

**North Bay Water Reuse Authority
Technical Advisory Committee
Minutes
April 21, 2014**

1. Call to Order and Self Introductions

Vice Chair Healy called the Technical Advisory Committee (TAC) meeting to order at 11:20 a.m. on Monday, April 21, 2014. The meeting was held at Novato City Hall Council Chambers, 901 Sherman Avenue, Novato, CA 94945.

Committee Members Present

Tim Healy, Chair	Novato Sanitary District
Pam Jeane, Vice Chair	Sonoma Valley County Sanitation District
Sandeep Karkal	Novato Sanitary District
Drew McIntyre	North Marin Water District
Phillip Miller	County of Napa
Paul Sellier	Marin Municipal Water District
Dan St. John	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
Kevin Booker	Sonoma County Water Agency
Ginger Bryant	Bryant & Associates
Barry Dugan	Data Instincts
Craig Lichty	Kennedy Jenks
Andria Loutsch	CDM Smith
Mark Milan	Data Instincts
Pilar Oñate-Quintana	The Oñate Group
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

Following Discussion, the TAC unanimously approved adding Item 2.1 to the Agenda, Election of Officers.

2.1 Election of Officers

Tim Healy was nominated as Chair and Pam Jeane was nominated as Vice Chair. Both were unanimously elected.

3. Public Comments

There were no public comments.

4. Consent Items

4.a March 26, 2014 TAC Meeting Minutes

Renee Webber requested that in Item No. 12, the word “BACWA’s” be replaced with “IRWMP Coordinating Committee’s”. With that modification, the minutes were unanimously approved.

5. Report from the Program Manager

The Report from the Program Manager included the following items:

5.a Action Items from the March 26, 2014 Meeting

The TAC reviewed the Action Item List.

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

The Program Manager reviewed the information in the PowerPoint presentation that had not been previously discussed during the Board meeting. There was discussion regarding the cost of meetings at Novato City Hall. Last year the cost was approximately \$100 per meeting. The Program Manager thought the cost was as much as \$1000 per meeting. *Note: in reviewing the contract, the actual cost is \$370 per meeting.* There was discussion about possibly moving the meetings to Napa Sanitation District in an effort to save money.

The TAC indicated that the current proposed three-year budget was much more reasonable and generally within the costs that believed their Boards and Councils could support. There was discussion regarding cost sharing for Phase 2. The current proposal shares all costs on the basis of project costs. The TAC reviewed the equal share basis and determined that the changes were too significant for some of the agencies with smaller projects.

The TAC asked what the costs would be if shared on the basis of 25% equal and 75% based on project cost. The Program Manager used his laptop to determine those costs. There would still be a fairly substantial impact on agencies with smaller project costs. Following discussion, the consensus was that the proposed project cost basis was the fairest method and that a reconciliation of costs at the completion of the Feasibility Study would be a matter of negotiation for a revised Memorandum of Understanding.

Paul Sellier indicated that Marin Municipal Water District (MMWD) may opt to use State Revolving Funds for their Peacock Gap project and may not need to participate in Phase 2. His agency was okay with the budget as proposed. He indicated that he may not know if the loan is approved until just before the Board meeting on May 19, 2014. The TAC discussed possibly meeting at 8:30 a.m. on May 19 to determine if any changes to the budget were needed. Having that meeting would be at the discretion of the Chair.

Following discussion the TAC took the following actions unanimously:

1. Recommended presenting the FY14/15, FY15/16, and FY16/17 Budget with Phase 2 shared on the basis of Project Costs as shown in pages 38-42 of the Agenda Packet, along

with scopes and costs for the consultants and Sonoma County Water Agency (SCWA) to the Board for approval at the May 19, 2014 meeting. Approval by the Board would authorize expenditures for only FY14/15 with future fiscal year approvals needing approval each year. Approval of the budget would authorize SCWA to execute three-year agreements with the consultants.

2. Tentatively Schedule a TAC meeting for 8:30 a.m. on May 19, 2014 before the Board meeting to resolve any final budget issues that may arise due to MMWD opting out of Phase 2.

7. Program Development – Federal Advocacy Update

Ginger Bryant outlined the possibility of other agencies participating with NBWRA in the support of Title XVI and RIFIA funding opportunities. This would help to offset costs for The Ferguson Group lobbying activities. Following discussion and as an action item, sending the letter to City of San Jose was unanimously approved.

8. Status of WaterSMART Grants and Applications

Mike Savage and Ginger Bryant updated the TAC on the application process. The application for Phase 2 Feasibility Study funding is due May 6, 2014. Since the TAC approved sending the budget to the Board for approval, the application will be submitted as planned.

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

TAC members provided updates on their Phase 1 projects.

10. Action Items for the Next Agenda

Items for the May 19, 2014 Board Agenda include:

- a. Present the FY14/15, FY15/16, and FY16/17 Budget with Phase 2 shared on the basis of Project Costs as shown in pages 38-42 of the Agenda Packet, along with scopes and costs for the consultants and Sonoma County Water Agency (SCWA) to the Board for approval at the May 19, 2014 meeting. Approval by the Board would authorize expenditures for only FY14/15 with future fiscal year approvals needing approval each year. Approval of the budget would authorize SCWA to execute three-year agreements with the consultants.
- b. At the discretion of the Chair, the TAC may meet at 8:30 a.m. on May 19, 2014 before the Board meeting to resolve any final budget issues that may arise.

Chair Healy adjourned the meeting at 12:35 p.m.

NEXT MEETING INFORMATION: *Next meeting will be at City of Novato Council Chambers, Novato, CA on May 19, 2014.*