

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

Thursday, Sept 11, 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
<b>Pages 3-5</b>	4.	Action	TAC Meeting Minutes of August 8, 2025
<b>Pages 6-7</b>	5.	Discussion	Resilience Arena Status Reports
<b>Page 8</b>	6.	Discussion	Status of Consultant Agreements for FY2025/26
<b>Page 9-32</b>	7.	Discussion	Planning for NBWRA FY26/27
<b>Page 33</b>	8.	Discussion	Planning for September NBWRA Board Meeting
<b>Page 34</b>	9.	Action	American Canyon Participation in Arena 4: NBWRA SLR Vision Process
	10.		Adjournment

**ITEM 4. APPROVAL OF MINUTES: JULY 10<sup>th</sup> TAC MEETING**

**Action Requested**  
Approval

**North Bay Water Reuse Authority  
Technical Advisory Committee  
Zoom Meeting Minutes  
August 8, 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 August 8, 2025. The meeting was a Zoom meeting only and attendees participated via the following link: <https://us02web.zoom.us/j/89055428051>.

**Committee Members Present**

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

**Consultant Team**

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

**2. Approval of the Agenda**

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

### **3. Public Comments**

There were no public comments.

### **4. TAC Meeting Minutes of July 10, 2025**

The minutes of the July 10, 2025 TAC Meeting were approved. The TAC discussed and agreed to the use of Zoom recording by the Program Manager to support preparation of TAC meeting minutes, but agreed that: 1) such recordings would not be otherwise used or distributed; 2) other recording or documentation software use by individual member agencies, such as AI agents/software for note keeping or in-lieu of attendance, was not appropriate, and that member agencies would rely on meeting minutes.

### **5. Resilience Arena Status Reports**

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

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

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

### **7. Planning for NBWRA FY 26/27**

The group discussed planning for the 2026-2027 budget, and the consulting team provided an overview of draft Program, which includes Program Administration by Sonoma Water (\$65,000), Program Management by ESA (\$50,000) and consultant scopes of work generated for each Resiliency Arena, for a total program of \$665,000. Rene Gullien provided an overview of the Recycled Water Arena scope of work, which includes: a) updating the feasibility study to incorporate new projects based on member agency priorities, b) updating environmental documents through addenda, c) budget for funding tracking with quarterly updates and d) refreshing the website. The scope of work for the Drought Contingency Planning Arena include completing a gap analysis summary document comparing the resiliency study to Recalvation requirements and development of a grant application under the drought response program. Jim O'Toole presented two options for the Sea Level Rise Arena. Option A leverages existing work

Agenda Explanation  
North Bay Water Reuse Authority  
Technical Advisory Committee  
August 7, 2025

to prepare elements of a sub-regional shoreline adaptation plan (SSAP) to position member agencies for county-led processes; Option B includes additional technical work to progress adaptation strategies specific to each participating Member Agency. The cost estimate and distribution is the same for each scope, but provides some flexibility given the status of County-led SSAP efforts.

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

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

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

## **8. Planning for September NBWRA Board Meeting**

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

## **9. American Canyon Participation**

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

Agenda Explanation  
North Bay Water Reuse Authority  
Technical Advisory Committee  
August 7, 2025

updated cost distribution table, allowing work with American Canyon to begin this month rather than waiting until next meeting.

**10. Adjournment**

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

## **ITEM 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**
  - City of Petaluma to review results of SLR vulnerability and adaptation strategies for the downtown area.
  - American Canyon requests participation in SLR Visioning Process
    - ESA scheduling discussions with American Canyon
  - ESA continued discussions regarding:
    - OPC Grant Application for NBWRA led Regional Shoreline Plan.
    - State Coastal Conservancy Grant for Technical Development Phase
    - Discussions regarding potential for Subregional Shoreline Adaptation Plan (SSAP) that would include Gallinas and Novato Operating Landscape Units.
- **Next Steps:**
  - Update TM2 and TM 3 to include revised PET Study Area and new American Canyon Area
  - Adaptation Strategy Memo: Adaptation Vision Document 1
- **Timeline:** The target completion date for the Draft Vision Document has been revised to Fall 2025.

### **Recommendation**

None at this time.

**ITEM NO. 6 STATUS OF CONSULTANT AGREEMENTS FOR FY2025/26**

**Action Requested**

None at this time.

