



North Bay Watershed Association Board Meeting

May 5, 2023

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, and April's Treasure's Report

Proposed Action: Approve/ Review

Treasure's Report April 2023

- Proposed Action:
Accept

Northbay Watershed Association
Treasurer's Report
April 1 - April 30, 2023

Revenues:

Membership -Stewardship - General Benefits - FY2023	212,780.09
Total Revenues	<u>212,780.09</u>

Expenses:

Executive Director Professional Services: West Yost	103,089.08
<u>Admin Professional Fees & Expenses:</u>	
Operating Expense - General Benefit - website, etc..	250.00
Data Instructs - NBWA Outreach & Support	6,535.00
SFEI - Website Maintenance	5,479.56
Combustion Creative	700.00
Total Expenses	<u>116,053.64</u>
Change this period	96,726.45
Fund Balance as of July 1, 2022	<u>\$ 462,331.43</u>
Fund Balance as of April 30, 2023	<u><u>\$ 559,057.88</u></u>

4. NBWA FY23/24 Workplan Overview

Andy Rodgers, Executive Director

Andy will summarize NBWA's FY23/24 workplan for Board consideration of approval.

FY 2023/2024 NBWA Workplan Draft

NBWA FY 2023-2024 DRAFT Budget

Overhead and General Benefit Projects		NBWA Contract Staff					CASH ALLOCATION (MEMBERSHIP DUES)																					
		In-Kind Services	NBWA staff	Other consultants	ODCs	2023 - 2024 Total Cash Budget	CMSA	Marin Co	LOVSD	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	SVCS	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	-	-	62,000	1,862	10,363	1,754	1,694	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
Overhead Totals							1,862	10,363	1,754	1,694	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	469	321	1,785	1,004	-	-	335	10,000
8	Committee Activities and Initiatives	-	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	-	-	5,500	-	5,500	165	919	156	150	146	174	259	173	172	181	163	203	267	218	258	177	982	552	-	-	184	5,500
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	-	14,000	-	-	14,000	420	2,340	396	382	371	444	658	441	438	460	416	518	680	555	657	449	2,499	1,406	-	-	468	14,000
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	496	586	401	2,232	1,255	-	-	418	12,500
15	Small Grant Program Development & Admin	-	19,030	-	-	19,030	571	3,181	538	520	505	604	895	599	595	625	566	704	925	755	893	611	3,397	1,911	-	-	637	19,030
16	Regional Alignment and Strategic Funding	-	18,000	-	-	18,000	540	3,008	509	492	478	571	846	567	563	591	535	665	875	714	844	578	3,214	1,808	-	-	602	18,000
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		-	107,790	15,500	-	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
General Benefit Totals							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 2023 - 24 TOTAL A + B		35,000	169,790	15,500	-	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
FY 2023 - 24 TOTAL A + B							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

			NBWA Cash Requirement				CASH ALLOCATION																					
Specific Benefit Projects		In-Kind Services	NBWA staff	Other consultants	ODCs	2023 - 2024 Total Cash Budget	CMSA	Marin Co	LOVSD	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	SVCS	NBWA TOTAL
Project #	C- Specific Benefit Projects																											
1	Project "A"	-	-	40,000	-	40,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	15,000	-	40,000
2	Project "B"	-	-	-	-	80,000	Funded from prior year carryover.																					
3	Project "C"	-	-	-	-	80,000																						
FY 2023-24 Specific Benefit Project Total		-	-	40,000	-	200,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	15,000	-	200,000
NBWA Total for FY 2023-24		35,000	169,790	55,500	-	385,290	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	25,000	15,000	6,391	385,290

Note 1

Note 2

Current Fiscal Year 2022-23 Year End *Projection*

- Membership dues collected: **\$212,780** (*\$12,509 due*)
- Expenses through April 30: **\$116,054**
- Projected fiscal year-end expenses: **\$156,500**
- Encumbered/committed funds: **\$81,590**
- Estimated contingency reserve (carry-over): **\$125,251**

