

ITEM 5. APPROVAL OF APRIL 30 2025 NBWRA BOARD MINUTES

Action Requested:

Approval of Minutes.

**North Bay Water Reuse Authority
Board of Directors Meeting Minutes
April 28, 2025**

FINAL

Approved _____

1. Call to Order

Acting Chair Jack Russell called the meeting to order at 9:30 a.m. on Monday, April 28, 2025. This meeting was a Zoom only meeting. Meeting participants and the public participated via the following link: <https://us02web.zoom.us/j/87256632888>.

2. Roll Call

PRESENT:	Larry Russell, Acting Chair	Marin Municipal Water District
	Amber Manfree	Napa County
	Belia Ramos	Napa County
	Jack Baker	North Marin Water District
	Kevin Booker	Sonoma Valley County Sanitation District
	Gary Robards	Las Gallinas Valley Sanitation District
	Dennis Rodoni	Marin County
	Scott Sedgley	Napa Sanitation District
	John Shribbs	City of Petaluma

ABSENT: *Novato Sanitary District*

OTHERS

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

3. Public Comments

There were no members of the public.

4. Introductions

Introductions were made for the benefit of new NBWRA Board Member Amber Manfree, Napa County Supervisor.

5. Board Meeting Minutes of December 16, 2024

On a motion by Director Rodoni, seconded by Director Robards, the minutes of the December 16, 2024, meeting were approved by the Board by a roll call vote.

6. Report from the Chair

Vice Chair Russell deferred to Program Manager Jim O'Toole; Jim noted the schedule of upcoming Board Meeting scheduled for June 30, September 29 and December 15, 2025. Jim discussed the potential for the Board to meet in person at one of these dates, and noted that reports from the Technical Advisory Committee, Item No. 6.a and Consultant Progress Reports, Item No. 6.b are included in the agenda.

6.a Report from the Technical Advisory Committee

Kevin Booker referred the Board to the included minutes from the February 6, 2025 and March 6, 2025 meetings, and indicated additional discussion regarding the TAC's budgeting process would be provided under Item 11. Jim O'Toole provided a summary of additional information related to the TAC, including a funding workshop held on February 20, 2025, and a series of 1:1 Member Agency meetings to review projects relative to the Feasibility Study.

6.b Consultant Progress Reports

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

7. Financial Reports for Fiscal Year Ending June 30, 2025.

The Board reviewed the financial reports for the Fiscal Year ending and June 30, 2025.

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

Rene Guillen, Brown and Caldwell, provided an update on Grant Administration tasks and the Financial Capability Analysis Report. Rene reported that final paperwork has been completed to support the \$6.1M grant for the City of Petaluma. Jim O'Toole confirmed that NEPA process had been completed as well.

9. Resilience Arena Projects Status Reports

Rene Guillen referenced Item 8 for the Recycled Water Arena, and provided an update for the Drought Contingency Arena. Rene indicated the gap analysis to compare Sonoma Water's Resiliency Study to Bureau of Reclamation requirements had been completed, and that a TM summarizing the findings would be the next appropriate step. Rene responded to a series of questions from Board Member Manfree regarding the location of the supporting documents and the general conclusions of the DCP.

Jim O'Toole provided a summary of progress for the Sea Level Rise Visioning Process. Jim indicated that ESA was working to update previously completed Technical Memoranda with results of the City of Petaluma's new study area upstream of US 101. Results would be used to support a vision document, likely available to present at the Board's June meeting.

10. Status of Consultant Agreements, Including the Agreement with ESA for Jim O'Toole's Services as Program Manager for FY2024/25

Kevin Booker reported that the agreement, confirmed by Jim O'Toole, has been signed by both parties. The agreement with Brown & Caldwell is nearing completion and is expected to go to the Sonoma Water Board for approval in March 2025. Acting Chair Ramos requested that the Board be informed when the agreements have fully executed.

11. Budget Proposal for FY 25/26

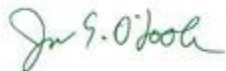
Kevin Booker, TAC Chair, presented a budget proposal for fiscal year 25/26, totaling \$115,000. The budget includes \$50,000 for Sonoma Water, \$50,000 for program management, and \$15,000 for a grant application under sea level rise. Kevin indicated that the TAC had reviewed and approved bringing the budget before the NBWRA Board for consideration. Kevin also indicated that the budgeting process for FY 26/27 would begin in Fall 2025 to better align with Member Agency budgeting processes. Board Member Larry Russel requested clarification of the budget, to which Brad Elliot clarified that the \$50,000 for program management would cover administrative costs and staff time for amending ESA's agreement. Brad also mentioned that there would be a rollover of leftover budget from the current fiscal year. The team agreed to provide more information about the hourly rates charged in the next meeting. The board approved the proposed budget with one abstention.

12. Items for the Next Agenda

Items for the next agenda include a report and recommendations from the TAC, regular reports, Phase 2 Status Report, progress reports on the Resilience Arena Projects, consultant agreements, and plans for a FY2026/27 Budget. The next meeting is scheduled for June 30, 2025. The Board discussed potential agenda items for the next meeting, including a presentation on the NBWRA's history, an update on planning for the 26/27 budget, and a discussion regarding questions relative to the North Bay Watershed Association. Jim agreed to coordinate a meeting with Andy Rogers from NBWA and report back to the board. The board also discusses the need for better coordination and partnerships among various groups working on similar issues. The next meeting is scheduled for June 30th, and Jim mentions that member agencies may request a la carte services directly from NBWRA.

There being no further business, Vice Chair Russell adjourned the meeting at 10:32.

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



Jim O'Toole
Program Manager