**Summary**

The FY2025/26 Budget was approved by the Board on April 29, 2025. The budget included the following:

<b>Contract FY 25/26</b>	<b>Amount</b>	<b>Contract Status</b>
ESA Program Management	\$50,000	Pending
Sonoma Water	\$65,000	Administration
<b>Total</b>	<b>\$115,000</b>	FY 25/26
FY24/25 Carry Over	\$267,897	Approved by Sonoma Board April 24, 2025

Sonoma Water is preparing a contract agreement with ESA for Program Management Services for FY25/26. The agreement is anticipated to be in place October 1 2025. Brown and Caldwell's contract was approved by the Sonoma Water Board of Directors April 24, 2025, and is in place.

**Recommendation**

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

**Attachment**

None.



## ITEM NO. 7. PLANNING FOR NBWRA FY 26/27 BUDGET

### Action Requested

Consideration and Approval

### Summary

As previously discussed, in order to better align with Member Agency budget planning, we are including FY 26/27 Budget discussions as a standing item as part of the July, August and September TAC Meetings, in order to allow for Member Agencies to integrate NBWRA into their FY26/27 budgeting processes. This will allow for TAC approval of a budget at the September 11 TAC meeting, and Board consideration at its September 29<sup>th</sup> Board Meeting.

Based upon input from the TAC and discussion with individual Member Agencies, the Consulting Team has developed the attached 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.

Based upon discussions, a Member Agency specific contingency has also been identified. This will allow each agency to include additional resources in the FY26/27 budget for as needed services, including planning, preliminary design and funding application support. This will be tracked and invoiced as separate tasks by the consulting team and Sonoma Water.

**Table A. FY 26/27 Budget**

<b>Contract FY 26/27</b>	<b>Amount</b>	
Program Management	\$50,000	ESA
MOU Revision	\$30,272	ESA
Administration	\$65,000	Sonoma Water
<b>Sub Total</b>	<b>\$115,000</b>	FY 26/27
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	\$130,000	Brown and Caldwell Team
<b>Consulting Team Sub Total</b>	<b>\$549,528</b>	
Member Agency Specific Contingency (1)		
Petaluma	\$50,000	Brown and Caldwell Team
America Canyon	\$50,000	Brown and Caldwell Team
<b>NBWRA FY 26/27 Budget</b>	<b>\$649,528</b>	

- 1) For illustration purposes only. Individual Member Agencies should identify specific contingency budgets that they want to establish.

### **Recommendation**

Approve recommendation to present to NBWRA Board at Sept 29 Board Meeting.

# **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 Response Program 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) federal funding opportunity related to the WaterSMART Drought Response Program.

### **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
<b>GRAND TOTAL</b>		<b>168</b>	<b>21</b>	<b>2</b>	<b>32</b>	<b>6</b>	<b>276</b>	<b>16</b>	<b>16</b>	<b>537</b>	<b>\$122,596</b>	<b>\$10,600</b>	<b>\$10,600</b>	<b>\$10,600</b>	<b>\$11,130</b>	<b>\$133,726</b>
Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.																

# **DRAFT Scope of Work – Sea Level Rise Technical Support, Option A**

The following scope provides services to provide Technical Support for a Subregional Shoreline Adaptation Plan (SSAP), either County-led or NBWRA-led. 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 sea level rise (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.

## **Technical Support Towards preparation of a Subregional Shoreline Adaptation Plan (SSAP)**

Creation of an SSAP is a substantial undertaking that is most commonly led by a city or county, however special districts and agencies managing lands along the Bay shoreline can contribute to or lead creation of their own SSAP's. Marin County is aware of the need to create one (or more) SSAPs for their Bay shoreline, and is currently working to develop a planning and multi-jurisdictional governance structure to address SLR impacts holistically across the County . The timeline for the implementation of this governance structure is uncertain.

Given the uncertain timeline for County-level SSAP preparation, the proposed NBWRA effort will generate information for the NBWRA Members Agencies to incorporate into their internal planning processes, understand and become conversant in SLR adaptation strategies applicable to their service areas, and to allow the NBWRA members to proactively and effectively participate in ongoing and future SLR planning efforts at the County-scale.

This task proposes to allocate NBWRA resources towards compilation of information and supporting technical analysis and documentation that will be necessary for the creation of an SSAP, with a specific focus on NBWRA members facilities and service areas. Depending on the outcomes of the Marin County governance structure, NBWRA's information and analysis could be packaged into a stand-alone SSAP specific to the member agencies' service areas or corresponding operational landscape units (OLUs), or could be provided to Marin County to be incorporated into a county-wide SSAP. Sonoma County has applied for, and is anticipated to receive, funds under an Ocean Protection Council (OPC) SB-1 Grant; it is anticipated that the City of Petaluma would participate in the Sonoma County SSAP, and similarly would provide generated information to the County for use or incorporation. Discussions are beginning regarding Napa County's SSAP process, and America Canyon would be one of the key participatory agencies given its shoreline.

