

**North Bay Water Reuse Authority  
Technical Advisory Committee  
Phase 1 Minutes  
April 16, 2012**

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

Chair James called the Technical Advisory Committee (TAC) meeting to order at 9:45 a.m. on Monday, April 16, 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
Ginger Bryant	Bryant & Associates
Andria Loutsch	CDM Smith
Susan McGuire	Las Gallinas Valley Sanitary District
Mark Millan	Data Instincts
Monica Oakley	RMC
Jim O'Toole	ESA
Pilar Oñate-Quintana	The Oñate Group (via phone)
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, February 27, 2012

The minutes were unanimously approved as presented.

**5. Report from the Program Manager**a. Consultant Progress Reports for March 2012

The TAC reviewed the progress reports for March 2012.

b. 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.

c. Consultant cost Summary through March 31, 2012

The TAC reviewed the cost summary.

**7. Report From the Finance Committee**

The TAC reviewed the report from the Finance Committee, including the issues that were discussed by the Committee. The TAC reviewed the issues discussed by the Committee and following discussion took the following actions:

a. Finance Committee Charter

The Finance Committee Charter was approved with minor modifications as follows:

**Finance Committee Charter**

The Finance Committee shall include at least three persons with financial backgrounds, representative of the member agencies. The Committee shall include the Program Manager and appropriate Sonoma County Water Agency Staff. The Program Manager shall be responsible for coordinating meetings including preparation of agendas and Committee reports and recommendations to the TAC. The Committee shall meet at least quarterly and as needed at other times.

The Committee is responsible for the following:

- Reviewing financial issues and making recommendations to the TAC
- Reviewing consultant scopes and costs and providing questions for the TAC to consider
- Developing a draft budget including cost allocations for the TAC to consider
- Reviewing costs as compared with the approved budget
- Reviewing and recommending TAC authorized Requests for Proposals and Requests for Qualifications for consulting services to the TAC
- Submitting reports to the TAC following each Committee meeting

b. Approved separating funds for Phase 1 and Phase 2 in the Trust established by Sonoma County Water Agency.

c. Approved leaving accrued interest in the Trust and allocating any remaining balance at the termination of the Memorandum of Understanding.

**7. Request for Qualifications for State Legislative and Funding Advocacy Services for NBWRA**

The TAC reviewed the draft Request for Qualifications (RFQ) and made a few minor modifications. Following additional discussion the TAC took the following action: approved the RFQ and distribution list as modified and with additional modifications from the TAC to be provided by April 20, 2012. Approval also authorized SCWA to issue the RFQ once it is finalized.

**8. Reconciliation and Reassessment of Costs for Phase 1 from FY2005/06 to FY2010/11 and Recommend that the Board Approve at the May 21, 2012 Board Meeting.**

The TAC reviewed the reconciliation and reassessment of costs as provided in the Memorandum of "Understanding (MOU). There was discussion regarding agreements between Napa County

and Napa Sanitation District and agreements between North Marin Water District and Las Gallinas Valley Sanitary District and Novato Sanitary District. It was determined that those agreements were outside the purview of NBWRA and would need to be dealt with by the specific agencies. Following discussion, the TAC took the following action: approved the Reconciliation and Reassessment of Costs for Phase 1 from FY2005/06 to FY2010/11 and recommended that it be presented to the Board for approval at the May 21, 2012 Board meeting.

### **9. Plans for April 30, 2012 Board and TAC Workshop**

Ginger Bryant provided an over view of the plans for the Workshop and draft PowerPoint presentation for the TAC. The Workshop will be held in Napa at the County Supervisors Chambers. The TAC provided comments that will be used to modify the presentation.

### **10. Draft Budget and Detailed Scopes and Costs for Phase 1 and Phase 2 for FY2012/12 and FY2013/14**

The TAC reviewed the following items:

a. Questions Raised by the Finance Committee Regarding Consultant Scopes and Costs for FY2012/13 and FY2013/14

Following discussion, the TAC took the following actions:

1. An RFQ will be issued for Program Management Services in an effort to reduce costs.
2. Consultant scopes related to meeting attendance will be left as is and decisions regarding their need to attend meetings will be on a case by case basis.
3. Consultants should include a contingency in their agreements that can only be used if authorized by the TAC.

b. Joint Use Method for Cost Allocations

There was general support for the method as recommended by the Finance Committee, but the TAC requested additional time to review prior to making a decision.

c. Full Share Cost Assessments for Potential New Members for Phase 2 and Joint Use Tasks

The TAC supported this method as recommended by the Finance Committee. As an action item, the final version of the Budget presented to the Board for approval will include full share cost assessment for potential new members.

d. Phase 2 Related Discussion – New Member Initiation Fee Meetings and Process, Budget Costs, Communication Efforts, MOU Issues

There was general discussion by the TAC on these issues, but it was decided to continue the discussion and make any decisions during the Phase 2 meeting.

e. Special TAC Conference Call Meeting to Finalize a Two-Year Budget to Present to the Board at the May 21, 2012 Meeting

As an action item, the TAC scheduled a special conference call meeting for 3:30 p.m. on Tuesday, April 24, 2012. Call in information is 1-866-502-8312 – pass code 190367#. Topics will include reviewing revised consultant scopes and costs, making a decision on the Joint Use method for cost allocations, recommending a final FY2012/13 and FY2013/14 Budget, reviewing plans for the April 30, 2012 Workshop, and reviewing plans for communicating budget and initiation fee issues to potential new members.

