

**North Bay Water Reuse Authority  
Technical Advisory Committee  
Phase 1 Minutes  
February 27, 2012**

**1. Call to Order and Self Introductions**

Chair James called the Technical Advisory Committee (TAC) meeting to order at 11:10 a.m. on Monday, February 27, 2012. The meeting was held at Novato Sanitary District, 500 Davidson Street, Novato, CA 94945.

**Committee Members Present**

Beverly James, Chair	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
Marc Bautista	Sonoma County Water Agency
Kevin Booker	Sonoma County Water Agency
Bill Brick	CDM Smith
Ginger Bryant	Bryant & Associates
Andria Loutsch	CDM Smith
Susan McGuire	Las Gallinas Valley Sanitary District
Mark Millan	Data Instincts
Jim O'Toole	ESA
Pilar Oñate-Quintana	The Oñate Group
Michael Savage	CDM Smith
Rem Scherzinger	City of Petaluma

**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, January 23, 2012

The minutes were approved as presented with Jeff Tucker abstaining.

**5. Report from the Program Manager**a. Action Items from January 23, 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. Review of February 27, 2012**

The TAC reviewed the Board meeting.

**7. Report From the Finance Committee**

The TAC reviewed the report from the Finance Committee, including the issues that were discussed by the Committee. On the subject of consultant review, it was agreed that issuing requests for proposal was likely impractical for this year but that a consultant review was still warranted for auditing purposes. As an action item, the TAC set a meeting to review the consultants for Monday, March 26, 2012 at 9:00 a.m. at Novato Sanitary District. The Program Manager will send out the rating form and an Outlook appointment. As an additional action item, the TAC unanimously approved the adoption of a policy of having SCWA issue fiscal year assessment invoices by July 1 of each year and that all agencies pay the invoices by July 31 of each year.

**8. Consultant Cost Summary through January 31, 2012**

The TAC reviewed the consultant cost summary and noted that several consultants are likely to exceed their budgets before the end of the fiscal year. It was noted that the FY2011/12 budget does not have a contingency and that amending the budget and agreements was not practical due to timing constraints.

**9. Status of WaterSMART Grants and Applications**

This item was discussed during the Board meeting. The TAC also discussed the timing of applying for future grants.

**10. ARRA Projects Report**

This item was discussed during the Board meeting.

**11. Federal Legislative Update**

This item was discussed during the Board meeting.

**12. State Legislative Update**

This item was discussed during the Board meeting.

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

TAC members provided updates on this issue including Bay Area Clean Water Agencies meetings.

**14. EIR/EIS Issues Update**

Jim O'Toole provided an update for the TAC. He indicated that they would meet their budget requirements.

**15. Outreach Program Report – Transition to Data Instincts**

Mark Millan noted that they will make modifications as discussed by the Board and that the exact language for the tag line is still being discussed. The TAC approved making changes to the website.

**16. Items from Committee, Agency Staff, or Consultants**

The Program Manager reviewed plans for the presentation to North Bay Watershed Association on March 2, 2012 and requested additional construction pictures and descriptions of projects. Following discussion it was agreed that the detailed maps showing potential new pipelines were not yet ready for public distribution and that they should be left out of the presentation

**17. Items for Next Agenda (Next Meeting February 27, 2012)**

The next meeting will be held at Novato Sanitary District, 600 Davidson Street, Novato, CA on April 16, 2012.

Action items resulting from the TAC meeting include:

- a. Forward the approved Conflict of Interest Code to the Fair Political Practices Commission.
- b. Review and recommend an NBWRA position on the WaterReuse Bill, AB2398, and keep the Board updated on the bill's status so that Board members can encourage local agencies and cities to support it.
- c. The TAC will hold a review the consultants meeting on Monday, March 26, 2012 at 9:00 a.m. at Novato Sanitary District. The Program Manager will send out the rating form and an Outlook appointment.
- d. SCWA will issue fiscal year assessment invoices by July 1 of each year and all agencies will pay the invoices by July 31 of each year.

Chair James adjourned the meeting at 12:31 p.m.

*NEXT MEETING INFORMATION: Next meeting will be at Novato Sanitary District, 600 Davidson Street, Novato, CA on April 16, 2012.*

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