



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

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Est. Time	Item	Subject
7:30 p.m.	CALL TO ORDER	
	1.	APPROVE MINUTES FROM REGULAR MEETING , March 5, 2013
	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
	5.	MONTHLY PROGRESS REPORT
	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.	
	6.	Consent – Approve: LAFCO Elections Ballot
	7.	Consent – Approve: Vacuum Excavator Purchase
	ACTION CALENDAR	
8:00 p.m.	8.	Approve: Leonard Charles Associates Contract Amendment for PR Treatment Plant Solids Handling Project
	9.	Approve: HydroScience Engineers Contract Amendment for PR Water Treatment Plant Solids Handling Project
	10.	Approve: Pacific Land Surveys Topographic Utility Survey Contract- Gallagher Well Pipeline Project
	11.	Approve: Award Construction Contract for Recycled Water Onsite Retrofit Project- Group 2

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)

INFORMATION ITEMS

12. Board Review of District Policies:
 - 2- Bill Adjustment Policy
 - 3- Bill Adjustment Policy re Storm Drain
 - 6- Late Charge and Shut-Off Policy
13. Leveroni Creek Bank Repair Project Close Out

14. ***MISCELLANEOUS***

Disbursements

Margaret Todd Senior Center 1993 - 2013 Celebrating 20 years

Brown Announces Appointments to Water Board, Delta Stewardship Council

News Articles:

Marin Voice: Sponsorships can help our parks

8:30 p.m.

15. ***ADJOURNMENT***

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

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CALL TO ORDER

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

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District employees Robert Clark (Operations/Maintenance Superintendent), and Doug Moore (Construction/Maintenance Superintendent) were in the audience.

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MINUTES

On motion of Director Schoonover, seconded by Director Baker and carried by the following vote, the Board approved the minutes from the previous meeting:

AYES: Directors Baker, Rodoni, Schoonover

NOES: None

ABSTAIN: Director Fraites, Petterle

ABSENT: None

GENERAL MANAGER'S REPORT

Mr. DeGabriele advised the Board that he will be out of the office on Thursday attending a Climate Change Symposium in Sacramento and on vacation on Friday. He noted that David Bentley would be acting General Manager during that time.

OPEN TIME

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

STAFF/DIRECTORS REPORTS

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

CONSENT CALENDAR

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

1 **APRIL 2012 VEHICLE / EQUIPMENT AUCTION REQUEST**

2 In the FY12/13 budget, staff identified trucks #35, #45, and #46, along with compressor #74
3 going to auction after the new equipment has been received. Staff also recommends the disposal of
4 the BS62Y Wacker Compactor, 10hp gas 4500w Generator, 2 Clay diggers, 4 Ball Tampers and a
5 Speedair 200v Air Compressor. The District expects to recover at least some revenue at the auction
6 to offset the new equipment purchase expenses.

7 The Board authorized the General Manager to enter into a sales contract with 1st Capitol
8 Auction to dispose of the surplus equipment.

9 **CONTRACT AMMENDMENT TO RUSSELL D. MITCHELL & ASSOC.**

10 At the February 7, 2012 meeting, the Board authorized an Agreement between the District
11 and Russell D. Mitchell and Associates for the Recycled Water Onsite Retrofit Design- Task 2 for a
12 not-to-exceed fee amount of \$112,000, plus a contingency of \$15,000. The Task 2 work includes
13 on-site irrigation system retrofit design for 18 sites in both the North and South Recycled Water
14 Service Areas.

15 Additional out of scope work, including onsite retrofit bid phase and construction support
16 services, make a contract amendment necessary. Staff is requesting an additional \$10,000.

17 The Board authorized the General Manager to execute an amendment to the Consulting
18 Services Agreement with Russell D. Mitchell and Associates in the amount of \$10,000.

19 **INFORMATION ITEMS**

20 **RECYCLED WATER SOUTH PHASE 2 – PUBLIC OUTREACH**

21 Drew McIntyre updated the Board on the public outreach effort for the Recycled Water South
22 Phase 2 Project. He reminded the Board that Data Instincts has been performing public outreach for
23 the this project and the total to-date expenditures are less than \$14,000. He stated that an email
24 distribution list of 210 customers has been created, there have been over 200 flyers distributed to
25 the customers, and roughly 5 articles have been published in the Marin Independent Journal. Mr.
26 McIntyre informed the Board that staff requested the flyer be translated to Spanish as well. He noted
27 that the communication with the customers is better in this construction phase..

28 Director Schoonover asked if staff has learned something from the whole experience. Mr.
29 McIntyre stated that staff learns from any job and if future projects need a better job of public
30 outreach the District should implement a similar approach.

1 Director Rodoni opined that the translation to Spanish is a great idea and suggested that the
2 document be reviewed by someone who is experienced in translating English to Spanish. Mr.
3 McIntyre informed the Board that the flyer was translated by Data Instincts and that Pablo Ramudo
4 the District's Water Quality Supervisor who is fluent in Spanish reviewed the flyer providing minor
5 comments. Mr. DeGabriele advised the Board that the District also has access to an ACWA service
6 provider, used mostly for translating Water Quality Reports.

7 **NORTH BAY WATER REUSE AUTHORITY BOARD MEETING – JANUARY 28, 2013**

8 Mr. McIntyre provided the Board with a summary of the North Bay Water Reuse Authority
9 (NBWRA) meeting from January 28th. He stated that David Rabbitt from the County of Sonoma is
10 now Chair of the NBWRA Board of Directors and Bill Long from Novato Sanitary District is Vice-
11 Chair. He noted that there are two new member agencies, Marin Municipal (MMWD) and City of
12 Petaluma. Mr. McIntyre stated that Jack Gibson would represent MMWD on the NBWRA Board, with
13 Larry Russell as an alternate; City of Petaluma is still determining their Board member.

14 Mr. McIntyre informed the Board that the NBWRA is close to finalizing the amended
15 Memorandum of Understanding and that it has been approved by the NBWRA Technical Advisory
16 Committee and is being reviewed by legal counsel. He noted that all comments are due by the
17 March 25th meeting, where NBWRA Board approval will be considered. Mr. McIntyre stated that
18 some of the significant changes would enable the County of Marin to participate as a non-voting
19 associate member, and that the term of the memorandum would be extended from three years to
20 five years.

21 Mr. DeGabriele distributed a photo showing Senior Accountants Nancy Williamson and
22 Nancy Holton with stacks of financial documentation necessary for processing the ARRA Grant
23 Funding and State Revolving Fund loan reimbursements. Mr. DeGabriele commended the
24 accountants on managing the extraordinary amount of documentation needed and stated that the
25 ladies have done a marvelous job along with a team of others from the District.

26 **AMENDED NORTH MARIN WATER DISTRICT LAGUNITAS CREEK WATER RIGHTS**

27 Mr. DeGabriele informed the Board that the District received the Amended Water Right
28 License 4324B and Amended Permits 19724 and 19725 for water diverted from Lagunitas Creek.
29 He noted that the petitions were submitted in late December 2010. He stated that all of the
30 information was consistent with the drafts that the Board reviewed last November in closed session.
31 Mr. DeGabriele stated that the authorized changes add a point of diversion at the Gallagher Well for
32 License 4324b and Permit 19725 and dedicate Permit 19724 to instream uses pursuant to a
33 settlement agreement with environmental groups in 2005.

1 Mr. DeGabriele opined that the amended changes are great for the District moving forward
2 and helps to protect the reliable water supply for West Marin customers.

3 **NBWA MEETING – MARCH 1, 2013**

4 President Fraites informed the Board that the North Bay Watershed Association (NBWA)
5 meeting held on March 1st had a guest speaker, Bruce Riordan from the Bay Area Joint Policy
6 Committee who spoke about adaption methods to deal with global warming. He stated that an option
7 being considered to secure funding is a ballot measure to approve a bay-wide assessment to pay for
8 global warming adaption.

9 Mr. DeGabriele informed the Board that the NBWA did approve the budget for the
10 FY2013/14 and that the District's share is the same as last year at \$6,543.

11 **TAC MEETING- MARCH 4, 2013**

12 Mr. DeGabriele provided the Board with a memo summarizing the Technical Advisory
13 Committee (TAC) meeting on March 4th. He stated that there was a brief presentation on the
14 SCWA budget for next fiscal year and the TAC recommended that the Water Advisory Committee
15 (WAC) adopt the budget at the April 1st meeting.

16 Mr. DeGabriele advised the Board that on February 5th he sent a draft letter to Grant Davis
17 regarding the District sending an additional \$30 per acre ft as a capital charge to Sonoma County
18 Water Agency and asked that Water Agency manager acknowledge the contribution. Mr.
19 DeGabriele noted that SCWA's attorney is still reviewing this arrangement.

20 Mr. DeGabriele stated that there was a brief presentation on the Sonoma County Water
21 Agency Strategic Plan Workshops and the next one will be on April 2nd at the Lucchesi Center in
22 Petaluma from 3 p.m. – 6 p.m. He stated that topics to be discussed will be Water Supply, Flood
23 Control and Sanitation.

24 Mr. DeGabriele informed the Board that Grant Davis provided a recap of his recent visit to
25 Washington D.C. and noted that SCWA was awarded a Climate Leadership Award presented by
26 Gina McCarthy, who was just nominated as EPA Administrator. Mr. DeGabriele stated that Grant
27 Davis informed the TAC that the Water Agency is continuing to push for the Corps of Engineers
28 appropriation in the President's Budget and advised that Senator Boxer will introduce legislation for
29 a new Water Resources Development Act in this Congress, including U.S. Army Corps of Engineers
30 Authority for Russian River Biological Opinion Requirements.

31 Mr. DeGabriele provided the Board with an update on the Oral Health issue. He informed
the Board that he did attend the Sonoma County Board of Supervisors meeting a week ago and

1 provided a statement focusing on the District's belief that the Water Agency cannot pass on the
2 cost of fluoridation to the Water Contractors without their approval. He noted that Sonoma County
3 legal counsel confirmed that at the meeting. Mr. DeGabriele stated that the Board of Supervisors
4 was unanimous on moving forward with studies to determine how to fluoridate the water supply and
5 that the study will be funded by the Sonoma County Department of Health Services.

6 Mr. DeGabriele informed the Board that after the meeting he met with the TAC members
7 who suggest a letter be sent to the Sonoma County Department of Health Services recommending
8 the proposed \$8.3M for fluoridation be directed towards the other four pillars of dental health in
9 Sonoma County; Dental Sealants, Varnishes, Expanded Dental Care Access and Dental Health
10 Education.

11 Mr. DeGabriele advised the Board that Valley of the Moon Water District has developed a
12 fluoridation communication plan directing inquiries to the County of Sonoma. He noted that the
13 District may consider doing that as well. Mr. DeGabriele stated that it is a web based message and
14 contains talking points and directs any questions or concerns back to the County of Sonoma.

15 Director Baker asked if anyone else in Sonoma County fluoridates the water. Mr. DeGabriele
16 stated the Healdsburg has been adding fluoride since the 1950's.

17 Director Baker asked if the TAC was on board with the fluoridation of the water supply. Mr.
18 DeGabriele stated that the issue is very controversial and most of the members are against it but
19 know it is up to the Board of Supervisors. He informed the Board that Sonoma County Department
20 of Health Services is forming a Fluoridation Advisory Committee.

21 President Fraites commended Mr. DeGabriele on his work regarding the fluoridation issue.

22 **MISCELLANEOUS**

23 The Board received the following miscellaneous items: Disbursements, Reimbursement
24 Program 2012, and Meters by Size.

25 The Board also received the following news articles: Water Board changes regular meeting
26 days, Block water release looks hopeful for Eel River salmon; Pikeminnow population may be
27 stabilizing, Novato man named county publicist, and North Main Water District- City Guide.

28 Mr. DeGabriele commended David Bentley on his report of water meter size inventory within
29 the distribution system.

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1 **CLOSED SESSION**

2 President Fraites adjourned the Board into closed session at 8:08 p.m. for: Conference with
3 Real Property Negotiator (Chris DeGabriele & Drew McIntyre) regarding terms of Interconnection
4 Agreement between North Marin Water District and Marin Municipal Water District in accordance
5 with Government Code Section 54956.8.

6 **OPEN SESSION**

7 Upon returning to regular session at 8:30 p.m., President Fraites stated that during the
8 closed session the Board had discussed the issues and no reportable action had been taken.

9 **ADJOURNMENT**

10 President Fraites adjourned the meeting at 8:31 p.m.

11 Submitted by

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Katie Young
District Secretary

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

1.

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

Month	FY12/13	FY11/12	FY10/11	FY09/10	FY08/09	13 vs 12 %
July	389	371	379	360	419	5%
August	396	373	368	367	417	6%
September	346	347	358	335	393	0%
October	283	249	278	233	313	14%
November	166	183	164	176	173	-10%
December	146	156	141	149	143	-6%
January	151	178	146	140	107*	-15%
February	148	147	134	124	136	1%
FYTD Total	2,026	2,004	1,968	1,884	2,101	1%

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

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

Month	FY12/13	FY11/12	FY10/11	FY09/10	FY08/09	13 vs 12 %
July	9.8	9.2	9.9	10.0	11.8	6%
August	9.7	9.4	9.9	10.6	11.9	3%
September	8.3	8.7	9.2	9.6	10.2	-5%
October	7.4	6.5	7.8	6.9	9.8	14%
November	5.2	5.1	4.9	5.6	7.2	1%
December	4.5	4.9	4.8	4.5	6.9	-9%
January	5.0*	4.8	4.3	4.2	6.4	4%
February	4.4	4.5	3.9	3.9	5.5	-2%
FYTD Total	54.3	53.2	54.8	55.2	69.6	2%

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

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

Month	FY12/13	FY11/12	FY10/11	FY09/10	FY08/09	13 vs 12 %
July	49	115	109	152	131	-58%
August	83	126	108	150	128	-34%
September	72	77	112	155	117	-6%
October	88	113	111	80	81	-22%
November	64	106	95	0	0	-40%
December	0	49	0	0	0	-
January	21	0	0	0	0	-
February	57	0	0	0	0	-
FYTD Total	433	586	536	537	458	-26%

Recycled Water Production - in Million Gallons - FY to Date

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

2. Stafford Lake Data

	February Average	February 2012	February 2013
Rainfall this month	5.2 Inches	1.4 Inches	0.4 Inches
Rainfall this FY to date	21.2 Inches	9.8 Inches	17.4 Inches
Lake elevation*	194.7 Feet	180.6 Feet	195.5 Feet
Lake storage**	1,301 MG	487 MG	1,356 MG

* Spillway elevation is 196.0 feet

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

Temperature (in degrees)

	Minimum	Maximum	Average
February 2012 (Novato)	32	87	57
February 2013 (Novato)	32	83	56

3. Number of Services

	Novato Water			Recycled Water			West Marin Water			Oceana Marin Swr		
	FY13	FY12	Incr %	FY13	FY12	Incr %	FY13	FY12	Incr %	FY13	FY12	Incr %
February 28												
Total meters installed	20,752	20,744	0.0%	19	2	850%	819	819	0.0%	-	-	-
Total meters active	20,494	20,476	0.1%	12	2	500%	776	776	0.0%	-	-	-
Active dwelling units	23,942	23,867	0.3%	0	0	-	811	808	0.4%	227	227	0.0%

4. Oceana Marin Monthly Status Report (February)

Description	Feb. 2012	Feb. 2013
Effluent Flow Volume (MG)	0.41	0.42
Irrigation Field Discharge (MG)	0	0.87
Treatment Pond Freeboard (ft)	3.4	4.5
Storage Pond Freeboard (ft)	4.0	4.7

5. Developer Projects Status Report (February)

Job No.	Project	% Complete	% This month
2752	Hamilton Nursery	100	1
2766	7320 Redwood Blvd	98	2

District Projects Status Report - Const Dept (February)

Job No.	Project	% Complete	% This month
7087.07	Fire Service (DCA) Replacement	5	5
7138.00	Sunset Pkwy 12" C.I. Replacements	20	15
8650.19	W.Q. Sample Stations	95	45

Employee Hours to Date, FY 12/13

As of Pay Period Ending February 28, 2013

Percent of Fiscal Year Passed = 67%

Developer Projects	Actual	Budget	% YTD Budget	District Projects	Actual	Budget	% YTD Budget
Construction	1,061	1,694	63	Construction	2,111	3,815	55
Engineering	236	1,313	18	Engineering	3,699	3,855	96

6. Safety/Liability

	Industrial Injury with Lost Time			Liability Claims Paid		
	Lost Days	OH Cost of Lost Days (\$)	No. of Emp. Involved	No. of Incidents	Incurred (FYTD)	Paid (FYTD) (\$)
FY through Feb 13	0	0	0	0	2	3,609
FY through Feb 12	17	7,208	1	1	2	2,994

Days without a lost time accident through February 28, 2013= 412 days

7. Energy Cost

FYE		February			Fiscal Year-to-Date thru February		
		Kwh	¢/Kwh	Cost/Day	Kwh	¢/Kwh	Cost/Day
2013	Stafford TP	55,582	17.0¢	\$338	338,668	17.5¢	\$216
	Pumping	214,676	8.1¢	\$500	1,195,644	12.9¢	\$605
	Other*	49,777	14.8¢	\$217	296,286	18.8¢	\$216
		320,034	10.7¢	\$1,226	1,830,598	14.7¢	\$1,048
2012	Stafford TP	29,446	15.8¢	\$155	654,572	16.1¢	\$431
	Pumping	78,932	14.6¢	\$385	966,440	14.8¢	\$585
	Other*	49,501	16.2¢	\$174	316,269	19.6¢	\$242
		157,879	15.3¢	\$654	1,937,281	16.0¢	\$1,250
2011	Stafford TP	24,047	13.3¢	\$106	632,802	15.8¢	\$409
	Pumping	69,563	15.4¢	\$334	960,161	14.9¢	\$584
	Other*	32,795	16.9¢	\$198	330,598	19.6¢	\$267
		126,405	15.4¢	\$627	1,923,561	16.0¢	\$1,252

*Other includes West Marin Facilities

8. Water Conservation Update

	Month of February 2013	Fiscal Year to Date	Program Total to Date
High Efficiency Toilet (HET) Rebate (\$100 each)	34	172	2558
Retrofit Certificates Filed	14	221	4678
Cash for Grass Rebates Paid Out	2	23	511
Washing Machine Rebates	28	184	6083
Water Smart Home Survey	0	96	1336

9. Utility Performance Metric

CUSTOMER SERVICE INTERRUPTIONS	Feb. No. of Customers Impacted
PLANNED	
Duration Between 0.5 and 4 hours	15
Duration Between 4 and 12 hours	
Duration Greater than 12 hours	
UNPLANNED	
Duration Between 0.5 and 4 hours	
Duration Between 4 and 12 hours	
Duration Greater than 12 hours	

SERVICE LINES REPLACED	February
Polybutylene	13
Copper (Replaced or Repaired)	

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Order February 2013

Prepared: 03/08/13

Type	Feb-13	Feb-12	Action Taken February 2013
<u>Consumers' System Problems</u>			
Service Line Leaks	0	8	~
Meter Leak Consumer's Side	15	1	Notified Consumer
House Plumbing	0	0	~
Noisy Plumbing	0	0	~
Seepage or Other	0	0	~
House Valve / Meter Off	5	10	Turned Back On
Nothing Found	7	1	Notified Consumer
Low Pressure	1	2	Pressure good @ 60 PSI.
High Pressure	0	0	~
Water Waster Complaints	0	0	~
Total	28	22	
<u>Service Repair Reports</u>			
Register Replacements	0	0	~
Meter Replacement	3	1	Replaced
Meter Box Alignment	0	0	~
Meter Noise	0	0	~
Dual Service Noise	0	0	~
Box and Lids	0	0	~
Water Off/On Due To Repairs	2	4	Notified Customer
Misc. Field Investigation	0	5	~
Total	5	10	
<u>Leak NMWD Facilities</u>			
Main-Leak	0	0	~
Mains-Nothing Found	0	0	~
Mains-Damage	0	0	~
Service- Leak	8	8	Repaired
Services-Nothing Found	4	1	Notified Customer
Service-Damaged	0	0	~
Fire Hydrant-Leak	3	5	Repaired
Fire Hydrants-Nothing Found	0	0	~
Fire Hydrants-Damaged	1	1	Repaired
Meter Replacement	0	0	~
Meters-Leak	0	0	~
Meters-Nothing Found	0	0	~
Meters Damaged	0	0	~
Washer Leaks	4	5	Replaced
Total	20	20	
<u>High Bill Complaints</u>			
Consumer Leaks	5	12	Notified Customer
Meter Testing	0	0	~
Meter Misread	2	3	Notified Customer
Nothing Found	8	12	Notified Customer
Projected Consumption	0	0	~
Excessive Irrigation	0	1	~
Total	15	28	

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Order February 2013

Prepared: 03/08/13

Type	Feb-13	Feb-12	Action Taken February 2013
<u>Low Bill Reports</u>			
Meter Misread	0	0	~
Stuck Meter	0	2	~
Nothing Found	1	0	Notified Customer
Projected Consumption	0	0	~
Minimum Charge Only	0	0	~
Total	1	2	
<u>Water Quality Complaints</u>			
Taste and Odor	0	2	~
Color	2	0	Customer reported discolored water in bathroom. (Crissy Pl) No discolored water was seen at the time of sampling. All results normal and typical for Novato. Customer was notified.
			Customer reported colored water. (Kelly Dr) Some sediment was filterable in hot water. All other results normal & typical. Discussed possible maintenance of water heater to address problem.
Turbidity	0	0	~
Suspended Solids	0	0	~
Other	3	3	Customer requested test for chlorine. (Butterfield Dr) All results normal. Customer was notified.
			Customer requested chemical test after installation of new water heater. (Vineyard Rd) All results normal. Customer was notified.
			Customer requested water tested, due to gas station across the street. (Rowland Blvd) All results normal. Customer was notified.
Total	5	5	
TOTAL FOR MONTH:	74	87	-15%

Fiscal YTD Summary

Consumer's System Problems	293	275
Service Repair Report	95	74
Leak Complaints	182	206
High Bill Complaints	390	298
Low Bills	3	8
Water Quality Complaints	29	41
Total	992	902

Change Primarily Due To

7%	Increase In Nothing Found
28%	Increase In Field Investigation
-12%	Decrease In Service Line Leak
31%	Increase In Nothing Found
-63%	Decrease In Stuck Meter
-29%	Decrease In Other
10%	

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Order February 2013

Prepared: 03/08/13

<u>Type</u>	<u>Feb-13</u>	<u>Feb-12</u>	<u>Action Taken February 2013</u>
<u>"In House" Generated and Completed Work Orders</u>			
<u>Check Meter:</u> possible consumer/District leak, high bill, flooded, need read, etc.	116	213	
<u>Change Meter:</u> leaks, hard to read	10	3	
<u>Possible Stuck Meter</u>	2	3	
<u>Repair Meter:</u> registers, shut offs	0	0	
<u>Replace Boxes/Lids</u>	1	5	
<u>Hydrant Leaks</u>	0	1	
<u>Trims</u>	8	26	
<u>Dig Outs</u>	81	113	
<u>Letters to Consumer:</u> meter obstruction, trims, bees, gate access, etc.	0	0	
<u>Misc:</u> locate meter, get meter number, cross connection follow ups, kill service, etc.	0	0	
	<hr/> 218	<hr/> 364	

Bill Adjustments Under Board Policy:

February 13 vs. February 12

Feb-13	29	\$11,630
Feb-12	28	\$7,103

Fiscal Year to Date vs. Prior FYTD

12/13 FYTD	286	\$103,760
11/12 FYTD	218	\$50,583

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MEMORANDUM

To: Board of Directors

March 15, 2013

From: David L. Bentley, Auditor-Controller

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

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RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

At month end the District's Investment Portfolio had an amortized cost value (i.e., cash balance) of \$8,383,201 and a market value of \$8,392,583. During February the cash balance decreased by \$143,301. For the fiscal year, the cash balance decreased \$2,126,191. The market value of securities held increased by \$1,499 during the month. The ratio of total cash to budgeted annual operating expense stood at 66%, down 1% from the prior month. This compares to the District's target ratio of 90%, or \$11.4 million. To date, \$6,729,424 has been advanced for the recycled water expansion project pending reimbursement via grant and SRF Loan funds.

