



**NORTH MARIN WATER DISTRICT**  
**AGENDA - REGULAR MEETING**  
 February 19, 2013 – 7:30 p.m.  
 District Headquarters  
 999 Rush Creek Place  
 Novato, California

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Est. Time	Item	Subject
7:30 p.m.	<b>CALL TO ORDER</b>	
	1.	<b>APPROVE MINUTES FROM REGULAR MEETING</b> , February 5, 2013
	2.	<b>GENERAL MANAGER'S REPORT</b>
	3.	<b>OPEN TIME: (Please observe a three-minute time limit)</b>  This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.
	4.	<b>STAFF/DIRECTORS REPORTS</b>
	5.	<b>MONTHLY PROGRESS REPORT</b>
	<b>CONSENT CALENDAR</b>  The General Manager has reviewed the following items. To his knowledge, there is no opposition to the action. The items can be acted on in one consolidated motion as recommended or may be removed from the Consent Calendar and separately considered at the request of any person.	
	6.	<b>Consent - Approve</b> LAFCO Special District Member Call for Nominations
	7.	<b>Consent - Approve</b> Authorize Vacuum Excavator Replacement
	<b>ACTION CALENDAR</b>	
	8.	<b>Approve:</b> Rate Increase Notice
	9.	<b>Approve:</b> Policy Revisions for On-Call and Stand-By Duty; Overtime Policy
8:00 p.m.	<b>INFORMATION ITEMS</b>	
	10.	Quarterly Progress Report - Water Quality & Quarterly Bacteriological Quality Monitoring Report
	11.	Quarterly Progress Report - Operations/Maintenance
	12.	2013 Urban Area Water Cost Comparison
	13.	<b>MISCELLANEOUS</b> <b>Outstanding Invoices</b> Disbursements Bimonthly Service Charge Analysis

All times are approximate and for reference only.

The Board of Directors may consider an item at a different time than set forth herein.

(Continued)

<b>Est. Time</b>	<b>Item</b>	<b>Subject</b>
		Claim Resolution - 5 Sutton Lane Reception with local elected officials
8:30 p.m.	14.	<b><i>ADJOURNMENT</i></b>

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**DRAFT**  
**NORTH MARIN WATER DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**OF THE BOARD OF DIRECTORS**  
February 5, 2013

6 **CALL TO ORDER**

7 President Fraites called the regular meeting of the Board of Directors of North Marin Water  
8 District to order at 7:30 p.m. at the District Headquarters and the agenda was accepted as  
9 presented. Present were Directors Jack Baker, Stephen Petterle, Dennis Rodoni and John  
10 Schoonover. Also present were General Manager Chris DeGabriele, Secretary Katie Young,  
11 Auditor-Controller David Bentley and Chief Engineer Drew McIntyre.

12 District employees Ryan Grisso (Water Conservation Coordinator), Robert Clark  
13 (Operations/Maintenance Superintendent), and Doug Moore (Construction/Maintenance  
14 Superintendent) were in the audience.

15 **MINUTES**

16 On motion of Director Baker, seconded by Director Petterle and carried by the following vote,  
17 the Board approved the minutes from the previous meeting as amended:

18 AYES: Directors Baker, Fraites, Petterle, Rodoni

19 NOES: None

20 ABSTAIN: Director Schoonover

21 ABSENT: None

22 **GENERAL MANAGER'S REPORT**

23 **Ryan Ranch**

24 Mr. DeGabriele informed the Board that he met with Dietrich Stroeh who informed him that  
25 the heirs to the Ryan Ranch would like memorial/recognition on the property.

26 Director Baker asked where the property was. Mr. DeGabriele stated that the ranch property  
27 was acquired by the District shortly after formation to construct the Dam at Novato Creek and create  
28 Stafford Lake. Mr. DeGabriele said that the heirs of the Ryan Family are willing to fund the  
29 recognition, such as a plaque, and will be requesting permission from the District and the County of  
30 Marin to place it on the watershed.

1            Meadow Park HOA

2            Mr. DeGabriele informed the Board that last Friday he met with the Meadow Park  
3 Homeowner's Association landscape subcommittee. He stated that the subcommittee has  
4 requested additional landscaping repairs and requested that the District contribute to improve the  
5 landscaping at the Meadow Park entrances as a good will gesture.

6            230 Red Hawk Road- Ms. Bangart

7            Mr. DeGabriele reminded the Board about the request heard at the last Board meeting from  
8 Ms. Bangart at 230 Red Hawk Road. He informed the Board that he sent the property manager,  
9 Mark Sharp, a letter to request payment. Mr. DeGabriele advised the Board that Mr. Sharp called  
10 and stated that the homeowner is responsible for the meter to the building and the reason that the  
11 Homeowner's Association makes the repairs is because there are multiple service lines in the same  
12 trench. Mr. DeGabriele said that Mr. Sharp intends to respond to the letter but stated that  
13 Wakefield/Sharp would not be compensating the customer for the leak. Mr. DeGabriele noted that  
14 Ms. Bangart would be responsible to pay an adjusted bill of \$75 as approved by the Board.

15           **OPEN TIME**

16           President Fraites asked if anyone in the audience wished to bring up an item not on the  
17 agenda and there was no response.

18           **STAFF/DIRECTORS REPORTS**

19           President Fraites asked if staff or Directors wished to bring up an item not on the agenda  
20 and there was no response.

21           **QUARTERLY FINANCIAL REPORT**

22           Mr. Bentley provided a summary on the Quarterly Financial Report. He said that the District  
23 has generated a net income of \$1.1M for the first half of this fiscal year and that the net cash  
24 decreased by \$2.1M. Mr. Bentley noted that the cash balance decrease was due primarily to  
25 payments for the Recycled Water Expansion Project. He advised the Board that both Operating  
26 Revenue and Operating Expense are slightly exceeding budget; 53% of the Capital Improvement  
27 Project budget was expended during the first half of the fiscal year. Mr. Bentley reported that  
28 overall Novato's financial performance is good news.

29           Mr. Bentley stated that Novato consumption is up 4% from a year ago and Stafford  
30 Treatment Plant began operating on January 21<sup>st</sup>. He noted that Stafford Lake is full.

31           Mr. Bentley reported that the Recycled Water operating expense was 16% more than last  
32 year and 78% of the Capital Improvement Projects budget has been expended this year. He noted

1 that the District has spent \$12.7M on the Recycled Water expansion project and is waiting to receive  
2 reimbursement of \$6.5M in grant and loan monies. Mr. Bentley advised the Board that the Recycled  
3 Water operations will exceed the \$250,000 budgeted loss, and is projected to see a \$400K loss for  
4 the year due to interest on money borrowed from Novato while awaiting reimbursement from the  
5 State of California.

6 Mr. Bentley informed the Board that in West Marin water consumption is up 5%, revenue is  
7 up 14%, and the District has expended only 16% of the Capital Improvement Project budget so far  
8 this fiscal year. He stated that there is a net income of \$159K.

9 Mr. Bentley stated that in Oceana Marin there have been no new customers, revenue is up  
10 1% and expenses are up 8% from last year. Mr. Bentley stated that the Sewer Rehab Project is  
11 complete and came in at \$200K rather than the \$275K budgeted.

## 12 **CONSENT CALENDAR**

13 On motion of Director Petteerle, seconded by Director Baker and unanimously carried, the  
14 following items were approved on the Consent Calendar:

## 15 **RESOLUTION FOR REGULATION 5-TEMPORARY SERVICE**

16 At the January 15, 2013 Board meeting, the Board of Directors approved changes to  
17 Regulation 5 - Temporary Service. A resolution is required to adopt regulation changes and was not  
18 included with the January 15<sup>th</sup> Board item.

19 The Board approved Resolution No. 13 - 1 entitled, "Amending Regulation 5 -Temporary  
20 Service."

## 21 **REQUEST OUT-OF-STATE TRAVEL FOR DREW MCINTYRE**

22 Drew McIntyre has been a member of the AWWA California Nevada Section Pipeline  
23 Rehabilitation Committee for over ten years and has served as Chair for the past three years. Mr.  
24 McIntyre requests to attend the annual spring conference taking place in Las Vegas, Nevada from  
25 March 24<sup>th</sup> through the 28<sup>th</sup>. He will be attending committee meetings, technical programs, moderate  
26 the Pipeline Rehabilitation Committee session and co-author a presentation on "Pipe Bursting Water  
27 Mains."

28 The Board authorized Drew McIntyre to travel out-of-state to attend the AWWA Spring  
29 Conference.

1 **AUTHORIZATION TO SOLICIT PROPOSALS FOR REPLACEMENT PHOTOCOPIER**

2 The District purchased a Savin photocopier in January 2005, the photocopier has run over  
3 2.1 million copies and is getting tired. The current budget includes \$25,000 for a replacement  
4 photocopier. Staff has put together a request for proposal and will "test-drive" the top candidates in  
5 house before returning to the Board with a purchase recommendation.

6 The Board authorized the Auditor-Controller to request proposals for a replacement digital  
7 copier/printer/scanner.

8 **ACTION CALENDAR**

9 **PILOT PROGRAM FOR DIGITAL AGENDA PACKET**

10 Katie Young informed the Board that the District would like to create a pilot program to begin  
11 using tablet computers for Board agenda packets. She informed the Board that the District would  
12 purchase two iPad's, one for a volunteer Board member and one for her to train the Board  
13 members. She stated that staff will prepare the agenda packets in a pdf format which can then be  
14 downloaded at home over the internet by each Board member onto their iPad. She noted that  
15 Board members can highlight, markup or make notes as needed or desired on the digital version of  
16 the agenda packet.

17 Mrs. Young informed the Board that other public agencies providing digital agenda packets  
18 via the internet using the iPad include Marin and Sonoma County Board of Supervisors, City of  
19 Novato, Novato Fire Protection District and Novato Sanitary District. She stated District staff  
20 estimates that using digital agendas will save over \$3,800 annually.

21 Mrs. Young advised the Board that if the pilot program is successful, staff will then purchase  
22 the remaining four iPad's for the remaining Directors and three for the other District officers.

23 Director Baker opined that he was not interested in using a tablet for his agenda packets. He  
24 stated that he preferred a hard copy and was not sure he would ever change his ways.

25 Director Petterle asked if he could be the volunteer for the program and stated that he thinks  
26 the District needs to keep an open mind about using tablets and that it will save the District money in  
27 the long run.

28 Mr. DeGabriele stated that there is no obligation for the entire Board to convert to using the  
29 tablet and if a Board member does not want to participate they do not have to do so.

30 On motion of Director Rodoni, seconded by Director Petterle and unanimously carried the  
31 Directors approved the purchase of two iPad2 tablets for a pilot program to use digital agenda

1 packets. The Board also authorized Director Petterle as the volunteer for the program.

2 **GALLAGHER PIPELINE PROJECT- PROP 50 FUNDING RESOLUTION**

3 Drew McIntyre reminded the Board that at the December 4, 2012 meeting, staff advised the  
4 Board that California Department of Public Health invited NMWD to re-submit an application for  
5 Proposition 50 funding for the Gallagher Well and Pipeline project. He noted that in order to do this  
6 the Board needs to adopt a resolution for the Gallagher Well Pipeline.

7 Director Rodoni asked how soon the District will find out the results. Mr. McIntyre stated  
8 approximately two months

9 On motion of Director Baker, seconded by Director Petterle and unanimously carried the  
10 Board approved Resolution No. 13-2 entitled, "To Apply for a Proposition 50 (Water Bond) Funding  
11 Program Grant."

12 **INFORMATION ITEMS**

13 **WATER CONSERVATION MID-YEAR UPDATE (JULY- DECEMBER 2012)**

14 Ryan Grisso, Water Conservation Coordinator, presented the mid-year report for Water  
15 Conservation. He stated that the number of Water Smart Home Surveys along with the Cash for  
16 Grass rebates are down compared to last year. He noted that the toilet rebates are about the same  
17 as last year and there was an increase in the retrofit on resale applications. He advised the Board  
18 that the budget for water conservation is tracking similar to last year. Mr. Grisso opined that staff will  
19 discuss adjusting the rebate amounts in the future to possibly increase participation.

20 Director Baker asked if Mr. Grisso tracked how many people have participated in the rebate  
21 programs. Mr. Grisso answered that he does provide program totals in the monthly progress report  
22 but does not calculate a saturation rate. Director Baker suggested that having that additional data  
23 would be helpful.

24 Director Rodoni asked if Mr. Grisso had an insight as to why the washing machine rebates  
25 had such a dramatic drop. Mr. Grisso opined that the drop is economic related and consumers are  
26 not buying new machines. He noted that the rebate is only \$50 and he is not sure if raising the  
27 rebate would do any good but is something the District could look into.

28 Director Rodoni asked what the totals looked like since the program started. Mr. DeGabriele  
29 stated that there has been 6,021 washing machine rebates.

1 **MID-YEAR PROGRESS REPORT- ENGINEERING DEPARTMENT**

2 Drew McIntyre presented the Mid-Year Progress Report for the Engineering Department. He  
3 stated that Novato expenditures are predicted to be \$1M under budget due to the delay on the  
4 Aqueduct Energy Efficiency Project. He noted that the CalTrans construction contract for the first  
5 phase of that project is now underway and more costs will be incurred towards the end of the fiscal  
6 year. Mr. McIntyre informed the Board that the Recycled Water North and South budgets are  
7 predicted to be \$500K over budget for FY13, primarily due to additional costs for onsite retrofit work.  
8 He stated that in West Marin expenditures are projected to be approximately \$270,000 under  
9 budget.

10 Mr. McIntyre informed the Board that a couple of projects had been added in both Novato  
11 and West Marin including polybutalene (PB) replacements in the Loma Verde area, along with the  
12 Sunset Parkway 12-inch cast iron waterline replacement. He noted that the City of Novato is  
13 planning to repave streets in those areas so the District would like to get the water facilities replaced  
14 before this occurs.

15 Mr. McIntyre advised the Board that in West Marin there will be 26 PB service line  
16 replacements occurring before the county's pavement rehabilitation project.

17 Director Rodoni asked about the cost of the PB replacements in West Marin. Mr. McIntyre  
18 stated that estimated costs are \$3,800 per service. He noted that the construction crews will be  
19 working 10 hour days to minimize travel time and overall project costs.

20 Director Rodoni stated that he was unaware of any PB service line pipe issues in West Marin  
21 and asked if the PB failure rate was the same in Novato. Mr. McIntyre responded that PB failures  
22 were not just in Novato but West Marin as well.

23 **PT. REYES TREATMENT PLANT SOLIDS HANDLING PROJECT- STATUS UPDATE ON MARIN**  
24 **COUNTY COASTAL DEVELOPMENT PERMIT**

25 Mr. McIntyre informed the Board that the District is continuing permitting work for the Pt.  
26 Reyes Treatment Plant Solids Handling Project. He stated that the County has requested that the  
27 District perform additional engineering and environmental work which will cause a delay in the  
28 project. Mr. McIntyre advised the Board that he is setting up a meeting with the County to ask for  
29 clarifications. He noted that one of the biggest permitting issues is regarding a northern spotted owl  
30 question. He stated that the District may have to perform a biological site assessment by a qualified  
31 biologist with expertise in spotted owl surveys.



