

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

Agenda – Phase 1

Monday, August 15, 2011

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

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	4.	Action	Consent Items a. Minutes July 18, 2011
Page 5 Pages 6 - 7	5.	Information	Report from the Program Manager a. Action Items from July 18, 2011 Meeting
	6.	Discussion	Review of August 15, 2011 Board Meeting
	7.	Information	Status of WaterSMART Grant Applications
	8.	Information	ARRA Projects Report
Pages 8 - 11	9.	Action	ARRA Training
	10.	Information	Federal Legislative Update
	11.	Information	State Legislative Update
	12.	Information	Proposition 84 – Integrated Regional Water Management Program Update and Status
Page 12	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 (October 24, 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.

**North Bay Water Reuse Authority
Technical Advisory Committee
Phase 1 Minutes
July 18, 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, July 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
Pam Jeane	Sonoma Valley CSD
Drew McIntyre	North Marin Water District
Phillip Miller	Napa County
Jeff Tucker	Napa Sanitation District
Renee Webber	Sonoma County Water Agency
Mark Williams	Las Gallinas Valley Sanitary District

Others Present

Chuck Weir, Program Manager	RMC
Kevin Booker	Sonoma County Water Agency
Ginger Bryant	Bryant & Associates
Taylor McDaniel	Rauch Communications (by telephone)
Jim O'Toole	ESA
Pilar Oñate-Quintana	KP Public Affairs
Michael Savage	CDM
Rem Scherzinger	City of Petaluma

2. Approval of the Agenda

The Agenda was unanimously approved as presented.

3. Public Comments

Rem Scherzinger, City of Petaluma, was welcomed as a new NBWRA participant.

4. Consent Items:a. Minutes, June 20, 2011

The minutes were unanimously approved as presented.

5. Report from the Program Managera. Consultant Progress Reports

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

b. Status of Action Items from June 20, 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.

6. Budget Summary for the Period Ending June 30, 2011

The TAC reviewed the budget summary. Kevin Booker noted that SCWA is in the process of completing FY2010/11 yearend activities and that a final budget summary will be presented at the August 15, 2011 meeting. The Program Manager noted that the yearend budget summary for FY2010/11 will remain on the TAC agenda until completed. Beginning with FY2011/12 there will be quarterly financial reports. Kevin Booker also provided an update on the status of completing the agreements with the consultants.

7. Status of WaterSMART Grant Applications

Kevin Booker indicated that SCWA is still awaiting final paperwork from USBR.

8. ARRA Projects Report

The ARRA projects are proceeding. Mike Savage provided a large version of the project schedule summary that is maintained by Andria Loutsch. He indicated that USBR likes the presentation and is urging other agencies to use a similar approach. TAC members provided a verbal update on the status of their projects.

9. ARRA TRAINING

Kevin Booker reviewed the list of potential topics for ARRA training. As an action item, TAC members will check with their staff and let Kevin know if they support a training program of 1.5 days. It was also agreed that the cost would be on a per person basis.

10. Federal Legislative Update

Ginger Bryant provided an update for the TAC. She indicated that USBR has asked her to develop a proposal for modifying the WaterSMART Grant program which would be beneficial to NBWRA.

11. State Legislative Update

Pilar Oñate-Quintana provided an update for the TAC, including highlights of several bills in the Legislature.

12. Proposition 84 – Integrated Regional Water Management Program Update and Status

Kevin Booker provided an update for the TAC. Each of the member agencies will be contracting separately with Bay Area Clean Water Agencies for administrative services for the IRWM funding. An announcement from Department of Water Resources regarding funding awards is expected by July 25, 2011.

13. EIR/EIS Approval Process Update

Jim O'Toole provided an update for the TAC.

14. Ohlone Mitigation Bank Agreement

Following discussion, as an action item, the TAC approved recommending that the NBWRA Board approve the Agreement for Sale of Conservation Credits at the August 15, 2011 NBWRA board meeting. Once the Board has approved the agreement, Grant Davis is authorized to execute the agreement on behalf of NBWRA. It was further agreed as an action item that Kevin Booker would separate out the costs for North Marin Water District.

15. Outreach Program Report

The TAC noted that Taylor McDaniel has distributed a draft an e-news update. As an action item, TAC members will provide comments on the draft e-news to Taylor by July 19, 2011.

