



North Bay Watershed Association Board Meeting

June 3, 2022

1. Welcome and Call to Order – Roll Call and Introductions

2. General Public Comments

This time is reserved for the public to address the Committee about matters NOT on the agenda and within the jurisdiction of the Committee.

3. Agenda and Past Meeting Minutes Review

Proposed Action: Approve

AGENDA

Time	Agenda Item	Proposed Action
9:30	Welcome and Call to Order – Roll Call and Introductions <i>Jack Gibson, Chair</i>	<i>N/A</i>
9:35	General Public Comments This time is reserved for the public to address the Committee about matters NOT on the agenda and within the jurisdiction of the Committee.	<i>N/A</i>
9:40	Agenda and Past Meeting Minutes Review <i>Jack Gibson, Chair</i>	<i>Approve</i>
9:45	Treasure’s Report <i>Jack Gibson, Chair</i>	<i>Accept</i>
9:50	Guest Presentation— Bay Area IRWMP Updates <i>Taylor Nokhoudian, Water Resources Program Manager and Michelle Novotny, Manager of Special Programs, San Francisco Public Utilities Commission</i> Taylor and Michelle will provide an overview of the Bay Area IRWMP Coordinating Committee’s recent activities and upcoming engagement opportunities for the North Bay region.	<i>Overview and discussion</i>

10:30	Executive Director Report <i>Andy Rodgers, Executive Director</i> Andy will provide an update on active projects including a June 2 workshop, recent meetings, communications, committees, activities, and developing initiatives since the May 6 Board meeting. Andy will outline ideas for next and future Board meeting topics and solicit feedback.	<i>ED updates, Board questions, and input</i>
10:50	Board Information Exchange and Drought Updates <i>Members</i> Members will highlight issues and share items of interest.	<i>N/A</i>
11:30	Announcements/Adjourn Next Board Meeting: July 1, 2022	<i>N/A</i>

4. Treasurer's Report

Proposed Action: Accept

Treasure's Report

- Proposed Action:
Accept

Northbay Watershed Association
Treasurer's Report
May 1 - May 31, 2022

Revenues:

Membership -Stewardship - General Benefits - FY2022	225,290.77
Misc Revenue - Refund from Sheraton for 2020	
Conference down payment	1,000.00
Refund of 2020 Conference Registration	(100.74)
2022 Conference Sponsorships	5,540.05
2022 Conference Donations (via Eventbrite)	331.29
Total Revenues	<u>232,061.37</u>

Expenses:

Executive Director Professional Services: West Yost	101,190.25
<u>Admin Professional Fees & Expenses:</u>	
Operating Expense - General Benefit - website, etc..	
SFEI - Website Maintenance	8,500.73
NCRCO 2022 Conference Support	1,610.70
Data Instrcuts - NBWA Outreach & Support	6,702.50
County of Marin - JTC Support & Strategic Plan Update	
Total Expenses	<u>118,004.18</u>

Change this period	114,057.19
Fund Balance as of July 1, 2021	<u>\$ 363,659.80</u>
Fund Balance as May 31, 2022	<u><u>\$ 477,716.99</u></u>

5. Guest Presentation— Bay Area IRWMP Updates

*Taylor Nokhoudian, Water Resources Program Manager and
Michelle Novotny, Manager of Special Programs,
San Francisco Public Utilities Commission*

Taylor and Michelle will provide an overview of the Bay Area IRWMP Coordinating Committee's recent activities and upcoming engagement opportunities for the North Bay region.

6. Executive Director Report

Andy Rodgers, Executive Director

Andy will provide an update on active projects including a June 2 workshop, recent meetings, communications, committees, activities, and developing initiatives since the May 6 Board meeting. Andy will outline ideas for next and future Board meeting topics and solicit feedback.

