



**NORTH MARIN WATER DISTRICT**  
**AGENDA - REGULAR MEETING**  
 February 3, 2015 – 7:00 p.m.  
 District Headquarters  
 999 Rush Creek Place  
 Novato, California

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Est. Time	Item	Subject
7:00 p.m.		<b>CALL TO ORDER</b>
	1.	<b>APPROVE MINUTES FROM REGULAR MEETING</b> , January 20, 2015
	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>
		<p><b>CONSENT CALENDAR</b></p> <p>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.</p>
	5.	<b>Consent – Approve</b> LAFCO Special District Member Call for Nominations
	6.	<b>Consent - Approve</b> Proposed FY15/16 Budget Review Schedule
	7.	<b>Consent – Approve</b> Proposed FY15/16 Rate Hearing Schedule
		<b>ACTION CALENDAR</b>
	8.	<b>Approve:</b> Adoption of Ordinance No. 31
	9.	<b>Approve:</b> Stafford Lake Water Quality Evaluation Consultant Services
7:30 p.m.		<b>INFORMATION ITEMS</b>
	10.	Service Charge Analysis
	11.	Water Conservation Mid-Year Update (July-December 2014)
	12.	Mid-Year Progress Report - Engineering Department
	13.	Mid-Year Operations/Maintenance 2014/15 Update
	14.	Stafford Treatment Plant Transmission Line Evaluation – Results for Condition Assessment of 18” and 24” Concrete Cylinder Pipeline by Pure Technologies

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>
	15.	Russian River Biological Opinion PPFC Meeting – January 28, 2015
	16.	WAC/TAC Meeting - February 2, 2015
	17.	NBWA Meeting – February 6, 2015
	18.	<b>MISCELLANEOUS</b> Disbursements Quarterly Labor Cost Report Outside Auditor Personnel Change Home for Sale – 15 Gustafson Court Dry Creek WAC/TAC Tours Salinity Notice (1/13) Complete Notification of Lake or Streambed Alteration Notice of Surface Water Shortage and Potential for Curtailment of Water Right Diversions for 2015 Ltr. from Novato City Mayor re: Junior Accessory Dwelling Units CA-NV AWWA Recognizes 2014 Contributions to AWWA and the Water Industry Rep. Huffman to Serve as Ranking Member on Water, Power and Oceans Subcommittee <u>News Articles:</u> Marin Voice: Second units could be Marin's housing answer 1975 Olema water bond fully repaid S. Laurence (Larry) Glazier Obituary Marin heads toward near-record dry January Be Here Then
8:30 p.m.	19.	<b>ADJOURNMENT</b>

1

DRAFT  
NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
January 20, 2015

**CALL TO ORDER**

President Baker called the regular meeting of the Board of Directors of North Marin Water District to order at 7:00 p.m. at the District Headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, Rick Fraites, Stephen Petterle, and John Schoonover. Also present were District Secretary Katie Young, Auditor-Controller David Bentley and Chief Engineer Drew McIntyre. General Manager Chris DeGabriele was absent.

District employees Robert Clark (Operations/Maintenance Superintendent) and Tony Arendell (Construction/Maintenance Superintendent) were in the audience.

**MINUTES**

On motion of Director Schoonover, seconded by Director Petterle and unanimously carried the Board approved the minutes from the previous meeting as presented.

**GENERAL MANAGER'S REPORT**

Acting General Manager David Bentley informed the Board that General Manager Chris DeGabriele is recovering from his knee replacement well and is hopeful to come back part time next week and back to full time in early February.

**OPEN TIME**

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

**STAFF/DIRECTORS REPORTS**

President Baker asked if staff or Directors wished to bring up an item not on the agenda and the following items were discussed:

Robert Clark advised the Board that the Stafford Treatment Plant will probably begin to produce water on Monday, January 26th.

Director Schoonover asked what level Stafford Lake was at. Mr. Clark responded that it was full.

Mr. McIntyre advised the Board that the Water Agency Contractors again hired Maddaus Water Management to complete the 2015 Urban Water Management Plan and that he and Ryan

1 Grisso, Water Conservation Coordinator, will be attending a kick-off meeting with Maddaus  
2 tomorrow afternoon.

3 Katie Young advised the Board that she provided them a copy of the Committee Meeting  
4 Assignments, an emergency contact list of Directors and key staff, and the Statement of Economic  
5 Interests Form 700, which is to be completed and returned by April 1, 2015.

6 Director Fraites informed the Board that he received a "sneak-preview" of the wetland  
7 restoration out by Sears Point and Highway 37, where over 1,000 acres have been restored and  
8 over 100 birds have found homes.

9 Director Rodoni advised the Board and staff not to open any emails from his email address  
10 because his account was hacked.

11 **QUARTERLY FINANCIAL REPORT**

12 Mr. Bentley provided the Board with the Quarterly Financial Report. He stated that the  
13 District has 52% of budgeted revenue and that operating expenditures are at 51%. He advised the  
14 Board that the cash balance is down \$1.5M for the first six months because CalTrans owes the  
15 District \$1.9M for the Aqueduct Energy Efficiency Project.

16 President Baker asked what the turnaround time is for CalTrans. Mr. Bentley responded that  
17 at the beginning CalTrans was slower and now the payments are received in a little over 30 days.

18 Mr. Bentley stated that in the Novato Water System, the net income is half of what it was a  
19 year ago and the sales volume is down 20%. He informed the Board that Stafford Treatment Plant  
20 has produced 178MG so far this year and is budgeted for 750MG. Mr. Bentley advised the Board  
21 that 52% of the Capital Improvement Projects budget has been spent and \$1.3M has been collected  
22 in connection fees.

23 Mr. Bentley informed the Board that Recycled Water sales are down 10% and there is a  
24 positive cash flow of \$122K for the first six months.

25 Mr. Bentley stated that in the West Marin Water System, water consumption is down 22%  
26 and revenue is down 11% due to the use of less water. He noted that the Drought Surcharge  
27 revenue generated \$37K to offset the reduction in water use. Mr. Bentley stated that operation  
28 expenses are down 3% and the cash balance is \$46K. He advised the Board that the District is  
29 waiting on Prop 50 Grant funds of \$1.2M for the Gallagher Well Pipeline Project.

30 Mr. Bentley stated that in Oceana Marin revenue is up 5% due to the 5% rate increase and  
31 expenses are down 6%. He stated that there is a \$20K net income and that the Oceana Marin  
32 Master Plan update this year is estimated to cost \$30K.

1 **MONTHLY PROGRESS REPORT**

2 Mr. Bentley provided the Board with the December Monthly Progress Report stating that  
3 water production in Novato was down 21%, 18% in West Marin and 15% in Recycled Water. He  
4 noted that in December there was 17" of rainfall compared to 1" a year ago and that Stafford Lake is  
5 currently full. He stated that in Ocean Marin the December effluent flow volume was over four times  
6 the prior year due to infiltration of rainfall.

7 Mr. Bentley stated that staff has gone 215 days without a lost time accident or injury and  
8 provided the Board with a chart on Novato Potable Water Production. He advised the Board on the  
9 Summary of Complaints and Service Orders that complaints were up 3% due to District service  
10 leaks and there were 9 services replaced in December.

11 Mr. Bentley advised the Board that there was a 30% response in Customer Service  
12 Quarterly Questionnaires and 94% agreed that the District is doing a great job.

13 Mr. Bentley provided the Board with the Monthly Report of Investments for December. He  
14 stated that the District has a cash balance of \$13.2M and the weighted average portfolio rate was  
15 0.52%.

16 President Baker asked if the dramatic decrease in gasoline prices will affect the District. Mr.  
17 Bentley stated that it appears to have significant impact on the consumer price index, to which a  
18 number of District contracts are linked.

19 President Baker asked that staff provide an update on polybutelene replacements.

20 **CONSENT CALENDAR**

21 On motion of Director Schoonover, seconded by Director Pettele and unanimously carried,  
22 the following items were approved on the Consent Calendar:

23 **RESPONSE TO MARIN CIVIL GRAND JURY OF OCEANA MARIN COLLECTION FACILITIES**

24 At the July 15, 2014 Board of Directors Meeting, General Manager Chris DeGabriele  
25 reviewed and the Board approved the District's response to the Marin County Grand Jury Report –  
26 The Scoop on Marin County Sewer Systems: Part II and Part III. In that response, District staff  
27 agreed to follow up on two items: 1) consider adoption of an ordinance that will require private  
28 laterals to be inspected routinely and repaired as necessary, and 2) analyze and consider the  
29 feasibility of using treated wastewater for flushing pipes in routine maintenance work.

30 Staff has concluded that District's Regulations contain sufficient detail to comply with the  
31 Grand Jury request pertaining to private laterals.

1 In response to the second item: while the primary and secondary treatment performed at  
2 Oceana Marin does allow the water to be reused for flushing, due to its location and the minimal  
3 use, a connection point for reuse is cost-prohibitive at this time.

4 The Board approved a response letter to the Marin County Grand Jury Report describing the  
5 two follow-up items.

6 **FORKLIFT REPLACEMENT PURCHASE**

7 At the November 4, 2014 Board meeting, the Board authorized staff to solicit bids for a  
8 replacement forklift. Staff received three bids and reviewed the proposals based on a list of 28  
9 minimum specifications. Staff's decision was based on safety performance, drivability, service and  
10 training.

11 After comparing the bid proposals, staff chose the Nissan model based on the driver  
12 ergonomics, operators' hand use of the lifting controls, and parts and service being readily available  
13 in Santa Rosa.

14 The Board authorized staff to award the purchase contract for the new forklift to Accurate  
15 Forklift, Inc. at a total cost of \$31,302.25.

16 **ACTION CALENDAR**

17 **NFPD STATION 64 – TEMPORARY WATER SERVICE EXTENSION**

18 Mr. McIntyre advised the Board that staff is requesting a temporary water service agreement  
19 extension with the Novato Fire Protection District for another three years. He reminded the Board  
20 that since 2012, the District has been providing temporary water service to a temporary facility in the  
21 Ignacio area, while NFPD completes reconstruction of Station 64 on Enfrente Road. He noted that  
22 construction is expected to be complete by this summer but the NFPD wants to be on the safe side  
23 in having a three-year temporary water service agreement.

24 On motion of Director Petterle, seconded by Director Baker and unanimously carried, the  
25 Board approved authorization of the temporary three (3) year water service agreement and  
26 Resolution No. 15-01 entitled: "Authorization of Execution of Temporary Water Service Facilities  
27 Construction Agreement with Novato Fire Protection District."

28 **INFORMATION ITEMS**

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

30 Mr. Bentley provided the Board a "dashboard" summary of the Novato Potable Water  
31 System Financial Plan for the next five years. He advised the Board that staff recommends a 3%  
32 water rate increase proposed to be effective June 1, 2015. He reminded the Board that last year the

1 Board directed staff to remove connection fee revenue from the financial plan projection as  
2 development fees have proven challenging to forecast and have a significant impact on the District's  
3 reserve balance. Mr. Bentley stated that staff is recommending a 4% the increase in the commodity  
4 rate and no increase in the bi-monthly service charge thereby generating a 3% revenue increase.  
5 He advised the Board that water sales volume is projected to remain at 2.7 billion gallons and that  
6 Russian River water cost is projected to increase 5.6% in FY16. He noted that labor cost is  
7 projected to increase 3% annually and the pay-go Capital Improvement Projects average \$2.5M per  
8 year.

9 Mr. Bentley advised the Board that in 2011 there were four elevation zones, three tier levels  
10 and a seasonal rate, giving rise to 20 different potable water rates. He informed the Board that the  
11 District then consolidated the two upper elevation zones, reducing the number of potable rates to 15.  
12 He stated that staff will recommend combining elevation zones B and C to reduce the number of  
13 Novato potable water rates to 10.

14 President Baker asked if the different elevation zones are scattered across town or close  
15 together. Mr. McIntyre stated that they can be closer together and then there are some zones that  
16 are spread out. President Baker asked for a color map showing the different elevation zones. Mr.  
17 Clark stated that he would provide a map.

18 Director Rodoni asked about the timeline for the rate increase notification and hearing. Mr.  
19 Bentley stated that the timeline would be discussed at a Board meeting in February.

20 **NOVATO RECYCLED WATER SYSTEM FINANCIAL PLAN UPDATE**

21 Mr. Bentley provided an update of the District's Recycled Water System Financial Plan for  
22 the next five years. He stated that there are 44 meters providing 140 million gallons of recycled  
23 water this fiscal year and that the financial plan includes the \$11M Central Service Area expansion  
24 for which the design work is underway and which will add 37 new services. Mr. Bentley stated that a  
25 3% water rate increase in FY16 consistent with the increase for potable water is recommended.

26 Mr. Bentley advised the Board with the addition of the Ignacio expansion to Marin Country  
27 Club, the cost of the Central Area Expansion is now projected at \$11.0M, to be funded 25% by  
28 grants and 75% by 1% SRF loan funds. He stated that once the Central Area expansion is  
29 complete, debt service on the North, South and Central expansion loan is projected at \$1,067,000  
30 annually and that Marin Country Club will contribute \$100,000 annually.

31 President Baker asked if Marin Country Club was on board with the recycled water project.  
32 Mr. McIntyre stated that the Club members have voted in favor of the project and that the District  
33 continues to work on an application with CalTrans for a longitudinal encroachment permit.



1 Mr. Bentley informed the Board that given all of the assumptions, once the Central Service  
2 Area expansion is complete, the operation will show an accounting loss annually due to the  
3 significant amount of depreciation expense, but would generate about \$700K annually in cash flow.

4 **WEST MARIN WATER SYSTEM FINANCIAL PLAN UPDATE**

5 Mr. Bentley advised the Board that with the West Marin Water System grant-funded  
6 Gallagher Pipeline now complete, the next major project is the Point Reyes Treatment Plant Solids  
7 Handling Facility, estimated at \$1,245,000. He noted that acquisition of an expanded easement from  
8 the federal government in conjunction with the closure of the Point Reyes Coast Guard housing  
9 facility station could reduce the project cost by up to 20%.

10 President Baker asked if expanding the easement was something the District would explore.  
11 Mr. McIntyre stated that Mr. DeGabriele is working with Congressman Huffman to obtain the  
12 easements.

13 Mr. Bentley advised the Board that staff is recommending a 5% rate increase.

14 **OCEANA MARIN SEWER SYSTEM FINANCIAL PLAN UPDATE**

15 Mr. Bentley advised the Board that the Oceana Marin Sewer System financial plan proposes  
16 an annual 5% sewer service charge increase which is designed to build a reserve to fund a \$400K  
17 pond relining project in FY19.

18 **INCREASE IN DIRECTORS' COMPENSATION**

19 Mr. Bentley reminded the Board of Ordinance No. 27 pertaining to Director's Compensation  
20 which states that compensation shall be escalated annually on each January 1<sup>st</sup> based upon the  
21 change in the San Francisco Bay Area Consumer Price Index for the prior 12 months period, but by  
22 no great than 5% per year. He noted that the change in the SF Bay Area CPI in 2014 was 2.67%,  
23 therefore effective January 1, 2015, each director shall receive compensation of \$205 per day for  
24 each day's attendance at a meeting of the Board, or for each day of service rendered as a director  
25 with prior approval of the Board.

26 **CITY OF NOVATO PAVING MORATORIUM – MEASURE A, GROUP 7**

27 Mr. McIntyre reminded the Board of the annual letter the District sends to all the consumers  
28 who will be under the city is paving moratorium for the year. He stated that the City of Novato's  
29 street pavement rehabilitation project can have a negative impact on a District customer undergoing  
30 a major remodel due to the need to upsize the water service for fire sprinklers. He noted that 500  
31 letters were sent out to customers this year effected by the Measure A, Group 7.

1 **MISCELLANEOUS**

2 The Board received the following miscellaneous items: Disbursements, Renewal of Oceana  
3 Marin Liability Insurance, Reimbursement Program 2015, Recycled Water Cost, and Countywide  
4 Water Municipal Service Review: Public Review on Draft Profiles on West Marin Agencies.

5 The Board also received the following news articles: LAFCO study looks at population  
6 growth and water supply demand in Marin, Olema Water Bond paid off after four decades, and  
7 Notice to Bidders: 12"-Cast Iron Pipe Bursting Project.

8 Mr. McIntyre advised the Board that the Notice to Bidders was advertised in the Marin  
9 Independent Journal for the 12" pipe bursting on South Novato Blvd. and informed bidders that the  
10 work will be postponed until the summer when there is less traffic impact from school.

11 **CLOSED SESSION**

12 President Baker adjourned the Board into closed session at 7:54 p.m. in accordance with  
13 Government Code Section 54956.8, Conference with Real Property Negotiator (David Bentley)  
14 regarding 15 Gustafson Ct. Novato, CA.

15 **OPEN SESSION**

16 Upon returning to regular session at 8:05 p.m., President Baker stated that during the closed  
17 session the Board gave direction to staff regarding 15 Gustafson Ct. Novato, CA.

18 **ADJOURNMENT**

19 President Baker adjourned the meeting at 8:06 p.m.

20 Submitted by

21  
22  
23  
24 Katie Young  
25 District Secretary  
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## MEMORANDUM

To: Board of Directors  
From: Chris DeGabriele, General Manager *CD*  
Subject: LAFCO Special District Member Call for Nominations  
t:\gm\lafco\bod memo lafco 2015 regular.doc

January 30, 2015

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

**FINANCIAL IMPACT:** None

Marin LAFCO is calling for nominations for a Regular Special District Member (Attachment 1). Nominations can be received through February 12, 2015. Director Baker is interested in the position. Director Rodoni stated at the January 6, 2015 meeting that he no longer wishes to serve on the LAFCO commission. The nomination form (Attachment 2) and Nominee Qualifications (Attachment 3) are included with the attachment.

**RECOMMENDATION:**

Board nominate Director Baker Marin LAFCO Special District Regular Member.

Approved by GM *CD*

Date: *1/30/2015*

**DATE:** December 12, 2014  
**TO:** Independent Special Districts, Presiding Officers  
**FROM:** Candice Bozzard, Clerk to the Commission  
**RE:** CALL FOR NOMINATIONS

RECEIVED  
DEC 15 2014  
North Marin Water District

### **Special District Elections**

Attached is a copy of the approved policy and guidelines for Special District Member elections to LAFCO. Also enclosed are nomination forms and nominee qualification forms to participate in the following two elections. Please be aware that if your district wishes to nominate a person for both positions, separate forms must be completed for each election.

#### Regular Member Selection

Regular Member Dennis Rodoni has served as the regular member of the Commission since May of 2001 and has been re-elected to serve an additional four four-year terms. This term will end in May 2015. A mail ballot election must be held to select or reselect a member for this position, serving a four-year term ending in May 2019.

#### Alternate Member Selection

The alternate special district member Jack Baker has served as the alternate special district member since 2013 when he was elected to serve the remainder of the Alternate Special District Member term that will end in May 2015. A mail ballot election must be held to select a member for this position, serving a four-year term ending in May 2019.

*Chairperson:* Jeffrey Blanchfield / *Vice Chairperson:* Dennis J. Rodoni  
*Regulars:* Susan Adams, Judy Arnold, Carla Condon, Craig K. Murray, Gary Phillips  
*Alternates:* Jack Baker, Christopher Burdick, Kathrin Sears, Herb Weiner  
*Executive Officer:* Keene Simonds

## **Marin Local Agency Formation Commission**

555 Northgate Drive, Suite 230 • San Rafael, California 94903  
Telephone (415) 446-4409 • Facsimile (415) 446-4410 • General E-Mail: [staff@marinlafco.org](mailto:staff@marinlafco.org)  
[www.marinlafco.org](http://www.marinlafco.org)



## **Selection Schedule**

The Commission will receive nominations through **February 12, 2015**. Enclosed are forms for nominations and for statements of candidate qualifications. Supportive materials are accepted.

Mail ballots will be distributed by certified mail on February 13, 2015. The Candidate Qualification forms and any supportive materials will be distributed with the mail ballot. The final date the LAFCO office will receive ballots is 5:00PM on **April 14, 2015**. Ballots are accepted by postal mail, electronic mail at [staff@marinlafco.org](mailto:staff@marinlafco.org) or by facsimile to (415) 446-4410. The newly-selected or re-appointed candidates will be seated at the June 11, 2015 Marin LAFCO Commission meeting.

Should you require any assistance, have questions or comments, please contact the Marin LAFCO office at (415) 446-4409.

### Attachments:

1. Policy and Guidelines for Special District Member Elections
2. Regular Seated Member Nominations Form
3. Regular Seated Member Statement of Qualifications Form
4. Alternate Seated Member Nomination Form
5. Alternate Seated Member Statement of Qualifications Form

## **Special District Member Selection**

Government Code §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.

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.

### **Procedure for Special District Member Selection**

1. The Executive Officer shall 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 shall 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. With the prior concurrence of any special district, the Executive Officer may transmit these materials to and receive nominations from that special district by electronic mail.
3. Within five working days of the close of the nomination period, the Executive Officer shall distribute by certified mail one ballot to each independent special district. The distribution of ballots shall include a statement of qualifications for each candidate on the ballot.
4. Ballots may be submitted by mail or facsimile or electronic mail within 60 days of distribution of the ballots. A majority of independent special district must cast ballots in order to select a special district member. Selection shall be made by majority of votes cast and a majority of independent special districts in Marin County.
5. 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 or electronic mail.

All ballots and other records of each selection process shall be retained in the LAFCO office for at least four years and shall be available for public inspection.

When more than two candidates are nominated, the ballot form shall provide for selection by majority of votes cast through an "instant runoff" as follows:

- a) Each district casting a vote shall 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 the Executive Officer, 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 shall be continued until one candidate receives a majority and is selected as special district member.

#### **Vacancy of Special District Member**

Should a vacancy occur during a special district member's term of office, a new appointment shall be made for the unexpired term of the special district member or alternate member according to the process above.

**MARIN LOCAL AGENCY FORMATION COMMISSION**

**NOMINATION FORM**

**REGULAR SPECIAL DISTRICT MEMBER**

Name of District: North Marin Water District

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

\*Name of Nominee:  
Jack Baker

\*District of Nominee:  
North Marin Water District

       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 5:00PM on FEBRUARY 12, 2015.**  
Forms may be mailed to the LAFCO Office, faxed to (415) 446-4410 or sent electronically to [staff@marinlafco.org](mailto:staff@marinlafco.org).

**MARIN LOCAL AGENCY FORMATION COMMISSION**

**NOMINEE STATEMENT OF QUALIFICATIONS**

**REGULAR SPECIAL DISTRICT MEMBER**

Nominated for: Regular Special District Representative

Name: Jack Baker

Name of Special District: North Marin Water District

Telephone: (Home) (415) 382-3332 (Work) N/A

Email Address: jckbaker@gmail.com

Home Address: 425 Corte Norte Novato, CA 94949

Work Address: \_\_\_\_\_

Present Occupation: Registered Civil Engineer (Retired)

➤ Summary of Qualifications for Position:

- 1- Served as LAFCO Alternate Special District Member (2013-present)
- 2- Over 30 years service as Director for North Marin Water District
- 3- Over 40 years of engineering experience (6 1/2 with the State of California, 35+ years with County of Marin) in the design and construction of public facilities.
- 4- 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 interactions with Marin County Special Districts as well as the eleven Cities/Towns. Familiarity with these entities and their respective services has enabled 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)

Please return to: Marin LAFCO  
555 Northgate Drive, Suite 230  
San Rafael, CA 94903  
Fax: (415) 446-4410  
Email: [staff@marilafco.org](mailto:staff@marilafco.org)

\*Additional information may be attached.

6

MEMORANDUM

ITEM #6

To: Board of Directors

January 30, 2015

From: David L. Bentley, Auditor-Controller

Subj: Proposed FY15/16 Budget Review Schedule

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RECOMMENDED ACTION: Approve

FINANCIAL IMPACT: None

PROPOSED BUDGET REVIEW SCHEDULE FY 2015-16

Date	Novato Potable and Recycled Water Budgets			West Marin Budgets <sup>1</sup>	
	Location	Equipment & Improvement Projects	Operations	West Marin Water	Oceana Marin Sewer
April 21	Novato	IR			
May 5	Novato		IR		
May 19	Novato	AR <sup>2</sup>	AR <sup>2</sup>		
June 2	Novato			IR	IR
June 16	Novato	H/A	H/A	AR <sup>2</sup>	AR <sup>2</sup>
June 30	Pt Reyes			H/A	H/A

ACTIVITY CODE

IR - Initial Review

AR - Additional Review

H/A - Hearing, final changes and approval

<sup>1</sup> Capital Improvement Projects and Operations

<sup>2</sup> Department Heads present

Approved by GM CD


Date: 1/30/2015

7



## MEMORANDUM

To: Board of Directors

From: David L. Bentley, Auditor-Controller 

Subj: Proposed FY15/16 Rate Hearing Schedule  
t:\aclword\budget\16\proposed rate hearing sched fy16.docx

January 30, 2015

RECOMMENDED ACTION: Approve

FINANCIAL IMPACT: None

**PROPOSED RATE HEARING SCHEDULE FY 2015-16**

Action	Novato Potable & Recycled Water	West Marin Water & Oceana Marin Sewer
Consider Proposed Rates	3/3/15	4/21/15
Approve Letter to Customers	3/17/15	5/5/15
Customer Letter Postmark Deadline <sup>1</sup>	4/4/15	5/16/15
Rate Hearing	5/19/15	6/30/15
Rate Effective	6/1/15	7/1/15


<sup>1</sup> To meet minimum 45-day hearing notice requirement letters must be postmarked on or before the date shown.

Approved by GM Date: 1/30/2015

8

**MEMORANDUM**

**ITEM #8**

To: Board of Directors  
From: Chris DeGabriele, General Manager   
Subject: Adoption of Ordinance No. 31  
V:\Memos to Board\Emergency Water Conservation Ordinance Rescind 013015.doc

January 30, 2015

**RECOMMENDED ACTION:** Adopt Ordinance No. 31

**FINANCIAL IMPACT:** None

On April 1, 2014 a public hearing was held and the Board approved Emergency Conservation Ordinance No. 29 (Attachment 1) due to dry year conditions on Lagunitas Creek pursuant to Water Right Order 95-17. The purpose of Ordinance 29 was to declare a water shortage emergency in the West Marin Service Area and to prohibit waste and non-essential use of water. Stage 1 of Ordinance No. 29 called for 15% voluntary conservation beginning April 1<sup>st</sup>, and Stage 2 called for mandatory 25% conservation beginning July 1<sup>st</sup>. The mandatory stage also triggered enactment of a drought surcharge which was approved following a public hearing at the June 24, 2014 meeting in Point Reyes.

Water Right Order 95-17, adopted in 1995, defined dry year conditions on Lagunitas Creek and subsequent stream flow reductions based on the amount of rainfall received at Marin Municipal Water District's Kent Lake gauge between the preceding six months from October 1 through April 1. Last year, the rainfall fell less than an inch short of the required 28 inches for normal year conditions, which triggered the declaration of dry year conditions and adoption of the Water Conservation Ordinance. As of January 16, 2015, 31.3 inches has been recorded at the Kent Lake gauge since October 1, 2014, which results in normal year conditions. Mandatory conservation will not be needed in the West Marin Service Area in 2015, however, conservation consistent with the State Water Resources Control Board Emergency Conservation Requirements will remain in effect at least through May 2015 (per Board Resolution 14-18 approved on August 5, 2014).

Recommendation

Board adopt Ordinance No. 31, declaring the end of a water shortage emergency and rescinding Ordinance No. 29, effective February 4, 2015 (Attachment 2).

**NORTH MARIN WATER DISTRICT  
WEST MARIN SERVICE AREA  
EMERGENCY WATER CONSERVATION ORDINANCE NO. 29**

April 1, 2014

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## EMERGENCY WATER CONSERVATION ORDINANCE

### ORDINANCE NO. 29

AN ORDINANCE OF NORTH MARIN WATER DISTRICT DECLARING THE EXISTENCE OF A WATER SHORTAGE EMERGENCY CONDITION WITHIN THE WEST MARIN SERVICE AREA OF THE DISTRICT, PROHIBITING THE WASTE AND NON-ESSENTIAL USE OF WATER, AND PROVIDING FOR THE CONSERVATION OF THE WATER SUPPLY OF THE DISTRICT

BE IT ORDAINED by the Board of Directors of North Marin Water District as follows:

#### ***Section 1. Declaration of a Water Shortage Emergency***

This Board of Directors does hereby find and declare as follows:

(a) A public hearing was held on April 1, 2014, on the matter of whether this Board of Directors should declare a water shortage emergency condition exists within the West Marin water service area of this District which is served by wells adjacent to Lagunitas Creek.

