

**North Bay Water Reuse Authority**  
**Board of Directors Meeting**  
**Minutes**  
**February 14, 2011**

**1. Call to Order**

The Program Manager called the meeting to order at 9:36 a.m. on Monday, February 14, 2011 at the Novato Sanitary District Boardroom, 500 Davidson Street, Novato, CA 94945.

**2. Roll Call**

**PRESENT:** Larry Loder, Las Gallinas Valley Sanitary District  
Keith Caldwell, Napa County  
Mark van Gorder, Napa Sanitation District  
John Schoonover, North Marin Water District  
Bill Long, Novato Sanitary District  
David Rabbitt, Sonoma County Water Agency  
Valerie Brown, Sonoma Valley County Sanitation District

**ABSENT:** None

**OTHERS**

|   |  |
|---|--|
| <b>PRESENT:</b> Chuck Weir, Program Manager | Oakley Water / RMC                       |
| Kevin Booker                                | Sonoma County Water Agency               |
| Ginger Bryant                               | Bryant & Associates                      |
| Efren Carrillo                              | Sonoma Valley County Sanitation District |
| Megan Clark                                 | Las Gallinas Valley Sanitary District    |
| Grant Davis                                 | Sonoma County Water Agency               |
| Jim Fritz                                   | Novato Sanitary District                 |
| Tim Healy                                   | Napa Sanitation District                 |
| Beverly James                               | Novato Sanitary District                 |
| Pam Jeane                                   | Sonoma Valley County Sanitation District |
| Andria Loutsch                              | CDM                                      |
| Taylor McDaniel                             | Rauch Communications                     |
| Susan McGuire                               | Las Gallinas Valley Sanitary District    |
| Drew McIntyre                               | North Marin Water District               |
| Phillip Miller                              | Napa County                              |
| Monica Oakley                               | Oakley Water / RMC                       |
| Pilar Oñate-Quintana                        | KP Public Affairs                        |
| Jim O'Toole                                 | ESA                                      |
| Martin Rauch                                | Rauch Communications                     |
| Stephanie Reynolds                          | Sonoma County Water Agency               |
| Michael Savage                              | CDM                                      |
| Renee Webber                                | Sonoma County Water Agency               |
| Mark Williams                               | Las Gallinas Valley Sanitary District    |

**3. Public Comment**

No members of the public addressed the Board.

**4. Introductions**

The Board of Directors and others present introduced themselves and the agency or company that they represented.

**5. Historical Update for the Board**

The Program Manager the meetings and conference calls that he, Bill Long, and Ginger Bryant held with the new Directors and Alternates.

**6. Election of Officers**

A motion by Director Loder, seconded by Director Schoonover, to elect Bill Long as Chair for 2011 was unanimously approved. From this point forward, Chair Long ran the meeting. A motion by Director van Gorder, seconded by Director Loder, to elect Keith Caldwell as Vice-Chair for 2011 was unanimously approved.

**7. Establishment of a Technical Advisory Committee**

A motion by Director Caldwell, seconded by Director Brown, to establish a Technical Advisory Committee (TAC) was unanimously approved. The Board Members appointed the following as representatives to the TAC:

|                |  |
|----------------|--|
| Drew McIntyre  | North Marin Water District               |
| Phillip Miller | Napa County                              |
| Renee Webber   | Sonoma County Water Agency               |
| Pam Jeane      | Sonoma Valley County Sanitation District |
| Mark Williams  | Las Gallinas Valley Sanitary District    |
| Beverly James  | Novato Sanitary District                 |
| Tim Healy      | Napa Sanitation District                 |

**8. Budget Summary – Period Ending January 31, 2011**

The Program Manager reviewed the January 31, 2011 Budget summary and noted that there were items on the Agenda to amend the FY2010/11 Budget.

**9. FY2010/11 Budget Amendments**

The Program Manager described the three budget amendments described in the Agenda packet. The Board opted to consider Agenda Item Nos. 9.a, 9.b, and 9.c separately.