Executive Director Report



Updates since last meeting

- ***Hosted NBWA Land Use and Water Infrastructure Virtual Workshop on June 2***
- Tracked IRWM May 23 coordinating committee meeting
- ***Evaluated grant funding opportunities for regional programs***



Administrative Activities

- ***Finalized FY2022-23 workplan/budget***
- Coordinated with Board Chair, Deputy Director, Finance Manager
- Paused Agreement for Drought/FireSMART campaign until FY22-23
- AR – Membership dues
- AP – Subconsultants
- Updated website and meeting packet information



Communications

- Followed up from April 22 presentation at ASCE Region 9 SF Section Equity In Resilient Infrastructure conference
- Board members and member agency staff
- Regional partners
- Subject matter experts and speakers



Committees

- Met with April 8 conference committee staff to debrief
- Met with NBWA Deputy Director and staff to develop priority initiatives

Convene Land Use/Housing Agencies and Water/Wastewater Services Agencies

Yesterday, June 2, NBWA convened a workshop for land use/housing and water services infrastructure agency staff in the NBWA region to share information and stimulate dialogue.

Attendees included Planning and Utilities staff from the four NBWA counties.

Purpose: Inform and identify practical and productive next steps to *foster collaborative initiatives and partnerships* that address and support the needs of land use and water services agencies in times of unprecedented housing shortage and drought.

Land Use and Water Infrastructure Virtual Workshop

Presentations from

- Andy Rodgers, NBWA
- Pete Parkinson, Former Sonoma County Planning Director and Past President of APA's California Chapter
- Leelee Thomas, Deputy Director of Marin County Community Development Agency, Housing & Federal Grants Division
- Jay Jasperse, Chief Engineer, Sonoma Water
- Chris Choo, Planning Manager, Marin County Department of Public Works

Land Use and Water Infrastructure Virtual Workshop

- 26 registrants
- 22 attendees
- Jurisdictions included:
 - NBWA
 - County of Marin
 - County of Napa
 - County of Solano
 - County of Sonoma
 - City of Benicia
 - City of Petaluma
 - Marin Municipal Water District
 - North Marin Water District
 - Solano County Water Agency
 - Sonoma Water
 - Ross Valley Sanitary District
 - Permit Sonoma

Land Use and Water Infrastructure

Virtual Workshop – *Prelim Takeaways*

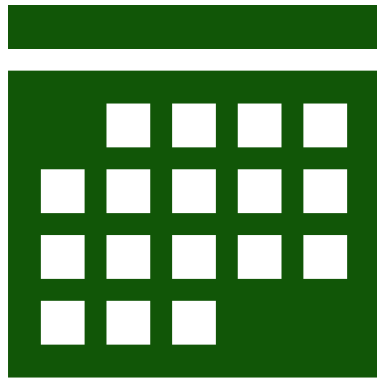
- Housing shortage/requirements and ramifications unprecedented
- Drought conditions/requirements and ramifications unprecedented
- Same communities served, though jurisdictional boundaries, funding streams, and calendar milestones differ
- Though there is coordination, significant and complex State requirements are not integrated
- Need for broader engagement of planning and water agencies – decision makers and staff
- Potential regional funding opportunities on horizon for integrated planning and implementation

Land Use and Water Infrastructure Virtual Workshop – *Next Steps*

1. Workshop Committee to debrief and develop follow up communications with attendees.
2. Share meeting recording with agency staff interested but unable to attend workshop.
3. Utilizing feedback from attendees, develop proposed follow-up actions
4. Potentially schedule a focused workshop late summer/early fall 2022

Executive Director Report (*continued*)

Confirming 2022 calendar dates – First Friday of every month - Except of course for holidays!



