

North Bay Water Reuse Authority
Board of Directors Meeting
Minutes
May 23, 2011

1. Call to Order

Chair Long called the meeting to order at 9:33 a.m. on Monday, May 23, 2011 at the Novato Sanitary District Boardroom, 500 Davidson Street, Novato, CA 94945.

2. Roll Call

PRESENT: Bill Long, Chair, Novato Sanitary District
Keith Caldwell, Vice-Chair, Napa County
Efren Carrillo, Sonoma Valley County Sanitation District
Larry Loder, Las Gallinas Valley Sanitary District
John Schoonover, North Marin Water District
David Rabbitt, Sonoma County Water Agency
Jill Techel, Napa Sanitation District

ABSENT: None

OTHERS

PRESENT: Chuck Weir, Program Manager	RMC
Kevin Booker	Sonoma County Water Agency
Ginger Bryant	Bryant & Associates
Megan Clark	Las Gallinas Valley Sanitary District
Chris DeGabrielle	North Marin Water 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
Phillip Miller	Napa County
Monica Oakley	Oakley Water / RMC
Pilar Oñate-Quintana	KP Public Affairs
Jim O'Toole	ESA
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. Board Meeting Minutes of February 14, 2011

A motion by Director Caldwell, seconded by Director Schoonover to approve the February 14, 2011 minutes was approved, with Director Techel abstaining.

6. Budget Summary – Period Ending January 31, 2011

The Program Manager reviewed the April 30, 2011 Budget summary and noted that all programs were on target to stay within budget through the end of the fiscal year.

7. Draft Budget and Detailed Scopes and Costs for FY2011/12

The Program Manager described the budget and consultant scopes described in the Agenda packet. All items have been reviewed and recommended for Board approval by the Technical Advisory Committee (TAC). Director Loder asked if the budget included funds to develop customers for the recycled water produced in Phase 1. Michael Savage responded and noted that customers in Phase 1 were included in the EIR/EIS analysis. A more concerted effort could be included in Phase 2 at the pleasure of the Board. A motion by Director Schoonover, seconded by Director Techel, to approve the Budget and Detailed Scopes and Costs for FY2011/12 as presented was unanimously approved. Approval of the budget authorizes Sonoma County Water Agency to enter into contracts with the consultants on behalf of NBWRA.

The Board asked to receive monthly reports from the consultants via email and that the most current report is included in future Agenda packets.

Chair Long thanked the TAC for their efforts in developing the budget.

8. Update on Status of Letter to State Water Resources Control Board Regarding State Revolving Fund Loan Process

The Program Manager reviewed the process that led to improvements in the State Revolving Loan Fund approval process as described in the Agenda packet. The Board expressed its appreciation to all parties involved.

9. American Recovery and Reinvestment Act and Title XVI Projects and Schedule Updates

Andria Loutsch and Kevin Booker reviewed the schedule for the Board. They also described the quarterly audits that are being conducted by SCWA at the member agencies. Kevin Booker indicated that they are considering a training program for federal reporting requirements that would cost approximately \$4,000 for up to twenty people. Susan McGuire described the organization that will conduct the training and noted that it met the requirements for CPA continuing education.

10. Conflict of Interest Policy and Filing of Form 700

A motion by Director Rabbitt, seconded by Director Caldwell to authorize SCWA Legal Counsel to develop a Conflict of Interest Policy as described in the Agenda packet was unanimously approved. It was noted that the Policy should apply to NBWRA and not need approval by the individual member agencies.

11. Federal Funding Update

Ginger Bryant provided a report on the status of federal funding and noted that the award for the Water SMART construction grant should be announced on May 24, 2011. She and Michael Savage also made a presentation on the Phase 2 Membership and Outreach effort as noted in the Agenda Packet. She noted that in FY2011/12 Phase 2 will consist of a project definition study and that the Board will need to consider next steps when the FY2012/13 Budget is considered in May 2012. Letters of interest in participating in Phase 2 have been received from City of American Canyon, County of Marin, and City of Petaluma. The Board requested that a report on the Status of Phase 2 be included in future Agenda packets.

Mike Savage noted that EPA is updating its Guidelines for Recycled Water document and that NBWRA could be included as a potential case study.

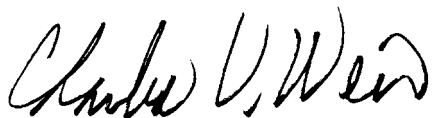
12. State Funding Update

Pilar Oñate-Quintana provided an update on the status of State funding as described in the Agenda packet. She noted that an announcement on awards through Proposition 84 for the Integrated Regional Water Management Program should be announced soon. There was a question about funding for the Peacock Gap project and Kevin Booker agreed to check.

13. Adjournment

A motion by Director Schoonover, seconded by Director Rabbit, to adjourn the meeting was unanimously approved. Chair Long adjourned the meeting at 10:49 a.m.

Minutes approved by the Board on August 15, 2011.



Charles V. Weir
Program Manager