

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

Monday, August 19, 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 – 5 Pages 6 - 7	4.	Action	Consent Items a. July 15, 2013 TAC Meeting Minutes b. July 29, 2013 Special TAC Meeting Minutes
Page 8 Page 9	5.	Information	Report from the Program Manager a. Action Items from July 15 and 29, 2013 Meetings
	6.	Discussion	Summarize Board Meeting and List Action Items
Page 10	7.	Discussion and/or Action	Review of Finance Committee Charter
Pages 11 - 12	8.	Discussion	WaterReuse Proposal for Direct Potable Reuse
Pages 13 - 21	9.	Action	Current Consultant Evaluations (ask consultants to leave the room)
	10.	Information	Items from Committee, Agency Staff, or Consultants
	11.	Information	Items for Next Agenda (October 21, 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
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.*

C:\Users\Chuck\Documents\Weir Technical Services\NBWRA\Agendas\2013-07\2013_07_15_NBWRA_TAC_Minutes.docx

**North Bay Water Reuse Authority
Special Technical Advisory Committee Meeting
Minutes
July 29, 2013**

Call to Order and Self Introductions

Chair James called the Special Meeting of the Technical Advisory Committee (TAC) meeting to order at 9:15 a.m. on Monday, July 29, 2013, 2013. The meeting was held at Sonoma County Water Agency, 404 Aviation Boulevard, Santa Rosa, CA. The purpose of the meeting was for two consulting firms to make presentations to the TAC for Engineering, Environmental, and Outreach Services.

Committee Members Present

Beverly James, Chair	Novato Sanitary District
Tim Healy, Vice Chair	Napa Sanitation District
Pam Jeane	Sonoma Valley County Sanitation 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
Jake Spaulding	Sonoma County Water Agency
Jeff Tucker	Napa Sanitation District

Approval of the Agenda

The Agenda was unanimously approved as presented.

Review Schedule

The TAC reviewed the schedule for the meeting and made no changes.

Presentation by Brown and Caldwell (B&C)

The Brown and Caldwell team introduced themselves:

Jim Graydon, B&C, Principal-in-Charge
Mike Savage, B&C, Project Manager
Craig Lichty, Kennedy/Jenks, Advisor
Jenny Gain, B&C, Deputy Project Manager
Paul Selsky, B&C, Planning/Engineering Team Leader
Jim O'Toole, ESA, Environmental Team Leader
Ginger Bryant, Bryant & Associates, Alternatives Development Team Leader
Mark Millan, Data Instincts, Public Involvement Team Leader

Members of the B&C team made a presentation on their approach to providing Engineering, Environmental, and Outreach Services. Following the presentation, members of the TAC asked questions.

Presentation by RMC in association with CDM Smith

The RMC team introduced themselves:

Randy Raines, RMC, Principal-in-Charge
Dave Richardson, RMC, Project Manager
Andria Loutsch, CDM Smith, Deputy Project Manager
William Brick, CDM Smith, Engineering Task Lead
Roxanne Stachon, RMC, Policy/Public Support Task Lead
Leslie Dumas, RMC, Funding
Robin Cort, RMC, Environmental Support

Members of the RMC team made a presentation on their approach to providing Engineering, Environmental, and Outreach Services. Following the presentation, members of the TAC asked questions.

Selection of Recommended Consulting Firm

Following the presentations and questions and answers from each team, the TAC discussed the proposals and presentations with the intent of selecting one firm to recommend to the Board at the August 19, 2013 meeting. As an action item, the TAC unanimously approved recommending the firm Brown and Caldwell to the Board at the August 19, 2013 meeting. At the Board meeting, the Board will be asked to approve the recommendation and authorize Sonoma County Water Agency to negotiate an agreement, including scope and costs, for Engineering, Environmental, and Outreach Services with Brown and Caldwell. Actual execution of the agreement is subject to availability of federal funding and approval by the Board of the FY2014/15 Budget.

NEXT MEETING INFORMATION: The next meeting will be at Novato City Hall Council Chambers, 901 Sherman Avenue, Novato, CA on August 19, 2013 at approximately 12 Noon.

ITEM NO. 5 REPORT FROM THE PROGRAM MANAGER

The Report from the Program Manager includes the following items:

5.a Action Items from July 15 and July 29, 2013 Meetings

The list of Action Items is attached for the TAC's information. All items are completed or in progress.