FY 2022-23 Board Meetings

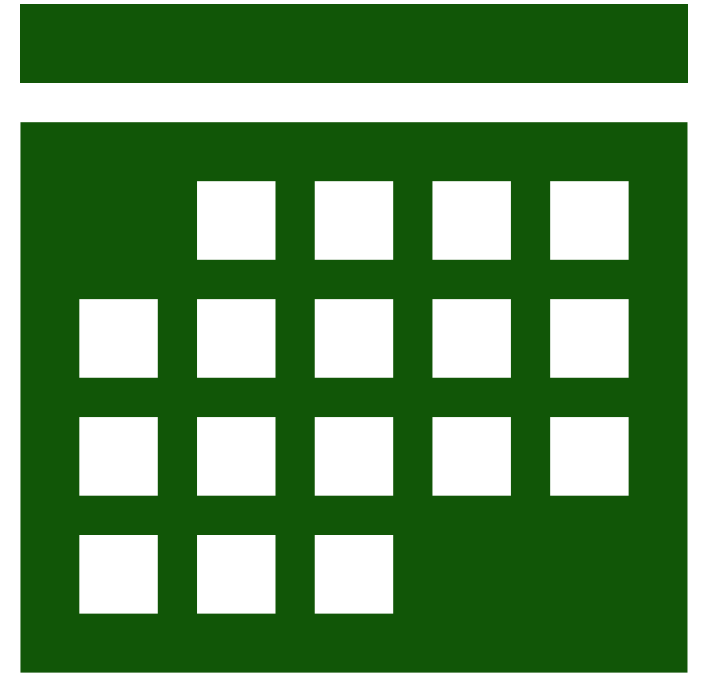
- July 1 – *in-person?*
- August – *Skip Month*
- September 2 – *field trip?*
- October 7
- November 4
- December 2 – *field trip?*
- January 6 – *potential skip month*
- February 3
- March 3
- April 7 – *field trip?*
- May 5
- June 2

Board Meeting Topics Outlook

- Topics in development:

Conference speaker outreach has produced a remarkable list of potential future speakers and collaborations!

Regional Resiliency, Basin Plan Amendment, Urban Scale Carbon Sequestration Initiatives, Regulatory Compliance Partnerships, Baylands Strategies, DroughtSMART/FireSMART, OneWater OneBay Strategic Initiatives, DWR & SWRCB Drought Assistance Programs and Resources, Collaboration-Based Funding Opportunities, Water Management & Conveyance Innovations, Capital and Natural Assets Management, What's Next in Environmental Education, Small Grants and Scholarship Program, New Members!



9. Board Information Exchange and Drought Updates

Members

Members will highlight issues and share items of interest.

Announcements/Adjourn

*Next Board Meeting:
July 1, 2022*

www.nbwatershed.org

Current Fiscal Year 2021-22 Year End *Projection*

- Membership dues collected: **\$225,291**
- Expenses through April 30: **\$89,148**
- Projected fiscal year-end expenses: **\$120,233**
- Encumbered/committed funds: **\$89,346**
- Estimated contingency reserve (carry-over): **\$209,579**

Proposed approach to FY 2022/2023

- ✓ No change to annual budget
- ✓ Maintain core programs and tasks
 - ✓ Monthly Board meetings
 - ✓ Committee meetings
 - ✓ Quarterly newsletter/Website
- ✓ Implement focused initiatives
- ✓ Participate in regional forums
- ✓ Develop and propose new programs/opportunities for consideration
- ✓ Expand NBWA visibility and membership
- ✓ Advocate funding for regional north bay initiatives

NBWA FY 2022/23 Work Plan

- **Executive Director services**
 - Virtual transition to in-person (including tours) & virtual meetings
 - Member communications and advocacy
 - Continue Executive/Admin Steering Committee meetings for funding direction and recommendations
 - Update databases and information archives, update member operating budgets for next FY
- **Implement focused regional initiatives**
 - Water services infrastructure and land use/housing
 - Align missions and programs with NBWRA
 - Conduct exploratory phase of droughtSMART & fireSMART branding pilot
- **Participate in regional forums**
 - IRWM, RCIS, others
- **Reconvene Joint Technical Committee**
 - Programmatic planning and funding
- **Continue Quarterly newsletter**
- **Plan website upgrades**

