

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

Agenda – Phase 2

Monday, July 18, 2011

9:30 AM

Novato Sanitary District

500 Davidson Street

Novato, CA 94945

	1.		Call to Order and Self Introductions
	2.	Action	Approval of Agenda
	3.		Public Comments
<b>Page 2</b>	4.	Information	Report from the Program Manager
<b>Pages 3 – 7 Pages 8 – 9 Pages 10</b>	5.	Information	Phase 2 – Project Definition a. July 12, 2011 Phase 2 – Project Definition Report b. Member Agency Data Request c. Draft Schedule
<b>Pages 11 - 15</b>	6.	Information	Federal Legislative Update
<b>Pages 16 - 17</b>	7.	Discussion	Process for Adding Additional Members to NBWRA
	8.	Information	Items from Committee, Agency Staff, or Consultants
	9.	Information	Items for Next Agenda (August 15, 2011, Novato Sanitary District)

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.

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Agenda Explanation  
North Bay Water Reuse Authority  
Technical Advisory Committee  
July 18, 2011

**ITEM NO. 4 REPORT FROM THE PROGRAM MANAGER**

The Report from the Program Manager is brief since Phase 2 was only separated from Phase 1 officially on July 1, 2011. Future reports will look similar to the reports for Phase 1 and will include applicable consultant progress reports and quarterly financial reports.

Additional Agenda Items

Following is a brief summary of some Agenda items:

**Item No. 5 Phase 2 – Project Definition**

Please refer to the attached documents with Agenda Item No. 5.

**Item No. 6 Federal Legislative Update**

Please refer to the attached documents with Agenda Item No. 6.

**Item No. 7 Process for Adding Additional Members to NBWRA**

Please refer to the emails related to City of Petaluma’s request to sign the Memorandum of Understanding. The TAC should discuss establishing a process for adding additional members to NBWRA.

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## NBWRP TAC Meeting Discussion July 18, 2011

### The NBWRP Phase 2 Scoping Studies – Project Definition

The NBWRP Phase 2 Scoping Studies include three steps as shown below and presented at previous TAC and Board meetings. Membership and Outreach was completed in FY 10-11 and defined the agencies engaged in the Project Definition Study. Project Definition is initiating in July 2011 and completion is anticipated in Spring 2012.

# Phase 2 Scoping Studies



The Project Definition Study Tasks include:

- Conceptual Level Operational Analysis
- Preliminary Identification of Potential Phase 2 Scale and Costs
- Phase 1 Program Conceptual Valuation
- Review of NBWRA Members Ability to Meet Non-federal Cost-share
- Conceptual Level Project Benefits
- Phase 2 Planning and Feasibility Studies Scope of Work
- Final Report and Presentations

The Phase 2 Project Definition Study activities are beginning in July 2011 in order to make key dates that correspond to future grant applications and NBWRA budgets.

The information generated early in the Project Definition Study will assist the NBWRA Board in determining if they want to pursue a WaterSMART Planning and Feasibility Study grant

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application for additional Phase 2 investigations. It is anticipated these grants will be announced in Fall 2011 and will be due in early 2012.

The NBWRA members and Study participants will begin their 2012-2013 budgeting early in the calendar year concurrent with the Project Definition Study nearing completion. Information from the Study's finding will allow agencies to consider their future level of involvement and budget accordingly.

This document provides an overview of the Project Definition Study and initiates the first two tasks, Conceptual Level Operational Analysis and Phase 1 Program Conceptual Valuation.

### **Initial Study Tasks – July to October 2011**

Two tasks require information and activity from the agencies participating in the Study and therefore require an early start: Task 1.1 Conceptual Level Operations Analysis and Task 1.3 Phase 1 Program Conceptual Valuation. Those two early start tasks are discussed below.

**Task 1.1 Conceptual Level Operations Analysis**, includes data requests of the agencies. Phase 1 used and made projections from 2002 flow data. Since that time, agencies have anticipated reduced flow projections due to housing impacts, and as a result of I&I and water conservation programs. Along with updating this information, data will also need to be collected from new participating agencies. Attached is a data request that will be sent to all Study participants with consultant team follow-up.

**Task 1.3 Phase 1 Program Conceptual Services: Buy-in Charges for New Participants** requires a Technical Advisory Committee (TAC) committee to work with the consulting team to recommend a process, discuss the benefits, value, and options and ultimately provide a draft valuation to the NBWRA Board for consideration.

