

**North Bay Water Reuse Authority  
Technical Advisory Committee  
Minutes  
December 17, 2012**

**1. Call to Order and Self Introductions**

Chair James called the Technical Advisory Committee (TAC) meeting to order at 9:32 a.m. on Monday, November 19, 2012. The meeting was held at Novato Sanitary District, 500 Davidson Street, Novato, CA 94945. A conference call number was also available for those not attending in person. The call in number and passcode were: 1-866-502-8312, 190367#.

**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
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
Kevin Booker	Sonoma County Water Agency
Ginger Bryant	Bryant & Associates
Barry Dugan	Data Instincts
Andria Loutsch	CDM Smith
Mark Millan	Data Instincts
Monica Oakley	RMC
Pilar Oñate-Quintana	The Oñate Group (by telephone)
Jim O'Toole	ESA (by telephone)
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 November 19, 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 all items are completed or in progress.

## **6. Report from the Finance Committee**

The TAC reviewed the Report from the Finance Committee.

## **7. Consultant Cost Tracking through November 30, 2012**

The TAC reviewed the consultant cost tracking summary. Andria Loutsch noted that CDM Smith's expenses shown under Joint Use are actually for a separate \$5,000 agreement to assist with WaterSMART Grant reporting assistance. The summary will be updated to reflect this.

## **8. Draft FY2013/14 Budget, Cost Allocations, and Scopes of Work**

The TAC reviewed the revised FY2013/14 Budget based on the November 19 TAC and Finance Committee meetings. There were two versions of the Budget reviewed: one based on the November 19, 2012 meetings and one that includes an additional \$5,000 for The Ferguson group to cover miscellaneous expenses for NBWRA participants attending meetings in Washington D.C. Following discussion and as an action item the TAC unanimously recommended submitting the version with the additional \$5,000 to the Board for approval at its January 28, 2013 meeting.

## **9. Logistics for January 28, 2013 Board and TAC Workshop**

The TAC reviewed plans for the Workshop, Board, and TAC meetings to be held January 28, 2013, including timing, seating arrangements, and number in attendance. As an action item, the TAC approved adding Agenda Item duration times to the agenda to assist in staying on track with meetings.

## **10. Memorandum of Understanding Revisions Update**

The Program Manager gave an update on the revisions process and noted that key issues under discussion included the initiation fee, member agency withdrawal from the MOU, and the term of the MOU. The Subcommittee was scheduled to meet immediately following the TAC meeting.

## **11. ARRA Projects Report**

Andria Loutsch provided an update and noted that the close out report has been completed and all authorized federal funds have been utilized.

## **12. Federal Legislative Update**

Ginger Bryant provided an update of key issues including the recently completed to Washington D.C. The next planned trip to Washington D.C. will be in late February or early March 2013.

## **13. Status of WaterSMART Grants and Applications**

Andria Loutsch provided an update and noted that the grant application has been submitted for a total of \$4,000,000.

## **14. State Legislative Update**

Pilar Oñate-Quintana provided an update and noted key activities including orientation efforts for newly elected officials.

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

Renee Webber gave an update and noted that NBWRA is likely to receive \$1,200,000 in funding. Drew McIntyre inquired as to the status of Prop 84 reimbursements.

## **16. EIR/EIS Update**

Jim O'Toole provided an update on current projects. Drew McIntyre inquired about ESA's FY2013/14 Scope of work.

## **17. Outreach Program Update**

Mark Millan and Barry Dugan provided an update on activities, including a planned article for the California Farm bureau newsletter, WaterReuse Research Foundation efforts to study direct potable reuse, and a recycled water support letter from the California Medical Association (CMA). As an action item Mark Millan will forward the CMA letter to the Program Manager for distribution.

## **18. Items from Committee, Agency Staff, or Consultants**

There were no additional items.

## **19. Items for Next Agenda (January 28, 2013 at Novato Sanitary District)**

Key items for the Board include the Workshop, Election of Officers, and the FY2013/14 Budget. Action items from the TAC meeting include:

- a. Include the FY2013/14 Budget, Cost Allocations, and Scopes of Work in the January 28, 2013 Board agenda for approval.
- b. Forward the CMA water recycling support letter to the TAC.

Chair James adjourned the meeting at 10:46 a.m.

*NEXT MEETING INFORMATION: Next meeting will be at Novato Sanitary District, 600 Davidson Street, Novato, CA on January 28, 2013 at 9:30 a.m.*

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