

**North Bay Water Reuse Authority  
Technical Advisory Committee  
Minutes  
February 19, 2014**

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

Chair James called the Technical Advisory Committee (TAC) meeting to order at 9:12 a.m. on Wednesday, February 19, 2014. The meeting was held at Novato Sanitary District, 500 Davidson Street, Novato, CA 94945. There was a conference call number available for consultants not attending in person: 1-866-906-7447, passcode 2428170#.

**Committee Members Present**

Beverly James, Chair	Novato Sanitary District
Chris DeGabrielle	North Marin Water District
Pam Jeane	Sonoma Valley County Sanitation District
Phillip Miller,	County of Napa
Paul Sellier	Marin Municipal Water District
Leah Walker	City of Petaluma
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 (by telephone)
Ginger Bryant	Bryant & Associates
Grace Chow	Brown & Caldwell (by telephone)
Sandeep Karkal	Novato Sanitary District
Barry Dugan	Data Instincts (by telephone)
Andria Loutsch	CDM Smith (by telephone)
Susan McGuire	Las Gallinas Valley Sanitary District
Pilar Oñate-Quintana	The Oñate Group (by telephone)
Michael Savage	Brown & Caldwell (by telephone)
Jake Spaulding	Sonoma County Water Agency

**2. Approval of the Agenda**

The Program Manager suggested taking Item No. 8 before Item No. 7 to assist with the budget discussion.

**3. Public Comments**

There were no public comments.

**4. Consent Items**

**4.a January 27, 2014 TAC Meeting Minutes**

The minutes were approved as presented.

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

The Report from the Program Manager included the following items:

### **5.a Consultant Progress Reports – January 2014**

The TAC reviewed the Progress Reports.

### **5.b Action Items from the January 27, 2014 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 item:

### **6.a Consultant Cost Tracking through January 31, 2014**

The TAC reviewed the consultant cost tracking and noted that all items are within budget.

## **7. Proposed Budgets for FY2014/15, FY2015/16, and FY2016/17, Phase 2 Participation, and Phase 2 Project List**

This item was discussed after Item No. 8. The Program Manager distributed a document summarizing the history of the development of Phase 2 dating back to November 2012. The document included information on the development of the three-year budget. Chair James reported that the TAC met a week ago to discuss the budget, consultant scopes, and project list. A subcommittee has been appointed to resolve issues. The TAC expressed concern with the high cost of the triple bottom line analysis. Ginger Bryant indicated that she would work with the consultant in an effort to reduce costs and also to look for additional funding opportunities.

The TAC discussed the project list and some agencies indicated they would modify or eliminate some projects. The projects and their costs were detailed on pages 19 and 20 of the packet. As an action item, TAC members are to work with Andria Loutsch to make modifications to their projects for budget cost allocation purposes only and that a final list was due by March 3, 2014.

Lastly, the TAC discussed various cost sharing methods. Following discussion, and as an action item, the TAC requested that the Program Manager revise the three-year budget to show the following as cost sharing methods: Phase 1 Support per the 25%/75% method in the Memorandum of Understanding, Phase 2 Support and Phase 2 Feasibility Study on the basis of Phase 2 Project costs, and Joint Use costs shared equally by all nine member agencies.

Jake Spaulding indicated that SCWA administrative costs for Phase 2 had changed to \$400,000 instead of \$450,000, but that Joint Use costs were increasing such that \$50,000 should be moved from Phase 2 to Joint Use. As an action item, the Program Manager will make this change in the revised three-year budget.

## **8. Program Development – Federal Advocacy Update**

This item was discussed before Item No. 7. Ginger Bryant provided an update for the TAC, including federal legislation and the recent meetings in Washington D.C. She indicated that it was likely that NBWRA would receive approximately \$500,000 per year for four years for the Feasibility Study. She also indicated that USBR prefers to include the triple bottom line analysis

as a means of justifying the large cost of federal participation. She provided the following information regarding the federal grants process:

**Construction Grant Timeline:**

- November 13, 2013 - Funding Opportunity Announcement (FOA) grants were announced
- January 7, 2014 - Grant application due/submitted
- April 2014 Awards announced (scheduled)
- Sept 30, 2014 - Contracts done/awards complete (by law)

So in turn, we anticipate the Feasibility Study Grant FOA to be released within the next two-weeks.

**Hypothetical Study Grant Timeline:**

- Mar 1, 2014 - FOA/Grants could be announced
- Mar 31, 2014 - Grant application due (this would be fast track)
- May 1, 2014 - Awards announced (if it goes later it would be a hardship to the regional office)
- Sept 30, 2014 Contracts done/awards complete (by law)

**9. State Advocacy Update**

Pilar Oñate Quintana provided an update for the TAC, including the versions of the Water Bond, State Revolving Fund update, and Integrated Regional Water Management Plan update.

**10. Outreach Program Report**

Barry Dugan provided an update.

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

NBWRA submitted and application on January 7, 2014.

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

NBWRA submitted information to BACWA on February 10, 2014. Leah Walker indicated that since City of Petaluma was not part of Phase 1 they submitted information directly to BACWA.

**13. EIR/EIS Update**

There was nothing to report.

**14. Items from the Committee, Agency Staff, or Consultants**

Jake Spaulding provided budget information as noted in Item No. 7.

**18. Items for the Next Agenda**

Items for the April 21, 2014 Board Agenda include:

- a. Consideration of the FY2014/15, FY2015/16, and FY2016/17 Budgets along with consultant scopes and costs
- b. Phase 2 Scoping Study Workshop #7

Action items from this meeting included the following:

- a. TAC members are to work with Andria Loutsch to make modifications to their projects for budget cost allocation purposes only and that a final list is due by March 3, 2014.
- b. Program Manager to revise the three-year budget to show the following as cost sharing methods: Phase 1 Support per the 25%/75% method in the Memorandum of Understanding, Phase 2 Support and Phase 2 Feasibility Study on the basis of Phase 2 Project costs, and Joint Use costs shared equally by all nine member agencies.
- c. Program Manager will move \$50,000 in administrative costs for SCWA from Phase 2 to Joint Use.
- d. Program Manager will send a Doodle Poll in an effort to change the March 17, 2014 TAC meeting to later in the month.

Chair James adjourned the meeting at 11:38 a.m.

*NEXT MEETING INFORMATION: Next meeting will be at City of Novato Council Chambers, Novato, CA on a date yet to be determined.*

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