

**NORTH BAY WATER REUSE AUTHORITY
TECHNICAL ADVISORY COMMITTEE**

Agenda

Monday, May 23, 2011

10:45 AM (approximate time, meeting will start 15 minutes after Board meeting)

Novato Sanitary District

500 Davidson Street

Novato, CA 94945

	1.		Call to Order and Self Introductions
	2.	Action	Approval of Agenda
	3.		Public Comments
Pages 2 – 4 Pages 5 - 6	4.	Action	Consent Items a. Minutes, April 18, 2011 b. Minutes May 16, 2011
Page 7 Pages 8 - 14 Pages 15 - 16	5.	Information	Report from the Program Manager a. Consultant Progress Reports b. Action Items from April 18, 2011 Meeting
	6.	Discussion	Review of May 23, 2011 Board Meeting
	7.	Discussion	Budget and Financial Issues
	8.	Information	Status of WaterSMART Grant Applications
	9.	Information	ARRA Projects Report
Page 17	10.	Information	Federal Legislative Update
	11.	Information	State Legislative Update
	12.	Information	Proposition 84 – Integrated Regional Water Management Program Update and Status
	13.	Information	EIR/EIS Approval Process Update
	14.	Information	Outreach Program Report
	15.	Information	Items from Committee, Agency Staff, or Consultants
	16.	Information	Items for Next Agenda (June 20, 2011, Conference Call, 1-866-502-8312 - 190367#)

The North Bay Water Reuse Authority complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Please contact **Chuck Weir** at **510-410-5923** with any questions.

**North Bay Water Reuse Authority
Technical Advisory Committee
Minutes
April 18, 2011**

1. Call to Order and Self Introductions

Chair James called the Technical Advisory Committee (TAC) meeting to order at 9:36 a.m. on Monday, April 18, 2011. The meeting was held at Novato Sanitary District, 500 Davidson Street, Novato, CA 94945.

Committee Members Present

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

Others Present

Chuck Weir, Program Manager	Oakley Water / RMC
Marc Bautista	Sonoma County Water Agency
Kevin Booker	Sonoma County Water Agency
Ginger Bryant	Bryant & Associates
Andria Loutsch	CDM
Susan McGuire	Las Gallinas Valley Sanitary District
Monica Oakley	Oakley Water / RMC
Pilar Oñate-Quintana	KP Public Affairs
Jim O'Toole	ESA
Michael Savage	CDM
Martin Rauch	Rauch Communications

2. Approval of the Agenda

The Agenda was unanimously approved as presented.

3. Public Comments

There were no public comments.

4. Consent Items:a. Minutes, March 21, 2011

The minutes were unanimously approved with a modification to Item No. 9 to note that "... all of the applicants would receive at least a portion of their request."

5. Report from the Program Managera. Consultant Progress Reports

Consultant progress reports, consistent with the tasks in their scopes of work for March 2011 were included in the packet.

b. Status of Action Items from March 21, 2011 Meeting

A list of action items, including task, responsible party, due date, status, and completion date was included in the packet. All items are either complete or are in process. Signed copies of the Grant Facilitation Agreement have been delivered to all the Member Agencies.

6. Budget Summary for the Period Ending March 31, 2011

The TAC reviewed the budget summary. Kevin Booker and the Program Manager continue to review the Assessments Due column for the Member Agencies.

7. Funding Matrix

The TAC reviewed the Funding Matrix and noted that the format had been changed.

8. Phase 2 Draft Feasibility Study Workplan for FY2011/12 and FY2012/13

The TAC reviewed the Workplan, which is the same as presented at the last meeting.

9. Phase 2 Membership and Outreach Task Status Report

Ginger Bryant distributed a memo dated April 18, 2011, Status Report – Phase 2 Membership and Outreach Study. She reviewed the meetings that have occurred in Marin and Napa Counties. The meeting in Sonoma County will be scheduled the week of April 18, 2011. She also reviewed the PowerPoint presentation in the agenda packet and addressed questions from the TAC. As an action item, the results of the membership and outreach task will be included in the May 16, 2011 TAC agenda packet.

