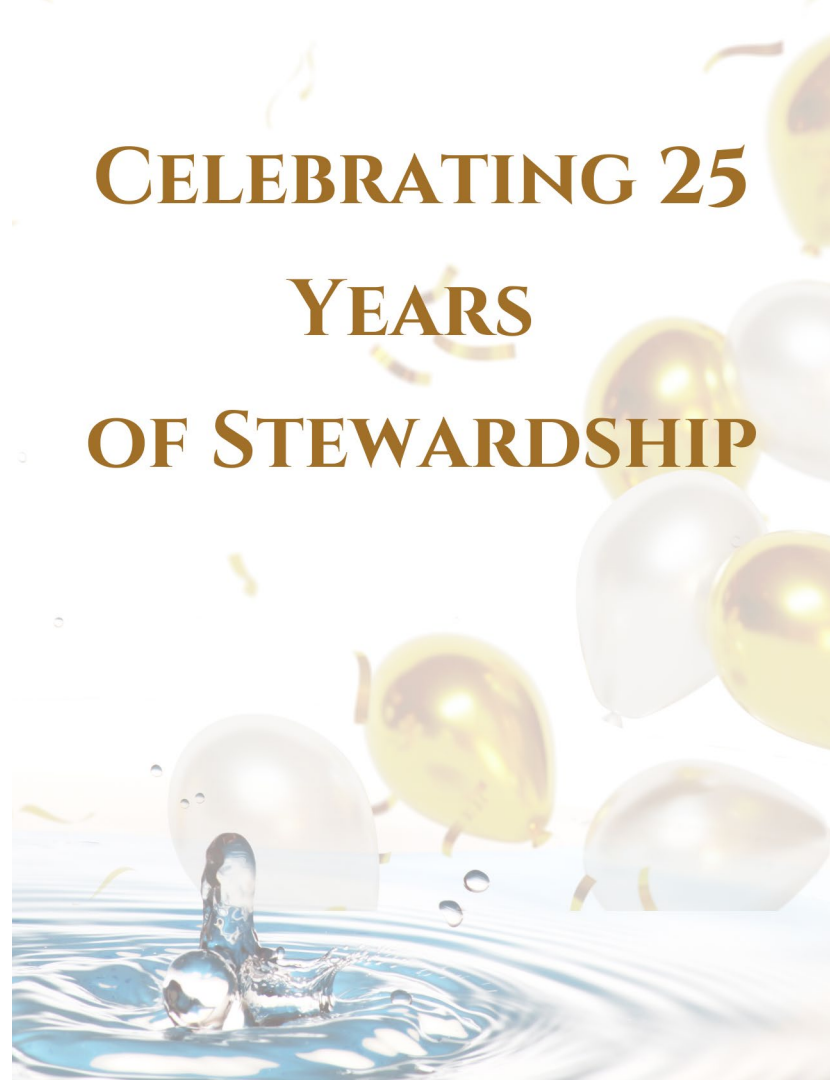




BOARD MEETING

April 4, 2025

CELEBRATING 25
YEARS
OF STEWARDSHIP





01

Welcome and Call to Order – Roll Call and Introductions



02

General Public Comments



03

Agenda and Past Meeting Minutes Review

Treasurer's Report

AGENDA

| Time | Agenda Item | Proposed Action |
|------|--|----------------------------|
| 9:30 | Welcome and Call to Order – Roll Call and Introductions <i>Jean Mariani, 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>Jean Mariani, Chair</i> Treasurer’s Report <i>Jean Mariani, Chair</i> | <i>Approve/ Accept</i> |
| 9:45 | Guest Presentation— Golden Mussel Prevention Program for Lake Berryessa <i>Drew Gantner, Manager of Water Resources, Solano County Water Agency</i> Drew will provide an overview of the Lake Berryessa Mussel Prevention Program, which has gone through some dramatic changes in the past several months due to the recent discovery of invasive golden mussels in the Sacramento-San Joaquin Delta. Drew will cover the history of global and regional spread, biology, effects of these mussels, the current status of the mussel prevention program, as well as the role SCWA is taking with its partners at Lake Berryessa. | <i>Presentation slides</i> |