(b) Notice of said hearing was published in the Point Reyes Light and West Marin Citizen, newspapers of general circulation printed and published within said West Marin water service area of the District.

(c) At said hearing all persons present were given an opportunity to be heard and all persons desiring to be heard were heard.

(d) Said hearing was called, noticed and held in all respects as required by law.

(e) This Board heard and has considered each protest against the declaration and all evidence presented at said hearing.

(f) A water shortage emergency condition exists and prevails within the portion of the territory of this District served by wells adjacent to Lagunitas Creek. Said portion of this District is hereinafter referred to as the West Marin area and consists in all the territory of this District generally known as Point Reyes Station, Inverness Park, Olema, Bear Valley and Paradise Ranch Estates. Said water shortage exists by reason of the fact that the ordinary demands and requirements of the water consumers in the West Marin area cannot be met and satisfied by the water supplies available to this District in the West Marin Service Area without depleting the water supply to the extent that there would be insufficient water for human consumption, sanitation and fire protection.

(g) On April 1, 2014 the Board of Directors enacted the North Marin Water District Water Shortage Contingency Plan for the West Marin Service Area (Plan) and said Plan defines specific triggers for stages of action applicable to District customers, and pursuant to this ordinance. The specific triggers for stages of action vary and are determined based on rainfall measured at the Marin Municipal Water District Kent precipitation gage, calendar period and water demands in the West Marin Service Area.

#### ***Section 2. Purpose and Authority***

The purpose of this ordinance is to conserve the water supply of the District for the greatest public benefit with particular regard to public health, fire protection and domestic use, to conserve water by reducing waste, and to the extent necessary by reason of drought and the existing water shortage emergency condition to reduce water use fairly and equitably. This ordinance is adopted pursuant to Water Code Section 350 to and including 358, and Sections 31026 to and including

31029.

### **Section 3. Effect of Ordinance**

This ordinance shall take effect on April 1, 2014, shall be effective only in the West Marin service area, shall supersede and control over any other ordinance or regulation of the District in conflict herewith, and shall remain in effect until the Board of Directors declares that the water shortage emergency has ended.

### **Section 4. Suspension of New Connections to the District's Water System**

(a) From July 1, 2014 until, the Board of Directors by resolution declares that the water shortage has ended, which period is hereinafter referred to as the suspension period, no new or enlarged connection shall be made to the District's water system except the following:

- (1) connection pursuant to the terms of connection agreements which prior to July 1, 2014, had been executed or had been authorized by the Board of Directors to be executed;
- (2) connections of fire hydrants;
- (3) connections of property previously supplied with water from a well which runs dry.
- (4) connection of property for which the Applicant agrees to defer landscape installation until after the suspension period.

(b) During the suspension period applications for water service will be processed only if the Applicant acknowledges in writing that such processing shall be at the risk and expense of the Applicant and that if the application is approved in accordance with the District's regulations, such approval shall confer no right upon the Applicant or anyone else until the suspension period has expired, and that the Applicant releases the District from all claims of damage arising out of or in any manner connected with the suspension of connections.

(c) Upon the expiration of the suspension period, the District will make connections to its water system in accordance with its regulations and the terms of connection agreements for all said applications approved during the suspension period. The water supply then available to the District will be apportioned equitably among all the customers then being served by the District without discrimination against services approved during the suspension period.

(d) Nothing herein shall prohibit or restrict any modification, relocation or replacement of a connection to the District's system if the General Manager determines that the demand upon the District's water supply will not be increased thereby.

### **Section 5. Waste of Water Prohibited**

No water furnished by the District shall be wasted. Waste of water includes, but is not limited to, the following:

- (a) permitting water to escape down a gutter, ditch or other surface drain;
- (b) failure to repair a controllable leak of water;
- (c) failure to put to reasonable beneficial use any water withdrawn from the District's system.

### **Section 6. Prohibition of Non-Essential Use of Water**

(a) No water furnished by the District shall be used for any purpose declared to be non-essential by this ordinance for the following stages of action as determined by the Board of Directors

after considering specific triggers consistent with the Water Shortage Contingency Plan for the West Marin Service Area.

**Stage 1 - Voluntary Stage (15% reduction).** Achieve 15% reduction in water usage compared to the corresponding billing period in 2013 by encouraging voluntary rationing, enforcement of water wasting regulations and water conservation Regulation 17, requesting customers to make conscious efforts to conserve water, request restaurants to serve water only upon request, encourage private sector to use alternate source and encourage night irrigation.

**Stage 2 - Mandatory Stage (25% reduction)**

- (b) The following uses are declared to be non-essential from and after July 1, 2014:
- (1) washing sidewalks, driveways, parking areas, tennis courts, patios or other exterior paved areas except by the Marin County Fire Department or other public agency for the purpose of public safety;
  - (2) refilling a swimming pool drained after July 1, 2014;
  - (3) non-commercial washing of privately-owned motor vehicles, trailers and boats except from a bucket and except that a hose equipped with a shut-off nozzle may be used for a quick rinse.
  - (4) Request restaurants to serve water only upon request.
- (c) The following additional uses are declared to be non-essential from and after July 1, 2014:
- (1) any use of water from a fire hydrant except for fighting fires, human consumption, essential construction needs or use in connection with animals;
  - (2) watering of any lawn, garden, landscaped area, tree, shrub or other plant except from a handheld hose equipped with an automatic shut-off nozzle, container or drip irrigation system except overhead sprinkler irrigation can be used if customer maintains an overall 25% reduction in water use compared to the corresponding billing period in 2013, (customers using less than 200 gallons per day are permitted to water their landscape without a 25% reduction) and properly operates the irrigation system in a non-wasteful manner between the hours of 7:00 p.m. and 9:00 a.m the next day. If sprinkler water is used in a wasteful manner, the General Manager may prohibit sprinkling by that customer.
  - (3) use of water for dust control at construction sites;
  - (4) initial filling of any swimming pool for which application for a building permit was made after April 1, 2014;
  - (5) use by a vehicle washing facility in excess of 25% less than the amount used by it during the corresponding billing period in 2013. If the facility was not operating in 2013, an assumed amount shall be computed by the District from its records.
  - (6) any non-residential use in excess of 25% less than the amount used by the customer during the corresponding billing period in 2013. If connection to the District system was not in existence or use in 2013, an assumed amount will be computed from the District's records.
  - (7) Intertie deliveries to Inverness Public Utilities District (IPUD), except for critical needs as determined by the General Manager
  - (8) Deliveries to customers outside the service area except as needed for human

consumption, sanitation and public safety or as stipulated in outside service agreements.

### **Stage 3 - Severe Mandatory Rationing (50% reduction)**

(d) From and after the date that the Board of Directors, by resolution, determines that the water shortage emergency requires severe rationing, the following additional uses are declared to be non-essential:

- (1) Watering any residential lawn, or any commercial or industrial area lawn maintained for aesthetic purposes, at any time of the day or night during the period of August 1, through October 31, when a Stage 3 is in progress.
- (2) Planting any new landscaping, except for designated drought resistant landscaping prescribed by the District.
- (3) All day and nighttime sprinkling will be discontinued. Any and all outside watering will be done only with a hand held nozzle. An exception will be made for carefully timed drip irrigation for established perennial plants and trees. Only sufficient water for assured plant survival may be applied.
- (4) No new annual plants, vegetables, flowers or vines may be planted during the Stage 3 emergency period. An exception will be made for customers who are eliminating existing thirsty landscaping and replacing same with drought resisting landscaping prescribed by the District, as in (2) above.

The combined rationing including Stage 1, 2, and 3 is designed to achieve a minimum reduction of 50% or more in West Marin service territory water consumption as compared with normal year annual usage.

(e) The percentages stipulated in Stage 2 and Stage 3 may be increased by the General Manager for any class of customer if the General Manager determines that such increase is necessary to protect the public health, safety and welfare or to spread equitably among the water users of the District the burdens imposed by the drought and the shortage in the District's water supply.

### **Section 7. Variances**

Applications for a variance from the provisions of Section 6 of this ordinance may be made to the General Manager. The General Manager may grant a variance to permit a use of water otherwise prohibited by Section 6 if the General Manager determines that the variance is reasonably necessary to protect the public health and safety and/or economic viability of a commercial operation. Any decision of the General Manager under this section may be appealed to the Board of Directors.

### **Section 8. Violations**

(a) If and when the District becomes aware of any violation of any provision of Section 5 or 6 of this ordinance, a verbal warning will be given, then if the violation continues or is repeated, a written notice shall be placed on the property where the violation occurred and mailed to the person who is regularly billed for the service where the violation occurs and to any other person known to the District who is responsible for the violation or its correction. Said notice shall describe the violation and order that it be corrected, cured and abated immediately or within such specified time as the General Manager determines is reasonable under the circumstances. If said order is not complied with, the District may forthwith disconnect the service where the violation occurs.



(b) For the first offense, a fee of \$50 shall be paid for the reconnection of any service disconnected pursuant to subsection (a) during the suspension period. For each subsequent violation of Section 8 (a), the fee for reconnection shall be \$75.

(c) No service which is disconnected twice because of a violation of Section 5 or 6 of this ordinance during the suspension period, shall be reconnected unless a device supplied by the District which will restrict the flow of water to said service is installed. Furthermore, the fee for reconnection of such a service during the suspension period shall be \$100 in lieu of the fee required by subsection (b) hereof.

**Section 9. Signs on Lands Supplied from Private Wells**

The owner or occupant of any land within the West Marin water service area that is supplied with water from a private well shall post and maintain in a conspicuous place thereon a sign furnished by the District giving public notice of such supply.

**Section 10. Drought Surcharge**

In the event a mandatory reduction in water use is triggered under the District's Water Shortage Contingency Plan for the West Marin Service Area, a Drought Surcharge will be implemented simultaneous with enactment of the mandatory stage. The Drought Surcharge will serve to mitigate the revenue loss resulting from a reduction in water use, as well as to offset the cost for water purchased from Marin Municipal Water District (MMWD) under the Interconnection Agreement between North Marin Water District and MMWD triggered by dry year conditions. The Drought Surcharge shall be a quantity charge for each 1,000 gallons as specified in District Regulation 54.

\* \* \* \* \*

I hereby certify that the foregoing is a true and complete copy of an ordinance duly and regularly adopted by the Board of Directors of North Marin Water District at a regular meeting thereof held on April 1, 2014 by the following vote:

AYES: Directors Baker, Fraites, Petterle, Rodoni, Schoonover  
NOES: None  
ABSENT: None  
ABSTAINED: None

(SEAL)



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Katie Young  
District Secretary  
North Marin Water District

**DRAFT**

**ORDINANCE NO. 31**

**AN ORDINANCE OF NORTH MARIN WATER DISTRICT DECLARING END OF THE WATER  
SHORTAGE EMERGENCY CONDITION IN THE DISTRICT AND  
RESCINDING ORDINANCE NO. 29**

BE IT ORDAINED by the Board of Directors of North Marin Water District as follows:

Section 1. The Board of Directors of North Marin Water District finds and declares that the Water Shortage Emergency conditions within the portion of the territory of the District served by wells adjacent to Lagunitas Creek has ended.

Section 2. Effective forthwith, Ordinance No. 29 is rescinded.

\* \* \* \* \*

I hereby certify that the foregoing is a true and complete copy of an ordinance duly and regularly adopted by the Board of Directors of North Marin Water District at a regular meeting thereof held on February 3, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Katie Young  
District Secretary

(SEAL)

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**MEMORANDUM**

**ITEM #9**

To: Board of Directors

January 30, 2015

From: Robert Clark, Operations / Maintenance Superintendent *RC*

Subject: Stafford Lake Water Quality Evaluation Consultant Services

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**RECOMMENDED ACTION:** Authorize the General Manager to execute a Consulting Contract with SRT Consultants, for an amount not to exceed \$45,000.

**FINANCIAL IMPACT:** No budget augmentation required, \$50,000 included as an amended mid-year Capital Improvement Project

At the April 15, 2014 Board of Directors meeting, the Board authorized the General Manager to execute a consulting contract with Michael J. McGuire and a contract was subsequently executed for the Stafford Lake taste and odor control plan. However, after some initial work and field visits, the consultant informed the District that he would be unable to complete the contract and asked to be relieved from the agreement due to family issues.

Staff had originally requested proposals from two consulting firms – Michael J. McGuire, Inc. and SRT Consultants, both which demonstrated experience to perform this study. Staff has reached out to SRT Consulting and they will honor their initial proposal of \$40,720 and have agreed to submit a completed report by the end of the current fiscal year. Staff is including \$4,280 as a contingency for a total not-to-exceed project cost of \$45,000.

SRT would begin with a review of the District's existing record of data on lake water quality, treatment methods and efforts to mitigate the taste and odors; then, use their expertise to assess control and treatment alternatives, including a cost analysis, review with District staff, and submission of a final report. As part of this effort, the consultant will conduct site visits sufficient to meet the needs of the project.

**RECOMMENDATION**

That the Board authorize the General Manager to execute a Consulting Contract with SRT Consultants, for an amount not to exceed \$45,000.

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## MEMORANDUM

To: Board of Directors  
 From: David L. Bentley, Auditor-Controller  
 Subj: Service Charge Analysis  
 I:\aclword\memo\15\bimonthly service charge analysis 15.docx

January 30, 2015

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

The Service Charge covers fixed costs for debt service, billing and accounting, meter reading, and a portion of the cost to maintain and replace the service line to the customer water meter. Debt service pays for infrastructure which enables water delivery on-demand 24 hours per day, 7 days per week - such as Stafford Water Treatment Plant, pump stations, storage tanks and distribution pipelines. Annually the District updates its analysis of the costs that comprise the charge, which is \$30 bimonthly (just under 50¢ per day) for the 74% of District customers who are served with a 5/8" meter.

The Novato 5/8" bimonthly service charge was increased from \$25 to \$30 on June 1, 2013. The District's bimonthly cost of a 5/8" service last fiscal year (FY14) was \$34.44, as shown on the attached analysis. Thus, the \$30 charge falls 15% shy of the amount required to fully recover the fixed cost associated with the Service Charge.

While many customers are under the impression that the Service Charge is for meter reading only, in fact meter reading comprises only a minor component of the charge. In summary, the cost components of the Service Charge, in percentage terms, are as follows:

Capital Replacement Cost	41%
Debt Service	36%
Billing & Accounting	17%
Meter Reading/Maintenance	6%
	<u>100%</u>

Finally, while this analysis shows that the bimonthly service charge could justifiably be increased based upon actual cost (i.e., the annual revenue received for the 5/8" meter bimonthly service charge does not cover the full cost), the 108% increase in the charge from 2010 to 2013 (\$14.40 to the current charge of \$30 bimonthly) has significantly impacted those customers that use minimal amounts of water. Thus staff continues to recommend that the \$30 bimonthly charge not be increased at this time.

**North Marin Water District**  
**Novato Service Charge Analysis**  
**Annual Cost of Providing a Meter and Rendering a Bill**  
as of 12/31/14

1/29/15

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Active Meters 12/31/14 = 20,498

<b>Capital Cost</b>	<b>5/8-Inch Service</b>	<b>1-Inch Fire Sprinkler Service</b>	<b>1-Inch Service</b>
Installation Labor & Vehicle Charges <sup>1</sup>	\$2,659.36	\$2,659.36	\$2,659.36
Backfill, Blacktop & Sand <sup>1</sup>	688.81	688.81	688.81
Copper Pipe (30') <sup>2</sup>	156.70	156.70	156.70
Water Meter	70.01	191.00	191.00
Angle Meter Stop <sup>2</sup>	56.60	56.60	56.60
Corporation Stop <sup>2</sup>	52.74	52.74	52.74
Anode (12lb)	58.49	58.49	58.49
Service Saddle (6") <sup>2</sup>	50.98	50.98	50.98
Fiberlite Meter Box Lid	27.07	47.71	47.71
Meter Box	23.29	30.51	30.51
Corporation Stop Adapter <sup>2</sup>	22.73	22.73	22.73
Meter Spud	10.06	14.63	14.63
Grounding Clamp <sup>2</sup>	3.95	3.95	3.95
<b>Total Capital Cost <sup>3</sup></b>	<b>\$3,880.80</b>	<b>\$4,034.22</b>	<b>\$4,034.22</b>

**Capital Cost Amortization <sup>4</sup>**      \$84.42      \$91.53      \$91.53

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

Debt Service <sup>6</sup>	\$1,544,228		
Billing and Accounting (net) <sup>7</sup>	265,398		
General & Administrative <sup>8</sup>	247,101		
Customer Service Expense	158,088		
Meter Reading	152,602		
Meter Maintenance	94,418		
Stationary & Supplies	61,791		
Uncollectible Accounts	19,500		
Office Equipment Expense	23,904		
Collection Agency Fees	2,398		
Distributed to West Marin <sup>9</sup>	(15,276)		
Field Collection Expense (net) <sup>10</sup>	(48,528)		
<b>Total Annual Expense</b>	<b>\$2,505,624</b>	<b>/ 20,498 =</b>	
			<b>\$122.24    \$122.24    \$122.24</b>
		<b>Total Annual Cost per Meter</b>	<b>\$206.65    \$213.76    \$213.76</b>
		<b>Bimonthly Cost (Annual Cost / 6)</b>	<b>\$34.44    \$35.63    \$35.63</b>
		<b>Current Bimonthly Charge</b>	<b>\$30.00    \$34.00    \$60.00</b>
		<b>Bimonthly Contribution to System Repair and Replacement</b>	<b>(\$4.44)    (\$1.63)    \$24.37</b>

1 Average cost of last 5 years' installations.

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

3 Includes 9.0% 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 2014), a nominal interest rate of 3.4% and an inflation rate of 2.0%.

5 Based on costs reported in the Audited FY2014 financial statement.

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

7 Billing and Accounting amount shown is net of new account charge revenue.

8 G&A is 37% of labor expense.

9 Billing & Accounting expense is allocated to Recycled Water and West Marin customers based on the number of active accounts.

10 Field Collection Expense amount shown is net of account turn-on charge revenue.

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## MEMORANDUM

ITEM #11

To: Board of Directors

January 30, 2015

From: Ryan Grisso, Water Conservation Coordinator *RG*

Subject: Water Conservation Mid-Year Update (July-December 2014)

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**RECOMMENDED ACTION:** Information**FINANCIAL IMPACT:** NoneWater Conservation

This memo provides an update on water conservation activities implemented during the first half of Fiscal Year 2014/2015 (FY 15). The District Water Conservation and Public Outreach Programs are operated according to the Water Conservation Master Plan and 2010 Urban Water Management Plan and are currently compliant with the California Urban Water Conservation Council's Best Management Practices. Water Conservation participation numbers for the first half of the current and previous two fiscal years are summarized in Table 1 below.

**Table 1: Water Conservation Program Participation (July through December)**

Program	FY15	FY14	FY13
Water Smart Home Surveys	181	184	96
Water Smart Commercial Surveys	2	3	3
High Efficiency Toilet Rebates (Residential)	163	143	112
High Efficiency Toilet Rebates (Commercial)	8	1	0
Retrofit on Resale (Dwellings Certified)	117	153	197
High Efficiency Washing Machine Rebates	84	166	122
Cash for Grass Rebates	75 <sup>1</sup>	16	18
Water Smart Landscape Rebates	3	5	2
Smart Irrigation Controller Rebates (Residential)	1	2	0
Smart Irrigation Controller Replacement (Non-Residential)	1	14	9
New Development Sign-offs (Residential Units)	16	4	72
New Development Sign-offs (Commercial Units)	12	3	12
Large Landscape Audits (Number of accounts)	0	0	4
Large Landscape Budgets (Number of accounts)	437	437	435

<sup>1</sup> Cash for Grass participants removed 45,211 square feet of turf.

Water Conservation program participation has remained fairly steady when compared to the last couple fiscal years, however, there was a significant increase in the number of Cash for Grass Rebates. Staff expects increased participation numbers in all programs in the second half of the fiscal year due to customers continued response to drought conditions.

### **Water Conservation Programs**

Water Smart Home Survey (WSHS) Program: This program provides the customer with an in-depth analysis of both their indoor and outdoor water use with water efficient recommendations for customers to implement. The WSHS Program also provides staff with an opportunity to present applicable rebate programs to which the participating customer may be eligible for. WSHS participation has remained steady this FY, with 181 WSHS completed during this half of FY 15, compared to 184 completed in FY14. In the second half of FY 15, the District should see steady participation levels due to continued customer drought response.

Water Conservation Fixture Distribution: Staff continues to distribute water conserving fixtures at the front counter of the District Administration Building, on service calls and WSHS, and at various public outreach events (e.g. Novato Farmer's Market). Fixtures include 2.0 gallon per minute (GPM) showerheads, 1.0 and 0.5 GPM sink aerators, hose nozzles (when available) and other related items. The District also offers commercial establishments installation of 0.5 GPM sink aerators on all hand-washing sinks when conducting a Water Smart Commercial Survey.

High Efficiency Toilet (HET) Replacement Program: The District provides \$100 rebates for residential and commercial customers, for purchase and installation of qualified HETs. During the first half of FY 15, the District rebated 163 residential HETs and 8 commercial HETs. Rebate volume has increased in the last couple years likely due to the drought and also a state requirement that all toilets sold after January 1, 2014 be a WaterSense (an EPA partnership program) approved HET. The Ultra High Efficiency Toilet (UHET) Rebate program, which offers a \$150 for toilets that flush less than 1.1 gallons per flush, was set up to help transform the market to the next level of toilet efficiency, however, participation numbers in that program have been low during the first half of the fiscal year (8 UHETs rebated in the first half of FY15).

Retrofit on Resale: The District currently requires toilets, showerheads, and bathroom sinks to be retrofitted to meet current water conservation standards by the seller before the close of escrow of any property sold in the District service area. HET rebates are available (although HETs are not required) and fixtures (showerheads and sink aerators) are free to customers to help ease any potential financial hardships from the requirement. In the first half of FY 15, the District received certificates for 117 dwellings, which is a decrease from the previous fiscal year. Staff is planning a series of outreach efforts to the Realtor community to improve program awareness and discuss the new email submission procedure.

High Efficiency Clothes Washer Rebate Program: The District currently offers rebates for qualified high efficiency clothes washing machines through the Sonoma-Marín High Efficiency Clothes Washer Program (with rebates paid directly by the District). During the first half of FY 15 the District rebated 84 clothes washing machines through the program. These numbers are down from previous year likely due to the change to Energy Star Most Efficient status as the qualifying measure rather which is a more restrictive qualification. This eliminated a lot of the previously eligible washing machines from the qualified list.

Cash for Grass Rebate Program: The District's has rebated customers for removing irrigated turf and replacing with low water use landscaping, since 1989 and has the longest active Cash for Grass Program in existence. Participation has dramatically increased the first half of FY 15, with the District rebating 75 Cash for Grass projects for a total of 45,211 square feet of turf removed (compared to 10,000 square feet and 11,825 square feet the previous two fiscal years). This increase is directly related to customer's responding to the drought.

Water Smart Landscape Rebate Program: The District currently rebates a percentage of equipment costs (up to \$100) for landscape efficiency upgrade projects such as spray to drip irrigation conversions, and high volume spray head to low volume multi-stream rotating spray head conversions. In the first half of FY 15, the District rebated 3 projects.

Water Smart Irrigation Controller Rebate Program: Rebates are available for purchase, installation and activation of District approved Smart Irrigation Controllers (Smart Controllers) at a minimum level of \$100, or \$30 per active station, up to \$1,200. This program has historically attracted little customer interest. The District rebated two controllers in the first half of FY 15. Staff is planning more outreach to the local landscape maintenance contractors to increase awareness of all landscape rebate programs offered by the District.

Large Landscape Water Conservation Program: The Large Landscape Water Conservation Program consists of the Large Landscape Audit Program, the Large Landscape Budget Program, Water Smart Controller Rebate Program (previously covered in the Water Smart Irrigation Controller Rebate Program section) and the Large Landscape Water Smart Landscape Efficiency Rebate Program. All programs are aimed at assisting large landscape accounts (dedicated irrigation and large mixed use meters) to become more water use efficient in their landscape water management practices. The large landscape activities of FY 15 through the mid-year focused heavily on water waste and non-essential use prohibitions enforcement.

Commercial Water Conservation Program: The Commercial Water Conservation Program currently offers the HET Rebate Program (previously covered in the High Efficiency Toilet Replacement Program), Water Smart Commercial Survey (WSCS), and a High Efficiency Washing Machine Rebate. In the first half of FY 15, staff completed two WSCS.

Public Outreach and Conservation Marketing

In the first half of FY15, the District distributed a summer 2014 issue of “Water Line” to Novato and West Marin service areas and continued participation in the Drought 2014 Campaign administered by the Sonoma Marin Saving Water Partnership. The District has also actively maintained a Facebook page with regular updates on water use efficiency and construction projects. In August, the District organized a very well attended “Drought Drive-Up Day” for West Marin customers to distribute water saving materials and fixtures.

Budget

Table 2 summarizes the mid-year expenditures for the last three fiscal years (July-December). Expenditures in FY15 have increased compared to FY14 and FY13, mainly due to the increase in Cash for Grass participation.

**Table 2: Water Conservation and Public Outreach Expenditures (July-December)**

	FY 15	FY 14	FY 13
Total Budget	\$450,000	\$400,000	\$400,000
July-December Expenditures	\$185,833	\$153,831	\$127,582

Staff expects expenditure levels to continue to increase in the second half of the fiscal year due to the drought situation and associated increase in customer participation, especially in the fourth quarter. Even with this projected increase in spending, the total fiscal year expenditures are expected to fall below budget by an estimated \$60,000 to \$70,000. In addition, Prop 84 grant funds continue to partially offset expenditures. A total of \$59,404 in grant funding reimbursements is expected this fiscal year (\$16,741 received in the first half of the fiscal year and \$42,663 expected re in the second half). Staff has developed some options to fully expend the remaining funds.

- 1) Continue the Ultra High Efficiency Toilet Giveaway in 2015 with the purchase of toilets to distribute to customers over the next 6 months.
- 2) Increase the Cash for Grass levels and incentives. This could include increasing the maximum allowable square footage, the amount of rebate per square foot, or even offer a combination of the Cash for Grass and Lawn Be Gone programs, if customers meet certain criteria.
- 3) Retrofit some large landscape sites over to recycled water. There are some sites that for a variety of reasons were not feasible to convert during the past retrofit projects. This funding could potentially implement some large site conversions like Lanham Village HOA and remaining landscape portions of Meadow Park HOA.

Staff would like to discuss these options and get Board direction on moving forward. Action items addressing these optional programs will be brought before the Board for approval at future meetings.

12

## MEMORANDUM

To: Board of Directors  
 From: Drew McIntyre, Chief Engineer  
 Subject: Mid-Year Progress Report – Engineering Department  
R:\CHIEF ENGM\MCINTYRE\BUDGETS\FY14-15 Budget\Eng Dept Perf Recap 2nd Qtr 14-15.doc

Date: January 30, 2015



The purpose of this memo is to provide a mid-year status report to the Board on the District's performance in completing budgeted FY14-15 Capital Improvements Projects (CIP) with a primary emphasis on planned (i.e., baseline) versus actual performance. The following information supplements the progress report summary provided to the Board each month.

SUMMARY

Service Areas	Project Costs (\$)		% Complete		Earned Value (\$)	
	Budget (\$)	Forecast (\$)	Planned	Actual	Planned	Actual
Novato Water	17,510,000	16,835,000	51	35	8,821,200	8,177,300
Novato Recycled	125,000	216,000	45	55	53,000	103,750
West Marin	1,669,000	1,571,000	65	46	1,288,360	1,287,950
TOTAL	19,179,000	18,622,500	54	45	10,162,560	9,569,000

The above table summarizes the detailed tabulation of CIPs for both Novato and West Marin (including Oceana Marin) systems provided in Attachment A. The above tabulation shows that year-end Novato CIP expenditures are forecasted to be \$675,000 below and \$91,000 above the respective approved FY14-15 budgets for water and recycled water. The year-end forecast for all service areas combined above represents approximately 97% of combined budgets (versus a forecast of 65% at this time last year). For the Novato Water system, actual District performance in completing CIP projects (i.e., 35%) is below planned performance (i.e., 51%). Actual performance for the Novato Recycled Water system is above (i.e., 55%) for planned performance for project completion (i.e., 45%). With respect to West Marin (including Oceana Marin), year-end CIP expenditures of \$1,571,000 are forecast to be slightly below (i.e., 94%) the approved FY14-15 budget value (versus a forecast of 84% at this time last year). Planned performance through mid-year for West Marin was projected to be 65% and actual completion performance is at 46%. Overall, for the Novato Water, Novato Recycled Water and West Marin water systems, combined actual performance is below (i.e., 45%) planned performance (i.e. 54%).

