



NORTH MARIN WATER DISTRICT
AGENDA - REGULAR MEETING
 February 7, 2017 – 7:00 p.m.
 District Headquarters
 999 Rush Creek Place
 Novato, California

Information about and copies of supporting materials on agenda items are available for public review at 999 Rush Creek Place, Novato, at the Reception Desk, or by calling the District Secretary at (415) 897-4133. A fee may be charged for copies. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Secretary as soon as possible, but at least two days prior to the meeting.

Est. Time	Item	Subject
7:00 p.m.	CALL TO ORDER	
	1. APPROVE MINUTES FROM REGULAR MEETING , January 17, 2017	
	2. GENERAL MANAGER'S REPORT	
	3. OPEN TIME: (Please observe a three-minute time limit)	
	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. STAFF/DIRECTORS REPORTS	
	CONSENT CALENDAR 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.	
	5. Consent - Approve Proposed FY17/18 Budget Review Schedule	
	6. Consent – Approve Proposed FY17/18 Rate Hearing Schedule	
	ACTION CALENDAR	
	7. Approve: County of Sonoma's Employee Training and Development Program	
	8. Approve: Recycled Water Central Service Area Expansion – Sublease Agreement with City of Novato for New Recycled Water Pipeline on Novato Creek Bridge (Along Rowland Way)	
	9. Approve: General Engineering Services Agreement with Nute Engineering – Feasibility Study for West Ignacio Recycled Water Extension	
	10. Approve: Letter Request to Rescind Governor's Drought State of Emergency	
	INFORMATION ITEMS	
	11. Recycled Water Central Construction Management Progress Report No.1 (Covello)	
	12. Water Conservation Mid-Year Update (July-December 2016)	
	13. Mid-Year Progress Report - Engineering Department	

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)

Est. Time	Item	Subject
	14.	CalPERS Discount Rate Reduction
	15.	Baywork Update
	16.	WAC/TAC Meeting - February 6, 2017
	17.	NBWA Meeting – February 3, 2017
	18.	MISCELLANEOUS Disbursements Increase in Directors' Compensation Service Charge Analysis Quarterly Labor Cost Report Annual Sick Leave Buy-Back Equipment Inventory Summary Reimbursement Program 2016 Marin LAFCo Alternate Public Members Call for Applicants Potter Valley Relicensing Meeting – Save the Date (March 9, 2017) <u>News Articles:</u> Threatened salmon a concern as PG&E plans to pull plug on Butte Creek hydro project Marin IJ Editorial: Lift drought restrictions and reconsider rates Novato's \$15 million water recycling project underway Dick Spotswood: State law pushes local council and board elections to even-numbered years Fish Flow EIR Comment Period Extended to March 10 th ; Errata Available U.S. Army Corps of Engineers Agrees to Hold Back Water in Lake Mendocino
9:00 p.m.	19.	ADJOURNMENT

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DRAFT
NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
January 17, 2017

CALL TO ORDER

President Petterle 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 General Manager Chris DeGabriele, District Secretary Katie Young, Auditor-Controller David Bentley, Assistant General Manager Drew McIntyre, and Chief Engineer Rocky Vogler.

West Marin resident Rhonda Kutter, Novato Residents Jim Grossi, Mike Joly and Gary Butler, 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 Baker the Board approved the minutes from the previous meeting as presented by the following vote:

AYES: Director Baker, Petterle, and Schoonover

NOES: None

ABSENT: Director Fraites

GENERAL MANAGER'S REPORT

New Chief Engineer

The Board welcomed Rocky Vogler, North Marin's new Chief Engineer, who started employment with the District Tuesday.

Oceana Marin Homeowner's Association

Mr. DeGabriele advised the Board that Drew McIntyre will attend the semi-annual Oceana Marin Homeowner's Association Meeting this Saturday in Tomales to update residents on their sewer service.

Inverness Public Utility District General Manager

Mr. DeGabriele informed the Board that Drew McIntyre, Robert Clark and he will meet with Ken Eichstaedt the new Inverness Public Utility District General Manager next Wednesday.

1 Special Meeting

2 Mt. DeGabriele reminded the Board of the January 31st Special Meeting to interview
3 prospective Board candidates. He stated that to-date four letters of interest have been received for
4 the Board vacancy. He noted that the deadline for submittal is this Friday, January 20th.

5 OPEN TIME

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

8 STAFF / DIRECTORS' REPORTS

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

11 Ms. Young reminded the Board that the CA FPPC Annual Statement of Economic Interests
12 (Form 700) has been distributed and receipt is due by April 1st.

13 QUARTERLY FINANCIAL REPORT

14 David Bentley reviewed the Financial Report for the first half the fiscal year, which indicates
15 on a cumulative basis that operating revenue came in 4% under budget and operating expenses
16 came in 3% under budget. He stated that in Novato, consumption for the fiscal year to date was 9%
17 more than the prior year during the same period while total operating revenue was up 11% from the
18 prior year and operating expense was 10% more than last year, both during the same period. Mr.
19 Bentley expressed concern about the apparent water loss which is estimated at 15% and advised
20 that some may be due to the production meters from SCWA deliveries and the estimated meter
21 reading issue. He advised the Board that investigation continues as to the reason for the water loss.
22 He also advised that Novato Sanitary District has not billed North Marin for electricity to produce
23 recycled water over the past four years, so a catch up billing will likely be received from NSD in the
24 near future. Mr. Bentley stated that in West Marin a large number of bill adjustments have been
25 processed due to leaks, which is affecting the revenue in this small improvement district..

26 MONTHLY PROGRESS

27 Director Fraites arrived at the meeting at 7:12 p.m.

28 Mr. DeGabriele provided the Monthly Progress Report for December which shows that fiscal
29 year to-date water production for the first six months is up 22% compared to last year, but is still
30 down 14% compared to the same period in 2013, the State Water Board's benchmark. He stated
31 that in West Marin, water production is just about the same as last year at this time, and down
32 considerably compared to 2013. He advised the Board that as result of the recent storms, Novato

1 rainfall stood at 20.42" and Stafford Lake held just under 4,500AF and began spilling one week ago.
2 He informed the Board that Lake Mendocino holds nearly 80,000AF and Lake Sonoma nearly
3 300,000AF as of January 16th. Mr. DeGabriele stated that in Oceana Marin, operations are
4 discharging treated effluent at the irrigation field to retain freeboard in the treatment and storage
5 ponds. He advised the Board that a Field Service Representative is off with an injury. Mr.
6 DeGabriele reviewed the Summary of Complaints and Service Orders, complaints are up 34% this
7 month due to the increase in high bill complaints resulting from the estimated meter reading issue.
8 He stated that similarly, year to date complaints are up 44% compared to one year ago and bill
9 adjustments under Board Policy exceed \$105K this year, principally due to the estimated meter
10 reading issue.

11 Mr. Bentley reviewed the Auditor-Controller's Monthly Report of Investments and advised
12 that the District holds just under \$13.9M in its portfolio earning 0.84% interest.

13 **CONSENT CALENDAR**

14 On the motion of Director Fraites, seconded by Director Baker the Board approved the
15 following items on the consent calendar by the following vote:

16 AYES: Director Baker, Fraites, Petterle, and Schoonover

17 NOES: None

18 **NOVATO CHILDREN'S CENTER – FIRE SERVICE**

19 The Board approved a water service agreement for the Novato Children's Center
20 immediately south of Hamilton Elementary School on Novato Unified School District property.
21 Proposed water facilities include a 6" fire service to serve to modular buildings. No new connection
22 fees are due and total estimated construction cost is \$44,139.

23 Director Baker asked if the facility was property of the school district. Mr. McIntyre
24 responded that the Children's Center leases the property from Novato Unified School District so the
25 agreement is with NUSD.

26 **REPLACEMENT VEHICLE EXPENDITURE UPDATE**

27 The Board authorized staff to solicit bids for the purchase of a new track loader, a one ton
28 service vehicle with service body and one ½ ton pickup truck, consistent with the revised FY2016/17
29 equipment budget. \$148K is included in the adopted budget for the purchases.

1 **INFORMATION ITEMS**

2 **JANUARY STORM UPDATE**

3 Robert Clark updated the Board on the recent January storms where nearly 10" of rain has
4 fallen and Stafford Lake has risen over 10ft. He reported some minor flooding in the corporation
5 yard, erosion at the hillside adjacent to the dam spillway and access road to Center Rd. tank, and at
6 the Oceana Marin ponds.

7 Director Baker asked if staff does routine checks out in Oceana Marin when there are
8 storms. Mr. Clark stated that the area is checked more regularly when there is a storm and the
9 SCADA system allows staff to monitor pond water elevation rise, sewer infiltration/inflow rates, etc.

10 Director Fraites asked if the District office experienced flooding. Mr. Clark said the storm
11 water drains into Rush Creek and the storm drains fill up with the high tides. He advised the Board
12 that water got into the old paint shop, and some storage containers in the back lot but no material
13 supplies had been lost or destroyed.

14 **CITY OF NOVATO PAVING MORATORIUM, MEASURE A, GROUP 8 & 9**

15 Mr. McIntyre updated the Board on the City of Novato paving moratorium and the practice
16 that the District follows to inform customers that may be impacted.

17 **TYPICAL MULTI-PURPOSE RESERVIOR OF RUSSIAN RIVER PROJECT**

18 Mr. DeGabriele provide information on the multi-purpose reservoirs of the Russian River
19 project explaining how the water supply and flood control pools in both Lake Mendocino and Lake
20 Sonoma are operated.

21 **STATE WATER RESOURCES CONTROL BOARD – NOTICE OF PUBLIC WORKSHOP –**
22 **URBAN WATER CONSERVATION EMERGENCY REGULATIONS**

23 Mr. DeGabriele provided the Board with the Public Notice of the Workshop to be held by the
24 State Water Board on January 18th, to consider the Urban Water Conservation Emergency
25 Regulation extension. The District and the Sonoma Marin Saving Water Partnership have
26 commented to the State Board requesting that the Emergency Regulation be allowed to expire or be
27 rescinded since our region is no longer in drought.

28 **NBWRA BOD UPDATE**

29 Mr. McIntyre provided the Board with a North Bay Water Reuse Authority update and stated
30 that the consultants are pushing to get additional Phase 2 member agencies such as Marin
31 Municipal and City of American Canyon. He stated that Phase 2 participants will keep the cost lower
32 moving forward. He advised the Board that there was recognition of supervisor Keith Caldwell's
33 retirement and that the budget was approved at the December meeting, resulting in a \$7K reduction

1 in District's costs during this fiscal year. Mr. McIntyre advised the Board that the NBWRA day in the
2 Capitol tour is in the spring and he will keep the Board apprised of the date.

3 **TAC MEETING – JANUARY 9, 2017**

4 Mr. DeGabriele provided the Board with a summary of the Technical Advisory Committee
5 meeting held on January 9th. He advised the Board that the Sonoma Marin Saving Water
6 Partnership contractors have reduced water consumption by 22% from June 2015- November 2016
7 compared to the same period in 2013. He informed the Board that the Water Agency has a Civic
8 Smart Fellow graduate student that is evaluating the Sonoma Marin Saving Water Partnership. He
9 noted that the MOU expires in 2018 and this will give the Water Agency and Water Contractors an
10 opportunity to see what they have accomplished, what they could accomplish or if the partnership
11 should continue.

12 **MISCELLANEOUS**

13 The Board received the following miscellaneous information: Disbursements, Self-Insured
14 Workers' Comp – 2nd Quarter Status Report, Renewal of Oceana Marin Liability Insurance, Bennett
15 Horenstein Selected as Water Director, Marin County Land, and Disclosure of Public Water System
16 Well Location Information on GeoTracker GAMA.

17 The Board received the following news articles: An explanation of Sonoma County's
18 atmospheric river and American Canyon considering recycled water to boost city resources.

19 The Board also received the following miscellaneous items at the meeting: Marin on pace for
20 record rains, but state says drought still on and San Juan District Names Paul Helliker as its new
21 General Manager.

22 **ADJOURNMENT**

23 President Petterle adjourned the meeting at 7:54 p.m.

24 Submitted by
25
26
27

28 Katie Young
29 District Secretary

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MEMORANDUM

To: Board of Directors

February 3, 2017

From: David L. Bentley, Auditor-Controller Subj: Proposed FY17/18 Budget Review Schedule
t:\acl\word\budget\18\proposed budget review sched fy18.docx**RECOMMENDED ACTION:** Approve**FINANCIAL IMPACT:** None***PROPOSED BUDGET REVIEW SCHEDULE FY 2017-18***


Date	Novato Potable and Recycled Water Budgets			West Marin Budgets ¹	
	Location	Equipment & Improvement Projects	Operations	West Marin Water	Oceana Marin Sewer
April 18	Novato	IR			
May 2	Novato		IR		
May 16	Novato	AR ²	AR ²		
June 6	Novato			IR	IR
June 20	Novato	H/A	H/A	AR ²	AR ²
June 27	Pt Reyes			H/A	H/A

ACTIVITY CODE

IR - Initial Review

AR - Additional Review

H/A - Hearing, final changes and approval

¹ Capital Improvement Projects and Operations² Department Heads presentApproved by GM Date 2/3/2017

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MEMORANDUM

To: Board of Directors

February 3, 2017

From: David L. Bentley, Auditor-Controller 


Subj: Proposed FY17/18 Rate Hearing Schedule

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RECOMMENDED ACTION: Approve**FINANCIAL IMPACT:** None***PROPOSED RATE HEARING SCHEDULE FY 2017-18***

Action	Novato Potable & Recycled Water	West Marin Water & Oceana Marin Sewer
Consider Proposed Rates	March 7, 2017	April 18, 2017
Approve Letter to Customers	March 21, 2017	May 2, 2017
Customer Letter Postmark Deadline ¹	April 1, 2017	May 13, 2017
Rate Hearing	May 16, 2017	June 27, 2017
Rate Effective	June 1, 2017	July 1, 2017

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

Approved by GM Date 2/3/2017

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MEMORANDUM

To: Board of Directors

February 3, 2017

From: Katie Young, District Secretary



Subj: County of Sonoma's Employee Training and Development Program

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RECOMMENDED ACTION: Approve MOU with County of Sonoma for NMWD employees to attend County of Sonoma's Employee Training and Development Program

FINANCIAL IMPACT: \$5,000 per year

Beginning in 2004 District management and supervisory staff utilized leadership and supervisory training provided by the City of Santa Rosa. The economic downturn of 2008 ended Santa Rosa's ability to offer this training to outside entities. Sr. Staff has been researching leadership and supervisory training opportunities for all employees since that time with limited success. The County of Sonoma is now offering Employee Training and Development Program known as "Planning for Success" and making it available for outside entities. We would like current and future District supervisorial candidates to participate and provide additional training opportunities for District department heads in the areas of leadership and management.

Attached is the Memorandum of Understanding (Attachment 1) between the County of Sonoma and the District. Classes range from \$10 for a 2-hour class to \$70 for a full day class. A description of the "Planning for Success" program is included. Should the Board wish to review the Course Catalog please see me.

RECOMMENDED ACTION:

Approve MOU with County of Sonoma for NMWD employees to attend County of Sonoma's Employee Training and Development Program with a not-to-exceed limit of \$5,000 per year.

MEMORANDUM OF UNDERSTANDING
Between
County of Sonoma, Human Resources Department
and
The North Marin Water District, Human Resources Department

OPENING STATEMENT

This Memorandum of Understanding (hereinafter "MOU" or "Agreement"), dated as of February 1, 2017 (hereinafter "Effective Date"), is by and between the **County of Sonoma**, a political subdivision of the State of California (hereinafter "County"), and the **North Marin Water District**, an independent "voter-run" special district governed by a five-member Board of Directors (hereinafter "District"). District and County may be individually or collectively referred to as "party" or "parties" to this Agreement.

STATEMENT OF PURPOSE

The Purpose of this MOU is to establish the roles and responsibilities of the parties in the provision of shared services for mutual best interests and cost savings to the parties in the delivery of Human Resource training through utilization of County of Sonoma's Employee Training and Development Program known as "Planning for Success."

AGREEMENT

Article I. Definitions

Attendee – Any District individual employee registered to attend a course offered through the County of Sonoma's Employee Training Program.

Employee Training and Development Program – The educational resources and courses offered by the County to train employees at all levels designed to help employees provide the highest level of service in their current job while allowing them to look ahead to future opportunities. This includes, but is not limited to, professional skills development, mandated training, and leadership development programs. This Agreement does not convey any rights to the District to have its employees participate in County Succession Development offerings ("SoCo Higher") which are launching this fiscal year.

Article II. County Roles and Responsibilities

1. County shall primarily be responsible for making employee training and development available to District through the County of Sonoma's Employee Training and Development Program.
2. County shall, on or before February 1st or the date of execution of this Agreement, whichever is later, make an annual calendar or catalogue available to District to facilitate the registration of employee attendees to

County of Sonoma Employee Training and Development Program courses. The calendar will include a basic description of the course, identify appropriate attendees, and specify the instructor, time, location and duration of the course. County will promptly provide District with notice of updates to said course calendar, including but not limited to, addition or removal of courses and changes in instructor, time, location or duration of courses.

Article III. District Roles and Responsibilities

1. District shall primarily be responsible for registration and facilitation of District employee attendance and utilization of the Employee Training and Development Program.
2. District will advise County of the number of reservations requested per class, not to exceed two (2) attendees per class. In reserving seats for any specified class, District will create an obligation for payment as specified in Article IV.

Article IV. Payment

In full consideration of complete performance in providing the services required under this MOU, District shall pay County and County shall be paid at the rates evidenced in **Exhibit A**, which are attached hereto and incorporated by this reference. No expenses shall be reimbursed under this Agreement. In no event shall the total payment for the services rendered and expenses incurred under this Agreement exceed **five-thousand dollars (\$5,000)**. County shall submit its bills in arrears on a monthly basis. The bills shall show or include: (i) date(s) of class(es); (ii) name of class(es); and (iii) name(s) of District attendees.

Article V. Performance Standards.

If applicable, performance standards may be included in this document. Performance standards may include measurable criteria for each deliverable service and/or a method for monitoring and reporting progress. County shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in the provision of employment training and development. District has relied upon the professional ability and training of County as a material inducement to enter into this Agreement. County hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of County's work by District shall not operate as a waiver or release. If District determines that any of County's work is not in accordance with such level of competency and standard of care, District, in its sole discretion, shall have the right to do any or all of the following: (a) require County to meet with District to review the quality of the work and resolve matters of concern; (b) require County to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article VII. Termination; or (d) pursue any and all other remedies at law or in equity.

Article VI. Term of MOU

The term of this MOU shall be from **February 1, 2017 to June 30, 2018** unless terminated earlier in accordance with Article VII. Termination below and has no force or effect until fully executed by District and County.

Article VII. Termination

Section 7.01 Termination Without Cause. Notwithstanding any other provision of this MOU, at any time, with or without cause, either Party may terminate this Agreement by giving five (5) business days written notice to the Other Party.

Section 7.02 Termination for Cause. Notwithstanding any other provision of this MOU, should either party fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this MOU, the other party may immediately terminate this MOU by giving the party failing to meet the terms of this MOU, written notice of such termination, stating the reason for termination.

Section 7.03 Payment Upon Termination. Upon termination of this MOU by District, County shall be entitled to receive as full payment for all services satisfactorily rendered, an amount which bears the same ratio to the total payment specified in the MOU as the services satisfactorily rendered hereunder by County bear to the total services otherwise required to be performed for such total payment.

Section 7.04 Change in Funding. County understands and agrees that District shall have the right to terminate this MOU immediately upon written notice to County in the event any state and/or federal agency and/or other funder(s) reduce, withhold or terminate funding which District anticipated using to pay County for services provided under this MOU.

Article VIII. Indemnification.

Each party shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any act, omission, or negligence of such indemnifying party or its agents, employees, contractors, subcontractors, or invitees. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts.

Article IX. Dispute Resolution.

If any conflicts or disputes arise between the two parties, involved staff shall meet in a timely manner to resolve the conflict or dispute. It is acknowledged by both parties that the purpose of such meeting is to come to a resolution that is in the best interest of both parties.

Article X. Standard Provisions.

1. **Merger.** This writing is intended both as the final expression of the MOU between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the MOU. No modification of this MOU shall be effective unless and until such modification is evidenced by a writing signed by both parties.

2. Compliance with Law. Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included herein.
3. Construction of Agreement. The terms and provisions of this Agreement shall be liberally construed to effectuate the purpose of this Agreement. In determining the meaning of, or resolving any ambiguity with respect to, any word, phrase or provision of this Agreement, no uncertainty or ambiguity shall be construed or resolved against either party under any rule of construction, including the party primarily responsible for the drafting and preparation of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of California and venue shall be in the appropriate court in Sonoma County, California. If any provision of this agreement is held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.
4. Waiver. No failure on the part of either Party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder.
5. Execution of Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original of the Agreement. Signatures transmitted via portable document format ("pdf") to the other Party to this Agreement shall be deemed equivalent to original signatures on counterparts.
6. Authority. The parties hereby represent and warrant that they each possess the authority to execute this agreement on behalf of their respective agency and to discharge the responsibilities they have assumed under this Agreement.
7. No Assignment. Parties may not assign its rights under this Agreement, although District acknowledges that County will be using subcontractors to deliver training services under this Agreement. Any attempted assignment is void and unenforceable.
8. Notices. Any notice or communication to the other Party required under this Agreement must be in writing, and may be given either personally, by facsimile (with original forwarded by regular U.S. Mail), by registered or certified mail (return receipt requested), or by Federal Express or other similar courier providing overnight delivery. If personally delivered, a notice will be deemed to have been given when delivered to the Party to whom it is addressed. If given by facsimile transmission, a notice or communication will be deemed to have been given and received upon actual physical receipt of the entire document by the receiving Party's facsimile machine. Notices transmitted by facsimile after 5:00 p.m. on a normal business day or on a Saturday, Sunday or holiday will be deemed to have been given and received on the next normal business day. If given by registered or certified mail, such notice or communication will be deemed to have been given and received on the first to occur of (i) actual receipt by any of the addressees designated below as the Party to whom notices are to be sent, or (ii) five days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication will be deemed to have been given and received on the date delivered as shown on a receipt issued by the courier. Any Party may at any

time, by giving ten days written notice to the other Party, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications will be given to the Parties at their addresses set forth below:

For County:

For District:

Name: Ric Giardina

Name: _____

Title: Workforce Development Manager

Title: _____

Address: 575 Administration Dr, Suite 117CAddress: PO Box 146Santa Rosa, CA 95403Novato, CA 94948Direct: (707) 565-3145Direct: (415) 897-4133Fax: (707) 565-3770

Fax: _____

Email: Ric.Giardina@sonoma-county.org

Email: _____

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IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the Effective Date.

COUNTY OF SONOMA:

North Marin Water District:

Christina Cramer

Title: Director of Human Resources

Date: _____

Title: Director, Human Resources

Date: _____

Approved as to Form For County:

Approved as to Form For District:

Title: _____
County Counsel

Title: _____
Attorney for District

EXHIBIT A: SCOPE OF SERVICES WITH RATES

1). For each District individual employee attendee's participation in a regularly scheduled class:

Length of Class	Rate Per Participant Instruction provided by County Staff	Rate Per Participant Instruction provided by County Vendor
2-hour Class	\$10	\$20
Half-day Class	\$15	\$40
Full-day Class	\$25	\$70

There is an additional \$60 per person cost for the "**DiSCovering Yourself**" course and a \$100 per person additional cost for the "**DiSCovering Your Management Style**" class in addition to the cost fee to cover the cost of the on-line assessments. (Note the former class is part of the Foundational series in **ORANGE** on the spiral and the latter is not yet on the spiral because it is a new offering, but will likely be in Supervisory series in **BLUE** on the spiral for FY2017-18.)

Executive Level programs (RED ovals on the spiral), which include the ENTIRE Succession Development effort and SoCo HIGHER are NOT included in the courses that can be accessed under this MOU.

2). The flat rate for employee participation in scheduling a class only attended by District employees (no County employees) will need to be negotiated at the time a scheduling request is made. In addition to availability of instruction, the following considerations are agreed to in determining rates:

a) *Instruction provided by County Staff* – the flat rate will be determined by:

"h" Number of Hours of Instruction including travel, break, and lunch times that accompany a training:	<i>h</i>
Multiplied by average per hour Sonoma County Cost of Instruction:	\$80
=Total Flat Rate Instruction Provided by Sonoma County Staff	$(\$80)(h)$

b) *Instruction provided by County Vendors* – the flat rate will be determined by the ACTUAL cost to the County plus a 10% mark-up to cover administration costs.

SONOMA COUNTY PLANNING FOR SUCCESS!

FY 2016 2017
Training Program for Sonoma County Employees

Opportunity. Diversity. Service.



COUNTY OF SONOMA
HUMAN RESOURCES DEPARTMENT



WHAT'S THE SAME?

The Sonoma County *Planning for Success* employee training program is built on competencies and skills that are critical for success at each of the four Sonoma County employment levels: Foundational, Supervisory, Managerial, and Executive. The *Professional Development Spiral* graphic shows the required classes for each certification level on one spiral and, on the other, the County Skills Development Electives.

This year, customized training for the Executive Level is found in the two red ovals: Executive Learning Programs and County-wide Succession Planning, each of which is launching this year.

The Sonoma County *Planning for Success* employee training program seeks to provide all employees with the opportunity to obtain, develop, or enhance any or all of the identified essential competencies and is designed to provide maximum flexibility and potentially unlimited benefits to each employee, to the workplace, and to the County as a whole.



SONOMA COUNTY PLANNING FOR SUCCESS!

PROFESSIONAL DEVELOPMENT SPIRAL



Mandated Training
for those supervising employees

- Foundational Staff
- Supervisory Staff
- Managerial Staff
- Executive Staff
- Skills Development Electives
- External Training Resources
- Mandatory Trainings
- Available Online

AB 1825
(online or
classroom)



WHAT'S NEW?

We're focusing on expanding and improving skills training and "transfer of learning" to the workplace. You will see the following changes in the classroom to accomplish that:

- Improved training delivery methods,
- Increased interactivity among participants, and
- More opportunities to practice what you've learned.

Other changes to the *Planning for Success* training program include:

- **On-demand Classes** such as Building Community in the Workplace to be scheduled when a sufficient number of employees express interest.
- **3-Packs:** three related classes scheduled closely together and designed for groups of employees such as administrative staff or supervisors and managers.
- **Intact Team Trainings** allow your unit to train as a group. You can reserve a team table or we can bring the training to you.
- **Expanded Learning Opportunities** utilizing more on-line classes and other alternative learning methods.

To learn more, visit the HR-Workforce Development website.

KEY COMPETENCIES & SKILLS

INTEGRITY & TRUST

- Demonstrates transparency
- Willing to do the difficult but right thing
- Presents unvarnished truth in a helpful, appropriate manner
- Seen as a direct, truthful individual

CUSTOMER SERVICE

- Ensures products and services meet customer needs
- Meets customer expectations and needs

SKILLS

- Stakeholder collaboration
- Systems thinking
- Creates an environment for employee engagement
- Strategic agility
- Builds effective teams
- Organizes work
- Develops direct reports
- Motivates others
- Organizational ability
- Planning
- Attention to detail
- Priority setting

PASSION & ENERGY

- Brings passion and purpose to every interaction
- Demonstrates enthusiasm and positivity
- Tenacious work ethic

IMPROVE & INNOVATE

- Drives improvement
- Believe status quo is not an option
- Manages and improves processes
- Solves problems

RELATIONSHIP MANAGEMENT

- Demonstrates deep care and respect for others
- Interpersonal savvy
- Approachable
- Promotes healthy peer relationships

CHANGE

- Creates opportunities to foster change and organizational development
- Guides and supports others through change
- Models composure
- Deals well with ambiguity

JOB RELEVANT BASIC SKILL SETS

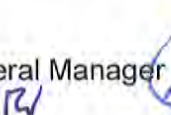
SONOMA COUNTY LEADERSHIP PHILOSOPHY

- Executive Staff
- Managerial Staff
- Supervisory Staff
- Foundational Staff

8

MEMORANDUM

To: Board of Directors

From: Drew McIntyre, Assistant General Manager
Rocky Vogler, Chief Engineer 

Date: February 3, 2017

Subject: Recycled Water Central Service Area Expansion – Sublease Agreement with City of Novato for New Recycled Water Pipeline on Novato Creek Bridge (along Rowland Way)

R:\Folders by Job Not\6000 jobs\6058\BOD Memos\6058 City of Novato Novato Creek Bridge Sub Lease BOD Memo.doc

As part of the Recycled Water Central Service Area Expansion project (East of Hwy 101), the State Lands Commission approved installation of a new 16-inch recycled water pipeline on the Novato Creek (aka Rowland Way) Bridge at their June 28, 2016 meeting. The California State Lands Commission is trustee of the State's sovereign land at this area of Novato Creek. In 1991, the State Lands Commission issued a 49-year lease (No. PRC 7220.1) to the City for construction and maintenance of said bridge (including utility crossings). A map of the recycled water pipeline installation in this area is shown in Attachment 1.

At the September 6, 2016 City Council meeting, the council unanimously approved the First Amendment to Lease No. PRC 7220.1 (First Amendment) approving said 16-inch recycled water pipeline addition (Attachment 1). As part of this action, the City also approved a sublease between the City and North Marin Water District (Attachment 2). The terms of the sublease are consistent with terms in the First Amendment and have been reviewed and approved by District staff and legal counsel. The Sublease Agreement includes the following conditions:

- References NMWD's existing 14-inch potable water pipeline and 1.5-inch telemetry conduit facilities (aka Previous Improvements) installed in 1992 for which there was no earlier agreement.
- References NMWD's new 16-inch recycled water pipeline (aka Improvements)
- NMWD is responsible for maintaining, repairing and replacing all District facilities at the District's sole cost.
- NMWD to perform maintenance or repairs within 30 days of being notified by the City (an extension of time beyond 30 days due to circumstances beyond District control will not be unreasonably withheld).
- NMWD to obtain a permit from the City to perform any work on NMWD facilities crossing the bridge.
- NMWD to assume all risk of damage to District facilities.
- NMWD to indemnify and hold harmless the City for any and all claims arising out of District activities.

RECOMMENDATION

Board authorize General Manager to execute the Sublease Agreement with the City of Novato.

Feb 02, 2017 - 3:34pm W:\JOB\5-RECYCLED WATER\6058.10\3_ISSUED\EAST A\MA_CURRENT\DWGS_04-21-2016_FINAL\Bridge board.dwg User: ACANTILLER



LANDS OF
STATE OF CALIFORNIA
APN 153-170-50
DN 1984-32105

NOVATO CREEK

LANDS OF
MARIN COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT
APN 153-170-34
DN 2584241072

LANDS OF
NOVATO SANITARY DISTRICT
APN 153-320-09
DN 1989-51974

LANDS OF
BGP-ROCK ROWLAND LLC
APN 153-320-11
DN 2009-055802

STA AHEAD = 38+67.00
STA BACK = 38+69.42

39+00

40+00

16" PVC

41+00

42+00

EXISTING 14" STL
POTABLE WATER

RECYCLED WATER

ROWLAND WAY BRIDGE

43+00

44+00

LANDS OF
CITY OF NOVATO
APN 153-340-10

LANDS OF
NOVATO FIRE PROTECTI
APN 153-320-
DN 2003-1518

PLAN

SCALE: 1"=20'-0"

HALF SIZE
NOT TO SCALE

ATTACHMENT 1

NO.	DATE	REVISION	BY	APP.	
NORTH MARIN WATER DISTRICT NOVATO, CALIFORNIA					
RECYCLED WATER EXPANSION PROJECT CENTRAL SERVICE AREA PLAN EAST STA 37+00 TO 44+00					
DES	DR	CH	SCALE HORIZ: 1"=20'-0"		
DJ	MA	DM	DATE	:	03/15/2016
APPROVED: CHIEF ENGINEER			SHEET NO.	:	OF SHEETS
R.E. C40936			SERVICE AREA	5	JOB.NO. 6058.30 NO.

Recording requested by:

City of Novato

When Recorded Mail To:

City of Novato
922 Machin Ave.
Novato, CA 94945

Attn: City Clerk

Record without fee per Govt. Code § 27383

A.P.N.: 153-170-50
County of Marin

Space above this line for Recorder's use

**SUBLEASE AGREEMENT
TO
LEASE NO. PRC 7220.1 AND FIRST AMENDMENT OF LEASE**

THIS SUBLEASE AGREEMENT (“**Sublease**”) is entered into as of September 13, 2016 (“Effective Date”) by and between NORTH MARIN WATER DISTRICT, a county water district located in Marin County, California, hereinafter referred to as “**District**” or “**Sublessee**”), whose principal address is 999 Rush Creek Place, Novato, CA 94945, and CITY OF NOVATO, a general law city, hereinafter referred to as “**City**” or “**Sublessor**,” whose address is 922 Machin Avenue, Novato, CA 94945.

WHEREAS, City entered into a 49-year Lease Agreement, Lease No. PRC 7220.1, with the State Lands Commission, Lease No. PRC 7220.1, on or about February 28, 1991, pursuant to which the City Leases that certain real property described in Exhibit A, attached hereto and incorporated herein by reference (“the Property”), for the purpose of construction and maintenance of the Rowland Way Bridge (“Bridge”) across Novato Creek; and

WHEREAS, the District has previously constructed, and operates and maintains on said Property and attached to said Bridge, a 14-inch diameter potable water main and one 1 1/2-inch telemetry cable (“Previous Improvements”); and

WHEREAS, on June 28, 2016, the State Lands Commission approved a First Amendment of Lease No. PRC 7220.1 (the “First Amendment”), for the purpose of authorizing the City to permit District to construct, operate, and maintain a new 16-inch diameter recycled water line on the Bridge over Novato Creek (“Improvements”) as part of the implementation of its Recycled Water System Expansion Project; and

WHEREAS, City is amenable to permitting the construction, and operation and maintenance of the Project, and the continued operation and maintenance of the Previous Improvements, subject to the terms and conditions of the Lease, First Amendment and this Sublease.

NOW THEREFORE, the Parties hereto agree as follows:

1. All construction work to be performed in connection with the installation of the Improvements shall be accomplished by and at the expense of the District, and in accordance with the plans and specifications prepared by or under the direction of the District entitled, "Recycled Water Expansion – Central Service Area – East, NMWD Project No. 5 6058.30, May 2016, Drawing Nos. EC101-102, Sheets 26-27 of 35, prepared by or under the direction of Drew D. McIntyre, Registered Professional Engineer No. C040936, Exp.03-17, which plans and specifications were previously submitted to and approved by the City Department of Public Works Engineering and Planning Division, and which are on file therein.

2. All construction activities in connection with the installation of the Improvements shall be performed in accordance with the conditions set forth in the May 5, 2016 letter from Bill Johnson of the City to Dave Jackson of the District, which incorporate the City's standard encroachment permit conditions.

3. All activities of District in connection with the Improvements shall be in accordance with the terms and conditions of the Lease and First Amendment, which are hereby incorporated herein by reference.

4. District assumes all responsibility for maintaining, repairing and inspecting the 16-inch diameter recycled water line on the Bridge over Novato Creek (the "Improvements") and the Previous Improvements. District shall, at District's sole cost and expense, use District's best efforts to diligently and adequately maintain and repair the Improvements and Previous Improvements. District shall promptly perform or cause to be performed any and all maintenance and repairs to Improvements and Previous Improvements when notified by City that such maintenance or repairs are necessary within thirty (30) days after receiving such notice in writing. City shall have the right under this paragraph 4 to require District to make repairs or perform maintenance of the Improvements and Previous Improvements in a shorter period of time if such maintenance or repair is necessary to protect the public safety or prevent property damage. An extension of time necessary to make repairs and perform maintenance of the

Improvements due to circumstances beyond the control of the District will not be unreasonably withheld. All activities of District in connection with the ongoing operation, maintenance, repair, replacement, removal and any other activities relating to the Improvements and the Previous Improvements shall be in accordance with the terms and conditions of the Lease and First Amendment, which are hereby incorporated herein by reference.

5. The term of this Sublease shall be coterminous with the Lease as amended by the First Amendment, as the same may be further amended from time to time. Notwithstanding the foregoing, this sublease shall be terminated upon one of the following occurrences, whichever is earliest:

- a. District is required to remove or relocate the facilities pursuant to local, state or federal law, statutes, regulations, rules or orders, or pursuant to an order, or requirement of any of the District's regulatory authorities.
- b. District's discontinuance of the use of Improvements and Previous Improvements for one continuous year or abandonment and removal of the Improvements and Previous Improvements. In removing the Improvements and Previous Improvements from Property, District shall restore Property and the Bridge and all existing improvements thereon to their condition prior to construction of Improvements and Previous Improvements.
- c. If District defaults with respect to any obligation, covenant or condition of this sublease and fails to correct the default within thirty (30) days after receipt of notice from City to do so, City may immediately terminate this sublease by notice to District. However, in the event the time necessary to correct any default exceeds thirty (30) days, the sublease shall not be terminated by City if District has initiated good-faith efforts to correct the default within thirty (30) days after receipt of notice of the default from the City, and diligently prosecutes correction of the default until remedied.
- d. Upon mutual agreement by both parties. District shall, at District's sole cost and expense, remove the Improvements and the Previous Improvements and restore the Property and the Bridge and any improvements thereon to the condition that it was in as of the date District installed the Improvements and the Previous Improvements, reasonable wear and tear excepted.
- e. Upon 180 days written notice from City to District if the City needs to remove, repair or replace the Bridge in a manner that necessitates removal of the Improvements or the Previous Improvements.

