

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

Agenda – Phase 1

Monday, November 14, 2011

11:00 AM (time approximate, 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 October 24, 2011
Pages 5 Pages 6 - 7 Pages 8 - 9	5.	Information Action	Report from the Program Manager a. Action Items from October 24, 2011 Meeting b. NBWRA Abstract accepted to 2012 WaterReuse Conference c. Request from North Bay Watershed Association for NBWRA Update
	6.	Information	Review of November 14, 2011 Board Meeting
Pages 10 - 11	7.	Information	Consultant Cost Summary through October 31, 2011
	8.	Information	Status of WaterSMART Grant Applications
	9.	Information	ARRA Projects Report
	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 Issues Update
	14.	Information	Outreach Program Report
	15.	Information	Items from Committee, Agency Staff, or Consultants
	16.	Information	Items for Next Agenda (January 23, 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
October 24, 2011**

1. Call to Order and Self Introductions

Chair James called the Technical Advisory Committee (TAC) meeting to order at 9:39 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
Tim Healy	Napa Sanitation District
Phillip Miller	Napa County
Renee Webber	Sonoma County Water Agency
Mark Williams	Las Gallinas Valley Sanitary District

Others Present

Chuck Weir, Program Manager	RMC
Marc Bautista	Sonoma County Water Agency
Kevin Booker	Sonoma County Water Agency
Ginger Bryant	Bryant & Associates
Keith Caldwell	Napa County
Liz Lewis	Marin County Flood Control
Monica Oakley	RMC
Pilar Oñate-Quintana	KP Public Affairs (by phone)
Jim O'Toole	ESA
Michael Savage	CDM

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, August 15, 2011

The minutes were unanimously approved with one correction.

5. Report from the Program Managera. Consultant Progress Reports

Consultant progress reports for September 2011 were included in the packet.

b. Action Items from August 15, 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 in process.

6. First Quarter FY2011/12 Budget Summary

The TAC reviewed the FY2011/12 First Quarter consultant expenses. Sonoma County Water Agency is developing a more detailed quarterly report that should be available soon.

7. Presentations by Public Outreach Consultant Candidates

Three public outreach consultants: Rauch Communications, Katz and Associates, and Data Instincts provided presentations to the TAC, followed by questions.

8. Selection of Public Outreach Consultant

The TAC scheduled a conference call for October 31, 2011 at 10:00 a.m. to make a final selection on the public outreach consultant. As action items, the Program Manager will work with Agency staff to send a rating sheet to the TAC and send conference call-in information. The current agreement with Rauch Communications will be extended through December 31, 2011.

9. Status of WaterSMART Grant Applications

Ginger Bryant provided an update and also indicated that next year's process will start soon.

10. ARRA Projects Report

Mike Savage provided an update. Member Agency staff training is underway.

11. Federal Legislative Update

Ginger Bryant provided an update as described in her monthly report.

12. State Legislative Update

Pilar Oñate-Quintana provided a report on several items and will send links to the TAC.

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

Pilar Oñate-Quintana provided a report.

14. EIR/EIS Issues Update

Jim O'Toole provided an update for the TAC.

15. Outreach Program Report

No additional report was provided.

16. Items from Committee, Agency Staff, or Consultants

There were no additional items.

17. Items for Next Agenda (Next Meeting November 14, 2011)

The next meeting will be held at Novato Sanitary District, 600 Davidson Street, Novato, CA on November 14, 2011.

Action items resulting from the TAC meeting include:

- a. TAC members will hold a conference call on October 31, 2011 at 10:00 a.m. to make a final selection of the public outreach consultant. The Program Manager will work with Agency staff to set up the conference call and provide a rating sheet to assist in the selection process.

- b. Extend the Rauch Communications agreement through December 31, 2011.

Chair James adjourned the meeting at 12:21 p.m.

NEXT MEETING INFORMATION: Next meeting will be at Novato Sanitary District, 600 Davidson Street, Novato, CA on November 14, 2011.

