

**North Bay Water Reuse Authority
Board of Directors Meeting
Minutes
November 19, 2012**

1. Call to Order

Chair Caldwell called the meeting to order at 9:37 a.m. on Monday, November 19, 2012 at the Novato Sanitary District Boardroom, 500 Davidson Street, Novato, CA 94945.

2. Roll Call

PRESENT: Keith Caldwell, Chair, Napa County
David Rabbitt, Vice-Chair, Sonoma County Water Agency
Megan Clark, Las Gallinas Valley Sanitary District
Pam Jeane, Sonoma Valley County Sanitation District
Bill Long, 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
Make Ban	Marin Municipal Water District
Kevin Booker	Sonoma County Water Agency
Ginger Bryant	Bryant & Associates
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
Jim O'Toole	ESA
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

Introductions were waived as all attendees were acquainted.

5. Board Meeting Minutes of August 20, 2012

5.a Phase 1 Meeting Minutes

5.b Phase 2 Meeting Minutes

A motion by Director Schoonover, Seconded by Director Techel to approve the Phase 1 and Phase 2 meeting minutes from August 20, 2012 was approved, with Director Clark abstaining.

6. Report from the Program Manager

6.a Consultant Progress Reports

The Program Manager noted that this month's report included the October 2012 Progress Reports from the consultant team. It was noted that since all consultant agreements were not approved until recently that some reports covered multiple months.

7. Consultant Cost Tracking through October 31, 2012

The Board reviewed the summary of consultant costs through the period ending October 31, 2012. The Program Manager noted that the costs for CDM Smith from July through October were through an agreement from a prior fiscal year and were primarily related to American Reinvestment and Recovery Act (ARRA) expenses. Future reports will show these expenses in a note and only costs from agreements for FY2012/13 will be shown in the summary.

8. Phase 2 Issues

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

The Board reviewed the Executive Summary from the subject report and noted that the next step in the Phase 2 process is to consider the Final Phase 2 Scoping Study.

8.b Proposed Final Phase 2 Scoping Study

A PowerPoint presentation was provided by Ginger Bryant, Mike Savage, and Andria Loutsch. The presentation detailed the development of the final scope, cost, member agency participation, and plans for regular workshops for the Final Phase 2 Scoping Study. The study will take eighteen months and be funded over a two fiscal year period. Board discussion included identification of land use issues and addressing sea-level rise and related issues at storage sites.

9. Revised FY2012/13 Budget and Cost Allocations

The Program Manager described a proposed modification in the FY2012/13 Budget to include the Final Phase 2 Scoping Study at a cost of \$416,710 to be funded by the seven participating agencies over two fiscal years. A motion by Director Long, seconded by Director Schoonover to approve the Revised FY2012/13 Budget and Cost Allocations was unanimously approved.

10. Approval of the Administrative Agency to Contract with Weir Technical Services for Program Management Services

The Program Manager described the Request for Qualifications (RFQ) and selection process for program management services that was conducted by the Technical Advisory Committee (TAC). A motion by Director Techel, seconded by Director Long for approval of the Administrative

Agency to contract with Weir Technical Services for Program Management Services was unanimously approved.

11. Authorization to Apply for the 2013/14 WaterSMART Construction Grant

Ginger Bryant described the funding received to date from all sources, including ARRA and WaterSMART and the process for applying for funds for 2013/14. The application is due December 12, 2012. A motion by Director Clark, seconded by Director Rabbitt to apply for the 2013/14 WaterSMART Construction Grant was unanimously approved.

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 and meetings scheduled with federal agencies and House and Senate members.

14. State Funding Update

Pilar Oñate-Quintana, updated the Board on the recent election, planned outreach efforts, and the Water Bond. The Board also was pleased to note that NBWRA's draft project ranking for the Bay Area's Integrated Regional Water Management Plan was ranked first out of 318 projects.

15. EIR/EIS Issues Update

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

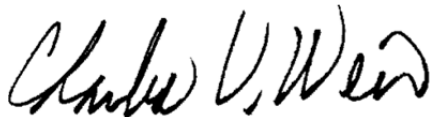
16. Outreach Program Update

Mark Millan updated the Board on outreach efforts.

17. Adjournment

Chair Caldwell thanked everyone for their services during his year as Chair. He also wished everyone Happy Holidays. There being no further business, Chair Caldwell adjourned the meeting at 10:30 a.m.

Minutes approved by the Board on January 28, 2013.



Charles V. Weir
Program Manager