16. Items from Committee, Agency Staff, or Consultants

Kevin Booker noted that SCWA has submitted a poster abstract for the State of the Estuary Conference, September 20-21, 2011 in Oakland.

17. Items for Next Agenda (Next Meeting July 18, 2011)

The next meeting will be held at Novato Sanitary District, 600 Davidson Street, Novato, CA following the NBWRA Board meeting which is scheduled for 9:30 a.m. on August 15, 2011.

Action items resulting from the TAC meeting include:

- a. TAC members will check with their staff and let Kevin know if they support a training program of 1.5 days. It was also agreed that the cost would be on a per person basis.
- b. NBWRA Board approve the Agreement for Sale of Conservation Credits at the August 15, 2011 NBWRA board meeting. Once the Board has approved the agreement, Grant Davis is authorized to execute the agreement on behalf of NBWRA.
- c. Separate out the costs for North Marin Water District for the Ohlone Mitigation Bank Agreement.

Chair James adjourned the meeting at 10:30 a.m.

NEXT MEETING INFORMATION: Next meeting will be at Novato Sanitary District, 600 Davidson Street, Novato, CA on August 15, 2011. The meeting will follow the NBWRA Board meeting, which is scheduled to start at 9:30 a.m.

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ITEM NO. 5 REPORT FROM THE PROGRAM MANAGER

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

Item No. 5.a Status of Action Items from the June 20, 2011 Meeting

Additional Agenda Items

Following is a brief summary of some additional Agenda items:

Item No. 7 Status of WaterSMART Grant Applications

The WaterSMART Grant Application in the amount of \$1,291,175 was approved. Ginger Bryant and Kevin Booker will update the TAC on the status of completing all necessary paperwork.

Item No. 8 ARRA Projects Report

Andria Loutsch and Kevin Booker will update the TAC on the status of the ARRA projects, including reporting requirements. This item was discussed at the Board Meeting.

Item No. 9 ARRA Training

Please refer to Agenda Item No. 9.

Item No. 10 Federal Legislative Update

Please refer to the information provided by Bryant & Associates in the Board packets.

Item No. 11 State Legislative Update

Please refer to the information provided by Pilar Oñate-Quintana in the Board packets.

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

Please refer to the update provided by Jim O’Toole, ESA, in Agenda Item No. 13.

Item No. 14 Outreach Program Report

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

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Agenda Explanation
North Bay Water Reuse Authority
Technical Advisory Committee
August 15, 2011

ITEM NO. 5.a STATUS OF ACTION ITEMS FROM JULY 18, 2011 MEETING

Action Requested: None at this time.

Attached is a summary of the action items following the July 18, 2011 TAC meeting. It was distributed following those meetings and has been updated for the August 15, 2011 meeting. The list includes task, responsible party, due date, status, and completion date. All items are either complete or in progress.