10. Draft 3-Year Budget and Detailed Scopes and Costs for Phase 1 and Phase 2 for FY2011/12 and FY2012/13

The Program Manager reviewed the material in the agenda packet. Chair James indicated that the TAC is seeking ways to reduce costs and has agreed to reduce the total number of meetings from sixteen to twelve. The TAC has also decided to use one year agreements with the consultants and stop at Phase 2b for FY2011/12. Chair James indicated that SCWA would be contacting the consultants regarding scopes and costs. As an action item, revised FY2011/12 budget, scopes, and costs will be included in the May 16, 2011 TAC agenda packet.

11. Status of WaterSMART Grant Applications

Ginger Bryant updated the TAC on the status of the grant applications. The results should be known by the end of April 2011.

12. ARRA Projects Report

Kevin Booker and Andria Loutsch provided an update on the status of the ARRA Projects. TAC members gave updates on the status of their agency's projects.

13. Federal Legislative Update

Ginger Bryant provided an update as noted in her report.

14. State Legislative Update

Pilar Oñante-Quintano provided an update including the results of the meetings with Legislators on March 30, 2011.

15. Proposition 84 – Integrated Regional Water Management Program Update and Status
Kevin Booker and Pilar Oñante-Quintano provided an update on the program. Notification as to awardees should be received in June 2011.

16. EIR/EIS Approval Process Update

Jim O’Toole provided an update including a template for use in mitigation monitoring and reporting.

17. Outreach Program Report

Martin Rauch reviewed current and future outreach activities, including updates to the website.

18. Items from Committee, Agency Staff, or Consultants

Per SCWA’s legal counsel, the NBWRA Board does not need to file the Form 700. However, he recommends that the Board adopt a Conflict of Interest Code at the next meeting. Once that is adopted the Form 700 filing would be a requirement. Approval of the Code will be included in the May 23, 2011 Board Agenda.

19. Items for Next Agenda (Next Meeting May 16, 2011)

The next meeting will be a conference call on May 16, 2011 9:30 a.m. The call in number and Passcode are 1-866-502-8312 and 190367#, respectively.

Action items resulting from this meeting include:

- a. Include the results of the membership and outreach task in the May 16, 2011 TAC agenda packet.
- b. Include revised FY2011/12 budget, scopes, and costs will be included in the May 16, 2011 TAC agenda packet

Chair James adjourned the meeting at 11:30 a.m.

NEXT MEETING INFORMATION: *Next meeting will be a conference call on May 16, 2011 at 9:30 a.m.*

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**North Bay Water Reuse Authority
Technical Advisory Committee
Minutes
May 16, 2011**

1. Call to Order and Self Introductions

Chair James called the Technical Advisory Committee (TAC) meeting to order at 9:33 a.m. on Monday, May 16, 2011. The meeting was a conference call. The call in information was 1-866-502-8312, Passcode 190367#.

Committee Members Present

Chair Beverly James	Novato Sanitary District
Vice-Chair Tim Healy	Napa Sanitation District
Pam Jeane	Sonoma Valley CSD
Drew McIntyre	North Marin Water District
Phillip Miller	Napa County
Renee Webber	Sonoma County Water Agency
Susan McGuire	Las Gallinas Valley Sanitary District

Others Present

Chuck Weir, Program Manager	Oakley Water / RMC
Ginger Bryant	Bryant & Associates
Monica Oakley	Oakley Water / RMC
Pilar Oñate-Quintana	KP Public Affairs
Michael Savage	CDM
Martin Rauch	Rauch Communications

2. Approval of the Agenda

The Agenda was unanimously approved as presented.

3. Public Comments

There were no public comments.

4. Draft Budget and Detailed Scopes and Costs for Phase 1 and Phase 2 for FY2011/12

The TAC reviewed the draft budget, scope, and costs for FY2011/12. Changes discussed included: 1) modifications to the scope and cost for Program Management, 2) splitting costs for Program Development and Federal Funding 2/3 in Phase 1 and 1/3 in Phase 2, and 3) the Federal Authorization and Appropriation is based on the ten month period July 2011 – April 2012 at \$5,000 per month. The total for Phase 1 is \$654,540 and the total for Phase 2 is \$327,160, for a grand total of \$981,700. The reallocation of Program Development and Federal Funding resulted in a revision to the estimated member agency cost share for Phase 2.

