

**North Bay Water Reuse Authority
Technical Advisory Committee
Minutes
July 15, 2013**

1. Call to Order and Self Introductions

Chair James called the Technical Advisory Committee (TAC) meeting to order at 9:01 a.m. on Monday, July 15, 2013, 2013. The meeting was held at Novato Sanitary District, 500 Davidson Street, Novato, CA 94945. The regular conference call number was available for those unable to attend in person. No one participated via conference call.

Committee Members Present

Beverly James, Chair	Novato Sanitary District
Tim Healy, Vice Chair	Napa Sanitation District
Pam Jeane	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
Marc Bautista	Sonoma County Water Agency
Kevin Booker	Sonoma County Water Agency
Ginger Bryant	Bryant & Associates
Barry Dugan	Data Instincts
David Iribarne	City of Petaluma
Sandeep Karkal	Novato Sanitary District
Craig Lichty	Kennedy Jenks
Susan McGuire	Las Gallinas Valley Sanitary District
Pilar Oñate-Quintana	The Oñate Group
Dave Richardson	RMC
Michael Savage	Brown & Caldwell
Paul Selsky	Brown & 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 May 20, 2013, 2013 TAC Meeting Minutes

The minutes were approved as presented.

5. Report from the Program Manager

The Program Manager gave a brief update on major financial tasks from Sonoma County Water Agency and also reported that the Memorandum of Understanding should be going from City of Petaluma to Sonoma County Water Agency this week.

5.a Consultant Progress Reports – June 2013

The TAC reviewed the Progress Reports.

5.b. Action Items from the May 20, 2013 Meeting

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

6. Report from the Finance Committee

The TAC reviewed the Report from the Finance Committee. As an action item the TAC unanimously approved the proposed modification to the Request for Statements of Qualifications / Requests for Proposals schedule with a minor modification to show the tasks in chronological order. As an additional action item, The TAC also requested a review of the Finance Committee Charter at the August 19, 2013 meeting.

7. Consultant Cost Tracking through June 30, 2013

The TAC reviewed the report and noted that all items are within budget. Surpluses are continued to FY2013/14 since the consultant contracts are all for two-years.

8. Phase 2 Scoping Study Process

Ginger Bryant gave a presentation on the Phase 2 Scoping Study Process as a follow up to discussion at the May 20, 2013 TAC meeting.

9. Phase 2 Scoping Study Progress and Products

Mike Savage gave a presentation on the Scoping Study Progress and Products and requested that agency comments on draft the Table of Contents, Section 2, Section 3, and maps be sent to Andria Loutsch by July 29, 2013.

10. MOU Approval Process Update

The Program Manager reported on this item under Item No. 5.

11. Phase 1 Projects Update

The TAC reported on their agency's Phase 1 Projects.

12. Program Development – Federal Advocacy Update

Ginger Bryant gave a presentation on federal activities including: the recent trip to Washington D.C., Phase 1 project funding summary, federal legislation, White Papers in support of legislation, and the possible need for support letters in the fall.

13. State Advocacy Update

Pilar Oñate-Quintana gave an update on state activities, including: the July 24, 2013 tour for State officials, the 2014 Water Bond, AB803, AB1200, and AB145. AB145 would move jurisdiction of the drinking water program from Department of Health Services to the State Water Resources Control Board. The TAC discussed the possibility of supporting WateReuse's position on AB145. As an action item, Pilar Oñate-Quintana will provide information on AB145 to the TAC.

14. Outreach Program Report

Barry Dugan provided an update on outreach efforts including a second video that has been posted to the website.

15. Status of WaterSMART Grants and Applications

Ginger Bryant reported on this item under Agenda Item No. 12.

16. Proposition 84 – Integrated Regional Water Management Program Update and Status

Participants noted that Round 3 funding has been moved to 2014 and that draft chapters of the Bay Area plan are out for review and comment.

17. EIR/EIS Update

There was no update on this item.

18. RFQ/SOQ/RFP Process Update

There was a question from the consultants regarding Item No. 3 Time Required in the Evaluation Section of the RFP. Chair James then excused the consultants from the meeting. Following discussion the TAC took the following actions: 1) agreed on revisions to and use of the proposal rating form; and 2) a schedule for the consultant presentations and TAC questions at the July 29, 2013 special TAC meeting. The meeting time was moved up from 9:00 a.m. to 9:30 a.m. to ensure adequate time for the meeting.

19. Items from the Committee, Agency Staff, or Consultants

There were no additional items.

20. Items for the Next Agenda

Items for the August 19, 2013 Agendas include:

- a. A recommendation from the TAC on the selection of the Engineering, Environmental, and Outreach consultant. This item will be decided at the special TAC meeting on July 29, 2013.
- b. Consideration of accepting Marin County as an Associate Member.
- c. Consideration of modifying the regular Board meeting date to accommodate Marin County Supervisor Arnold.
- d. The TAC will review the Finance Committee Charter.
- e. The TAC will consider WateReuse's proposal for direct potable reuse.

Chair James adjourned the meeting at 11:59 a.m.

NEXT MEETING INFORMATION: *Next meeting will be at Novato City Hall Council Chambers, Novato, CA.*

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