In an effort to save paper, brief summaries of other agenda items are described below:

6. Summarize Board Meeting and List Action Items

The TAC will review the Board meeting and any resulting action items from the Board meeting.

7. Review of Finance Committee Charter

A question came up at the July 15, 2013 TAC meeting regarding the charter for the Finance Committee in terms of its involvement in the development of SOQs and RFPs. The Finance Committee Charter was approved by the TAC April 16, 2012, so a periodic review is appropriate.

8. WateReuse Proposal for Direct Potable Reuse

At the July 15, 2013 TAC meeting there was a brief discussion regarding WateReuse's plans to address the issue of Direct Potable Reuse (DPR). Included in the packet is an email from WateReuse regarding an RFP that has been issued, "Model Public Communication Plan for Advancing DPR Acceptance." The TAC should discuss how NBWRA can participate in this effort.

9. Current Consultant Evaluations

Several months ago, the TAC agreed to conduct evaluations on the current consultants and scheduled the review to occur after its August 19, 2013 meeting. Kevin Booker has distributed a form to the TAC to assist in the review. Also developed to assist in the review is a combined scope of work and deliverables for all the current consultants and SCWA. That document is included in the packet. The TAC should conduct the review and then provide feedback to the consultants.

NBWRA Board and TAC Short-Term Action Item List

Meeting Date: July 15, 2013

Meeting Date: July 29, 2013

Task	Responsible Party	Due Date	Status	Completion Date
Signature process for MOU	Weir, Reynolds, TAC	5/31/2013	MOUs delivered to SCWA. All signatures obtained. Two fully signed copies sent to each member agency. Electronic copy of fully signed MOU sent to all TAC members and consultants.	8/7/2012
FY13/14 Allocation Invoices to go out July 1, 2013.	Booker	7/1/2013	Invoices out week of July 15. All agencies save Petaluma and MMWD have paid FY2013/14 invoices. Petaluma has not paid FY2012/13 invoice.	
Initiation Fee invoices. \$25,000 each to MMWD and City of Petaluma for first payment of Initiation Fee.	Booker	5/31/2013	Invoices have been mailed. MMWD has made its first payment. Petaluma payment not made.	
August 19, 2013 Board meeting and workshop #4	Consultant Team	8/14/2013	In process	5/15/2013
SOQ/RFP Process	TAC	7/29/2013	TAC has recommended Brown and Caldwell for Engineering, Environmental, and Outreach Services; and Bryant & Associates for Legislative Development Services. Recommendations to accept TAC recommendations and authorize SCWA to develop agreements with scope and costs are on August 19, 2013 Board Agenda.	7/29/2013
Consideration of accepting Marin County as an Associate Member	Weir/Board	8/14/2013	To be on August 19, 2013 Board Agenda	8/14/2013
Consideration of modifying the regular Board meeting date to accommodate Marin County Supervisor Arnold.	Weir/Board	8/31/2013	To be on August 19, 2013 Board Agenda	8/14/2013
TAC Review of Finance Committee Charter	TAC	8/19/2013	To be on August 19, 2013 TAC Agenda	8/15/2013
TAC consider WateReuse proposal for direct potable reuse	TAC	8/19/2013	To be on August 19, 2013 TAC Agenda	8/15/2013
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	Evlauation form sent by Kevin Booker. Combined scope of work with deliveerables document developed and included in agenda packet.	8/15/2013
Share notices regarding conference presentations and award programs with the TAC.	All	Ongoing		

Finance Committee Charter (Approved by TAC April 16, 2012)

The Finance Committee shall include at least three persons with financial backgrounds, representative of the member agencies. The Committee shall include the Program Manager and appropriate Sonoma County Water Agency Staff. The Program Manager shall be responsible for coordinating meetings including preparation of agendas and Committee reports and recommendations to the TAC. The Committee shall meet at least quarterly and as needed at other times.

