



NORTH MARIN WATER DISTRICT
AGENDA - REGULAR MEETING
 April 2, 2013 – 7:30 p.m.
 District Headquarters
 999 Rush Creek Place
 Novato, California

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

Est. Time	Item	Subject																														
7:30 p.m.	CALL TO ORDER																															
	1.	APPROVE MINUTES FROM REGULAR MEETING , March 19, 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																														
	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. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Consent – Approve:</th> <th style="text-align: left;"><u>Type</u></th> <th style="text-align: left;"><u>DU</u></th> <th style="text-align: left;"><u>EU</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>5. San Marin High School Agreement Resolution</td> <td>Gov't</td> <td></td> <td>0</td> <td></td> </tr> <tr> <td>6. Novato High School Agreement</td> <td>Gov't</td> <td></td> <td>0</td> <td>Resolution</td> </tr> <tr> <td>7. Consent – Approve Destruction of Records</td> <td></td> <td></td> <td></td> <td>Resolution</td> </tr> <tr> <td>8. Consent – Approve Consolidation of District Election and Filing Information</td> <td></td> <td></td> <td></td> <td>Resolution</td> </tr> <tr> <td>9. Consent – Approve Revised District Policies Number 2, 3, & 6</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Consent – Approve:	<u>Type</u>	<u>DU</u>	<u>EU</u>		5. San Marin High School Agreement Resolution	Gov't		0		6. Novato High School Agreement	Gov't		0	Resolution	7. Consent – Approve Destruction of Records				Resolution	8. Consent – Approve Consolidation of District Election and Filing Information				Resolution	9. Consent – Approve Revised District Policies Number 2, 3, & 6				
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	ACTION CALENDAR																															
	10.	Approve: Employer Assisted Housing Program – Board Policy #42																														
	11.	Approve: Compensation for Meadow Park HOA Damaged Landscape/Irrigation																														
	12.	Approve: Comments on County of Marin Parks and Open Space Non-Conforming Use Policy																														
	INFORMATION ITEMS																															
	13.	2012 Novato Water System Master Plan – Administrative Draft																														

All times are approximate and for reference only.

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

(Continued)

Est. Time	Item	Subject
	14.	Board Review of District Policies: 8- Payment of Facilities Benefiting Non- Contiguous Areas 10- Service Connection Dispute Compromise 11- Liability Contingency Fund Application for Water Improvement Districts
	15.	Comments on County of Marin Stream Conservation Area Ordinance
	16.	WAC/TAC Meeting – April 1, 2013
	17.	NBWRA Meeting – March 25, 2013
	18.	NBWA Meeting – April 5, 2013
	19.	MISCELLANEOUS Disbursements Direct Deposit of Disbursements Marin Food Bank Letter Native Plant Sale <u>News Articles:</u> County Oks \$50,000 bike park deal Sonoma County says money spent on lobbying is a good investment Valley of the Moon Press Release Salmon spawning on rebound in Lagunitas watershed
	20.	CLOSED SESSION: Conference with Legal Counsel - Anticipated Litigation – Significant Exposure to Litigation Pursuant to Paragraph (3) of Subdivision (d) of Government Code Section 54956.9 – One Potential Case.
9:00 p.m.	21.	ADJOURNMENT

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DRAFT
NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
March 19, 2013

6 **CALL TO ORDER**

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

12 District employee Robert Clark (Operations/Maintenance Superintendent) and Doug Moore
13 (Construction/Maintenance Superintendent) were in the audience.

14 **MINUTES**

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

17 **GENERAL MANAGER'S REPORT**

18 Mr. DeGabriele informed the Board that the Pt. Reyes Light is planning a story on West
19 Marin Water Systems, including North Marin. He stated that he and Robert Clark will be meeting a
20 reporter of the newspaper and that he has prepared an information handout about the West Marin
21 water supply. He noted that the reporter indicated she may want to speak with a Board member and
22 he suggested Director Rodoni.

23 Mr. DeGabriele advised the Board that he will be attending Sonoma County Water Agency's
24 tour of the coho broodstock hatchery at the Warm Springs Dam on Friday, March 22nd.

25 **OPEN TIME**

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

28 **STAFF / DIRECTORS' REPORTS**

29 President Fraites asked if staff or Directors wished to bring up an item not on the agenda
30 and the following item was discussed:

31 Drew McIntyre informed the Board that staff is working on closing out the contract for the
32 Recycled Water Phase 1b Project and is working with Disney Construction on trying to bring the
33 project to a close. Director Schoonover asked if staff was making progress. Mr. McIntyre replied

1 that he is waiting for a response back from Disney Construction but is unsure of an actual date that
2 the project will close.

3 **MONTHLY PROGRESS REPORT**

4 Mr. DeGabriele reviewed the Monthly Progress Report for February. He stated that water
5 production in both Novato and West Marin is on par with one year ago and that Stafford Treatment
6 Plant continues to produce good quality water since it started up mid January. He stated that
7 Recycled Water Production is expected to start in April, at both Novato Sanitary District and Las
8 Gallinas Valley Sanitary District. Mr. DeGabriele advised the Board that the Stafford Lake data, from
9 February 2012 was erroneous and provided a corrected version to the Board.

10 Mr. DeGabriele stated that Stafford Lake is six-inches below spillway and there has been
11 17.4" of rainfall year-to-date. He advised the Board that the water supply pools at Lake Sonoma and
12 Lake Mendocino are 98% and 88% full and that Lake Pillsbury is only 72% full. Mr. DeGabriele
13 stated that in Oceana Marin both the treatment and storage ponds have adequate freeboard. He
14 informed the Board that he received an email from Tomales Community Service District requesting
15 information about the recent repairs to the cross country sewer lines at Oceana Marin and that
16 Drew McIntyre would give them the information.

17 Mr. DeGabriele informed the Board that employee safety performance continues to be
18 positive and informed the Board that he has asked staff for ideas on how they would like to be
19 recognized for their outstanding safety performance. Mr. DeGabriele stated that in the month of
20 February the construction crew replaced 13 polybutylene service lines. He stated that the Summary
21 of Complaints and Service Orders were down 15% for the month due to fewer high bill complaints
22 compared to last year, but up 10% year-to-date due to almost 100 more high bill complaints this
23 year than last year.

24 Director Baker asked what sort of progress was being made on replacing the polybutylene
25 service lines. Mr. DeGabriele responded that the engineering staff, along with Robert Clark are
26 updating the master plan and are working on replacing services on more of a planned basis. He
27 stated that currently the District tries to replace services in advance of the City of Novato or County
28 of Marin paving or drainage projects.

29 David Bentley reviewed the Monthly Report of Investments stating that at the end of
30 February the District's cash balance was \$8.3M. He informed the Board that the District received a
31 reimbursement from the State of \$789K for the State Revolving Fund Loan for the Recycled Water
32 Project.

33

1 **CONSENT CALENDAR**

2 On the motion of Director Schoonover, seconded by Director Petterle and unanimously
3 carried, the following items were approved on the consent calendar:

4 **LAFCO ELECTIONS BALLOT**

5 At the February 19, 2013 meeting, the Board nominated Director Jack Baker for the Marin
6 LAFCO Special District Regular Member position. Ballots require “ranked” voting to enable an
7 instant run-off. There were four candidates: Lew Kious (Almonte Sanitary District), Jack Baker
8 (NMWD), Richard Snyder (Sanitary District 5), and Craig Murray (Las Gallinas Valley Sanitary
9 District).

10 The Board voted for Marin LAFCO Special District Regular Member to be: 1. Jack Baker and
11 2. Craig Murray.

12 **VACUUM EXCAVATOR PURCHASE**

13 At the February 19, 2013 meeting, the Board authorized staff to solicit bids for a
14 replacement trailer mounted vacuum excavator. The District received a total of three bids, which all
15 came in above the FY2012/13 \$65,000 budget amount. The \$530 budget exceedance will be made
16 up from other equipment purchase items which came in below budget.

17 The Board authorized staff to award the purchase contract for the new trailer mounted
18 vacuum excavator to ALLQUIP Universal for a total of \$65,530.

19 **ACTION CALENDAR**

20 **LEONARD CHARLES ASSOCIATES CONTRACT AMENDMENT FOR PR TREATMENT PLANT**

21 **SOLIDS HANDLING PROJECT**

22 Drew McIntyre reminded the Board that at the February 5th meeting, staff updated the Board
23 on the status of the Marin County Coastal Development Permit required for the Pt. Reyes
24 Treatment Plant Solids Handling Project. He noted that additional information was being requested
25 and in order to get the information needed staff would have additional consulting fees of up to \$60K.
26 Mr. McIntyre stated that Leonard Charles would be providing the needed biological assessment
27 including studies on the spotted owl, evolutions of the plant and wild life species in and around the
28 area, and mapping those sensitive species. He stated that the additional services would cost
29 \$12,851.

30 On motion of Director Schoonover, seconded by Director Rodoni and unanimously carried,
31 the Board authorized the General Manager to execute a contract amendment with Leonard Charles

1 & Associates to perform the biological site assessment in the amount of \$12,851 and a contingency
2 not to exceed \$1,300.

3 **HYDROSCIENCE ENGINEERS CONTRACT AMENDMENT FOR PR WATER TREATMENT**
4 **PLANT SOLIDS HANDLING PROJECT**

5 Drew McIntyre reminded the Board that at the February 5th meeting, staff updated the Board
6 on the status of the Marin County Coastal Development Permit required for the Pt. Reyes
7 Treatment Plant Solids Handling Project. He noted that additional information was being requested
8 and in order to get the information needed staff would have additional consulting fees of up to \$60K.
9 Mr. McIntyre stated that HydroScience would be performing the additional work to fulfill the
10 requirements for the permit design stage costing \$8,220.

11 On motion of Director Petterle, seconded by Director Rodoni and unanimously carried, the
12 Board authorized the General Manager to execute a contract amendment with HydroScience
13 Engineers, Inc. for additional design phase services in the amount of \$8,220 and a contingency not
14 to exceed \$1,000.

15 **PACIFIC LAND SURVEYS TOPOGRAPHIC UTILITY SURVEY CONTRACT - GALLAGHER**
16 **WELL PIPELINE PROJECT**

17 Mr. McIntyre reminded the Board that staff submitted an application to the State for
18 Proposition 50 grant funding on March 5, 2013 for the Gallagher Well Pipeline Project. He stated
19 that the design phase for the project will take up to three months and staff would like to move
20 forward in completing the survey work needed in advance. Mr. McIntyre stated that staff requested
21 proposals from survey firms and Pacific Land Surveys was the lowest cost at \$10,500. He noted
22 that the design for this project would be done by staff and construction of the project would be
23 competitively bid.

24 Director Baker asked if the District would still be eligible for the grant funding if they start
25 surveying before receiving the money. Mr. McIntyre stated that the District would still be eligible for
26 the grant funds.

27 On motion of Director Rodoni, seconded by Director Baker and unanimously carried the
28 Board authorized the General Manager to execute a survey contract with Pacific Land Surveys in
29 the amount of \$10,500 and a contingency not to exceed \$1,500.

30

1 **AWARD CONTRUCTION CONTRACT FOR RECYCLED WATER ONSITE RETROFIT PROJECT**
2 **– GROUP 2**

3 Mr. McIntyre reminded the Board of the onsite retrofit project that the District has for the
4 Recycled Water North and South project. He stated that staff received approval to advertise the
5 work at the January 15th meeting and twelve contractors attended the mandatory pre-bid meeting
6 and the District received four bids. Mr. McIntyre said that Wildcat Engineering was the lowest bidder
7 at \$249,189. He noted that staff completed the evaluation of the bid proposals and checked
8 references. He stated that the project consisted of converting 13 customer sites who currently are
9 using potable water, to recycled water for irrigation. He noted that there are four sites in the North
10 service area, with the remainder in the South service Area. Mr. McIntyre advised the Board that
11 staff requests authorization to award the work to Wildcat Engineering to complete the project.

12 On motion of Director Petterle, seconded by Director Schoonover and unanimously carried,
13 the Board approved award of the Recycled Water Onsite Retrofit Project – Group 2 construction
14 contract to Wildcat Engineering and authorize the General Manager to execute an agreement with
15 Wildcat Engineering.

16 **INFORMATION ITEMS**

17 **BOARD REVIEW OF DISTRICT POLICIES: 2 - BILL ADJUSTMENT POLICY, 3 - BILL**
18 **ADJUSTMENT POLICY RE STORM DAMAGE (NATURAL DISASTERS), 6 – LATE CHARGE**
19 **AND SHUT – OFF POLICY**

20 Mr. DeGabriele informed the Board that it had been 7 years since all Board policies had
21 been reviewed. He stated that on future agenda's the Board would receive several policies with
22 recommended changes from staff in highlighted/strike-out format and request suggestions from the
23 Board. He stated that he would bring back the amended policies at a later date to be adopted. Mr.
24 DeGabriele advised the Board that under review currently is Policy Number 2 – Bill Adjustment,
25 Policy Number 3 – Bill Adjustment re Storm Damage (Natural Disasters), and Policy Number 6 –
26 Late Charge and Shut-Off Policy.

27 Director Baker asked when Policy Number 3 was initiated. Mr. DeGabriele stated that it was
28 likely initiated subsequent to the 1982 storm, where homes were demolished and services were
29 interrupted.

30 President Fraithe asked if there was a timeline for the payment in Policy Number 6 – Late
31 Charge and Shut-Off Policy. Mr. DeGabriele responded that if a consumer is unable to provide the
32 payment at the time of shut-off the consumer's water will be turned off.

1 Director Rodoni asked if in Policy Number 6 – Late Charge and Shut-Off Policy, the District
2 should determine a bill amount that staff could ignore and to include that amount as part of the
3 policy. David Bentley responded that staff does use such a threshold amount and he will consult
4 with the Consumer Services staff to consider adding it to the policy.

5 Director Petterle suggested that Policy Number 3- should change the title from Bill
6 Adjustment re Storm Damage to Bill Adjustment re Natural Disasters.

7 **LEVERONI CREEK BANK REPAIR PROJECT CLOSE OUT**

8 Mr. McIntyre reviewed the Leveroni Creek Bank Repair Project stating that the total project
9 cost was \$150,000 compared to the budget of \$185,000. He stated that the District will have to
10 continue to do post construction monitoring for three years and will continue irrigating the new
11 plantings.

12 Mr. Clark stated that a local Boy Scout troop including employee Joe Cilia's son, James Cilia
13 whom became a new Eagle Scout as a result of the work completed. Mr. Clark informed the Board
14 that James put together a work schedule, outlined the plants needed and cost and got a good sized
15 group of volunteers to help complete the project which saved the District money. He stated the kids
16 did a great job.

17 **MISCELLANEOUS**

18 The Board received the following miscellaneous information: Disbursements, Margaret
19 Todd Senior Center 1993 – 2013 Celebrating 20 years, and Brown Announces Appointments to
20 Water Board, Delta Stewardship Council.

21 The Board also received the following news articles: Marin Voice: Sponsorships can help
22 our parks.

23 Mr. DeGabriele alerted the Board that he received an email from Bob Maddow regarding
24 the Governors appointments to the State Water Resources Control Board and Delta Stewardship
25 Council and shared it with the Board providing a more personal perspective on the appointments.

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

27 Submitted by
28

29
30
31 Katie Young
32 District Secretary

MEMORANDUM

To: Board of Directors

March 29, 2013

From: Drew McIntyre, Chief Engineer *DM*

Subject: Water Service Agreement – San Marin High School 6-Inch Fire Service
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RECOMMENDED ACTION: The Board approve authorization of this agreement.

FINANCIAL IMPACT: \$195,650 (Developer Funded)

Project Description

The San Marin High School Cafeteria 6-Inch Fire Service Project proposes to construct a new fire sprinkled cafeteria building at the school site at 15 San Marin Drive (see attached vicinity map). The site is owned by the Novato Unified School District (NUSD). The new Cafeteria will be located at a site that is currently undeveloped grass covered space. In addition to the eating area, the new Cafeteria facilities include a new warm-up kitchen (no dishwasher) and new bathrooms. New water facilities required include approximately 610 feet new 12" PVC, 20 feet. Of new 12" steel welded pipe, one 6-inch fire service assembly and one commercial hydrant near the new fire service.

Water Use Analysis

The property currently receives Zone B high pressure water service through four existing water services. Two domestic supply water services, a 2" meter and a 3" compound meter, were set in 1968 and provide most of the water to the school campus. Two fire services, one 4-inch set in 1968 and one 6-inch set in 2001, each of which include a 5/8-inch bypass meter. As part of this project, the District evaluated water demand for the entire San Marin High School site as discussed further below.

Domestic water service for San Marin High School was first established in 1968 with installation of one-2" meter (Service 9515) and one-3" compound meter (Service 9517) to serve the site. The first ten year historical use entitlement (1968 – 1977) is eighty-six (86) equivalent dwelling units (EDUs). Starting in 2005, NUSD installed water conservation projects including plumbing retrofits (2005-2009), synthetic turf installation at the existing playing field (2005) and a weather-based irrigation controller installation (2009). The synthetic turf installation significantly lowered water demand at the school and therefore the most recent water demand history is evaluated from 2005, (the year of the synthetic turf installation) to present. The resulting eight year historical water demand for Services 9515 and 9517 (2005-2012) shows

Approved by GM *CD*

Date *3/29/2013*

that demand equates to eighty (80) EDUs.

The current cafeteria building project water demand is estimated at two (2) EDUs for the new warm-up kitchen and new bathrooms. The remaining entitlement for the site is four (4) EDUs (86 original entitlement– 80 current use– 2 proposed developments) as described previously. Accordingly, there are no additional Facility Reserve Charge fees due for the current project and four (4) EDUs remain as available entitlement for future water use by NUSD at the San Marin High School Site. As has been customary with previous city, county and special district (i.e., NUSD and Novato Sanitary District) projects, the North Marin Water District will invoice NUSD for payment of actual costs upon completion of work.

Environmental Document Review

This project has been determined to be exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15301 and 15304.

RECOMMENDATION:

That the Board approve authorization of this agreement.

PART ONE
HIGH PRESSURE
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
FOR
SAN MARIN HIGH SCHOOL CAFETERIA 6-INCH FIRE SERVICE

THIS AGREEMENT, which consists of this Part One and Part Two, Standard Provisions, attached hereto and a part hereof, is made and entered into as of _____, 2013, by and between NORTH MARIN WATER DISTRICT, herein called "District," and NOVATO UNIFIED SCHOOL DISTRICT, herein called "Applicant."

WHEREAS, the Applicant, pursuant to District Regulation 1, land use approval for the real property in the District commonly known as Marin County Assessor's Parcel Number 124-020-04 and the project known as SAN MARIN HIGH SCHOOL CAFETERIA 6-INCH FIRE SERVICE 15 SAN MARIN DRIVE, consisting of one (1) lot for government development; and

WHEREAS, the Applicant shall enter into an agreement with the District and complete financial arrangements for water service to said parcel;

WHEREAS, water service for San Marin High School was first established in 1968 (NMWD services- 9515, 9516 and 9517) when the District installed one 2-inch domestic water service (9515), one 4-inch fire service with bypass meter (9516), and one 3-inch domestic water service (9517) of which the first ten year historical use entitlement is eighty-six (86) equivalent dwelling units (EDUs); and

WHEREAS, water conservation projects installed by NUSD at San Marin High School include synthetic turf installation to replace existing irrigated turf at the football stadium (2005), plumbing retrofits (2006-2009) and weather-based irrigation controller installation (2009) have resulted in significant decrease in water demand at the school site starting in 2005; and

WHEREAS, historical water demand between 2005 and 2012 equaled eighty (80) EDUs; and

WHEREAS, the current cafeteria proposed is estimated to increase water usage by two (2) EDU's, however if water usage of the proposed cafeteria exceeds the estimated water usage exceeds two (2) EDUs, then additional fees will be due; and

WHEREAS, if the ten year average for water usage at the site ever exceeds eighty six (86) EDU's, then additional fees will be due.

NOW THEREFORE, the parties hereto agree as follows:

1. The Applicant hereby applies to the District for water service to said real property and project and shall comply with and be bound by all terms and conditions of this agreement, the District's regulations, standards and specifications and shall construct or cause to be constructed the water facilities required by the District to provide water service to the real property and project. Upon acceptance of the completed water facilities, the District shall provide water service to said real property and project in accordance with its regulations from time to time in effect.

2. Prior to the District issuing written certification to the City, County or State that financial arrangements have been made for construction of the required water facilities, the Applicant shall complete such arrangements with the District in accordance with Section 5 of this agreement.

3. Prior to release or delivery of any materials by the District or scheduling of either construction inspection or installation of the facilities by the District, the Applicant shall:

a. deliver to the District vellum or mylar prints of any revised utility plans approved by the City or County to enable the District to determine if any revisions to the final water facilities construction drawings are required. The proposed facilities to be installed are shown on Drawing No. 1 2760.001, entitled, "SAN MARIN HIGH SCHOOL CAFETERIA 6-INCH FIRE SERVICE", a copy of which is attached, marked Exhibit "A", and made a part hereof. (For purposes of recording, Exhibit "A" is not attached but is on file in the office of the District.)

b. grant or cause to be granted to the District without cost and in form satisfactory to the District all easements and rights of way shown on Exhibit "A" or otherwise required by the District for the facilities.

c. deliver to the District a written construction schedule to provide for timely withdrawal of guaranteed funds for ordering of materials to be furnished by the District and scheduling of either construction inspection or construction pursuant to Section 5 hereof.

4. Except for fire service, new water service shall be limited to the number and size of services for which Initial Charges are paid pursuant to this agreement. Initial Charges for new services, estimated District costs and estimated applicant installation costs are as follows:

<u>Initial Charges</u>			
Meter Charges (Domestic) (Included in Estimated District Costs) One 5/8-inch @	\$ 0.00	\$ 0.00
Subtotal - Initial Charges.....			\$ 0.00

<u>Estimated District Costs</u>	
Pipe, Fittings & Appurtenances.....	\$ 24,625.00
District Construction Labor.....	\$ 62,988.00

Engineering & Inspection.....	\$ 7,600.00
Bulk Materials.....	\$ 11,714.00
Subtotal –Estimated District Costs.....	\$106,927.00
 <u>Estimated Applicant Installation Costs</u>	
Installation Labor.....	\$ 50,000.00
Contractor Furnished – Pipe Fittings & Appurtenances.....	\$ 15,335.00
Bulk Materials.....	\$ 23,388.00
Subtotal- Estimated Applicant Installation Costs.....	\$ 88,723.00
TOTAL ESTIMATED WATER FACILITIES COSTS.....	\$195,650.00

(Bulk materials are such items as crushed rock, imported backfill, concrete, reinforcing steel, paving materials, and the like, which are to be furnished by the contractor performing the work.)

5. Financial Arrangements to be made by the Applicant shall consist of the following:

Initial Charges and Estimated District Costs

The Applicant shall either pay to the District or provide a two (2) year irrevocable letter of credit in form satisfactory to the District and payable at sight at a financial institution in the Novato area the sum of Initial Charges and Estimated District Costs as set forth in Section 4 hereof in the amount of **\$ 106,927** If the Applicant provides the two (2) year irrevocable letter of credit, the District shall immediately draw down Initial Charges and shall draw upon the remaining funds guaranteed by the letter at any time the District deems appropriate to recover the Estimated District Costs which normally will be at least thirty (30) days prior to the anticipated start of construction for the ordering of materials to be furnished by the District.

Estimated Installation Costs

Alternate No. 1 – Installation By Applicant: If the Applicant elects to install the facilities or hire a private contractor to install the facilities, the Applicant shall provide financial guarantees satisfactory to the District in the form of a performance bond in the amount of **\$ 88,723** conditioned upon installation of the facilities and furnishing of bulk materials and a maintenance bond in the amount of **\$ 22,181** conditioned upon payment of the cost of maintaining, repairing, or replacing the facilities during the period of one (1) year following completion of all the facilities and acceptance by the District. Performance and maintenance bonds shall be executed by a California admitted surety insurer with a minimum A.M. Best rating of A-VII. In lieu of posting bonds, the Applicant may provide an irrevocable letter or letters of credit payable at sight at a financial institution in the Novato area guaranteeing funds in the same amounts. All financial guarantees shall be provided by the Applicant rather than the

contractor. The Applicant or contractor, whichever performs the work, shall be properly licensed therefore by the State of California and shall not be objectionable to the District.

Alternate No. 2 – Installation By District: If the Applicant requests the District to install the facilities and the District consents to do so, the Applicant shall either pay to the District the total Estimated Installation Costs set forth in Section 4 hereof in the amount of **\$ 106,927** or shall include such amount in the irrevocable letter of credit provided for the Initial Charges and Estimated District Costs set forth first above. The District shall draw upon installation funds guaranteed by the letter at any time the District deems appropriate which normally will be at least thirty (30) days prior to the anticipated start of construction.

Whenever an irrevocable letter of credit is required by this agreement, the Applicant may substitute a certificate of deposit at a financial institution in the Novato area provided the certificate may be cashed at sight by the District at any time.

6. High pressure water service will be rendered in accordance with District Regulation 12 entitled "High Pressure Service". The Applicant shall install a private pressure regulating device for each service to said lots as required by local ordinances and plumbing codes prior to occupancy of any structures. Said private pressure regulating devices shall be in accordance with District Standard 28 but shall not be a part of the District's water system. The maintenance and operation of said devices shall be the responsibility of the property owners.

7. Water service through the facilities to be installed pursuant to this agreement will not be furnished to any building unless the building is connected to a public sewer system or to a waste water disposal system approved by all governmental agencies having regulatory jurisdiction. This restriction shall not apply to temporary water service during construction.

8. All estimated costs set forth in this agreement shall be subject to periodic review and revision at the District's discretion. In the event the Applicant has not completed financial arrangements with the District in accordance with Section 5 hereof prior to expiration of six (6) months from the date of this agreement, all Initial Charges and estimated costs set forth in Section 4 hereof shall be revised to reflect then current District charges and estimates. In the event the Applicant has not secured final land use approval for the project from the City of Novato or County of Marin, recorded a final map and diligently commenced construction of improvements required by those agencies and the District prior to expiration of one (1) year from the date of this agreement, the District may, at its option, either retract financial certifications issued to City, County and State agencies and terminate this agreement or require amendment of this agreement and review of all Initial Charges and estimated costs contained herein. The Applicant shall pay any balance due upon demand or furnish a guarantee of such payment satisfactory to the District.

9. All extensions of time granted by the City of Novato or the County of Marin for the Applicant to comply with conditions of land use approval or to construct improvements pursuant to a subdivision improvement agreement shall require concurrent extensions of this agreement and shall be cause for review and revision of all Initial Charges and estimated costs set forth in Section 4 hereof. The Applicant shall apply to the District for extension of this agreement prior to approval of the Applicant's requests for such extensions by either the City of Novato or the County of Marin.

10. This agreement shall bind and benefit the successors and assigns of the parties hereto; however, this agreement shall not be assigned by the Applicant without the prior written consent of the District. Assignment shall be made only by a separate document prepared by the District at the Applicant's written request.

NORTH MARIN WATER DISTRICT
"District"

ATTEST:

Rick Fraites, President

Katie Young, Secretary

(SEAL)

NOVATO UNIFIED SCHOOL DISTRICT
"Applicant"

(SEAL)

Marla Blackledge, Chief Financial Officer

NOTES: *If the Applicant executing this agreement is a corporation, a certified copy of the bylaws or resolutions of the Board of Directors of said corporation authorizing designated officers to execute this agreement shall be provided.*

This agreement must be executed by the Applicant and delivered to the District within thirty (30) days after it is authorized by the District's Board of Directors. If this agreement is not signed and returned within thirty days, it shall automatically be withdrawn and void. If thereafter a new agreement is requested, it shall incorporate the Initial Charges (connection fees) and cost estimates then in effect.

ALL SIGNATURES MUST BE ACKNOWLEDGED BEFORE A NOTARY PUBLIC.

RESOLUTION NO. 13-
AUTHORIZATION OF EXECUTION
OF
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
WITH
NOVATO UNIFIED SCHOOL DISTRICT

BE IT RESOLVED by the Board of Directors of NORTH MARIN WATER DISTRICT that the President and Secretary of this District be and they hereby are authorized and directed for and on behalf of this District to execute that certain water service facilities construction agreement between this District and Novato Unified School District, a School District, providing for the installation of water distribution facilities to provide domestic water service to that certain real property known as 15 SAN MARIN DRIVE, Marin County Assessor's Parcel Number 124-020-04, NOVATO, CALIFORNIA.