6. This Sublease is nonexclusive. City shall continue to control the Property, including without limitation, the right to issue additional permits, licenses and subleases, subject to the Lease and First Amendment.

7. In performance of ongoing operation, maintenance, repair, replacement, removal or any other non-emergency activities related to the Improvements and the Previous Improvements, the District agrees to obtain from City a permit to enter and perform work upon the Property for the performance of any work. District may designate a contractor to perform such work, in which case that contractor shall obtain such permit. City will not unreasonably delay, condition, or deny any such permit and District will give notice to City prior to any commencement of work, as required by the permit.

8. The sublease granted herein is personal to District and no right hereunder may be assigned or sublet, in whole or in part, and District shall not permit any other person, firm, or corporation to use, in whole or in part, any of the rights or privileges granted pursuant to this sublease without first obtaining the written consent of City. A successor in interest shall be required to assume this sublease or execute a sublease agreement with City and provide the insurance coverage required herein.

9. District shall, at District's sole cost and expense, inspect the Improvements and the Previous Improvements as often as necessary, but in any event at least once each year. District will perform all inspections as required by any regulatory bodies.

10. INDEMNIFICATION AND HOLD HARMLESS:

- a. District shall assume all risk of damage to the Improvements and Previous Improvements and any appurtenances thereto and to any other property of District or any property under the control of District while upon or near the Property.
- b. District further agrees to indemnify and save harmless City, its officers, employees, agents, successors, and assigns, from any and all claims, liabilities, damages, failure to comply with any current or prospective laws, attorney's fees, for loss or damage to property and for injury to or death of any person to the extent arising out of the activities, acts, errors or omissions of District hereunder, including, but not limited to, the construction, ongoing operation, maintenance, removal, replacement, rehabilitation, repair, or the location of the Improvements and Previous Improvements or out of District's activities on or use of the Property or the Bridge described above by District and/or its officers, agents, employees, guests, invitees, contractors or subcontractors.
- c. The provisions of this paragraph 10 shall survive termination of this agreement for any reason.

11. INSURANCE: Without limiting District's indemnification provided herein, District shall take out and maintain at all times during the Term of this Agreement the following policies of insurance with insurers with a Best rating of no less than A XI:

- a. Worker's Compensation Insurance to cover District's employees. District shall require all contractors and subcontractors doing work on the Subject Properties similarly to provide Workers' Compensation Insurance required by the Labor Code of the State of California for all employees. Each Workers' Compensation policy shall be endorsed with the provision that it will not be canceled or altered without first giving thirty (30) days prior written notice to City.

In case any class of employees engaged in hazardous work under this Agreement is not protected under Workers' Compensation statutes, the District shall provide, and shall cause its contractors and subcontractors to provide, adequate and suitable insurance for the protection of its employees not otherwise protected. Such policy shall provide that it will not be canceled or altered without first giving thirty (30) days prior written notice to City.

Said Workers' Compensation policy shall save the following endorsement:

"All right of subrogation are hereby waived against the City of Novato, its offices, agents, employees, successors and assigns when acting within the scope of their appointment or employment."

- b. Commercial General Liability Insurance, including personal injury and property damage insurance for all activities of the District and its contractors and subcontractors arising out of or in connection with this Lease, written on a commercial general liability form including, but not limited to, Broad Form Property Damage, blanket contractual, products liability and completed operations, X, C, U hazards, vehicle coverage and non-owned auto liability coverage in an amount not less than \$5 million dollars combined single limit personal injury and property damage for each occurrence.

Each such policy shall be endorsed with the following specific language:

- (i) *The City of Novato is named as an additional insured for all liability arising out of the work performed by or on behalf of the named insured, and this policy protects the additional insured, its officers, agents and employees against liability for personal and bodily injuries, deaths or property damage or destruction arising in any respect directly or indirectly in the performance work in or about the Subject Properties or related to this Lease.*
- (ii) *The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverages afforded shall apply as though separate policies had been issued to each insured.*

(iii) *The insurance provided is primary and no insurance held or owned by the City of Novato shall be called upon to contribute to a loss.*

(iv) *The Coverage provided by this policy shall not be canceled without thirty (30) days prior written notice given to the City of Novato.*

c. At the time of execution of this Lease, District shall submit to the City documentation evidencing District's required insurance including Certificates of Insurance and properly executed Endorsements in a form acceptable to the City of Novato. Any deductible or self insured retention must be declared to and approved in writing by the City of Novato.

d. The insurance required pursuant to this paragraph shall be in addition to any insurance required to be provided to the State Lands Commission pursuant to the Lease and First Amendment.

12. NOTICES: Any and all notices and demands required or permitted to be given hereunder, shall be in writing and shall be served either personally or by certified mail, return receipt requested, to the following addresses:

If to City, to: City of Novato
Attention: City Clerk
922 Machin Ave.
Novato, CA 94945-5054

If to District, to: North Marin Water District _____
Attention: General Manager _____
999 Rush Creek Pl, PO Box 146 _____
Novato CA 94948 _____

13. The waiver by City of any breach or any term, covenant, or condition herein shall not be deemed to be a waiver of such term, covenant, condition or any subsequent breach of the same, or any other term, covenant or condition herein contained.

14. Each provision of this sublease is intended to be severable. If any term or provision shall be determined by a court of competent jurisdiction to be illegal or invalid for any reason whatsoever, such provision shall be severed from this Lease and shall not affect the validity of the remainder of this sublease.

15. In the event the Lease interest or the Property or the Bridge is condemned for public use, District shall receive compensation only in the amount awarded for the taking or damaging of District's Improvements and Previous Improvements. Any compensation for damages for taking the Lease interest, the Property or the Rowland Way Bridge or District's sublease interest thereon awarded to District shall be and hereby is assigned to City.

16. As a condition precedent to the effectiveness of this sublease, District shall have

provided satisfactory proof of insurance each year during the term of this sublease.

17. District shall comply with all applicable state and federal laws that apply to the Improvements and Previous Improvements.

18. This sublease constitutes the complete expression of the agreement between the parties and supersedes any prior agreements, whether written or oral, concerning the subject of this sublease. Any modification of or addition to this Lease must be in writing signed by both parties.

19. District, its officers, agents, and employees, shall act in an independent capacity and shall not represent themselves to be or be construed to be officers, agents, or employees of City.

20. Time is and shall be of the essence in this sublease and of each and every provision contained herein.

21. The parties intend by this sublease to establish the relationship of City and District only and do not intend to create a partnership, joint venture, joint enterprise, or any business relationship other than that of City and District.

22. This sublease shall be construed, and its performance enforced, under California law without regard to its provisions regarding conflict of laws. Any judicial proceeding in connection with any dispute under, or enforcement of, this sublease shall be brought in Marin County, California.

23. Each party hereto hereby represents and warrants to the other party that it: (a) has the power, authority and legal right to conduct the business in which it is currently engaged; and (b) has all requisite power and authority and the legal right to consummate the transactions contemplated in this sublease. Each party hereto hereby further represents and warrants that this sublease has been duly authorized, and when executed by the signatory or signatories listed below, shall constitute a valid agreement binding on such party in accordance with the terms hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Sublease Agreement as of the dates hereinabove first set forth.

SUBLESSEE
NORTH MARIN WATER DISTRICT

SUB LESSOR:
CITY OF NOVATO

By: _____

By: _____

Its: _____

Its: _____

ATTACH ACKNOWLEDGEMENTS

ATTACH LEGAL DESCRIPTION AS EXHIBIT A

EXHIBIT A

PRC 7220.1

LAND DESCRIPTION

A parcel of land in Novato, Marin County, California, said parcel being a portion of the area described in the deed to the State of California by Ronald and Pamela Antonioli on June 29, 1984, Recorded July 3, 1984, Records Serial Number 84 032105 Marin County Records, said parcel being described as follows:

BEGINNING at a point on the northerly line of said area S 77°23'00" E 441.89 feet from the northwest corner of said area; thence along said northerly line S 77°23'00" E 462.00 feet; thence leaving said northerly line S 12°37'00" W 85.00 feet; thence N 77°23'00" W 185.00 feet; thence S 12°37'00" W 150.00 feet to the southerly line of said area; thence along said southerly line N 77°23'00" W 60.00 feet; thence leaving said southerly line N 12°37'00" E 33.70 feet; thence N 77°23'00" W 30.00 feet; thence N 12°37'00" E 20.00 feet; thence N 77°23'00" W 30.00 feet; thence N 12°37'00" E 96.30 feet; thence N 77°23'00" W 217.00 feet; thence N 12°37'00" E 85.00 feet to the POINT OF BEGINNING.

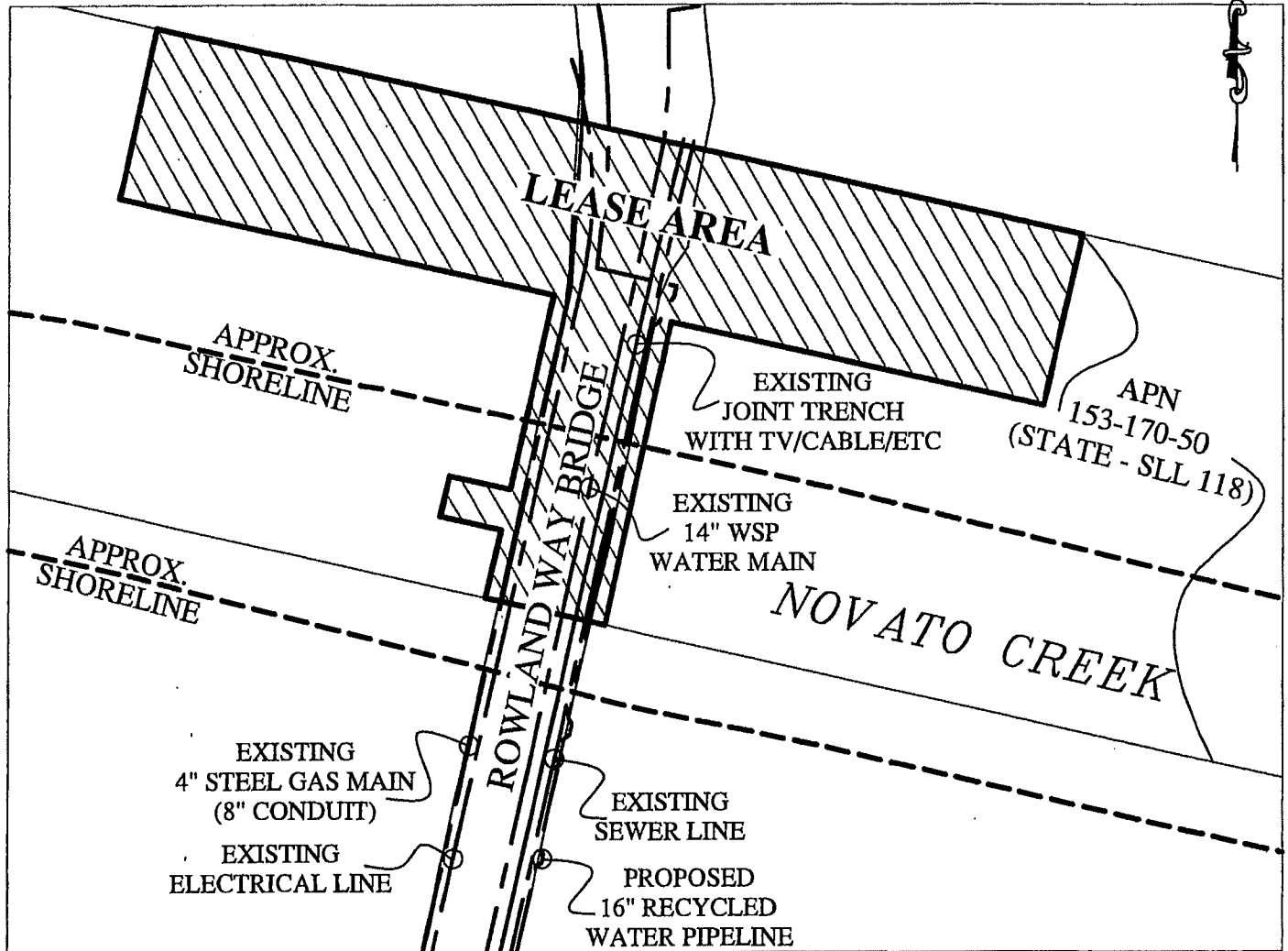
END OF DESCRIPTION

REVISED 4/27/15 BY THE CALIFORNIA STATE LANDS COMMISSION BOUNDARY UNIT REMOVING PARCELS 2 & 3 OF THE LAND DESCRIPTION FOUND IN SECTION 3 OF LEASE FILE PRC 7220, REVISED OCTOBER 3, 1990 BY LLB & AUTHORIZED BY THE COMMISSION ON 3/06/1991



NO SCALE

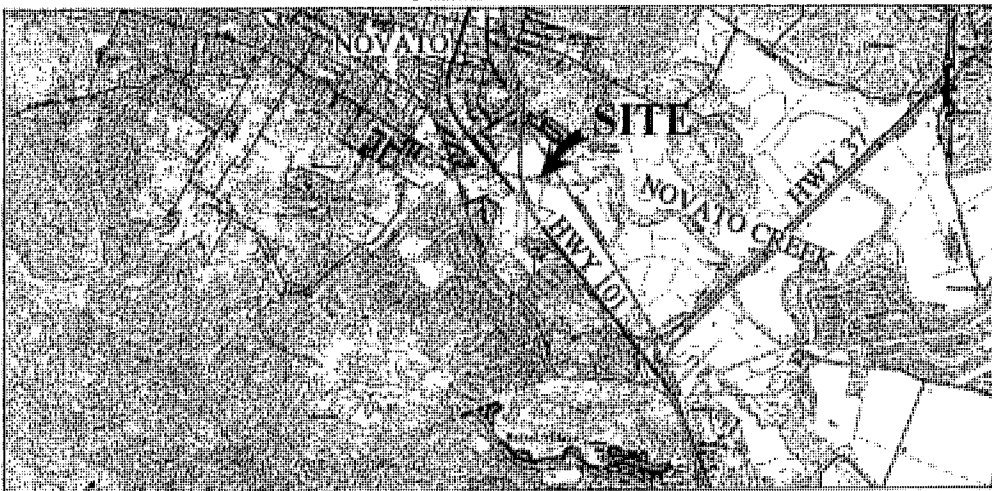
SITE



Novato Creek, Rowland Way, Novato

NO SCALE

LOCATION



MAP SOURCE: USGS QUAD

Exhibit B

PRC 7220.1
CITY OF NOVATO
GENERAL LEASE -
PUBLIC AGENCY USE
MARIN COUNTY



This Exhibit is solely for purposes of generally defining the lease premises, is based on unverified information provided by the Lessee or other parties and is not intended to be, nor shall it be construed as, a waiver or limitation of any State interest in the subject or any other property.

MJF 04/27/16

9

MEMORANDUM

To: Board of Directors

Date: February 3, 2017

From: Drew McIntyre, Assistant General Manager
Rocky Vogler, Chief Engineer

Subject: Approve: General Engineering Services Agreement with Nute Engineering –
Task 1: Feasibility Study for West Ignacio Recycled Water Extension

R:\NON JOB No ISSUES\Consultants\NUTE\FY16-17\BOD Memo\Nute GSA BOD Memo 2-17.doc

RECOMMENDED ACTION: Board authorize General Manager to enter into an agreement with Nute Engineering for general engineering services with a not-to-exceed limit of \$50,000.

FINANCIAL IMPACT: \$50,000

The District utilizes several outside engineering firms to provide additional engineering services when workload demands. Those firms for which we have current general engineering services consulting agreements with and their contract amounts are as follows:

Engineering Firm	Contract Amount
CSW/Stuber-Stroeh	\$60,000
Miller Pacific Engineering Group	\$60,000
White & Prescott	\$30,000
GHD	\$30,000

Attached is an agreement with Nute Engineering to provide continuing FY17 and FY18 engineering support services (Attachment 1). This firm has a long and proven track record with NMWD of providing high quality and responsive services at a reasonable cost. To best meet project demands, a general engineering services contract is desired with individual task orders on a job by job basis.

The first task order to be funded under this agreement will be preparation of a feasibility study to extend recycled water from the terminus of the Central Service Area at Ignacio Blvd/Country Club Drive with a pipeline extension to the western end of Ignacio Blvd. and serve San Jose Middle School and College of Marin Indian Valley Campus (see map in Attachment 2). Nute's cost proposal for this work is \$12,600. This feasibility study has been requested by both College of Marin and Novato Unified School District. The District will pay for the requested study and will be reimbursed fully by the aforementioned agencies sharing the cost on an equal (50/50) basis.

RECOMMENDATION

Board authorize General Manager to enter into an agreement with Nute Engineering for general engineering services with a not-to-exceed limit of \$50,000.

AGREEMENT FOR CONSULTING SERVICES

The following is an agreement between **North Marin Water District**, hereinafter "**NMWD**", and **Nute Engineering**, hereinafter, "**Consultant**".

WHEREAS, Consultant is a duly qualified consulting firm, experienced in water and sewer facilities design engineering services consultant.

WHEREAS, in the judgement of the Board of Directors of the NMWD, it is necessary and desirable to employ the services of the Consultant for water and sewer facilities design to meet workload demands.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

PART A -- SPECIFIC PROVISIONS:

1. DESCRIPTION OF SERVICES AND PAYMENT: Except as modified in this agreement, the services to be provided and the payment schedule are:

- a. The scope of work covered by this agreement shall be that specified on a task by task basis pre-authorized in writing by NMWD staff.
- b. The fee for the work shall be on a time and expense (T & E) basis utilizing the fee schedule included in Attachment A of this agreement and shall not exceed \$50,000 without prior written authorization by NMWD.

PART B -- GENERAL PROVISIONS

1. ASSIGNMENT/DELEGATION: Except as above, neither party hereto shall assign, sublet or transfer any interest in or duty under this agreement without written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.

2. STATUS OF CONSULTANT: The parties intend that the Consultant, in performing the services hereinafter specified, shall act as an independent contractor and shall have the control of the work and the manner in which it is performed. The Consultant is not to be considered an agent or employee of NMWD, and is not entitled to participate in any pension plan, insurance, bonus or similar benefits NMWD provides its employees.

3. INDEMNIFICATION: NMWD is relying on the professional ability and training of the Consultant as a material inducement to enter into this agreement. The Consultant hereby warrants that all its work will be performed in accordance with generally accepted professional practices and standards, as well as the requirements of applicable federal, state and local laws, it being understood that neither acceptance of the Consultant's work by NMWD nor Consultant's failure to perform shall operate as a waiver or release.

- a. With respect to professional services under this agreement, Consultant shall assume the defense of and defend NMWD, its directors, officers, agents, and employees in any action at law or in equity in which liability is claimed or alleged to arise out of, pertain to, or relate to, either directly or indirectly, the intentional or willful misconduct, recklessness, or negligent act, error, or omission of Consultant (or any person or organization for whom Consultant is legally liable) in the performance of the activities necessary to perform the services for District and complete the task provided for herein. In addition, Consultant shall indemnify, hold harmless, and release NMWD, its directors, officers, agents, and employees from and against any and all actions, claims, damages, disabilities or expenses, including attorney's fees and witness costs, that may be asserted by any person or entity including the Consultant, arising out of, pertaining to, or relating to, the negligent acts, errors or omissions, recklessness, or intentional or willful misconduct of the Consultant (or any consultant or subcontractor of Consultant) in connection with the activities necessary to perform the services and complete the task provided for herein, but excluding liabilities due to the sole negligence or willful misconduct of NMWD.
- b. With respect to all other than professional services under this agreement, Consultant shall indemnify, hold harmless, release and defend NMWD, its agents and employees from and against any and all actions, claims, damages, disabilities or expenses, including attorney's fees and witness costs that may be asserted by any person or entity, including the Consultant, arising out of or in connection with the activities necessary to perform those services and complete the tasks provided for herein, but excluding liabilities due to the sole negligence or willful misconduct of NMWD.

This indemnification is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for the NMWD or its agents under workers' compensation acts, disability benefit acts or other employee benefit acts.

4. PROSECUTION OF WORK: The execution of this agreement shall constitute the Consultant's authority to proceed immediately with the performance of this contract. Performance of the services hereunder shall be completed by December 31, 2018, provided, however, that if the performance is delayed by earthquake, flood, high water or other Act of God or by strike, lockout or similar labor disturbance, the time for the Consultant's performance of this contract shall be extended by a number of days equal to the number of days the Consultant has been delayed.

5. METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS AND MAKING PAYMENTS: All notices, bills and payment shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

North Marin Water District
P.O. Box 146
Novato, CA 94948
Attention: Rocky Vogler

Consultant:
Nute Engineering
907 Mission Ave.
San Rafael, CA 94901
Attention: Mark Wilson

and when so addressed, shall be deemed given upon deposit in the United States Mail, postage prepaid. In all other instances, notices, bills and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills and payments are to be given by giving notice pursuant to this paragraph.

6. MERGER: This writing is intended both as the final expression of the agreement between the parties hereto with respect to the included terms of the agreement, pursuant to California Code of Civil Procedure Section 1856 and as a complete and exclusive statement of the terms of the agreement. No modification of this agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

7. SEVERABILITY: Each provision of this agreement is intended to be severable. If any term of any provision shall be determined by a court of competent jurisdiction to be illegal or invalid for any reason whatsoever, such provision shall be severed from this agreement and shall not affect the validity of the remainder of the agreement.

8. TERMINATION: At any time and without cause the NMWD shall have the right in its sole discretion, to terminate this agreement by giving written notice to the Consultant. In the event of such termination, NMWD shall pay the Consultant for services rendered to such date.

9. TRANSFER OF RIGHTS/OWNERSHIP OF DATA: The Consultant assigns to NMWD all rights throughout the work in perpetuity in the nature of copyright, trademark, patent, and right to ideas, in and to all versions of any plans and specifications, reports and document now or later prepared by the Consultant in connection with this contract.

The Consultant agrees to take such actions as are necessary to protect the rights assigned to NMWD in this agreement, and to refrain from taking any action which would impair those rights. The Consultant's responsibilities under this contract will include, but not be limited to, placing proper notice of copyright on all versions of any plans and specifications, reports and documents as NMWD may direct, and refraining from disclosing any versions of the reports and documents to any third party without first obtaining written permission of NMWD. The Consultant will not use, or permit another to use, any plans and specifications, reports and document in connection with this or any other project without first obtaining written permission of NMWD.

All materials resulting from the efforts of NMWD and/or the Consultant in connection with this project, including documents, reports, calculations, maps, photographs, computer programs, computer printouts, digital data, notes and any other pertinent data are the exclusive property of NMWD. Re-use of these materials by the Consultant in any manner other than in conjunction with activities authorized by NMWD is prohibited without written permission of NMWD.

Consultant shall deliver requested materials to NMWD in electronic format including but not limited to engineering calculations, plans (AutoCad, current edition) and specifications (MS Word, current edition).

10. COST DISCLOSURE: In accordance with Government Code Section 7550, the Consultant agrees to state in a separate portion of any report provided NMWD, the numbers and amounts of all contracts and subcontractors relating to the preparation of the report.

11. NONDISCRIMINATION: The Consultant shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition or physical handicap.

12. EXTRA (CHANGED) WORK: Extra work may be required. The Consultant shall not proceed nor be entitled to reimbursement for extra work unless it has been authorized, in writing, in advance, by NMWD. The Consultant shall inform the District as soon as it determines work beyond the scope of this agreement may be necessary and/or that the work under this agreement cannot be completed for the amount specified in this agreement. Said review shall occur before consultant incurs 75% of the total fee approved for any phase of the work. Failure to notify the District shall constitute waiver of the Consultant's right to reimbursement.

13. CONFLICT OF INTEREST: The Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Consultant further covenants that in the performance of this contract no person having any such interest shall be employed.

14. INSURANCE REQUIREMENTS FOR CONSULTANTS

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the consultant, his agents, representatives, employees or subcontractors.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Commercial General Liability coverage
2. Automobile Liability
3. Workers' Compensation insurance as required by the State of California.
4. Professional Liability insurance appropriate to the consultant's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability (including operations, products and completed operations.): **\$1,000,000** per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: **\$1,000,000** per accident for bodily injury and property damage.
3. Workers' Compensation Insurance: as required by the State of California.
4. Professional Liability, **\$1,000,000** per occurrence.

Verification of Coverage

Consultant shall furnish the District with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. The District reserves the right to require at any time complete and certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

Subcontractors

Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor to the District for review and approval. All coverage for subcontractors shall be subject to all of the requirements stated herein.

Self-Insured Retentions

Any self-insured retentions must be declared to and approved by the District. At the option of the District, either: the insurer shall reduce or eliminate such self-insured retentions as respects the District, its officers, officials, employees and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the District (such as a surety bond) guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The District, its officers, officials, employees, and volunteers are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Consultant.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the District.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

15. DISPUTE RESOLUTION: Any dispute or claim in law or equity between District and Consultant arising out of this agreement, if not resolved by informal negotiation between the parties, shall be mediated by referring it to the nearest office of Judicial Arbitration and Mediation Services, Inc. (JAMS) for mediation. Mediation shall consist of an informal, non-binding conference or conferences between the parties and the judge-mediator jointly, then in separate caucuses wherein the judge will seek to guide the parties to a resolution of the case. If the parties cannot agree to mutually acceptable member from the JAMS panel of retired judges, a list and resumes of available mediators numbering one more than there are parties will be sent to the parties, each of whom will strike one name leaving the remaining as the mediator. If more than one name remains, JAMS arbitrations administrator will choose a mediator from the remaining names. The mediation process shall continue until the case is resolved or until such time as the mediator makes a finding that there is no possibility of resolution.

At the sole election of the District, any dispute or claim in law or equity between District and Consultant arising out of this agreement which is not settled through mediation shall be decided by neutral binding arbitration and not by court action, except as provided by California law for judicial review of arbitration proceedings. The arbitration shall be conducted in accordance with the rules of Judicial Arbitration Mediation Services, Inc. (JAMS). The parties to an arbitration may agree in writing to use different rules and/or arbitrators.

16. BILLING AND DOCUMENTATION: The Consultant shall invoice NMWD for work performed on a monthly basis and shall include a summary of work for which payment is requested. The invoice shall state the authorized contract limit, the amount of invoice and total amount billed to date. The summary shall include time and hourly rate of each individual, a narrative description of work accomplished, and an estimate of work completed to date.

17. REASONABLE ASSURANCES: Each party to this agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise, with respect to performance of either party, the other may, in writing, demand adequate assurance of due performance and until the requesting party receives such assurance may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of the party with respect to performance under this agreement but also conduct with respect to other agreements with parties to this agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, not to exceed 30 days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance.

**NORTH MARIN WATER DISTRICT
"NMWD"**

Dated: _____

Chris DeGabriele, General Manager

**NUTE ENGINEERING
"CONSULTANT"**

Dated: _____

Mark Wilson



Civil & Sanitary Consultants

ATTACHMENT A

HOURLY RATE SCHEDULE

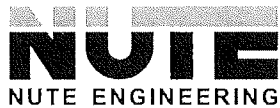
OFFICE PERSONNEL	HOURLY RATE
Principal Engineer	\$235.00
Senior Engineer	192.00
Engineer III	182.00
Engineer II	176.00
Engineer I	150.00
Field Representative*	165.00
Assistant Engineer II	118.00
Assistant Engineer I	108.00
Senior Designer	173.00
CAD Drafter II	144.00
CAD Drafter I	124.00
Technical Administrative Support	106.00
Clerical	93.00
LITIGATION SERVICES	
Court Appearance/Deposition	340.00

*Field Representative for construction is a Prevailing Wage category as required by the California Department of Industrial Relations.

REIMBURSABLE EXPENSES

Sub-consultants will be charged at 1.10 times cost. Charges for reproductions, blueprinting, outside computer services, rental of special equipment, delivery, express mail, insurance certificates (where client requires to be listed as an additional insured) and meals and lodging will be charged at 1.10 times cost. Mileage will be charged at the IRS approved rate. Nute Engineering reserves the right to adjust its hourly rate structure for all ongoing contracts.

EFFECTIVE DATE: January 1, 2017



Civil & Sanitary Consultants

February 1, 2017 (Revision 2)

Mr. Drew McIntyre, Chief Engineer
North Marin Water District
999 Rush Creek Place
Novato, CA 94948

Re: Proposal for a Feasibility Study of a West Ignacio Recycled Water Extension

Dear Drew:

As you requested we are pleased to provide the following proposal for preparation of a feasibility study for extending the recycled water distribution system from the terminus of NMWD's Central Expansion Project to the Novato Unified School District's San Jose Middle School and the College of Marin Indian Valley Campus.

BACKGROUND

NMWD is in the process of implementing the Central Expansion Project which will extend the District's recycled water distribution system into Central Novato including service to the Marin Country Club golf course in Ignacio. Recycled water service to the San Jose Middle School and the Indian Valley College has previously been considered at a reconnaissance level in the NMWD recycled water Master Plan (*Nute Engineering, 2006*).

The West Ignacio distribution system extension would run from the intersection of Ignacio Blvd and Country Club Drive west along Ignacio Blvd to the College of Marin Indian Valley Campus. Meters would be installed for not only the San Jose Middle School campus but other appropriate City uses including streetscape irrigation, the ball fields at west end of the College of Marin property as well as HOA landscape irrigation locations.

The College of Marin is in the process of developing a Master Plan for upgrading their Indian Valley Campus. It could be appropriate to consider the use of recycled water for future development of the campus.

The west end of the Indian Valley Campus where the organic farm and garden and the City of Novato playing fields are located are at an elevation of over 200 feet. The Norman tank has a maximum elevation of 157, which means that a booster pump will be required in the recycled water distribution line.

In order to determine the feasibility of providing recycled water to the Novato Unified School District and the College of Marin facilities, it will be necessary to estimate the cost of extending a recycled water line including pumping and necessary applicable storage.

STUDY OBJECTIVE

The objective of the feasibility study update as proposed herein will be to prepare a feasibility study for extending the Central Expansion Project to provide recycled water to NUSD San Jose Middle School and the College of Marin Indian Valley Campus, including identifying the pipeline route, pump station location, any necessary storage and estimating construction costs.

SCOPE OF WORK

The following is the scope of work for the feasibility study for the Ignacio West recycled water extension:

1. Describe the background information for the Ignacio West recycled water extension.
2. Provide an overview of the existing recycled water system including NMWD's Central Expansion Project.
3. Estimate the recycled water demands for potential landscape irrigation customers in the Ignacio West service area as shown in Attachment A (S-4 in the original Master Plan).
4. Summarize design assumptions used in the Feasibility Study.
5. Inventory the potential recycled water users in the S-4 service area including an evaluation of how on-site landscape irrigation demands will change as a result of College of Marin's new Master Plan for the Indian Valley Campus. The possibility of providing recycled water for toilet flushing in new buildings or in building retrofits will also be explored with the College planners.
6. Develop the recycled water distribution requirements including pipeline routing and diameter, storage needs and booster pumping needs. Investigate the alternatives of providing storage by connecting to the unused Woodland Heights tank off Sunset Parkway and by constructing a new storage tank on the Indian Valley Campus.
7. Project the additional recycled water demands (annual average, average day peak month, peak day and peak hour) for the West Ignacio service area (S-4) and compare it to the recycled water treatment capacity at the Novato facility as projected by RMC in their Technical Memorandum dated December 21, 2015, which was prepared for recycled water service in the Central Novato service area.
8. Describe the recommended project.
9. Estimate the capital cost of the recommended project.
10. Develop a timeline for implementation of the recommended project.
11. Investigate grant and loan possibilities for the project.

12. Summarize the study findings in a written report to NMWD which will be made available to Novato Unified School District and the College of Marin Indian Valley Campus.

13. Attend one meeting to discuss the report.

ASSUMPTIONS

In developing this study the following assumptions will be made:

1. NMWD will be implementing its Central Novato project which includes extending the recycled water pipeline along Ignacio Blvd. terminating near Country Club Drive.
2. NMWD will provide an update of the non-potable water demands in the area which could be potentially served by a recycled water pipeline extension of the West Ignacio area.

DELIVERABLES

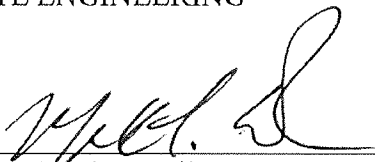
Ten printed copies of the written report will be provided together with an electronic file of the report and all exhibits.

ENGINEERING FEE

The Nute Engineering billing rates are set forth in Attachment B. The proposed budget for this project is \$12,600, based on the labor estimate provided in Attachment C.

Very truly yours,

NUTE ENGINEERING

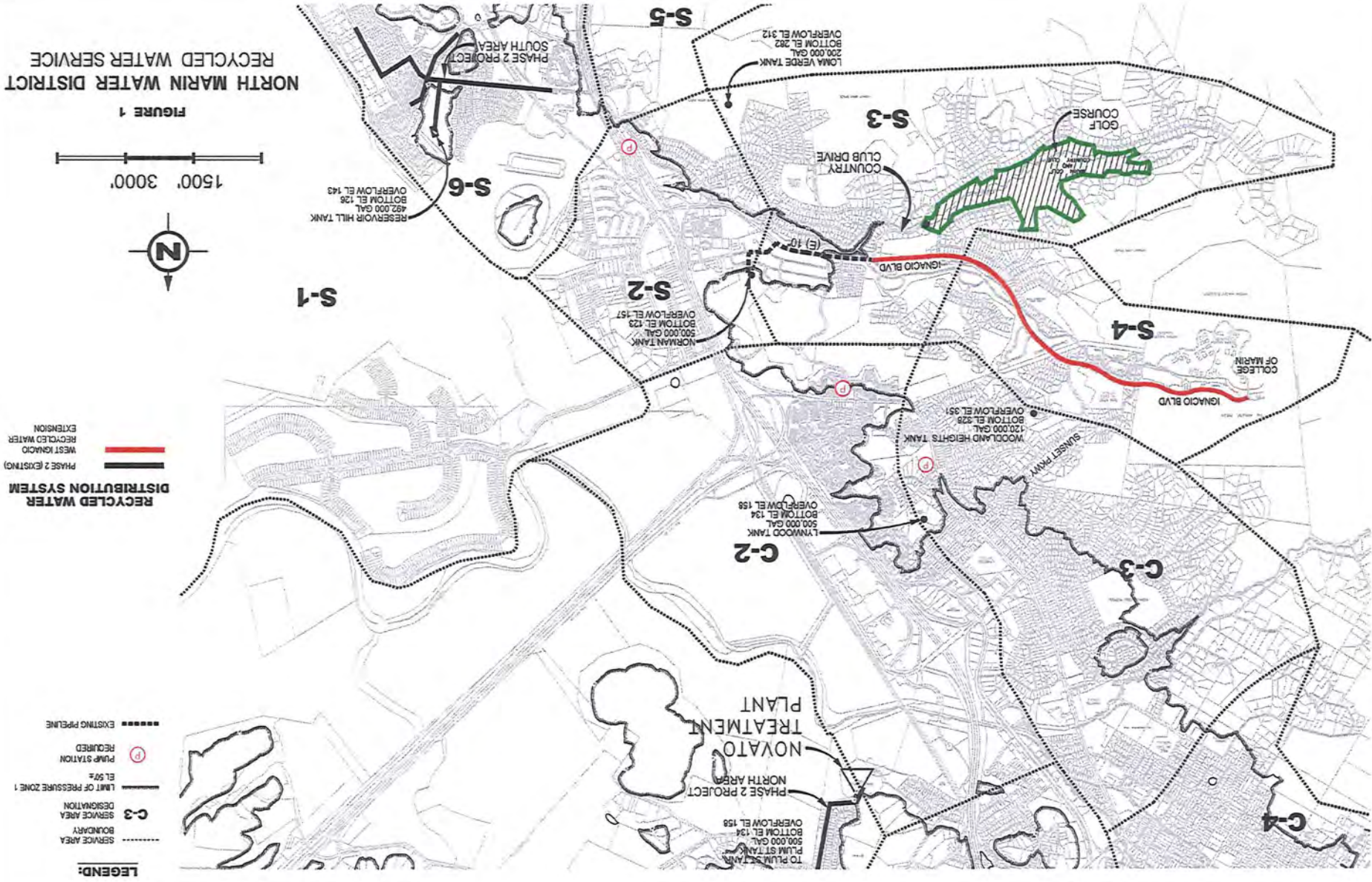
By 
Mark T. Wilson, P.E.

Attachment A – Recycled Water Service Areas

Attachment B – Hourly Rate Schedule

Attachment C – Project Estimating Sheet

ATTACHMENT A





ATTACHMENT B

HOURLY RATE SCHEDULE

OFFICE PERSONNEL	HOURLY RATE
Principal Engineer	\$235.00
Senior Engineer	192.00
Engineer III	182.00
Engineer II	176.00
Engineer I	150.00
Field Representative*	165.00
Assistant Engineer II	118.00
Assistant Engineer I	108.00
Senior Designer	173.00
CAD Drafter II	144.00
CAD Drafter I	124.00
Technical Administrative Support	106.00
Clerical	93.00
 LITIGATION SERVICES	
Court Appearance/Deposition	340.00

*Field Representative for construction is a Prevailing Wage category as required by the California Department of Industrial Relations.

