

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

Monday, May 19, 2014

Agenda

Novato City Hall Council Chambers, 901 Sherman Avenue, Novato, CA 94945

11:00 a.m. (time approximate – will start 15 minutes after completion of Board meeting)

	1.		Call to Order and Self Introductions
<b>Page 1</b>	2.	Action	Approval of Agenda
	3.		Public Comments
<b>Pages 2 – 4</b>	4.	Action	Consent Items a. April 21, TAC Meeting Minutes
<b>Page 5 Page 6</b>	5.	Information	Report from the Program Manager a. Action Items from April 21, 2014 Meetings
	6.	Discussion	Summarize Board Meeting and List Action Items
	7.	Action	Request from SCWA for an additional \$15,000 in Contingency Funds for the rest of FY2013/14
	8.	Information	Items from Committee, Agency Staff, or Consultants
	9.	Information	Items for Next Agenda (June 23, 2014 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  
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.*

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Agenda Explanation  
North Bay Water Reuse Authority  
Technical Advisory Committee  
May 19, 2014

**ITEM NO. 5 REPORT FROM THE PROGRAM MANAGER**

The Report from the Program Manager includes the following items:

5.a Action Items from April 21, 2014 Meetings

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

Additional items are briefly described below.

Item No. 7 Request from SCWA for an additional \$15,000 in Contingency Funds for the Rest of FY2013/14

Kevin Booker will have additional information on this item.

## NBWRA Board and TAC Short-Term Action Item List

Meeting Date: April 21, 2014

Task	Responsible Party	Due Date	Status	Completion Date
Member Agencies to notify everyone as soon as possible if they are participating in Phase 2 and changes to their project costs as soon as possible. The Program Manager will send revised budgets to everyone within 24 hours of receipt of changes to project costs.	TAC	Completed	MMWD dropped out May 5, 2014	3/8/2013
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.	Weir	5/15/2014	Revisions made based on withdrawal of MMWD and increased costs for B&C Phase 1 for tasks previously done by CDM Smith. Revision included in May 19, 2014 Board packet and to be considered by TAC in a special meeting before the Board meeting	5/15/2014
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.	Healy	5/13/2014	Special Meeting Scheduled	5/13/2014
Consultants and SCWA review and revise scopes and costs for a three year budget that meets all USBR requirements for federal funding for implementation of projects.	Consultants and SCWA	4/16/2014	Completed.	4/16/2014
Submit application for 2014/15 WaterSMART Phase 2 Feasibility Study	B&C, Bryant, SCWA, TAC	5/6/2014	Funding Opportunity Announcement released March 21, 2014	
SOQ/RFP/Agreement Process	SCWA	5/19/2014	TAC to review budget before Board meeting on May 19, 2014. Agreement approval of all three consultant agreements is on Board agenda.	
Share notices regarding conference presentations and award programs with the TAC.	All	Ongoing		