The Committee is responsible for the following:

- Reviewing financial issues and making recommendations to the TAC
- Reviewing consultant scopes and costs and providing questions for the TAC to Consider
- Developing a draft budget including cost allocations for the TAC to consider
- Reviewing costs as compared with the approved budget
- Reviewing and recommending TAC authorized Requests for Proposals and Requests for Qualifications for consulting services to the TAC
- Submitting reports to the TAC following each Committee meeting

Chuck Weir

From: WateReuse Research Foundation <info@watereuse.org>
Sent: Tuesday, July 16, 2013 5:49 AM
To: Mr. Chuck Weir
Subject: RFP | Model Public Communication Plan for Advancing DPR Acceptance

Email not displaying correctly? [View this information on the web.](#)



Requests for Proposals

The WateReuse Research Foundation conducts and promotes applied research on water recycling and desalination. Under the Foundation's Solicited Research Program and Feasibility Studies Program, research contractors are selected through a competitive process. To view all open RFPs, [click here](#).

Model Public Communication Plan for Advancing DPR Acceptance

WateReuse-13-02

Direct Potable Reuse (DPR) is the next logical step in increasing the amount of water that can be beneficially reused throughout the United States. The technology to reliably produce safe advanced treated water that meets or exceeds drinking water standards exists today—and will only improve over the coming years. Several locations are already blending advanced treated water with other water supply sources, but public acceptance of direct reuse is much farther behind in most locations.

To ensure that DPR can be widely accepted as a viable water supply source, a model strategic communication plan and an associated pilot implementation program needs to be developed. This project will establish a framework strategic communication plan for DPR outreach and use the State of California as the location for a pilot program.

This project is part of the WateReuse Research Foundation's Solicited Research Program and is sponsored by the California DPR Initiative, which is joint effort by the Foundation and WateReuse California to advance Direct Potable Reuse.

Proposals Due: August 27, 2013

Project Manger: [Stefani McGregor](#)

[VIEW RFP](#)

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**North Bay Water Reuse Authority
North Bay Water Reuse Program
FY2012/13 and FY2013/14 Work Summaries**

Following are work summaries for the North Bay Water Reuse Program for FY2012/13. Listed below per the budget are the categories, consultant, major tasks, and deliverables.

PHASE 1 SUPPORT

Planning, Engineering, and Funding Management

Consultant: CDM Smith

Task 1 - Program Support and Coordination

Deliverables (summarizing efforts on Tasks 1-4):

- Review project documents, as necessary, from Authority consultants to provide consistency with other elements of the project.
- Attend meetings or conference calls with Water Agency or other project partners as necessary
- Prepare progress reports to be submitted with monthly invoices
- Prepare monthly consultant progress reports submitted to the NBWRA Program Manager.

Task 2 - Federal and State Appropriations/Grant Support

Deliverables:

- Provide as-needed support to the project team to address technical and process questions from Reclamation and/or potential state funding agencies related to Phase 1 activities and program elements.
- Prepare project summary documentation, as requested by the Water Agency.
- Prepare grant funding application documentation, as requested by the Water Agency.

Task 3 - Manage Federal Appropriations Reporting

Deliverables:

- Coordinate the grant reporting documentation for the Title XVI construction funding agreement.
- Prepare draft and final semi-annual Federal funding expended reports compiling information for all member agencies, except SCWA and SVCSD.

Task 4 - Additional Services

Deliverables:

- As requested by the Water Agency.

Environmental Documentation, Permitting and Monitoring

Consultant: ESA

Task 1.1 - Mitigation Compliance and Reporting - ReclamationDeliverables:

- Mitigation Monitoring and Reporting Program (MMRP) documents for ongoing or planned projects.

Task 1.2 - USFWS Biological OpinionDeliverables:

- Post construction MMRP Reporting documents, which contain compliance information associated with Biological Opinion measures, with a cover letter to USFWS.

Task 1.3 - NBWRA Environmental Coordination/SupportDeliverables:

- Coordination with Consultant team and NBWRA Member Agency Staff
- Support to Program Manager on environmental-related issues.