At February 28, 2013, 61% of the District's Portfolio was invested in California's Local Agency Investment Fund (LAIF), 18% in Time Certificate of Deposits, and 12% in Corporate Medium Term Notes. The weighted average maturity for the portfolio was 162 days, compared to 168 days at the end of last month. The LAIF interest rate for the month was 0.29%, compared to 0.30% the previous month. The weighted average Portfolio rate was 0.44%, compared to 0.45% the previous month. Including interest paid by Black Point Partners on the StoneTree Golf Club Recycled Water Facilities Loan, the District earned \$7,674 in interest revenue during February, with 33% earned by Novato Water, 63% earned by Recycled Water (by virtue of the Black Point Partners loan) and the balance distributed to the other improvement districts.

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

"February's revenues came within a percentage point of estimates. Healthy revenues, along with recovering home prices, a steep drop in foreclosures, and increased car sales are harbingers of a California economy that is starting to warm up."

**NORTH MARIN WATER DISTRICT
AUDITOR-CONTROLLER'S MONTHLY REPORT OF INVESTMENTS
February 28, 2013**

Type	Description	S&P Rating	Purchase Date	Maturity Date	Cost Basis ¹	2/28/2013 Market Value	Yield ²	% of Portfolio
LAIF	State of CA Treasury	A	Various	Open	\$5,078,174	\$5,083,899	0.29% ³	61%
Time Certificate of Deposit								
TCD	Bank of Marin	n/a	6/3/11	6/3/13	\$1,000,000	\$1,000,000	1.00%	12%
TCD	Ally Bank	n/a	9/28/12	10/1/14	248,000	248,000	0.85%	3%
TCD	Goldman Sachs	n/a	12/5/12	12/5/14	248,000	248,000	0.75%	3%
					\$1,496,000	\$1,496,000	0.93%	18%
Corporate Medium Term Note								
MTN	General Electric	AA+	1/29/13	10/9/15	\$1,003,868	\$1,003,029	0.70%	12%
					\$1,003,868	\$1,003,029	0.70%	12%
Other								
Agency	Marin Co Treasury	AA+	Various	Open	\$370,337	\$370,337	0.22%	4%
Bond	Olema G.O. Bond	A+	5/31/91	1/1/15	7,661	12,158	5.00%	0%
Other	Various	n/a	Various	Open	427,161	427,161	0.00%	5%
TOTAL IN PORTFOLIO					\$8,383,201	\$8,392,583	0.44%	100%

Weighted Avg. Maturity = **162 Days**

LAIF: State of California Local Agency Investment Fund.

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

TCD: Time Certificate of Deposit

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

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

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

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

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

3 Earnings are calculated daily - this represents the average yield for the month ending February 28, 2013.

Interest Bearing Loans	Loan Date	Maturity Date	Original Loan Amount	Principal Outstanding	Interest Rate
Black Point Partners-BPGL	6/30/06	2/28/24	\$3,612,640	\$2,398,449	2.40%
Employee Housing Loans (8)	Various	Various	1,441,785	1,441,785	Contingent
Employee Computer Loans (4)	Various	Various	7,837	2,882	1.60% (avg)
TOTAL INTEREST BEARING LOANS			\$5,062,262	\$3,843,116	

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

MEMORANDUM

To: Board of Directors

March 15, 2013

From: Chris DeGabriele, General Manager *CD*

Subject: Marin LAFCO Special District Election Ballots
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RECOMMENDED ACTION: Board vote for Marin LAFCO Special District Regular Member

FINANCIAL IMPACT: None

Attached is a memo from Marin LAFCO and ballot forms to vote for the Local Agency Formation Commission (LAFCO) Special District Representative regular member. At the February 19, 2013 meeting, the Board nominated Director Jack Baker for the regular member position. Ballots require "ranked" voting (1st, 2nd and 3rd choices) to enable an instant run-off and must be returned by May 6, 2013.

RECOMMENDATION:

Board vote for Marin LAFCO Special District Regular Member in following ranking:

1. Jack Baker
2. Craig Murray

Approved by GM *CD*

Date *3/15/2013*

BALLOT FORM

MARIN LAFCO AGENCY FORMATION COMMISSION

REGULAR SPECIAL DISTRICT REPRESENTATIVE

Purpose of Election: Selection of **Regular Special District Member** to serve from May 2013 until May 2017. Seat currently held by Einar Asbo.

Voting Procedure: Vote shall be one per district. Ballot may be signed by the District Presiding Officer or a designee appointed by the Board of the District.

CHOICE OF CANDIDATES:

(Please indicate first, second and third choice to enable an "instant runoff" if necessary.)

- _____ Lew Kious - Almonte Sanitary District
- _____ Jack Baker - North Marin Water District
- _____ Richard Snyder - Sanitary District 5
- _____ Craig Murray - Las Gallinas Valley Sanitary District

District

Signature

**RETURN FORM TO MARIN LAFCO AFTER THE DISTRICT'S VOTE,
NO LATER THAN MAY 6, 2013**

Ballot may be transmitted by facsimile to (415) 446-4410

DATE: March 4, 2013
TO: Presiding Officers, Marin Independent Special Districts
FROM: Peter Banning, Executive Officer
RE: Election for LAFCO Special District Member

The nomination period for special district member election to the Marin Local Agency Formation Commission closed on March 1, 2013. LAFCO staff received four nominations for the seat currently held by Einar Asbo. This term of office will end in May of this year. A mail ballot election must be held to select a member for this position, serving a four-year term ending in May 2017. The nominees for regular member are Lew Kious of Almonte Sanitary District, Richard Snyder of Sanitary District 5, Jack Baker of North Marin Water District and Craig Murray of Las Gallinas Valley Sanitary District.

Attached is a copy of the approved policy and procedures for Special District Member selection. Also enclosed are the ballot and candidate qualification forms for participation in the selection process. Please rank your first, second and third choices on the ballot form to enable an "instant runoff," if necessary, as described in item 7 of the adopted procedures. Your ranking of second and third choices for use in the instant runoff process is required in elections such as this, where there are more than two nominees. If ballots are received without rankings for first, second and third choices the ballot will be deemed invalid.

Selection Schedule

The final date the LAFCO office will receive ballots will be **5:00pm on Monday, May 6, 2013.** Ballots will be accepted by mail or facsimile to (415) 446-4410. The newly-elected special district member will be seated at the May 2013 LAFCO meeting.

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

Except from Marin Local Agency Formation Commission's "Adopted Policies, Procedures & Guidelines", Chapter II, Section 1.B.:

Procedure for Special District Member Selection

1. The Executive Officer shall initiate the mail ballot selection process for special district members 180 days prior to the expiration of the term of a special district member or immediately upon notification that the service of a special district member on LAFCO will end prior to the expiration of his or her term.
2. The Executive Officer shall initiate the mail ballot process by distributing to each independent special district a call for nominations, including a schedule of the selection process and a copy of this policy. Nominations must be submitted in writing by special district governing boards within 60 days of the date of the call for nominations. The submittal of a nomination must include a statement of the candidate's qualifications.
3. Within five working days of the close of the nomination period, the Executive Officer shall distribute by certified mail one ballot to each independent special districts. The distribution of ballots shall include a statement of qualifications for each candidate on the ballot.
4. Ballots may be submitted by mail or facsimile within 60 days of distribution of the ballots.
5. A majority of independent special district must cast ballots in order to select a special district member. Selection shall be made by majority of votes cast and a majority of independent special districts in Marin County.
6. Ballots cast by each special district must bear the signature of the district's presiding officer. If the presiding officer is unavailable, the district board may authorize another member of the board to cast the district's vote. Ballots may be returned to the LAFCO office by mail or by facsimile.
7. All ballots and other records of each selection process shall be retained in the LAFCO office for at least four years and shall be available for public inspection.

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

- a) Each district casting a vote shall rank the candidates in order of their preference. District boards would simply indicate a "1" next to their first choice, a "2" next to their second choice, a "3" next to their third choice etc.
- b) In counting the votes by the Executive Officer, all first choice votes are counted. If any candidate receives over 50 percent of the first choice votes, that candidate is selected as special district member.
- c) If no candidate receives a majority, then the candidate with the fewest "1" votes is eliminated. The ballots of the supporters of the eliminated candidate are then transferred to whichever of the remaining candidates they marked for their second choice. This process shall be continued until one candidate receives a majority and is selected as special district member.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE QUALIFICATIONS

REGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: LEW KIOUS

Telephone: (Home) 415-383-8750 (Work) 707-773-3373

Email Address: LKIOUS@33C4GLOBAL.NET

Home Address:

Employer's Name and Address:

233 PRINCETON AVE
MILL VALLEY, CA 94941

VENTEK INTERNATIONAL
1260 HOLM RD, SUITE A
PETALUMA, CA 94954

Present Occupation: SALES MANAGER

> Summary of Qualifications for Position:

SEE ATTACHED SHEET

> Reasons for Applying:

SEE ATTACHED SHEET

> Please list any organizations of which you are an officer or an employee:

SEE ATTACHED SHEET.

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903

*Additional information may be attached.

Marin Local Area Formation CommissionNominee QualificationsRegular Special District Member

Summary of qualifications for Position:

- President of Board of Commissioners for Sewerage Agency of Southern Marin (SASM). In this position, I am focused on the responsible management of SASM's resources to meet the needs of its constituents (residents). I seek the responsible input from all parties and then drive the Board and SASM toward taking meaningful steps forward. I directly negotiated with the City of Mill Valley an extension of the Operations and Management Agreement by which Mill Valley operates the water treatment plant on behalf of SASM.
- Secretary/Treasurer and Board member of Almonte Sanitary District. I implemented the District's website and expanded and improved our outbound communication. I worked to update and automate our District's operations, such as the digitizing of the District's maps and sewer system records. I have consistently pursued a policy of fiscal conservatism to maintain low, and responsible, rates for our residents.
- Resident of Mill Valley for 30 years. Lifelong Bay Area resident.
- Frequent speaker before the Board of Marin LAFCO.
- Successful businessman with experience in achieving consensus and getting results.

Reasons for Applying:

- I believe that, with my addition to LAFCO, I will be the only representative from Southern Marin, and I believe that representation is critical and vitally important.
- I have seen Marin LAFCO in action, and am aware of its potential value to Marin residents. I am also aware of the challenge to keep LAFCO focused on beneficial actions, as opposed to actions that may be viewed by its Board as a legislative mandate. I believe that I can help to maintain that balance to the benefit of all of Marin.
- I have worked with LAFCO's staff and Board and believe I can develop good relationships within LAFCO to immediately provide positive results.
- I believe I have the perspective, experience, and knowledge to provide value as a member of LAFCO, and to provide value to Marin residents, and the Special Districts of Marin.

Please list any organizations of which you are an officer or an employee:

- Secretary/Treasurer- Almonte Sanitary District
- Board Member- Almonte Sanitary District
- President of Board of Commissioners- Sewerage Agency of Southern Marin (SASM)

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE QUALIFICATIONS

Special District Representative

Nominated for: Alternate Representative _____ Regular Representative X

Name: John (Jack) Baker

Telephone: (Home) (415) 382-3332 (Work) _____

Email Address: jckbaker@gmail.com

Home Address: _____

Employer's Name and Address: _____

425 Corte Norte

Novato, CA 94949

Present Occupation: Registered Civil Engineer (Retired)

➤ Summary of Qualifications for Position:

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

➤ Reasons for Applying:

During the course of employment with County of Marin Department of Public Works (DPW) I have had frequent interaction with Marin County Special Districts as well as with the eleven municipalities. Familiarity with these entities and their respective services and jurisdictions would enable me to effectively contribute as a member of the LAFCO decision making process.

➤ Please list any organizations of which you are an officer or an employee:

North Marin Water District (Director) 1983-present.

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

*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE QUALIFICATIONS

REGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: RICHARD NEIL SNYDER

Telephone: (Home) 415-789-1814 mobile 415-717-1830
(Work)

Email Address: pomander@mac.com

Home Address:

Employer's Name and Address:

P.O. BOX 989
BELVEDERE, CA, 94920

SELF.

Present Occupation: ATTORNEY

> Summary of Qualifications for Position:

MEMBER OF BOARD OF MARIN
SANITATION DISTRICT 5

> Reasons for Applying:

TO PARTICIPATE WITH OTHER SPECIAL
DISTRICTS IN POLICIES RE MARIN
COUNTY SPECIAL DISTRICTS.

> Please list any organizations of which you are an officer or an employee:

MARIN COUNTY SANITATION DISTRICT
NO. 5

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903

*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE QUALIFICATIONSREGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: Craig K. Murray *CKM*Telephone: (Home) 499-9899 (Work) 510-307-8188Email Address: District: cmurray@lgvdsd.org; Work: Craig Murray@ci.richmond.ca.us

Home Address:

Employer's Name and Address:

443 Montecillo RoadCity of Richmond, Engineering Dept.San Rafael, CA 94903450 Civic Center Plaza, Richmond, CA 94804Present Occupation: Development Project Manager II

- Summary of Qualifications for Position:
- Current *Alternate* Special District Representative to LAFCO
- Participated as the Marin LAFCO member at the 2012 Annual Statewide LAFCO Conf.
- BA, UC Berkeley, Master Public Administration, CSULB, Certif.in Econ.Dec., UCR
- Senior Right of Way, SR/WA Designation, Intl.Right of Way Association
- Local Government Real Property Experience, 1985 to present
- Experience with a variety of intergovernmental administration matters
- Marin County Emergency Operations Center, Plg/Intel Section Volunteer
- City of Long Beach Real Estate Technician managed property matters including Annexation interests under then Cortese-Knox Act
- Managed 1,783 Acre Redevelopment Project Area Amendment for Richmond
- Reviewed, as community member, & now as a LGVSD Director, LAFCO related Sanitary District Sphere of Influence matters
- Reasons for Applying:
- LGVSD Board Representative Candidate
- Interest in effective use of property, limits on Urban Sprawl and development of reliable local government agencies
- Raised in Central Marin as a member of a 4th Generation Marin County Family based in community service.
- Please list any organizations of which you are an officer or an employee:
- Director, Las Gallinas Valley Sanitary District
- Secretary, Terra Linda Homeowners Association
- Scoutmaster, San Rafael Boy Scout Troop 101

MEMORANDUM

To: Board of Directors
From: Robert Clark, Operations/Maintenance Superintendent *RC*
Subject: Authorize Vacuum Excavator Replacement Purchase
X:\MAINT SUP\2013\BOD\Vac Trailer Purchase BOD.doc

March 15, 2013

Recommendation: Approval
Financial Impact: \$65,530.00

At the February 19, 2013 Board of Directors meeting the Board authorized staff to solicit bids for a replacement trailer mounted vacuum excavator (February 19th Board item is attached for your information). Staff has received and reviewed the bids for the replacement equipment. The bidders were requested to submit their proposals based on a list of 66 minimum specifications. The Ditch Witch and RDO Equipment proposals did not meet minimum specifications on several minor items; specifically the control panels for these used indicator lights vs. the requested gauges. More importantly the Ditch Witch FX50 did not meet the CARB Tier 4 emission requirement.

All three bidders responded to our request for proposals and all came in over the \$65,000 budgeted cost for a 2013 model year. The \$530 budget exceedance will be made up from other equipment purchase items which came in below budget.

Manufacture	Min Spec	Quote
ALLQUIP Universal	64/66	\$65,530
Ditch Witch FX60	54/66	\$74,825
Ditch Witch FX50	53/66	\$69,470
RDO Equipment	52/66	\$69,035

Recommendation:

Authorize staff to award the purchase contract for the new trailer mounted vacuum excavator to ALLQUIP Universal for a total of \$65,530. (An information sheet on the ALLQUIP Universal machine is attached).

Approved by GM CD
Date 3/15/2013

MEMORANDUM

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

RECOMMENDED ACTION: Authorize staff to solicit bids for the purchase of a replacement Vacuum Excavator.
FINANCIAL IMPACT: None at this time (\$65,000 included in FY12/13 Budget)

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

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

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

RDO Equipment, Livermore. Veermer Brand

Ditch Witch, Sacramento. Ditch Witch Brand

ALLQUIP Universal, Sacramento. Ring-O-Matic Brand

RECOMMENDATION

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

Approved by GM CD

Date 2/15/2013

North Marin Water District

PRODUCT SPECIFICATIONS

DRAFT

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

General

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

Engine

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

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

Blower/Vacuum Pumps

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

Filtration

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

Water System

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

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

Tank

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

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

Trailer

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

Hydraulics

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

Control Panel/Operator Station

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

Operator Training

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

Warranty Information

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

Delivery

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

Specifications Literature

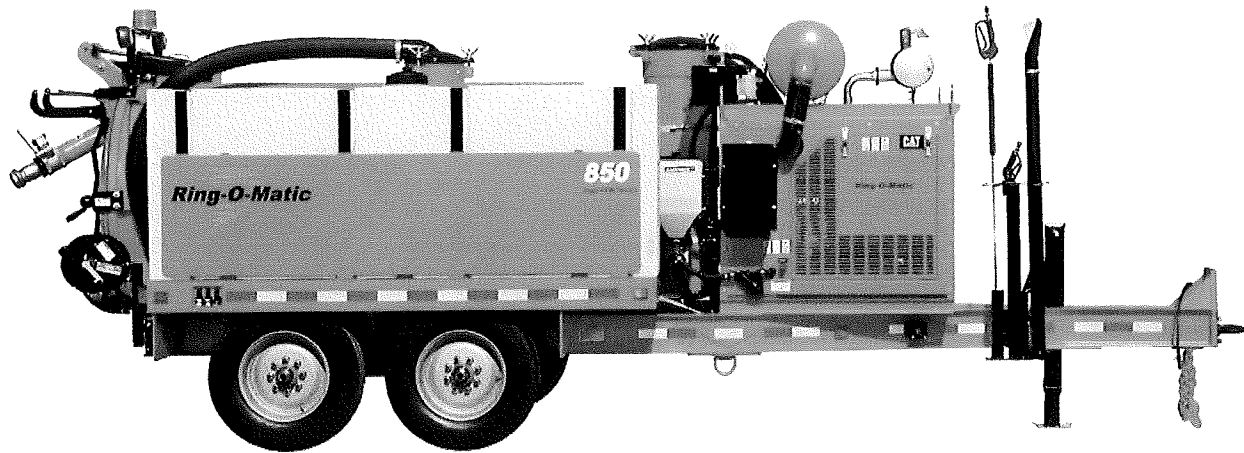
Specifications	Yes?	No?	Reason for Noncompliance
<ul style="list-style-type: none"> • MUST be included with bid for equipment being offered. 	<input type="checkbox"/>	<input type="checkbox"/>	

Operation and Maintenance Manuals

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

850 VacEx

Ring-O-Matic



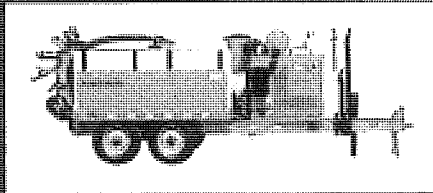
Features

- Power by CAT - unexcelled performance and reliability.
- Vacuum pump blowers by Gardner Denver - rugged and high performance.
- Premium silencer package - reduced noise complaints.
- Compact low profile - good visibility for your driver and stability in rough locations.
- Rugged construction the way a contractor needs it - heavy duty frames and largest axle capacity in its class.
- Balanced design with optimum tongue weight - easy on your trucks.
- Reverse flow is standard - fast tank emptying, blow obstructions out of vacuum hose and backflush the filters for quick-easy cleaning.
- Unique single handle door latch design for easier, faster opening and closing.
- Patented Cyclo-Jet Pothole Excavator available - The fastest, cleanest, easiest-to-use pothole gun in its class - drill a 3 foot deep hole in less than 30 sec with a single operator.

An Ideal Machine For

- Potholing - safely dig test holes in the ground to locate buried utilities for horizontal directional drills.
- Clean out storm drains, catch basins and valve boxes.
- Cleaning up drilling fluids and mud.
- General construction site cleanup.
- Keyholing or utility microsurgery.
- Environmental cleanup - everything from hurricane aftermath to oil spoils.
- Slot trenching.

