

ITEM 4. APPROVAL OF MINUTES: Nov 6th TAC MEETING

Action Requested

Approval

**North Bay Water Reuse Authority
Technical Advisory Committee
Zoom Meeting Minutes
Nov 6, 2025
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 Nov 6, 2025. The meeting was a Zoom meeting only and attendees participated via the following link: <https://us02web.zoom.us/j/89055428051>.

Committee Members Present

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

Consultant Team

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

2. Approval of the Agenda

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

3. Public Comments

There were no public comments.

4. TAC Meeting Minutes of October 2nd, 2025

The minutes of the Oct 2nd TAC Meeting were approved on a motion by Grant Davis, seconded by Paul Sellier.

5. Resilience Arena Status Reports

The consultant team provided updates on the Resilience Arenas. Jim O'Toole reported there were no updates in the Recycled Water Arena and that the City of Petaluma agreement was in place. For drought contingency, Jim O'Toole referenced scope discussions for FY26/27 and participation to be reviewed later in the agenda. For Sea Level Rise, Jim O'Toole indicated that TM 3 was under review by the City of Petaluma, and that the team was working on summary roadmap for adaptation strategies.

6. Planning for NBWRA FY 26/27

The group discussed planning for the 2026-2027 budget. Jim O'Toole presented a draft budget of \$679,340 that included consultant team costs, joint use fees, and agency-specific contingencies. Jim O'Toole identified modifications in scope and budget requested by the Member Agencies, and indicated that the effort for revision to the MOU would come from discretionary funds. Chair Booker and Jim O'Toole then facilitated a discussion of each of the Resiliency Areas and Member Agency participation. Curtis Paxton identified an error in the spreadsheet calculation. Paul Sellier asked about the distribution of costs in joint use relative to an agency's participation in a resiliency arena, and requested a true-up if there are substantial differences in joint use between each of the resiliency arenas. Chair Booker indicated this is an issue for review as part of the MOU update. Chair Booker also clarified the need to have an approved FY budget in place before Sonoma Water enters into contract for services with the consultant team. Tony Williams, Oriana Hart and Curtis Paxton referenced discussions with the Consultant team regarding scope adjustments in arenas their agencies are participating in. Jim O'Toole indicated the consulting team would revise the scope of work and budget and distribute via email for an approval vote by the TAC to support bringing the budget to the NBWRA Board at the December 15 meeting.

8. Planning for December NBWRA Board Meeting

Jim O'Toole discussed the upcoming December 15th Board meeting, planned to be in-person at North Marin Water District. Chair Booker indicated there would be two items for the Board to consider; the FY26/27 budget, and a separate contract with ESA to support MOU Update. Jim O'Toole also mentioned Chair Booker's eventual retirement in Spring 2026, and the need for the TAC to identify a new Chair, and asked TAC members to consider interest in serving as Chair.

9. Adjournment

There being no further business, Chair Booker adjourned the meeting was adjourned at 2:56 p.m.