The overall Phase 2 Project Definition schedule is shown below. Following are the contractual scopes of work and workplan activities for the two early tasks (Task 1.1 and Task 1.3).

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## Project Definition Schedule

	July				August				September				October				November				December				January				February					
	7/10	7/17	7/24	7/31	8/7	8/14	8/21	8/28	9/4	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6	11/13	11/20	11/27	12/4	12/11	12/18	12/25	1/1	1/8	1/15	1/22	1/29	2/5	2/12	2/19	2/26
<b>Phase 2 Project Definition Tasks</b>																																		
Operational Analysis Conceptual Level	█																																	
Preliminary Phase 2 Program scale and cost for design/construction implementation									█				█				█																	
Phase 1 Program Conceptual Valuation					█				█				█																					
Review of NBWRA members ability to meet non-Federal cost share																	█				█													
Project Benefits – Conceptual Level									█				█				█																	
Phase 2 Planning Studies Scope of Work																	█				█													
Project Definition Report																					█				█									
<b>Meetings</b>																																		
TAC Meetings	█				█								█				█								█				█					
Phase 2 Project Definition Topics	Request support from agencies for efficient data acquisition																								Discussion of draft findings									
<b>Board Workshop</b>																																		
Phase 2 Project Definition Workshop					Conceptual projects & Buy-in Approach												Buy-in Concepts & final project concepts								Findings of Project Definition & 2012-2013 Phase 2 Budget									
<b>Funding Activities</b>																																		
Anticipated WaterSMART Applications																	█				█				█									

### 1.1 Conceptual Level Operational Analysis

Based on agency interest identified in Membership Outreach and Development, preliminary monthly operations analysis will be conducted to determine seasonal storage needs, potential integration with Phase 1 facilities, and general points of delivery. Conceptual-level sizing of storage and other facilities will rely on monthly demand distribution patterns. Information developed in “Preliminary Study of Multi-Purpose Balancing Reservoir Opportunities” for potential storage sites will be used to develop the conceptual locations, layout and volumes of seasonal storage.

#### Deliverable:

The task deliverable is a technical section for the Project Definition Report summarizing the conceptual locations, layout and volumes of seasonal storage

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### Schedule

July 18 through September 17, 2011

### Activities:

1. Contact agencies to collect:
  - a. Updated wastewater flow, quality, and reuse information
  - b. Proposed projects or service areas demands and locations
2. Develop preliminary pipeline routes and service areas on GIS database
3. Develop monthly operations using recycled water supply and demand information
4. Identify storage volume requirements for each area based on monthly operations
5. Preliminarily site and size reservoirs and associated habitat areas based on Multipurpose Reservoir Report

### 1.3 Phase 1 Program Conceptual Services: Buy-in Charges for New Participants

The now-completed Phase 1 Feasibility Study was supported at varying levels by seven current NBWRA members. The intrinsic value of Phase 1 Study includes the following plus other items to be determined: (1) analysis results, (2) participating member foundational relationships with the US Department of Interior Bureau of Reclamation and (3) the Federal authorization to NBWRA for new project funding. Now, up to four local agencies have expressed a potential interest in becoming NBWRA participating members in the Phase 2 Feasibility Studies. The purpose of this task is to define a range of financial options (buy-in charges) under which a new agency may become a fully vested participating member. The benefits, obstacles and a high-level valuation will be defined for up to three different buy-in charge methodologies.

The scope of work includes: (1) an assessment of the equity of the NBWRA, (2) allocation of the equity among the existing members, and (3) the assessment methods of a buy-in charge to new members. The high-level assessment of the Phase 1 equity value of NBWRA membership generated in Phase 1 will include both actual costs incurred by the participating members and the estimated future benefits of the NBWRA as a “going concern” with project funding authorization. Methods of allocating the equity among the current members will be identified, as well as the distribution of buy-in charge proceeds from new members. Finally, the method of calculating the amount and payment schedule of a buy-in charge to a new agency will be discussed. The ultimate decision on the NBWRA buy-in charge to new agencies, if any, is at the discretion of the current NBWRA participating members. That decision should include not only the findings of this analysis but also political and institutional considerations

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### Deliverable:

The task delivery is a memorandum (white paper), which will be presented in a workshop with the NBWRA TAC.