800-544-2518 • www.ring-o-matic.com



Ring-O-Matic

850 VacEx Series Specs

FEATURES	MODEL	MODEL	MODEL
Mount	Tandem Axle Trailer - truck & skid mounting available	Tandem Axle Trailer - truck & skid mounting available	Tandem Axle Trailer - truck & skid mounting available
Spoils Capacity	800 gallon 4.0 cubic yards	800 gallon 4.0 cubic yards	800 gallon 4.0 cubic yards
Engine	31 Hp OHV Twin air-cooled gasoline	36 Hp CAT Industrial water-cooled diesel; Tier 4i	50 Hp CAT Industrial water-cooled diesel; Tier 4i
Fuel Tank Capacity	12 gallon	29 gallon	29 gallon
Vacuum Pump/Blower Displacement	600 cfm Gardner Denver Blower	600 cfm Gardner Denver Blower	1000 cfm Gardner Denver Blower
Water Pump gpm @ pressure	4.9 gpm @ 3000 psi	6.0 gpm @ 4000 psi *factory set @ 3500 psi	6.0 gpm @ 4000 psi *factory set @ 3500 psi
Premium Silencer Kit with Insulated Enclosures and High Performance Silencers	Comes with standard silencer; premium silencer is available	Standard for lowest noise & fewer complaints	Standard for lowest noise & fewer complaints
Balanced for Optimum Tongue Weight, Compact and Low Profile	Less than 1100 lbs tongue weight - easy on your truck	Less than 1100 lbs tongue weight - easy on your truck	Less than 1100 lbs tongue weight - easy on your truck
Heavy Duty Frame & Axles	8" HD Frame & 20,000 lbs of axle capacity	8" HD Frame & 20,000 lbs of axle capacity	8" HD Frame & 20,000 lbs of axle capacity
Reverse Flow Blower	Available	Standard to blow out vac hose blockages; easy filter backflush; fast tank unloading	Standard to blow out vac hose blockages; easy filter backflush; fast tank unloading
Available with Cyclo-Jet Patented Pothole Excavator	Fastest, cleanest, easiest-to-use pothole gun available	Fastest, cleanest, easiest-to-use pothole gun available	Fastest, cleanest, easiest-to-use pothole gun available

OPERATOR CONTROLS			
Controls Location	Front curbside with lockable cabinet	Front curbside with lockable cabinet	Front curbside with lockable cabinet
Hour Meter	Standard	Standard	Standard
Tachometer	Available	Standard	Standard
Vacuum Gauge	Standard	Standard	Standard
Water Supply Hose	50' x 3/8" ID	50' x 3/8" ID	50' x 3/8" ID
Water Supply Reel	Rear Curbside	Rear Curbside	Rear Curbside
Load Level Indicator and Auto Shutoff	Auto Shutoff	Sight Glass & Auto Shutoff	Sight Glass & Auto Shutoff
Pressure Unload	Available	Standard	Standard
Filter Backflush	Available	Standard	Standard
Vacuum Hose Reverse Flow to Clear Obstructions	Available	Standard	Standard
Hydraulic Hoist Tank Unload	Standard	Standard	Standard
Full Opening Rear Door	Standard	Standard	Standard
Winterize Kit	Standard	Standard	Standard

OPTIONS			
Patented Cyclo-Jet Pothole Excavator - Stainless or Dielectric	Available	Recommended	Recommended
Curbside Remote Auxiliary Hydraulics	Available on HiCFM only	Available on HiCFM only	Optional
Hydraulic Remote Controlled Boom (Handheld Wireless Remote) w/ 300 degree swing arc; 10' extends to 15'	Available on HiCFM only	Available on HiCFM only	Optional
Lighted Arrow Bar to Direct Traffic	Optional	Optional	Optional
Removable Water Heater - 440,000 BTU	Optional	Optional	Optional
4" Vac Hose Upgrade to Handle Cobble	Available on HiCFM only	Available on HiCFM only	Optional
Pneumatic Load Breaker to Help Empty Tank of Mudcake	Optional	Optional	Optional
Long-Length 3" X 8' or 3" X 10' Dielectric Cyclo-Jet Excavator Gun	Optional	Optional	Optional
6" to 3" Reducer	Optional	Optional	Optional
Hydraulic Core Saw - Mtd with Required Extenders and Oversize Hydraulic Pump	Optional	Optional	Optional
Spin Doctor Valve Exerciser - Mounted with Required Extenders	Optional	Optional	Optional

Sewer Jetter Kit (cleans up to 10" diameter line)	Available on HICFM only	Available on HICFM only	Optional
Road & Highway Crack Cleaner w/ 50' X 2 1/2" Flexible Vac Hose	Optional	Optional	Optional
Lower Lift Jack	Optional	Optional	Optional
VACUUM PUMP/BLOWER DETAILS			
	VL 85	850 VacEx	880 HICFM VacEx
Vacuum Pump/Blower Type	positive displacement lobe pump	positive displacement lobe pump	positive displacement lobe pump
Vacuum Pump/Blower	Gardner Denver	Gardner Denver	Gardner Denver
Max Vac Level - in Hg	15	15	15
Pressure Off-Load	Available	Standard	Standard
Vac Hose Reverse Flow to Remove Blockages	Available	Standard	Standard
Cycle-Separator Air Filter Type/Capacity	Cyclo-Separator with 5 micron bag type with 7,200 sq in capacity	Cyclo-Separator with 5 micron bag type with 7,200 sq in capacity	Cyclo-Separator with 5 micron bag type with 11,800 sq in capacity
BackFlush Filter Cleaning	Available	Standard	Standard
WATER PUMP SYSTEM DETAILS			
Water Tank Capacity	2 x 250 gallon	2 x 250 gallon	2 x 250 gallon
Water Pressure	3000 psi	4000 psi *factory set @ 3,500 psi	4000 psi *factory set @ 3500 psi
Water Supply	4.9 gpm	6 gpm	6 gpm
Electronic Low Water Shut-Off	Standard	Standard	Standard
Auto Water Pump Unloader to Reduce Engine Loading & Wear	Standard	Standard	Standard
Water Pump Drive	Belt w Electric Clutch	Belt w Electric Clutch	Belt w Electric Clutch
Water Supply Hose	50' x 3/8" ID	50' x 3/8" ID	50' x 3/8" ID
Water Supply Reel Location	Rear curbside	Rear curbside	Rear curbside
Easy-to-Use Winterize System	Standard	Standard	Standard
SPOILS TANK DETAILS			
Hydraulic Hoist Unload	twin cylinder	twin cylinder	twin cylinder
Full Rear Door Opening	yes, with hydraulic opener	yes, with hydraulic opener	yes, with hydraulic opener
Rear Door Latch	rugged, easy to use single handle design	rugged, easy to use single handle design	rugged, easy to use single handle design
Inlet Valve Size	4"	4"	4"
Drain Valve Size	6"	6"	6"
TRAILER DETAILS			
Trailer Type	Tandem Axle - Low profile	Tandem Axle - Low profile	Tandem Axle - Low profile
Hitch Type	Pintle	Pintle	Pintle
Trailer Frame Type	heavy duty 8" C-channel	heavy duty 8" C-channel	heavy duty 8" C-channel
Strobe & Light Kit	Available	Standard	Standard
Height - inches	84	91	91
Length - feet/inches	21' 2"	21' 2"	21' 2"
Width - inches	96	96	96
Tongue Weight - Dry - lbs	840	840	840
Tongue Weight - Full - lbs	1,040	1,040	1,040
Total Weight - Dry = lbs	7,520	7,520	7,520
Gross Vehicle Weight Rating	20,760	20,760	20,760
Axles, Capacity and Suspension Type	2x10,000 lb axles, Dexter Torflex	2x10,000 lb axles, Dexter Torflex	2 axles, 10,000 lb each, Dexter Torflex
Tire Size	235/75 R17.5 Load Range H	235/75 R17.5 Load Range H	235/75 R17.5 Load Range H
Trailer Brakes	never adjust electric	never adjust electric	never adjust electric
WARRANTY DETAILS			
Warranty	1 year	1 year	1 year

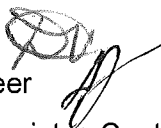
Sewer Jetter Kit (cleans up to 10" diameter line)	Available on HICFM only	Available on HICFM only	Optional
Road & Highway Crack Cleaner w/ 50' X 2 1/2" Flexible Vac Hose	Optional	Optional	Optional
Lower Lift Jack	Optional	Optional	Optional
VACUUM PUMP/BLOWER DETAILS			
	VL 85	850 VacEx	880 HICFM VacEx
Vacuum Pump/Blower Type	positive displacement lobe pump	positive displacement lobe pump	positive displacement lobe pump
Vacuum Pump/Blower	Gardner Denver	Gardner Denver	Gardner Denver
Max Vac Level - in Hg	15	15	15
Pressure Off-Load	Available	Standard	Standard
Vac Hose Reverse Flow to Remove Blockages	Available	Standard	Standard
Cycle-Separator Air Filter Type/Capacity	Cyclo-Separator with 5 micron bag type with 7,200 sq in capacity	Cyclo-Separator with 5 micron bag type with 7,200 sq in capacity	Cyclo-Separator with 5 micron bag type with 11,800 sq in capacity
BackFlush Filter Cleaning	Available	Standard	Standard
WATER PUMP SYSTEM DETAILS			
Water Tank Capacity	2 x 250 gallon	2 x 250 gallon	2 x 250 gallon
Water Pressure	3000 psi	4000 psi *factory set @ 3,500 psi	4000 psi *factory set @ 3500 psi
Water Supply	4.9 gpm	6 gpm	6 gpm
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Water Pump Drive	Belt w Electric Clutch	Belt w Electric Clutch	Belt w Electric Clutch
Water Supply Hose	50' x 3/8" ID	50' x 3/8" ID	50' x 3/8" ID
Water Supply Reel Location	Rear curbside	Rear curbside	Rear curbside
Easy-to-Use Winterize System	Standard	Standard	Standard
SPOILS TANK DETAILS			
Hydraulic Hoist Unload	twin cylinder	twin cylinder	twin cylinder
Full Rear Door Opening	yes, with hydraulic opener	yes, with hydraulic opener	yes, with hydraulic opener
Rear Door Latch	rugged, easy to use single handle design	rugged, easy to use single handle design	rugged, easy to use single handle design
Inlet Valve Size	4"	4"	4"
Drain Valve Size	6"	6"	6"
TRAILER DETAILS			
Trailer Type	Tandem Axle - Low profile	Tandem Axle - Low profile	Tandem Axle - Low profile
Hitch Type	Pintle	Pintle	Pintle
Trailer Frame Type	heavy duty 8" C-channel	heavy duty 8" C-channel	heavy duty 8" C-channel
Strobe & Light Kit	Available	Standard	Standard
Height - inches	84	91	91
Length - feet/inches	21' 2"	21' 2"	21' 2"
Width - inches	96	96	96
Tongue Weight - Dry - lbs	840	840	840
Tongue Weight - Full - lbs	1,040	1,040	1,040
Total Weight - Dry = lbs	7,520	7,520	7,520
Gross Vehicle Weight Rating	20,760	20,760	20,760
Axles, Capacity and Suspension Type	2x10,000 lb axles, Dexter Torflex	2x10,000 lb axles, Dexter Torflex	2 axles, 10,000 lb each, Dexter Torflex
Tire Size	235/75 R17.5 Load Range H	235/75 R17.5 Load Range H	235/75 R17.5 Load Range H
Trailer Brakes	never adjust electric	never adjust electric	never adjust electric
WARRANTY DETAILS			
Warranty	1 year	1 year	1 year

MEMORANDUM

TO: Board of Directors

March 15, 2013

FROM: Drew McIntyre, Chief Engineer
David Jackson, Associate Engineer



RE: Approve: Leonard Charles & Associates Contract Amendment
Point Reyes Treatment Plant Solids Handling Project

R:\Folders by Job No\6000 jobs\6601.32\CEQA\LCA docs\6601-32 BOD memo LCA Contract Amendment 1.docx

RECOMMENDED ACTION: Board authorize the General Manager to execute a contract amendment with Leonard Charles & Associates for additional design phase services in the amount of \$12,851 and a contingency not to exceed \$1,300.

FINANCIAL IMPACT: \$12,851 plus \$1,300 contingency

BACKGROUND

At the February 5, 2013 meeting, staff updated the Board on the current status of the Marin County Coastal Development Permit (CCDP) required for the Pt. Reyes Treatment Plant Solids Handling project. As part of this update, staff informed the Board that additional information is being requested by the Marin County Community Development Agency (CDA) that included the following items:

- Update design drawings to include easements, flood zones, wetlands delineations and set backs.
- Perform additional surveying and mapping to show the streamside conservation area measured 100 feet from the top of bank of Lagunitas Creek.
- Prepare detailed drainage plan.
- Include additional drawings and calculations for the proposed retaining wall.
- Modify drawings to show a fire truck turnaround.
- Perform a biological site assessment prepared by a qualified biologist with expertise in spotted owl surveys.

Staff reported that the cost to obtain additional requested information by both Leonard Charles and Associates (LCA) and HydroScience Engineers (HSe) up to \$60,000 (combined). As noted in the February 5, 2013 Board memo, staff is returning to the Board for contract amendment approval to LCA to perform the biological site assessment requested by Marin County CDA. The additional services provided as Attachment A will be performed at a cost of \$12,851 Staff is also recommending a contingency of \$1,300 be approved by the Board.

RECOMMENDATION

Board authorize the General Manager to execute a contract amendment with Leonard Charles & Associates to perform the biological site assessment in the amount of \$12,851 and a contingency not to exceed \$1,300.

Bid Proposal

**Biological Site Assessment and Permitting Work for the
Point Reyes Water Treatment Plant Solids Handling Project Coastal Development
Permit**

March 11, 2013

Prepared for: North Marin Water District
P.O. Box 146
Novato, California 94948

Prepared by: Leonard Charles and Associates
7 Roble Court
San Anselmo, California 94960
415-454-4575

I

Introduction

Leonard Charles and Associates (LCA) will assist North Marin Water District (District) in preparing the Biological Site Assessment (BSA) requested by the Marin County Community Development Agency (CDA) in order for CDA to consider the merits of the District's application for a Coastal Development Permit (CDP) for the proposed addition of solids handling facilities to the Point Reyes Water Treatment Plant.

Scope of Services

We have engaged Garcia & Associates (GANDA) to prepare the technical portion of the BSA per the County's guidelines for preparing BSAs. Their scope of work and cost is attached.

LCA will be responsible for the following tasks:

1. Coordinate and oversee GANDA's work, including showing them the site; familiarizing them with the project, the site, and CDA requirements and requests; providing them with background data; and reviewing and editing their work product to ensure it addresses all issues and meets CDA submittal requirements. GANDA will prepare a map showing the location of the project and all wetlands, riparian vegetation, and wetland buffers near the project site. (12 hours)
2. Confer with CDA if the project would be located within a County-defined wetland buffer to determine the appropriate documentation required before CDA could approve development within a buffer. The buffers that would be mapped and assessed could include: 1) 100 feet from the top of the bank of Lagunitas Creek; 2) 50 feet upslope from the edge of the creek's riparian vegetation; and/or 100 feet from a hillside wetland. If CDA so recommends, prepare findings per the County LCP "conditions and standards" to allow development within a wetland buffer (per the conditions and standards listed on p. 137 of the LCP). (4 hours)
3. If the site is within 100 feet of Lagunitas Creek or 50 feet of the riparian vegetation, then an "alternatives analysis" is required that shows how the project would have fewer impacts to wetlands and riparian habitat at the proposed location than if it were constructed elsewhere. We do not propose to prepare this alternatives analysis at this time as we don't know whether it will be required. If it is required, we would need additional input and direction from CDA regarding the depth of the required analysis.
4. Coordinate the environmental review process with the District and CDA; includes 2 additional meetings. (16 hours)

Schedule

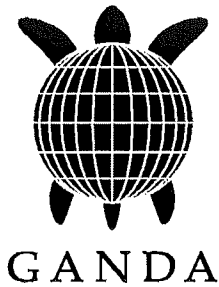
GANDA estimates that Task 1 of their scope would be completed within one week of the notice to proceed (NTP); Task 2 within 2 weeks of the NTP; and Task 3 within 2 weeks of the site visit. LCA will need to review their administrative draft BSA, and revisions may be needed. A draft BSA will be provided to the District within 8 weeks of the NTP. A final BSA will be submitted within 10 days of receipt of District comments.

Price

As listed above, LCA estimates that it will take 32 hours of work. All LCA work would be done by Leonard Charles at the rate of \$160/hour for a total of \$5,120. The attached budget from GANDA is \$7,731. The total cost would be **\$12,851**.

Attachments

The Garcia & Associates scope of work and cost are attached along with resumes of the two principal staff members who will complete that scope of work.



Garcia and Associates
2601 Mission Street, Suite 600
San Francisco, CA 94110
Phone: (415) 642-8969
Fax: (415) 642-8967

To: Leonard Charles
From: Joe Drennan
Date: March 11, 2013
RE: Point Reyes Water Treatment Plant Solids Handling Facilities Project,
Biological Site Assessment

Garcia and Associates (GANDA) is pleased to present this scope and cost estimate to prepare a Biological Site Assessment for the Point Reyes Water Treatment Plant Solids Handling Facilities Project in Point Reyes Station, California. We propose to complete this work under three tasks as follows:

- Task 1: Background literature review**
- Task 2: Site visit**
- Task 3: Prepare Biological Site Assessment**

Task 1: Background literature review

We will review background literature regarding the project including the Initial Study, the final Mitigated Negative Declaration, and the site plan for the project. We will also review the California Natural Diversity Database for occurrence records of special status species in the project area, the northern spotted owl database, and other relevant reports on the project. To more accurately determine the location of the nearest spotted owl record, we will attempt to contact the biologists who documented the spotted owl record for additional details. As required by the county guidelines for preparation of a Biological Site Assessment, we will also contact the county planner for information on the project.

Task 2: Site visit

Two GANDA biologists will conduct a site visit to the project site. During the visit, notes will be recorded to document plant and wildlife species and habitat types in the project vicinity. All sensitive biological resources will be identified, evaluated and mapped. Particular focus will be given to determining the location and types of any wetland habitats in the project area including their distance from the proposed project footprint. All wetland habitats and other sensitive biological resources will be documented with a Trimble GPS and photographs.

Task 3: Prepare Biological Site Assessment

We will prepare a Biological Site Assessment (BSA) in accordance with the Marin County Community Development Agency Guidelines. The BSA will summarize the methods and results of the background literature review and site visit. The BSA will include maps and figures to document any sensitive resources. Specifically, the BSA will include a figure that illustrates the location of all wetland features, the County's buffer requirement and the project location. In accord with the Marin County EIR guidelines, the BSA will address the following questions regarding the determination of significance of impacts:

1. Would the project substantially reduce the number or restrict the range of a rare, endangered or threatened plant or animal?
2. Would the project cause a fish or wildlife population to drop below self-sustaining levels?
3. Would the project adversely affect significant riparian lands, wetlands, marshes, and other significant wildlife habitats?

Based on the results of investigation, the BSA will recommend one of the following two conclusions regarding the project:

“The project *will not* result in any potentially significant adverse biological impacts to the environment” or “The project *could* result in potentially significant adverse biological impacts to the environment.”

Assumptions:

- 16 hours for background research
- Two biologists for one 8-hour day to conduct site visit
- 40 hours for preparation of the BSA including 4 hours of GIS staff time for preparing maps and figures

Budget for:
Point Reyes Water Treatment Plant
Solids Handling Facilities Project

Date: 3/7/2013

Prepared by: Joe Drennan
PM Sign-off: jed

Prepared for: Leonard Charles

LABOR (hours)		TASK 1	Task 2	TASK 3	TOTAL	
		background lit review	site visit	prepare BSA		
TECHNICAL STAFF		PERSONNEL				
PM V -- Principal Scientist	JED	4.0		8.0	12.0	
SS V -- Specialist V	SW	4.0	8.0	16.0	28.0	
SS IV -- Specialist IV	MB	8.0	8.0	16.0	32.0	
SUPPORT STAFF						
GIS II -- GIS Specialist	KK			4.0	4.0	
CA III -- Sr. Contract Administrator	CTG	1.0			1.0	
CA I -- Project Accountant	EL	1.0			1.0	
TOTAL LABOR HOURS		18.0	16.0	44.0	78.0	
LABOR (Cost)		RATE/HR.				
TECHNICAL STAFF						
PM V -- Principal Scientist		\$175	\$700	\$0	\$1,400	\$2,100
SS V -- Specialist V		\$89	\$356	\$712	\$1,424	\$2,492
SS IV -- Specialist IV		\$77	\$616	\$616	\$1,232	\$2,464
SUPPORT STAFF						
GIS II -- GIS Specialist		\$72	\$0	\$0	\$288	\$288
CA III -- Sr. Contract Administrator		\$90	\$90	\$0	\$0	\$90
CA I -- Project Accountant		\$56	\$56	\$0	\$0	\$56
TOTAL LABOR COST		\$1,818	\$1,328	\$4,344	\$7,490	
OTHER DIRECT COSTS		Rate				
<i>In-House Equipment</i>						
GANDA Vehicle Use (Field Truck)		\$50 / day		\$50	\$50	
GANDA Vehicle Fuel, etc.		\$0.37 / mile		\$22	\$22	
Digital Camera		\$2.50/day		\$3	\$3	
GPS Receiver with 1-3 m accuracy		\$45 /day		\$45	\$45	
GIS Workstation		\$7.50/hr		\$30	\$30	
<i>In-House Equipment Subtotal:</i>			\$0	\$120	\$30	\$150
<i>Reimbursables:</i>						
Personal Vehicle Mileage		0.555/mile		\$64	\$64	
Tolls		at cost		\$6	\$6	
<i>Reimbursables Subtotal:</i>			\$0	\$70	\$0	\$70
SUBTOTAL ODCs		\$0	\$190	\$30	\$220	
Fee on ODCs	10.00%	\$0	\$19	\$3	\$22	
TOTAL ODCs		\$0	\$208	\$33	\$241	
TOTAL PROJECT COST		\$1,818	\$1,536	\$4,377	\$7,731	

TASK DETAIL:
 Task 1: Background literature review
 Task 2: Site visit
 Task 3: Prepare BSA

2012 RACK RATES Budget



Revised March 2012



Mark Bibbo
Botanist

EDUCATION

M.S. University of California Davis, Horticulture and Agronomy (Restoration Ecology emphasis), 2003

B.A. University of California Santa Cruz, Environmental Studies, 1997

PROFESSIONAL EXPERIENCE

October 2011 – Present	Botanist, Garcia and Associates, Auburn, CA
May 2010 – Sept 2011	Botanist/ Restoration Ecologist, Westervelt Ecological Services, Sacramento, CA
June 2006 – May 2010	Botanist, EDAW/AECOM, Sacramento, CA
March 2005 – June 2006	Vegetation Ecologist/Botanist, California Native Plant Society, Sacramento, CA
June 2003 – March 2005	Vegetation Ecologist/Botanist, California Department of Fish and Game, Sacramento, CA
2003 – 2004	Teaching Assistant, Section of Plant Biology, University of California, Davis, CA
2001 – 2003	Curatorial Assistant, University Arboretum, University of California, Davis, CA
2002	Research Assistant, Center for Plant Diversity (Herbarium), University of California, Davis, CA

EXPERTISE

- Rare plant surveys
- Floristic inventories
- Vegetation classification and mapping
- Wetland delineation/assessment
- Restoration and mitigation planning and monitoring

PROFESSIONAL PROFILE

Mark Bibbo is a professional botanist with a strong knowledge of the California flora and plant ecology. He specializes in plant identification, conducting floristic inventories, rare plant surveying, vegetation mapping, wetland delineation, invasive plant species mapping and monitoring, and restoration implementation oversight and monitoring.