REIMBURSABLE EXPENSES

Sub-consultants will be charged at 1.10 times cost. Charges for reproductions, blueprinting, outside computer services, rental of special equipment, delivery, express mail, insurance certificates (where client requires to be listed as an additional insured) and meals and lodging will be charged at 1.10 times cost. Mileage will be charged at the IRS approved rate. Nute Engineering reserves the right to adjust its hourly rate structure for all ongoing contracts.

EFFECTIVE DATE: January 1, 2017

ATTACHMENT C
 NORTH MARIN WATER DISTRICT
 WEST IGNACIO RECYCLED WATER EXTENSION FEASIBILITY STUDY
 PROPOSAL FOR DESIGN ENGINEERING SERVICES

NUTE ENGINEERING
 907 Mission Ave
 San Rafael, CA 94901

PROJECT ESTIMATING SHEET (Revision 2)


		Principal Engineer	Engineer III	Senior Designer	Tech Admin Support	TOTAL
Description	Rate \$/Hr	\$235	\$182	\$173	\$106	
SCOPE OF WORK						
1. Prepare background information		2				
2. Provide overview of the existing NMWD RW system		2				
3. Estimate RW demands in West Ignacio service area		2	2			
4. Summarize design assumptions			2			
5. Inventory RW users and evaluate COM Master Plan uses		2	4			
6. Develop RW distribution requirements and tank alternatives		4	2			
7. Review NSD RW production capacity		4	2			
8. Describe recommended project		4		6		
9. Estimate capital cost of the recommended project		2	2			
10. Develop time line for implementation		2				
11. Investigate grant and loan possibilities for the project		2	4			
12. Summarize the study findings in a written report to NMWD		4	2		4	
13. Attend one meeting to discuss the report		2				
Subtotals		Hours	32	20	6	4
		Cost	\$7,520	\$3,640	\$1,038	\$424
						\$12,622

10

MEMORANDUM

To: Board of Directors

February 3, 2017

From: Chris DeGabriele, General Manager 

Subj: Letter Request to Rescind Governor's Drought State of Emergency
t:\gm\swrcbl2017\proposal to re-adopt.docx

RECOMMENDED ACTION: Authorize the Board President to sign letter to Governor

FINANCIAL IMPACT: None at this time

Attached is the State Water Resources Control Board agenda item considering a resolution to amend and readopt the Emergency Regulation on Urban Water Conservation (Attachment 1). The current Emergency Regulation is scheduled to expire on February 28th and this proposal would extend the Emergency Regulation through October 2017.

The State Water Board resolution (p.4, item 4) directs "the Executive Director to consider promptly modifying or repealing the regulation... if the Governor lifts the declaration of a drought state of emergency."

Thus District staff believes its appropriate to request the Governor to do just that. A draft letter to the Governor is included as Attachment 2 and it is recommended that the Board of Directors authorize the Board President to sign the letter.

RECOMMENDATION

Board President sign letter to the Governor requesting the declaration fo drought state of emergency be repealed or rescinded.

**STATE WATER RESOURCES CONTROL BOARD
BOARD MEETING SESSION – OFFICE OF RESEARCH, PLANNING AND PERFORMANCE
FEBRUARY 8, 2017**

ITEM 9

SUBJECT

CONSIDERATION OF A PROPOSED RESOLUTION AMENDING AND READOPTING DROUGHT-RELATED EMERGENCY REGULATIONS FOR URBAN WATER CONSERVATION TO IMPLEMENT EXECUTIVE ORDER B-29-15, B-36-15, and B-37-16

DISCUSSION

On January 17, 2014, Governor Brown declared a drought state of emergency. On April 25, 2014 the Governor signed an Executive Order calling on the State to redouble state drought actions. Among other things, the Executive Order directed the State Water Board to adopt emergency regulations as it deemed necessary, pursuant to Water Code section 1058.5, to ensure that urban water suppliers implement drought response plans to limit outdoor irrigation and other wasteful water practices.

On July 15, 2014, the State Water Board adopted Resolution No. 2014-0038, which adopted an emergency regulation for water conservation that added new sections to title 23 of the California Code of Regulations. The emergency regulation became effective on July 28, 2014 upon approval by the Office of Administrative Law (OAL). On March 17, 2015, the State Water Board adopted Resolution No. 2015-0013, which amended and readopted the emergency regulation for an additional 270 days. The regulatory language became effective on March 27, 2015 upon approval by OAL. On April 1, 2015, Governor Brown issued Executive Order B-29-15, which, among other things, directed the State Water Board to impose restrictions on water suppliers to achieve a statewide 25 percent reduction in potable urban usage through February 2016. On May 5, 2015, the State Water Board adopted Resolution No. 2015-0032 and an emergency regulation, which, among other things, placed each urban water supplier in a conservation tier, ranging between 4 and 36 percent, based residential per capita water use for the months of July through September 2014. The emergency regulation became effective on May 18, 2015 for 270 days upon approval by the Office of Administrative Law (OAL).

On November 13, 2015, Governor Brown issued Executive Order B-36-15, which called for an extension of urban water use restrictions until October 31, 2016, should drought conditions persist. This Executive Order also directed the State Water Board to consider modifying the restrictions on water use and incorporate insights gained from the existing restrictions. On February 2, 2016, the State Water Board adopted Resolution No. 2016-0007, which amended and readopted the emergency regulation for an additional 270 days. That regulation became effective on February 11, 2016 upon approval by OAL.

On May 9, 2016 Governor Brown issued Executive Order B-37-16 calling for the State Water Board to adjust emergency water conservation regulations through the end of January 2017, in recognition of the differing water supply conditions across the state. To implement the Executive Order, the State Water Board adopted Resolution No. 2016-0029, which revised regulations to allow individual suppliers to self-certify that there would be no supply shortfall assuming three additional dry years. The self-certification “stress test” allowed many suppliers

to self-certify that there would be no supply shortfall, even after three additional drought years. The Executive Order also called on the Board to develop a proposal to achieve a mandatory reduction in potable urban water usage that builds off of the mandatory 25% reduction called for in Executive Order B-29-15 and lessons learned through 2016. The current emergency regulation became effective on May 31, 2016 upon approval by OAL and remains in effect until February 28, 2017.

So far, the state has experienced significant snow and rainfall during the 2016/2017 water year, causing many of the state's reservoirs to shift to flood-control operations; however, some reservoirs remain critically low and groundwater storage remains depleted in many areas due to the continued impact of prolonged drought. Precipitation cannot be counted on to continue, and snowpack levels, while above average for the current time of year, are subject to rapid reductions as seen in 2016 and before. The full picture of the state's hydrologic water conditions for 2016/2017 remains unclear and subject to a number of variables at least through the end of the spring.

Consistent with Governor's May 9, 2016 Executive Order the State Water Board staff recommend that the State Water Board re-adopt an extend, with minor amendments, the emergency regulation and reassess water supply conditions, as well as the need for continued urban water conservation regulations, in the spring of 2017.

POLICY ISSUE

Should the State Water Board adopt the proposed resolution and accompanying regulation?

FISCAL IMPACT

Fiscal considerations are addressed as a part of drought funding.

REGIONAL BOARD IMPACT

None.

STAFF RECOMMENDATION

Staff recommends that the State Water Board adopt the proposed resolution adopting the emergency regulation.

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STATE WATER RESOURCES CONTROL BOARD RESOLUTION NO. 2017-

TO ADOPT AN EMERGENCY REGULATION FOR STATEWIDE URBAN WATER CONSERVATION

WHEREAS:

1. On January 17, 2014, Governor Edmund G. Brown Jr. issued Proclamation No. 1-17-2014 (January 2014 Proclamation) declaring a drought State of Emergency to exist in California due to severe drought conditions presenting urgent problems to drinking water supplies and cultivation of crops, which put farmers' long-term investments at risk, and threatening the survival of animals and plants that rely on California's rivers, including many species in danger of extinction. The January 2014 Proclamation called on all Californians to reduce their water usage by 20 percent;
2. On April 25, 2014, Governor Edmund G. Brown Jr. issued an executive order (April 2014 Proclamation) to strengthen the State's ability to manage water and habitat effectively in drought conditions, calling on all Californians to redouble their efforts to conserve water. The April 2014 Proclamation noted that the severe drought conditions presented urgent challenges across the State, including water shortages in communities and for agricultural production, increased wildfires, degraded habitat for fish and wildlife, threat of saltwater contamination, and additional water scarcity. Among other things, the April 2014 Proclamation suspended the environmental review required by the California Environmental Quality Act to allow certain actions, including State Water Resources Control Board (State Water Board) rulemaking pursuant to Water Code section 1058.5, to take place as quickly as possible;
3. Between April 2014 and November 2015 Governor Brown and the Legislature took a number of additional drought-related actions including extending the California Environmental Quality Act suspension for certain activities identified in the January 2014 and April 2014 Proclamations and other later drought-related executive orders.
4. In response to Executive Order B-29-15, on May 5, 2015, the State Water Board adopted Resolution No. 2015-0032 and a regulation pursuant to Water Code section 1058.5 that, among other things, required a mandatory 25 percent statewide reduction in potable urban water use between June 2015 and February 2016. To implement the Executive Order, the regulation placed each urban water supplier in a conservation tier, ranging between 4 and 36 percent, based residential per capita water use for the months of July – September 2014. By Resolution No. 2016-0007 the State Water Board extended and revised the regulation to better consider a range of factors that contribute to water use, including but not limited to climate, growth, investment in local, drought resilient supplies;
5. On May 9, 2016 Governor Brown issued Executive Order B-37-16 calling for the State Water Board to adjust emergency water conservation regulations through the end of January 2017 in recognition of the differing water supply conditions across the state. To implement the Executive Order, the State Water Board adopted, by Resolution No. 2016-0029, revised regulations to allow individual suppliers to self-certify that there would be no supply shortfall assuming three additional dry years. The self certification

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“stress test” allowed many suppliers to self-certify that there would be no supply shortfall, even after three additional drought years. The Executive Order also called on the Board to develop a proposal to achieve a mandatory reduction in potable urban water usage that builds off of the mandatory 25% reduction called for in Executive Order B-29-15 and lessons learned through 2016;

6. From June 2015 through December 2016, urban water suppliers have reduced statewide potable water usage 22.5 percent compared to 2013, through the significant efforts of the suppliers and their customers. Conservation has generally exceeded requirements set by individual urban water suppliers using the stress test approach. Cumulative water savings since June 2015 has reached 2.42 million acre-feet of water, which is enough water to supply approximately 12 million Californians for one year;
7. In many areas, 50 percent or more of daily water use is for lawns and outdoor landscaping. Outdoor water use is generally discretionary, and many irrigated landscapes will survive while receiving a decreased amount of water;
8. Water conservation is the easiest, most efficient and most cost-effective way to quickly reduce water demand and extend supplies, providing flexibility for all California communities. Water can be conserved even when it's raining, especially by turning off outdoor irrigation when the weather is providing ample irrigation;
9. Education and enforcement against water waste is a key tool in conservation programs. When conservation becomes a social norm in a community, the need for enforcement is reduced or eliminated;
10. Public information and awareness is critical to achieving conservation goals, and the Save Our Water campaign, run jointly by the Department of Water Resources (DWR) and the Association of California Water Agencies, is an excellent resource for conservation information and messaging that is integral to effective drought response (<http://saveourwater.com>). Appropriate messaging regarding current state and regional drought conditions will increase public awareness and understanding of why conservation measures need to continue as the State's water supply conditions improve.;
11. Many California communities have faced and continue to face social and economic hardship due to this drought. Groundwater basins remain critically low in some areas, causing communities and well owners' wells to go dry. Some reservoirs remain critically low, despite this winter's precipitation. The rest of us can make adjustments to our water use, including landscape choices that conserve even more water;
12. The State Water Board's current regulation requires that smaller water providers submit a report, due by December 15, that identifies total potable water production by month for the previous calendar year. Much of this information is also required as a component of the Division of Drinking Water's Electronic Annual Report and can be consolidated with that reporting;
13. The California Constitution declares, at article X, section 2, that the water resources of the state must be put to beneficial use in a manner that is reasonable and not wasteful. Relevant to the current drought conditions, the California Supreme Court has clarified that “what may be a reasonable beneficial use, where water is present in excess of all

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needs, would not be a reasonable beneficial use in an area of great scarcity and great need. What is a beneficial use at one time may, because of changed conditions, become a waste of water at a later time.” (*Tulare Dist. v. Lindsay Strathmore Dist.* (1935) 3 Cal.2d 489, 567.) In support of water conservation, the legislature has, through Water Code section 1011, deemed reductions in water use due to conservation as equivalent to reasonable beneficial use of that water. Accordingly, this regulation is in furtherance of article X, section 2 during this drought emergency. This temporary emergency regulation is not to be used in any future administrative or judicial proceedings as evidence or finding of waste and unreasonable use of any individual water user or water supplier subject to this regulation, and are not to affect or otherwise limit any rights to water conserved under applicable law, including without limitation, water conserved consistent with Water Code section 1011;

14. Water Code section 1058.5 grants the State Water Board the authority to adopt regulations pursuant to the emergency rulemaking process during a declared drought emergency in order to: “prevent the waste, unreasonable use, unreasonable method of use, or unreasonable method of diversion, of water, to promote water recycling or water conservation, to require curtailment of diversions when water is not available under the diverter’s priority of right, or in furtherance of any of the foregoing, to require reporting of diversion or use or the preparation of monitoring reports”;
15. As of January 15, 2017, the state has experienced significant snow and rainfall in December and January, causing many of the state’s reservoirs to shift to flood-control operations; however, groundwater storage remains depleted in many areas due to the continued impact of prolonged drought, precipitation cannot be counted on to continue, and snowpack levels, while above average for the current time of year, are subject to rapid reductions as seen in 2016 and before. The full picture of the state’s hydrologic water conditions for 2016/2017 remains unclear and subject to a number of variables at least until April 2016;
16. Extending the emergency regulation does not require any particular water supplier to establish mandatory conservation requirements; instead, it allows each supplier to customize requirements to their own water supply conditions. Continued implementation of reasonable water conservation measures is prudent to address water supply uncertainty and the lingering impacts of prolonged drought for an additional 270 days, until the Governor lifts the drought emergency proclamation, or the State Water Board determines that emergency regulations should be modified or rescinded;
17. The current regulation adopted by Resolution No. 2016-0029 is scheduled to expire February 28, 2017 by operation of law if not readopted;
18. On January 18, 2017, the State Water Board held a workshop to receive input on the potential modification and extension of the current conservation regulation. The State Water Board solicited public comments on the proposed framework and received approximately 75 comments, primarily relating to the improved water conditions in December 2016 and January 2017, whether a conservation regulation continued to be necessary, and the ability of urban water suppliers to manage their own water supply options;

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19. On January 26, 2017, the State Water Board issued public notice of its regularly-scheduled February 8, 2017 Board meeting at which it would consider amendment, extension and readoption of the regulation, in accordance with applicable State laws and regulations;
20. On February 1, 2016 the State Water Board issued staff-proposed regulatory language for public comment based on the impending expiration date of the current regulation, current conditions and comments received before and at the January 18 workshop. The staff proposal reflects careful consideration by the Board and staff of all comments including those directed at the levels of required reduction and the basis upon which water use reductions should be required. The draft regulatory language largely extends the May 18, 2016 regulation in recognition of differing water supply conditions across the state and comments from suppliers that the current regulation structure was the appropriate response to current conditions if the Board does not let the regulation expire; and;
21. As discussed above, the State Water Board is readopting the regulation because the Governor's proclamation remains in effect, because the drought conditions that formed the basis of the Governor's emergency proclamations continue to exist in portions of the state, because snowpack and reservoir conditions for the end of the water year remain subject to significant change through the end of the water year, because the May 18 regulation is set to expire on February 28, 2017, and to address ongoing need to prevent the waste and unreasonable use of water and to promote conservation during the declared drought emergency.

THEREFORE BE IT RESOLVED THAT:

1. The State Water Board readopts California Code of Regulations, title 23, sections 863, 864, 865 and 866, as appended to this resolution as an emergency regulation;
2. State Water Board staff will submit the regulation to OAL for final approval;
3. If, during the approval process, State Water Board staff, the State Water Board, or OAL determines that minor corrections to the language of the regulation or supporting documentation are needed for clarity or consistency, the State Water Board Executive Director or the Executive Director's designee may make such changes;
4. The State Water Board directs the Executive Director to consider promptly modifying or repealing the regulation consistent with Water Code section 1058.5 and State Water Board Resolution No. 2012-0061 if the Governor lifts the declaration of a drought state of emergency;
5. This regulation shall remain in effect for 270 days after filing with the Secretary of State unless the State Water Board determines that it is no longer necessary due to changed conditions, the State Water Board renews the regulation due to continued drought conditions as described in Water Code section 1058.5, or the Executive Director modifies or repeals the regulation under authority delegated in Resolution No. 2012-0061;

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6. In consideration of the fact that in many years a significant portion of the state's rainfall and snowpack occur in February and March, the State Water Board directs staff to monitor and evaluate available data on precipitation, snowpack, reservoir storage levels, and other factors and report back to the Board with monthly updates on the implementation of the regulation and its effect and to receive direction from the Board regarding whether to bring a proposal for rescission or adjustment back to the Board based on updated conditions;
7. The State Water Board directs staff to condition funding upon compliance with the regulation, to the extent feasible;
8. The State Water Board directs staff to work with DWR and the Save Our Water campaign to disseminate information regarding the regulation, and to work with stakeholders to develop consistent messaging regarding the current state of the drought and need for continued water conservation; and
9. The State Water Board directs staff to use the Electronic Annual Report to collect monthly production volumes and any actions taken by the supplier to encourage or require conservation for distributors of a public water supply.

THEREFORE BE IT FURTHER RESOLVED THAT:

10. The State Water Board shall continue to work with DWR, the Public Utilities Commission, and other agencies to support urban water suppliers' actions to implement rates and pricing structures to incent additional conservation while protecting low-income ratepayers, as required by directive eight in the Governor's April 1, 2015 Executive Order and Assembly Bill 401 (2015). The Fourth District Court of Appeal's Decision in *Capistrano Taxpayer Association Inc. v. City of San Juan Capistrano* (G048969) does not foreclose the use of conservation-oriented rate structures, and conservation-oriented rate structures are an important tool to promote ongoing conservation and meet the water efficiency standards set forth in Executive Order B-37-16;
11. Nothing in the regulation or in the enforcement provisions of the regulation precludes a local agency from exercising its authority to adopt more stringent conservation measures. Moreover, the Water Code does not impose a mandatory penalty for violations of the regulation adopted by this resolution, and local agencies retain the enforcement discretion in enforcing the regulation to the extent authorized. Local agencies are encouraged to develop their own progressive enforcement practices to promote conservation;
12. The State Water Board calls upon all homeowners' associations to support and cooperate with water suppliers' and their residents' efforts to conserve water in community apartment projects, condominium projects, planned developments, and stock cooperatives statewide;
13. The State Water Board commends wholesale water agencies that have set aggressive conservation targets for their retail water suppliers and who have invested heavily in subsidizing efficiency measures such as turf and toilet rebates, recycled water production, and other potable water augmentation measures;

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14. The State Water Board commends water suppliers that have made investments to boost drought-resistant supplies, such as advanced treated recycled water and desalination. Those investments help to make communities more resilient in the face of drought and the Board is committed to moving towards a more resilience based approach to emergency water conservation and in any permanent measures going forward;
15. The State Water Board commends the many water suppliers that have taken steps and made systemic changes that have led to them surpassing their 20x2020 conservation targets as well as their emergency conservation targets. Long-term conservation efforts are critical to maintaining economic and social well-being, especially in light of the impacts of climate change on California's hydrology;
16. During this drought emergency, heightened conservation that extends urban resilience has been and continues to be necessary. The State Water Board's focus is on continuing reductions in outdoor water use;
17. The California Water Action Plan calls for making conservation a way of life, increasing regional water self-reliance, and expanding storage capacity, among other actions. Long term water security will depend on implementing a range of actions and the State Water Board recognizes that these actions must advance in a complementary manner such that one action does not impede the progress of another. The State Water Board recognizes that conservation requirements implemented in response to critical drought conditions differ from those actions needed to optimize urban water use efficiency and build resilience over the long-term. Resilience to drought requires a combination of water efficiency and the development of new sustainable supplies, such as recycling, stormwater capture and re-use, local storage to capture water in wet years for use in dry years, and other actions. However, the effect of climate change on California weather patterns and snowpack will undoubtedly put increased pressure on the water supply and pose greater risk for extreme weather conditions, including longer and more severe droughts. It is imperative that State agencies and water suppliers have the information and mechanisms needed to best respond to critical drought emergencies and that all sources of urban water be used efficiently over the long-term. Staff is directed to continue working with the Department of Water Resources, the Department of Food and Agricultural, the Energy Commission, and the Public Utilities Commission to carry out the directives in Executive Order B-37-16, by taking actions to facilitate a transition to permanent, long-term improvements to water use.

CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the State Water Resources Control Board held on February 8, 2017.

Jeanine Townsend
Clerk to the Board

ADOPTED TEXT OF EMERGENCY REGULATION

Article 22.5. Drought Emergency Water Conservation.

Sec. 863. Findings of Drought Emergency.

(a) The State Water Resources Control Board finds as follows:

(1) On January 17, 2014, the Governor issued a proclamation of a state of emergency under the California Emergency Services Act based on drought conditions;

(2) On April 25, 2014, the Governor issued a proclamation of a continued state of emergency under the California Emergency Services Act based on continued drought conditions;

(3) On April 1, 2015, the Governor issued an Executive Order that, in part, directs the State Board to impose restrictions on water suppliers to achieve a statewide 25 percent reduction in potable urban usage through February, 2016; require commercial, industrial, and institutional users to implement water efficiency measures; prohibit irrigation with potable water of ornamental turf in public street medians; and prohibit irrigation with potable water outside newly constructed homes and buildings that is not delivered by drip or microspray systems;

(4) On November 13, 2015, the Governor issued an Executive Order that directs the State Board to, if drought conditions persist through January 2016, extend until October 31, 2016 restrictions to achieve a statewide reduction in potable usage;

(5) On May 9, 2016, the Governor issued an Executive Order that directs the State Board to adjust and extend its emergency water conservation regulations through the end of January 2017 in recognition of the differing water supply conditions for many communities;

(6) The drought conditions that formed the basis of the Governor's emergency proclamations continue to exist in portions of the state, and snowpack and reservoir conditions for the end of the water year remain subject to significant change; and

(7) The Governor's proclamation remains in effect, drought conditions will likely continue for the foreseeable future may persist or continue locally through the end of the water year, and additional action by both the State Water Resources Control Board and local water suppliers will likely be necessary to prevent waste and unreasonable use of water and to further promote conservation.

Authority: Section 1058.5, Water Code.

References: Article X, Section 2, California Constitution; Sections 102, 104, 105, and 275, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.

Sec. 864. End-User Requirements in Promotion of Water Conservation.

(a) To prevent the waste and unreasonable use of water and to promote water conservation, each of the following actions is prohibited, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency:

(1) The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;

(2) The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;

(3) The application of potable water to driveways and sidewalks;

(4) The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system;

(5) The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall;

(6) The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased;

(7) The irrigation with potable water of ornamental turf on public street medians; and

(8) The irrigation with potable water of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development.

(b) To promote water conservation, operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language.

(c) Upon this subdivision taking effect, all commercial, industrial and institutional properties that use a water supply, any portion of which is from a source other than a water supplier subject to section 864.5 or 865 of this article, shall either:

(1) Limit outdoor irrigation of ornamental landscapes or turf with potable water to no more than two days per week; or

(2) Target potable water use reductions commensurate with those required of the nearest urban water supplier under section 864.5 or, if applicable, section 865. Where this option is chosen, these properties shall implement the reductions on or before July 1, 2016.

(d) The taking of any action prohibited in subdivision (a) ~~or~~, (e), or (f), or the failure to take any action required in subdivision (b) or (c), is an infraction punishable by a fine of up to five hundred dollars (\$500) for each day in which the violation occurs. The fine for the infraction is in addition to, and does not supersede or limit, any other remedies, civil or criminal.

(e)(1) To prevent the waste and unreasonable use of water and to promote water conservation, any homeowners' association or community service organization or similar entity is prohibited from:

(A) Taking or threatening to take any action to enforce any provision of the governing documents or architectural or landscaping guidelines or policies of a common interest development where that provision is void or unenforceable under section 4735, subdivision (a) of the Civil Code; or

(B) Imposing or threatening to impose a fine, assessment, or other monetary penalty against any owner of a separate interest for reducing or eliminating the watering of vegetation or lawns during a declared drought emergency, as described in section 4735, subdivision (c) of the Civil Code.

(2) As used in this subdivision:

(A) "Architectural or landscaping guidelines or policies" includes any formal or informal rules other than the governing documents of a common interest development.

(B) "Homeowners' association" means an "association" as defined in section 4080 of the Civil Code.

(C) "Common interest development" has the same meaning as in section 4100 of the Civil Code.

(D) "Community service organization or similar entity" has the same meaning as in section 4110 of the Civil Code.

(E) "Governing documents" has the same meaning as in section 4150 of the Civil Code.

(F) "Separate interest" has the same meaning as in section 4185 of the Civil Code.

(3) If a disciplinary proceeding or other proceeding to enforce a rule in violation of subdivision (e)(1) is initiated, each day the proceeding remains pending shall constitute a separate violation of this regulation.

(f) To prevent the waste and unreasonable use of water and to promote water conservation, any city, county, or city and county is prohibited from imposing a fine under any local maintenance ordinance or other relevant ordinance as prohibited by section 8627.7 of the Government Code.

Authority: Section 1058.5, Water Code.

References: Article X, Section 2, California Constitution; Sections 4080, 4100, 4110, 4150, 4185, and 4735, Civil Code; Section 8627.7, Government Code; Sections 102, 104, 105, 275, 350, and 10617, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.

Sec. 864.5. Self-Certification of Supply Reliability for Three Additional Years of Drought.

(a) To prevent the waste and unreasonable use of water and to meet the requirements of the Governor's May 9, 2016 Executive Order, each urban water supplier shall:

(1) Identify and report no later than June 22, 2016, on a form provided by the Board, the conservation standard that the supplier will be required to meet under this section;

(2) Identify and report no later than June 22, 2016, on a form provided by the Board, the data and underlying analysis relied upon by the supplier to determine the conservation standard reported pursuant to this subdivision including, but not limited to, identification of each source of supply the supplier intends to rely on and the quantity of water available under that source of supply given the assumptions of this section;

(3) Certify, no later than June 22, 2016, that the conservation standard reported pursuant to this subdivision is based on the information and assumptions identified in this section;

(4) Post, within two weeks of submittal to the board, the data and underlying analysis relied upon by the supplier to determine the conservation standard reported pursuant to this subdivision to a publicly-accessible webpage; and

(5) Beginning June 1, 2016, reduce its total potable water production by the percentage identified as its conservation standard in this section each month, compared to the amount used in the same month in 2013.

(b) Each urban water supplier's conservation standard pursuant to this section shall be the percentage by which the supplier's total potable water supply is insufficient to meet the total potable water demand in the third year after this section takes effect under the following assumptions:

(1) The next three years' precipitation is the same as it was in water years 2013-2015;

(2) No temporary change orders that increase the availability of water to any urban water supplier are issued in the next three years;

(3) The supplier's total potable water demand for each of the next three years will be the supplier's average annual total potable water production for the years 2013 and 2014;

(4) The supplier's total potable water supply shall include only water sources of supply available to the supplier that could be used for potable drinking water purposes;

(5) Each urban water supplier's conservation standard shall be calculated as a percentage and rounded to the nearest whole percentage point.

(c) The Board will reject conservation standards that do not meet the requirements of this section.

(d) Beginning June 1, 2016, each urban water supplier shall comply with the conservation standard it identifies and reports pursuant to this section.

(e) Compliance with the conservation standard reported pursuant to this section shall be measured monthly and assessed on a cumulative basis through ~~January~~October 2017.

(f) If a wholesaler and all of its urban water supplier customers agree, in a legally-binding document, those suppliers and wholesaler may submit to the board, in lieu of the individualized self-certified conservation standard applicable pursuant to section 864.5 or section 865, an aggregated conservation standard, with all supporting documentation required for individualized self-certified conservation standards by section 864.5.

(g) Each urban water wholesaler shall calculate, to the best of its ability, and no later than June 15, 2016, the volume of water that it expects it would deliver to each urban water supplier in each of the next three years under the assumptions identified in subdivision (b), and post that calculation, and the underlying analysis, to a publicly-accessible webpage.

(h) Submitting any information pursuant to this section that the person who submits the information knows or should have known is materially false is a violation of this regulation, punishable by civil liability of up to five hundred dollars (\$500) for each day in which the violation occurs. Every day that the error goes uncorrected constitutes a

separate violation. Civil liability for the violation is in addition to, and does not supersede or limit, any other remedies, civil or criminal.

(i) Any urban water supplier that does not comply with this section shall comply with the applicable conservation standard identified in section 865.

(j) Notwithstanding the deadlines specified in subdivision (a), an urban water supplier may, no later than March 15, 2017, resubmit the material specified in subdivision (a) if that supplier has experienced a change in its baseline water supply conditions.

(k) Notwithstanding the deadlines specified in subdivision (a), an urban water supplier that did not comply with subdivision (a) may, no later than March 15, 2017, submit the material specified in subdivision (a).

(l) An urban water supplier that submits the information required by subdivision (a) in accordance with subdivision (j) or (k) shall, beginning March 1, 2017, reduce its total potable water production by the percentage identified as its conservation standard in this section each month, compared to the amount used in the same month in 2013.

Authority: Section 1058.5, Water Code.

References: Article X, Section 2, California Constitution; Sections 102, 104, 105, 275, 350, 1846, 10617 and 10632, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.

Sec. 865. Mandatory Actions by Water Suppliers.

(a) As used in this article:

(1) “Distributor of a public water supply” has the same meaning as under section 350 of the Water Code, except it does not refer to such distributors when they are functioning solely in a wholesale capacity, but does apply to distributors when they are functioning in a retail capacity.

(2) “R-GPCD” means residential gallons per capita per day.

(3) “Total potable water production” means all potable water that enters into a water supplier’s distribution system, excluding water placed into storage and not withdrawn for use during the reporting period, or water exported outside the supplier’s service area.

(4) “Urban water supplier” means a supplier that meets the definition set forth in Water Code section 10617, except it does not refer to suppliers when they are functioning solely in a wholesale capacity, but does apply to suppliers when they are functioning in a retail capacity.

(5) “Urban water wholesaler” means a wholesaler of water to more than one urban water supplier.

(6) “Water year” means the period from October 1 through the following September 30. Where a water year is designated by year number, the designation is by the calendar year number in which the water year ends.

(b) In furtherance of the promotion of water conservation each urban water supplier shall:

(1) Provide prompt notice to a customer whenever the supplier obtains information that indicates that a leak may exist within the end-user's exclusive control.

(2) Prepare and submit to the State Water Resources Control Board by the 15th of each month a monitoring report on forms provided by the Board. The monitoring report shall include the amount of potable water the urban water supplier produced, including water provided by a wholesaler, in the preceding calendar month and shall compare that amount to the amount produced in the same calendar month in 2013. The monitoring report shall specify the population served by the urban water supplier, the percentage of water produced that is used for the residential sector, descriptive statistics on water conservation compliance and enforcement efforts, the number of days that outdoor irrigation is allowed, and monthly commercial, industrial and institutional sector use. The monitoring report shall also estimate the gallons of water per person per day used by the residential customers it serves.

(c)(1) To prevent the waste and unreasonable use of water and to meet the requirements of the Governor's May 9, 2016 Executive Order, each urban water supplier that fails to identify a conservation standard as required under section 864.5, or that has a conservation standard rejected by the Board under section 864.5, shall reduce its total potable water production by the percentage identified as its conservation standard in this section. Each urban water supplier's conservation standard considers its service area's relative per capita water usage.

(2) Each urban water supplier whose average July-September 2014 R-GPCD was less than 65 shall reduce its total potable water production by 8 percent for each month as compared to the amount used in the same month in 2013.

(3) Each urban water supplier whose average July-September 2014 R-GPCD was 65 or more but less than 80 shall reduce its total potable water production by 12 percent for each month as compared to the amount used in the same month in 2013.

(4) Each urban water supplier whose average July-September 2014 R-GPCD was 80 or more but less than 95 shall reduce its total potable water production by 16 percent for each month as compared to the amount used in the same month in 2013.

(5) Each urban water supplier whose average July-September 2014 R-GPCD was 95 or more but less than 110 shall reduce its total potable water production by 20 percent for each month as compared to the amount used in the same month in 2013.

(6) Each urban water supplier whose average July-September 2014 R-GPCD was 110 or more but less than 130 shall reduce its total potable water production by 24 percent for each month as compared to the amount used in the same month in 2013.

(7) Each urban water supplier whose average July-September 2014 R-GPCD was 130 or more but less than 170 shall reduce its total potable water production by 28 percent for each month as compared to the amount used in the same month in 2013.

(8) Each urban water supplier whose average July-September 2014 R-GPCD was 170 or more but less than 215 shall reduce its total potable water production by 32 percent for each month as compared to the amount used in the same month in 2013.

(9) Each urban water supplier whose average July-September 2014 R-GPCD was 215 or more shall reduce its total potable water production by 36 percent for each month as compared to the amount used in the same month in 2013.

(d)(1) Beginning June 1, 2015, each urban water supplier that does not submit a self-certification in compliance with section 864.5 shall comply with the conservation

standard specified in subdivision (c), with any modifications to the conservation standard pursuant to subdivision (f) applying beginning March 1, 2016.

(2) Compliance with the requirements of this subdivision shall be measured monthly and assessed on a cumulative basis through ~~January~~ October 2017.

(e)(1) Each urban water supplier that provides potable water for commercial agricultural use meeting the definition of Government Code section 51201, subdivision (b), may subtract the amount of water provided for commercial agricultural use from its potable water production total, provided that any urban water supplier that subtracts any water provided for commercial agricultural use from its total potable water production shall:

(A) Impose reductions determined locally appropriate by the urban water supplier, after considering the applicable urban water supplier conservation standard specified in subdivision (c), for commercial agricultural users meeting the definition of Government Code section 51201, subdivision (b) served by the supplier;

(B) Report its total potable water production pursuant to subdivision (b)(2) of this section, the total amount of water supplied for commercial agricultural use, and shall identify the reduction imposed on its commercial agricultural users and each recipient of potable water for commercial agricultural use;

(C) Certify that the agricultural uses it serves meet the definition of Government Code section 51201, subdivision (b); and

(D) Comply with the Agricultural Water Management Plan requirement of paragraph 12 of the April 1, 2015 Executive Order for all commercial agricultural water served by the supplier that is subtracted from its total potable water production.

(2) Submitting any information pursuant to subdivision (e)(1)(B) or (C) of this section that is found to be materially false by the Board is a violation of this regulation, punishable by civil liability of up to five hundred dollars (\$500) for each day in which the violation occurs. Every day that the error goes uncorrected constitutes a separate violation. Civil liability for the violation is in addition to, and does not supersede or limit, any other remedies, civil or criminal.

(f) In consideration of the differences in climate affecting different parts of the state, growth experienced by urban areas and significant investments that have been made by some suppliers towards creating new, local, drought-resilient sources of potable water supply, an urban water supplier's conservation standard identified in subdivision (c) shall be reduced by an amount, not to exceed eight (8) percentage points total, as follows:

(1) For an urban water supplier whose service area evapotranspiration (ET_o) for the months of July through September exceeds the statewide average evapotranspiration, as determined by the Board, for the same months by five (5) percent or more, the supplier's conservation standard identified in subdivision (c) shall be reduced:

(A) By two (2) percentage points if the supplier's service area evapotranspiration exceeds the statewide average by five (5) percent or more but less than ten (10) percent;

(B) By three (3) percentage points if the supplier's service area evapotranspiration exceeds the statewide average by ten (10) percent or more but less than twenty (20) percent;

(C) By four (4) percentage points if the supplier's service area evapotranspiration exceeds the statewide average by twenty (20) percent or more.

(D) Statewide average evapotranspiration is calculated as the arithmetic mean of all urban water suppliers' service area default evapotranspiration values for the months of July through September. Default service area evapotranspiration will be based on the California Irrigation Management System (CIMIS) ETo Zones Map zone for which the supplier's service area has the greatest area of overlap. In lieu of applying its default service area evapotranspiration, a supplier may use specific data from CIMIS stations within its service area that have at least a five-year period of record, or a three year continuous period of record, to identify a more specifically-applicable evapotranspiration for its service area. If no CIMIS station exists within the supplier's service area, a weather station of comparable accuracy, meeting the preceding period of record requirements, may be used. To qualify for the in-lieu climate adjustment, the supplier shall submit the following data to the Board by March 15, 2016 for each station: station ID; station location; and monthly average evapotranspiration, in inches per month, for July, August, and September for either the five-year period of record or the three-year continuous period of record.

(2) To account for water efficient growth experienced in the state since 2013, urban water suppliers' conservation standards shall be reduced by the product of the percentage change in potable water production since 2013 and the percentage reduction in potable water use required pursuant to subdivision (c), rounded to the nearest whole percentage point. Change in potable water production since 2013 shall be calculated as the sum of the following:

(A) The number of additional permanent residents served since January 1, 2013, multiplied by the average residential water use per person for that supplier's service area during the months of February through October, 2015, in gallons; and

(B) The number of new commercial, industrial and institutional connections since January 1, 2013, multiplied by the average commercial, industrial and institutional water use per connection for that supplier's service area during the months of February through October, 2015, in gallons.