There was also discussion regarding participation by other agencies. It was noted that possibly four additional agencies may participate in the Phase 2 Project Definition study and that their contributions would be credited to the NBWRA member agencies participating in Phase 2.

As an action item, the TAC unanimously recommended that the Board of Directors approve the revised draft budget and detailed scopes and costs for Phase 1 and Phase 2 for FY2011/12 at the May 23, 2011 Board meeting.

5. Items for the May 23, 2011 Board Meeting Agenda

Following discussion, the TAC agreed on the following agenda items for the Board meeting:

- Call to Order
- Roll Call
- Public Comment
- Introductions
- February 14, 2011 Board Meeting Minutes
- Budget Summary – Period Ending April 30, 2011
- Draft Budget and Detailed Scopes and Costs for Phase 1 and Phase 2 for FY2011/12
- Phase 2 Membership and Outreach Report
- Update on the Letter to State Water Board Regarding the State Revolving Fund Loan Process
- American Recovery and Reinvestment Act and Title XVI Projects and Schedule Updates
- Conflict of Interest Policy – Form 700 Filing
- Federal Funding Update and WaterSMART Grant Application Update
- State Funding Update

TAC members will review the list and add additional items as necessary. The Program Manager will also check with Board Chair Bill Long.

Chair James adjourned the meeting at 10:55 a.m.

NEXT MEETING INFORMATION: Next meeting will be at Novato Sanitary District on May 23, 2011 at 9:30 a.m.

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Page 1

Agenda Explanation
North Bay Water Reuse Authority
Technical Advisory Committee
May 23, 2011

ITEM NO. 5 REPORT FROM THE PROGRAM MANAGER

The April 2011 Report from the Program Manager includes the following items:

Item No. 5.a Consultant Progress Reports for April 2011**Item No. 5.b Status of Action Items from the April 18, 2011 Meeting**Additional Agenda Items

Following is a brief summary of some additional Agenda items:

Item No. 6 Review of May 23, 2011 Board Meeting

The TAC can review the meeting and determine if there are assignments or next steps for the June 20, 2011 Board meeting.

Item No. 7 Budget and Financial Issues

The TAC can discuss the April 30, 2011 Budget Summary and the FY2011/12 Budget. Both items were included in the Board Agenda.

Item No. 8 Status of WaterSMART Grant Applications

Andria Loutsch and Ginger Bryant will update the TAC on the status of the applications.

Item No. 9 ARRA Projects Report

Andria Loutsch and Kevin Booker will update the TAC on the status of the ARRA projects, including reporting requirements. .

Item No. 10 Federal Legislative Update

Please refer to the information provided by Bryant & Associates in Agenda Item No. 10

Item No. 11 State Legislative Update

Pilar Oñate-Quintana will update the TAC. Also refer to her report in Item No. 5.a.

Item No. 12 Proposition 84 – Integrated Regional Water Management Program Update and Status

Participants will update the TAC on this item.

Item No. 13 EIR/EIS Approval Process Update

Jim O’Toole, ESA, will provide a verbal update.

Item No. 14 Outreach Program Report

Martin Rauch and Taylor McDaniel, Rauch Communications, will discuss current and future outreach efforts.

Page 1

Agenda Explanation
North Bay Water Reuse Authority
Technical Advisory Committee
May 23, 2011

ITEM NO. 5.a CONSULTANT PROGRESS REPORTS

Action Requested: None at this time.

Attached are progress reports from NBWRA consultants for April 2011. The progress reports are of similar format and are based on the tasks in each of the consultant agreements. The intent is for the reports to be consistent with the budget information and will be for the previous month.

Note that the Report from Bryant & Associates is included in Agenda Item No. 10, since it provides additional information on federal legislation and other items.

Consultants will also provide verbal reports on items at the meeting.

North Bay Water Reuse Authority
Professional Services by Oakley Water / RMC
RMC Job Number 0047-046.01

Progress Report

April 2011

Task 1 – Orientation of Program Manager

- No work was conducted on this task during the period.