## **Fiscal Year 26/27 Scope of Work**

The Consulting Team would leverage information developed as part of the SLR Vision Process to complete corresponding elements of the SSAP as identified in Table 1. below. The focus of this scope of work would be on completing SSAP Element A: Planning Process and SSAP Element B: Existing Conditions, including the community outreach component (identified as Equitable Engagement in the BCDC requirements). The BCDC requirements for these two elements are shown in Figure 1 and 2, respectively. The objective of this effort would be to continue to facilitate

planning/coordination efforts towards the creation of an SSAP that aligns with BCDC’s RSAP guidelines, and to position NBWRA Member Agencies to either participate in County led efforts or continue with an NBWRA SSAP planning process. Individual tasks are identified below.

Table 1. BCDC SSAP Elements versus NBWRA SLR Vision Process		
A. Planning Process	TM1. Vision, Goals, Objectives Memo	Equitable Engagement is required throughout the planning process.
B. Description of Existing Conditions	TM2. Risk and Vulnerability	BCDC RSAP asset and hazard mapping web portal is not yet available.
C. Vulnerability Assessment	TM2. Risk and Vulnerability Memo	Community outreach is needed to identify priority areas
D. Adaptation Strategies and Pathways	TM3. Adaptation Strategy Memo	Community outreach is needed to align strategies/pathways with community priorities
E. Land Use and Policy Plan	Not included in scope	NBWRA members have limited land use planning authority (compared to Cities/Countries)
F. Project Implementation and Funding Plan	TM4. SLR Vision Roadmap	NA
G. Project List	TM4. SLR Vision Roadmap	Specific Projects may not be Identified at Vision Level





Plan Requirements		Plan Submittal Requirements	Standard Submittals
<b>Element A: Planning Process</b>			
<b>A1.</b>	List Subregional Plan partners, including jurisdictions, planning project team members, and affected parties.		
a.	Plan type	Description of plan type and included jurisdiction(s).	<input type="checkbox"/>
b.	Planning project team	List and description of planning team.	<input type="checkbox"/>
	Diverse perspectives	Description of what efforts were taken to include diverse perspectives on the project planning team.	<input type="checkbox"/> Equity Assessment
	Multilingual communities	Description of how language services are included in the planning effort.	<input type="checkbox"/> Equity Assessment
c.	Affected parties	List of affected and interested parties.	<input type="checkbox"/>
d.	Tribal consultation	Description of government-to-government consultation process.	<input type="checkbox"/>
<b>A2.</b>	Include a map of the Subregional Shoreline Adaptation Plan area ("planning area").		
a.	Planning area	Map with boundaries of planning area.	<input type="checkbox"/>
<b>A3.</b>	Describe the multi-jurisdictional coordination process.		
a.	Multi-jurisdictional coordination	Description of multi-jurisdictional and county coordination.	<input type="checkbox"/>
<b>A4.</b>	Summarize equitable engagement efforts throughout the planning process.		
a.	Vulnerable community identification	Definitions and mapped locations of Environmental Justice, socially vulnerable communities, and Tribes.	<input type="checkbox"/>
b.	Equitable outreach and engagement	Summary of equitable outreach and engagement efforts.	<input type="checkbox"/>
	Equity in engagement	Description of how the engagement process includes people from vulnerable communities.	<input type="checkbox"/> Equity Assessment
	Community and Tribal partnerships	Description of efforts to engage communities and Tribes in partnerships.	<input type="checkbox"/> Equity Assessment