1 **NOVATO POTABLE WATER SYSTEM FINANCIAL PLAN UPDATE**

2 David Bentley presented an update of the Novato Potable Water System Financial Plan to  
3 the Board stating that at the close of FY11 the District's cash reserve was below \$4M. He advised  
4 the Board that the District's financial plan now forecasts that the District will achieve its goal of a  
5 reserve level equal to 90% of operating expense at the end of FY16 with current assumptions.

6 Mr. Bentley stated the Financial Plan assumes a rate increase of 11% effective June 1, 2013  
7 and increases of 5% each year after that. He said that the plan projects that water sales will be  
8 3.0BG this fiscal year and 2.7BG each year thereafter. He noted that purchased water cost from  
9 Sonoma County Water Agency is projected to increase by 7% going forward. Mr. Bentley stated that  
10 labor cost is projected to increase 3% annually, and is tied primarily to the CPI. Mr. Bentley stated  
11 that the Capital Improvement Projects projection of \$2M/year will likely increase as it will be based  
12 on the Master Plan Update which will suggest a comprehensive facilities replacement program, a  
13 priority of which will be replacement of aging pipelines.

14 Mr. Bentley informed the Board that FY13 connection fee revenue will likely come in below  
15 30 connections. He noted that the Canyon Green Project will bring in 16 new connection fees,  
16 hopefully this spring. Mr. Bentley stated that the Financial Plan projects 30 connection fees next  
17 fiscal year and 50 each year thereafter. He reported that new development in Novato has been  
18 extremely quiet.

19 Mr. Bentley advised the Board that with the significant rate increases adopted by the Board  
20 and the focus on cost control, the District's financial situation has turned around and the District  
21 now has some breathing room moving forward.

22 Director Rodoni asked if Mr. Bentley thought the third year 11% rate increase was necessary  
23 and what would occur if the District had a 5% increase in FY14 instead. Using the interactive  
24 Financial Plan Dashboard Mr. Bentley ran that scenario, which showed that the District would see a  
25 \$4.9M cash decrease over the next 5 years if the planned 11% increase were replaced with a 5%  
26 increase and that there would be no funds for the increased Facilities Replacement projects  
27 previously discussed.

28 Mr. DeGabriele stated that from staff's perspective the Board should continue with the  
29 planned 11% rate increase because it will help the District stay on track to meet its' reserve level  
30 goal.

1 **LAFCO SPECIAL DISTRICT MEMBER- CALL FOR NOMINATIONS**

2 Mr. DeGabriele informed the Board that Marin LAFCO is calling for nominations for a  
3 Special District Regular Member. He stated that Director Rodoni currently serves as a Special  
4 District Member. Director Baker stated that he might be interested in becoming a member of LAFCO  
5 and asked when nominations were due. Mr. DeGabriele responded by March 1<sup>st</sup>.

6 **NBWA MEETING- FEBRUARY 1, 2013**

7 Director Fraites informed the Board that he attended the NBWA meeting on February 1st  
8 and that there was a discussion on sea level rise. He stated that there are two choices either to  
9 retreat or build a levy and opined that the problem is that no one is addressing the issue at hand.

10 Director Fraites stated that Pamela Tuft from the City of Petaluma gave a presentation on  
11 renewing and restore various creeks in the Petaluma watershed to prevent flooding.

12 **WAC/TAC MEETING- FEBRUARY 4, 2013**

13 Mr. DeGabriele informed the Board that at the meeting on February 4th Jake Mackenzie was  
14 elected Chair and Director Rodoni was elected Vice Chair of the Water Advisory Committee (WAC).  
15 He advised the Board that the Water Supply Action Plan was reviewed and that the WAC approved  
16 the list of potential projects for further evaluation. Mr. DeGabriele stated that WAC members  
17 received a brief overview of the draft budget and that for most of the contractors, the rate increase is  
18 under 5%, but for the District the proposed rate increase is under 1%. Mr. DeGabriele advised the  
19 Board that David Bentley participates on the budget subcommittee and has done a good job finding  
20 additional savings in the Sonoma County Water Agency's budget.

21 David Bentley stated that the projected rate increase from the SCWA was only 0.6%. He  
22 suggested that the District put money aside help pay the District's costs for future capital  
23 improvements and for providing rate stabilization toward future rate increases. He noted that the City  
24 of Santa Rosa and City of Petaluma have been setting money aside for upcoming projects. Mr.  
25 Bentley informed the Board that the District is not obligated to pay capital costs until they occur and  
26 will be able to pay cash for them.

27 Mr. DeGabriele stated that the WAC had a nice presentation from SCWA field personnel  
28 about a 36-inch aqueduct valve replacement project. He also noted that there are many new faces  
29 on both the WAC and TAC committees and that the TAC has been spending a lot of time in Ad hoc  
30 meetings to evaluate future projects and fluoridation. Mr. DeGabriele stated that the County of  
31 Sonoma's Health Dept. will be going to the Board of Supervisors on February 26th to talk about  
32 fluoridating the SCWA water supply.

1 Director Rodoni advised the Board that the Chair of the WAC asked if he might be able to go  
2 to Washington at the end of the month.

3 Mr. DeGabriele noted that Mike Healy from the City of Petaluma approached him at the  
4 meeting and stated that the Petaluma City Council was interested in the District transferring service  
5 responsibility in the South Petaluma Boulevard Industrial area to the City of Petaluma.

6 **MISCELLANEOUS**

7 The Board received the following miscellaneous items: Disbursements, Approved FY13/14  
8 Budget Review Schedule, Underground Service Alert, FY13 2nd Qtr. Labor Cost Report,  
9 Outstanding Invoice - Rossi, Meter Reading Accuracy, Letter from Harry Graves, and Press  
10 Release- Flushing Program 2013.

11 The Board also received the following news articles: Santa Rosa City Council picks Robin  
12 Swinth to replace Susan Gorin, Guest Opinion: Magical thinking about fluoridation in Sonoma  
13 County, Press Release - Sonoma County Water Agency - Water Agency announces 2013 public  
14 tours schedule, and District to flush out water system.

15 Director Baker expressed his gratitude for the letter that the District received from Harry  
16 Graves and noted that he was a great person and that he appreciated his kind words. He requested  
17 the District staff respond to his letter.

18 **CLOSED SESSION**

19 President Fraites adjourned the Board into closed session for: Conference with Real  
20 Property Negotiator (Chris DeGabriele & Drew McIntyre) regarding terms of Interconnection  
21 Agreement between North Marin Water District and Marin Municipal Water District in accordance  
22 with Government Code Section 54956.8.

23 **OPEN SESSION**

24 Upon returning to regular session at 9:10 p.m., President Fraites stated that during the  
25 closed session the Board had discussed the issue and no reportable action had been taken.

26 **ADJOURNMENT**

27 President Fraites adjourned the meeting at 9:11 p.m.

28 Submitted by

29  
30  
31  
32 Katie Young  
33 District Secretary

**NORTH MARIN WATER DISTRICT**  
**MONTHLY PROGRESS REPORT FOR January 2013**  
February 19, 2013

1.

**Novato Potable Water Prod - RR & STP Combined - in Million Gallons - FYTD**

Month	FY12/13	FY11/12	FY10/11	FY09/10	FY08/09	13 vs 12 %
July	389	371	379	360	419	5%
August	396	373	368	367	417	6%
September	346	347	358	335	393	0%
October	283	249	278	233	313	14%
November	166	183	164	176	173	-10%
December	146	156	141	149	143	-6%
January	152	178	146	140	107*	-15%
<b>FYTD Total</b>	<b>1,878</b>	<b>1,857</b>	<b>1,835</b>	<b>1,760</b>	<b>1,965</b>	<b>1%</b>

\*Jan 2009 Kastania Meter Malfunction - water production understated by est 56MG

**West Marin Potable Water Production - in Million Gallons - FY to Date**

Month	FY12/13	FY11/12	FY10/11	FY09/10	FY08/09	13 vs 12 %
July	9.8	9.2	9.9	10.0	11.8	6%
August	9.7	9.4	9.9	10.6	11.9	3%
September	8.3	8.7	9.2	9.6	10.2	-5%
October	7.4	6.5	7.8	6.9	9.8	14%
November	5.2	5.1	4.9	5.6	7.2	1%
December	4.5	4.9	4.8	4.5	6.9	-9%
January	5.0*	4.8	4.3	4.2	6.4	4%
<b>FYTD Total</b>	<b>49.9</b>	<b>48.7</b>	<b>50.9</b>	<b>51.3</b>	<b>64.2</b>	<b>2%</b>

\* Jan '13 PRE Tank #4 overflow & Olema Tank cleaning resulted in loss of 322,000 gal.

**Stafford Treatment Plant Production - in Million Gallons - FY to Date**

Month	FY12/13	FY11/12	FY10/11	FY09/10	FY08/09	13 vs 12 %
July	49	115	109	152	131	-58%
August	83	126	108	150	128	-34%
September	72	77	112	155	117	-6%
October	88	113	111	80	81	-22%
November	64	106	95	0	0	-40%
December	0	49	0	0	0	-
January	21	0	0	0	0	-
<b>FYTD Total</b>	<b>375</b>	<b>586</b>	<b>536</b>	<b>537</b>	<b>458</b>	<b>-36%</b>

**Recycled Water Production - in Million Gallons - FY to Date**

Month	FY12/13	FY11/12	FY10/11	FY09/10	FY08/09	13 vs 12 %
July	11.2	11.0	11.9	12.0	13.6	2%
August	10.5	12.2	11.2	12.9	13.6	-14%
September	8.5	9.6	9.5	10.2	10.9	-11%
October	0.0	0.0	2.6	2.6	6.4	-
November	0.0	0.0	0.0	0.0	0.0	-
December	0.0	0.0	0.0	0.0	0.0	-
January	0.0	0.0	0.0	0.0	0.0	-
<b>FYTD Total</b>	<b>30.2</b>	<b>32.8</b>	<b>35.2</b>	<b>37.7</b>	<b>44.5</b>	<b>-8%</b>

## 2. Stafford Lake Data

	January Average	January 2012	January 2013
Rainfall this month	6.1 Inches	3.38 Inches	0.6 Inches
Rainfall this FY to date	16.6 Inches	8.14 Inches	17.1 Inches
Lake elevation*	191.7 Feet	180.13 Feet	196.0 Feet
Lake storage**	1,094 MG	471 MG	1,393 MG

\* Spillway elevation is 196.0 feet

\*\* Lake storage less 390 MG = quantity available for delivery

### Temperature (in degrees)

	Minimum	Maximum	Average
January 2012 (STP)	32	77	50
January 2012 (Novato)	26	78	54
January 2013 (STP)	33	74	51
January 2013 (Novato)	25	76	50

## 3. Number of Services

January 31	Novato Water			Recycled Water			West Marin Water			Oceana Marin Swr		
	FY13	FY12	Incr %	FY13	FY12	Incr %	FY13	FY12	Incr %	FY13	FY12	Incr %
Total meters installed	20,753	20,741	0.1%	18	2	800%	819	818	0.1%	-	-	-
Total meters active	20,493	20,472	0.1%	11	2	450%	776	774	0.3%	-	-	-
Active dwelling units	23,941	23,864	0.3%	0	0	-	811	807	0.5%	227	227	0.0%

## 4. Oceana Marin Monthly Status Report (January)

Description	FY 12-13	FY 11-12
Effluent Flow Volume (MG)	0.59	0.54
Irrigation Field Discharge (MG)	0.82	0.0
Treatment Pond Freeboard (ft)	3.7	3.4
Storage Pond Freeboard (ft)	3.6	7.8

## 5. Developer Projects Status Report (January)

Job No.	Project	% Complete	% This month
2756	Circle Bank	100	1
2766	7320 Redwood Blvd	96	3

## District Projects Status Report - Const Dept (January)

Job No.	Project	% Complete	% This month
7138.00	Sunset Pkwy 12" C.I. Replacements	5	5
8650.19	W.Q. Sample Stations	50	50
7128.12	Loma Verde PB Replacements	100	100

## Employee Hours to Date, FY 12/13

As of Pay Period Ending January 31, 2013

Percent of Fiscal Year Passed = 42%

Developer Projects	Actual	Budget	% YTD Budget	District Projects	Actual	Budget	% YTD Budget
Construction	761	1,694	45	Construction	1,658	3,815	43
Engineering	192	1,393	15	Engineering	3,276	3,855	85

**6. Safety/Liability**

Lost Days	Industrial Injury with Lost Time			Liability Claims Paid	
	OH Cost of Lost Days (\$)	No. of Emp. Involved	No. of Incidents	Incurred (FYTD)	Paid (FYTD) (\$)
FY through Jan 13	0	0	0	2	2,487
FY through Jan 12	11	4664	1	1	1,700

Days without a lost time accident through January 31, 2013= 384 days

**7. Energy Cost**

Not Available

**8. Water Conservation Update**

	Month of January 2013	Fiscal Year to Date	Program Total to Date
High Efficiency Toilet (HET) Rebate (\$100 each)	26	138	2554
Retrofit Certificates Filed	10	207	4664
Cash for Grass Rebates Paid Out	3	21	509
Washing Machine Rebates	34	156	6055
Water Smart Home Survey	0	96	1336

**9. Utility Performance Metric**

<b>CUSTOMER SERVICE INTERRUPTIONS</b>	<b>Jan. No. of Customers Impacted</b>
<b>PLANNED</b>	
Duration Between 0.5 and 4 hours	5
Duration Between 4 and 12 hours	
Duration Greater than 12 hours	
<b>UNPLANNED</b>	
Duration Between 0.5 and 4 hours	8
Duration Between 4 and 12 hours	
Duration Greater than 12 hours	

<b>SERVICE LINES REPLACED</b>	<b>January</b>
Polybutylene	10
Copper (Replaced or Repaired)	3

# NORTH MARIN WATER DISTRICT

## Summary of Complaints & Service Order January 2013

Prepared: 02/08/13

<u>Type</u>	<u>Jan-13</u>	<u>Jan-12</u>	<u>Action Taken January 2013</u>
<b><u>Consumers' System Problems</u></b>			
Service Line Leaks	0	5	Notified Consumer
Meter Leak Consumer's Side	8	15	Notified Consumer
House Plumbing	0	0	~
Noisy Plumbing	0	0	~
Seepage or Other	0	0	~
House Valve / Meter Off	3	7	Turned Back On
Nothing Found	5	3	Notified Consumer
Low Pressure	1	2	Pressure good @ 70 PSI.
High Pressure	1	0	Pressure @ 80 PSI. Recommended PRV
Water Waster Complaints	0	0	~
<b>Total</b>	<b>18</b>	<b>32</b>	
<b><u>Service Repair Reports</u></b>			
Register Replacements	0	0	~
Meter Replacement	2	4	Replaced
Meter Box Alignment	0	0	~
Meter Noise	0	0	~
Dual Service Noise	0	0	~
Box and Lids	0	1	~
Water Off/On Due To Repairs	3	9	Notified Customer
Misc. Field Investigation	3	0	Notified Customer
<b>Total</b>	<b>8</b>	<b>14</b>	
<b><u>Leak NMWD Facilities</u></b>			
Main-Leak	0	0	~
Mains-Nothing Found	0	0	~
Mains-Damage	0	0	~
Service- Leak	13	6	Repaired
Services-Nothing Found	1	1	Notified Customer
Service-Damaged	0	0	~
Fire Hydrant-Leak	1	3	Repaired
Fire Hydrants-Nothing Found	0	0	~
Fire Hydrants-Damaged	0	0	~
Meter Replacement	0	0	~
Meters-Leak	0	0	~
Meters-Nothing Found	0	0	~
Meters Damaged	0	0	~
Washer Leaks	5	9	Replaced
<b>Total</b>	<b>20</b>	<b>19</b>	
<b><u>High Bill Complaints</u></b>			
Consumer Leaks	10	7	Notified Customer
Meter Testing	0	0	~
Meter Misread	8	3	Notified Customer
Nothing Found	14	12	Notified Customer
Projected Consumption	0	0	~
Excessive Irrigation	1	0	Notified Customer
<b>Total</b>	<b>33</b>	<b>22</b>	