Mr. Bibbo has 10 years of professional experience conducting botanical work throughout California. As a botanist for GANDA he specializes in rare plant surveys and floristic inventories, vegetation classification and mapping, wetland delineation, and restoration planning and monitoring. As a botanist for the mitigation banking and habitat restoration specialists,

Mark Bibbo
Botanist
Page 2 of 6

Westervelt Ecological Services in Sacramento, CA, Mr. Bibbo was responsible for monitoring restoration projects throughout the Central Valley and Sierra Nevada foothills from Chico to Merced. As a botanist for the environmental and land use planning firm, EDAW/AECOM, Mr. Bibbo conducted rare plant surveys, floristic inventories, invasive plant surveys, wetland delineation, and vegetation mapping for a wide range of clients throughout California, with an emphasis on the central valley and delta regions, the foothills of the Sierra Nevada, the Lake Tahoe region, southern California deserts, and San Diego County. Prior to his four years with EDAW/AECOM, Mr. Bibbo worked as a botanist for the California Native Plant Society and the California Department of Fish and Game conducting vegetation surveys throughout the northern Sierra Nevada foothills, for the former, and in high elevation montane meadow systems throughout the Sierra Nevada for the latter. Mr. Bibbo also has experience with curation of herbarium specimens and GIS and database management in both herbaria and botanical garden settings, as well as experience teaching plant identification and taxonomy at the undergraduate level.

RECENT PROJECTS

2012 PG&E Mitigation Monitoring, Los Vaqueros Line 131 Restoration and Monitoring Project

GANDA conducted restoration monitoring within the Los Vaqueros watershed at three PG&E mitigation sites to ensure compliance with their California Department of Fish and Game (CDFG) Streambed Alteration Agreement. Mr. Bibbo conducted quantitative monitoring surveys including quadrat sampling for vegetation coverage and assisted in the preparation of memos and a yearly summary report for PG&E and CDFG.

2012 Bright Star Canyon Wind Farm - Rare Plant Surveys

Client: CH2M Hill, Inc.

Mr. Bibbo joined a team of 5 other GANDA botanists to conduct protocol level special-status plant surveys in a 1258-acre study area in the Piute Mountains (Tehachapi region) over the course of six weeks for a proposed wind farm development. The list of targeted species included 65 special-status plant species – GANDA crews located and mapped locations of ten special-status species within the Project area, including the state-listed rare species, Tracy's *Eriastrum* (*Eriastrum tracyi*).

2012 I-680 NB Express Lane Widening Project - Rare Plant Surveys and Wetland Delineation

Client: CirclePoint, Inc.

The Interstate-680 (I-680) Northbound Express Lane Widening Project, located between the cities of Milpitas and Pleasanton in Santa Clara and Alameda counties, California, is proposed by the Alameda County Transportation Commission (ACTC) in conjunction with the California Department of Transportation (Caltrans) to develop and construct a dedicated "express lane" on northbound (east side) of Interstate 680 (I-680). Mr. Bibbo joined one other GANDA wetland ecologist to delineate wetlands within the 24 mile project area including all of Caltrans Right-of-Way. Mr. Bibbo also assisted other GANDA botanists with protocol-level surveys for special-status plants within the project area.

2012 Caltrans Alameda County I-680 Ramp Metering – Wetland Delineation and Rare Plant Surveys

Client: Caltrans

The California Department of Transportation (Caltrans) proposes to widen lanes at 18 on-ramps, restripe two on-ramps, and install ramp metering equipment at eight on-ramp locations along Interstate 680 (I-680). The northbound and southbound project limits along I-680 are from the I-

Mark Bibbo
Botanist
Page 3 of 6

580 interchange in Pleasanton to Scott Creek Road in Fremont. GANDA conducted rare plant surveys and wetland delineation for the 20 mile long project area. Mr. Bibbo led the team conducting the wetland delineation.

2012 Antioch Dunes National Wildlife Refuge – Vegetation Monitoring

Client: PG&E

Mr. Bibbo conducted vegetation sampling, analysis and reporting in support of Pacific Gas & Electric Company's (PG&E) Safe Harbors Agreement (SHA) for its enrolled properties at the Antioch Dunes National Wildlife Refuge. Mr. Bibbo collected vegetation cover data for 150, 1-meter-square plots within 50, 48-foot-diameter circular plots, identifying all species and estimating percent canopy cover of all plant species within the plots. The primary purpose of the monitoring was to estimate the cover of the enrolled property by invasive plant species.

2012 Padaro Lane Bridge Footings Reinforcement Project – Wetland Delineation and Rare Plant Habitat Assessment

Client: County of Santa Barbara

Mr. Bibbo conducted a wetland delineation and prepared a delineation report for this bridge footings reinforcement project in Santa Barbara County. Mr. Bibbo assessed existing conditions within project area and made determinations regarding potential habitat for and likely occurrence of special-status plant species within the project work area.

2011-2012 Watsonville Voltage Conversion Project

Client: PG&E

Mr. Bibbo conducted database reviews to identify potential locations of sensitive biological resources in the vicinity of the Watsonville Reinforcement, conducted reconnaissance-level special status plant surveys at identified project impact areas along the corridor and mapped vegetation types in the corridor. Mr. Bibbo conducted a wetland assessment to identify potential jurisdictional wetland features and mapped all wetland habitats within the project area. Mr. Bibbo conducted three rounds of protocol-level, full floristic rare plant surveys along the preferred alternative route as well as the existing 60kV line route.

2011 Cosumnes Floodplain Mitigation Bank (with Westervelt Ecological Services) Sacramento and San Joaquin Counties

In fall of 2010, Westervelt began work on a 500-acre habitat restoration project, breaching a levee on the Cosumnes river just upstream of the confluence with the Mokelumne River and re-connecting fallowed agricultural land to the Cosumnes River floodplain. Mr. Bibbo oversaw the planting of over 10,000 woody riparian trees, shrubs, and cuttings by a subconsultant and monitored and maintained the development of the plantings in spring and summer of 2011.

2010-2011 Van Vleck Ranch Mitigation Bank (with Westervelt Ecological Services) Sacramento County

Mr. Bibbo was responsible for monitoring the progress of the over 300 created and rehabilitated vernal pools at this 700-acre, two-year old vernal pool restoration project in southeast Sacramento county. Specifically, Mr. Bibbo was responsible for conducting floristic monitoring to assess how created pools were progressing towards performance standards set forth by the regulating agencies. Mr. Bibbo also assisted Helm Biological Consulting with monitoring of listed vernal pool invertebrates in the winter of 2010.

2010-2011 Sutter Basin Conservation Bank (with Westervelt Ecological Services) Sutter County

Mark Bibbo
Botanist
Page 4 of 6

Mr. Bibbo was responsible for vegetation monitoring at this 300-acre wetland creation and giant garter snake conservation bank. Mr. Bibbo monitored the development of open water, perennial marsh, and seasonal wetland habitats and made recommendations for remediation when habitat development was not meeting performance criteria.

2010 On-Call Environmental Services for the Marine Corps base Camp Pendleton (with AECOM)

San Diego County, CA

AECOM was contracted to support NAVFAC Southwest and Marine Corps base Camp Pendleton in conducting several environmental studies for the localized component of the broader Marine Corps 202,000 Plus Up initiative -- also known as "Grow the Force" (GTF). As part of on-call services for this contract, Mr. Bibbo joined a team of AECOM botanist mapping vegetation on the base and surveying for the federally and state listed plant species, thread-leaved brodiaea (*Brodiaea filifolia*).

2010 San Diego Regional Vegetation Database and Mapping Project (with AECOM)

San Diego County, CA

AECOM was contracted by the San Diego Association of Government (SANDAG) and the California Department of Fish and Game to produce a fine-scale vegetation map and database of vegetation associations in the western portion of the county covered by the Multiple Species Conservation Plan (MSCP). Mr. Bibbo worked with DFG and county staff to conduct vegetation surveys throughout the western county in support of the mapping and database development. Particular emphasis was paid on sampling examples of rare coastal maritime chaparral. Mr. Bibbo trained AECOM staff in application of DFG protocols for sampling vegetation.

2010 Solar Millenium, llc, Blythe/Palen Solar Power Projects (with AECOM)

Mr. Bibbo completed surveys for special-status plant species and invasive weeds at two large solar energy project sites in the Mojave desert, the 3000-acre Blythe Solar Power Project and the 7000-acre Palen Solar Power Project. Vegetation communities surveyed documented included Desert Dry Wash Woodland, Active Desert Dunes, Stabilized and Partially Stabilized Desert Dunes, Desert Sink Scrub, Dry Lake Bed, Sonoran Creosote Bush Scrub.

2009 Department of Water Resources, Bay Delta Conservation Plan (with AECOM)

Solano, Sacramento, and San Joaquin counties, CA

Mr. Bibbo joined a team of botanists from the California Department of Fish and Game, California Department of Water Resources and AECOM to conduct rare plant survey and vegetation mapping as part of extensive biological resource surveys in a 5000-acre study area within the legal delta, in support of the Bay Delta Conservation Plan. Mr. Bibbo served as the botanical survey coordinator for the AECOM botanists, training and supervising the work of four entry-level staff. Along with other team members, Mr. Bibbo located and mapped populations of 15 special-status plants, including the state-listed rare species Delta mudwort (*Lilaeopsis masonii*), and other CNPS List 1b species such as Suisun Marsh Aster (*Symphyotrichum lentum*), Sanford's Arrowhead (*Sagittaria sanfordii*), Heckard's Peppergrass (*Lepidium latipes* var. *heckardii*), Delta Tule Pea (*Lathyrus jepsonii* var. *jepsonii*), and Woolly Rose Mallow (*Hibiscus lasiocarpus*).

2008-2009 Frank Raines OHV Regional Park Master Plan Development Rare Plant Surveys (with AECOM)

Stanislaus County

Mr. Bibbo led a team of botanists to conduct rare plant surveys over the course of two seasons in support of master planning for the park. The steep and rugged 1,762-acre park area contained

Mark Bibbo
Botanist
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serpentine outcrops, serpentine chaparral, chamise-bigberry manzanita chaparral, mixed willow riparian woodland, oak/pine woodland, riparian scrub and grassland. Mr. Bibbo and his team found new populations of four rare plant species: Mt. Hamilton thistle (*Cirsium fonintale* var. *campylon*), Sharsmith's onion (*Allium sharsmithiae*), Mt. Diablo Phacelia (*Phacelia phacelioides*), and Santa Clara thorn-mint (*Acanthomintha lanceolata*).

2008 Upper Truckee River and Wetlands Restoration Planning and Environmental Compliance (with AECOM)

El Dorado County, CA

AECOM worked with the California Tahoe Conservancy in developing plans for the restoration of a highly altered reach of the Upper Truckee River and the historic Truckee Marsh. Mr. Bibbo conducted protocol-level rare plant surveys of the project site, as well as monitored known populations of the state-listed rare Tahoe yellow cress (*Rorippa subumbellata*) within the project site. Mr. Bibbo wrote a rare plant survey report in support of environmental documentation for the project, and co-authored the biological resources section of the EIR/EIS/EIS.

2007 City of St. Helena General Plan Update (with AECOM)

Napa County, CA

As part of the city's general plan update process, Mr. Bibbo prepared a background biological resources report for the planning area, which included open space preserves around the city and sensitive riparian zones along the Napa River. Mr. Bibbo mapped wetlands and heritage oak trees in the planning area.

2007 Beale Air Force Base Special Status Surveys (with AECOM)

Yuba County, CA

Mr. Bibbo was part of a large team of AECOM biologists contracted to conduct surveys to USFWS protocols for federally-listed vernal pool crustaceans, western spadefoot, anadromous fish, foothill yellow legged frog, western spadefoot toad, California red legged frog, western pond turtle, California horned lizard, and rare vernal pool plants throughout the base. Mr. Bibbo re-located a historic population of the special status vernal pool species, legenere (*Legenere limosa*), and prepared a special status species survey report for this species.

2006-2007 Hidden Falls Regional Park EIR (with AECOM)

Placer County, CA

Placer Legacy purchased Spears Ranch and the adjoining Didion Ranch to create a 1,200-acre regional park known as Hidden Falls. The purpose of the regional park would be to protect natural resources of Placer County for future generations and provide recreational opportunities for a diversity of user groups. As part of the AECOM team preparing the EIR and regulatory permitting Mr. Bibbo led a team of botanists conducting rare plant surveys throughout the park, identifying new populations of Brandegees' clarkia (*Clarkia biloba* ssp. *brandegeeeae*), mapped vegetation types in the study area, and assisted in a wetland delineation of the site.

2005-2006 Northern Sierra Nevada Foothills Vegetation Inventory and Classification Project, (with California Native Plant Society)

Mr. Bibbo led teams of botanists in the collection of field data for the Northern Sierra Foothills Vegetation Classification project. The project spanned the Sierra Foothills from Madera County north to Shasta County and included two field seasons of sampling. In addition to the botanical field work, Mr. Bibbo analyzed vegetation data and collaborated with California Department of Fish and Game and California Native Plant Society ecologists to classify vegetation alliances and associations to national and international standards. He assisted in the collection, identification,

Mark Bibbo
Botanist
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and archiving of nearly 2000 voucher specimens and prepared technical reports describing vegetation communities

Sierran Montane Meadow Resource Assessment Project (with Calif. Department of Fish and Game)

The goals and objectives of the Department of Fish and Game's Sierran Montane Meadow Resource Assessment Project were to develop an accurate inventory of these systems, including high-resolution mapping and classification of community types, and to conduct comprehensive surveys of selected terrestrial and aquatic animal species that depend on them. Mr. Bibbo conducted vegetation surveys for two seasons of the project, organized the project's vegetation data, and created a GIS layer of boundaries and attributes of montane meadows.

AFFILIATIONS

California Native Plant Society
Davis Botanical Society
California Botanical Society
Northern California Botanists Association
California Invasive Plant Council
California Native Grass Association
California Society for Ecological Restoration

ADDITIONAL TRAINING

- PC-Ord Ordination and Classification software training, MJM, June 2005
- NEPA/CEQA for Botanists, Chico State Herbarium, CSU Chico, November 2005
- Basic Wetland Delineation, Wetland Training Institute, June 2006
- Advanced Soils and Hydrology, Wetland Training Institute, June 2007
- Bryophyte Identification and Bryophyte Inventory and Sampling, Jepson Herbarium, UC Berkeley, March 2008
- Carex Identification, Jepson Herbarium, UC Berkeley, July 2008
- Juncus Identification, Jepson Herbarium, UC Berkeley, July 2012
- Asteraceae, Madiniaceae tribe Identification, Jepson Herbarium, UC Berkeley, August 2012



Sarah Willbrand
Wildlife Biologist/Project Manager

EXPERTISE

- Permit Acquisition
- Wetlands/Salt Marshes
- Amphibians
- Project Management
- Habitat Evaluations
- Birds/Raptors

EDUCATION

- M.S. Conservation Bio., Victoria University of Wellington, Macquarie University, 2005
- B.S. Biology (Certificate in Conservation Bio.), University of Missouri, St. Louis, 2001

PROFESSIONAL HISTORY

- **Wildlife Biologist**, Garcia and Associates (GANDA), 2010-Present
- **Hawkwatcher**, Golden Gate Raptor Observatory, Marin Headlands, CA, 2011, 2012
- **Lange's Metalmark Butterfly Surveyor**, UFWS/Antioch Dunes National Wildlife Refuge, Antioch, CA, 2011, 2012
- **Jepson Prairie Transect Monitor** (vernal pool plant surveys), Solano Land Trust, Jepson Prairie, CA, 2012
- **Wildlife Rehabilitator**, WildCare, San Rafael, CA, 2012-Present
- **Associate Biologist**, CA Department of Transportation (Caltrans), 2007-2010
- **Biological Technician**, U.S. Geological Survey (USGS), Moab, UT, 2003-2004
- **Research Assistant**, USGS, Grand Canyon, AZ, 2004
- **Laboratory Technician**, USGS, Hawaii Volcanoes National Park, HI, 2002
- **Field Technician**, University of Missouri, St. Louis, MO, 2001

PERMITS AND CERTIFICATES

- California Department of Fish and Wildlife Scientific Collecting Permit (valid through 2014): Authorized for capture-and-release and salvage of mammals, reptiles, amphibians, vernal pool/terrestrial invertebrates, and marine/tidal invertebrates.

PROFESSIONAL PROFILE

Sarah Willbrand has over 10 years of experience as a wildlife biologist and project manager. She is a globally experienced biologist who has worked in Missouri, Hawaii, Guyana, Utah, Australia, and New Zealand before moving to northern California, where she has worked for the past seven years. She has conducted habitat evaluations, surveys, and research on a wide variety of flora and fauna in many different ecosystems. She specializes in permit acquisition from regulatory agencies including U.S. Fish and Wildlife Service, National Marine Fisheries Service, Army Corps of Engineers, and the California Department of Fish and Wildlife.

She has worked as lead biologist and project manager on many large and complex transportation and utilities projects. She conducted habitat suitability surveys for salmonids, rare plants, California tiger salamander and California clapper rail, wrote several Biological Assessments, and continues to assist with California tiger salamander and BMP monitoring for the 70-mile-long Sonoma Marin Area Rail Transit (SMART) High Speed Rail Project. She led a large

wetland delineation and permitting effort for PG&E pole replacements in Grizzly Island Wildlife Area and adjacent parcels in Suisun Marsh. Additionally, Ms. Willbrand has conducted protocol-level surveys for California red-legged frog and participated in numerous rare plants surveys.

SELECTED PROJECT EXPERIENCE

Wetland Delineations, Biological Analysis, and Permit Acquisition, Grizzly Island Pole Replacement Project, Solano County, PG&E. *Project Manager & Biologist:* Conducted biological resource surveys and performed salt marsh wetland delineations at the seven project sites. The project is located on Grizzly Island Wildlife Area, which is part of Suisun Marsh, the largest contiguous brackish water marsh on the west coast of North America. A Joint Aquatic Resource Permit Application is being prepared for submittal to Bay Conservation and Development Commission, Army Corps of Engineers, U.S. Fish and Wildlife Service, and Regional Water Quality Control Board.

Biological Analysis, California Clapper Rail Monitoring, and California tiger salamander monitoring (USFWS-approved), Sonoma Marin Area Rail Transit (SMART) High Speed Rail Project, Marin and Sonoma Counties, SMART. *Wildlife Biologist:* Conducted habitat suitability surveys for salmonids, rare plants, California tiger salamander, and California clapper rail. Wrote several Biological Assessments and constraints memorandums for this 70-mile-long high speed rail project spanning several habitat types in Marin and Sonoma Counties. Currently assisting with ongoing monitoring for California tiger salamander (USFWS-approved) and BMPs.

Butterfly/Host Plant Surveys and Permit Acquisition, Sprint Safety Ground Ring Installation and Conduit Repair Project, San Francisco County, DES Builders/Sprint. *Biologist:* Conducting surveys for Mission blue butterfly and callippe silverspot butterfly and their host plants for this safety ground ring installation project near the San Bruno Mountain HCP boundary, which contains one of the largest remaining populations of these two species. Currently conducting Section 7 consultation with the U.S. Fish and Wildlife Service.

Protocol-level California Red-Legged Frog Surveys, Highway 680 Northbound Express Lane Project, Alameda County, Circle Point/Caltrans. *Wildlife Biologist:* Conducted protocol-level surveys (during breeding and non-breeding seasons) at locations between Sunol and Fremont, CA to determine the extent of California red-legged frog populations in the Highway 680 Northbound Express Lane Project area. Adult California red-legged frogs were observed during surveys.

Nesting Bird Surveys, Shorebird Counts, and Tree Inventory, Presidio Parkway Project, San Francisco County, HNTB/Flatiron Kiewit Joint Venture. *Biologist:* Conducted weekly nesting bird surveys during building demolitions and monitored a pair of red-tailed hawks for nesting behavior in the project vicinity. Counted shorebirds at Crissy Marsh as a part of an ongoing noise study. Inventoried and tagged trees in the project area. Assisted with noxious weeds survey and reporting.

Wetland Delineations, Permit Acquisition, and Salt Marsh Harvest Mouse Survey, Grizzly Island Shallow Anode Bed Project, Solano County, PG&E. *Wildlife Biologist:* Conducted a salt marsh wetland delineation along the project boundary of this gas pipeline project in the Grizzly Island Wildlife Area in Suisun Marsh. Prepared a wetland report, Biological Assessment, and permit applications for submittal to Bay Conservation and Development Commission, Army Corps of Engineers, U.S. Fish and Wildlife Service, and Regional Water Quality Control Board. Conducted salt marsh harvest mouse survey with U.S. Fish and Wildlife Service-approved biologist Tom Kucera.

