



North Bay
Watershed Association

July 12, 2024

BOARD MEETING





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

TREASURE'S REPORTS

Proposed Action: Accept

Agenda

- Welcome and Call to Order – Roll Call and Introductions
- General Public Comments
- Agenda and Past Meeting Minutes Review
Treasurer's Report
- Executive Director Report
- Guest Presentation — Direct Potable Reuse (DPR) Study Overview
- Napa Sanitation District – Tour of the Linear Generator

June Treasurer's Report

Proposed Action: Accept

Northbay Watershed Association
Treasurer's Report
June 1 - June 30, 2024

Revenues:

Membership -Stewardship - General Benefits - FY2024	221,783.88
NBWA 2024 Conference Sponsorships	34,000.00
NBWA 2024 Conference Registrations	6,929.39
Total Revenues	<u>262,713.27</u>

Expenses:

Executive Director Professional Services: West Yost	146,936.41
<u>Admin Professional Fees & Expenses:</u>	
Operating Expense - General Benefit - website, etc..	-
Data Instructs - NBWA Outreach & Support	17,600.00
SFEI - Website Maintenance	9,500.00
Combustion Creative	-
Vitac - Audio/Visual for Conference	3,300.00
Napa RCD - Conference Support	2,379.28
Sonoma State - Conference Space Rental	16,229.47
Total Expenses	<u>195,945.16</u>

Change this period	66,768.11
Fund Balance as of July 1, 2023	<u>\$ 513,756.01</u>
Fund Balance as of June 30, 2024	<u><u>\$ 580,524.12</u></u>



4. EXECUTIVE DIRECTOR REPORT

Highlights



Updates since last meeting

- Held NBWA Board virtual meeting - June 7
- Attended CMSA Board meeting - June 11
- Met with Sonoma State CEI staff - June 14
- Attended CASQA legislative subcommittee meeting - June 26
- ***Met with North Bay Workforce Development collaborative - July 11***



Administrative Activities

- ***Fiscal Year End tasks***
- Annual scheduling
- Coordinate with Board Chair, Finance Manager
- ***Coordinated with MMWD and CMSA regarding administrative transition process***
- AR – Membership dues
- AP – Subconsultants
- Updated website and meeting packet information



Communications

- ***Coordinate field tour & meeting (Thank you Napa San!)***
- Draft quarterly newsletter content
- ***Prepare/review NBWA social media post content***



Committees

- Poll for participation on Resiliency Workforce Development committee
- Poll for participation on Small Grants and Scholarship committee