PHASE 2 SCOPING STUDY AND WORKSHOPS (18-month study covering FY2012/13 and FY2013/14, January 2013 – June 2014)

Consultants: CDM Smith / Brown & Caldwell / Bryant & Associates

Task 1 - New User Assessment

- Update Potential Projects and Future Demands
- Meet with each participating agency
- Facilitate meeting of sub-regional agencies
- Evaluate the boundary conditions of each sub-region to develop programmatic approaches and benefits

Task 1.2 - Updated Conceptual Operations Analysis**Task 2 - Multi-Purpose Storage Analysis**

- Screening of Initial Proposed Storage Sites
- Identification and Screening of Potential New Storage Sites
- Preliminary Layout, Identification of Utility Components and Environmental Enhancements
- Reconnaissance Level Estimates of Cost for Reuse Alternatives
- Screening of Preliminary Alternatives

Task 3 - Scoping Studies Summary Report

- Prepare Scoping Studies Summary Report that aggregates the scoping studies work and findings, and layout the steps for the feasibility study process.

Task 4 - Workshops and Public Decision Processes

- Workshop #1 – January 2013
 - Define objectives and criteria for Phase 2 projects

- Present workplan
- Agency commitment to workplan
- Workshop #2 – March 2013
 - Review objectives and criteria for approval
 - Discuss potential multi-purpose storage concepts
- Workshop #3 – May 2013
 - Present projects and storage requirements
 - Discuss the path forward to selection
- Workshop #4 – August 2013
 - Present list of potential projects
 - Project conceptual layouts
 - Discuss upcoming screening process
- Workshop #5 - November 2013
 - Review project screening and prioritization
 - Board to provide direction on project
- Workshop #6 – January 2014
 - Presentation of draft findings
- Workshop #7 – March 2014
 - Presentation of Draft Scoping Studies Summary and Recommendations

Deliverables:

- Draft Summary Report Outline.
- Draft report sections will be provided for review as they are developed. The schedule of draft section production will be developed with the report outline.
- Draft and final workshop presentation materials and handouts for seven workshops.
- Draft report compiled from previously developed sections will be presented to the TAC and BOD for review and comment.
- The Report Draft will be completed by March 2014.
- Final report incorporates comments from TAC and BOD.

JOINT USE TASKS

Program Management

Consultant: Weir Technical Services

Task 1 – Board of Directors and Technical Advisory Committee (TAC) Meeting Management

Deliverables and Schedule:

- Meeting agenda and related documents, in one PDF when feasible, prior to regular meeting (5 Board workshops, 5 Board meetings, 10 TAC total for each year).
- Agenda item reports for each Board and TAC meeting (ranges from 5-12 depending on meeting).
- Action item minutes for each Board and TAC meeting (5 Board, 10 TAC total for each year).

- Short-term Action Item list for Board and TAC meetings (combined into one list, 10 total for each year).
- Draft and final letters on behalf of the Board related to legislation and or funding (up to 2 each per year).
- Summary of inquiries (to be included in regular monthly meeting packet).
- Copies of final presentations.

Task 2 – Financial Management

Deliverables and Schedule:

- Draft budget documents up to four times per year.
- Final budget document to be presented in February each year for Board approval. An allowance is made to make minor modifications to the final budget based on Board approval.
- Quarterly Budget status updates (to be included with agenda packet PDF).
- Consultant cost summaries in each TAC Agenda packet.
- Finance Committee agenda packets for up to six committee meetings.
- Reports, including recommendations, from the Finance Committee in up to six TAC Agenda packets.
- Brief summary reports as needed in agenda packets related to obtaining State funding.

Task 3 – Project Support and Review

Deliverables and Schedule:

- Redline/strikeout versions of draft documents prepared by NBWRA consultants related to Phase 1 tasks, with suggested edits, comments, questions, and suggestions. Quantity of deliverables is dependent upon specific tasks authorized by the Board each fiscal year.

Task 4 – Program Planning

Deliverables and Schedule:

- Program progress report (to be included in regular monthly meeting packet).
- Consultant progress reports in agenda packets (to be included in regular monthly meeting packet).

Task 5 – Governance Issues

Deliverables and Schedule:

- Preparation of Task Force agendas and revised versions of the MOU.
- Development of alternative cost sharing methods.

Task 6 – Contingency for Additional Tasks

Program Development and Federal Funding

Consultant: Bryant & Associates

Task 1 - Authority Support**Deliverables:**

- Provide updates regarding Program Development activities, legislation status, federal interest and, stakeholder support.
- Coordinate with Agency consultants and the BOD and TAC in the development and refinement of Program strategy, direction and, project alternatives.
- Provide support to the Authority's State legislative consultant.