Work Plan Structure - Proposed Update

- Update category title
- Add **new initiative**

A- ~~Overhead~~ Administrative Services

1. Board Meetings/Workshops
2. Board Meeting Minutes
3. Agency Coordination
4. Administrative Steering Committee
5. Program Development committee
6. Finance/Accounting Support

B- General Benefit Projects

7. Public Outreach Materials
8. Committee Activities
9. Website
10. Data Management
11. Legislative Action
12. Joint Technical Committee
13. NBWA Conference Expense
14. NBWA Conference Support
15. Update of IRWMP and Funding Advocacy
16. **Regional initiatives Development**
17. Contingency Reserve

C- Specific Benefit Projects

Estimated Budget for FY 2022/2023

• Administrative services	\$62,000
• General Benefit projects	\$123,290
• Special Benefit projects	<u>\$40,000</u>
TOTAL	\$225,290
• Prior Fiscal Year carryover	\$ 209,579

A- Administrative Services

1. Board Meetings/Workshops
2. Board Meeting Minutes
3. Agency Coordination
4. Administrative Steering Committee
5. Program Development committee
6. Finance/Accounting Support

B- General Benefit Projects

7. Public Outreach Materials
8. Committee Activities
9. Website
10. Data Management
11. Legislative Action*
12. Joint Technical Committee
13. NBWA Conference Expense
14. NBWA Conference Support
15. Update of IRWMP and Funding Advocacy
16. Regional Initiative Development
17. Contingency Reserve

C- Specific Benefit Projects

Proposed Amendment to Executive Director Services Agreement

- Current 2020 Agreement for ED Services = \$112,160/year
- Addition of two tasks to scope of work for FY2022-2023
 - Developing regional initiatives \$12,000
 - Participating in regional forums \$10,000
- Proposed total amended Agreement for ED Services = \$134,160/year
- NBWA budget will remain unchanged

