

**North Bay Water Reuse Authority  
Board of Directors Meeting  
Minutes  
August 19, 2013**

**1. Call to Order**

Chair Rabbitt called the meeting to order at 9:32 a.m. on Monday, August 19, 2013 at the Novato City Hall Council Chambers, 901 Sherman Street, Novato, CA 94945.

**2. Roll Call**

**PRESENT:** David Rabbitt, Chair, Sonoma County Water Agency  
Bill Long, Vice-Chair, Novato Sanitary District  
Keith Caldwell, Napa County  
Megan Clark, Las Gallinas Valley Sanitary District  
Susan Gorin, Sonoma Valley County Sanitation District  
Mike Healy, City of Petaluma  
Jill Techel, Napa Sanitation District  
John Schoonover, North Marin Water District  
Paul Sellier, Marin Municipal Water District

**ABSENT:** None

**OTHERS**

<b>PRESENT:</b>	Chuck Weir, Program Manager	Weir Technical Services
	Ginger Bryant	Bryant & Associates
	Mike Cortez	Las Gallinas Valley Sanitary District
	Grant Davis	Sonoma County Water Agency
	Barry Dugan	Data Instincts
	Tim Healy	Napa Sanitation District
	Beverly James	Novato Sanitary District
	Pam Jeane	Sonoma Valley County Sanitation Agency
	Sandeep Karkal	Novato Sanitary District
	Liz Lewis	Marin County
	Craig Lichty	Kennedy Jenks
	Andria Loutsch	CDM Smith
	Drew McIntyre	North Marin Water District
	Mark Millan	Data Instincts
	Phillip Miller	Napa County
	Pilar Oñate-Quintana	The Oñate Group (by telephone)
	Dave Richardson	RMC
	Michael Savage	Brown & Caldwell
	Jake Spaulding	Sonoma County Water Agency
	Dan St. John	City of Petaluma
	Dawn Taffler	Kennedy Jenks
	Renee Webber	Sonoma County Water Agency

### **3. Public Comments**

No members of the public addressed the Board.

### **4. Introductions**

Introductions were made for the benefit of new Board member Mike Healy, City of Petaluma.

### **5. Board Meeting Minutes of May 20, 2013.**

A motion by director Schoonover, seconded by Director Gorin to approve the May 20, 2013 minutes was unanimously approved.

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

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

The Board reviewed the consultant progress reports for July 2013. The Program Manager highlighted the remaining agenda items.

### **7. Financial Report for the Fiscal Year Ending June 30, 2013 and the Period ending July 31, 2013**

The Board reviewed the consultant costs for the fiscal year ending June 30, 2013 and noted that expenses were approximately \$88,000 below budget. The Board reviewed other financial reports for the fiscal year ending June 30, 2013 that are maintained by Sonoma County Water Agency. Director Clark requested that those pages be increased in size for easier reviewing. The Board also reviewed the consultant cost summary for the first month of FY2013/14.

### **8. Third Revised Memorandum of Understanding Approval Process – Status Report**

The Program Manager noted that all copies of the Memorandum of Understanding (MOU) have been signed and that two original fully signed copies have been sent to the member agencies. A digital copy of the fully signed MOU has been sent to the Technical Advisory Committee (TAC) and consultant team.

### **9. Consideration of Adding Marin County as an Associate Member**

A motion by Director Long, seconded by Director Caldwell to add Marin County as an Associate Member was unanimously approved. Director Clark wanted to make sure that if Marin County added construction projects at a later date that they are required to reimburse some of the startup costs of the original member agencies. The Program Manager indicated that there were provisions in the MOU for a buy-in fee for new members in Phase 2, similar to the fees being paid by City of Petaluma and Marin Municipal Water District.

### **10. Consideration of an Alternate Regular Meeting Date**

The Board reviewed an email from Marin County Supervisor Judy Arnold requesting an alternate regular meeting date to avoid a conflict for her. A motion by Director Schoonover, seconded by Director Healy to authorize the Program Manager to investigate the possibility of an alternate regular meeting date was approved 8 – 1, with Director Clark opposing.