### **11. Status of WaterSMART Grants and Applications**

Kevin Booker provided an update for the TAC. A decision on the most recent WaterSMART Grant application is expected soon.

## 12. ARRA Projects Report

Andria Loutsch provided a summary of the latest update to the ARRA projects report. She also noted that the presentation she and Kevin Booker gave at the recent WateReuse Conference is included in the packet.

## 13. Federal Legislative Update

### a. Washington D.C. Trip summary

Ginger Bryant provided a summary report on the trip to Washington D.C., as described in the packet.

### b. Distribution of Information From The Ferguson Group

Renee Webber noted that the reports provided by The Ferguson Group are proprietary and should not be widely distributed. Following discussion and as an action item, it was agreed that Ginger Bryant would provide summaries of key items in her monthly reports.

## 14. State Legislative Update

Pilar Oñate-Quintana noted that there was a summary of key bills of interest in the packet.

### a. AB2398 – Consideration of Measure and Potential NBWRA Position

Pilar provided a summary of the current status of the bill, including the analysis by Association of California Water Agencies (ACWA). She noted that the Board has previously authorized the TAC to send a support letter from NBWRA provided that there are no major issues of concern but noted that the complex bill had been substantially amended, warranting review. Beverly James described concerns raised by Bay Area Clean Water Agencies (BACWA), including the definition of “Recycled Water” that could jeopardize existing projects that use secondary effluent that meet requirement of Title 22. Following further discussion and as an action item, it was decided that Beverly James would contact Dave Smith, WateReuse Executive Director, to see if issues could be resolved such that NBWRA could support the bill and that, pending outcome of that conversation, Pilar suggested additional potential discussions with the co-author, etc. as appropriate.

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

Beverly James noted that NBWRA will be receiving an additional \$500,000 that was returned to the program by Marin Municipal Water District.

## 16. EIR/EIS Issues Update

Jim O’Toole noted that all of ESA’s current efforts are specific member agency project related.

## 17. Outreach Program Report

Mark Millan provided a summary of their current efforts with the website and assistance with materials used in the recent trip to Washington D.C.

## 18. Items from Committee, Agency Staff, or Consultants

There were no items.

## 19. Items for Next Agenda (Next Meeting April 24, 2012)

The next meeting will be a conference call meeting on April 24, 2012 at 3:30 p.m. Call in information is 1-866-502-8312 – pass code 190367#.

Action items resulting from the TAC meeting include:

- a. The Finance Committee Charter was approved as amended.
- b. Approved separating funds for Phase 1 and Phase 2 in the Trust established by Sonoma County Water Agency.
- c. Approved leaving accrued interest in the Trust and allocating any remaining balance at the termination of the Memorandum of Understanding.
- d. Approved the RFQ and distribution list as modified and with additional modifications from the TAC to be provided by April 20, 2012. Approval also authorized SCWA to issue the RFQ once it is finalized.
- e. Approved the Reconciliation and Reassessment of Costs for Phase 1 from FY2005/06 to FY2010/11 and recommended that it be presented to the Board for approval at the May 21, 2012 Board meeting.
- f. An RFQ will be issued for Program Management Services.
- g. Consultant scopes related to meeting attendance will be left as is, subject to modification by Phase 2 decisions and decisions regarding consultant's need to attend meetings will be on a case by case basis.
- h. Consultants should include a contingency in their agreements that can only be used if authorized by the TAC.
- i. The final version of the Budget presented to the Board for approval will include full share cost assessment for potential new members.
- j. A special TAC conference call meeting is scheduled for April 24, 2012 at 3:30 p.m.
- k. Ginger Bryant will provide summaries of key items from The Ferguson Group in her monthly reports.
- l. Beverly James will contact Dave Smith, WateReuse Executive Director, to see if issues regarding AB2398 can be resolved such that NBWRA can support the bill.

Chair James adjourned the meeting at 12:35 p.m.

*NEXT MEETING INFORMATION: Next meeting will be a conference call on April 24, 2012 at 3:30 p.m. Call in information is 1-866-502-8312 – pass code 190367#.*

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