Task 2 - Coordinate with Consultants and Tracking Program Components**Deliverables:**

- Review and provide input on technical memoranda, draft reports, grant applications and, other materials prepared by technical consultants.
- Coordinate and communicate with Program Manager at the direction of BOD and TAC.

Task 3 - Pursuit of Federal Funding with US Bureau of Reclamation**Deliverables:**

- Develop materials and providing information to Congressional members and staff; Federal administrative staff, such as Bureau staff, Office of Management and Budget; Council on Environmental Quality; and others as needed.
- Prepare materials as needed to obtain necessary project implementation funding, and submit materials to relevant administrative staff, legislators and legislative staff in pursuit of funding.
- Provide final, reproducible copies and electronic copies of funding request materials to the Project Manager for reproduction and distribution by the Authority.
- Provide copies of funding request materials to the BOD, TAC and Program Manager.

Task 4 - Pursuit of Other Federal Authorizing and Funding Sources**Deliverables:**

- Coordinate with the Authority's Federal legislative advocate to identify other potential authorizing and funding sources and provide a description of the Program and its requirements to the BOD, TAC and Project Manager.
- Prepare materials as needed to obtain necessary authorizations and funding, and submit materials to relevant administrative staff, legislators and legislative staff in pursuit of authorizations and funding.
- Provide final, reproducible copies and electronic copies of authorizing or funding request materials to the Project Manager for reproduction and distribution by the Authority.
- Provide copies of funding request materials to the BOD, TAC and Program Manager.

Task 5 - Mobilization and Development of Broad Stakeholder Support**Deliverables:**

- List of potential stakeholders and their representatives, including contact information, in the region, including local governments, sanitation and water districts, agricultural

industry, the environmental community, and non-governmental organizations that may have an interest in the Program.

- Outreach materials to stakeholders and provide information about the Program, the content and status of legislation, the potential benefits of the Program, and any stakeholder issues of concern related to the Program and assist the Authority in resolving the stakeholder issues of concern.

Task 6 - Monthly Reports

Deliverables:

- Monthly reports summarizing activities performed.
- Summaries of legislative and administrative offices contacted, meetings attended, and documents produced on behalf of the Authority.
- Monthly reports with invoices.
- Monthly reports and invoices supporting documentation for expenses to the BOD, TAC and the Program Manager.
- Monthly Activity Summaries to the Program Manager for inclusion in BOD and TAC meeting packets.

Federal Authorizations and Appropriations

Consultant: The Ferguson Group

Task 1 - Seek and make efforts to secure federal support from the U.S. Bureau of Reclamation for the North Bay Water Reuse Authority's Priority Projects.

Deliverables:

- Copies of meeting schedules for North Bay Water Reuse representatives with administration and legislative officials in D.C.
- Talking points, draft legislative language, and other background materials developed to support meetings noted.
- Legislative and appropriation updates and grant information will be provided via email.
- Copies of support letters to legislators and the administration will be provided if such letters are sent during this contract period.

2.2 Task 2 - Monthly Reports and Conference Calls

Deliverables:

- Monthly Reports, due with monthly retainer invoices.
- Monthly conference calls.

State Funding / State Outreach

Consultant: The Oñate Group

Task 1 - Advocate for recycled water funding and assist Authority in obtaining recycled water funding under existing and near future administrative programs.

Deliverables:

- Summaries of legislation applicable to NBWRA interests.
- Summaries of issues related to Water Bond activities.

- List of opportunities for funding resulting from legislation and approved bond funding programs.

Task 2 - Advocate for Authority for both policy and funding legislation related to the State's Integrated Regional Water Management Program (as appropriate given Authority agencies' participation in local IRWM program efforts) and various water supply and water quality measures. Advocate for inclusion of the Authority's recycled water programs and projects in legislation that would support such recycled water programs and projects.

Deliverables:

- Notifications to Authority of bills or amendments to bills that may impact Authority operations.
- Notifications to Program Manager *any* concerns or questions raised by legislators.
- Assist Authority in developing and implementing strategy to address legislative concerns.
- Prepare letters, attend meetings, and make verbal presentations to legislative committees and working groups advocating for Authority's positions on legislative issues as appropriate and necessary.
- Advise when participation by Authority officials in state hearings and meetings would further Program interests.