Figure 1. BCDC SSAP Exhibit A Requirements

Element B: Existing Conditions			
<b>B1.</b>	List and describe existing plans, studies, and/or other information that may be relevant to addressing and responding to coastal flooding hazards.		
a.	General and land use plans	Summary of how coastal flooding hazards are referenced and addressed in general and other land use plans.	<input type="checkbox"/>
b.	Hazard and emergency plans	Summary of how coastal flooding hazards are referenced and addressed in hazard and emergency plans.	<input type="checkbox"/>
c.	Climate and resilience plans	Summary of climate and resilience plans and how they relate to this plan.	<input type="checkbox"/>
Plan Requirements		Plan Submittal Requirements	Standard Submittals
<b>B2.</b>	Map and describe physical and ecological characteristics of the landscape within the planning area.		
a.	Physical conditions	Map(s) and description of physical landscape conditions and characteristics.	<input type="checkbox"/>
b.	Coastal and nearshore hydrological conditions	Map(s) and description of existing coastal and nearshore hydrological characteristics.	<input type="checkbox"/>
c.	Ecosystem Health and Resilience conditions	Map(s) and description of existing ecological and biological conditions.	<input type="checkbox"/>
	Communities and ecosystems	Describe the known relationships of communities and ecosystems and values towards natural and nature-based adaptation.	<input type="checkbox"/> Equity Assessment
d.	Historical conditions	Map(s) and description of historical physical and ecological landscape characteristics.	<input type="checkbox"/>
e.	Planned future changes	Description of planned future shoreline changes.	<input type="checkbox"/>
<b>B3.</b>	Map and describe existing populations, assets, sectors, services, and land uses within the planning area.		
a.	Community Health and Well-being conditions	Map(s) and description of populations and community services as related to Community Health and Well-being.	<input type="checkbox"/>
	Community assets	Description of what community assets and services were identified by communities.	<input type="checkbox"/> Equity Assessment
b.	Development, Housing, and Land Use conditions	Map(s) and description of current and future land uses, development, and projects related to Development, Housing, and Land Use.	<input type="checkbox"/>
	Displacement and land use patterns	Description of how land uses may have contributed to displacement risk.	<input type="checkbox"/> Equity Assessment
c.	Critical Infrastructure and Services conditions	Map(s) and description of utilities infrastructure, stormwater and flood management infrastructure, emergency management, and public trust lands related to Critical Infrastructure and Services.	<input type="checkbox"/>
	Dependency on services	Description of if and how vulnerable communities have specific service dependencies.	<input type="checkbox"/> Equity Assessment
d.	Public Access and Recreation conditions	Map(s) and description of trails networks, parks and open spaces, and recreation related to Public Access and Recreation.	<input type="checkbox"/>
	Access and safety	Description of the state of connection to and safety of public access.	<input type="checkbox"/> Equity Assessment
e.	Transportation and Transit conditions	Map(s) and description of land, air, water, and emergency transportation related to Transportation and Transit.	<input type="checkbox"/>
	Mobility and affordability	Description of known challenges of transportation mobility and affordability.	<input type="checkbox"/> Equity Assessment
Plan Requirements		Plan Submittal Requirements	Standard Submittals
f.	Shoreline Contamination conditions	Map(s) and description of sites as related to Shoreline Contamination.	<input type="checkbox"/>
	Known and unknown sites	Description of the status of contamination in communities.	<input type="checkbox"/> Equity Assessment
g.	Collaborative Governance, Flood Management, and Funding conditions	Map(s) and description of boundaries and partnerships related to Collaborative Governance, Flood Management, and Funding.	<input type="checkbox"/>
	Community and Tribal capacity	Description of if and how funding was included for community partnerships in project budgets.	<input type="checkbox"/> Equity Assessment

Figure 2. BCDC SSAP Exhibit A and Exhibit B Requirements



## Future Planning Efforts

As an outcome of the SLR Vision Process, the potential for funding may support additional efforts in the Sea Level Rise Resiliency Arena. Specifically, there may be substantial benefit to the NBWRA related to development of a North Marin SSAP covering the Novato and Gallinas Operating Landscape Units (OLU) (Figure 3). Similarly, a Regional NBWRA SSAP that includes Marin, Sonoma and Napa Counties could provide substantial value to both NBWRA and its individual Member Agencies. Future planning efforts would be contingent upon the following developments: 1) procurement of additional funding as a result of the NBWRA SLR Vision Process through either Ocean Protection Council SB-1 Grant or State Coastal Conservancy Grant; 2) participation from essential partner agencies, including Marin County, City of Novato and SMART; and 3) BCDC approval to proceed with the proposed SSAP study area (North Marin or Regional).

A scope of work for the tasks to develop a SSAP is provided below for TAC review, modification, application to either study area (North Marin or Regional), and subsequent cost estimating in the event that conditions favoring a NBWRA-led SSAP develop in the future.

