

**North Bay Water Reuse Authority
Board of Directors Meeting
Phase 1 Minutes
August 20, 2012**

1. Call to Order

Chair Caldwell called the meeting to order at 9:38 a.m. on Monday, August 20, 2012 at the Novato Sanitary District Boardroom, 500 Davidson Street, Novato, CA 94945. A call in number was also available for consultants not able to attend the meeting

2. Roll Call

PRESENT: Keith Caldwell, Chair, Napa County
David Rabbitt, Vice-Chair, Sonoma County Water Agency
Valerie Brown, Sonoma Valley County Sanitation District
Larry Loder, Las Gallinas Valley Sanitary District
Bill Long, Chair, Novato Sanitary District
John Schoonover, North Marin Water District
Jill Techel, Napa Sanitation District

ABSENT: None

Chair Caldwell led the group in the Pledge of Allegiance.

OTHERS

PRESENT: Chuck Weir, Program Manager	RMC
Marc Bautista	Sonoma County Water Agency
Kevin Booker	Sonoma County Water Agency
Ginger Bryant	Bryant & Associates
Grant Davis	Sonoma County Water Agency
Tim Healy	Napa Sanitation District
Beverly James	Novato Sanitary District
Andria Loutsch	CDM Smith
Susan McGuire	Las Gallinas Valley Sanitary District
Drew McIntyre	North Marin Water District
Mark Millan	Data Instincts
Phillip Miller	Napa County
Monica Oakley	RMC
Pilar Oñate-Quintana	The Oñate Group (via telephone)
Jim O'Toole	ESA (via telephone)
Michael Savage	Brown & Caldwell
Rem Scherzinger	City of Petaluma
Jeff Tucker	Napa Sanitation District
Renee Webber	Sonoma County Water Agency

3. Public Comment

No members of the public addressed the Board

4. Introductions

It was noted that two people were participating via telephone.

5. Board Meeting Minutes of May 21, 2012

It was noted that a spelling error had been corrected in the file copy. A motion by Director Schoonover, seconded by Director Techel to approve the May 21, 2012 minutes was unanimously approved.

6. Report from the Program Manager

6.a Consultant Progress Reports

The Program Manager noted that this month's report included the July 2012 Progress Reports from the consultant team. It was noted that since all consultant agreements will not be finalized until September 2012 that some reports will be submitted at a later date.

7. Budget Summary – Period Ending March 31, 2012

The Board reviewed the fourth quarter budget summary for the period ending June 30, 2012. The Program Manager noted that there is \$28,600 in surplus unallocated funds from FY2011/12 that will be left in the Trust Fund which can be used as contingency funds in the future.

8. Revised FY2011/13 Budget, Cost Allocations, and Related Issues

The Program Manager and Ginger Bryant provided a PowerPoint presentation detailing the budget approved on May 21, 2012 and recommended changes to reduce costs and increase efficiency. It was noted that a decision on Phase 2 studies and participation would be presented to the Board for consideration at the November 19, 2012 meeting. Director Long thanked the TAC and consultants for their efforts in revising the budget and addressing the issues raised at the May 21, 2012 meeting. A motion by Director Brown, seconded by Director Rabbitt to: 1) Approve a revised FY2012/13 Budget and cost allocations as presented; 2) To reduce administrative costs, discontinue having separate Phase 1 and Phase 2 meetings; have single meetings for the Board and TAC instead; and 3) Make Program Management a Joint Use cost and reduce costs accordingly; was unanimously approved.

9. Approval of the Administrative Agency to directly contract with The Oñate Group for State Legislative Advocacy Services

The Program Manager summarized the history of State Legislative Advocacy Services as provided by Pilar Oñate-Quintana. A motion by Director Schoonover, seconded by Director Long to approve the Administrative Agency to directly contract with The Oñate Group for State Legislative Advocacy Services was unanimously approved.

10. Approval of the Administrative Agency to Directly Contract with CDM Smith for \$5,000 in FY2012/13 for Federal and State Appropriations Grant Support

The Program Manager noted that these services would be for ongoing reporting for existing WaterSMART Grants. A motion by Director Long, seconded by Director Brown to approve the Administrative Agency to directly contract with CDM Smith for \$5,000 in FY2012/13 for federal and state appropriations grant support was unanimously approved.

11. Status Report 2013 WaterSMART Grant

Andria Loutsch, CDM Smith, updated the Board on the status of funds provided by United States Bureau of Reclamation (USBR) through Title XVI and WaterSMART grants for Phase 1 projects through 2012. She also noted that instructions for next year's grant will be out in the fall and that the Board will need to approve submitting a grant application at the November 19, 2012 meeting.

12. American Recovery and Reinvestment Act and Title XVI Projects and Schedule Updates

The Board reviewed the ARRA projects and schedule as updated by Andria Loutsch, CDM Smith.

13. Federal Funding Update

Ginger Bryant discussed plans for a proposed trip to Washington D.C. November 27-30, 2012. She also discussed efforts to increase funding levels for USBR WaterSMART Grants.

14. State Funding Update

Pilar Oñate-Quintana, participating via telephone, updated the Board on legislation, effort to postpone a vote on the Water Bond until 2014, and funding that may be available through Prop. 84 and the Integrated Regional Water Management Program.

15. EIR/EIS Issues Update

Jim O'Toole, ESA, participating via telephone updated the Board on the status of Phase 1 construction projects and the environmental reporting required by the terms of the EIR/EIS.

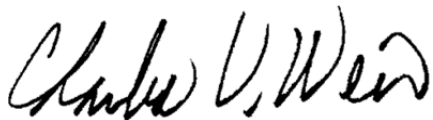
16. Outreach Program Update

Mark Millan, Data Instincts, updated the Board on outreach efforts. There was discussion on recent news articles concerning chemicals found in low concentrations in recycled water. Director Long noted a presentation at a CASA meeting and asked if it could be obtained for the Board.

17. Adjournment

There being no further business, Chair Caldwell adjourned the meeting at 10:17 a.m.

Minutes approved by the Board on November 19, 2012.



Charles V. Weir
Program Manager