| | | |
|-------|--|---|
| 10:20 | Executive Director Report <i>Andy Rodgers, Executive Director</i> Andy will provide updates and solicit board input on activities since the March 7 Board meeting, including association administration updates, and other activities, programs and communications. | <i>ED updates, Board questions, and input</i> |
| 10:25 | Overview of Draft NBWA FY 2025/26 Workplan <i>Andy Rodgers, Executive Director</i> Andy will provide an overview of a draft FY 2025/26 workplan including calculation and incorporation of annual member dues in accordance with the MOU and solicit feedback. | <i>Presentation slides</i> <i>Vote</i> |
| 10:40 | Board Information Exchange and Updates <i>Members</i> Members will highlight issues and share items of interest. | <i>N/A</i> |
| 10:55 | Overview of Special Tour: Napa River Ecology Center at the American Canyon Wetlands (205 Wetlands Edge Road) Just a six minute drive from City Hall! Learn about this special opportunity to tour the Napa River Ecology Center, a public-private partnership repurposing an industrial site into a world class education and conservation hub scheduled to open to the public in early 2026. The project enhances public access, wildlife education, and climate resilience while addressing neighborhood compatibility. Staff will share project plans, timeline, and lead a site tour. | <i>N/A</i> |
| 11:00 | Announcements/Adjourn Next Board Meeting: May 2 at North Marin Water District | <i>N/A</i> |

Treasurer's Report – July 1 to March 31, 2025



NORTHBAY WATERSHED ASSOCIATION
TREASURER'S REPORT
JULY 1 - MARCH 31, 2025

REVENUE COLLECTIONS:

| Collection Description | Amount |
|--|-------------------|
| 1 FY23-24 Annual Membership Due - Bel Marin Keys | \$ 3,506.90 |
| 2 FY24-25 Annual Membership Due collections | 171,007.90 |
| 3 Bank interest - August-March 2025 | 2,746.41 |
| Total Collections | 177,261.21 |

EXPENDITURE REMITTANCES:

| Remittance Description | Amount |
|---|-------------------|
| 1 Prof Svcs: Data Instincts, July-February 2025 | 16,922.50 |
| 2 Prof Svcs: West Yost, July-February 2025 | 95,440.42 |
| 3 Prof Svcs: SFEI, July-December 2024 | 4,141.81 |
| 4 2024 Watershed Symposium Sponsorship (Steelhead) | 3,000.00 |
| 5 Prof Svcs: Central Marin Sanitation Agency, Treasurer Services setup cost | 3,770.13 |
| 6 Office supplies: NBWA bank account check stock | 183.77 |
| 7 Bank fees - August-March 2025 | 342.05 |
| Total Remittances | 123,800.68 |

| | |
|--|----------------------|
| Change in Fund Balance | 53,460.53 |
| Fund Balance as of beginning of fiscal year | 570,016.59 |
| Fund Balance as of current month end | \$ 623,477.12 |
| Operating cash reserves | \$ 112,645.00 |
| Unassigned reserves | 510,832.12 |
| Total reserves | \$ 623,477.12 |



NORTHBAY WATERSHED ASSOCIATION
TREASURER'S REPORT
JULY 1 - MARCH 31, 2025

RESERVE CLASSIFICATIONS:

| Operating Reserve | Amount |
|--|----------------------|
| 1 Beginning balance | \$ - |
| 2 Funds transfer in - unassigned reserve | 112,645.00 |
| 3 Funds transfer out - unassigned reserve | - |
| 4 Ending balance | \$ 112,645.00 |
| <i>Board approved reserve target (50% of operating expenses)</i> | <i>\$ 112,645.00</i> |

| Unassigned Reserve | Amount |
|--|----------------------|
| 1 Beginning balance | \$ 570,016.59 |
| 2 Change in fund balance | 53,460.53 |
| 3 Total collections | 177,261.21 |
| 4 Total disbursements | (123,800.68) |
| 5 Funds transfer in - operating reserve | - |
| 6 Funds transfer out - operating reserve | (112,645.00) |
| 7 Ending balance | \$ 510,832.12 |

| | |
|--|----------------------|
| Fund Balance as of beginning of fiscal year | 570,016.59 |
| Fund Balance as of current month end | \$ 623,477.12 |