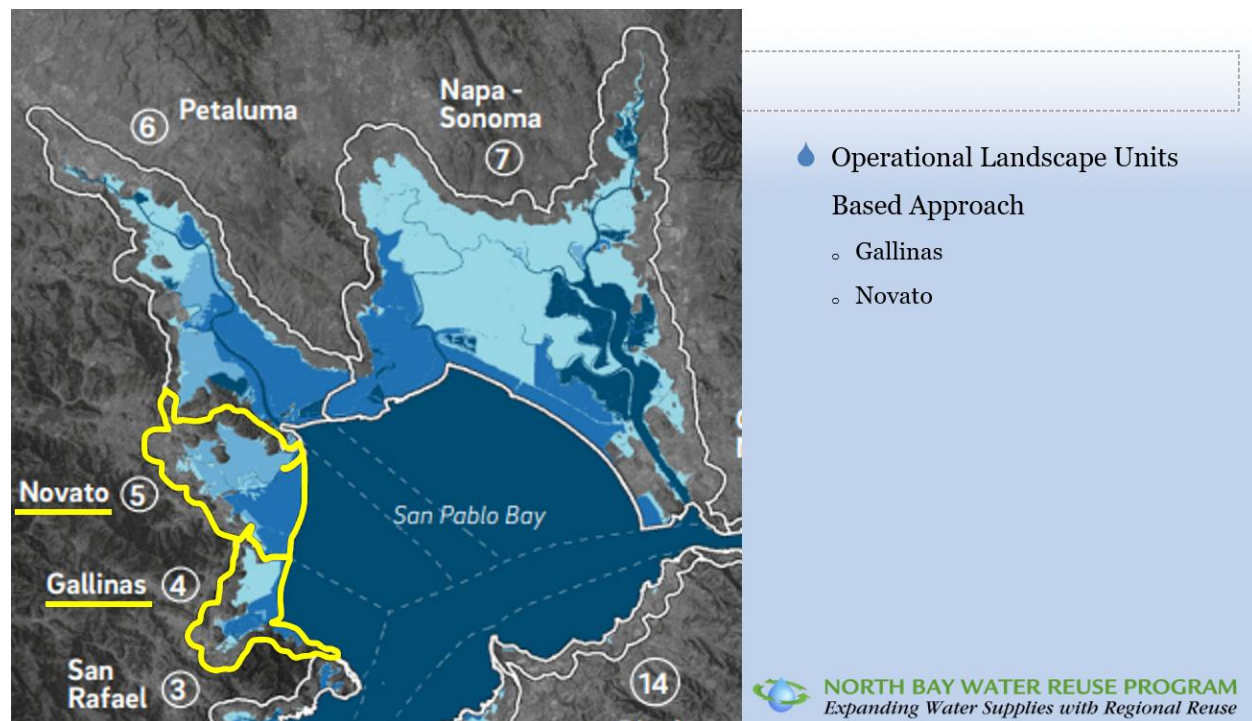


Figure 3. Potential North Marin County Subregional Plan Study Area

## 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 – Development of SSAP**

The Consultant team will work with the NBWRA agencies to develop an SSAP as described in the subtasks below.

### **Subtask 2.1 – Coordination with BCDC**

This task would provide for coordination with BCDC regarding SSAP Elements and technical approach to meet those requirements.

### **Subtask 2.2 – Coordination with BCDC**

The Consultant would coordinate with the City of Novato, Marin County, SMART to engage their participation and align SSAP efforts with local planning requirements.

### **Subtask 2.3 – Community Outreach Process**

The Consultant Team will implement the Equitable Outreach and Engagement Plan developed as part of the NBWRA SLR Vision, which will be developed to be consistent with the RSAP Guidelines (A4). The Consultant Team will assist Member Agencies with the establishment of an interested parties list and coordination of community meetings and information exchanges. The types of interested parties may include representatives from environmental advocacy groups, land trusts, and non-profits, recreational users of the Marin County shoreline, as well as local residents and other interested parties, particularly from vulnerable communities. This task will include three (3) community meetings, with potential meeting topics listed below.

- Overview of Existing Conditions
- Vulnerability Analysis
- Adaptation Strategies & Pathways
- Potential Local Adaptation Vision

The approach and recommended engagement techniques will take into consideration BCDC's Environmental Justice and Tribal Consultation policies. This process will be designed to continue to cultivate existing relationships and grow new relationships through established community networks in the diverse communities along the shoreline. To foster those discussions, the Consulting team will coordinate with Member Agencies to distribute relevant outreach materials for interested parties or "ad hoc advocates" to take back to their organizations and agencies in other meetings, thereby providing an additional method of public outreach from trusted community members. As a part of this task, the Consulting Team also proposes to leverage the NBWRA's website to post materials that can be stored and shared throughout the project duration.

