



North Bay Water Reuse Authority

Las Gallinas Valley Sanitary District | Napa County | Napa Sanitation District | North Marin Water District
Novato Sanitary District | Sonoma County Water Agency | Sonoma Valley County Sanitation District

BOARD OF DIRECTORS MEETING

AGENDA – PHASE 2

Monday, November 14, 2011
9:30 A.M. (Immediately Following Phase 1 Meeting)

Novato Sanitary District
500 Davidson Street
Novato, CA 94945

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment**
(Any member of the public may address the Board at the commencement of the meeting on any matter within the jurisdiction of the Board. This should not relate to any item on the agenda. It is the policy of the Authority that each person addressing the Board limit their presentation to three minutes. Any member of the public desiring to provide comments to the Board on an agenda item should do so at the time the item is considered. It is the policy of the Authority that oral comments be limited to three minutes per individual or ten minutes for an organization. Speaker's cards will be available in the Boardroom and are to be completed prior to speaking.)
- 4. Introductions**
- Action** **5. Board Meeting Minutes of August 15, 2011**
Pages 3 - 4 (The Board will consider approving the minutes from the August 15, 2011 Board meeting.)
- Information** **6. Report from the Program Manager**
Pages 5 - 9 **6.a Consultant Progress Reports**
(The Board will review the Report from the Program Manager and Consultant Progress Reports.)
- Information** **7. Program Schedule and Project Definition Study Report**
Page 10 (The Board will be updated on the program schedule and the Project Definition Study.)
- Information** **8. Federal and State Legislation and Funding Overview**
Page 11 (The Board will review Federal and State Legislation and Funding.)
- 9. Adjournment**

Next Board Meeting
Monday, February 27, 2012, 9:30 A. M.

(In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a Board meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the Program Manager at (510) 410-5923. Notification of at least 48 hours prior to the meeting or time when services are needed will assist in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.)

(A copy of all the documents constituting the agenda packet is available for public inspection prior to the meeting at 500 Davidson Street, Novato, CA 94945. Any person may request that a copy of the agenda or the agenda packet be mailed to them for a fee of \$.10 per page plus actual mailing costs. If you wish to request such a mailing, please contact Chuck Weir, RMC, 2001 N. Main Street, Suite 400, Walnut Creek, CA 94596, 510-410-5923, cweir@rmcwater.com. The agenda and the agenda packet for each meeting are also available on-line at www.nbwra.com and will be available at the meeting.)

North Bay Water Reuse Authority
Board of Directors Meeting
Phase 2 Minutes
August 15, 2011

1. Call to Order

Chair Long called the meeting to order at 10:02 a.m. on Monday, August 15, 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
Valerie Brown, Sonoma Valley County Sanitation District
Larry Loder, Las Gallinas Valley Sanitary District
John Schoonover, North Marin Water District (left meeting at 10:32 a.m.)
David Rabbitt, Sonoma County Water Agency
Jill Techel, Napa Sanitation District

ABSENT: None

OTHERS

PRESENT: Chuck Weir, Program Manager	RMC
Marc Bautista	Sonoma County Water Agency
Ginger Bryant	Bryant & Associates
Asavari Devadiga	ESA
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
Michael Savage	CDM
Rem Scherzinger	City of Petaluma
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

Rem Scherzinger, City of Petaluma, introduced himself.

5. Report from the Program Manager

5.a Consultant Progress Reports

The Program Manager noted that this month's report included the July 2011 Progress Reports from the consultant team.

6. Phase 2 – Project Definition Status Report

Michael Savage, CDM, gave a presentation on the status of the Phase 2 Project Definition Study. The Board requested that information be included in the study to address economic benefits and groundwater management.

7. Federal and State Legislation and Funding Overview

Ginger Bryant, Bryant & Associates, reviewed the items described in her report on Program Development in the Agenda packet, including a planned tour for the U.S. Bureau of Reclamation Commissioner in October 2011. She then gave a presentation on Federal Program Development Funding Activities for FY11/12.

Following that presentation, Pilar Oñate-Quintana, KP Public Affairs, gave a presentation on Finding funding in California, Opportunities in Spite of Perennial Budget Challenges. She indicated a tour for State officials is being considered for the fall or winter this year.

8. Adjournment

There being no further business, Chair Long adjourned the meeting at 11:17 a.m.

Minutes approved by the Board on _____.

Charles V. Weir
Program Manager

ITEM NO. 6 REPORT FROM THE PROGRAM MANAGER

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

Item No. 6.a Consultant Progress Reports for July 2011

Note that only those consultants that have budget for Phase 2 have reports.

