

**North Bay Water Reuse Authority
Technical Advisory Committee
Minutes
November 19, 2012**

1. Call to Order and Self Introductions

Chair James called the Technical Advisory Committee (TAC) meeting to order at 10:42 a.m. on Monday, November 19, 2012. The meeting was held at Novato Sanitary District, 500 Davidson Street, Novato, CA 94945.

Committee Members Present

Beverly James, Chair	Novato Sanitary District
Tim Healey, Vice Chair	Napa Sanitation District
Mike Ban	Marin Municipal Water District
Pam Jeane	Sonoma Valley CSD
Susan McGuire	Las Gallinas Valley Sanitary District
Drew McIntyre	North Marin Water District
Phillip Miller	Napa County
Rem Scherzinger	City of Petaluma
Renee Webber	Sonoma County Water Agency

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
Mark Millan	Data Instincts
Monica Oakley	RMC
Pilar Oñate-Quintana	The Oñate Group
Jim O'Toole	ESA
Michael Savage	Brown and 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

4.a October 15, 2012 TAC Meeting Minutes

The minutes were unanimously approved as presented.

5. Report from the Program Manager

5.a Action Items from October 15, 2012 Meeting

The TAC reviewed the list of action items and noted that the items related to the October 17, 2012 WateReuse meeting and the Revision of the Workplan to USBR have either been completed or are no longer applicable and can be deleted from the list.

6. Summarize Board Meeting and List Action Items

The major items for the January 28, 2013 Board meeting are the following:

- Time estimates for Board workshop and meeting prior to the meeting to assist Board Director planning
- First Phase 2 Scoping Study Workshop - Define objectives & criteria for Phase 2 projects; Present workplan; agency commitment to workplan
- FY2013/14 Budget
- Status of MOU Revisions
- Status reports on the usual items

7. Report from the Finance Committee

The Program Manager summarized the October 25, 2012 Finance Committee meeting and the recommendations for the draft FY2013/14 Budget for consideration by the Board at the January 28, 2013 meeting.

8. Draft FY2013/14 Budget and Cost Allocations

The TAC reviewed the draft budget and discussed methods for including contingency funding in the budget. The TAC decided that including a contingency in the various programs was preferred to including contingencies in all of the consultant agreements. The TAC agreed on the following:

- Add \$5,000 in contingency for Phase 1 Support
- Add \$5,000 in contingency for Phase 2 Support
- Reduce CDM Smith's costs for Joint Use tasks from \$25,000 to \$10,000
- Add \$25,000 in contingency for Joint Use Tasks
- Adjust program totals and cost allocations accordingly

9. Items from Committee, Agency Staff, or Consultants

- Kevin Booker described an email he received from the "Bay Area Integrated Regional Water Management Plan Coordinating Committee. Interested participants were required to submit required information by October 31, 2012. The required information was submitted for the SVCSD project. Due to a misunderstanding the email was not forwarded to other NBWRA participants. Kevin Booker has been informed that it is too late to make submittals at this time. Following discussion and as an action item it was agreed to send an email from the Chairs of the Board and TAC to the leadership of the BAIRWMP CC requesting an improvement in communication methods and reconsideration to allow other NBWRA projects to be submitted and considered.
- Mark Millan discussed WateReuse efforts to solicit research proposals related to direct potable reuse.
- Beverly James inquired about the possibility of receiving funding through NBWRA for a project (outfall relocation) that won't be able to follow the timeline required for WaterSMART grants. Ginger Bryant noted that it is very difficult to receive funding for projects that have already been completed.

- Drew McIntyre described difficulties he is having with Department of Health Services in getting a waiver for overspray on tables where there is little public access and the tables are wiped down each morning. Mark Millan and others offered assistance.

10. Items for Next Agenda (Next Meeting December 17, 2012)

Action items resulting from the meeting include:

- a. Discuss plans for January 28, 2013 Board meeting
- b. Review FY2013/14 Budget and Cost Allocations for recommendation to Board.
- c. Send an email from the Chairs of the Board and TAC to the leadership of the BAIRWMP CC requesting an improvement in communication methods and reconsideration to allow other NBWRA projects to be submitted and considered

Chair James adjourned the meeting at 11:49 a.m.

NEXT MEETING INFORMATION: Next meeting will be at Novato Sanitary District, 600 Davidson Street, Novato, CA on December 17, 2012 at 9:30 a.m.

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