### **Subtask 2.4 – Administrative Draft SSAP Elements A and B**

The Consulting Team would prepare Administrative Draft RSAP Elements for Member Agency and BCDC review. The scope of work assumes one round of comments by BCDC and Member Agencies.

### **Subtask 2.5 – Draft SSAP**

Based upon comments received, the Consulting Team will prepare Draft RSAP Elements for Member Agency and BCDC review. These documents will support future Member Agency participation in County-led SSAP processes, or applied to an NBWRA process.

**Task 2 Deliverables:**

- Interested party contact list.
- Meeting presentation materials, agendas, sign in sheets, and community outreach flyer design.
- Documentation of community meeting outcomes.
- One admin draft SSAP Elements A and B (for NBWRA agencies review/comment).
- One draft SSAP Elements A and B (for NBWRA agencies review/comment).

**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 10 days to review draft documents.
- Up to three (3) community meetings 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 one hour 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 - Option A														
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	\$116,588	\$116,588	\$116,588	\$122,417	\$122,417
<b>GRAND TOTAL</b>		<b>18</b>	<b>12</b>	<b>2</b>	<b>4</b>	<b>36</b>	<b>\$7,583</b>	<b>\$0</b>	<b>\$0</b>	<b>\$116,588</b>	<b>\$116,588</b>	<b>\$116,588</b>	<b>\$122,417</b>	<b>\$130,000</b>
Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.														

# **DRAFT Scope of Work – Sea Level Rise Technical Support, Option B**

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 feasibility study evaluation of the Restoration Area between Miller Creek and Hamilton Field to develop a no-action alternative and up to two larger themed 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 approach would be to use nature-based approaches where both possible and cost-effective while maintaining levels of flood protection that are acceptable to the District and other stakeholders. The feasibility level analysis would provide the next phase of project development, allow LGVSD to review long-term adaptation strategies, and would allow for community property owner and regulatory agency engagement.

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

initial feasibility analysis of each option, including consideration of opportunities and constraints focusing on engineering and ecology, and based on information from the review of previous studies. At this feasibility 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 other 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.

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 – Gallinas Creek Flood Management Strategy**

This subtask includes feasibility study evaluation of adaptation strategies identified for the Gallinas Watershed, including flood protection levees, tidal gate and restoration opportunities to develop a no-action alternative and up to two larger themed alternatives to progress potential managed retreat strategies that would provide for enhanced flood protection, restoration and sediment management issues within the Gallinas Creek Watershed. The approach would be to use nature-based approaches where both possible and cost-effective while maintaining levels of flood protection that are acceptable to the District and other stakeholders. The feasibility level analysis would include a HAZUS analysis of physical damage and economic loss due to coastal and/or riverine inundation. Losses are calculated using functions that relate the depth and type of flooding to the degree of damage for various categories of buildings and land use types, allowing Marin County to review long-term adaptation strategies relative to predicted damages.

The Consulting Team shall develop a no-action baseline and two managed retreat options for the based upon results of the SLR Vision process. The Consulting Team will provide initial feasibility analysis of each option, including consideration of opportunities and constraints focusing on engineering, land use and ecology, and based on information from the review of previous studies. At this feasibility 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. As appropriate, this analysis will be coupled with Task 2.1 to identify potential cumulative ecological offsets and mitigation strategies for Gallinas Creek and Miller Creek. 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 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 other 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.

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 2.3 – Petaluma Upstream Area**

This subtask includes feasibility study evaluation of adaptation strategies identified for the Petaluma Upstream Area, including flood protection levees, tidal gate and restoration opportunities to develop a no-action alternative and up to two larger themed alternatives to progress potential managed retreat strategies that would provide for enhanced flood protection for the Petaluma Upstream Area (areas upstream of US 101). The approach would be to use nature-based approaches where both possible and cost-effective while maintaining levels of flood protection that are acceptable to the City and other stakeholders. The feasibility level analysis would provide the next phase of project development, allow the City to review long-term adaptation strategies for consideration.

The Consulting Team shall develop a no-action baseline and two managed retreat options for the based upon results of the SLR Vision process. The Consulting Team will provide initial feasibility analysis of each option, including consideration of opportunities and constraints focusing on engineering, land use and ecology, and based on information from the review of previous studies. At this feasibility 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. This analysis can be augmented and supported by hydrologic modeling conducted by the City as part of its General Plan process.

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 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 other 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.

