

**NORTH BAY WATER REUSE AUTHORITY  
TECHNICAL ADVISORY COMMITTEE**

Monday, March 25, 2013

Agenda

Novato City Hall Council Chambers, 901 Sherman Avenue, Novato, CA 94945

11:15 PM (time approximate – will start 15 minutes after completion of Board meeting)

	1.		Call to Order and Self Introductions
<b>Page 1</b>	2.	Action	Approval of Agenda
	3.		Public Comments
<b>Pages 2 – 5</b>	4.	Action	Consent Items a. February 25, 2013 TAC Meeting Minutes
<b>Page 6</b>	5.	Information	Report from the Program Manager a. Action Items from February 25, 2013 Meeting
	6.	Discussion	Summarize Board Meeting and List Action Items
	7.	Information	Items from Committee, Agency Staff, or Consultants
	8.	Information	Items for Next Agenda (April 15, 2013 at Novato Sanitary District)

The North Bay Water Reuse Authority complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Please contact **Chuck Weir at 510-410-5923** with any questions.

**North Bay Water Reuse Authority  
Technical Advisory Committee  
Minutes  
February 25, 2013**

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

Chair James called the Technical Advisory Committee (TAC) meeting to order at 9:34 a.m. on Monday, February 25, 2013. The meeting was held at Novato Sanitary District, Novato, CA 94945. A conference call number was available for consultants not available to attend the meeting, 1-866-906-7447, passcode 2428170#.

**Committee Members Present**

Beverly James, Chair	Novato Sanitary District
Tim Healy, Vice Chair	Napa Sanitation District
Pam Jeane	Sonoma Valley CSD
Susan McGuire	Las Gallinas Valley Sanitary District
Drew McIntyre	North Marin Water District
Phillip Miller	Napa County
Paul Sellier	Marin Municipal Water District
Dan St. John	City of Petaluma
Renee Webber	Sonoma County Water Agency

**Others Present**

Chuck Weir, Program Manager	Weir Technical Services
Marc Bautista	Sonoma County Water Agency
Kevin Booker	Sonoma County Water Agency
Ginger Bryant	Bryant & Associates
Mike Cortez	Las Gallinas Valley Sanitary District
David Iribarne	City of Petaluma
Andria Loutsch	CDM Smith
Mark Millan	Data Instincts (by telephone)
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 January 28, 2013 TAC Meeting Minutes**

The minutes were unanimously approved with two minor edits.

## **5. Report from the Program Manager**

### **a. Consultant Progress Reports**

The TAC reviewed the consultant progress reports for January 2013.

### **b. Action Items from January 28, 2013 Meetings**

The TAC reviewed the list of action items from the January 28, 2013 meetings and agreed to delete several items that were no longer applicable.

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

The TAC reviewed the report from the Finance Committee. The TAC discussed the recommended Request for Proposal (RFP) process for two master agreements and noted that the application for federal funds for a Phase 2 feasibility study may not be submitted until 2014 pending decisions at the federal level. The TAC agreed that the first step of the RFP process, creating short lists, should proceed as planned and that the rest of the schedule can be adjusted as required. The second step of the RFP process is submittal of a formal proposal. As an action item, the TAC approved the following:

1. Approved submitting to the Board for approval at the March 25, 2013 meeting the two-step Request for Proposal process for two master agreements to address needs for Phase 2 and continuation of Phase 1:
  - a. Engineering, Environmental, and Outreach
  - b. Program Development, Federal Lobbyist, and State Lobbyist

The TAC further agreed that the Program Manager and Program Development consultant should collaborate on a report to the Board that clearly outlines the federal issues that may result in a delay in the second step of the RFP process and submittal of a grant request for federal funding for the Phase 2 feasibility study.

The TAC also discussed the other two recommendations from the Finance Committee and took the following actions:

2. Approved conducting an evaluation of the seven current consultants following the August 19, 2013 TAC meeting. Rating forms will be completed and submitted to Kevin Booker who will compile the results to assist in the evaluation meeting.
3. Approved allowing The Oñate Group to charge travel and tour related expenses not exceeding \$1,500 per year and that they be paid through the use of surplus and/or budgeted contingency funds.

## **7. Consultant Cost Tracking through January 31, 2013**

The TAC reviewed the consultant cost tracking and noted the following: 1) costs for the Phase 2 scoping study will show on the next report, and 2) all costs are on target.

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

This item was presented as an information item as it had been previously recommended for Board approval by the TAC and was continued to the March 25, 2013 Board meeting.

## **9. Logistics for March 25, 2013 Board and TAC Workshop**

The TAC and consultants discussed the logistics for the Board and TAC workshop, including room set up and scheduling of the meetings. Following discussion, the TAC took the following actions: 1) Include the workshop as part of the Board meeting so that there is only one meeting

and one agenda. The agenda would include the following: Call to Order, Introductions, Approval of Minutes, Workshop, Regular Board meeting items. New Outlook appointments will need to be sent out for the combined meeting. 2) The room will be set up with rectangular tables in a “V” shape such that participants face both each other and the front of the room. The Program Manager will contact City of Novato to arrange for the room set up. Novato Sanitary District will coordinate coffee and bagels.