Performance Status for Improvement Projects

A detailed milestone schedule update is provided in Attachment B. As shown on the following table (Page 3), a total of 38 projects (versus 35 in FY13-14) were originally budgeted in FY 14-15 for the Novato, West Marin and Oceana Marin service areas. Two new projects have been added, eleven have been carried over from FY13-14 and two projects have been dropped resulting in a new total of 49 projects. Of the 49 Capital Improvement Projects budgeted, 30 (versus 27 in FY13-14) are under the lead responsibility of the Engineering Department for completion (24 in

Novato and 6 in West Marin). The remaining 19 (versus 15 in FY13-14) CIP projects are under the responsibility of the other departments (i.e., 15 – Maintenance and 4 – Operations) (Refer to the tabulation in Attachment A for a complete line item listing).

#### Novato Service Area Project Costs Variances

As shown in Attachment A, all but one of FY14-15 Novato CIPs are currently projected to be completed at or below original budget. It is important to note that the eight FY13-14 “Carry-Over” projects represent a combined addition of \$300,000 to the current Novato CIP budget. It is anticipated that there will be sufficient funds to offset the “carry-over” project costs without necessitating a budget augmentation.

No new projects have been added during the second quarter and one project has been dropped during the second quarter, PB Replacement – Pacheco Valle (42).

#### Novato Recycled Water Service Area Project Costs Variances

No recycled water projects have been added or deferred/dropped during the second quarter. As reported previously, design work on the Central Service Area Expansion has been accelerated.

#### West Marin Service Area (including Oceana Marin) Project Costs Variances

As shown in Attachment A, all of the FY14-15 West Marin CIPs expenditures are currently within the original budget. No new projects have been added and one project has been dropped (Abandon Downey Well) during the second quarter in the West Marin Service Area.

#### Engineering Department Labor Hours

The Engineering Department provides a multitude of functions supporting overall operation, maintenance and expansion of water facilities. The major work classifications are: (1) General Engineering, (2) Developer Projects and (3) District (i.e., CIP) Projects. Out of the approximately 14,900 engineering labor hours available annually (less Conservation), the FY14-15 labor budget for Developer Projects and District Projects is 1,480 (10% of total) and 3,546 (24% of total), respectively. A chart of actual hours expended versus budgeted hours for both Developer and District projects during FY14-15 is provided in Attachment C. At the end of the second quarter, actual engineering labor hours expended for Developer work was 12% (178 hours) versus 50% (740 hours) budgeted. With respect to District Projects, 2,527 engineering labor hours (71% of budget) have been expended on Capital Improvement Projects when compared against a mid-year estimate of 1773 hours (50% of budget). The higher burn rate for labor hours on CIPs is primarily due to (1) advance work on the Recycled Water Central Service Area Expansion, and (2) accelerated Gallagher Well Pipeline work.

FY 14-15  
 CAPITAL IMPROVEMENTS PROJECTS

PROJECTS BUDGETED	NOVATO SERVICE AREA	WEST MARIN/ OCEANA MARIN	TOTAL
Original Budget	28	10	38
Added	2	0	2
FY 13-14 Carryover	8	3	11
Deferred/Dropped	1	1	2
<b>Adjusted Budget</b>	<b>37</b>	<b>12</b>	<b>49</b>

CURRENT COMPLETION STATUS	NOVATO SERVICE AREA	WEST MARIN/ OCEANA MARIN	TOTAL
No. of Projects Completed as of 12/31/14	5	1	6
No. of Projects Projected to be Fully Completed	23	9	32
<u>Projected Completion Performance</u>	<b>62%</b>	<b>75%</b>	<b>65%</b>

**FY13-14 CARRYOVER**

Novato

- Grant/5<sup>th</sup> 1" Galvanized Steel
- PB Replacement: Atherton Oaks/Summit Lane
- SMART Crossing Rework @ Golden Gate Place
- SMART Crossing Rework @ Roblar Rd.
- SMART Crossing Rework @ Hanna Ranch
- Recycled Water South
- Recycled Water Central Service Area – Pre-Design
- Stafford Lake Water Quality Evaluation

**Date Brought to Board**

- Second Quarter Report
- First Quarter Report
- First Quarter Report
- First Quarter Report
- First Quarter Report
- First Quarter Report
- First Quarter Report
- Second Quarter Report

West Marin

- P RTP Solids Handling
- Gallagher Stream Gauge
- SCADA RTU Upgrade and Install

- First Quarter Report
- First Quarter Report
- First Quarter Report

**DEFERRED/DROPPED**

Novato

- PB Repl: Pacheco Valle (42)

- First Quarter Report

West Marin

- Abandon Downey Well

- Second Quarter Report

**PROJECTS ADDED**

Novato

- Measure A, Group 7 PB Replacements

- First Quarter Report

West Marin

- None



**NOVATO SYSTEM CAPITAL IMPROVEMENT PROJECTS SUMMARY FY14-15  
AS OF DECEMBER 31, 2014**

STATUS	DEPT	ITEM #	PROJECT NO.	DESCRIPTION	PROJECT COSTS		% COMPLETE		EARNED VALUE	
					Budget	Forecast	Baseline	Actual	Planned	Actual
<b>1. PIPELINE REPLACEMENTS/ADDITIONS</b>										
	Eng	1	1.a.1	So. Novato Blvd - Rowland to Sunset (12"Cl@1,000')	\$350,000	\$150,000	72	10	\$252,000	\$15,000
C	Eng	2	1.a.2	STP 18" Transmission Line Assess/Repair	\$130,000	\$199,000	86	100	\$111,800	\$199,000
C	Eng	3	1.a.3	Shields Ln 6" Cast Iron (6"@1,120')	\$105,000	\$105,000	100	100	\$105,000	\$105,000
TBC		4	1.a.4	<Grant/5th 1" Galvanized Steel (6" @ 400')>	\$0	\$60,000	0			
	Eng	5	1.b.1	Zone A Pressure Improvements	\$200,000	\$75,000	50	45	\$100,000	\$33,750
TBC	Eng	6	1.b.2	San Mateo 24" Inlet/Outlet - Planning	\$30,000	\$60,000	20	10	\$6,000	\$6,000
			1.c.1	PB Repl - Pacheco Valle (42) - DROP	\$125,000	\$0	0	0	\$0	\$0
TBC	Eng	7	1.c.2	<PB Repl: Atherton Oaks / Summit Ln (14 servs)>	\$0	\$35,000	5	5	\$0	\$1,750
			3.c.3	Repl PB in Sync w/City Paving	\$90,000	\$0	0	0	\$0	\$0
TBC	Eng	8	3.c.4	<b>City Measure A, Group 7 (33 servs)</b>	<b>\$0</b>	<b>\$85,000</b>	10	10	\$0	\$8,500
			1.d.1	Other Relocations	\$80,000	\$80,000	0	0	\$0	\$0
TBC	Eng	9	1.e.1-11	AEEP - Hwy 101 Widening	\$13,000,000	\$13,000,000	50	50	\$6,500,000	\$6,500,000
				SubTotal	\$14,110,000	\$13,849,000				
<b>2. SYSTEM IMPROVEMENTS</b>										
TBC	Maint	10	2.a	RTU Upgrades	\$10,000	\$10,000	100	75	\$10,000	\$7,500
TBC	Eng	11	2.b	DCDA Repair/Replace	\$150,000	\$100,000	67	67	\$100,500	\$67,000
TBC	Eng	12	2.c	Anode Installations	\$30,000	\$30,000	63	40	\$18,900	\$12,000
TBC	Maint	13	2.d	Radio Telemetry Upgrades	\$25,000	\$25,000	50	60	\$12,500	\$15,000
TBC	Eng	14	2.e	Inaccurate Meter Replacement	\$10,000	\$10,000	50	0	\$5,000	\$0
	Maint	15	2.f	Backflow Device Upgrade - BMK (15)	\$30,000	\$30,000	50	0	\$15,000	\$0
TBC	Maint	16	2.g	Tank Access Hatch/Level Alarms (10)	\$35,000	\$35,000	50	50	\$17,500	\$17,500
	Eng	17	2.h	Sampling Stations	\$50,000	\$50,000	50	5	\$25,000	\$2,500
	Maint	18	2.i	Facilities Security Enhancements	\$25,000	\$25,000	34	20	\$8,500	\$5,000
TBC	Maint	19	2.j	Emergency Generator Connections	\$15,000	\$15,000	50	50	\$7,500	\$7,500
				SubTotal	\$380,000	\$330,000				
<b>3. BUILDINGS, YARD, &amp; S.T.P. IMPROVEMENTS</b>										
	Maint	20	3.a.1	Admin Office/Lab/Yard Remodel Plan	\$50,000	\$0	50	0	\$25,000	\$0
	Maint	21	3.a.2	Office HVAC	\$200,000	\$0	50	0	\$100,000	\$0
TBC	Maint	22	3.a.3	Office Emergency Generator	\$150,000	\$150,000	34	10	\$51,000	\$15,000
	Eng	23	3.b.1	<SMART Crossing Rework @ Golden Gate Pl>	\$0	\$0	0	0	\$0	\$0
C	Eng	24	3.b.2	<SMART Crossing Rework @ Roblar Rd>	\$0	\$31,000	100	100	\$0	\$31,000
C	Eng	25	3.b.3	<SMART Crossing Rework @ Hanna Ranch>	\$0	\$35,000	100	100	\$0	\$35,000
TBC	Eng	26	3.c.1	Start Up Flushing Connection	\$50,000	\$40,000	72	72	\$36,000	\$28,800
	Maint	27	3.c.2	STP Emergency Power Generator	\$150,000	\$150,000	50	10	\$75,000	\$15,000
	Ops	28		<Stafford Lake Water Quality Evaluation>	\$0	\$50,000	0	0	\$0	\$0
				SubTotal	\$600,000	\$456,000				
<b>4. STORAGE TANKS &amp; PUMP STATIONS</b>										
TBC	Eng	29	4.a	Atherton Recoat & Mixing System	\$2,200,000	\$2,000,000	50	50	\$1,100,000	\$1,000,000
	Maint	30	4.b	Lynwood PS Motor Control Center	\$90,000	\$70,000	100	50	\$90,000	\$35,000
	Eng	31	4.c	Sunset Tank Cl2 Mixing System	\$100,000	\$100,000	34	10	\$34,000	\$10,000
	Eng	32	4.d	Crest PS (design/const)/Reloc School Rd PS	\$30,000	\$30,000	50	15	\$15,000	\$4,500
				SubTotal	\$2,420,000	\$2,200,000				
				Novato Water Total	17,510,000	\$16,835,000	51	35	\$8,821,200	\$8,177,300
<b>5. RECYCLED WATER FACILITY</b>										
TBC	Eng	33	5.a	NBWRA Grant Program Administration	\$100,000	\$80,000	50	50	\$50,000	\$40,000
TBC	Eng	34	5.b-d	<Recycled Water South>	\$0	\$15,000	75	75	\$0	\$11,250
TBC	Eng	35	5.e	<Recycled Water Central Service Area>	\$0	\$100,000	50	50	\$0	\$50,000
	Eng	36	5.f	Deer Island Wet Well Drain	\$19,000	\$19,000	0	0	\$0	\$0
C	Ops	37	5.g	Deer Island SCADA Reporting Move to STP	\$6,000	\$2,500	50	100	\$3,000	\$2,500
				Novato Recycled Total	\$125,000	\$216,500	45	55	\$53,000	\$103,750
				<b>Total Novato</b>	<b>\$17,635,000</b>	<b>\$17,051,500</b>	<b>48</b>	<b>45</b>	<b>\$8,874,200</b>	<b>\$8,281,050</b>
C - Completed PC - Partially completed TBC - To be completed PROJECT FORECAST REVISED Baseline projects with revised forecast budget increases (indicated by shaded box) Baselined projects to be deferred (indicated in <del>strikeout</del> ) New projects added (indicated in <b>bold</b> ) Prior year projects carried over indicated in <i>italics and brackets</i> <>										

ATTACHMENT A

**WEST MARIN CAPITAL IMPROVEMENT PROJECT SUMMARY FY14-15**  
**AS OF DECEMBER 31, 2014**

STATUS	DEPT	ITEM #	PROJECT NO.	DESCRIPTION	PROJECT COSTS		% COMPLETE		EARNED VALUE	
					Budget	Forecast	Baseline	Actual	Planned	Actual
<b>6. West Marin Water System</b>										
<b>System Improvements</b>										
TBC	Eng	38	6.a	Olema PS Flood Protection & RTU Upgrade	\$100,000	\$60,000	80	20	\$80,000	\$12,000
TBC	Maint	39	6.b	Emergency Generator Connections	\$15,000	\$8,000	50	100	\$7,500	\$8,000
TBC	Eng	40	6.c	Gallagher Well Pipeline	\$1,286,000	\$1,286,000	86	95	\$1,105,960	\$1,221,700
	Maint	41	6.d	THM Spray Systems (3 tanks)	\$10,000	\$10,000	50	25	\$5,000	\$2,500
	Eng	42	6.e	Upsize 4" Pipe from Bear Valley Tanks	\$120,000	\$120,000	34	10	\$40,800	\$12,000
TBC	Eng	43	6.f	Replace Pump in Well #2	\$18,000	\$18,000	50	0	\$9,000	\$0
			6.g	Abandon Downey Well - DROP	\$50,000	\$0	0	0	\$0	\$0
TBC	Eng	44	6.h	<TP Solids Handling>	\$0	\$2,000	50	50	\$0	\$1,000
TBC	Eng	45	6.k	<Gallagher Stream Gauge>	\$0	\$5,000	100	75	\$0	\$3,750
					\$1,599,000	\$1,504,000				
<b>7. Oceana Marin Sewer System</b>										
	Ops	46	7.a	Infiltration Study & Repair	\$15,000	\$10,000	34	0	\$5,100	\$0
TBC	Maint	47	7.b	Pond Power Relocation	\$15,000	\$15,000	100	50	\$15,000	\$7,500
TBC	Maint	48	7.c	Disposal Field Fencing Upgrade	\$40,000	\$30,000	50	25	\$20,000	\$7,500
C	Ops	49	7.d	<SCADA RTU Upgrade and Install>	\$0	\$12,000	100	100	\$0	\$12,000
				SubTotal	\$70,000	\$67,000				
				Total West Marin	\$1,669,000	\$1,571,000	65	46	\$1,288,360	\$1,287,950
				FY14-15 TOTAL	\$19,304,000	\$18,622,500	54	45	\$10,162,560	\$9,569,000
<b>C - Completed</b> PROJECT FORECAST REVISED <b>PC - Partially completed</b> Baseline projects with revised forecast budget increases (indicated by shaded box) <b>TBC - To be completed</b> Baselined projects to be deferred (indicated in strikeout) New projects added ( <b>indicated in bold</b> ) Prior year projects carried over indicated in <i>italics</i>										

FY14\_15 CAPITAL IMPROVEMENT PROJECTS

ID	Task Name	Start	Finish	% Complete	Resp	Qtr 1, 2015			Qtr 2, 2015			Qtr 3, 2015			Qtr 4, 2015		
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	<b>1 A PIPELINE REPLACEMENTS/ADDITIONS</b>	Tue 7/1/14	Tue 6/30/15	57%													
2	1A1 So. Novato Blvd - Rowland to Sunset (12"CI@1,000')	Tue 7/1/14	Tue 6/30/15	10%	ENG / CC												
3	1A2 STP Trans Line Evaluation (13,200')	Tue 7/1/14	Tue 12/30/14	100%	ENG / DJ												
4	1A3 Shields Ln 6" Cast Iron (6"@1,120')	Tue 7/1/14	Wed 6/3/15	100%	ENG / DJ												
5	<b>1B MAIN/PIPELINE ADDITIONS</b>	Tue 7/1/14	Tue 6/30/15	28%													
6	1B1 Zone A Pressure Improvements	Tue 7/1/14	Tue 6/30/15	45%	ENG / DJ												
7	1B2 San Mateo 24" Inlet/Outlet	Tue 7/1/14	Tue 6/30/15	10%	ENG / DM												
8	<b>1C PB SERVICE LINE REPLACEMENTS</b>	Tue 7/1/14	Tue 6/30/15	0%													
9	1C1 Pacheco Valle (42) DROP	Tue 7/1/14	Tue 6/30/15	0%	ENG / JK												
10	<b>1E AQUEDUCT REPLACEMENTS/ENHANCEMENTS</b>	Tue 7/1/14	Tue 6/30/15	50%													
11	1E1 Aqueduct Energy Efficiency Project	Tue 7/1/14	Tue 6/30/15	50%	ENG / DM												
12	<b>2 SYSTEM IMPROVEMENTS</b>	Tue 7/1/14	Tue 6/30/15	36%													
13	2A RTU Upgrades	Tue 7/1/14	Tue 3/31/15	75%	MAINT/RC												
14	2B DCA Repair/Replace (14/yr)	Tue 7/1/14	Tue 3/31/15	67%	ENG / CC												
15	2C Anode Installations (150/yr)	Fri 8/1/14	Sat 5/30/15	40%	ENG / DJ												
16	2D Radio Telemetry	Wed 10/1/14	Mon 3/30/15	60%	MAINT/RC												
17	2E Inaccurate Meter Replacement	Tue 7/1/14	Tue 6/30/15	0%	ENG / CC												
18	2F Backflow Device Upgrade - BMK (14)	Wed 10/1/14	Mon 3/30/15	0%	MAINT/RC												
19	2G Tank Access Hatch/Level Alarms	Tue 7/1/14	Tue 6/30/15	50%	MAINT/RC												
20	2H Sampling Stations	Tue 7/1/14	Tue 6/30/15	5%	ENG / JM												
21	2I Facilities Security Enhancements	Wed 10/1/14	Tue 6/30/15	20%	MAINT/RC												
22	2J Emergency Generator Connections	Tue 7/1/14	Tue 6/30/15	50%	OPS / RC												
23	<b>3 BUILDING, YARD, STP IMPROVEMENTS</b>	Tue 7/1/14	Tue 6/30/15	15%													
24	<b>3A ADMIN BUILDING</b>	Tue 7/1/14	Tue 6/30/15	3%													
25	3A1 Admin Office/Lab/Yard Remodel Plan	Tue 7/1/14	Tue 6/30/15	0%	OPS / RC												

ATTACHMENT B



Current		Inactive Milestone		Manual Summary Rollup		Progress	
Baseline		Inactive Summary		Manual Summary			
Inactive Task		Manual Task		Start-only			
Inactive Task		Duration-only		Finish-only			

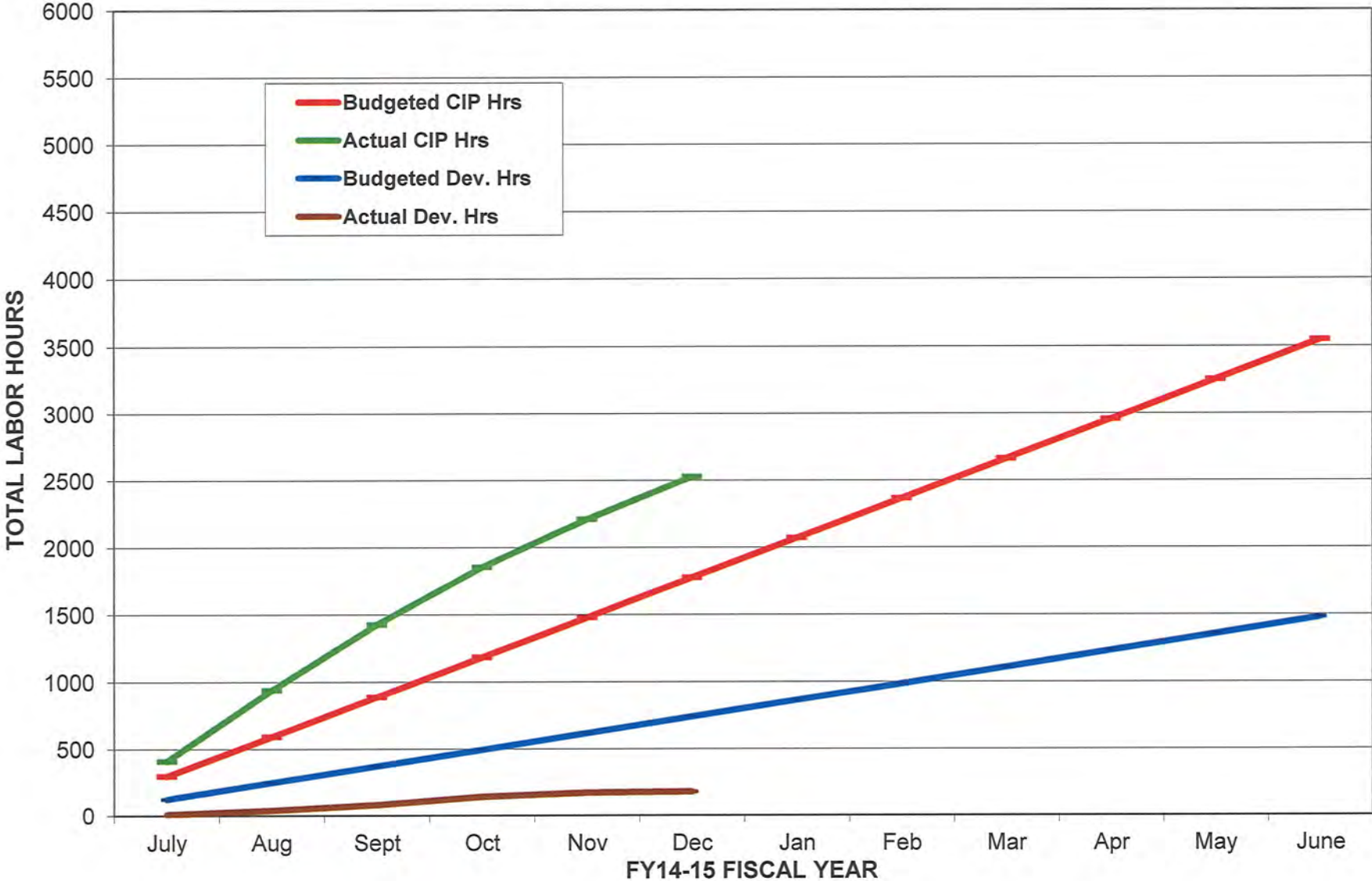
**FY14\_15 CAPITAL IMPROVEMENT PROJECTS**

ID	Task Name	Start	Finish	% Complete	Resp	Qtr 1, 2015			Qtr 2, 2015			Qtr 3, 2015			Qtr 4, 2015		
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
26	3A2 Office HVAC	Tue 7/1/14	Tue 6/30/15	0%	OPS / RC												
27	3A3 Office Emergency Generator	Wed 10/1/14	Tue 6/30/15	10%	MAINT/RC												
28	<b>3C STAFFORD TREATMENT PLANT</b>	Tue 7/1/14	Tue 6/30/15	36%													
29	3C1 Start Up Flushing Connection	Tue 7/1/14	Sun 3/15/15	72%	ENG / CC												
30	3C2 STP Emergency Power Generator	Tue 7/1/14	Tue 6/30/15	10%	OPS / RC												
31	<b>4 STORAGE TANKS/PUMP STATIONS</b>	Tue 7/1/14	Tue 6/30/15	33%													
32	4A Atherton Recoat & Mixing System	Tue 7/1/14	Tue 6/30/15	50%	ENG / CC												
33	4B Lynwood Pump Station Motor Control Center	Tue 7/1/14	Tue 6/30/15	50%	MAINT/RC												
34	4C Sunset Tank C2 Mixing System	Wed 10/1/14	Tue 6/30/15	10%	ENG / DJ												
35	4D Crest PS (Design/Const)/Reloc School Rd PS	Tue 7/1/14	Tue 6/30/15	15%	ENG / DJ												
36	<b>5 RECYCLED WATER</b>	Tue 7/1/14	Tue 6/30/15	25%													
37	5A NBWRA Grant Program Admin	Tue 7/1/14	Tue 6/30/15	50%	ENG / DM												
38	5F Deer Island Wet Well Drain	Tue 7/1/14	Tue 6/30/15	0%	MAINT/RC												
39	<b>6 WEST MARIN WATER SYSTEM IMPROVEMENTS</b>	Tue 7/1/14	Tue 6/30/15	34%													
40	6A Olema PS Flood Protection & RTU Upgrade	Tue 7/1/14	Sun 2/15/15	20%	ENG / DJ												
41	6B Emergency Generator Connections	Tue 7/1/14	Tue 6/30/15	100%	MAINT / RC												
42	6C Gallagher Well Pipeline	Tue 7/1/14	Fri 1/30/15	95%	ENG / CC												
43	6D THM Spray Systems	Tue 7/1/14	Tue 6/30/15	25%	OPS / RC												
44	6E Upsize 4" Pipe fom Bear Valley Tanks	Wed 10/1/14	Tue 6/30/15	10%	ENG / CC												
45	6F Replace Pump in Well #2	Tue 7/1/14	Tue 6/30/15	0%	OPS / RC												
46	6G Abandon Downey Well DROP	Tue 7/1/14	Tue 6/30/15	0%	ENG / DM												
47	<b>7 OCEANA MARIN SEWER SYSTEM</b>	Tue 7/1/14	Tue 6/30/15	25%													
48	7A Infiltration Study & Repair	Wed 10/1/14	Tue 6/30/15	0%	OPS / RC												
49	7B Pond Power Relocation	Tue 7/1/14	Tue 3/31/15	50%	MAINT/RC												
50	7C Disposal Field Fencing Upgrade	Wed 10/1/14	Tue 3/31/15	25%	MAINT/RC												



Current		Inactive Milestone		Manual Summary Rollup		Progress	
Baseline		Inactive Summary		Manual Summary			
Inactive Task		Manual Task		Start-only			
Inactive Task		Duration-only		Finish-only			

**ENGR. DEPT DEVELOPER & DISTRICT CAPITAL IMPROVEMENT PROJECTS (CIPs)**



ATTACHMENT C

13

MEMORANDUM

ITEM #13

To: Board of Directors  
From: Robert Clark, Operations / Maintenance Superintendent *RKC*  
Subject: Mid Year Operations / Maintenance, 2014/15 Update

January 30, 2015

**RECOMMENDED ACTION:** Information

**FINANCIAL IMPACT:** None

**Safety Committee**

The Committee reviewed thirteen (13) safety incidents, six of which were recordable incidents and one with lost work days; prior to this, there were over 352 days without a lost day incident. The other incidents included minor vehicle incident issues at construction sites, a deer jumping in front of a moving vehicle, not using the proper tool for the job that caused a puncture wound. There were also six (6) "near misses" discussed through the year that ranged from Bunsen burner being left on in the lab, walking through the yard traffic areas, Train track crossing guard not dropping, trench cover failure at STP, all of which were resolved by employees immediately or with the help of a work order.

Staff participated in seven (7) safety training events and other activities that included Construction tailgate meetings, pre-employment skills testing, City-wide emergency response training, North Bay Safety Managers' meetings and the purchase of additional gas monitors.

**Operations and Maintenance Summary**

Stafford Treatment Plant (STP) did not have a lot of water to treat between July and December 2014 and shut down production activities on September 15<sup>th</sup> with only 178 MG of production for the first half of the FY. Staff expects to reach 90% of the annual target of 750 MG by the end of June. The plant remained operationally ready into November to support the STP Transmission Line Evaluation Project and was taken off-line prior to Thanksgiving. Stafford Lake experienced a significant rain event that lasted most of December where the lake rose from 177' to the 196' spill over elevation on December 16<sup>th</sup>. The 2014 calendar year annual rainfall was 31.9 inches vs. 5.3 inches in 2013.