# NORTH MARIN WATER DISTRICT

## Summary of Complaints & Service Order January 2013

Prepared: 02/08/13

Type	Jan-13	Jan-12	Action Taken January 2013
<b><u>Low Bill Reports</u></b>			
Meter Misread	0	0	~
Stuck Meter	0	0	~
Nothing Found	1	0	Notified Customer
Projected Consumption	0	0	~
Minimum Charge Only	0	0	~
<b>Total</b>	<b>1</b>	<b>0</b>	
<b><u>Water Quality Complaints</u></b>			
Taste and Odor	1	2	<b><i>Customer reported strong odor in water. (Denlyn St)</i></b> Strong odor coming from the drain. Customer was notified.
Color	0	0	~
Turbidity	0	1	~
Suspended Solids	0	1	~
Other	1	6	<b><i>Customer experiencing nausea &amp; wants to have water tested. (Burning Tree Dr)</i></b> No coliforms detected. No lead detected. Customer was notified of results.
<b>Total</b>	<b>2</b>	<b>10</b>	
<b>TOTAL FOR MONTH:</b>	<b>82</b>	<b>97</b>	<b>-15%</b>

### Fiscal YTD Summary

Consumer's System Problems	265	253	5%	Increase In Nothing Found
Service Repair Report	90	64	41%	Increase In Field Investigation
Leak Complaints	162	186	-13%	Decrease In Service Line Leak
High Bill Complaints	375	270	39%	Increase In Nothing Found
Low Bills	2	6	-67%	Decrease In Nothing Found
Water Quality Complaints	24	36	-33%	Decrease In Other
<b>Total</b>	<b>918</b>	<b>815</b>	<b>13%</b>	

### Change Primarily Due To



# NORTH MARIN WATER DISTRICT

## Summary of Complaints & Service Order January 2013

Prepared: 02/08/13

<u>Type</u>	<u>Jan-13</u>	<u>Jan-12</u>	<u>Action Taken January 2013</u>
<b><u>"In House" Generated and Completed Work Orders</u></b>			
<b><u>Check Meter:</u></b> possible consumer/District leak, high bill, flooded, need read, etc.	246	215	
<b><u>Change Meter:</u></b> leaks, hard to read	22	16	
<b><u>Possible Stuck Meter</u></b>	2	15	
<b><u>Repair Meter:</u></b> registers, shut offs	0	0	
<b><u>Replace Boxes/Lids</u></b>	7	14	
<b><u>Hydrant Leaks</u></b>		0	
<b><u>Trims</u></b>	26	54	
<b><u>Dig Outs</u></b>	57	107	
<b><u>Letters to Consumer:</u></b> meter obstruction, trims, bees, gate access, etc.	0	0	
<b><u>Misc:</u></b> locate meter, get meter number, cross connection follow ups, kill service, etc.	0	0	
	<b>360</b>	<b>421</b>	

### Bill Adjustments Under Board Policy:

#### January 13 vs. January 12

Jan-13	29	\$16,166
Jan-12	15	\$3,369

#### Fiscal Year to Date vs. Prior FYTD

12/13 FYTD	257	\$92,130
11/12 FYTD	190	\$43,480

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## MEMORANDUM

To: Board of Directors

February 15, 2013

From: David L. Bentley, Auditor-Controller

Subj: Auditor-Controller's Monthly Report of Investments for January 2013

t:\aclword\invest\13\investment report 0113.doc

**RECOMMENDED ACTION:** Information

**FINANCIAL IMPACT:** None

At month end the District's Investment Portfolio had an amortized cost value (i.e., cash balance) of \$8,526,501 and a market value of \$8,534,398. During January the cash balance decreased by \$130,177. For the fiscal year, the cash balance decreased \$1,982,891. The market value of securities held decreased by \$4,326 during the month. The ratio of total cash to budgeted annual operating expense stood at 67%, up 1% from the prior month. This compares to the District's target ratio of 90%, or \$11.4 million. To date, \$6,841,435 has been advanced for the recycled water expansion project pending reimbursement via grant and SRF Loan funds.

At January 31, 2013, 62% of the District's Portfolio was invested in California's Local Agency Investment Fund (LAIF), 18% in Time Certificate of Deposits, and 12% in Corporate Medium Term Notes. The weighted average maturity for the portfolio was 168 days, compared to 59 days at the end of last month. The LAIF interest rate for the month was 0.30%, compared to 0.33% the previous month. The weighted average Portfolio rate was 0.45%, compared to 0.42% the previous month. Including interest paid by Black Point Partners on the StoneTree Golf Club Recycled Water Facilities Loan, the District earned \$4,999 in interest revenue during January, with 28% earned by Novato Water and the balance distributed to the other improvement districts.

State Controller John Chiang's January report on California's financial position stated:

"Last month's revenues were by far the highest that California has seen in any January for the past decade. Along with increased auto sales, rising home values, and more construction, it signals that California may be entering an era where we can govern outside of crisis. However, given our state's troubled history with boom-or-bust revenue cycles, this good news must be tempered with increased fiscal discipline in how we interpret and budget January's collections."

**NORTH MARIN WATER DISTRICT  
AUDITOR-CONTROLLER'S MONTHLY REPORT OF INVESTMENTS  
January 31, 2013**

Type	Description	S&P Rating	Purchase Date	Maturity Date	Cost Basis <sup>1</sup>	1/31/2013 Market Value	Yield <sup>2</sup>	% of Portfolio
<b>L A I F</b>	State of CA Treasury	A	Various	Open	\$5,313,174	\$5,319,163	0.30% <sup>3</sup>	<b>62%</b>
<b>Time Certificate of Deposit</b>								
TCD	Bank of Marin	n/a	6/3/11	6/3/13	\$1,000,000	\$1,000,000	1.00%	12%
TCD	Ally Bank	n/a	9/28/12	10/1/14	248,000	248,000	0.85%	3%
TCD	Goldman Sachs	n/a	12/5/12	12/5/14	248,000	248,000	0.75%	3%
					<b>\$1,496,000</b>	<b>\$1,496,000</b>	<b>0.93%</b>	<b>18%</b>
<b>Corporate Medium Term Note</b>								
MTN	General Electric	AA+	1/29/13	10/9/15	\$1,003,982	\$1,001,374	0.70%	12%
					<b>\$1,003,982</b>	<b>\$1,001,374</b>	<b>0.70%</b>	<b>12%</b>
<b>Other</b>								
Agency	Marin Co Treasury	AA+	Various	Open	\$370,337	\$370,337	0.22%	4%
Bond	Olema G.O. Bond	A+	5/31/91	1/1/15	7,661	12,177	5.00%	0%
Other	Various	n/a	Various	Open	335,347	335,347	0.00%	4%
<b>TOTAL IN PORTFOLIO</b>					<b>\$8,526,501</b>	<b>\$8,534,398</b>	<b>0.45%</b>	<b>100%</b>

Weighted Avg. Maturity = **168 Days**

L A I F: State of California Local Agency Investment Fund.

MTN: Medium Term Note - Maturity of 5 years or less.

TCD: Time Certificate of Deposit

Agency: West Marin General Obligation Bond Fund tax receipts & STP State Revolving Fund Loan Reserve.

Bond: Annual \$4,113 payment is paid by tax levy on Olema residents.

Other: Comprised of 4 accounts used for operating purposes. US Bank Operating Account, US Bank STP SRF Loan Account, Bank of Marin AEEP Checking Account & NMWD Petty Cash Fund.

1 Original cost less repayment of principal and amortization of premium or discount.

2 Yield defined to be annualized interest earnings to maturity as a percentage of invested funds.

3 Earnings are calculated daily - this represents the average yield for the month ending January 31, 2013.

<b>Interest Bearing Loans</b>	Loan	Maturity	Original	Principal	Interest
	Date	Date	Loan Amount	Outstanding	Rate
Black Point Partners-BPGL	6/30/06	2/28/24	\$3,612,640	\$2,398,449	2.40%
Employee Housing Loans (8)	Various	Various	1,441,785	1,441,785	Contingent
Employee Computer Loans (4)	Various	Various	7,837	3,139	1.60% (avg)
<b>TOTAL INTEREST BEARING LOANS</b>			<b>\$5,062,262</b>	<b>\$3,843,373</b>	

**The District has the ability to meet the next six months of cash flow requirements.**

**MEMORANDUM**

To: Board of Directors

February 15, 2013

From: Chris DeGabriele, General Manager

Subject: LAFCO Special District Member Call for Nominations  
t:\gm\lafco\bod memo lafco.doc

**RECOMMENDED ACTION:** Nominate Director Baker for Marin LAFCO Special District Regular Member

**FINANCIAL IMPACT:** None

Marin LAFCO is calling for nominations for a Special District Regular Member (attached). Nominations can be received up to March 1, 2013. Director Baker is interested in the position. The nomination form and nominee qualifications are included with the attachment.

**RECOMMENDATION:**

Board nominate Director Baker Marin LAFCO Special District Regular Member.

Approved by GM CD  
Date 2/15/2013

DATE: December 28, 2012  
TO: Members, Marin Local Agency Formation Commission  
Boards, Independent Special Districts  
FROM: Peter Banning, Executive Officer  
RE: Call for Nominations - LAFCO Special District Member

RECEIVED  
DEC 31 2012  
North Marin Water District

### Special District Election

Regular Member Einar Asbo has served as the regular member of Marin LAFCO since May 2004 when he was elected to serve the remainder of the Special District Member term that ended in May 2005. Mr. Asbo was then re-elected to serve two additional four-year terms. This current term will end in May 2013. A mail ballot election must be held to select or reselect a member for this position, serving a four-year term ending in May 2017.

Attached is a copy of LAFCO's adopted procedure for Special District Member elections. As outlined in the attached procedure, nominations must be submitted in writing by special district governing boards within 60 days of the date of the call for nominations and must include a statement of the candidate's qualifications.

### Selection Schedule

The Commission will receive nominations through March 1, 2013. Enclosed are the forms for nominations and statements of candidate qualifications.

Ballots will be distributed to all Marin special districts by certified mail on March 4, 2013. The completed Nominee Qualification forms will accompany the mail ballot. The final date the LAFCO office will accept ballots will be May 6, 2013. Ballots are accepted by mail or facsimile at (415) 446-4410. The newly-elected special district member will be seated at the May 2013 Commission meeting.

If your district has questions or comments, please contact the Marin LAFCO office at (415) 446-4409.

*Chairperson:* Jeffrey Blanchfield  
*Members:* Judy Arnold, Einar Asbo, Barbara Heller, Carla Condon, Dennis J. Rodoni, Kathrin Sears  
*Alternates:* Susan Adams, Christopher Burdick, Craig K. Murray, Herb Weiner  
*Executive Officer:* Peter V. Banning

## Marin Local Agency Formation Commission

555 Northgate Drive, Suite. 230 • San Rafael, California 94903  
Telephone (415) 446-4409 • Facsimile (415) 446-4410 • Email [staff@marinlafco.org](mailto:staff@marinlafco.org)  
Website <http://lafco.marin.org>

**Policy and Procedure for  
Mail Ballot Special District Member Selection**

**Legislative Authority**

California Government Code Section 56332(c)(1) provides for selection of regular and alternate special district LAFCO members by a mail ballot process when the executive officer determines that a meeting of the special district selection committee is not feasible. Meetings of the Marin County Special District Selection Committee have previously failed to reach a quorum, indicating the infeasibility of Selection Committee meetings.

**Purpose**

The purpose of this policy is to clearly describe the procedure for selection of special district members of the Commission.

**Policy**

It is the policy of Marin Local Agency Formation Commission to conduct selection proceedings of regular and alternate special district members by a mail ballot process. Pursuant to Government Code Section 56332(d), the representation by a regular or alternate member "who is a special district officer shall not disqualify, or be cause for disqualification of, the member from acting on a proposal affecting the special district."

**Procedure for Special District Member Selection**

1. LAFCO staff will initiate the mail ballot selection process for special district members 180 days prior to the expiration of the term of a special district member or immediately upon notification that the service of a special district member on LAFCO will end prior to the expiration of his or her term.
2. The executive officer will initiate the mail ballot process by distributing to each independent special district a call for nominations, including a schedule of the selection process and a copy of this policy. Nominations must be submitted in writing by special district governing boards within 60 days of the date of the call for nominations. The submittal of a nomination must include a statement of the candidate's qualifications.

3. Within five working days of the close of the nomination period, LAFCO staff will distribute by certified mail one ballot to each independent special districts. The distribution of ballots will include a statement of qualifications for each candidate on the ballot.
4. Ballots may be submitted by mail or facsimile within 60 days of distribution of the ballots.
5. A majority of independent special district must cast ballots in order to select a special district member. Selection will be made by majority of votes cast.
6. Ballots cast by each special district must bear the signature of the district's presiding officer. If the presiding officer is unavailable, the district board may authorize another member of the board to cast the district's vote. Ballots may be returned to the LAFCO office by mail or by facsimile.
7. All ballots and other records of each selection process shall be retained in the LAFCO office for at least four years and will be available for public inspection.
8. Where more than two candidates are nominated, the ballot form will provide for selection by majority of votes cast through an "instant runoff" as follows:
  - a) Each district casting a vote will rank the candidates in order of their preference. District boards would simply indicate a "1" next to their first choice, a "2" next to their second choice, a "3" next to their third choice etc.
  - b) In counting the votes by LAFCO staff, all first choice votes are counted. If any candidate receives over 50 percent of the first choice votes, that candidate is selected as special district member.
  - c) If no candidate receives a majority, then the candidate with the fewest "1" votes is eliminated. The ballots of the supporters of the eliminated candidate are then transferred to whichever of the remaining candidates they marked for their second choice. This process will be continued until one candidate receives a majority and is selected as special district member.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

REGULAR MEMBER SPECIAL DISTRICT MEMBER

Name of District: North Marin Water District

\_\_\_\_\_ 1. Board voted to nominate the following current member of its own or another independent special district.

\*Name of Nominee: John (Jack) Baker

\_\_\_\_\_ 2. Board did not act.

\*Attach completed qualification form.

BOARD ACTION:

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_  
Board President

Attest:

\_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

**MUST BE RETURNED TO LAFCO BY March 1, 2013.**  
Forms may be faxed to (415) 446-4410.



MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE QUALIFICATIONS

Special District Representative

Nominated for: Alternate Representative \_\_\_\_\_ Regular Representative  X

Name: John (Jack) Baker

Telephone: (Home) (415) 382-3332 (Work) \_\_\_\_\_

Email Address: jckbaker@gmail.com

Home Address:	Employer's Name and Address:
<u>425 Corte Norte</u>	_____
<u>Novato, CA 94949</u>	_____
_____	_____

Present Occupation: Registered Civil Engineer (Retired)

- Summary of Qualifications for Position:
  - Over 40 years of engineering experience (6 1/2 with the State of California, 35+ years with County of Marin) with design and construction of public facilities.
  - Served one term as Director for Novato Sanitary District (1978-1982).
  