(C) To qualify for the growth credit the supplier shall submit to the Board the following data by March 15, 2016: the number of additional permanent residents served since January 1, 2013 and the number of new commercial, industrial and institutional connections since January 1, 2013.

(3) For an urban water supplier that supplies, contracts for, or otherwise financially invests in, water from a new local, drought-resilient source of supply, the use of which does not reduce the water available to another legal user of water or the environment, the conservation standard identified in subdivision (c) shall be reduced:

(A) By one (1) percentage point if the supplier's qualifying source of supply is one (1) percent or more but less than two (2) percent of the supplier's total potable water production;

(B) By two (2) percentage points if the supplier's qualifying source of supply is two (2) percent or more but less than three (3) percent of the supplier's total potable water production;

(C) By three (3) percentage points if the supplier's qualifying source of supply is three (3) percent or more but less than four (4) percent of the supplier's total potable water production;

(D) By four (4) percentage points if the supplier's qualifying source of supply is four (4) percent or more but less than five (5) percent of the supplier's total potable water production;

(E) By five (5) percentage points if the supplier's qualifying source of supply is five (5) percent or more but less than six (6) percent of the supplier's total potable water production;

(F) By six (6) percentage points if the supplier's qualifying source of supply is six (6) percent or more but less than seven (7) percent of the supplier's total potable water production;

(G) By seven (7) percentage points if the supplier's qualifying source of supply is seven (7) percent or more but less than eight (8) percent of the supplier's total potable water production;

(H) By eight (8) percentage points if the supplier's qualifying source of supply is eight (8) percent or more of the supplier's total potable water production.

(I) To qualify for this reduction the supplier must certify, and provide documentation to the Board upon request demonstrating, the percent of its total potable water production that comes from a local, drought-resilient source of supply developed after 2013, the supplier's investment in that local, drought-resilient source of supply, and that the use of that supply does not reduce the water available to another legal user of water or the environment. To qualify for this reduction an urban water supplier shall submit the required certification to the Board by March 15, 2016.

(J) Certifications that do not meet the requirements of subdivision (f)(3)(I), including certifications for which documentation does not support that the source of supply is a local, drought-resilient source of supply, the use of which does not reduce the water available to another legal user of water or the environment, will be rejected. Submitting a certification or supporting documentation pursuant to subdivision (f)(3)(I) that is found to be materially false by the Board is a violation of this regulation, punishable by civil liability of up to five hundred dollars (\$500) for each day in which the violation occurs. Every day that the error goes uncorrected constitutes a separate violation. Civil liability for the violation is in addition to, and does not supersede or limit, any other remedies, civil or criminal.

(4) No urban water supplier's conservation standard pursuant to this section shall drop below eight (8) percent as a consequence of the reductions identified in this subdivision.

(g) To prevent waste and unreasonable use of water and to promote water conservation, each distributor of a public water supply that is not an urban water supplier shall:

(1) Provide prompt notice to a customer whenever the supplier obtains information that indicates that a leak may exist within the end-user's exclusive control; and

~~———— (2) Submit a report by December 15, 2016, on a form provided by the Board, that identifies total potable water production, by month, from December, 2015 through November, 2016, total potable water production, by month, for the same months in 2013, and any actions taken by the supplier to encourage or require its customers to conserve water.~~

Authority: Section 1058.5, Water Code.

References: Article X, Section 2, California Constitution; Sections 102, 104, 105, 275, 350, 1846, 10617 and 10632, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.

Sec. 866. Additional Conservation Tools.

(a)(1) To prevent the waste and unreasonable use of water and to promote conservation, when a water supplier does not meet its conservation standard required by section 864.5 or section 865 the Executive Director, or the Executive Director's designee, may issue conservation orders requiring additional actions by the supplier to come into compliance with its conservation standard.

(2) A decision or order issued under this article by the Board or an officer or employee of the Board is subject to reconsideration under article 2 (commencing with section 1122) of chapter 4 of part 1 of division 2 of the Water Code.

(b) The Executive Director, or his designee, may issue an informational order requiring water suppliers, or commercial, industrial or institutional properties that receive any portion of their supply from a source other than a water supplier subject to section 864.5 or 865, to submit additional information relating to water production, water use or water conservation. The failure to provide the information requested within 30 days or any additional time extension granted is a violation subject to civil liability of up to \$500 per day for each day the violation continues pursuant to Water Code section 1846.

(c) Orders issued under previous versions of this section shall remain in effect and shall be enforceable as if adopted under this version. Changes in the requirements of this article do not operate to void or excuse noncompliance with orders issued before those requirements were changed.

Authority: Section 1058.5, Water Code.

References: Article X, Section 2, California Constitution; Sections 100, 102, 104, 105, 174, 186, 187, 275, 350, 1051, 1122, 1123, 1825, 1846, 10617 and 10632, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.

DRAFT

February 8, 2017

The Honorable Edmund G. Brown Jr., Governor
State Capitol Building
Sacramento, CA 95814

Re: Request to Rescind Drought State of Emergency and Transition Focus to Long-Term Water-Use Efficiency Framework

Dear Governor Brown:

North Marin Water District (NMWD) respectfully requests that you repeal or rescind the current Drought State of Emergency; instruct the State Water Resources Control Board (SWRCB) to rescind its Drought Emergency Water Conservation Regulation; and transition statewide focus to implementation of your Executive Order B-37-16, Making Water Conservation a California Way of Life.

NMWD provides retail water service to 20,579 accounts principally to the community of Novato and the surrounding unincorporated area of northern Marin County. The water supply for this service area is from our local Stafford Lake (Novato Creek) and the Russian River, supplemented with Recycled Water from both Novato Sanitary District and Las Gallinas Valley Sanitary District. NMWD also provides retail water service to the small coastal communities at the base of Tomales Bay in West Marin County (780 accounts), via a separate small water system using the underflow from Lagunitas Creek as the source of supply.

In June 2016 NMWD conducted a self-certification analysis in response to the SWRCB extended Emergency Regulation resulting in a Conservation Standard of 0%. To-date, NMWD's aggregate June 2015 through November 2016 conservation savings is 25% relative to the same period in 2013. In light of the current hydrologic conditions in our region (all surface water reservoirs providing water supply for NMWD are full, and the Russian River, Lagunitas Creek and other local rivers and creeks are at flood stage

as a result of recent storms) and conservation performance since June 2015, NMWD respectfully requests the Drought State of Emergency be repealed or rescinded.

To maintain credibility with our customers and the public, we believe it is important to acknowledge the significant and visible change in the water supply situation. Additionally, we believe it is an opportune time to transition focus to long-term water-use efficiency through Implementation of your Executive Order B-37-16, which includes provisions that will decrease the likelihood of future drought emergencies.

NMWD and water agencies throughout California are dedicated to maintaining the current focus on water conservation and water-use efficiency. Providing reliable service to our customers is a top priority and is achieved at NMWD through improved water-use efficiency and investment in new local, drought-resilient Recycled Water supplies. Thank you for considering our request.

Sincerely,

Stephen Petterle
President
North Marin Water District
Board of Directors

CC:
State Water Resources Control Board

CD/kly

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11

MEMORANDUM

To: Board of Directors

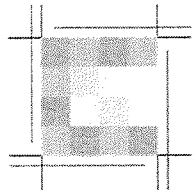
Date: February 3, 2017

From: Rocky Vogler, Chief Engineer *RW*Subject: Recycled Water Central Service Area – Progress Report No. 1
(Covello Group)

R:\Folders by Job No\6000 jobs\6058\Construction Management\BOD Memos\6058 Covello Progress Report No 1 BOD Memo 2-17.doc

RECOMMENDED ACTION: Information only**FINANCIAL IMPACT:** None, information only

An oral presentation will be provided by Mr. J.D. Brosnan, Construction Manager, with The Covello Group, regarding current pipeline installation work as part of NMWD's progress on the Recycled Water Central Service Area Expansion project. Attached is the first Construction Manager's Progress Report for Board review in preparation of the presentation provided by The Covello Group.



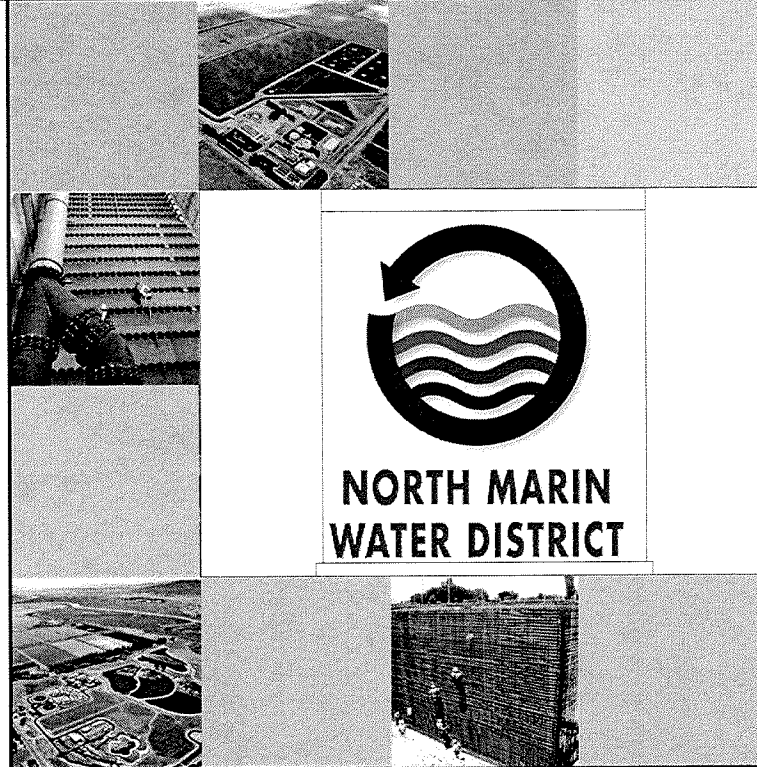
COVELLO
CONSTRUCTION MANAGEMENT PLUS

Novato Central Service Area Recycled Water Expansion

Update for the Board of Directors

February 7, 2017

J.D. Brosnan, Construction Manager



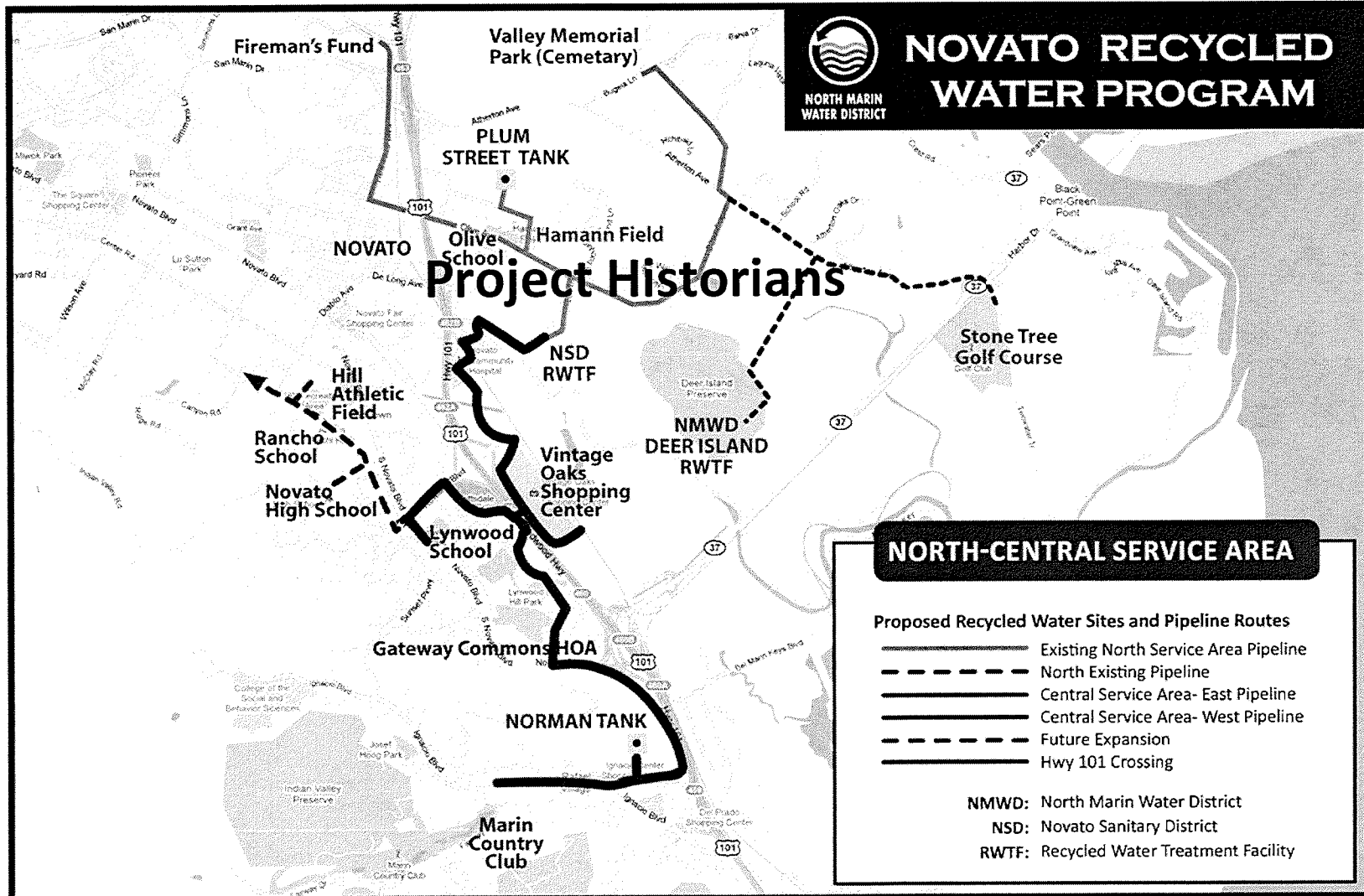
June 23, 2016



NORTH MARIN
WATER DISTRICT

NOVATO RECYCLED WATER PROGRAM

Project Historians



Schedule: January 31, 2017

Project	Duration (Days)	Days Expended	% Time Elapsed	% Complete Production	% Complete Dollars *
West	300	127	42%	27%	28%
East	240	92	38%	0%	3%
Norman Tank Rehabilitation	225	0	0%		
Private On-Site Retrofits	150	0	0%		
Highway 101 Crossing	120	0	0%		

Construction Duration (NTP to Final Completion)													
Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17
West													
	East												
						Norman Tank							
							Private Retrofits						
					Highway 101 Crossing								

* Financial Report as of 12/31/16

<i>Central Service Area RW WEST Production Summary</i>	16-Inch HDPE	12-inch PVC	12-Inch FPVC	8-Inch PVC	TOTAL
Length Planned	500	17,254	1,470	466	19,690 LF
Length Installed as of 1/31/17	-	3,868	1,470	-	5,338 LF
% Complete	0%	22%	100%	0%	27%

Central Service Area RW Pipeline Production Summary	West	East	101 Crossing	TOTAL
Length Planned	19,690	10,350	500	30,540 LF
Length Installed as of 1/31/17	5,338	-	-	5,338 LF
% Complete	27%	0%	0%	17%

Outreach

NMWD Recycled Water Central Expansion Project

The NMWD Central Expansion Project Blog is intended as a community outreach tool, to keep the public informed with construction activities, status and information.

PAGES

- Home
- West Project
- East Project
- Norman Tank Rehabilitation Project
- Highway 101 Crossing Project
- Contact Us
- What to Expect

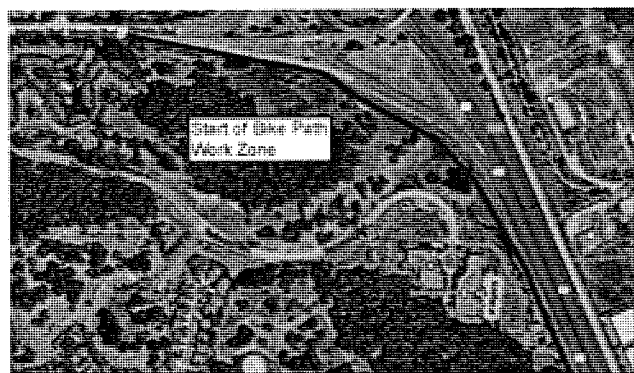
BLOG ARCHIVE

- ▼ 2017 (3)
 - ▼ January (3)
 - S Novato Bike Path Closure
 - Week of 1/23/17
 - 1/13/17 and Week of 1/16/17
 - 2016 (8)

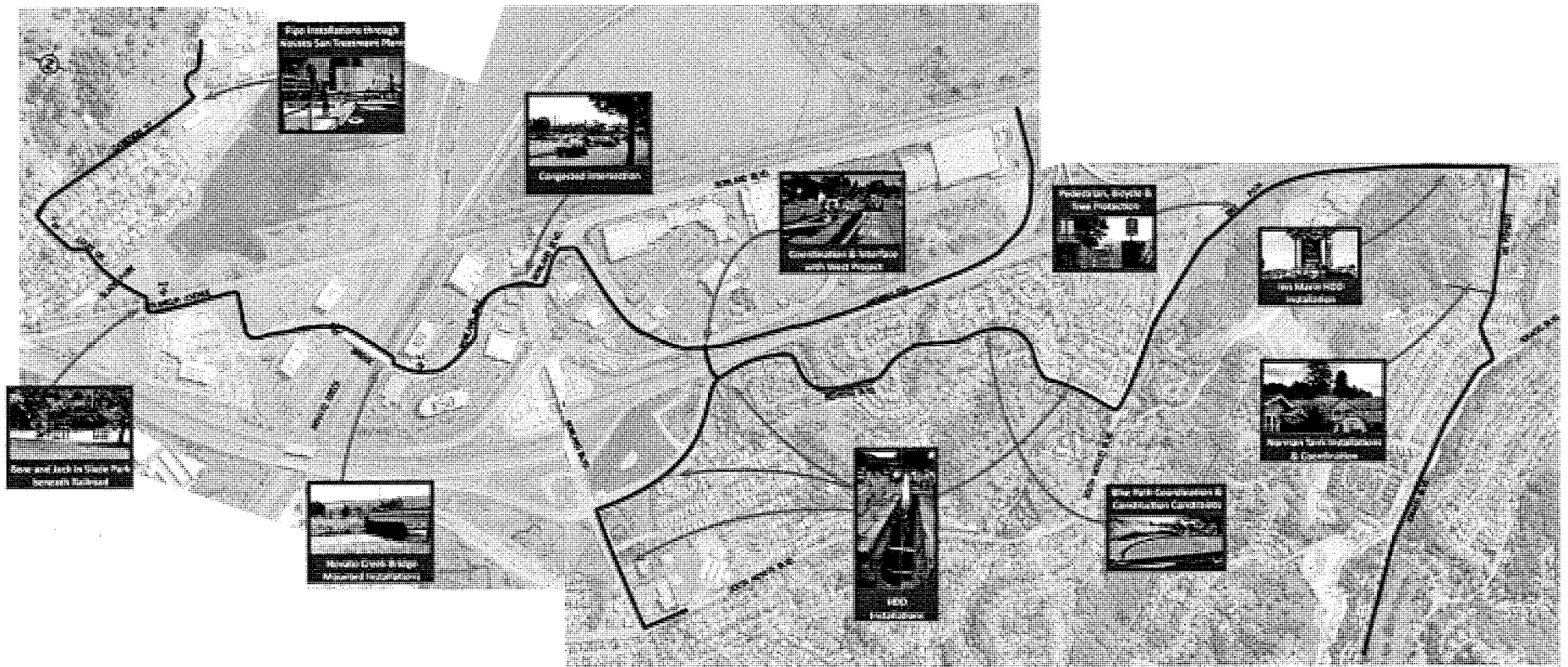
TUESDAY, JANUARY 24, 2017

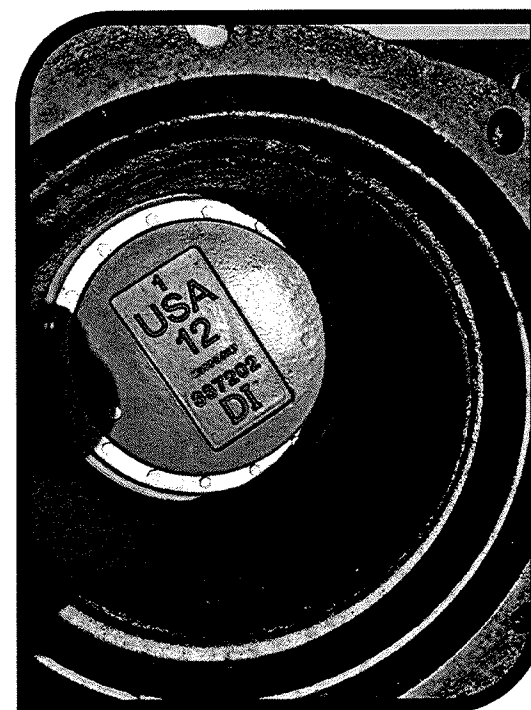
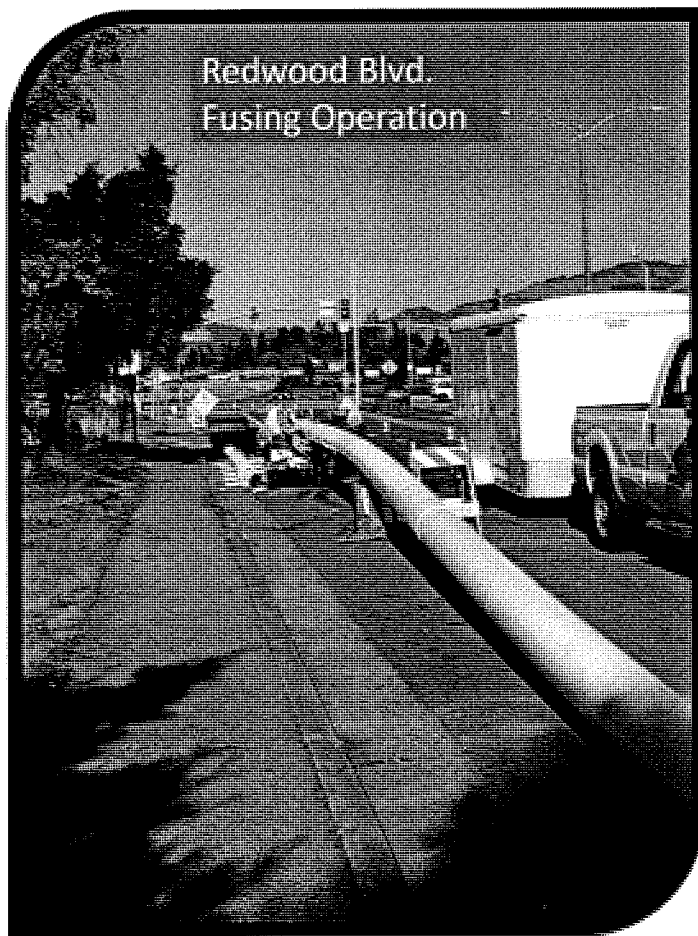
S Novato Bike Path Closure

There will be work starting on the bike path that runs from S Novato Blvd to Entrada Blvd along Hwy 101 starting soon. Weather permitting, the path will be closed from 2/6/2017 to 2/19/2017. There will then be a few weeks of work immediately following that will require the path to be closed only during work hours. During these times that the path is closed a shuttle service will be provided for bicyclists and pedestrians. The exact details are still being worked out and we will be sure to post them as soon as they are finalized. The purpose of this post is to give advanced notice to any people who may use the path on a regular basis.



Recycled Water Expansion to Novato Central Service Area

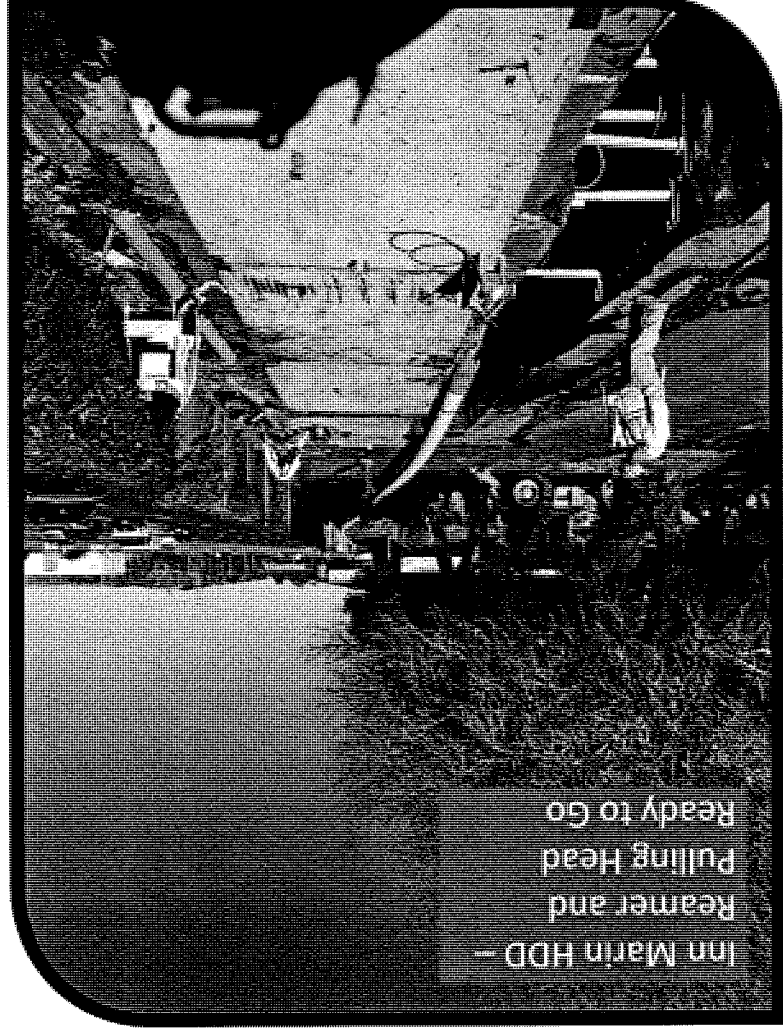
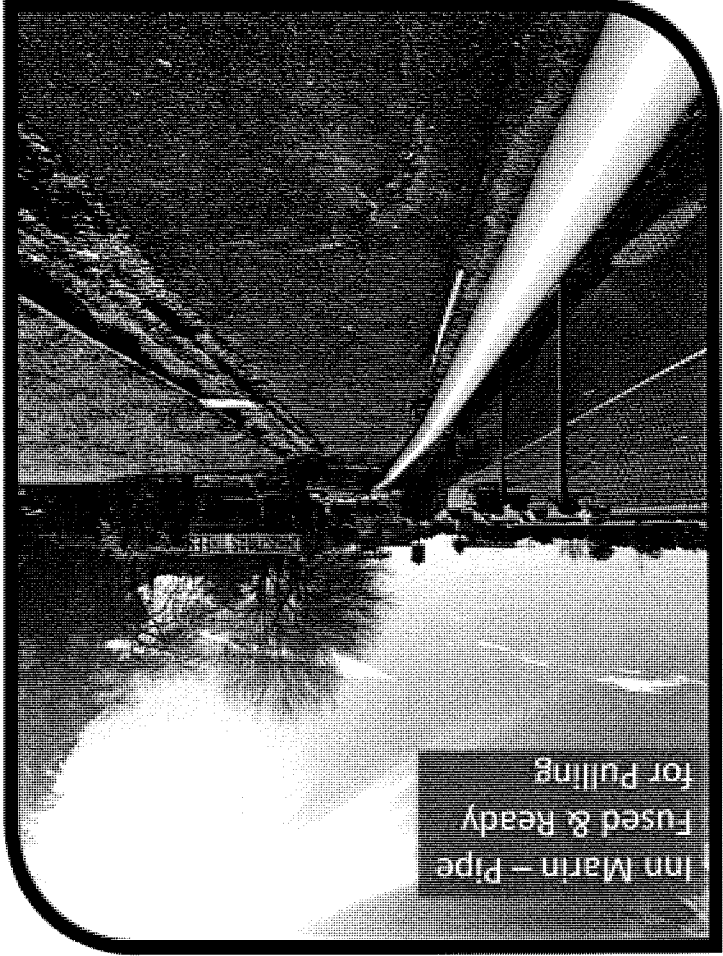




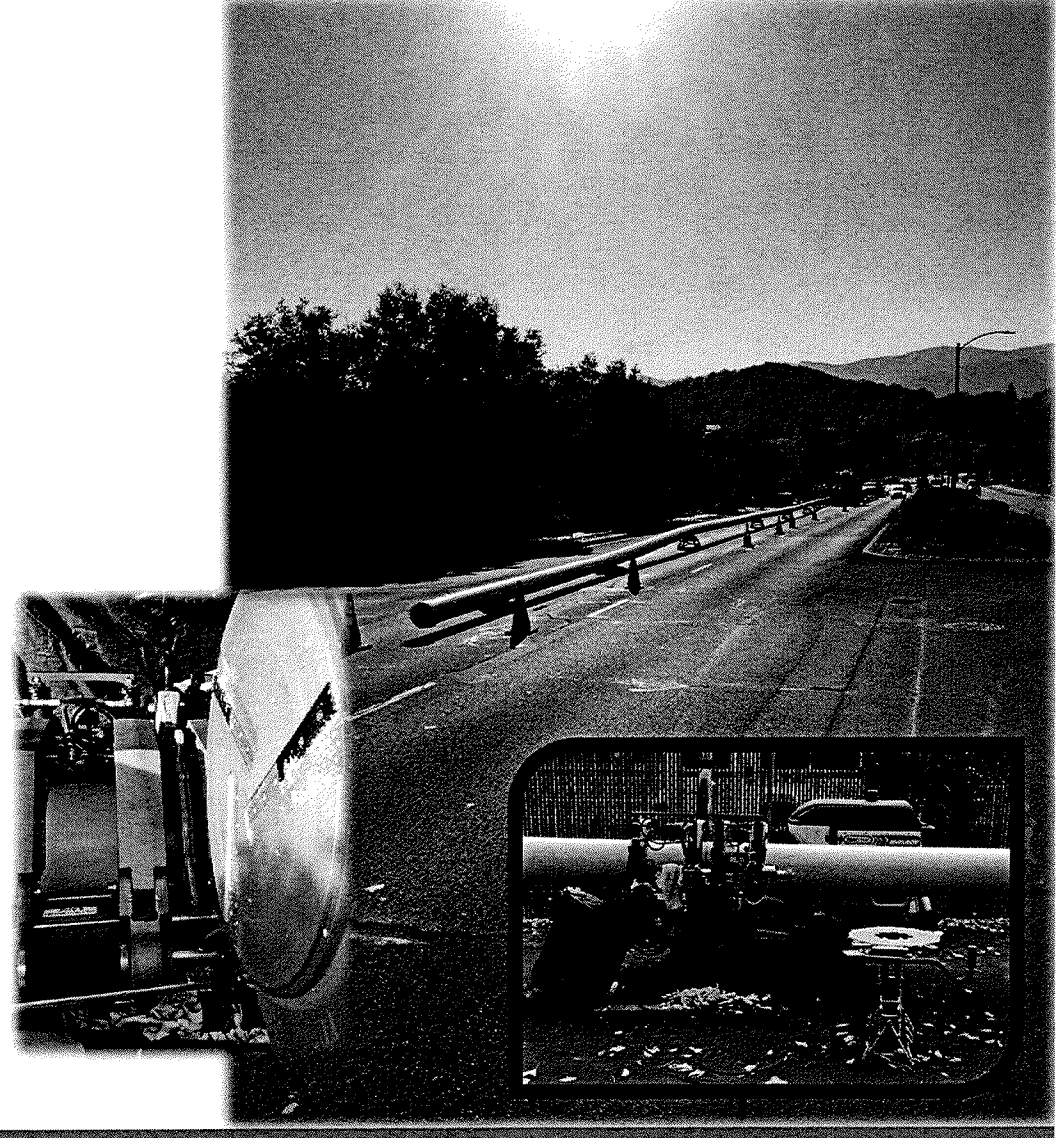
Buy American



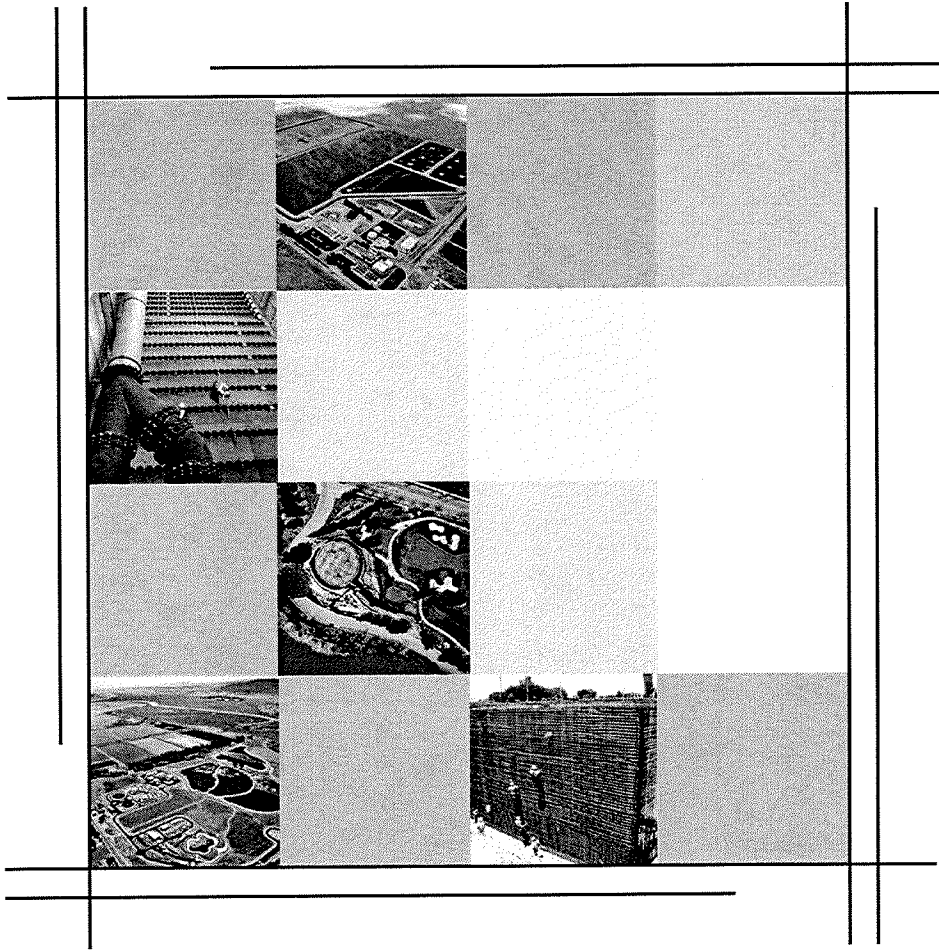
COVELLO
CONSTRUCTION MANAGEMENT PLUS



Hard Rock Encountered On Redwood Blvd.



Questions?