Elsewhere in Novato staff has installed 13 more of the tank level and intrusion sensors, modified the PLC's at School Road and Winged Foot Pump Stations and converted the leased lines to Radio telemetry at Bahia, Nunes and Half Moon tank sites.

Point Reyes Station flows for the period July 1<sup>st</sup> – December 31<sup>st</sup>, 2014 (39.5 MG) have been tracking 20% lower from where they were last year (49.3 MG).

Recycled water customers once again continued to use recycled water through the

period and the two treatment facilities, Las Gallinas Valley Sanitary District and Novato Sanitary District, continued to produce water. The production volumes for October – December were 16.6 MG for this year compared to 23.2 MG last year during the drought conditions. Due to the diverse recycled water customer base we may not see winter shutdown of these systems in the future. We were able to perform tank inspections on both the North and South systems with a single day recycled water shutdown in each of the service areas.

Oceana Marin operations and maintenance tasks have successfully been performed by the district throughout the period. All of the general cleanup and minor maintenance has been completed to get the facilities back into a much better state of repair. The staff has also started on repairs of the fence around the irrigation field and the installation of a new power service for the pond pumps.



**14**

## MEMORANDUM

To: Board of Directors January 30, 2015  
From: Drew McIntyre, Chief Engineer   
David Jackson, Associate Engineer   
Subject: Stafford Treatment Plant Transmission Line Evaluation – Results of Condition Assessment of 18" and 24" Concrete Cylinder Pipeline by Pure Technologies  
R:\Folders by Job No\7000 jobs\7130 STP Trans Main\7130 BOD Memo Summation of results 02-03-2015.doc

**RECOMMENDED ACTION:** None required.

**FINANCIAL IMPACT:** Increase of \$68,800 above approved FY15 Budget (no budget augmentation is anticipated to be required)

### Discussion

The Stafford Treatment Plant (STP) Transmission Line Condition Assessment Project includes inspection and condition assessment of approximately 13,800 feet of 24-inch and 18-inch ID concrete cylinder pipe; bar-wrapped steel cylinder pipe with rubber gaskets and bell and spigot joints, similar to AWWA Standard C-303. Pure Technologies was hired to perform the inspection at a cost of \$120,000, this equates to less than \$10 per foot of pipeline inspected.

Pure Technologies used their proprietary "Sahara" system to inspect nearly the entire length of the transmission main for leak detection and for interior condition assessment. The inspection took place November 19<sup>th</sup> through the 23<sup>rd</sup>. In preparation for the inspection District Crews installed one new 4-inch tap and excavated inspection pits to provide access at two other locations. Additionally, District crews supported the inspection, providing traffic control as well as removing and replacing air valves and construction plates as required. Operations staff assisted by backfeeding the lake during reverse flow inspections and operating the treatment plant during normal flow inspections.

### Results

Pure Technologies provided a final written report and video files of the inspection. The final report lists locations where lining discontinuities, color changes, sediment, valves, and outlet connections were located (see Attachment A). No leaks were found during this inspection. However, a valve between Zone 2 and Zone 1 was found to be leaking slightly. The valve was exercised and it closed completely. This event demonstrated the effectiveness of the audio leak detection method and indicates overall satisfactory condition of this critical NMWD pipeline asset. Attachment B is a page from the report showing typical images from the video.

### Path Forward

Although the pipeline was found to be in overall good condition, some localized areas (primarily at the joints) were noted to have gaps in the lining resulting in direct water-steel contact. These locations will be noted on the pipeline's as-built records for future tracking of

possible leaks. It should be noted that the potential for corrosion damage impacts in these areas are mitigated somewhat by: (1) thicker steel at the joints and (2) pH control at the Stafford Treatment Plant.

#### Project Cost Update

The final project cost was 42% above the approved budget. The procurement of Pure Technologies Sahara inspection exceeded our 2014 estimate by approximately 30%. The Sahara 2 system was used during this inspection. It required larger diameter access points, but provided a higher quality inspection. Additional District crew construction costs were incurred to provide 4-inch access points at locations that allowed the full length of the pipeline to be inspected. The cost of operations staff was also overlooked in the earlier estimates.

Tap 3 (Forward)			
Time from Clock	Length from Encoder (m)	Time in Video (hh:mm)	Comments
8:59 AM	12.65	00:00	Possible circumferential cracking
8:59 AM	14.13	00:01	Blow-off visible
9:03 AM	98.13	00:04	Joint of Interest -- Possible Gapping
9:04 AM	108.70	00:05	Passed through bend -- drawings show as 16 degrees
9:09 AM	157.83	00:11	Joint of interest -- possible gapping
9:12 AM	217.14	00:13	Joint of interest -- possible gapping
9:15 AM	277.24	00:16	Joint of interest -- sediment build up
9:20 AM	368.97	00:22	Stopped prior to 12-inch reduction
9:21 AM	368.97	00:22	Reducing flow.
9:23 AM	378.04	00:25	Appear to be thru 12-inch section
9:23 AM	378.04	00:25	Some tuberculation was apparent in the section just passed through
9:26 AM	400.91	00:28	Outlet visible
9:32 AM	448.52	00:33	Increasing flow slightly
9:34 AM	496.27	00:35	Joint of interest -- sediment build up
9:47 AM	795.35	00:48	Joint of interest -- Sediment build up
9:54 AM	886.56	00:56	Joint of interest -- sediment build up
9:59 AM	974.95	01:00	Joint of interest -- Possibly gapped
10:03 AM	1035.07	01:04	Joint of interest -- possible gapping
10:07 AM	1125.85	01:08	Joint of interest -- Possible gapping
10:08 AM	1154.52	01:10	Joint of interest - sediment build up
10:10 AM	1185.48	01:11	Joint of interest -- sediment build up
10:15 AM	1213.84	01:16	Joint of interest -- possible gapping
10:16 AM	1244.20	01:18	Joint of interest -- Possible gapping
10:18 AM	1275.19	01:19	Joint of interest -- slight sediment build up
10:19 AM	1305.46	01:20	Joint of interest -- possible gapping
10:23 AM	1392.72	01:24	Joint of interest -- discoloration in mortar, possible gapping, and possible cracking leading into the barrel of pipe
10:26 AM	1424.36	01:28	Joint of interest -- Slight sediment build up
10:29 AM	1485.17	01:30	Joint of interest -- Possible slight gapping
10:38 AM	1632.54	01:39	Joint of interest -- possible gapping
10:41 AM	1694.93	01:42	Joint of interest -- Possible gapping
10:42 AM	1722.97	01:43	Joint of interest -- possible gapping
10:43 AM	1755.05	01:45	Joint of interest -- Possible gapping
10:45 AM	1783.25	01:46	Joint of interest -- possible gapping
10:49 AM	1872.74	01:50	Joint of interest -- possible gapping and slight sediment build up



Figure 3.9: Blow-off near Tap 3



Figure 3.10: Tuberculation throughout 12-inch Steel Section

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## MEMORANDUM

To: Board of Directors

January 30, 2015

From: Chris DeGabriele, General Manager 

Subj: Russian River Biological Opinion Public Policy Facilitating Committee Meeting – January 28, 2015

I:\gm\scwa\2015\ppfc 012815.docx

**RECOMMENDED ACTION:** Information Only

**FINANCIAL IMPACT:** None at this time

The most recent PPFC meeting was held on Wednesday, January 28<sup>th</sup>. The agenda and handout information is attached. The Agency reported that the first milestone has been met, completion Mile 1 of the Dry Creek Habitat Enhancement Project. The existing Mile 1 has worked well in high flow and low flow conditions. Miles 2 and 3 are underway with property negotiations ongoing. 70% of the landowners approach were agreeable to participate. The Agency's working with about 20 owners now on prospective designs at a 30% design stage. Miles 2 and 3 will continue with backwater, slope protection, side channels, riffles, log jams, large woody debris and similar design features as that included in Mile 1.

Mike Dillabough from the US Army Corps of Engineers reported on legislative and public outreach updates commenting on the Continuing Authorities Program, which will be used for Federal contributions to Miles 2 and 3 and a new General Investigation program hopefully to be used for Miles 4, 5 and 6, also to establish a Federal Cost Share.

Ann DuBay reported that the participating landowners are signing up for a Salmon Steward of Dry Creek Outreach Recognition. The Recognition will roll out in February of this year. DuBay also reported that the Fish Flow EIR for changing Russian River and Dry Creek Flows will be issued sometime in 2015.

Pam Jeane and Steve Koldis from Sonoma County Water Agency Reported on the Russian River Diversion System and Fish Passage Improvement Project. The project under construction came through the December flooding with no permanent damage. Construction is to be completed at about this time next year with the summer dam or temporary dam to be in place in mid-July.

Fish monitoring was also addressed and Aaron Johnson provided an update on the Coastal Monitoring Program. This is expanded monitoring above and beyond that required by the Biological Opinion on tributaries to Dry Creek and the Russian River. Funding is through Department of Fish and Wildlife Fisheries Restoration Grant Program.

Jessica Martini-Lamb updated the PPFC on the Estuary Management and the Jetty Study. All of the field investigation on the Jetty (seismic refraction, electrical resistivity, and ground penetrating radar) has been completed. It is helping to identify below grade Jetty remnants, transmissivity of the soil, and the soil profile in the Estuary. A meeting in spring will be held to review the information in more detail.

National Marine Fishery Service provided an overview of the Russian River Habitat Focus Area Blue Print. The objectives are: to rebuild the Coho, Chinook and Steelhead populations; improve frost, rainfall and river forecasting; and increase community resiliency. Five collaborative projects are ongoing: 1) Forecast and inform reservoir operations with an emphasis on atmospheric river predictions; 2) Russian River Tributary Hydrologic Study; 3) Improve frost prediction and protection methods; 4) Climate change and sea-level rise in the Russian River Estuary and; 5) Time dependent availability of Estuary and Habitat for Salmonids in the Russian River Estuary.

Overall it was a very well attended and good summary of the ongoing Biological Opinion and Fishery Restoration Process by Sonoma County Water Agency, US Army Corps of Engineers, and other constituents.





## Russian River Biological Opinion Public Policy Facilitating Committee

### AGENDA

Wednesday, January 28, 2015

9 a.m. – 12:00 p.m.

Sonoma County Board of Supervisors Chambers

#### WELCOME & PPFC PANEL INTRODUCTIONS

PPFC Chairman Efren Carrillo

#### MAJOR MILESTONES AND UPDATES

##### Dry Creek Habitat Enhancement

- Milestones and Progress  
David Manning and David Cuneo, Sonoma County Water Agency
- Timeline and Miles Two and Three  
Greg Guensch, Sonoma County Water Agency
- Legislative & Public Outreach Updates  
Mike Dillabough, Chief of the Operations and Readiness Division, U.S. Army Corps of Engineers, and Ann DuBay, Sonoma County Water Agency

##### Russian River Diversion System Upgrades

- Fish Passage Improvement Project  
Pam Jeane and Steve Koldis, Sonoma County Water Agency

##### Monitoring

- Fish Migration  
Justin Smith, Sonoma County Water Agency
- Coastal Monitoring Program Surveys  
Aaron Johnson, Sonoma County Water Agency

##### Estuary and National Oceanic and Atmospheric Administration Habitat Blue Print

- Estuary Management and update on the Jetty Study  
Jessica Martini-Lamb, Sonoma County Water Agency
- Habitat Blue Print Overview  
Josh Fuller, National Marine Fisheries Service, and Jessica Martini-Lamb, Sonoma County Water Agency

#### PUBLIC COMMENT

#### CLOSING REMARKS

Chairman Carrillo

*DISABLED ACCOMMODATION: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Sonoma County Water Agency at (707) 547-1930, as soon as possible to ensure arrangements for accommodation.*

# Join a Virtual Tour of Local Fish Habitat Restoration

When: Wednesday, January 28, 2015

9 a.m. - 12:00 p.m.

Where: Sonoma County Board of Supervisors Chambers

575 Administration Dr, Santa Rosa CA

The Public Policy Facilitating Committee (PPFC) is holding its annual meeting to discuss and take public comment on the Russian River Biological Opinion. The Biological Opinion was released by National Marine Fisheries Service in September 2008. This 15-year plan requires the Sonoma County Water Agency and the U.S. Army Corps of Engineers to modify Russian River water supply and flood control operations to prevent harm to endangered coho salmon and threatened Chinook salmon and steelhead trout.

Sonoma County Water Agency

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North Marin Water District

CHRIS DEGABRIELE, GENERAL MANAGER/CHIEF ENGINEER  
NORTH MARIN WATER DISTRICT  
PO BOX 146  
NOVATO CA 94948

KIWWTPI 94948



## Public Policy Facilitating Committee Members

- Efren Carrillo, Sonoma County Board of Supervisors
- James Gore, Sonoma County Board of Supervisors
- Shirlee Zane, Sonoma County Board of Supervisors
- Carre Brown, Mendocino County Board of Supervisors
- Lisa Van Atta, National Marine Fisheries Service
- Major Adam Czekanski, U.S. Army Corps of Engineers
- Eric Larson, California Department of Fish and Wildlife
- Matt St. John, North Coast Regional Water Quality Control Board
- Sean White, Mendocino County Russian River Flood Control & Water Conservation Improvement District
- Richard Shoemaker, Mendocino County Russian River Flood Control & Water Conservation Improvement District

# Public Policy Facilitating Committee

## Meeting Agenda

Wednesday, January 28, 2015

9 a.m. – 12:00 p.m.

Sonoma County Board of Supervisors Chambers

### WELCOME & PFC PANEL INTRODUCTIONS

PPFC Chairman Efren Carrillo

### MAJOR MILESTONES AND UPDATES

#### Dry Creek Habitat Enhancement

- Milestones and Progress  
David Manning, David Cuneo, Sonoma County Water Agency
- Timeline and Miles Two and Three  
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- Legislative and Public Outreach Updates  
Mike Dillabough, Chief of the Operations and Readiness Division, U.S. Army Corps of Engineers, and Ann DuBay, Sonoma County Water Agency

#### Russian River Diversion System Upgrades

- Fish Passage Improvement Project  
Pam Jeane and Steve Koldis, Sonoma County Water Agency

#### Monitoring

- Fish Migration  
Justin Smith, Sonoma County Water Agency
- Coastal Monitoring Program Surveys  
Aaron Johnson, Sonoma County Water Agency

#### Estuary and National Oceanic and Atmospheric Administration Habitat Blue Print

- Estuary Management and update on the Jetty Study  
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- Habitat Blue Print Overview  
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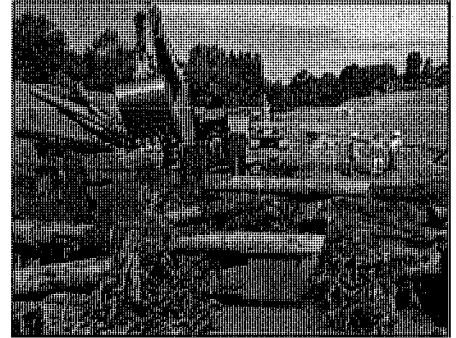
### PUBLIC COMMENT

### CLOSING REMARKS

PPFC Chairman Efren Carrillo

For more information please visit [www.sonomacountywater.org/rri/rf](http://www.sonomacountywater.org/rri/rf) or contact Ann DuBay at (707) 524-8378.

*Disabled Accommodation: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Sonoma County Water Agency at (707) 547-1930, as soon as possible to ensure arrangements for accommodation.*



**RRI/R**  
Russian River Instream  
Flow and Restoration



## Year Six (2014) Major Milestones

### Russian River & Dry Creek Flows

**Milestone:** Within four years of filing the petition to change Decision 1610 (D1610), the Sonoma County Water Agency's (Water Agency) Board of Directors must certify a final California Environmental Quality Act/National Environmental Protection Act (CEQA) document. The petition was filed on September 23, 2009, making the original goal for certification for the CEQA document September 23, 2013.

- ✓ Work is occurring internally on the preparation of the draft Environmental Impact Report (EIR) for the Fish Habitat Flows and Water Rights Project. In consultation with the National Marine Fisheries Service (NMFS) and the California Department of Fish and Wildlife (CDFW), additional time is allowed for analysis of flow alternatives to be completed in preparation of the Draft EIR. The EIR is being prepared by Water Agency staff, with assistance from consultants on some areas of impact analysis. A draft EIR is anticipated to be released in 2015.

**Milestone:** In 2014, the Water Agency must petition the State Water Board for temporary changes in D1610 that will allow minimum flows to be reduced in the summer in the Russian River

- ✓ The 2014 Temporary Urgency Change Petition was not filed in response to the Biological Opinion, but to address low water levels in Lake Mendocino. The minimum flows requested by the Water Agency, and ordered by the State Water Board, were lower than Biological Opinion minimum flows for the upper river. The order included fisheries and water quality monitoring and a report on Lake Mendocino reliability. When the TUC expired in the summer, hydrologic conditions were such that minimum flow requirements were consistent with the Biological Opinion. Another TUCP (again for low water levels) was filed in August.

### Estuary Adaptive Management

**Milestone:** The Water Agency, in consultation with National Marine Fisheries Service (NMFS), California Department of Fish and Wildlife (CDFW), and the U.S. Army Corps of Engineers (Corps), is required to annually prepare a lagoon outlet adaptive management plan by April 1.

- ✓ The lagoon outlet channel adaptive management plan was finalized on May, 2014. It was prepared by Environmental Science Associates.
- ✓ The Water Agency received all needed permits to implement the lagoon outlet channel.
- ✓ The Water Agency was prepared to implement the lagoon outlet channel but the estuary did not close until September 17, near the end of the Lagoon Management Period (May 15-October 15). Water Agency crews breached the barrier beach by creating a pilot channel on October 22.

**Milestone:** The Water Agency must conduct and record monthly surveys of the beach topography and the outlet channel. The Water Agency must also use a time lapse video camera to record the interaction of waves, tides and the river mouth.

- ✓ The Water Agency conducted monthly beach topography surveys. A camera was installed in 2009.

**Milestone:** The Water Agency must conduct annual estuary water quality monitoring.

- ✓ The 2014 biological and water quality monitoring took place through the Lagoon Management Period (May 15 through October 15).

**Milestone:** The Water Agency is required to conduct ongoing extensive surveys of estuary invertebrates.

- ✓ 2014 monitoring activities took place throughout the summer, including, invertebrate monitoring at five locations in the Estuary. Monitoring was completed for the season in mid-October.
- ✓ Seal (and other pinniped) monitoring is ongoing.

**Milestone:** From late spring to early fall (when flows are below 300 cfs at Hacienda Bridge), the Water Agency must conduct monthly surveys of young steelhead in the estuary.

- ✓ The Water Agency conducted seining activities in May, June, and September and operated downstream migrant traps installed at the mouths of three creeks that drain into the lower river and estuary.

**Milestone:** Within nine months of completing the annual fish monitoring studies, the Water Agency must submit an annual report.

- ✓ The Water Agency submitted an annual report for 2012 and 2013 monitoring activities.

**Milestone:** By December 2012, the Water Agency must complete and submit to NMFS and CDFW a jetty study that evaluates alternatives including jetty removal and partial removal, jetty notching and potential use of the jetty as a tool for maintaining estuary surface water elevations.

- ✓ A study of the jetty is underway. A draft current conditions report was submitted to NMFS and CDFW in December 2012. The purpose of the study is to determine if and how it impacts the formation of the sand bar (barrier beach) and lagoon water surface elevation. Field investigations began in March 2014, with the installation of monitoring wells, and resumed during the summer. Geophysical surveys are complete. A final report is anticipated in summer 2015.

## **Dry Creek**

**Milestone:** Construction of the first mile of Dry Creek habitat enhancement must be completed by the end of 2014.

- ✓ In November, construction was completed on the final component of the first mile of Dry Creek Habitat Enhancements (referred to as the Demonstration Reach). In addition to the one mile of enhancements installed by the Water Agency, the Corps' of Engineers implemented a 1/3-mile-long Reach 15 habitat project below Warm Springs Dam.

**Milestone:** The Water Agency and the Corps must develop an adaptive management and monitoring plan for Dry Creek habitat enhancement by the end of 2013.

- ✓ In conjunction with NMFS and CDFW, the Water Agency and the Corps completed the Dry Creek Adaptive Management Plan and conducted monitoring for constructed portions of the Demonstration Project and Reach 15.

**Milestone:** The engineering design and permitting for the 2<sup>nd</sup> and 3<sup>rd</sup> miles of Dry Creek habitat enhancement must be completed by the end of 2015.

- ✓ Outreach to landowners, right-of-way, design engineering, and preparation of a CEQA document is underway for Miles 2-3 (the CEQA document addresses Miles 4-6 at the programmatic level). In summer 2014, 10% designs were submitted by the two engineering firms who are designing projects in the upper and lower portions of the Dry Creek Valley. The designs were discussed with landowners, and based on feedback, the engineering firms are proceeding with 30% designs.

### **Fish Monitoring in Russian River & Dry Creek**

**Milestone:** The Water Agency must annually operate rotary screwtraps at Mirabel and in lower Dry Creek to measure juvenile Chinook, coho, and steelhead; conduct an annual juvenile steelhead and coho salmon rearing survey in Dry Creek; and monitor returning adult Chinook and coho salmon at Mirabel Dam.

- ✓ During the spring and summer seasons, thousands of juvenile steelhead, Chinook and coho were counted and released in migrant traps in the Russian River, at Mirabel and in Dry Creek, Mark West Creek, Dutch Bill Creek and Austin Creek.
- ✓ Due to construction of the Mirabel Fish Passage Improvement Project, the seasonal Mirabel Dam was lowered in August. Without the dam, monitoring of returning adult Chinook salmon was conducted at the mouth of Dry Creek (using sonar technology) and with a video camera at Healdsburg Memorial Beach fish ladder. With the river mouth closed for most of October and November, returns were low, although several fish were counted following a November 17 estuary breaching. The Healdsburg camera and the sonar technology were removed before the December 8 storm. The partial count total to date from Dry Creek and Healdsburg stands at over 1,400 adult salmon and steelhead.

### **Mirabel Fish Screen and Wohler Ponds**

**Milestone:** The Water Agency shall complete design of the new fish screen at Mirabel within three years of the issuance of the Biological Opinion and construct the new fish screen within three years of completion of design.

- ✓ The Water Agency received a \$1.18 million CDFW Fishery Restoration Grant for construction of the fish ladder portion of the project. Construction of the Mirabel Fish Passage Improvement Project began in summer 2014, although a separate but critical seismic retrofit of the River Diversion Structure (at the fish screen site) was constructed in spring 2014. Construction was temporarily stalled in early December, when a portion of the coffer dam surrounding the site failed. A has been completed and the contractor is dewatering the site.

# What's Ahead in 2015: Year Seven Major Milestones

## Russian River & Dry Creek Flows

**Milestone:** Within four years of filing the petition to change D1610, the Water Agency's Board of Directors must certify a final California Environmental Quality Act/National Environmental Protection Act (CEQA) document. A draft EIR is anticipated to be released in 2015.

**Milestone:** In 2015, the Water Agency must petition the State Water Board for temporary changes in D1610 that will allow minimum flows to be reduced in the summer in the Russian River.

## Estuary Adaptive Management

**Milestone:** The Water Agency, in consultation with NMFS, CDFW, and the Corps, is required to annually prepare a lagoon outlet adaptive management plan by April 1.

**Milestone:** The Water Agency must conduct and record monthly surveys of the beach topography and the outlet channel. The Water Agency must also use a time lapse video camera to record the interaction of waves, tides and the river mouth.

**Milestone:** The Water Agency must conduct annual estuary water quality monitoring.

**Milestone:** The Water Agency is required to conduct ongoing extensive surveys of estuary invertebrates.

**Milestone:** From late spring to early fall (when flows are below 300 cfs at Hacienda Bridge), the Water Agency must conduct monthly surveys of young steelhead in the estuary.

**Milestone:** Within nine months of completing the 2013 monitoring studies, the Water Agency must submit an annual report.

**Milestone:** By summer 2015, the Water Agency will complete and submit to NMFS and CDFW a jetty study that evaluates alternatives including jetty removal and partial removal, jetty notching and potential use of the jetty as a tool for maintaining estuary surface water elevations.

## Dry Creek

**Milestone:** The engineering design and permitting for the 2<sup>nd</sup> and 3<sup>rd</sup> miles of Dry Creek habitat enhancement must be completed by the end of 2015. (A CEQA document will be prepared for Miles 2-3 at the project level and Miles 4-6 at a programmatic level.)

**Milestone:** Miles 4-6 must be completed by the end of 2020, meaning that design firms will be selected and hired by the end of 2015 and sites will be identified for outreach.

## Fish Monitoring in Russian River & Dry Creek

**Milestone:** The Water Agency must annually operate rotary screwtraps at Mirabel and in lower Dry Creek to measure juvenile Chinook, coho and steelhead; conduct an annual juvenile steelhead and coho salmon rearing survey in Dry Creek; and monitor returning adult Chinook and coho salmon at Mirabel Dam.

## Mirabel Fish Screen and Wohler Ponds

**Milestone:** The Water Agency shall complete design of the new fish screen at Mirabel within three years of the issuance of the Biological Opinion and construct the new fish screen within three years of completion of design.

## 2013 DRY CREEK DEMONSTRATION PROJECT SITE WORK

DEMONSTRATION PROJECT: BANK STABILIZATION, BACKWATER PONDS & CHANNEL, RIFFLES AND BOULDER FIELDS

### DRY CREEK DEMONSTRATION SITE

These sites at Dry Creek were chosen for numerous reasons. The landowners were open to habitat improvements on their property and the sites include existing creek features that are suitable to habitat restoration. In addition, nearly all the features of the sites allowed habitat restoration work to take place in the stream channel without encroachment into agricultural lands.



### BY THE NUMBERS

#### *Large wood:*

- 669 pieces, made up of:
  - 378 rootwad logs
  - 589 logs without rootwads
  - 248 vertical snag logs

#### *Boulders:*

- 1,213 boulders

#### *Material removed:*

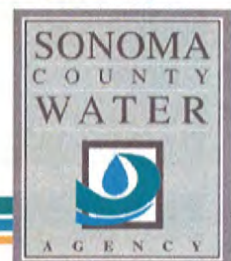
- 31,650 cubic yards of material moved out of the habitat enhancement areas



### SITE FEATURES

*Bank Stabilization* on the Wallace and Mascherini properties consists of fabric encapsulated soil lifts vegetated with willow/dogwood cuttings underlain by root-wad crib walls that stabilizes the banks while providing year-round fish refuge. Prior to habitat enhancement, the sites were eroding, resulting in sediment entering the creek and loss of land for the property owners.

*A backwater channel* on the Quivira Vineyards and Winery property provides refuge for small fish during high water flows in the winter.







*backwater pond*

*Backwater Ponds* on the Van Alyea and Wallace properties consist of excavated areas that function as year-round ponds designed to provide rearing habitat for small fish in the summer and refuge during high water events in the winter. The ponds contain log jams, and a variety of large wood that provides refuge at summer water levels and during high-water events.

A *Constructed riffle* on the Rued property provides complexity to the creek, stabilizes the streambed and creates habitat for aquatic insects, which provide food for fish.



*instream boulder field*

*Instream boulder clusters* and a large boulder field provide habitat for fish and help control the flow of Dry Creek. The boulder field also controls water flow patterns and elevation at the mouth of the backwater ponds.

#### COST

Habitat restoration costs range from about \$6 million to \$8 million per mile.

#### WHAT'S NEXT

In 2014, habitat restoration projects will take place both upstream and downstream of Lambert Bridge. Habitat enhancement features will include backwater ponds, bank stabilization, and constructed riffles.