C:\Users\Carol\Documents\RMC Water and Environment\NBWRA\Agendas\2011-10\2011_10_24_NBWRA_TAC_Minutes_Phase_1.docx

ITEM NO. 5 REPORT FROM THE PROGRAM MANAGER

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

Item No. 5.a Status of Action Items from the August 15, 2011 Meeting

Item No. 5.b NBWRA Abstract accepted to 2012 WaterReuse Conference
Please refer to the November 9, 2011 email from Kevin Booker.

Item No. 5.c Request from North Bay Watershed Association for NBWRA Update

Action requested: Authorize the Program Manager to provide an NBWRA update presentation to the North Bay Watershed Association.

Harry Seraydarian, Executive Director, North Bay Watershed Association (NBWA) contacted the Program Manager on October 28, 2011. He requested that the Program Manager provide an update to the NBWA Board at an upcoming meeting since the last update was two years ago. There are funds in the Program Manager budget for making presentations on behalf of NBWRA.

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Agenda Explanation
North Bay Water Reuse Authority
Technical Advisory Committee
November 14, 2011

ITEM NO. 5.a STATUS OF ACTION ITEMS FROM OCTOBER 24, 2011 MEETING

Action Requested: None at this time.

Attached is a summary of the action items following the October 24, 2011 TAC meeting. It was distributed following the meeting and has been updated for the November 14, 2011 meeting. The list includes task, responsible party, due date, status, and completion date. All items are either complete or in progress.

Meeting Date: October 24, 2011

Task	Phase	Responsible Party	Due Date	Status	Completion Date
Finalize consultant agreements per the FY2011/12 approved budget	1 & 2	SCWA	12/31/2011	Scope and costs consistent with approved budget to be negotiated with selected consultant.	
Conference call to make final selection of outreach consultant	1 & 2	SCWA, TAC, Weir	10/31/2011	Conference call held. Selection made.	10/31/2011
Develop a Conflict of Interest Policy for Board consideration at the November 14, 2011 meeting	1 & 2	Weir & SCWA Legal Counsel	11/8/2011	Resolution for approval on November 14, 2011 agenda.	
Extend Rauch Communications agreement through December 31, 2011	1	Booker	10/31/2011	In progress.	
Reconcile costs through June 30, 2011 per MOU	1	Weir and Booker	12/31/2011	Awaiting final numbers from SCWA	
Send requested data to CDM	2	Member Agencies	8/22/2011	In progress.	
Continue Phase 2 Project Definition Tasks	2	Consultant Team	Various	In progress.	
Share notices regarding conference presentations and award programs with the TAC	1	All	Ongoing	Abstract accepted for 2012 WaterReuse Conference in Sacramento.	
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	Ongoing	Ongoing. PR documents tend to be tailored for each meeting with elected officials.	

Chuck Weir

From: Kevin Booker <Kevin.Booker@scwa.ca.gov>
Sent: Wednesday, November 09, 2011 4:32 PM
To: Pam Jeane; Renee Webber; Beverly James; Mark Williams; 'Healy, Tim'; Drew McIntyre; 'Miller, Phillip'
Cc: Chuck Weir; 'Loutsch, Andria'; 'Savage, Michael'; Marc Bautista; 'Ginger Bryant'
Subject: FW: 2012 WateReuse California Annual Conference - Abstract Submittal
Attachments: Speaker Forms.doc; Speaker Information & Technical Paper Guide - CA 2012.doc; WateReuse Presentation Guide.ppt

Hi All,

Wanted to let you know the NBWRA Abstract was accepted to the 2012 WateReuse Conference.

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

From: Courtney Tharpe [<mailto:ctharpe@watereuse.org>]
Sent: Tuesday, November 08, 2011 7:25 PM
To: Kevin Booker
Subject: 2012 WateReuse California Annual Conference - Abstract Submittal

Dear Kevin,

Congratulations, your abstract entitled ***North Bay Water Reuse Program*** has been selected for the 2012 WateReuse California Annual Conference technical program. The Conference will be held March 25-27, 2012 at the Sheraton Grand Sacramento in Sacramento, California.