Waters Delineation and Biological Survey, Hill Road Bridge Replacement Project, Mendocino County, Caltrans. *Wildlife Biologist:* Delineated the lateral boundaries of Mill Creek in the vicinity of the Hill Road Bridge and prepared maps and a report describing the results. Surveyed the project area for suitable habitat to support special-status species including foothill yellow-legged frog, steelhead, and northern spotted owl. Survey results were included in a Biological Assessment submitted to the U.S. Fish and Wildlife Service.

Waters Delineation and Permitting Support, Butte City 2 Pole Replacement Project, Glenn County, PG&E. *Project Manager & Wildlife Biologist:* Delineated Waters of the U.S. within project boundaries, assessed habitat suitability for giant garter snake, and prepared a waters report and permit applications for submittal to the Army Corps of Engineers, Regional Water Quality Control Board, and the California Department of Fish and Wildlife.

Biological Analysis, E-Screen Projects, Many Counties in California, PG&E. *Wildlife Biologist:* Conducted environmental reviews for projects with potential impacts to sensitive resources. Wrote constraints reports and recommended suitable measures to avoid and minimize impacts to special-status species and other sensitive biological resources. Conducted pre-construction surveys, worker environmental awareness trainings, and biological monitoring.

Flora Surveys, T-Mobile Wireless Communication Facility Installation, San Francisco County, PG&E. *Biologist:* Conducted a survey on San Bruno Mountain for the three species of lupine that act as the larval host plant for the mission blue butterfly. Two populations of *L. albifrons* were identified and flagged for avoidance.

Biological Permit Compliance and California Red-Legged Frog, California Tiger Salamander, San Joaquin Kit Fox Surveys and Monitoring (USFWS-approved), Highway 152 Utilities Relocation, PG&E/Caltrans. *Project Manager and Wildlife Biologist:* Conducted pre-construction surveys, worker environmental awareness trainings, and biological monitoring (USFWS approved) for California red-legged frog, California tiger salamander, and San Joaquin kit fox. Acted as liaison between PG&E and Caltrans. Ensured PG&E's documents and work complied with Caltrans' biological permits.

Foothill Yellow-legged Frog Surveys, Marin County, Marin Municipal Water District. *Wildlife Biologist:* Conducted visual encounter surveys for foothill yellow-legged frog as part of a population and breeding success study along Big and Little Carson Creeks and tributaries within the Mount Tamalpais Watershed.

PROFESSIONAL AFFILIATES

- The Wildlife Society Western Section

TRAININGS

- **California Clapper Rail Field Identification Practical.** Conducted by Stephanie Bishop, GANDA, 2012.
- **40-hour HAZWOPER training.** Presented by Compliance Solutions, 2012.
- **Wilderness First Aid.** Presented by Foster Calm, 2011.
- **CPR Training.** Presented by the American Red Cross, 2012.
- **Rare Pond Species Survey Techniques Workshop** (western pond turtle, California red-legged frog, California tiger salamander). Sponsored by the Laguna de Santa Rosa Foundation. 2009.
- **Advanced Wetland Delineation Training.** Presented by WRA, Inc., 2009.
- **CEQA/NEPA Basics.** Presented by Caltrans, 2009.
- **Environmental Academy.** Presented by Caltrans, 2009
- **Biology and Management of the California Red-legged Frog Workshop.** Presented by Norman J. Scott, Jr. and Galen B. Rathbun, 2008.
- **Jepson's 51 Plant Families in the Field.** Presented by Dean Kelch and Anna Larson, 2008.
- **Biology and Conservation of the California Tiger Salamander Workshop.** Presented by Pete Trenham, 2007.
- **Biology and Conservation of the Alameda Whipsnake.** Presented by Karen Swaim, 2007.
- **Army Corps of Engineers Wetland Delineation Training Program** (38-hour course). Presented by Richard Chinn Environmental Training, Inc., 2007.
- **Environmental Project Management Course.** Presented by Caltrans, 2007.
- **Technical Writing Seminar.** Presented by Kinetic Communications, 2007.
- **Fish Passage Improvement in California Watersheds.** Presented by Michael Love and Ross Taylor, 2007.
- **Wildlife Crossings.** Presented by Caltrans, 2007.
- **Federal Endangered Species Act Section 7 Consultation.** Presented by Caltrans, 2007

MEMORANDUM

TO: Board of Directors

March 15, 2013

FROM: Drew McIntyre, Chief Engineer
David Jackson, Associate Engineer

RE: Approve: HydroScience Engineers Contract Amendment
Point Reyes Treatment Plant Solids Handling Project

R:\Folders by Job No\6000 jobs\6601.32\RFPI\HSE Docs\6601-32 BOD memo HSE Contract Amendment 1.docx

RECOMMENDED ACTION: Board authorize the General Manager to execute a contract amendment with HydroScience Engineers, Inc. for additional design phase services in the amount of \$8,220 and a contingency not to exceed \$1,000.

FINANCIAL IMPACT: \$8,220 plus \$1,000 contingency (Design Phase Only)

BACKGROUND

At the February 5, 2013 meeting, staff updated the Board on the current status of the Marin County Coastal Development Permit (CCDP) required for the Pt. Reyes Treatment Plant Solids Handling project. As part of this update, staff informed the Board that additional information is being requested by the Marin County Community Development Agency (CDA) that included the following items:

- Update design drawings to include easements, flood zones, wetlands delineations and set backs.
- Perform additional surveying and mapping to show the streamside conservation area measured 100 feet from the top of bank of Lagunitas Creek.
- Prepare detailed drainage plan.
- Include additional drawings and calculations for the proposed retaining wall.
- Modify drawings to show a fire truck turnaround.
- Perform a biological site assessment prepared by a qualified biologist with expertise in spotted owl surveys.

Staff reported that the cost to obtain additional requested information by both Leonard Charles and Associates (LCA) and HydroScience Engineers (HSe) was up to \$60,000 (combined). As noted in the February 5, 2013 Board memo, staff is returning to the Board for contract amendment approval to HSe to perform additional design related services requested by Marin County CDA. The additional services provided as Attachment A will be performed at a cost of \$8,220. Staff is also recommending a contingency of \$1,000 be approved by the Board.

RECOMMENDATION

Board authorize the General Manager to execute a contract amendment with HydroScience Engineers, Inc. for additional design phase services in the amount of \$8,220 and a contingency not to exceed \$1,000.

March 5, 2012

Mr. Dave Jackson
North Marin Water District
PO Box 146
Novato, CA 94948

HydroScience Engineers, Inc.
10569 Old Placerville Road
Sacramento, CA 95827
T: 916.364.1490
F: 916.364.1491

SUBJECT: Expanded Scope of Engineering Services – Pt. Reyes Solids Handling Project (Project ID: 2012-0319)

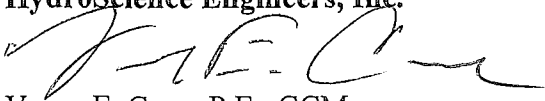
Dear Mr. Jackson,

HydroScience Engineers (HSe) in response to the December 7, 2012 letter from the County of Marin has identified items that were not included within the initial budget for the project. HSe has/and will be performing some services beyond what was included within the original project scope. Below is a description of identified items as they are understood.

- 1) Plan set drawing adjustments, insertion of easements, flood zones, wetland delineation and setbacks. This item includes additional plan set review, correspondence, and meetings. Estimated effort to complete this item is 6 hours of Project Manager time and 16 hours of Project Engineer time. Approximate budget cost **\$2,870**.
- 2) Additional Structural calculations and detail, including additional submittal to District and County. Estimated effort to complete this item based upon the current schedule is 6 hours of Structural Engineer time and 8 hours of Project Engineer time. Approximate budget cost **\$2,080**.
- 3) Construction Management Narrative Submittal. Estimated effort to complete this item based upon the current schedule is 4 hours of Project Manager time and 8 hours of Project Engineer time. Approximate budget cost **\$1,520**.
- 4) A detailed drainage plan for permanent facilities, excluding construction SWPPP. Estimated effort to complete this item based upon the current schedule is 2 hours of Project Manager time and 12 hours of Project Engineer time. Approximate budget cost **\$1,750**.


Feel free to give me a call to discuss any of the items above. I look forward to your consensus on these items so a task order for these items can be generated. As always, HSe will bill only for services provided and will continue to provide efficient and effective services for each hour billed.

Very truly yours,
HydroScience Engineers, Inc.


Vance E. Cave, P.E., CCM
Project Manager

Total: \$8,220^e

MEMORANDUM

TO: Board of Directors March 15, 2013
FROM: Drew McIntyre, Chief Engineer 
Carmela Chandrasekera, Associate Engineer 
RE: Approve: Pacific Land Surveys Topographic and Utility Survey Contract – Gallagher Well Pipeline Project

R:\Folders by Job No\7000 jobs\7087\Survey RFP\7087-Survey Award_BOD memo 3-19-13.doc

RECOMMENDED ACTION: Board authorize the General Manager to execute a Survey Contract with Pacific Land Surveys and execute any necessary change orders not to exceed \$12,000 in total.

FINANCIAL IMPACT: \$10,500 plus \$1,500 contingency

BACKGROUND

The District staff submitted an application on March 5, 2013 for Proposition 50 grant funding administered by the California Department of Public Health in the amount of \$1,486,000 for construction of a 12-inch pipeline to connect the Gallagher Well to NMWD's existing West Marin water system. The new pipeline will be supported from the existing Gallagher Ranch Bridge to span Lagunitas Creek. The bulk of the pipeline will be installed within Marin County right of way along the Pt. Reyes-Petaluma Road (see Attachment 1 for the project area). The 12-inch pipeline within the roadway will be approximately 1 mile in length and will connect to the existing 6-inch pipeline that currently connects the existing Downey Well to NMWD's Pt. Reyes Treatment Plant (PRTP).

Planning and design tasks for the pipeline will be performed in-house by District engineers with subsequent installation by an outside contractor (pending receipt of grant funds). Staff identified the need for advance topographic and utility survey work to design the 1 mile pipeline and on February 11, 2013 solicited proposals for the survey. Moving forward with survey work at this time is recommended due to the short three (3) month design duration required by the potential Prop. 50 grant. The RFP was sent to ten firms and five firms (BKF, Cinquini & Passarino, CSW/Stuber-Stroeh, ILS Associates, and Pacific Land Surveyors) submitted proposals by March 5, 2013.

The following table was developed based on cost proposals received from the six firms:

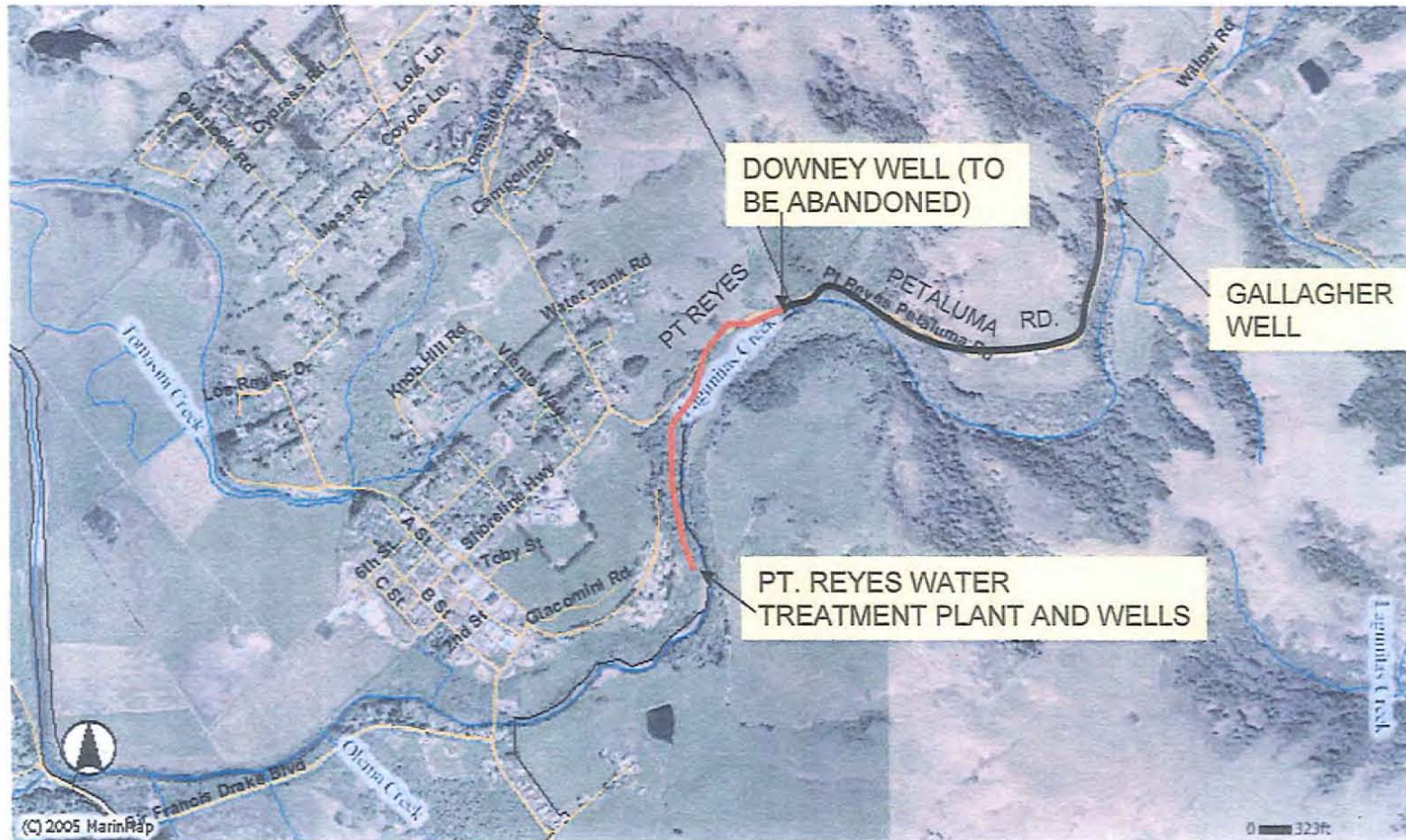
Firm	Cost
Pacific Land Surveys (PLS)	\$14,680
Cinquini & Passarino Inc.	\$15,002
BKF Engineers, Surveyors, Planners	\$21,100
CSW/Stuber-Stroeh Engineering Group, Inc.	\$24,580
ILS Associates, Inc.	\$39,800

PLS submitted the lowest cost (\$14,680) and plan to complete the survey within 6 weeks after award of contract. The District staff further negotiated on certain tasks of the survey and resulting in a revised PLS survey cost of \$10,500. PLS has previously performed surveys for the District on other jobs in West Marin and their work has been satisfactory. Based upon a review of the proposals submitted it is staff's recommendation to award the topographic and utility survey contract to Pacific Land Surveys. The cost for this work would be covered by FY13 West Marin CIP budget not expended as a result of the Pt. Reyes Water Treatment Plant Solids Handling Project permitting delays.

RECOMMENDATION


Board authorize the General Manager to execute a survey contract with Pacific Land Surveys in the amount of \$10,500 and a contingency not to exceed \$1,500.

GALLAGHER WELLS & PIPELINE PROJECT



LEGEND:

NEW 12" MAIN -  Survey Alignment

EX. 6" MAIN - 

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MEMORANDUM

To: Board of Directors

March 15, 2013

From: Drew McIntyre, Chief Engineer
Carmela Chandrasekera, Associate Engineer



Subject: Award Construction Contract to Wildcat Engineering: Recycled Water Onsite Retrofit Project - Group 2

R:\Folders by Job No\6000 jobs\6057\Bid Phase\6057 Onsite Retrofit Group2 Contract Award to Wildcat Engineering 3-19-13.docx

RECOMMENDED ACTION: Approve construction contract award to Wildcat Engineering and authorize the General Manager to execute an agreement with Wildcat Engineering.

FINANCIAL IMPACT: \$240,936 plus \$24,000 contingency (10%)

Background

The Recycled Water Onsite Retrofit Project - Group 2 consists of onsite retrofits to convert thirteen (13) customer sites currently using potable water for irrigation to recycled water use (see Attachment 1 for a map of the sites). The Board authorized bid advertisement for the above referenced project on January 15, 2013. The advertised date for this project was January 25, 2013 with a bid opening on February 26, 2013. The District advertised the project in the Marin IJ and mailed contract documents to sixteen (16) interested contractors and builders exchanges in the greater bay area. Twelve (12) contractors, all of them prime contractors, attended the mandatory pre-bid meeting on February 14, 2013. The bid period was for thirty two (32) days and included one addenda. As identified below, four bids were received ranging from a low of \$249,189 to a high of \$307,975.

	CONTRACTOR	BID
1.	Wildcat Engineering Petaluma, CA	\$249,189
2.	Ashlin Pacific Construction Inc., Petaluma, CA	\$258,652
3.	Valentine Corporation, San Rafael, CA	\$288,368
4.	Trinet Construction San Francisco, CA	\$307,975

The Engineer's Estimate was \$315,000. The bid span between the Number 1 (Wildcat Engineering) and Number 2 low bidders (Ashlin Pacific Construction) was \$9,463 (for a variance of 3.8%).

Bid Evaluation

Wildcat Engineering of Petaluma, California submitted the lowest responsive bid of \$249,189 which is \$65,811 (21%) below the Engineer's construction cost estimate of \$315,000.

A bid evaluation (Attachment 2) was performed by District staff for the project. Wildcat Engineering was also the contractor for the recently completed South Service Area onsite retrofit Group 1S project and the staff found Wildcat Engineering work on the aforementioned project to be satisfactory. Therefore no other references were checked. The bid evaluation confirmed Wildcat Engineering's construction bid to be responsive and responsible.

Project Description

The Group 2 Retrofit Project includes three (3) North Service Area and ten (10) South Service Area sites for conversion to recycled water irrigation use. The North sites are City of Novato tot park at 2 Elmwood Ct., Redwood Blvd medians from Olive Avenue to Atherton Avenue and Olive Gardens HOA at 735 Olive Avenue. The South sites are 676 Hagar Ave. (Hamilton Marin Office Building), 10 Hamilton Landing (Hangar Ave. Office Building), 1 Gann Avenue (Hamilton Park HOA), six Meadow Park HOA sites and Novato Senior Village at 410 South Palm Drive.

The contractors' work includes disconnecting the customer irrigation system from the potable water meter, installation of new piping from the recycled water meter to the irrigation system connection points, installation of signage, markers and tagging that identify the potable and recycled water appurtenances and other tasks as specified in the design drawings. Two other sites (31 Pinheiro Village and Lanham Village) were included in the contract documents outside of the base bid as additive bids.

Changes After the Bid Opening

California Department Public Health communicated to District staff that 1 Gann Avenue site cannot be approved per submitted plans without modifying NMWD's recycled water permit and also adding additional retrofit scope because the site's irrigation is considered dual plumbed (backyard irrigation with potable water by the home owner, and front area irrigation with recycled water by HOA). The new retrofit scope will result in higher costs deeming this retrofit location uneconomical. This site, which is bid item 7 (estimated by Wildcat at \$22,276), is, therefore, taken out of the contract. The second change is adding 31 Pinheiro Circle site (bid item 18) which was listed as an additive bid item. Wildcat Engineering's bid estimate for this site is \$14,023. These changes were discussed with the low bidder Wildcat Engineering and they have agreed to a lower contract amount of \$240,936 after subtracting bid item 7 and adding bid item 18. Wildcat Engineering remains the lowest bidder (of the three low bidders) after these two changes (shown in Attachment 2).

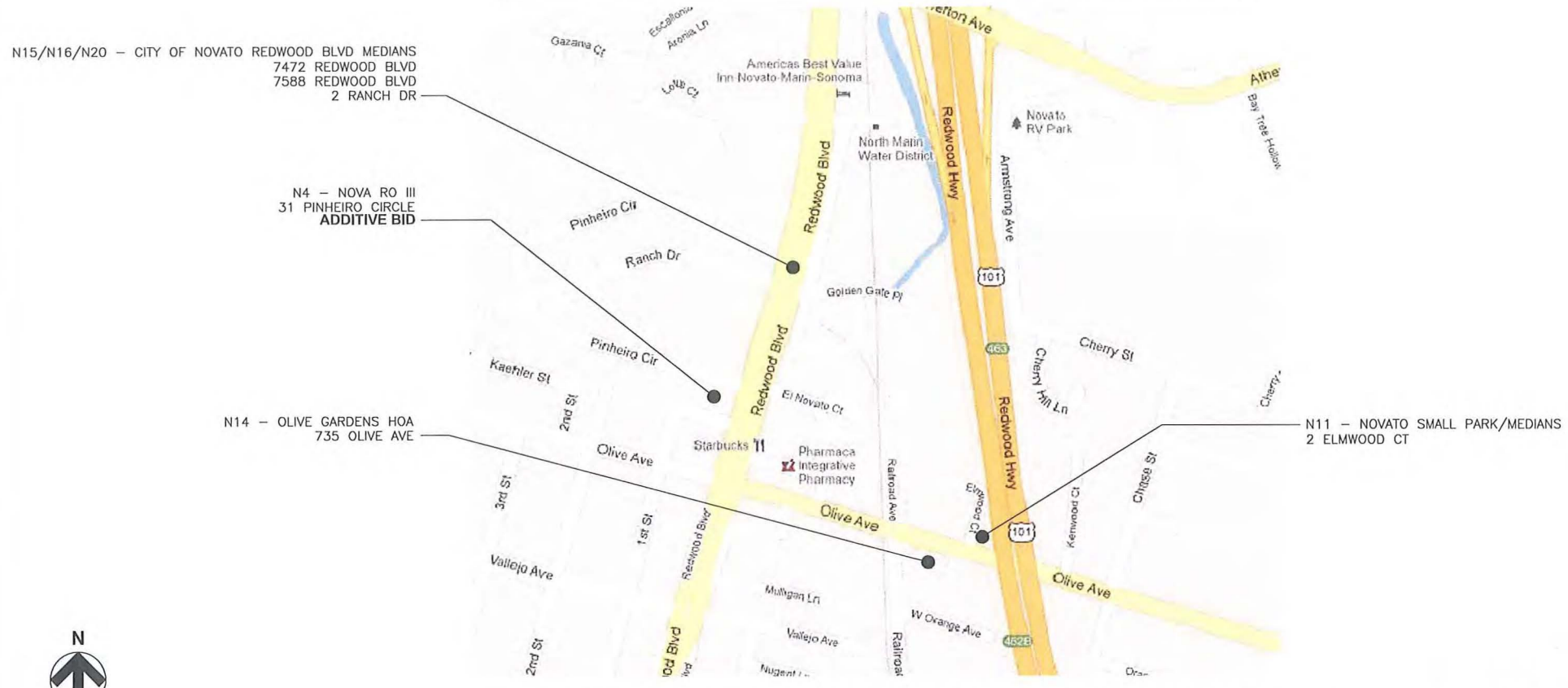
Project Financing and Cost Update

The bulk of the work (i.e., 83%) is associated with the Recycled Water South Service Area budget. The October 2012 cost estimate update of \$7,665,500 was provided to the Board at the November 6, 2012 meeting. The current Recycled Water South Service Area project cost is now estimated at \$7,774,600, a 1.4% increase from the October, 2012 estimate (see Project Summary in Attachment 3). Phases 1a and 1b receive 25% federal grant funding from a combination of American Recovery and Reinvestment Act (ARRA) of 2009 and WaterSMART Grant funds with the remainder paid by SRF Loan funds. Phase 2 receives up to 25% federal grant funding from the WaterSMART program and the remainder paid by SRF Loan and local share funds. Private onsite retrofits (Group 1s & 2s) are not eligible for SRF loan funding but receives Prop 84 grant funding with the balance paid by local share. A tabulation of historical grant, loan and local share contributions for both North and South projects is provided in Attachment 4.