*backwater pond and bank stabilization*



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FOR ACCESSIBLE  
MEETING INFORMATION  
CALL: (707) 543-3350  
ADD: (707) 543-3031



**WATER ADVISORY COMMITTEE  
AND  
TECHNICAL ADVISORY COMMITTEE**

**MONDAY, FEBRUARY 2, 2015**

**9:00AM**

Utilities Field Operations Training Center  
35 Stony Point Road, Santa Rosa, CA

*This is a combined WAC and TAC meeting.*

1. Check In
2. Public Comment
3. Designate Ad Hoc Committee on WAC Chair and Vice Chair Nomination Process
4. WAC Member Orientation
5. Recap from the November 3, 2014 WAC/TAC Meeting and Approval of Minutes
6. Recap from the January 5, 2015 TAC Meeting and Approval of Minutes
7. WAC/TAC Meeting Schedule
8. Water Supply Coordination Council
9. 2015 UWMP Water Demand/Water Conservation Forecast Development
10. Water Supply Conditions and Temporary Urgency Change Order (including report on Water Conservation)
11. FY 2015/16 Draft SCWA Budget
12. SCWA Strategic Plan Update
13. Biological Opinion Status Update
14. Integrated Regional Water Management Plan(s) Update
15. Items for Next Agenda
16. Check Out

Draft Minutes of Water Advisory Committee and Technical Advisory Committee  
35 Stony Point Road, Santa Rosa, California  
November 3, 2014

Attendees: Erin Carlstrom, City of Santa Rosa  
Sean McGlynn, City of Santa Rosa  
David Guhin, City of Santa Rosa  
Jennifer Burke, City of Santa Rosa  
Linda Reed, City of Santa Rosa  
Linda Hall, City of Santa Rosa  
Elise Howard, City of Santa Rosa  
Rocky Vogler, City of Santa Rosa  
Kimberly Zunino, City of Santa Rosa  
Gina Perez, City of Santa Rosa  
Katy Molnar, City of Santa Rosa  
Robin Goble, Town of Windsor  
Toni Bertolero, Town of Windsor  
James Smith, Town of Windsor  
Stewart Hayre, Town of Windsor  
Paul Piazza, Town of Windsor  
Susan Harvey, City of Cotati  
Damien O'Bid, City of Cotati  
Mark Heneveld, Valley of the Moon Water District  
Dan Muelrath, Valley of the Moon Water District  
Laurie Gallian, City of Sonoma  
Dan Takasugi, City of Sonoma  
Joseph Callinan, City of Rohnert Park  
Jake Mackenzie, City of Rohnert Park  
Mary Grace Pawson, City of Rohnert Park  
Mike Healy, City of Petaluma  
Dan St. John, City of Petaluma  
Leonard Olive, City of Petaluma  
Dennis Rodoni, North Marin Water District  
Jack Baker, North Marin Water District  
Chris DeGabriele, North Marin Water District  
Drew McIntyre, North Marin Water District  
Larry Russell, Marin Municipal Water District  
Mike Ban, Marin Municipal Water District  
Efren Carrillo, Board of Supervisors  
Susan Gorin, Board of Supervisors  
Grant Davis, SCWA  
David Manning, SCWA  
Pam Jeane, SCWA  
Mike Thompson, SCWA  
Carrie Pollard, SCWA  
Brad Sherwood, SCWA  
Ann DuBay, SCWA  
Lori Armbrust, SCWA  
Cordel Stillman, SCWZ

Public Attendees: Brenda Adelman, RRWPC  
Dietrich Stroeh, Stuber-Stroeh Engineering Group  
Deborah Tavares  
Louis Tavares  
Margaret DiGenova, California American Water  
Dan Brunetti, City of St. Helena

1. Check-in  
Dennis Rodoni, WAC Chair, called the meeting to order at 9:00 a.m.
2. Public Comment  
Deborah Tavares expressed concern about water not being available for tanker delivery to rural residents whose wells have gone dry on weekends. She spoke of "primary" water and locating it in our area because of the water shortage. She requested information regarding PG&E water rights.  
Lou Tavares spoke to the water conservation cut-back and reducing water use for rural household well users who should be looked at to conserve.  
Brenda Adelman spoke to the data for water production and said that her calculation shows between April and July every contractor used more water. She requested that new development use of water be analyzed.  
Margaret DeGenova, California American Water, announced that on October 23 they announced mandatory 20% water conservation requirements for Larkfield customers.
3. Recap from the August 4, 2014 WAC/TAC Meeting and Approval of Minutes  
Moved by Joe Callinan, City of Rohnert Park, seconded by Laurie Gallian, City of Sonoma, to approve the minutes of the August 4 WAC/TAC meeting; unanimously approved.
4. Recap from the October 6, 2014 TAC Meeting and Approval of Minutes  
Moved by Damien O'Bid, City of Cotati, seconded by David Guhin, City of Santa Rosa, to approve the minutes of the October 6 TAC meeting; unanimously approved.
5. August 24 Napa Earthquake Response  
A PowerPoint presentation was made by Phil Brun, Deputy Director of Water and Public Works for the City of Napa and Joy Eldredge, Napa Water General Manager, giving an overview of the Napa earthquake and details of the recovery. Questions and comments followed from the members and the public.
6. Water Supply Coordination Council  
Efren Carrillo, SCWA, referred everyone to the copies of the summary of the WSCC meeting.
7. Water Supply Conditions and Temporary Urgency Change Order (including report on Water Conservation)  
Lake Mendocino is at 41.2% of water supply capacity and Lake Sonoma is at 57.4% of water supply capacity. Water conservation messages going out to the public are continuing. Chris DeGabriele reviewed statistics that were in the Regional Water Production Comparison Water Contractors & MMWD combined report indicating total potable water production (SCWA + local supply) is down 13.7% in 2014, February through September, compared to the same period in 2013..
8. FY 2015/16 LRT2 Program Funding  
Chris DeGabriele reviewed the memorandum included in the meeting materials sent to the members. Currently only the City of Santa Rosa has not had funds fully allocated for LRT2 projects. The request for funds letter from Santa Rosa was included. Chris asked for a vote to reimburse Santa Rosa for the project funds requested. Moved by Erin Carlstrom, City of Santa Rosa, seconded by Laurie Gallian, City of Sonoma to approve allocation of the funds to Santa Rosa; unanimously approved.

9. 2015 UWMP Water Demand/Water Conservation Forecast Development  
Contractors will participate on a shared basis to engage one consultant and develop each agency's water demand projections and water conservation savings on a regionally consistent basis to be used in the 2015 UWMP. The City of Santa Rosa has agreed to be the administrating agency for this effort.
10. Biological Opinion Status Update (including Dry Creek Habitat Enhancement Project Presentation)  
David Manning, SCWA, presented an overfly video of the Dry Creek Restoration Project. He also gave a PowerPoint presentation describing current progress and planned activity on the Dry Creek Habitat Enhancement and Demonstration Project. Questions and comments followed.
11. 2015 WAC/TAC Meeting Schedule (Note-11/14/2014 Water Education Facility Groundbreaking & possible Fish Screen Project tour)  
Ann DuBay needs to know by November 10 if anyone is interested in attending the groundbreaking. Linda will email the 2015 meeting schedule to the members.
12. 2014 EPA WaterSense Partner of the Year Award (Photo at the end of the meeting)  
The 2014 EPA WaterSense Partner of the Year Award has been awarded to the Sonoma Marin Saving Water Partnership for the regional Qualified Water Efficient Landscape Program, regional outreach across political, watershed and newshed boundaries, and collaborative approach to save water in our region. Chris DeGabriele thanked the staff members of the SCWA for all their work on the SMSWP and the cooperative effort of everyone to achieve this award. A photo of the members was taken after the meeting.
13. Items for next TAC Agenda  
Water Supply Conditions  
Biological Opinion Status Update
14. Check Out  
Next TAC meeting is December 1  
Next WAC/TAC meeting is February 2  
  
Meeting was adjourned at 10:45a.m.

Draft Minutes of Technical Advisory Committee  
35 Stony Point Road, Santa Rosa, California  
January 5, 2015

Attendees: David Guhin, City of Santa Rosa  
Jennifer Burke, City of Santa Rosa  
Linda Reed, City of Santa Rosa  
Rocky Vogler, City of Santa Rosa  
Linda Hall, City of Santa Rosa  
Elise Howard, City of Santa Rosa  
James Smith, Town of Windsor  
Paul Piazza, Town of Windsor  
Mary Grace Pawson, City of Rohnert Park  
Dan Muelrath, Valley of the Moon Water District  
Dan Takasugi, City of Sonoma  
Mike Healy, City of Petaluma  
Leonard Olive, City of Petaluma  
Drew McIntyre, North Marin Water District  
Mike Ban, Marin Municipal Water District  
Grant Davis, SCWA  
Pam Jeane, SCWA  
Mike Thompson, SCWA  
Jay Jasperse, SCWA  
Lynne Rosselli, SCWA  
Brad Sherwood, SCWA  
Carrie Pollard, SCWA  
Ann DuBay, SCWA

Public Attendees: Brenda Adelman, RRWPC  
David Keller, FOER  
J. Dietrich Stroeh  
Donna Gallagher Stroeh  
Margaret DiGenova

1. Check-in  
Vice Chair David Guhin called the meeting to order at 9:03a.m.
2. Public Comment  
None
3. Recap from December 1, 2014 TAC Meeting and Approval of Minutes  
Moved by Drew McIntyre, NMWD, seconded by Mary Grace Pawson, City of Rohnert Park to approve the December 1 TAC minutes; unanimously approved.
4. SCWA Draft FY2015/16 Budget  
Lynne Rosselli, SCWA, gave an update of the 2015/16 draft budget. The draft budget will be presented on January 20 in Cotati.
5. Water Supply Conditions and Temporary Urgency Change Order (including report on Water Conservation)  
Pam Jeanne, SCWA, reported on water supply conditions. Storage has been gained, with Lake Mendocino at 83% and Lake Sonoma at 78%. River flows have dropped off

slightly, now running at 900 feet per second at Hacienda. Temporary change order meetings continue as required by the order. February 10 is the end of the current order. Questions followed from the TAC. PG&E talks will continue later this month regarding the Potter Valley diversion for maintenance. Grant Davis, SCWA, reported that the status will be updated on Thursday by PG&E. The spreadsheet listing water deliveries last year compared to this year was provided to the committee and the public. Questions followed from the TAC and the public.

6. Sonoma Marin Saving Water Partnership Annual Report FY 2013/14

Carrie Pollard, SCWA, reported that the annual report will be available as soon as the printer delivers the report to the agency. The report will be made available to all TAC members for distribution and made available on the SCWA www site.

7. Biological Opinion Status Update

Pam Jeane, SCWA, reviewed the Biological Opinion Status Update sent via email to meeting attendees.

8. Items for Next Agenda

February 2 WAC/TAC Meeting

Water Supply Conditions and Temporary Urgency Change Order  
Biological Opinion Status Update

9. Check Out

Next WAC/TAC meeting is February 2, 2015

Next TAC meeting is March 2, 2015

Meeting was adjourned at 9:25a.m.



Summary  
January 23, 2015  
Water Supply Coordination Council Meeting

The WSCC is intended to coordinate activities of the Agency, WAC/TAC and other parties as necessary and to report on same pursuant to the Sonoma County Water Agency's September 15, 2009 Resolution #09-0871 to commence and continue development of new water supply projects, plans and strategies to meet the reasonably expected future water demands for the agency's water contractors. The WSCC makes no policy decisions. This WSCC summary is intended to disclose WSCC discussions with the WAC/TAC and other interested parties.

Attendees: Efren Carrillo, Dennis Rodoni, Mike Healy, Jake Mackenzie, Grant Davis, David Guhin, Chris DeGabriele

1. Review Summary of Last Meeting (October 17, 2014)

A summary of the October 17, 2014 WSCC meeting was reviewed.

2. February 2<sup>nd</sup> WAC/TAC Meeting

The agenda for the Water Advisory Committee and Technical Advisory Committee scheduled for February 2, 2015 was reviewed. It was recommended to add an item addressing the 2015 Urban Water Management Plan preparation and status. It was noted that the February 2<sup>nd</sup> WAC/TAC meeting will designate an Ad Hoc Committee for the WAC Chair and Vice-Chair nomination process. David Guhin, Vice-Chair of the TAC and Grant Davis from Sonoma County Water Agency will participate along with the to be designated WAC Ad Hoc Committee members. It was also noted that there may be new WAC members coming on Board requiring orientation. The TAC will be solicited to identify who the new members may be.

3. Water Supply

Grant Davis reported that Lake Mendocino is still approximately 10,000AF below the flood control pool and rainfall has been absent all of January. The Water Agency is preparing to submit a TUCP extension which submittal may be triggered by rainfall sometime in mid-February.

4. Upper Russian River Managers Meeting

Grant advised that the current Mendocino TUCO requires preparation of a long term drought contingency plan for Lake Mendocino developed in cooperation with SCWA. This is providing an opportunity to establish better relationships with the Upper Russian River interests. The plan is due to the State Board at the end of April. It's likely that follow on recommendation would be forthcoming subsequent to that date.

5. Sustainable Groundwater Management Act

Grant reported that there would be a working session with the Sonoma County Water Agency Board on March 17<sup>th</sup> and a subsequent presentation to the WAC in May.

6. Schedule Next Meeting

The next meeting will be scheduled prior to the May 4, 2015 WAC/TAC meeting.

7. Other

The parties discussed the Water Bond Collation and support of the hearing scheduled on February 10<sup>th</sup> being conducted by Assembly Member Levine. Grant Davis and Jake McKenzie will attend advocating for the Water Bond Collation priorities.

## WAC MEMBERS & ALTERNATES 2015

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Park

City of Santa Rosa

City of Sonoma

City of Cotati

City of Petaluma

North Marin  
Water District

Town of Windsor

Valley of the  
Moon Water  
District

SCWA Liaison

Marin Municipal  
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## TAC MEMBERS & ALTERNATES 2015

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North Marin Water District

City of Santa Rosa

City of Cotati

City of Petaluma

City of Rohnert Park

City of Sonoma

Town of Windsor

Valley of the Moon Water District

Marin Municipal Water District

SCWA Liaison

Administrative Secretary

**2015 TAC - WAC / TAC MEETING SCHEDULE****35 Stony Point Road, Santa Rosa, California**

<b>Month</b>	<b>Day</b>	<b>Body</b>	<b>Time</b>
<b>JANUARY</b>	<b>5</b>	<b>TAC</b>	<b>9:00a.m.</b>
<b>FEBRUARY</b>	<b>2</b>	<b>WAC / TAC</b>	<b>9:00a.m.</b>
<b>MARCH</b>	<b>2</b>	<b>TAC</b>	<b>9:00a.m.</b>
<b>APRIL</b>	<b>6</b>	<b>SPECIAL WAC/TAC</b>	<b>9:00a.m.</b>
<b>MAY</b>	<b>4</b>	<b>WAC / TAC</b>	<b>9:00a.m.</b>
<b>JUNE</b>	<b>1</b>	<b>TAC</b>	<b>9:00a.m.</b>
<b>JULY</b>	<b>6</b>	<b>TAC</b>	<b>9:00a.m.</b>
<b>AUGUST</b>	<b>3</b>	<b>WAC / TAC</b>	<b>9:00a.m.</b>
<b>SEPTEMBER</b>	<b>14</b>	<b>TAC</b>	<b>9:00a.m.</b>
<b>OCTOBER</b>	<b>5</b>	<b>TAC</b>	<b>9:00a.m.</b>
<b>NOVEMBER</b>	<b>2</b>	<b>WAC / TAC</b>	<b>9:00a.m.</b>
<b>DECEMBER</b>	<b>7</b>	<b>TAC</b>	<b>9:00a.m.</b>



## Russian River Biological Opinion Update – February 2015

The Sonoma County Water Agency is continually planning and implementing the Russian River Biological Opinion requirements. The following project updates provide a brief synopsis of current work. For more detailed information about these activities, please visit [www.sonomacountywater.org](http://www.sonomacountywater.org).

### Dry Creek Habitat Enhancement and Demonstration Project

- Construction is complete on the Dry Creek Demonstration Project, and the habitat enhancement projects withstood flows above 6,000 cfs resulting from the December 8 atmospheric river. Over the coming months, Water Agency crews will be revegetating the disturbed areas of the project site with thousands of native trees, shrubs and grasses.
- Site identification, outreach to landowners, preliminary environmental studies and topographic surveys are underway for the second and third miles of habitat enhancement. Two firms, Interfluve and ESA PWA, are designing the second and third miles of habitat enhancement. Ten-percent designs have been completed and presented to the property owners for feedback. Each design consultant has been given over 1.25 miles of habitat enhancements to advance to 30% design.
- The Water Agency signed a memorandum of understanding with the US Army Corps of Engineers for a Continuing Authorities Program (CAP) project that should allow the Corps to contribute funding for a portion of the mile 2-3 phase of Dry Creek Habitat enhancement.

### Fish Monitoring

It has been a challenging season to count the migrating adult salmon and steelhead. With the inflatable dam down during the Mirabel Fish Passage Improvement Project construction, adult fish were monitored in Dry Creek and at the Healdsburg Dam fish ladder using video and sonar technology. With the river mouth closed for most of October and November, returns were low, although several fish were counted following the November 17 estuary breaching. The Healdsburg camera and the sonar technology were removed before the December 8 storm, and turbid water quality has made it difficult to identify fish videoed at the Dry Creek location. The partial count total count to date from Dry Creek and Healdsburg is over 1,400 adult salmon and steelhead.

### Mirabel Screen and Fish Ladder Replacement

Construction of the Mirabel Fish Passage Improvement Project stalled in early December, when a portion of the coffer dam surrounding the site failed. The contractor repaired the cofferdam, and has dewatered the site.

### Russian River Estuary Management Project

- The 2014 Lagoon Management Period ended on October 15. Between September 18, when the river mouth closed, and November 26, the mouth was open for only four days, when it was breached by the Water Agency. It has remained open since the November 26 breaching.
- Downstream migrant fish sampling is underway at Austin Creek and with an antenna at Duncans Mills that can read passive integrated transponders (PIT) tags. Monthly baseline monitoring of seals and other pinnipeds is ongoing.

- Field investigations of the jetty continue. In 2014, monitoring wells were installed and other tests were conducted. The purpose of the studies is to determine if and how the jetty impacts the formation of the barrier beach and lagoon water surface elevation.

#### **Fish Flow Project**

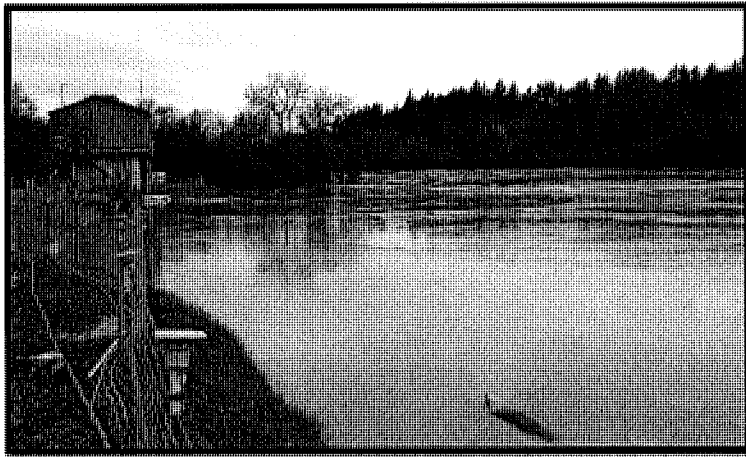
Work is occurring internally on the preparation of the draft Environmental Impact Report for the Fish Habitat Flows and Water Rights Project. The EIR is being prepared by Water Agency staff, with assistance from consultants on some areas of impact analysis. A draft EIR is anticipated to be released Summer 2015.

#### **Interim Flow Changes**

On August 25, the State Water Resources Control Board issued a new order, allowing minimum flows to be reduced to 50 cfs in the upper river and 60 cfs in the lower river (minimum flows are based on a five day running average) until water levels in Lake Mendocino reach 68,400 feet or 180 days (whichever is reached first). The Water Agency and the Mendocino County Russian River Flood Control and Water Conservation Improvement District requested these changes to preserve water in Lake Mendocino for water supply and for the fall Chinook run. Due to the drought, this is the third TUC issued since December 2013. It remains in effect until February 20 or until Lake Mendocino levels hit the flood control pool.

#### **Public Outreach, Reporting & Legislation**

- The annual meeting of the Public Policy Facilitating Committee to review progress on implementation of the Biological Opinion was held on January 28, with about 60 people attending.
- Tours of the Dry Creek Habitat Enhancement project are scheduled for WAC/TAC members on February 5<sup>th</sup> (1:00--5:00 p.m.) and February 20 (8 a.m. – noon).



*Mirabel Fish Passage Improvement Project, December 11, 2014*

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**NOTICE OF MEETING OF  
NORTH BAY WATERSHED ASSOCIATION**

Notice is hereby given that a meeting of the North Bay Watershed Association will be held as follows:

Date: Friday, February 6, 2015

Time: 9:30 a.m. – 11:30 a.m.

Location: Petaluma (Lucchesi) Community Center  
Conference Room 2  
320 N. McDowell Boulevard  
Petaluma, CA 94954

**AGENDA**

<b><u>Item</u></b>	<b><u>Recommendation</u></b>
1. Call to Order (Jack Gibson, Chair)	
2. Public Comment	
3. Approval of the Agenda (1 min.)	Approve
4. Approval of Minutes	Approve
5. Treasurer's Report (1 min.)	Accept
6. Direct Potable Reuse (45 min.) Guest Speaker: George Tchobanoglous, Professor, UC Davis	Information
7. Rainwater Harvesting (45 min.) Guest Speaker: John Green, Lead Scientist, Sonoma Gold Ridge RCD	Information
8. Items of Interest	
9. Items for Next Agenda	

**Next Meeting Information:**

**Next Meeting: March 6, 2015**

Novato Sanitary District  
500 Davidson Street  
Novato, CA 94945

NORTH BAY WATERSHED ASSOCIATION

Minutes for the meeting of the North Bay Watershed Association (NBWA) Board of Directors.

Date: January 9, 2015  
Time: 9:30 a.m.  
Location: Marin Community Foundation  
5 Hamilton Landing, Suite 200  
Redwood Room  
Novato, CA 94949

Directors Present: Directors present included:

<u>Board Member</u>	<u>Agency/Organization</u>	<u>Board Member</u>	<u>Agency/Organization</u>
Madolyn Agrimonti	City of Sonoma and Sonoma Valley County Sanitation District	Jack Gibson	Marin Municipal Water District
Jack Baker	North Marin Water District	Kathy Hartzell	Central Marin Sanitation Agency
Keith Caldwell	Napa County Flood Control and Water Conservation District	Paul Jensen	City of San Rafael
Megan Clark	Las Gallinas Valley Sanitary District	Sandeep Karkal	Novato Sanitary District
Damon Connolly	County of Marin	Pamela Meigs	Ross Valley Sanitary District
Adrian Cormier	Bel Marin Keys Community Services District	Brad Sherwood	Sonoma County and Sonoma County Water Agency
		Pamela Tuft	City of Petaluma

Directors present represented 15 out of the 16 agencies signatory to the Association MOU.

Board Actions:

1. **Call to Order.** Jack Gibson, Chair, called the meeting to order at 9:37 a.m.
2. **Public Comment.** Welcome San Rafael Representative Paul Jensen.
3. **Approval of the Agenda.** (See Handout) The Board unanimously approved the agenda
4. **Approval of the Minutes of the Board Meeting held December 5, 2014.** (See Handout) The Minutes of the Board Meeting held on December 5, 2014 were unanimously approved with two abstentions by Madolyn Agrimonti and Megan Clark.
5. **Treasurer's Report.** (See Handout) The Treasurer's Report was accepted as presented by Harry Seraydarian.
6. **New Health Assessment and New Plan for the San Francisco Bay Delta Estuary.** Judy Kelly, Director, San Francisco Estuary Partnership provided a PowerPoint entitled "San Francisco Estuary Partnership Overview". Judy first explained that San Francisco was one of 28 estuaries of national significance established by the 1987 Clean Water Act Amendments. She described the boundaries as including watersheds draining to the bay and the delta. Judy emphasized that the partnership was collaborative and non-regulatory and was created to develop and manage the Comprehensive Conservation & Management Plan (CCMP) for the estuary. The plan was first approved in 1993 by the Governor and US EPA Administrator and included over 200 actions; then revised in 2007 with a new emphasis on trash impacts and sea level rise. Judy provided more detail on SFEP operations including a summary of key partners (US EPA, Assoc. Bay Area Gov. and Reg. Water Quality Control Board), structure (Exec. Council, Implementation Committee and Friends of the Estuary) and 13 core and technical staff. She then presented her 2015 agenda: manage 65+ projects (including new \$50 million for IRWMP); update 2011 State of the Estuary Report; and redraft the CCMP (early 2016). Judy provided examples of a number of projects and highlighted Round 2 and 3 North Bay projects. She also described public outreach and education efforts and highlighted the low impact development San Pablo Avenue Stormwater Spine (7 cities) project and reduction of urban pesticides. Judy announced that the 2015 State of the SF Estuary Conference is scheduled for September 17-18 in Oakland. Judy explained the updated estuary report will include new data and the delta (not included in 2011 report) and the updated CCMP will include population and climate change as drivers and fewer, more focused objectives and strategic actions that are trackable. Judy presented more details on the elements of the state of the estuary report and included examples clarifying attributes by the use of indicators and setting benchmarks. She then described the approach to revising the CCMP objectives including topic area subcommittees (water, habitats, and living resources) consistent with the state of the estuary report and the addition of success measures and ownership by lead agencies. Judy ended with a CCMP revision schedule showing key events in 2015 & 2016. The NBWA Board

Members had a number of questions. How would you rate the health of the bay now? (Handout indicates some areas improving {pollutants} and some deteriorating {fresh water flows}, while we are doing better overall on stewardship of resources.) Why do we not get more federal funding especially compared to Chesapeake at \$50 million? (Chesapeake has more states and therefore more senators; Feinstein assures Bay Area gets ~ \$5 million/year.) Does the 2011 Report address impacts of reduced dredging? (It does address positive impacts of beneficial reuse.) Are we looking at losses of wetlands – restored or otherwise? (Baylands Ecosystem Habitat Goals Update is addressing this issue – South Bay is at greater risk.) Will State of the Estuary Update look at watersheds? (Yes – Josh Collins, SFEI, looking at new methodology for assessing health of watersheds.) Is there an effort to reduce pesticide use on rats and mice that affects raptors? (SFEP had project – “Got Ants?” due to impacts on urban streams; Lisa Owens Viani also working on this – “Raptors are the Solution”.)

7. **Untapped Potential of California’s Water Supply.** Heather Cooley, Pacific Institute, provided a PowerPoint entitled “The Untapped Potential of California’s Water Supply: Efficiency, Reuse, and Stormwater”. Heather began with an overview of water use in California (44 million acre-feet/year human use with urban {20%} and agricultural {80%}) and used a map and pie charts to explain urban per capita use by hydrologic region and the state residential average (140 gpcd). Heather then presented graphs comparing 2014-15 precipitation with prior years using both a Northern Sierra and San Joaquin Index. She also provided a U.S. Drought Monitor map for California showing extreme or exceptional drought for most of the state. Heather then presented some visuals to make the point that we are living beyond our means consistently, not just in drought years. She reinforced this point with a graph showing cumulative groundwater loss from 1962 and noted the rate of decline is increasing. Heather highlighted that recent groundwater legislation was a step in the right direction but will take years to implement. Heather then presented other challenges such as climate variability, ecosystem needs, declining water quality (especially groundwater) and infrastructure. She then phrased the question – How do we respond? and summarized a study completed in June 2014 by the Pacific Institute, Natural Resources Defense Council and UC Santa Barbara looking at reducing demand and augmenting supply. Heather emphasized that this study did not include population growth and estimated technical potential not cost effectiveness. Heather elaborated on how the study looked at urban efficiency potential and scenarios that could save 2.9 to 5.2 million acre-feet per year (maf/y). She then presented a map showing potential by hydrologic region. Heather also presented residential per capita reductions by source for indoor and outdoor uses. She also provided a graph showing potential agricultural reductions of 5.6 to 6.5 maf/y (~ 20% reduction) using CALFED and Pacific Institute studies. Heather presented water recycling trends over 40 years (now at ~ .7 maf/y) and potential additional water reuse at 1.2 to 1.8 maf/y with other efficiencies included. She provided some visuals – examples of stormwater capture and estimated potential at .42 to .62 maf/y. Heather then provided a map illustrating reuse potential, agricultural and urban efficiency potentials and stormwater capture potential for all hydrologic regions and a state total of potential demand reduction (9.5-11.8 maf/y) and supply augmentation (91.6 to 2.4 maf/y). Heather ended with some conclusions acknowledging the drought severity and our continued overuse of water but noting the progress in efficiencies and the large opportunities available. The NBWA Board Members had several questions. Does groundwater analysis in the study look at quality? (No just quantity.) What is included in the 4% recreation use for recycling? (Not sure – will have to check.) Did the study look at direct potable reuse? (No, topic of interest {speaker at next NBWA meeting}.) Do we need policies for stormwater capture? (Yes, retrofit is expensive, much easier to include in new development.) Will capture reduce delta outflows? (This is a large scale issue – stormwater capture is relatively small.)

