptation</b>	<b>\$18,666</b>	<b>\$0</b>	<b>\$45,000</b>	<b>\$20,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$68,822</b>	<b>\$87,488</b>	<b>\$121,000</b>	<b>\$208,489</b>
001	Project Management	\$8,402	\$0	\$10,000	\$0	\$10,000	\$10,000	\$10,836	\$19,238	\$13,594	\$32,832
002	Strategic Outreach	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,033	\$13,033
003	Decision Making Framework	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,128	\$13,128
004	Vulnerabilities	\$0	\$0	\$0	\$10,109	\$10,109	\$10,109	\$10,614	\$10,614	\$25,006	\$35,621
005	Adaptation Strategies	\$0	\$0	\$0	\$9,891	\$9,891	\$9,891	\$10,386	\$10,386	\$32,472	\$42,858
006	Advance Concepts	\$0	\$0	\$20,000	\$0	\$20,000	\$20,000	\$21,000	\$21,000	\$18,867	\$39,867
007	Next Steps Strategies	\$10,264	\$0	\$15,000	\$0	\$15,000	\$15,000	\$15,986	\$26,250	\$4,900	\$31,151
<b>GRAND TOTAL</b>		<b>\$70,060</b>	<b>\$15,000</b>	<b>\$82,200</b>	<b>\$60,000</b>	<b>\$157,200</b>	<b>\$157,200</b>	<b>\$167,429</b>	<b>\$237,489</b>	<b>\$378,000</b>	<b>\$615,489</b>

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

*Note: This budget snapshot does not include the additional ~\$30K budget that will be added to support Petaluma’s request to expand the existing scope of the Sea Level Rise assessment. Adding the ~\$30K to the amended budget total would result in the ~\$270K that is presented as part of Scenario 1.*

**ITEM NO. 11 PLANNING FOR APRIL NBWRA BOARD MEETING**

**Action Requested**

None at this time.

**Summary**

The Board should be updated on the following:

1. Status of Phase 1 closeout and reconciliation.
2. Status of Phase 2 projects.
3. Status of the Resilience Area projects
4. Financial Report
5. Draft Budget for 2025/26
6. Status of consultant agreements for FY2025/26
7. Results of TAC Brainstorming Sessions
8. Other Items

The TAC has its next scheduled meeting April 3. Sonoma Water and the Consultant Team will prepare a finalized budget for FY 24/25 to be reviewed with the TAC. TAC will be asked to approve the draft budget on April 3 for inclusion in the Board package for the April 28 meeting.

**Recommendation**

Discuss plans for the Board meeting scheduled for April 28, 2025 at 9:30 a.m. via Zoom.

**Attachment**

None.