- Reasons for Applying:

During the course of employment with County of Marin Department of Public Works (DPW) I have had frequent interaction with Marin County Special Districts as well as with the eleven municipalities. Familiarity with these entities and their respective services and jurisdictions would enable me to effectively contribute as a member of the LAFCO decision making process.
- Please list any organizations of which you are an officer or an employee:

North Marin Water District (Director) 1983-present.

Please return to: Marin LAFCO  
165 N. Redwood Drive, Suite 160  
San Rafael, CA 94903

\*Additional information may be attached.

**MEMORANDUM**

To: Board of Directors February 15, 2013  
From: Robert Clark, Operations / Maintenance Superintendent *RC*  
Subject: Authorize Vacuum Excavator Replacement  
x:\maint sup\2013\bod\vac trailer bod 213.doc

**RECOMMENDED ACTION:** Authorize staff to solicit bids for the purchase of a replacement Vacuum Excavator.

**FINANCIAL IMPACT:** None at this time (\$65,000 included in FY12/13 Budget)

In 2003 the district purchased the current trailer mounted vacuum excavator to help improve the efficiency of service replacements and emergency repair work. The 900 gallon VacTec equipment has served that purpose well. Over the past few years maintenance activities have increased, Bay Area Air Quality Management District emission rules have changed and the existing vacuum excavator has become less reliable and more costly to maintain.

In the current FY 12/13 budget, staff recommended replacement of the trailer mounted vacuum excavator. After a review of the California State vehicle / equipment bid list, there were no vendors able to meet our specifications. This new equipment will need to meet our needs for some time to come and as such will be required to meet the highest current emission level tier 4i.

Equipment vendors have been contacted over the past few months to provide staff with demonstration models of their tier 4i vacuum excavator equipment. After these demonstrations, District staff developed a specification for proposals, and is therefore recommending a Request for Proposal be sent to the dealers listed below for competitive bids on this equipment.

RDO Equipment, Livermore. Veermer Brand

Ditch Witch, Sacramento. Ditch Witch Brand

ALLQUIP Universal, Sacramento. Ring-O-Matic Brand

**RECOMMENDATION**

Authorize staff to solicit bids for the purchase of a new 800-gallon, trailer mounted vacuum excavator.

Approved by GM CD  
Date 2/15/2013

# North Marin Water District

## PRODUCT SPECIFICATIONS

**DRAFT**

The following Specifications are for a portable, trailer-mounted, self-contained vacuum excavator unit to be used for utility excavation, the unit is to meet or exceed the following specifications:

### General

Specifications	Yes?	No?	Reason for Noncompliance
• Unit must be new and current model	<input type="checkbox"/>	<input type="checkbox"/>	
• Lockable curbside controls	<input type="checkbox"/>	<input type="checkbox"/>	
• Three each (3) 15 feet X 4" diameter lightweight, smooth bore rubber suction hose (Industrial Rated) with Bauer Couplings on each end.	<input type="checkbox"/>	<input type="checkbox"/>	
• Suction hose storage rack.	<input type="checkbox"/>	<input type="checkbox"/>	
• Two (2) 4" diameter lightweight dielectric suction wands (one 4 ft. and one 6 ft.)	<input type="checkbox"/>	<input type="checkbox"/>	
• Battery with nationwide warranty	<input type="checkbox"/>	<input type="checkbox"/>	
• 6" Amber strobe light with at least two (2) adjustable halogen work lights	<input type="checkbox"/>	<input type="checkbox"/>	
• Engine, vacuum blower and water pump under the same enclosure	<input type="checkbox"/>	<input type="checkbox"/>	
• Unit shall be media blasted and 2 coats of epoxy primer followed by 2 coats of acrylic epoxy paint, color to be a standard automotive white.	<input type="checkbox"/>	<input type="checkbox"/>	

### Engine

Specifications	Yes?	No?	Reason for Noncompliance
• Water-cooled Diesel Engine 2013 portable tier 4 interim rated EPA emissions compliant, fully enclosed to reduce noise	<input type="checkbox"/>	<input type="checkbox"/>	
• Certified to run in California	<input type="checkbox"/>	<input type="checkbox"/>	
• Engines rated 50 HP and above will be registered with the BAAQMD and PERB	<input type="checkbox"/>	<input type="checkbox"/>	

• Hinged side panels for easy access	<input type="checkbox"/>	<input type="checkbox"/>	
• Engine exhaust must exit through the top of the engine enclosure	<input type="checkbox"/>	<input type="checkbox"/>	
• Engine fuel tank capacity to be 15 gallons minimum	<input type="checkbox"/>	<input type="checkbox"/>	

**Blower/Vacuum Pumps**

Specifications	Yes?	No?	Reason for Noncompliance
• Vacuum Pump will be a rotary lobe type and rated for 1000 CFM minimum	<input type="checkbox"/>	<input type="checkbox"/>	
• Vacuum Pump capable of 15" of mercury	<input type="checkbox"/>	<input type="checkbox"/>	
• Vacuum Pump must be direct drive	<input type="checkbox"/>	<input type="checkbox"/>	
• Vacuum silencer must exhaust through the top of the engine enclosure	<input type="checkbox"/>	<input type="checkbox"/>	
• Reverse pressure capability to off-load liquids and dislodge debris in hose	<input type="checkbox"/>	<input type="checkbox"/>	
• Vacuum pump not to exceed 80 dBA at full performance	<input type="checkbox"/>	<input type="checkbox"/>	

**Filtration**

Specifications	Yes?	No?	Reason for Noncompliance
• Washable and removable Filtration Cylinders	<input type="checkbox"/>	<input type="checkbox"/>	
• Vacuum filter with a maximum 5-micron rating	<input type="checkbox"/>	<input type="checkbox"/>	
• Filter must be housed in canister with water trap	<input type="checkbox"/>	<input type="checkbox"/>	

**Water System**

Specifications	Yes?	No?	Reason for Noncompliance
• Water pump must be powered by same engine	<input type="checkbox"/>	<input type="checkbox"/>	
• Electric clutch with on / off control and soft start feature for safety	<input type="checkbox"/>	<input type="checkbox"/>	

• Adjustable from 0-4000 psi at 6 GPM with low water shut down system	<input type="checkbox"/>	<input type="checkbox"/>	
• 250 minimum, 400maximum gallon total water capacity plumbed to high pressure pump with drain	<input type="checkbox"/>	<input type="checkbox"/>	
• 50 feet of High Pressure Hose with quick coupler for wands	<input type="checkbox"/>	<input type="checkbox"/>	
• Locking self retracting hose reel	<input type="checkbox"/>	<input type="checkbox"/>	
• One (1) 3-ft. variable nozzle wand and control handle	<input type="checkbox"/>	<input type="checkbox"/>	
• One (1) 5 ft. Roto wand and control handle	<input type="checkbox"/>	<input type="checkbox"/>	

**Tank**

Specifications	Yes?	No?	Reason for Noncompliance
• Spoils tank capacity minimum of 800 gallons.	<input type="checkbox"/>	<input type="checkbox"/>	
• Full spoil tank shut off with over ride capabilities.	<input type="checkbox"/>	<input type="checkbox"/>	
• Tank wash system	<input type="checkbox"/>	<input type="checkbox"/>	
• Full diameter rear door with 2 fluid level indicators ( 50% and 90% full)	<input type="checkbox"/>	<input type="checkbox"/>	
• 6" brass rear discharge valve	<input type="checkbox"/>	<input type="checkbox"/>	
• 4" brass rear inlet valve with Bauer coupling	<input type="checkbox"/>	<input type="checkbox"/>	
• Service port for shut off ball system	<input type="checkbox"/>	<input type="checkbox"/>	
• Hydraulically opening and positive locking rear door with push button controls	<input type="checkbox"/>	<input type="checkbox"/>	
• Hydraulic door cylinder internally ported for safety in the event a hydraulic hose failure to prevent rapidly losing load and injuring operator.	<input type="checkbox"/>	<input type="checkbox"/>	
• Hydraulic dump cylinders with remote control to raise tank 60 degrees	<input type="checkbox"/>	<input type="checkbox"/>	

• Twin hydraulic cylinders for dumping, serviceable with the tank down	<input type="checkbox"/>	<input type="checkbox"/>	
• OSHA lock out devices on tank lift hydraulic cylinder	<input type="checkbox"/>	<input type="checkbox"/>	

**Trailer**

Specifications	Yes?	No?	Reason for Noncompliance
• Dual Axles 10,000 lb minimum or rated for finished unit	<input type="checkbox"/>	<input type="checkbox"/>	
• 10,000 Lb tongue jack with power up / down feature.	<input type="checkbox"/>	<input type="checkbox"/>	
• Heavy Duty Trailer	<input type="checkbox"/>	<input type="checkbox"/>	
• Pintle Hitch rated for unit	<input type="checkbox"/>	<input type="checkbox"/>	
• Electric Brakes on both axles, with safety breakaway	<input type="checkbox"/>	<input type="checkbox"/>	
• California legal LED lighting	<input type="checkbox"/>	<input type="checkbox"/>	
• 7 pin round trailer cord plug.	<input type="checkbox"/>	<input type="checkbox"/>	

**Hydraulics**

Specifications	Yes?	No?	Reason for Noncompliance
• Hydraulic system shall be of the gear drive type and be direct drive by same engine as vacuum blower and water pump	<input type="checkbox"/>	<input type="checkbox"/>	
• Hydraulic system to provide outlet for auxiliary connectors on curbside.	<input type="checkbox"/>	<input type="checkbox"/>	
• Hydraulic system may be used to power a tongue jack	<input type="checkbox"/>	<input type="checkbox"/>	

**Control Panel/Operator Station**

Specifications	Yes?	No?	Reason for Noncompliance
• Waterproof, lighted and Lockable	<input type="checkbox"/>	<input type="checkbox"/>	
• Key Switch	<input type="checkbox"/>	<input type="checkbox"/>	
• Integrated into engine stand (curb side for easy operation)	<input type="checkbox"/>	<input type="checkbox"/>	
• Vacuum Pressure Gauge	<input type="checkbox"/>	<input type="checkbox"/>	
• Oil Pressure Gauge	<input type="checkbox"/>	<input type="checkbox"/>	
• Water Temperature Gauge	<input type="checkbox"/>	<input type="checkbox"/>	
• Fuel Gauge	<input type="checkbox"/>	<input type="checkbox"/>	
• Vacuum Pressure Switch	<input type="checkbox"/>	<input type="checkbox"/>	
• Water Pump Switch	<input type="checkbox"/>	<input type="checkbox"/>	
• Volt Meter	<input type="checkbox"/>	<input type="checkbox"/>	
• Hour Meter	<input type="checkbox"/>	<input type="checkbox"/>	
• Lights and DOT Strobe Controls	<input type="checkbox"/>	<input type="checkbox"/>	

**Operator Training**

Specifications	Yes?	No?	Reason for Noncompliance
• Hands on operator training <b>MUST</b> be provided at no additional cost at time of delivery by authorized dealership personnel.	<input type="checkbox"/>	<input type="checkbox"/>	

**Warranty Information**

Specifications	Yes?	No?	Reason for Noncompliance
<ul style="list-style-type: none"> <li>• Must be included with bid submittal, including locations of authorized maintenance dealers.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• One (1) year minimum full warranty included in price.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Optional extended warranty if available.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

**Delivery**

Specifications	Yes?	No?	Reason for Noncompliance
<ul style="list-style-type: none"> <li>• Delivery must be made no later than 90 days ARO (after receipt of Purchase Order) by the awarded bidder.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

**Specifications Literature**

Specifications	Yes?	No?	Reason for Noncompliance
<ul style="list-style-type: none"> <li>• MUST be included with bid for equipment being offered.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

**Operation and Maintenance Manuals**

Specifications	Yes?	No?	Reason for Noncompliance
<ul style="list-style-type: none"> <li>• Two (2) sets of the operator's manuals</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Two (2) sets of the parts manuals</li> </ul>			



## MEMORANDUM

To: Board of Directors  
From: David L. Bentley, Auditor-Controller  
Subj: Rate Increase Notice  
t:\ac\word\memo\13\notice on bill 2013.docx

February 15, 2013

### **RECOMMENDED ACTION: Approve Notice on Water Bill**

### **FINANCIAL IMPACT: No Cost**

At the May 24, 2011 public hearing the Board approved three annual water rate increases averaging 11% for residential customers effective June 1 of 2011, 2012 and 2013. When multiple rate increases are approved, the California Government Code requires that notice of each rate adjustment be given not less than 30 days before the effective date of the adjustment. To meet this requirement, we propose to add a notice to the water bill, using the same language as approved by the Board last year, as follows:

*A rate increase averaging 11% for residential customers will be effective on June 1, 2013. The increase was approved at a May 2011 public hearing. The impact of the increase, based on your individual water use, can be viewed at [www.nmwd.com](http://www.nmwd.com) or call us at (415) 897-4133.*

The proposed message is succinct (224 characters) as the message space on the water bill is limited to about 250 characters. Some wordsmithing is possible should the Board desire.

The Water Cost Calculator on the District's website calculates the cost and impact of the approved increases in dollars and percentages for every customer account based on each account's individual water use history. An example, using NMWD's typical single-family customer, who uses 107,000 gallons of water annually, is shown on the back of this memorandum. A prominent link to the Water Cost Calculator has been placed on the District home page.

NMWD's customer base is divided into eight groups billed bimonthly. The message will be included on water bills mailed commencing March 1, thereby ensuring that all customers will receive the notice by April 30, thus meeting the 30 day notice requirement.

### **Recommendation:**

Approve placing the message above on the water bill for Novato customers commencing March 1, 2013.

### NMWD ANNUAL WATER COST CALCULATOR

**Service Location:** 123 Main Street  
**Zone:** A (0'-60')

**Account No:** 897901  
**Meter Size:** 0.625"

<b>Basic Data</b>	<b>6/1/12</b>	<b>6/1/13</b>
Water Use (Annual Gallons) *	106,964	106,964
Service Charge (Bimonthly)	\$25.00	\$30.00
Water Rate/1,000 Gallons **	\$3.73	\$4.03
<b>Annual Cost</b>		
Service Charge	\$150	\$180
Water Use Charge	\$399	\$431
Total Annual Cost	\$549	\$611
Annual Increase		\$62
Percentage Increase		11%
<b>Monthly Increase:</b>		<b>\$5</b>

\* Water Use shown is based on your prior 12 months billed consumption.


\*\* Water Rate shown is your annual average. The Water Rate and Water Use Charge assume your seasonal water use pattern remains consistent with your prior 12 months billed consumption.