Consider approval for FY 2022/2023 NBWA Workplan and Budget

NBWA FY 2022-2023 DRAFT Budget

Overhead and General Benefit Projects					NBWA Contract Staff				CASH ALLOCATION (MEMBERSHIP DUES)																				
	In-Kind Services	NBWA staff	Other consultants	ODCs	2022 - 2023 Total Cash Budget	CMSA	Marth Co	LGVSD	Bel Marin Keys, SASM, City of Mill Valley	McSTPP	RVSD	MMWD	NMWD	NapaSan	NapaFlood	NovatoSan	City of Novato	Petaluma	American Canyon	San Rafael	City Sonoma	Sonoma Co.	SCWA	Napa County	Solano County Water Agency	SVCSO	NBWA TOTAL		
A- Overhead																													
1	Board Meetings/Workshops	39,300	-	-	39,300	1,179	6,568	1,111	1,074	1,043	1,247	1,848	1,238	1,230	1,291	1,168	1,453	1,909	1,436	1,843	1,261	7,016	3,947	-	-	-	1,436	39,300	
2	Board Meeting Minutes	4,560	-	-	4,560	137	762	129	125	121	145	214	144	143	150	136	169	222	167	214	146	814	458	-	-	-	167	4,560	
3	Agency Coordination	9,220	-	-	9,220	278	1,542	262	252	246	293	434	291	289	304	275	342	449	326	432	296	1,646	926	-	-	-	337	9,221	
4	Administrative Steering Comm.	4,460	-	-	4,460	134	745	126	122	118	141	210	141	140	147	133	165	217	163	209	143	796	448	-	-	-	163	4,460	
5	Program Development	4,460	-	-	4,460	134	745	126	122	118	141	210	141	140	147	133	165	217	163	209	143	796	448	-	-	-	163	4,460	
6	Finance/Accounting Support	35,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Overhead Subtotals					35,000	62,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Overhead Totals					62,000	1,862	10,363	1,754	1,634	1,646	1,968	2,916	1,954	1,941	2,038	1,844	2,293	3,013	2,254	2,908	1,990	11,069	6,226	-	-	-	2,266	62,000	
B- General Benefit Projects																													
7	Public Outreach Materials	10,000	-	-	10,000	300	1,671	283	273	265	317	470	315	313	329	297	370	486	396	460	321	1,785	1,004	-	-	-	335	10,000	
8	Committee Activities	27,360	-	-	27,360	821	4,573	774	747	726	868	1,286	862	856	899	813	1,011	1,329	1,085	1,283	878	4,885	2,748	-	-	-	915	27,360	
9	Website	-	11,730	-	11,730	352	1,960	332	320	311	372	551	370	367	385	349	434	570	465	560	376	2,094	1,178	-	-	-	392	11,730	
10	Data Management	2,000	-	-	2,000	60	334	57	55	53	63	94	63	63	66	59	74	97	79	94	64	357	201	-	-	-	67	2,000	
11	Legislative Action*	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
12	Joint Technical Committee	22,800	-	-	22,800	684	3,811	645	623	605	723	1,072	718	713	749	678	843	1,108	904	1,069	732	4,071	2,290	-	-	-	763	22,800	
13	NBWA Conference Expense	6,900	-	-	6,900	207	1,153	195	188	183	219	324	217	216	227	205	255	335	274	324	221	1,232	693	-	-	-	231	6,900	
14	NBWA Conference Support	12,500	-	-	12,500	375	2,089	353	341	332	397	588	394	391	411	372	462	607	466	586	401	2,232	1,255	-	-	-	418	12,500	
15	Update of IRWMP and Funding Advocacy	10,000	-	-	10,000	300	1,671	283	273	265	317	470	315	313	329	297	370	486	396	469	321	1,785	1,004	-	-	-	335	10,000	
16	Regional Initiative Development	12,000	-	-	12,000	360	2,006	339	328	318	381	564	378	375	394	367	444	583	476	563	385	2,142	1,205	-	-	-	401	12,000	
17	Contingency Reserve	8,000	-	-	8,000	240	1,337	226	219	212	254	376	252	250	263	238	296	389	317	375	257	1,428	803	-	-	-	268	8,000	
General Benefit Subtotals					111,560	11,730	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
General Benefit Totals					123,290	3,700	20,606	3,486	3,368	3,271	3,911	5,796	3,884	3,858	4,051	3,665	4,558	5,990	4,888	5,783	3,957	22,011	12,381	-	-	-	4,125	123,290	
FY 2022 - 23 TOTAL A + B					35,000	173,560	11,730	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FY 2022 - 23 TOTAL A + B					185,290	5,561	30,969	5,240	5,062	4,917	5,879	8,712	5,838	5,799	6,089	5,509	6,851	9,004	7,142	8,692	5,947	33,080	18,608	-	-	-	6,391	185,290	

Specific Benefit Projects					NBWA Cash Requirement				CASH ALLOCATION																				
	In-Kind Services	NBWA staff	Other consultants	ODCs	2022 - 2023 Total Cash Budget	CMSA	Marth Co	LGVSD	MCSD #5 (See Note 1)	McSTPP	RVSD	MMWD	NMWD	Napa San	NapaFlood	NovatoSan	City of Novato	Petaluma	American Canyon	San Rafael	City Sonoma	Sonoma Co.	SCWA	Napa County	Solano County Water Agency	SVCSO	NBWA TOTAL		
C- Specific Benefit Projects																													
1	Project "A"	-	40,000	-	40,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	15,000	-	40,000	
2	Project "B"	-	-	-	80,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	80,000		
3	Project "C"	-	-	-	80,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	80,000		
FY 2022-23 Specific Benefit Project Total					-	-	40,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	15,000	-	200,000	
NBWA Total for FY 2022-23					35,000	173,560	51,730	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	15,000	6,391	385,290