

ITEM 4. APPROVAL OF MINUTES: Feb 5th TAC MEETING

Action Requested

Approval

**North Bay Water Reuse Authority
Technical Advisory Committee
Zoom Meeting Minutes
Feb 5, 2025
FINAL**

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 Feb 5, 2025. The meeting was a Zoom meeting only and attendees participated via the following link: <https://us02web.zoom.us/j/89055428051>.

Committee Members Present

Kevin Booker, Chair	Sonoma Valley Sanitation District
Andrew Damron, Vice Chair	Napa Sanitation
Brad Elliot	Sonoma Water
Curtis Paxton	Las Gallinas Valley Sanitary District
Chelsea Thompson	City of Petaluma
Oriana Hart	City of Petaluma
Tony Williams	North Marin Water District
Nazareth Tesfai	Sonoma Water
Eric Brown	Novato Sanitary District
Grant Davis	Sonoma Water
Paul Sellier	Marin Municipal Water District
Abe Byun	Sonoma Water
Cesar Galvan	Sonoma Water
Danielle Favela	City of Petaluma
Lauren Lum	City of Petaluma

Consultant Team

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

2. Approval of the Agenda

Chair Booker called the meeting to order and the Agenda was approved with no changes on a motion by Curtis Paxton, seconded by Paul Sellier.

3. Public Comments

There were no public comments.

4. TAC Meeting Minutes of December 4, 2025

The minutes of the December 4 TAC Meeting were approved on a motion by Andrew Damron, seconded by Curtis Paxton. There was no January TAC Meeting.

5. Resilience Arena Status Reports

The consultant team provided updates on the Resilience Arenas. Renee Guillen provided updates on grant administration efforts with the City of Petaluma, aiming to secure state funding through Prop 4 for recycled water projects, while also addressing federal grant conditions. Oriana Hart mentioned concerns regarding problematic DEI language in the federal grant award, and Grant Davis suggested involving legal counsel to address these issues. Additionally, Renee Guillen discussed the development of a drought contingency planning (DCP) hybrid document to align with Reclamation requirements, aiming to support agencies in applying for grant funds. The team plans to revisit the document's outline and consult with participating agencies.

Grant Davis inquired about the benefits of leveraging previous Napa Valley studies for other regions. Rene Guillen confirmed that while the Napa Valley DCP was specific to that area, the current process relies on a broader resiliency study, which has been more efficient. Jim O'Toole asked about Reclamation's perspective on the connection between Napa County's analysis and new efforts, to which Rene Guillen explained that Reclamation was supportive of the hybrid approach due to the agencies' collaborative history. For Sea Level Rise, Jim O'Toole indicated that the team was working on a summary roadmap of adaptation strategies for review by the participating agencies.

6. MOU Revision

Chair Kevin Booker discussed reviewing and revising the MOU to address resiliency issues, characterizing it as Phase 3 of the NBWRA. TAC meetings will be used as the review framework, with a revised MOU distributed to member agencies in May. Jim O'Toole will generate an email requesting legal counsel contact information from member agencies, with the goal of finalizing the MOU in September for board review. The team identified key issues to be addressed, including associate membership versus full member participation, cost allocation, and joint use costs. They also discussed the possibility of differentiating votes for associate members and sought feedback on additional items to be reviewed in the MOU process.

Chair Kevin Booker and Jim O'Toole presented proposed edits, including a potential increase in associate member fees from \$5,000 to \$10,000 and a discussion about whether associate members should pay administrative costs. The group agreed to review the MOU section by section rather than in its entirety, with plans to use SharePoint for collaborative editing to avoid version conflicts. Grant Davis and Mark Millan suggested adding context to the MOU's introduction to highlight the organization's success and ability to move quickly on water reuse projects, particularly in comparison to other Bay Area regions.

The group discussed membership fees and cost-sharing for a project, with Chair Kevin Booker explaining that the concept of new members paying a buy-in fee when joining after others have already paid for initial work is not new to NBWRA. Additionally, once members start the process, they commit to completing it, with Chair Kevin Booker noting that this approach would be fair to all member agencies. Jim O'Toole raised the issue of joint use costs, suggesting a shift towards equal contributions between associate and full members, with Kevin confirming this was under consideration for administrative costs that benefit all members.

The group discussed voting rights for associate versus full member agencies, with Chair Kevin Booker suggesting maintaining the current practice of allowing all members to vote while keeping the MOU's language limiting associate member votes. Paul Sellier raised concerns about associate members potentially influencing major votes, but the group agreed to continue current voting practices. The discussion also touched on the need to find an appropriate price point for associate memberships to encourage participation. Grant Davis reminded the group of the need for clear communication between the TAC and Board Members.

7. Planning for April NBWRA Board Meeting

The TAC meeting discussed Chair Kevin Booker's upcoming retirement in spring 2026 and the need to appoint a new TAC chair by the April meeting. Vice-Chair Andrew Damron expressed interest in the chair position but noted that Napa San's future participation in NBWRA might influence the decision, and he agreed to provide more details at the next meeting. The group acknowledged the transition from Vice-Chair to Chair and agreed to discuss Napa San's position in the organization before making any leadership decisions.

8. Adjournment

There being no further business, Chair Booker adjourned the meeting was adjourned at 2:58 p.m.