Approach to FY 2023/2024 Work Plan

- ✓ 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 2023/24 Work Plan

- **Executive Director services**
 - Facilitate monthly Board meetings engaging regional partners
 - Host field trips in the region for Board, staff, and community
 - Member communications, *new member outreach*, and *advocacy*
 - **Convene Executive/Admin Steering Committee – Spring/Summer 2023**
 - *Prioritize and provide direction on implementing initiatives (small grants, regional planning, association alignment)*
 - **Convene General Managers meeting – Fall 2023**
- **Implement focused regional initiatives**
 - **Convene 2024 NBWA Conference Committee**
 - **Support convening a series of ACWA & AWWA supported workforce development initiatives**
 - **Convene JTC to develop regional funding strategy and member support**
 - **Align missions and programs with NBWRA – Chairs meeting May 2023**
 - **Launch Phase I (exploratory) DroughtSMART & FireSMART branding pilot – Summer 2023**
 - Water services infrastructure and land use/housing – Focused workshop #2, TBD 2023
- **Participate in regional forums**
 - IRWM, RCIS, SFBRA, Baylands Group, others
- **Communications**
 - Quarterly newsletter
 - **Launch new NBWA website**

Work Plan Structure

A- Administrative Services

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

B- General Benefit Projects

7. Public Outreach Materials
8. Committee Activities and Initiatives
9. Website
10. Data Management
11. Legislative Action
12. Joint Technical Committee
13. NBWA Conference Expense
14. NBWA Conference Support
15. Small Grant Program Development & Admin
16. Regional Alignment and Strategic Funding
17. Contingency Reserve

C- Specific Benefit Projects

Estimated Budget for FY 2023/2024

• Administrative services	\$62,000
• General Benefit projects	\$123,290
• Special Benefit projects	<u>\$40,000</u>
TOTAL	\$225,290
• FY 2022/2023 carryover	\$ 125,251

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 and Initiatives
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16. Regional Alignment and Strategic Funding
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C- Specific Benefit Projects

Consider approval for FY 2023/2024 NBWA Workplan and Budget

NBWA FY 2023-2024 DRAFT Budget

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Project #	C- Specific Benefit Projects																												
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2	Project "B"	-	-	-	-	80,000	Funded from prior year carryover.																						
3	Project "C"	-	-	-	-	80,000																							
FY 2023-24 Specific Benefit Project Total		-	-	40,000	-	200,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	15,000	-	200,000
NBWA Total for FY 2023-24		35,000	169,790	55,500	-	385,290	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	25,000	15,000	6,391	385,290	

Note 1

Note 2

Proposed Amendment to Executive Director Services Agreement

- Current Agreement for ED Services = \$134,160/year
 - Amended in FY22/23 adding \$22,000 for development of regional initiatives and participate in regional forums
 - Amendment expires June 30, 2023
- Proposed FY23/24 workplan includes continued ED participation in forums, and development and implementation of regional initiatives which requires the funding level to remain.
- Seeking Board approval to amend ED Agreement to maintain current funding level and align expiration date with original 2020 agreement terms: *“until termination of this agreement by either or both parties or unless otherwise voted on and approved by the NBWA Board of Directors”*
- NBWA budget will remain unchanged

5. NBWA Website Re-Design Preview

*Tony Hale, PhD, Program Director, Environmental Informatics Program
San Francisco Estuary Institute*

Tony will share a beta version of an updated NBWA website that SFEI and NBWA staff have been working on this year.

6. Executive Director Report

Andy Rodgers, Executive Director

Andy will provide general updates on NBWA activities since the April 7 Board meeting, including active projects, recent meetings, regional programs and initiatives, communications, and committees.

Andy will summarize a new initiative to support workforce development in the north bay.

Executive Director Report



Updates since last meeting

- *Thank you Novato San for hosting NBWA's April Board meeting!*
- *Attended Bay Area IRWM Coordinating Committee meeting on April 24*
- *Attended CASQA legislative subcommittee meeting April 25*
- *Participated in North Bay/Coast GSAs (6) collaboration*
- *Continued work on NBWA/NBWRA alignment planning*



Administrative Activities

- *Developed FY23/24 Work Plan*
- *Coordinated future Board events and speakers*
- *Initiated droughtSMART & fireSMART research*
- *Worked with SFEI on NBWA website rebuild! Beta for Board review today*
- *Coordinated with MMWD Finance Manager and NBWA staff on reporting*
- *AR – Membership dues*
- *AP – Subconsultants*