* * *

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the 2nd day of April, 2013, by the following vote:

AYES:

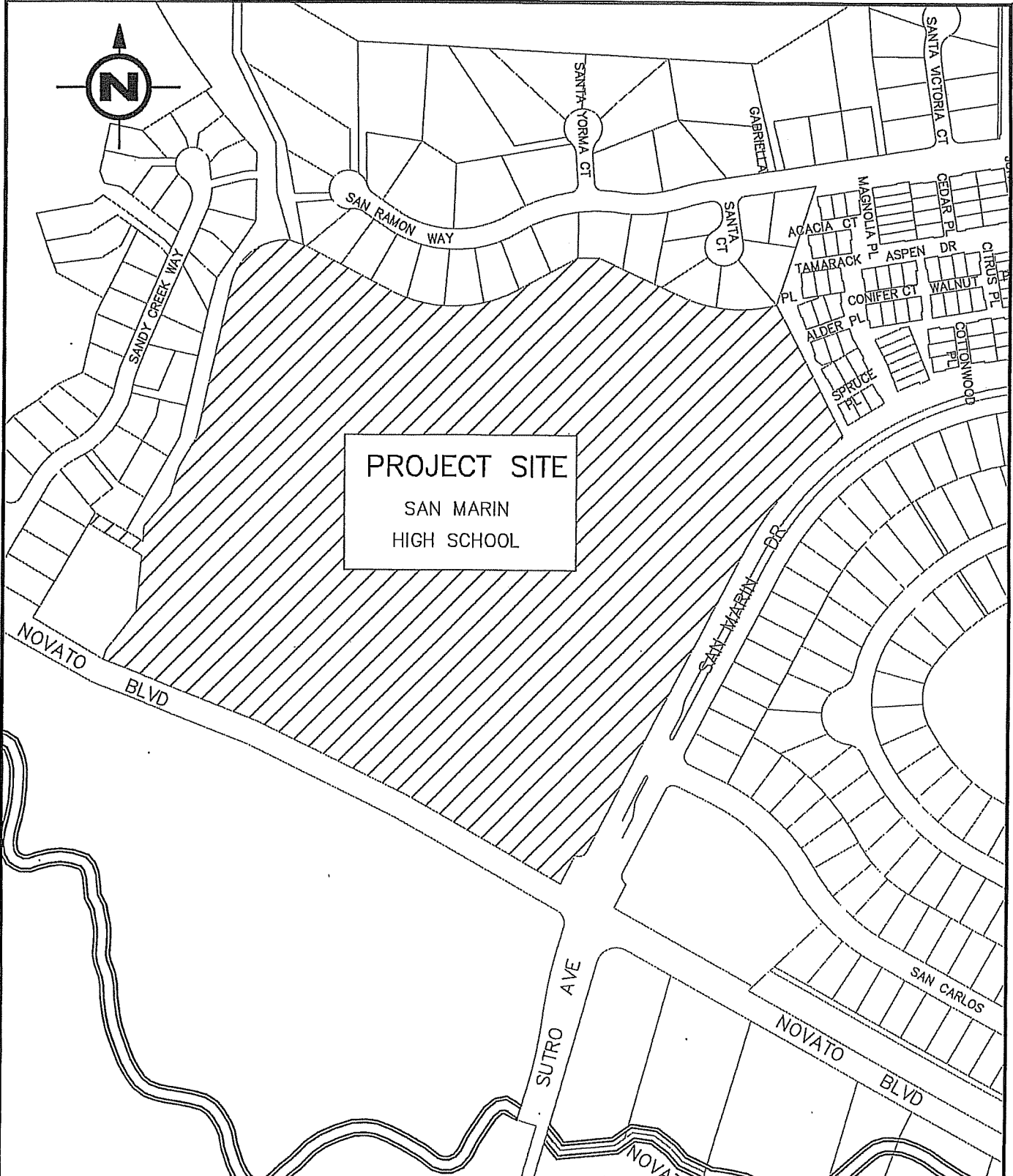
NOES:

ABSENT:

ABSTAINED:

(SEAL)

Katie Young, Secretary
North Marin Water District



PROJECT SITE
SAN MARIN
HIGH SCHOOL

SAN MARIN HIGH SCHOOL 15 SAN MARIN DRIVE			
DATE	SCALE	JOB.NO.	DWG.NO.
2/28/13	NTS	2759	MAP

MEMORANDUM

To: Board of Directors
From: Drew McIntyre, Chief Engineer *DM*
Subject: Water Service Agreement – Novato High School 6-Inch Fire Service
r:\folders by job no\2700 jobs\2759\2759 bod memo_nhs er.doc

March 29, 2013

RECOMMENDED ACTION: The Board approve authorization of this agreement.
FINANCIAL IMPACT: \$150,817 (Developer Funded)

Project Description

The Novato High School Cafeteria 6-Inch Fire Service Project proposes to construct a new fire sprinkled cafeteria building at the school site at 625 Arthur Street (see attached vicinity map). The site is owned by the Novato Unified School District (NUSD). The new cafeteria building will replace existing hardscape and also incorporate and modernize an existing campus building. In addition to the new eating area, the new cafeteria facilities include a new warm-up kitchen (no dishwasher) and new bathrooms. New water facilities required include approximately 190 feet of new 12" PVC, 80 feet of 8" PVC, 20 feet 12" welded steel pipe, one 6-inch fire service assembly and one commercial hydrant near the new fire service to supply the new fire sprinklers to the new building.

Water Use Analysis

The property currently receives Zone A water service through one existing water service designed for fire and domestic service (metered water is used for domestic and private fire line supply). As part of this project, the District evaluated water demand for the entire Novato High School site as discussed further below.

Water service for Novato High School was first established in 1957 with installation of one 4-inch meter (Service 3375) to serve the site. The service was upgraded to two 3-inch meters in parallel in 1964 and then further upgraded in 1998 to the 6" x 3" fire line meter which exists today. The first ten year historical use entitlement (1957 – 1966) is eighty-nine (89) equivalent dwelling units (EDUs). Starting in 2004, NUSD installed water conservation projects including plumbing retrofits (2004-2011), synthetic turf installation at the existing football stadium (2005) and a weather-based irrigation controller installation (2009). The project significantly lowered water demand at the school and therefore the most recent water demand history is evaluated from 2004, (water conservation projects started) to present. The resulting nine year historical water demand for Service 3375 (2004-2012) shows that demand equates to

Approved by GM *CD*

Date *3/29/2013*

eighty-two (82) EDUs.

The current cafeteria project water demand is estimated at two (2) EDUs for the new warm-up kitchen and new bathrooms. Because the remaining entitlement for the site is five (5) EDUs (89 original entitlement– 82 current use– 2 proposed development) as described previously, accordingly, there are no additional Facility Reserve Charge fees due for the current project and five (5) EDUs remain as available entitlement for future use by NUSD at the Novato High School site. As has been customary with previous city, county and special district (i.e., NUSD and Novato Sanitary District) projects, the North Marin Water District will invoice NUSD for payment of actual costs upon completion of work.

Environmental Document Review

This project has been determined to be exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15301 and 15304.

RECOMMENDATION:

That the Board approve authorization of this agreement.

PART ONE
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
FOR
NOVATO HIGH SCHOOL CAFETERIA 6-INCH FIRE SERVICE

THIS AGREEMENT, which consists of this Part One and Part Two, Standard Provisions, attached hereto and a part hereof, is made and entered into as of _____, 2013, by and between NORTH MARIN WATER DISTRICT, herein called "District," and NOVATO UNIFIED SCHOOL DISTRICT, herein called "Applicant."

WHEREAS, the Applicant, pursuant to District Regulation 1, land use approval for the real property in the District commonly known as Marin County Assessor's Parcel Number 151-061-06 and the project known as NOVATO HIGH SCHOOL CAFETERIA 6-INCH FIRE SERVICE 625 ARTHUR STREET, consisting of one (1) lot for government development; and

WHEREAS, the Applicant shall enter into an agreement with the District and complete financial arrangements for water service to said parcel;

WHEREAS, water service for Novato High School was first established in 1957 (NMWD service- 3375) when the District installed one 4-inch domestic and fire water service which was upgraded to two (2) 3-inch meters in parallel in 1965, and then further upgraded in 1998 to the 6" x 3" fire line meter which exist today, of which the first ten year historical use entitlement (1957-1966) is eighty-nine (89) equivalent dwelling units (EDUs); and

WHEREAS, water conservation projects installed by NUSD at Novato High School include synthetic turf installation to replace existing irrigated turf at the football stadium (2005), plumbing retrofits (2004-2011) and weather-based irrigation controller installation (2009) have resulted in significant decrease in water demand at the school site starting in 2004; and

WHEREAS, historical water demand between 2004 and 2011 equaled eighty-two (82) EDUs; and

WHEREAS, the current cafeteria proposed is estimated to increase water usage by two (2) EDUs, however if water usage by the proposed cafeteria exceeds the estimated water usage exceeds two (2) EDUs, then additional fees will be due; and

WHEREAS, if the ten year average for water usage at the site ever exceeds eighty-nine (89) EDUs, then additional fees will be due.

NOW THEREFORE, the parties hereto agree as follows:

1. The Applicant hereby applies to the District for water service to said real property and project and shall comply with and be bound by all terms and conditions of this agreement, the District's regulations, standards and specifications and shall construct or cause to be constructed the water facilities required by the District to provide water service to the real property and project. Upon acceptance of the completed water facilities, the District shall provide water service to said real property and project in accordance with its regulations from time to time in effect.

2. Prior to the District issuing written certification to the City, County or State that financial arrangements have been made for construction of the required water facilities, the Applicant shall complete such arrangements with the District in accordance with Section 5 of this agreement.

3. Prior to release or delivery of any materials by the District or scheduling of either construction inspection or installation of the facilities by the District, the Applicant shall:

a. deliver to the District vellum or mylar prints of any revised utility plans approved by the City or County to enable the District to determine if any revisions to the final water facilities construction drawings are required. The proposed facilities to be installed are shown on Drawing No. 1 2759.001, entitled, "NOVATO HIGH SCHOOL CAFETERIA 6-INCH FIRE SERVICE", a copy of which is attached, marked Exhibit "A", and made a part hereof. (For purposes of recording, Exhibit "A" is not attached but is on file in the office of the District.)

b. grant or cause to be granted to the District without cost and in form satisfactory to the District all easements and rights of way shown on Exhibit "A" or otherwise required by the District for the facilities.

c. deliver to the District a written construction schedule to provide for timely withdrawal of guaranteed funds for ordering of materials to be furnished by the District and scheduling of either construction inspection or construction pursuant to Section 5 hereof.

4 Except for fire service, new water service shall be limited to the number and size of services for which Initial Charges are paid pursuant to this agreement. Initial Charges for new services, estimated District costs and estimated applicant installation costs are as follows:

Initial Charges

Meter Charges (Domestic) (Included in Estimated District Costs)	One 5/8-inch @	\$	0.00	\$	0.00
Subtotal - Initial Charges.....				\$	0.00

Estimated District Costs

Pipe, Fittings & Appurtenances.....	\$	20,396.00
District Construction Labor.....	\$	41,738.00

Engineering & Inspection.....	\$ 7,756.00
Bulk Materials.....	\$ 5,093.00
Subtotal –Estimated District Costs.....	\$ 74,983.00
<u>Estimated Applicant Installation Costs</u>	
Installation Labor.....	\$ 48,750.00
Contractor Furnished – Pipe Fittings & Appurtenances.....	\$ 8,476.00
Bulk Materials.....	\$ 18,608.00
Subtotal- Estimated Applicant Installation Costs.....	\$ 75,834.00
TOTAL ESTIMATED WATER FACILITIES COSTS.....	\$150,817.00

(Bulk materials are such items as crushed rock, imported backfill, concrete, reinforcing steel, paving materials, and the like, which are to be furnished by the contractor performing the work.)

5. Financial Arrangements to be made by the Applicant shall consist of the following:

Initial Charges and Estimated District Costs

The Applicant shall either pay to the District or provide a two (2) year irrevocable letter of credit in form satisfactory to the District and payable at sight at a financial institution in the Novato area the sum of Initial Charges and Estimated District Costs as set forth in Section 4 hereof in the amount of **\$ 74,983** If the Applicant provides the two (2) year irrevocable letter of credit, the District shall immediately draw down Initial Charges and shall draw upon the remaining funds guaranteed by the letter at any time the District deems appropriate to recover the Estimated District Costs which normally will be at least thirty (30) days prior to the anticipated start of construction for the ordering of materials to be furnished by the District

Estimated Installation Costs

Alternate No. 1 – Installation By Applicant: If the Applicant elects to install the facilities or hire a private contractor to install the facilities, the Applicant shall provide financial guarantees satisfactory to the District in the form of a performance bond in the amount of **\$ 75,834** conditioned upon installation of the facilities and furnishing of bulk materials and a maintenance bond in the amount of **\$ 18,959** conditioned upon payment of the cost of maintaining, repairing, or replacing the facilities during the period of one (1) year following completion of all the facilities and acceptance by the District. Performance and maintenance bonds shall be executed by a California admitted surety insurer with a minimum A.M. Best rating of A-VII. In lieu of posting bonds, the Applicant may provide an irrevocable letter or letters of credit payable at sight at a financial institution in the Novato area guaranteeing funds in the same amounts. All financial guarantees shall be provided by the Applicant rather than the

contractor. The Applicant or contractor, whichever performs the work, shall be properly licensed therefore by the State of California and shall not be objectionable to the District.

Alternate No. 2 – Installation By District: If the Applicant requests the District to install the facilities and the District consents to do so, the Applicant shall either pay to the District the total Estimated Installation Costs set forth in Section 4 hereof in the amount of **\$ 75,834** or shall include such amount in the irrevocable letter of credit provided for the Initial Charges and Estimated District Costs set forth first above. The District shall draw upon installation funds guaranteed by the letter at any time the District deems appropriate which normally will be at least thirty (30) days prior to the anticipated start of construction.

Whenever an irrevocable letter of credit is required by this agreement, the Applicant may substitute a certificate of deposit at a financial institution in the Novato area provided the certificate may be cashed at sight by the District at any time.

6. Water service through the facilities to be installed pursuant to this agreement will not be furnished to any building unless the building is connected to a public sewer system or to a waste water disposal system approved by all governmental agencies having regulatory jurisdiction. This restriction shall not apply to temporary water service during construction.

7. The District has determined that recycled water may be supplied for irrigation in the future and requires that the Applicant's irrigation system be designed to use recycled water per District regulations and specifications. Provisions shall be made, as directed by the District, to allow for connection of Applicant's irrigation system to the recycled distribution main when it becomes available. In the interim, potable water shall be supplied through a potable irrigation water meter with a reduced pressure principle backflow device. When recycled water becomes available, the irrigation system will be connected to the recycled water distribution main per District requirements at the time the connection is made.

8. All estimated costs set forth in this agreement shall be subject to periodic review and revision at the District's discretion. In the event the Applicant has not completed financial arrangements with the District in accordance with Section 5 hereof prior to expiration of six (6) months from the date of this agreement, all Initial Charges and estimated costs set forth in Section 4 hereof shall be revised to reflect then current District charges and estimates. In the event the Applicant has not secured final land use approval for the project from the City of Novato or County of Marin, recorded a final map and diligently commenced construction of improvements required by those agencies and the District prior to expiration of one (1) year from the date of this agreement, the District may, at its option, either retract financial certifications issued to City, County and State agencies and terminate this agreement or require amendment of this agreement and review of all Initial Charges and estimated

costs contained herein. The Applicant shall pay any balance due upon demand or furnish a guarantee of such payment satisfactory to the District.

9. All extensions of time granted by the City of Novato or the County of Marin for the Applicant to comply with conditions of land use approval or to construct improvements pursuant to a subdivision improvement agreement shall require concurrent extensions of this agreement and shall be cause for review and revision of all Initial Charges and estimated costs set forth in Section 4 hereof. The Applicant shall apply to the District for extension of this agreement prior to approval of the Applicant's requests for such extensions by either the City of Novato or the County of Marin.

10. This agreement shall bind and benefit the successors and assigns of the parties hereto; however, this agreement shall not be assigned by the Applicant without the prior written consent of the District. Assignment shall be made only by a separate document prepared by the District at the Applicant's written request.

NORTH MARIN WATER DISTRICT
"District"

ATTEST:

Rick Fraites, President

Katie Young, Secretary

(SEAL)

NOVATO UNIFIED SCHOOL DISTRICT
"Applicant"

(SEAL)

Marla Blackledge, Chief Financial Officer

NOTES: *If the Applicant executing this agreement is a corporation, a certified copy of the bylaws or resolutions of the Board of Directors of said corporation authorizing designated officers to execute this agreement shall be provided.*

This agreement must be executed by the Applicant and delivered to the District within thirty (30) days after it is authorized by the District's Board of Directors.

If this agreement is not signed and returned within thirty days, it shall automatically be withdrawn and void. If thereafter a new agreement is requested, it shall incorporate the Initial Charges (connection fees) and cost estimates then in effect.

ALL SIGNATURES MUST BE ACKNOWLEDGED BEFORE A NOTARY PUBLIC

RESOLUTION NO. 13-
AUTHORIZATION OF EXECUTION
OF
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
WITH
NOVATO UNIFIED SCHOOL DISTRICT

BE IT RESOLVED by the Board of Directors of NORTH MARIN WATER DISTRICT that the President and Secretary of this District be and they hereby are authorized and directed for and on behalf of this District to execute that certain water service facilities construction agreement between this District and Novato Unified School District, a School District, providing for the installation of water distribution facilities to provide domestic water service to that certain real property known as 625 ARTHUR STREET, Marin County Assessor's Parcel Number 151-061-06, NOVATO, CALIFORNIA.

* * *

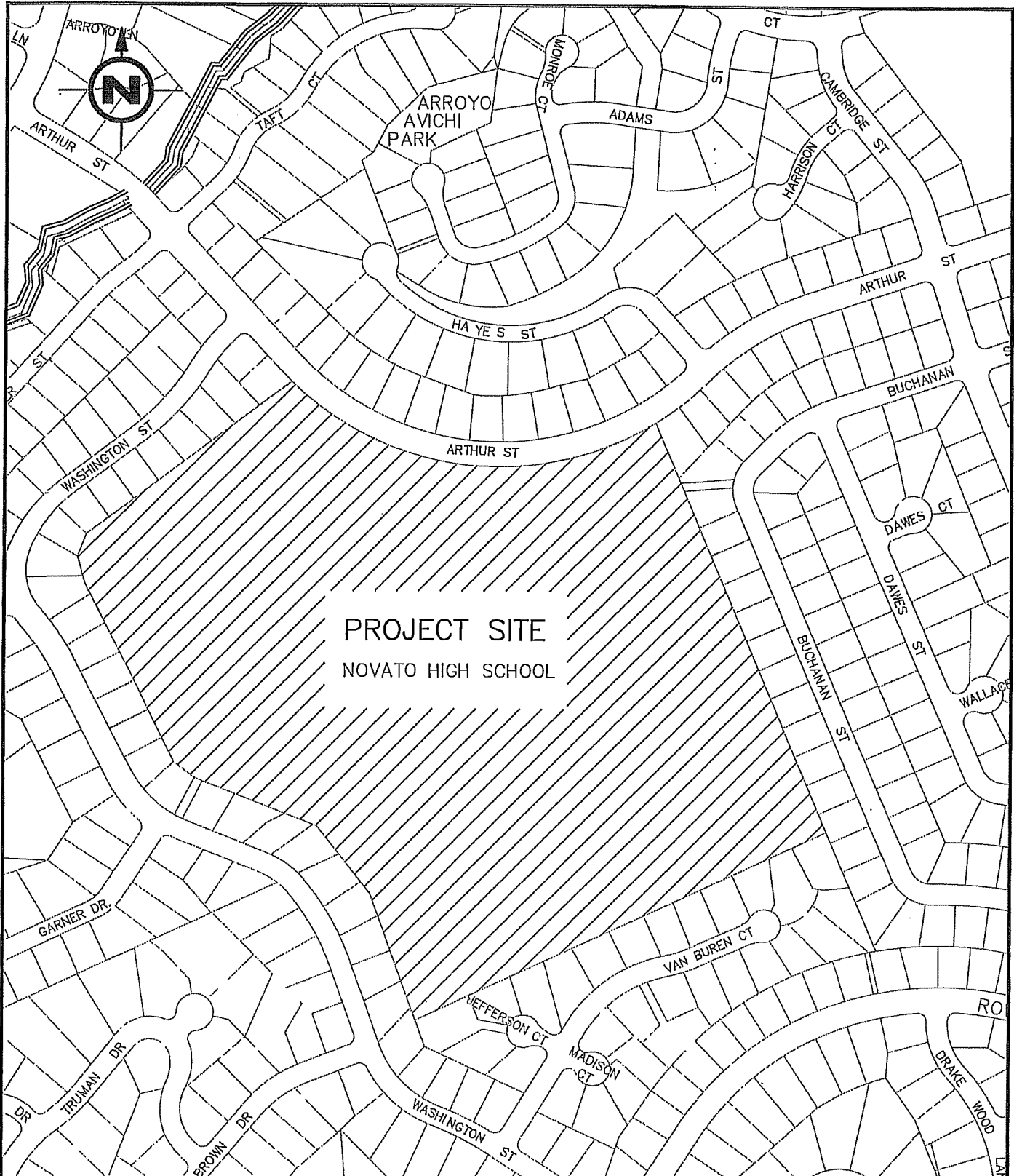
I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the 2nd day of April, 2013, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

(SEAL)

Katie Young, Secretary
North Marin Water District

Feb 28, 2013 - 1:59pm W:\JOB\SET_UP\TEMP_MAP_TEMPLATE.dwg User: ACANTILLER



PROJECT SITE
NOVATO HIGH SCHOOL

NOVATO HIGH SCHOOL 625 ARTHUR STREET			
DATE	SCALE	JOB.NO.	DWG.NO.
2/28/13	NTS	2760	MAP

MEMORANDUM

To: Board of Directors
Chris DeGabriele, General Manager

March 29, 2013

From: Katie Young, District Secretary and Records Retention Manager *KY*

Subject: Records Retention Program – Destruction of Records
t:\gm\admin secl\record retention\2013\board memo 0413.doc

RECOMMENDED ACTION: Approve Destruction of Records

FINANCIAL IMPACT: \$400 for document shredding

The District's Policy for the Retention of Documents and Destruction of Specified Documents was approved by the Board in 2002 and revised in 2003. The Policy states that once a year, on or about April 21, the documents designated as eligible will be destroyed in an appropriate manner. This year, destruction of records is scheduled for April 19, 2013. Board and staff are invited to bring in personal records for shredding at a cost of \$8 per box.

Attached is a proposed resolution for the Board to approve the destruction of certain records for this year. Exhibit A of the proposed resolution is the Request for Destruction of Records forms for documents to be eliminated. The lists of files to be destroyed have been reviewed and approved by: (1) Department Head, (2) Records Retention Manager, (3) Auditor-Controller and (4) General Manager.

RECOMMENDATION

Approve resolution authorizing the Destruction of Certain Records on or about April 21, 2013 in the manner consistent with District Policy.

Approved by GM *CD*
Date *3/29/2013*

**DRAFT
RESOLUTION 13-XX**

**RESOLUTION OF THE BOARD OF DIRECTORS OF
NORTH MARIN WATER DISTRICT TO
APPROVE DESTRUCTION OF CERTAIN RECORDS**

WHEREAS, California Government Code §60200, et seq., authorizes the legislative body of a district to authorize the destruction of certain documents without retaining copies and authorizes the destruction of documents not expressly required by law to be maintained, if conditions are complied with as specified in Government Code §60203, and

WHEREAS, The Board of Directors of the North Marin Water District adopted Resolution 02-20 on June 4, 2002 establishing a policy for retention of documents and destruction of specified documents, and

WHEREAS, revisions to said policy was approved by the Board of Directors on July 15, 2003, and

WHEREAS, the Request for Destruction of Record forms describing the document or documents to be destroyed, with the written approval of the District's Department Heads, Records Retention Manager, Auditor-Controller and General Manager appearing thereon, is attached as Exhibit A.

NOW, THEREFORE, be it resolved by the Board of Directors of the North Marin Water District, that the records described in Exhibit A attached are hereby approved for destruction on or about April 21, 2013 in an appropriate manner.

* * * * *

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the second day of April 2013 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

(SEAL)

Katie Young
District Secretary

**NORTH MARIN WATER DISTRICT RECORDS RETENTION
REQUEST FOR DESTRUCTION OF RECORDS**

Retention periods for the listed records have expired. Please indicate your approval by signing where indicated. If you disapprove for any reason, mark through the record, initial and state reason for disapproval.

Box No. or Dept.	RECORD NAME	DATE RANGE		NMWD Retention Period
		From	To	
locked	Employee Housing - O'Reilly, Matchette & Moore (Not Used)		1999	ACT+6
locked	Employee Group Life Insurance (to 1999)	1991	1995	ACT+6
locked	Long Term Disability 1991-1995		1999	ACT+6
locked	Worker's Comp Ins. File #1 1999		1987	ACT +6
locked	Vision Insurance (board memo, analysis(1986-1987)	1986		ACT + 6
	Disclosure Statements, Form 700	2002	2005	ACT + 6

Request prepared by: Katie Young Date: 02/08/13

DESTRUCTION APPROVALS SIGNATURES

Department Head <i>Chris DeFabiulo</i>	Date Approved <u>3/26/2013</u>
Auditor-Controller <i>Chris DeFabiulo</i>	Date Approved <u>3/26/13</u>
Records Retention Manager <i>Chris DeFabiulo</i>	Date Approved <u>3/26/13</u>
General Manager <i>Chris DeFabiulo</i>	Date Approved <u>3/26/2013</u>

BOD Meeting Approval
Date: _____
Certificate of Destruction completed:
Date: _____ No. _____ By: _____

SUGGESTED METHOD OF DESTRUCTION

Shredding
 Waste Paper (Recycled)
 Other
Note: Confidential records will be destroyed by shredding

**NORTH MARIN WATER DISTRICT RECORDS RETENTION
REQUEST FOR DESTRUCTION OF RECORDS**

Retention periods for the listed records have expired. Please indicate your approval by signing where indicated. If you disapprove for any reason, mark through the record, initial and state reason for disapproval.

Box No. or Dept.	RECORD NAME	DATE RANGE		NMWD Retention Period
		From	To	
Locked	Abrams, Melissa	1988	1999	ACT + 03
Locked	Adams, Willie	1988	1999	ACT + 03
Locked	Alanis, Saul	1988	1999	ACT + 03
Locked	Allen, David	1988	1999	ACT + 03
Locked	Allen, Linda	1988	1999	ACT + 03
Locked	Amundson, Dean	1988	1999	ACT + 03
Locked	Bakalar, Brian James	1988	1999	ACT + 03
Locked	Barbosa, Elizabeth	1988	1999	ACT + 03
Locked	Beittel, June	1988	1999	ACT + 03
Locked	Benkie, Valerie Lynn	1988	1999	ACT + 03
Locked	Bolton, Sean	1988	1999	ACT + 03
Locked	Bredehoff, Chad	1988	1999	ACT + 03
Locked	Bundesen, Bart	1988	1999	ACT + 03
Locked	Bundesen, Derek	1988	1999	ACT + 03
Locked	Bundesen, Greg	1988	1999	ACT + 03
Locked	Burr, Andrew Lynn	1988	1999	ACT + 03
Locked	Butti, Morgan	1988	1999	ACT + 03
Locked	Butti, Michele	1988	1999	ACT + 03
Locked	Dettling, Troy C.	1988	1999	ACT + 03
Locked	Dilena, John G	1988	1999	ACT + 03

Request prepared by: Katie Young	Date: 03/08/13
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DESTRUCTION APPROVALS SIGNATURES	
Department Head <i>Chris Dykstra</i>	Date Approved 3/26/2013
Auditor-Controller <i>Paul R. Scott</i>	Date Approved 3/26/13
Records-Retention Manager <i>Chris Dykstra</i>	Date Approved 3/26/13
General Manager <i>Chris Dykstra</i>	Date Approved 3/26/2013

BOD Meeting Approval
Date: _____
Certificate of Destruction completed: Date: _____ No. _____ By: _____

SUGGESTED METHOD OF DESTRUCTION	
Shredding <input checked="" type="checkbox"/> X	Other <input type="checkbox"/> _____
Waste Paper (Recycled)	Note: Confidential records will be destroyed by shredding

**NORTH MARIN WATER DISTRICT RECORDS RETENTION
REQUEST FOR DESTRUCTION OF RECORDS**

Retention periods for the listed records have expired. Please indicate your approval by signing where indicated. If you disapprove for any reason, mark through the record, initial and state reason for disapproval.