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

The Program Manager reviewed the status of the member agency attorney review of the MOU and requested that TAC members contact their attorneys to make sure they review it such that a final version will be ready to go in the March 25, 2013 Board packet. The MOU has to be finalized by March 19 for the packet. As an action item the Program Manager will send out the most current version to the TAC.

#### **11. Phase 1 Projects Report**

Andria Loutsch and TAC members provided updates on their projects.

#### **12. Federal Legislative Update**

Ginger Bryant provided a verbal update of the recent trip to Washington D.C. and noted that a written report will be provided once additional information is received. She noted that new funding programs may be developed. The next trip will be sometime in May 2013.

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

Andria Loutsch noted that requested information on finances was provided to USBR in January.

#### **14. State Legislative Update**

Pilar Oñate-Quintana discussed the recent Sacramento Day and AB1200 introduced by Assembly Member Levine. The intent of the bill is to address unintentional runoff from instream storage ponds. The TAC discussed Board support of AB1200 and the WateReuse bill as well as possible federal legislation. The TAC took the following action: development of a package for the March 25, 2013 Board meeting to support state and federal legislation in the coming year.

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

Participants provided updates.

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

Jim O’Toole provided an update.

#### **17. Outreach Program Report**

Mark Millan provided an update.

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

Andria Loutsch noted that she and Kevin Booker have submitted an abstract for the WateReuse Symposium to be held in Denver, Colorado in September 2013.

**19. Items for Next Agenda (March 25, 2013 at Novato City Hall Council Chambers)**

- a. Submit to the Board for approval the two-step Request for Proposal process for two master agreements to address needs for Phase 2 and continuation of Phase 1: 1) Engineering, Environmental, and Outreach, and 2) Program Development, Federal Lobbyist, and State Lobbyist. The Program Manager and Program Development consultant should collaborate on a report to the Board that clearly outlines the federal issues that may result in a delay in the second step of the RFP process and submittal of a grant request for federal funding for the Phase 2 feasibility study.
- b. FY2013/14 Budget, Cost Allocations, and Scopes of Work
- c. Conduct an evaluation of the seven current consultants following the August 19, 2013 TAC meeting. Rating forms will be completed and submitted to Kevin Booker who will compile the results to assist in the evaluation meeting.
- d. Include the workshop as part of the Board meeting so that there is only one meeting and one agenda.
- e. Arrange the room set up with rectangular tables in a “V” formation.
- f. Send the most current version of the MOU to the TAC.
- g. Develop a package for the March 25, 2013 Board meeting to support state and federal legislation in the coming year.

Chair James adjourned the meeting at 11:30 a.m.

*NEXT MEETING INFORMATION: Next meeting will be at Novato City Hall Council Chambers, 901 Sherman Avenue, Novato, CA on March, 2013 at 9:30 a.m.*

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## NBWRA Board and TAC Short-Term Action Item List

Meeting Date: February 25, 2013

Task	Responsible Party	Due Date	Status	Completion Date
Revise MOU: additional issues, counties and or other agency members without projects	Weir	3/19/2013	MOU Final Draft completed and ready for approval by Board on March 25, 2013.	3/20/2013
Submit the revised FY13/14 Budget, Cost Allocations, and Scopes of Work to Board for approval at March 25, 2013 meeting	Weir	3/19/2013	Budget included in March 25, 2013 Board packet.	3/20/2013
Combine March 25, 2013 Workshop and Board meeting into a single meeting with one agenda. Resend Outlook notices. Set up room with rectangular tables in a "V" shape	Weir	3/19/2013	Outlook cancellations and new appointments sent 2/26/13.	2/26/2013
Submit to the Board for approval the two-step Request for Proposal process for two master agreements to address needs for Phase 2 and continuation of Phase 1: 1) Engineering, Environmental, and Outreach, and 2) Program Development, Federal Lobbyist, and State Lobbyist. The Program Manager and Program Development consultant should collaborate on a report to the Board that clearly outlines the federal issues that may result in a delay in the second step of the RFP process and submittal of a grant request for federal funding for the Phase 2 feasibility study.	Weir and Bryant	3/19/2013	Process revised based on TAC and Ginger Bryant comments and included in March 25, 2013 Board packet for approval.	
Develop a package for the March 25, 2013 Board meeting to support state and federal legislation in the coming year.	Weir, Bryant, and Onate-Quintana	3/19/2013	Ginger and Pilar to provide PowerPoint at March 2, 2013 Board meeting and again at April 15, 2013 TAC meeting	3/20/2013
Conduct an evaluation of the seven current consultants following the August 19, 2013 TAC meeting. Rating forms will be completed and submitted to Kevin Booker who will compile the results to assist in the evaluation meeting.	Weir, Booker, TAC	8/13/2013	Previous form sent to Kevin Booker 3/26/13	
Share notices regarding conference presentations and award programs with the TAC.	All	Ongoing		