Task 2 – Board Meeting Management

- Reviewed and edited reports from consultant team. Prepared Agenda Packet for April 18, 2011 Technical Advisory Committee (TAC) meeting.
- Prepared for and attended April 18, 2011 TAC meeting at Novato Sanitary District.
- Drafted minutes for April 18, 2011 TAC meeting.
- Prepared list of short-term action items discussed at the April 18, 2011 TAC meeting. Transmitted action items to meeting attendees. Tracked progress of action items from previous meetings. Revised list based on comments received.
- Drafted, revised and arranged for mailing letter of appreciation to State Revolving Fund staff.
- Drafted consultant evaluation form and distributed to TAC.
- Updated contact and distribution lists.
- Reviewed progress of Phase 2 Membership Outreach task. Attended Phase 2 Membership Outreach Workshop in Sonoma.

Task 3 – Financial Management

- Updated Consultant costs and Budget Summary through March 31, 2011 and included in TAC Agenda packet.
- Drafted revised three-year budget for Phase 1 and Phase 2 for TAC Agenda packet.
- Participated in conference call with Agency staff to discuss scope and costs. Revised scope and costs per discussion.
- Continued efforts to reconcile assessments and payments made by Member Agencies.
-

Task 4 – Consultant Management & Coordination

- Participated in two consultant team conference calls.
- Public Outreach Consultant: Reviewed consultant monthly invoice and cost summary and notified Agency staff that they were approved for payment. Updated budget summary. Reviewed emails and documents related to Napa Sanitation District project. Discussed budget issues with consultant.

- State Legislative Consultant: Reviewed emails regarding legislation, SRF, and related issues. Coordinated finalization, including Director signatures on thank you letters to State Legislators. Completed First Quarter 2011 Lobbyist Filing with Secretary of State.

Task 5 – Program Planning

- Email review and response related to USBR approval of Record of Decision and Section 106 schedule.
- Participated in conference call for Phase 2 schedule and proposal to USBR.
- Prepared April 2011 Program Progress Report, budget status report, earned value graph, and invoice.
- Revised task allocation costs and received approval from Agency staff.

Task 6 – Point of Contact for Inquiries

- No work was conducted on this task during the period.

Task 7 – Contingency for Additional Meetings

- No work was conducted on this task during the period.

April 2011 - KP Public Affairs - NBWRP Report

Below, please find a summary of significant activities conducted on behalf of NBWRP in April:

- Continued to monitor legislation that may be of interest or concern to NBWRP.

In particular, KP has monitored and reported on: 1) AB 134 (Dickinson) pertaining to sale of Sacramento-area recycled water, as specified and 2) SB 34 (Simitian) pertaining to a “water fee” for purposes of future water infrastructure funding. (Please see attached for short summaries of these measures.)

- Drafted NBWRP thank you letters as follow up to the March 30 NBWRP meetings in Sacramento (with Senator Leno, Assemblymember Allen and Assemblymember Huffman and with offices of Senator Evans and Assemblymember Chesbro).
- Continued to monitor and provide NBWRP with updates regarding the Prop. 84 “Round 1” Implementation Grants timing and tentatively planned timing for DWR’s implementation of “Round 2” of these grants.
- As follow up to KP comments during TAC meeting, provided additional information regarding current state law that, in many cases, effectively credits development/use of recycled water against the state’s water conservation requirements for water suppliers (as enacted in 2009).
- Attended April NBWRP TAC meeting and continued participation in consultant coordination calls regarding current program activities and potential future program activities.

AB 134 and SB 34
Short Bill List as of 5/17/2011

AB 134 (Dickinson D) Appropriation of water: Sacramento Regional County Sanitation District.

Current Text: Amended: 4/15/2011 [pdf](#) [html](#)

Status: 5/16/2011-Read second time. Ordered to third reading.