Box No. or Dept.	RECORD NAME	DATE RANGE		NMWD Retention Period
		From	To	
Locked	Dimaano, Carlotta	1988	1999	ACT + 03
Locked	Dodson, Jacob	1988	1999	ACT + 03
Locked	Dowden, Tricia	1988	1999	ACT + 03
Locked	Duran, Katrina	1988	1999	ACT + 03
Locked	Fasano, Alaina	1988	1999	ACT + 03
Locked	Fletcher, Fiona	1988	1999	ACT + 03
Locked	Fox, Kenneth	1988	1999	ACT + 03
Locked	Freeman, Daniel	1988	1999	ACT + 03
Locked	Frink, Claudia	1988	1999	ACT + 03
Locked	Giannini, A.P. Pete	1988	1999	ACT + 03
Locked	Haas, William	1988	1999	ACT + 03
Locked	Hodges, Shawn	1988	1999	ACT + 03
Locked	Holland, Alan	1988	1999	ACT + 03
Locked	Hubley, Jeff	1988	1999	ACT + 03
Locked	Johnstone, Robert	1988	1999	ACT + 03
Locked	Klein, Stephen	1988	1999	ACT + 03
Locked	Keller, Michele	1988	1999	ACT + 03
Locked	Koehler, Candyce	1988	1999	ACT + 03
Locked	Kruta, Janae	1988	1999	ACT + 03
Locked	Leonard, Molly A	1988	1999	ACT + 03

Request prepared by: Katie Young	Date: 03/08/13
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DESTRUCTION APPROVALS SIGNATURES	
Department Head <i>Chris D'Agostino</i>	Date Approved 3/26/2013
Auditor-Controller <i>Debra S. Smith</i>	Date Approved 3/26/13
Records Retention Manager <i>Chris D'Agostino</i>	Date Approved 3/26/13
General Manager <i>Chris D'Agostino</i>	Date Approved 3/26/2013
BOD Meeting Approval	
Date:	No. _____ By: _____

SUGGESTED METHOD OF DESTRUCTION	
Shredding X	<input type="checkbox"/> Other _____
Waste Paper (Recycled)	Note: Confidential records will be destroyed by shredding

**NORTH MARIN WATER DISTRICT RECORDS RETENTION
REQUEST FOR DESTRUCTION OF RECORDS**

Retention periods for the listed records have expired. Please indicate your approval by signing where indicated. If you disapprove for any reason, mark through the record, initial and state reason for disapproval.

Box No. or Dept.	RECORD NAME	DATE RANGE		NMWD Retention Period
		From	To	
Locked	Lively, Tawnya	1988	1999	ACT + 03
Locked	Martin, Alan	1988	1999	ACT + 03
Locked	Martin, Jason	1988	1999	ACT + 03
Locked	Martin, Thomas	1988	1999	ACT + 03
Locked	Meyer, Michael	1988	1999	ACT + 03
Locked	Moreda, Doug	1988	1999	ACT + 03
Locked	Moor, Bill	1988	1999	ACT + 03
Locked	McGrath, Mark	1988	1999	ACT + 03
Locked	McKenzie, Darius	1988	1999	ACT + 03
Locked	McKenzie, Dasan	1988	1999	ACT + 03
Locked	Neitzel, Eric	1988	1999	ACT + 03
Locked	Nolan, Jeff	1988	1999	ACT + 03
Locked	O'Reilly, Brendon	1988	1999	ACT + 03
Locked	Ostrowski, Cherrie Louise	1988	1999	ACT + 03
Locked	Ostrowski, Chris	1988	1999	ACT + 03
Locked	Owen, Sarah	1988	1999	ACT + 03
Locked	Pedersen, Suzanne	1988	1999	ACT + 03
Locked	Picard, Travis	1988	1999	ACT + 03
Locked	Polacchi, John	1988	1999	ACT + 03
Locked	Pullman, Tiffany	1988	1999	ACT + 03

Request prepared by: Katie Young	Date: 03/08/13
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DESTRUCTION APPROVALS SIGNATURES	
Department Head <i>Chris D'Fabrizio</i>	Date Approved 3/26/13
Auditor-Controller <i>Dis 2 St</i>	Date Approved 3/26/13
Records Retention Manager <i>[Signature]</i>	Date Approved 3/26/13
General Manager <i>Chris D'Fabrizio</i>	Date Approved 3/26/13

BOD Meeting Approval	Date:
Certificate of Destruction completed:	No. _____ By: _____

SUGGESTED METHOD OF DESTRUCTION	
Shredding <input checked="" type="checkbox"/> Waste Paper (Recycled)	Other <input type="checkbox"/> Confidential records will be destroyed by shredding

**NORTH MARIN WATER DISTRICT RECORDS RETENTION
REQUEST FOR DESTRUCTION OF RECORDS**

Retention periods for the listed records have expired. Please indicate your approval by signing where indicated. If you disapprove for any reason, mark through the record, initial and state reason for disapproval.

Box No. or Dept.	RECORD NAME	DATE RANGE		NMWD Retention Period
		From	To	
Locked	Ramser, Chris	1988	1999	ACT + 03
Locked	Ramser, Tina	1988	1999	ACT + 03
Locked	Ricco, Donald	1988	1999	ACT + 03
Locked	Ricco, Marie	1988	1999	ACT + 03
Locked	Rogers, Lindsey	1988	1999	ACT + 03
Locked	Rowden, Jamar	1988	1999	ACT + 03
Locked	Silva, Anthony	1988	1999	ACT + 03
Locked	Simpson, Dean	1988	1999	ACT + 03
Locked	Sims, Raquel	1988	1999	ACT + 03
Locked	Stafford, David	1988	1999	ACT + 03
Locked	Santana, Jess	1988	1999	ACT + 03
Locked	Stevens, Kathleen	1988	1999	ACT + 03
Locked	Stewart, Kathleen	1988	1999	ACT + 03
Locked	Stout, Gordan	1988	1999	ACT + 03
Locked	Stout, Julie Ann	1988	1999	ACT + 03
Locked	Tasby, Beria	1988	1999	ACT + 03
Locked	Tank, Edward	1988	1999	ACT + 03
Locked	Tank, Kristina	1988	1999	ACT + 03
Locked	Tanner, Tim	1988	1999	ACT + 03
Locked	Taurian, Kevin	1988	1999	ACT + 03

Request prepared by: Katie Young	Date: 03/08/13
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DESTRUCTION APPROVALS SIGNATURES	
Department Head <i>Chris DeFazio</i>	Date Approved 3/26/2013
Auditor-Controller <i>Debra S. Smith</i>	Date Approved 3/26/13
Records Retention Manager <i>Chris DeFazio</i>	Date Approved 3/26/13
General Manager <i>Chris DeFazio</i>	Date Approved 3/26/2013

BOD Meeting Approval	Date: _____ No. _____ By: _____
Certificate of Destruction completed:	

SUGGESTED METHOD OF DESTRUCTION	
Shredding <input checked="" type="checkbox"/> X	<input type="checkbox"/> Other _____
Waste Paper (Recycled)	Note: Confidential records will be destroyed by shredding

NORTH MARIN WATER DISTRICT RECORDS RETENTION REQUEST FOR DESTRUCTION OF RECORDS

Retention periods for the listed records have expired. Please indicate your approval by signing where indicated. If you disapprove for any reason, mark through the record, initial and state reason for disapproval.

Request prepared by: Katie Young Date: 03/08/13

Table with columns: Box No. or Dept., RECORD NAME, DATE RANGE (From/To), NIMWD Retention Period. Lists records for Tiscornia, Nicholas; Toupal, Walter; Truttman, Tim; Tuttle, Melissa; Varbel, David; Welch, Andy; Wolfe, Pamela; Yee, Arnold; Zepponi, Andrew; Zimberoff, Rafael; Temporary Summer Help prior to 1988; Student Intern Program.

DESTRUCTION APPROVALS SIGNATURES. Department Head: Chris D'Agostino (3/26/2013), Auditor-Controller: [Signature] (3/26/13), Records Retention Manager: [Signature] (3/20/13), General Manager: Chris D'Agostino (3/26/2013).

BOD Meeting Approval Date: Certificate of Destruction completed: Date: No. By:

SUGGESTED METHOD OF DESTRUCTION. Shredding X Waste Paper (Recycled). Note: Confidential records will be destroyed by shredding.

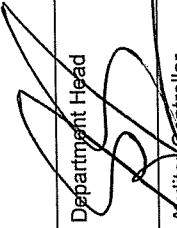


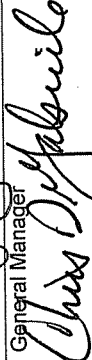
T:\Record Retention\GM\2013\Temp Employees 5.doc

**NORTH MARIN WATER DISTRICT RECORDS RETENTION
REQUEST FOR DESTRUCTION OF RECORDS**

Retention periods for the listed records have expired. Please indicate your approval by signing where indicated. If you disapprove for any reason, mark through the record, initial and state reason for disapproval.

Box No. or Dept.	RECORD NAME	DATE RANGE		NIMWD Retention Period
		From	To	
WQ/Lab	Micro QA 2007		2007	CY + 5
WQ/Lab	2007 Micro PE Results		2007	CY + 5
WQ/Lab	WQ Complaints 2007		2007	CY + 5
WQ/Lab	QC Docs Chem (sewage and sludge) 1974, 1975, 1976	1974	1976	CY + 10

Request prepared by: Katie Young	Date: 03/08/13
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DESTRUCTION APPROVALS SIGNATURES	
Department Head 	Date Approved 3/25/13
Auditor/Controller 	Date Approved 3/26/13
Records Retention Manager 	Date Approved 3/26/13
General Manager 	Date Approved 3/26/2013

BOD Meeting Approval	
Date:	
Certificate of Destruction completed:	
Date: _____ No. _____	By: _____

SUGGESTED METHOD OF DESTRUCTION	
<input checked="" type="checkbox"/> Shredding Waste Paper (Recycled)	<input type="checkbox"/> Other Note: Confidential records will be destroyed by shredding

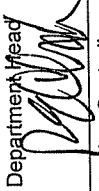
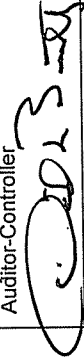
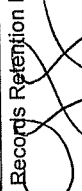
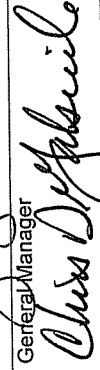
**NORTH MARIN WATER DISTRICT RECORDS RETENTION
REQUEST FOR DESTRUCTION OF RECORDS**

Retention periods for the listed records have expired. Please indicate your approval by signing where indicated. If you disapprove for any reason, mark through the record, initial and state reason for disapproval.

Request prepared by: Katie Young Date: 03/08/13

Box No. or Dept.	RECORD NAME	DATE RANGE		NMWD Retention Period
		From	To	
M-12-02	Backflow Prevention Assembly Test Reports -2009		2009	CY + 03

DESTRUCTION APPROVALS SIGNATURES

Department Head 	Date Approved <u>3/26/13</u>
Auditor-Controller 	Date Approved <u>3/26/13</u>
Records Retention Manager 	Date Approved <u>3/26/13</u>
General Manager 	Date Approved <u>3/26/2013</u>

BOD Meeting Approval
Date: _____ No. _____ By: _____

Certificate of Destruction completed:
Date: _____ No. _____ By: _____

SUGGESTED METHOD OF DESTRUCTION

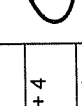
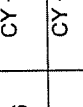
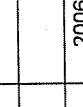
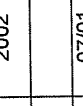
Shredding Waste Paper (Recycled)

Other _____
Note: Confidential records will be destroyed by shredding

**NORTH MARIN WATER DISTRICT RECORDS RETENTION
REQUEST FOR DESTRUCTION OF RECORDS**

Retention periods for the listed records have expired. Please indicate your approval by signing where indicated. If you disapprove for any reason, mark through the record, initial and state reason for disapproval.

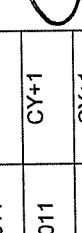
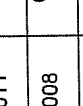
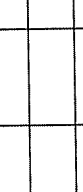

Box No. or Dept.	RECORD NAME	DATE RANGE		NIMWD Retention Period
		From	To	
	Purchase Orders 2010		2010	CY + 2
	Receiving Reports		2010	CY + 2
	Purchase Orders 2006		2008	CY + 2
	Purchase Orders 2009		2009	CY + 2
	Job Cost- Daily Job Transaction Register	06/21/07	01/04/08	CY + 4
	Job Cost- Daily Job Transaction Register	12/31/07	06/18/08	CY + 4
	AR- Invoices	12/01	04/06	CY + 6
	A/P Check Requests			CY + 6
	AFLAC			CY + 6
	Direct Deposit Register	2002	2006	CY + 6
	AP Master Journal			CY + 6
	AP Check Registers	07/01	01/07	CY + 6
	F/A Depreciation Expense Reports	07/01/08	06/30/09	CY + 3
	F/A Net Value Report	07/31/07	07/09/08	CY + 2
	A/P Invoice Registers			CY + 4
	A/P Receipt of Invoice	07/01/07	04/04/08	CY + 4
	AP Disbursements List	01/14/04	2/22/06	CY + 6
	Payroll Check Register	12/31/00	04/30/06	CY + 6
	AP Posting Registers	01/06	05/06	CY + 6

Request prepared by: Katie Young		Date: 03/08/13
DESTRUCTION APPROVALS SIGNATURES		
Department Head		Date Approved 3/26/13
Auditor-Controller		Date Approved 3/26/13
Records Retention Manager		Date Approved 3/26/13
General Manager		Date Approved 3/26/2013
BOD Meeting Approval		
Date:	Certificate of Destruction completed:	
Date: _____ No. _____	By: _____	
SUGGESTED METHOD OF DESTRUCTION		
<input checked="" type="checkbox"/> Shredding Waste Paper (Recycled)		
<input type="checkbox"/> Other Note: Confidential records will be destroyed by shredding		

**NORTH MARIN WATER DISTRICT RECORDS RETENTION
REQUEST FOR DESTRUCTION OF RECORDS**

Retention periods for the listed records have expired. Please indicate your approval by signing where indicated. If you disapprove for any reason, mark through the record, initial and state reason for disapproval.

Box No. or Dept.	RECORD NAME	DATE RANGE		NIMWD Retention Period
		From	To	
	Collection List		2010	CY+02
	Past Due Registers - Reminder Notices		2011	CY + 01
	Hydrant Meter Application 2008		2008	CY+03
	Hydrant Meter Application 2009		2009	CY+03
	2011 Water Load Log/Permits		2011	CY+1
	2011 Customer Service Questionnaire		2011	CY+1
	2011 Notification Log (From NPD)		2011	CY+1
	2008 Service Orders R-Z + Numbered Sts (yellow tags)		2008	CY + 4
	2008 & Older Fee Adjustment Credit Memos		2008	CY + 4
	Consumer Application (In & Out) 2008		2008	CY +4
	2011 Bills Over \$100		2011	CY+ 1
	2010/Older Closed APS Applications		2010	CY+ 2
	2007-2009 Customer Correspondence	2007	2009	CY+ 3
	2011 Shut-Offs		2011	CY + 1
	Service Orders (Yellow Tags)		2008	CY+4
	2008 Service Orders A - Q Streets		2010	CY + 2
	2010 Cash Register Tapes		12/09	CY + 3
	Encode Tapes	01/09	12/09	CY + 3
	Posted Payments Reports	01/08	05/08	CY + 4
	Posted Payments Reports	06/08	09/08	CY + 4
	Posted Payments Reports	10/08	12/08	CY + 4

Request prepared by: Katie Young		Date: 03/08/13
DESTRUCTION APPROVALS SIGNATURES		
Department Head		Date Approved 3/26/13
Auditor-Controller		Date Approved 3/26/13
Records Retention Manager		Date Approved 3/26/13
General Manager		Date Approved 3/26/2013
BOD Meeting Approval		
Date: _____		
Certificate of Destruction completed: _____		
Date: _____	No. _____	By: _____
SUGGESTED METHOD OF DESTRUCTION		
<input checked="" type="checkbox"/> X Shredding Waste Paper (Recycled)		
<input type="checkbox"/> Other Note: Confidential records will be destroyed by shredding		

**NORTH MARIN WATER DISTRICT RECORDS RETENTION
REQUEST FOR DESTRUCTION OF RECORDS**

Retention periods for the listed records have expired. Please indicate your approval by signing where indicated. If you disapprove for any reason, mark through the record, initial and state reason for disapproval.

Box No. or Dept.	RECORD NAME	DATE RANGE		NIMWD Retention Period
		From	To	
	Meter Edits Cycle 1-4		2008	CY + 4
	Billing Register Cycle 1&2		2008	CY + 4
	Old Close		2008	CY + 4
	Meter Edits Cycle 8		2008	CY + 4
	Meter Edits Cycle 4-6		2008	CY + 4
	Billing Register Cycle 3-5		2008	CY + 4
	2008 Monthly Adjustment Report CY+\$		2008	CY+4
	2008 Pass Thru (APS Bank Draft)		2008	CY+4
	2008 APS Correction Report		2008	CY+4
	2007 Summary use by structure		2007	CY+5
	2007 New customer List		2007	CY+5
	2008 Sewer Register		2008	CY+4
	2006 Delinquent Sewer Letters		2006	CY+6
	2008 Returned checks		2008	CY+4
	2008 Bill Adjustments		2008	CY+4
	2008 Bankruptcy report		2008	CY+4
	2008 Bank Draft corrections		2008	CY+4
	2008 APS Pass thru detail rpt.		2008	CY+4
	2008 Corrected bills		2008	CY+4
	2008 Collection report - Money repaid		2008	CY+4
	2008 collection list		2008	CY+4

Request prepared by: Katie Young Date: 03/08/13

DESTRUCTION APPROVALS SIGNATURES

Department Head: [Signature] Date Approved: 3/26/13

Auditor-Controller: [Signature] Date Approved: 3/26/13

Records Retention Manager: [Signature] Date Approved: 3/26/13

General Manager: [Signature] Date Approved: 3/26/2013

BOD Meeting Approval
Date: _____
Certificate of Destruction completed: No. _____ By: _____

SUGGESTED METHOD OF DESTRUCTION

Shredding Waste Paper (Recycled)

Other _____
Note: Confidential records will be destroyed by shredding

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



NORTH MARIN WATER DISTRICT RECORDS RETENTION
REQUEST FOR DESTRUCTION OF RECORDS

Retention periods for the listed records have expired. Please indicate your approval by signing where indicated. If you disapprove for any reason, mark through the record, initial and state reason for disapproval.

Box No. or Dept.	RECORD NAME	DATE RANGE		NMWD Retention Period
		From	To	
	2007 New Services		2007	CY + 5
	Payment Stubs 07/09/08 to 12/30/08	07/09/08	12/30/08	CY + 4

Request prepared by: Katie Young Date: 03/08/13

DESTRUCTION APPROVALS SIGNATURES

Department Head 	Date Approved 3/26/13
Auditor-Controller 	Date Approved 3/26/13
Records Retention Manager 	Date Approved 3/26/13
General Manager 	Date Approved 3/26/2013

BOD Meeting Approva
Date: _____ No. _____ By: _____

Certificate of Destruction completed:

SUGGESTED METHOD OF DESTRUCTION

X Shredding
Waste Paper (Recycled)

Other
Note: Confidential records will be destroyed by shredding

NORTH MARIN WATER DISTRICT RECORDS RETENTION
REQUEST FOR DESTRUCTION OF RECORDS

Retention periods for the listed records have expired. Please indicate your approval by signing where indicated. If you disapprove for any reason, mark through the record, initial and state reason for disapproval.

Box No. or Dept.	RECORD NAME	DATE RANGE		NMWD Retention Period
		From	To	
	Bill's Towing Claim		05/03/05	ACT + 6
	Bishop Claim		10/03	ACT + 6
	Buckwalter Claim		01/10/04	ACT + 6
	McKenzie Accident		02/24/05	ACT + 6
	Nichelini Claim		12/17/04	ACT + 6
	PG&E Claim		05/04	ACT + 6
	PG&E Claim		11/04	ACT + 6
	Rudolph Accident		08/20/04	ACT + 6
	Rupp Accident		09/09/03	ACT + 6
	Sensi Accident		05/02/05	ACT + 6
	Sjoblom Accident		10/01/04	ACT + 6
	Sterkin Claim		07/28/04	ACT + 6

Request prepared by: Katie Young
Date: 03/08/13

DESTRUCTION APPROVALS SIGNATURES

Department Head: *[Signature]* Date Approved: 3/26/13

Auditor-Controller: *[Signature]* Date Approved: 3/26/13

Records Retention Manager: *[Signature]* Date Approved: 3/26/13

General Manager: *[Signature]* Date Approved: 3/26/2013

BOD Meeting Approval
Date: _____
Certificate of Destruction completed: _____
Date: _____ No. _____ By: _____

SUGGESTED METHOD OF DESTRUCTION

X Shredding
Waste Paper (Recycled)

Other
Note: Confidential records will be destroyed by shredding

MEMORANDUM

To: Board of Directors
From: Katie Young, District Secretary *KY*
Subj: Resolution re Consolidation of District Election and Filing Information
District Election, November 5, 2013

March 29, 2013

t:\board\elections\memo re cons of election 2013.doc

RECOMMENDED ACTION: Approve Resolution Re Consolidation of District Election

FINANCIAL IMPACT: Approximately \$2,000 Cost Saving for Consolidating Election

Attached for the Board's approval is a resolution requesting consolidation of the District's election on November 5, 2013, and requesting election services by the County Clerk. The Marin County Registrar of Voters has requested that the District's resolution include language stating that the North Marin Water District is requesting that Marin County hold the election for the few Sonoma County voters eligible to vote for the District's Board.

Regular 4-Year Terms of the following Directors will end in 2013:

Rick Frait

John Schoonover

The filing period for the November 5, 2013 District Election is **July 15 to August 9, 2013**. Nomination papers will be available from the County Clerk/Elections Division, Hall of Justice, Civic Center, San Rafael.

If nomination papers are not filed by ALL incumbents by 5:00 p.m. on August 9, 2013, the filing period will be extended to 5:00 p.m., August 14, 2013. **Note: Only non-incumbent candidates may file nomination papers during an extended filing period.**

Upon taking out nomination papers, candidates will be given a copy of Candidates Guidelines with detailed information. If you have any questions, please contact the County Clerk's office (Dan Miller) at 473-6437. Please be aware that **all candidates are required to file a Candidates Statement of Economic Interests (Form 700)** with the county elections where they file their Declaration of Candidacy. I will provide copies of Form 700 to the two current Directors whose terms will end in 2013.

Candidates who are elected, or appointed in lieu of a contested election, take office at 12 noon on Friday, December 6, 2013 and serve a four-year term.

RECOMMENDATION

Board adopt attached resolution.

Approved by GM CD

Date 3/29/2013

**DRAFT
RESOLUTION NO.**

**RESOLUTION OF THE GOVERNING BODY OF THE
NORTH MARIN WATER DISTRICT**

PROPOSING AN ELECTION BE HELD IN MARIN COUNTY;
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY
OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING
ELECTION SERVICES BY THE REGISTRAR OF VOTERS

WHEREAS, it is the determination of said governing body that a Consolidated District and School Election to be held on the 5th day of November, 2013, at which election the issue to be presented to the voters shall be:

To elect members to the Board

Number of Regular Term Positions (4 year) 2

Number of Short Term Positions (2 year) 0

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Marin is hereby requested to:

- 1) Consolidate said election with any other applicable election conducted on the same day;
- 2) Authorize and direct the Registrar of Voters at District expense, to provide all necessary election services and to canvass the results of said election.
- 3) Requests that Marin County hold the election on behalf of any Sonoma County voters eligible to vote for the District's Board.

PASSED AND ADOPTED this second day of April 2013 by the following vote, to wit:

AYES: Directors

NOES: Director

ABSENT: Director

PRESIDENT BOARD OF DIRECTORS

ATTEST: _____
Secretary

MEMORANDUM

To: Board of Directors
From: Chris DeGabriele, General Manager *CD*
Subject: Adopted Revised District Policies Number 2, 3 & 6
t:\hr\policies\bod policies\policy review 2013\bod memo adopt 040213.doc

March 29, 2013

RECOMMENDED ACTION: Adopt Revised District Policies

FINANCIAL IMPACT: None

Pursuant to direction received at the March 19th Board meeting, three of the following District policies have been revised to reflect the Board and staff's comments and standardize the policy format:

Policy Number 2 – Bill Adjustment Policy

Policy Number 3 – Bill Adjustment Re Storm Damages (Natural Disasters)

Policy Number 6 – Late Charge and Shut Off Policy

RECOMMENDATION:

Board adopt the revised District policies:

Policy Number 2 – Bill Adjustment Policy

Policy Number 3 – Bill Adjustment Re Natural Disasters

Policy Number 6 – Late Charge and Shut Off Policy

Approved by GM *CD*
Date 3/29/2013

NORTH MARIN WATER DISTRICT

POLICY: BILL ADJUSTMENT POLICY
POLICY NUMBER: 2

Original Date: February 7, 1967
Last Review:
Adopted:

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, or designee, 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:
Revision Adopted:

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 or verification as solely determined by District staff. 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:
Revision Adopted:

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 NOTICE:

Only one Reminder Notice will be mailed. The Reminder Notice ~~will be mailed an additional~~extend the due date to pay by 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 due date, Late Payment Charges will be assessed. No additional notice will be provided mailed.

LATE PAYMENT CHARGES: (Collection and Turn-Off)

Late Payment Charges will be assessed based on the number of times a ~~consumer~~customer 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 ~~consumer~~customer 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~~customer claims that the bill has already been paid, the service person ~~will~~should ask for a receipt. If the consumer is unable to provide the receipt, the service person ~~will~~should 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 29, 2013

From: David L. Bentley, Auditor-Controller

Subj: Employer Assisted Housing Program - Board Policy #42

t:\ac\word\personnel\housing assistance\program suspension.docx

RECOMMENDED ACTION: Suspend Program

FINANCIAL IMPACT: None

In 1992 the District adopted an Employer Assisted Housing Program with the goal of increasing the number of employees available to respond rapidly to emergencies affecting the operation of the District. In 1992 only 16% of District employees lived within NMWD's Service Territory (12% in Novato), and 75% of employees lived outside Marin County. Today, 49% of employees live within NMWD's Service Territory (45% in Novato), and 47% live outside Marin County.

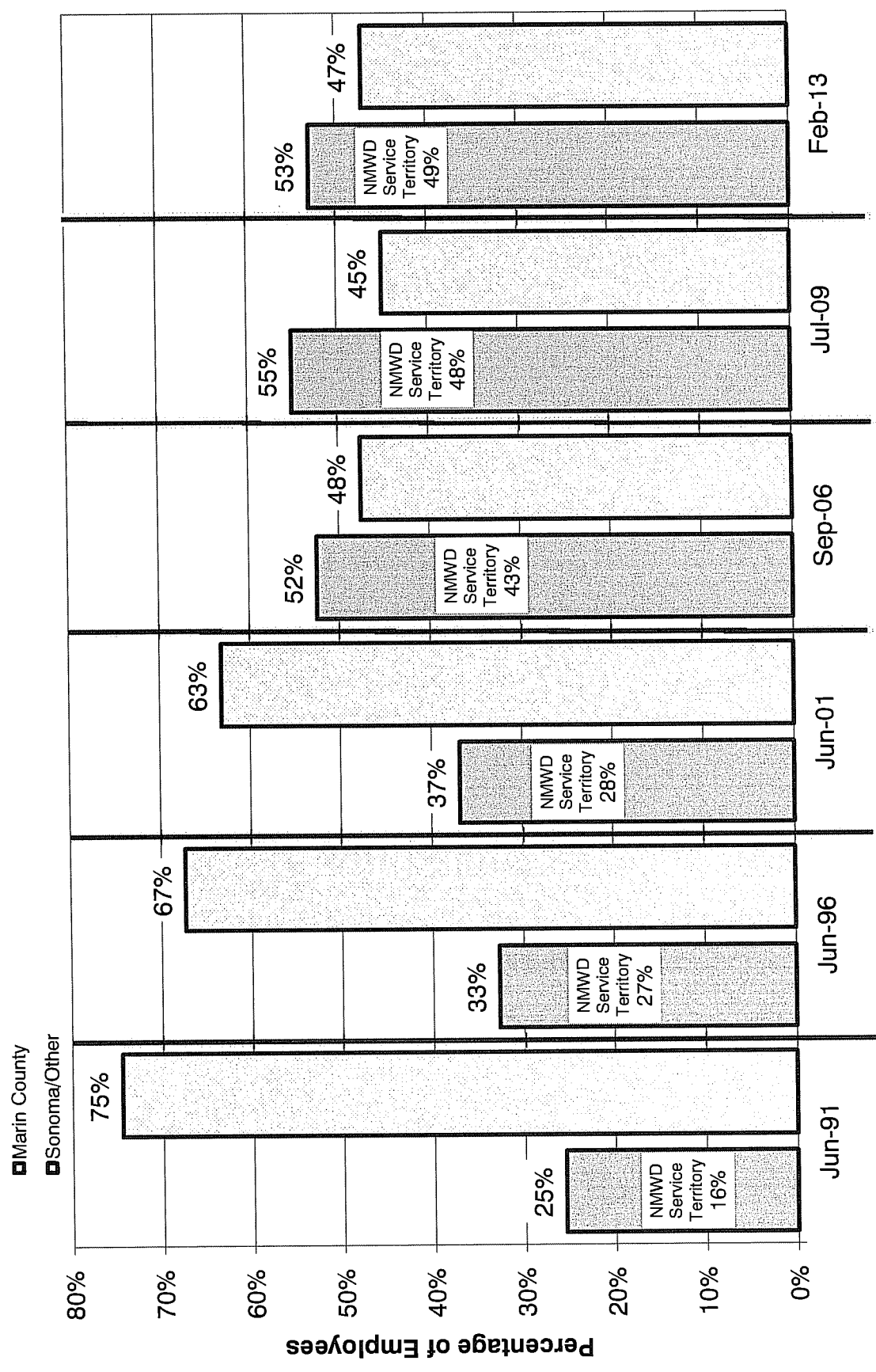
The District has dedicated \$1.5 million of its Liability Contingency Fund to fund the program. Since inception, 12 loans have been made. Four have been repaid, and eight loans totaling \$1.44 million remain outstanding. The last loan was made in June 2010, reducing the remaining amount available to loan under the program to \$58,000.