### Schedule

August 14 through October 22, 2011

### Activities:

1. Work with Kevin Booker to schedule conference calls & meetings with TAC Committee
2. Develop a list of benefits that exist after Phase 1 that serve new members. Potential benefits:
  - a. Existing Federal authorization that allows federal funding through WaterSMART, appropriations, Reclamation budget programming, etc.
  - b. Positive working relationship with Reclamation Title XVI staff, environmental staff, and senior management in Mid Pacific Region, Denver and Washington DC offices.
  - c. Program visibility and support from Federal elected officials in House and Senate.
  - d. Robust and historically successful lobbying and program development process with direct linkage to key Reclamation leadership.
  - e. Program team knowledgeable in Reclamation processes for technical analyses and formatting of reporting that meets Reclamation criteria and speeds approvals.
  - f. Engineering analysis tools for sizing facilities, developing cost estimates, and analyzing constraints developed in coordination with Reclamation and local agencies that will reduce analysis time in Phase 2.
  - g. NBWRA organization and working processes that facilitate efficient project planning and implementation.
3. Conduct two conference calls, webinars, or meetings with TAC committee
  - a. First meeting to discuss the potential benefits, discuss how to value the benefits, and develop an approach to estimate potential costs.
  - b. Second meeting to provide draft input on estimated values and support the TAC committee in developing a recommendation for the NBWRA Board of Directors.
4. Document the meeting materials and discussions and provide a summary of the committee's recommendation to the Board. Recommend "next steps" for NBWRA to discuss "buy-in" with new member agencies.

## NBWRP Phase 2 Agency Data Request

The Conceptual Level Operational Analysis Task will develop preliminary monthly operations analysis to determine seasonal storage needs, potential integration with Phase 1 facilities, and general points of delivery. In order to conduct this study the following information is requested of the participating agencies. We realize all of the data may not be available.

### Effluent Flows Information

Flow projections from most recent planning documents for the long term

Historical treatment flow rates – for last 3 -5 years to cover varying hydrologic years

- Daily inflow to treatment (smaller time steps also acceptable)
- Daily outflow from treatment (smaller time steps also acceptable)

Treated effluent water quality data

Copy of latest WWTP and recycled water facilities plan in order to better understand current treatment facilities, unused capacity, and existing plans for expansion.

Discussion of ongoing programs for

- I&I reduction
- Source control
  - Industrial
  - PCCPs

### Water Demand of Existing Reuse Projects (where applicable)

Locations – where are the existing reuse areas?

Water quality of recycled water provided to customers (if different than WWTP effluent water quality)

Demands

- If metered at point of use, indicate flow rates (in smallest time step available) and type of demand (crop type, landscaping, industrial reuse, urban reuse, etc), otherwise...
- Total reuse system flow rates (in smallest time step available)

## Water Demand of Anticipated Reuse Projects

Locations – what is the potential service area?

Have conceptual plans been developed?

Demands

- What are the uses?
  - What are the uses? Urban Infrastructure
  - Landscape and Recreation
  - Agricultural Irrigation, Frost Protection or Facility Operations
  - Environmental, Habitat or Open Space
  - Alternative Energy Production
  - Groundwater Recharge
- Demands
  - Annual
  - Seasonal or monthly
  - Anticipated diurnal use (e.g., some landscape will be limited to 10 hours at night)

### NBWRA FY 2011 - 2012 Activities

#### NBWRA Meetings

- TAC Meetings
- Board Meetings

#### Funding Activities

##### Anticipated Federal and State Funding Sources

- Anticipated Federal WaterSMART Study Application
- Anticipated Federal WaterSMART Construction Application
- Round 1 (IRWM) - Finalization of \$2 million recommendation
- Round 2 (IRWM) - Process expected to commence
- Possibility of re-opening of 2012 water bond (not certain)

##### Federal Program Development Activities

- Possible DC Trip and for Funding Support/Program Tour
- Coordination of Program Components, Pursuit of Federal Funding, Development of Stakeholder Support

##### State Program Development Activities

- Pursuit of State Funding, Monitor Legislation, Contact and Support with State Legislators and Agencies