Meeting Date: July 18, 2011

NBWRRA Board and TAC Short-Term Action Item List

Task	Phase	Responsible Party	Due Date	Status	Completion Date
Finalize consultant agreements per the FY2011/12 approved budget	1	SCWA	7/31/2011	In progress. Per SCWA Monthly Summary of Activities, 8 of the 11 agreements have been signed.	
Issue a Request for Proposal for Outreach Services	1	SCWA	8/15/2011	Anticipated to go out in mid-August.	
The Ohlone Mitigation Bank agreement will be included in the August 15, 2011 Board Agenda for approval.	1	Weir	8/9/2011	Included in August 15, 2011 Phase 1 Board Agenda	
The member agencies will provide an update of their ARRA projects to Taylor McDaniel for the E-news.	1	Member Agencies	7/19/2011	Completed	7/19/2011
Develop a Conflict of Interest Policy for Board consideration at the August 15, 2011 meeting	1	SCWA Legal Counsel	8/9/2011	Policy drafted. Action item included in August 15, 2011 Board Agenda to adopt Notice of Intent, circulate and file Notice, and set Public Hearing date for November 11, 2011	8/9/2011
Check on the status of the \$500,000 funding for Marin Municipal Water District for the Peacock Gap project	1	Booker	6/15/2011	In progress	
Check with member agency staff and let Kevin know if they support a training program of 1.5 days. It was also agreed that the cost would be on a per person basis.	1	TAC	7/22/2011	Agencies have agreed to have a 2-day training program. Cost to range from \$383 to \$454 per person, based on 15 - 12 attendees. Dates set for October 24-25, 2011. Will include in August 15, 2011 TAC Agenda for final determination.	
Include the Agreement for Sale of Conservation Credits on the agenda for the August 15, 2011 NBWRRA board meeting. Once the Board has approved the agreement, Grant Davis is authorized to execute the agreement on behalf of NBWRRA.	1	Weir	8/9/2011	Included on August 15, 2011 Board Agenda for approval.	8/9/2011
Separate out the costs for North Marin Water District for the Ohlone Mitigation Bank Agreement	1	Booker	8/9/2011	Completed.	8/3/2011
Review the Assessments Due column in the budget summary document for the Member Agencies.	1	Weir and Booker	8/9/2011	To be completed once SCWA completes year end accounting for FY2010/11	
Share notices regarding conference presentations and award programs with the TAC	1	All	Ongoing		
Establish the buy-in cost development subcommittee and appoint the members of the Memorandum of Understanding subcommittee to the new subcommittee. The first meeting will be prior to the October 24, 2011 TAC meeting at 8:30 a.m. The Program Manager will send out an Outlook appointment.	2	James and Weir	Completed	Subcommittee appointed. Outlook appointment sent.	7/19/2011
Send an email request to the TAC and include the data request memo as an attachment. The request will include a due date for responses.	2	Savage and TAC	7/22/2011	Email request and attachment sent July 20, 2011. Data due August 22, 2011. Status Report to be given at August 15, 2011 Board meeting.	
The master schedule will be updated based on discussion and input from the Member Agencies.	1	O'Toole & Member Agencies	Ongoing		
Update the final versions of the PR documents to reflect correct dates when available.	1	RCC	subject to EIR/EIS finalization	Ongoing. PR documents tend to be tailored for each meeting with elected officials.	

ITEM NO. 9 ARRA TRAINING

Action Requested: Review the attached information regarding ARRA training and provide input on number of attendees from each agency.

At the May 23, 2011 TAC meeting, Susan McGuire and Kevin Booker provided information regarding training for member agency staff related to ARRA reporting. The training will be offered by the CalCPA Education Foundation. The training will be held at Sonoma County Water Agency October 24-25, 2011. Final costs per attendee will depend on the number that attends.

Recommendation

Review the attached information regarding ARRA training and provide input on number of attendees from each agency.

Chuck Weir

From: Kevin Booker <Kevin.Booker@scwa.ca.gov>
Sent: Tuesday, August 09, 2011 12:46 PM
To: 'Laura Creamer'; Tucker, Jeffery (Jeff); Susan McGuire; 'Loutsch, Andria'; 'Carmela Chandrasekera'; Lynne Rosselli; Susan Bookmyer; Jennifer Chong; 'Dawn Krautner'; Nancy Williamson
Cc: Chuck Weir; Beverly James; Mark Williams; 'Drew McIntyre'; Tim Healy; Renee Webber; Pam Jeane; Miller, Phillip
Subject: NBWRA Federal Reporting Training October 24th and 25th 2011 at Water Agency's Office - Confirmed

Importance: High

Hi All,

We are confirmed for the 2-day Federal Training. The dates of the Training are October 24th and 25th. The Training will be held at the Sonoma County Water Agency's office in Santa Rosa (404 Aviation Blvd, Santa Rosa, CA 95403).

To get a head count on the number of participants, Please respond back to me on the number of staff from your agency that will be attend the training.

Thanks,

Kevin Booker, P.E.
Water Agency Principal Engineer
404 Aviation Blvd
Santa Rosa CA 95403
O:707-521-1865
Kevin.Booker@scwa.ca.gov

Chuck Weir

From: Kevin Booker <Kevin.Booker@scwa.ca.gov>
Sent: Tuesday, August 02, 2011 4:35 PM
To: Beverly James; Mark Williams; Tim Healy; Miller, Phillip; Renee Webber; Pam Jeane; Chuck Weir
Cc: Lynne Rosselli; Loutsch, Andria; Susan McGuire; Tucker, Jeffery (Jeff)
Subject: Update on Federal Reporting Training
Attachments: Sonoma County Water FFGV and CPAG Reprice Sent 062711.xlsx

Hi NBWRA TAC,

Quick update on the Federal Reporting Training.

Following is the price structure for 2-day federal reporting training. I anticipate having between 12 – 15 people attend the training.