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 2.4 – American Canyon Shoreline**

This subtask includes feasibility study evaluation of adaptation strategies identified for the American Canyon shoreline, including flood protection levees, tidal gate and restoration opportunities to develop a no-action alternative and up to two larger themed alternatives to progress potential managed retreat strategies that would provide for enhanced flood protection. The approach would be to use nature-based approaches where both possible and cost-effective while maintaining levels of flood protection that are acceptable to the City and other stakeholders. The feasibility level analysis would provide the next phase of project development, allow the City to review long-term adaptation strategies for consideration.

The Consulting Team shall develop a no-action baseline and two managed retreat options for the based upon results of the SLR Vision process. The Consulting Team will provide initial feasibility analysis of each option, including consideration of opportunities and constraints focusing on engineering, land use and ecology, and based on information from the review of previous studies. At this feasibility 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. This analysis can be augmented and supported by hydrologic modeling conducted by the City as part of its General Plan process.

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 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 other 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.

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.

## **Task 2 Deliverables:**

- One admin draft (for NBWRA agencies review/comment) and one final version of the LGVSD Reclamation Area Technical Memorandum (TM).
- One admin draft (for NBWRA agencies review/comment) and one final version of the Gallinas Creek Flood Management Strategy TM.
- One admin draft (for NBWRA agencies review/comment) and one final version of the Petaluma Upstream Area TM.
- One admin draft (for NBWRA agencies review/comment) and one final version of the American Canyon Shoreline TM.

## **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 - Option B														
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	Member Agency Technical Support	0	0	0	0	0	\$0	\$0	\$0	\$116,588	\$116,588	\$116,588	\$122,417	\$122,417
GRAND TOTAL		18	12	2	4	36	\$7,583	\$0	\$0	\$116,588	\$116,588	\$116,588	\$122,417	\$130,000
Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.														

# ESA Program Management Scope of Work

## Tasks

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

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

Deliverables: Submit the below deliverables in accordance with Paragraph **Error! Reference source not found.** (**Error! Reference source not found.**).

<b>Deliverable</b>	<b>Due Date</b>
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 in accordance with Paragraph **Error! Reference source not found. (Error! Reference source not found.)**, or as directed by Sonoma Water.

<b>Deliverable</b>	<b>Due Date</b>
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 in accordance with Paragraph **Error! Reference source not found.** (**Error! Reference source not found.**).

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 in accordance with Paragraph **Error! Reference source not found.** (**Error! Reference source not found.**).

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

## Task 5: Governance Issues

- i. Coordinate efforts to revise the Fourth Amended MOU and cost sharing methods therein.
- ii. If the TAC determines that a Fifth Amended MOU is needed, chair a task force of representatives from the current and future Authority member agencies, if any, to draft a Fifth Amended MOU for review by Authority member agencies, as approved by the TAC.
- iii. Assist Authority member agencies in resolving issues to develop a final Fifth Amended MOU for approval by the Authority Board and Authority member agencies. Assistance includes, but is not limited to, participation in workshops, development and identification of issues, and task force meetings. The level of effort is limited to the cost estimate.

Deliverables: Submit the below deliverables in accordance with Paragraph **Error! Reference source not found. (Error! Reference source not found.)**.

Cost Estimate: \$50,000

**Fiscal Year 2026/27 Budget Allocations**  
**August 6, 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%	11.925%	0.000%	10.832%	13.705%	0.000%	0.000%	32.596%	13.923%	17.020%	0.000%
<b>Brown &amp; Caldwell</b>	\$ 285,802	\$ -	\$ 34,082	\$ -	\$ 30,957	\$ 39,168	\$ -	\$ -	\$ 93,160	\$ 39,791	\$ 48,643	\$ -
<b>Sonoma Water</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 285,802	\$ -	\$ 34,082	\$ -	\$ 30,957	\$ 39,168	\$ -	\$ -	\$ 93,160	\$ 39,791	\$ 48,643	\$ -

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>		16.667%	0.000%	0.000%	16.667%	16.667%	16.667%	0.000%	16.667%	0.000%	0.000%	16.667%
<b>Brown &amp; Caldwell</b>	\$ 133,726	\$ 22,288	\$ -	\$ -	\$ 22,288	\$ 22,288	\$ 22,288	\$ -	\$ 22,288	\$ -	\$ -	\$ 22,288
<b>Sonoma Water</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 133,726	\$ 22,288	\$ -	\$ -	\$ 22,288	\$ 22,288	\$ 22,288	\$ -	\$ 22,288	\$ -	\$ -	\$ 22,288