#### Phase 1 Activities

##### Environmental Activities

- Provide Input to ARRA Audit

##### ARRA Activities

- Quarterly Reporting
- Reimbursement Requests
- Member Agency Audits

##### Technical Support

- Program Support and Coordination
- Federal & State Appropriation Grant Support
- Federal Appropriations Reporting (WaterSMART)

#### Phase 2 Activities

##### Phase 2 Project Definition Tasks

- Operational Analysis Conceptual Level
- Preliminary Phase 2 Program scale and cost for design/construction implementation
- Phase 1 Program Conceptual Valuation
- Review ability to meet non-Federal cost share
- Project Benefits – Conceptual Level
- Phase 2 Planning Studies Scope of Work
- Project Definition Report

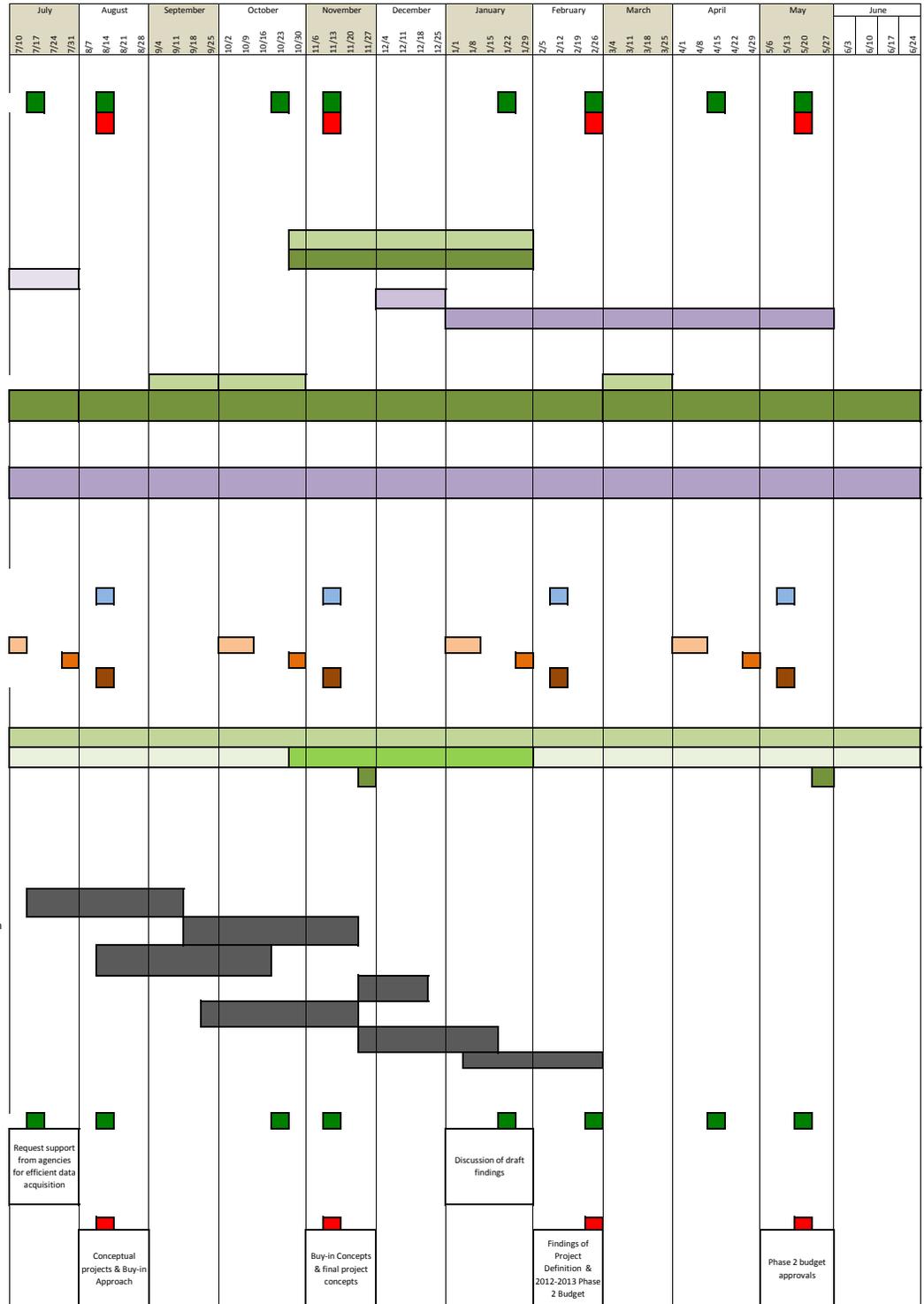
##### Focus of Meetings

##### TAC Meetings

Phase 2 Project Definition Topics

##### Board Workshop

Phase 2 Project Definition Workshop





**Date:** July 18, 2011  
**To:** North Bay Water Reuse Authority Members  
**From:** Ginger Bryant, Bryant & Associates  
**Re:** July 2011 Federal Program Development

**Activities performed in support of the NBWRP**

Program Development

- Developed white paper on regional-scale Title XVI funding for planning and construction and coordinated with The Ferguson Group (TFG) on presenting proposal to Commissioner Connor in DC and Dave Gore in Sacramento – see attached white paper
- Coordinated with TFG on DRAFT language for WRDA bill to amend sec 5053 for future project construction options – see attached draft language
- Coordinated with TFG on scheduling the Commissioners fall tour

Phase 2 Studies

Membership and Outreach Study

- Completed Membership Outreach Study Memorandum

Project Definition Study

- Began initial study activities with study team

**Program Development Next Steps**

- Continue to develop USACE and USBR funding options
- Continue tasks associated with the Project Definition Study
- Work with KP Public Affairs on Funding Presentation for Board Meeting

## DISCUSSION DRAFT

### **The Opportunity:**

To develop a regional-scale, grant program within US Bureau of Reclamation's WaterSMART Title XVI Feasibility Study and Construction Grants Programs.

### **The Need:**

Increasingly water managers are relying on recycled water to assist in providing reliable, sustainable water supplies for urban, environmental and agricultural uses.

Throughout the west, surface and groundwater sources are stretched beyond sustainable levels and must meet competing and complex demands that include regulatory, economic, and environmental uses. Often, the only new supply available is recycled water and even then, the demands on this resource far exceed what can be met by a single-facility or small-scale water recycling project.