*This Annual Water Cost Calculator is for estimating purposes only and may not provide all of the information contained on your specific customer bill or be precisely accurate. Your future water cost will vary based upon your actual water use. If you have questions about this calculator please call the District at 415.897.4133 and ask for customer service.*

## MEMORANDUM

To: Board of Directors

February 15, 2013

From: Dianne Landeros, HR Supervisor 

Subj: Policy for On-Call and Stand-By Duty; Overtime Policy

t:\finance\memos\bod oncall standby overtime policies.docx

**RECOMMENDED ACTION:** Approve Policy Revisions

**FINANCIAL IMPACT:** \$8,600 Savings Annually

Attached is Board Policy Number 26, Policy for On-Call and Stand-By Duty and the Overtime Policy with the following revisions:

### *Policy for On-Call and Stand-By Duty*

1. Clarify the hours and holiday weekends for stand-by duty.
2. Clarify job classifications for stand-by crews to provide more flexibility to the Construction/Maintenance Superintendent.
3. Clarify the hours for Construction weekly on-call duty.
4. Remove redundant paragraph for Treatment Plant Operators on-call duty.
5. Define Lab stand-by duty.
6. Add paragraph to Compensation section about compensating time off for Ops/EM employees for on-call duty served. This paragraph is in the MOU On-Call Compensation section.

### *Overtime Policy*

1. Delete Compensation for Weekend Lab Work. This section was intended for part-time lab employees and is no longer applicable. Current weekend lab work is all scheduled overtime, and therefore not eligible for on-call or call-out pay.

These policy revisions have been reviewed and approved by the Employee Association.

### RECOMMENDATION

Board approve revised Policy for On-Call and Stand-By Duty and Overtime Policy.

## North Marin Water District

### POLICY: Policy for On-Call and Stand-by Duty

BOARD POLICY NUMBER: 26

Effective Date: ~~February 1, 2010~~ March 1, 2013

Last Review: January 2010  
Date Approved: February 2, 2010

#### Purpose

The purpose of the on-call and stand-by duty program is to provide immediate attention to water and sewer system problems that occur at times other than during normal working hours.

#### Duties

##### *On-Call*

The duties of the on-call District employees are to respond to all after-hours calls and to resolve all problems as simply and quickly as possible. On-call personnel are expected to resolve problems over the telephone, via computer, in the field and/or to call other District stand-by personnel when assistance is needed as appropriate. On-call personnel must possess Distribution Operator certification.

##### *Stand-By*

The duties of the stand-by District employees are to respond to the on-call personnel request for assistance on to any after-hour holiday weekends as defined below. issues to resolve as quickly as possible. Stand-by duty begins at 3:30PM the day before the holiday weekend and ends at 7:00AM on the first working day after the holiday weekend. Stand-by personnel are expected to resolve problems or make facilities safe and secure for completion during the next regular business day. Stand-by Construction crews may include up to 3 employees from the positions of Pipeline Foreman, Heavy Equipment Operator, Pipe Worker, Pipeworker Assistant, and Laborer, (includes Field Service Representatives, and Maintenance Field Service employees) level classification, at the determination of the Construction/Maintenance Superintendent.

Stand-by will be assigned on the following holiday weekends:

1. New Year's weekend (January 1) when New Year's Day falls on a Monday or Friday
2. Martin Luther King Holiday (3<sup>rd</sup> weekend in January)
3. President's Day (3<sup>rd</sup> weekend in February)

4. Memorial Day weekend (last Monday in May)
5. Independence Day weekend when July 4<sup>th</sup> falls on a Monday or Friday
6. Labor Day weekend (1<sup>st</sup> Monday of September)
7. Thanksgiving weekend (4<sup>th</sup> Thursday & Friday in November)
8. Christmas weekend (December 25) when Christmas Day falls on a Monday or Friday

The on-call and stand-by employees must be available at all times\_while serving this duty. This means the employee must:

1. Remain within 20 miles of the District office.
2. Remain within range of the ~~pager and~~ cell phone signal.
3. On-call employee responds to calls from the answering service or automated alarm system within 15 minutes of receiving the call.
4. Stand-by employee responds to calls from on-call employee within 15 minutes of receiving ~~page or~~ call.

*Construction and Maintenance on-call and stand-by duty* is voluntary and any regular, full-time employee of the District that resides within 20 miles of the District, and is Distribution Operator certified, trained and capable of performing the required duties, is eligible, subject to the approval of his/her Department Head and the Construction/Maintenance Superintendent. ~~Assignment~~ The weekly assignment (3:30PM Tuesday to 7:00AM the following Tuesday) is rotated among the approved on-call duty employees in accordance with a schedule approved by the Construction/Maintenance Superintendent. Substitutions for the Construction and Maintenance on-call duty may be made between on-call personnel with other employees on the ~~list~~ schedule with the prior consent of the Construction/Maintenance Superintendent or a Construction Department Foreman. The employee on the ~~list~~ schedule shall be responsible to notify the front desk and the answering service of the substitution. Substitutions should be made only when absolutely necessary. An employee should ~~not volunteer to~~ be on the on-call ~~list~~ schedule for the purpose of ~~giving his/herserving~~ on-call duty time to another employee and will lose eligibility to serve on-call duty if they fail to perform the duty regularly.

*Operations/Electrical Mechanical (Ops/EM) on-call and stand-by duty* is required of the Distribution Collection System Operator, the Water Distribution & Treatment Plant Operators, and the Electrical Mechanical section personnel and will be rotated in accordance with a schedule approved by the Operations/Maintenance Superintendent. Substitutions for the Ops/EM on-call duty may be made between on-call personnel with other employees on the ~~list~~ schedule with the prior consent of the Operations/Maintenance Superintendent. The employee on the ~~list~~ schedule shall be responsible to notify the front desk, Lab, Treatment Plant On-call personnel and the Construction and Maintenance on-call personnel. The personnel in this

program will ~~may~~ utilize a District supplied laptop computer to remotely access the Operations SCADA.

~~Treatment Plant Operations on-call duty is required of the Senior Treatment Plant Operator, the Treatment Plant Operators, and the Water Distribution & Treatment Plant Operators, and will be rotated in accordance with a schedule approved by the Operations/Maintenance Superintendent. Substitutions for the Treatment Plant on-call duty may be made between on-call personnel with other employees on the list with the prior consent of the Operations/Maintenance Superintendent. The employee on the list shall be responsible to notify the front desk, Lab, Ops/EM on-call personnel and the Construction and Maintenance on call personnel. The personnel in this program will utilize a District supplied laptop computer to remotely access the Treatment Plant operations SCADA system.~~

~~Lab on-call stand-by duty is voluntary required of the Lab personnel on holiday weekends as defined above and will be rotated in accordance with a schedule approved by the Water Quality Supervisor. Substitutions for the Lab on-call stand-by duty may be made between on-call Lab personnel with other employees on the list schedule with the prior consent of the Water Quality Supervisor. The employee on the schedule list shall be responsible to notify the front desk, Treatment Plant, Ops/EM, on-call personnel and the Construction, and Maintenance on-call personnel.~~

*Consumer Services on-call duty* is required of the Field Service Representatives (FSR) on those nights (typically Wednesday) when water service has been discontinued for non-payment. The on-call duty will be rotated in accordance with a schedule approved by the Consumer Services Supervisor. Substitutions for the on-call duty may be made between the FSRs with the prior consent of the Consumer Services Supervisor.

### Compensation

~~Construction and Maintenance on~~ On-call and stand-by employees are paid on a daily or weekly basis for serving on-call or stand-by duty. The compensation rates are on file with the Auditor-Controller and adjustments to these rates will be consistent with any adjustments to the District Salary Schedule.

With the prior approval of the Operatons/Maintenance Superintendent, Ops/EM employees may take 3 hours of compensating time off in lieu of each day of weekend or holiday on-call duty served.

The on-call or standby duty compensation is payment for all on-call or standby duty service except for time when the employee must respond in the field. If the assigned on-call or

stand-by duty service employee must respond in the field or is called in to work, overtime shall be paid in accordance with the District's non-scheduled overtime policy.

## **OVERTIME POLICY**

Due to the vital public necessity nature of District work, overtime work may occasionally be required of full time employees. All District employees, except certain exempt executive, administrative and professional positions, are entitled to overtime compensation for work in excess of forty hours per week. The total hours claimed on the employee's time sheet shall be rounded up to the nearest quarter hour.

### **Scheduled Overtime**

Scheduled overtime work is defined as work required outside of the employee's regular work hours (in excess of forty hours per week), which work is assigned with at least twelve hours advance notice. Compensation for scheduled overtime work shall be 150% of the employee's regular hourly rate (time and one-half pay). Compensatory time off may be granted in lieu of pay for scheduled overtime if requested in advance by the employee and approved by the Department Head. Compensatory time off shall be granted on the basis of one and one-half hours for each hour of scheduled overtime. Compensation for travel time shall be claimed only if the employee is directed to report straight to the job site, and then only to the extent that travel time to the job site exceeds travel time to the District yard.

### **Non-Scheduled Overtime**

Non-scheduled overtime work is defined as emergency work required outside of the employee's regular work hours (in excess of 40 hours per week) which is assigned with less than 12 hours advance notice. The first 2 hours of non-scheduled overtime work per day shall be compensated at 150% of the employee's regular hourly rate (time and one-half pay). Non-scheduled overtime work in excess of 2 hours shall be compensated at 200% of the employee's regular hourly rate (double time pay). Non-scheduled overtime work shall include reasonable time to travel one way from the employee's home to the District yard (or to the job site if the employee is so directed) for any additional trips required over and above the employee's normal commute requirement. The minimum time claimed for non-scheduled overtime work including travel time shall be one hour. Compensatory time off may not be taken in lieu of pay for non-scheduled overtime work.



### **Meetings and Conferences**

Attendance at, and travel time associated with meetings, conferences, training sessions, etc., do not qualify for overtime compensation.

### **Advance Approval Required**

Except for pre-delegated emergency response work, any overtime work performed by an employee must be approved in advance by the Department Head. Pre-delegated emergency response work is work that is performed in responding to an emergency which cannot be anticipated in advance, but which work is authorized in advance by a general written delegation authority.

### **Exempt Employees**

Certain executive, administrative and professional positions, as noted below, are exempt from the provisions of this policy and are not entitled to overtime compensation. The only exception to this exemption shall be:

- a) Overtime work on a force account project which is requested by the applicant (or applicant's representative) who is paying for such project and provided such overtime is approved in advance by the Department Head.
- b) Special project work which may occasionally be required if approved in advance by the General Manager.

### **List of Exempt Positions**

The following executive, administrative and professional positions are exempt from the District's overtime policy as noted above:

General Manager	Water Quality Supervisor
Auditor-Controller	District Secretary
Chief Engineer	Associate Engineer
Operations/ <u>Maintenance</u>	Assistant Engineer (if registered)
Superintendent	
Construction/ <u>Maintenance</u>	Senior Associate Engineer
Superintendent	

### **Overtime Pay for Employees Receiving Housing Assistance**

Employees who receive District housing assistance are subject to call-out as a condition of receiving housing assistance. In the event the employee receiving assistance is an "office" or "non-field" employee (i.e., an employee who does not turn a wrench in the field on a regular basis) the rate of pay for call-out work will be based upon the Laborer I salary range. Such non-field employees are to receive pay for call-out work based upon their current salary step (six month, merit, etc.) in the Laborer I classification. The normal time-and-one-half for the first two hours and double-time-pay thereafter will continue to apply.


### **Compensation for Weekend Lab Work**

~~\$50 will be paid to the assigned laboratory analyst for duty on any District holiday (full days only). When a holiday falls on a Monday, the following Saturday will be the assigned day required to complete routine laboratory work. Weekend laboratory labor compensation up to \$50 per day may be provided for "emergency" conditions if approved by the General Manager. The \$50 will be in addition to the normal pay and a 2-hour minimum will apply.~~

### **Meal Reimbursement Policy**

Employees who perform non-scheduled overtime work in excess of four consecutive hours shall receive additional compensation of \$14.00 in lieu of a meal reimbursement for each consecutive four hours of non-scheduled overtime worked. Said additional compensation will be paid with the next regular payroll subsequent to the overtime event.

## MEMORANDUM

To: Board of Directors  
From: Pablo Ramudo, Water Quality Supervisor   
Subject: Second Quarter FY 12/13 – Water Quality Report  
P:\LAB\WQ Supv\WQ Reports\2013\2nd Qtr FY13 WQ Rpt.doc

February 15, 2013

**RECOMMENDED ACTION:** Information

**FINANCIAL IMPACT:** \$0

The water served to the communities of Novato and Point Reyes met federal and state primary and secondary water quality standards during the second quarter of fiscal year 2012-2013.

Following is a review of the activities and water quality issues in regards to:

- Source Water
- Treatment Performance
- Distribution System Water Quality
- Novato Recycled Water

### NOVATO SYSTEM

#### Source Water: Stafford Lake

Stafford Lake water was used as a source of drinking water through November 30<sup>th</sup>, when Stafford Treatment Plant shut down production for the season. Water quality was monitored on a weekly basis for chemical and mineral components as well as microbiological activity.

Algae from the raw water intake were identified and enumerated. The algal cell numbers were down from the previous quarter. Diversity of algal species remained high. Twelve species of algae were present throughout the quarter in high numbers including five species of cyanobacteria, six species of green algae and diatoms, and one protozoan. Many of these dominant algae that were present in Stafford Lake are capable of causing taste and odor problems.

Total organic carbon concentration was down from the record high of September but remained moderately high at a range of 7.9-8.5 mg/L.

#### Treatment Performance: Stafford Treatment Plant

Total organic carbon (TOC) removal remained above the 35-40% requirement of the Enhanced Surface Water Treatment Rule. Operators were able to achieve from 53-60% removal throughout the quarter. Finished water TOC concentration was above the district's goal of 2.0 mg/L, ranging between 3.4-3.7 mg/L. The majority of TOC removal was accomplished through optimized coagulation and filtration.

### **Distribution System: Novato**

Of the 243 samples collected for compliance with the Total Coliform Rule- there were no coliform positive samples this quarter. Chlorine residual concentrations throughout our distribution system were good.

Due to the increased presence of pre-cursors in the finished water from Stafford Treatment Plant, disinfection byproducts increased during the quarter. However, The concentrations of total trihalomethanes (TTHMs) and haloacetic acids (HAAs) remained well within standards.

## **POINT REYES SYSTEM**

### **Source Water: Coast Guard Wells**

Raw water quality was good throughout the quarter. Although the present situation with the Point Reyes wells does not make it possible to operate under our tide avoidance practices, there was no salinity intrusion during the quarter. Water quality parameters affected by salt water intrusion remained steady throughout the quarter. The sodium concentration ranged from 33-42 mg/L, chloride ranged from 19-41 mg/L, hardness ranged from 66-106 mg/L, and bromide ranged from 0-0.14 mg/L.

Construction of the new production well in the vicinity of the existing wells was completed in early December. We began conducting the chemical, biological, and physical tests necessary to obtain permission from the California Department of Health to use water from the well as a municipal source of drinking water. The conclusions of these tests have been good thus far, but several more months of testing will be necessary before the well can be used.

### **Treatment Performance: Point Reyes Treatment Plant**

Treatment was optimal throughout the quarter and water quality in general was good. Iron and manganese were not detected in treated water.

### **Distribution System: Point Reyes**

Of 23 routine samples collected there was one coliform positive sample this quarter at the location representing Paradise Ranch Estates tank #4. The coliform positive was the result of low chlorine concentration in the area due to air-locking of the chlorine booster pump at PRE tank #1. The pump was restarted, PRE tank #4 was chlorinated and follow-up samples were collected from the zone. All subsequent samples were negative for coliforms. Apart from the situation at PRE Tank #4, Chlorine residual concentrations throughout our distribution system were good.

