

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

Monday, November 18, 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 – 6	4.	Action	Consent Items a. October 21, 2013 TAC Meeting Minutes
Page 7 Page 8	5.	Information	Report from the Program Manager a. Action Items from October 21, 2013 Meeting
	6.	Discussion	Summarize Board Meeting and List Action Items
	7.	Information	Items from Committee, Agency Staff, or Consultants
	8.	Information	Items for Next Agenda (December 16, 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
October 21, 2013**

1. Call to Order and Self Introductions

Chair James called the Technical Advisory Committee (TAC) meeting to order at 9:33 a.m. on Monday, October 21, 2013. The meeting was held at Novato Sanitary District, 500 Davidson Street, Novato, CA 94945.

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
David Iribarne	City of Petaluma
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
Bill Brick	CDM Smith
Ginger Bryant	Bryant & Associates
Mark Millan	Data Instincts
Pilar Oñate-Quintana	The Oñate Group (by telephone)
Michael Savage	Brown & Caldwell
Jake Spaulding	Sonoma County Water Agency
Jeff Tucker	Napa Sanitation District

2. Approval of the Agenda

The Program Manager distributed a corrected agenda that had updated page numbers for the full packet. He indicated he would distribute an updated copy of the full packet later in the day. The Agenda was unanimously approved as presented.

3. Public Comments

There were no public comments.

4. Consent Items**4.a August 19, 2013 TAC Meeting Minutes**

The minutes were unanimously approved with one minor correction.

5. Report from the Program Manager

The Report from the Program Manager included the following items:

5.a Consultant Progress Reports – September 2013

The TAC reviewed the Progress Reports.

5.b Action Items from the August 19, 2013 Meetings

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

6. Financial Report

The Financial Report included the following items:

6.a Consultant Cost Tracking through September, 30, 2013

The TAC reviewed the report and noted that all costs were on track.

6.b SCWA Trust Accounting Worksheets

The TAC reviewed the worksheets and noted that the City of Petaluma payment for FY2013/14 is still listed as pending. David Iribarne indicated that it was on Dan St. John's desk for approval.

7. Phase 2 Scoping Study Progress and Products

Mike Savage provided an update for the TAC. He noted that Sections 4 and 5 would be distributed to the TAC on Friday, October 25, 2013 and that comments were due back to Andria Loutsch by Tuesday, November 5, 2013.

8. Factors that will Influence Member Agency Decisions

Ginger Bryant and Mike Savage gave a presentation on this item. Currently there are more than 50 projects listed with a total value exceeding \$200 million. The various factors will assist the TAC in refining their list of projects. There was discussion regarding the Phase 2 EIR/EIS process and time frame for completion of projects. Projects should be completed within eight years of certification of the EIR/EIS. Longer term projects may be listed at a programmatic level or not included at all in the EIR/EIS process.

9. Agreements for Phase 2 and Proposed Budgets for FY2014/15, FY2015/16, and FY2016/17

The Program Manager, Mike Savage, and Ginger Bryant gave a presentation on the schedule for approval of scopes, costs, and budgets. Budgets need to be approved at the member agency level and then by the NBWRA Board to allow the three major agreements to be approved such that they can become effective July 1, 2014. There were four items considered separately by the TAC:

9.a Agreement for Phase 2 Feasibility Study Grant Application

Following discussion, and as an action item, the TAC unanimously approved authorizing Sonoma County Water Agency (SCWA) to issue an agreement to Brown and Caldwell for a maximum of \$40,000 that meets all Agency requirements.

9.b Agreement for Engineering, Environmental, and Outreach Services

Following discussion, and as an action item, the TAC unanimously approved authorizing SCWA to put an agreement with Brown and Caldwell in their queue for approval. It was understood that the scope and cost were subject to modification based on the list of projects ultimately approved for the EIR/EIS process. There was also discussion that the cost table should be modified such that associated project costs are not included in other direct costs. The final scope and costs are anticipated to be completed at the completion of the Phase 2 Scoping Study.

9.c Agreement for Legislative Development Services

Following discussion, and as an action item, the TAC unanimously approved authorizing SCWA to put an agreement with Bryant & Associates in their queue for approval. There was also discussion Phase 1 costs should be separated out and that other direct costs (e.g. travel) should be billed separately from the monthly retainer.

9.d Agreement for Program Management

Following discussion, and as an action item, the TAC unanimously approved authorizing SCWA to put an agreement with Weir Technical Services in their queue for approval. Since a Request for Qualifications for Program Management was completed in late 2012, a new RFQ does not need to be completed at this time.

The TAC acknowledged that they had not had much time to review all the scopes and costs and they agreed to provide comments to SCWA within two months. The key item is to get the agreements in SCWA's queue. Final scopes and costs can be incorporated into the agreements any time before they go to the SCWA Board for approval. There was also discussion regarding the proposed budgets. The TAC could choose to spread the costs equally over the three year Feasibility Study period. There was also discussion regarding costs for SCWA administration. The proposed budgets included \$150,000 per year for SCWA administration. Kevin Booker indicated that there should be costs for both Joint Use and Phase 2 administration. The costs are \$50,000 per year for Phase 2 and \$150,000 per year for Joint Use.