Location: 5/16/2011-A. THIRD READING

Calendar: 5/19/2011 #115 ASSEMBLY ASSEMBLY THIRD READING FILE

Summary: Would authorize the Sacramento Regional County Sanitation District to file an application for a permit to appropriate a specified amount of water that is based on the volume of treated wastewater that the district discharges into the Sacramento River, as specified. The bill would authorize the state board to grant a permit to appropriate that treated wastewater upon terms and conditions determined by the state board. The bill would require the board, prior to granting a permit pursuant to these provisions, to comply with permit, approval, and review requirements and other laws applicable to the appropriation of water. This bill contains other related provisions and other current laws.

Water Funding

SB 34 (Simitian D) California Water Resources Investment Act of 2011.

Current Text: Amended: 4/13/2011 [pdf](#) [html](#)

Status: 5/4/2011-From committee: Do pass and re-refer to Com. on APPR. (Ayes 5. Noes 4. Page 858.) (May 4). Re-referred to Com. on APPR.

Location: 5/4/2011-S. APPR.

Summary: Would enact the California Water Resources Investment Act of 2011 to finance a water resources investment program. To finance the program, the bill would impose on each retail water supplier in the state an annual charge based on the volume of water provided in its service area that is provided for nonagricultural uses and an annual charge based on each acre of land within its service area that is irrigated for agricultural purposes . The bill would require the State Board of Equalization to collect the charges from retail water suppliers in accordance with the Fee Collection Procedures Law, and would authorize the State Board of Equalization and the Department of Water Resources to adopt and enforce regulations for the administration and enforcement of the charges and related requirements as emergency regulations. This bill contains other related provisions and other current laws.

Total Measures: 2

Total Tracking Forms: 3

Print Report <http://ct3k1.capitoltrack.com/PrintReport.aspx>

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**Rauch Communication Consultants Inc.**

936 Old Orchard Rd – Campbell, CA 95008

PH 408-374-0977

FX 408-374-2197

E info@rauchcc.com

M E M O

Progress Report, April 2011***North Bay Water Reuse Authority Program Outreach Activities:*****Task 1 – Hold Kickoff Meeting**

- No activities were carried out on this task for this period.

Task 2 – Research and Information Gathering

- No activities were carried out on this task for this period.

Task 3 – Update Outreach Materials

- Create new Board, TAC and agenda/minutes area of homepage. Text edits and updates to endorsements area of website. Update home page.

Task 4 – Update Outreach Plan, Themes and Messages

- No activities were carried out on this task for this period.

Task 5– Acquaint the Public with the Recycled Water Program

- Respond to calls from reporter on construction status. Contact members to get updates on construction status.

Task 6 – Conduct Focused Outreach Activities

- No activities were carried out on this task for this period.

Task 7 – Conduct Remaining Outreach Actions

- No activities were carried out on this task for this period.

Task 8 – Coordination and Support

- Prepare monthly report.
- Participate in team conference calls and onsite TAC meeting. Media searches.
- Participate in membership outreach workshop.
- Print and send thank you letters to legislators and staffs.

North Bay Water Reuse Authority Engineering Services Activities
Professional Services by CDM

Progress Report

April 2011

Engineering Support for NBWRA Activities in Fiscal Year 2010/2011

- Revised and reviewed CDM FY11/12 contract and scope documents with SCWA staff.
- Refined/updated project scoping for Phase 2 after discussion with NBWRA and SCWA.
- Attended conference call with Reclamation and B&A to discuss NBWRA Cooperative Agreement.
- Attended NBWRA TAC meeting.
- Participated in consultant and SCWA staff conference calls.
- Project management activities.

Dual Purpose Storage Investigation

- No work performed this month.

ARRA Reporting Coordination

- Prepared ARRA quarterly report and reimbursement forms.
- Researched ARRA requirements related to the Davis-Bacon Act and communicated with SCWA staff.
- Held conference call for NBWRA ARRA reporting contacts to discuss this quarter's reporting.
- Held conference call for NBWRA ARRA construction contacts to discuss construction activities and requirements.
- Project management activities.

Phase 2 Feasibility Studies: Membership and Outreach Task

- Prepared PowerPoint handout for meetings.
- Developed outline and initial text for report.
- Conducted agency workshops in Napa and Marin Counties, and follow up meeting with Marin County staff.
- Conducted workshop preparation and presentation.

