

**North Bay Water Reuse Authority
Technical Advisory Committee
Phase 2 Minutes
April 16, 2012**

1. Call to Order and Self Introductions

Chair James called the Technical Advisory Committee (TAC) meeting to order at 12:40 p.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
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.

6. New Member Initiation Fee Meetings and Process, Budget Costs, Communication Efforts, MOU Issues

The TAC discussed the schedule of projects for Phase 2 and decided to focus on new member agencies and identifying new end users in FY2012/13. Having a better definition of end users and quantities will provide better information for the storage study that would then occur in FY13/14. The Feasibility Study would be delayed until FY14/15. The end result is that projects are pushed out one year. Additional discussion resulted in the following actions:

- a. Ginger Bryant will revised the project schedule and send it to the consultants by April 17, 2012.
- b. Changes will need to be made to the Workplan submitted to Reclamation.
- c. Changes will be made to the Workshop PowerPoint reflecting changes to the Phase 2 schedule.
- d. Consultants will revise their scopes and costs based on the new Phase 2 schedule and submit to the Program Manager by Noon on Friday, April 20, 2012.
- e. Program Manager will revise the FY2012/13 and FY2013/14 Budget along with all related material and send the TAC Agenda packet out by Noon, Monday, April 23, 2012.
- f. The TAC will hold a conference call meeting at 3:30 p.m. on Tuesday April 24, 2012.
- g. The initiation fee payment for new members will likely be moved to July 1, 2014.
- h. Discussion on the initiation fee communication and meeting process will be included on the May 21, 2012 Board agenda.
- i. Potential new member agencies will be informed of all decisions via letter and other communication methods after the TAC conference call meeting such that there will be no surprises at the April 30, 2012 Workshop.
- j. The Memorandum of Understanding (MOU) will be modified to allow potential new members join NBWRA and vote. It is understood that this will include minor modifications for a two-year period and that the approval will be through a list of the changes only as with the first amendment to the MOU.

7. Phase 2 – Project Definition Update

Andria Loutsch and Mike Savage discussed the revised maps and costs. It was noted that increases in costs are primarily due to the contingency requirements of Reclamation. Baseline estimates of project costs will be reviewed to ensure there is no duplication of contingencies.

8. Federal Legislative Update

There were no additional updates.

9. Items from Committee, Agency Staff, or Consultants

There were no additional items.

10. 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. Ginger Bryant will revise the project schedule and send it to the consultants by April 17, 2012.

- b. Changes will need to be made to the Workplan submitted to Reclamation.
- c. Changes will be made to the Workshop PowerPoint reflecting changes to the Phase 2 schedule.
- d. Consultants will revise their scopes and costs based on the new Phase 2 schedule and submit to the Program Manager by Noon on Friday, April 20, 2012.
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Chair James adjourned the meeting at 1:20 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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