

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

Thursday, Nov 6, 2025

Agenda

2:00 PM

Zoom Meeting: Microsoft Teams Meeting;

<https://esassoc.zoom.us/j/9256551082?pwd=cnU3M2h5aXg2a1BBcTBZb1BJY25BZz09&omn=83475053677&from=addon>

	1.		Call to Order and Self Introductions
	2.	Action	Approval of Agenda
	3.		Public Comments
Pages 2-4	4.	Action	TAC Meeting Minutes of Oct 2, 2025
Pages 5-6	5.	Discussion	Resilience Arena Status Reports
Page 8-29	6.	Action	Planning for NBWRA FY26/27
Page 29	7.	Discussion	Planning for December NBWRA Board Meeting
	8.		Adjournment

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
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 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.

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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.

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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 NO. 5 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**
 - Consultant team is in the process of developing a draft Technical Memorandum (TM) outlining the findings and identifying the items that should be addressed to make the Regional Water Supply Resiliency Study meet DCP criteria. The TM will include the crosswalk that shows how the Drought Resiliency Analysis TM, that is part of the Regional Study, compares to the guidance included in Reclamation's Drought Response Framework
- **Next Steps:**
 - Finalize draft summary of findings TM and distribute to the participating agencies for review and feedback.
- **Timeline:** Team is working on finalizing draft, should have a draft version of the document in 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.
 - Revised TM3 distributed to PET 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

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

Recommendation

None at this time.

ITEM NO. 6. PLANNING FOR NBWRA FY 26/27 BUDGET

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. 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.
- **Drought Contingency Arena.** Completion of Executive Summary and Reclamation acceptance to position NBWRA Member Agencies for Drought Contingency Funding.
- **Indirect Potable Reuse.** No tasks were identified for this resiliency arena.
- **Sea Level Rise Arena.** Completion of next phase technical studies to support Subregional Shoreline Adaptation Plan (SSAP) through either County-led or NBWRA-led process.

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.

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Table A. FY 26/27 Budget

Contract FY 26/27	Amount	
Recycled Water Arena	\$285,802	Brown and Caldwell Team
Drought Contingency Arena	\$133,726	Brown and Caldwell Team
Indirect Potable Reuse Arena	\$0	
Sea Level Rise Arena	\$96,812	Brown and Caldwell Team
Consulting Team Sub Total	\$516,340	
Joint Use		
Program Management	\$50,000	ESA
Administration	\$50,000	Sonoma Water
	\$100,000	
Associate Member Dues	\$20,000	
	\$636,340	
MOU UPDATE – FROM DISCRETIONARY FUNDS		
MOU Revision	\$31,000	ESA
SCWA Administration	\$12,000	Sonoma Water
	\$43,000	
NBWRA FY 26/27 Budget	\$679,340	

Recommendation

TAC Approval to present FY26/27 Budget to NBWRA Board at December 15 Board Meeting.

Attachments:

Member Agency Budget Allocation Spreadsheet
Brown and Caldwell Recycled Water Arena Scope
Brown and Caldwell Drought Contingency Plan Arena Scope
Brown and Caldwell Sea Level Rise Arena Scope
ESA Program Management Scope

Fiscal Year 2026/27 Budget Allocations
November 4, 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	\$ 285,802	\$ -	\$ 43,810	\$ -	\$ 40,686	\$ 48,898	\$ -	\$ -	\$ 102,888	\$ 49,520	\$ -	\$ -
Sonoma Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 285,802	\$ -	\$ 43,810	\$ -	\$ 40,686	\$ 48,898	\$ -	\$ -	\$ 102,888	\$ 49,520	\$ -	\$ -

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	\$ 133,726	\$ -	\$ -	\$ -	\$ 33,432	\$ 33,432	\$ 33,431	\$ -	\$ 33,431	\$ -	\$ -	\$ -
Sonoma Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 133,726	\$ -	\$ -	\$ -	\$ 33,432	\$ 33,432	\$ 33,431	\$ -	\$ 33,431	\$ -	\$ -	\$ -