Communications

- *Followed up from NBWA's state and federal funding overview presentation*
- *Distributed NBWA Winter^t Quarterly Newsletter*
- *Coordinated w members to host meetings throughout NB region*
- *Regional partners*
- *Subject matter experts and speakers*

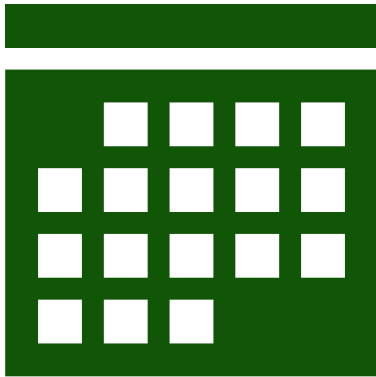


Committees

- *Met with Chair, Deputy Director, and staff to progress NBWA initiatives*

Executive Director Report *(continued)*

Confirming 2023/24 calendar dates – First Friday of every month - Except of course for holidays!



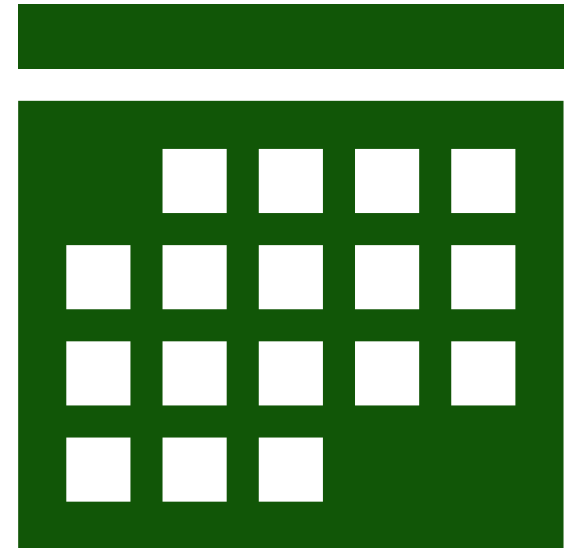
FY 2022-23 Board Meetings

- June 2 – *Field trip?*
- July 7 – *Virtual*
- August **** SKIP MONTH****
- September 1 – *In person/hybrid*
- October 6 – *In person/hybrid*
- November 3 – *Virtual*
- December 1 – *In person/hybrid*
- January 2 – **SKIP MONTH or WATERSHED SOCIAL GATHERING**

Agenda Items for Future Meetings

- Topics in development:

OneWater-OneBay Strategic Funding Initiatives, Regional Resiliency, SFBay Basin Plan Amendment, American Canyon Field Trip, Berryessa and Solano County Field Trips, Environmental Education & Grant Funding, Small Grants Program, Urban Scale Carbon Sequestration Initiatives, Regulatory Compliance Partnerships, Baylands Strategies, DroughtSMART/FireSMART, Water Management & Conveyance Innovations, Capital and Natural Assets Management, Small Grants and Scholarship Program, ***New Members!***



USACE San Francisco District Dredging Open House

The US Army Corps of Engineers San Francisco District invites you to attend the 2023 Dredging Open House, **Tuesday, May 23 from 9 AM – 12 PM**


This event will feature:

- Presentations on the San Francisco District's dredging program, beneficial use of dredged material for coastal resilience, and how your community can access dredged material for adaptation efforts.
- A panel discussion with leaders from the Coastal Conservancy, Manson Construction, Port of Redwood City, San Francisco Public Utilities Commission, and San Francisco Regional Water Quality Control Board on efforts to overcome logistical, regulatory, and financing challenges to maximize beneficial use. The discussion will be facilitated by San Francisco District Environmental Planning and Engineering with Nature Program Lead Julie Beagle.

Register for this free virtual event here:

[https://usace1.webex.com/weblink/register/re4548f9ab44e674203ce8418a8e53598.](https://usace1.webex.com/weblink/register/re4548f9ab44e674203ce8418a8e53598)

Select all squares with
dredging
If there are none, click skip



U.S. Army Corps of Engineers San Francisco District
Dredging Open House
Virtual - May 23, 2023 - 9 AM to 12 PM

7. Water Year 2023 Updates / Board Information Exchange

Members

Members will highlight issues and share items of interest.

Announcements/Adjourn

*Next Board Meeting:
June 2, 2023*

Details to come....