RECOMMENDATION

That the Board approve award of the Recycled Water Onsite Retrofit Project - Group 2 construction contract to Wildcat Engineering and authorize the General Manager to execute an agreement with Wildcat Engineering with the bid item changes identified herein.

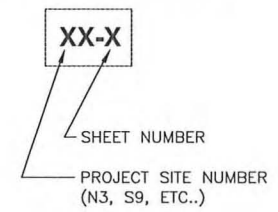
NORTH SERVICE AREA RETROFIT SITES (GROUP 2N)



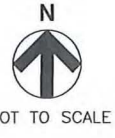
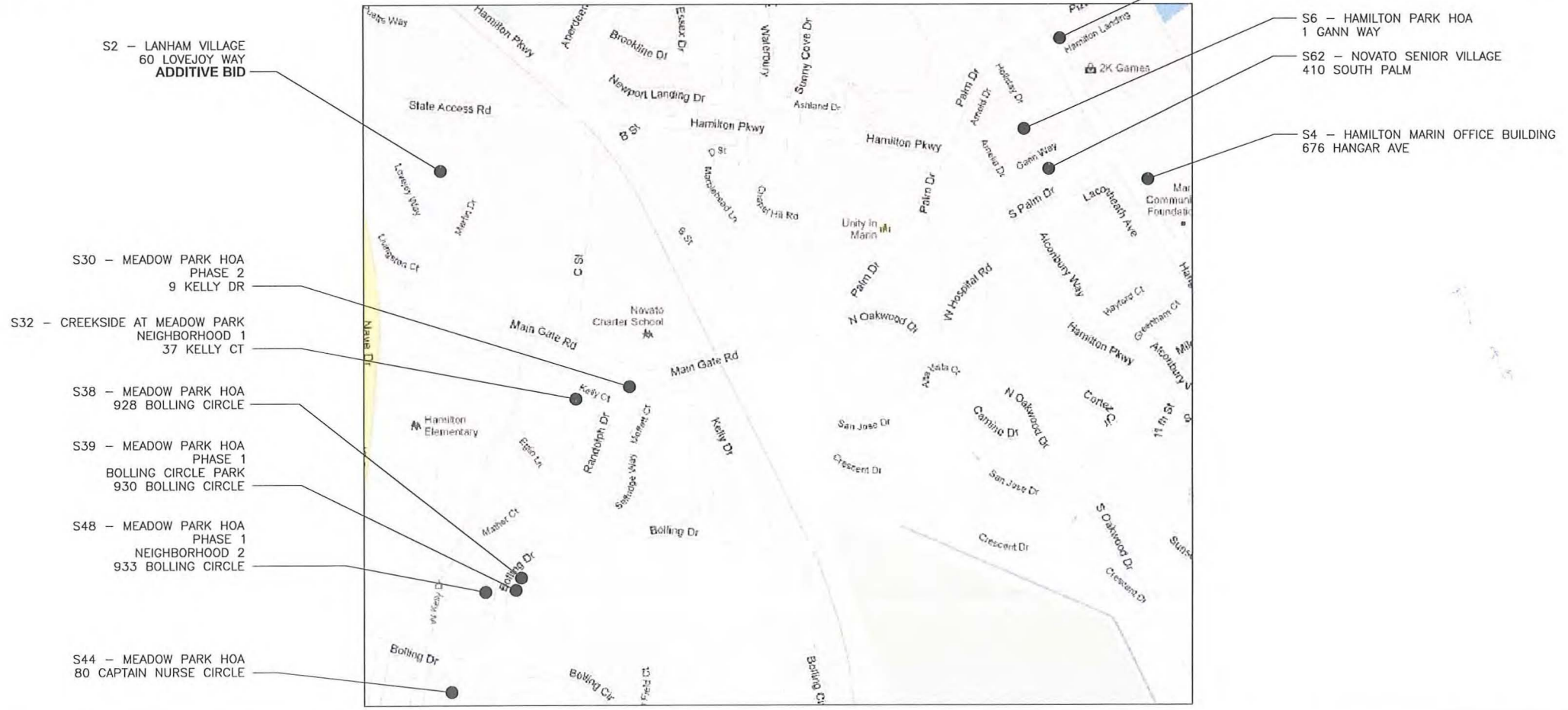
SECTION AND DETAIL NUMBERING SYSTEM:

- 1) SECTION CUT ON DWG N1 SECTION NUMBER
DRAWING ON WHICH SECTION APPEARS
- 2) ON DWG N1 THIS SECTION IS IDENTIFIED AS SECTION
DRAWING FROM WHICH SECTION IS TAKEN
- 3) DETAILS ARE CROSS-REFERENCED IN A SIMILAR MANNER, EXCEPT THAT DETAILS ARE IDENTIFIED BY LETTER RATHER THAN NUMBER.

RETROFIT SITE SHEET NUMBERING SYSTEM:



SOUTH SERVICE AREA RETROFIT SITES (GROUP 2S)



RECYCLED WATER ONSITE RETROFIT CONSTRUCTION PROJECT NORTH SERVICE AREA (GROUP 2N) SOUTH SERVICE AREA (GROUP 2S)			
NORTH MARIN WATER DISTRICT		Russell D. Mitchell Associates, Inc. 2760 Camino Diablo Walnut Creek, CA 94597 tel 925.939.3985 ♦ fax 925.932.5671 www.rmairrigation.com	
NO.	DATE	REVISION	BY APP.
1	1/25/13	ISSUED FOR BID	
NORTH MARIN WATER DISTRICT NOVATO, CALIFORNIA			
GENERAL SITE PLAN AND DRAWING LIST			
DES	DR	CH	SCALE : AS NOTED
CM	LB		DATE : JANUARY 15, 2013
APPROVED: CHIEF ENGINEER		SHEET NO. :	2 OF 49 SHEETS
R.E. C40936	SERVICE AREA	N/S	JOB.NO. 5.6057.00 NO. RG2

North Marin Water District

Project No. 5.6057.00

Recycled Water - On-Site Retrofit Construction Project (Group 2)

Bid Items From Bid Schedule (00300)				Engineer's Estimate		Wildcat Engineering		Ashlin Pacific Construction		Valentine Corporation	
Item No.	Qty	Unit	Description of Items	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	1	LS	2 Elmwood Ct. (City of Novato)				10,844		9,233		10,000
2	1	LS	735 Olive Avenue (Olive Gardens HOA)				8,989		5,716		10,908
3	1	LS	Redwood Blvd Medians (City of Novato)				16,788		19,665		17,600
4	1	LS	Record Drawings (North Sites)			1,000	1,000	1,000	1,000	1,000	1,000
5	24	Hrs	Coverage Tests (North sites)			100	2,400	100	2,400	240	5,760
6	1	LS	676 Hangar Ave. (Hamilton Marin Office Bldg)				14,419		14,983		13,000
7	1	LS	1 Gann Way (Hamilton Park HOA)				22,276		23,780		24,000
8	1	LS	10 Hamilton Landing (Hangar Ave. Office Bldg)				12,259		11,122		14,500
9	1	LS	9 Kelly Drive (Meadow Park HOA)				32,101		34,292		35,000
10	1	LS	37 Kelly Ct. (Creek Side at Meadow Park)				19,768		30,141		18,000
11	1	LS	928 Bolling Circle (Meadow Park HOA)				15,902		14,308		21,000
12	1	LS	930 Bolling Circle (Meadow Park HOA)				13,479		8,833		14,600
13	1	LS	80 Captain Nurse Circle (Meadow Park HOA)				24,329		30,160		32,000
14	1	LS	933 Bolling Circle (Meadow Park HOA)				19,789		20,263		11,000
15	1	LS	410 South Palm (Novato Senior Village)				12,846		10,756		10,000
16	1	LS	Record Drawings (South Sites)			2,000	2,000	2,000	2,000	2,000	2,000
17	200	Hrs	Coverage Tests (South sites)			100	20,000	100	20,000	240	48,000
Total Base Bid :					\$315,000		\$249,189		\$258,652		\$288,368

Additive Bids

18	1	LS	31 Pinheiro Circle				14,023		35,000		25,000
19	1	LS	Lanham Village				238,485		225,816		189,000
Contract = Basebid - Item 7+ Item 18							\$240,936		\$269,872		\$289,368

Bid Forms:

"IN" Stamped before bid closing (00010)	yes	yes	yes
Bid multiplies out and sums correctly	yes	yes	yes
Bid value in word agrees with numerals	yes	yes	yes
License Checks Out (00 Possesses valid Class A	yes	Class A	yes Class A Class A-B
Bid Form (0030) Addendum 1 acknowledged	yes	yes	yes
Bid Form - Signed by Authorized Individual (00300-4)	yes	yes	yes
Bid Form - Board Authorization Resolution (00300)	Not required	Not required	Not required
Bid Form - Material and Equipment Manufactures	Not required	Not required	Not required
Bid Form - List of Subcontractors	yes	yes	yes
Bid Form - Contractor's Licensing Statement	yes	yes	yes
Bid Form - Contractor's Equipment Available	Not required	Not required	Not required
Bid Bond (00415)	yes; provided	yes; provided	yes; provided
Bidders Experience and Qualifications (00460)	yes; provided; Has demonstrated experience. Was the contractor for the NMWD South Retrofit - Group 1S project.	yes; provided; Has demonstrated experience. Was the contractor for the NMWD North Retrofit - Group 1 project.	yes, provided but not directly related to the project at hand
Escrow Agreement (00490)	Not filled in	Not filled in	Not filled in
Bidders Affidavit of Non-Collusion (00480)	yes; provided	yes; provided	yes; provided

Subcontractors:

	Listed	Listed	Listed
Boring	Cross Country		JC Engineers
Electrical Work	Acrat Plumbing & Heating	M. Ferris Electric Work	B Cantarutti Electric
Booster Pump	Jerry & Dons Pump & well		
Concrete sidewalk		N. Coast Concrete INC	

Removed Bid Item
Added Bid Item

NORTH MARIN WATER DISTRICT
WATER SYSTEM IMPROVEMENTS/SPECIAL PROJECTS
PROJECT SUMMARY
AS OF March 5, 2013

Job No	Title:									
5.6056.00	Recycled Water Expansion - South Service Area									
Facility No.							Facility Type (Pipelines, Pump Stations, etc.)	Pipelines, Tank Improvements		
Description										
Provides about 192 AF/Yr of recycled water for Irrigation use. Construction of 5.4 miles of recycled water pipeline and the rehabilitation of the Reservoir Hill Water Storage Tank. Phase 1a - 12-inch pipe from Las Galinas Valley Sanitary District Treatment Plant to Bolling Circle (9,800 ft). Phase 1b - 12-inch and 8-inch pipes Bolling Circle, Randolph Drive, Main Gate Road, Palm Drive, North Hamilton Parkway, and the tank Inlet/Outlet line. (10,000 ft). Phase 2 - Extends distribution 12-inch and 8-inch lines in Main Gate Road, South Palm Drive, Hanger Ave, Captain Nurse Circle, Hamilton Parkway, State Access Road to Martin Drive(8,900 ft).										
Project Justification										
The recycled water expansion project is per NMWD Recycled Water Implementation Plan and is also part of NBWRA regional project Phase 1.										
	Baseline Cost Estimate	2010 Estimate(1)	Funding Est. Sept 2011	Jan 2012 Estimate	Oct 2012 Estimate(8)	March 2013 Estimate(9)		Start	Finish (Est.)	Finish (Actual)
1	Development/Admin	\$48,000	\$95,000	\$90,000	\$90,000	\$90,000		Project Dev.	Jul-10	Aug-11
2	Prelim Design		\$30,000	\$30,000	\$30,000	\$30,000		Prelim. Design	Sep-10	Sep-11
3	Permitting and Fees	\$24,000	\$30,000	\$24,300	\$24,300	\$24,300			Jun-10	Dec-10
4	Environmental Consultant	\$408,050	\$68,000	\$70,000	\$70,000	\$122,000			Jun-10	Dec-10
5	Eng. Design - Nute (Pipelines)		\$585,000	\$585,000	\$585,000	\$585,000		Permitting	Jun-10	Apr-11
6	Eng Design - CSW Stuber/Stroeh (Tank)		\$60,000	\$50,000	\$50,000	\$50,000		Final Design	Sep-10	Sep-11
7	Staff Cost During Construction		\$57,000	60000	\$70,000	\$80,000		Construction		
8	Construction Ph 1a	\$3,600,000	\$900,000	\$914,000	\$884,488	\$881,000		Phase 1a	Apr-12	Sep-12
	Construction Ph 1b		\$2,408,700	\$2,542,500	\$2,665,000	\$2,753,500		Phase 1b	Feb-12	Dec-13
	Construction Ph 2		\$1,168,000	\$1,168,000	\$1,441,750	\$1,441,750		Phase 2	Jan-13	Jul-13
9	On-site Retrofits		\$911,000	\$820,000	\$943,000	\$880,000				
10	Eng. Servs. During Const.	\$720,100	\$30,000	\$30,000	\$30,000	\$30,000				
11	Public Outreach - Data Instincts		\$0	\$0	\$0	\$40,000				
12	Const. Inspection/ Mat Testing		\$575,000	\$572,000	\$672,000	\$672,000				
12	Const. Management - Phase 1b Closeout		\$0	\$0	\$0	\$35,000				
13	Project Closeout		\$10,000	\$10,000	\$10,000	\$10,000		Project Closeout	Aug-13	Sep-13
15	Project Subtotal	\$4,800,150	\$6,927,700	\$6,965,800	\$7,565,538	\$7,724,550				
16	Project Contingency	\$1,244,600	\$559,400	\$521,700	\$100,000	\$50,000				
	Total	\$6,044,750	\$7,487,100	\$7,487,500	\$7,665,538	\$7,774,550				
NOTES:										
(1) Did not include allowance for on-site retrofits, pipeline cost estimated at \$99/ft.										
(2) Tank Rehabilitation estimated at \$376k										
(3) 9-15-11: North Hamilton Parkway delayed due to cost creep										
(4) revised to include all pipelines, except G3 and lowered contingency to 8%										
(5) 10-11 Revised phase costs to match no alternates (1b)										
(6) 1-12 Revised with Ph 1b bid										
(7) 10-12 Revised with Ph 1a and Ph 2 bids and expected contract CO for phases 1a and 1b										
(8) Oct 2012 Estimated Increase over Sept 2011 Budget = \$178,438										
(9) Mar 2013 Estimated Increase over Oct 2012 Est = \$109,012 Phase 1b change orders Est = 8.30%										

FUNDING HISTORY: RECYCLED WATER SOUTH SERVICE AREA

		Jul-10	Sep-11	Mar-12	Dec-12	Mar-13
GRANTS	ARRA	\$534,994	\$541,244	\$541,244	\$541,244	\$541,244
	WaterSMART		\$931,056	\$1,349,756	\$1,349,756	\$1,349,756
	Prop 84		\$195,000	\$195,000	\$243,750	\$243,750
	SRF Loan	\$5,465,726	\$5,480,740	\$5,401,100	\$5,480,740	\$5,480,740
	Local Share	\$0	\$339,060	\$0	\$50,048	\$159,060
Estimated Total Project Cost		\$6,000,720	\$7,487,100	\$7,487,100	\$7,665,538	\$7,774,550

FUNDING HISTORY: RECYCLED WATER NORTH SERVICE AREA

		Jul-10	Dec-11	Apr-12	Nov-12	Mar-13
GRANT	ARRA	\$1,275,000	\$1,270,000	\$1,269,000	\$1,269,000	\$1,253,500
	WaterSMART					
	Prop 84		\$240,000	\$240,000	\$240,000	\$285,000
	SRF Loan	\$3,825,000	\$3,825,000	\$4,364,000	\$4,364,000	\$4,364,000
	Local Share		\$1,000,000	\$230,000	\$530,000	\$627,500
Estimated Total		\$5,100,000	\$6,335,000	\$6,103,000	\$6,403,000	\$6,530,000

MEMORANDUM

To: Board of Directors
From: Chris DeGabriele, General Manager *CD*
Subject: Review of Board Policies
t:\gm\bod misc 2013\district policy review memo.doc

March 15, 2013

RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

It has been seven years since the Board methodically reviewed all Board policies. Beginning with the March 19th Board meeting, two to five District policies will be included in Board agenda packets until all Board policies have again been reviewed. Policies that have been revised or reviewed within the last 2 years will not be included.

Attached is a list of all Board policies with the last year of revision or review noted. Also attached for your review are Policy Number 2 – Bill Adjustment Policy, Policy Number 3 – Bill Adjustment Re Storm Damage, and Policy Number 6 - Late Charge and Shut-Off Policy. Proposed changes to the policies as recommended by staff are shown in hi-light/strikeout format. Should the Board desire to amend these policies, staff will return the policy on a future agenda for the Board to consider.

North Marin Water District Policies

Policy #	BOARD Policy	Reference /Location	Last Reviewed /Updated	Board or Internal
1	Accounting - AC Statement of Investment Policy	Binder	2012	BOD
2	Accounting - Bill Adjustment Policy	Binder	2007	BOD
3	Accounting - Bill Adjustment Policy re Storm Damage	Binder	2006	BOD
4	Accounting— Collateral Requirements on Investments—(combined with Policy #1)	Binder	2006	BOD
5	Accounting – Interdistrict Loan Policy	Binder	2012	BOD
6	Accounting - Late Charge and Shut-Off Policy	Binder	2006	BOD
7	Accounting – Maintenance Accrual Fund and Liability Contingency Fund Reserve Fund Requirements	Binder	1994	BOD
8	Accounting - Payment of Facilities Benefiting Non-Contiguous Areas	Binder	2006	BOD
9	Accounting - Purchasing Policy	Binder	2008	BOD
10	Accounting - Service Connection Dispute Compromise	Binder	2006	BOD
11	Accounting – West Marin Liability Contingency Fund Application for Water Improvement Districts	Binder	2006	BOD
12	Attorney's Attendance at West Marin Meetings	Binder	2006	BOD
13	Board of Directors Compensation and Procedure	Binder	2006	BOD
14	Board of Directors Policy Manual Separate Document	Binder	2011	BOD
15	Boot Policy (Waterproof/Rain) for Meter Readers/Field Service Rep (combined w/ Safety Boot Policy – Employee Handbook)	Binder	1993	BOD
16	Condemnation Policy Statement	Binder	2006	BOD
17	Employer – Employee Relations Policy (next negotiations)	Binder	1999	BOD
18	Energy Self Sufficiency Policy	Binder	2006	BOD
19	Fluoridation – Policy Statement of North Marin County Water District on Senate Bill No. 211	Binder	2006	BOD
20	Jackets – Winter Safety	Binder	2006	BOD
21	Judicial Review Limitations	Binder	2006	BOD
22	Mission / Vision Statement (next workshop 2010)	Binder	1995	BOD
23	NMWD MMWD re Extension of Service Outside Boundaries (hold until joint BOD meeting)	Binder	1965	BOD
24	North Marin Aqueduct Service	Binder	2006	BOD
25	Novato-Petaluma Corridor Cooperative Planning for New Water Service Connections in the Corridor (Resolution 1230)	Binder	2006	BOD
26	On-Call Policy	Binder	2007	BOD
27	Public Access To Stafford Lake Shoreline Adjacent To Indian Valley Golf Course Lease	Binder	2010	BOD
28	Public Records Under Public Records Act	Binder	2007	BOD
29	Recognition at Retirement	Binder	2007	BOD
30	Record Retention Policy Separate Document	Binder	2005	BOD
31	Recreation Policy –“Statement of Objective and Policy Regarding Recreational Use of Water District Lands”– Policy Sunset 9/25/71	Binder	1964	BOD
32	Vehicle Take Home Policy	Binder	2004	BOD
33	Warm Springs Dam Policy Statement	Binder	1976	BOD
34	Wastewater Disposal Service in West Marin (West Marin Sewer Policy)	Binder	2000	BOD
35	Water Conservation Plan (Draft)	Binder	2004	BOD
36	Accounting—Leak Adjustment Policy-See Bill Adjustment #2	Binder	2006	BOD
37	Outside Employment	Binder	2006	BOD
38	Meeting Room Policy	Binder	2007	BOD
39	Marin County Civil Grand Jury Response	Binder	2006	BOD
40	Computer Use Policy	Binder	2007	BOD
41	Vehicle Replacement	Binder	2008	BOD

Policy #	BOARD Policy	Reference /Location	Last Reviewed /Updated	Board or Internal
42	Employer Assisted Housing Program for Employees of NMWD	Binder	2008	BOD
43	Wireless Communication Facilities Lease Policy	Binder	2008	BOD
44	Integrated / Multi-Benefit Water Resource Projects	Binder	2008	BOD
45	Reserve Policy	Binder	2009	BOD

NORTH MARIN WATER DISTRICT

POLICY: BILL ADJUSTMENT POLICY
POLICY NUMBER: 2

Original Date: February 7, 1967
Last Review: January 2, 2007
Adopted: January 2, 2007

In the event water use (measured in 1,000 (thousand) gallon units) for the disputed bill is in excess of one and one-half times the normal seasonal bimonthly use as solely determined by the District, and there is no evidence that the excess water use ~~of water~~ was due to the willful act or ~~the~~ negligence of the consumer or the consumer's agent(s), the District will credit the consumer's account for one half of the difference between the dollar amount of the normal bill (calculated as normal seasonal bimonthly use at current commodity rates) and the dollar amount of the disputed bill, plus, to the extent the excess use was subject to a tier rate, half the use in excess of normal will be credited to the customer's account at the tier rate. In the event the excess use encompasses two consecutive bimonthly billing periods, such bi-period rate adjustment will be separately applied to each such billing period provided the water use in each bimonthly period exceeds one and one-half times the normal seasonal bimonthly use for said period as determined by the District. Consideration of an adjustment pursuant to this policy shall be allowed only once in any consecutive 24-month period. Consumers requesting a bill adjustment must allow District staff to complete a residential water use survey before any bill adjustment is given. The District General Manager may grant exemptions to this requirement should staff be unavailable to perform the survey in a timely manner.