Given the program's success in bringing employees into the District's service territory over the past 20 years, and that the program funding is virtually depleted, staff recommends that the program be put in abeyance at this time, i.e., temporarily suspended until conditions warrant its reinstatement.

STAFF RECOMENDATION

Suspend Board Policy Number 42, the Employer Assisted Housing Program, pending a change in conditions warranting its reinstatement.

NMWD Employee Residence by County - History



Employer Housing Assistance Program adopted 1992

NMWD Employee Residence 51 Employees March 2013

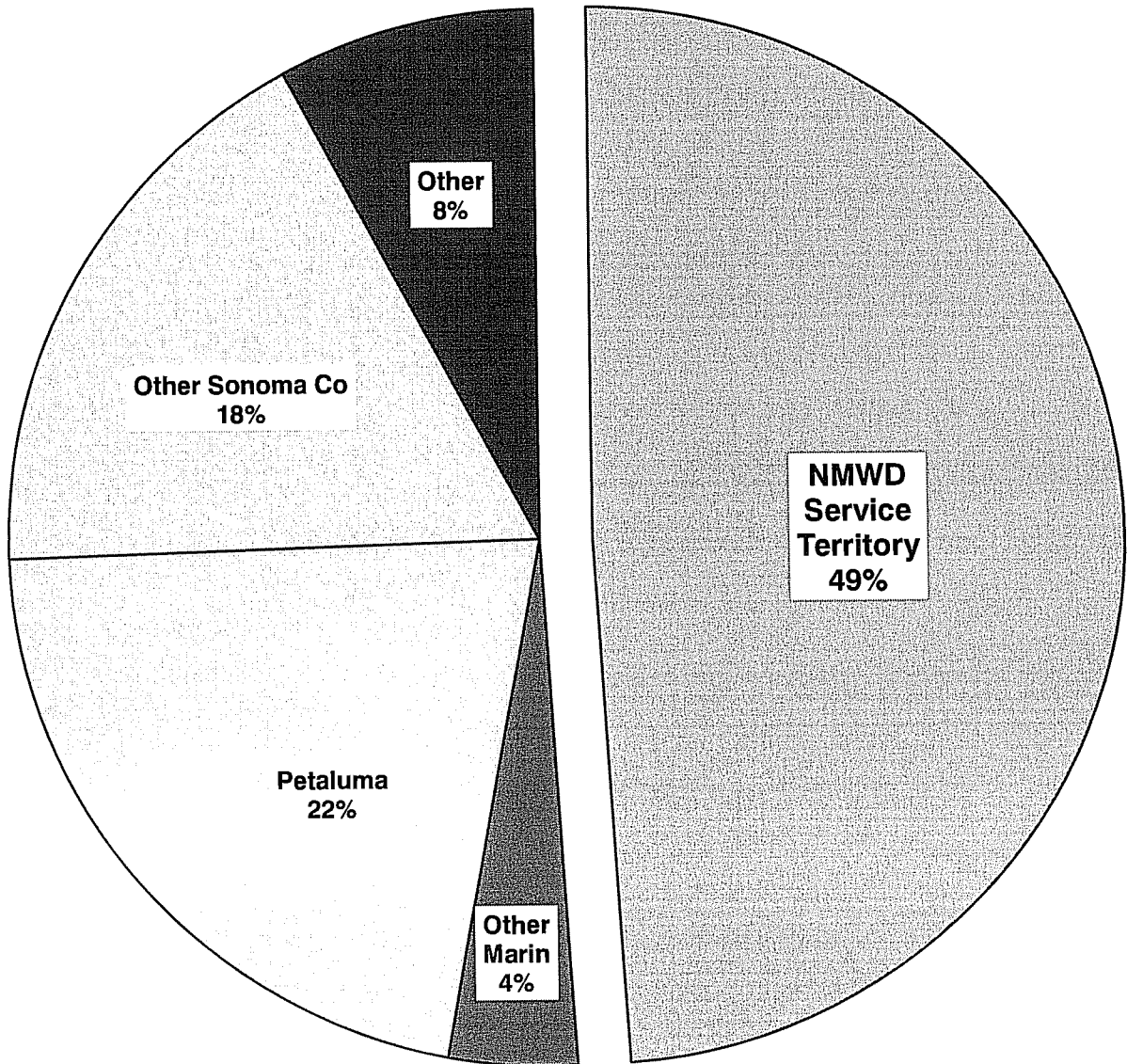


TABLE 1

t:\hr\employee handbook\2013 revision\employee housing table march 2013.docx

Classification	Existing 03/31/13	Ultimate Goal	Initial Goal
General Manager	1	1	1
Chief Engineer	1	1	1
Operations/Maintenance Superintendent		1	1
Construction/Maintenance Superintendent		1	1
Auditor/Controller	1	1	1
Distribution & Treatment Plant Supervisor	1	1	1
Heavy Equipment Operator (Expertise)	1	1	1
Pipeline Foreman	1	1	1
Pipe worker, Pipe worker Apprentice, Laborer or other employees who are trained for and <u>regularly</u> perform standby duty	6***	4	2
Any Electrical/Mechanical Classification	1*	2	1
Any Certified Treatment Plant Operator Classification	3	2	1
Any Professional Engineer	1	1	1
Any Engineering Tech Position		2	1
Any Chemist or Lab Tech Classification	3**	1	1
Any Clerical Position	4	1	1
TOTAL	24	22	17

- * 1-Person Renting
- ** 2-Persons Renting
- ***3-Persons Renting

NORTH MARIN WATER DISTRICT

**POLICY: EMPLOYER ASSISTED HOUSING PROGRAM
FOR EMPLOYEES OF NORTH MARIN WATER DISTRICT**

BOARD POLICY NUMBER: 42

Original Date: 1992
Last Revised: 8/5/08

1. Objective of Program. NMWD may make loans to full-time regular employees for the purpose of purchase of a home located within the District service territory that will enable the employee to respond rapidly to emergencies affecting the operation of the District.

2. Source of Funding. Loans granted under this program will be funded from the District's Liability Contingency Reserve Fund. The cumulative principal amount of all outstanding loans may not exceed One Million Five Hundred Thousand Dollars.

3. District Control of Assistance. Whether to provide financial assistance in any specific home purchase and the amount, terms and conditions of loans are within the discretion of the Board of Directors. Such assistance is voluntary on the part of the District, is not a matter of right of any employee and is at all times subject to the availability and allocation of District funds. If the District determines at any time that it is not beneficial to the District to continue this program, it may be terminated. In the event the program is revised or terminated, existing loans outstanding will remain in effect in accordance with the terms and conditions of the promissory note previously executed.

4. Loan Conditions.

A. Loans shall be made for the sole purpose of paying a part of the purchase price of the fee title to a dwelling with-in the District service territory. "Dwelling," means a single-family residence or condominium unit that shall be the principal residence of the employee.

B. For market rate housing, the loan shall be evidenced by the promissory note of the employee secured by a second deed of trust on the property. For below market rate "workforce" housing such as Meadow Park in Novato, the loan shall be evidenced by the promissory note of the employee secured by a deed of trust on the property that will be subordinate to the interests of the primary lender and of the Redevelopment Agency of the City

of Novato or the City of Novato. The District's interest under the deed of trust shall be insured by a title company acceptable to the District at the expense of the employee.

C. The employee shall enter into an agreement with the District to participate when requested by the District in the District's standby duty, and when within ten miles of the District headquarters, carry a pager or cellular phone at all times and be available to respond to emergencies upon call.

5. Terms of Note, Market Rate Housing.

A. Amount. The principal amount of the loan shall be determined by the District and shall not exceed any of the following:

- (1) \$300,000;
- (2) 50% of the purchase price or appraised value of the property as the District shall elect, appraisals to be made at the employee's expense by an appraiser approved by the District;
- (3) The difference between the purchase price (or appraised value as the District shall elect) less the employee's down payment and the amount owing on the first deed of trust.

B. Interest. The interest owed on the note may be calculated using either of the two following methods at the employee's discretion:

- (1) The interest owed on the note shall be contingent upon and directly proportional to the appreciation in value occurring on the property. In the event there is no appreciation, no interest will be due. Appreciation is defined as the difference between the purchase price and the sale price (net of broker's commission and County transfer tax, if any) of the property. The District may, at its option, use the appraised value of the property to calculate the appreciation. Said appraisal shall be made at the employee's expense by an appraiser approved by the District.
- (2) The interest owed on the note shall be the amount of interest revenue foregone by the District on the note amount over the period of the loan based on the District's investment portfolio yield

as reported in the Auditor-Controller's Monthly Report of Investments. Said amount of interest revenue foregone shall be solely determined by the District.

C. Maturity. The principal amount of the note and interest thereon shall be due and payable in full upon the first of the following events to occur:

- (1) The sale or rental of the property secured thereby.
- (2) One hundred sixty (160) days after the employee ceases to be a full-time resident of the property.
- (3) One hundred sixty (160) days after receipt of notice of, and failure to cure, breach of any provisions of the promissory note.
- (4) One hundred sixty (160) days after the date of termination of the employee's full-time employment.
- (5) The employee, in the judgment of the District, fails to satisfactorily carry out the terms of the agreement noted in Section 4(c).
- (6) Refinancing of the first deed of trust with cash out.
- (7) Fifteen years from the date of the note.

D. Employee Down payment. The employee shall make a down payment equal to a minimum of 5% of the purchase price of the property.

E. Sale or Refinancing. Upon sale or refinancing of the property the District shall be entitled to the return of its original loan amount plus interest calculated using either of the two following methods at the employee's discretion.

- (1) Fifty percent of the appreciation, less one percent of the appreciation for each percent that the employee's down-payment exceeds five percent. In no event shall the District be entitled to less than 25% of the appreciation.
- (2) The amount of interest revenue foregone by the District on the note amount over the period of the loan based on the District's investment portfolio yield as reported in the Auditor-Controller's

Monthly Report of Investments. Said amount of interest revenue foregone shall be solely determined by the District.

6. Terms of Note, Below Market Rate Workforce Housing

A. Amount. The principal amount of the loan shall be determined by the District and shall not exceed any of the following:

- (1) \$150,000
- (2) 40% of the purchase price of the property;

B. Interest. The interest owed on the note shall be contingent upon and directly proportional to the appreciation in value occurring on the property. In the event there is no appreciation, no interest will be due. Appreciation is defined as the difference between the purchase price and the sale price (net of broker's commission and County transfer tax, if any) of the property. The District may, at its option, use the value of the property at maturity for Below Market Rate Workforce Housing set by the Redevelopment Agency of the City of Novato, the City of Novato, or County of Marin to calculate said appreciation.

- (1) The obligation to pay contingent deferred interest is subject to a superior right of the employee, upon termination of the loan, to receive repayment of money paid by the employee for purchase of the security property, including down payment, installment payment of mortgage principal, escrow fees, transfer taxes, recording fees, brokerage commissions, and similar costs of acquisition actually paid by the employee, and money paid by the employee for capital improvements to the security property, plus not less than the legal rate of interest on those cash payments.
- (2) The amount of contingent deferred interest shall not exceed that percentage of the appreciation in appraised fair market value of the security property that equals the District's proportionate share of the total initial equity in the security property. The amount of the total initial equity and of the District's share of the initial equity shall be agreed upon by the employee and the District at the time of executing the shared appreciation loan, and shall include the District's cash investment, the amount of fees waived by the

District (if any), and the value of in-kind contributions made by or on behalf of the District (if any). Funds borrowed by the employee, the repayment of which is secured by the security property, shall not be included in the calculation of total initial equity of the employee.

C. Maturity. The principal amount of the note and interest thereon shall be due and payable in full upon the first of the following events to occur:

- (1) The sale or rental of the property secured thereby.
- (2) Thirty (30) days after the employee ceases to be a full-time resident of the property.
- (3) Thirty (30) days after receipt of notice of, and failure to cure, breach of any provisions of the promissory note.
- (4) Thirty (30) days after the date of termination of the employee's full-time employment.
- (5) The employee, in the judgment of the District, fails to satisfactorily carry out the terms of the agreement noted in Section 4(c).
- (6) Refinancing of the first or second deed of trust with cash out.
- (7) Fifteen years from the date of the note.

D. Appreciation Distribution. Upon sale or refinancing of the property, due to the subordinate position of the District loan, the District's right to share in the appreciation is subject to the superior right of the superior public agency lender (i.e., the Redevelopment Agency of the City of Novato or the City of Novato in the case of Meadow Park) and the borrower, as defined in the loan documents for the said superior public agency loan. Subject to these limitations, the District shall be entitled to the return of its original loan amount plus a percentage of the appreciation, proportionate to the share of the original loan amount pursuant to 6. B. above to the original purchase price of the property.

7. Application for Loans. Employees and prospective employees may request loans for housing assistance. Loans may be made to the applicants who the District determines to be the most valuable for meeting typical emergencies experienced by the District in operating its water and wastewater systems. In making final selections for employee housing loans it shall

be the goal of ultimately achieving assemblage of the ideal integrated emergency response force comprised of the skills and/or positions shown in Table 1. It is planned that an initial goal be achieved within five years of the date this revised program is first adopted and the ultimate goal within fifteen to twenty years.

8. Capital Improvements by Employee. If the employee wishes to make capital improvements to the property costing in excess of five thousand dollars, written approval by the District's General Manager must be obtained in advance. Capital improvements for Below Market Rate Workforce Housing at Meadow Park must be pre-approved by the Redevelopment Agency of the City of Novato or the City of Novato. If the District approves the capital improvement, the amount expended by the employee, evidenced by receipts, will be reimbursed to the employee at the time the note is repaid in full to the District. Said reimbursement amount shall be deducted from the appreciation amount prior to the distribution of appreciation as specified in Sections 5.E and 6.D.

MEMORANDUM

To: Board of Directors

March 29, 2013

From: Chris DeGabriele, General Manager *CD*

Subject: Compensation for Meadow Park HOA Damaged Landscape/Irrigation
t:\gmt\recycle water\2013\meadow park hoa compensation of damaged landscape.doc

RECOMMENDED ACTION: Board authorize payment to Meadow Park Homeowners Association for Damaged Landscape and Irrigation resulting from the Recycled Water Expansion Project Phase 1b.

FINANCIAL IMPACT: \$25,420

The Board last received an update on the Recycled Water South Service Area Construction Contract Phase 1b (RW Phase 1b) and impact on the Meadow Park Hamilton Community at the December 4, 2012 Board of Director's Meeting. A copy of that Board memo is attached for your information (Attachment 1).

At that time the Board was informed that the Meadow Park Homeowner's Association Board had appointed an Ad Hoc Committee to represent the HOA regarding issues associated with the Recycled Water project. Since that time I have met with the HOA Ad Hoc Committee on two occasions to address their concerns, first on February 2nd and most recently on March 27th. Attachment 2 is a memo to file regarding the HOA Ad Hoc Committee's request for additional information and funding. The additional information request included a concern that dust from the RW Phase 1b project may affect longevity of the painting project which was ongoing on Bolling Circle in the Summer of 2012; and concern regarding dust components residents may have inhaled during construction. Both of those information requests were addressed at the February 1st meeting and accepted by the HOA Ad Hoc Committee.

The request for additional funding included:

- 1.) \$820 for replacement landscape where stressed landscaping would not recover;
- 2.) \$1,300 reimbursement to Meadow Park for landscape contractor time spent responding to requests from NMWD, City of Novato and Disney Construction;
- 3.) A goodwill gesture for landscape improvement to the corner entrances and exits by adding attractive bark and groundcover roses (\$2,300); and
- 4.) Additional irrigation system repairs.

(District staff reviewed the irrigation system repair proposal and believe the repairs can be accomplished at \$3,050. Additionally there is \$1,010 remaining from the irrigation system check purchase order that can be added to this amount.)

The total financial summary is shown on Attachment 3.

Funds expended to date include:

- \$8,510 for bill adjustments,
- \$5,740 in landscape repairs,
- \$3,990 for irrigation system check

Totaling- \$18,240

To go amounts include:

- \$820 for additional landscape repairs
- \$1,010 for additional irrigation system check
(likely to be applied toward irrigation system repairs)
- \$3,050 for irrigation system repairs
- \$2,300 for goodwill request

Totaling- \$7,180

Staff recommends this total, \$7,180, be issued in a check to the Meadow Park Homeowners Association. In exchange, Meadow Park Homeowners Association would release the District from all property damage claims in the form included as Attachment 4.

RECOMMENDATION:

Board authorize payments to date of \$18,240 and an additional check of \$7,180 as compensation for the Meadow Park Homeowners Association Landscape and Irrigation System repairs resulting from the Recycled Water Expansion Project Phase 1b.

MEMORANDUM

To: Board of Directors November 30, 2012
From: Chris DeGabriele, General Manager
Subject: Update - Recycled Water South Service Area Construction Contract Phase 1b and
Impact on Meadow Park Hamilton Community
t:\gmbod misc 2012\meadow park hoa impacts update 2.doc

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: \$19,250 to date

The Board last received an update on the subject recycled water construction impact to the Meadow Park Hamilton community at the November 6th Board of Directors meeting. At that time, the Board received a memorandum documenting a walk-through of the Meadow Park area which took place on October 26th with representatives of the Meadow Park Homeowners Association (HOA) and NMWD staff.

Since that time, the Board has authorized a consulting services contract with Data Instincts for public outreach for the remaining Phase 2 of the Recycled Water South Service Area Project. Additionally, the Board has awarded the construction contract for Phase 2 to Argonaut Construction; and at tonight's Board meeting, considered terminating the current construction manager (URS) and using The Covello Group as the construction manager for the Phase 2 work. Staff has also issued two purchase orders to Cagwin & Dorward, the HOA landscape contractor - one to perform a systems check of irrigation zones and controllers (\$5,000), and another to furnish and install replacement landscaping in areas of the Meadow Park community identified by the homeowners representatives during the walk-through as being damaged by the construction.

Currently, the Phase 1b contractor is completing punch list activities. These punch list items are expected to be completed within the next three weeks, and the project closed out by the end of December. Final completion for the Phase 1b contract is anticipated to be brought to the Board in January 2013.

The irrigation system check-out by Cagwin & Dorward looked at 12 controllers operating 550 irrigation valves and took three days to complete. Staff is awaiting a report/proposal from Cagwin & Dorward to identify any follow-up repairs needed for irrigation controllers, valves, sprinkler heads or ancillary items. Once received, staff will review the report/proposal with the Phase 1b construction manager and contractor to identify responsibility and ensure that where appropriate, contractor items are added to the punch list.

Additionally, staff has completed an extensive review of irrigation usage over the construction period in the Meadow Park area identifying water use at ten irrigation services which are eligible for bill adjustments. The bill adjustments recommended total just under \$8,510 (Attachment 1).

The needed landscape repairs identified in the walk-through with the HOA representatives include some Phase 1a work which was started on November 29th. Landscape repairs associated with Phase 1b are expected to begin on December 19th. The District has issued a \$5,740 purchase order to Cagwin & Dorward to furnish and install plantings, mulch and topsoil and to remove diseased plants, once again, as identified during the October 26th walk-through.

One area of concern questioned by the Board at the October 2 meeting was contractor responsibility for damage to existing utilities. NMWD Engineering staff has prepared a graphical summary contrasting "marked" versus "unmarked" utility conflicts for the Phase 1b project (Attachment 2). As shown in the attachment, the majority of the utility conflicts (67%) were caused by the contractor damaging buried utilities that were not marked after calling Underground Service Alert (USA). In looking at those 14 non-marked utilities: 11 were City of Novato/HOA irrigation lines, one was a City of Novato street-lighting cable, one was a traffic loop signal wire and one was an NMWD telemetry line.

The remaining utility conflicts are identified as being marked and in most cases the contractor's responsibility. It is acknowledged that the Phase 1b contractor is contesting this issue with the individual utilities on a case-by-case basis. There were a total of seven marked utilities that were damaged as shown in the bottom graph on Attachment 2, the most significant of which were damage to AT&T telephone, PGE gas and NMWD water main. The AT&T damage resulted in service outage to several hundred customers and the damage to the PGE gas line resulted in evacuation of numerous near-by homeowners. The damaged NMWD water main was "mismarked" resulting from an incorrect "as-built" record incorporated into the project design.

A final evaluation will be brought to the Board in January 2013 when final completion for the Recycled Water South Service Area Phase 1b contract is considered.

The Meadow Park HOA Board members have appointed an ad hoc committee to represent the HOA regarding issues associated with the recycled water project and Disney Construction, and the ad hoc committee members plan to attend the December 4 NMWD Board of Directors meeting.

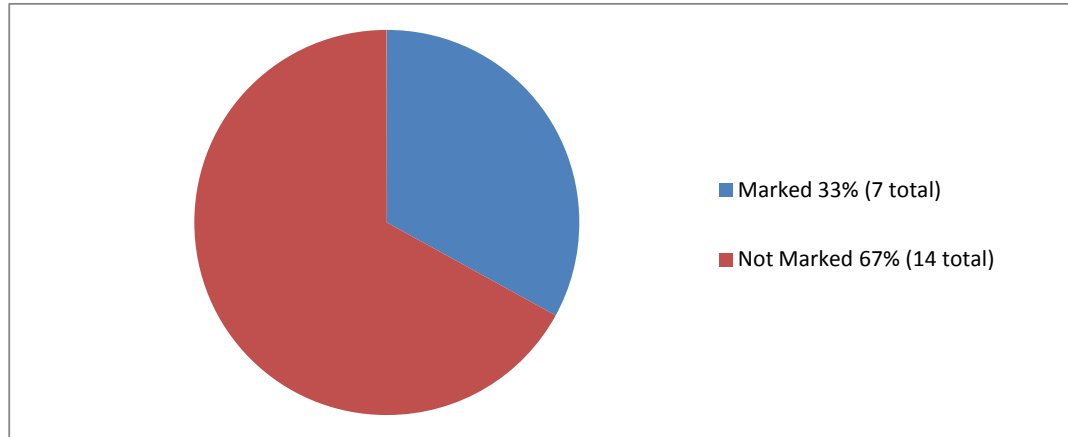
11/30/2012
 Ryan Grisso

List of Recommended Bill Adjustments For Meadow Park HOA

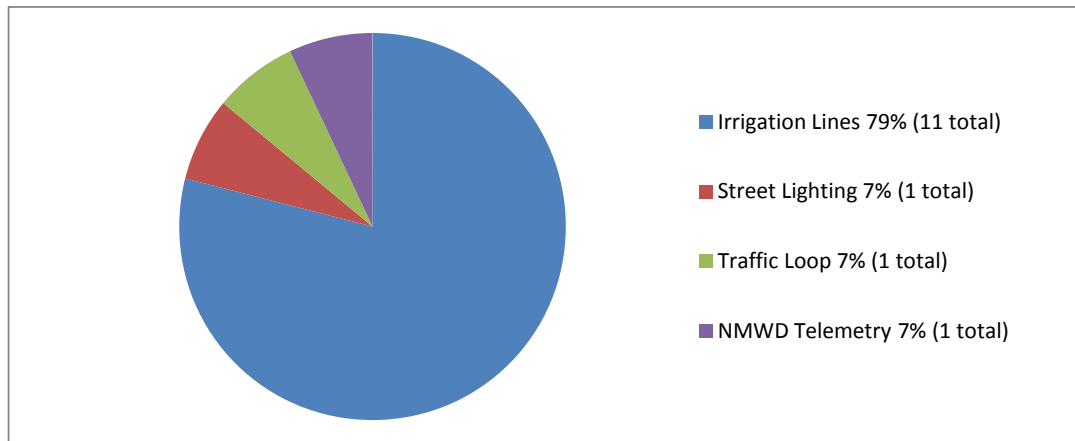
Service Address	Landscape Area	Billing Dates	Adjustment Amount
369 Bolling Circle	General Landscaping in the lower Bolling Area	5/14/12-7/17/12	\$1,790.37
930 Bolling Circle	Park Irrigation	5/15/12-7/17/12	\$438.06
930 Bolling Circle	Park Irrigation	7/17/12-9/14/12	\$307.18
20 March Field Ct.	General Landscaping on March Field Ct.	3/12/12-5/15/12	\$3,831.58
933 Bolling Circle	General Landscape Irrigation	7/17/12-9/14/12	\$772.50
87 Bolling Circle	Streetscape Irrigation	9/14/12-11/13/12	\$304.72
928 Bolling Circle	Irrigation (Bolling to Randolph)	7/17/12-9/14/12	\$701.61
928 Bolling Circle	Irrigation (Bolling to Randolph)	9/14/12-11/13/12	\$163.13
520 Bolling Circle	Streetscape Irrigation	7/17/12-9/14/12	\$119.97
520 Bolling Circle	Streetscape Irrigation	9/14/12-11/14/12	\$80.59
			\$8,509.71

RECYCLED WATER SOUTH PHASE 1B - DISNEY CONSTRUCTION

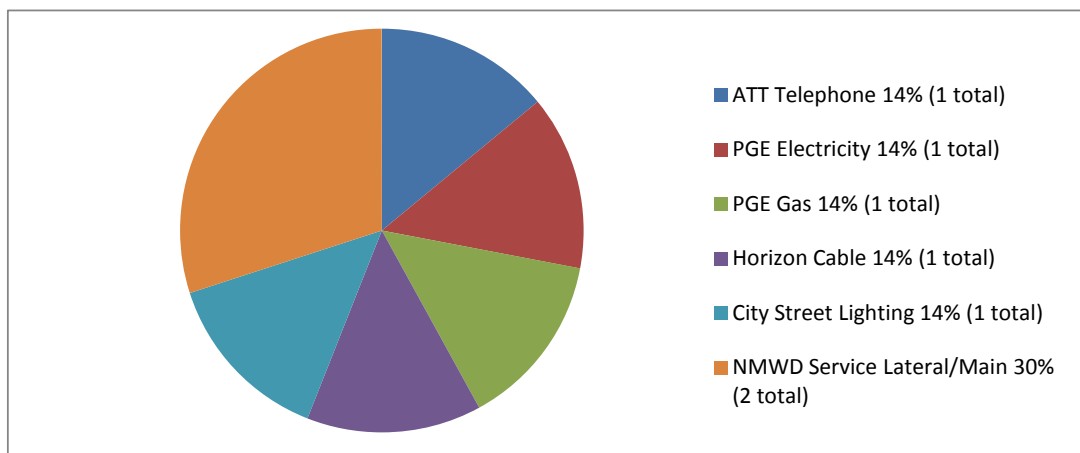
Utility Conflicts Summary



Not Marked



Marked



MEMORANDUM

To: File
From: Chris DeGabriele, General Manager
Subject: Meadow Park Recycled Project
t:\gm\2013 misc\memo to file meadow park.doc

January 31, 2013

Ann Sommers, December 11, 2012 email included the following:

- Additional landscape proposal: \$820, acceptable.
- Proposal for reimbursement to Meadow Park for the amount of time Doug Gordon spent over a period of months responding to requests from NMWD, City of Novato and Disney Construction: \$1,300. In conversation with Ms. Sommers, I learned that Cagwin & Dorward did not bill additional charges to Meadow Park. The District declines to pay costs not incurred.
- "Some townhomes on Bolling Circle were in the process of being painted while substantial dust was present from the construction work a few yards away. Residents questioned if dust adhering to wet paint would affect longevity of the paint."

On January 25, 2013 I spoke with Jim DeMartini, CEO of Urban Brothers Painting, who heads up the production and field operations. Urban Brothers was the contractor for last summer's Meadow Park condos painting and working at the same time as Disney Construction. Mr. DeMartini reported that he can't see how the waterline installation had a negative effect on the painting and advised that no deleterious effect was observed.

- Meadow Park Homeowner's are very concerned about the amount of dust in homes during construction work and requested information regarding dust components residents were inhaled during construction." On January 7, 2013, a follow up email from Ann Sommers requested NMWD to test the roadway materials on Boling Circle especially to determine if silica dust could have been present.

I contacted Scott Stevens from Miller Pacific Engineering Group, NMWD's soils engineer on project. His response is attached concluding that "considering the low level exposure and brief exposure time, it seems the potential to develop any crystalline silica dust health issues is very low."

- A suggestion that NMWD extend a good will gesture to the residents of the Meadow Park community for landscape improvement to the corner entrances and exits by adding attractive bark and groundcover roses. Ms. Sommers January 7th email attached a listing

Chris DeGabriele

From: Anne Sommer [asommer218@hotmail.com]
Sent: Tuesday, December 11, 2012 1:08 PM
To: Chris DeGabriele; Rick Fraites; Stephen Petterle; sderana@yahoo.com; srsweet@sbcglobal.net; anne sommer
Subject: Meadow Park Water Recycle Project
Attachments: Reclaimed water project - Cagwin & Dorward hours.doc; Reclaimed water project - Additional landscape proposal.doc

Good afternoon Mr. DeGabriele,

This is a follow-up to Tuesday's Board meeting regarding remaining work to be done at Meadow Park. Below please find the items along with explanations. I understand Steve Petterle requested to be copied on correspondence listing outstanding items.