Concentrations of disinfection byproducts were moderate during the quarter. The sprayer systems at Inverness Park tanks and Paradise Ranch Estates Tank #2 were again credited with reducing the concentration of TTHMs in the areas of high water age.

**Distribution System: Point Reyes (continued)**

We continue to be under an accelerated monitoring schedule for disinfection byproducts due to two samples with concentrations of DBPs above the maximum contaminant limit (August 2009 and February 2010). This schedule can return from two samples every quarter back to two samples during the spring and summer quarters once we have three years without an exceedance, presumably after the sample during 4<sup>th</sup> quarter of FY 2013.

**NOVATO RECYCLED WATER**

**Deer Island Recycled Water Facility**

The Deer Island plant produced water on the first day of the quarter and then was shut down for the season. There were no coliform bacteria present in the sample from October 1.



**NORTH MARIN  
WATER DISTRICT**

## North Marin Water District- 2nd Quarter FY2012/2013

### Bacteriological Quality Monitoring

Novato: 258 Samples Analyzed. No samples positive for coliform bacteria  
 Point Reyes: 22 Samples analyzed. 1 sample positive for coliform bacteria.

### Chemical Quality Monitoring

Constituent	Units	Maximum Contaminant level	SCWA North Marin Aqueduct	Stafford Treatment Plant	Point Reyes Treatment Plant
Conductivity	umhos/cm	900 *	286	404	331
TDS	mg/L	500 *	152	320	126
Hardness	mg/L	-	115	114	87.1
Alkalinity	mg/L	-	121	95.0	105
Calcium	mg/L	-	26.4	22.4	18.6
Magnesium	mg/L	-	13.2	13.9	12.6
Copper	mg/L	1.0*	ND	ND	ND
Iron	mg/L	0.3*	ND	ND	ND
Manganese	mg/L	0.05 *	ND	ND	ND
Zinc	mg/L	5.0 *	ND	ND	ND
Sodium	mg/L	-	17	36	38
Chloride	mg/L	250 *	6.70	58.4	35.2
Sulfate	mg/L	250 *	11.7	9.27	9.03
Fluoride	mg/L	2.0 (1.4-2.4)	0.113	0.159	0.104
Nitrite as N	mg/L	1.0	ND	ND	ND
Nitrate as N	mg/L	10	0.354	0.058	0.0975
pH	pH units	8.5 *	8.62	8.61	7.35
Turbidity	NTU	5	0.18	0.11	0.13
Color	PCU	15	<2.5	<2.5	<2.5
Free Chlorine	mg/L	4.0	0.45	1.58	0.86
Total Chlorine	mg/L	4.0	0.51	1.74	0.97
Temperature	° C	-	14.8	17.7	14
Odor	TON	3	<1	<1	<1

\*Indicates secondary drinking water standard

ND = Not Detected  
 NA = Not Analyzed

## MEMORANDUM

To: Board of Directors  
From: Robert Clark, Operations / Maintenance Superintendent *RC*  
Subject: Second Quarter, 2012/13 Update  
x:\maint sup\2013\bod\q2 12-13 o&m update.doc

February 15, 2013

**RECOMMENDED ACTION:** Information  
**FINANCIAL IMPACT:** None

### Operations Summary

Stafford Treatment Plant (STP) operations continued through November this year, resulting in a calendar and fiscal year-to-date production total of 1,089 AF (Stafford Treatment Plant did not produce water in the spring of 2012 due to low lake volume).

### Stafford Production

Stafford Lake elevation at the end of the period was 195.7 feet. (Stafford Lake spilled on January 3, 2013 and the treatment plant restarted production on January 21<sup>st</sup>). As part of our annual STP maintenance, the filters were dewatered and the filter media washed with an acid solution. The filter media has dropped by 3 inches over the past year, and will need to be replenished to original design levels. Project and maintenance work at the end of the quarter was 50% completed.

### Novato Water System Flows

The overall Novato production (1,826 AF) during this second quarter was nearly the same for this period one year ago (1,807 AF). Preliminary flushing plans were developed with a plan to flush only Zone 1 (0-60 feet elevation) and all ends in the Novato distribution system beginning February 1st.

### West Marin System Flows, Demands and Storage

Overall, flows in Point Reyes Station (52.4 AF) for this period have been tracking somewhat higher from where they were last year (51.8 AF). Staff continued work on water quality sampling and final production permitting from the Department of Public Health for the new well. West Marin distribution system flushing is planned to begin in March. A flow test at the Gallagher well site indicated that flow restrictions exist in the casing, causing the pump to draw down the water column and pull in air. Staff will contract cleaning of the casing after the winter rains and schedule a retest next fall.

### Oceana Marin

Phillips & Associates continued good performance of operations and maintenance tasks. Maximum monthly flow for this period was 1,111,443 gallons going to the storage and treatment ponds, a 100% increase from last year at this time. This was due to the large amount of rainfall during the period this year. The free board was reduced to 3.7 feet at the end of December and is now at 4.5 feet.

### Recycled Water

Staff started up both the North and South recycled water systems during the period. The Novato Sanitary District recycled water treatment plant was brought on line and filled the Plum Street Tank, providing water to the two existing customers – Stone Tree Golf Course and Novato Fire station on Atherton – as well as seven new customers: Green Point Nursery, Tranquility Home Owners Association, Olive School (Novato Unified School District), Hamann Field (City of Novato), Wood Hollow, and Redwood Crossroads. Los Gallinas Valley Sanitary District recycled water plant produced water for four Meadow Park Home Owners Association sites in the south.

### Maintenance Summary

Maintenance staff once again utilized temporary labor during the period to help complete the cross-connection control testing that had been delayed due to the recycled water start-up efforts. Winter storm preparation efforts included removal of accumulated silt in the Stafford Lake source creeks, removal of old and dying trees at tank sites and landscape trimming around buildings and pump stations.

### Electrical-Mechanical

Electrical-Mechanical staff completed work on the installation of solar-powered controls and radio units at both Reservoir Hill and the Plum Street recycled water tanks. Replacement of the motor for the third pump at the Lynwood pump station was completed. E/M staff worked with the Shop Mechanic on the installation of a 3-phase electrical circuit for the 30-amp welder in the shop.



### Cross-Connection Control

Staff continued focus on the start up of the new recycled water customers during the period. The small device testing program continued through the end of the period and was completed in January 2013. A draft revision for the District's Regulation 6 (regarding cross-connection control) was initiated and is under review of District staff at this time. The proposed revisions are expected to be ready for Board consideration in April 2013.

### Building and Grounds

Building and Grounds staff completed clean-up of Stafford Dam, winterizing buildings and tank sites, coordinated the STRAW project planting efforts and worked with a local Boy Scout Eagle project to plant trees at the Leveroni Creek Bank repair site. Staff also began the task of repainting the interior of the Administration building.

### Fleet Operations

Ninety-day inspections and services on all trucks were completed; received the new portable air compressor; received and set up radios for the two new service trucks; and rebuilt the hydraulic controls on the Bobcat tractor. The mechanic also spent time with E/M staff learning cathodic protection rectifier controls operations and maintenance.

## MEMORANDUM

To: Board of Directors

February 15, 2013

From: David L. Bentley, Auditor-Controller 

Subj: Information – 2013 Urban Area Water Cost Comparison

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**RECOMMENDED ACTION:** Information Only

**FINANCIAL IMPACT:** None

This year North Marin ranks 10<sup>th</sup> out of the 17 agencies reported on the 2013 survey, up two positions from one year ago. Annual consumption for the median Novato single-family residential household is now calculated at 107,100 gallons, down 3,600 gallons from the median consumption last year, rendering an annual water cost of \$589. The District's tier rates do not apply to North Marin's typical single-family residential customer, as only 23% of said customers used enough water in 2012 to be subject to a tier rate, thus it is not reflected in the cost comparison calculation.

Twelve of the sixteen comparison agencies increased their water rates over the past twelve months. The average charge for all agencies surveyed, excluding North Marin, increased 7%. The four agencies that did not increase rates over the past 12 months, all cities served by Sonoma County Water Agency, include Petaluma, Sonoma, Rohnert Park (last increase in 2008) and Cotati (last increase in 2006). North Marin's charge to the typical single-family residence is now 8% below the median of agencies surveyed, compared to 34% below the median four years ago. The Town of Windsor enacted the largest percentage increase last year at 17%.

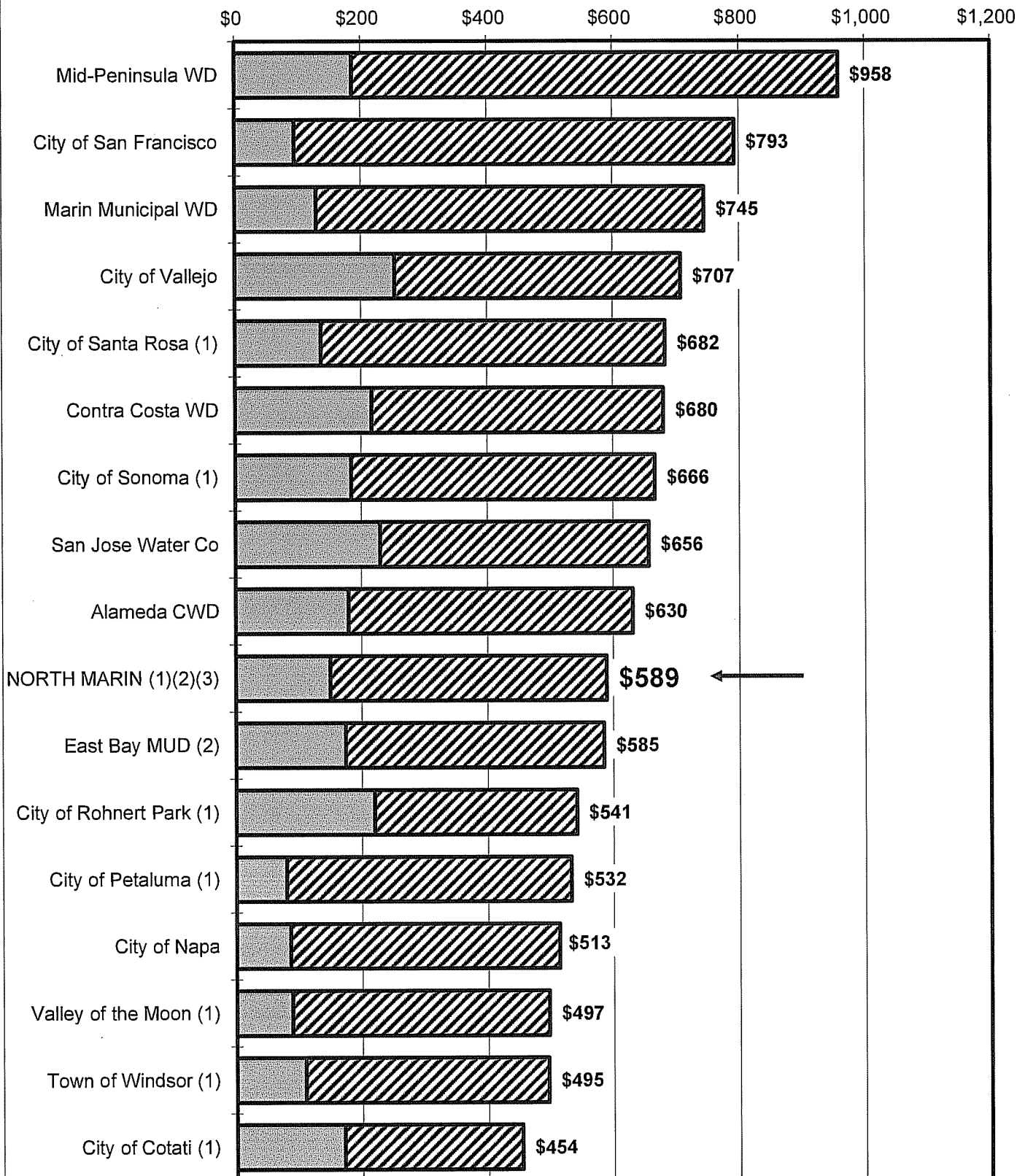
Twelve of the sixteen comparison agencies have a tier-rate structure. The four holdouts are Alameda County Water District, Contra Costa Water District, and the Cities of Cotati and Rohnert Park.

North Marin's \$25 bimonthly service charge for a 5/8" meter, applicable to 73% of the customer base, will increase to \$30 on June 1, 2013. The median bimonthly service charge of the comparison agencies is \$29, and ranges from a low of \$13 (Petaluma) to a high of \$42 (Vallejo). Of interest, Alameda County Water District doubled its bimonthly service charge last year, to \$29.86.

Looking ahead, in the unlikely event that the comparison agencies leave their rates unchanged over the next year, North Marin's 11% increase on June 1, 2013, would put its annual water cost 3% above the median.

# 2013 URBAN AREA TOTAL ANNUAL WATER COST COMPARISON

Typical Detached Single-Family Home Annual Consumption = 107,100 Gallons



**LEGEND**

■ Service    ▨ Commodity

(1) Sonoma County Water Agency Prime Contractor.  
 (2) Based on weighted average commodity charge - all zones.  
 (3) Excludes West Marin rates and charges.