This is where Reclamation's expertise in water resource management is particularly important. The development and use of recycled water on a regional-scale can contribute significantly to water supply reliability throughout the west. Understanding of the value of the resource is endemic to Reclamation's culture and it is this perspective that allows recycled water to move beyond single agency urban reuse projects to broad, diverse regional applications where multiple demands on water resources can be met.

Reclamation's Title XVI Program plays an increasingly important role in contributing toward regional water supply reliability by providing technical and financial assistance to local sponsors in planning for and developing this vital new supply

Most Title XVI projects are small-scale and have a total project cost less than \$80,000,000 and a Federal cost-share less than \$20,000,000. Many of the large-scale projects now being considered and designed have a total project cost in excess of \$150,000,000. Because these large projects could out-compete the smaller projects for Federal funding, there is a need to internally separate projects based on their scale.

### **Benefits of a Regional Approach to Planning and Construction:**

Regional-scale planning and implementation is where the benefits of water reuse accrue on multiple levels.

This approach allows partners to collaborate, identify and integrate diverse needs into water reuse programs. It allows for leveraging of non-Federal funding sources to provide local cost-share and local entities to realize benefits that would be out of their reach without regional collaboration.

It also allows many projects to be included into larger programs that when implemented over time, increase both program yield and community benefits while maximizing the value of the Federal dollar invested.

### **Current Title XVI WaterSMART Grant Program Constraints:**

The two existing Title XVI WaterSMART grant programs, feasibility studies and construction, are primarily directed toward assisting single agency or project planning and implementation.

The timeframe and grant amount for completion of project feasibility studies, currently 12-months and \$150,000, is not adequate to support the development and completion of a regional feasibility study and report.

The same situation applies to the construction grant program that has a maximum grant amount of \$2,000,000 and a 24-month completion timeframe. With regional approaches, project construction costs will exceed these amounts and timeframes simply due to scale.

Both of the existing grant programs provide great opportunity for single agency, small-scale applications but fall short of meeting regional-scale planning and construction needs.

**The Proposal:**

Within Reclamation's Mid-pacific region are three regional, large-scale water reuse programs. Two of these programs have construction authorizations and plan to continue with additional feasibility planning and project implementation, while the third program is starting the feasibility study process.

