

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

Thursday, December 4, 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 Nov 6, 2025
Pages 5-6	5.	Discussion	Resilience Arena Status Reports
Page 8-32	6.	Action	Planning for NBWRA FY26/27
Page 33	7.	Discussion	Planning for December NBWRA Board Meeting
	8.		Adjournment

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
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 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. 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: No additional updates.

- **Grant Administration**
 - Draft grant agreement documents 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 agreements are executed.

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 from the version presented at the Nov 6 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.

Agenda Explanation
North Bay Water Reuse Authority
Technical Advisory Committee
December 4, 2025

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		
MOU Revision	\$31,000	ESA
SCWA Administration	\$12,000	Sonoma Water
	\$43,000	
NBWRA FY 26/27 Budget	\$579,392	

Recommendation

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

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.																

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.

Budget

Sea Level Rise Technical Support														
Phase	Phase Description	Rene Guillen	Jacki Bates	Bernadette Visitation-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.														

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.