# NORTH MARIN WATER DISTRICT

## 2013 URBAN AREA WATER COST COMPARISON

### FOR TYPICAL SINGLE-FAMILY DWELLING IN THE NOVATO SERVICE AREA

As of February 14, 2013

Typical Detached Single-Family Residence is Served by a 5/8" x 3/4" Meter  
Annual Consumption is Calculated at 107,100

Agency	Note	No. of Water Services	Bimonthly Service Charge	Commodity Rate/1,000 Gallons (1)	Annual Commodity Charge (2)	Total Annual Cost
Mid-Peninsula WD	(3)	8,025	\$31.02	\$7.21	\$771.93	\$958
City of San Francisco	(4)	177,000	\$15.80	\$6.51	\$697.75	\$793
Marin Municipal WD	(5)	61,266	\$21.53	\$5.75	\$615.34	\$745
City of Vallejo	(6)	36,403	\$42.20	\$4.24	\$453.79	\$707
City of Santa Rosa	(7)	52,633	\$22.70	\$5.10	\$546.07	\$682
Contra Costa WD	(8)	61,131	\$36.09	\$4.32	\$463.06	\$680
City of Sonoma	(9)	4,383	\$30.69	\$4.50	\$481.52	\$666
San Jose Water Co	(10)	218,000	\$38.24	\$3.98	\$426.60	\$656
Alameda CWD		82,533	\$29.86	\$4.21	\$451.31	\$630
→ <b>NORTH MARIN</b>	(11)	<b>20,753</b>	<b>\$25.00</b>	<b>\$4.10</b>	<b>\$439.11</b>	<b>\$589</b> ←
East Bay MUD	(12)	380,979	\$29.02	\$3.83	\$410.65	\$585
City of Rohnert Park		9,542	\$36.64	\$3.00	\$321.30	\$541
City of Petaluma	(13)	19,551	\$13.32	\$4.22	\$452.23	\$532
City of Napa	(14)	25,000	\$14.31	\$4.80	\$427.29	\$513
Valley of the Moon	(15)	6,885	\$14.84	\$3.81	\$407.62	\$497
Town of Windsor	(16)	9,068	\$18.26	\$3.60	\$385.85	\$495
City of Cotati		2,575	\$28.50	\$2.64	\$282.74	\$454

**Notes:**

- (1) Average commodity rate for agencies with tier rate structure calculated using NMWD seasonal consumption pattern.
- (2) Based on NMWD median single-family detached residential consumption of 107,100 gallons per year.
- (3) Four-tier rate structure. First 2 Ccf/month @ \$3.53/Ccf, next 8 @ \$5.44/Ccf, next 15 @ \$6.53, 26+ @ \$7.61. All water is purchased from the SF PUC.
- (4) Two-tier rate structure. First 3 Ccf/mo @ \$3.90/Ccf, excess at \$5.20/Ccf. 7% increase approved effective July 1, 2013.
- (5) Four-tier rate structure. Rate/Ccf = \$3.74, \$7.48, \$14.97 & \$22.45. Summer bimonthly tiers (June-Nov) 0-26 Ccf, 27-59 Ccf, 60-99 & 100+. Winter tiers (Dec-May) 0-21 Ccf, 22-48, 49-80 & 81+.
- (6) Two-tier rate structure. First 22 Ccf bimonthly @ \$2.71/Ccf; 23+ @ 5.03/Ccf. 6% increase approved effective 7/1/13.
- (7) Four-tier rate structure. The first tier, at \$4.70/1,000 gal, is based upon winter use, which averages 4,400 gal/mo for a single-family residence. The next 8,000 gal/mo above winter use is @ \$5.41/1,000, next 22,000 gal @ \$6.75, additional at \$10.14.
- (8) Commodity rate includes \$0.0767/Ccf Zone 1 Energy Surcharge (applies to 60% of customers) & Bimonthly Service Charge includes surcharge for Public Fire Protection (\$0.0323/day)
- (9) Three-tier rate structure. First 12,000 gallons bimonthly @ \$3.59/1,000; next 24,000 @ \$6.11/1,000, additional @ \$7.63.
- (10) Two-tier rate structure. First 13 Ccf/month at \$2.6141/Ccf, additional at \$2.8745. Rates & charges include 5% Utility User tax & 1.4% PUC tax. Bimonthly Service Charge includes surcharges for Water Rate Assistance Program (20¢/mo) & SRF loan repayment (6¢/mo). Commodity Rate includes \$0.0723 surcharge for SCVWD purchased water & \$0.0784/Ccf Pump Tax.
- (11) Three-tier rate structure with four elevation zones. 1st Zone charge (0-60') is: 0-615 gallons per day @ \$3.73/ 1,000 gal, 616 to 1,845 gpd @ \$5.94/1,000, use in excess of 1,845 gpd @ \$10.34. Additional 44¢/1,000 for customers between 60' and 200' elevation; additional \$1.43/1,000 over 1st Zone for customers between 200 and 400', additional \$1.81 over 1st Zone for customers above 400'. Commodity rate shown is the weighted average charge for all zones in Novato. 11% rate increase effective 6/1/13. Excludes West Marin rates and charges.
- (12) Three-tier rate structure with three elevation zones. 1st Zone Charge (0-200') is: 0-172 gpd @ \$2.42/Ccf; 173 to 393 gpd @ \$3.00, use in excess of 393 gpd @ \$3.68/Ccf. Bimonthly Service Charge includes \$4.56 for Seismic Improvement Program.
- (13) Four-tier rate structure. First 8 Ccf/month @ \$2.91/Ccf, 9-16 Ccf @ \$3.49, 17-24 Ccf @ \$4.36, and 25+ @ \$5.66
- (14) Four-tier rate structure. Bimonthly charge includes 3,000 gal. Next 17,000 @ \$4.77/1,000, next 20,000 @ \$4.95, next 35,000 @ \$6.26, additional @ \$8.32. 45% surcharge for use outside city (approx 10%). 8% increase approved for 10/1/13.
- (15) Three-tier rate structure. 1st 18,000 gallons bimonthly @ \$3.53/1,000, next 22,000 @ \$5.30, additional at \$7.92. 3% rate increase proposed effective 7/1/13.
- (16) Four-tier rate structure. First 4,000 gallons/month @ \$3.05/1,000, next 3,000 gallons @ \$3.36, next 10,000 @ \$4.70, additional @ \$5.49. Rate increase 7/1/13 based on increase in cost of SCWA water.

Annual Cost	
Average	\$633
Median	\$643
NMWD	\$589

## DISBURSEMENTS - DATED FEBRUARY 7, 2013

Date Prepared: 2/4/13

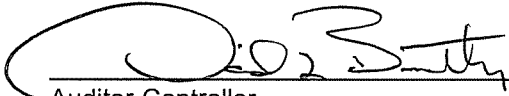
The following demands made against the District are listed for approval and authorization for payment in accordance with Section 31302 of the California Water Code, being a part of the California Water District Law:

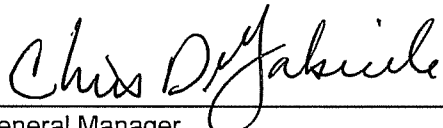
Seq	Payable To	For	Amount
1	101 Office Products	Quarterly Office Supply Order: Toner Cartridges (3-Color \$134 & 10-Black \$618)	\$752.55
2	Advanced Reproduction Center	Print Specs for RW Onsite Retrofits Group 2 (15) (Bal Remaining on Contract \$432)	263.61
3	All Star Rents	Hoist Rental to Lift Pump @ STP	28.63
4	American Family Life Ins	January Employee Contribution for Accident, Disability & Cancer Ins.	4,000.20
5	AT&T	Telephone Charges: Leased Lines (\$276), Local (\$98) & Min (\$576)	949.70
6	Baker, Jack	January Director's Fee	200.00
7	Bay Area Air Quality Mgmt Dist	Annual Permit Renewal (To Operate Backup Generator) (OM)	472.00
8	Bentley, David L.	Exp Reimbursement: Jan Mileage & Calendar (\$10)	134.44
9	BlackPoint Tree Service	Trim Branches Over Pt Reyes Tank & Fence	1,400.00
10		Cafeteria Plan: Uninsured Medical Reimbursement	1,875.12
11	Business Card	Calif Water Law Symp Reg (McIntyre) (\$40), Authorize.Net Internet Payment Fee (\$180), Excel Class (Blue) (\$128), AED Software & Novato Chamber State of the City Breakfast Registration (Bentley)	388.31
12	Calif Public Health Services	Distribution Certification Renewal (Sjoblom) (8/1/13-7/31/16) (Budget \$0)	70.00
13	California State Disbursement	Wage Assignment Order (1) (Final Child Support Payment)	14.83
14	Calpico	Cadwell Shots (20) (\$247) & Anodes (14)	2,290.43

Seq	Payable To	For	Amount
15	Circle Bank	Refund Excess Advance for Const Over Actual Job Cost	11,779.86
16	Cole-Parmer Instrument	Lab Supplies (STP)	643.84
17	Core Utilities	Consulting Services: PLC & Operator Interface for RTU at PRTP	4,500.00
18	De Gabriele, Chris	Exp Reimbursement: January Mileage	133.20
19		Cafeteria Plan: Uninsured Medical Reimbursement	68.30
20	Dell Computers	Replacement of 2 of the District Servers	6,426.38
21	Disney Construction	Refund Security Deposit on Hyd Meter Less Final Bill	493.82
22	Fisher Scientific	Chlorine Reagent (\$67) & Lab Coat (Lab)	88.05
23	Fraites, Rick	January Director's Fee	200.00
24	Ghilotti Bros	Pavement Reinforcement of Corp Yard & Removal of Debris (Bal Remaining on Contract \$0)	19,417.20
25	Golden Gate Petroleum	Motor Oil for Pump at STP (15 gal)	323.77
26	Grainger	Batteries for AED Device, Eye Wash Repair (\$126), Shrink Tubing (24), AAA Batteries, Butt Splice Connector, Ring Terminal (5) (\$95) & Electrical Tape	375.62
27	Hydec Corp	Repair Parts for Pressure Regulator Valves	240.48
28		Cafeteria Plan: Childcare Reimbursement	416.66
29	Maltby Electric	Flex Conduit for New Motors (Lynwood P/S)	54.11
30	McLellan, WK	Misc Paving (Novato Area)	9,265.39
31		Wage Assignment Order	284.00
32	Novato, City of	Encroachment Permit for Sunset Pkwy Main Replacement	750.00
33	Office Depot	Copy Paper (11 reams) (\$244), File Pockets (10), File Folders w/ Fasteners (25), Pen, Shipping Tape (2), Note Pads (6), Binders (10), Dividers (22) (\$58) & Classification Folders (20) (\$107)	522.79
34	Pace Supply	Box Lid (\$55), Valves (10) (\$514), Adaptors (10) & 10" Gaskets	617.93

Seq	Payable To	For	Amount
35	PERS Retirement System	Pension Contribution PPE 1/31/13	46,326.44
36	PERS Health Benefits	February Health Premium (Employees \$49,475.93, Retirees \$10,414.86 & Employee Contrib \$10,272.70)	70,163.49
37	Petterle, Stephen	January Director's Fee	200.00
38		Cafeteria Plan: Uninsured Medical Reimbursement	120.00
39	Rodoni, Dennis	January Director's Fee	200.00
40	Schoonover, John	January Director's Fee Less Deferred	50.00
41	Syar Industries	Asphalt (14 tons)	1,281.21
42	United Rentals	Replacement Foot for Trench Compactor	456.57
43	USA BlueBook	Chlorine Reagents	200.50
44	Verizon California	Telephone Charges: Leased Lines	86.41
45	VWR International	pH Indicator (\$94) & Rack for Glassware (\$117) (Lab)	211.69
46	White & Prescott	Engineering Services: Converted Drawing of US 101 to Autocad & Reviewed Joint Use Agreement (\$360) (Bal Remaining on Contract \$9,245), Evaluated Pipe Alignment for New Easement (\$760) (Bal Remaining on Contract \$8,485) & Reviewed Plans for Proposed Treatment Plant Access, Prepared 3 Designs Using Railroad Prop & Eval Existing Easements (\$2,160) (Bal Remaining on Contract \$6,325)	3,280.00
		<b>TOTAL DISBURSEMENTS</b>	<b><u>\$192,017.53</u></b>

The foregoing payroll and accounts payable vouchers totaling \$192,017.53 are hereby approved and authorized for payment.

 \_\_\_\_\_  
 Auditor-Controller Date 2/5/13

 \_\_\_\_\_  
 General Manager Date 2/5/2013

## DISBURSEMENTS - DATED FEBRUARY 14, 2013

Date Prepared: 2/12/13

The following demands made against the District are listed for approval and authorization for payment in accordance with Section 31302 of the California Water Code, being a part of the California Water District Law:

Seq	Payable To	For	Amount
P/R*	Employees	Net Payroll PPE 1/31/13	\$115,926.00
EFT*	US Bank	Federal & FICA Taxes PPE 1/31/13	48,341.65
EFT*	State of California	State Tax & SDI PPE 1/31/13	8,458.41
1	Achermann, M.	Novato "Toilet Rebate" Program	88.00
2	Albrecht Jones, Nancy	Novato "Toilet Rebate" Program	300.00
3	Allied Packing & Supply	Potable Water Hose & Fitting for Emergencies (Budget \$4,000)	2,047.17
4	Argonaut Constructors	Prog Pymt#1: Recycled Water South Phase 2 Project (Bal Remaining on Contract \$1,196,484)	233,002.94
5	AWWA CA-NV SEC	Registration & Contact Hours for AWWA Spring Conference in Las Vegas (3/25/13) (McIntyre) (\$465), Registration for D4-D5 Review & Math Review Workshops (\$275) (Corda)	740.00
6	Badger Meter	Meters (75-5/8" & 16-1")	6,357.65
7		Vision Reimbursement	100.00
8	Blue Mountain Air	Refund Overpayment on Closed Account	122.65
9	Cagwin & Dorward	Landscape Repair for RW So Onsite Project (Meadow Park)	5,740.00
10	Calder Custom Building	Refund of Deposit/New Development/Water Conservation Restriction (90 Drakes View Drive)	1,000.00
11	Calif Contractors Supplies	2" Chip Brushes (432)	641.43
12	Cole-Parmer Instrument	Lab Materials & Eye Wash Repair Parts (\$294)	390.98
13	Coleman, Beverly	Novato "Washer Rebate" Program	50.00
14	Cunningham, John	Novato "Washer Rebate" Program	50.00



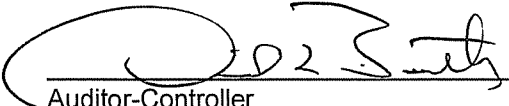
Seq	Payable To	For	Amount
15	Enterprise Rent A Car	Refund Overpayment on Closed Account	23.00
16	Environmental Management	Grade Access Road to Drakes View Drive Water Tank	495.00
17	Farwest Corrosion Control	Cathodic Protection Devices (25) (ARRA RW Expansion - So Svc Area)	607.34
18	Ferrigno, Bruce	Novato "Washer Rebate" Program	50.00
19		Vision Reimbursement	66.00
20	Fisher Scientific	Chemical Standard	31.80
21	Fox, Debe	Novato "Washer Rebate" Program	50.00
22	Golden Gate Petroleum	Gasoline (\$3.49/gal) & Diesel (\$3.91/gal)	3,230.49
23		Vision Reimbursement	174.83
24	Grainger	Pressure Transducers (2) (\$398), Wire Connector Cable (2) (\$76), High Pressure Hose (\$134), Car Wash Nozzle for Vac Trailer & Battery for Emergency Power (STP)	776.84
25	Gutter Helmet	Replacement Gutters for Maint/Const Building & Truck Parking Garage	7,600.00
26	Healy, Maurice	Novato "Washer Rebate" Program	50.00
27	Hertzka, Edgar	Novato "Washer Rebate" Program	50.00
28	Hills & Home Prop Manager	Refund Overpayment on Closed Account	20.87
29	Hydec	Pressure Regulator Parts	3,476.78
30	InfoSend	December Processing Fee for Water Bills (\$1,447) & Postage (\$3,715)	5,162.47
31	Interstate Battery	Batteries (2) ('07 Intl 4300)	242.17
32	Journey Ford/Lincoln	Master Cylinder for Brake ('05 Ford Ranger)	142.33
33	Kaiser Foundation Health Plan	Pre-Employment Physical (D. Solar)	65.00
34	Kelly-Moore Paint	Paint for Graffiti Removal (10 gal) (\$371), Paint (3 gal) & Supplies for Admin Office (\$264)	635.85
35	Kesler, Mary	Novato "Washer Rebate" Program	50.00