These three entities are seeking to develop as part of the suite of WaterSMART assistance programs, new grant funding opportunities specifically for regional-scale Title XVI programs.

We are requesting that the initial feasibility study grant program be funded with a capacity of \$7,500,000 and a maximum grant of \$2,500,000 per study over a 5-year planning timeframe. This would provide regional programs the time and resources needed to produce comprehensive feasibility reports.

We are also requesting that the initial construction grants program be funded with a capacity of \$30,000,000 which would provide for a maximum grant of \$15,000,000 to be implemented within a 5-year timeframe.

These amounts and timeframes also allow the non-federal sponsors to undertake the financial planning required to meet their obligations in providing local cost-share for feasibility studies and construction financing.

Finally, we understand and support Reclamation's significant investment in establishing the WaterSMART program and understand that accountability and return for the Federal dollar invested are paramount.

Indeed, the potential output from these three programs could show a significant return on the Federal investment as the combined yield is estimated at over 70,000 acre-feet of new recycled water supplies to meet urban, agricultural and environmental needs.

In proposing these regional-scale grant programs, we can further demonstrate the applicability of WaterSMART's Title XVI programs throughout the west. And if funded, it is our intention to demonstrate that regional-scale reuse programs can contribute and build on the integrity and accountability of the existing WaterSMART programs.

**SEC. 5053. SAN PABLO BAY, CALIFORNIA, WATERSHED AND SUISUN MARSH ECOSYSTEM RESTORATION.**

(a) SAN PABLO BAY WATERSHED, CALIFORNIA.

(1) IN GENERAL.—The Secretary shall complete work, as expeditiously as possible, on the ongoing San Pablo Bay watershed, California, study to determine the feasibility of opportunities for restoring, preserving, and protecting the San Pablo Bay watershed.

(2) REPORT.—Not later than March 31, 2008, the Secretary shall submit to Congress a report on the results of the study.

(b) SUISUN MARSH, CALIFORNIA.—The Secretary shall conduct a comprehensive study to determine the feasibility of opportunities for restoring, preserving, and protecting the Suisun Marsh, California.

(c) SAN PABLO AND SUISUN BAY MARSH WATERSHED CRITICAL RESTORATION PROJECTS.—

(1) IN GENERAL.—The Secretary may participate in critical restoration projects that will produce, consistent with Federal programs, projects, and activities, immediate and substantial ecosystem restoration, preservation, and protection benefits in the following sub-watersheds of the San Pablo and Suisun Bay Marsh watersheds:

- (A) The tidal areas of the Petaluma River, Napa-Sonoma Marsh.
- (B) The shoreline of West Contra Costa County.
- (C) Novato Creek.
- (D) Suisun Marsh.
- (E) Gallinas-Miller Creek.

(2) TYPES OF ASSISTANCE.—Participation in critical restoration projects under this subsection may include assistance for planning, design, or construction.

(d) JOINT FEDERAL PROJECTS AT SAN PABLO BAY.—

(1) IN GENERAL.—The Secretary is authorized to carry out projects that will, substantially in accordance with the approved Bureau of Reclamation report, dated xxxx xx, 20xx, store recycled water and restore, preserve or protect fish and wildlife (wetland and riparian?) habitat in the San Pablo Bay watershed.

(2) CRITICAL PROJECTS AND INITIATIVES.—If the Secretary, in cooperation with Commissioner of the Bureau of Reclamation, determines that a project or initiative will produce immediate and substantial benefits, the Secretary may proceed with the immediate implementation of the project or initiative.

(3) TRANSFER OF FUNDS.—

(A) IN GENERAL.—The Secretary and the Secretary of the Interior are authorized to transfer between the Department of the Army and the Department of the Interior appropriated amounts and other available funds (including funds contributed by non-Federal interests) for the purpose of planning, design, and construction of projects to store recycled water and restore, preserve, or protect the San Pablo Bay.

(B) TERMS AND CONDITIONS.—Any transfer made pursuant to this subsection shall be subject to such terms and conditions as may be agreed on by the Secretary and the Secretary of the Interior.

(e) IN-KIND SERVICES; TREATMENT OF CERTAIN FUNDS.—Section 510(d)(2) of such Act (110 Stat. 3760) is amended by adding at the end the following:

(C) IN-KIND SERVICES.—The non-Federal share of the project costs of a local cooperation agreement entered into under this section may include in-kind services.