Project Updates

0 1



Resiliency Workforce Development

0 2



Small Grants and Scholarship Programs

0 3



NBWA Administering Agency Transition



Resiliency Workforce Development

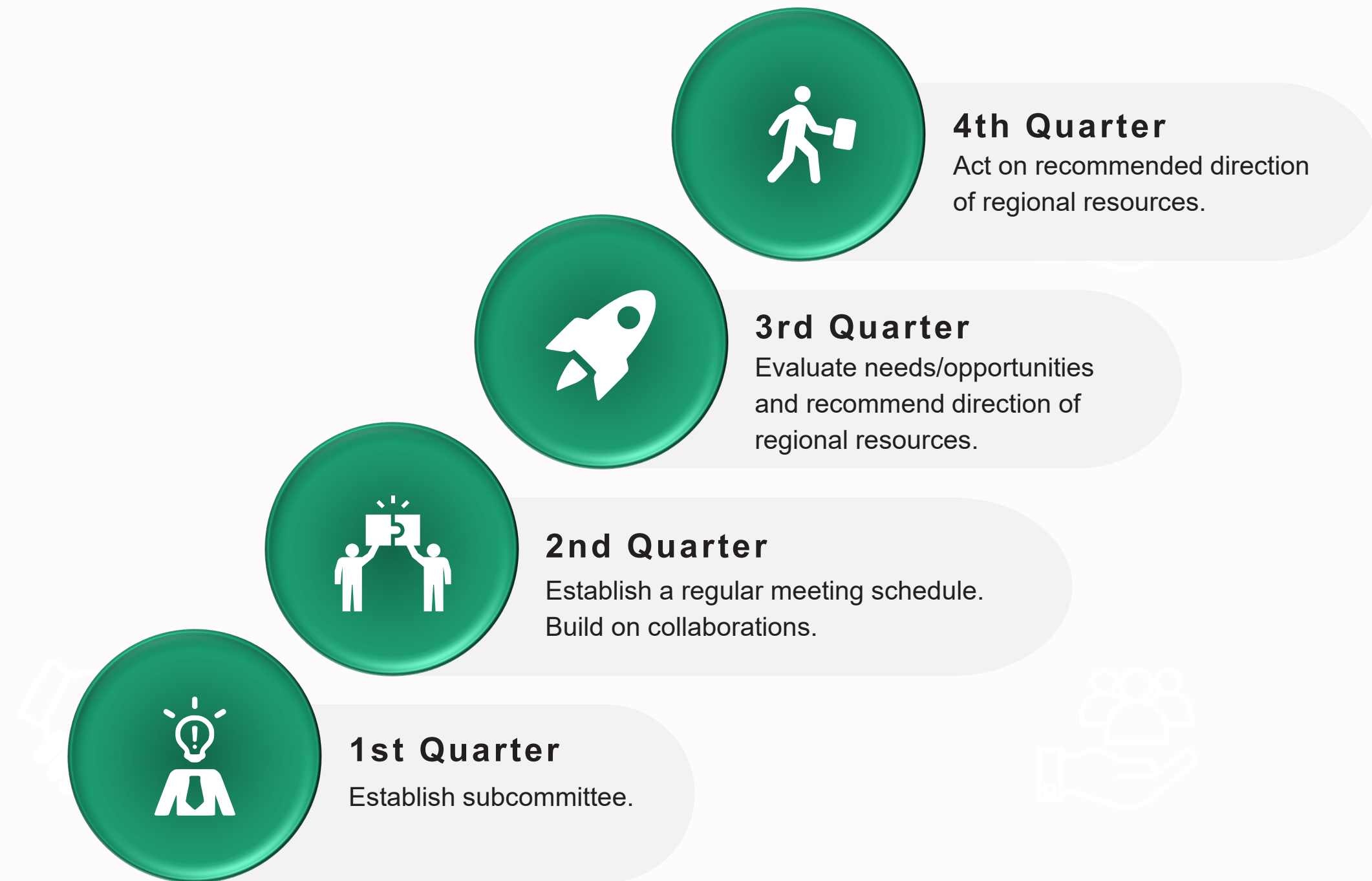
1st Quarter

Establish subcommittee

- Poll sent out in early June.
- Looking for board members and/or designated member agency staff

Sign up at:

<https://forms.gle/hukZiJFwUAGMYwFJ6>





Resiliency Workforce Development

Proposed North Bay Activities

BAYWORK

- Workshop on Wheels
- Stackable Internships
- Operator certification upgrades – in partnership with SRJC?
- Cross-Agency Mentorship Program (CAMP) – virtual and/or in-person activities
- North Bay Training Day
- Engaging SSU – project-based internships
- Summer agency intern programming (ex. resume review, mock interviews)
- BAYWORK tabling at career fairs/agency-sponsored events
- Other ideas??



Small Grants and Scholarship Programs

1st Quarter

Subcommittee Members:

- Solano County Water Agency
- Ross Valley Sanitary District
- North Marin Water District
- Others?

Next Steps: Schedule First Meeting.

TBD end of July/ early August

Action Items:

- Determine Mission, Objectives, Budget, Eligibility
- Establish an application, webpage, FAQ's, and Outreach Plan.



1st Quarter

- Establish/Re-launch subcommittee.
- Develop Program Foundation and Framework.



2nd Quarter

- Approve Launch
- Implement Outreach Plan



3rd Quarter

- Administer the program with guidance from the subcommittee
- Receive and review applications.



4th Quarter

- Award funds
- Implementation follow up



NBWA Administering Agency Transition

Central Marin Sanitary Agency

- **June 7, 2024**
 - ✓ NBWA Board directed ED to develop a draft agreement with CMSA for administrative agency services.
- **June 11, 2024**
 - ✓ CMSA Commissioners approved directing GM to develop Treasurer Services Agreement with NBWA.
- **June-July**
 - ✓ NBWA Staff coordinated with MMWD staff, CMSA staff, and NBWA chair to develop a draft agreement.
- **July 9, 2024**
 - ✓ CMSA Commissioners approved NBWA Treasurer Services Agreement.





NBWA Administering Agency Transition

NBWA Board Action:

Ratify the CMSA Contract.

Next Steps

1. Finalize NBWA/CMSA contract
2. Execute vendor contracts
3. Obtain missing MOU Member signatures to open a bank account.

North Bay Watershed Association Treasurer Services Agreement

This Agreement, effective July 15, 2024 (the "Effective Date"), is entered into by and between the Central Marin Sanitation Agency (CMSA) and the North Bay Watershed Association (NBWA or Association) for Treasurer and Controller services provided by CMSA to NBWA as set forth herein.

Recitals

A. NBWA was formed in 2000 pursuant to a Memorandum of Understanding (MoU) by and between several San Pablo Bay watershed counties, towns, cities, and special districts; and

B. The NBWA MoU provides for one of the NBWA member agencies to serve as the Association's Treasurer and Controller, to deposit and hold Association funds, pay demands, and provide financial reports to the NBWA Board; and

C. Marin Municipal Water District began serving as the Treasurer since the Association's inception and provided the Treasurer services until July 1, 2024; and

D. At the June 11, 2024 CMSA Board meeting, the Board authorized the CMSA to serve as the NBWA Treasurer and to be reimbursed for its expenses to provide the services; and

NOW THEREFORE, the purpose and intent of this Agreement is to set forth the terms and conditions by which CMSA, commencing on the Effective Date, provides Treasurer and Controller services to NBWA as authorized in Section 11 in the MoU.

