

ITEM 4. APPROVAL OF MINUTES: Dec 4th TAC MEETING

Action Requested

Approval

**North Bay Water Reuse Authority
Technical Advisory Committee
Zoom Meeting Minutes
Dec 4, 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 December 4, 2025. The meeting was a Zoom meeting only and attendees participated via the following link: <https://us02web.zoom.us/j/89055428051>.

Committee Members Present

Kevin Booker, Chair	Sonoma Valley Sanitation District
Andrew Damron, Vice Chair	Napa Sanitation
Brad Elliot	Sonoma Water
Curtis Paxton	Las Gallinas Valley Sanitary District
Oriana Hart	City of Petaluma
Tony Williams	North Marin Water District
Lucy Croy	Marin Water
Nazareth Tesfai	Sonoma Water

Consultant Team

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

2. Approval of the Agenda

Chair Booker called the meeting to order and the Agenda was approved with no changes.

3. Public Comments

There were no public comments.

4. TAC Meeting Minutes of November 6, 2025

The minutes of the November 6 TAC Meeting were approved on a motion by Curtis Paxton, seconded by Tony Williams.

5. Resilience Arena Status Reports

The consultant team provided updates on the Resilience Arenas. Jim O'Toole reported there were no updates in the Recycled Water Arena. Rene Guillen indicated that the consulting team was setting up a discussion with the State regarding Prop 4 funding availability for Phase 2 projects. Rene also indicated that Reclamation employees were back at work and that a NOFO for Title 16 would likely be coming out in early 2026. Jim O'Toole encouraged agencies to review their projects for this pending application opportunity. Sonoma Water indicated 8th Street East could be a potential project. Rene indicated that drought contingency was waiting for NBWRA Board consideration of the budget. 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, and was waiting on comments from on TM3 from Petaluma planning department. Oriana Hart indicated those comments would be available shortly, and noted that Sonoma County had been awarded an OPC grant for a Subregional Shoreline Adaptation Plan (SSAP) and that the City would be participating in that process.

6. Planning for NBWRA FY 26/27

The group discussed planning for the 2026-2027 budget. Jim O'Toole presented a revised draft budget of \$597,392 that included consultant team costs, joint use fees, and agency-specific contingencies, and responded to comments from Member Agencies regarding their participation and the scale of the scope of work for drought contingency.

The group discussed the budget and scope of work for a drought contingency plan. Kevin Booker suggested treating discretionary funds as two separate items for board approval. Tony Williams raised questions about the drought contingency plan scope and its eligibility for various water smart programs. Rene Guillen explained the purpose of the executive summary and the strategy for selecting the best program to apply for. Tony expressed concerns about approving the budget 6 months ahead of his agency's budget and suggested using the word "recommends" instead of "approves." Kevin agreed to discuss with Jim how to frame the agreement for the board.

The TAC discussed and approved a budget recommendation for fiscal year 26-27, with language added to make it contingent on approval by both NBWRA and member agency boards. They agreed to start discussing the MOU update in January, with Kevin, Jim, and Brad Elliott identifying key areas that need to be updated before sharing with the full TAC for collective input.

7. Planning for December NBWRA Board Meeting

Jim O'Toole discussed the upcoming December 15th Board meeting, planned to be in-person at North Marin Water District. The group also reviewed logistics for an upcoming board meeting, including parking information and presentation requirements.

8. Adjournment

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