8. **Prop 1 Update.** Harry Seraydarian presented a PowerPoint and began with a summary of funding elements in Prop 1. He highlighted some general provisions and then walked through each element and noted funding amount, match, lead agency if identified, project eligibility and criteria if provided. Harry then presented a summary chart of funding opportunities for the North Bay in categories of definite competitive funding available to the North Bay, maybe available and unlikely. He also provided a brief comparison of funding categories in Prop 1 compared to Prop 84. Harry ended with a summary of next steps to be pursued by the Water Bond Coalition to influence eligibility requirements and scoring criteria through the legislature and designated agencies.

9. **Items of Interest.** 2015 State of the Estuary Conference, September 17-18, Oakland Marriott City Center

10. **Items for Next Agenda.**

- \* Direct Potable Reuse – George Tchobanoglous, Professor U.C. Davis
- \* Rainwater Harvesting – John Green – Lead Scientist, Sonoma Gold Ridge RCD

Jack Gibson, Chair, adjourned the meeting at 11:29 a.m.

SUBJECT TO BOARD APPROVAL

Submitted By: Elizabeth O. Preim-Rohtla

Assistant to the Executive Director

**NEXT MEETING INFORMATION:**

February 6 – Petaluma (Lucchesi) Community Ctr., 320 N. McDowell Blvd., Petaluma, CA 94954-Conf. Rm. 2

March 6 – Novato Sanitary District, 500 Davidson Street, Novato, CA 94945

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**DISBURSEMENTS - DATED JANUARY 29, 2015**

Date Prepared: 1/27/15

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 1/15/15	\$114,916.03
EFT*	US Bank	Federal & FICA Taxes PPE 1/15/15	51,047.13
EFT*	State of California	State Taxes & SDI PPE 1/15/15	8,645.67
EFT*	US Bank	January Bank Analysis Charge (Lockbox \$912, Credit Card Processing \$743 & Other \$711) (Less Interest Payment of \$278)	2,088.43
1	ACWA	Annual Dues (DeGabriele) (Budget \$17,340)	16,835.00
2	Allied Heating & Air Conditioning	Quarterly HVAC Maintenance & Replaced Fan Belt in Admin Office (\$1,254)	1,709.04
3	Ameron Int'l- Wtr Trans Grp	Flanges for New Aqueduct Pipeline (6) (42", 36" & 30")	4,469.00
4	AT&T	Telephone Charges: Leased Lines	64.40
5	Automation Direct	Replacement PLC for PRE #3 (Damaged in December Storm)	575.00
6	Bender, Matthew	Annual Govt. Code Update (2015) (\$505) (1/15-12/15) & Water Code Supplement (2015) (Budget \$870)	926.41
7	Calif Board of Equalization	State Sales & Use Tax 1/14-12/14	12,363.00
8	California Water Service	Oct-Jan 2015 Water Service (0 ccf)	150.24
9	CalPERS Retirement System	Pension Contribution PPE 1/15/15	43,153.64
10	Calvert, Rachel	Novato "Toilet Rebate" Program	100.00
11	Campways	Truck Tool Box ('05 Ranger)	832.45
12	CDW-Government	Trend Anti-Virus Software License Renewal (60) (Budget \$1,080)	1,080.00
13	CSW/Stuber-Stroeh Engineering	Progress Payment #3: Gallagher Bridge Pipeline (Balance Remaining on Contract \$10,481.00)	11,643.50

Seq	Payable To	For	Amount
14	DeGabriele, Chris	Expense Reimbursement: December Mileage	178.25
15	Electrical Equipment	Power Transformer for Amaroli Hill Tank	373.49
16	Gaya, DB	Progress Payment #1: Tank Coating Inspection for Atherton Rehabilitation Project (Balance Remaining on Contract \$36,300)	1,500.00
17	Ghilotti Construction	Refund Security Deposit on Hyd Meter Less Final Bill	975.70
18	Global Capacity	DSL Internet (1/12-2/11/15)	142.88
19	Grainger	Shrink Tubing	69.69
20		Cafeteria Plan: Uninsured Medical Reimbursement	73.77
21	Home Depot	10' Ladder (Warehouse)	123.06
22	InfoSend	December Processing Fee for Water Bills (\$1,448) & Postage (\$4,178)	5,626.59
23	International Fire	Annual Fire Extinguisher Service (57) (13 Replacements)	1,731.23
24	Lazure, Alan	Novato "Toilet Rebate" Program	100.00
25		Cafeteria Plan: Childcare Reimbursement	416.66
26	Macdonald Architects	Progress Payment #3 & #4: Lynwood Pump Station (Balance Remaining on Contract \$13,057)	1,116.52
27	McAghon, Andrew	Lawn-Be-Gone Mulching Program	520.00
28	MCC Control Systems	Programming Modifications for STP (Balance Remaining on Contract \$4,375)	250.00
29	McMaster-Carr Supply	Rubber Mounts for Air Pump (2)	101.22
30	National Meter & Automation	5/8" Meter Registers (10)	193.93
31	Nehay, Nancy	Novato "Washer Rebate" Program	50.00
32	Nelson, Ronald	Novato "Washer Rebate" Program	50.00
33	Neopost USA	Quarterly Postage Meter Rental (2/15-4/30/15)	234.34

Seq	Payable To	For	Amount
34	Novato Chevrolet	Air Filters (2), Oil Filters (2), Wiper Blades (2) & Stop Light Assembly (\$86)	231.43
35	Novato Horse & Pet Supply	Rolled Oats for Mouse Traps	4.63
36	Pace Supply	Bushings (10) (\$108), Couplings (57) (\$77), Elbows (4), Compression Couplings (3) & Center Lid Covers (6) (\$64)	301.95
37	Parkinson Accounting Systems	December Accounting Software Support	817.50
38	Point Reyes Prop Mgmt Assn	January HOA Dues (25 Giacominni Rd)	75.05
39	Roberts, Loren & Joyce	Novato "Washer Rebate" Program	50.00
40	Salvation Army	Refund Overpayment on Open Account	352.84
41	Schaber, Ralph	Novato "Toilet Rebate" Program	100.00
42	Schinske, Don & Marian	Novato "Washer Rebate" Program	50.00
43	Schwaab	Date Stamp for Mail Area (Red Ink)	45.41
44	Sonoma County Water Agency	December Contract Water	361,528.37
45	SPG Solar	December Energy Delivered Under Solar Services Agreement	4,222.80
46	Staples Business Advantage	Coffee (2-34oz), Coffee Filters (120), Copy Paper (70 reams - Legal) (\$398), 'D' Batteries (4), Flashlight & Copy Paper (60 reams- Letter Size) (\$224)	662.30
47	Stathis, Pete	Novato "Cash for Grass" Program	225.00
48	Team Ghilotti	Final Payment for Gallagher Well Pipeline Project (Retention) (Total Project Cost \$1,010,919)	50,545.96
49	Township Building Services	Dec Janitorial Services	1,588.84
50	The Transmitter Shop	Repair Tank Level Transducers (2)	955.13
51	United Rentals	Replacement Tachometer & Oil Filter ('08 Magnum Generator)	303.77

Seq	Payable To	For	Amount
52	U.S. Bank Card	CUWCC Conference & Handbk (\$50) "Crafting Water Rates . . ." (Bentley) (1/15/15), 2015 Minute Books (\$314), 5 Pc Drill Bit Set (2) (\$100), W2 Printing (\$195), Facebook Advert for Water Conservation (\$26), Novato & Chamber 2015 Birthday Bash Tickets (2) (Bentley) (\$120), Refrig. Parts for Apartment (\$79), iPad Keyboard Cover (\$60) (McIntyre), Storm Day Snacks for Staff (\$30), Birthday Breakfasts (\$173) & Replacement Power Point Projector (\$1,610)	2,757.01
53	Verizon	Telephone Charges: Leased Lines & Emergency Service Listing	596.06
54	Waiblinger, Krystal & Klaus	Novato "Washer Rebate" Program	50.00
55	Wiley Price & Radulovich	Harassment Training (\$2,107) (Total Training Cost \$2,230) & Dec Professional Services: Venegas Accommodation & Background Check	2,323.00
56	Workforce Boots & Clothing	Safety Boots (Roberto)	194.85
		<b>TOTAL DISBURSEMENTS</b>	<b><u>\$712,408.17</u></b>

The foregoing payroll and accounts payable vouchers totaling \$712,408.17 are hereby approved and authorized for payment.



Auditor-Controller

1/26/15

Date



General Manager

1/26/2015

Date



## DISBURSEMENTS - DATED JANUARY 22, 2015

Date Prepared: 1/20/15


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


Seq	Payable To	For	Amount
1	Atherton Associates	Annual Reimbursement Program: Atherton Estates	\$847.38
2	AT&T	Telephone Charges: Leased Lines	717.10
3	Badger Meter	Water Meters with Cellular Transmission Capability for Pilot Test (22)	4,967.51
4	Bank of Marin	Bank of Marin Loan Principal & Interest (Pymt 39 of 240)	46,066.67
5	Blastco	Project Payment #3: Atherton Tank Rehabilitation Project (Balance Remaining on Contract \$1,180,171)	58,235.00
6		Cafeteria Plan: Uninsured Medical Reimbursement	351.50
7	Clipper Direct	Commuter Benefit Program (2)	186.00
8	Cobblestone Homes	Annual Reimbursement Program: Tamalpais Hill Subdivision	2,014.16
9	Contractor Compliance &	Monitor Labor Compliance for Atherton Tank Rehab Project (Balance Remaining on Contract \$16,250)	3,250.00
10	Doyle, Sheriff Robert	Wage Assignment Order	473.61
11	Fan-Brown, Susan	Novato "Cash for Grass" Program	160.00
12	Golden Gate Petroleum	Gasoline (\$2.34/gal) & Diesel (\$2.56/gal)	2,701.17
13	Grainger	Beverage Coolers (2-5 gal) (\$73), Screw Drivers (4), Presser Transducer (2) (\$500) & Shrink	654.61
14	Hardy Diagnostics	Control Organisms (4) (Lab)	175.01
15	Lehman, Barbara & Joe	Annual Reimbursement Program: Lehman Land Division	355.53
16	Lincoln Life	Deferred Compensation PPE 1/15/15	13,189.42

Seq	Payable To	For	Amount
17	Maltby Electric	1500' Copper Wire (Amaroli Tank Repairs)	1,193.46
18	Marchant Chapman Realtors	Refund Overpayment on Closed Account	130.60
19	Marion Heights Development	Annual Reimbursement Program: Marion Heights	1,282.10
20	Mitchell, Russ & Associates	Recycled Water On-Site Retrofit Design Work (Balance Remaining on Contract \$10,745)	195.00
21	National Fire Protection Assoc	Membership Dues (McIntyre) (2/15-1/16) (Budget \$170)	165.00
22	Nationwide Retirement Solution	Deferred Compensation PPE 1/15/15	1,325.00
23	Novato Community Partners	Annual Reimbursement Program: Pointe Marin Ph II & III	2,151.85
24	Novato Unified School District	Cleaned Exhaust Filter ('99 F350 Dump Truck)	275.00
25	O'Hanrahan, Brigid	Annual Reimbursement Program: Vallejo Avenue Extension	392.43
26	Pace Supply	Hex Nuts (232) (\$292), Butterfly Flange (\$694), Tee Flange (\$347), Pipe Joint Restraints (2) (\$128) & 8" Cap (\$109)	1,570.26
27	Point Reyes Light	Display Ad: Salinity Intrusion in the Pt. Reyes Well Supply (13) (Oct-Dec)	728.00
28	Postmaster Novato	Balance for 6 mos Caller Service (Total \$620)	417.00
29	Pt Reyes Development	Annual Reimbursement Program: Pt Reyes Affordable Housing	2,976.63
30	Pure Technologies U.S.	STP Main Inspection Final Payment (Total Project Cost \$120,000)	17,000.00
31	Red Wing Shoe Store	Safety Boots (Rupp)	172.04
32	Schoepp Construction	Annual Reimbursement Program: Oak Park Estates	242.46
33	Sequoia Safety Supply	Jackets (4) (\$247), Overalls (4) (\$156), Brief Relief Urine Bags (100) (\$231) & Ear Plugs (400)	699.50
34	Shapiro, Jack	Annual Reimbursement Program: Channel Dr Water Extension	268.35

Seq	Payable To	For	Amount
35	Shea Homes	Annual Reimbursement Program: Pointe Marin Phase 1	105.16
36	Shirrell Consulting Services	Jan Dental Insurance Admin Fee	299.45
37	St James Napa Development	Annual Reimbursement Program: Somerston	66.35
38	TelePacific Communications	Telephone Charges: Voice Lines	457.77
39	Thomas Scientific	Tergajet Detergent (2-4 lb boxes) (Lab)	66.02
40	US Bank	December Safekeeping Fee: Treasury Securities	80.00
41	Wells Fargo	Annual Reimbursement Program: Whole Foods	662.31
42	J. William Wigert	Annual Reimbursement Program: Vallejo Ave	530.94
43	Wilson, Jim	Annual Reimbursement Program: Cherryhill Pipeline Ph2 (\$2,130) & Cherryhill Pipeline Extension (\$5,929)	8,059.47
<b>TOTAL DISBURSEMENTS</b>			<b><u>175,856.82</u></b>

The foregoing payroll and accounts payable vouchers totaling \$175,856.82 are hereby approved and authorized for payment.

 1/20/15  
 Auditor-Controller Date

 1/20/15  
 General Manager Date

## MEMORANDUM

To: Board of Directors

January 30, 2015

From: Nancy Williamson, Senior Accountant

Subj: Information – FY15 2nd Quarter Labor Cost Report

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**RECOMMENDED ACTION:** Information Only

**FINANCIAL IMPACT:** None

Total labor cost decreased \$10,076 (0.3%) from the prior year, same period. Attached in graphical format is a five-year comparative summary of total labor cost (Attachment A), overtime cost (Attachment B) and temporary employee cost (Attachment C) expended during each fiscal year. Also attached is a summary of total labor cost vs. budget (Attachment D), which shows that labor cost came in 6% under budget for the first six months of the fiscal year.

Department	Increase / (Decrease) in Labor Cost vs prior FY	% Change
Administration	(\$25,674)	(2.9%)
Engineering	\$37,241	6.0%
Operations/Maint	(\$23,177)	(1.9%)
Construction/Maint	\$1,534	0.3%
Net Increase/(Decrease)	(\$10,076)	(0.3%)

### Comment on Change from Prior Year

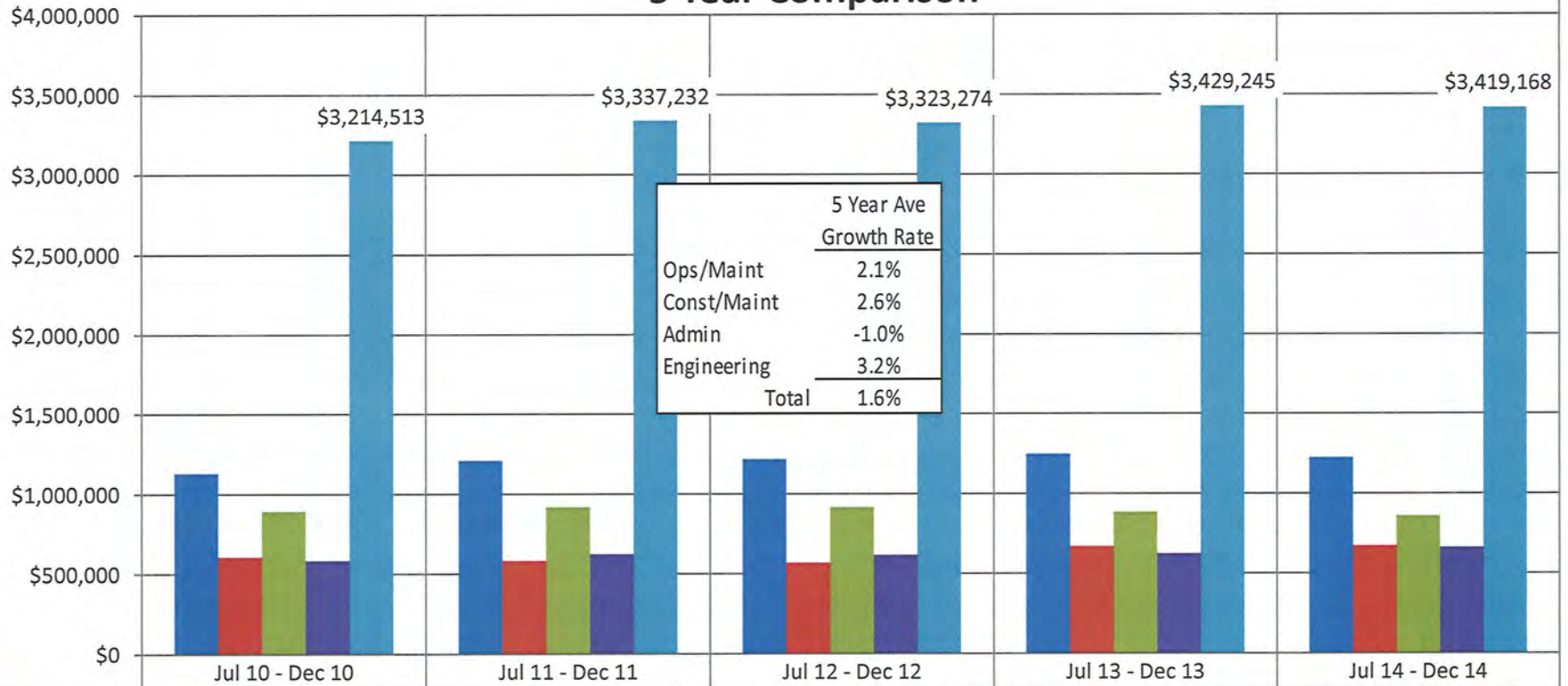
**Administration:** Labor Cost decreased \$25,674, or 2.9%. The decrease is primarily due Miguel Venegas' absence due to industrial injury beginning June 1, 2014 offset by the 2.37% labor cost increase effective October 1 of 2014.

**Engineering:** Labor Cost increased \$37,241, or 6.0%. The increase is primarily due to use of more temporary labor and overtime, combined with the aforesaid 2.37% labor cost increase.

**Operations/Maintenance:** Labor Cost decreased \$23,177, or 1.9%. The decrease was primarily due the use of less temporary and overtime labor, offset by 4 step increases and the 2.37% labor cost increase.

**Construction/Maintenance:** Labor Cost increased \$1,534, or 0.3%. The increase was due to more hours worked, 8 step-increases and the 2.37% labor cost increase. The increase was mitigated by the retirement of Doug Moore on January 7, 2014, which savings was offset by the addition of two laborers at the beginning salary step.

## Total Labor Cost NMWD Fiscal Year through December 5 Year Comparison



	Jul 10 - Dec 10	Jul 11 - Dec 11	Jul 12 - Dec 12	Jul 13 - Dec 13	Jul 14 - Dec 14
Ops/Maint	\$1,129,313	\$1,209,912	\$1,217,622	\$1,248,851	\$1,225,674
Const/Maint	\$606,127	\$582,206	\$569,736	\$669,300	\$670,834
Admin	\$894,702	\$919,653	\$918,419	\$885,923	\$860,249
Eng	\$584,371	\$625,461	\$617,496	\$625,171	\$662,412
<b>Total</b>	<b>\$3,214,513</b>	<b>\$3,337,232</b>	<b>\$3,323,274</b>	<b>\$3,429,245</b>	<b>\$3,419,168</b>

■ Ops/Maint   
 ■ Const/Maint   
 ■ Admin   
 ■ Eng   
 ■ Total

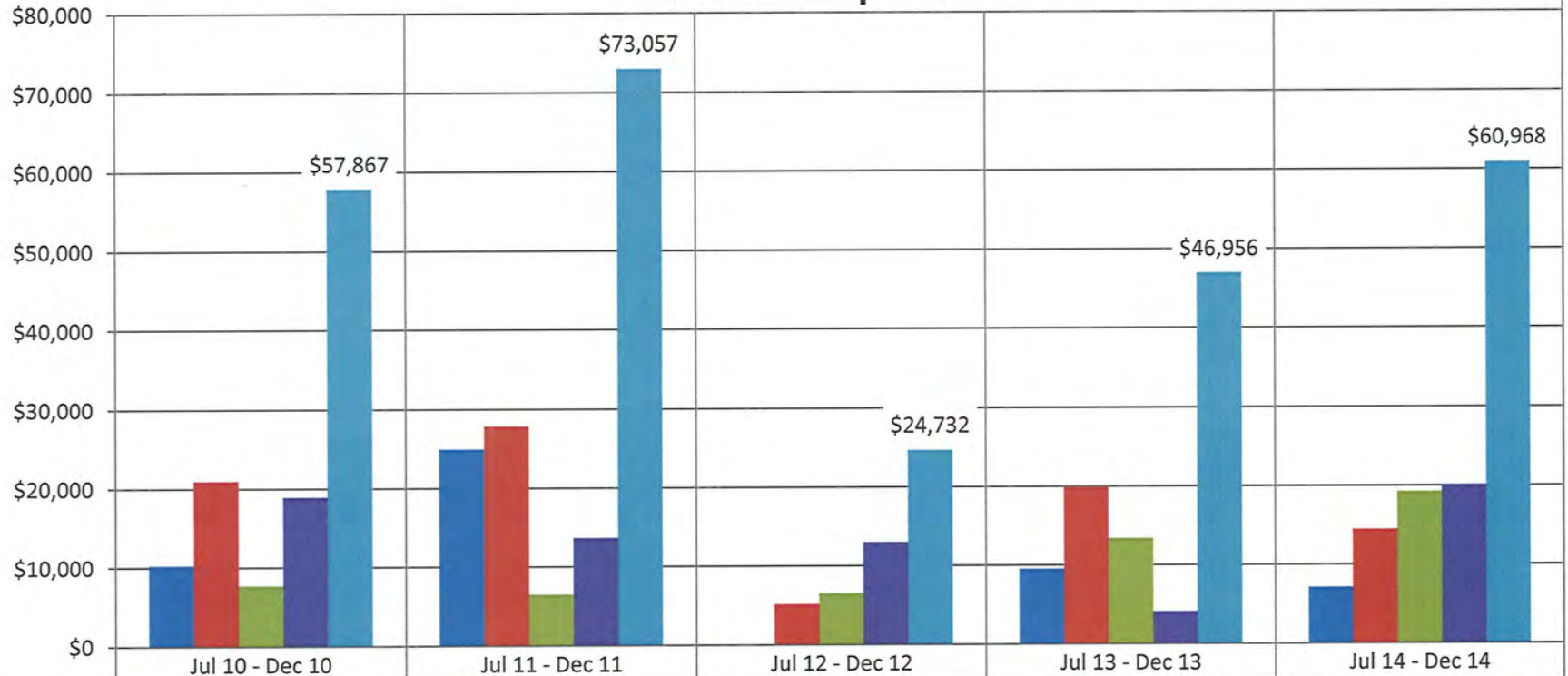
## Overtime Cost NMWD Fiscal Year through December 5 Year Comparison



■ Ops/Maint	\$28,423	\$51,723	\$41,824	\$50,711	\$41,993
■ Const/Maint	\$37,573	\$29,914	\$32,186	\$25,988	\$47,502
■ Admin	\$3,072	\$6,684	\$9,422	\$11,543	\$8,268
■ Eng	\$0	\$0	\$219	\$0	\$4,353
■ Total	\$69,067	\$88,321	\$83,650	\$88,241	\$102,115

■ Ops/Maint   
 ■ Const/Maint   
 ■ Admin   
 ■ Eng   
 ■ Total

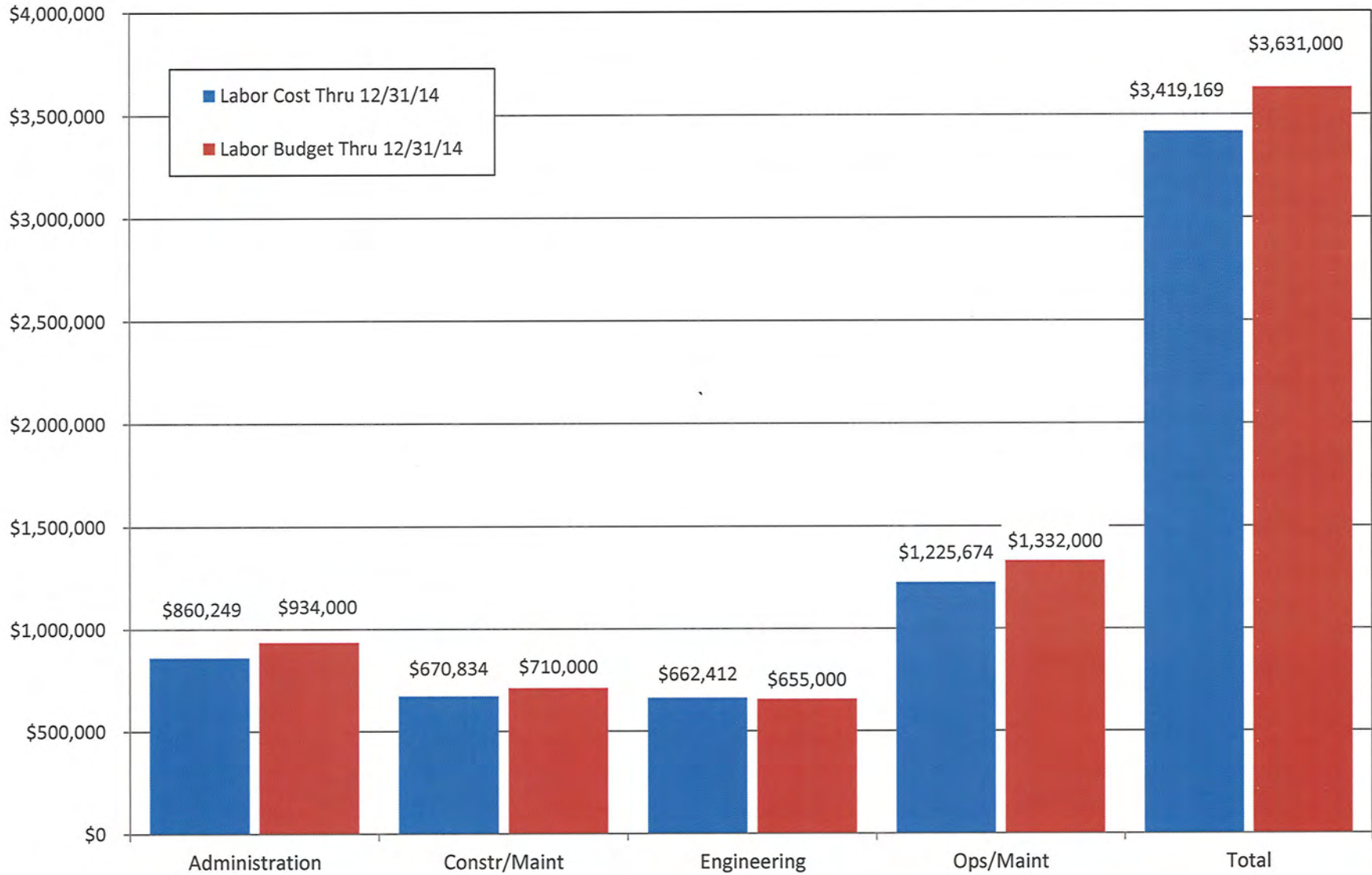
## Temporary Employee Cost NMWD Fiscal Year through December 5 Year Comparison



■ Ops/Maint	\$10,254	\$25,006	\$0	\$9,555	\$7,136
■ Const/Maint	\$20,949	\$27,855	\$5,152	\$19,835	\$14,471
■ Admin	\$7,731	\$6,485	\$6,536	\$13,461	\$19,257
■ Eng	\$18,934	\$13,711	\$13,044	\$4,105	\$20,104
■ Total	\$57,867	\$73,057	\$24,732	\$46,956	\$60,968

■ Ops/Maint   
 ■ Const/Maint   
 ■ Admin   
 ■ Eng   
 ■ Total

### Total Labor Cost vs. Budget NMWD Fiscal year through December






**MEMORANDUM**

To: Board of Directors

January 30, 2015

From: Dianne Landeros, Accounting/HR Supervisor 

Subj: Outside Auditor Personnel Change  
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**RECOMMENDED ACTION: None**

**FINANCIAL IMPACT: None**

The District is in the fourth year of a four-year contract with Charles Z. Fedak & Company. The lead auditor on our account, Paul Kaymark, resigned Fedak at the beginning of January to join another CPA firm. Staff talked to Charles Fedak and Chris Brown, the lead auditor now assigned to our account; and they both assure us that they will provide us even better service for this year's audit. Chris Brown was part of the original audit team the first year Charles Z. Fedak & Company performed our audit; and states that he has reviewed the District's audit reports every year.