Agreement

CMSA and NBWA, in consideration of the mutual promises, covenants, terms and conditions set forth below, hereby agree as follows:

SECTION 1. Term of Agreement

This Agreement shall commence on the above-stated Effective Date and shall continue in full force and effect for an indefinite term until terminated as set forth below.

SECTION 2. CMSA As Independent Contractor

CMSA at all times and for all purposes under this Agreement is an independent contractor and shall not be deemed an agent, servant or employee of NBWA, nor is this Agreement to be construed as a partnership, joint venture or association by CMSA with NBWA.



UPCOMING 2024 SCHEDULE

02 AUGUST	SKIP MONTH
06 SEPTEMBER	BOARD MEETING
05 OCTOBER	BOARD MEETING
01 NOVEMBER	BOARD MEETING / TOUR?
06 DECEMBER	BOARD MEETING

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

Social Media June Analytics

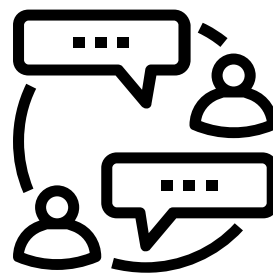
Emphasis: Increase social media engagement!

- NBWA will continue to tag relevant agencies, partners, and guest speakers to foster collaboration.
- Send us your posts to re-share!

 www.instagram.com/nbwatershed

 www.facebook.com/nbwatershed

 www.linkedin.com/company/nbwatershed



Top Post for June



NBWA Board Meeting
Friday, June 7th | 9:30-11:30 am
Virtual

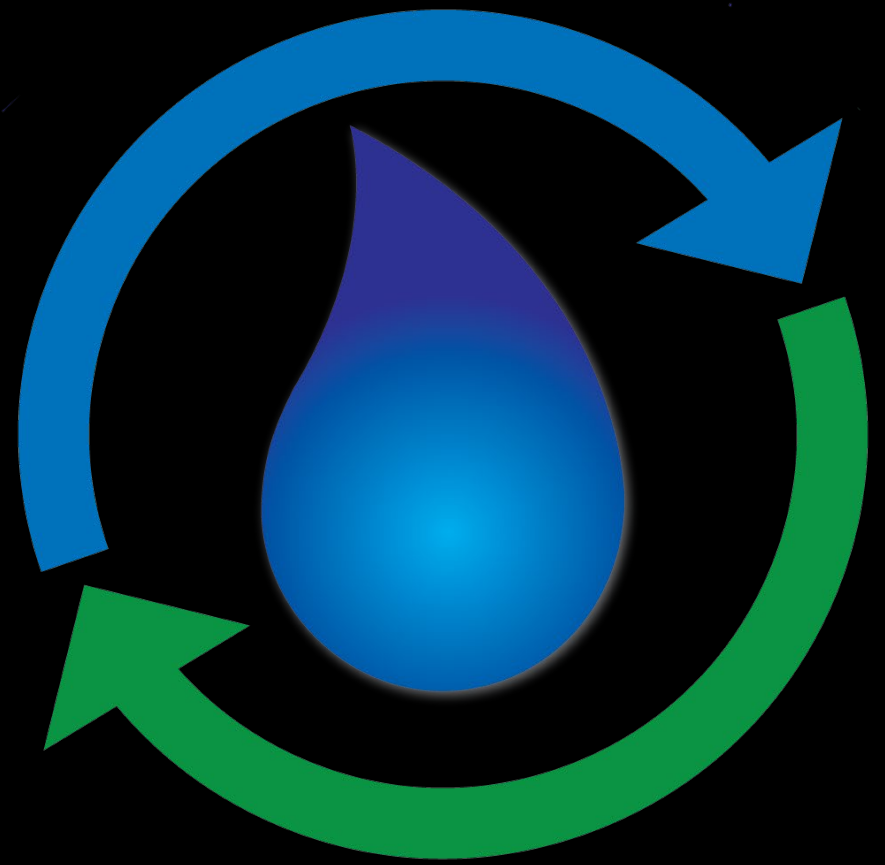


4. GUEST PRESENTATION

Chris Francis, Operations Director,

Direct Potable Reuse (DPR) Study Overview

Chris Francis, Operations Director, Napa Sanitation
District



NapaSan



North Bay
Watershed Association

ANNOUNCEMENTS /ADJOURN

Next Board Meeting: September 6, 2024

 northbaywa@gmail.com

 www.nbwatershed.org