

**North Bay Water Reuse Authority
Technical Advisory Committee
Conference Call Meeting Minutes
April 24, 2012**

1. Call to Order and Self Introductions

Vice Chair Healy called the Technical Advisory Committee (TAC) meeting to order at 3:40 p.m. on Tuesday, April 24, 2012. The meeting was a conference call and the call in information was 1-866-502-8312 passcode 190367#.

Committee Members Present

Tim Healy, Vice Chair	Napa Sanitation District
Pam Jeane	Sonoma Valley CSD
Drew McIntyre	North Marin Water 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
Mark Millan	Data Instincts
Monica Oakley	RMC
Jim O'Toole	ESA
Michael Savage	CDM Smith
Jeff Tucker	Napa Sanitation District

2. Approval of the Agenda

The Agenda was unanimously approved as presented.

3. Public Comments

There were no public comments.

4. Draft Budget and Detailed Scopes and Costs for Phase 1 and Phase 2 for FY2012/13 and FY2013/14

a. Joint Use Cost Allocation Method

The TAC was generally supportive of the joint use cost allocation method. Drew McIntyre questioned if Outreach tasks that were specific to Phase 2, such as new user support and Phase 2 Workshops should be included in joint use projects. It was generally agreed and as an action item that those costs could be separated and included in the Phase 2 Study section of the Budget.

b. FY12/13 and FY13/14 Budget

Tim Healy expressed concern with the pace of the schedule and indicated that his agency would not be in a position to support the proposed costs and schedule for at least six months. There is uncertainty regarding Phase 1 projects and the actual need for Phase 2 at this time. Other TAC members had similar questions. There was general concern with the participation of potential new members. If any current or future members opted out of Phase 2 participation the remaining

agencies would need to pick up their costs, which could make it difficult for them to participate. Following discussion, it was agreed that it was important to get feedback from all the agencies at the April 30, 2012 Workshop. That feedback would be used to make any necessary revisions to consultant scopes and costs and the FY12/13 and FY13/14 Budget. As an action item, it was agreed that the TAC would need to schedule another conference call after the April 30, 2012 Workshop in order to agree on a final Budget for FY12/13 and FY13/14 to present to the Board for consideration at its May 21, 2012 meeting.

5. Final Plans and Presentation for April 30, 2012 Board and TAC Workshop

Based on the Budget discussion, it was agreed that the draft PowerPoint needed to be presented to the Workshop participants and that feedback from all agencies should be solicited. As an action item, budget information will be moved to the end of the presentation and other minor edits would also be made for the Workshop.

6. Plans for Communication of Issues to Potential New Members

Following discussion, and as an action item, it was agreed that an email would be sent to the Board Agenda distribution list outlining the plans for the Workshop and the desire to receive feedback from all participating agencies. That information will be used to redraft the FY12/13 and FY13/14 Budget for the TAC to consider at a yet to be scheduled conference call meeting.

7. Items for Next Agenda (Next Meeting to be Scheduled)

The next meeting will be a conference call meeting to be scheduled the week of May 7, 2012. Call in information is 1-866-502-8312 – pass code 190367#.

Action items resulting from the TAC meeting include:

- a. Separate Outreach costs specific to Phase 2 Studies and include in that section of the Budget.
- b. Schedule a TAC conference call the week of May 7, 2012.
- c. Revise the Workshop presentation to have the Budget information at the end following the information regarding Phase 2 studies and schedule.
- d. Send an email to the Board Agenda distribution list describing the Workshop purpose and the desire to receive feedback on Phase 2 studies, schedule, and costs from all the participants.

The meeting was adjourned at 5:15 p.m.

NEXT MEETING INFORMATION: *Next meeting will be a conference call on the week of May 7, 2012. Call in information is 1-866-502-8312 – pass code 190367#.*