

**North Bay Water Reuse Authority
Technical Advisory Committee
Minutes
October 15, 2012**

1. Call to Order and Self Introductions

Chair James called the Technical Advisory Committee (TAC) meeting to order at 9:35 a.m. on Monday, July 16, 2012. The meeting was held at Novato Sanitary District, 500 Davidson Street, Novato, CA 94945. A conference call number was also available for consultants not attending the meeting. The call-in information was 1-866-502-8312, passcode 190367#.

Committee Members Present

Beverly James, Chair	Novato Sanitary District
Tim Healey, 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
Michael Ban	Marin Municipal Water District
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
Pilar Oñate-Quintana	The Oñate Group (via telephone)
Jim O'Toole	ESA (via telephone)
Michael Savage	Brown & Caldwell
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. Consent Items:

a. Minutes, May 21, 2012

The minutes were approved as presented.

5. Report from the Program Manager

a. Consultant Progress Reports for July, August, and September 2012

The TAC reviewed the consultant progress reports. Due to the delay in finalizing consultant agreements, some provided three months of reports and others will provide them as soon as their agreements are finalized.

b. Action Items from August 20, 2102 meetings

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.

The Program Manager briefly discussed the remaining items in the agenda and noted that only action items will have separate reports. In addition all pages are shown in their original orientation to assist those that are using electronic devices.

6. Report from the Finance Committee

The TAC reviewed the report from the Finance Committee. There was brief discussion regarding participation in BACWA Recycled Water meetings.

7. Consultant Cost Tracking through September 30, 2012

The TAC reviewed the consultant cost summary and noted that some data is not current due to the delay in finalizing consultant agreements. All information should be current for the November 19, 2012 Board meeting.

8. Phase 2 Issues

a. Final Report – Phase 2 Project Definition Scoping Study Report

The TAC noted that the report has been completed. Following discussion, and as action items, the TAC requested that the full report and Executive Summary be posted on the NBWRA website. To provide proper context the New Member Outreach Report will also be posted.

b. Proposed Final Phase 2 Scoping Study

Ginger Bryant and Michael Savage gave a presentation on the development of the Final Phase 2 Scoping Study. As an action item, the TAC requested that both items be included in the November 19, 2012 Board Agenda packet.

9. Revised FY2012/13 Budget and Cost Allocations

The TAC reviewed the revised Budget and Cost Allocations. It was noted that Napa County and Napa Sanitation District will be discussing their participation in Phase 2 in early November. Napa County will likely not participate. As an action item, the TAC requested that the Program Manager provide them with the budget as in the packet as well as a cost allocation version that does not include Napa County. That will result in an increase of approximately \$4,000 per participating agency. If Napa Sanitation District and Napa County notify the Program Manager by November 12, 2012 as to their participation in Phase 2, the final version will be included in the Board packet. As an action item, the TAC approved presenting the FY2012/13 Budget and final Cost Allocations to the Board for approval at the November 19, 2012 Board meeting.

10. Possible Revisions to the Memorandum of Understanding

The TAC reviewed the process for revising the MOU: TAC Subcommittee, agency attorneys, NBWRA Board for approval, member agencies for approval and signatures. The process will likely take several months with approval by the Board in March or May 2013. As action items the Program Manager was directed to set up the first Subcommittee meeting in October or

November 2012 using “doodle” and to develop a redline-strikeout version of the revised MOU for the Subcommittee to review.

11. ARRA Projects Report

TAC members summarized the status of their projects and dedication ceremonies. Kevin Booker will set up a wrap up meeting in the next few days.

12. Federal Legislative Update

Ginger Bryant summarized the items in her report that was included in the packet. She noted that Reclamation has indicated that the WaterSMART grant application process will start after the November election. She asked that the TAC approve completing the FY12/13 WaterSMART grant application and submit to the Board for approval at the November 19, 2012 meeting.

13. Status of WaterSMART Grants and Applications

As an action item the TAC approved completing the FY2012/13 WaterSMART grant application and to submit it to the Board for approval at the November 19, 2012 Board meeting.

14. State Legislative Update

Pilar Oñate-Quintana updated the TAC on the items included in her report in the agenda packet.

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

Participants gave an update on this program. Kevin Booker noted that individual projects may need to be submitted.

16. EIR/EIS Issues Update

Jim O’Toole provided an update for the TAC.

17. Outreach Program Report

Mark Millan gave an update to the TAC, including a letter from Napa Sanitation District to the Napa Valley Register in response to a letter with incorrect information regarding water recycling. As of October 15, 2012 the letter had not been printed.

18. Items from committee, Agency Staff, or Consultants

Kevin Booker noted that there will be a WasteReuse meeting on October 17, 2012 on Direct Potable Reuse. As an action item, Kevin Booker will forward the meeting information to Mark Millan for distribution to the email list.

17. Items for Next Agenda (Next Meeting August 6, 2012)

Action items resulting from the meeting include:

- a. The full Phase 2 Project Definition Scoping Study Report and Executive Summary will be posted on the NBWRA website. To provide proper context the New Member Outreach Report will also be posted.
- b. The Executive Summary from the Phase 2 Project Definition Scoping Study Report and the PowerPoint presentation on the Proposed Final Phase 2 Scoping Study will both be included in the November 19, 2012 Board Agenda packet.
- c. TAC requested that the Program Manager provide them with the budget as in the packet as well as a cost allocation version that does not include Napa County.

- d. The TAC approved presenting the FY2012/13 Budget and final Cost Allocations to the Board for approval at the November 19, 2012 Board meeting.
- e. The Program Manager will set up the first MOU Subcommittee meeting in October or November 2012 using “doodle” and will develop a redline-strikeout version of the revised MOU for the Subcommittee to review.
- f. The TAC approved completing the FY2012/13 WaterSMART grant application and submitting it to the Board for approval at the November 19, 2012 Board meeting.
- g. Kevin Booker will forward the WateReuse October 17, 2012 Direct Potable Reuse meeting information to Mark Millan for distribution to the email list.

Chair James adjourned the meeting at 11:20 a.m.

NEXT MEETING INFORMATION: Next meeting will be at Novato Sanitary District, 600 Davidson Street, Novato, CA on November 19, 2012. The meeting will start at approximately 11:30 a.m. or 15 minutes after completion of the Board meeting, whichever occurs first.

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