**9.a. Increase Program Development and Federal Funding by \$50,000**

A motion by Director Schoonover, seconded by Director Caldwell, to increase Program Development and Federal Funding by \$50,000 was unanimously approved. This action authorizes Sonoma County Water Agency to assess the member agencies for \$25,000 since fifty percent of the costs are eligible for federal funding. This action further authorizes Sonoma County Water Agency to amend the agreement with Bryant & Associates by \$50,000

**9.b. Increase Environmental Services by \$65,000**

A motion by Director Schoonover, seconded by Director Caldwell, to increase Environmental Services by \$65,000 was unanimously approved. This action authorizes Sonoma County Water Agency to assess the member agencies for \$65,000. This action further authorizes Sonoma County Water Agency to amend the agreement with ESA by \$65,000

Director Caldwell expressed concern over the fact that some consultant agreements have exceeded the original budget and requested a list of consultant contracts and who is responsible for reviewing and approving their invoices. That list includes the following:

| <b>Task</b>                              | <b>Consultant</b>    | <b>Contract Manager</b>                               |
|--|----------------------|---|
| Program Management                       | Oakley Water / RMC   | Pam Jeane, SCWA                                       |
| Program Development and Federal Funding  | Bryant & Associates  | Renee Webber, SCWA                                    |
| Federal Authorization and Appropriations | The Ferguson Group   | Renee Webber, SCWA                                    |
| State Legislative / Program Development  | KP Public Affairs    | Chuck Weir, Oakley Water / RMC<br>Renee Webber, SCWA  |
| Public Outreach                          | Rauch Communications | Chuck Weir, Oakley Water / RMC<br>Marc Bautista, SCWA |
| Engineering / Economic                   | CDM                  | Kevin Booker, SCWA                                    |
| Environmental                            | ESA                  | Marc Bautista, SCWA                                   |

**9.c. Increase the FY2010/11 Budget by \$59,100 for Phase 2A Appraisal Investigation**

A motion by Director Rabbitt seconded by Director Caldwell, to increase the FY2010/11 Budget by \$59,100 was unanimously approved. This action authorizes Sonoma County Water Agency to assess the member agencies for \$29,550 since fifty percent of the costs are eligible for federal funding. This action further authorizes Sonoma County Water Agency to amend the agreement with Bryant & Associates by \$29,300, the agreement with CDM by \$28,200, and the Agreement with Oakley Water / RMC by \$1,600.

It was noted that agencies that choose to not participate in Phase 2 projects should still consider approving the budget and budget amendments since the MOU requires a two thirds of the agencies for approval. If more than two agencies opted to abstain, budgets and amendments could not be approved. The action for approval will be clear that agencies not participating in Phase 2 projects will not be assessed for costs.

**10. Draft 3-Year Budget for FY2011/12, FY2012/13, and FY2013/14**

The Program Manager noted that the FY2010/11 budget had been substantially increased and that the consultant team and Technical Advisory Committee would be working over the next two months to develop a more accurate budget for the Board to consider in May 2011. At that time full scope and costs for the consultant team will be included in the budget presentation.

**11. Letter to State Water Resources Control Board Regarding State Revolving Fund Loan Process**

A motion by Director Brown, seconded by Director Schoonover, to authorize sending the letter was unanimously approved. It was agreed to add WateReuse and additional legislators to the copy list.

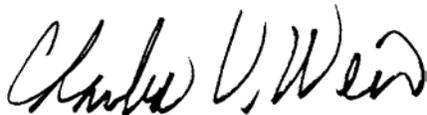
**12. American Recovery and Reinvestment Act and Title XVI Projects and Schedule Updates**

This item was requested by the new Directors during the orientation meetings. Unfortunately, not all the required information has been received to provide an accurate update. As soon as all the information is received and compiled it will be distributed.

**13. Adjournment**

A motion by Director Schoonover, seconded by Director van Gorder, to adjourn the meeting was unanimously approved. Chair Long adjourned the meeting at 10:02 a.m.

Minutes approved by the Board on May 23, 2011.



Charles V. Weir  
Program Manager