We attended the December 4th Board meeting because the Agenda on NMWD website indicated you would be presenting an evaluation for the Meadow Park Water Recycle Project. At my request you forwarded me a copy of the report which showed a contract completion date for Disney Construction. We are concentrating our efforts along with Cagwin & Dorward by submitting the two attached proposals for damages, and Doug Gordon is double & triple checking irrigation lines at NMWD's request along with submitting Cagwin invoices dating back to last year for cost comparisons.

Below shows two additional proposals for landscape repairs and reimbursement to Meadow Park for Account Manager time spent in responding to requests from NMWD, City of Novato & Disney Construction.

- Additional Landscape Proposal. Replace plants in bare areas where holes were dug for irrigation repairs or used as staged construction site. According to Doug Gordon, areas with ground cover became stressed due to lack of water over a period of months and should be cut-down and soil amended to enable plants to re-establish and fully recover.

***Note:** NMWD requested an initial landscape proposal for plants/trees that would never recover. NMWD requested the proposal be submitted within a few days of their request which did not allow time for complete assessment of all the landscape damages. The attached is a second proposal for additional damages which was not included in the first proposal in the amount of \$820.00.*

- Proposal for reimbursement to Meadow Park for amount of time Doug Gordon spent over period of months responding to requests from NMWD, City of Novato and Disney Construction. Meadow Park pays Cagwin & Dorward a monthly fee for normal maintenance, but a percentage of his time was used responding to frequent requests due to the Water Recycle project, (*checking irrigation lines, booster pumps, etc.*). The attached proposal is for reimbursement to the Meadow Park Homeowners Association in the amount of \$1,300.00.

The following were requests for information presented at the October 16th Board Meeting:

- Meadow Park homeowners are very concerned about the amount of dust in homes during construction work and requested information regarding dust components residents were inhaled during construction.
- Some townhomes on Bolling Circle were in the process of being painted while substantial dust was present from the construction work a few yards away. Residents questioned if dust adhering to wet paint would affect longevity of the paint.

At this time the irrigation system has been shut-off during the winter months. However, Doug Gordon advised there should be another check-in date with NMWD next year when the irrigation system is fully active to ensure any unknown damages to the irrigation lines be revisited. Disney Construction has performed repairs to some irrigation lines; however, because Disney did not have access to keys allowing the lines to be tested by activating the irrigation system, it is unknown if the system is fully operational until next year when all the irrigation lines are turned back on.

We would like to make a suggestion that NMWD extend a good will gesture to the residents of the Meadow Park community. We recommend landscape improvement to the corner entrances and exits by adding attractive bark and ground cover roses. These corners are highly visible and would aesthetically improve the area for all residents to enjoy.

~~We have been cooperative and honest in this process. The extent of issues would have been significantly reduced had the Project Manager taken homeowners' complaints seriously and addressed them at that time. Many homeowners used their own water to irrigate plants and incurred personal expenses to purchase prepared food or eat out during water and electrical outages.~~

Please understand we truly are just as anxious as I'm sure you are to put this unfortunate experience behind us.

Meadow Park Ad Hoc Committee

Anne Sommer, Sue Derana, Janis West, Sherry Sweet

Chris DeGabriele

From: Anne Sommer [asommer218@hotmail.com]
Sent: Monday, January 07, 2013 1:10 PM
To: Chris DeGabriele; sderana@yahoo.com; anne sommer; srsweet@sbcglobal.net
Subject: Follow-up to Dec. 24th Discussion
Attachments: Meadow Park -Corner Plantings.pdf

Good afternoon Chris,

This email is a follow-up to our conversation on Monday, Dec. 24th regarding testing the dust components residents of Bolling Circle experienced during the water recycle project. In addition please find attached the proposal for landscape improvements at Meadow Park entrance and exit corners as we discussed.

The Committee still remains concerned what the dust components were comprised of that was found in our homes, and would like NMWD to test the roadway materials on Bolling Circle, especially to determine if silica dust could have been present.

Thank you.

Meadow Park Ad Hoc Committee
Anne Sommer, Sue Derana, Janis West, Sherry Sweet

Chris DeGabriele

From: Scott A. Stephens [SStephens@millerpac.com]
Sent: Wednesday, January 30, 2013 11:25 AM
To: Chris DeGabriele
Subject: Hamilton Silica Dust

Hi Chris,

Brief e-mail to follow-up on our conversation regarding potential for crystalline silica dust at the Hamilton recycled water project.

The primary backfill use in the trenches was native Class 2 aggregate baserock from Bodean Forestville Quarry. This material has a low percentage of fines (7%) that could fall into the dust category, so the amount of dust generated would be less than other potential backfill materials.

I called the quarry regarding any testing for silica dust. The quarry reported that they are monitored by the Mine Safety and Health Administration and have yearly tests for the mine workers. They report no silica dust problems affecting the mine workers.

Also, based on very brief research it appears that it takes 15 to 20 years of at low to moderate exposure levels to develop chronic/classic silicosis.

Considering the low level exposure and brief exposure time, it seems the potential to develop any crystalline silica dust health issues is very low.

Scott Stephens
Miller Pacific Engineering Group
504 Redwood Blvd., Suite 220, Novato, CA 94947 tel 415-382-3444 fax 415-382-3450

-----Original Message-----

From: Scott A. Stephens
Sent: Monday, January 28, 2013 2:57 PM
To: 'CDeGabriele@nmwd.com'
Subject: Emailing: crystalline-factsheet.pdf

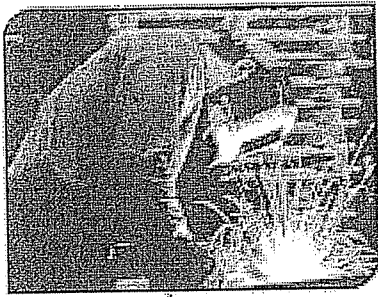
Chris,

Left you a brief voice message. The backfill material has a very low percentage (about 5%) of fines (silt & clay) that would fall into the dust category. Also attached is an OSHA fact sheet indicating you need years of direct exposure.

The message is ready to be sent with the following file or link attachments:

crystalline-factsheet.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



OSHA FACT Sheet

Crystalline Silica Exposure Health Hazard Information

What is crystalline silica?

Crystalline silica is a basic component of soil, sand, granite, and many other minerals. Quartz is the most common form of crystalline silica. Cristobalite and tridymite are two other forms of crystalline silica. All three forms may become respirable size particles when workers chip, cut, drill, or grind objects that contain crystalline silica.

What are the hazards of crystalline silica?

Silica exposure remains a serious threat to nearly 2 million U.S. workers, including more than 100,000 workers in high risk jobs such as abrasive blasting, foundry work, stonecutting, rock drilling, quarry work and tunneling. The seriousness of the health hazards associated with silica exposure is demonstrated by the fatalities and disabling illnesses that continue to occur in sandblasters and rockdrillers. Crystalline silica has been classified as a human lung carcinogen. Additionally, breathing crystalline silica dust can cause **silicosis**, which in severe cases can be disabling, or even fatal. The respirable silica dust enters the lungs and causes the formation of scar tissue, thus reducing the lungs' ability to take in oxygen. There is no cure for silicosis. Since silicosis affects lung function, it makes one more susceptible to lung infections like **tuberculosis**. In addition, smoking causes lung damage and adds to the damage caused by breathing silica dust.

What are the symptoms of silicosis?

Silicosis is classified into three types: chronic/classic, accelerated, and acute.

Chronic/classic silicosis, the most common, occurs after 15–20 years of moderate to low exposures to respirable crystalline silica. Symptoms associated with chronic silicosis may or may not be obvious; therefore, workers need to have a chest x-ray to determine if there is lung damage. As the disease progresses, the worker may experience shortness of breath upon exercising and have clinical signs of poor oxygen/carbon dioxide exchange. In the later stages, the worker may experience fatigue, extreme shortness of breath, chest pain, or respiratory failure.

Accelerated silicosis can occur after 5–10 years of high exposures to respirable crystalline silica. Symptoms include severe shortness of breath, weakness, and weight loss. The onset of symptoms takes longer than in acute silicosis.

Acute silicosis occurs after a few months or as long as 2 years following exposures to extremely high concentrations of respirable crystalline silica. Symptoms of acute silicosis include severe disabling shortness of breath, weakness, and weight loss, which often leads to death.

Where are construction workers exposed to crystalline silica?

Exposure occurs during many different construction activities. The most severe exposures generally occur during abrasive blasting with sand to remove paint and rust from bridges, tanks, concrete structures, and other surfaces. Other construction activities that may result in severe exposure include: jack hammering, rock/well drilling, concrete mixing, concrete drilling, brick and concrete block cutting and sawing, tuck pointing, tunneling operations.

Where are general industry employees exposed to crystalline silica dust?

The most severe exposures to crystalline silica result from abrasive blasting, which is done to clean and smooth irregularities from molds, jewelry, and foundry castings, finish tombstones, etch or frost glass, or remove paint, oils, rust, or dirt from objects needing to be repainted or treated. Other exposures to silica dust occur in cement and brick manufacturing, asphalt pavement manufacturing, china and ceramic manufacturing and the tool and die, steel and foundry industries. Crystalline silica is used in manufacturing, household abrasives, adhesives, paints, soaps, and glass. Additionally, crystalline silica exposures occur in the maintenance, repair and replacement of refractory brick furnace linings.

In the maritime industry, shipyard employees are exposed to silica primarily in abrasive blasting operations to remove paint and clean and prepare steel hulls, bulkheads, decks, and tanks for paints and coatings.

How is OSHA addressing exposure to crystalline silica?

OSHA has an established Permissible Exposure Limit, or PEL, which is the maximum amount of crystalline silica to which workers may be exposed during an 8-hour work shift (29 CFR 1926.55, 1910.1000). OSHA also requires hazard

communication training for workers exposed to crystalline silica, and requires a respirator protection program until engineering controls are implemented. Additionally, OSHA has a National Emphasis Program (NEP) for Crystalline Silica exposure to identify, reduce, and eliminate health hazards associated with occupational exposures.

What can employers/employees do to protect against exposures to crystalline silica?

- Replace crystalline silica materials with safer substitutes, whenever possible.
- Provide engineering or administrative controls, where feasible, such as local exhaust ventilation, and blasting cabinets. Where necessary to reduce exposures below the PEL, use protective equipment or other protective measures.
- Use all available work practices to control dust exposures, such as water sprays.
- Wear only a N95 NIOSH certified respirator, if respirator protection is required. Do not alter the respirator. Do not wear a tight-fitting respirator with a beard or mustache that prevents a good seal between the respirator and the face.
- Wear only a Type CE abrasive-blast supplied-air respirator for abrasive blasting.
- Wear disposable or washable work clothes and shower if facilities are available. Vacuum the dust from your clothes or change into clean clothing before leaving the work site.
- Participate in training, exposure monitoring, and health screening and surveillance programs to monitor any adverse health effects caused by crystalline silica exposures.
- Be aware of the operations and job tasks creating crystalline silica exposures in your workplace environment and know how to protect yourself.
- Be aware of the health hazards related to exposures to crystalline silica. Smoking adds to the lung damage caused by silica exposures.
- Do not eat, drink, smoke, or apply cosmetics in areas where crystalline silica dust is present. Wash your hands and face outside of dusty areas before performing any of these activities.
- Remember: If it's silica, it's not just dust.

How can I get more information on safety and health?

OSHA has various publications, standards, technical assistance, and compliance tools to help you, and offers extensive assistance through workplace consultation, voluntary protection programs, strategic partnerships, alliances, state plans, grants, training, and education. OSHA's *Safety and Health Program Management Guidelines* (Federal Register 54:3904-3916, January 26, 1989) detail elements critical to the development of a successful safety and health management system. This and other information are available on OSHA's website.

- For one free copy of OSHA publications, send a self-addressed mailing label to OSHA Publications Office, 200 Constitution Avenue N.W., N-3101, Washington, DC 20210; or send a request to our fax at (202) 693-2498, or call us toll-free at (800) 321-OSHA.
- To order OSHA publications online at www.osha.gov, go to **Publications** and follow the instructions for ordering.
- To file a complaint by phone, report an emergency, or get OSHA advice, assistance, or products, contact your nearest OSHA office under the U.S. Department of Labor listing in your phone book, or call toll-free at (800) 321-OSHA (6742). The teletypewriter (TTY) number is (877) 889-5627.
- To file a complaint online or obtain more information on OSHA federal and state programs, visit OSHA's website.

This is one in a series of informational fact sheets highlighting OSHA programs, policies, or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to *Title 29 of the Code of Federal Regulations*. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999. See also OSHA's website at www.osha.gov.

This is one in a series of informational fact sheets highlighting OSHA programs, policies, or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to *Title 29 of the Code of Federal Regulations*. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999. See also OSHA's website at www.osha.gov.

Material Safety Data Sheet

(Sandstone)

1. IDENTIFICATION

Chemical Name:	Sandstone	Chemical Formula:	N/A
Trade Name:	Sandstone	Molecular Weight:	N/A
Synonyms:		DOT Identification No:	None

2. PRODUCT AND COMPONENT DATA

Component(s) Chemical Name	CAS Registry No.	% (Approx)	Exposure Limits
Sandstone*	None	100	See section 6
*Composition varies naturally – typically contains high levels of quartz (crystalline silica).	14808-60-7	>1	

3. PHYSICAL DATA

Appearance and Odor: Angular gray, white and tan particles ranging in size from powder to boulders. No odor.

Specific Gravity: 2.6 – 2.75

Boiling point (At 1 Atm.): N/A

Vapor Density in Air (Air = 1): N/A

Vapor Pressure (mmHg @ 20°C): N/A

% Volatile, By Volume (@ 100° F): 0%

Evaporation Rate (at 1Atm, and 25°C; n-butyl acetate = 1): 0

Solubility in Water: 0

4. REACTIVITY DATA

Stability: Stable

Conditions to Avoid: Avoid contact with incompatible materials (see below).

Incompatibility (materials to avoid): Contact with powerful oxidizing agents such as fluorine, boron trifluoride, chlorine trifluoride, manganese trifluoride, and oxygen difluoride may cause fire and/or explosions. Silica dissolves in hydrofluoric acid producing a corrosive gas – silicon tetrafluoride.

Hazardous Decomposition Products: Silica-containing respirable dust particles may be generated by handling. When heated, quartz is slowly transformed into tridymite (above 860°C / 1580°F) and cristobalite (above 1470°C / 2678°F). Both tridymite and cristobalite are considered more fibrogenic to the lungs than quartz.

Hazardous Polymerization: Not known to polymerize

5. FIRE AND EXPLOSION HAZARD DATA

Flashpoint (Method used): Not flammable

Flammable Limits in Air: Not Flammable

Extinguishing Agents: None required

Unusual Fire and Explosion Hazards: Contact with powerful oxidizing agents may cause fire and/or explosions (see section 4 of this MSDS).

6. TOXICITY AND FIRST AID

EXPOSURE LIMITS (When exposure to this product and other chemicals is concurrent, the exposure limit must be defined in the workplace.)

Unless specified otherwise, limits are expressed as eight-hour time-weighted averages (TWA). Limits for cristobalite and tridymite (other forms of crystalline silica) are equal to one-half of the limits for quartz.

ABBREVIATIONS: TLV® = threshold limit value of the American Conference of Governmental Industrial Hygienists (ACGIH); MSHA PEL = permissible exposure limit of the Mine Safety and Health Administration (MSHA); OSHA PEL = permissible exposure limit of the Occupational Safety and Health Administration (OSHA); mg/m³ = milligrams of substance per cubic meter of air.

Other Particulates: 2001 ACGIH TLV® = 10mg/m³ (inhalable/total particulate, not otherwise specified), 2001 ACGIH TLV® = 3mg/m³ (respirable particulate, not otherwise specified); OSHA PEL = 15mg/m³ (total particulate, not otherwise regulated), OSHA PEL = 5mg/m³ (respirable particulate, not otherwise regulated). Respirable Crystalline Silica (SiO₂ quartz): ACGIH TLV® = 0.05mg/m³; MSHA and OSHA PEL = 10mg/m³ ÷ (%SiO₂ + 2), for respirable dust containing crystalline silica.

Total dust, respirable and nonrespirable: 1973 ACGIH TLV® = 30mg/m³ ÷ (%quartz + 3).

Total Dust: MSHA PEL = 10mg/m³, for nuisance particulates listed in Appendix E of the 1973 ACGIH TLV® booklet. {Appendix E includes: alundum (Al₂O₃); calcium carbonate; cellulose (paper fiber); portland cement; corundum (Al₂O₃); emery; glass [fibrous (<5-7 µm in diameter) or dust]; glycerin mist; graphite (synthetic); gypsum; vegetable oil mists (except castor, cashew nut, or similar irritant oils); kaolin; limestone; magnesite; marble; pentaerythritol; plaster of Paris; rouge; silicon carbide; starch; sucrose; tin oxide; and titanium dioxide.}

Per ACGIH, adverse effects are not likely to occur in the workplace provided exposure levels do not exceed the appropriate TLVs/PELs. However, because of the wide variation in individual susceptibility, lower exposure limits may be appropriate for some individuals including persons with pre-existing medical conditions such as those described below.

Medical Conditions Aggravated by Exposure: Inhaling respirable dust and/or crystalline silica may aggravate existing respiratory system disease(s) and/or dysfunctions. Exposure to dust may aggravate existing skin and/or eye conditions.

Primary Route(s) of Exposure

Inhalation Skin Ingestion

Acute Toxicity

EYE CONTACT: Direct contact with dust may cause irritation by mechanical abrasion.

SKIN CONTACT: Direct contact may cause irritation by mechanical abrasion.

SKIN ABSORPTION: Not expected to be a significant exposure route.

INGESTION: Expected to be practically non-toxic. Ingestion of large amounts may cause gastrointestinal irritation and blockage.

INHALATION: Dusts may irritate the nose, throat, and respiratory tract by mechanical abrasion. Coughing, sneezing, and shortness of breath may occur following exposures in excess of appropriate exposure limits.

Use of sandstone for construction purposes is not believed to cause additional acute toxic effects. However, repeated overexposures to very high levels of respirable crystalline silica (quartz, cristobalite, tridymite) for periods as short as six months have caused acute silicosis. Acute silicosis is a rapidly progressive, incurable lung disease that is typically fatal. Symptoms include (but are not limited to): shortness of breath, cough, fever, weight loss, and chest pain.

First Aid

EYES: Immediately flush eye(s) with plenty of clean water for at least 15 minutes, while holding the eyelid(s) open. Occasionally lift the eyelid(s) to ensure thorough rinsing. Beyond flushing, do not attempt to remove material from the eye(s). Contact a physician if irritation persists or later develops.

SKIN: Wash with soap and water. Contact a physician if irritation persists or later develops.

INGESTION: If person is conscious, give large quantity of water and induce vomiting; however, never attempt to make an unconscious person drink or vomit. Get immediate medical attention.

INHALATION: Remove to fresh air. Dust in throat and nasal passages should clear spontaneously. Contact a physician if irritation persists or later develops.

For emergencies, contact _____ (your company's designated person)

Chronic Toxicity

Prolonged and repeated inhalation of respirable crystalline silica-containing dust in excess of appropriate exposure limits has caused silicosis, a lung disease. Not all individuals with silicosis will exhibit symptoms (signs) of the disease. However, silicosis can be progressive, and symptoms can appear at any time, even years after exposure has ceased. Symptoms of silicosis may include, but are not limited to, the following: shortness of breath; difficulty breathing with or without exertion; coughing; diminished work capacity; diminished chest expansion; reduction of lung volume; right heart enlargement and/or failure. Smoking may increase the risk of developing lung disorders, including emphysema and lung cancer. Persons with silicosis have an increased risk of pulmonary tuberculosis infection. Respirable dust containing newly broken silica particles has been shown to be more hazardous to animals in laboratory tests than respirable dust containing older silica particles of similar size. Respirable silica particles which had aged for sixty days or more showed less lung injury in animals than equal exposures of respirable dust containing newly broken particles of silica.

There are reports in the literature suggesting that excessive crystalline silica exposure may be associated with adverse health effects involving the kidney, scleroderma (thickening of the skin caused by swelling and thickening of fibrous tissue) and other autoimmune disorders. However, this evidence has been obtained primarily from case reports involving individuals working in high exposure situations or those who have already developed silicosis; and therefore, this evidence does not conclusively prove a causal relationship between silica or silicosis and these adverse health effects.

Several studies of persons with silicosis also indicate an increased risk of developing lung cancer, a risk that increases with the duration of exposure. Many of these studies of silicotics do not account for lung cancer confounders, especially smoking. Sandstone is not listed as a carcinogen by the International Agency for Research on Cancer (IARC), the National Toxicology Program (NTP), or the Occupational Safety and Health Administration (OSHA). In October 1996, an IARC Working Group re-assessing crystalline silica, a component of this product, designated crystalline silica as carcinogenic (Group 1). The NTP's Report on Carcinogens, 9th edition, lists respirable crystalline silica as a "known human carcinogen." In year 2000, the American Conference of Governmental Industrial Hygienists (ACGIH) listed respirable crystalline silica (quartz) as a suspected human carcinogen (A-2). These classifications are based on sufficient evidence of carcinogenicity in certain experimental animals and on selected epidemiological studies of workers exposed to crystalline silica.

7. PERSONAL PROTECTION AND CONTROLS

Respiratory Protection

For respirable quartz levels that exceed or are likely to exceed an 8-hr TWA of $0.1\text{mg}/\text{m}^3$, a NIOSH approved dust respirator is recommended. For respirable quartz levels that exceed or are likely to exceed an 8-hr TWA of $0.5\text{mg}/\text{m}^3$, a NIOSH approved HEPA filter respirator is recommended. If respirable quartz levels exceed or are likely to exceed an 8-hr TWA of $5\text{mg}/\text{m}^3$, a NIOSH approved positive pressure, full face respirator or equivalent is recommended. Respirator use must comply with applicable MSHA or OSHA standards, which include provisions for a user training program, respirator repair and cleaning, respirator fit testing, and other requirements.

Ventilation

Local exhaust or general ventilation adequate to maintain exposures below appropriate exposure limits.

Skin Protection

See "Hygiene" section below.

Eye Protection

Safety glasses with side shields should be worn as minimum protection. Dust goggles should be worn when excessively (visible) dusty conditions are present or are anticipated.

Hygiene

Wash dust-exposed skin with soap and water before eating, drinking, smoking, and using toilet facilities. Wash work clothes after each use.

Other Control Measures

Respirable dust and quartz levels should be monitored regularly. Dust and quartz levels in excess of appropriate exposure limits should be reduced by all feasible engineering controls, including (but not limited to) wet suppression, ventilation, process enclosure, and enclosed employee work stations.

8. STORAGE AND HANDLING PRECAUTIONS

This product is not intended or designed for use as an abrasive blasting material, and should not be used for abrasive blasting.

Respirable crystalline silica-containing dust may be generated during processing, handling, and storage. The personal protection and controls identified in Section 7 of the MSDS should be applied as appropriate.

Do not store near food and beverages or smoking materials.

9. SPILL, LEAK AND DISPOSAL PRACTICES**Steps to be Taken in Case Material is Released or Spilled**

The personal protection and controls identified in Section 7 of the MSDS should be used as appropriate. Spilled material, where dust can be generated, may overexpose cleanup personnel to respirable crystalline silica-containing dust. Wetting of spilled material and/or use of respiratory protective equipment may be necessary. Do not dry sweep spilled material.

Prevent spilled materials from inadvertently entering streams, drains, or sewers.

For emergencies, contact _____
(your company's designated emergency contact)

Waste Disposal Method

Pick up and reuse clean materials. Dispose of waste materials only in accordance with applicable federal, state, and local laws and regulations.

10. TRANSPORTATION

DOT Hazard Classification: None

Placard Required: None

Label Required: Label as required by the OSHA Hazard Communication Standard [29 CFR 1910.1200 (f)] and applicable state and local laws and regulations.

For Further Information Contact: Place here the name, address, and telephone number of the operator or responsible party who can provide more info about the hazardous chemical.

Date of Preparation:

Emergency Information: Your company's designated emergency contact.

Notice: _____ believes the information contained herein is accurate; however, _____ makes no guarantees with respect to such accuracy and assumes no liability in connection with the use of the information contained herein by any party. The provision of the information contained herein is not intended to be and should not be construed as legal advice or as ensuring compliance with any federal, state or local laws and regulations. Any party using this product should review all such laws, rules or regulations prior to use.

NO WARRANTY IS MADE, EXPRESS OR IMPLIED, OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE.

MEADOW PARK HOA

3/27/2013

Financial Summary re RW South Phase 1b - Disney Constr. Impacts

	<u>To-Date</u>	<u>To-Go</u>
Bill Adjustments	\$8,510 ⁽¹⁾	-
Landscape Repairs	5,740 ⁽²⁾	820
Irrigation System Checks	3,990 ⁽²⁾	1,010
Irrigation System Repairs		3,050
Reimbursement Request		-
Good Will Request		2,300
	<u>\$18,240</u>	<u>\$7,180⁽³⁾</u>

(1) Issued as credit on water bills

(2) Paid to Lagwin & Dorward

(3) Pay to Meadow Park HOA

**NORTH MARIN WATER DISTRICT
RELEASE OF ALL PROPERTY DAMAGE CLAIMS**

That the Undersigned, representing Meadow Park Home Owners Association, for the sole consideration of Seven Thousand One Hundred Eighty Dollars (\$7,180.00) to be paid to Meadow Park Homeowners Association does hereby and for its heirs, executors, administrators, successors and assigns release, acquit and forever discharge the North Marin Water District, its agents, servants, successors, heirs, executors, administrators from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensation whatsoever, resulting from the landscape and irrigation system damages which occurred on or about summer and fall of 2012, at or near the NMWD Recycled Water Phase 1b project area in the vicinity of Meadow Park.

It is understood and agreed that this settlement is a compromise, and that the payment made is not to be construed as an admission of liability on the part of the party or parties hereby released, and that said releasees deny liability therefore and intend merely to avoid, further claims, litigation and buy their peace.

It is further understood and agreed that all rights under Section 1542 of the Civil Code of California and any similar law of any state or territory of the United States are hereby expressly waived. Said section reads as follows:

"1542. Certain claims not affected by general release. A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor."

The undersigned further declare(s) and represent(s) that no promise, inducement or agreement not herein expressed has been made to the undersigned and that this Release contains the entire agreement between the parties hereto, and that the terms of this Release are contractual and not a mere recital.

The undersigned further declares(s) and represents(s) that the undersigned is/are authorized and legally entitled to settle this dispute and receive all amounts provided for herein and agrees(s) to hold harmless, defend and indemnify the Releasees against all claims of any kind by any party concerning the propriety, completeness and/or scope of this agreement.

FOR YOUR PROTECTION, CALIFORNIA LAW REQUIRES THE FOLLOWING TO APPEAR ON THIS FORM:

§556. False or fraudulent claim; penalty. It is unlawful to:

- (a) Present or cause to be presented any false or fraudulent claim for the payment of a loss under a contract of insurance.
- (b) Prepare, make or subscribe any writing, with intent to present or use the same, or to allow it to be presented or used in support of any such claim.

Every person who violates any provision of this section is punishable by imprisonment in the State Prison not exceeding three years, or by fine not exceeding one thousand dollars, or by both (Stats. 1935, c. 145, p. 511. §556.)

THE UNDERSIGNED HAS READ THE FOREGOING RELEASE AND FULLY UNDERSTANDS IT.

Signed, sealed and delivered this _____ day of _____, 20____.

Witness

Meadow Park Home Owners Association

admin>i:\resource\aclwpl\ins\prop_rel
reviewed by counsel 8/15/94

MEMORANDUM

To: Board of Directors

March 29, 2013

From: Chris DeGabriele, General Manager 

Subject: Comments on County of Marin Parks and Open Space Non-Conforming Use Policy
t:\gm\2013 misc\memo re nonconforming use policy 032913.doc

RECOMMENDED ACTION: Authorize General Manager to send comment letter to County of Marin Parks and Open Space

FINANCIAL IMPACT: None

At the March 21, 2013 Marin County Parks and Open Space Commission Meeting, the commission recommended to the Marin County Board of Supervisors and Marin County Open Space District Board of Directors, that they adopt a proposed Non-Conforming Use Policy. The Marin County Parks staff report and proposed policy is attached.

While the proposed policy provides guidance for NMWD activities on Marin County lands, including installation of pipelines, vehicle access to existing facilities etc, Policy NU2 specifically prohibits a grant of easement or fee title to accommodate non-conforming uses. NMWD currently has property surrounded by or adjacent to open space and pipeline and appurtenances within County, Park or Open Space land authorized either via an easement or a license agreement. The County of Marin, County Parks and Open Space District and NMWD have had a long and cooperative working relationship and we hope that this will continue in the future. However, we do not believe the County has authority, and prefer the County not prohibit a grant of easement.

Staff is recommending the attached comment letter to the Marin County Parks and Open Space District recommending that the first sentence of Policy NU2 be removed and that the policy NU2 be broadened to enable the easements, fee title and revocable permission through license, lease or permit.

RECOMMENDATION:

Board authorize the General Manager to sent the comment letter to Marin County Parks and Open Space.