# of participants	Total Cost	Per Person
12	\$5,450	\$454
15	\$5,750	\$383
20	\$6,250	\$313

(CALCPA is offering us the member price.)

Based upon my call with Jeff, Susan, Andria, and Lynne it made sense to have a two day training versus 1.5 days (1.5 days only saves \$250 total for the 3 different sized groups above.)

On our call we identified dates the instructor is available in September and October for the training. Once I hear back from the instructor, I will begin e-mailing your staff with potential dates the instructor is available.

Yhanks,

Kevin Booker, P.E.
 Water Agency Principal Engineer
 404 Aviation Blvd
 Santa Rosa CA
 O:707-521-1865
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Course Proposal

Lynne Rosselli; Sonoma County Water Agency; Revised June 27, 2011

Administrative Rules for Federal Grants; FFGV

Cost Principles for State and Local Governments and Nonprofits; CPAG

Price Comparison for 20 people, two full days vs. One and one-half days.

Instructor/Short Code	CalCPA Membership	Budgeted Attendance	Instructor Fee	Content Fee*	Content Total	PDF of course materials**	Instructor Expense***	Total Sonoma County Water	Per Person Average****	Per Person Day Average
Two Full Days										
Sefton Boyars	Member	20	\$3,500	\$100	\$2,000	\$0	\$750	\$6,250	\$313	\$157
Sefton Boyars	Nonmember	20	\$3,500	\$160	\$3,200	\$0	\$750	\$7,450	\$373	\$187
One and one-half Days										
Sefton Boyars	Member	20	\$3,250	\$100	\$2,000	\$0	\$750	\$6,000	\$300	\$150
Sefton Boyars	Nonmember	20	\$3,250	\$160	\$3,200	\$0	\$750	\$7,200	\$360	\$180

* CalCPA Members receive a \$60 discount, reflected in the content fee. As a courtesy to Sonoma County Water Agency, a governmental entity, we will extend the member price to all attendees. Invoice based upon actual attendance.

* Standard instructor fee is \$3700 for two days. Instructor fee is reduced to \$3500 for two days, or \$3250 for one and one-half days. Content fee is the same regardless of length of course.

** Master PDF of course materials assumes Sonoma County Water will print the course materials, and includes a one-time license for the course taught. CalCPA can print and ship books for an additional charge.

*** Expenses are approximate and based upon travel from instructor's home. Actual submitted costs will be paid with original receipts, according to CalCPA Instructor Expense Guidelines.

**** Compare to CalCPA member/nonmember price \$630/\$830, or Coupon price \$496 per person (two coupons at \$248 per person), plus staff travel expenses.

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NBWRA Technical Advisory Committee Meeting
August 15, 2011
Information Item Summary

1. Reclamation signed Record of Decision January 26, 2011.
2. USFWS issued Biological Opinion July 7, 2010.
3. Section 106 Consultation Process Completed March 21, 2011
4. Ohlone Mitigation Bank: SCWA will proceed with signature following Board Approval.
5. Individual Project Task Summary, under contract to individual agencies:
 - a. NMWD South Project:
 - i. NMWD South Project pipeline route revisions:
 1. Cultural Resources Area of Project Effect Modification accepted and complete.
 2. Environmental Assessment /Finding of No Significant Impact (EA/FONSI) Being Processed by Reclamation.
 - ii. Wetland delineation and Corps/CDFG/RWQCB permit applications submitted July 1, 2011.
 - iii. Assisted in design and specifications review.
 - b. NMWD North Project
 - i. Segment 1.
 1. Conducted pre-construction clearance and contractor training.
 - ii. Segment 2 and 3.
 1. Assisting in design review.
 - c. SVCSD Watmaugh Road Alignment:
 - i. Section 106 Cultural Resources Report Addendum submitted and accepted by Reclamation. In State Historic Preservation Officer (SHPO) consultation.
 - ii. NEPA Addendum submitted July 13, 2011 for Reclamation review.
 - d. Napa State Hospital.
 - i. Storm drain culvert exposed July 7, 2011. ESA assessed, prepared site record and submitted 7/13. Coordinating with Reclamation for SHPO consultation.
 - ii. CDFG Permit issuance pending.
 - e. LGVSD
 - i. Reviewed specifications for environmental mitigation measures.
 - f. Novato San
 - i. Conducted pre-construction clearance and contractor training.