NORTH MARIN WATER DISTRICT

POLICY: BILL ADJUSTMENT RE STORM DAMAGE (NATURAL DISASTERS)
POLICY NUMBER: 3

Original Date: 1982
Last Review: April 2006
Revision Adopted: April 2006

In situations where a natural disaster has damaged a consumer's private plumbing, the District may consider a bill adjustment which exceeds the standard Bill Adjustment Policy (Policy No. 2). In such situations, the natural disaster must trigger a State of Emergency declaration by the local, state or federal government encompassing the jurisdiction of the consumer's water service. Upon verification by the District that the high bill resulted from the natural disaster occurrence, the District may consider bill adjustments which exceed the standard Bill Adjustment Policy.

NORTH MARIN WATER DISTRICT

POLICY: LATE CHARGE AND SHUT-OFF POLICY

POLICY NUMBER: 6

Effective Date: 2002
Last Review: April 18, 2006
Revision Adopted: 5/2/06

Regular bills are mailed bimonthly (6 times per year) and payment is due 25 days after the bill date. A grace period of 14 days is allowed. If payment is not received within 14 days after the due date, a Reminder Notice will be mailed.

REMINDER NOTICES:

Only one Reminder Notice will be mailed after the regular bill. The Reminder Notice will be mailed ~~extend the due date to pay by an additional 10 days prior to the due date (49 days from the original bill date)~~. All charges are due, in full, by the extended due date pursuant to the Reminder Notice. If payment is not received by the extended due date, Late Payment Charges will be assessed. No additional notice will be mailed provided.

LATE PAYMENT CHARGES: (Collection and Turn-Off)

Late Payment Charges will be assessed based on the number of times a customer consumer has failed to pay by the extended due date in the past 12 months.

First Time:

A letter will be sent to the consumer stating that we did not receive their payment by the due date. A \$6.00 Late Payment Charge will be added to their account. To avoid additional charges payment must be received in the District's office within 48 hours.

Second Time:

A letter will be sent to the consumer stating that we did not receive their payment by the due date. A \$20.00 Late Payment Charge will be added to their account. To avoid additional charges payment must be received in the District's office within 48 hours.

Each Time Thereafter:

A service representative will go to the consumer's service location and water service will be shut off. Service will not be resumed until payment is received or arrangements made with District office staff. A "Notice to Consumer" tag will be left at the consumer's service location advising that water has been shut off and a \$25.00 Trip Charge will be added to their bill.

Turn on charges are as follows:

\$35.00 (Monday through Friday, 8:00 a.m.- 5:00 p.m.)

\$60.00 (evenings, weekends, and holidays)

This information is communicated to the consumer by the answering service prior to dispatching an after-hours service representative.

EXCEPTIONS:

1. If it is determined by either the field service representative or by the office staff that a hardship situation exists, the Turn-On Charge can be applied to the next bill.
2. If the ~~customer~~ consumer can only pay a partial payment, payment arrangements need to be made with the office for the balance due (preferably to be paid within the next two weeks.) Note: Each case should take into consideration any reasonable circumstances that would justify the exemption from the collection charge, i.e., illness or death in family. Additionally a fee adjustment (waiver) is allowed once in a twenty-four month period if the consumer believes the charge is not justified.
3. If the consumer claims that the bill has already been paid, the service person ~~should~~ will ask for a receipt. If the consumer is unable to provide the receipt, the service person ~~should~~ will leave the water on and instruct the consumer to call the office. The consumer will then need to show proof of payment or make a replacement payment.

AFTER HOURS TURN-ON AND COLLECTIONS:

1. Turn-on and collection will be performed any time after 5:00 p.m. and before 8:00 a.m. unless:

A difficult person. The service representative is to use his/her own judgment. On shut-off days, the on-call representative is cautioned that anyone on the shut-off list with an aggressive reputation that has been on the list four or more times should not be turned on after 5:00 p.m. The representative has the right to make an exception to this general rule based on their experience with the ~~customer~~ consumer. The ~~NPD-Novato Police Department~~ or Marin County Sheriff (West Marin) should be called anytime the service representative believes an escort is warranted.

2. The answering service will advise the consumer to have payment (cash or check) ready for the on-call ~~person~~ service representative.
3. ~~If~~ The answering service cannot communicate with will obtain the consumer's they can get the phone number to allow and have the on-call service representative to call the consumer to discuss any problem.

MEMORANDUM

To: Board of Directors

March 15, 2013

From: Drew McIntyre, Chief Engineer
Carmela Chandrasekera, Associate Engineer



Subject: Leveroni Creek Bank Repair Project: Closeout

R:\Folders by Job No\6000 jobs\6600 STP jobs\6600.60\6600.60 Leveroni Creek Project Closeout BOD memo 3-19-13.docx

RECOMMENDED ACTION: Information Only.

FINANCIAL IMPACT: None

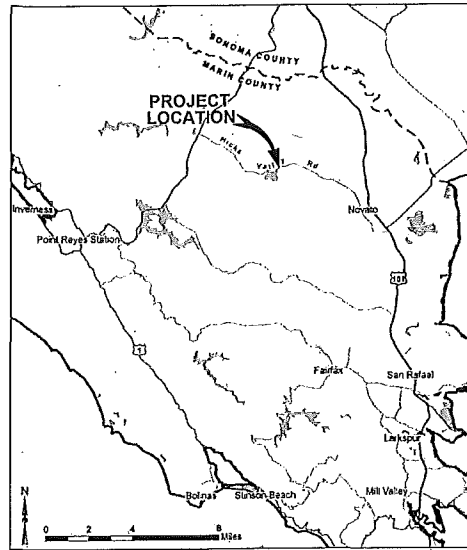
The Leveroni Creek Bank repair project consists of stabilizing an eroding 100 ft of the creek bank using a combination of willow sprigged rock and biotechnical treatments next to the fence and paved access road leading to the northern area (aka "peninsula") of the Stafford Water Treatment Plant site (see Attachment 1, Vicinity Map).

Leveroni Creek, a small tributary entering Novato Creek just below Stafford Dam, provides habitat for steelhead, a federally-listed salmonid and other species. The project required permit approvals from the US Army Corps of Engineers, California Department of Fish and Wildlife, Regional Water Quality Control Board (RWQCB) and the County of Marin. The District hired Prunuske and Chatham Inc. (PCI) to design, perform biological surveys, procure permits from county, state and federal agencies and provide construction observation. Per the permits, construction could only occur between July 1 and October 15th when the creek bed is dry. The Board authorized Leveroni Creek Bank Repair contract award to Engelke Construction on July 17, 2012. The bank repair was completed by Engelke Construction on September 26, 2012 for the awarded contract amount of \$72,500. Federal and State permits required planting of 35 additional plants during the rainy season in 2012. The planting work was completed on December 29, 2012 by a group of Boy Scouts as an Eagle Scout project and the project is now complete (see photos in Attachment 2). Per permit conditions, RWQCB requires post construction annual monitoring reports by June 30th during the next three years.

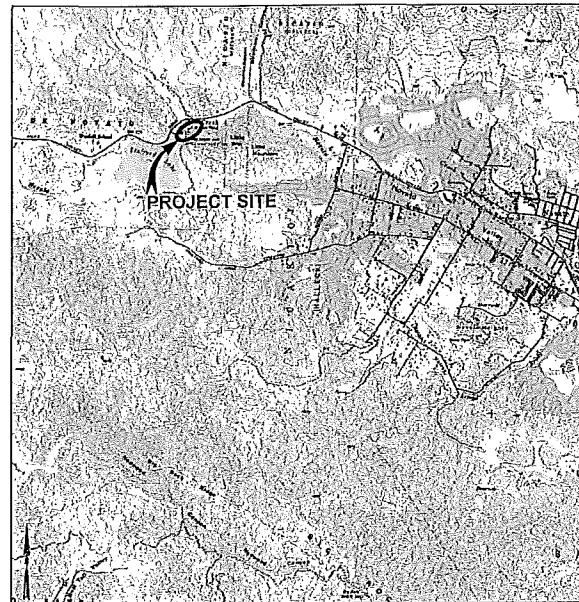
PROJECT COST SUMMARY

A budget of \$30,000 was allocated for design and permitting of the Leveroni Creek Bank Repair Project in the FY 2010/11 and a budget of \$130,000 for construction of the project in FY 2011/12. Since permitted construction duration extended beyond FY 2011/12, the budget of \$145,000 was carried forward to FY 2012/13. The total project cost is \$150,000 (compared to the CIP budget of \$185,000). See the updated project cost summary in Attachment 3.

NORTH MARIN WATER DISTRICT LEVERONI CREEK BANK STABILIZATION



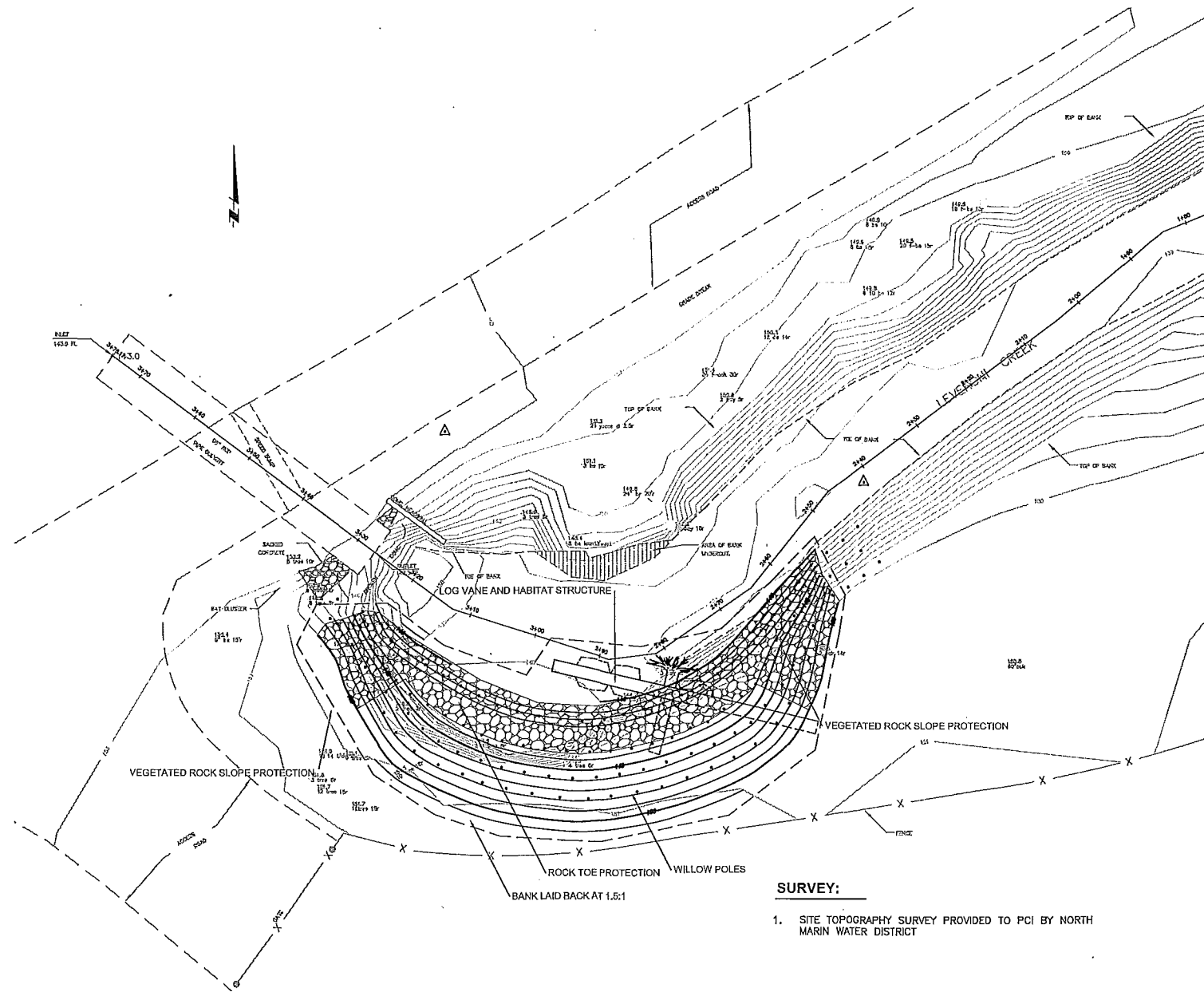
VICINITY MAP
SCALE: AS SHOWN



USGS SAN GERONIMO & NOVATO QUADRANGLE
LOCATION MAP
1"=4000'

Directions to Site

From Highway 101 N take the Alherton Ave/San Marin Dr. Exit. Turn right onto San Marin Dr. Turn right onto Novato Blvd. Turn left into driveway before Stafford Lake spillway. Site is on left at culvert outlet.



PROJECT LAYOUT
1"= 10'

SURVEY:

1. SITE TOPOGRAPHY SURVEY PROVIDED TO PCI BY NORTH MARIN WATER DISTRICT

SHEET INDEX

SHEET NO.	TITLE
1	TITLE SHEET
2	CONSTRUCTION NOTES
3	PLAN
4	CROSS SECTIONS
5	CONSTRUCTION DETAILS
6	REVEGETATION NOTES AND DETAILS

LEGEND

GENERAL:

- RB 8 SECTION OR DETAIL DESIGNATION
- TR WATER SURFACE
- TL TOP OF ROCK
- TL TOP OF LOG

TOPOGRAPHIC:

- PROPOSED 100 CONTOUR LINE
- EXISTING 100 CONTOUR LINE
- FENCE
- BRUSH/CANOPY/VEGETATION LINE
- ROCK SLOPE PROTECTION
- EARTH FILL/COMPACTED SUBGRADE
- RYER RUN GRAVEL
- TREE
- TREE TO BE REMOVED
- WILLOW POLE
- CONTROL POINT
- UTILITY POLE (P=POWER), (T=TELEPHONE), (S=SEWER POLE)
- OUT POLE

SUBMITTED: _____ APPROVED: _____
NAME NAME



PRUNUSKE CHATHAM, INC.
400 MORRIS STREET, SUITE G
SEBASTOPOL, CA 95472
(707) 824-4600



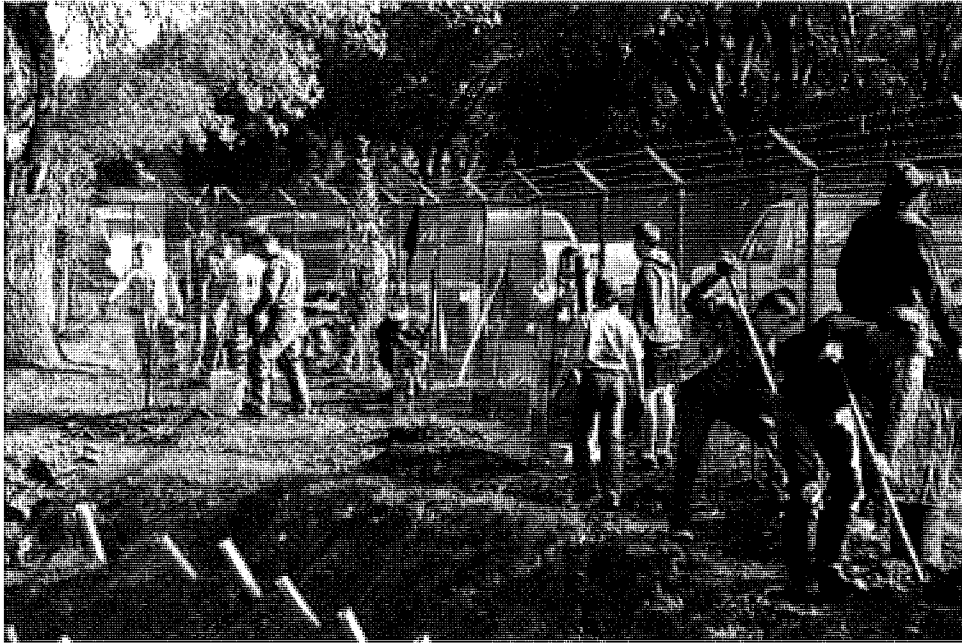
NO.	DATE	REVISION	BY	APP.

NORTH MARIN WATER DISTRICT
NOVATO, CALIFORNIA

LEVERONI CREEK
BANK STABILIZATION
TITLE SHEET

DES	DR	CH	SCALE	: AS SHOWN
JB	JB	JM	DATE	: 3/24/11
APPROVED: CHIEF ENGINEER			SHEET NO.	: 1 OF 6 SHEETS
R.E. C40936		SERVICE AREA	JOB NO.	NO.

VERIFY SCALES
ONE INCH



NORTH MARIN WATER DISTRICT
WATER SYSTEM IMPROVEMENTS/SPECIAL PROJECTS
PROJECT SUMMARY
AS OF March 14, 2013

Job No.	Title:							
1.6600.60	Leveroni Creek Bank Repair							
Facility No.	Facility Type (Pipelines, Pump Stations, etc.) STP Improvements							
Description								
Leveroni Creek bank is eroding near the access road leading to the northern area (aka "peninsula") of the Stafford Water Treatment Plant. The project is to stabilize bank erosion by an engineered bank protection system.								
Project Justification								
The perimeter fence and the paved access road to the peninsula area lies within 12-15 feet from the top of the eroded bank.								
	Baseline Cost Estimate	Design/ Permit	Permit ext./Const. Est. 3/16/12	Spent as of 1/8/13		Start	Finish (Est.)	Finish (Actual)
1	Development	\$1,500		\$1,157	Project Dev.	Jul-09	Aug-09	Aug-09
2	Prelim. Design	\$7,500		\$7,500	Design	Sep-09	Jun-10	Jun-10
3	Surveying/Mapping	\$7,500		\$7,500		Dec-09	May-10	May-10
4	Geotech. Invest	\$0						
5	Permitting	\$4,915		\$4,915	Permitting	Jan-11	Jun-12	
6	Final Design	\$9,755		\$9,755	Final Design	Jan-11	Jun-11	
7	Permit fees	\$2,093		\$2,093				
8	Bidding Services							
9	Construction		\$105,000	\$72,500		Jul-12	Oct-12	
9a	Change Orders							
10	Eng. Servs. During Const./PCI		\$22,000	\$13,631				
11	Project Admin (NMWD)		\$10,000	\$19,844				
12	Project Closeout				Project Closeout	Dec-12	Dec-12	
13	Landscaping est.			\$10,643				
14	Project Subtotal		\$137,000					
15	Project Contingency		\$15,000					
	Sub-Total	\$33,263	\$152,000					
	Grand Total		\$185,263	\$149,538				
<p>Note: Expense breakdown: FY10(\$14,228), FY11(\$20,861.61), FY12 -todate (\$114,449)</p> <p>1 and 2. NMWD Staff time</p> <p>3. Survey by Oberkamper</p> <p>5 & 6. Prunuske Chatham (PCI) fee</p> <p>7. Fees paid by NMWD</p> <p>9. Construction bid - Engelke Construction</p> <p>10. Includes construction oversight, permit extension</p> <p>11. NMWD admin since Sep. 2009 to date.</p>								

DISBURSEMENTS - DATED MARCH 14, 2013

Date Prepared: 3/12/13

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

Seq	Payable To	For	Amount
P/R*	Employees	Net Payroll PPE 2/28/13	\$114,812.15
EFT*	US Bank	Federal & FICA Taxes PPE 2/28/13	48,337.01
EFT*	State of California	State Tax & SDI PPE 2/28/13	8,509.08
1	Alpha Analytical Labs	Lab Testing (Novato Area)	360.00
2	Badger Meter	Training on New Meter Reading Devices	700.00
3	Bruce Enterprises	Seal Crack Around Plum Tank	600.00
4	Calif Public Health Services	Replace 3/7/13 Check for Distribution Operator Certification Renewal & D1 Renewal for Joe Cilia (\$70) (Budget \$0)	310.00
5	California State Disbursement	Wage Assignment Order (2)	1,143.00
6	CDW-Government	Laserjet Printer (\$281) & Toner (\$204) (Kessler)	485.43
7	Costco Wholesale	"AA" Batteries & Detergent (2) (\$33)	48.90
8	Dasovich, Stephen	Novato "Toilet Rebate" Program	200.00
9	Davis, Marion	Novato "Toilet Rebate" Program	100.00
10		Cafeteria Plan - Uninsured Medical Reimbursement	76.54
11	Electrical Equipment	Pump Starter Heaters (3)	51.46
12		Cafeteria Plan: Uninsured Medical Reimbursement	176.29
13	Fremouw Environmental Svc	Recycle Floor Absorbent (55 gal drum)	356.96
14	Ginocchio, Sandra	Novato "Toilet Rebate" Program	200.00

