

**North Bay Water Reuse Authority  
Technical Advisory Committee  
Minutes  
December 16, 2013**

**1. Call to Order and Self Introductions**

Chair James called the Technical Advisory Committee (TAC) meeting to order at 9:35 a.m. on Monday, December 16, 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                 |
| Kevin Booker          | Sonoma Valley County Sanitation District |
| Susan McGuire         | Las Gallinas Valley Sanitary District    |
| Phillip Miller,       | County of Napa                           |
| Dan St. John          | City of Petaluma                         |
| Paul Sellier          | Marin Municipal Water District           |
| Renee Webber          | Sonoma County Water Agency               |

**Others Present**

|                             |                                |
|-----------------------------|--------------------------------|
| Chuck Weir, Program Manager | Weir Technical Services        |
| Marc Bautista               | Sonoma County Water Agency     |
| Bill Brick                  | CDM Smith                      |
| Ginger Bryant               | Bryant & Associates            |
| Barry Dugan                 | Data Instincts                 |
| David Iribarne              | City of Petaluma               |
| Andria Loutsch              | CDM Smith                      |
| Mark Millan                 | Data Instincts                 |
| Pilar Oñate-Quintana        | The Oñate Group (by telephone) |
| Jim O'Toole                 | ESA                            |
| Michael Savage              | Brown & Caldwell               |
| Jake Spaulding              | Sonoma County Water Agency     |
| Jeff Tucker                 | Napa Sanitation District       |
| Leah Walker                 | City of Petaluma               |

**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 November 18, 2013 TAC Meeting Minutes**

The minutes were unanimously approved as presented.

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

The Report from the Program Manager included the following items:

### **5.a Consultant Progress Reports – November 2013**

The TAC reviewed the Progress Reports.

### **5.b Action Items from the November 18, 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 November 30, 2013**

The Program Manager noted an error in the spreadsheet that did not impact overall costs. The \$42,360 shown for Bryant under Phase 2 Support should be included in the total budget for CDM Smith, bringing their total to \$407,560, with \$75,399.97 remaining.

### **6.b Authorization for Sonoma County Water Agency to Amend the Agreement with CDM Smith for Phase 2 Support, including the Phase 2 Scoping Study, for an Additional \$5,000 from the Approved Contingency Fund.**

Following discussion, the TAC unanimously approved authorizing SCWA to amend the CDM Agreement.

### **6.c 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 at the last stage of approval.

## **7. TAC Study Session – Finalize List of Projects in the Phase 2 Scoping Study to be Included in the Phase 2 Feasibility Study**

Ginger Bryant, Mike Savage, and Andria Loutsch led the TAC in a discussion of the final list of projects. The most current list of projects totals \$318.6M. As an action item, each of the agencies indicated which of their projects should be carried forward to the Feasibility Study. Tim Healy indicated that he desired to carry forward to the Feasibility Study several storage projects all of which would not be constructed. Having the projects go through the environmental review process provides Napa Sanitation District with options they would not have if fewer projects were fully evaluated. The total value of projects for the Feasibility Study is approximately \$249M and the total value of projects likely to be constructed is approximately \$200.7M.

The total estimated value of projects for the Feasibility Study will result in an increase in the cost for Engineering, Environmental, and Outreach Services. Brown & Caldwell will develop a revised cost estimate for budget purposes. Following discussion, and as an action item, the TAC agreed to have the Program Manager work with the consultants to develop a three-year budget that shares the Engineering, Environmental, and Outreach costs based on each agency's percentage of project cost estimates to be included in the Feasibility Study. That three-year

budget will be used by the TAC to present to their Boards in January, with a goal of approving the budget by the NBWRA Board at the March or May meetings.

**8. Proposed Budgets for FY2014/15, FY2015/16, and FY2016/17**

This item was discussed under Item No. 7.