**11. Request for Statements of Qualifications / Request for Proposals Process – Status Report**

The Program Manager reviewed the process that the TAC used to lead to the two recommendations for consultant selection by the Board that are to be considered separately in Agenda Item Nos. 12 and 13. The Board expressed its appreciation for the process and the efforts of the TAC.

**12. Approve the Recommendation from the Technical Advisory Committee and authorize Sonoma County Water Agency to negotiate an agreement, including scope and costs, for Engineering, Environmental, and Outreach Services with Brown and Caldwell**

A motion by Director Caldwell, seconded by Director Gorin to Approve the Recommendation from the Technical Advisory Committee and authorize Sonoma County Water Agency to negotiate an agreement, including scope and costs, for Engineering, Environmental, and Outreach Services with Brown and Caldwell was unanimously approved.

**13. Approve the Recommendation from the Technical Advisory Committee and authorize Sonoma County Water Agency to negotiate an agreement, including scope and costs, for Legislative Development Services with Bryant and Associates**

A motion by Director Schoonover, seconded by Director Long to Approve the Recommendation from the Technical Advisory Committee and authorize Sonoma County Water Agency to negotiate an agreement, including scope and costs, for Legislative Development Services with Bryant & Associates was unanimously approved.

**14. Phase 1 Projects Report**

The Board reviewed the status of Phase 1 construction projects.

**15. Program Development – Federal Advocacy Update**

Ginger Bryant provided a PowerPoint presentation for the Board to update program development and federal advocacy issues. She discussed the Reclamation Infrastructure Finance and Innovation Act of 2013 (RIFIA) and indicated that updated language was in process and that she would keep the Board informed.

**16. State Advocacy Update**

The Board reviewed state advocacy issues including AB1200 and the 2014 Water Bond. Pilar Oñate Quintana was able to respond to questions via telephone.

**17. Resolution Agreeing to Participate in the Water Bond Coalition, Supporting the Activities of the Coalition, Endorsing Efforts of the Coalition to Develop the Fair and Equitable Distribution of State Water Bond Funds for Projects that Will Benefit the Members of the north Bay Water Reuse Authority and other Entities throughout Northern and Coastal California, and Designating the Chair of the Chair’s Designee as the official Representative for the north Bay Water Reuse Authority to the Water Bond Coalition**

A motion by Director Healy, seconded by Director Caldwell to approve the Resolution Agreeing to Participate in the Water Bond Coalition, Supporting the Activities of the Coalition, Endorsing Efforts of the Coalition to Develop the Fair and Equitable Distribution of State Water Bond Funds for Projects that Will Benefit the Members of the north Bay Water Reuse Authority and

other Entities throughout Northern and Coastal California, and Designating the Chair of the Chair's Designee as the official Representative for the north Bay Water Reuse Authority to the Water Bond Coalition was unanimously approved.

**18. Outreach Program Update**

Mark Millan updated the Board on outreach efforts, including updates to the website and a new video on the Napa Sonoma Salt Marsh Restoration Pipeline project. He indicated that they were working on videos for all the Phase 1 projects and should have them posted within a few months.

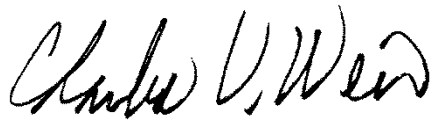
**19. Workshop #4 – North Bay Water Reuse Program Phase 2 Scoping Study**

Ginger Bryant, Michael Savage, and Andria Loutsch led the group in workshop #4. Topics included Phase 2 Takes Shape: Formulation of thematic alternatives, Example alternatives, Agency homework. The agencies were requested to provide comments to the team by Friday, September 6, 2013.

**20. Adjournment**

Chair Rabbitt adjourned the meeting at 10:56 a.m.

Minutes approved by the Board November 18, 2013



Charles V. Weir  
Program Manager