04

Guest Presentation— Golden Mussel Prevention Program for Lake Berryessa

Drew Gantner, Manager of Water Resources, Solano County Water Agency



05

Executive Director Report

Highlights



Updates since last meeting

- *NBWA Board on March 7. Thank you, Novato Sanitary District!*
- Attend IRWM Roundtable of Regions meeting on March 19.
- Attend IRWM Coordinating Committee meeting on March 24.
- Held new NBWA Director orientation on March 25.
- *Attend CASQA legislation subcommittee meeting on March 26.*



Administrative Activities

- *Develop restructured FY 2025/26 workplan*
- *Coordinate April, May, June board meetings*
- *Final preparations for Small Grant and Scholarship launch!*
- Coordinate with officers and Treasurer
- AR – Membership dues
- AP – Subconsultants
- Updated website and meeting packet information



Communications

- Manage/progress NBWA social media program
- *Prepare and distribute pre-meeting packet*
- Research, outreach, and communications with members and subject matter experts regarding development for future Board topics



Committees

- *Plan for Administrative Steering Committee meeting – May or June 2025*
- *Preliminary planning for 2026 conference committee meeting and process*
- Research and communicate with potential grant and scholarship partners

Small Grants and Scholarship Programs

Small Grants and Scholarship Program

About the Program

The North Bay Watershed Association (NBWA) has worked diligently for more than twenty years on water resource issues that go beyond traditional boundaries to promote stewardship of the North Bay watersheds. The NBWA is proud to sponsor and support local organizations and individuals in our regional community through providing selective local small grants and scholarships.

The NBWA is always interested to learn about projects and initiatives that inform, engage, and enhance our north bay watershed communities. Importantly, our projects are encouraged to be developed, piloted, or implemented by a local proponent with a design plan to distribute derivative benefits to the entire region.

Exciting Opportunity: Applications Are Open!

NBWA is accepting applications for small grants and scholarships between April 1 and April 30, 2025, unless otherwise noted.

More information below.

- Applications are live!
www.nbwatershed.org/small-grants-and-scholarship-program

- Outreach plan

- ✓ Website update
- ✓ Email announcement
- ✓ Spring Newsletter highlight
- ✓ Social Media

[Small Grants FAQ](#)

[Scholarships FAQ](#)

The North Bay Watershed Association Small Grant Program Application

Due April 30, 2025

One (1) North Bay Watershed Association (NBWA) Small Grant Program ("Program") application per/organization. Email completed applications to northbaywa@gmail.com with "2025 Grant Application" in the subject line. Applications are free and due no later than April 30, 2025. Must benefit or have a meaningful relation to the residents within the NBWA boundary (all the San Pablo Bay). Refer to the Small Grant Frequently Asked Questions for additional info. Have any questions about the NBWA Small Grants Program, contact northbaywa@gmail.com.

Name of Project/Initiative: _____

Project Applicant(s)/Agency/Organization: _____

Type of organization (provide proof of eligibility):

☐ Non-profit 501(c)(3) organization ☐ Municipal ☐ Tribal ☐ Public/Private Educational or Other (_____) _____

Applicant Contact and Title: _____

Mailing Address: _____

Telephone: _____

Email: _____

Category

☐ Environmental science
☐ Hydrology
☐ Water resources
☐ Ecology and conservation
☐ Biology
☐ Other (_____) _____

Amount Requested

☐ <\$2,000
☐ <\$5,000
☐ \$5-\$10,000
☐ >\$10,000

Topic of Project/Initiative Being Proposed (check all that apply):

☐ Education, outreach
☐ Community Based Projects
☐ Planning, assessment, inventory, monitoring
☐ Implementation
☐ Other
☐ Research and Innovation

Page 1

The North Bay Watershed Association Scholarship Application Guidelines

Due April 30, 2025

The NBWA offers two scholarship programs to support education and professional growth:

- Carl Morrison Conference Access Scholarship: Up to \$500 for NBWA-sponsored events, including full-day registration at NBWA's biennial conference and closing reception.
- Watershed Education Scholarship: Up to \$1,000 for educational purposes. Open to individuals of any age residing or working within the NBWA boundary (lands draining to the San Pablo Bay).