DRAFT

April 3, 2013

Ron Miska, Deputy Director
Marin County Parks and Open Space District
Marin County Civic Center
3501 Civic Center Drive, Suite 260
San Rafael, CA 94903

Re: Marin County Parks and Open Space Non Conforming Use Policies

Dear Mr. Miska:

Thank you for the opportunity to review the proposed policy. North Marin Water District (NMWD) and the County of Marin and Marin County Parks and Open Space District have a long, cooperative relationship in providing service to our respective constituents. NMWD currently holds both fee title to property within or adjacent to County Open Space lands and holds easements and/or licenses for facilities within said properties. These NMWD facilities benefit the County, Parks and Open Space and the customers of NMWD.

NMWD hopes to continue this cooperative relationship and currently has two projects identified in our 5 year financial plan to add facilities within County Parks and Open Space lands. The first to improve fire flows in North Novato would extend a transmission main pipeline to the existing San Mateo tank within the Mount Burdell Open Space. The second to improve water supply reliability and fire flow between North and South Novato would add a transmission main pipeline from Indian Valley Road to Ignacio Boulevard within the Indian Valley Open Space Fire Road.

We are happy that the Marin County Parks is preparing the Non Conforming Use Policies. We do however have concern with Policy NU2, in that it prohibits grant of easements or fee interest to accommodate non-conforming uses. NMWD does not believe that the County can prohibit grants of easement for water facilities. Nevertheless,

NMWD is willing to continue our cooperative relationship and accept license agreements when appropriate. To provide the flexibility for easement or fee title conveyance, NMWD recommends that the Policy NU2 be re-written as follows:

NU2

The County or District may provide easement, fee interest or revocable permission through a license, lease, or permit, which cannot be sold or otherwise transferred by the beneficiary of such easement, fee interest, or license, lease, or permit and for which the County or District may require compensation.

Should you have any question in regard to this recommendation, please contact me at your earliest convenience.

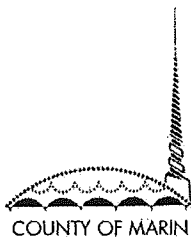
Sincerely,

Chris DeGabriele
General Manager

CC:
Linda Dahl
James Raives

CD/kly

t:\gm\2013 misc\letter to mcos re nonconforming policy.doc

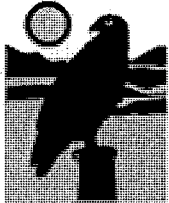


MARIN COUNTY PARKS

Preservation • Recreation



MARIN COUNTY
PARKS
PRESERVATION • RECREATION



• OPEN SPACE DISTRICT
• REGIONAL PARKS & PATHWAYS
• COMMUNITY PARKS
• LANDSCAPE SERVICES

Linda Dahl
DIRECTOR & GENERAL MANAGER

Marin County Civic Center
3501 Civic Center Drive
Suite 260
San Rafael, CA 94903
415 473 6387 T
415 473 3795 F
415 473 2495 TTY
www.marincountyparks.org

DATE: March 21, 2013
TO: Parks and Open Space Commission
FROM: Ronald Miska, Deputy Director
SUBJECT: Nonconforming Use Policies

RECOMMENDATION:

Recommend to the Marin County Board of Supervisors and the Marin County Open Space District Board of Directors that they adopt the proposed non-conforming use policies.

DISCUSSION:

Marin County Parks occasionally receives requests from public utilities, wireless phone companies, special districts, and other public and private entities, to use County of Marin (County) parks and Marin County Open Space District (District) preserves for nonconforming uses (e.g. utilities, telecommunications facilities, vehicular access to such facilities, and construction of roads). By law and by policy, the County and the District have an obligation to protect the public's interest associated with their properties, and to preserve the recreational and natural resource values of their lands.

Existing policies covering nonconforming uses are approximately 30 years old, are unclear in some respects, and apply only to open space preserves. As a consequence, staff is occasionally in the position of considering proposals without a clear set of guidelines, which could result in inconsistent approach. To address this circumstance, staff has drafted the attached policies.

The primary purpose of the proposed policies is to limit nonconforming uses by establishing stringent criteria for permitting such activities. These criteria require that the proposed activity:

1. Provides a public benefit.
2. Cannot occur in another location.
3. Avoids impacts to resources of the preserves and parks.
4. Complies with appropriate environmental regulations.
5. Receives permission from adjacent affected landowners.

The proposed policies will protect the County's and District's real property interests, ensure that the County and District can recover the costs associated with administering this process, require mitigation for any environmental impacts that result from a non-conforming use, ensure that the responsible party will remove any improvements once the use is no longer permitted, and ensure that an applicant understands the process and requirements that must be fulfilled at the outset.

MARIN COUNTY PARKS

Nonconforming Use Policies

The following policies guide the decision-making process whereby County of Marin Parks Department (County) and Marin County Open Space District (District) assess proposals for nonconforming uses (utilities, telecommunications facilities, vehicular access to such facilities, construction of roads, etc.) of County parks and District open space preserves by public utilities, wireless phone companies, special districts, and other public and private entities.

NU 1

The use of parks and open space preserves for other than the protection and enhancement of natural resources, and the support of public recreational opportunities, shall not be permitted, except in limited circumstances approved by the Marin County Board of Supervisors or the Board of Directors of the Marin County Open Space District, and when the person or organization requesting the nonconforming use provides substantial evidence that clearly documents that the nonconforming use:

- a. Provides or supports a direct benefit to the public; and
- b. Cannot feasibly be located in an area outside of the park or open space preserve; and
- c. Will not significantly affect biological, geological, hydrological, cultural, visual, recreational, or other resources of the preserves, parks, and other areas; and
- d. Complies with all appropriate federal, state, and local laws and regulations, including federal, state, and local regulatory permit requirements and the requirements of the California Environmental Quality Act; and
- e. Has received permission from other landowners with a real property interest directly affected by the nonconforming use through a lease, license, easement, or other similar instrument.

NU 2

Neither the County nor the District shall grant permanent real property interests, such as easement or fee interests, to accommodate nonconforming uses. The County or District may provide revocable permission through a license, lease, or permit which cannot be sold or otherwise transferred by the beneficiary of such license, lease, or permit, and for which the County or District may require compensation.

NU 3

The County and the District shall require the applicant seeking an exception for a nonconforming use to pay all costs associated with the review, approval, and implementation of the proposed activity, including staff, real estate, regulatory permitting, and environmental review.

NU 4

The County and the District may require additional fees to mitigate for impacts to its land, resources, and facilities, and/or to support maintenance of the existing facilities affected by the nonconforming use, and/or to improve County parks or District preserves to reduce the long-term adverse effects of the nonconforming use.

NU 5

The County and the District may require removal of any improvements related to the nonconforming use at the termination of the license, lease or permit, and may require bonds or other financial mechanisms to ensure removal of any such improvements.

MEMORANDUM

To: Board of Directors

Date: March 29, 2013

From: Drew McIntyre, Chief Engineer DM

Subject: 2013 Novato Water System Master Plan – Administrative Draft

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RECOMMENDED ACTION: Information only

FINANCIAL IMPACT: None

BACKGROUND

In 2002, the District coordinated into one comprehensive plan various studies and evaluations of the Novato water system. The Novato Water System Master Plan Final Report was accepted by the Board on June 18, 2002. It was the intent in creating the Master Plan to update the document every five years. In 2007, the Master Plan was updated and expanded and the 2007 Master Plan Update Final Report was accepted by the Board on January 11, 2008. The 2012 Master Plan has been updated utilizing District staff, outside consultant Laura Jones, and GHD (formally Winzler & Kelly Consulting Engineers). Ms. Jones has served as the overall project manager for preparation of the 2012 Master Plan and has coordinated preparation of all sections of the project. Mr. Mark Soldati has been the lead engineer at GHD, which provided the District with hydraulic modeling services, as well as a peer review of the entire report. Staff members have participated in the project through interviews and input in revisions of specific chapters. Each discipline and department within the District has been represented as part of the project team and each section has been updated to reflect current data and information. This is particularly true for Section 8, Asset Management Plan, which has been extensively revised by the District's Operations/Maintenance Superintendent, Robert Clark, to reflect a more comprehensive asset management analysis. The attached Executive Summary provides the key highlights of the information provided in each of the 10 chapters of the plan. Key tables and figures are provided as well as part of the Executive Summary.

PATH FORWARD

The Administrative Draft report has been completed and is enclosed in its entirety on the attached CD for your review. An oral presentation to highlight the critical elements and provide key background information on the plan will be presented at Tuesday's meeting. Staff will solicit additional comments on the Administrative Draft at the April 16th meeting. Adoption of the Final Master Plan 2012 Update is scheduled for the May 7th meeting. Accordingly, staff is proposing a cut-off date of April 17, 2013 for final comments and/or questions.

EXECUTIVE SUMMARY

E.1 PURPOSE OF STUDY

The North Marin Water District (NMWD) has prepared this 2012 update of the Novato Area Water System Master Plan to guide immediate and planned future system improvements. The previous Master Plan was prepared in 2002 and updated in 2007. This Master Plan Update identifies necessary system improvements for both current operation and as demands increase in the future. The Master Plan Update includes a proposed Capital Improvement Plan that identifies the improvement projects and required funding throughout the planning period through FY 2035.

Projects contained in the Capital Improvement Plan are separated by budget category utilized in the District budgeting process. Projects are identified for the following categories.

- Pipeline Replacement/Additions (Category #1)
- System Improvements (Category #2)
- Storage Tanks/Pump Stations (Category #4)
- Preliminary Project Engineering and Studies (Category #Study)

Proposed projects related to water conservation and proposed projects falling within Building/Yard/Stafford Water Treatment Plant (Category #3) and Recycled Water (Category #5) are beyond the scope of the master plan and are not included herein.

E.2 MAJOR MODIFICATIONS SINCE 2007 MASTER PLAN

The 2002 Novato Water System Master Plan was undertaken by the District in an attempt to develop a long-range strategic plan for identifying and implementing necessary capital improvement projects in the water transmission and distribution system. The effort including consolidation of various recent planning efforts, development and calibration of hydraulic network models of the most critical pressure zones, development of a procedure and approach for developing current water consumption by zone and for monitoring development within the District boundaries and projecting water demands through buildout. The result of the work was a Capital Improvement Plan that identifies a phased plan for implementing recommended improvement projects.

The 2007 Master Plan Update built on the original master plan, with updated historical water production records, updated development and water demand projections, and an updated hydraulic analysis utilizing the hydraulic models incorporating new system facilities that had been constructed since 2002. In addition, an asset management section was added to summarize the District's efforts to collect data on existing infrastructure and create a reasonable plan to replace aging facilities.

The 2012 Master Plan Update has again built on the original master plan with updated water production records, updated development and buildout water demand projections, and utilizes updated hydraulic models. A more comprehensive asset management section has been included to reflect the District's shift in focus from new development to infrastructure replacement.

E.3 NOVATO WATER SYSTEM OVERVIEW

The existing water system is presented in Section 3. The Novato Water System serves primarily the City of Novato and surrounding unincorporated areas in Marin County, encompassing approximately 75 square miles. As of June 30, 2006, the Novato Service area had approximately 20,467 active service connections serving approximately 23,858 dwelling units. The estimated service area population is 61,000.

E.3.1 Water Supply Sources

The North Marin Water District water supply for the Novato Service area is derived from two sources: 1) local runoff into Stafford Lake; and 2) Russian River water supplied by Sonoma County Water Agency (SCWA).

Stafford Lake. Stafford Lake lies four miles west of downtown Novato and collects the runoff from 8.3 square miles of watershed land adjacent to the upper reaches of Novato Creek. The lake has a surface area of 230 acres and holds 4,400 AF of water at a maximum water surface elevation of 196 feet above sea level. Water from Stafford Lake is drawn by an intake tower and fed by gravity or by pumping (depending on the lake level) into the 6 mgd Stafford Treatment Plant (STP) located just below the Stafford Lake (Novato Creek) dam. Treated water from the STP is pumped to the Zone 1 system by the high-lift pump station, which houses two 125 hp and one 75 hp pumps. A 360 kW solar power facility at the Stafford WTP was installed FY 2012.

In August 2006, the District put the new Stafford Water Treatment Plant on-line, after nearly 10 years of study, environmental review, design, and construction. Located at the base of Stafford Lake Dam, the new facility is designed to treat water to meet current and anticipated future water quality regulatory standards, improve system reliability, and the enhance the aesthetic attributes of Novato's local water supply. As part of the project, the old treatment plant, built in 1954, underwent a major upgrade as its filters were retrofitted with granular activated carbon to polish the water, further improving taste and odor attributes. The old treatment plant clarifier was converted to a solids thickener, consolidating the material removed from the lake water. The new water treatment plant is capable of producing 5.4 MGD and is operated seasonally to reduce peak summer demands from the Russian River Transmission System. Stafford Lake provides about 2,150 AF (700 MG per year), or 20% of Novato's annual water demand.

Russian River (Sonoma County Water Agency) Supply. The primary water supply source for the Novato Water System is Russian River water delivered by SCWA. Water is delivered to NMWD via the 9.4 mile long North Marin Aqueduct, a 28.5-inch diameter (I.D.) mortar-lined, coal tar and cement-coated steel transmission main running from the Kastania Pump Station near Petaluma to the connection to the NMWD transmission/distribution system north of San Marin Dr. The North Marin Aqueduct was constructed in 1961. In 1999, SCWA acquired the

northernmost portion of the North Marin Aqueduct (from the Kastania Pump Station to the intersection of Petaluma Boulevard South and McNear Avenue) from NMWD, and the Kastania Pump Station from MMWD.

Since 1961, NMWD has received water supply from the Russian River under a contractual arrangement with SCWA. The District is a contractual partner (water contractor) with seven other retail water providers (cities of Santa Rosa, Rohnert Park, Cotati, Petaluma, Sonoma, Windsor and Valley of the Moon Water Districts) receiving Russian River water supply from the Sonoma County Water Agency. The current Restructured Agreement for water supply executed by SCWA in June 2006 replaces the Eleventh Amended Agreement for Water Supply executed by SCWA in January 2001 and provides for water delivery entitlements to meet demand projections based on current general plans within each water contractor's service area, including North Marin Water District. NMWD's contractual entitlement under the restructured agreement provides for a delivery capacity of 19.9 MGD and total delivery of 14,100 AF during any fiscal year. Neither the Forestville nor Marin Municipal Water Districts are designated as water contractors in the Restructured Agreement. The Forestville Water District is however recognized as an "other agency customer" in the agreement and Marin Municipal Water District receives Russian River water under a separate Supplemental Water Supply Agreement with SCWA. MMWD's Russian River supply is "wheeled" through the North Marin Aqueduct when surplus capacity is available in accordance with provision of the Intertie Agreement between the two districts. MMWD water is pumped to the Ignacio Pump Station through the MMWD Novato Bypass pipeline, which connects to the NMWD Aqueduct north of San Marin Drive. NMWD maintains operational control of the water conveyed to MMWD so that service to the NMWD customers is not hydraulically diminished.

Water can be delivered through the North Marin Aqueduct by gravity flow between 8,000 and 9,000 gpm (11.2 MGD), or through the Kastania Pump Station between 12,000 and 13,000 gpm (18 MGD). While the Kastania Pump Station is owned and operated by the SCWA, pump operation is controlled by NMWD and regulated by the water surface level in the District's Lynwood and Atherton tanks. There are no standby power facilities at the Kastania Pump Station.

The District is moving forward with the Aqueduct Energy Efficiency Project (AEEP) in conjunction with the CalTrans Marin-Sonoma Narrows (MSN) Project to widen and realign Highway 101. The AEEP will eliminate use of the existing Kastania Pump Station and the resulting energy demand, associated greenhouse gas emissions and costs. The AEEP will increase the Aqueduct diameter from 30-inch to 42-inch pipeline for the 3.8 miles where the Caltrans MSN project is relocating the Aqueduct; and install a new 36-inch parallel pipeline to the existing Aqueduct for the 0.8 mile that will not be relocated by the Caltrans MSN Project. Additionally, a blind flange will be installed at the connection to the Kastania Pump Station to permanently disconnect the Aqueduct from the pump station. The Project is being designed such that the Aqueduct's rate of flow capacity would not increase compared to existing conditions. (i.e. 18 MGD)

Recycled Water Supply. In 2007, the North Marin Water District and Novato Sanitary District (NSD) completed construction of the 0.5 MGD Deer Island Recycled Water Facility (RWF) and

pipeline for landscape irrigation at the Stone Tree Golf Course (STGC) in Novato. This was the first step to incrementally introduce and expand the use of recycled water within the NMWD Novato Service Area. Approximately 260 AF is available annually from the Deer Island RWF for supply to the STGC and added customers. As part of the initial project, this facility also began delivering water to Novato Fire Protection District Station No. #2 property in May 2009. In FY 2011, 169 AF (55 mg) of recycled water was produced at the Deer Island RWF.

In 2010, as part of the North Bay Water Use Authority (NBWRA), NMWD, NSD and Las Gallinas Valley Sanitary District (LGVSD) moved forward with design and construction of expanded recycled water delivery within the Novato North and South Service Areas. Recycled water will be produced at either the Deer Island RWF (by NMWD), Davidson St. RWF (by NSD) or LGVSD RWF.

The Recycled Water Implementation Plan identifies potential recycled water customers and phasing of the recycled water expansion program by dividing the Novato Service Area in to North, Central and South service areas. The supply is being expanded incrementally to approximately 700 AF for the three service areas (North, Central and South) and is scheduled for completion by the year 2035.

Once produced, NMWD is responsible for the storage and distribution of the recycled water. NMWD splits their recycled water program into two distinct areas based on the source of the recycled water: 1) North and Central Service Area with recycled water from NSD's Davidson Street RWF (with standby capacity from NMWD's Deer Island RWF), and 2) the South Service Area with recycled water from LGVSD.

E.3.2 Climate Protection Management Plan

Climate change is a global phenomenon with local implications. Local and regional actions can affect the overall amount of greenhouse gas emitted, and the District pledges its support to reduce greenhouse gases and improve air quality.

The District has embarked on a program to increase awareness of the affects its operation has on greenhouse gas emissions. Over the past five years, the GHG Emission Reduction Program has included staff training on truck & equipment idling operation, efficient vehicle operation and employee commute options. Operational efficiencies have been implemented at all of our pump stations and new fleet & materials purchases utilizing the most energy-efficient products. The large GHG Emission Reduction Project for the District has been the installation of the 360kW solar panel system to supply power to STP.

With these improvements, the District has been able to meet the AB32 2010 targets for emission reduction for both the fleet and electricity uses. The solar panel system has allowed us to exceed the AB32 and CA/Marin emission reduction target for 2050. The District continues to seek opportunities to reduce greenhouse emissions through programs and philosophies, including the following:

- Utilizing high efficiency pumps and motors at pumping plants.
- Investigate opportunities to reduce energy usage at District facilities.
- Install solar power panels to generate power for District-owned facilities.
- Investigate upsizing transmission mains to reduce overall pumping requirements and reducing energy usage.
- Participate in regional Climate Protection Mitigation Management programs, particularly those with Marin County, Sonoma County and other bay area governments.
- Investigate the possibility of 100 percent energy self-sufficiency.
- Investigate the potential impacts to District facilities from a possible three foot sea level rise by 2050 and a 15 foot sea level rise by 2100, particularly in low-lying areas around Bel Marin Keys, Black Point, Deer Island, the airport and the main office.
- Inclusion of flood planning at the Stafford Treatment Plant and Novato Creek in emergency response programs.
- Include climate impacts in all CEQA documents for future projects.

Water Conservation. NMWD maintains a comprehensive and innovative Water Conservation Program aimed at improving water use efficiency for residential, commercial, and large landscape customers. Each water conservation program element is analyzed to assure that it will efficiently produce long-lasting water savings, mutually worthwhile to the customer and the District. The District's water conservation programs saved over 1,014 AF in FY 2011.

Focused residential activities include residential water use surveys (Water Smart Home Survey), high efficiency washing machine rebates, Ultra Low Flush Toilet (ULFT) rebates, High Efficiency Toilet (HET) rebates, a Cash-for-Grass Program (turf removal rebate), Conservation Incentive Rates, flapper rebates, weather based irrigation controller rebates, and a plumbing retrofit on resale program (toilets, showerheads, and bathroom sink aerators). Commercial water conservation programs include High Efficiency Toilet (HET) rebates, high efficiency washing machine rebates, and free water audits/surveys. Water efficiency for large landscape customers is achieved with a comprehensive water budget program comparing actual usage to calculated usage based on weather data. A water budget is assigned from this data and a budget-to-usage comparison is sent directly to the customer. Large landscape audits are offered to mixed-use accounts and dedicated metered sites showing poor efficiency performance. Landscape efficiency upgrade rebates are available after the audit.

The public outreach program includes a School Education Program (in cooperation with SCWA), direct mail newsletters (with a graph of actual customer usage sent in the spring), bill text, newspaper advertisements and articles, and a variety of other customer outreach campaigns. The outreach program is designed to increase customer participation in the various programs offered by the District and fosters customer awareness of water supply issues.

NMWD requires new development to meet some of the most stringent water use standards in the nation, including installation of a high efficiency washing machine, high efficiency toilets, weather based irrigation controllers, a maximum of 800 square feet of turf for residential development and no turf for commercial development, drip or other subsurface irrigation for all irrigated non-turf areas and other landscape requirements consistent with the State model Water Efficient Landscape Ordinance (WELO).

E.3.3 Distribution System Characteristics

The Novato Water System is comprised of four separate pressure zones serving customers at elevations ranging from sea level to over 400 feet. A total of 31 storage tanks are located throughout the service area, totaling almost 37.3 MG. The system includes 26 booster pump stations deliver water from a lower pressure zone to a higher pressure zone and seven hydropneumatic systems serving small demands that cannot be met from the primary pressure zones. Services located at elevations that do not match the primary zone elevations are served by intermediate pressure zones in which water is delivered from a higher pressure zone through a pressure regulating station.

The transmission system consists of 16- through 30-inch diameter pipelines strategically located to convey water supply to the distribution system. The primary transmission mains include the 30-inch diameter (28.5 I.D.) main connecting the North Marin Aqueduct to Zone 1 and the 18-inch pipeline delivering water from the Stafford Treatment Plant to Zone 1. The transmission mains run primarily north-south across the majority of Zone 1. Larger diameter transmission system piping is generally constructed of steel or reinforced concrete pressure pipe.

The majority of the distribution system is comprised of 6-, 8-, 10- and 12-inch diameter pipelines to distribute water from the transmission mains. Distribution system pipelines are constructed primarily of PVC, asbestos cement, and cast iron. Pipelines in the older sections of town were constructed over 60 years ago, and are constructed of cast iron pipe. Cast iron pipe installation ceased in the early 1950's when the District began to install asbestos cement pipe. Since 1992, distribution system piping is heavy walled PVC pipe design ratio 14.

As of June 30, 2011, the distribution system totals approximately 307 miles of pipelines, ranging from 2-inch to 30-inch diameter. Piping materials include cast iron (5%), asbestos cement (59%), PVC (22%), steel (12%), and other (2%).

E.4 HISTORICAL WATER DEMANDS AND DEMAND FORECASTS

The historical, current and forecasted buildout water demands for the North Marin Water District's Novato Water System are presented in Section 4.

E.4.1 Historical Water Demands

Historical annual water production for the last fifty-six years, since FY 1955 for both water supply sources is shown in Table ES-1. Historically, approximately 10 to 25 percent of the annual water supply was obtained from the Stafford Lake water source through the Stafford Treatment Plant (STP). In 2005 STP was shut down for renovations. The upgraded plant was opened in 2006 and is expected to produce 15 to 30 percent of the annual water supply.

**Table ES-1
Historical Potable Water Supply Production**

Fiscal Year	Stafford WTP (AF)	SCWA (AF)	Annual Total (AF)	Annual Total (MG)	Annual Daily (mgd)	ADPM (mgd)
1955	1,019		1,019	332.0	0.91	1.35
1956	1,355		1,355	441.5	1.21	2.15
1957	1,389		1,389	452.6	1.24	1.98
1958	1,579		1,579	514.5	1.41	2.34
1959	2,162		2,162	704.4	1.93	3.03
1960	2,173		2,173	708.0	1.94	3.30
1961	2,128	11	2,139	696.9	1.91	3.19
1962	1,830	404	2,234	727.9	1.99	3.39
1963	1,704	916	2,620	853.7	2.34	3.86
1964	1,939	988	2,927	953.7	2.61	4.08
1965	1,994	1,499	3,493	1,138.1	3.12	4.88
1966	2,111	1,940	4,051	1,319.9	3.62	5.94
1967	1,992	2,034	4,026	1,311.8	3.59	5.78
1968	2,223	2,625	4,848	1,579.6	4.33	6.97
1969	1,929	2,888	4,817	1,569.5	4.30	7.06
1970	1,955	3,650	5,605	1,826.3	5.00	7.50
1971	1,953	3,668	5,621	1,831.5	5.02	8.02
1972	1,870	4,539	6,409	2,088.2	5.72	8.52
1973	1,792	4,553	6,345	2,067.4	5.66	9.25
1974	1,253	5,284	6,537	2,129.9	5.84	9.37
1975	2,080	4,830	6,910	2,251.5	6.17	9.31
1976	1,690	5,946	7,636	2,488.0	6.82	10.03
1977	1,020	5,306	6,326	2,061.2	5.65	10.11
1978	2,022	3,324	5,346	1,741.9	4.77	8.68
1979	2,118	4,883	7,001	2,281.1	6.25	10.14
1980	1,414	6,135	7,549	2,459.7	6.74	10.23
1981	604	7,903	8,507	2,771.8	7.59	12.33
1982	2,030	6,153	8,183	2,666.3	7.30	11.58
1983	2,575	5,541	8,116	2,644.4	7.25	11.06
1984	2,532	6,721	9,253	3,014.9	8.26	12.05
1985	684	8,623	9,307	3,032.5	8.31	12.75
1986	1,028	8,324	9,352	3,047.2	8.35	12.70
1987	1,902	7,901	9,803	3,194.1	8.75	12.81
1988	974	8,918	9,892	3,223.1	8.83	12.57
1989	1,188	8,361	9,549	3,111.3	8.52	12.44
1990	1,157	8,386	9,543	3,109.4	8.52	13.09
1991	1,217	8,852	10,069	3,280.8	8.99	12.92
1992	1,438	8,008	9,446	3,077.8	8.43	11.50
1993	1,952	7,169	9,121	2,971.9	8.14	12.25
1994	1,917	7,914	9,831	3,203.2	8.78	13.18
1995	1,065	8,714	9,779	3,186.3	8.73	13.59
1996	2,039	8,289	10,328	3,365.2	9.22	13.49
1997	2,136	8,503	10,639	3,466.5	9.50	13.92
1998	2,323	6,888	9,211	3,001.2	8.22	14.08
1999	2,502	7,687	10,189	3,319.9	9.10	13.67
2000	2,029	8,757	10,786	3,514.4	9.63	14.05
2001	2,241	9,065	11,306	3,683.8	10.09	15.05
2002	1,762	9,255	11,017	3,589.7	9.83	15.06
2003	2,762	7,867	10,629	3,463.2	9.49	15.72
2004	2,006	9,499	11,505	3,748.7	10.27	15.60
2005	734	9,326	10,060	3,277.8	8.98	14.78
2006	0	10,797	10,797	3,518.0	9.64	15.58
2007	1,071	10,103	11,174	3,640.8	9.97	15.60
2008	2,185	8,397	10,582	3,447.9	9.45	13.57
2009	1,912	8,382	10,294	3,354.1	9.19	13.60
2010	2,455	5,997	8,452	2,753.9	7.54	11.84
2011	2,672	6,179	8,851	2,884.0	7.90	12.20

Historical water demands for the Novato Water System are shown in Table ES-2. The observed annual average day demand, average day peak month (ADPM) demand and maximum day demand, along with peaking factors and lost (un-accounted) water percentages for the Novato Water System as a whole are shown in the table.

E.4.2 Current Water Demands

The FY 2011 demand, separated by pressure zone, is shown in Table ES-3. Separation of demand by pressure zone was accomplished by reviewing pump station production records. For FY 2011, Zone 1 accounts for approximately 46 percent of the total system demand. Zone 2 (including the Crest Zone and the Air Base Zone) accounts for approximately 45 percent of the total system demand. All Zone 3 and 4 and Miscellaneous Zone demand accounts for only 7.6 percent of the total system demand. The seven hydropneumatic stations combined account for almost 1 percent of the total system demand. Note that Table ES-3 identifies the Petaluma Zone, which signifies several customers north of the Kastania Tank that are served by the District and represents only 0.5 percent of the total system demand.

E.4.3 Projected Water Demands

Previous water demand forecasts for North Marin Water District were prepared in 1992 and based on the 1991 Countywide Plan. The 1996 City of Novato General Plan development forecast was consistent with the 1991 Countywide Plan so no formal update of the water demand forecast was conducted at that time. Demands and development projections were updated in the 2002 and 2007 Water System Master Plans.