Phase 2 Buy-in Costs

The Technical Advisory Committee Buy-in Subcommittee met on October 24, 2011 to begin considering an approach for establishing buy-in costs for new members of NBWRA who desire to participate in Phase 2. Items that were discussed included: benefits to new and current members, definition of benefits, conceptual approaches, preliminary range of estimated costs, and next steps. Over the next month or so, members of the TAC will begin discussions with the individual member agency Boards. The subcommittee will meet again on January 23, 2012. It is anticipated that a recommendation will then be presented to the NBWRA Board.

Program Management Services for North Bay Water Reuse Authority Phase 2
RMC Water and Environment
SCWA Order Number 7533A5, Account Number 391029-6570
RMC Job No. 0047-007.02

Phase 2 Progress Report

October 2011

Task 2.1 Board of Directors and Technical Advisory Committee (TAC) Meeting Management

- Prepared discussion item list and participated in consultant conference call.
- Prepared Agenda Packet for October 24, 2011 Technical Advisory Committee (TAC) meeting.
- Attended October 24, 2011 TAC meeting at Novato Sanitary District.
- Drafted minutes for October 24, 2011 TAC meeting. Transmitted to TAC for review and comment.
- Prepared list of short-term action items discussed at the October 24, 2011 TAC meeting. Transmitted action items to meeting attendees. Tracked progress of action items from previous meetings. Revised list based on comments received.
- Updated distribution lists.

Task 2.2 Budget Preparation and Reporting

- Reviewed consultant costs for September 2011 and updated summary of costs for FY2011/12.

Task 2.3 Project Support and Review

- Reviewed and commented on plans for outreach consultant selection process. Reviewed and rated outreach consultant Statements of Qualifications. Participated in conference call to develop short list for outreach consultants. Revised outreach consultant rating sheet and sent to TAC. Scheduled conference call for TAC to discuss outreach consultant selection.
- Reviewed and commented on Draft Storage Option Study.

Task 2.4 Program Planning

- Prepared September 2011 Progress Report and September 2011 Invoice.

Task 2.5 Governance Issues

- Reviewed and commented on buy-in fee documents.

- Attended TAC subcommittee buy-in fee meeting. Scheduled next subcommittee meeting for January 23, 2012.



2110 G Street, #2
Sacramento CA 95816

Activity Summary

November 1, 2011

Ms Renee Webber
Sonoma County Water Agency
404 Aviation Boulevard
Santa Rosa CA 95403-1936

**Re: October 2011 Activity Summary
North Bay Water Reuse Program - Phase 2 Program Development Services**

**SCWA Order # 7534A6
SCWA Account # 391029-6570**

Activity Summary

- Prepared monthly reports, submitted for TAC meeting packets and attended TAC meeting
- Prepared Quarterly Program Development Report for SCWA
- Coordinated with SCWA, USBR Commissioner's office and Mid-pacific Region on Commissioner's tour
- Continued efforts to increase USBR internal Program funding for WaterSMART planning grants
- Continued efforts with Roger Gwinn on Energy and Water Bill language for Sen. Feinstein's consideration in support of Reclamation creating regional-scale funding programs
- Continued efforts with Reclamation on USBR/USACE collaboration on multipurpose recycled water storage construction options
- Coordinated with Pilar Onate-Quintana and SCWA staff to prepare Grant Davis' presentation on the October 25th CA Water Commission Panel re: regional storage and recycled water
- Participated in monthly Program Management call with Roger Gwinn and Renee Webber
- Participated in Consultant Coordination call
- Participated in USBR Office of Inspector General Program tour

North Bay Water Reuse Authority
Professional Services by CDM

October 2011 Progress Report - Phase 2 Activities

Project Definition Study

- Held project team meetings to discuss tasks and status.
- Contacted agencies participating in Project Definition Study for data needs.
- Reviewed completeness of data submitted by participating agencies.
- Prepared summary of agency data for the TAC meeting.
- Prepared and submitted draft Phase 2 initiation fee white paper to TAC.
- Project management activities.

Phase 2 Support

- Began update to the Phase 2 feasibility study workplan and costing spreadsheet for the Bureau of Reclamation funding agreement.
- Presented Phase 2 information to the NBWRA TAC meeting.

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Agenda Explanation
North Bay Water Reuse Authority
Board of Directors
November 14, 2011

ITEM NO. 7 PROGRAM SCHEDULE AND PROJECT DEFINITION STUDY REPORT

Action Requested: None at this time.

The consultant team will provide an update for the Board.

Recommendation

None at this time.

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Agenda Explanation
North Bay Water Reuse Authority
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November 14, 2011

ITEM NO. 8 FEDERAL AND STATE LEGISLATION AND FUNDING OVERVIEW

Action Requested: None at this time.

Ginger Bryant and Pilar Oñate-Quintana will provide updates for the Board.

Recommendation

None at this time.