Attachment 1

Project	Duration (Days)	Forecast Construction Duration (NTP to Final Completion)														
		Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17
Central Service Area - West	300															
Central Service Area - East	240															
Private On-Site Retrofits	150															
Norman Tank Renovation	225															
Highway 101 Crossing	120															

Project Costs	Costs	Forecast Monthly Costs - Construction														
		Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17
Central Service Area - West	\$5,878,612	\$ -	\$ 100,000	\$ 200,000	\$ 500,000	\$ 600,000	\$ 600,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 500,000	\$ 178,612	\$ -	\$ -	\$ -
Central Service Area - East	\$3,520,219	\$ -	\$ -	\$ 90,000	\$ 240,000	\$ 500,000	\$ 500,000	\$ 550,000	\$ 550,000	\$ 600,000	\$ 400,000	\$ 90,219	\$ -	\$ -	\$ -	\$ -
Private On-Site Retrofits	\$750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 150,000	\$ 200,000	\$ 200,000	\$ 80,000	\$ 50,000	\$ -
Norman Tank Renovation	\$800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 100,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 100,000	\$ 60,000	\$ 40,000
Highway 101 Crossing	\$600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 90,000	\$ 120,000	\$ 140,000	\$ 140,000	\$ 50,000	\$ -	\$ -	\$ -
Construction Management	\$1,050,000	\$ 24,000	\$ 74,000	\$ 74,000	\$ 74,000	\$ 74,000	\$ 74,000	\$ 80,000	\$ 96,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 70,000	\$ 70,000	\$ 20,000	\$ 20,000
Monthly Total	\$6,720,219	\$ 24,000	\$ 74,000	\$ 164,000	\$ 314,000	\$ 574,000	\$ 574,000	\$ 690,000	\$ 816,000	\$ 990,000	\$ 930,000	\$ 670,219	\$ 460,000	\$ 250,000	\$ 130,000	\$ 60,000
Cumulative Total		\$ 24,000	\$ 98,000	\$ 262,000	\$ 576,000	\$ 1,150,000	\$ 1,724,000	\$ 2,414,000	\$ 3,230,000	\$ 4,220,000	\$ 5,150,000	\$ 5,820,219	\$ 6,280,219	\$ 6,530,219	\$ 6,660,219	\$ 6,720,219

Project Costs	Costs	Actual Monthly Costs - Construction														
		Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17
Central Service Area - West	\$5,878,612		\$ 101,012	\$ 878,754	\$ 664,251											
Central Service Area - East	\$3,520,219				\$ 114,719											
Private On-Site Retrofits	\$750,000															
Norman Tank Renovation	\$800,000															
Highway 101 Crossing	\$600,000															
Construction Management	\$1,050,000	\$ 13,955	\$ 22,430	\$ 44,708	\$ 60,014											
Monthly Total	\$6,720,219	\$ 13,955	\$ 22,430	\$ 44,708	\$ 174,733	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Total		\$ 13,955	\$ 36,385	\$ 81,093	\$ 255,826	\$ 255,826	\$ 255,826	\$ 255,826	\$ 255,826	\$ 255,826	\$ 255,826	\$ 255,826	\$ 255,826	\$ 255,826	\$ 255,826	\$ 255,826

Central Service Area Construction Financial Forecast + Actual Report 12/31/17

Attachment 2

North Marin Water District
Recycled Water Central Service Area Expansion Projects
Project No. 8086-110

Reporting Period
July 1 - December 31, 2016

Budget Status: Construction Contracts

		Amount
1	Active Construction Contracts	\$ 9,398,830.50
2	Authorized Contingency 7.4%	\$ 700,000.00
3	Construction Budget Total (Line 1 + Line 2)	\$ 10,098,830.50
4	Less Payment to Contractors as of 12/31/2016	\$ 1,758,734.76
5	Construction Budget Remaining (Line 3 - Line 4)	\$ 8,340,095.74
6	Total Change Order Contingency (from Line 2)	\$ 700,000.00
7	LESS Total Executed Change Orders	\$ 18,717.00
8	LESS Total Change Orders Pending Execution	\$ -
9	Remaining CCO Budget (Line 6 - Line 7 - Line 8)	\$ 681,283.00

12

MEMORANDUM

To: Board of Directors

February 3, 2017

From: Ryan Grisso, Water Conservation Coordinator

Subject: Water Conservation Mid-Year Update (July-December 2016)

V:\Memos to Board\Quarterly Reports\Mid Year Reports\Water Conservation FY 2016_2017 MID Year Report.doc

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

This memo provides an update on all water conservation and public outreach activities implemented during the first half of Fiscal Year 2016/17 (FY 17). Water Conservation participation numbers for the first half of the current and previous two fiscal years are summarized in Table 1 below. Water Conservation program participation has remained fairly steady when compared to the last couple of fiscal years with the exception of a significant increase in Water Smart Home Surveys due to drought recovery water use and a decrease in Cash for Grass participation to a level consistent with prior "non-drought" years.

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

Program	FY17	FY16	FY15
Water Smart Home Surveys	242	137	181
Water Smart Commercial Surveys	0	5	2
High Efficiency Toilet Rebates (Residential)	121	148	163
High Efficiency Toilet Rebates (Commercial)	1	1	8
Retrofit on Resale (Dwellings Certified)	136	116	117
High Efficiency Washing Machine Rebates	42	63	84
Cash for Grass Rebates	45 ¹	104 ¹	75
Water Smart Landscape Rebates	6	5	3
Smart Irrigation Controller Rebates	9	5	2
New Development Sign-offs (Residential Units)	22	19	16
New Development Sign-offs (Commercial Units)	11	10	12
Large Landscape Audits (Number of accounts)	0	5	0
Large Landscape Budgets (Number of accounts)	437	437	437

¹ Cash for Grass participants removed 36,806 square feet in FY17 compared to 111,308 square feet in FY16

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 which the participating customer may be eligible. WSHS participation has increased with 242 WSHS completed during the first half of FY 17, compared to 137 completed in FY16. This increase is likely due to an increase in water use without the water use restrictions present and an increase in unexplained high water use calls between July and December due to the meter reading issue.

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. Fixtures include 1.5 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 (1.28 gallons per flush). During the first half of FY 17, the District rebated 121 residential HETs and one commercial HET which is a slight decrease from previous years. 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 water use efficiency. Participation numbers in that program have picked up slightly during the first half of the fiscal year with 12 UHETs rebated compared to one in the previous fiscal year. In the future, staff will likely recommend elimination of the HET rebate, and retain the \$150 UHET rebate in an effort to continue market transformation and persuade stores to carry more UHET rebate eligible products.

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 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 17, the District received certificates for 136 dwellings, which is a slight increase from the previous fiscal year.

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 17 the District rebated 42 clothes washing machines through the program. These numbers are down

from previous years due to the change to Energy Star Most Efficient status as the qualifying measure which is a more restrictive qualification for rebate eligibility. This eliminated a lot of the previously eligible washing machines from the qualified list.

Cash for Grass Rebate Program: The District 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 decreased back to normal “pre-drought” levels in the first half of FY 17, with the District rebating 45 Cash for Grass projects for a total of 36,806 square feet of turf removed.

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 17 the District rebated 6 landscape efficiency upgrade 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. The District rebated 9 controllers in the first half of FY 17. There has been an increase in the availability of reasonably priced mobile device operated WiFi irrigation controllers resulting in an increase in installations and participations. Staff expects this welcomed participation increase to continue as more products come to the market.

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 17 through the mid-year focused solely on recycled water onsite retrofit conversions and no water conservation audits were performed.

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 FY17, staff completed no WSCS.

Public Outreach and Conservation Marketing

In the first half of FY17, the District distributed the Fall 2016 issue of “Water Line” to the Novato Service Area. This issue updated customers on water supply, thanked them for their water conservation achievements and further introduced the AMI Pilot Program. The District also actively

maintains a Facebook page with regular updates on water use efficiency, construction projects and other District activities. Staff has created a NextDoor account and plans to do regular postings to service area designated neighborhoods regarding District information.

Budget

Table 2 summarizes the mid-year expenditures for the last three fiscal years (July-December). Expenditures in FY17 have decreased compared to FY16 and FY15, mainly due to the decrease in Cash for Grass participation and decrease in drought related expenses including water waste patrolling and the Residential Recycled Water Fill Station.

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

	FY 17	FY 16	FY 15
Total Budget	\$410,000	\$410,000	\$445,000
July-December Expenditures	\$160,816	\$209,056	\$185,833

Prop 84 Grant Funding

The District was awarded a Prop 84 Round 1 Grant (\$183,750 allocated to the District) back in 2013, in cooperation with the Sonoma County Water Agency (SCWA) and other Bay Area Agencies, which helped fund HET rebates, Cash for Grass rebates, Smart Controllers, and Clothes Washer rebates. The Grant period ended June 30, 2015, and the District will receive a cumulative total of \$187,000 when all payments are issued. The slight increase from our original allocation was due to other participants not fully expending their allocation. The Prop 84 Round 2 Grant (\$33,000 allocated to the District) started July 1, 2015; however, this round only funded Cash for Grass rebates. The increase in Cash for Grass participation helped push the grant refund amount to \$33,000 for FY 16. Prop 84 Round 3 Grant (\$94,000 allocated to the District) has started and was able to retroactively cover toilet and washer rebates back to the start of the 2016 calendar year.


Staffing

Water Conservation is staffed by one full time Water Conservation Coordinator and one half-time Water Conservation Technician (currently vacant). The District has also partnered with Sonoma County Water Agency through the Sonoma-Marin Saving Water Partnership to implement some of the District Water Conservation Programs including the WSHS program.

13

MEMORANDUM

To: Board of Directors

From: Drew McIntyre, Assistant General Manager
Rocky Vogler, Chief Engineer 

Subject: FY16-17 Mid-Year Progress Report – Engineering Department
R:\CHIEF ENGINEER\BUDGETS\FY16-17 Budget\Eng Dept Perf Recap-2nd Qtr 16-17.doc

Date: February 3, 2017

The purpose of this memo is to provide a mid-year status report to the Board on the District's performance in completing budgeted FY16-17 Capital Improvement 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	8,341,000	2,270,000	42	36	4,471,400	597,350
Novato Recycled	7,680,000	7,608,000	50	48	3,790,000	3,048,000
West Marin	835,000	331,000	51	44	325,000	155,750
TOTAL	16,856,000	10,209,000	47	43	8,586,900	3,801,100

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 \$6,071,000 and \$72,000 below the respective approved FY16-17 budgets for water and recycled water. The year-end forecast for all service areas combined above represents approximately 54% of combined budgets (versus a forecast of 51% at this time last year). For the Novato Water system, actual District performance in completing CIP projects (i.e., 36%) is below planned performance (i.e., 42%). Actual performance for the Novato Recycled Water system is right on track for planned performance for project completion (i.e., 48%). With respect to West Marin (including Oceana Marin), year-end CIP expenditures of \$331,000 are forecast to be below (i.e., 40%) the approved FY16-17 budget value (versus a forecast of 99% at this time last year). Planned performance through mid-year for West Marin was projected to be 51% and actual completion performance is at 44%. Overall, for the Novato Water, Novato Recycled Water and West Marin water systems, combined actual performance is slightly below (i.e., 43%) planned performance (i.e. 47%).

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 35 projects (versus 32 in FY15-16) were originally budgeted in FY 16-17 for the Novato, West Marin and Oceana Marin service areas. Five new projects have been

added, two projects have been carried over from FY15-16 and five projects have been deferred resulting in a new total of 37 projects. Of the 37 Capital Improvement Projects budgeted, 18 (versus 15 in FY15-16) are under the lead responsibility of the Engineering Department for completion (14 in Novato and 4 in West Marin). The remaining 19 (versus 13 in FY15-16) CIP projects are under the responsibility of the other departments (i.e., 9 – Maintenance, 7 – Operations and 3 - Admin) (Refer to the tabulation in Attachment A for a complete line item listing).

Novato Service Area Project Variances

As shown in Attachment A, all FY16-17 Novato CIPs are currently projected to be completed at or below original budget.

Four projects have been added (Center Rd 6" CIP (8" @ 1,200'), Country Lane Pipeline Replacement (6" @ 400'), Meter Relocations: Plum St (14 services, 1 fire hydrant), and Dam Monitoring Well Repairs) and three deferred/dropped (San Mateo 24" Inlet/Outlet Pipe, Automate Zone Valve at Slowdown Ct, and Office Emergency Generator) during the second quarter.

Novato Recycled Water Service Area Project Variances

One recycled water project has been added (PG&E Power to Reservoir Hill Tank) and none deferred/dropped during the second quarter.

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

As shown in Attachment A, all but one of FY16-17 West Marin CIP expenditures are currently projected to be completed within the original budget. One West Marin project has been added (Oceana Marin Dosing Siphon Repairs) and two deferred/dropped (Tahiti Way Power Relocation and ACP Sewer Reline-6"@3,000') during the second quarter. Two new projects will be added during the third quarter: (1) replace a failed retaining wall at Inverness Park Tank No. 2 and (2) repair storm damage to a portion of the Oceana Marin treatment pond earthen berm.

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 FY16-17 labor budget for Developer Projects and District Projects is 1,480 (10% of total) and 4,032 (27% of total), respectively. A chart of actual hours expended versus budgeted hours for both Developer and District projects during FY16-17 is provided in Attachment C. At the end of the second quarter, actual engineering labor hours expended for Developer work was 27% (401 hours) versus 50% (740 hours) budgeted. With respect to District Projects, 1,852 engineering labor hours (46% of budget) have been expended on Capital Improvement Projects which is right on track when compared against the mid-year estimate.

FY 16-17
 CAPITAL IMPROVEMENTS PROJECTS

	NOVATO SERVICE AREA	WEST MARIN/ OCEANA MARIN	TOTAL
PROJECTS BUDGETED			
Original Budget	26	9	35
Added	4	1	5
FY 15-16 Carryover	2	0	2
Deferred/Dropped	3	2	5
Adjusted Budget	29	8	37

FY15-16 CARRYOVER

Date Brought to Board

Novato
 Zone A Pressure Improvements – BMK Intertie)
 Deer Island Wet Well Drain

First Quarter Report
 Second Quarter Report

West Marin
 None

DEFERRED/DROPPED

Novato
 San Mateo 24" Inlet/Outlet Pipe
 Automate Zone Valve (Slowdown Ct)
 Office Emergency Generator

First Quarter Report
 First Quarter Report
 Second Quarter Report

West Marin
 Tahiti Way Power Relocation
 ACP Sewer Reline (6" @ 3,000')

First Quarter Report
 Second Quarter Report

PROJECTS ADDED

Novato
 Center Rd 6" CIP (8' @ 1200')
 Country Lane Pipeline Repl (6" @ 400')
 Meter Relocations: Plum St (14 servs, 1 FH)
 Dam Monitoring Well Repairs
 PG&E Power to Reservoir Hill Tank

First Quarter Report
 First Quarter Report
 First Quarter Report
 First Quarter Report
 First Quarter Report

West Marin
 OM Dosing Siphon Repairs

First Quarter Report

NOVATO SYSTEM CAPITAL IMPROVEMENT PROJECTS SUMMARY FY16-17

AS OF DECEMBER 31, 2016

STATUS	DEPT	ITEM #	PROJECT NO.	DESCRIPTION	PROJECT COSTS		% COMPLETE		EARNED VALUE	
					Budget	Forecast	Baseline	Actual	Planned	Actual
1. PIPELINE REPLACEMENTS/ADDITIONS										
PC	Eng	1	1.a.1	Ridge Rd 6" ACP (8" @ 1,400')	\$315,000	\$100,000	50	20	\$157,500	\$20,000
PC	Eng	2	1.a.2	Center Rd 6" CIP (8" @ 1,200')	\$0	\$100,000	50	10	\$0	\$10,000
			1.b.1	San Mateo 24" Inlet/Outlet Pipe DEFER	\$150,000	\$0				
			1.c.1	Repl PB in Sync w/City Paving	\$70,000	\$0				
			1.c.2	Other PB Replacements	\$200,000	\$0				
	Eng	3	1.c.3	Country Lane Pipeline Repl (6" @ 400')	\$0	\$100,000	0	0	\$0	\$0
C	Eng	4	1.d.1	Meter Relocations: PlumSt (14 servs, 1 FH)	\$0	\$70,000	80	100	\$0	\$70,000
			1.d.2	Other Relocations	\$80,000	\$0				
				SubTotal	\$815,000	\$370,000				
2. SYSTEM IMPROVEMENTS										
PC	Maint	5	2.a	RTU Upgrades	\$15,000	\$15,000	67	80	\$10,050	\$12,000
PC	Eng	6	2.b	DCDA Repair/Replace	\$190,000	\$50,000	50	25	\$95,000	\$12,500
PC	Eng	7	2.c	Anode Installations	\$30,000	\$30,000	67	67	\$20,100	\$20,100
PC	Maint	8	2.d	Radio Telemetry	\$25,000	\$25,000	50	50	\$12,500	\$12,500
PC	Maint	9	2.e	Tank Access Hatch/Level Alarms (10)	\$40,000	\$40,000	50	50	\$20,000	\$20,000
			2.f	Automate Zone Valve (Slowdown-Ct) DEFER	\$100,000	\$0				
PC	Admin	10	2.g	AMI Retrofit (Pilot Study/Install)	\$3,000,000	\$820,000	80	25	\$2,400,000	\$205,000
	Maint	11	2.h	Facilities Security Enhancements	\$25,000	\$0	0	0	\$0	\$0
	Maint	12	2.i	25 Giacomini Exterior Paint	\$8,000	\$8,000	0	0	\$0	\$0
C	Eng	13	2.j	<Zone A Pressure Improvements - BMK Intertie>	\$0	\$65,000	100	100	\$0	\$65,000
				SubTotal	\$3,433,000	\$1,053,000				
3. BUILDINGS, YARD, & S.T.P. IMPROVEMENTS										
	Admin	14	3.a.1	Electronic Document Management System	\$150,000	\$0	0	0	\$0	\$0
			3.a.2	Office Emergency Generator - DEFER	\$150,000	\$0				
	Admin	15	3.a.3	Office/Yard Building Refurbish Design (1st yr)	\$3,000,000	\$200,000	50	5	\$1,500,000	\$10,000
C	Eng	16	3.b.1	SMART Crossing Upgrade (Golden Gate Pl)	\$58,000	\$47,000	100	100	\$58,000	\$47,000
C	Eng	17	3.c.1	Dam Concrete Repair	\$70,000	\$10,000	0	100	\$0	\$10,000
	Maint	18	3.c.2	STP Emergency Power Generator	\$150,000	\$150,000	25	0	\$37,500	\$0
	Ops	19	3.c.3	Lake Backfeed DeChlorination System	\$50,000	\$50,000	0	0	\$0	\$0
C	Eng	20	3.c.4	Dam Monitoring Well Repairs	\$0	\$30,000	100	100	\$0	\$30,000
				SubTotal	\$3,628,000	\$487,000				
4. STORAGE TANKS & PUMP STATIONS										
PC	Eng	21	4.a	San Mateo Recoat (1st year)	\$120,000	\$75,000	50	25	\$60,000	\$18,750
PC	Maint	22	4.b	Lynwood PS Motor Control Center	\$165,000	\$165,000	25	10	\$41,250	\$16,500
	Maint	23	4.c	San Marin PS Can Rehab	\$30,000	\$30,000	0	10	\$0	\$3,000
	Maint	24	4.d	Lynwood Pump Station Can Rehab	\$30,000	\$30,000	0	0	\$0	\$0
PC	Eng	25	4.e	Crest PS (design/const)/Reloc School Rd PS	\$120,000	\$60,000	50	25	\$60,000	\$15,000
				SubTotal	\$465,000	\$360,000				
				Novato Water Total	8,341,000	\$2,270,000	42	36	\$4,471,900	\$597,350
4. RECYCLED WATER FACILITY										
PC	Eng	26	6.a	NBWWA Grant Program Administration	\$80,000	\$80,000	50	50	\$40,000	\$40,000
PC	Eng	27	6.b-h	Recycled Water Central Service Area	\$7,500,000	\$7,500,000	50	40	\$3,750,000	\$3,000,000
C	Ops	28	6.i	<Deer Island Wet Well Drain>	\$0	\$8,000	100	100	\$0	\$8,000
	Ops	29	6.j	PG&E Power to Reservoir Hill Tank	\$0	\$20,000	0	0	\$0	\$0
			6.k	Other Recycled Water Expenditures	\$100,000	\$0				
				Novato Recycled Total	\$7,680,000	\$7,608,000	50	48	\$3,790,000	\$3,048,000
				Total Novato	\$16,021,000	\$9,878,000	46	42	\$8,261,900	\$3,645,350
1C - Completed										
PC - Partially completed										
PROJECT FORECAST REVISED										
Baseline projects with revised forecast budget increases (indicated by shaded box)										
Baselined projects to be deferred (indicated in strikeout)										
New projects added (indicated in bold)										
Prior year projects carried over indicated in italics and brackets <>										

ATTACHMENT A

WEST MARIN CAPITAL IMPROVEMENT PROJECT SUMMARY FY16-17										
AS OF DECEMBER 31, 2016										
STATUS	DEPT	ITEM #	PROJECT NO.	DESCRIPTION	PROJECT COSTS		% COMPLETE		EARNED VALUE	
					Budget	Forecast	Baseline	Actual	Planned	Actual
				6. West Marin Water System						
				System Improvements						
PC	Eng	30	6.a	Replace PRE Tank #4A	\$450,000	\$75,000	50	25	\$225,000	\$18,750
	Ops	31	6.b	Green Sand Filter Media Replace	\$75,000	\$75,000	50	0	\$37,500	\$0
	Eng	32	6.c	New Gallagher Well #2	\$100,000	\$0	0	0	\$0	\$0
					\$625,000	\$150,000				
				7. Oceana Marin Sewer System						
C	Ops	33	7.a	Infiltration Study & Repair	\$40,000	\$35,000	50	100	\$20,000	\$35,000
PC	Eng	34	7.b	Design/Install 8th Disposal Trench 9300')	\$50,000	\$20,000	30	30	\$15,000	\$6,000
C	Ops	35	7.c	Tahiti Way Lift Pumps Rebuild	\$20,000	\$40,000	100	100	\$20,000	\$40,000
			7.d	Tahiti Way Power Relocation DEFER	\$20,000	\$0				
	Ops	36	7.e	North St Lift Station Communication Upgrade	\$30,000	\$30,000	25	0	\$7,500	\$0
			7.f	ACP Sewer Reline (6" @ 3,000') - DEFER	\$50,000	\$0				
C	Eng	37	7.g	OM Dosing Siphon Repairs	\$0	\$56,000	100	100	\$0	\$56,000
				SubTotal	\$210,000	\$181,000				
				Total West Marin	\$835,000	\$331,000	51	44	\$325,000	\$155,750
				FY16-17 TOTAL	\$16,856,000	\$10,209,000	47	43	\$8,586,900	\$3,801,100
1C - Completed				PROJECT FORECAST REVISED						
PC - Partially completed				Baseline projects with revised forecast budget increases (indicated by shaded box)						
				Baselined projects to be deferred (indicated in strikeout)						
				New projects added (indicated in bold)						
				Prior year projects carried over indicated in italics						

FY16_17 CAPITAL IMPROVEMENT PROJECTS

ID	Task Name	Start	Finish	% Complete	Resp	Qtr 1, 2017			Qtr 2, 2017			Qtr 3, 2017			Qtr 4, 2017		
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	1 A PIPELINE REPLACEMENTS/ADDITIONS	Fri 7/1/16	Fri 6/30/17	0%													
2	1A1 Ridge Rd 6" ACP (8"@1,400')	Fri 7/1/16	Fri 6/30/17	20%	ENG / CC												
3	1A3 Center Rd 6" CIP (8" @1,300') (NEW)	Fri 7/1/16	Fri 6/30/17	10%	ENG / DJ												
4	1B MAIN/PIPELINE ADDITIONS	Fri 7/1/16	Fri 6/30/17	0%													
5	1B2 San Mateo 24" Inlet/Outlet DEFER	Fri 7/1/16	Fri 6/30/17	0%	ENG / DJ												
6	2 SYSTEM IMPROVEMENTS	Fri 7/1/16	Fri 6/30/17	0%													
7	2A RTU Upgrades	Fri 7/1/16	Fri 3/31/17	80%	MAINT/RC												
8	2C DCA Repair/Replace (14/yr)	Fri 7/1/16	Fri 6/30/17	25%	ENG / DJ												
9	2D Anode Installations (150/yr)	Fri 7/1/16	Thu 3/30/17	90%	ENG / CC												
10	2E Radio Telemetry	Fri 7/1/16	Fri 3/31/17	50%	MAINT/RC												
11	2F Tank Access Hatch/Level Alarms	Fri 7/1/16	Fri 3/31/17	50%	MAINT/RC												
12	2G Automate Zone Valve (Slowdown Ct) DEFER	Fri 7/1/16	Fri 6/30/17	0%	ENG / DJ												
13	2H AMI Retrofit (Pilot Study/Install)	Fri 7/1/16	Fri 6/30/17	25%	ADMIN / DB												
14	2I Facilities Security Enhancements	Fri 7/1/16	Fri 6/30/17	0%	MAINT/RC												
15	2J 25 Giacomini Exterior Paint	Wed 3/1/17	Fri 6/30/17	0%	MAINT/RC												
16	3 BUILDING, YARD, STP IMPROVEMENTS	Fri 7/1/16	Fri 6/30/17	0%													
17	3A ADMIN BUILDING	Fri 7/1/16	Fri 6/30/17	0%													
18	3A1 Electronic Document Management System	Fri 7/1/16	Fri 6/30/17	0%	ADMIN / KY												
19	3A2 Office Emergency Generator DEFER	Fri 7/1/16	Fri 6/30/17	0%	MAINT/RC												
20	3A3 Office/Yard Building Refurbish Design	Fri 7/1/16	Fri 6/30/17	5%	ADMIN / CD												
21	3B SMART Crossing Upgrade (Golden Gate Pl)	Fri 7/1/16	Fri 6/30/17	100%	ADMIN / CD												
22	3C STAFFORD TREATMENT PLANT	Fri 7/1/16	Fri 6/30/17	0%													



Current

Baseline

Inactive Task

Inactive Task

Inactive Milestone



Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary



Start-only

Finish-only

Progress



FY16_17 CAPITAL IMPROVEMENT PROJECTS

ID	Task Name	Start	Finish	% Complete	Resp	Qtr 1, 2017			Qtr 2, 2017			Qtr 3, 2017			Qtr 4, 2017		
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
23	3C1 Dam Concrete Spillway Repair	Wed 2/1/17	Thu 6/29/17	100%	ENG / DM												
24	3C2 STP Emergency Power Generator	Fri 7/1/16	Fri 6/30/17	0%	OPS / RC												
25	3C3 Lake Backfeed De-Chlorination System	Wed 2/1/17	Fri 6/30/17	0%	OPS / RC												
26	4 STORAGE TANKS/PUMP STATIONS	Fri 7/1/16	Fri 6/30/17	0%													
27	4A San Mateo Tank Recoat	Fri 7/1/16	Fri 6/30/17	25%	ENG / CC												
28	4B Lynwood Pump Station Motor Control Center	Fri 7/1/16	Fri 6/30/17	10%	MAINT/RC												
29	4C San Marin & Lynwood PS Can Rehab	Tue 11/1/16	Fri 3/31/17	10%	MAINT/RC												
30	4D Crest PS (Design/Const)/Reloc School Rd PS	Fri 7/1/16	Fri 6/30/17	25%	ENG / DJ												
31	5 RECYCLED WATER	Fri 7/1/16	Fri 6/30/17	0%													
32	5A NBWRA Grant Program Admin	Fri 7/1/16	Fri 6/30/17	50%	ENG / DM												
33	5B RW Central	Fri 7/1/16	Fri 6/30/17	50%	ENG / CC/DI												
34	7 WEST MARIN WATER SYSTEM IMPROVEMENTS	Fri 7/1/16	Fri 6/30/17	0%													
35	7A Replace PRE Tank #4A	Fri 7/1/16	Fri 6/30/17	25%	ENG / CC												
36	7B Green Sand Filter Media Replace	Mon 1/16/17	Fri 3/31/17	0%	OPS / RC												
37	7C New Gallagher Well #2	Wed 3/1/17	Fri 6/30/17	0%	ENG / DM												
38	8 OCEANA MARIN SEWER SYSTEM	Fri 7/1/16	Fri 6/30/17	0%													
39	8A Infiltration Study & Repair	Fri 7/1/16	Fri 6/30/17	100%	OPS / RC												
40	8B Design/Install 8th Disposal Trench (300')	Mon 1/2/17	Fri 6/30/17	10%	ENG / DM												
41	8C Tahiti Way Lift Pumps Rebuild	Mon 10/3/16	Tue 2/28/17	100%	MAINT/RC												
42	8D Tahiti Way Power Relocation DEFER	Fri 7/1/16	Fri 6/30/17	0%	MAINT/RC												
43	8E North St Lift Station Communication Upgrade	Fri 7/1/16	Fri 6/30/17	0%	MAINT/RC												
44	8F ACP Sewer Reline (6" @ 3,000') DEFER	Mon 1/2/17	Fri 6/30/17	0%	ENG / DM												
45	8G OM Dosing Siphon Repairs	Fri 7/1/16	Fri 12/30/16	100%	ENG / JK												



Current

Baseline

Inactive Task

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

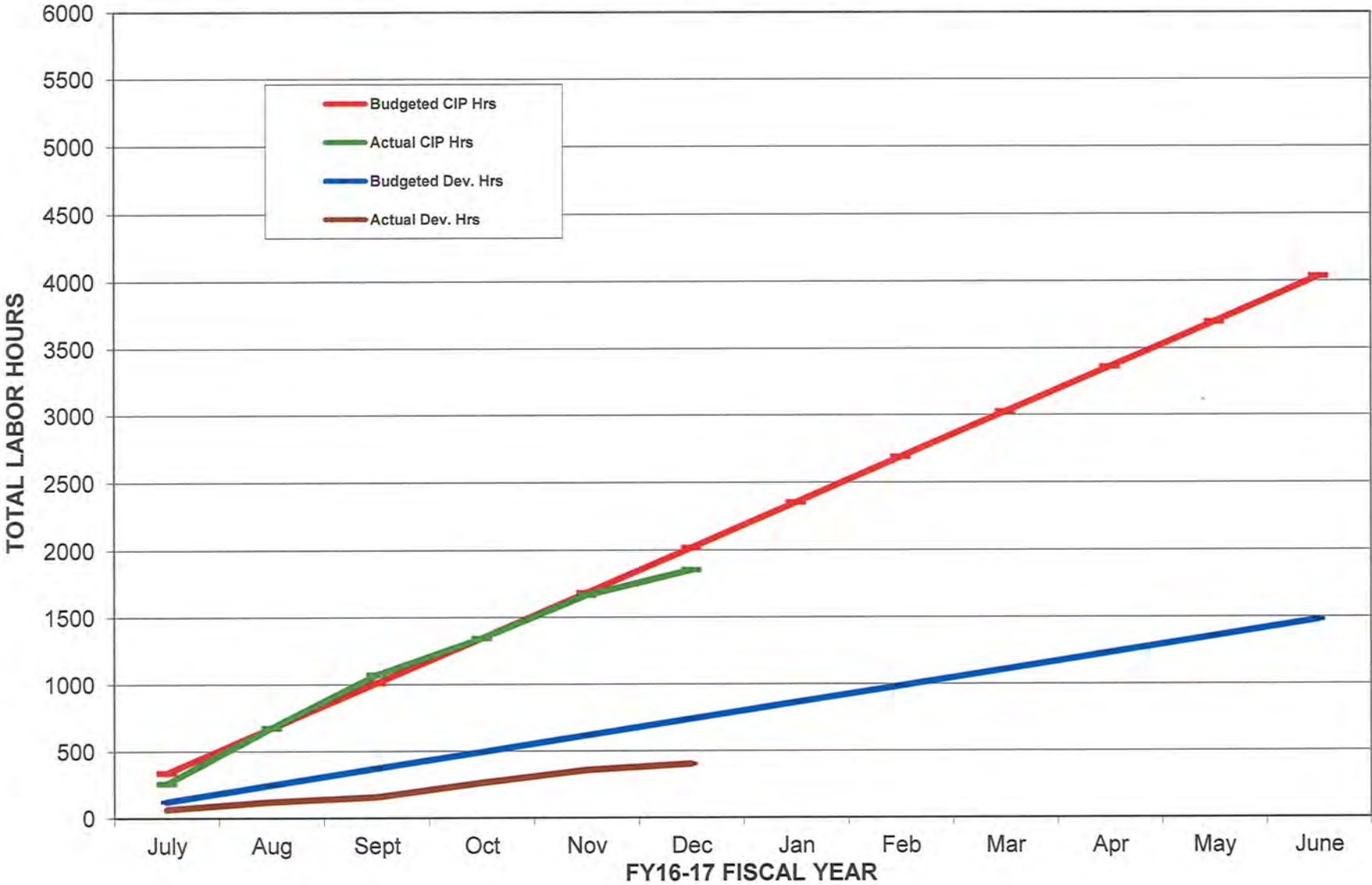
Manual Summary

Start-only

Finish-only


Progress

ENGR. DEPT DEVELOPER & DISTRICT CAPTIAL IMPROVEMENT PROJECTS (CIPs)



14

MEMORANDUM

To: Board of Directors
 From: Dianne Landeros, Accounting/HR Supervisor 
 Subj: Information –CalPERS Discount Rate Reduction

February 3, 2017

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RECOMMENDED ACTION: Information Only**FINANCIAL IMPACT:** \$681,000 Increase Phased over Five Years

CalPERS notified the District that it is lowering its discount rate assumption, the long-term rate of return on pension fund investments, from 7.5% to 7.0% over three years beginning in FY19. This action will increase the District's required pension contribution cost phased over seven years beginning in FY19. CalPERS has currently provided the District with enough data to project the cost impact through FY23.

The estimated total District CalPERS contribution this fiscal year (FY17) is \$960,000¹. A CalPERS preliminary projection next fiscal year, FY18, shows that the District should anticipate adding another \$91,000 to the annual obligation. The projected FY18 contribution is based on the current CalPERS discount rate of 7.5%.

Beginning FY19, additional annual increases ranging from 0.25% - 3% for the Normal Cost contribution and from 2% - 25% for the Unfunded Accrued Liability (UAL) annual payment will apply as a result of lowering the discount rate. The table below shows the estimated employer contribution over the five year period, using a payroll percentage.

Fiscal Year	Payroll %	Estimated Payroll	Estimated Employer Contribution	Annual Increase
FY19	25%	\$4,952,000	\$1,229,000	\$197,000
FY20	27%	\$5,088,000	\$1,392,000	\$163,000
FY21	29%	\$5,228,000	\$1,506,000	\$114,000
FY22	30%	\$5,372,000	\$1,622,000	\$116,000
FY23	31%	\$5,519,000	\$1,713,000	\$91,000
				\$681,000

By FY23 the discount rate reduction will be estimated to cost the typical single-family residential customer an additional approximately \$2/month.²

The District's unfunded liability for CalPERS Classic members (those hired prior to January 1, 2013) was \$9.4 million at June 30, 2015 (the most recent data available), up from \$7.5 million one year earlier. The funded ratio³ was 77.1%, down from 80.7% the prior year. The District's unfunded liability for the CalPERS PEPRA members (those hired after January 1, 2013) was \$1,246 at June 30, 2015. The funded ratio was 94.4%, down from 104.5% the prior year.

¹ Contribution amount is based on current payroll of \$5.08 million

² \$681,000 ÷ 2.5 BG = 27¢/1,000. The typical SF Residential customer uses 90,900 gal annually. 90.9 x \$0.27 = \$24.54/year, or approximately \$2/month.

³ Funded ratio is calculated as the actuarial value of assets divided by the accrued liability. Fitch Ratings agency generally considers a funded ratio of 70% or above to be adequate and less than 60% to be weak. ("Enhancing the Analysis of U.S. State and Local Government Pension Obligations," Feb.17, 2011.

http://www.ncpers.org/Files/2011/enhancing_the_analysis_of_state_local_government_pension_obligations.pdf

1/27/17

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History of North Marin Water District CalPERS Contribution

% of
Payroll

35%

- Employer Contribution
- ▨ Employer-Paid Employee Contribution

The District joined CalPERS 11/1/75 & began paying the Employee Contribution 7/1/81. In 2012 the District & Employees agreed to phase-out the Employer-Paid Employee Contribution by October 2016.

25%

20%

15%

10%

5%

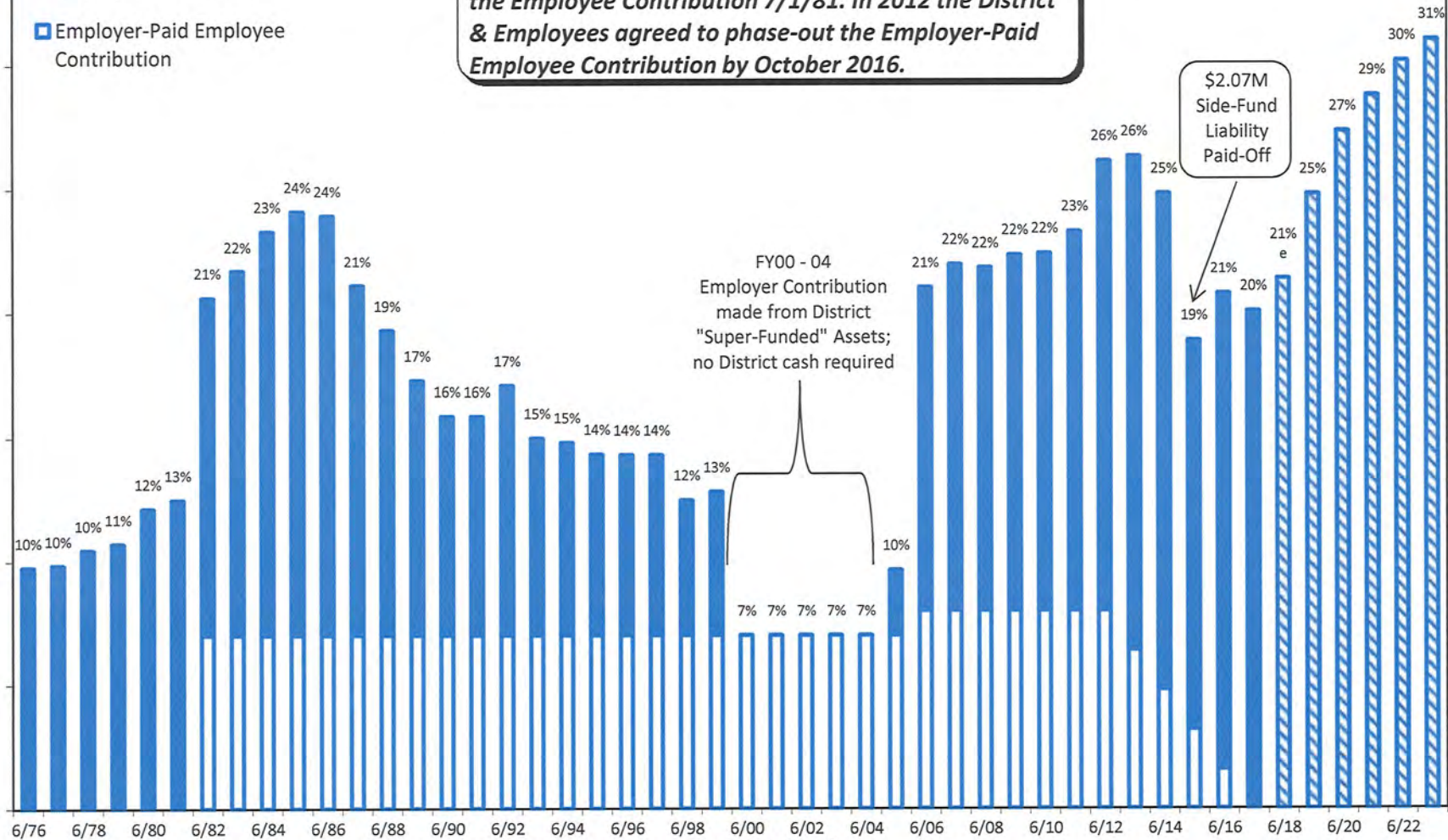
0%

6/76 6/78 6/80 6/82 6/84 6/86 6/88 6/90 6/92 6/94 6/96 6/98 6/00 6/02 6/04 6/06 6/08 6/10 6/12 6/14 6/16 6/18 6/20 6/22

Fiscal Year Ending

FY00 - 04
Employer Contribution
made from District
"Super-Funded" Assets;
no District cash required

\$2.07M
Side-Fund
Liability
Paid-Off




15

MEMORANDUM

ITEM #15

To: Board of Directors

February 3, 2017

From: Dianne Landeros, Accounting/HR Supervisor 

Subj: Baywork Update
t:\finance\baywork\bod memo baywork.docx

RECOMMENDED ACTION: Information only

FINANCIAL IMPACT: \$765 Annual Membership Fee (included in budget)

In 2014, The District became a signatory of Baywork, a consortium of Bay Area water and wastewater utilities (currently 28) working together to ensure that we will have the reliable future workforce needed to serve our customers and protect the environment. Baywork was formed in 2009 to:

- Create a unified voice for Bay Area water/wastewater agencies in workforce development plans that affect the region;
- Develop and implement programs and strategies that support development of high-performance workforces;
- Develop and implement cost-effective programs that ensure sufficient numbers of qualified prepared staff to meet our responsibilities to our customers, our communities, and the environment;
- Build relationships with partners and stakeholders (e.g., educational institutions, the Department of Labor, and workforce development boards) to effectively implement workforce development programs;
- Provide a forum and framework to discuss workforce development issues and hold workshops on pertinent topics; and
- Document, coordinate, and communicate existing and planned programs and activities being implemented in the Bay Area on workforce development.