Your abstract and has been assigned to the following date, time and session:

Session – C3: Small Systems
Date – Tuesday, March 27, 2012
Session Time – 9:00 am – 11:30 am
Presentation Time – 10:30 am – 11:00 am

For this 30-minute session, please plan on 20 minutes for your presentation, which will allow 10 minutes for an introduction and Q&A.

Your responsibilities as a speaker include the following:

- 1) Provide the completed Speaker Forms and Bios by **December 12, 2011**
- 2) Provide a Technical Paper for Publication in the Conference Proceedings by **February 6, 2012**
- 3) Provide a PowerPoint file containing slides for use during your presentation by **March 5, 2012**.
 Please upload all PowerPoint presentations to <http://dropbox.yousendit.com/WateReuse>

For your convenience and use throughout this process, please find attached:

- Speaker Forms – please fill out the forms and e-mail them along with your bio to ctharpe@watereuse.org by December 12, 2011
- Speaker Information and Technical Paper Guide
- WateReuse PowerPoint Slides Guide

Just a reminder that Technical Papers are required in order to participate in the conference. If we do not receive your Technical Paper by February 6, 2012, your paper will not be published in the Conference Proceedings and your presentation will be removed from the program.

If you have questions, please e-mail me at ctharpe@watereuse.org.

If you are unable to participate in the conference, please let us know as soon as possible.

Again, thank you for submitting an abstract for presentation at the 2012 WateReuse California Annual Conference and we look forward to working with you in the upcoming months!

Sincerely,

2012 WateReuse California Annual Conference Technical Program Committee

Courtney L Tharpe

Director of Conferences and Events

WateReuse Association

1199 North Fairfax Street

Suite 410

Alexandria, VA 22314

(703) 548-0880 x101 (Phone)

(703) 548-5085 (Fax)

www.watereuse.org

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Agenda Explanation
North Bay Water Reuse Authority
Technical Advisory Committee
November 14, 2011

ITEM NO. 7 CONSULTANT COST SUMMARY THROUGH OCTOBER 31, 2011

Action requested: None at this time.

Sonoma County Water Agency is in the process of developing the format for reporting quarterly budget summaries to the TAC and Board. Attached is a simple summary of consultant expenses through October 31, 2011 maintained by the Program Manager. All costs are within budget parameters.

NBWRA FY2011/12 Consultant Cost Tracking

Phase 1

Month	RMC	Bryant	TFG	CDM	ESA	KP	RCC	SCWA	Total
July-11	2,673.92	5,075.07	5,000.00	6,200.00	2,184.45	4,000.00	738.69		25,872.13
August-11	4,101.46	7,110.07	5,000.00	7,817.03	5,810.00	4,000.00	1,436.19		35,274.75
September-11	2,832.50	5,226.25	5,000.00	10,914.15	11,127.00	4,000.00	421.15		39,521.05
October-11	3,795.08	5,000.74	5,000.00	9,131.12	4,006.00	4,000.00	609.90		31,542.84
November-11									0.00
December-11									0.00
January-12									0.00
February-12									0.00
March-12									0.00
April-12									0.00
May-12									0.00
June-12									0.00
Total	13,402.96	22,412.13	20,000.00	34,062.30	23,127.45	16,000.00	3,205.93		132,210.77
FY11/12 Budget	77,640.00	60,000.00	50,000.00	225,900.00	40,000.00	48,000.00	58,000.00	75,000.00	634,540.00
Amt Remaining	64,237.04	37,587.87	30,000.00	191,837.70	16,872.55	32,000.00	54,794.07	75,000.00	502,329.23
% Remaining	82.74%	62.65%	60.00%	84.92%	42.18%	66.67%	94.47%	100.00%	79.16%

