

**North Bay Water Reuse Authority
Technical Advisory Committee
Minutes
May 20, 2013**

1. Call to Order and Self Introductions

Chair James called the Technical Advisory Committee (TAC) meeting to order at 11:23 a.m. on Monday, May 20, 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, Vice Chair	Napa Sanitation District
Kevin Booker	Sonoma Valley County Sanitation District
Drew McIntyre	North Marin Water District
Phillip Miller,	County of Napa
Dan St. John	City of Petaluma
Paul Sellier	Marin Municipal Water District
Renee Webber	Sonoma County Water Agency
Mark Williams	Las Gallinas Valley Sanitary District

Others Present

Chuck Weir, Program Manager	Weir Technical Services
Ginger Bryant	Bryant & Associates
Megan Clark	Las Gallinas Valley Sanitation District
Mike Cortez	Las Gallinas Valley Sanitation District
Barry Dugan	Data Instincts
David Iribarne	City of Petaluma
Sandeep Karkal	Novato Sanitary District
Craig Lichty	Kennedy Jenks
Andria Loutsch	CDM Smith
Monica Oakley	RMC
Dave Richardson	RMC
Michael Savage	Brown & Caldwell
Jake Spaulding	Sonoma County Water Agency
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 April 15, 2013 TAC Meeting Minutes

The minutes were approved as presented.

5. Report from the Program Manager

5.a. Action Items from the April 25, 2013 Meeting

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

6. Summarize Board Meeting and List Action Items

Other than approval of minutes, there were no action items from the Board meeting. As action items, the TAC recommended the following: 1) Andria Loutsch will send out the charts from today's workshop to the member agencies so they can mark up and return to her. She will include a schedule for getting comments back to her. 2) At the TAC meeting on October 18, 2013 the consultants and TAC will discuss the project scoring criteria and finalize the methodology.

7. RFQ/SOQ/RFP Process Update

Chair James asked that the consultants leave the room so the TAC could discuss the results of the SOQ reviews. Following discussion, the TAC took the following actions: 1) Approved a shortlist of one firm, Bryant & Associates for the Legislative Development Services. 2) Approved a short list of two firms, Brown & Caldwell and RMC for Engineering, Environmental, and Outreach Services. 3) Sonoma County Water Agency will notify all of the firms as to the results and notify the three firms on short lists that they will be asked to submit a proposal. 4) Sonoma County Water Agency will draft the Requests for Proposals using bullet points such that the consultants are required to develop full scopes and costs.

8. Items for the Next Agenda

Items for the July 15, 2013 TAC Agenda include:

- a. Update on the SOQ/RFP process
- b. Update on the scoring criteria or project selection.

Chair James adjourned the meeting at 12:30 p.m.

NEXT MEETING INFORMATION: Next meeting will be at Novato Sanitation District, 500 Davidson Street, Novato, CA on Monday, July 15 20, 2013 at 9:30 a.m.

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