District staff has helped plan Baywork workshops, presented at workshops, served on the Website Committee, and attended several of Baywork events. I serve on the Executive Committee and as Treasurer. The benefits to the District of being a Signatory include:

- Training provided by Baywork (most workshops eligible for certification contact hours) at no cost
- Training provided by other agencies – can piggyback on other agency training programs for confined space, safety training, various other programs at low cost
- Sharing of ideas with other agencies
- Resource for problem solving with other agencies
- Voice in the mission and plans for Baywork activities each year

Attached is an article from the winter issue of the Wastewater Professional written by Baywork's current chairman (Ingrid Bella) and past chairman (Cheryl Davis) titled *Unlocking the Power of Collaboration*. To view the entire winter issue which features articles on the "Silver Tsunami", visit <http://www.kelmanonline.com/httpdocs/files/CWEA/wastewaterprofessional-winter2017/>. For more information about Baywork, visit their website at www.baywork.org.



"Because the water sector under-invested in documentation, training materials, and knowledge-sharing systems, there may be no efficient way to help replacements acquire the knowledge learned by their predecessors."

Unlocking the power of collaboration

BY INGRID BELLA, BAYWORK CHAIR; AND CHERYL DAVIS, PAST BAYWORK CHAIR



62% of the power and utilities workforce has the potential to retire over the next two years, and **52%** of skilled engineers will need to be replaced by 2020.

Source: PwC, Global Power & Utilities Statement of Consulting Capabilities, 2013.

[Click Here for Content or Table of Contents](#)

For over a decade, the water sector has been aware of the wave of Baby Boomer retirements that would, inevitably, hit our shores. The recession of 2008 and the extended process of economic recovery slowed the pace of this generational disruption. However, there were, in some agencies, factors that accelerated it – cuts to pay and benefits that encouraged experienced workers to leave jobs earlier than planned. Today, many Baby Boomers are already out the door while others prepare to go.

In the intervening years, BAYWORK has developed an understanding about the complex tangle of interrelated workforce challenges we face:

- Experienced staff members often vacate supervisory and management positions that can be filled by staff with reasonable credentials and some

relevant experience. However, the knowledge and skills of individuals moving into these positions may not be equivalent to that of departing staff. Because the water sector under-invested in documentation, training materials, and knowledge-sharing systems, there may be no efficient way to help replacements acquire the knowledge learned by their predecessors over an extended period of time. In many cases, the pride of agencies in their knowledgeable employees is being replaced by recognition employees have left, the knowledge was never documented, and they lost an asset they never really owned.

- The ability to find qualified candidates for journey-level skilled trade positions is hampered by (1) inadequate vocational training options

WORKFORCE IMPACT

(high school shop classes and union apprenticeships are in short supply), and (2), the fact that many high school graduates lack basic math, science, or communication skills.

- There is a tendency to overlook the fact that turnover offers an opportunity to modify how a job is done, as well as the qualifications associated with the job (e.g., in terms of use of information technology).
- Retirements are occurring simultaneously with a number of other challenges to staff preparedness: new regulations; changes to infrastructure, equipment, and technologies; and rising customer expectations. The minimal technical training programs of many utilities would be swamped by these changes even if Baby Boomers kept working forever.

In a sea of change, staying on automatic pilot is not an effective strategy. In order for us to have the workforce we need to reliably perform the work we are obligated to do, utilities need to acquire new competencies, develop new working relationships, make different kinds of investments, and become proactive in areas previously considered beyond their scope.

If the public school system is not producing graduates with the basic or hands-on skills needed to become skilled trade workers, utilities may need to provide additional support. If a utility has weak programs in documentation and standard operating procedures, technical training, staff development, and inadequate knowledge transfer among employees, the utility may need to address knowledge as seriously as it addresses its physical assets.

Some utilities, such as Metro Vancouver, Colorado Springs Utilities, Littleton-Englewood Wastewater Treatment Plant, and Union Sanitary District, have made major shifts in the assessment of their responsibilities in relation to workforce reliability, resulting in measurable shifts in their allocation of resources. Their programs and investments, which are described in *Staff Preparedness: Lessons Learned from Star Utilities*, on the BAYWORK website www.bit.ly/2g5sfy0, prove that, with sufficient commitment and investment, even small utilities can achieve a lot.

THE BAYWORK COLLABORATION

Many water and wastewater utilities in Northern California have decided that the most cost-effective approach to meeting these challenges is through collaboration. BAYWORK, a consortium in the San Francisco Bay Area devoted to workforce reliability, is helping its members achieve more collectively than any could have achieved alone.

One of BAYWORK's strategic objectives is candidate development – providing the outreach, recruitment, and support services needed to ensure qualified candidates are available for mission-critical skilled trade and engineering jobs. Examples of BAYWORK's collaborative programs, projects, and products include:

- creation and distribution of brochures and posters on mission-critical jobs;
- outreach activities such as classroom presentations and career fairs;
- a website baywork.org with information on mission-critical jobs (including video interviews of employees in those jobs), a Vocational Training Map, an Employer Location Map, and Job and Internship Posting Boards;
- externships and Workshops on Wheels for teachers and counselors, to increase their awareness of jobs in the water sector, and the skills needed to perform them; and
- a Contextualized Learning Program in which subject matter experts work with teachers to create curriculum packages that include videos showing how the skills covered by the curriculum are used by well-paid skilled trade workers in the water sector.

In the area of staff preparedness, BAYWORK provides both direct learning experiences for staff and information for utilities on how to upgrade their own knowledge transfer and staff development programs.

PITTSBURG TANK & TOWER MAINTENANCE CO., INC.

SAVE!
We have a crew in
YOUR AREA!

Inspections	Repair	New & Used	Tanks
Wet	In Service	Relocation	Elevated
Dry	Cleaning	Erection	Underground
ROV	Paint	Dismantles	Ground
	Insulation		

ROV Inspections can be viewed on TV console during inspection & DVD provided. All inspections include bound reports, recommendations, and cost estimates.

Patrick Heltsley (270) 826-9000 x 4601 270-748-1325	Don Johnston (270) 826-9000 x 1001 270-748-1343
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www.watertank.com



BAYWORK's annual Training Buffet offers employees courses in both soft skills and technical areas, with all courses taught by expert utility staff.

BAYWORK's Workshops on Wheels takes employees to sites where utilities are doing innovative work in some aspect of water or wastewater collections or treatment. BAYWORK workshops, such as our recent training on Strategic Investment in Staff Knowledge and Using Technology to Teach, provide useful information on how to use today's technology to help prepare the workforce of the future.

The Resources section of the BAYWORK website provides PowerPoints and videos from all of these workshops and training events, as well as How-To Guides and access to webinars.

While many of the materials in the Careers section of the BAYWORK website reflect the specifics of the San Francisco Bay Area (e.g., the location of water/wastewater utilities in the region), the Resources section of the site contains information that could help any utility upgrade its workforce reliability programs. As a result, the website is used not only regionally, but at the state, national, and international level.

Although resources from the BAYWORK website are freely available to all, there are some benefits that can only be achieved by collaboration among utilities and stakeholders at the regional level.

TURNING CHALLENGES INTO OPPORTUNITY



BAYWORK grew out of the collaborative working relationships of the operations managers of four San Francisco Bay Area utilities: San Francisco Public Utilities Commission, Santa Clara Valley Water District, Contra Costa Water District, and East Bay Municipal Utility District. These managers realized that their collaboration was based on professional relationships that might not be continued unless the collaboration was institutionalized.

These organizations participated in a research project with the Water Research Foundation to explore the potential benefits of creating more formal partnerships in the areas of workforce development, asset management, water quality, and emergency response. This research resulted in the finding that



a more formal ongoing collaboration in the area of workforce development would be beneficial not only to the four original participating agencies, but potentially to all water and wastewater utilities in the Bay Area. In 2009, BAYWORK was formed.

BAYWORK has maintained its operational focus, but has evolved over time into an organization with a business plan, fee structure, and 29 signatories. Over time, several basic principles have guided BAYWORK's development:

1. Operational focus

BAYWORK's candidate development focus is on the mission-critical skilled trade and engineering jobs required for operational reliability. However, the products and programs developed by BAYWORK in relation to staff preparedness and optimized use of available staff are applicable to all job categories. The objective of BAYWORK is to support operational reliability through workforce reliability.

2. Research-based action

One of BAYWORK's first projects was to partner with California's community college system to survey current jobs and upcoming needs in relation to mission-critical skilled trades positions. BAYWORK is now partnering with JVS, a non-profit organization with expertise in workforce development, to update this survey. This knowledge has helped guide BAYWORK's candidate development efforts. Similarly, when BAYWORK developed a Career Roadmap for students, BAYWORK surveyed the technical career training programs in community colleges to determine which courses and experiences students needed in junior high and high school.

3. Continuing innovation

The Workshop on Wheels concept (taking students to the locations where innovative work is taking place) is an example of BAYWORK's willingness to try new approaches to staff preparedness.



Planners, Civil Engineers, Land Surveyors

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Principal Civil Engineer

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Decentralized Community Wastewater Systems

[Click Here to Return to Table of Contents](#)

Winter 2017 | Wastewater Professional 31

An example of this willingness to chart new territory is a current BAYWORK project, the Knowledge Transfer Toolkit. This online interactive publication will include text, but will also provide direct links to PowerPoints, videos, and resource materials that will provide the reader with direct access to all information that BAYWORK has gathered on each topic.

4. Cost-effectiveness through collaboration

By combining their efforts, BAYWORK signatories are able to create products and programs that none could afford to create individually. This collaboration includes professional associations such as CWEA as well as educational institutions, NGOs, and workforce investment boards

5. For utilities, by utilities

Although BAYWORK has a fee structure, the most valuable resource of BAYWORK is the time of the utility employees who manage and provide its programs. In both Workshops on Wheels and the BAYWORK Training Buffet, the instructors are utility employees. By sharing what we know, we are able to move forward together.

6. Commitment to the profession

BAYWORK is a San Francisco Bay Area organization, but its commitment is to the profession as a whole. All BAYWORK resources are open source. All information on the BAYWORK website is freely downloadable. The intent is not

only to make our services better, but to help utilities everywhere serve their communities and protect the environment. For example, a BAYWORK video relating to candidate development was recently used in a capacity-building workshop of the International Water Association at its World Water Congress in Brisbane, Australia.

The power of collaboration is more than the sum of component parts; it is about synergy. When professionals work together toward shared goals, freed from the constraints of what is being done or even planned by any individual agency, creative solutions emerge. It is powerful because it is fun and it works. 🌐

"When professionals work together toward shared goals, freed from the constraints of what is being done or even planned by any individual agency, creative solutions emerge."



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16

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**WATER ADVISORY COMMITTEE
AND
TECHNICAL ADVISORY COMMITTEE**

MONDAY: FEBRUARY 6, 2017

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

9:00 a.m.

This is a combined WAC and TAC meeting.

1. Check In
2. Public Comment
3. Election of WAC Vice Chair
4. 2017 WAC/TAC Meeting Schedule
5. Recap from the November 7, 2016 WAC/TAC Meeting and Approval of Minutes
6. Recap from the January 9, 2017 TAC Meeting and Approval of Minutes
7. Water Supply Coordination Council
8. Water Supply Conditions
9. Sonoma Marin Saving Water Partnership
 - a. SMSWP Annual Report (available at the meeting) and 2016 GPCD Memo
 - b. Water Production Relative to 2013 Benchmark
 - c. Extended SWRCB Emergency Urban Water Conservation Regulations
10. FY 2017/18 Draft SCWA Budget
11. Biological Opinion Status Update
12. Integrated Regional Water Management Plan(s) Update
13. Items for Next Agenda
14. Check Out

*Draft Minutes of Technical Advisory Committee
35 Stony Point Road, Santa Rosa, California
January 9, 2017

Attendees: Linda Reed, City of Santa Rosa
Jennifer Burke, City of Santa Rosa
Casey Rainey, City of Santa Rosa
Paul Piazza, Town of Windsor
Elizabeth Cargay, Town of Windsor
Mary Grace Pawson, City of Rohnert Park
Kent Carothers, City of Petaluma
Craig Scott, City of Cotati
Dan Takasugi, City of Sonoma
Chris DeGabriele, North Marin Water District
Drew McIntyre, North Marin Water District
Dan Muelrath, Valley of the Moon Water District
Mike Ban, Marin Municipal Water District
Grant Davis, SCWA
Brad Sherwood, SCWA
Carrie Pollard, SCWA
Michael Gossman, SCWA
Ann DuBay, SCWA
Nikita Sinha, SCWA

Public Attendees: Bob Anderson, United Winegrowers
J. Dietrich Stroeh, Stuber-Stroeh Engineering Group
Dawna Gallagher-Stroeh
David Keller, Friends of the Eel River
Margaret DiGenova, California American Water

1. Check-in

Chair Chris DeGabriele called the meeting to order at 9:06 a.m.

2. Public Comment

David Keller, asked how the incoming federal administration may affect agency policies.
Grant Davis responded that it is unknown at this time.

3. Recap from December 5, 2016 TAC Meeting and Approval of Minutes

Approved

4. Water Supply Conditions

Grant Davis, SCWA, reported that Lake Mendocino is at 104% of the target storage, and Lake Sonoma is at 112% of water supply pool capacity. Comments followed from other members.

5. Sonoma Marin Saving Water Partnership

a. Water Production Relative to 2013 Benchmark

Chris DeGabriele, North Marin Water District, reviewed the table that was made available to the committee members.

b. SWRCB Urban Water Advisory Group

Jennifer Burke, Santa Rosa Water, provided an update of the SWRCB Urban Water Advisory Group. The draft report was released in December 2016. State agencies have until mid-January to finalize report and submit to Governor's office. Governor's office will release report end of January, early February 2017. Comments followed from other members.

c. Ameri-Corp Civic Smart Water Fellow

Nakita Sinha, SCWA's Water Fellow made a Power Point Presentation, on her planned evaluation of the SMSWP. The partnership MOU expires on June 30, 2018 unless extended or terminated earlier. She will be interviewing WAC/TAC members and is surveying other regional water conservation organizations to determine whether the SMSWP scope remains valid or should be modified.

6. SCWA Draft FY 2017/18 Budget

Status update was given by Mike Gossman, SCWA. Meeting with Adhoc Subcommittee in January, hope to have draft budget to TAC in February. Approval by WAC in early April to comply with an April 30, 2017 contractual deadline, for budget approval.

7. Biological Opinion Status Update

Ann Dubay, SCWA, reviewed the update that was made available to the committee members.

8. Items for Next Agenda

Water Supply Conditions and Temporary Urgency Change Order
Sonoma Marin Saving Water Partnership
Biological Opinion Status Update

9. Check Out

Next TAC meeting scheduled for March 6, 2017
Next WAC/TAC meeting is February 6, 2017

Meeting was adjourned at 9:45 a.m.

*Draft Minutes of Water Advisory Committee and Technical Advisory Committee
35 Stony Point Road, Santa Rosa, California
November 7, 2016

Attendees: Tom Schwedhelm, City of Santa Rosa
Linda Reed, City of Santa Rosa
Jennifer Burke, City of Santa Rosa
Rocky Vogler, City of Santa Rosa
Linda Hall, City of Santa Rosa
Casey Rainey, City of Santa Rosa
Lauren Curiel, City of Santa Rosa
Colin Close, City of Santa Rosa
Mark Millan, Town of Windsor
Toni Bertolero, Town of Windsor
Paul Piazza, Town of Windsor
Elizabeth Cargay, Town of Windsor
Susan Harvey, City of Cotati
Craig Scott, 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
Mary Grace Pawson, City of Rohnert Park
Mike Healy, City of Petaluma
Dan St. John, City of Petaluma
Leah Walker, City of Petaluma
Rick Fraites, North Marin Water District
Jack Baker, North Marin Water District
Chris DeGabriele, North Marin Water District
Drew McIntyre, North Marin Water District
Mike Ban, Marin Municipal Water District
Efren Carrillo, Board of Supervisors
James Gore, Board of Supervisors
Grant Davis, SCWA
Pam Jeane, SCWA
Jay Jasperse, SCWA
Ann DuBay, SCWA
Carrie Pollard, SCWA
Brad Sherwood, SCWA
Lynne Rosselli, SCWA
Mike Gossman, SCWA
Barry Dugan, SCWA
Brian Lee, SCWA

Public Attendees: Brenda Adelman, RRWPC
Bob Anderson, United Wine Growers
Dietrich Stroeh, Stuber-Stroeh Engineering Group
David Keller, Friends of the Eel River
Jim Downey, Penngrove/Kenwood Water District
Margaret DiGenova, California American Water
Evan Jacobs, California American Water
Duane Dewitt, Citizen

1. Check-in

- a. Mike Healy, WAC Chair, called the meeting to order at 9:05 a.m.

2. Public Comments
 - a. Duane Dewitt commented thanked SCWA for pulling a large mattress out of Roseland Creek.
3. Acknowledgement of secretary Linda Hall at her final WAC Meeting

Chris DeGabriele, North Marin Water District, thanked the City of Santa Rosa, and specifically Linda Hall for her coordination of WAC/TAC meetings, since March 2011. Efen Carrillo, Board of Supervisors, also acknowledged Linda's secretarial service to the committee. Efen Carrillo, Board of Supervisors, presented Linda with an certificate of appreciation from the committee.
4. Acknowledgement of SCWA WAC Liaison Efen Carrillo

Several members of the board expressed appreciation for Mr. Carrillo for his advocacy and work as liaison to the WAC and TAC.. Duane Dewitt, thanked Efen for EPA funding assistance support.
5. Recap from the August 1, 2016 WAC/TAC Meeting and Approval of Minutes

Moved by Laurie Gallian, City of Sonoma, seconded by Mark Heneveld, Valley of the Moon, to approve the minutes of the August 1, 2016 WAC/TAC meeting; unanimously approved.
6. Recap from the October 3, 2016 TAC Meeting and Approval of Minutes

Moved by Grant Davis, SCWA, seconded by Linda Reed, City of Santa Rosa, to approve the minutes of the October 3, 2016 TAC meeting; unanimously approved.
7. Approve WAC/TAC 2017 Meeting Schedule

Moved by Susan Harvey, City of Cotati, seconded by Laurie Gallian, City of Sonoma, to approve the 2017 WAC/TAC Schedule; unanimously approved.
8. Water Supply Coordination Council

The council met and discussed the agenda for today's WAC/TAC meeting.
9. Water Supply Conditions and Temporary Urgency Change Order

Pam Jeane, SCWA, reported that Lake Sonoma is at 86% of capacity, and Lake Mendocino is at 90% of the target storage curve. River flows look good. Temporary Urgency Change Order expired on October 27, 2016. Questions and comments followed from the members.
10. Sonoma Marin Saving Water Partnership
 - a. Water Production Relative to 2013 Benchmark

Chris DeGabriele, North Marin Water District reviewed the handout of the monthly water use relative to 2013 benchmark that was made available to the committee members.
Comments followed from public and the members.
 - b. 2016 EPA WaterSense Partner of the Year Award & Excellence Award (WAC photo with Awards following meeting)

Carrie Pollard, SCWA made comments on the awards and article that was made available to the committee members.
 - c. SWRCB Urban Advisory Group

Jennifer Burke, City of Santa Rosa, Grant Davis, SCWA, and Carrie Pollard, SCWA, are participating in the state-developed Water Conservation Urban Advisory group to make recommendations for a report (due January 2017) required by the

governor's May 9, 2016 executive order. Jennifer Burke made comments regarding the report. Report will be made available on 11/15 or 11/16 with a 10-day comment period. Questions and comments followed from the other members.

11. Biological Opinion Status Update

a. Fish Habitat Flows and Water Rights Project DEIR

Pam Jeane, SCWA, reviewed the update that was made available to the committee members and advised that the comment period for the Fish Habitat Flows and Water Rights Project DEIR has been extended to February 14, 2017. Comments followed from public and the members.

12. Integrated Regional Water Management Plan(s) Update

Efren Carrillo, Board of Supervisors, provided an update on the North Coast Resource Partnership which met on October 21, 2016. Next meeting is January 20, 2017 in Ukiah. Upcoming event scheduled April 21, 2017, in Santa Rosa. Brad Sherwood, SCWA, provided further details on the Bay Area Integrated Regional Water Management Plan and advised that the agreements with Colorado State University, California Department of Water Resources, Scripps Institute and National Oceanic and Atmosphere Administration for the AQPI project have been executed.

13. Sustainable Groundwater Management Act Governance

Dan Muelrath, Valley of the Moon Water District, presented an update on SGMA in Sonoma County. Questions and comments followed from the members and public.

14. Items for next TAC Agenda on June 6

- a. Sonoma Marin Saving Water Partnership
- b. Water Supply Conditions
- c. Biological Opinion Status Update

15. .Check Out

- a. Next TAC meeting is December 5
- b. Next WAC TAC meeting is February 6
- c. Meeting was adjourned at 10:39 a.m.

17

Notice of Meeting of North Bay Watershed Association

A meeting of the North Bay Watershed Association will be held as follows:

Date: Friday, February 3rd, 2017, Time: 9:30 a.m. – 11:30 a.m.

Location: Novato City Hall, 901 Sherman Ave, Novato, CA 94945

AGENDA Item and Recommendation

9:30

1. Call to Order (Jack Gibson, Chair)
2. Public Comment
3. Approval of the Agenda (1 min.) *Approve*
4. Approval of Minutes (5 min.) *Approve*
5. Treasurer's Report *handout* (1 min.) *Accept*
6. Director's Report *information/questions*

7. Groundwater Management/SGMA in the North Bay

9:45

Marcus Trotta, Hydrogeologist – Sonoma County Water Agency

Marcus will discuss groundwater management efforts in the North Bay and the role of the Sustainable Groundwater Management Act locally.

8. Climate Ready North Bay – Phase II

10:15

Caitlin Cornwall – Sonoma Ecology Center

Caitlin will summarize for the Board the conclusions and recommended next steps for this NBWA-funded project to provide data-driven climate adaption tools to resource managers in the North Bay.

9. Climate Adaption – Sonoma County Water Agency

10:45

Cordel Stillman (Deputy Chief Engineer – SCWA) and Laura Harnish (CH2M) will discuss the planning being done by the Sonoma County Water Agency to prepare and adapt to the pressures of climate change.

10. Items of Interest

11:10

11. Items for next agenda

11:20

- Opportunity to state support for healthy Bay freshwater flows in SWRCB process.
- Roger Leventhal (Marin County) will give a final report on the Bothin Marsh NBWA funded project.
- Preliminary discussion on the 2018 conference.

Next Meeting Information: March 3rd, 2017 – Marin Community Foundation, 5 Hamilton Landing, Suite 200, Novato, CA 94949

North Bay Watershed Association

Summary of the meeting of the North Bay Watershed Association (NBWA) Board of Directors

Date: Friday, January 6, 2017 – 9:30 a.m.

Location: Novato Sanitary District, 500 Davidson St, Novato CA, 94945

Directors Present Included:

<u>Board Member</u>	<u>Agency/Organization</u>	<u>Board Member</u>	<u>Agency/Organization</u>
Pam Drew	City of Novato	Jack Baker	North Marin Water District
Mike Healy	City of Petaluma	Sandeep Karkal	Novato Sanitary District
Paul Jensen	City of San Rafael	Brant Miller	Novato Sanitary District
Madolyn Agrimonti	City of Sonoma & Sonoma Valley County Sanitary District	Pamela Meigs	Ross Valley Sanitary District
Damon Connolly	County of Marin	Brad Sherwood	Sonoma County Water Agency
Jack Gibson	Marin Municipal Water District		

Directors present represented 11 of the 18 agencies signatory to the Association MOU.

Board Actions:

1. Call to Order – Jack Gibson, Chair, called the meeting to order at 9:35 a.m.
2. Public Comment – no public comments.
3. Approval of the Agenda – The Board unanimously approved the agenda.
4. Approval of Previous Minutes – The Board approved the minutes of the previous meeting with two board members abstaining from the vote.
5. Treasurer's Report – The Treasurer's Report was accepted as presented by Judy Kelly, NBWA Executive Director.
6. Director's Report
7. Harmful Algal Blooms in our North Bay Waters – Naomi Feger, of the San Francisco Regional Water Quality Control Board presented on the presence of harmful algal blooms (HAB) in local water bodies, which can pose significant water quality issues. The presence of HABs is increasing in California and the Bay Area, and is widely attributed to increasing water temperatures, high nutrient concentrations, and drought, which results in less water and lower flows. The most prevalent HAB in freshwater are cyanobacteria (blue green algae). Some of these cyanobacteria can produce toxins which can negatively affect the skin, liver, and nerves of humans and wildlife. Cyanobacteria can negatively affect a variety of beneficial uses of local water supplies including: impacting fish, harming swimmers, leaving visual scum on water surfaces, killing or harming wildlife and pets, and impacting irrigation. The state is currently implementing a statewide strategy to manage the effects of HABs. The California Cyanobacteria and HAB Network (CCHAB) promotes the partnership of state, federal, local agencies, tribes, and non-governmental organizations to mitigate these effects. The state provides decision tree and narrative guides for posting health advisories near water bodies affected by HABs. Currently the Regional Board is utilizing satellites to detect HABs, however current satellite programs can only detect blooms in large bodies of water and has a significant margin of error. The Regional Board also requests that water managers report HABs in their water bodies to (<https://drinc.ca.gov/cyanohab/>). Remediation methods for the removal of cyanobacteria include the application of cyanobacteria specific algicide, the reduction of nutrients, the destratification of the water column, and reduction of water residence time in a water body. For more information, please visit (www.mywaterquality.ca.gov/index.html).

8. Friends of the Petaluma River Education Project – Stephanie Bastianon, from the Friends of the Petaluma River (FOPR), updated the NBWA Board on a completed project, partially funded by a grant from the NBWA of \$20,000. The Friends of the Petaluma River seeks to celebrate the River by promoting and providing river access, watershed conservation, and environmental education programming. The NBWA grant was provided to directly support the Watershed Classroom program, and to expand several components of its educational programming services. FOPR supports local environmental education efforts providing interested teachers with a \$500 stipend to support their development of relevant curriculum, providing resources to teachers through their website (<http://www.watershedclassroom.org/>), and through the development of the Watershed Atlas (<http://www.watershedclassroom.org/watershed-atlas/>) which organizes watershed data and information geographically. The NBWA Grant provided funds to compile data for new atlas layers, add additional layers to the atlas, purchase and maintain water testing kits for students, and perform a replicability study to examine the local environmental education needs. All four of these components were successfully completed. Q: Pam Meigs asked what water quality parameters are being tested by students and why. A: Temperature, phosphates, nitrates, salinity, etc. are being tested to show students how testing works, and what creates conditions that determine these factors. More importantly, students learn about how these factors are indicators of overall watershed health. Q: Where do teachers get information about watershed programming? A: Many online sources (EPA, NOAA, etc.). However, no one website or portal compiles all of these regional information in one place.
9. Cleaner Waters: Sonoma County's Safe Medicine Disposal Program – Susan Keach (Sonoma County Water Agency) and Jay Macedo (Sonoma County) briefly presented on the Safe Medicine Disposal Program in Sonoma County and the corresponding Ordinance being proposed to the County Board of Supervisors. This program aims to protect environmental quality as well as public health by providing a safe and free method for residents to dispose of unwanted medications. In particular, Sonoma County is currently developing an Extended Producer Responsibility Ordinance (EPR) which would require the pharmaceutical companies that produce medications to pay for the medicine disposal program in Sonoma County. Due to the high level of board interest, a more detailed presentation and discussion will be arranged at a future NBWA Board Meeting. For more information please visit (www.safemedicinedisposal.org/). Q: Brant Miller asked what generates the cost of the Safe Medicine Disposal Program. A: Disposal bins, outreach, hauling and disposal, administrative costs, etc.
10. NBWA Proposed Communication Plan for 2017 – Brad Sherwood (Sonoma County Water Agency) briefly described the five goals outlined by the NBWA Communications Plan which was collaboratively developed by the NBWA Communication Committee. The Communications Plan is a living document which outlines strategic communications goals and strategies to further the mission and efforts of the NBWA. Judy Kelly recommended that the Board approve \$7000 of funds to be spent on a communication consultant to help prioritize these goals and make preliminary recommendations about how to effectively implement these goals. The plan can be found at (nbwatershed.org/wp-content/uploads/minutes-agendas-newsletters/Agenda_2017-01-08.pdf) *The NBWA Board unanimously approved \$7000 be allocated for a communication consultant.*
11. Items of Interest
12. Items for the next agenda
- Groundwater Issues in the North Bay – Jay Jasperse, Sonoma County Water Agency
 - Next steps for North Bay climate work – Caitlin Cornwall, Sonoma Ecology Center

Next Meeting Information: February 3rd, 2017 Novato City Hall

901 Sherman Ave, Novato, CA 94945 **PLEASE NOTE NEW MEETING SITE**

SUBMITTED BY:

Sophie Hallam-Eames

SCWA Programs Specialist | NBWA Staff

Sophie.HallamEames@scwa.ca.gov

**Northbay Watershed Association
Treasurer's Report
January 1 - January 31, 2017**

Revenues:

Billings-Stewardship - General Benefits - 2017	185,867.99
NBWA 2016 Conference Revenue	1,500.00
Misc Revenue	
Total Revenues	<u>187,367.99</u>

Expenses:

Executive Director Professional Services:	65,800.00
<u>Admin Professional Fees & Expenses:</u>	
Administrative Support - SCWA	
Operating Expense - General Benefit - website, etc..	1,938.40
NCRCD - LandSmart for Kid, Point Blue STRAW Program	1,864.07
Sonoma Ecology Ctr - Climate Readiness	29,951.55
Marin County Flood Control - Bothin/Coyote Creek	
Friends of Petaluma River - Watershed Classroom	
EOA - BASMAA Trash Project	19,351.06
2nd Nature - Rural Road Ram Project	20,000.00
Total Expenses	<u>138,905.08</u>
Change this period	48,462.91
Fund Balance as of July 1, 2016	<u>\$ 171,644.95</u>
Fund Balance as of January 31, 2017	<u><u>\$ 220,107.86</u></u>

February 2017 - Director's Report

NBWA Business

- I am happy to report that last month, on behalf of the NBWA, I was appointed to the Advisory Committee of the San Francisco Bay Restoration Authority. Other regional folks I know who have also been appointed include SCWA's Grant Davis and Marin County's Roger Leventhal. A full list of the Appointees will be available on the RA website shortly. The first of this year's quarterly Advisory Committee meetings will be held in Oakland in late February.
- On January 25th the **NBWA Joint Technical Committee** met at Novato Sanitary District. The agenda centered on two main topics: ideas about how to find help with the implementation tasks of the new NBWA Communication Plan [local NGOs were largely the focus], and the Committee had a presentation by Beth Huning from the San Francisco Joint Venture about the data the JV holds on the status of restoration projects around the region. For details please read the meeting summary at nbwatershed.org/meetinginformation/.
- Progress continues on our currently funded NBWA projects: Our NBWA project with Marin County on a sediment reuse study for Bothin Marsh has concluded and the County will deliver a final presentation to the Board in March. The Final Report will be posted to the NBWA website in the next few weeks. A regional workshop is being planned for March to introduce the regional working group to the concepts and methods developed by 2nd Nature for the Rural Road Assessment project.
- Advance planning: In March along with the Bothin Marsh report, the Board will have its first discussion on desired topics and a suggested location for the 2018 NBWA Conference and a discussion about possible NBWA comment on the State Board's proposed actions regarding flows on the San Joaquin River.

Funding News

FROZEN: EPA's San Francisco Bay Water Quality Improvement Fund. As you have already heard through the news, the Administration has frozen all NEW grants and contracts at the US EPA and several other Federal agencies. While the situation is uncertain, EPA staff expects to continue to work on, and issue, the 2017 RFP for this fund and will work toward a selection and allocation process to conclude this summer -provided the freeze is lifted.

Integrated Regional Water Management Plan [IRWMP] Several weeks ago the region resubmitted the Nov. 30 proposal with additional information requested by DWR. On January 30th DWR requested that the budget be presented differently; work that is now underway. This region is only the second funding area to submit a proposal. The other is the North Coast, and they have a signed agreement already.

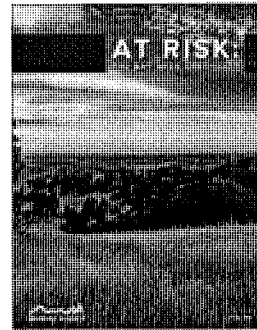
Once there is a signed agreement, the lead group for this regional effort, Environmental Justice Coalition for Water [EJCW] will contact those who proposed to assist with outreach to put a full working team together. The Draft Proposal was submitted to DWR on behalf of the Bay Area Region in late October for \$6.5 million. See <http://www.bairwmp.org> for news and update on this funding.

Website of the Month



The **Greenbelt Alliance** is focused on promoting the preservation and protection of the region's open space.

They have just completed a new assessment of the vulnerability of our remaining open spaces concluding – *"Today, 293,100 acres of the region's farmland and natural areas are threatened with development within the next 30 years. This is an area of 458 square miles, almost 10 times the size of San Francisco, that could be paved over in a generation. Of that land, 63,500 acres are at high risk, meaning they face development within the next 10 years. These areas are under extreme market pressure; the bright red areas on the At Risk Map reflect dozens of proposals that threaten the Bay Area's ranchland, farms, wildlife habitat, and wetlands. See the full report at www.greenbelt.org/at-risk-2017/.*



Other News and Notes

California groundwater recharge study. DWR has released a new draft report that describes the expected challenges of moving California water into over-drafted groundwater basins. The *Water Available for Replenishment Report* divides the state into looks at 10 regional and at the opportunities and challenges of securing the needed amounts of water to meet the requirements of the state's new groundwater legislation. A link to the full report is available here on DWR's news release. Public comment on the Draft will be accepted until March 17th. www.water.ca.gov/news/newsreleases/2017/011217water_news.pdf.

Upcoming Conference. **2016 Annual IEP Workshop**

The Interagency Ecological Program will be holding the 2016 Annual IEP Workshop on April 20-22, 2016 at the Lake Natoma Inn in Folsom, CA. This technical workshop will highlight recent work on Delta Smelt, salmon, aquatic weeds and data management. For registration and additional information on this workshop please visit www.cvent.com/events/2017-iep-annual-workshop/event-summary-bf8b34d482ae423493b075c5a92de492.aspx.