Phase 2

Month	RMC	Bryant	TFG	CDM	ESA	KP	Outreach	SCWA	Total
July-11	1,600.81	7,585.00	-	14,500.00	-	-	-	-	23,685.81
August-11	2,561.98	7,862.50	-	5,006.56	-	-	-	-	15,431.04
September-11	1,296.25	6,752.50	-	4,901.50	-	-	-	-	12,950.25
October-11	2,669.24	11,250.23	-	14,662.00	-	-	-	-	28,581.47
November-11									-
December-11									-
January-12									-
February-12									-
March-12									-
April-12									-
May-12									-
June-12									-
Total	8,128.28	33,450.23	-	39,070.06	-	-	-	-	80,648.57
FY11/12 Budget	33,360.00	90,000.00	-	155,200.00	-	-	28,600.00	40,000.00	347,160.00
Amt Remaining	25,231.72	56,549.77	-	116,129.94	-	-	28,600.00	40,000.00	266,511.43
% Remaining	75.63%	62.83%	#N/A	74.83%	#N/A	#N/A	100.00%	100.00%	76.77%

Phase 1 & 2 Total

Month	RMC	Bryant	TFG	CDM	ESA	KP	Outreach	SCWA	Total
July-11	4,274.73	12,660.07	5,000.00	20,700.00	2,184.45	4,000.00	738.69	-	49,557.94
August-11	6,663.44	14,972.57	5,000.00	12,823.59	5,810.00	4,000.00	1,436.19	-	50,705.79
September-11	4,128.75	11,978.75	5,000.00	15,815.65	11,127.00	4,000.00	421.15	-	52,471.30
October-11	6,464.32	16,250.97	5,000.00	23,793.12	4,006.00	4,000.00	609.90	-	60,124.31
November-11	-	-	-	-	-	-	-	-	-
December-11	-	-	-	-	-	-	-	-	-
January-12	-	-	-	-	-	-	-	-	-
February-12	-	-	-	-	-	-	-	-	-
March-12	-	-	-	-	-	-	-	-	-
April-12	-	-	-	-	-	-	-	-	-
May-12	-	-	-	-	-	-	-	-	-
June-12	-	-	-	-	-	-	-	-	-
Total	21,531.24	55,862.36	20,000.00	73,132.36	23,127.45	16,000.00	3,205.93	-	212,859.34
FY11/12 Budget	111,000.00	150,000.00	50,000.00	381,100.00	40,000.00	48,000.00	86,600.00	115,000.00	981,700.00
Amt Remaining	89,468.76	94,137.64	30,000.00	307,967.64	16,872.55	32,000.00	83,394.07	115,000.00	768,840.66
% Remaining	80.60%	62.76%	60.00%	80.81%	42.18%	66.67%	96.30%	100.00%	78.32%

NBWRA Technical Advisory Committee
Nov 14, 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: Signed agreement transmitted to USFWS by Ohlone.
5. Individual Project Task Summary, under contract to individual agencies:
 - a. NMWD South Project:
 - i. NMWD South Project pipeline route revisions:
 1. Cultural Resources APE Modification accepted and complete.
 2. EA/FONSI Being Processed for signature by Reclamation
 - ii. Corps Permit Received. Draft RWQCB Permit Received. CDFG Permit Received.
 - iii. Assisted in design and specifications review.
 - b. NMWD North Project
 - i. Segment 1. Project Complete.
 - ii. Segment 2
 1. Assisting in design review.
 - iii. Segment 3.
 1. Contractor Training and Pre-Construction clearance completed Nov 8. Project under construction.
 - c. Novato San
 - i. Conducted pre-construction clearance and contractor training.
 - d. SVCSD Watmaugh Road Alignment:
 - i. Section 106 Cultural Resources Report Addendum; Approved by SHPO and Reclamation.
 - ii. NEPA Addendum submitted 7/13. Received and processed Reclamation Comments, Reclamation processing document.
 - e. Napa State Hospital.
 - i. Preparing Addendum/EA for Imola Pump Station and Extension
 - f. LGVSD
 - i. Reviewed specifications for environmental mitigation measures.
 - ii. Conducted pre-construction training and clearance.