This document outlines the application process, eligibility criteria, scoring insights, and deadlines for each scholarship. Don't miss the opportunity to pursue your goals—apply today!

CONFERENCE ACCESS SCHOLARSHIP (CARL MORRISON CONFERENCE SCHOLARSHIP)

The North Bay Watershed Association (NBWA) offers a scholarship to help interested individuals attend their biennial conference or a NBWA-sponsored event. NBWA is committed to providing as much assistance as possible to keep registration fees from being a barrier to conference attendance.

Applicants for awards should submit the following by **April 30, 2025**:

1. Cover letter that includes:
 - o Name and details of the conference, including cost, location, and topic
 - o Award amount for which you are applying:
 - Conference ticket only
 - Conference ticket and travel (up to \$500). Must provide breakdown of anticipated travel costs.
 - o Expected benefits of attending the conference (listing specific sessions or workshops of interest).
2. Resume

To apply for the Conference Access Scholarship

In a single PDF, and cover letter and application documents to northbaywa@gmail.com. Please include "NBWA CMC Scholarship Application" in the subject line. All applicants will receive an email confirming their complete application has been received.

WATERSHED PROGRAM SCHOLARSHIP

The North Bay Watershed Association (NBWA) offers a scholarship to help fund educational opportunities for students of all ages who reside or work within the NBWA boundary, which encompasses all lands draining to the San Pablo Bay, who intend to enter, or are currently enrolled in high school, vocational school, trade school, technical school, accredited university, or two-year or four-year college to pursue studies in the environmental sciences, engineering, or pursuing water industry certifications or training.

Applicants for awards should submit the following by **April 30, 2025**:

1. Cover letter and essay (not to exceed 500 words) covering:
 - a. What educational institute are you currently or planning on going to and desired major?
 - b. Scholarships dollar amount requested (up to \$1,000)
 - Applicants must provide an explicit breakdown of what the requested funds will cover, including but not limited to tuition, books, transportation, and other educational expenses. The association reserves the right to adjust the awarded amount based on the demonstrated financial need of each applicant.

1 & 2 Quarter 2025 Outlook: *Positioning for Next FY*

- Board meetings:

- April 4
 - *American Canyon*
- May 2
 - *North Marin Water District*
- June 6
 - *TBD 25-year celebration*

- **Prepare** to plan 2026 Biennial Conference
- **Continue** to participate in and influence regional resiliency and collaborations
 - Watershed networks
 - Funding – plan to convene JTC
 - Support workforce development
- **Launch** Small Grants and Scholarship Program!
- **Support** positioning north bay members to leverage regional collaboration for competitive funding advantage
- **Advance** plan for convening North Bay Environmental Education Roundtable
- **Finalize** FY2025-2026 Work Plan
- **Develop** draft plan to expand NBWA membership in region





UPCOMING 2025 SCHEDULE

- **May 2 - Board Meeting at
North Marin Water District**
- **June 6** - Board Meeting / Event
TBD Social and 25-year celebration
- **July 11** - Board Meeting
- **August 1** - Board Meeting
- **September** – **SKIP Month**
- **October 3** - Board Meeting
- **November 7** - Board Meeting
- **December 5** - Board Meeting

First Friday of every month - Except of course for holidays!
www.nbwatershed.org/events



06

Overview of Draft NBWA FY 2025/26 Workplan

FY2025-2026 OUTLOOK

- 2026 Biennial Conference!
 - Eight Board meetings
 - Including 2 field trips
 - Two skip months (*Sept and Jan*)
 - Four Scholarship & Grant committee meetings
 - One Administrative Steering committee meeting
- *Manage* Scholarship and Small Grants Program
 - *Seek* grant funds to support broadening and deepening NBWA's regional partnerships
 - *Support* North Bay Water Resiliency Workforce Development Initiatives
 - *Facilitate* Convening a Regional Environmental Education Roundtable
 - *Participate* in Integrated Regional Water Management (IRWM), San Francisco Bay Restoration Authority, IRWM Roundtable of Regions, Regional Conservation Investment Strategy, & other regional programs
 - *Position* region for regional, State (Prop 4), and local funding