Next year the District will solicit proposals for a new four-year contract beginning with the fiscal year 2016 audit.

## MEMORANDUM

To: Employees  
From: David L. Bentley, Auditor-Controller  
Subj: Home for Sale - 15 Gustafson Court  
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February 22, 2015

The home at 15 Gustafson Court<sup>1</sup>, which is owned by the District, is offered for sale to full-time regular employees under the District's Employer Assisted Housing Program. The proposed price \$580,000<sup>2</sup>. The employee needs to provide a down payment of \$30,000 and obtain a loan for \$300,000. The District will make up the balance by assuming a \$250,000<sup>3</sup> second deed of trust on the property.

If you are interested, please see me.

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<sup>1</sup> 3 bedroom / 2 bath, 1,173 ft<sup>2</sup> with garage and fenced back-yard on 0.2 acres constructed in 1954.

<sup>2</sup> Market value of \$600,000 would require District payment of a 5% (\$30,000) commission. If an employee purchases the home, the District will avoid the commission and pay actual cost to transfer the property, estimated at \$10,000, thus saving \$20,000, which savings is passed on to the employee by reducing the price by \$20,000.

<sup>3</sup> The District's existing Employer Assisted Housing Fund investment in the home, plus the balance remaining in the fund, totals \$250,000.

BOD MISC

## Dry Creek WAC/TAC Tours

We will spend a few minutes at the Water Agency for a brief overview of the project, and then vanpool to the Dry Creek site to view the habitat enhancement project.

### TOUR ONE

Thursday, February 5th

1 p.m. – 4 p.m.

- 1:00 Meet @ Sonoma County Water Agency, 404 Aviation Blvd
  - 1:00-1:30 Welcome/BO Background-Video of Mirabel Construction site
    - Pam Jeane
  
- **1:30-2:00 Vanpool to Dry Creek (Wallace Property)**
- 2:00-2:30 Features, Construction, Monitoring, Miles 2 & 3
  - Dave Manning (Dave Cuneo, Greg Guensch)
- 2:30- 2:45 Questions at Wallace Property
  
- **2:45-2:50 Drive to Van Alyea Property**
- 2:50-3:20 Features, Construction, Monitoring, Miles 2 & 3
  - Dave Manning (Dave Cuneo, Greg Guensch)
- 3:20-3:30 Questions at Van Alyea Property
- **3:30-4:00 Return to Water Agency, 404 Aviation Blvd**

### TOUR TWO

Friday, February 20th

9a.m. – 12 p.m.

- 9:00 Meet @ Sonoma County Water Agency, 404 Aviation Blvd
  - 9:00-9:30 Welcome/BO Background-Video of Mirabel Construction site
    - Pam Jeane
  
- **9:30-10:00 Vanpool to Dry Creek (Wallace Property)**
- 10:00-10:30
  - Features, Construction, Monitoring, Miles 2 & 3
    - Dave Manning (Dave Cuneo, Greg Guensch)
- 10:30- 10:45 Questions at Wallace Property
  
- **10:45-10:50 Drive to Van Alyea Property**
- 10:50-11:20 Features, Construction, Monitoring, Miles 2 & 3
  - Dave Manning (Dave Cuneo, Greg Guensch)
- 11:20-11:30 Questions at Van Alyea Property
- **11:30-12:00 Return to Water Agency, 404 Aviation Blvd**

# Salinity Notice 1/13/15

## Pt. Reyes Light

d J. Mannion, Deputy. Published in the Point Reyes Light January 8, 15, 2015.

**Business Name Statement.** File No. 2015-136365. The following person(s) is (are) business as: Abraham Construction Service, 33 Tomasini Canyon Rd., Point Reyes Station, CA 94956. This business is conducted by an individual, Abraham, 33 Tomasini Canyon Rd., Point Reyes Station, CA 94956. This statement was filed with the County Clerk of Marin County on January 6, 2014, signed S. Olivia, Deputy. Published in the Point Reyes Light January 19, 2015.

**Business Name Statement.** File No. 136341. The following person(s) is (are) business as: 48 Wharf Rd., Bolinas. This business is conducted by an individual, Susan B. Franklin, 48 Bolinas, CA 94924. This statement was filed with the County Clerk of Marin County on January 2, 2014, signed M. Raktimichan, Deputy. Published in the Point Reyes Light January 22, 29, 2015.

**Business Name Statement.** File No. 2015136360. The following person(s) is (are) business as: 55 Millside Ln., Mill Valley, CA 94941. This business is conducted by an individual, Brant Millside Ln., Mill Valley. This statement was filed with the County Clerk of Marin County on January 6, 2014, signed S. Olivia, Deputy. Published in the Point Reyes Light January 15, 22, 29, 2015.

**Business Name Statement.** File No. 015136369. The following person(s) is (are) business as: Photography, 1166 San Rafael, CA 94903. This business is conducted by an individual, Ericak, 1166 Idylberry

Rd., San Rafael, CA 94903. This statement was filed with the County Clerk of Marin County on January 6, 2014, signed S. Olivia, Deputy. Published in the Point Reyes Light January 15, 22, 29, February 5, 2015.

**Fictitious Business Name Statement.** File No. 2014136246. The following person(s) is (are) business as: Three Pink Threads, 200 Bolinas Rd., Apt #44, Fairfax, CA 94930. This business is conducted by an individual, Rowan Beach, 200 Bolinas Rd., Apt #44, Fairfax, CA 94930. This statement was filed with the County Clerk of Marin County on January 6, 2014, signed J. Mannion, Deputy. Published in the Point Reyes Light January 15, 22, 29, February 5, 2015.

**Fictitious Business Name Statement.** File No. 136380. The following person(s) is (are) business as: Waid Family Limited Partnership, 15 Escalon

Dr., Mill Valley, CA 94941. This business is conducted by a limited partnership, Janet Lee Fox, 15 Escalon Dr., Mill Valley, CA 94941. This statement was filed with the County Clerk of Marin County on January 7, 2014, signed J. Mannion, Deputy. Published in the Point Reyes Light January 15, 22, 29, February 5, 2015.

**Fictitious Business Name Statement.** File No. 2015136434. The following person(s) is (are) business as: Hedgehog Financial, 2200 Bridgeway Blvd., Sausalito, CA 94965. This business is conducted by an individual, Terri Beausejour, 3001 Bridgeway #138, Sausalito, CA 94965. This statement was filed with the County Clerk of Marin County on January 13, 2014, signed M. Raktimichan, Deputy. Published in the Point Reyes Light January 15, 22, 29, February 5, 2015.

### Notice:

Salinity intrusion into the Point Reyes well supply serving the West Marin communities of Point Reyes, Olema, Inverness Park, and Paradise Ranch Estates has occurred beginning on September 16, 2014 and has caused sodium levels to increase from background levels of 15-30 milligrams per Liter (mg/L). The table below lists the most recent concentrations for sodium in the West Marin water supply:

Date	Chloride	Sodium	Units
1/13/15	110	60	mg/L
12/6/15	120	61	mg/L

\* milligrams per liter

Chris DeGabriele, General Manager  
North Marin Water District



State of California – The Natural Resources Agency  
DEPARTMENT OF FISH AND WILDLIFE  
Bay Delta Region  
7329 Silverado Trail  
Napa, CA 94558  
(707) 944-5500  
[www.wildlife.ca.gov](http://www.wildlife.ca.gov)

EDMUND G. BROWN JR., Governor  
CHARLTON H. BONHAM, Director



January 12, 2015

Chris DeGabriele  
North Marin Water District  
999 Rush Creek  
Novato, CA 94945

RECEIVED

JAN 20 2015

North Marin Water District

Subject: Complete Notification of Lake or Streambed Alteration  
Notification No. 1600-2014-0420-R3  
Gallagher Wells (Water Diversion)

Dear Mr. DeGabriele:

On December 1, 2014, the California Department of Fish and Wildlife ("Department") received your Notification of Lake or Streambed Alteration ("Notification"). On December 31, 2014, your Notification was deemed complete.

The Department is required to submit a draft Lake or Streambed Alteration Agreement ("Agreement") to you within 60 calendar days from the date the Notification is complete, if the Department determines that an Agreement is required for the project. An Agreement will be required if the Department determines that your project could substantially adversely affect an existing fish or wildlife resource. Therefore, the Department has until March 1, 2015 to issue you a draft Agreement or inform you that an Agreement is not required.

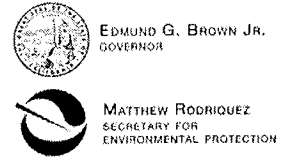
Please be advised that you may not proceed with any work until the Department executes an Agreement, informs you that an Agreement is not needed, or does not provide you with a draft Agreement within 60 days of the date your notification was deemed complete.

If you have any questions regarding this matter, please contact Corinne Gray, Senior Environmental Scientist (Specialist), at (707) 944-5526 or [corinne.gray@wildlife.ca.gov](mailto:corinne.gray@wildlife.ca.gov).

Sincerely,

Craig J. Weightman  
Environmental Program Manager  
Bay Delta Region

BOD misc



State Water Resources Control Board

January 23, 2015

NOTICE OF SURFACE WATER SHORTAGE AND POTENTIAL FOR CURTAILMENT OF WATER RIGHT DIVERSIONS FOR 2015

In January 2014, Governor Edmund G. Brown Jr. proclaimed a State of Emergency and directed state officials to take all necessary actions to prepare for drought conditions. The State Water Resources Control Board (State Water Board), responsible for administering California's water rights system, took a number of key actions to provide for an orderly allocation of much reduced water supplies. These actions included the curtailment of more than 9,000 water rights due to lack of supply. As the drought emergency continues, it appears that supplies this year could be just as limited or more so, if dry weather conditions persist.

The purpose of this notice is to advise all water right holders that if hydrologic conditions do not significantly improve in the next several months, the State Water Board will once again begin notifying water right holders in critically dry watersheds of the requirement to limit or stop diversions of water under their water right, based on their priority. The right to divert surface water in California is based on the type of right being claimed and when the right was initiated. In times of drought and limited supply, the most recent ("junior") right holder is the first to discontinue use. Some more senior riparian and pre-1914 water right holders can also receive a notice to stop diverting water based on their priority or limitation of natural flow. Released stored water is not natural flow, and is not available for diversion unless covered by contractual agreement.

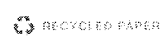
If you are in a water short area, you should be looking into additional conservation measures and alternative water supplies for your water needs. Planting and planning decisions should be made in light of possible curtailment of junior rights. We encourage you to subscribe to the State Water Board's electronic notification updates, as this is the mechanism that will be used to provide drought information, analysis of conditions by watershed and if needed, curtailment information regarding your water right. You may subscribe at: [http://www.waterboards.ca.gov/resources/email\\_subscriptions/swrcb\\_subscribe.shtml](http://www.waterboards.ca.gov/resources/email_subscriptions/swrcb_subscribe.shtml) (select Water Rights and then Drought Updates).

Information on forecasted supply and demand for select watersheds will be updated and posted on the State Water Board's drought webpage by the end of January. To learn more about how water rights work, please view the fact sheet posted at: [http://www.waterboards.ca.gov/waterrights/water\\_issues/programs/drought/faq.shtml](http://www.waterboards.ca.gov/waterrights/water_issues/programs/drought/faq.shtml).

Complaints to report illegal diversions, harm to senior water rights holders or adverse impacts to public trust resources can be submitted through the CalEPA Environmental Complaint website at: [http://www.dtsc.ca.gov/database/CalEPA\\_Complaint/index.cfm](http://www.dtsc.ca.gov/database/CalEPA_Complaint/index.cfm).

We hope that significant precipitation occurs in the next few months and the need to curtail water diversions is unnecessary. However, this notice is to encourage you to plan ahead. Whether you are a water right holder or a residential or business customer of a water service provider, all of California's water users are urged to conserve and use water wisely. For more information on the drought and the State Water Board actions, go to: [http://www.waterboards.ca.gov/waterrights/water\\_issues/programs/drought/index.shtml](http://www.waterboards.ca.gov/waterrights/water_issues/programs/drought/index.shtml).

FELICIA MAROUS, CHAIR | THOMAS HOWARD, EXECUTIVE DIRECTOR





THE CITY OF  
**NOVATO**  
CALIFORNIA

922 Machin Avenue  
Novato, CA 94945  
415/899-8900  
FAX 415/899-8213  
[www.novato.org](http://www.novato.org)

Mayor  
Jeanne MacLeamy  
Mayor Pro Tem  
Pat Eklund  
Councilmembers  
Denise Athas  
Madeline Kellner  
Eric Lucan

City Manager  
Michael S. Frank

January 5, 2015

Board of Directors  
North Marin Water District  
999 Rush Creek Place  
Novato, CA 94945

RECEIVED  
JAN 12 2015  
North Marin Water District

Dear President Rodoni and Directors:

At our meeting of December 9, 2014 the Novato City Council adopted amendments to our Zoning Code and fee schedule to create a new option for affordable housing in our community. This new concept is called Junior Accessory Dwelling Units, which provide for repurposing an existing bedroom in single-family dwellings with the addition of a limited size (wet bar type) kitchen to allow for separate occupancy or rental. We believe this will create additional options for elderly residents who may wish to create a semi-private space in the home for a live-in caregiver, or for households wishing to accommodate a family member or to create a small rental unit.

While Novato and most other cities encourage the creation of Accessory Dwelling Units, we find very few applicants who are able to provide the additional required parking space and who can afford the permit fees which average about \$31,000 when utility connections are included. By creating a new category of Junior Accessory Dwelling Units which would not allow expansion of an existing dwelling and would require the repurposing of an existing bedroom with the addition of a small kitchenette and exterior access, we believe that additional property owners will find this a more viable option. The City has eliminated our development impact fees for Junior Accessory Dwelling Units based on the rationale that the impact fees were originally assessed at the time the home was constructed, and the repurposing of an existing bedroom would not constitute an increase in development impacts on City infrastructure or services.

To successfully implement this housing alternative the City Council requests that our local utility districts consider their water and sewer connection fees. Connection fees exist to ensure that the cost of the infrastructure necessary to serve a new residence is covered. In the case of Junior Second Units, however, the new units make use of existing residential housing space, and do not add demand for either water or sewer services compared with the original occupancy or capacity of the single-family dwelling. No new water meter or system connection would be needed, because adequate capacity would exist in the existing structure to accommodate the new unit. In addition, the addition of a wet bar-type kitchen within a home does not typically result in increased fees from the utility districts. Consequently, we ask that your agency consider waiving connection fees for Junior Second Dwelling Units.

A comparison of the regulatory requirements of a regular Accessory Dwelling Unit and a Junior Accessory Dwelling Unit is attached. Based on feedback from other Marin jurisdictions, we believe that several other cities will adopt similar provisions to encourage the creation of a new, low impact option for affordable housing in

our communities. If your staff have questions about our new regulations and fee reductions, please have them contact Community Development Director Bob Brown at 415-899-8938.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeanne MacLeamy". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Jeanne MacLeamy  
Mayor

cc: Chris De Gabriele



	Accessory Dwelling Unit	Junior Accessory Unit
Size	150-750 sq. ft.; up to 1,000 sq. ft. on lots over 10,000 sq. ft.	<b>150 -500 sq. ft. – conversion of existing bedroom required, no building expansion.</b>
Kitchen	Kitchen components not limited.	<b>Wet-bar type kitchen only.</b> Limits on sink and counter sizes; limit on size of drain line; <b>no gas service and limit on electrical service (110v)</b>
Bathroom	Required as part of the unit	Separate bathroom for unit not required – <b>shared bathroom OK</b>
Access	Interior access not required	External and <b>internal access required</b>
Parking	One additional space required	<b>Not required if existing dwelling meets original parking standards when built</b>
Owner Occupancy	Owner occupancy required	Owner occupancy required
Approval Process	Zoning Administrator ministerial approval unless project deviates from standards (e.g., upper story addition, exceeds size limit, etc.); Notification to adjacent property owners.	Zoning Administrator ministerial approval unless project deviates from standards; Notification to adjacent property owners.
Deed Restriction	Recordation of a deed restriction requiring owner occupancy	Recordation of a deed restriction requiring owner occupancy



**STAFF REPORT**

MEETING

DATE: December 9, 2014

TO: City Council

FROM: Robert Brown, Community Development Director

PRESENTER: Robert Brown

SUBJECT: **CONSIDERATION OF:**

**1) AMENDMENTS TO THE MUNICIPAL CODE TO ADD SECTION 19.34.031 AND REVISE TABLES 2-2, 2-4 AND 2-5 AND SECTIONS 19.16.070, 19.34.030, AND 19.60.020 OF THE ZONING ORDINANCE TO ALLOW FOR THE PERMITTING OF JUNIOR ACCESSORY DWELLING UNITS AND FINDING THAT THE ADOPTION THEREOF IS EXEMPT FROM THE REQUIREMENTS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 65852.2, and**

**2) AMENDMENTS TO THE COMMUNITY DEVELOPMENT/PUBLIC WORKS DEPARTMENT APPLICATION FEE SCHEDULE TO REDUCE APPLICATION AND DEVELOPMENT IMPACT FEES FOR JUNIOR ACCESSORY DWELLING UNITS**

75 Rowland Way #200  
Novato, CA 94945-3232  
(415) 899-8900  
FAX (415) 899-8213  
www.novato.org

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**REQUESTS**

1. Consider adoption of an ordinance amending the Novato Municipal Code (Chapter 19 – Zoning) to allow the permitting of Junior Accessory Dwelling Units and finding that adoption thereof is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 65852.2, and
2. Consider adoption of a resolution Consider adopting a resolution of intent to amend Administrative Fee Policy 2-3, Appendix B, Community Development/Public Works Department Application Fee Schedule to reduce planning application and development impact fees for Junior Accessory Dwelling Units.

**RECOMMENDATIONS**

Adopt ordinance and resolution.

Novato City Council Agenda Staff Report Date: _____ File No. _____
---

## DISCUSSION

Program 11.B of the new 2015-2023 Housing Element calls for the adoption of standards and fees for “Junior Accessory Dwelling Units” as a means of allowing accessory dwelling units which are more minor in size and potential impacts and less costly to permit and construct than typical accessory dwelling units. The proposed modifications to the Zoning Code would create a definition, regulations and permitting procedures for what would be termed “Junior Accessory Dwelling Units.”

Program 11.B of the new 2015-2023 Housing Element states:

### **“Adopt Standards and Fees for Junior Accessory Dwelling Units (JSU).**

Review and adopt zoning standards and fees that serve to incentivize the creation of Junior Accessory Dwelling Units. Standards and fee considerations should include, but not be limited to, the following:

Zoning Standards to consider:

- Conversion of existing bedroom required – no building expansion;
- Maximum 500 square-foot size;
- Wet-bar type kitchen only with limitations on size of sink, waste line and counter area;
- Cooking facility limited by electrical service (110v maximum) and prohibition of gas appliances;
- Separate bathroom permitted, but not required;
- Require external access and internal access to the remainder of the home;
- No additional parking required if dwelling complies with current parking standards;
- Owner occupancy required and established by recorded deed restriction; and
- Ministerial approval process.

Fees considerations:

- Establish a minimal “flat fee” for a planning entitlement;
- No City Residential Development Impact Fee charged; and
- Work with special districts, e.g. water and sanitary, to reduce or waive fees.”

Between 2007 and 2012 only nine accessory units were approved, and of these only six were constructed (one-half unit per year on average). The Housing Element projects the addition of 13 accessory dwelling units between 2015 and 2023. The State Department of Housing and Community Development (HCD) limits the number of potential accessory dwelling units that a jurisdiction may project in its housing element based on the actual production of such units during the previous planning period. Novato has projected an increase in the creation of accessory dwelling units due to its commitment to reduce development fees to encourage such units. HCD also considers the affordability of accessory dwelling units projected based on a local survey of rental rates for accessory units. Novato’s last survey of accessory dwelling units indicated that two-thirds are rented at levels affordable to very-low income households and one-third to low-income households.

### Regulations and Fees for Accessory Dwelling Units

The City’s Zoning Ordinance allows one accessory dwelling unit per single-family lot. A maximum size of 750 square feet is allowed, although a unit up to 1,000 square feet may be built on lots larger than 10,000 square feet on a sliding scale based on the lot size. The property owner

must reside on-site, and an additional parking space is required. A deed restriction is required to be recorded indicating the restrictions associated with the accessory unit. Property owners proposing an accessory unit must apply for and receive a Zoning Clearance by Planning Division staff to assure compliance with zoning standards.

A common complaint among those considering creation of an accessory dwelling unit is the cost of construction, including permit fees. On average, an accessory dwelling unit built in Novato will cost approximately \$31,913 in fees to the City, the two utility districts, fire district and school district, as indicated in the table below.

**TYPICAL FEES FOR AN ACCESSORY DWELLING UNIT\***

<b>Planning Permit Fees</b>	\$747**
<b>Building Permit Fees</b>	\$2,163
<b>Development Impact Fees</b>	
Rec/Cultural Facilities	\$ 3,241
Civic Facilities	582
General Government Systems	252
Open Space	701
Drainage	398
Streets & Intersections	2,022
Transit Facilities	70
Corporation Yard	44
TOTAL	\$7,309**
<b>Novato Fire Protection District</b>	\$729
<b>Novato School District Developer Impact Fee</b>	Units less than 500 sf: \$0 Units 500+ sf: \$1,975
<b>Sewer Service/Connection</b>	\$8,990
<b>Water Connection</b>	\$10,000***
<b>TOTAL</b>	<b>\$31,913</b>

\* Assumes a 750 sf detached accessory dwelling unit

\*\* The City reduced its Planning permit fee from \$1,494 to \$747 and its Development Impact Fees for accessory units from \$14,082 to \$7,041 in 2013

\*\*\* The North Marin Water District reduced its connection fee for accessory units from \$11,200 to \$10,000 in 2013.

The other typical constraint in creating an accessory dwelling unit is the requirement to provide an additional parking space.

Junior Accessory Dwelling Units

In an attempt to address the parking and permit cost issues, a Zoning Code amendments are proposed to allow a reduced size accessory dwelling unit that would be created by repurposing an existing bedroom and adding a wet bar-type kitchen. This concept is also being cited in other Marin jurisdictions' housing elements,

Staff envisions that Junior Accessory Dwelling Units would be a lower cost option for a senior living in a large home to create a space for a caregiver or a small rental for additional income. Junior Accessory Dwelling Units would provide inexpensive workforce housing for local service and retail employees, or part-time weekday accommodations for long-distance commuters.

The Junior Accessory Dwelling Unit concept was presented in workshops before the Planning Commission and City Council reviewing a draft General Plan White Paper as part of presentations

on the Draft 2015-2023 Housing Element on June 2 and June 10, 2014, respectively. Both the Planning Commission and City Council endorsed the concept of Junior Accessory Dwelling Units. Feedback from the workshops included comments that Junior Accessory Dwelling Units would fill a local housing need and be a reasonable reuse of larger, under-occupied homes, although a few participants expressed concern that the units could be occupied by more than a single individual, which could result in more than a single additional vehicle and result in some on-street parking.

In an attempt to define a smaller, less impactful shared living situation, a Junior Accessory Dwelling Unit would be limited to conversion of an existing bedroom, incorporating a small wet-bar kitchen, an exterior entrance and a limited size (maximum of 500 square feet). The wet-bar kitchen would have a limited sink size (16" max. length and width), a small drain line (max. 1.5" diameter) to preclude a dish washer or garbage disposal, limitation on the length of associated counter and cabinets (6 feet max.), prohibition on natural gas or 220v electrical service to preclude a full-sized cooking appliance, and a prohibition on installation of a dedicated electrical circuit, gas line, gas stub out or plumbing stub out to preclude future service expansion. Since the Junior Accessory Dwelling Unit would not result in an additional bedroom, no additional parking beyond that required for the single-family home, would be necessary. On-site owner occupancy would be required. A comparison between our typical Accessory Dwelling Unit regulations and those proposed for a Junior Accessory Dwelling Unit is provided below.

	<b>Accessory Dwelling Unit</b>	<b>Junior Accessory Unit</b>
Size	150-750 sq. ft.; up to 1,000 sq. ft. on lots over 10,000 sq. ft.	150 -500 sq. ft. – conversion of existing bedroom required, no building expansion.
Kitchen	Kitchen components not limited.	Wet-bar type kitchen only. Limits on sink and counter sizes; limit on size of drain line; no gas service and limit on electrical service (110v)
Bathroom	Required as part of the unit	Separate bathroom for unit not required – shared bathroom OK
Access	Interior access not required	External and internal access required
Parking	One additional space required	Not required if existing dwelling meets original parking standards when built
Owner Occupancy	Owner occupancy required	Owner occupancy required
Approval Process	Zoning Administrator ministerial approval unless project deviates from standards (e.g., upper story addition, exceeds size limit, etc.); Notification to adjacent property owners.	Zoning Administrator ministerial approval unless project deviates from standards; Notification to adjacent property owners.
Deed Restriction	Recordation of a deed restriction requiring owner occupancy	Recordation of a deed restriction requiring owner occupancy

Counting Junior Accessory Dwelling Units towards Regional Housing Needs Allocation

Staff from the State Department of Housing and Community Development (HCD) have confirmed that they base their determinations on whether units count towards a jurisdiction's RHNA numbers on the definitions in the California State Building Code. The 2010 California

Building Code defines “ Dwelling Unit ” as, “ a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. ” HCD staff have indicated that the proposed provisions for Junior Second Units would meet the CBC definition and would therefore count towards RHNA allocations if the unit is “ independent, ” meaning that it has a dedicated, private bathroom, such as would be the case in conversion of a master bedroom suite. Staff recommends that the ordinance allow Junior Accessory Dwelling Units either with a dedicated bathroom, which would be counted as a RHNA unit, or with a shared bath, which would not count towards our RHNA numbers.

### Fee Reductions

Staff has contacted a number of utility districts in Marin to determine connection fees that would be charged for creation of a Junior Accessory Dwelling Unit. All confirm that they would not charge connection or meter fees for installation of a wet bar within a single-family residence. However, when defined as a separate unit, they would impose the same connection fee as for a typical Accessory Dwelling Unit. Some district staff and board members have indicated a willingness to consider a reduced fee based on the smaller size of a Junior Accessory Dwelling Unit and the requirement that an existing bedroom be utilized, but district staff have asked that cities and towns adopt new zoning regulations for Junior Accessory Dwelling Units prior to requesting reconsideration of fee levels by the utilities.

The fire marshals of Marin have discussed the concept of a Junior Accessory Dwelling Unit and have expressed a willingness to forego the typically required installation of fire sprinklers in conjunction with creation of the new dwelling unit. The Novato Fire Prevention District’s Fire Marshal and our Building Official have also reviewed building and fire codes and have adopted an interpretation that the creation of Junior Accessory Dwelling Units within existing single-family homes would not necessitate the creation of fire separation and noise attenuation between the Junior Accessory Dwelling Unit and the remainder of the single-family dwelling.

The attached resolution of intent to amend the fee schedule proposes to reduce the planning application fee for Junior Accessory Dwelling Units by half (from \$747 to \$374) and elimination of Development Impact Fees (currently \$7,309) in keeping with the rationale that the impacts of the existing single-family home were addressed when the dwelling was constructed, and that the Junior Accessory Dwelling Unit is only repurposing previously occupied space.

### **PLANNING COMMISSION RECOMMENDATION**

At its meeting of November 17, 2014 the Planning Commission unanimously recommended approval of the proposed Zoning Code amendments to the City Council (draft minutes attached).

### **ENVIRONMENTAL ASSESSMENT**

The proposed Zoning Ordinance amendments are not subject to the California Environmental Quality Act (CEQA) pursuant to Section 65852.2 which exempts local ordinances for the creation of second units in single-family residential zones.