10. Possible Change in Date for February 2014 TAC Meeting

Following discussion and as an action item, the TAC agreed to change the date to Wednesday, February 19, 2014 at 9:00 a.m.

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, including a new bill, SB 1508. As an action item she will send a copy of the bill to the TAC. She also requested that TAC members let her know if they will be participating in the February/March 2014 D.C. trip.

13. State Advocacy Update

The Program Manager provided an update on Pilar Oñate Quintana's behalf. The update included Assembly Member Levine's visit at the November 18, 2013 Board meeting and AB1200.

14. Outreach Program Report

Mark Millan provided an update.

15. Status of WaterSMART Grants and Applications

This item was discussed during other Agenda items.

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

Beverly James reported that the next round of funding will occur next summer and that the Bay Area is slated for \$73 million.

17. EIR/EIS Update

Phillip Miller inquired about the process for updated Napa County's documentation. He will contact Jim O'Toole.

18. Consideration of Sponsoring North Bay Watershed Association Conference, Friday, April 11, 2014

Members of the TAC indicated many of them would be sponsoring the conference. As a consequence the TAC took no action on the item. The Program Manager will inform Harry Seraydarian. .

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

Mark Millan noted that his firm has been awarded a study by the WateReuse Research Foundation, Model Public Communication Plan for Advancing DPR Acceptance.

20. Items for the Next Agenda

Items for the November 18, 2013 Agendas include:

- a. Assembly Member Levine visit.
- b. Updating the Board on the Phase 2 Scoping Study Project.
- c. Updating the Board on the agreement and budget approval process.

Action items from this meeting included the following:

- a. Authorizing Sonoma County Water Agency (SCWA) to issue an agreement to Brown and Caldwell for a maximum of \$40,000 that meets all Agency requirements.
- b. Authorizing SCWA to put an agreement with Brown and Caldwell for Engineering, Environmental, and Outreach Services in their queue for approval.
- c. Authorizing SCWA to put an agreement with Bryant & Associates for Legislative Development Services in their queue for approval.
- d. Authorizing SCWA to put an agreement with Weir Technical Services for Program Management in their queue for approval.
- e. Send copy of SB 1508 to the TAC.
- f. Notify Ginger Bryant of participation in February/March 2014 D.C. trip.

Chair James adjourned the meeting at 1:05 p.m..

NEXT MEETING INFORMATION: Next meeting will be at City of Novato Council Chambers, Novato, CA on November 18, 2013.

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ITEM NO. 5 REPORT FROM THE PROGRAM MANAGER

The Report from the Program Manager includes the following items:

5.a Action Items from October 21, 2013 Meeting

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.

NBWRA Board and TAC Short-Term Action Item List

Meeting Date: October 21, 2013

Task	Responsible Party	Due Date	Status	Completion Date
FY13/14 Allocation Invoices to go out July 1, 2013.	Booker	7/1/2013	Invoices out week of July 15. Petaluma paid FY2012/13 on 10/16/13. All agencies except Petaluma have paid FY13/14.	
Review Scoping Study Sections 4 and 5	TAC	11/5/2013	Comments received. Sections updated and data used in Workshop #5 at November 18, 2013 Board meeting.	
Agreement with B&C for Feasibility Study Grant Application	Booker	11/30/2013	TAC approved total cost and scope, subject to SCWA requirements on 10/21/13	
SOQ/RFP/Agreement Process	SCWA	4/1/2014	Draft agreements with scopes and costs for Engineering, Environmental, and Outreach Services; Legislative Development Services, and Program Management into SCWA queue for approval.	
Draft Budgets for FY2014/15, FY2015/16, and FY2016/17	Weir	4/1/2013	Revised for SCWA costs and spreading costs equally over all three years.	
Send Senate Bill 1508 to TAC	Bryant	10/22/2013	Completed.	10/22/2013
Notify Ginger Bryant of attendance at February/March 2014 D.C. meeting.	TAC	11/18/2013		
Marin County Associate Membership	Weir/SCWA	9/15/2013	Invoice sent.	9/15/2013
Consideration of modifying the regular Board meeting date to accommodate Marin County Supervisor Arnold.	Weir	9/30/2013	Supervisor Kinsey to be Marin County Rep. His aide Liza Crosse contacted PM regarding possible change in regular meeting date. Email sent to supervisor Arnold on Sept. 9 forwarded to Crosse regarding providing alternative dates. Email sent Nov. 13. Response should be forthcoming.	11/13/2013
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	8/19/2013	TAC reviewed consultants on 8/19/13. Feedback to be provided. Assume performance is acceptable based on agreement actions by TAC on 10/21/13.	
Notify NBWA regarding conference sponsorship.	Weir	10/23/2013	Completed.	10/23/2013
Share notices regarding conference presentations and award programs with the TAC.	All	Ongoing		