

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

Monday, May 20, 2013

Agenda

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

12:15 PM (time approximate – will start 15 minutes after completion of Board meeting)

	1.		Call to Order and Self Introductions
Page 1	2.	Action	Approval of Agenda
	3.		Public Comments
Pages 2 – 3	4.	Action	Consent Items a. April 15, 2013 TAC Meeting Minutes
Page 4	5.	Information	Report from the Program Manager a. Action Items from April 15, 2013 Meeting
	6.	Discussion	Summarize Board Meeting and List Action Items
	7.	Action	RFQ/SOQ/RFP Process Update (ask consultants to leave the room)
	8.	Information	Items from Committee, Agency Staff, or Consultants
	9.	Information	Items for Next Agenda (July 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
April 15, 2013**

1. Call to Order and Self Introductions

Chair James called the Technical Advisory Committee (TAC) meeting to order at 12:01 p.m. on Monday, April 15, 2013. The meeting was held at Novato City Hall Council Chambers, Novato, CA 94945.

Committee Members Present

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

Others Present

Chuck Weir, Program Manager	Weir Technical Services
Kevin Booker	Sonoma County Water Agency
Ginger Bryant	Bryant & Associates
Barry Dugan	Data Instincts
David Iribarne	City of Petaluma
Andria Loutsch	CDM Smith
Michael Savage	Brown & Caldwell
Paul Selsky	Brown & Caldwell

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 March 25, 2013 TAC Meeting Minutes**

The minutes were approved as presented.

5. Report from the Program Manager**5.a. Action Items from the March 25, 2013 Meeting**

The reviewed the list of action items and noted that all items are on track

6. Summarize Board Meeting and List Action Items

There were no action items from the Board meeting. The TAC discussed the possibility of holding the workshop at the end of the Board meeting to allow non-Phase 2 participants to leave the meeting. It was agreed to try to keep the business items to between 15-30 minutes and have the workshop at the end of the meeting beginning with the May 20, 2013 meeting.

7. Report from the Finance Committee

The TAC reviewed the report from the Finance Committee and noted that the financial spreadsheets in the Board packet are more current than in the Finance Committee packet. They further noted that SCWA's costs for joint use costs appear to be low and may not have been charged correctly. This information will be updated for the next meeting. The TAC accepted the report from the Finance Committee.

8. Items from Committee, Agency Staff, or Consultants

There were no items reported.

8. Items for the Next Agenda

Items for the May 20, 2013 Board Agenda include:

- a. Phase 2 Scoping Workshop #3
- b. Revise order of Agenda items to have business items first and the workshop last. Business items should last between 15-30 minutes.

Items for the May 20, 2013 TAC Agenda:

- a. Interviews with consultants submitting on the two Requests for Statements of Qualifications may be held after the meeting depending on how many submittals are received.

Chair James adjourned the meeting at 12:16 p.m.

NEXT MEETING INFORMATION: Next meeting will be at Novato City Hall Council Chambers, 901 Sherman Avenue, Novato, CA on May 20, 2013 at approximately 12 Noon.

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NBWRA Board and TAC Short-Term Action Item List

Meeting Date: April 15, 2013

Task	Responsible Party	Due Date	Status	Completion Date
Signature process for MOU	Weir, Reynolds, TAC	5/31/2013	MOU approved by NBWRA Board March 25, 2013. Eighteen originals were prepared. Six agencies had approved by May 7, making the MOU official. Seven have approved as of May 15, 2013. SCWA/SVCSD to approve on May 21, 2013. Two originals with all signatures will be sent to each agency after SCWA/SVCSD approval.	
FY13/14 Allocation Invoices to go out July 1, 2013.	Booker	7/1/2013		
Initiation Fee invoices. \$25,000 each to MMWD and City of Petaluma for first payment of Initiation Fee.	Booker	5/31/2013	Invoices can go out not that the MOU is official.	
May 20, 2013 Board meeting and workshop #3	Consultant Team	5/14/2013	Packet sent out on May 15, 2013.	5/15/2013
TAC Review SOQs (due by May 1, 2013)	TAC	5/15/2013	Five SOQs received for Eng/Env/Outreach. Three SOQs received for Leg Dev. Scores are trickling in, five received for each by May 15, 2013. TAC to discuss next steps on May 20, 2013.	
TAC hears presentations and asks questions of firms submitting SOQs	TAC	5/20/2013	Presentations postponed pending TAC decisions on May 20, 2013. Presentations could be scheduled in June or July or the RFP phase could begin now.	
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		