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>		25.000%				25.000%			25.000%			25.000%
<b>Brown &amp; Caldwell</b>	\$ 130,000	\$ 32,500	\$ -	\$ -	\$ -	\$ 32,500	\$ -	\$ -	\$ 32,500	\$ -	\$ -	\$ 32,500
<b>Sonoma Water</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 130,000	\$ 32,500	\$ -	\$ -	\$ -	\$ 32,500	\$ -	\$ -	\$ 32,500	\$ -	\$ -	\$ 32,500

Joint Use												
	Total	LGVSD	Napa SD	Novato SD	SVCSD	<sup>1</sup> SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon	Marin County
<i>Shared equally by Phase 2 agencies with \$2,500 contribution from LGVSD and Marin County</i>		3.846%	15.385%	0.000%	15.385%	15.385%	0.000%	0.000%	15.385%	15.385%	15.385%	3.846%
<b>Program Management</b>	\$ 50,000	\$ -	\$ 8,333	\$ -	\$ 8,333	\$ 8,333	\$ -	\$ -	\$ 8,333	\$ 8,333	\$ 8,333	\$ -
<b>Sonoma Water Administration</b>	\$ 65,000	\$ 2,500	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 2,500
<b>Total</b>	\$ 115,000	\$ 2,500	\$ 18,333	\$ -	\$ 18,333	\$ 18,333	\$ -	\$ -	\$ 18,333	\$ 18,333	\$ 18,333	\$ 2,500

<sup>1</sup> Additional \$4 will be added to SCWA invoice to cover rounding

Summary per Agency												
Agency	Total	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon	Marin County
<b>Total</b>	\$ 664,528	\$ 57,288	\$ 52,415	\$ -	\$ 71,578	\$ 112,289	\$ 22,288	\$ -	\$ 166,281	\$ 58,124	\$ 66,976	\$ 57,288



**ITEM NO. 8 PLANNING FOR SEPTEMBER NBWRA BOARD MEETING**

**Action Requested**

Discussion

**Summary**

The Board should be updated on the following at the September 29th Board Meeting

1. Status of Phase 1 closeout and reconciliation.
2. Status of Phase 2 projects.
3. Status of the Resilience Area projects
  - a. Consultant Updates/Presentation
4. Financial Report
5. Status of consultant agreements for FY2025/26
6. FY 26/27 Budget
7. Other Items

Please note that the September 29<sup>th</sup> meeting will be in-person at the North Marin Water District Board Room, located at 999 Rush Creek Pl, Novato.

**Recommendation**

None

**Attachment**

None.

## ITEM NO. 2 AMERICAN CANYON PARTICIPATION IN ARENA 4: NBWRA SLR VISION PROCESS

### Action Requested Review for Approval

#### Summary

TAC discussed and approved American Canyon participation in SLR Vision Process, with draft presentation of cost share and distribution, and request for revised cost distribution to be presented. Below is revised cost allocation and redistribution of credit to Member Agencies.

#### Cost and Distribution July 10<sup>th</sup> meeting

		LGVSD	Marin County	City of Petaluma	Sonoma Water	America Canyon
Original Budget	\$121,000	\$30,250	\$30,250	\$30,250	\$30,250	0
Amended Budget	\$87,488	\$21,872	\$21,872	\$21,872	\$21,872	0
City of Petaluma Upstream Area	\$30,000	0	0	\$30,000	0	0
Existing Distribution	\$238,488	\$52,122	\$52,122	\$82,122	\$52,122	0
New Distribution	\$238,488	\$41,697	\$41,697	\$71,697	\$41,697	\$41,697

#### Revised Cost and Distribution

Budget		LGVSD	Marin County	Petaluma	Sonoma Water	American Canyon	Total
Original Budget	\$ 121,000.00	30,250.00	30,250.00	30,250.00	30,250.00	-	121,000.00
Amended Budget	\$ 87,488.00	21,872.00	21,872.00	21,872.00	21,872.00	-	87,488.00
Petaluma Upstream Area	Removed the \$30k	-	-	removed the \$30k	-	-	-
Existing Distribution	\$208,488.00	52,122.00	52,122.00	52,122.00	52,122.00	-	208,488.00
AC added to SOW	\$41,696.00						
Revised Distribution	\$250,184.00	50,036.80	50,036.80	50,036.80	50,036.80	\$50,036.80	250,184.00
Sonoma Water Cost agreement						8,000.00	
(Credit)/Payment		(2,085.20)	(2,085.20)	(2,085.20)	(2,085.20)	\$58,036.80	

Agenda Explanation  
North Bay Water Reuse Authority  
Technical Advisory Committee  
August 7, 2025

**Recommendation**

Approval

**Attachment**

None.