Updates to the 2025/2026 Work Plan

Restructured

- ✓ Reflect annual activities
- ✓ Align task budgets and financial tracking with active tasks
- ✓ Simplify task organization for easier member reference
- ✓ Improve alignment of tasks with CMSA (treasurer) ledger systems
- ✓ Establish a contemporary foundation to support organized growth

MOU Part for Operating Costs

PART A - OVERHEAD COSTS

| | |
|-------------------|---|
| Category 1 | Board Meeting and Field Trip Administration <i>(Nine (9) plus one (1) optional)</i> |
| a | Planning, Coordinating and Preparing |
| b | Execution and Documentation |
| Category 2 | Leadership and Coordination Services |
| a | Agency Coordination |
| b | Committees Administration |
| Category 3 | Committee Meetings <i>(Admin/Steering, Joint Technical) (up to four (4))</i> |
| a | Planning, Coordinating and Preparing |
| b | Execution and Documentation |
| Category 4 | Treasurer and Controller Services |
| a | Finance/Administration Support |
| b | Operating account bank fees |

PART B - GENERAL BENEFIT COSTS

| | |
|-------------------|--|
| Category 1 | Communication and Information Management |
| a | Public Outreach Materials |
| b | Website |
| c | Data and Content Management |
| Category 2 | Regional Program Participation and Advocacy |
| a | IRWA, AA, RoR, RCIS |
| b | Legislation and Funding |
| c | RR Resiliency Pilot, NBWRS, State of Estuary |
| Category 3 | Conference Management and Logistics |
| a | NBWA Conference Expense |
| b | NBWA Conference Support |
| Category 4 | Small Grant and Scholarship Program |
| a | Administration and Management |
| b | Small Grant |
| c | Scholarship |

Proposed FY2025/26 Work plan Updates

Reinstated Incorporation of Member Operating Budgets in Annual Dues Calculations, per MOU

- Member dues have been frozen since 2016/2017, not tracking with inflation and changes to member operations.
- In accordance with the MOU, member operating budgets shall be used in preparation of annual work plans.

17. Allocation of Costs.

(a) Costs for work described in Parts A and B of the annual work plan shall be allocated equally among each of the Member agencies as follows:

(i) One half of these costs shall be allocated equally among each of the Member agencies;

(ii) One half of these costs shall be allocated among Member agencies in proportion to each agency's annual operating budget.

(iii) the allocation of costs to Associate Members for work described in Parts A and B of the annual work plan shall be determined by the Board of Directors on a case-by-case basis.

(b) Costs for work described in Part C of the annual work plan shall be allocated among those agencies participating in the programs in direct proportion to the benefits received by each agency in a manner established by the Board of Directors at the time each program of specific benefit is approved or revised.

Proposed FY2025/26 Work plan Updates

NBWA Budget for FY2025/26

- Staff analyzed projected level of effort to implement FY2025/26 work plan and propose no change in total budget amount from 2024: \$221,784
- To implement FY2025/26 work plan, staff recommend amending West Yost agreement to add resources for
 - managing the Small Grants and Scholarship Program
 - enhancing promotion for and follow up from 2026 Biennial Conference
 - positioning the north bay for future regional funding opportunities
- Amendment estimated at \$19,500. Amount within proposed FY2025/26 budget.

Staff

Recommendation:

Approve the FY2025/26
Work plan

With coordination and
approval of Chair Mariani
and Vice Chair Sherwood,
Authorize CMSA to amend
agreement with West Yost



Vote

Two-thirds majority



07

Board Information Exchange

☐ Upcoming event information
for Spring 2025

☐ Any agency milestones

knowledge
sharing

 Central Marin Sanitation Agency



SONOMA WATER





08

Overview of Special Tour: Napa River Ecology Center at the American Canyon Wetlands

Address

205 Wetlands Edge Road

Announcements/Adjourn

Next Board Meeting: May 2
North Marin Water District

2025 Board Meeting Schedule

Unless otherwise noted, meetings are held in a hybrid format.
In-person location details are sent out closer to the meeting date.

- June 6
- July 11
- August 1
- September – SKIP Month
- October 3
- November 7
- December 5