**9. Update on Phase 2 Feasibility Study Content and Efforts to Secure Funds**

Ginger Bryant provided an update for the TAC. She discussed a Triple Bottom Line analysis will need to be included in the Feasibility Study and its potential cost. She also discussed the WaterSMART Basin Study Program and the TAC agreed with her recommendation to skip this option as there is no control over who conducts the study or its outcome. Lastly she discussed the FY2014 Energy and Water Development Appropriations Act and language that would provide up to \$500,000 per year not to exceed \$2,000,000 for any regional scale project. If approved, this could apply to the Feasibility Study and provide up to 50% of the costs.

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

Ginger Bryant provided an update for the TAC, including planned trips to Washington D.C. in February 2014 and the RIFIA legislation.

**11. State Advocacy Update**

Pilar Oñate Quintana provided an update for the TAC, including the Water Bond and plans for a Capital Day in Sacramento.

**12. Outreach Program Report**

Mark Millan provided an update.

**13. Status of WaterSMART Grants and Applications**

Andria Loutsch discussed the grant application for Phase 1 construction costs.

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

Beverly James and Kevin Booker provided an update.

**15. EIR/EIS Update**

Jim O’Toole provided an update.

**16. Meeting Dates for the rest of 2014 and Beyond**

The TAC agreed and as an action item that Board meetings in January, April, July, and October and TAC meetings in March, June, September, and December were appropriate for planning purposes. The TAC also agreed that the Program Manager should work with City of Novato to schedule the Board meetings at Novato City Hall. Currently scheduled meetings include the following:

|                   |  |
|-------------------|--|
| January 27, 2014  | Board and TAC  |
| February 19, 2014 | TAC (note Wednesday date – changed due to conflicts) |
| March 17, 2014    | Board and TAC  |

April 21, 2014  
May 19, 2014

TAC  
Board and TAC

Following discussion and as an action item, the TAC suggested that the March 17 Board meeting be moved to April 21, 2014 to better coincide with the budget approval process of the member agencies. It would also provide additional time for SCWA to process the agreements that would become effective July 1, 2014. There may be a complication since Easter is April 20. The Program Manager will check with the Board to see if the date can be changed.

### **17. Items from the Committee, Agency Staff, or Consultants**

TAC members provided updates on their projects and other items.

### **18. Items for the Next Agenda**

Items for the January 27, 2014 Board Agenda include:

- a. Election of Officers
- b. Workshop #6 – Present conceptual Phase 2 Scoping Study Findings
- c. Updated scopes and costs for consultant agreements and proposed three Fiscal Year Budget

Action items from this meeting included the following:

- a. Authorization for Sonoma County Water Agency to Amend the Agreement with CDM Smith for Phase 2 Support, including the Phase 2 Scoping Study, for an Additional \$5,000 from the Approved Contingency Fund.
- b. Carried forward a final list of projects to be included in the Phase 2 Scoping Study and to be carried over to the Phase 2 Feasibility Study. It was understood that some projects will be evaluated in the Feasibility Study, particularly in the EIR/EIR process but may not go through actual construction.
- c. Brown & Caldwell will revise scope and costs for Engineering, Environmental, and Outreach Services based on the final list of projects for the Phase 2 Scoping Study and Phase 2 Feasibility Study.
- d. Program Manager to work with the consultants to develop a three-year budget that shares the Engineering, Environmental, and Outreach costs based on each agency's percentage of project cost estimates to be included in the Feasibility Study. The resulting three-year budget will be used by the TAC to inform their Boards of estimated costs for the Phase 2 Feasibility Study.
- e. After the May 19, 2014 meetings, future Board meetings will be in January, April, July, and October and TAC meetings in March, June, September, and December. Meetings will be the third Monday at 9:30 a.m. Board meetings will be at Novato City Hall Council Chambers and TAC meetings at Novato Sanitary District. Regular meeting dates may need to be moved due to conflicts from CASA, holidays, or other meetings.
- f. The Program Manager will check to see if the March 17 Board meeting can be moved to April 21, 2014.

Chair James adjourned the meeting at 12:01 p.m.

*NEXT MEETING INFORMATION: Next meeting will be at City of Novato Council Chambers, Novato, CA on January 27, 2014.*

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