18

DISBURSEMENTS - DATED JANUARY 19, 2017

Date Prepared 1/17/17

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

Seq	Payable To	For	Amount
1	Able Tire & Brake	Tires (5) ('07 Chevy K2500-\$197, '12 Compressor-\$193, '05 Ford Ranger-\$248) & Tractor Tire Repair ('15 JD Skip Loader) (\$120)	\$758.96
2	Ackerman, Gerald	Retiree Exp Reimb (2017 Health Ins)	1,088.28
3	All Star Rents	Propane (32 gal) (STP)	104.05
4	Alphagraphics	Graphic Services: RW Program Maps	101.89
5	Automation Direct	Pressure Transducers & Electrical Connectors	226.00
6	AWWA CA-NV SEC	Cross Connection Specialist Certification Renewal (Kurfirst) (Budget \$80) (5/17-4/19)	80.00
7	Bakalar, Michael	Retiree Exp Reimb (2017 Health Ins)	547.80
8	Bank of Marin	Bank of Marin Loan Principal & Interest (Pymt 63 of 240)	46,066.67
9	Bay Alarm	Quarterly Fire Alarm Monitoring Fee	338.19
10	Betette, Bob	Novato "Toilet Rebate" Program	200.00
11	Bino, Gene	Retiree Exp Reimb (2017 Health Ins)	59.88
12	Borges & Mahoney	Annual Maintenance on Chlorine Regulators, Injectors & Analyzers	3,002.30
13	Bradbery, Ronald	Retiree Exp Reimb (2017 Health Ins)	846.48
14		Cafeteria Plan: Uninsured Medical Reimbursement	460.75
15	CDW-Government	Battery Back-ups for STP PLC	318.91
16	Clipper Direct	Feb Commuter Benefit Program (2)	216.00
17	Cortez, Zoe	Novato "Toilet Rebate" Program	200.00
18	Derby, Richard	Retiree Exp Reimb (2017 Health Ins)	1,088.28
19	Diggs, James	Retiree Exp Reimb (January Health Ins)	356.39


Seq	Payable To	For	Amount
20	Environmental Express	Standards (Lab)	197.40
21	Eyler, John	Retiree Exp Reimb (2017 Health Ins)	1,088.28
22	Ferguson Waterworks	Elbows (8), Box Lids (2) (\$152), Box Cover (2) (\$217), Service Saddle (\$202), Coupling (6), Hymax Adaptor (\$800) & Nipples (8)	1,447.95
23	Fritz, James	Retiree Exp Reimb (2017 Health Ins)	1,088.28
24	Frontier Communications	Leased Lines	1,566.56
25	Golden Gate Petroleum	Gas (\$1.32/gal) & Diesel (\$2.35/gal)	1,645.32
26	Grainger	Spare Pressure Transducer (\$496), Crescent Wrench, Cloth Roll Kit (\$74) & Door Closer for Electrical/Mechanical Office (\$57)	638.11
27	Hach	Ampule Kits (2) (STP)	470.13
28	Hale, Larry	Retiree Exp Reimb (2017 Health Ins)	547.80
29	Interstate Battery	Battery Pack for Fluke Power Meter & Battery for Power Quality Analyzer (\$53)	102.31
30	Johnstone, Daniel	Retiree Exp Reimb (2017 Health Ins)	1,088.28
31		Cafeteria Plan: Uninsured Medical Reimbursement	60.99
32	Kenney, Frank	Novato "Washer Rebate" Program	50.00
33	Kessler, Sue	Retiree Exp Reimb (January Health Ins)	304.16
34	La Duke, Gary	Refund Overpayment on Closed Account	196.91
35	Lincoln Life	Deferred Compensation PPE 1/15/17	14,755.87
36		Childcare Reimbursement	208.33
37	Maltby Electric	Conduit Couplings (4)	51.06
38	Marin County Ford	Fan Shroud ('08 F350) (\$172), & Diagnose & Repair Low Temp - Replacement Thermostat	909.01
39	McAghon, Andrew	Lawn-Be-Gone Mulching Program (Balance Remaining on Contract \$0)	1,144.00
40	McLellan, WK	Compaction Testing (4 Locations)	1,623.29

Seq	Payable To	For	Amount
41	Moore, Doug	Retiree Exp Reimb (January Health Ins)	927.54
42	Moretti, Linda	Retiree Exp Reimb (2017 Health Ins)	59.88
43	Mountain Cascade	Prog Pymt#1: RW Expansion Central Service Area Phase B (Balance Remaining on Contract \$3,405,500)	108,983.05
44	MSC Industrial Supply	Peristaltic Pumps (STP) (2)	308.62
45	Nationwide Retirement Solution	Deferred Compensation PPE 1/15/17	1,580.00
46	Nelson, John O.	Retiree Exp Reimb (2017 Health Ins)	1,088.28
47	North Marin Auto Parts	Tire Cement & Cleaner, Oil for Auto Shop Compressor, 3/8" Self Locking Nuts (50), Engine Degreaser (16 oz), Diesel Engine Fluid (1 gal), Hydraulic Oil Filter, Hydraulic Oil (10gal) (\$86), Wiper Blades (4) (\$80), Motor Oil (3 qts), 16 Gage Auto Wire (100'), Turn Signal Bulbs (10) & Primer (10-12oz cans) (\$81)	390.49
48	North Bay Gas	Mig Welder Gas (\$71) & December Cylinder Rental (\$136)	206.69
49	Novato Builders Supply	Wood Post (\$52), Water Stop Cement (40 lbs), Caulk (4) (\$57), Lumber, Mason Mix (160 lbs) & Concrete (5 sacks) (\$195)	429.32
50	Novato Disposal Service	December Trash Removal	438.29
51	Ondricek, Brad & Amy	Refund Overpayment on Closed Account	90.92
52	PG&E	Power: Bldgs/Yard (\$4,195), Rectifier Controls (\$547), Pumping (\$16,351), Treatment (\$114), & Other (\$64)	21,270.29
53	Pini Hardware	Drill Bit (3), Tank Sprayers, Pail & Eyebolt (\$62), Screw Extractor Set, Screws, Flex Tubing, Outlet Cover, Spray Paint (4-12oz cans), GFCI Outlet, PVC Fittings, PVC Union & Check Valve (\$42), Plumbing Supplies (STP) (\$122), Screwdriver, Hand Sanitizer, Cap Hose, Hose Washer, Lube Spray, Glue, PVC Pipe Nipples & Washers, Conduit, Utility Knife, Elbows, 2" PVC Elbow & Primer	437.38

Seq	Payable To	For	Amount
54	Randall Bros. Automotive	Smog Test ('10 F150, '08 Chevy Colorado, '05 Ford Ranger, '07 Chevy K2500 & '03 Dodge Dakota)	225.00
55	Reed, Corey	Exp Reimb: Survey Class (\$282), Text Book (\$250) & Field Book	545.93
56	Reliable Hardware & Steel	Tie Down Chain (100') (\$372) & Sanding Discs (6)	427.92
57	Schwarze, Charles	Novato "Cash for Grass" Rebate Program	400.00
58	Smalley, Gayle	Retiree Exp Reimb (2017 Health Ins)	547.80
59	Sonosky, Norma	Retiree Exp Reimb (2017 Health Ins)	846.48
60	Stafford, Vernon	Retiree Exp Reimb (January Health Ins)	304.16
61	Staples Advantage	Copy Paper (600-Letter Size Sheet), Labels (300) & Binders (5)	284.00
62	State Water Resources Control	T4 Renewal Certification (Jennison) (Budget \$110) (6/17-6/20)	105.00
63		Cafeteria Plan: Uninsured Medical Reimbursement	76.89
64	TelePacific Communications	December Telephone Charges	654.89
65	Township Building Services	December Janitorial Services	1,822.84
66	Upchurch, Robert	Novato "Washer Rebate" Program	50.00
67	USA BlueBook	Dispensers (9) (\$220) (STP) & Sewage Pump Check Valves (2)	405.88
68	US Bank	December Safekeeping Fee-Treasury Securities	124.50
69	Vasconcellos, Joan	Retiree Exp Reimb (2017 Health Ins)	547.80
70	Velloza, May	Retiree Exp Reimb (2017 Health Ins)	412.92
71	VWR International	Standards & Sulfate (\$60) (Lab)	92.10
72	Wilson Bohannon	Brass Padlocks (50)	419.68

Seq	Payable To	For	Amount
73	Wilson, Roena	Retiree Exp Reimb (2017 Health Ins)	412.92
		TOTAL DISBURSEMENTS	<u>\$230,162.33</u>

The foregoing payroll and accounts payable vouchers totaling \$230,162.33 are hereby approved and authorized for payment.


1/20/17
 Auditor-Controller Date


1/20/2017
 General Manager Date

DISBURSEMENTS - DATED JANUARY 26, 2017

Date Prepared 1/24/17

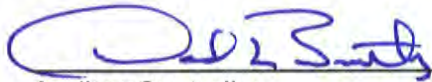
The following demands made against the District are listed for approval and authorization for payment in accordance with Section 31302 of the California Water Code, being a part of the California Water District Law:

<u>Seq</u>	<u>Payable To</u>	<u>For</u>	<u>Amount</u>
P/R*	Employees	Net Payroll PPE 1/15/17 PPE & Final Paycheck (Matt Lucchesi)	\$132,425.96
EFT*	US Bank	Federal & FICA Taxes PPE 1/15/17 & Final Paycheck (Matt Lucchesi)	60,366.79
EFT*	State of California	State Taxes & SDI PPE 1/15/17 & Final Paycheck (Matt Lucchesi)	10,829.66
EFT*	CalPERS	Pension Contribution PPE 1/15/17	35,040.85
1	ACWA	Annual Agency Dues (DeGabriele) (Budget \$17,500) (1/17-12/17)	18,710.00
2	Allied Electronics	Instrumentation Signal Wire (1,000')	670.11
3	Alpha Analytical Labs	Lab Testing	48.00
4	Asbury Environmental Services	Used Oil Recycling (100 gal)	120.00
5	AT&T	Leased Line	65.88
6	Automation Direct	AMI Project Circuit Breakers & Wire Duct	148.50
7	Bennett Trenchless Engineers	Prog Payment #9: RW Expansion Project Hwy 101 Crossing (Balance Remaining on Contract \$17,710)	2,969.28
8	Building Supply Center	Nut Driver Set, Bolts, Washers, Nuts & 2" PVC Elbow (\$12)	24.25
9	Calif Board of Equalization	State Sales & Use Tax-Filing Period: January-December 2016	10,354.00
10	Clark, Robert E.	Exp Reimb: CWEA Collection System Specialty Workshop	110.00
11	Comcast	January Internet Connection	151.12
12		Cafeteria Plan: Uninsured Medical Reimbursement	20.00
13	Environmental Resource Assoc	Annual Performance Testing Study (Lab)	302.82

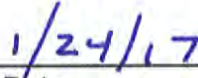
Seq	Payable To	For	Amount
14	Evoqua Water Technologies	Service on Deionization System (Lab)	359.80
15	Grainger	Hose Clamps (20) (46), Batteries (228) (AAA, AA & 9 volt) (\$91), 4" Pipe Insulation (8) (\$127), Mechanics Gloves (2) (STP), 36" Floor Squeegees (4) (STP) (\$229), High Pressure Spray Gun ('13 Vac Trailer) (\$76), High Pressure Spray Nozzles & Extension Wands (2) ('13 Vac Trailer) (\$299) & Transfer Punch Set (\$293) (Auto Shop)	1,065.73
16	HUB International Insurance	Holiday Party Insurance	107.40
17		Cafeteria Plan: Uninsured Medical Reimbursement	40.00
18	Marinscope	Display Ad: NMWD Board Vacancy	105.00
19	Marin County Recorder	November Official Record Copy (3)	28.00
20	MSI Litho	Printing #10 Envelopes (10,000)	764.51
21	Pace Supply	3" Couplings (3) (\$306) & Corp Stops (16) (\$641)	947.61
22	NMWD Petty Cash	Lunch Meetings (\$45) (McIntyre), Safety Snacks (\$42) & Calendar (\$8)	94.85
23	Scheller Construction	Replace Downey Control Building Roof	3,300.00
24	SRT Consultants	Prog Pymt#3: Stafford Lake Watershed Sanitary Survey (Balance Remaining on Contract \$30,260)	1,675.00
25	Stericycle Transportation Svcs	Hazardous Waste Disposal for WQ Lab	294.50
26	S & Z Construction	Refund Excess Advance for Construction Over Actual Job Cost (499 Via Del Plano)	45.30
27	Univar	Sodium Hypochlorite (6 drums) (STP) (Less Credit of \$440 Received for Returning 11 Drums)	739.42
28	VWR International	Reagents & Sulfuric Acid (\$64) (Lab) (1 gal)	119.67

<u>Seq</u>	<u>Payable To</u>	<u>For</u>	<u>Amount</u>
29	Young, Katie	Exp Reimb: Mileage & Bridge Toll for NeoGov Training in Oakland & Notary Filing Fees	92.23
30		Vision Reimbursement	20.00
		TOTAL DISBURSEMENTS	<u>\$282,156.24</u>

The foregoing payroll and accounts payable vouchers totaling \$282,156.24 are hereby approved and authorized for payment.



Auditor-Controller



Date



General Manager



Date

DISBURSEMENTS - DATED FEBRUARY 2, 2017

Date Prepared 1/31/17

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

Seq	Payable To	For	Amount
1	Allen, Ryan	Novato "Toilet Rebate" Program	100.00
2	Alpha Analytical Labs	Lab Testing	18.00
3	American Family Life Ins	January Employer Accident, Disability & Cancer Insurance	3,764.59
4	Avon, Ellen	Novato "Washer Rebate" Program	50.00
5	Bender, Matthew	Annual Govt Codes (2017) (Budget \$1,000) (1/17-12/17) & Water Supplemental (2017)	1,027.61
6	Bennett Trenchless Engineers	Progress Pymt#10: RW Expansion Project Hwy 101 Crossing (Balance Remaining on Contract \$7,787)	9,922.50
7	Bold & Polisner	December Professional Services: Atherton Tank Recoat (\$180), Board Vacancy (\$252), Civil Grand Jury (\$147), Conflict of Interest (\$147), Consult Agreement Language (\$378), FPPC Filings (\$168), Marin Country Club RW (\$273), Potter Valley Relicensing (\$378) & RW Central (\$63) & Misc (\$63)	2,049.24
8	California Water Service	November-December Water Services (Occf) (O.M.)	144.82
9	CalPERS	Health Insurance Premium (Employees \$45,680, Retirees \$10,521 & Employee Contribution \$11,921)	68,121.80
10	CDW-Government	Battery Backups for Olema P/S	103.12
11	Cel Analytical	Lab Testing	375.00
12	Core Utilities	Consulting Services: December IT Support (\$5,000), Programming for New PLC (\$1,600), SCADA/Wonderware Clean-up (\$2,350), PRTP Pump (\$675), Resolved Communication Issues @ Indian Hills P/S (\$1,150) & Integrate AMI with Core Billing (\$825)	11,600.00

Seq	Payable To	For	Amount
13	Corrpro Companies	Final AEEP Cathodic Protection Inspection Test	5,600.00
14	Covello Group	Progress Pymt#5: RW Expansion Project Central Service Area (Balance Remaining on Contract \$907,844)	60,013.56
15	California Sanitation Risk Management	2017 Oceana Marin Liability Insurance (Budget \$2,000) (12/31/16-12/31/17)	1,903.15
16	Cummings Trucking	Rock (\$3,229) (83 yds) & Sand (\$1,755) (32 yds)	4,984.73
17		Cafeteria Plan: Uninsured Medical Reimbursement	30.00
18	Environmental Express	Standards (Lab)	215.52
19	Fastenal	Gloves (400) (\$74), Rake & Shovels (4) (\$96)	197.58
20	Ferguson Waterworks	Vise Jaw (\$293), Screws & Washers (10)	314.51
21	Fisher Scientific	Buffered Dilution Water (Lab)	121.33
22	Golden Gate Petroleum	Gas (\$2.37/gal) & Diesel (\$2.47/gal)	1,687.78
23	Grainger	Digital Voltmeter (Maint Shop) (\$312), Tri Fold Saw Blades, Combination Wrench & Knee Boards (2) (\$49)	418.06
24	Home Depot	5' Step Ladder (Warehouse)	114.80
25	Interstate Battery	Battery for Power Quality Analyzer	53.36
26	JW Mobile	Check VGTAcuator ('09 Peterbilt)	450.00
27		Cafeteria Plan: Uninsured Medical Reimbursement	5.00
28	Khabbaz, Shoudry	Novato "Toilet Rebate" UHET Program	150.00
29		Childcare Reimbursement	624.99
30	Mutual of Omaha	February Group Life Insurance Premium	889.57
31	Novato Chamber of Commerce	2017 Employee Labor Law Posters (3)	152.99
32	Novato Police Dept	Telephone Answering Service (Nov-Jan)	600.00
33	NSI Solutions	QC Sample (Lab)	49.25

Seq	Payable To	For	Amount
34	Office Depot	Quarterly Office Supply Order: Classification Folders (40) (\$163), Laundry Detergent (3-95 oz boxes) (\$106), Pens (284) (\$298), Sharpies (108) (\$142), Pads (60) (\$42), Labels (4,750) (\$61), Canned Air (2), Tamper-Evident Deposit Bags (100) (\$35), Gold Certificate Seals (100), Noise Canceling Headphones (Clark) (\$54), Magnetic Sheets (5) & Pressboard Folders w/Fasteners (25) (\$91)	1,302.50
35	Pace Supply	3/4" Connection Rings (150) (\$399) & 1" Tube Nuts (3)	434.47
36	Parkinson Accounting Systems	December Professional Services: Installed Interim Release	97.50
37	Peterson, Neil	Novato "Toilet Rebate" Program	100.00
38	Point Reyes Light	Display Ad; NMWD Board Vacancy	211.50
39	Point Reyes Prop Mgmt Assn	January HOA Fee (25 Giacomini Rd)	75.05
40		Cafeteria Plan: Uninsured Medical Reimbursement	220.00
41	Shirrell Consulting Services	December Dental Expense	7,524.31
42	Sonoma County Water Agency	December Contract Water	452,518.09
43	Sonoma Boot	Safety Boots (Manzoni)	151.19
44	Stair, Carol	Refund Overpayment on Closed Account	50.61
45	Stompe, Brad	Exp Reimb: Collection System Workshop (\$110) & Safety Snacks (\$28)	137.52
46	Streakwave Wireless	PLC Radio (Indian Hills P/S)	134.52
47	Tamagno Green Products	Sludge Removal (STP) (53 yds)	1,325.00
48	U.S. Bank	iPad WiFi Switches (2) (\$230), PLC Radios (\$482) (2), Phone Upgrades (McIntyre & Spare) (\$410), Card Reader (\$39), Marin IJ-Notice of Vacancy for NMWD Board (\$68), Welding Gloves (\$30) (Watkins), Business Lunch (\$40) (DeGabriele), Wireless Mouse (\$36) (Ladd), Cake for Rodoni's Last Day (\$20), BIT & Air Brake Class (\$400) (Watkins), Paint the Town Red (Bentley) (\$100)	1,765.83

Seq	Payable To	For	Amount
49	US Postal Service	Meter Postage	1,000.00
50	Utiliworks Consulting	Prog Pymt#10: Automated Meter Information Project (Balance Remaining on Contract \$71,323)	9,189.51
51	Verizon Wireless	January CIMIS Station Data Transfer Fee	61.13
52	Watkins, Jeff	Exp Reimb: Class A Driver's License Fee	73.00
53	White & Prescott	Prog Payment#12: Crest Pump Station Site Plan (Balance Remaining on Contract \$11,720)	3,160.00
54	Young, Katie	Exp Reimb: Coffee for Architect Meeting	31.90
TOTAL DISBURSEMENTS			<u>\$655,416.49</u>

The foregoing payroll and accounts payable vouchers totaling \$655,416.49 are hereby approved and authorized for payment.



Auditor-Controller

1/31/17

Date



for General Manager

1/31/17

Date

MEMORANDUM

To: Board of Directors
From: David L. Bentley, Auditor-Controller
Subj: Increase in Directors' Compensation
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February 3, 2017

RECOMMENDED ACTION: None - Information Only

FINANCIAL IMPACT: \$1,000 Annually

In accordance with Ordinance No. 27 pertaining to Director's Compensation, said compensation amount shall be escalated annually on each January 1st based upon the change in the San Francisco Bay Area Consumer Price Index for the prior 12 month period, but by no greater than 5% per year, pursuant to California Water Code section 20200 et seq. The change in the SF Bay Area CPI in 2016 was 3.53%. Therefore, effective January 1, 2017, each director shall receive compensation of two hundred and nineteen dollars (\$219) per day for each day's attendance at meetings of the Board, or for each day's service rendered as a director with prior approval of the Board.

Director's compensation for the five-member Board is budgeted at \$33,000 annually. A 3.53% increase will add approximately \$1,000 in cost to the District annually.

MEMORANDUM

To: Board of Directors
From: David L. Bentley, Auditor-Controller
Subj: Service Charge Analysis
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February 3, 2017

RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None at This Time

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 73% 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 (FY16) was \$34.00, as shown on the attached analysis. Thus, the \$30 charge falls 13% 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	45%
Debt Service	31%
Billing & Accounting	18%
Meter Reading/Maintenance	6%
	<hr/>
	100%

Finally, while this analysis shows that the Bimonthly Service Charge (\$30) for a 5/8" meter is 13% below actual cost, the Bimonthly Service Charge revenue generated on 1" and larger meters exceeds the calculated cost and partially offsets the loss on the 5/8" meters. No increase in the Bimonthly Service Charge is recommended at this time.

North Marin Water District

2/3/2017

Novato Service Charge Analysis

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Annual Cost of Providing a Meter and Rendering a Bill

as of 12/31/16

Active Meters 12/31/16 = 20,536

	5/8-Inch Service	1-Inch Fire Sprinkler Service	1-Inch Service
Capital Cost			
Installation Labor & Vehicle Charges ¹	\$2,901.19	\$2,901.19	\$2,901.19
Backfill, Blacktop & Sand ¹	971.45	971.45	971.45
Copper Pipe (30') ²	129.89	129.89	129.89
Water Meter	74.22	194.92	194.92
Angle Meter Stop ²	54.69	54.69	54.69
Corporation Stop ²	50.36	50.36	50.36
Anode (12 lb.)	60.35	60.35	60.35
Service Saddle (6") ²	52.87	52.87	52.87
Fiberlite Meter Box Lid	27.32	45.12	45.12
Meter Box	25.12	31.19	31.19
Corporation Stop Adapter ²	20.83	20.83	20.83
Meter Spud	10.00	11.09	11.09
Grounding Clamp ²	3.94	3.94	3.94
Total Capital Cost ³	\$4,382.24	\$4,527.90	\$4,527.90

Capital Cost Amortization ⁴ \$92.42 \$99.27 \$99.27

Annual Expenses ⁵

Debt Service ⁶	\$1,299,093			
Billing and Accounting (net) ⁷	269,407			
General & Administrative ⁸	263,289			
Customer Service Expense	174,947			
Meter Reading	156,557			
Meter Maintenance	100,402			
Stationary & Supplies	58,903			
Uncollectible Accounts	15,382			
Office Equipment Expense	23,091			
Collection Agency Fees	1,948			
Distributed to West Marin ⁹	(16,959)			
Field Collection Expense (net) ¹⁰	(54,063)			
Total Annual Expense	\$2,291,997	/ 20,536 =	\$111.61	\$111.61

Total Annual Cost per Meter \$204.02 \$210.88 \$210.88

Bimonthly Cost (Annual Cost / 6) **\$34.00** \$35.15 \$35.15

Current Bimonthly Charge **\$30.00** \$34.00 \$60.00

Bimonthly Contribution to System Repair and Replacement **(\$4.00)** **(\$1.15)** **\$24.85**

1 Average cost of last 5 years' installations.

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

3 Includes 8.5% 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 November 2015), a nominal interest rate of 3.5% and an inflation rate of 2.0%.

5 Based on costs reported in the Audited FY2016 financial statement.

6 Debt service includes Principal & Interest for the STP SRF Loan, EDA Drought Loan and AEEP Bank of Marin Loan less MMWD \$245,000 AEEP Capital Contribution

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.

MEMORANDUM

To: Board of Directors

February 3, 2017

From: Nancy Williamson, Senior Accountant

Subj: Information – FY17 2nd Quarter Labor Cost Report

t:\aclword\memo\17\1st qtr labor cost rpt.doc

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: None

Total labor cost increased \$102,752 (2.3%)¹ 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 the 1st half of each fiscal year. Also attached is a summary of total labor cost vs. budget (Attachment D), which shows that labor cost came in 6.4% under budget for the fiscal year-to-date, due primarily to the vacant Chief Engineer, Pipe Worker and EM Tech Apprentice 1 positions.

Department	Increase / (Decrease) in Labor Cost vs prior FY	% Change ¹
Administration	\$74,665	7.6%
Engineering	\$18,033	2.9%
Operations/Maint	(\$10,824)	(0.8%)
Construction/Maint	\$20,878	3.0%
Net Increase/(Decrease)	\$102,752	2.3%

Comment on Change from Prior Year

Administration: Labor Cost increased \$74,665, or 7.6%. The increase is primarily due to the 7 step/spot adjustment increases and the 2.6% labor cost increase effective October 1 of 2016.

Engineering: Labor Cost increased \$18,033, or 2.9%. The increase is primarily due to the aforesaid 2.6% labor cost increase.

Operations/Maintenance: Labor Cost decreased \$10,824, or 0.8%. The decrease was primarily due the retirement of Vernon Stafford on December 31, 2015 and the resignation of Mike Baccei on May 15, 2016. The decrease was offset by the addition of David Ladd to the Operations/Maintenance Program Assistant I position on October 19, 2015, Roy Foster and Benjamin Steele to the Assistant Distribution/TP Operator positions on February 16, 2016, 8 step increases, and the 2.6% labor cost increase.

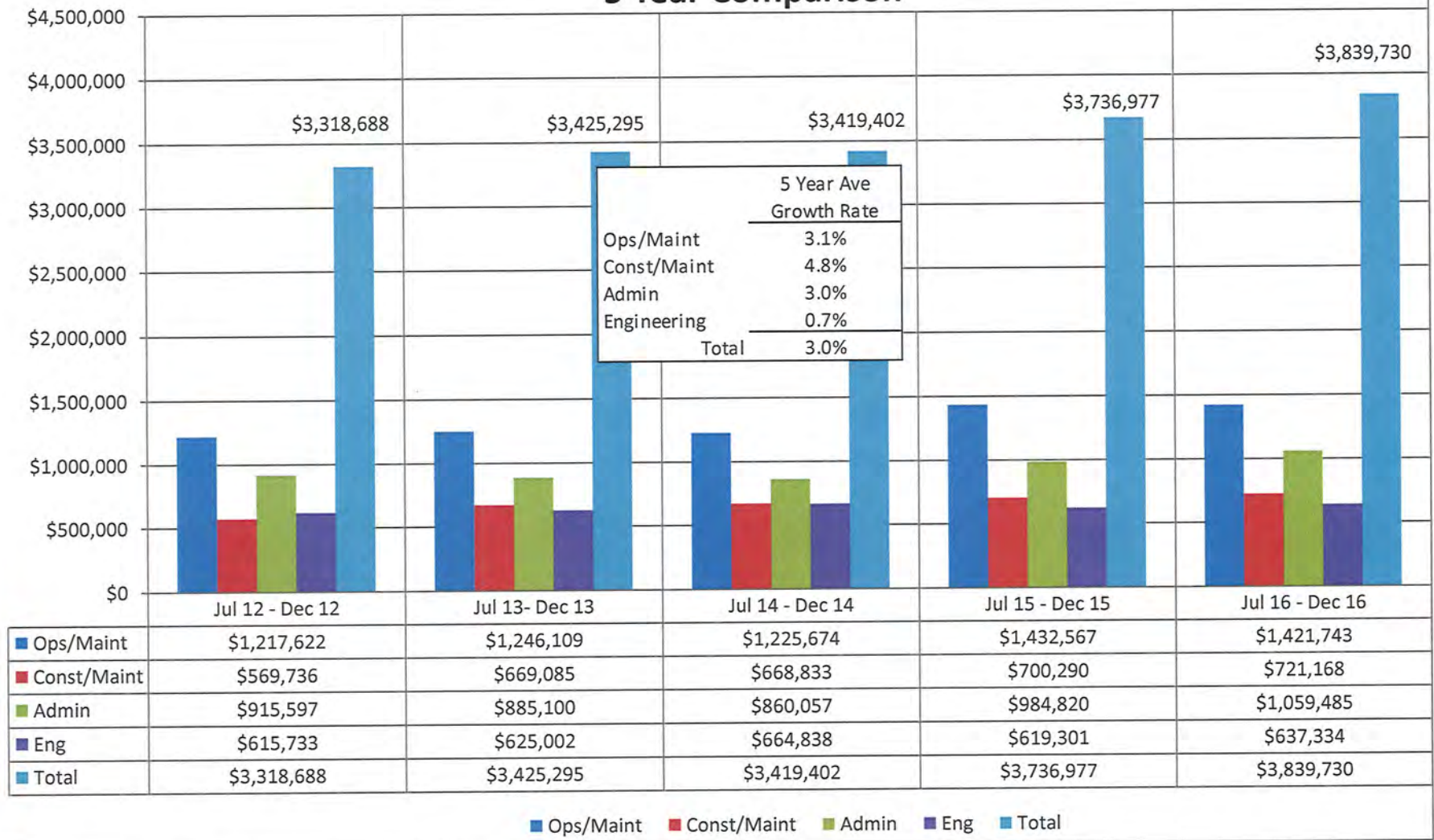
Construction/Maintenance: Labor Cost increased \$20,878, or 3.0%. The increase was due to the addition of laborers Nicholas Barrilleaux on September 1, 2015 and Kyle Bergstrom on January 11, 2016 to the crew, 7 step-increases and the 2.6% labor cost increase.

¹ Labor cost for FYTD16 was adjusted from \$3,497,699 to \$3,736,977 to correct for erroneous number of sick leave days used when calculating the FY16 overhead rate (error was corrected in November 2015).

1/13/17

t:\finance\hrs\ptfy17 1stqtr labor cost report\all hrs \$ chart.xls

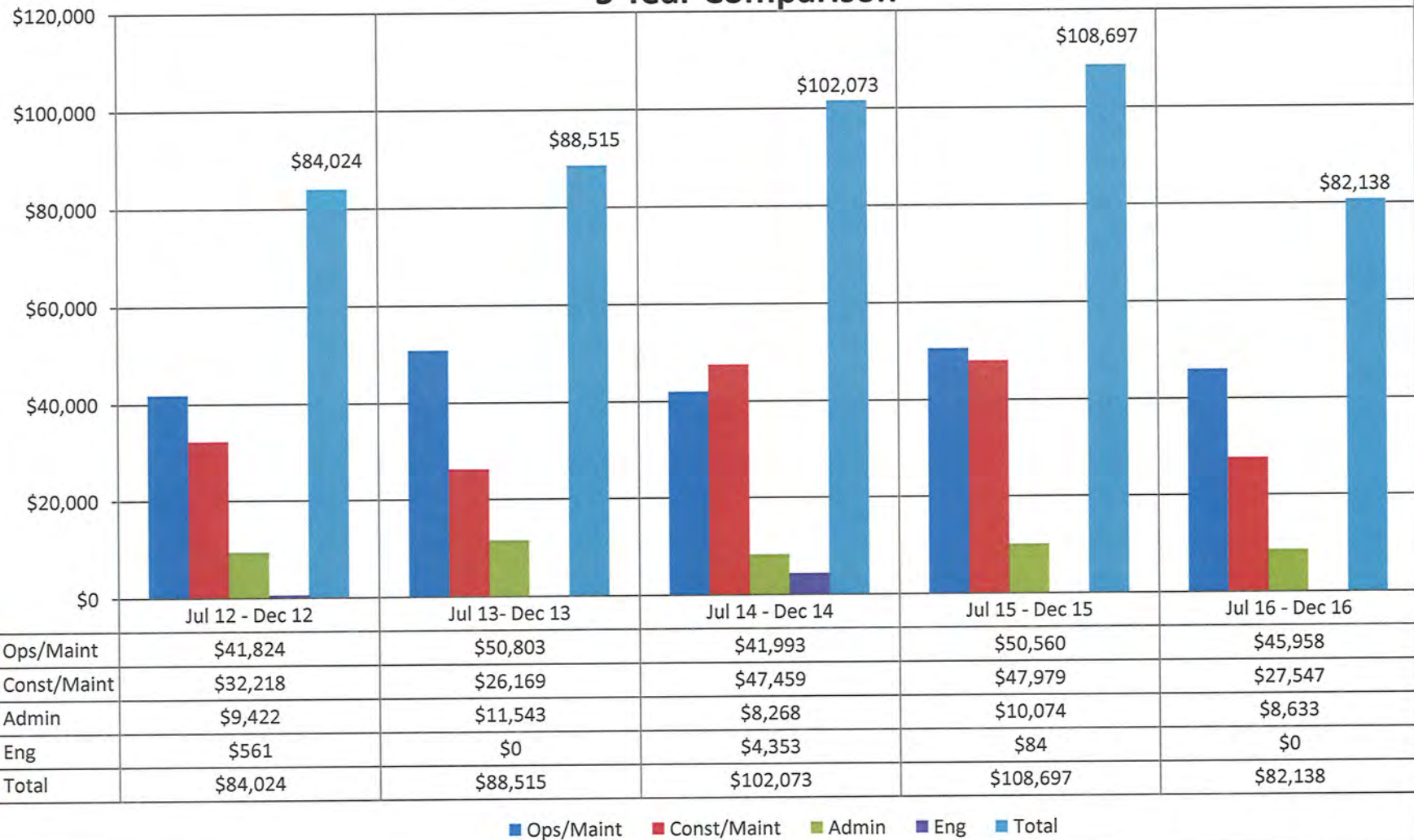
Total Labor Cost NMWD Fiscal Year through December 5 Year Comparison



1/13/17

t:\finance\hrs\ptfy17 1st qtr labor cost report\ot \$ chart

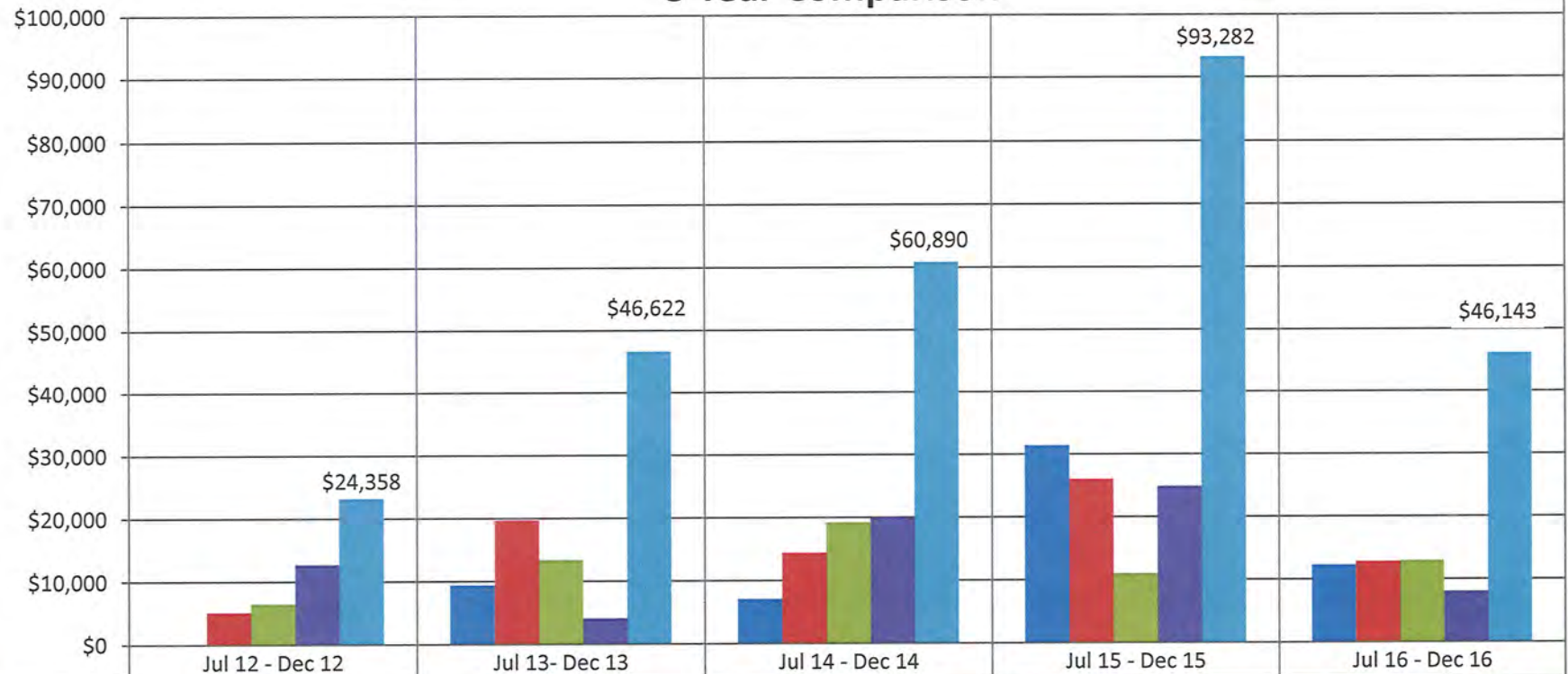
Overtime Cost NMWD Fiscal Year through December 5 Year Comparison



1/13/17

t:\finance\hrs\p\FY17 1stqtr labor cost report\temp \$ chart.xls

Temporary Employee Cost NMWD Fiscal Year through December 5 Year Comparison



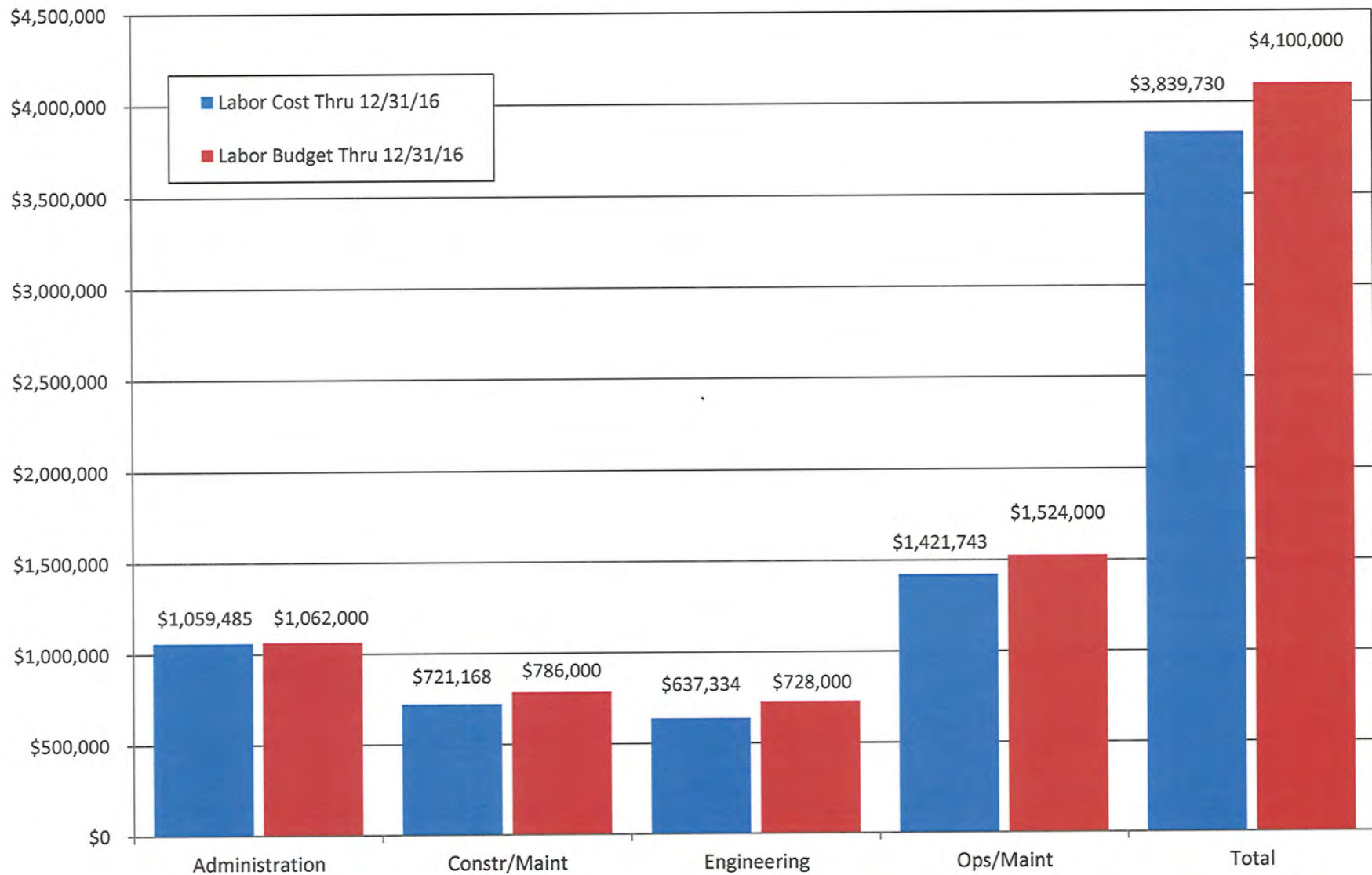
■ Ops/Maint	\$0	\$9,417	\$7,136	\$31,416	\$12,298
■ Const/Maint	\$5,120	\$19,654	\$14,393	\$25,982	\$12,798
■ Admin	\$6,536	\$13,447	\$19,257	\$11,010	\$12,976
■ Eng	\$12,702	\$4,105	\$20,104	\$24,875	\$8,071
■ Total	\$24,358	\$46,622	\$60,890	\$93,282	\$46,143

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

1/13/17

t:\finance\hrs rpt\labor cost compared to budget fy17\salary chart.xls

Total Labor Cost vs. Budget NMWD Fiscal Year through December



MEMORANDUM

To: Board of Directors
From: Dianne Landeros, Accounting/HR Supervisor
Subj: Annual Sick Leave Buy-Back
t:\aclword\personnel\sick leave buyback 2016.docx

February 3, 2017

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: \$18,945 in 2016

Employees accrue one day of sick leave each month. In 1970 the District adopted a policy to recognize employees who use sick leave prudently by allowing them to annually sell back unused sick leave in excess of 90 days at 50% of their pay rate. This buy-back policy provides an incentive for employees to use their sick leave benefit judiciously, and rewards those who do so, while simultaneously reducing the District's accrued sick leave liability.