Seq	Payable To	For	Amount
36		Cafeteria Plan: Uninsured Medical Reimbursement	50.00
37	Lehman, Robert	Novato "Washer Rebate" Program	50.00
38	Maltby Electric	Cat 5 Data Cable for Radio Telemetry (\$152), Conduit (\$270) & Elbow (RW Project)	439.42
39		Cafeteria Plan: Uninsured Medical Reimbursement	25.00
40	McAlonan, Loretta	Novato "Washer Rebate" Program	50.00
41	McLellan, WK	Misc Paving (Novato Area)	6,395.51
42	Milavec, John	Novato "Washer Rebate" Program	50.00
43	MSC Industrial Supply	Replacement Parts for Delivery System (STP)	209.51
44	Neopost USA	Ink for Postage Machine	226.19
45	North Marin Auto Parts	Oil Filters (8) (\$113), Motor Oil (25 qts) (\$107), Air Filters (5) (\$198), Car Wash Brush, Brake Fluid (2), Shop Rags (6 lbs) (\$103), Wiper Blades (8) (\$113), Tie Rod Ends (\$218) ('03 Chevy Silverado), CV Joint Clamp, Brake Caliper (\$100) ('01 Dodge Ram), Transmission Filter & Roll Pins	927.75
46	Novato Builders Supply	Lumber (\$95), Nails & Deck Screws (2 boxes)	138.15
47	Novato Unified School District	Cleaned Exhaust Filter ('02 Intl Dump Truck)	250.00
48	Novato Chevrolet	Rubber Bed Mat ('07 Chevy Silverado)	129.41
49	Novato Police Dept	Telephone Answering Service (Nov-Jan)	600.00
50	Pace Supply	Box Lid, Corp Stops (18) (\$1,818), 1" Angle Meter Stops (20) (\$714), 12" Clamps (2) (\$437), Ball Valves (4) (\$133), Service Saddles (6) (\$735), Reducer, Tees (5) (\$246), Valve (\$1,119), Couplings (4), Ells (4) & PVC Pipe (20)	5,341.86
51	Pape Material Handling	Stabilizer Ram Rebuild Kit ('00 Bobcat Steer Loader)	172.43
52	Parkinson Accounting Systems	January Accounting Software Support	1,380.00

Seq	Payable To	For	Amount
53	Pini Hardware	Gas Cylinders (2), Copper Pipe Union, Retainer Chain, Motion Light, Hardware (STP), Light Bulbs, End Sockets (2), Mouse Traps (4), Weather Stripping, Paint Remover, Irrigation Splice, Tarp, Eyewash Station (\$40) (STP), Chlorine Feed Line (\$50), Door Hasp, Threaded Rod, Paint Roller, No Parking Sign & Cleaning Supplies for Admin Office	319.82
54	Ribbel, Frank & Merrilee	Novato "Washer Rebate" Program	50.00
55	Roberts & Brune	3" Bolts (204) (\$904), Nuts (204) (\$286), 12" Pipe (200) (\$3,834), 12" Butterfly Valves (2) (\$1,815), Gate Valves (10) (\$2,057) & 12" Tapping Sleeve (\$1,531)	10,430.59
56	Rodriguez, Lisa	Novato "Washer Rebate" Program	50.00
57	Scott's Office Equipment	Quarterly Maintenance on Engineering Copier (10/16/12-1/15/13)	672.96
58	Shirrell Consulting Services	February Dental Insurance Admin Fee	293.80
59	Shirrell Consulting Services	Jan Dental Expense	2,075.00
60	Soiland	Fee for Asphalt Recycling	40.00
61		Cafeteria Plan: Uninsured Medical Reimbursement	67.10
62	Syar Industries	Asphalt ( 6 tons)	764.51
63	United Parcel Service	Delivery Services: Sent Chlorine Scrubber Test Material, Lab Equipment for Repair & Air Monitors for Updates	53.25
64	University Enterprises	Training Course for D3 Renewal (Lemos)	164.50
65	UNUM Life Insurance	Feb Group Life Ins Premium	694.45
66	USA BlueBook	Replacement Windsock (STP)	133.10
67	US Bank	January Safekeeping Fee-Treasury Securities	69.75
68	VWR International	Sulfate Standard (Lab)	38.49
69	Waste Management	Trash Dumping (Misc Debris)	257.48
70	Wilson Bohannan	Brass Locks (36)	293.27


Seq	Payable To	For	Amount
71	Workforce Boots & Clothing	Safety Boots (Rupp)	248.95
72	Zenith Instant Printing	#10 Envelopes w/Logo (7,500)	660.99
		<b>TOTAL DISBURSEMENTS</b>	<b><u>660.99</u></b> <b><u>\$480,170.89</u></b>

The foregoing payroll and accounts payable vouchers totaling \$480,170.89 are hereby approved and authorized for payment.

 \_\_\_\_\_  
 Auditor-Controller Date 2/12/13

 \_\_\_\_\_  
 General Manager Date 2/11/2013

## MEMORANDUM

To: Board of Directors  
From: David L. Bentley, Auditor-Controller   
Subj: Bimonthly Service Charge Analysis  
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February 15, 2013

**RECOMMENDED ACTION: Information**

**FINANCIAL IMPACT: None**

The Bimonthly Service Charge covers a portion of the cost of reading, maintaining and replacing the water meter, billing and accounting, debt service, and other fixed costs. Annually the District updates its analysis of the costs that comprise the charge, which is \$25 bimonthly for 73% of District customers who are served with a 5/8" meter.

The Novato 5/8" bimonthly service charge was increased from \$20 to \$25 last June 1, and is scheduled to increase to \$30 on June 1, 2013. The District's bimonthly cost of a 5/8" service last fiscal year (FY12) was \$34.61, as shown on the attached analysis. Thus, even at \$30, the District will recover only a portion of the fixed cost associated with the Bimonthly Service Charge.

**North Marin Water District**

2/13/13

**Novato Service Charge Analysis**

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**Annual Cost of Providing a Meter and Rendering a Bill**

as of 12/31/12

Active Meters 12/31/12 = 20,492

<b>Capital Cost</b>	5/8-Inch Service	1-Inch Fire Sprinkler Service	1-Inch Service
Installation Labor & Vehicle Charges <sup>1</sup>	\$2,513.10	\$2,513.10	\$2,513.10
Backfill, Blacktop & Sand <sup>1</sup>	821.02	821.02	821.02
Corporation Stop <sup>2</sup>	49.22	49.22	49.22
Corporation Stop Adapter <sup>2</sup>	20.84	20.84	20.84
Service Saddle (6") <sup>2</sup>	50.86	50.86	50.86
Copper Pipe (30') <sup>2</sup>	166.96	166.96	166.96
Meter Box	23.50	30.37	30.37
Fiberlite Meter Box Lid	26.46	45.57	45.57
Angle Meter Stop <sup>2</sup>	55.43	55.43	55.43
Water Meter	69.11	179.19	179.19
Meter Spud	8.69	14.16	14.16
Anode (12lb)	51.10	51.10	51.10
Grounding Clamp <sup>2</sup>	3.80	3.80	3.80
<b>Total Capital Cost <sup>3</sup></b>	<b>\$3,860.09</b>	<b>\$4,001.61</b>	<b>\$4,001.61</b>

**Capital Cost Amortization <sup>4</sup>**      \$89.88      \$96.56      \$96.56

**Annual Expenses <sup>5</sup>**

Billing and Accounting (net) <sup>6</sup>	\$273,447		
Meter Maintenance	135,900		
Meter Reading	141,687		
Customer Service Expense	153,538		
Stationary & Supplies	63,359		
Uncollectible Accounts	26,685		
Office Equipment Expense	8,690		
Field Collection Expense (net) <sup>7</sup>	(47,134)		
Collection Agency Fees	1,755		
General & Administrative <sup>8</sup>	242,096		
Distributed to West Marin <sup>9</sup>	(15,726)		
Debt Service <sup>10</sup>	1,429,770		
<b>Total Annual Expense</b>	<b>\$2,414,067</b>	<b>/ 20,492=</b>	<b>\$117.81    \$117.81    \$117.81</b>
<b>Total Annual Cost per Meter</b>	<b>\$207.68</b>	<b>\$214.37</b>	<b>\$214.37</b>
<b>Bimonthly Cost (Annual Cost / 6)</b>	<b>\$34.61</b>	<b>\$35.73</b>	<b>\$35.73</b>
<b>Current Bimonthly Charge</b>	<b>\$25.00</b>	<b>\$28.00</b>	<b>\$50.00</b>
<b>Bimonthly Contribution to System Repair and Replacement</b>	<b>(\$9.61)</b>	<b>(\$7.73)</b>	<b>\$14.27</b>

1 Average cost of last 5 years' installations.

2 Same 1" size is used for all three services shown.

3 Includes 8.75% sales tax & 15% material handling charge.

4 Annual capital cost amortization (capital recovery) is based upon estimated materials life of 50 years (except the meter which is amortized over 20 years) and assumes, in accordance with the Federal government's directive on discount rates specified in OMB Circular No. A-94 (revised December 2012), a nominal interest rate of 3.0% and an inflation rate of 1.9%.

5 Based on Expense amounts from the Audited FY 2012 financial statements.

6 Net of new account charges.


7 Net of account turn-on charges.

8 G&A is 37% of labor expense.

9 Billing, supplies & equipment expense are allocated to West Marin customers based on active accounts.

10 Debt service includes Principal & Interest for the STP SRF Loan, EDA Drought Loan and AEEP Bank of Marin Loan.

## MEMORANDUM

To: Board of Directors  
From: David L. Bentley, Auditor-Controller   
Subj: Claim Resolution - 5 Sutton Lane  
t:\acl\word\insurance\13\jensen claim resolution.docx

February 15, 2013

**RECOMMENDED ACTION: None**

**FINANCIAL IMPACT: None**

On October 11, 2012, Robert Jonsen, 5 Sutton Lane, made a claim against the District for \$14,000 - \$16,000 to replace damaged wood along the upper front retaining wall foundation of his home, which Mr. Jonsen alleged was caused by a slow leak in the polybutylene service line located in the street in front of his home. Upon receipt of the claim the District employed Rich Nelson, a general contractor with 30 years of experience remodeling homes and repairing dry rot, to inspect the foundation and provide his opinion as the cause of the damage. Nelson found that the exterior seal which protects the foundation from water intrusion is compromised, allowing rain and irrigation water to penetrate into the foundation, and that dry rot is evident in several areas of the foundation outside the claimed loss area. Nelson opined that the dry rot was not caused by the service line leak. Based upon Nelson's conclusion, on November 6 the District denied the claim.

On November 15, Mr. Jonsen filed a claim against the District in Marin County Small Claims Court. California small claims court has a maximum \$10,000 judgment authority. The hearing was set for February 1. Mr. Nelson, as well as Construction/Maintenance Superintendent Doug Moore, accompanied the Auditor-Controller to the hearing. Judge David Forsblad allowed approximately 45 minutes to hear both sides of the claim. On February 4, Judge Forsblad issued his ruling that the District does not owe Mr. Jonsen any money.

SMALL CLAIMS CASE NO.: 1210832

<b>NOTICE TO ALL PLAINTIFFS AND DEFENDANTS:</b> Your small claims case has been decided. If you lost the case, and the court ordered you to pay money, your wages, money, and property may be taken without further warning from the court. Read the back of this sheet for important information about your rights.	<b>AVISO A TODOS LOS DEMANDANTES Y DEMANDADOS:</b> Su caso ha sido resuelto por la corte para reclamos judiciales menores. Si la corte ha decidido en su contra y ha ordenado que usted pague dinero, le pueden quitar su salario, su dinero, y otras cosas de su propiedad, sin aviso adicional por parte de esta corte. Lea el reverso de este formulario para obtener informacion de importancia acerca de sus derechos.
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PLAINTIFF/DEMANDANTE (Name, street address, and telephone number of each): <b>ROBERT C. JONSEN</b> 5 SUTTON LANE NOVATO, CA 94945 Telephone No.: _____	DEFENDANT/DEMANDADO *(Name, street address, and telephone number of each): <b>NORTH MARIN WATER DISTRICT</b> P.O. BOX 146 NOVATO, CA 94948 Telephone No.: _____
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RECEIVED FEB 11 2013 North Marin Water District

See attached sheet for additional plaintiffs and defendants.

**NOTICE OF ENTRY OF JUDGMENT**

Judgment was entered as checked below on (date): **FEBRUARY 4, 2013**

- Defendant (name, if more than one):  
shall pay plaintiff (name, if more than one):  
\$ principal and \$ costs on plaintiffs claim.
- Defendant does not owe plaintiff any money on plaintiff's claim.
- Plaintiff (name, if more than one):  
shall pay defendant (name, if more than one):  
\$ principal and \$ costs on defendant's claim.
- Plaintiff does not owe defendant any money on defendant's claim.
- Possession of the following property is awarded to plaintiff (describe property):
- Payments are to be made at the rate of \$ per (specify period): , beginning on (date):  
and on the (specify day): day of each month thereafter until paid in full. If any payment is missed, the entire balance may become due immediately.
- Dismissed in court  with prejudice.  without prejudice.
- Attorney-Client Fee Dispute (Attachment to Notice of Entry of Judgment) (form SC-132) is attached.
- Other (specify):  
**\*\*SEE ATTACHED JUDGE'S WRITTEN DECISION.\*\***
- This judgment results from a motor vehicle accident on a California highway and was caused by the judgment debtor's operation of a motor vehicle. If the judgment is not paid, the judgment creditor may apply to have the judgment debtor's drivers license suspended.
- Enforcement of the judgment is automatically postponed for 30 days or, if an appeal is filed, until the appeal is decided.
- This notice was personally delivered to (insert name and date):
- CLERK'S CERTIFICATE OF MAILING— I certify that I am not a party to this action. This Notice of Entry of Judgment was mailed first class, postage prepaid, in a sealed envelope to the parties at the addresses shown above. The mailing and this certification occurred at the place and on the date shown below.

Exhibits will be destroyed 60 days following final determination of the action or proceeding [CCP § 1952 (c)] if not picked up in person. Call (415) 444-7080 a day in advance to pick up exhibits.  
ALL OTHER SMALL CLAIMS QUESTIONS: (415) 444-7040

Place of mailing: **SAN RAFAEL**, California

Date of mailing: **FEBRUARY 4, 2013**

Clerk, by **KIM TURNER** **C. TAI**, Deputy

The county provides small claims advisor services free of charge. Read the information sheet on the reverse.



SMC 1210832

ROBERT C. JONSEN VS. NORTH MARIN WATER DISTRICT

JUDGMENT:

PLAINTIFF CLAIMS THAT WATER FROM A BREAK IN THE DEFENDANT'S WATER LINE CAUSED DAMAGE TO PLAINTIFF'S PROPERTY. THE EVIDENCE SUBMITTED SHOWED THAT THERE WAS A BREAK IN THE LINE AND THAT A SUBSTANTIAL AMOUNT OF WATER PROBABLY DID FLOW ONTO PLAINTIFF'S PROPERTY. HOWEVER, PLAINTIFF FAILED TO MAKE A CAUSAL CONNECTION BETWEEN THE WATER LEAK AND THE DAMAGED PROPERTY. THE UNDISPUTED EVIDENCE CLEARLY SHOWED THAT THE DAMAGE APPEARED TO BE CAUSED BY WETTING AND DRYING OVER A LONG TIME.

JUDGMENT FOR DEFENDANT.

DATE: 2/4/2013

JUDGE PRO TEM, DAVID R. FORSBLAD

MARIN COUNTY SUPERIOR COURT

(SIGNATURE ON ORIGINAL IN FILE.)

An Invitation From Congressman Jared Huffman



*You are invited to a welcome reception with local elected officials*

*and*

**Congressman Jared Huffman  
California, 2nd District**

February 22, 2013  
9:00 a.m. - 10:00 a.m.

999 Fifth Avenue, Suite 290  
San Rafael, CA 94901

[RSVP Here](#) or call 415-258-9657.

For Directions from the North [click here](#); from the South [click here](#).  
Metered Parking is available on the street; the recommended parking lot is  
located on Lootens and 3<sup>rd</sup> Streets. The office entrance is located on  
Court Street near the Presidio Bank.