Task 3 - Assist Authority and/or Authority members with respect to state-level administrative or regulatory hurdles that may arise with respect to implementation of the Program and/or construction of Program projects.

Deliverables:

- Facilitate and support non-funding-related legislation (such as AB 1200) or regulatory matters that directly or indirectly advance the interests of NBWRA members.

Task 4 - Provide input and assistance with respect to development of communications efforts and/or building NBWRA's overall profile with key state officials – including legislators and key Administration officials.

Deliverables:

- Input as necessary with respect to NBWRA messaging to ensure that key communications efforts resonate at the state level.
- Outreach and assist in coordination efforts related to tours and other educational outreach for key state officials (including new NBWRA area legislators per the 2012 redistricting).

Task 5 - Reports and Conference Calls

- Monthly summary report of activities performed under this Agreement, to be included in the Authority board packet.
- Participate in weekly Consultant conference calls.

Outreach and Community Support

Consultant: Data Instincts

Task 1 – Support Program Public Outreach and Communication Needs**Deliverables:**

- Final copies of all outreach materials in print and digital formats.
- Summary of inquiries made by phone or email via project website.
- Copies of final presentations.

Task 2 – Assist NBWRA Staff and Support NBWRA efforts**Deliverables:**

- Final copies of all outreach materials in print and digital formats.
- Summary of inquiries made by phone or email via project website.
- Copies of all status reports (4 Board, 8 TAC total for each year).

Task 3 - Stakeholder Relations**Deliverables:**

- Summary of inquiries made by phone or email via project website.
- As needed, provide periodic status report on interactions with stakeholders to Project team and TAC.
- Provide copies of stakeholder correspondence and any related outreach materials, in print and digital formats.

Task 4 - Federal Appropriations/Grant Support**Deliverables:**

- Final copies of all outreach materials in print and digital formats.
- Summary of inquiries made by phone or email via project website.
- Copies of final presentations.
- Brief summary reports as needed related to funding efforts.

Sonoma County Water Agency**Budget/Accounting**

- Prepare and send annual invoices to NBWRA members.
- Track and reconcile revenue and expenses of Authority (funds in and funds out) per MOU conditions/program phase.
- Incorporate budget appropriations into Water Agency annual budget and submit quarterly budget adjustments as needed to ensure NBWRA projects and consultant agreements are funded per Authority's approved budget.
- Establish project numbers to track NBWRA projects.
- Provide monthly reports to Authority's PM.
- Attend NBWRA TAC Finance Subcommittee meetings.

Contracts

- Prepare RFPs/RFQs, evaluate proposals, and prepare agenda items for approval by Water Agency Board of Directors per direction from Authority's Board.

- Prepare consultant agreements.
- Review/approve all consultant invoices and technical reports.
- Attend meetings on behalf of NBWRA.
- Schedule and meet with NBWRA consultants.

Grant/Funding Management

- Act as a pass through agency (the only funds to reside with the Water Agency are to operate NBWRA).
- Prepare Title XVI (WaterSMART) quarterly and semi-annual reporting (Performance Report and Financial Report).
- Prepare Quarterly Financial Status Report SF425 for submittal to USBR.
- Coordinate preparation of SF270 Reimbursement Requests with consultant, incorporate Water Agency administration, review documentation for compliance with funding terms, and submit to USBR for reimbursement.
- Oversee compliance with USBR grant laws and regulations.
- Review grant agreement and federal regulations, and correspond with USBR regarding grant related questions received from NBWRA members.
- Conduct and document subrecipient monitoring.
- Coordinate, prepare for, and assist with USBR monitoring of NBWRA grant projects.
- Prepare for and respond to auditor's requests for documentation for annual single audit for USBR NBWRA grants.
- Track and review budget, scope, and schedule.

Other

- Tour assistance/coordination/logistics.
- Meeting space logistics for NBWRA Board meetings/workshops
- Monthly coordination conference calls with federal advocacy team and program development consultant.
- Assistance with planning and coordination for federal and state legislative visits.
- Review of and, if needed, compilation of collateral materials for tours, legislative visits, etc.
- Assistance with final correspondence as needed.
- Attend Bay Area IRWMP Coordination Committee meetings, track grant process and IRWMP plan preparation, and advocate for reuse project inclusion in plans and grant applications. Assist with grant preparation and submittal, and quarterly performance and financial reporting.