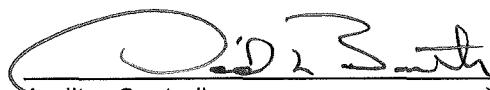
Seq	Payable To	For	Amount
15	Golden Gate Petroleum	Oil for Chemical Pumps (\$165) (5 gal) (STP), Gasoline (\$3.91/gal) & Diesel (\$4.26/gal)	3,529.63
16	Hagerty, Noreen	Novato "Washer Rebate" Program	50.00
17	Hanley, Richard	Novato "Toilet Rebate" Program (\$100) & Refund Alternative Compliance Reg 15 Deposit (\$315)	415.00
18	Harris, Lissa	Novato "Toilet Rebate" Program (\$100) & Refund Alternative Compliance Reg 15 Deposit (\$630)	830.00
19	Interstate Battery	Battery (\$115) ('04 Chevy Silverado), Batteries (2) (\$241) ('08 F250) & Battery (\$108) ('03 Dodge Dakota)	464.04
20	Journey Ford/Lincoln	Brake Rotors (2) (\$214) & Brake Pads ('08 F250)	273.96
21	Keene, Kristin	Refund Overpayment on Account	56.19
22	Kruger	Replacement of Liners, Impellers & Packing Gland on Sand Pumps @ STP	10,531.42
23	Lincoln Life	Deferred Compensation 3/15/13	9,732.06
24	Marin Landscape Materials	Concrete (23 yds) (\$655), Crushed Rock (\$53) (1 yd) & Concrete Mixing (6) (\$130)	838.74
25	Marin Reprographics	Full Size Drawings for RW On-Site Retrofit Group 1S (2 sets) (\$103) & Vellum (\$106) (Eng)	209.45
26	Maselli & Sons	Repair Parts for Pole Saw	91.47
27	McLellan, WK	Misc Paving (Novato Area) (476 S.F.)	4,661.38
28	Meir, Ryan	Exp Reimb: Safety Boots (Meier)	29.89
29	Metolius, Joni	Novato "Cash for Grass" Program	200.00
30	Metrohm USA	Tubing & Consumables for IC Instrument	337.28
31	Miller Pacific Engineering	Geotechnical Services Related to Various Locations in Novato & Maint of Services (Bal Remaining on Contract \$20,032)	2,288.50
32	Nationwide	Deferred Compensation PPE 3/15/13	1,025.00


Seq	Payable To	For	Amount
33	New Pig	Drain Insert (STP)	99.75
34	North Marin Auto Parts	Latex Gloves (600) (\$104), Belts for Compressor (\$54) (STP) Oil Can, V-Belts for Sand Pumps @ STP (\$261), O-Rings (18), Oil Filters (9) (\$96), Motor Oil (32 qts) (\$152), Fuses (6), Car Washing Mitt, Windshield Cleaner, Air Filters (4) (\$82), Wiper Blades (5) (\$69), Wiring Connector, Part Washer, Headlight Bulb, Rags (50 lbs) (\$143), Gasket Remover (2-12 oz cans), Drill Bit & Pick Set	1,144.90
35	North Bay Gas	Aargon (\$202), Oxygen (\$104), Aceteyne (\$457), 2 lbs Welding Wire & February Cylinder Rental (\$105)	889.45
36	Novato Builders Supply	Plywood (2-4' x 8') (\$68), Dowels (12) & Lumber (\$42)	127.51
37	Novato Sanitary District	Semi-Annual Sewer Service Charge (2012-13) (Admin Office/Yard)	1,723.04
38	Nute Engineering	South Area Water Recycling Construction Project (Bal Rem on contract \$15,437)	1,669.00
39	Office Depot	Pocket Files (20) (\$34), Shipping Tape (4 rolls), Parchment Certif Paper (75) & Sheet Protectors (100)	51.23
40	On Line Resource	Refund Overpayment on Closed Account	61.27
41	On-Site Health & Safety	CPR/First Aid Training for 33 District Staff (2 Days) (Bal Remaining on Contract \$695)	1,390.00
42	Pace Supply	Valve (\$1,119), Box Lids (4) (\$218) & Adaptors (2) (\$59)	1,396.13
43	PERS Retirement System	Pension Contribution PPE 2/28	45,625.54
44	Pesticide Applicators Prof AssoC	Reg Fee: Petaluma Pesticide Seminar (Cilia)	80.00
45	Peterson Trucks	Air/Oil Filter (\$91) ('02 Intl Dump Truck), Grab Handle (\$57) ('02 Intl Dump Truck), Heater Controls ('99 Intl Dump Truck) & Door Panel Document Holder	255.51
46	PG&E	Power: Bldgs/Yard (\$2,437), Rectifier/Controls (\$419), Pumping (\$20,464), Treatment (\$131) & Other (\$93)	23,544.46

Seq	Payable To	For	Amount
47	Pini Hardware	Pipe Insulation, Plumbing Supplies, Dish Soap, Sponges (STP), Hand Trowel, Paint for OM Generator (\$61), Cleaner, Cable Clamps (8), Shoe Covers, Pipe, Nipples, Elbow, Fuse, S.S. Bolts & Couplers (6)	165.04
48	Pollard Water	Pipe Locators (3)	70.19
49	Roberts, Renee	Adm Secretarial Consulting Services (10 hrs) (Bal Remaining on Contract \$13,250)	500.00
50	Rosemount	Replacement Transmitter for Eagle P/S Flow Meter	1,544.55
51	Sander, Kathleen	Novato "Washer Rebate" Program	50.00
52	Shirrell Consulting Services	March Dental Ins Adm Fee	293.80
53	Shirrell Consulting Services	February Dental Expense	6,185.40
54	Soiland	6" Drain Rock (\$103) & Fee for Asphalt Recycling	142.52
55	SPG Solar	Energy Delivered Under Solar Services Agreement (2/1/13-2/28/13)	9,442.99
56	Staples Advantage	Dry Erase Board, Copy Paper (60 rms) (\$183), Calculator Ribbon (8) & File Pockets (20) (\$70)	272.02
57	Stocking, Anne	Novato "Washer Rebate" Program	50.00
58	United Parcel Service	Delivery Service: Sent Flow Meter Electric Board for Repair, Prop 50 Application for Gallagher Well Pipeline, Sent Back Wrong Cable for Flow Meter, Final Disbursement Request for RW No Seg 2 & Sent Instrument for Repair (STP)	83.50
59	USA BlueBook	Check Valves (2)	13.19
60	Verizon Wireless	Cellular Charges: Data (\$70) & Airtime (\$115) (19)	185.43
61	Watersavers Irrigation	Weed Killer for Tank Site Maintenance	58.35
62	Whitman, Carol	Novato "Washer Rebate" Program	50.00
63	Workforce Boots & Clothing	Safety Boots (Roberto)	175.35

Seq	Payable To	For	Amount
64	Young, Katie	Exp Reimb: Mileage, Super Shuttle, Bridge Toll & Meals (Board Secretary Conference)	147.62
TOTAL DISBURSEMENTS			<u>\$309,518.57</u>

The foregoing payroll and accounts payable vouchers totaling \$309,518.57 are hereby approved and authorized for payment.

 _____ 3/11/13
Auditor-Controller Date

 _____ 3/11/2013
General Manager Date

DISBURSEMENTS - DATED MARCH 7, 2013

Date Prepared: 3/5/13

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

Seq	Payable To	For	Amount
1	AAA Business Interiors	Desk (District Secretary)	\$3,336.38
2	Argonaut Constructors	Prog Pymt#2: Recycled Water South Phs2 Project (Bal Remaining on Contract \$924,303)	258,571.86
3	AshLin Pacific Construction	Recycled Water North On-Site Retrofit Project	500.00
4	Atherton Associates	Annual Reimbursement Program-Atherton Estates	432.79
5	Atkinson, Amy	Novato "Washer Rebate" Program	50.00
6	Baker, Jack	February Director's Fee	200.00
7	Bellucci-Rich, Donna	Novato "Toilet Rebate" Program (8)	800.00
8	Bold & Polisner	January Legal Services: BPGI Assignment (\$167), Brown Act (\$37), FPPC Filing (\$35), Misc (\$18), NBWRA Grant Outreach (\$158), NMWD Intertie Agreement (\$1,131), Pt Reyes Well #3 (\$407) & Reimb Entitlement (\$204)	2,156.00
9	Borges & Mahoney	Maintenance Kit for pH Probe (STP)	497.52
10	Business Card	GAAP Webinar on 2/8/13 (\$99) (Landeros, Holton & Williamson), Landeros Annual GFOA Conf (San Francisco 6/2-6/5/13) (\$380) & Internet Payment (\$155)	633.75
11	Calif Public Health Services	D3 Cert Renewal (Kerry Lemos) (\$170) (Budget \$140) & D1 Certificate Renewal (Joe Corda) (\$70) (Budget \$0)	240.00
12	CA Urban Water Conservation Council	Annual Dues (Grisso) (1/13-12/13) (Budget \$3,190)	3,148.97
13	CGC Properties	Annual Reimbursement Program-Cherry Hill Pipeline Ph 2 (\$1,087) & Cherry Hill Pipeline Extension (\$3,029)	4,116.30

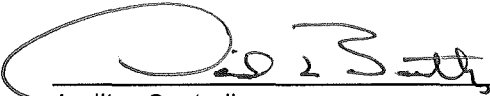
Seq	Payable To	For	Amount
14	Cobblestone Homes	Reimbursement Program-Tamalpais Hill Subdivision	1,028.71
15	Core Utilities	Consulting Services: January IT Support (\$5,000), Plum Street RTU Reload Program (\$275), STP Modified SCADA (\$350), Modified Reg 5 on Website, Fixed Homepage & Facebook Link (\$75) & Set Up Wireless Networking Equipment for STP T-1 Replacement (\$2,525)	8,225.00
16	Covello Group	Progress Pymt#21: Recycled Water Pipeline Expansion (Bal Remaining on Contract \$228,306)	34,711.50
17	Cummings Trucking	Rock (50 yds)	1,716.16
18	DB Claims Services Group	Jonsen Claim Defense	821.20
19	DeGabriele, Chris	Exp Reimb: February Mileage	199.80
20	Environ Lab Accreditation Prog	Annual Lab Accreditation	3,263.00
21	Ferguson Enterprises	Insertion Valve to Isolate Section of Pipe Being Repaired (Sunset Pkwy/Cambridge)	2,713.56
22	Fisher Scientific	Micro Pipet Tips (900)	169.89
23	Fraites, Rick	February Director's Fee (\$200) & North Bay Water Reuse Assoc Meeting on 2/1/13 (\$100)	300.00
24	GHD	Engineering Services: Pt Reyes Well #3 Replacement Construction Support (Bal Remaining on Contract \$6,150)	3,822.00
25	Hach	Reagents (STP)	494.62
26	Hanford ARC	Refund Security Deposit on Hyd Meter Less Final Bill	276.46
27	Home Depot	Trowels (6) (\$52), Fencing Material (\$159) (STP Solar Panel) & Fence Posts (STP)	243.25
28	Irish & Son Welding	12" Weld on Novato Blvd & Sunset Pkwy (Bal Remaining on Contract \$4,250)	330.00
29	Klemmer, Roma	Novato "Cash for Grass" Program	50.00


Seq	Payable To	For	Amount
30	Landeros, Dianne	Exp Reimbursement for Baywork Lessons Learned Workshop (2/21/13-Union City) Mileage & Bridge Tolls	83.89
31	Lehman, Barbara & Joe	Reimbursement Program - Lehman Land Division	181.58
32	Lemos, Kerry	Exp Reimb: Safety Boots	144.95
33		Cafeteria Plan: Childcare Reimbursement	416.66
34	Maggiora & Ghilotti	Final Pymt & Release of Retention: Construction Phase of 1A for RW South Project (Total Project Cost \$880,793)	66,685.54
35	Marion Heights Development	Annual Reimbursement Program-Marion	654.82
36	McLellan, WK	Misc Paving (Novato Area) (1,294 S.F.)	14,746.75
37	Mitchell, Russ & Associates	Recycled Water Onsite Retrofit Design (18 Locations)	18,390.00
38		Wage Assignment Order	284.00
39	Neubauer, Roswitha	Novato "Washer Rebate" Program	50.00
40	Newark	Alternating Relay for STP Air Compressors	68.48
41	North Marin Water District	NMWD Employee Association Dues (12/31/12-2/15/13)	1,150.00
42	Novato Community Partners	Annual Reimbursement Program-Point Marin Ph2 & Ph3	1,099.04
43	NTU Technologies	Anionic Polymer Emulsion for Centrifuge (2,250 lbs)	3,622.50
44	Pace Supply	12" Couplings (2) (\$1,006), Follower, Reducers (2), 1" Copper Pipe (3,600') (\$15,883) & Flanges (12) (\$58)	16,991.46
45	Pacific Coast Cutters	Saw Asphalt @ Novato Blvd & Sunset Pkwy	441.00
46	Parkinson Accounting Systems	Quarterly Accounting Software Support (2/1/13-4/30/13)	1,500.00
47	Parker, Donna	Novato "Toilet Rebate" Program	100.00

Seq	Payable To	For	Amount
48	PERS Health Benefits	Mar Health Ins Prem (Employees \$49,476, Retirees \$11,056 & Employee Contrib \$10,273)	70,804.81
49	Petterle, Stephen	February Director's Fee	200.00
50	Pt Reyes Development	Reimbursement Program-Pt Reyes Affordable Housing	1,488.32
51	Rodoni, Dennis	February Director's Fee (\$200) & WAC/TAC Meeting on 2/4/13 (\$100)	300.00
52	Schoonover, John	February Director's Fee Less Deferred (\$175) & NBWRA Meeting (\$100)	275.00
53	Schoepp Construction	Annual Reimbursement Program-Oak Park	123.83
54	Shapiro, Jack	Annual Reimbursement Program-Channel Drive Water Main Extension	137.06
55	Shea Homes	Annual Reimbursement Program-Point Marin (aka Rafael Village)-Phase 1	53.71
56	Soiland	Asphalt Recycling Fee	20.00
57	St James Napa Development	Annual Reimbursement Program-Somerston Park	33.89
58	Thomas Scientific	Reagent Film, Detergent, Reagent, Gloves (2,000) (\$165) & Pipet Basket (2) (\$115)	476.71
59	Turner, Marie	Novato "Washer Rebate" Program	50.00
60	Univar	Sodium Hydroxide (25,461 lbs)	7,447.05
61	URS	Prog Pymt #11: Construction Management Services for RW So Project (Bal Remaining on Contract \$151,589)	3,522.28
62	Verizon California	Telephone Charges: Leased Lines	1,193.01
63	Verizon Wireless	Feb CIMIS Station Data Transfer Fee	22.02
64	VWR International	Bacteria Organism (20)	227.56
65	Watersavers Irrigation	Irrigation Supplies	191.54
66	Weingart, Carol	Novato "Washer Rebate" Program	50.00
67	Wells Fargo	Annual Reimbursement Program-Whole Foods	338.27

Seq	Payable To	For	Amount
68	J. William Wigert	Annual Reimbursement Program-Vallejo Avenue Extension	461.68
69	Winzer	Nuts, Bolts & Grinding Discs for Auto Shop	373.84
70		Vision Reimbursement	84.00
71	YSI	Optical Dissolved Oxygen Sensor (STP)	1,839.11
		TOTAL DISBURSEMENTS	<u>549,373.08</u>

The foregoing payroll and accounts payable vouchers totaling \$549,373.08 are hereby approved and authorized for payment.

 3/5/13
 Auditor-Controller Date

 3/5/2013
 General Manager Date



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Brown Announces Appointments to Water Board, Delta Stewardship Council

Submitted by Pamela Martineau on Wed, 03/13/2013 - 6:28pm

in [Water Quality](#) [1] [All](#) [2] [Water News](#) [3]

 [brownphoto.jpg](#) [4]

Gov. Jerry Brown announced March 13 that Felicia Marcus will assume the position of chair of the State Water Resources Control Board (SWRCB) when current Board Chair Charlie Hoppin steps down in April. Brown also announced the appointments of Dorene D'Adamo to the Water Board and former federal judge Frank Damrell to the Delta Stewardship Council.

Brown also announced the reappointments of Tam Doduc and Frances Spivey-Weber to the Water Board.

The appointments require Senate confirmation, but Marcus' naming as board chair does not.

Marcus, of Emeryville, has served on the Water Board since 2012. She was the western director for the Natural Resources Defense Council from 2008 to 2012 and was executive vice president and chief operating officer at the Trust for Public Land from 2001 to 2008. Marcus served as the regional administrator at the U.S. EPA Region IX from 1993 to 2001 and was commissioner and president at the Los Angeles Board of Public Works from 1989 to 1993. She served on the Delta Stewardship Council from 2010 to 2012 and currently serves as an appointee to the Commission on Environmental Cooperation-Joint Public Advisory Council (US, Mexico, Canada). She earned a law degree from New York University School of Law.

D'Adamo, of Stanislaus, has been senior policy advisor for Congressman Jim Costa since 2013. She was senior policy advisor for Congressman Dennis Cardoza from 2003 to 2012 and was legal counsel for Congressman Gary Condit from 1994 to 2003. D'Adamo was a visiting instructor at California State University, Stanislaus from 1992 to 1998 and an associate attorney at the Law Offices of Perry and Wildman from 1992 to 1994. She was a policy consultant at Dee Dee D'Adamo Consulting from 1991 to 1992 and legislative director for Congressman Gary Condit from 1990 to 1991. She also served as assistant legislative director at the California Youth Authority from 1988 to 1990 and legal counsel at the Assembly Committee on Public Safety from 1986 to 1988. She also was legislative

director for the Assembly assistant majority leader from 1985 to 1986. D'Adamo has served on the California Air Resources Board since 1999 and the California Partnership for the San Joaquin Valley since 2007. She earned a law degree from the University of the Pacific, McGeorge School of Law.

Damrell, of Sacramento, has been counsel at the law offices of Cotchett, Pitre and McCarthy LLP since 2012. Prior to that, he was a judge at the United States District Court for the Eastern District of California from 1997 to 2011. Damrell practiced law privately from 1968 until 1997 and served as deputy district attorney for Stanislaus County from 1966 to 1968 and deputy attorney general for the State of California from 1965 to 1966. Damrell earned a law degree from Yale Law School.

Doduc, of Sacramento, has served on the Water Board since 2005. She has held multiple positions at the California Environmental Protection Agency since 2000, including deputy secretary for environmental quality, assistant secretary for air and chemical programs, assistant secretary for agriculture and chemical programs and assistant secretary for technology certification. She was an air resources engineer at the California Air Resources Board from 1997 to 2000 and was special assistant to the secretary at the California Environmental Protection Agency from 1995 to 1997. Doduc was a water resources engineer at the State Water Resources Control Board from 1994 to 1995 and was special assistant to the secretary at the California Environmental Protection Agency from 1993 to 1994. She was a water resources engineer at the State Water Resources Control Board from 1989 to 1992. Doduc has been a registered professional civil engineer since 1995. She earned a Master of Business Administration degree from the University of California, Berkeley and a Master of Science degree in Civil Engineering from California State University, Sacramento.

Spivy-Weber, of Redondo Beach, has served on the Water Board since 2007. She was a consultant to Los Angeles Deputy Mayor Nancy Sutley in 2006 and executive director for policy at the Mono Lake Committee from 1997 to 2006. She served as director of international programs at the National Audubon Society from 1983 to 1992 and legislative assistant at the Animal Welfare Institute from 1978 to 1982. Spivy-Weber earned a Master of Arts degree in international relations from the Johns Hopkins School for Advanced International Studies.

The press release from Governor Brown's office is [here](#) [5].

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- [3] <http://www.acwa.com/category/news-type/water-news>
- [4] http://www.acwa.com/sites/default/files/news_icons/water-quality/2013/03/brownphoto.jpg
- [5] <http://gov.ca.gov/news.php?id=17954>.

*Margaret Todd Senior Center's
20th Anniversary Celebration*

Thursday, March 28th

4:00 – 7:00 PM

Entertainment by *People of Note* Band
Hosted punch, coffee and light appetizers

Please RSVP by March 22 (415) 899.8290

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Marin Voice: Sponsorships can help our parks

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THE Stafford Lake Bike Park is closer to becoming a reality, thanks to the support our community has shown for the proposed 14-acre facility.

That support has come in the form of participation at public meetings, where attendees enthusiastically helped design the park, and donations from people of all ages, including many kids who can't wait to ride its trails, jumps and other features.

So far, a total of \$158,000 in contributions from individuals and organizations has been raised, out of an estimated \$850,000 required to build the park.

Measure A funds, which county voters generously approved this past November, can't be used by the county to build new recreational facilities like the bike park.

The county's portion of Measure A funds must be used to restore natural resources, maintain county parks and open space preserves, restore and improve public access, and protect natural lands.

Recognizing these challenges, the Marin County Board of Supervisors recently brought us another step closer to reaching our fund-raising goal by unanimously approving policies guiding the county's use of sponsorships as another tool to fund this and other future park improvements.

For decades, sponsorships have been used by public agencies, including parks departments throughout the country, to stretch limited budgets and provide certain public improvements and services that might not otherwise be funded.

They're an example of a public — private partnership. In return for cash, products, or services, a sponsor gets public recognition and visibility.

Typically, the recognition offered is proportionate to a sponsor's contribution, and extends for a set period of time. Sponsors are often businesses, but they could be foundations or individuals as well.

For Marin's county parks, sponsorship arrangements will be considered by the Board of Supervisors on a case-by-case basis, to ensure compliance with the new policies. The recognition and visibility afforded by the county's sponsorship policies are modest in comparison with those offered by some other park departments, so that recognition remains consistent with the look and feel of a public park setting.

Furthermore, the policies limit use of sponsorships to recreational facilities in county parks. There is no provision for sponsorships in county open space preserves.

With Stafford Lake, McNears Beach and Paradise Beach County Parks scheduled for master planning in the next two years, the bike park is the first of many park improvements for which we envision using sponsorships as a means to fund construction.

The bike park promises to be a family-oriented, safe, fun and exciting venue for kids to learn riding skills at all levels. They're eager to see it happen.

The county welcomes donations and sponsorships to help us bring it to fruition.

For more information, go to www.staffordlakebikepark.com.

Judy Arnold of Novato represents District 5 on the Marin Board of Supervisors. She was elected to the board in 2006.