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>		33.000%				33.000%			33.000%			0.000%
Brown & Caldwell	\$ 96,812	\$ 31,947	\$ -	\$ -	\$ -	\$ 31,948	\$ -	\$ -	\$ 31,948	\$ -	\$ -	\$ -
Sonoma Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 96,812	\$ 31,947	\$ -	\$ -	\$ -	\$ 31,948	\$ -	\$ -	\$ 31,948	\$ -	\$ -	\$ -

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>Marin County, 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	\$ 20,000	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ 5,000
Total	\$ 20,000	\$ 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	\$ 636,340	\$ 41,947	\$ 61,810	\$ 5,000	\$ 92,118	\$ 132,278	\$ 43,431	\$ 5,000	\$ 186,267	\$ 67,520	\$ 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 6 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	96	0	0	24	0	144	12	24	0	300	\$69,456	\$6,360	\$0	\$0	\$6,360	\$6,360	\$6,678	\$76,134
001	Feasibility Study Update	96	0	0	24	0	144	12	24	0	300	\$69,456	\$6,360	\$0	\$0	\$6,360	\$6,360	\$6,678	\$76,134
003	Environmental Documentation Update	40	0	0	0	0	0	0	0	0	40	\$10,640	\$0	\$74,725	\$0	\$74,725	\$74,725	\$78,461	\$89,101
001	CEQA Process	16	0	0	0	0	0	0	0	0	16	\$4,256	\$0	\$25,598	\$0	\$25,598	\$25,598	\$26,878	\$31,134
002	NEPA Process	16	0	0	0	0	0	0	0	0	16	\$4,256	\$0	\$21,313	\$0	\$21,313	\$21,313	\$22,379	\$26,635
003	Regulatory Permitting	8	0	0	0	0	0	0	0	0	8	\$2,128	\$0	\$27,814	\$0	\$27,814	\$27,814	\$29,205	\$31,333
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		236	42	4	24	56	144	20	32	10	568	\$138,700	\$48,320	\$84,357	\$7,420	\$140,097	\$140,097	\$147,102	\$285,802
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 – Drought Contingency Related Grant Application and Management

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

Task 2 Deliverables:

- Draft and final grant applications for one (1) funding opportunity related to drought contingency.

Task 2 Assumptions:

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

product to incorporate one or more NBWRA member agencies comment[s]) in the comment log.

- A maximum of eight (8) hours has been budgeted for responding to comments and questions on the submitted grant application.
- Service will be provided up to the limit of the task budget.

Task 3 – Project Management

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

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

3.2. Progress Meetings. The BC Project Manager (PM) and Sonoma Water PM will hold up to 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 3 Deliverables

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

Task 3 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	168	21	2	32	6	276	16	16	537	\$122,596	\$10,600	\$10,600	\$10,600	\$11,130	\$133,726
001	DCP Summary Document	80	0	0	16	0	168	8	8	280	\$64,256	\$6,360	\$6,360	\$6,360	\$6,678	\$70,934
002	Drought Response Program Grant Application and Management	64	0	0	16	0	108	8	8	204	\$47,640	\$4,240	\$4,240	\$4,240	\$4,452	\$52,092
003	Project Management	24	21	2	0	6	0	0	0	53	\$10,700	\$0	\$0	\$0	\$0	\$10,700
GRAND TOTAL		168	21	2	32	6	276	16	16	537	\$122,596	\$10,600	\$10,600	\$10,600	\$11,130	\$133,726
Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.																

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	\$84,980	\$84,980	\$84,980	\$89,229	\$89,229
GRAND TOTAL		18	12	2	4	36	\$7,583	\$0	\$0	\$84,980	\$84,980	\$84,980	\$89,229	\$96,812

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

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

ITEM NO. 7 PLANNING FOR DECEMBER NBWRA BOARD MEETING

Action Requested

Discussion

Summary

The Board should be updated on the following at the December 15th Board Meeting

1. Status of Phase 2 projects.
2. Status of the Resilience Area projects
 - a. Consultant Updates/Presentation
3. Financial Report
4. FY 26/27 Budget
5. Other Items

Please note that the December 15th meeting is proposed to be in-person at the North Marin Water District Board Room, located at 999 Rush Creek Pl, Novato.

Recommendation

None

Attachment

None.