On November 30, 2016 thirteen employees had accrued sick leave in excess of 90 days. Five chose to retain their accrued sick leave with the plan to convert it to additional service credit at retirement. Eight elected to convert their eligible sick leave to cash, at a District cost of \$18,945.

NORTH MARIN WATER DISTRICT

Cost Of Annual Sick Leave Buy-back Benefit

District policy allows buy-back of accrued sick leave in excess of 90 days @ 50% of value.

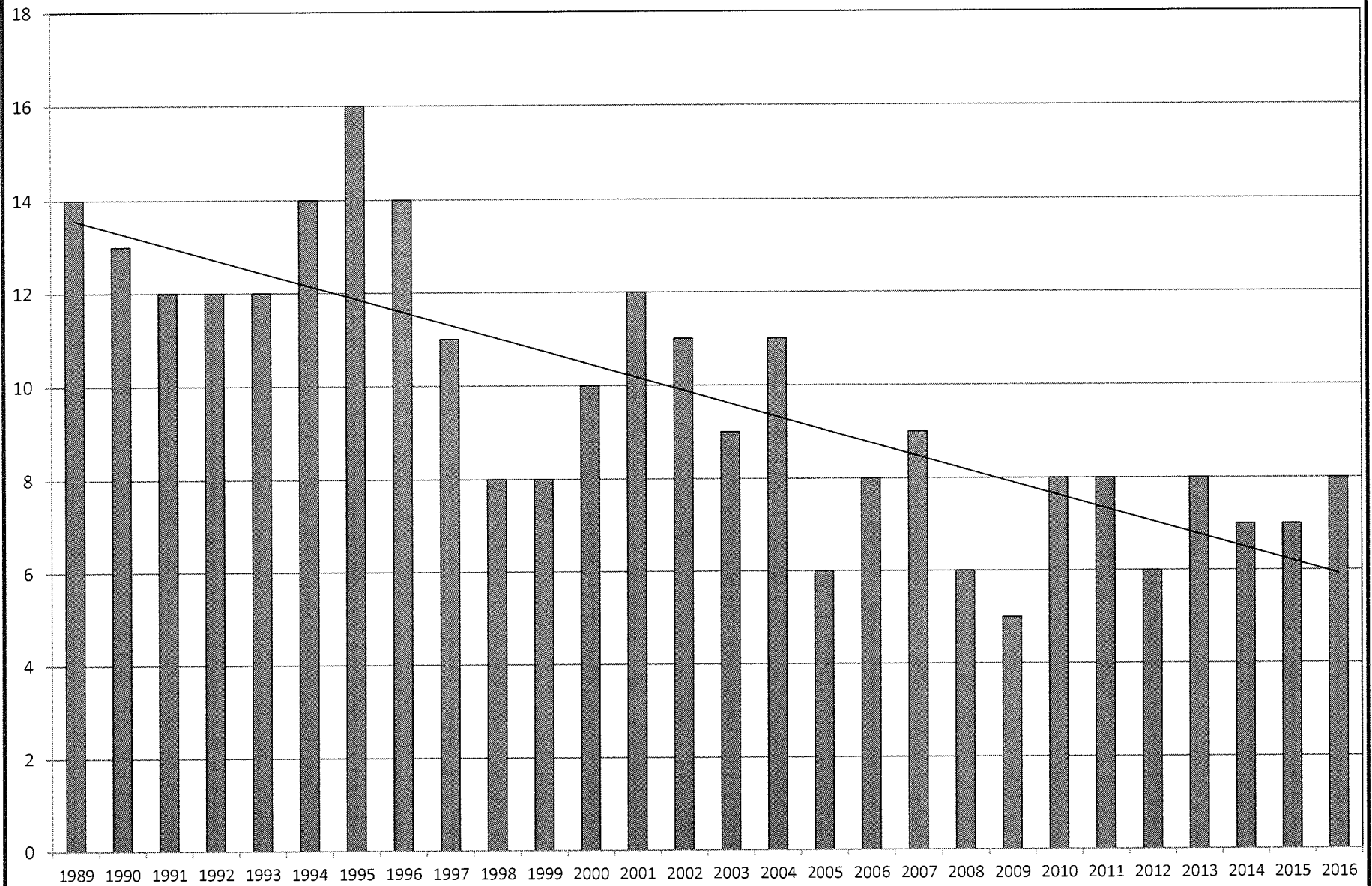
Paid for Calendar Year	Gross (Base) Pay	FICA, W.C. + & Unemp Ins ¹	= Overheaded Cost	% of Overheaded Payroll ¹	Days Purchased	Employees Participating	Cost per day
1989	\$12,628	\$1,269	\$13,897	0.54%	145.5	14	\$95.51
1990	\$11,068	\$1,261	\$12,328	0.46%	126.0	13	\$97.84
1991	\$10,772	\$1,270	\$12,042	0.40%	104.2	12	\$115.52
1992	\$11,909	\$1,464	\$13,373	0.42%	116.4	12	\$114.88
1993	\$13,726	\$1,581	\$15,307	0.47%	130.9	12	\$116.95
1994	\$14,608	\$1,613	\$16,221	0.51%	151.5	14	\$107.07
1995	\$15,387	\$1,434	\$16,821	0.54%	160.6	16	\$104.76
1996	\$13,295	\$1,222	\$14,517	0.48%	140.0	14	\$103.69
1997	\$9,451	\$910	\$10,361	0.32%	93.2	11	\$111.20
1998	\$8,059	\$786	\$8,845	0.27%	73.8	8	\$119.93
1999	\$8,013	\$846	\$8,859	0.26%	74.8	8	\$118.51
2000	\$10,081	\$1,040	\$11,122	0.32%	91.0	10	\$122.16
2001	\$11,379	\$1,164	\$12,543	0.34%	95.9	12	\$130.78
2002	\$11,505	\$1,201	\$12,706	0.33%	94.4	11	\$134.57
2003	\$12,818	\$1,910	\$14,728	0.36%	88.5	9	\$166.46
2004	\$14,700	\$2,443	\$17,143	0.39%	113.8	11	\$150.63
2005	\$10,575	\$1,588	\$12,163	0.23%	66.0	6	\$184.29
2006	\$12,006	\$1,588	\$13,594	0.24%	78.3	8	\$173.62
2007	\$16,214	\$1,816	\$18,030	0.31%	95.8	9	\$188.30
2008	\$13,606	\$726	\$14,332	0.24%	69.5	6	\$206.22
2009	\$10,472	\$731	\$11,203	0.17%	61.6	5	\$181.81
2010	\$15,978	\$1,155	\$17,133	0.27%	84.5	8	\$202.68
2011	\$16,155	\$1,037	\$17,192	0.27%	83.9	8	\$204.96
2012	\$14,071	\$1,006	\$15,077	0.23%	64.4	6	\$234.22
2013	\$19,402	\$2,166	\$21,568	0.31%	85.7	8	\$251.55
2014	\$18,931	\$1,614	\$20,545	0.30%	79.9	7	\$257.13
2015	\$15,843	\$1,416	\$17,259	0.24%	68.9	7	\$250.46
2016	\$17,416	\$1,529	\$18,945	0.26%	72.9	8	\$259.88
Average:	\$13,217	\$1,350	\$14,566	0.34%	96.9	10	\$160.91

¹ Tax rates and payroll amounts used are from December of each respective year.
Workers' comp rate used is average rate in effect.

12/30/16

t:\acexcel\personnel\sk lv\sl buyback.xls\sl buyback

Annual Sick Leave Buy-Back Number of Employees Participating



MEMORANDUM

To: Board of Directors

February 3, 2017

From: Nancy Williamson, Senior Accountant

Subj: Information – Equipment Inventory Summary

t:\finance\assets\2016 asset results.doc

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT:	\$ 27,622	Reduction in Capital Equipment Assets
	\$ 0	"Book Loss" on Disposition of Equipment

As part of the District's internal control, the accounting staff periodically conducts an inventory of the District's 262 pieces of capitalized equipment. The minimum threshold for capitalizing equipment was increased to \$5,000 in 2012. The 2016 inventory of equipment is now complete.

The inventory revealed that 9 pieces of equipment had been disposed of in 2016. The purchase cost of the 9 items was \$19,161. In addition, there are 4 IT items that have been removed from service and are scheduled to be recycled soon. The cost of these 4 items was \$8,461. The loss of the 13 items results in a total reduction of \$27,622 in Capital Equipment Assets. This compares to 2015's \$65,800 in discarded equipment.

All equipment items that were disposed of were fully depreciated and had \$0 book value (book value is original cost less accumulated depreciation), so there is no gain or loss to be recognized on the District's income statement.

MEMORANDUM

To: Board of Directors
From: Nancy Williamson – Sr. Accountant
Subj: Reimbursement Program 2016
t:\finance\reimb program\reimbmemo2016.doc

February 3, 2017

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: \$2,940 Reimbursement Payment to Developers

Regulation 30 (attached), Reimbursement for Extension of Pipelines that Benefit Others, allows developers to receive reimbursement for pipelines they are required to install which are not within the developers property. Reimbursement eligibility is determined by the District prior to execution of the Water Service Agreement, and is based upon the benefit to be derived from other potential users of the extended pipeline. The reimbursement entitlement is available only for installation of six-inch diameter pipeline and larger, and the first one hundred feet of said pipeline and fittings are not eligible for reimbursement.

Regulation 30 provides that each year following the first full year after completion of the extension, the District pays to each developer having a reimbursement entitlement a pro-rata share of all Reimbursement Fund Charges held by the District in its Reimbursement Fund Account. Reimbursement fund charges in Novato are \$420 for a 5/8" residential meter and \$1,055 for a 1" residential meter. Reimbursement fund charges in West Marin are \$1,950 for a 5/8" residential meter and \$4,950 for a 1" residential meter. Reimbursement Fund Charges received and reimbursement entitlements are accounted for separately for the Novato and West Marin Service Areas (the current year schedule is attached). A developer's reimbursement entitlement expires upon payment thereof by the District in full without interest, or on the tenth year of payment, whichever occurs first.

There were seven participants in the Novato Reimbursement Program in 2016 representing \$337,565 in original reimbursement entitlements. We collected \$2,940 in Reimbursement Fund Charges during calendar year 2016 (versus \$5,250 in 2015) and that total was applied against the remaining reimbursement obligation of \$303,527, leaving a zero balance in the Reimbursement Fund Account. After this year's payment there remains an entitlement balance of \$186,160 in Novato due to 3 of the entitlements with a total remaining balance of \$114,428 expiring after being in the program for 10 years.

There were two participants in the Reimbursement Program for West Marin in 2016 representing \$216,183 in original reimbursement entitlements. The District did not collect any West Marin Reimbursement Fund Charges during calendar year 2016. There is now a zero balance in West Marin due to both entitlements expiring after being in the program for 10 years.

NORTH MARIN WATER DISTRICT

REGULATION 30

REIMBURSEMENT FOR EXTENSION OF PIPELINES THAT BENEFIT OTHERS

a. Reimbursement Entitlement for Off Tract Pipelines

The Reimbursement Entitlement for pipelines paid for by the Applicant but not within the Applicant's property shall be based upon the benefit to be derived by other potential users of said pipelines as estimated and determined by the District in its sole discretion. Reimbursement Entitlement will be considered only for pipelines and fittings of six-inch diameter and larger. The first one hundred feet of said pipelines and fittings except for the oversized portion are not eligible for Reimbursement Entitlement. In determining the Reimbursement Entitlement any pipeline footage traversing land in other water service zones or paralleling an existing water main shall not be considered eligible for reimbursement unless the District determines that such footage can reasonably be expected to be of benefit to abutting lands. The maximum Reimbursement Entitlement shall not exceed the maximum potential benefit to be derived by other users of the facilities paid for by the Applicant as determined by the District in its sole discretion.

b. Reimbursement Payments

In January of each year following the first full year after completion of the extension, the District will pay to each Applicant having a Reimbursement Entitlement, a portion of the total amount of Reimbursement Fund Charges established by Regulation 1.c. and received by the District from Applicants located within the same service area during the previous calendar year. Said portion shall be determined by multiplying said total amount of Reimbursement Fund Charges received by the quotient obtained by dividing the Applicant's unexpired reimbursement entitlement by the total of all unexpired reimbursement entitlements within the same service area. For the purpose of this Regulation, the Point Reyes and Paradise Ranch Estates Service Areas shall be considered one service area called the West Marin Service Area. Reimbursement Fund Charges received and unexpired Reimbursement Entitlements shall be accounted for separately for the Novato and West Marin Service Areas.

c. Expiration of Reimbursement Entitlement

The Applicant's unexpired Reimbursement Entitlement for a given year shall be determined by subtracting all prior reimbursement payments made to said Applicant from said Applicants' Reimbursement Entitlement. An Applicant's Reimbursement Entitlement shall expire and become invalid upon payment thereof by the District in full without interest, or on December 31 of the tenth year of payment on account thereof pursuant to Regulation 30.b. whichever shall first occur.

d. Acknowledgment of Necessity

Anyone who pays, deposits or agrees to pay all or part of the cost of any extension or improvement of the District's Water Distribution system hereby acknowledges that such extension or improvement is necessary and reasonable and releases the District from any liability based on a claim that a determination made by the District pursuant to Regulation 21 is or was unnecessary or unreasonable.

e. Assignment of Reimbursement Entitlement

The District will not recognize any assignment or attempted assignment of a Reimbursement Entitlement unless the assignment is in a form satisfactory to and approved in writing by the District and is signed and

acknowledged by the assignor. The District will furnish forms of assignment on request. Except with the prior written approval of the District, no assignment of a Reimbursement Entitlement shall be effective until the first payment thereon from the reimbursement fund is paid or payable.

f. Liens of Reimbursement Entitlement

The District shall have a lien upon all money payable as a Reimbursement Entitlement for any indebtedness to the District of the holder of said entitlement. The District may exercise said lien without notice by transferring the appropriate amount from Reimbursement Fund Charges paid to the District at the time annual reimbursement payments are made.

g. Non-Applicability

This Regulation 30 shall not apply to extension or construction of recycled water facilities. The District may, however, enter into reimbursement arrangements for recycled water systems it deems reasonable and fair on a case by case basis.



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

ALTERNATE PUBLIC MEMBER CALL FOR APPLICANTS

Applications are being accepted for the appointment of Alternate Public Member to the Marin Local Agency Formation Commission (LAFCO) to a four-year term beginning May 1, 2017. Any person wishing to apply for the position should submit a letter of interest to Executive Officer Keene Simonds at ksimonds@marinlafco.org. The letter should briefly describe the applicant's interests and qualifications therein and be submitted no later than Friday, March 17, 2017. Interviews will take place on **Thursday, April 14, 2017**. An appointment is expected at the conclusion of the applicant interviews.

Description of LAFCO

Marin LAFCO is a subdivision of the State of California and responsible for overseeing the establishment, modification, consolidation, and dissolution of cities and special districts and their municipal service areas. LAFCOs exercise regulatory and planning responsibilities delegated by the Legislature to facilitate orderly growth and development while protecting against the premature conversion of open-space and agricultural resources based on local conditions and needs. LAFCOs exist in all 58 counties.

LAFCO Composition

Marin LAFCO's composition includes seven regular members. This includes two members from the County of Marin Board of Supervisors, two members from the 11 cities, two members from the 30 independent special districts, and one member from the general public. Each category has one alternate member. All terms are four years.

Role of the Alternate Public Member | Qualifications

The alternate public member actively participates in all Marin LAFCO business as well as votes when the regular public member is absent or recused. As provided under State law, the regular and alternate public member are expected to provide balance to the Commission in helping to ensure the needs of the entire county are represented in step with implementing LAFCO law. The Alternate Public Member shall reside and be registered to vote in Marin County. In selecting the Alternate Public Member, the Commission shall consider the applicant's qualifications as described in his/her letter of interest and the reasons listed for wanting to serve as a member of the Commission.

Incumbent Status

The current Alternate Public Member – Chris Burdick – is not seeking reappointment.

More Information

Interested parties are encouraged to contact Executive Officer Keene Simonds at (415) 448-5877 or ksimonds@marinlafco.org with any questions or related inquiries.

Administrative Office
Keene Simonds, Executive Officer
1402 Lee Garcia Drive, Suite 100
San Rafael, California 94903
T: 415-448-5877 E: ksimonds@marinlafco.org
www.marinlafco.org

Judy Arnold, Regular
County of Marin
Damon Connolly, Regular
County of Marin
Kate Sears, Alternate
County of Marin

Carla Condon, Vice Chair
Town of Corte Madera
Sashi McEntee, Regular
City of Mill Valley
Matthew Brown, Alternate
City of San Anselmo

Jack Baker, Regular
North Marin Water District
Craig E. Murray, Regular
Las Gallinas Valley Sanitary
Lew Kiou, Alternate
Alameda Sanitary District

Jeffrey Blanchfield, Chair
Public Member
Chris Burdick, Alternate
Public Member

Chris DeGabriele

From: Kester, Susan <S1KV@pge.com>
Sent: Monday, January 23, 2017 4:55 PM
To: Kester, Susan
Subject: Potter Valley Relicensing Meeting - Save The Date

Potter Valley Project Stakeholders:

Pacific Gas and Electric Company (PG&E) will be convening two public, stakeholder meetings on March 9, 2017, to discuss the initial required steps being taken to obtain a new FERC license for the Potter Valley Project, FERC Project No. 77 (Project), located in Mendocino and Lake Counties, California. To accommodate your availability, one meeting will be held in the afternoon and one in the evening. Both meetings will have the same agenda. Please save the date.

The specific details are as follows:

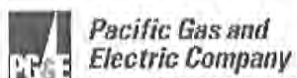
Date:	March 9, 2017
Times:	1–4 pm
	6–9 pm
Location:	Ukiah Valley Conference Center 200 S. School Street Ukiah, CA 95482

The purpose of these meetings is to acquaint interested parties with FERC's Integrated Licensing Process (ILP), including key milestones and opportunities for stakeholder participation. PG&E will also provide an overview of Project features and operations, and describe the Pre-Application Document that we intend to file with FERC as required and no later than April 14, 2017.

PG&E looks forward to your attendance and participation. For additional information on the meetings or the Project, please contact Susan Kester, PG&E Relicensing Project Manager at (415) 973-7202, or susan.kester@pge.com.

Susan L. Kester

Hydro Relicensing Project Manager
 245 Market St, 1114B | San Francisco, CA | 94105
 Office (415) 973-7202 | Cell (415) 264-7197



Chico Enterprise-Record (<http://www.chicoer.com>)

Threatened salmon a concern as PG&E plans to pull plug on Butte Creek hydro project

Utility to withdraw license application, says hydroelectric system unprofitable

By Dan Reidel, Chico Enterprise-Record

Thursday, February 2, 2017



DeSabra >> Operating the hydroelectric plants on Butte Creek just isn't worth it to PG&E anymore, and that's a potential threat to a rare strain of salmon.

The electric company is going to withdraw its application for a license with the Federal Energy Regulatory Commission later this month, said PG&E corporate relations representative Paul Moreno.

"We looked at this project very carefully. The energy landscape in California is changing," he said. "There is more renewable power available in the market at lower prices. The costs to operate the

facility are increasing with new regulations, and demand for our power is changing as more customers are going solar."

With PG&E dropping the license, some fear the population of threatened spring-run chinook salmon in Butte Creek will die.

Round Valley to Centerville

The license with FERC includes a project that runs from Round Valley Reservoir (Snag Lake) off Humbug Road in far northeastern Butte County, to the Centerville Powerhouse in Butte Creek Canyon, plus everything in between.

That encompasses Philbrook Reservoir and Philbrook Creek in Plumas National Forest; the Hendricks Diversion Dam and Hendricks Canal, which takes water from the West Branch of the Feather River at Stirling City and carries it to the Toadtown Powerhouse and then to DeSabra Lake north of Magalia; and the DeSabra Powerhouse itself, and both upper and lower Centerville canals.

PG&E expects the process to take between 5 and 10 years.

Moreno said the utility encourages the federal regulators to begin what is called an "orphan project" process, which would allow a qualified third party to license the hydroelectric facilities.

Another option for FERC is to order PG&E to create a decommissioning plan, which would eventually take the powerhouses out of service.

Fish at risk

Butte Creek has the largest population of wild spring-run chinook salmon in California.

In the summer months the creek water warms and PG&E sends cool water from the Philbrook Reservoir and Snag Lake into Butte Creek via the series of canals between the bodies of water. The water allows the salmon to survive as they hold in deep pools before spawning.

Sending that water is a requirement of the license to comply with the Endangered Species Act.

Although Moreno said any new license will also have to comply with the 1973 animal protection law, Allen Harthorn worries a new owner will negotiate a new license that would put the fish in danger.

“All the achievements, environmental and economical are all back on the table,” he said. “We’re a little bit upset.”

As the executive director of the all-volunteer Friends of Butte Creek, Harthorn has worked with PG&E and FERC to come to an agreement on the current license.

He’s not optimistic that the four different government agencies with oversight on the water, fish, land and regulations along the entire project will make a new owner abide by the same rules as PG&E.

“We’ve spent the last 12 years doing the licensing process with PG&E and other state agencies,” he said. “All that work was for nothing.”

Harthorn also fears a buyer won’t be found, which would mean the entire project would be decommissioned.

Without working hydroelectric generation, the energy regulations would not apply and water wouldn’t be released into the creek at all.

Although Butte Creek salmon are unique in that they can live in warmer water than other chinook, water temperatures in the 70s can kill the fish. Without the cold water releases the fish will likely die.

Harthorn hopes a local environmentally-conscious owner will take over and continue to operate the DeSabra and Toadtown powerhouses while considering modifications to the Centerville Dam and the Butte Head Dam.

The next decade

Until the process is complete, PG&E will continue to operate the DeSabra Powerhouse, the other hydroelectric plants and the canals under the conditions of the license in place.

The impacts of the utility not running the powerhouses won’t be fully known for up to 10 years, when either new owner takes over, or the powerhouses are shut down.

“During this process there will be opportunity for public input and resource agencies reports,” Moreno said.

Although it’s up to FERC to decide where and when that input will take place, in Moreno’s experience, those meetings are held in communities near the projects.

URL: <http://www.chicoer.com/general-news/20170202/threatened-salmon-a-concern-as-pgampe-plans-to-pull-plug-on-butte-creek-hydro-project>

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Marin IJ Editorial: Lift drought restrictions and reconsider rates

POSTED: 01/21/17, 2:42 PM PST | # COMMENTS

Our reservoirs are spilling and our creeks are flowing. Enough to claim that we've weathered another drought.

Back-to-back wet winters in Northern California should lead state officials to consider rolling back some of their tougher restrictions, conservation goals that Marin customers met.

Rolling back tough limitations on water use — such as restrictions on watering lawns and plants — won't alter a local consciousness, if not an ethic, about not wasting water.

In fact, in recent years the Marin Municipal Water District raised rates because customers were doing too good a job at following their campaign for saving water, creating a financial pinch for a utility whose revenue is based on use.

Restrictions forced into place to meet statewide drought rules required even greater conservation, a drop in water use and, again, raising rates.

Now that rainy weather has made a healthy comeback, restrictions should be relaxed and local water agencies should even consider rolling back rate increases set to financially get through the drought.

The reoccurring dilemma is frustrating for customers. Water agencies encourage, extoll and require customers to save water and then raise rates to replace revenue lost due to that demand for conservation.

That's not to say conservation shouldn't be encouraged and rewarded. But the ultimate consequence of raising the cost of water is hardly a reward.

In early February, the state Water Resources Control Board will vote on whether to lift the drought restrictions.

After last year's wet winter, the board relaxed restrictions for water agencies that could show they had three years of water on hand.

The clamor is to completely lift state restrictions.

But in a recent Sacramento Bee report, state water board chairwoman Felicia Marcus was cautious, warning drought weather could return.

Even if drought restrictions are eased, a water-conservation habit among Marin residents will continue. For many, being smarter about when we use water and how much we use has become part of our everyday life. It should be.

But possibly, the higher rates set to keep water districts financially afloat during strict rationing shouldn't be. Or, at least, our local water agencies should explain, with facts and figures, why their rates aren't being lowered as the curtain on our state's drought appears to be closing.

Novato's \$15 million water recycling project underway



Crews work on North Marin Water District's Recycled Water Central Expansion Project. (Courtesy North Marin Water District)

By Mark Prado, *Marin Independent Journal*

POSTED: 01/17/17, 5:14 PM PST | UPDATED: 8 HRS AGO 2 COMMENTS

An almost \$15 million project to expand a recycled water system into central Novato is underway and will serve businesses with large swaths of landscaping, including the Marin Country Club golf course.

The North Marin Water District project extends recycled water service from the Novato Sanitary District's treatment plant at Davidson Street to the Marin Country Club, three car washes and about 40 existing customers, many of whom now use potable water to irrigate large landscape areas.

"It's 6 miles of new pipe that is an extension of the recycled water system," said Drew McIntyre, chief engineer for the water district, of the project that began in November.

Median landscaping along Redwood and Igancio boulevards, 13 sites at large homeowner associations, 14 commercial sites — including Taco Bell, Costco and Novato Community Hospital — will get the recycled water, along with the ballfields at Lynwood Elementary School.

Funding for the project is being provided in part by the Marin Country Club, which would be provided a drought-proof source of water for its greens. It already has wells and manmade lakes at its disposal, but it will be able to turn to the new source in extremely dry years.

"It's going to be a long-term insurance policy for us," said Ryan Wilson, general manager at the club, noting the site has cut water use by 25 to 30 percent over the past decade. "The entire golf industry faces this challenge. This is a solution for us."

Recycled water is wastewater that has received treatment by the Novato Sanitary District. When done, the project will save roughly 65 million gallons of potable water. That is equal to a savings of 200 acre-feet. An acre-foot can supply about three single-family homes with water for a year.

The pipeline construction is divided into two contracts, one west of Highway 101 and one east of the freeway. Work west of Highway 101 began late last year with the east freeway work to start this month.

The project also will see a 500,000-gallon Norman storage tank near Entrada Drive brought back to life to store the recycled water.

The Norman storage tank rehabilitation project is tentatively scheduled to begin construction in March, with all work expected to be complete by late fall.

The \$14.8 million in work is partially funded from approximately \$5.8 million in federal and state grants, and \$6.6 million in state low-interest loans, with the additional funding from the Marin Country Club.

Northern areas of Novato — including the Stone Tree Golf Course — already are served with water coming from the Novato Sanitary District, while the southern part of the city sees its supply come from the Las Gallinas Valley Sanitary District.

Advertisement

ABOUT THE AUTHOR

Dick Spotswood: State law pushes local council and board elections to even-numbered years



Dick Spotswood, seen on Tuesday, Jan. 05, 2016, in San Rafael, Calif. (Frankie Frost/Marin Independent Journal)

POSTED: 01/24/17, 10:46 AM PST | UPDATED: 1 DAY AGO 6 COMMENTS

For decades, most Marin elections for city councils, school boards, community college trustees and special-purpose districts have been held in November of odd years. That's soon to change.

Legislation passed and signed into law in 2015 provides that in all but a few odd cases, those elections will need to be shifted to even-numbered years to coincide either with California's June first-round election or November's general election. The law takes effect next year but under some circumstances the switch can be pushed back to no later than 2022.

Eight Marin municipalities — Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, San Anselmo, San Rafael and Tiburon — now hold their elections in odd years. Only Belvedere, Ross and Sausalito, which schedule their council elections for even years, are compliant with the new law. With two exceptions — Bolinas-Stinson Beach and Sausalito Marin City — every Marin school district will need to move its election date to June or November of even-numbered years.

Due to another state Election Code section, one that applies only to school districts, Marin school trustees have no alternative but to extend their terms one year to be in compliance. Not so for city, town and special-purpose districts, which can elect to either lengthen incumbents' current terms by a year or cut them short to fit with the even-year mandate.

The old even-versus-odd-year debate has finally been resolved, at least in California. The argument for having city, school and special-purpose district elections in November of odd-numbered years was that it allowed voters to concentrate on local issues and not have these lower-profile races overwhelmed by state and national politics.

The prevailing counter argument is that voter participation is far higher in even-numbered years, particularly in November when a president or governor is selected. Fewer elections obviously are less costly.

A typical example of the difference in voter turn-out between even- and odd-numbered years is Novato. In 2015, despite a spirited City Council race, only 39.9 percent of registered Novatoans voted. One year later, in an election dominated by the epic Clinton-Trump contest, 88 percent of Novato voters turned out.

BOD Misc

Chris DeGabriele

From: Public Affairs <publicaffairs@scwa.ca.gov>
Sent: Thursday, January 26, 2017 4:08 PM
Subject: Fish Flow EIR Comment Period Extended to March10; Errata Available



PRESS RELEASE

For Immediate Release
January 26, 2017

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Fish Flow EIR Comment Period Extended to March10; Errata Available

(Santa Rosa, CA) – The Sonoma County Water Agency has extended the public review period for the Fish Habitat Flow and Water Rights Project (Fish Flow Project) Draft Environmental Impact Report (DEIR) to 5 p.m., March 10, 2017. The 204-day review period began on August 19, 2016.

The comment period was extended to allow for additional time to review a recently released errata. The errata was issued after resource agency staff asked a question about a specific water temperature figure in Appendix G to the DEIR, which resulted in Water Agency staff reviewing the figures again. The errata corrects temperature and dissolved oxygen figures in the appendix of the modeling results. The errata does not change the DEIR impact analysis. The DEIR errata do not add significant new information or data regarding the project or environmental setting and would not substantially increase the severity of an impact or create a new significant impact.

“Because there are a large number of pages in the errata, we felt it was appropriate to provide agencies and the public with additional time,” said Water Agency Environmental Resources Manager Jessica Martini-Lamb. “By extending the comment period end date to March 10, we are providing people more than a month to review the errata.”

The Fish Flow Project would lower minimum instream flow requirements in the Russian River and Dry Creek to benefit threatened and endangered juvenile salmon, change the hydrologic index to better reflect watershed conditions and secure the existing rights to 75,000 acre feet of water used to provide drinking water to 600,000 residents in portions of Sonoma and Marin counties. The DEIR describes the proposed Fish Flow Project, the purpose of the project, why it is necessary and the potential environmental impacts of the project.

The DEIR and the errata sheet are available online at <http://www.scwa.ca.gov/fish-flow/> and at Sonoma and Mendocino County libraries. Hard copies of the DEIR are available for purchase at (707) 547-1900 or at the Water Agency's administrative office. . All written comments can be sent to fishflow-eir@scwa.ca.gov or to Sonoma County Water Agency, Attn: Fish Flow DEIR., 404 Aviation Boulevard, Santa Rosa, CA 95403 by 5 p.m., Monday, March 10, 2017.

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The Sonoma County Water Agency is working to secure our future by investing in our water resources, community and environment. The Water Agency provides water supply, flood protection and sanitation services for portions of Sonoma and Marin counties. Visit us on the Web at www.sonomacountywater.org.

BOD Misc

Chris DeGabriele

From: Public Affairs <publicaffairs@scwa.ca.gov>
Sent: Thursday, January 26, 2017 4:48 PM
Subject: U.S. Army Corps of Engineers Agrees to Hold Back Water in Lake Mendocino



PRESS RELEASE

For Immediate Release
January 26, 2017

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U.S. Army Corps of Engineers Agrees to Hold Back Water in Lake Mendocino

Minor deviation will save 5,825 acre-feet behind Coyote Valley Dam

(Santa Rosa, CA) - The U.S. Army Corps of Engineers (Corps) today approved a request by the Sonoma County Water Agency (Water Agency) to keep an additional 5,825 acre-feet of water behind Coyote Valley Dam at Lake Mendocino in an effort to preserve water supply while meeting flood control and dam safety requirements. The minor deviation will allow an increase of water in the water supply pool from 68,400 acre-feet to 74,225 acre-feet.

"Our community greatly appreciates the Corps' flexibility in how they operate Lake Mendocino for the betterment of our water resources and environment," said Water Agency Chairwoman Shirlee Zane. "Lake Mendocino's water supply relies on annual rainfall to fill. While recent atmospheric river events have helped bolster our water supplies, there is never enough water to waste. This deviation allows us to save extra water when we have it, so we can use it when we absolutely need it."

The Corps will continue to release water from Lake Mendocino due to the considerable amount of water within the current flood control pool. As of January 25, there was 86,440 acre-feet of water in Lake Mendocino, or 140% of water supply capacity, which means the Corps will release approximately 12,000 acre-feet from the flood control pool.

The Water Agency manages reservoir releases when water levels remain in the water supply pool. When water rises enough to enter the flood control pool of the reservoir, the Corps takes charge of releasing water for flood protection and dam safety purposes.

In order to maximize that additional water storage, on December 16, 2016, the Water Agency requested that the Corps allow an additional 5,825 acre feet of water to be stored in the flood control pool – the Corps calls this action a “temporary deviation” from its flood control manual. This manual that was written in the 1950s and mandates when and how much water must be released from the reservoir for flood control and dam safety purposes.

To read the minor deviation and learn more about Lake Mendocino, please visit www.sonomacountywater.org/reservoir-operations/

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