On June 21, 2011, the District's Board of Directors adopted the 2010 NMWD Urban Water Management Plan (UWMP), which is available to view or download on the District's website at www.nmwd.com. It includes population and water demand forecasts for the Novato service area through buildout year in 2035. In conjunction with the preparation of the 2010 UWMP the NMWD Final 2010 Urban Water Management Plan Water Demand Analysis and Water Conservation Measures Update, dated November 12, 2010 was published by Maddaus Water Management. This document provides a very comprehensive water demand forecast and utilized population and employment projections given by the Association of Bay Area Governments (ABAG) as well as District input regarding historical and current water service dwelling unit density, i.e., population residing in single family dwelling units and multi-family dwelling units.

For use in this Master Plan the buildout water demand forecast in the 2010 UWMP will be utilized. At buildout, there is a projected annual demand of 12,753 AF per year.

Analysis of projected water demands is based on new development slated to be constructed within the District boundaries. The buildout water demand forecast provided herein is updated with the most recent development information obtained from the Marin County Community Development Agency (MCCDA) and confirmed with the City of Novato Planning Department in early 2012. The forecast includes an estimate of future water demand for each project in 5-year increments and separated by pressure zone for use in preparing a comprehensive capital improvement program. The annual demand for the projected residential units is converted to

Table ES-2
Historical Potable Water Demands

Fiscal Year	Water Bank Total EDU	Annual Demand (AF)	Average Day Demand (mgd)	ADPM ⁽¹⁾ Demand (mgd)	Peaking Factor ADPM/Ave Day	Maximum Day Demand (mgd)	Peaking Factor Max Day/ADPM	Peaking Factor ⁽²⁾ Max Day/Ave Day	Lost Water ⁽³⁾ (%)
1981	15,692	8,507	7.59	12.33	1.62	15.68	1.27	2.06	8.6%
1982	15,794	8,183	7.30	11.58	1.59	13.03	1.13	1.78	8.2%
1983	15,955	8,116	7.25	11.06	1.53	13.32	1.20	1.84	8.0%
1984	16,344	9,253	8.26	12.05	1.46	15.44	1.28	1.87	12.0%
1985	16,597	9,307	8.31	12.75	1.53	15.42	1.21	1.86	10.5%
1986	16,832	9,352	8.35	12.70	1.52	15.60	1.23	1.87	7.1%
1987	17,232	9,803	8.75	12.81	1.46	14.22	1.11	1.62	6.0%
1988	17,408	9,892	8.83	12.57	1.42	15.00	1.19	1.70	7.7%
1989	17,712	9,549	8.52	12.44	1.46	14.97	1.20	1.76	7.7%
1990	17,856	9,543	8.52	13.09	1.54	14.95	1.14	1.75	6.0%
1991	18,226	10,069	8.99	12.92	1.44	14.24	1.10	1.58	10.3%
1992	18,390	9,446	8.43	11.50	1.36	13.79	1.20	1.64	10.6%
1993	18,605	9,121	8.14	12.25	1.50	14.94	1.22	1.83	4.3%
1994	18,685	9,831	8.78	13.18	1.50	16.75	1.27	1.91	7.2%
1995	18,785	9,779	8.73	13.59	1.56	16.09	1.18	1.84	9.4%
1996	19,079	10,328	9.22	13.49	1.46	15.64	1.16	1.70	9.0%
1997	19,392	10,639	9.50	13.92	1.47	17.13	1.23	1.80	7.4%
1998	19,885	9,211	8.22	14.08	1.71	16.43	1.17	2.00	0.9%
1999	20,237	10,189	9.10	13.67	1.50	16.15	1.18	1.78	7.8%
2000	20,615	10,786	9.63	14.05	1.46	17.29	1.23	1.80	4.9%
2001	20,673	11,306	10.09	15.05	1.49	17.78	1.18	1.76	5.6%
2002	21,572	11,017	9.83	15.06	1.53	16.87	1.12	1.72	3.4%
2003	21,930	10,629	9.49	15.72	1.66	18.12	1.15	1.91	N/A
2004	22,628	11,505	10.27	15.60	1.52	17.21	1.10	1.68	4.1%
2005	22,768	10,060	8.98	14.78	1.65	17.17	1.16	1.91	N/A
2006	22,876	10,797	9.64	15.58	1.62	17.76	1.14	1.84	6.8%
2007	22,944	11,174	9.97	15.60	1.56	17.07	1.09	1.71	2.9%
2008	23,091	10,582	9.45	13.57	1.44	15.77	1.16	1.67	5.6%
2009	23,193	10,294	9.19	13.60	1.48	17.38	1.28	1.89	N/A
2010	23,299	8,452	7.54	11.84	1.57	13.41	1.13	1.78	N/A
2011	23,336	8,851	7.90	12.20	1.54	14.20	1.16	1.80	5.8%
				31-year average=	1.52		1.18	1.80	7.0%

Notes:

- (1) ADPM = average day peak month demand, obtained by dividing the total monthly demand by the number of days in the month.
- (2) Lost water calculated separately and takes into account known water such as flushing flows, hydrant flows, etc.
- (3) Peaking Factor is obtained by dividing the Max Day demand by the Average Day demand, or by multiplying the ADPM/Ave Day and Max Day/ADPM peaking factors

**Table ES-3
FY 2011 Water Demands**

Pressure Zone	Annual Usage Demand ⁽¹⁾ (gallons)	Average Day Demand (gpd)	Average Day Demand (gpm)	Ave Day/Max Day Peaking Factor ⁽²⁾	Maximum Day Demand (gpd)	Maximum Day Demand (gpm)
No. Novato Subzone	700,370,440	1,918,800	1,333	1.80	3,453,800	2,399
So. Novato Subzone	634,012,543	1,737,000	1,206	1.80	3,126,600	2,171
Zone 1 Total	1,334,382,983	3,655,800	2,539		6,580,400	4,570
Crest	65,473,059	179,400	125	1.72	308,600	214
Black Point	24,070,736	65,900	46	1.72	113,300	79
San Mateo/Trumbull Subzone	623,880,454	1,709,300	1,187	1.71	2,922,900	2,030
Sunset/Pacheco Subzone	539,416,626	1,477,900	1,026	1.71	2,527,200	1,755
Air Base	51,164,558	140,200	97	1.71	239,700	166
Zone 2 Total	1,304,005,433	3,572,700	2,481		6,111,700	4,244
Cherry Hill	41,974,998	115,000	80	1.65	189,800	132
Half Moon	5,998,673	16,400	11	1.93	31,700	22
Wild Horse Valley/Center Rd	73,983,091	202,700	141	1.88	381,100	265
Garner	4,678,077	12,800	9	1.91	24,400	17
Old Ranch Road	4,876,212	13,400	9	1.67	22,400	16
Dickson	24,219,734	66,400	46	1.66	110,200	77
Winged Foot	21,075,354	57,700	40	1.74	100,400	70
Ponti	20,885,780	57,200	40	2.17	124,100	86
San Andreas	7,333,054	20,100	14	2.08	41,800	29
Nunes	2,585,041	7,100	5	1.90	13,500	9
Zone 3 Total	207,610,014	568,800	395		1,039,400	722
Buck	4,469,278	12,200	8	1.90	23,200	16
Upper Wild Horse Valley	2,578,614	7,100	5	1.86	13,200	9
Cabro Ct	1,021,700	2,800	2	1.90	5,300	4
Zone 4 Total	8,069,592	22,100	15		41,700	29
Windhaven	935,000	2,600	2	1.90	4,900	3
San Antonio (WCW)	1,772,012	4,900	3	1.90	9,300	6
Misc Zone Total	2,707,012	7,500	5		14,200	10
Bahia Hydro	9,552,037	26,200	18	1.90	49,800	35
Hayden Hydro	3,669,000	10,100	7	1.90	19,200	13
Diablo Hills Hydro	1,017,280	2,800	2	1.90	5,300	4
Garner Hydro	2,089,912	5,700	4	1.90	10,800	8
Indian Hills Hydro	1,829,608	5,000	3	1.90	9,500	7
Rockrose Hydro	2,894,617	7,900	5	1.90	15,000	10
Eagle Dr Hydro	6,198,917	17,000	12	1.90	32,300	22
Hydro Zone Total	27,251,371	74,700	52		141,900	99
Petaluma	14,658,014	40,200	28	1.90	76,400	53
Petaluma Total	14,658,014	40,200	28		76,400	53

⁽¹⁾ Annual usage demands represent total production (billed consumption, unmetered consumption, fire hydrants, lost water, etc)

⁽²⁾ Peaking factor is multiplier to obtain maximum day demand from average day demand. Peaking factors obtained from previous studies (Storage Evaluation & Siting Study, Jan 1997 and Zones 3 & 4 Storage Capacity Evaluation, April 1999, both by Soldati Engr Services). Peaking factors for Zone 1 and Zone 2 have been adjusted slightly to match system-wide average of 1.80 for FY 2011.

annual acre-feet (AF) with the District conversion factor of 0.437 AF per EDU, while the commercial and government component is converted using a water duty factor of 0.168 AF per 1000 sq. ft. space. The development forecast projects an additional demand of 4,195 AF at buildout, with 2,551 AF occurring in the residential sector and 1,644 AF in the commercial sector.

The projected buildout demand will be phased into service in accordance with estimates of implementation schedules for new development. The incremental average daily demand increase by pressure zone for each period is shown in Table ES-4. The projected demand increase is quite evenly spread out over the 25 year look-ahead schedule with no real peak in construction shown.

The projected average annual daily water demand in 5-year increments separated by pressure zone is shown in Table ES-5. Overall, approximately 73% of the new demand will occur in Zone 1, with over two thirds of that demand occurring in the North Novato area. Approximately 25% of the new demand will occur in Zone 2, with over half of the Zone 2 demand occurring in the San Mateo/Trumbull area. Only 2% of the new demand will occur in the higher pressure zones. However, the growth in the Buck and Old Ranch Rd. areas represents a significant increase in these smaller zones and will likely require improvements to these systems to serve the new customers.

Maximum day demands will be utilized for other tasks in this Master Plan, including the storage and pumping capacity evaluation presented in Section 5. The projected maximum day water demand in 5-year increments separated by pressure zone is shown in Table ES-6. The overall peaking factors to obtain maximum day demands utilized in the buildout demand forecasts must be modified for each pressure zone to acknowledge the specific characteristics of each zone

E.5. STORAGE AND PUMPING CAPACITY EVALUATION

The storage and pumping capacity evaluation of the pressure zones and pump stations in the Novato Water System is presented in Section 5. The analysis is based on FY 2011 and projected buildout (FY 2035) water demands presented in Section 4.

The storage and pumping capacity evaluations previously developed were updated with the new forecasted water demands. The storage and pumping capacity evaluation includes all pressure zones, except for the zones served by the small hydropneumatic pump stations, Cabro Court Zone, and the two small pressure zones off the aqueduct north of the city of Novato - San Antonio and Windhaven.

Storage Capacity Evaluation

The storage capacity evaluation consisted of determining the storage capacity goal for each pressure zone for each 5-year increment and comparing it to the existing storage capacity to determine the surplus or deficit. The additional storage capacity requirements by pressure zone for each 5-year increment is shown in Table ES-7.

**Table ES-4
Buildout Potable Water Demand Forecast**

	Fiscal Year	A Annual AF (AF)	B Annual MG (MG)	C Ave Day (mgd)	D Peaking Factor ADPM/AveDay	E ADPM (mgd)	F Peaking Factor Max Day/ADPM	G Max Day (mgd)
Actual	1981	8,507	2,771.8	7.59	1.62	12.33	1.27	15.68
	1982	8,183	2,666.3	7.30	1.59	11.58	1.13	13.03
	1983	8,116	2,644.4	7.25	1.53	11.06	1.20	13.32
	1984	9,253	3,014.9	8.26	1.46	12.05	1.28	15.44
	1985	9,307	3,032.5	8.31	1.53	12.75	1.21	15.42
	1986	9,352	3,047.2	8.35	1.52	12.70	1.23	15.60
	1987	9,803	3,194.1	8.75	1.46	12.81	1.11	14.22
	1988	9,892	3,223.1	8.83	1.42	12.57	1.19	15.00
	1989	9,549	3,111.3	8.52	1.46	12.44	1.20	14.97
	1990	9,543	3,109.4	8.52	1.54	13.09	1.14	14.95
	1991	10,069	3,280.8	8.99	1.44	12.92	1.10	14.24
	1992	9,446	3,077.8	8.43	1.36	11.50	1.20	13.79
	1993	9,121	2,971.9	8.14	1.50	12.25	1.22	14.94
	1994	9,831	3,203.2	8.78	1.50	13.18	1.27	16.75
	1995	9,779	3,186.3	8.73	1.56	13.59	1.18	16.09
	1996	10,328	3,365.2	9.22	1.46	13.49	1.16	15.64
	1997	10,639	3,466.5	9.50	1.47	13.92	1.23	17.13
	1998	9,211	3,001.2	8.22	1.71	14.08	1.17	16.43
	1999	10,189	3,319.9	9.10	1.50	13.67	1.18	16.15
	2000	10,786	3,514.4	9.63	1.46	14.05	1.23	17.29
	2001	11,306	3,683.8	10.09	1.49	15.05	1.18	17.78
2002	11,017	3,589.7	9.83	1.53	15.06	1.12	16.87	
2003	10,629	3,463.2	9.49	1.66	15.72	1.15	18.12	
2004	11,505	3,748.7	10.27	1.52	15.60	1.10	17.21	
2005	10,060	3,277.8	8.98	1.65	14.78	1.16	17.17	
2006	10,797	3,518.0	9.64	1.62	15.58	1.14	17.76	
2007	11,174	3,640.8	9.97	1.56	15.60	1.09	17.07	
2008	10,582	3,447.9	9.45	1.44	13.57	1.16	15.77	
2009	10,294	3,354.1	9.19	1.48	13.60	1.28	17.40	
2010	8,452	2,753.9	7.54	1.57	11.84	1.13	13.41	
2011	8,891	2,896.9	7.94	1.54	12.20	1.16	14.20	
Forecast	2015	11,880	3,870.8	10.61	1.52	16.12	1.18	19.02
	2020	12,259	3,994.3	10.94	1.52	16.63	1.18	19.63
	2025	12,553	4,090.1	11.21	1.52	17.03	1.18	20.10
	2030	12,727	4,146.8	11.36	1.52	17.27	1.18	20.38
	2035	12,753	4,155.3	11.38	1.52	17.30	1.18	20.42

- Notes:
- A: actual per NMWD Annual Reports = SCWA + STP supply
forecast per 2010 NWMD UWMP Tables 3-7, 8 & 9
 - B: = column A * 43560 * 7.48 / 1000000
 - C: = column B / 365
 - D: actual = column E / column C
forecast = 30 year historical average
 - E: actual per NMWD Annual Reports
forecast = column C * column D
 - F: actual = column G / column E
forecast = 30 year historical average
 - G: actual per NMWD Annual Reports
forecast = column E * column F

**Table ES-5
Projected Average Day Water Demand⁽¹⁾**

Pressure Zone	FY 2011 Ave Day Demand (gpd)	FY 2015 Ave Day Demand (gpd)	FY 2020 Ave Day Demand (gpd)	FY 2025 Ave Day Demand (gpd)	FY 2030 Ave Day Demand (gpd)	FY 2035 Ave Day Demand (gpd)	Total Ave Day Demand Increase (gpd)
No. Novato Subzone	1,918,800	2,269,940	2,658,480	3,133,720	3,437,660	3,878,900	1,960,100
So. Novato Subzone	1,737,000	1,889,070	2,071,040	2,219,910	2,367,780	2,514,450	777,450
Zone 1 Total	3,655,800	4,159,010	4,729,520	5,353,630	5,805,440	6,393,350	2,737,550
Crest	179,400	179,400	190,300	193,100	193,100	193,100	13,700
Black Point	65,900	65,900	65,900	65,900	65,900	65,900	0
San Mateo/Trumbull Subzone	1,709,300	1,784,635	1,870,870	1,970,105	2,171,240	2,244,575	535,275
Sunset/Pacheco Subzone	1,477,900	1,551,235	1,626,770	1,700,405	1,803,440	1,876,775	398,875
Air Base	140,200	140,200	140,200	140,200	140,200	140,200	0
Zone 2 Total	3,572,700	3,581,170	3,753,840	3,929,510	4,233,680	4,380,350	947,850
Cherry Hill	115,000	116,200	118,600	121,400	122,200	122,200	7,200
Half Moon	16,400	16,400	16,400	16,400	18,000	18,000	1,600
Wild Horse Valley/Center Rd	202,700	202,700	202,700	202,700	202,700	202,700	0
Garner	12,800	12,800	12,800	14,400	14,400	14,400	1,600
Old Ranch Road	13,400	13,400	13,400	20,800	20,800	20,800	7,400
Dickson	66,400	66,400	66,400	66,400	66,400	66,400	0
Winged Foot	57,700	57,700	57,700	57,700	57,700	57,700	0
Ponti	57,200	57,200	57,200	57,200	57,200	57,200	0
San Andreas	20,100	20,100	20,100	20,100	20,100	20,100	0
Nunes	7,100	7,100	7,100	7,100	7,100	7,100	0
Zone 3 Total	568,800	570,000	572,400	584,200	586,600	586,600	17,800
Buck	12,200	12,200	54,200	54,200	54,200	54,200	42,000
Upper Wild Horse Valley	7,100	7,100	7,100	7,100	7,100	7,100	0
Cabro Ct	2,800	2,800	2,800	2,800	2,800	2,800	0
Zone 4 Total	22,100	22,100	64,100	64,100	64,100	64,100	42,000
Windhaven	2,600	2,600	2,600	2,600	2,600	2,600	0
San Antonio (WCW)	4,900	4,900	4,900	4,900	4,900	4,900	0
Misc Zone Total	7,500	7,500	7,500	7,500	7,500	7,500	0
Bahia Hydro	26,200	26,200	26,200	26,200	26,200	26,200	0
Hayden Hydro	10,100	10,100	10,100	10,100	10,100	10,100	0
Diablo Hills Hydro	2,800	2,800	2,800	2,800	2,800	2,800	0
Garner Hydro	5,700	5,700	5,700	5,700	5,700	5,700	0
Indian Hills Hydro	5,000	5,000	5,000	5,000	5,000	5,000	0
Rockrose Hydro	7,900	7,900	7,900	7,900	7,900	7,900	0
Eagle Dr Hydro	17,000	17,000	17,000	17,000	17,000	17,000	0
Hydro Zone Total	74,700	74,700	74,700	74,700	74,700	74,700	0
Petaluma	40,200	40,200	40,200	40,200	40,200	40,200	0
Petalumn Total	40,200	40,200	40,200	40,200	40,200	40,200	0
Totals	7,941,800	8,454,680	9,242,260	10,053,840	10,812,220	11,546,800	3,745,200

Notes:

⁽¹⁾ See Table 4-6 for incremental demand increases by 5-year intervals.

Table ES-6
Projected Maximum Day Water Demand⁽¹⁾

Pressure Zone	FY 2011 Max Day Demand (gpd)	FY 2015 Max Day Demand (gpd)	FY 2020 Max Day Demand (gpd)	FY 2025 Max Day Demand (gpd)	FY 2030 Max Day Demand (gpd)	FY 2035 Max Day Demand (gpd)	Total Max Day Demand Increase (gpd)
No. Novato Subzone	3,453,800	4,085,900	4,785,300	5,640,700	6,187,800	6,982,000	3,528,200
So. Novato Subzone	3,126,600	3,400,300	3,727,900	3,995,800	4,262,000	4,526,000	1,399,400
Zone 1 Total	6,580,400	7,486,200	8,513,200	9,636,500	10,449,800	11,508,000	4,927,600
Crest	308,600	308,600	327,300	332,100	332,100	332,100	23,500
Black Point	113,300	113,300	113,300	113,300	113,300	113,300	0
San Mateo/Trumbull Subzone	2,922,900	3,051,700	3,199,200	3,368,900	3,712,800	3,838,200	915,300
Sunset/Pacheco Subzone	2,527,200	2,652,600	2,781,800	2,907,700	3,083,900	3,209,300	682,100
Air Base	239,700	239,700	239,700	239,700	239,700	239,700	0
Zone 2 Total	6,111,700	6,365,900	6,661,300	6,961,700	7,481,800	7,732,600	1,620,900
Cherry Hill	189,800	191,700	195,700	200,300	201,600	201,600	11,800
Half Moon	31,700	31,700	31,700	31,700	34,700	34,700	3,000
Wild Horse Valley/Center Rd	381,100	381,100	381,100	381,100	381,100	381,100	0
Garner	24,400	24,400	24,400	27,500	27,500	27,500	3,100
Old Ranch Road	22,400	22,400	22,400	34,700	34,700	34,700	12,300
Dickson	110,200	110,200	110,200	110,200	110,200	110,200	0
Winged Foot	100,400	100,400	100,400	100,400	100,400	100,400	0
Ponti	124,100	124,100	124,100	124,100	124,100	124,100	0
San Andreas	41,800	41,800	41,800	41,800	41,800	41,800	0
Nunes	13,500	13,500	13,500	13,500	13,500	13,500	0
Zone 3 Total	1,039,400	1,041,300	1,045,300	1,065,300	1,069,600	1,069,600	30,200
Buck	23,200	23,200	103,000	103,000	103,000	103,000	79,800
Upper Wild Horse Valley	13,200	13,200	13,200	13,200	13,200	13,200	0
Cabro Ct	5,300	5,300	5,300	5,300	5,300	5,300	0
Zone 4 Total	41,700	41,700	121,500	121,500	121,500	121,500	79,800
Windhaven	4,900	4,900	4,900	4,900	4,900	4,900	0
San Antonio (WCW)	9,300	9,300	9,300	9,300	9,300	9,300	0
Misc Zone Total	14,200	14,200	14,200	14,200	14,200	14,200	0
Bahia Hydro	49,800	49,800	49,800	49,800	49,800	49,800	0
Hayden Hydro	19,200	19,200	19,200	19,200	19,200	19,200	0
Diablo Hills Hydro	5,300	5,300	5,300	5,300	5,300	5,300	0
Garner Hydro	10,800	10,800	10,800	10,800	10,800	10,800	0
Indian Hills Hydro	9,500	9,500	9,500	9,500	9,500	9,500	0
Rockrose Hydro	15,000	15,000	15,000	15,000	15,000	15,000	0
Engle Dr Hydro	32,300	32,300	32,300	32,300	32,300	32,300	0
Hydro Zone Total	141,900	141,900	141,900	141,900	141,900	141,900	0
Petaluma	76,400	76,400	76,400	76,400	76,400	76,400	0
Petalumn Total	76,400	76,400	76,400	76,400	76,400	76,400	0
Totals	14,005,700	15,167,600	16,573,800	18,017,500	19,355,200	20,664,200	6,658,500

Notes:

⁽¹⁾ Maximum day demands obtained by multiplying average day demands from Table 4-7 by pressure zone specific Ave Day/Max Day peaking factor from Table 4-3.

**Table ES-7
Additional Storage Capacity Required by Pressure Zone**

Tank/Pressure Zone	Zone	Total Zone Storage Capacity (gallons)	Additional Storage Capacity Required (Gallons)					
			FY 2011	FY 2015	FY 2020	FY 2025	FY 2030	FY 2035
No. Novato Subzone	1	6,350,000	-1,274,000	-458,000	444,000	1,548,000	2,253,000	3,278,000
So. Novato Subzone	1	7,500,000	-2,838,000	-2,484,000	-2,062,000	-1,716,000	-1,373,000	-1,033,000
Zone 1 Total	1	13,850,000	-4,112,000	-3,573,600	-2,248,800	-799,600	249,400	1,614,700
San Mateo/Trumbull Subzone	2	6,500,000	-2,216,000	-2,055,000	-1,871,000	-1,659,000	-1,229,000	-1,072,000
Sunset/Pacheco Subzone	2	10,000,000	-6,211,000	-6,054,000	-5,892,000	-5,735,000	-5,515,000	-5,358,000
Primary Zone 2 Total	2	16,500,000	-9,057,000	-8,739,500	-8,393,900	-8,024,700	-7,574,700	-7,061,300
Crest	2	1,000,000	-404,000	-404,000	-380,000	-374,000	-374,000	-374,000
Black Point	2	324,000	28,000	28,000	28,000	28,000	28,000	28,000
Airbase	2	1,000,000	-70,000	-70,000	-70,000	-70,000	-70,000	-70,000
Cherry Hill	3	450,000	-2,000	0	5,000	11,000	12,000	12,000
Half Moon	3	100,000	150,000	150,000	150,000	150,000	154,000	154,000
Wild Horse Valley/Center Rd	3	1,000,000	-313,000	-313,000	-313,000	-313,000	-313,000	-313,000
Garner ⁽¹⁾	3	100,000	141,000	141,000	141,000	145,000	145,000	145,000
Old Ranch Road	3	50,000	188,000	188,000	188,000	204,000	204,000	204,000
Dickson	3	250,000	-12,000	-12,000	-12,000	-12,000	-12,000	-12,000
Winged Foot	3	600,000	-264,000	-264,000	-264,000	-264,000	-264,000	-264,000
Ponti	3	500,000	-134,000	-134,000	-134,000	-134,000	-134,000	-134,000
San Andreas	3	250,000	13,000	13,000	13,000	13,000	13,000	13,000
Nunes	3	120,000	107,000	107,000	107,000	107,000	107,000	107,000
Buck	4	500,000	159,000	159,000	259,000	259,000	259,000	259,000
Upper Wild Horse Valley	4	44,000	-27,000	-27,000	-27,000	-27,000	-27,000	-27,000

Notes:

⁽¹⁾ Additional storage capacity will not be constructed in this zone. See Section 5 for discussion.

It should be noted that for 10 of the 17 pressure zones the Fire Flow Standard needed to be updated from the 2007 NMWD Master Plan to meet the current 2010 California Fire Code. This resulted in an increase of additional storage required for both current and buildout demand. All District tanks are designed in cooperation with the NFPD, but for many tanks the fire storage component is now inadequate, as the fire code has been updated throughout the years.

Zone 1. Zone 1 currently has a substantial surplus of storage capacity. Although the analysis indicates that the North Novato Zone 1 area will become deficient in storage capacity in 2020, the combined total Zone 1 storage capacity yields a surplus in until 2035 as both subzones are connected hydraulically and storage capacity from each subzone is available to the other. If demands increase as projected, the combined Zone 1 zones will still be slightly deficient at buildout and it will be necessary to obtain an additional site to construct another tank. Tank sites within Zone 1 are difficult to find, and the District should consider rehabilitating the Lynwood Tanks, and possibly reconfiguring the site to add the necessary capacity to the site while rehabilitating (or replacing) the 45- to 50-year old existing tanks.

Zone 2. Both the San Mateo/Trumbull Subzone and the Sunset/Pacheco Subzone show a storage capacity surplus at buildout. Therefore, no additional storage is needed in the Primary Zone 2.

Black Point and San Andreas Zones. The small storage capacity deficit under current demands in the Black Point, and San Andreas Zones of 28,000 gallons and 13,000 gallons respectively is not practical to rectify. Since there is no additional growth planned in these zones, there is no need to construct additional storage capacity.

Cherry Hill Zone. The Cherry Hill Zone will have a slight deficit of 12,000 gallons at buildout that is too small to necessitate any action at this time.

Half Moon Zone. In the Half Moon Zone the storage capacity deficiency is primarily due to the fire flow goal of 1750 gpm for 2 hours and the resulting storage requirement of 210,000 gallons. The District has confirmed fire flows in the system to be approximately 1,300 gpm. The NFPD is conducting its own fire fuels management program with homeowners in the area. After reviewing several options, the 1999 Zones 3 and 4 Storage Capacity Evaluation recommended construction of a new 300,000 gallon tank to replace the existing 100,000 gallon tank on the same site, although the current forecast shows only a 250,000 gallon tank will be needed at buildout.

Garner Zone. In the Garner Zone the storage capacity deficiency is primarily due to the fire flow goal of 1750 gpm for 2 hours and the resulting storage requirement of 210,000 gallons. The District has confirmed flows between 775 and 1000 gpm within the zone in limited testing. Although fire storage capacity cannot be maintained in the existing tank, the zone does have over two days of maximum day demand in storage capacity. This site has a relatively small tank with limited access and space for additional facilities. There are no other feasible sites, and the Garner Zone serves only small demands. Further discussions with NFPD indicate that most homes within this zone are sprinkled and they have indicated that funds for storage construction would be better spent on older facilities requiring upgrades. Construction of additional storage capacity

cannot be accomplished cost-effectively in this zone, therefore no additional action is recommended.

Old Ranch Road Zone. The Old Ranch Road Zone serves only thirteen homes in a remote forested area. The existing storage tank is an old redwood tank built in the early 1960's. The fire flow has been updated to the standard WUI fire flow goal of 1750 gpm for 2 hours. The District has confirmed fire flow of approximately 850 gpm in the area in limited testing. The fire hydrant at the highest elevation on the main line has a lower fire flow. As with the Half Moon Zone, the NFPD is conducting its own fire fuel management program with the homeowners in the immediate vicinity of this fire hydrant. This area is slated for future development and the existing 50,000 gallon redwood should be replaced at that time with a new tank sized to meet the new demand. No other improvements are recommended in the zone.