### **FISCAL IMPACT**

The reduction in planning application fees and development impact fees for Junior Accessory Dwelling Units may slightly reduce permit income to the City, however the number of anticipated units is expected to be relatively insignificant, and impacts on City services due to repurposing

existing space within a single-family dwelling are also expected to be very minimal.

**ALTERNATIVES**

1. Adopt the attached ordinance and resolution initiating the proposed Zoning Code amendments and fee adjustments.
2. Direct staff to make revisions to the proposed Zoning Code amendments or fee schedule.
3. Request additional information or analysis from staff.
4. No not adopt the attached ordinance and/or resolution, recommending no change to the Zoning Code and/or fee schedule.

**ATTACHMENTS**

1. Ordinance
2. Resolution
3. Public Hearing Notice
4. Junior Second Unit White Paper
5. Letters of support
6. American Planning Association article

## CA-NV AWWA Recognizes 2014 Contributions to AWWA and the Water Industry

By Jim Elliott

At its 2014 Annual Fall Conference in Reno, CA-NV AWWA recognized and thanked members, dedicated volunteers and Section leaders for their hard work and contributions to AWWA and the water industry. The awards recognize not only the efforts of these individuals, but in some cases the employers who supported them. Each of our awardees deserves a round of applause for providing knowledge, expertise and enthusiasm to support the mission of the CA-NV Section of AWWA.

### Dr. Pankaj Parekh and Dr. Timothy Worley Elected to George Warren Fuller Society

AWWA's George Warren Fuller Award was created in 1937 to honor Fuller for his outstanding and immense contributions to the profession and to the water industry. It is presented each year to recognize distinguished service to the water supply field in commemoration of the sound engineering skill, the brilliant diplomatic talent and the constructive leadership that characterized his life. This year CA-NV AWWA honored two individuals who have carried on Fuller's tradition of service and dedication.



They will be inducted at the AWWA 2015 Annual Conference in Anaheim.

The late Dr. Pankaj Parekh was recognized for his distinguished 30-year career at the Los Angeles Department of Water and Power, where he tirelessly searched for practical answers and solutions to providing safe drinking water for the masses. His leadership and mentorship spread well beyond Los Angeles in his service with other organizations including AWWA, USEPA, the Water Research Foundation, National Water Research Institute and Association of California Water Agencies. He helped prioritize and direct valuable research funds to address important water quality issues, including emerging contaminants. Throughout his career, Dr. Parekh used his environmental and public health background to eloquently communicate water quality issues within the larger public health community.

CA-NV AWWA Executive Director Dr. Timothy Worley has demonstrated a commitment of distinguished service to the water industry for more than 25 years. His early career included positions focused on public and external affairs, water utility management, conservation and water supply reliability policy.



While working for California water utilities, he was actively engaged in state and federal legislative water affairs. He also served as AWWA Senior Manager of Technical Programs from 2009-11. Since 2011, his leadership as CA-NV AWWA Executive Director has extended far beyond the delivery of outstanding managerial business duties associated with his position. He is engaged in and actively supports a wide variety of Section volunteer leadership efforts, including the establishment of the CA-NV AWWA Technical Advisory Group on Hexavalent Chromium, participation as a CA-NV AWWA delegate for the AWWA Washington DC Fly-Ins, playing a key role in establishing the Section's student chapters and organizing the effort to promote an effective water utility management program.

### Uzi Daniel and Jim Wollbrinck Receive the George A. Elliott Memorial Award

The George A. Elliott Memorial Award is the highest award CA-NV AWWA can bestow. It honors the man who helped establish the Section in 1920 and who was its first Chair, 1920-1922. The award was created by the Section in 1949 to recognize outstanding volunteer achievement.

Uzi Daniel, from the West Basin Municipal Water District, has been an active par-



## Spend St. Patrick's Day at CA-NV AWWA's 2015 Operator Symposium

In place of its Annual Spring conference, which is not being held this year because the CA-NV AWWA is co-sponsoring ACE'15 in Anaheim, the Section will host the *Operator Symposium* March 17-18, 2015 at the Doubletree Hotel in Ontario, CA. The Symposium will include 40 programs for distribution and treatment operators and field personnel. Operators will have the opportunity to earn up to 12 contact hours, and the symposium will showcase operator ingenuity and know-how in the *Top Ops Challenge* and the *Hot Flare, Pipe Tapping* and *Meter Madness* competitions. Registration includes the technical program, lunch and Operators Reception. The CA-NV AWWA Women's Networking Group will host a dinner and presentation on Tuesday, March 17, 2015 for one contact hour credit. Visit [www.ca-nv-awwa.org](http://www.ca-nv-awwa.org) for details. ♦



participant in Section activities for many years. Recently, she has served as Water for People Committee Chair and as a Section Trustee. For several years, she has helped recruit speakers for CA-NV AWWA's Water Education Seminar in Orange County, as well as volunteering to work at other Section events wherever they may be. Her development of the Section's leadership training efforts and initiation of monthly Committee Leadership calls have substantially improved our volunteer effectiveness. Her willingness to find useful things to do is an inspiration.



Jim Wollbrinck, from the San Jose Water Company, has provided extraordinary service through his leadership of CA-NV AWWA's Security and Emergency Preparedness Committee. His innovative use of Internet communications for committee meetings, the inclusion of CalWARN trainings at Section conferences, his efforts on resource mapping and the development of cutting-edge technical sessions have advanced the committee and the Section and helped bring CA-NV AWWA into the 21st century.



sica Adams-Weber; Walter O. Weight Membership Award: Larry Lyford; Larry C. Larson Safety Award: Park Water Company; Outstanding Energy Management Award: Eastern Municipal Water District; Section Leadership Award Past Chair: Jacques DeBra; Trustees: Heather Collins, Uzi Daniel; Certification Director: Darcy Burke; Technical Programs Director: Jessica Adams-Weber; Water Quality Division Chair: Joy Eldredge; **Water Distribution Division Chair: Drew McIntyre;** Chair's Award by grouping: Brandy Hancocks, Greg Buncab, Toby Roy, Francois Rodingardi (Statewide NPDES General Permit); Tarrah Henrie, Steven Bigley

(Hexavalent Chromium Regulation Team); Randy Valenzano, Sita Ramakrishnan (West Sacramento Training Facility Team); Penelope Grenoble, Michael J. McGuire (SOURCE); Eric Brennan, Barry Crawford, Sue Mosburg, Jackie Parsons, Chuck Sparks (CA-NV Section Competitions Team); Joy Eldredge, NSF Team; Corrine Li; Tammie Myers, Michael Gualtieri (Conference Team); Kelli Burgess/ Truckee Meadows Water Authority (Local Arrangements Committee Chair/Local Host Utility Group). 2013-2014 AWWA Awardees: Honorary Member: Dr. Kenneth Kerri; Water for People Kenneth J. Miller Award: Andrea Corrao. ♦

**Other 2014 Section Awards**

Don Kaiser Volunteer of the Year: Jes-



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## Rep. Huffman to Serve as Ranking Member on Water, Power and Oceans Subcommittee

Submitted by Josh Abel on Tue, 01/27/2015 - 1:46pm

in [Federal Relations](#) [1] [Federal Affairs Committee](#) [2] [Water News](#) [3]

 [220px-jared huffman official portrait 113th congress.jpg](#) [4]

House Democrats announced Tuesday that Rep. Jared Huffman (D-2) will serve as the ranking member on the House Natural Resources Committee's Water, Power, and Oceans Subcommittee. The subcommittee has jurisdiction over the country's water resources, federal irrigation projects, interstate water issues, and the generation of electricity from federal water projects.

Following the announcement, Huffman issued this statement:

"I am honored that my colleagues have supported me for this important position, and grateful to Ranking Member Grijalva and outgoing Ranking Member Napolitano for their leadership. As Ranking Member of the newly-created Water, Power, and Oceans Subcommittee, I know we'll have our work cut out for us to restore fisheries, improve West-wide water supply reliability, and protect our coastline. I have been privileged to work on a number of statewide water successes in my career, and I look forward to tackling the complex natural resource issues that we face in a constructive, problem-solving manner."

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**Source URL:** <http://www.acwa.com/news/federal-relations/rep-huffman-serve-ranking-member-water-power-and-oceans-subcommittee>

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[4] [http://www.acwa.com/sites/default/files/news\\_icons/federal-relations/2015/01/220px-jared\\_huffman\\_official\\_portrait\\_113th\\_congress.jpg](http://www.acwa.com/sites/default/files/news_icons/federal-relations/2015/01/220px-jared_huffman_official_portrait_113th_congress.jpg)



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# OPINION (/OPINION)

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## Marin Voice: Second units could be Marin's housing answer

By Rachel Ginis

POSTED: 01/22/2015 12:39:43 PM PST

5 COMMENTS

In his Dec. 30 column, "2014 was the year that Marin citizens fought 'New Urbanism,'" Dick Spotswood discusses finding "a middle ground where good things can happen. That includes more second units, small-scale apartments and second-story residential units in retail zones, all without divisive public outcry."

I am happy to report that Marin citizens have already found one solution that is working its way to the top. A new housing model has emerged that is actually not new at all — it recalls a pre-World War II model when multi-generational housing was the order of the day.

This model is an attractive solution on many levels: sharing costs, creating a reliable income source, housing caregivers or loved ones, etc.; all while creating a diverse, vibrant community.

The Junior Accessory Dwelling Unit — JADU — ordinance just passed Novato's Planning Commission and City Council unanimously and is being considered in eight other towns and cities in the county.

I brought the idea of Junior Units to the attention of Marin planning directors after holding on to my home as a single parent by temporarily repurposing a bedroom with bath into a private, separate unit.

That is what sets JADUs apart from other Accessory Dwelling Units (ADUs) — they can be created only by repurposing an existing bedroom.

The bathroom can be private or shared, and those with private bathrooms will qualify as units to help fill our state regional housing requirements.

Advertisement

JADUs are the only affordable housing option that makes both renting and owning a home in Marin more affordable!

The new ordinance creates a simple and inexpensive permitting track

that does not require additional parking spaces or fire sprinkler systems.

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#### Dec 20:

- Marin Voice: Building more housing in Marin is no guarantee of affordability  
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#### Dec 14:

- Marin Voice: Growth can be an opportunity in Marin if it's well-managed  
([http://www.marinij.com/opinion/ci\\_27346125](http://www.marinij.com/opinion/ci_27346125))  
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#### Dec 13:

- Editorial: Marin County housing plan an important first step  
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#### Dec 9:

- County OKs housing program after making cutbacks  
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- Live updates: Marin supervisors approve \$14M computer system ahead of afternoon housing showdown  
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[http://www.marinij.com/opinion/ci\\_27346125](http://www.marinij.com/opinion/ci_27346125)

#### Dec 7:


- Marin Voice: Flawed housing plan promotes higher densities  
([http://www.marinij.com/opinion/ci\\_27079016](http://www.marinij.com/opinion/ci_27079016))  
[http://www.marinij.com/opinion/ci\\_27079016](http://www.marinij.com/opinion/ci_27079016)

#### Dec 6:

- Marin Voice: Key points to consider about the county's housing element  
([http://www.marinij.com/opinion/ci\\_27346125](http://www.marinij.com/opinion/ci_27346125))  
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Novato's building department has also reduced permitting fees to reflect the low environmental impact and cost of these units that are "consistent with the county's enviable small town composition," as Spotswood points out.

The Novato ordinance is only the first step.

In addition to adoption of Novato's ordinance by other towns and cities, and the county, these units will need to be addressed in water and wastewater district codes.

To make these units truly affordable and widely implemented, all permitting agencies will need to ensure that their approvals reflect the fact that these units do not place additional demands on infrastructure, and that any fees should be minimal, or preferably, waived.

We are working with the relevant agencies to make this happen.

A legal second unit makes a significant difference in the value of one's home, as discussed recently in a Wall Street Journal article.

Now that JADUs have been approved in Novato, we want to make sure that all permitting agencies participate in the effort to ensure that this option — with all of its promise to provide affordable housing within the development footprint of Marin's housing stock — can come to fruition.

It is time for us to make sure that our children and our parents have places to make their homes, near their families.

Of course, JADUs will also help new families afford to purchase homes into which they can grow.

It is my hope that 2015 will be the year that the people of Marin stand together on affordable housing and say "yes" to this win, win, win solution that has broad public support from organizations as diverse as CALM — Coalition for a Livable Marin — and Bob Silvestri's Community Venture Partners.

I believe it is the middle ground that Mr. Spotswood was seeking.

*Rachel Ginis of Corte Madera is the founder of Lilypad Homes and the Lilypad Flexible Housing Initiative, a nonprofit initiative sponsored by Marin Link.*

[source=pkg\)](#)

- [Marin partisans gird for housing showdown](http://www.marinij.com/marinnews/ci_27085085/marin-parisians-gird-housing-showdown?source=pkg)  
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**Nov 30:**

- [Dick Spotswood: There should be room for compromise in Marin's housing debate](http://www.marinij.com/opinion/ci_27028695/spotswood-there-should-be-room-compromise-marins?source=pkg)  
([http://www.marinij.com/opinion/ci\\_27028695/spotswood-there-should-be-room-compromise-marins?source=pkg](http://www.marinij.com/opinion/ci_27028695/spotswood-there-should-be-room-compromise-marins?source=pkg))

**Nov 29:**

- [Marin Voice: There's no room in Marin for projected housing](http://www.marinij.com/opinion/ci_27029068/voice-theres-no-room-marin-projected-housing?source=pkg)  
([http://www.marinij.com/opinion/ci\\_27029068/voice-theres-no-room-marin-projected-housing?source=pkg](http://www.marinij.com/opinion/ci_27029068/voice-theres-no-room-marin-projected-housing?source=pkg))

**Nov 26:**

- [Supervisors embrace Point Reyes Station affordable housing plan](http://www.marinij.com/marinnews/ci_270198/supervisors-embrace-point-reyes-station-affordable-housing-plan?source=pkg)  
([http://www.marinij.com/marinnews/ci\\_270198/supervisors-embrace-point-reyes-station-affordable-housing-plan?source=pkg](http://www.marinij.com/marinnews/ci_270198/supervisors-embrace-point-reyes-station-affordable-housing-plan?source=pkg))

**Nov 25:**

- [Live updates from Marin supervisors meeting on Marinwood Plaza plan and Pt. Reyes housing, 9 a.m.](http://www.marinij.com/opinion/ci_27006592/live-updates-from-marin-supervisors-meeting-marinwood-plaza?source=pkg)  
([http://www.marinij.com/opinion/ci\\_27006592/live-updates-from-marin-supervisors-meeting-marinwood-plaza?source=pkg](http://www.marinij.com/opinion/ci_27006592/live-updates-from-marin-supervisors-meeting-marinwood-plaza?source=pkg))

**Nov 24:**

- [Marin Voice: Varied densities make sense in Marin planning](http://www.marinij.com/opinion/ci_26987770/marin-voice-varied-densities-make-sense-marin-planning?source=pkg)  
([http://www.marinij.com/opinion/ci\\_26987770/marin-voice-varied-densities-make-sense-marin-planning?source=pkg](http://www.marinij.com/opinion/ci_26987770/marin-voice-varied-densities-make-sense-marin-planning?source=pkg))

**Nov 21:**

- [George Russell: Watching the cycle of sprawl in Marin County](http://www.marinij.com/opinion/ci_26987770/marin-voice-varied-densities-make-sense-marin-planning?source=pkg)  
([http://www.marinij.com/opinion/ci\\_26987770/marin-voice-varied-densities-make-sense-marin-planning?source=pkg](http://www.marinij.com/opinion/ci_26987770/marin-voice-varied-densities-make-sense-marin-planning?source=pkg))

**Nov 19:**

- [Marin Voice: Housing close to transit hubs is a time-tested model](http://www.marinij.com/opinion/ci_26987770/marin-voice-varied-densities-make-sense-marin-planning?source=pkg)  
([http://www.marinij.com/opinion/ci\\_26987770/marin-voice-varied-densities-make-sense-marin-planning?source=pkg](http://www.marinij.com/opinion/ci_26987770/marin-voice-varied-densities-make-sense-marin-planning?source=pkg))

**Nov 17:**

- [Marin County planners OK 419 dwellings along Highway 101](http://www.marinij.com/marinnews/ci_26987770/marin-voice-varied-densities-make-sense-marin-planning?source=pkg)  
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- [Editorial: Rice reaches out on housing](http://www.marinij.com/opinion/ci_26987770/marin-voice-varied-densities-make-sense-marin-planning?source=pkg)  
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- [Live updates from Marin Planning Commission meeting on affordable housing proposal](http://www.marinij.com/opinion/ci_26987770/marin-voice-varied-densities-make-sense-marin-planning?source=pkg)  
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- [Editorial: A rare housing opportunity for Marin](http://www.marinij.com/opinion/ci_26987770/marin-voice-varied-densities-make-sense-marin-planning?source=pkg)  
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**Nov 15:**

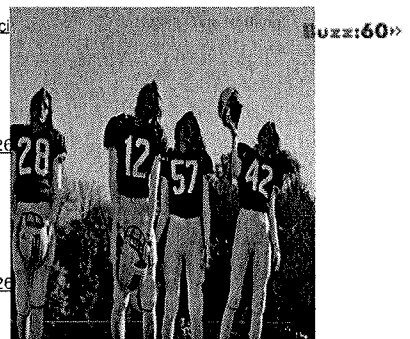
- [Marin Voice: Marin supervisors should not avoid scrutiny of housing](#)



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## 1975 Olema water bond fully repaid

In June 1973, after petition and creation of an improvement district for the investigation of water service to Olema and the Point Reyes National Seashore Headquarters, Olema voters, by a 92% "yes" vote (26 votes cast), approved formation of an improvement district and a bonded debt of \$70,000 to acquire and improve the Olema Water Company then owned by W. Robert Phillips and others and to service that area. The Farmers Home Administration purchased the 1975 bond issue in its

entirety, with a term of 40 years and an interest rate set at 5%. The 34 property owners receiving water service within the Olema improvement district boundaries have paid a general obligation bond assessment averaging \$120 on their annual property tax bill since 1975.

Forty years have now elapsed and the bond, which is the equivalent of \$333,000 adjusted for inflation, has now been fully repaid, and the annual bond assessment terminated.

## Marin County Farm Bureau wins County of the Year award

By Shelly Ingram

When the California Farm Bureau Foundation handed out awards in December for its annual County of the Year competition, Marin County Farm Bureau came out on top.

The 160 member group bested 12 other Counties in the category of "Farm Bureau with 199 members or fewer" to take the title in 2014. Previous winners in this category include Siskiyou County in 2012, and Lake County in 2013.

"I have to credit Dominic Grossi, the immediate past president for the incredible foundation he built in his five years in office," said current Farm Bureau president, Sam Dolcini.

The contest rules require the entrants to submit written applications outlining their achievements of the past year. Each application is reviewed to see how the group met or exceeded the outlined areas of purpose.

"Five different categories are used to determine the winners," said California Farm Bureau Foundation Program Consultant, Danielle Oliver. The categories include membership, policy implementation, agricultural education, leadership and public relations. Marin was of being proactive in all of

certed effort to proactively advocate for farmers in Marin County," Dolcini said.

### Including and educating agricultural "outsiders"

Even though these works took the time and energy of the group's general membership and officers, they did not slacken their efforts to educate and involve individuals not directly connected to agriculture. The group continued to present and grow all of the outreach events they sponsor each year including the Western Weekend Barbeque, the annual VIP luncheon that hosts members and local dignitaries and the Farm Day Tour.

The tour began 25 years ago when members Annette Grossi and Charlie Barboni decided to offer urban kids a chance to get up close and personal with their farm counterparts and a more rural way of life. "We take the farm to the kids," Dolcini said.

The annual event is held every spring at the Civic Center Exhibition Hall. It allows more than 1,000 local children to spend a day talking to 4H members, getting hands on experience in the interactive displays and being able to see and touch farm animals including cattle, sheep and horses. It was the VIP luncheon and the Farm Day tour that tipped the scales in Marin's favor but it was the overall excellence of the work that ultimately made

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**S. Laurence (Larry) Glazier**

S. Laurence (Larry) Glazier S. Laurence Glazier, 81, of San Rafael, California, died peacefully at home on January 9, 2015. Larry Glazier and his wife resided in Homestead Valley - Mill Valley for 48 years prior to moving to San Rafael. Son of Jules and Ann Glazier, loving husband of Renee Glazier, died after a long illness. His wife, Renee, son, Alan (Janet) Glazier, daughter Diane (Charles) Marino, and grandson Joseph Glazier survive him. Larry received a music scholarship at Valley Forge Military Academy, in Pennsylvania and graduated from U.C. Berkeley where he majored in Journalism. He began his career as a journalist, working at the Lodi News Sentinel. After working at several other papers he transitioned to Public Relations, which occupied the balance of his career. Larry loved music and played both the clarinet and saxophone throughout his life. He played in the College of Marin Symphonic Band for many years; he volunteered at Muir Woods as a "Greeter"; served as a Senator in the California Senior Legislature; volunteered with the Marin Commission of Aging; worked at the local polls for several elections; and was elected to the Homestead Valley Sanitary District Board where he served for many years. A private family service was held at Home of Eternity in Oakland on January 20th.

**Published in Marin Independent Journal on Jan. 28, 2015**

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# MARIN NEWS (/MARINNEWS)

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## Marin heads toward near-record dry January

By Mark Prado

(mailto:mprado@marinij.com?subject=Marin Independent Journal: )  
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POSTED: 01/26/2015 07:56:59 PM PST

0 COMMENTS



(/portlet/article/html/imageDisplay.jsp?contentItemRelationshipId=6557035)

The stormy weather pattern that drenched Marin in December, including Creek Road in Fairfax, above, has yielded to an arid January. (Marin Independent Journal archives)

After the deluges of December, the big spigot in the sky seems to have gone dry.

Since the last of a series of rainstorms on Dec. 18, only 0.23 of an inch of rain has fallen, as measured by the Marin Municipal Water District at Lake Lagunitas.

So far in January, the water district has counted 0.06 of an inch. Of course it could be worse: January 2014 saw 0.01 of an inch, an all-time low dating to 1879. The previous January low was 0.31 of an inch set in 1976.

Weather forecasters were predicting some rain this week, but the rain model has dried up as well.

"The chance of rain this week? There is a 10 percent chance Tuesday. It's slim to none," said Steve Anderson, meteorologist with the National Weather Service. "It's safe to say we are unlikely to see any rain for the rest of the month."

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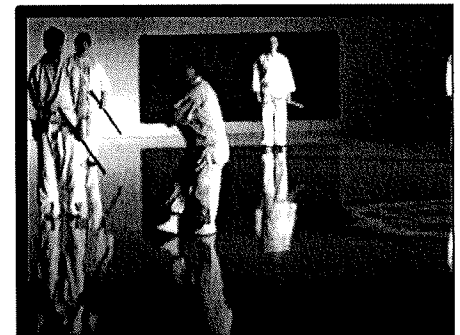
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The good news is the December 2014 rains filled Marin's seven Mount Tamalpais reservoirs to the point of almost or actually spilling. Even with the dry conditions over the past five weeks, those reservoirs are still at 98 percent of capacity. Normally at this time of year they are at 81 percent of capacity.

Additionally, total rainfall is at 31.43 inches since July 1, ahead of the average 28.17 inches seen at this time.

Still, water district board member Cynthia Koehler said the public is being asked to keep an eye on water use.

"Officially the state is in a drought, but our reservoirs are in relatively good shape," she said. "But we are in the middle of winter and now have not seen rain for some time. We like to take the prudent and cautious approach. The truth is we just don't know how much rain will come so we can't take our supplies for granted. We are asking the public to conserve."

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Meanwhile, the drought has spurred California to revive controversial plans to build rock dams across three Delta waterways in an effort to prevent seawater from degrading drinking water for 25 million people. The quality of state irrigation water for 750,000 acres of farms also is at risk.

Low river runoff in droughts weakens the flows that keep seawater from San Francisco Bay pushing inland and into the water pumps in the Delta, the heart of California's water system.

The state proposed the dams last year, igniting fears that wild fish and recreational boating

would suffer. Environmentalists worried that salmon migrations would be disrupted.

In the end, the state concluded the drought wasn't bad enough to warrant the dams — at least not yet.

In a revamped proposal announced Monday, the state Department of Water Resources seeks federal permits allowing installation of barriers in up to three of the next 10 years if the water outlook is bleak enough.

The decision to install the temporary barriers for up to eight months would be made on a year-to-year basis. But once it was made, the dams could be erected quickly, protecting water quality and sparing the use of scarce upstream reservoir water supplies to fight back salinity.

*Bay Area News Group contributed to this report.*



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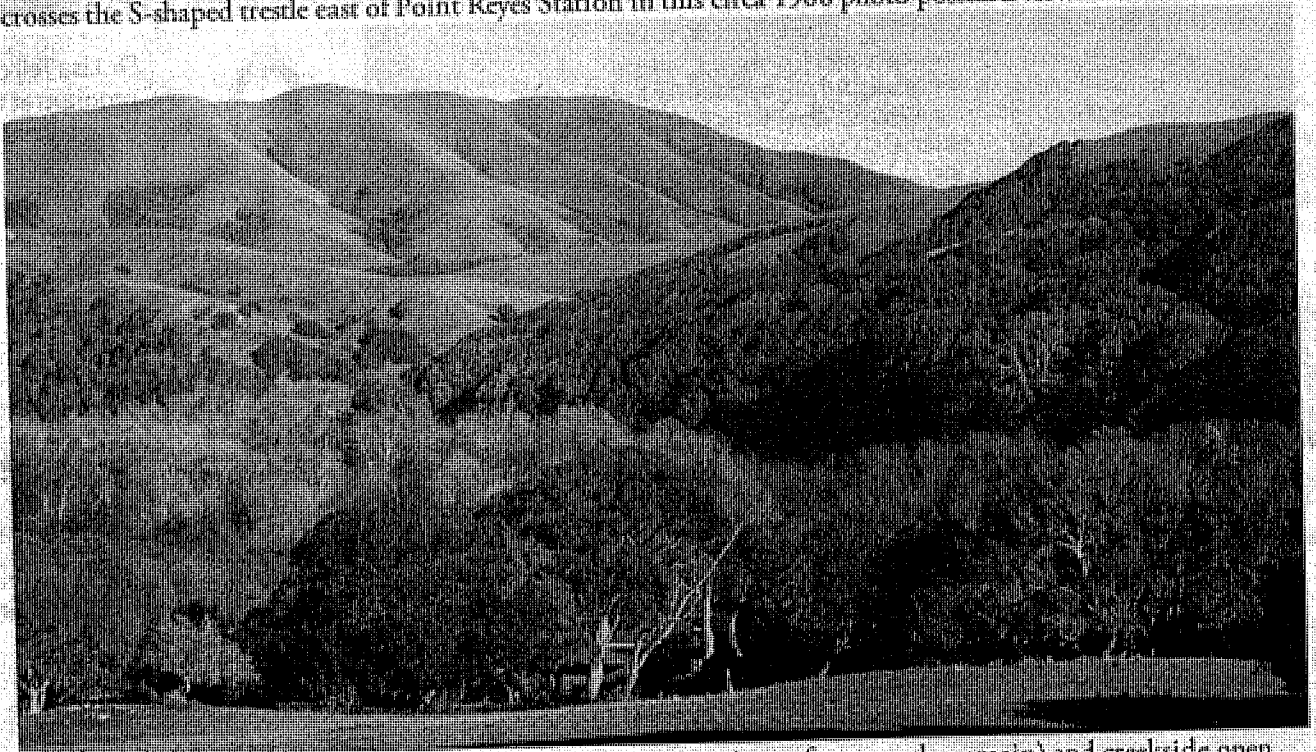


# Be Here ~~Now~~ THEN

by Dewey Livingston



HEADING INTO TOWN: A North Pacific Coast Railroad train, with Black Mountain in the hazy distance, crosses the S-shaped trestle east of Point Reyes Station in this circa 1900 photo postcard view...



... Today the view is almost the same, but the trestle site (portions of two trestles remain) and creekside open field is obscured by trees. Train service stopped in 1933. The old railroad grade passes through private property and the Coast Guard complex before entering town. Top photo: Jack Mason Museum of West Marin History.

West Marin Citizen 1/22/15