(D) TREATMENT OF CERTAIN FUNDS.—Funds provided by a Federal department or agency other than the Corps of Engineers for a project under this section shall be treated as non-Federal funds for purposes of cost sharing requirements under this subsection.

(d) CREDIT.—In accordance with section 221 of the Flood Control Act of 1970 (42 U.S.C. 1962d

5b), the Secretary shall credit toward the non-Federal share of the cost of construction of a project under this section—

(1) the value of any lands, easements, rights-of-way, dredged material disposal areas, or relocations provided by the non-Federal interest for carrying out the project, regardless of the date of acquisition;

(2) funds received from the CALFED Bay-Delta program; and

(3) the cost of the studies, design, and construction work carried out by the non-Federal interest before the date of the partnership agreement for the project.

(e) AUTHORIZATION OF APPROPRIATIONS.—There is authorized to be appropriated to carry out this section \$40,000,000.

**Chuck Weir**

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**From:** Ginger Bryant <vsbryant@sbcglobal.net>  
**Sent:** Tuesday, July 12, 2011 5:25 PM  
**To:** 'Tuft, Pamela'  
**Cc:** Chuck Weir; 'Renee Webber'; 'Kevin Booker'  
**Subject:** RE: MBWRA - MOU for signature

Hi Pam,

Thanks for your inquiry on the MOU. When we met to discuss the NBWRP a few months ago, we covered a number of topics and I'm sorry if there was confusion on this issue.

First I know the members are very pleased with the support from the City Council and Petaluma is welcome to join the NBWRA/become a signatory to the MOU at anytime. So for the City of Petaluma, I see your decision to formally join the organization as a question of timing and cost. The options below may provide more information in which to make your decision.

Your first option is to join the NBWRA now. If so, there are annual operational costs of approximately \$30,000 per member agency along with the additional \$9,250 in costs associated with the Project Definition Study just getting underway. So, becoming a member now would cost the City of Petaluma approximately \$40,000.

Your other option is to participate in the Project Definition Study for the \$9,250 study cost-share. The City of Petaluma's water recycling program will be included in the study and you, other participating agencies and NBWRA members, will all have input during the study process. Also under this option, the City would not be responsible for any of the NBWRA FY 11/12 operating costs.

At Monday's NBWRA meeting, we will begin discussing the Project Definition study and there are two deliverables from this study that may also have an influence on your decision to join the NBWRA.

The first is a Feasibility Study scope of work that will describe the activities and costs needed to bring all new projects into Reclamation's Feasibility Study format. This must be done in order to qualify for funding under our construction authorization. Second, is the Phase 1 buy-in cost valuation where the NBWRA will be working to determine if there should be a buy-in cost to new members joining Phase 2 of the Program.

By late winter 2012 we will know the future study costs, any buy-in costs and, the proposed annual operating budget for FY 12/13. This is timed so that each member's share of these costs can be included in their respective FY 12/13 budgets. At this point you, as well as all other members and participants, will know next year's cost to participate and can decide if you'd like to proceed. This is also a time you may consider officially joining the NBWRA.

Either way we are looking forward to your participation and if you'd like to schedule a call to discuss any additional questions please don't hesitate to ask.

Best,  
Ginger Bryant

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**From:** Tuft, Pamela [<mailto:PTUFT@ci.petaluma.ca.us>]  
**Sent:** Monday, July 11, 2011 3:12 PM  
**To:** 'Ginger Bryant'

**Cc:** 'Chuck Weir'; 'Renee Webber'

**Subject:** MBWRA - MOU for signature

Good Monday Ginger,

I'm copying both Chuck and Renee as I have no idea who will generate the original MOU document. The Council, on June 6<sup>th</sup>, authorized Petaluma joining the Authority and directed the City Manager to sign the MOU. To my knowledge, we've never gotten one for execution. If you will provide me with the correct document ready for his signature, I will route it and get it returned. Also, the copy I have does not have certified signatures by the agency officials so I assume you do not need John's signature certified by the City Clerk. Let me know if that is incorrect and I'll take care of it. Thanks much,

**Pam**

Pamela Tuft

Special Projects Manager

Dept of Water Resources & Conservation

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