Page 1

Agenda Explanation
North Bay Water Reuse Authority
Technical Advisory Committee
May 23, 2011

ITEM NO. 5.b STATUS OF ACTION ITEMS FROM JANUARY 24, 2011 MEETING

Action Requested: None at this time.

Attached is a summary of the action items following the April 18, 2011 meeting. It was distributed following that meeting and has been updated for the May 23, 2011 meeting. The list includes task, responsible party, due date, status, and completion date. All items are either complete or in progress.

Meeting Date: April 18, 2011

NBWR Board and TAC Short-Term Action Item List

Task	Responsible Party	Due Date	Status	Completion Date
Amend Bryant & Associates, ESA, CDM, and Oakley Water / RMC Agreements per budget amendments approved by Board on February 14, 2011	SCWA	4/20/2011	Bryant & Associates, ESA, and CDM agreements amended. Oakley Water RMC agreement of \$1,600 will not be amended as it would cost \$3,000 to amend.	4/20/2011
Assess member agencies for costs related to budget amendments approved by Board on February 14, 2011	SCWA	4/20/2011	In progress.	
Revise scope and costs for consultants for a draft 3-year budget for the next TAC meeting	SCWA and Consultant Team	5/11/2011	Complete.	4/10/2011
Include the results of the membership and outreach task in the May 23, 2011 Board agenda packet	Bryant and Savage	5/11/2011	Complete.	5/18/2011
Develop consultant agreements based on approved budget with term to cover FY2011/12.	SCWA	5/16/2011	In progress. Pending approval by the Board on May 23, 2011	
Review the Assessments Due column in the budget summary document for the Member Agencies.	Weir and Booker	4/30/2011	In progress	
The master schedule will be updated based on discussion and input from the Member Agencies.	O'Toole & Member Agencies	Ongoing		
Update the final versions of the PR documents to reflect correct dates when available.	RCC	subject to EIR/EIS finalization	To be completed prior to distribution.	
Distribute the final PR documents to appropriate elected officials in Sacramento and Washington D.C.	RCC, Bryant and Associates, and KP	subject to EIR/EIS finalization	Revisions made and used in March 2011 D.C. trip. Additional revisions being made for Sacramento meetings.	



Date: *May 23, 2011*

To: *North Bay Water Reuse Authority Members*

From: *Ginger Bryant, Bryant & Associates*

Re: *May 2011 Federal Program Development*

FY 11 Program Funding

As noted in my email of May 9, 2011, we were not successful with our WaterSMART planning grant application this year. In my subsequent email, I shared the information we received from our debrief with USBR that provided us with solid direction for next year's application.

The WaterSMART Construction Grant announcement has been pushed back to Monday May 23, 2011. Staff level discussions indicate we are in a very good position to receive the full \$1.29M grant we applied for.

Activities performed in support of the NBWRP

Membership and Outreach Study

- Developed Materials and PowerPoint presentation for Outreach Meetings in each County
- Participated in Outreach meetings in Marin, Sonoma and Napa counties, follow up calls and emails with participants
- Drafted Study Memorandum Outline
- Prepared Agenda and PowerPoint Presentation for Workshop
- Participated in Workshop, follow up calls and emails with participants

Program Development

- Discussed proposed Phase 1 and 2 proposals with LGVSD Board
- Worked on Project Definition and Program Development Scopes and budgets
- Prepared monthly activity report and Membership Outreach Status report for TAC
- Attended TAC meeting in Novato
- Prepared Phase 1 and 2 budget information request and emailed to Renee Webber
- Prepared for and participated in meetings with USBR staff to discuss:
 - Approach/Scopes for Phase 2 Feasibility Studies
 - Outcomes from Phase 2 Membership Outreach Study
 - Cooperative Agreement for Phase 2 Feasibility Studies
 - Update on Phase 1 ARRA Projects and Title XVI Projects
 - Commissioners visit/tour

Program Development Next Steps

- Continue to monitor program grant funding
- Completed Phase 2 Membership and Outreach Study Memorandum
- Initiate activities associated with Project Definition