

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

Monday, October 27, 2014

Agenda

Novato City Hall Council Chambers, 901 Sherman Avenue, Novato, CA 94945  
Consultants unable to attend in person may call in: 1-866-906-7447 Pass Code: 2428170#

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. September 22, 2014 TAC Meeting Minutes
<b>Page 5</b>	5.	Information	Report from the Program Manager a. Action Items from September 22, 2014 Meeting
	6.	Discussion	Summarize Board Meeting and List Action Items
	7.	Discussion	Details of Construction Grant Projects
	8.	Discussion	Possible Change of Venue for December 15, 2014 Meeting and Video Logistics
	9.	Information	Items from Committee, Agency Staff, or Consultants
	10.	Information	Items for Next Agenda (December 15, 2014 at a location to be determined)

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  
Meeting Minutes  
September 22, 2014**

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

Chair Healy called the Technical Advisory Committee (TAC) meeting to order at 9:38 a.m. on Monday, July 28, 2014. The meeting was held at Novato Sanitary District, 500 Davidson Street, Novato, CA 94945. For consultants not able to attend in person a conference call number was available, 1-866-906-7447, passcode 2428070#.

**Committee Members Present**

Tim Healy, Chair	Napa Sanitation District
Grant Davis	Sonoma County Water Agency
Pam Jeane	Sonoma Valley County Sanitation District
Sandeep Karkal	Novato Sanitary District
Liz Lewis	Marin County
Drew McIntyre	North Marin Water District
Phillip Miller	Napa County
Leah Walker	City of Petaluma

**Others Present**

Chuck Weir, Program Manager	Weir Technical Services
Ginger Bryant	Bryant & Associates
Kevin Booker	Sonoma County Water Agency
Jenny Gain	Brown and Caldwell
Mark Millan	Data Instincts
Pilar Oñate-Quintana	The Oñate Group (via telephone)
Mike Savage	Brown and Caldwell
Brad Sherwood	Sonoma County Water Agency
Jake Spaulding	Sonoma County Water Agency
Jeff Tucker	Napa Sanitation District

**2. Approval of the Agenda**

The TAC unanimously approved the agenda as presented.

**3. Public Comments**

There were no public comments.

**4. Consent Calendar****4.a July 28, 2014 TAC Meeting Minutes**

The July 28, 2014 TAC Meeting 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 – August 2014**

The TAC reviewed the consultant progress reports from August and noted that the consultant agreements had all been approved and fully executed.

### **5.a Action Items from the July 28, 2014 Meeting**

The TAC reviewed the Action Item List. Two items were updated: the RIFIA endorsement letter had been sent to Senator Boxer; City of Novato declined to lower the rental rate for City Hall for NBWRA Board meetings.

## **6. Financial Report**

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

The Program Manager described the new layout for the report and the TAC reviewed same. A final report for FY13/14 will be presented at the October 27, 2014 Board meeting.

## **7. Status of Consultant Agreements**

All agreements were approved by the SCWA Board in August 2014 and have now been fully executed.

## **8. Phase 2 Overview**

Mike Savage and Jenny Gain provided a presentation outlining plans and schedule for Phase 2 with an emphasis on the tasks for the first year. In addition, they noted that a \$75,000 per agency grant is available for the feasibility study. There was discussion regarding options for applying for the grant. It could be done individually, or by Brown and Caldwell at a cost of \$10,000 per agency. All participants agreed that it would be important to have a summary report for each agency that could be used in other funding opportunities at either the state or federal level. Jenny Gain noted that 50% of the grant would be received at completion of the draft report and the remaining 50% at completion of the final report.

## **9. Program Development / Federal Advocacy Update / State Advocacy Update**

Ginger Bryant and Pilar Oñate-Quintana provided an update on federal and state legislation and funding opportunities. As an action item, they were requested to forward an email from WateReuse regarding its October 24, 2014 planning meeting.

## **10. Outreach Program Report**

Mark Millan discussed a recently completed study on Direct Potable Reuse that his firm conducted and plans for the next phase of the project. There was discussion regarding how best to involve Marin and Napa county agencies in outreach activities with the press.

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

Brown and Caldwell is starting work on the next application for funding which is due in November 2014. .

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

There were no updates.

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

The Program Manager noted that he would be giving the biannual presentation to North Bay Watershed Association on October 3, 2014. He requested photos of projects and maps of Phase 1 and Phase 2. It was noted that Data Instincts has a great supply of photos and other items.

**14. Items for Next Agenda, October 27, 2014 at Novato City Hall**

Action items included the following:

1. Final FY2013/14 Financial Report.
2. Send information on the October 24, 2014 WateReuse meeting to TAC members.

There being no further business, Chair Healy adjourned the meeting at 11:10 a.m.

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

Meeting Date: September 22, 2014

Task	Responsible Party	Due Date	Status	Completion Date
Submit application for 2014/15 WaterSMART Phase 2 Feasibility Study	B&C, Bryant, SCWA, TAC	5/6/2014	Application withdrawn. Other options in development	
SOQ/RFP/Agreement Process	SCWA	5/19/2014	All three agreement have been fully executed.	8/19/2014
Send Endorsement Letter to Senator Boxer for RIFIA Bill	Bryant, SCWA	8/10/2014	Completed.	8/10/2014
Include Final FY2013/14 Financial Report in October 27, 2014 Board Agenda Packet.	Weir, Spaulding	10/22/2014	Completed.	10/23/2014
Send information on WateReuse October 24, 2014 Planning Meeting	Oñate-Quintana	9/26/2014	Completed.	9/22/2014
Share notices regarding conference presentations and award programs with the TAC.	All	Ongoing		