Nunes Zone. The Nunes Zone fire flow has been updated to the standard WUI fire flow goal of 1750 gpm for 2 hours with a resultant 210,000 gallons of required fire storage. In this small system with little operational demands, the fire storage is now 93% of the total storage requirement. It is recommended that instead of additional storage capacity construction, a fire flow backfeed valve, or control valve be installed at the tank site so higher pressure Buck System water can be utilized for fire protection purposes. A solenoid operated control system similar to the ones installed at the Paradise Ranch Estates Pump Stations in the District's West Marin water system is advised.

Buck Zone. The current deficit in the Buck Zone is primarily due to the large fire capacity requirement to protect the Buck Institute. Given the small zone demands, this requirement would exacerbate the time to turn over the tank contents and could lead to water quality problems. The current capacity can provide over 4,000 gpm for two hours which is among the highest criterion in the entire system. Therefore, installation of additional capacity is not recommended.

The Buck Zone will have significant storage capacity deficit at buildout demand if the proposed developments occur as planned. These developments would result in a demand increase within the zone, and additional storage capacity should be constructed at that time. A new storage tank constructed when the development occurs is more cost-effective and the final capacity constructed can be determined once the development is finalized. It may be prudent to incorporate the emergency storage as part of the fire storage for this small system to partially alleviate the tank turn-over time and resulting water quality issues.

Pumping Capacity Evaluation

The pumping capacity evaluation consisted of determining the pumping capacity goal for each pump station for each 5-year increment and comparing it to the existing firm pumping capacity to determine the surplus or deficit. The additional pumping capacity requirements by pump station for each 5-year increment is shown in Table ES-8.

Table ES-8
Additional Pumping Capacity Required

Pump Station	Pumps to Pressure Zones ⁽¹⁾	Station Firm Capacity (gpm) ⁽²⁾	Additional Pumping Capacity Required					
			FY 2011 (gpm)	FY 2015 (gpm)	FY 2020 (gpm)	FY 2025 (gpm)	FY 2030 (gpm)	FY 2035 (gpm)
San Marin	SM/T Sub, Nunes, Buck, Rockrose, San Andreas, Cabro, Wild Horse, Upper WH, Half Moon, Old Ranch.	3,600	-769	-636	-401	-212	148	277
Lynwood	S/P Sub, Garner, Garner Hydro, Dickson, Indian Hills, Eagle, Winged Foot, Airbase, Ponti.	3,600	767	897	1,030	1,163	1,346	1,475
	Primary Zone 2 Total	9,000⁽³⁾	-1,802	-1,540	-1,171	-849	306	-47
School Road	Crest, Bahia & Black Pt	400	86	86	106	111	111	111
Cherry Hill	Cherry Hill	140	58	60	64	69	70	70
Ridge Road	Half Moon	80	-47	-47	-47	-47	-44	-44
Trumbull	Wild Horse, Upper Wild Horse, Cabro Ct	400	16	16	16	16	16	16
Truman	Garner & Garner Hydro	75	-38	-38	-38	-35	-35	-35
Davies	Old Ranch Rd	140	-117	-117	-117	-104	-104	-104
Woodland Heights	Dickson	110	5	5	5	5	5	5
Winged Foot	Winged Foot	150	-45	-45	-45	-45	-45	-45
Ponti	Ponti	250	-121	-121	-121	-121	-121	-121
San Andreas	San Andreas	110	-66	-66	-66	-66	-66	-66
Nunes	Nunes & Buck	110	-72	-72	11	11	11	11
Buck	Buck	100	-76	-76	7	7	7	7
Wild Horse	Upper Wild Horse	50	-36	-36	-36	-36	-36	-36

⁽¹⁾ Pressure zones with expected demand increase are shown in bold.

⁽²⁾ Pump station capacity with largest pump out of service.

⁽³⁾ San Mateo/Trumbull and Sunset/Pacheco Subzones are hydraulically connected, firm capacity for combined Zone 2 is 5 pumps at 1800 gpm each.

Lynwood and San Marin Zone 2 Pump Stations. As the San Marin/Trumbull and Sunset/Pacheco Primary Zone 2 subzones are hydraulically connected, the entire pressure zone can be fed by either San Marin or Lynwood PS. So, while the individual zone 2 pump station pumping demand data shows a deficiency at the Lynwood PS, the pumping capacity analysis utilizes the total Primary Zone 2 data, which shows a substantial surplus. Although the significant increase in Zone 2 demand will greatly reduce the pumping capacity surplus for the pump stations serving this zone, a surplus of 47 gpm is shown at buildout and no additional pump capacity will be needed.

In 2001, the District initiated time-of-use pumping at both pump stations. The program has resulted in over 5% energy savings annually. The district will continue to work with PG&E and Marin Clean Energy to further optimize the program to reduce energy consumption and pumping cost.

School Road Pump Station. The School Road Pump Station has a pumping capacity deficit of approximately 86 gpm, which is almost one-quarter of the pump station's firm capacity. The buildout deficiency increases to 111 gpm. The alternative to increasing pumping capacity at the School Road Pump Station is the District's plan to construct a new pump station off Bugeia Lane, now that construction of the new Crest Tank has been completed. This new station will be sized to meet buildout demands and will eliminate the need for the existing station.

Trumbull Pump Station and Woodland Heights Pump Station. The small pumping capacity deficit under the current demand at the Trumbull and Woodland Heights pump stations of 16 gpm and 5 gpm respectively is not practical to rectify. Since there is no additional growth planned in these zones, there is no need to increase pumping capacity at these stations.

Cherry Hill Pump Station. The Cherry Hill Pump Station has a pumping capacity deficit of approximately 70 gpm at buildout. There is adequate storage capacity in this zone, and it may not be necessary to construct additional pumping capacity. The District should monitor future demand in the Cherry Hill zone and reevaluate the pumping capacity analysis.

Nunes and Buck Pump Stations. Although both Nunes and Buck Pump Stations currently have sizable surplus of pumping capacity, both pump stations will experience a pumping capacity deficit at buildout if the projected large demand increase occurs as planned in the Buck Zone in FY 2020. The anticipated demand increase results in only a small pumping capacity deficit at these pump stations, 11 gpm at Nunes PS and 7 gpm at Buck PS. As with the storage capacity, the final pumping capacity needed should be determined after final approval of the development and any needed pump station improvements should be constructed with the new development.

E.6 WATER QUALITY

Section 6 presents information on the current water quality, and provides recommendations for operational modifications and capital improvements related to water quality in the Novato Water System.

Ensuring water quality is one of the primary goals of the District. Policy supports this goal with Board and management commitment to meeting or exceeding all US Environmental Protection Agency (EPA) and California Department of Public Health (CDPH) regulatory requirements. Water quality is monitored by the Water Quality Division whose responsibility is to provide oversight to all District activities as they relate to water quality.

The District's Water Quality Laboratory routinely performs analyses for both regulated and unregulated contaminants. Monitoring is from source to tap.

Water quality monitoring data collected throughout the distribution system and at the water sources is provided in Section 6. A discussion of the current and proposed future water quality regulations, and identification of NMWD programs and responses to meet the regulations, are also presented in Section 6.

E.6.1 Water Quality Goals

The following goals are identified as appropriate to assure water quality in the Novato Water System:

- A minimum 0.20 chlorine residual maintained at all points in the distribution system.
- Heterotrophic plate counts not exceeding 500/ml bacteria at all points in the distribution system.
- No taste and odor complaints or detection.
- Total Trihalomethanes reduced below 60 ug/L at all DBP sample sites; total haloacetic acids reduced below 40 ug/L at all sample sites.
- Annual inspection and testing of all reservoirs for bacterial quality and sediments that would warrant disinfection and/or cleaning.
- All reservoirs cleaned (or bypassed for cleaning based on data) every five years.
- Annually, flush all mains and turn all valves.
- Update Cross Connection Control program and supporting regulations to expand use of backflow preventers consistent with California regulations
- Test backflow prevention devices annually and repair within 45 days of failure identification date.
- Maintain lead and copper below action level at all consumer taps.
- Respond to customer complaints within the workday.
- Reduce nutrients in Stafford source water to eliminate need for algae control with copper sulfate and to reduce TOC.

E.6.2 Water Quality Recommendations

The following are recommended actions towards achieving water quality goals.

Source Quality

- Develop and implement nutrient control strategies on Stafford watershed to reduce TOC, chlorine demand and AOC.
- Install continuous turbidity monitoring of SCWA water supply.

- Encourage SCWA to treat well sources that have potential to exceed secondary standards and maintain > 0.5 mg/l CL2.
- Intake tower - Incorporate sediment removal components to Stafford intake structure to permit cleaning every 5 – 10 years.

Treatment

Due to ongoing upgrading changes at the STP, no recommendations are included in this master plan other than reinforcement of treatment goals to reduce DBP formation, chlorine demand and TOC/AOC.

Distribution

- Install sampling stations at representative areas in the distribution system as permanent sample sites.
- Install continuous chlorine monitoring equipment at entry points to major zones.
- Identify low chlorine residual or excessive water age areas that can be mitigated by system looping or installation of chlorine boosters.
- Develop emergency disinfection procedures that can provide disinfectant mixing in large storage reservoirs. Incorporate emergency disinfection taps in all pump stations and identify other strategic locations.
- Improve flushing by including Engineering in annual update of flushing routes adding new mains.
- Continue to install flushing blow-offs at dead-end zone valves.
- A valve replacement program with identified goals should be considered.
- Review security issues and address vulnerabilities as appropriate. Consider SCADA-based security alarms and general SCADA security.
- Increase level of attention to cross connection control measures as recycled water is made available.
- Consider electronic collection of cross connection control test results in the field that can be downloaded upon return to base.
- Replace the older NMWD-design fire service double check detector assembly and rely on fire systems with approved single detector checks and rely on the alarm check in the fire system to provide redundancy. The older checks should be removed to eliminate head loss, lead components and liability.
- Consider use of a temporary intertie with backflow protection in new construction where flushing velocities are an issue.
- Document disinfection procedures for facilities other than mains. For example, pressure reducing stations.

Other Issues

- Maintain laboratory service ability to meet customer priorities and provide feedback to operational issues. Utilize contract laboratory services to monitor regulated contaminants that are not a concern and testing and/or maintaining laboratory certification is not cost effective.

- Integrate all District Information management systems including the development of a Laboratory Information Management System (LIMS). Information is critical to effective application of resources.
- Provide laboratory services to County and other agencies.

E.7 HYDRAULIC EVALUATION

The hydraulic evaluation of the Novato Water System is presented in Section 7. The hydraulic network models originally prepared and calibrated during the 2002 and 2007 Master Plan projects were updated and utilized for the analysis. These pressure zones were then evaluated to identify hydraulic adequacy under several demand conditions, including a fire flow evaluation. Hydraulic evaluation was not performed for the Crest Zone 2 or the isolated Zone 3 and 4 pressure zones. However, some recommendations that were identified in previous studies or have been noted by staff may be discussed as appropriate.

The analysis utilized system operating criteria to determine the hydraulic adequacy of the system. The evaluation criteria utilized for the hydraulic evaluation and pumping and storage capacity evaluation is presented in Section 2 and 7.

The hydraulic network models were run under three steady-state demand conditions that stress the distribution system: 1) maximum day demand; 2) peak hour demand; and 3) maximum day demand plus fire flow. These demand scenarios are intended to stress the system with the highest reasonable expected flows throughout the system. The system must be able to function under these stressed conditions. The modeled pressure, pipe head loss and velocity are compared with the evaluation criteria and deficiencies noted. Improvements to address these deficiencies are recommended as necessary.

Fire events were modeled throughout the system. In addition to improvement projects that address fire flow, the hydraulic analysis identified projects that increased system reliability, reduced system head losses, improved water flow, and reduced dead-end pipelines. Specific improvement projects that were identified by the hydraulic analysis are fully described in Section 7.

E.8 ASSET MANAGEMENT

A summary of the District's Asset Management (AM) Program is presented in Section 8. The AM Program is a long-range plan that involves establishing objectives/goals, reviewing critical assets, assessing overall condition and performance, and summarizing what improvements can be made to the program. The District's (AM) Program is a staff-driven program and in December 2007, the NMWD Board accepted their first Infrastructure Repair/Replacement Plan as part of the 2007 Master Plan Update.

AM Program Development and Planning is related to the assets that are currently owned and will be owned in the future, and how the business decisions related to these assets will affect its ability to sustain asset performance and consequently sustain provision of economical services to

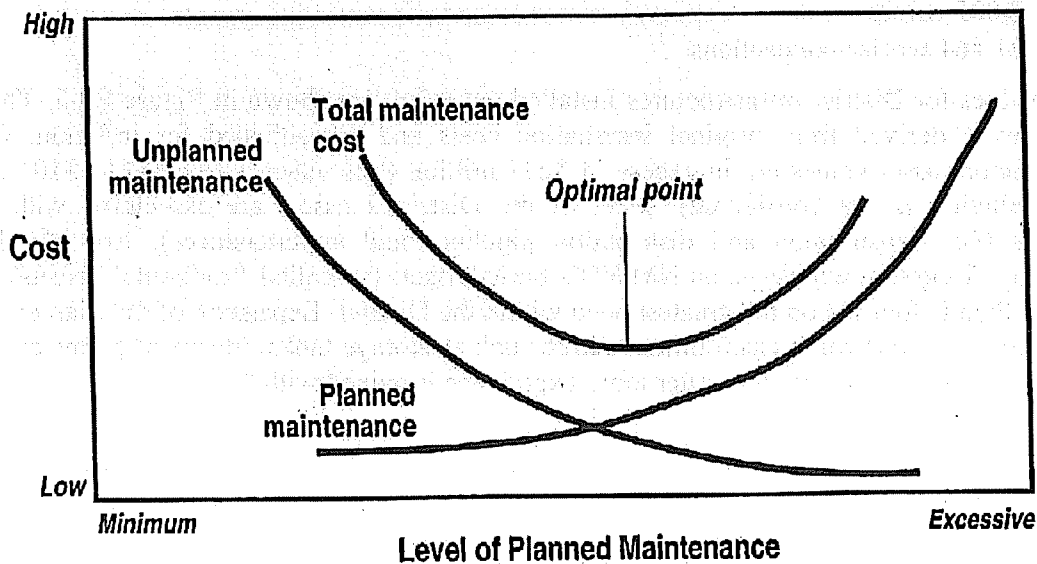
its customers. NMWD has traditionally performed many of these tasks across the organization; however, the results of this work have not been collated into a single, concise document to allow the organization to clearly understand the overall business planning ramifications.

E.8.1 AM Program Objectives and Goals

The District's mission is to provide "... an adequate supply of safe, *reliable* and high quality water ... to our customers at *reasonable cost* ...". Accordingly, it is appropriate that the goals of the District's AM Plan are to: (1) improve water system reliability by reducing system failure rates; (2) minimize the time and money spent reacting to problems through proactive implementation of necessary AM projects; (3) forecast exhausted asset replacement costs; and (4) development of a practical replacement plan.

Without an effective AM Program, infrastructure reliability cannot be achieved in a cost-effective manner. For example, consider the graphical illustration contrasting total repair and replacement (R&R) costs versus planned and unplanned R&R activities as shown in Figure ES-1. From this graph, it is apparent that there is an optimal point at which total R&R costs are lowest.

Figure ES-1
Level of Planned Maintenance



With the District approaching community build-out, more of the daily construction and maintenance activities have switched from new construction to R&R of aging infrastructure. In addition, a greater percentage of funds for these R&R projects will come from District operating revenues and not connection fees associated with new development.

Managing water facility infrastructure R&R projects has always been a part of the District's annual Improvement Projects budgeting process. However, in the past, many of the R&R projects have been developed based primarily on an intuitive process utilizing the knowledge of senior construction and maintenance staff. Since the District has been losing much of this historical and institutional knowledge due to retirements, it is important that the program moves toward a fact-based AM plan rather than one that is intuitive-driven.

Over the next five years, District will focus on Asset Data Management, development of asset evaluation matrices and methods to be considered for asset condition and performance assessment.

E.8.2 Current Assets

The Novato water system includes the following major components:

- 31 storage tanks
- 3 abandoned and 2 recycled water tanks
- 26 pump stations
- 13 pressure regulating stations
- 7 hydro-pneumatic systems
- 307 miles of pipeline
- 2,785 fire hydrants
- 8,005 valves
- 21,464 service connections

Asset values for District infrastructures installed over time are shown in Figure ES-2. The asset values were derived from original installation costs and are adjusted for inflation. Current infrastructure asset values are in excess of \$237 million (this value is reduced to \$104 million when inflation is not considered). Most of the District's assets are associated with buried facilities (i.e., transmission and distribution pipelines and appurtenances). Accordingly, the following discussion will focus on NMWD's buried assets (so-called "horizontal" assets) so that the AM Plan is focused on the greatest need within the District. Expansion of the Plan to include above-ground ("vertical" assets) infrastructure such as storage tanks, treatment plants and pump stations will occur at a later date after more experience is gained with this step.

Focus Area. Whether planned or unplanned, maintenance costs associated with District facilities have been trending higher as the District's assets have expanded and aged over time. As shown in Figure ES-3, annual and 10-year running average expenditures (adjusted for inflation). For both FY 10 and 11, maintenance expenditures have exceeded \$1.3 million. When compared against the total FY 2012 Operating Budget of \$15,403,000, maintenance costs account for about 10% of the total budget. Maintenance of water service lines (both copper and PB, polybutylene) and water meters consumed approximately 50% of the annual maintenance costs during this period.

Figure ES-2
Asset Value History

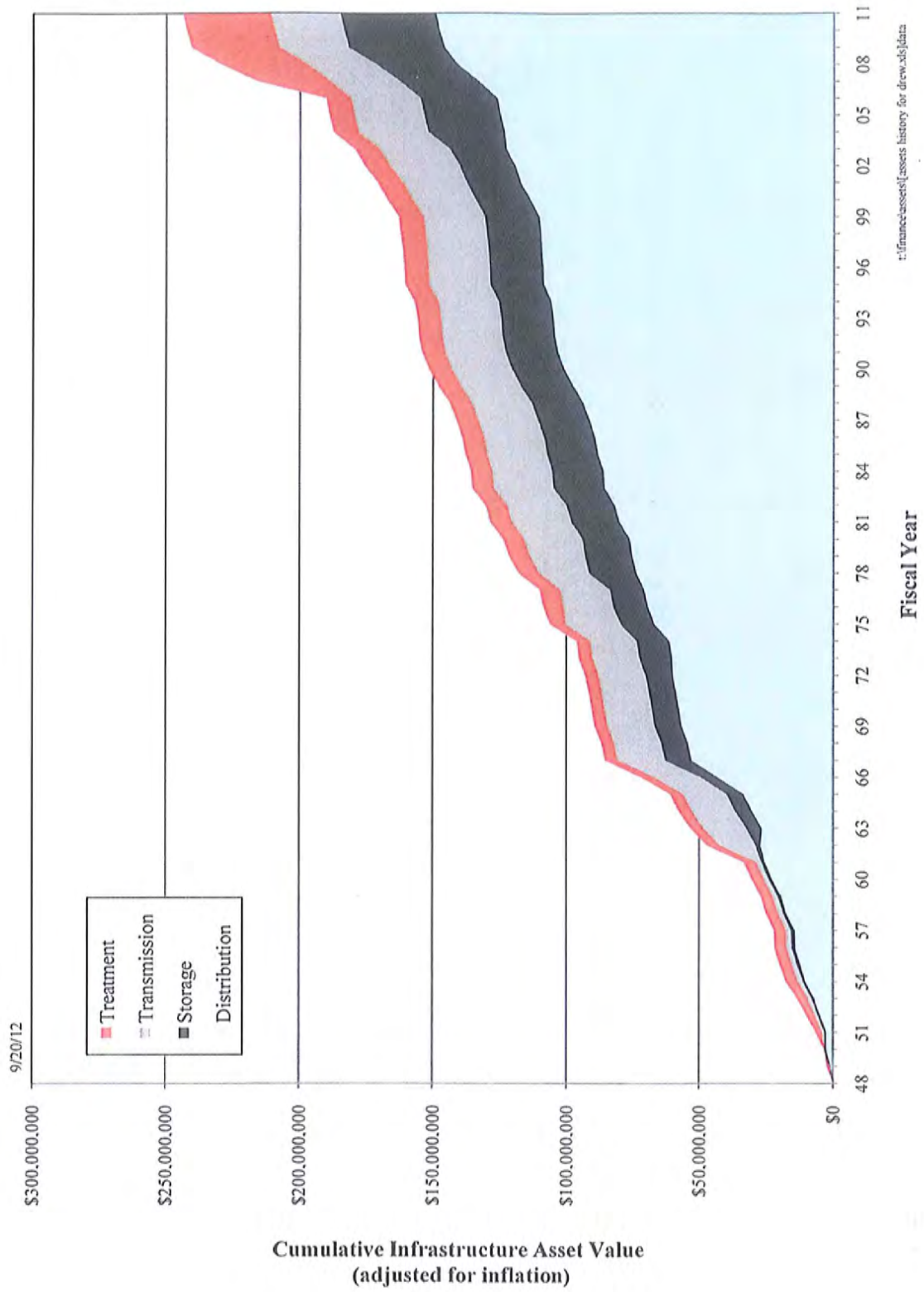
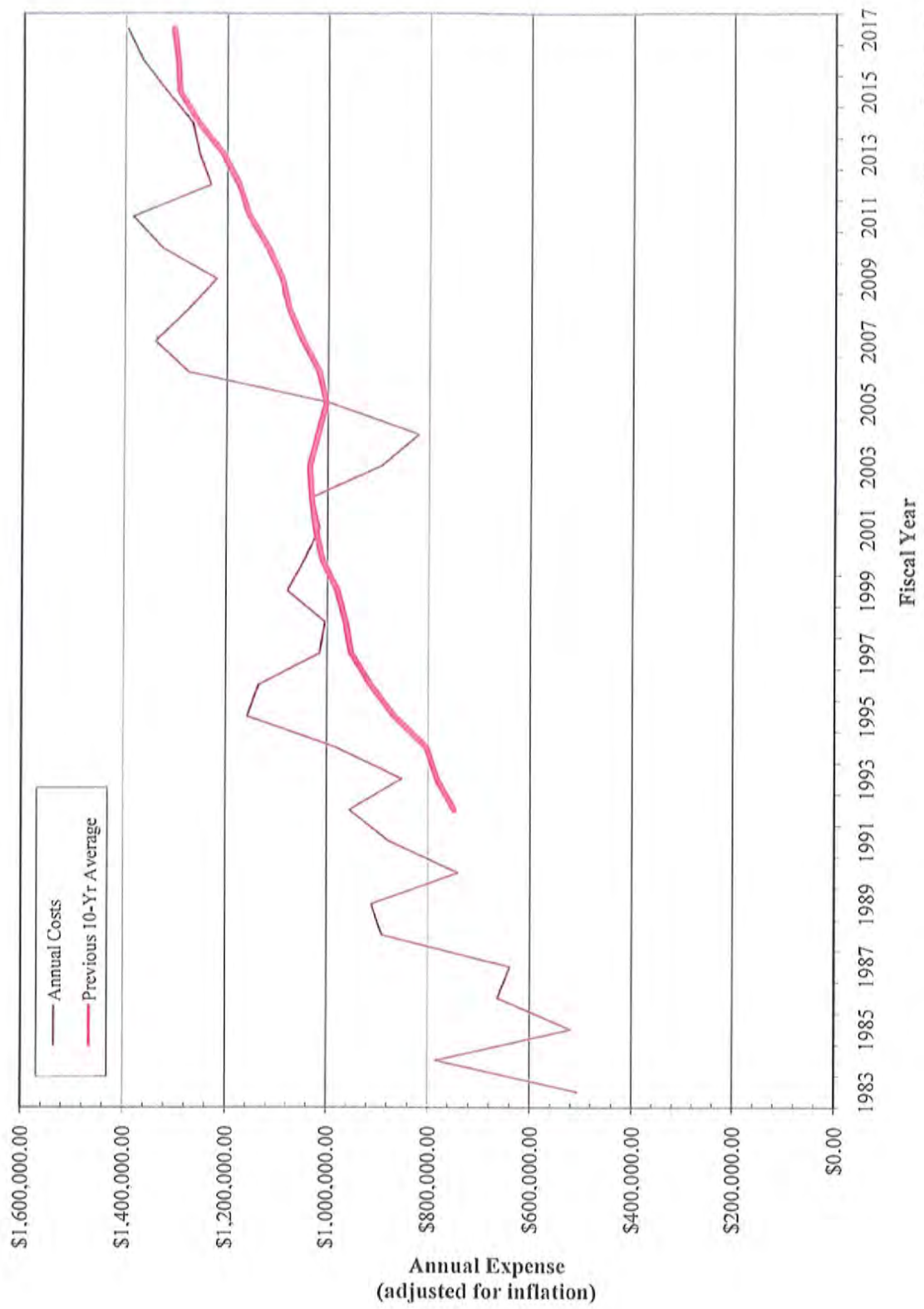


Figure ES-3
Maintenance Expense History



Maintenance Cost History.xls

E.8.3 Asset Condition and Performance Assessment

Since the focus of this Plan is buried infrastructure, there are limited methods readily available to assess overall condition, performance and remaining useful life for water facilities installed below grade. Although the District collects a significant amount of information regarding maintenance costs and line breaks, the planning of repair and replacement projects has primarily been based on the intuitive knowledge base of senior staff. While this approach has its merits, it should not serve as the sole source of asset management planning. Historically, the District has been “data rich” but “knowledge poor” when it comes to reporting and analyzing much of this data. Efforts have been made and/or are in progress to help move the District from an intuitive based R&R decision process to a data-based R&R decision process. These improvements include:

- Development of a computerized maintenance management system (CMMS) – “MaintScape;”
- Improved tagging, filing, and diagnosis of worn facilities taken out of the ground when performing repairs;
- Improved proactive subsurface investigation program to better quantify areas of poor infrastructure condition;
- Development of a GIS system that will ultimately allow expansion of the existing facility map database to serve as a key database repository for infrastructure information (in progress);
- Development of asset condition & evaluation matrices, based on the single database all departments use and are connected to the GIS system (in progress);
- Better characterization of existing asset inventory (as contained herein); and
- Better exchange of information between NMWD departments as it relates to condition assessment/repair (as contained herein).

E.8.4 AM Program Summary

The District’s AM program consists of four components: monitoring, managing, evaluating infrastructure condition, and replacement planning. A computerized maintenance management system (CMMS) is used to systematically gather (monitor) information about the current condition of facilities, most of which are below ground. Once collected, the software manages how the information is stored, organized and accessed. District staff then can utilize the CMMS program to evaluate the data to identify items in need of rehabilitation or replacement. In addition to the existing CMMS program, other miscellaneous databases are used as part of the infrastructure monitoring and evaluation process. The following is a description of the CMMS and database management plan in place for each of the above-noted assets, broken down into the first three components, with a wrap-up conclusion to address the fourth component.

For the purposes of this plan, the remainder of the discussion in Section 8 will focus on the top five buried infrastructure maintenance categories: polybutylene services, copper services, meters, valves/air relief valves, and mains.

E.9 EVALUATION OF IMPROVEMENT PROJECTS

The capital improvement projects and other studies and investigations that have been identified through this study are summarized in Section 9.

E.9.1 Project Categories

In order to coordinate with the District annual budgeting process, the projects listed herein will be separated by CIP category as shown below:

- *Pipeline Replacements/Additions*
- *System Improvement.*
- *Storage Tanks/Pump Stations*
- *Preliminary Project Engineering and Studies*

Other categories exist but are not applicable to this master plan.

Projects have been identified through several processes, many of which are presented in this Master Plan. Each listed project references the process by which it was found and the Master Plan chapter where is discussed, using the following codes:

- SP - Storage and Pumping Capacity Analysis (ch 5)
- WQ - Water Quality Evaluation (ch 6)
- HA - Hydraulic Analysis (ch 7)
- AM - Asset Management (ch 8)
- DP - District Planning
- CC - City/County Coordination

E.9.2 Project Timing

Within the CIP list it is necessary to prioritize the projects over the 22-year period until buildout in year 2035. Projects are given a completion goal to identify the urgency with which each project is needed. Each 5-year incremental period (FY 2015, FY 2020, FY 2025, FY 2030, FY 2035) signifies that the project should be included in one or more of the annual budgets for that five year interval. It is expected that the projects within each interval be evaluated at each annual budgeting cycle to determine which year's budget to assign it. The District regularly updates its 2-year and 5-year budget, and this regular review enables the projects to be developed as funds are more available and priorities change. Approval of this Master Plan does not constitute adoption or approval of individual projects. Each project will be considered for inclusion in specific annual budgets. Note that the FY 2015 interval includes only two years (FY 2014, and FY 2015).

E.9.3 Project Summaries

Pipeline replacements and relocations are those projects that replace aging pipelines in poor condition, replace undersized pipelines, or replace pipelines that must be relocated for a variety

of reasons. Pipeline additions are those new pipelines that are recommended to improve water flow, increase looping, increase reliability or to serve new demand.

System improvement projects include valving projects, installation, repair or replacement of appurtenances, and other non-pipeline, tank or pump station facilities, or those projects related to improving water quality.

Storage tank and pump station projects include storage or pumping capacity additions, tank modifications and pump station modifications, based on the results of the storage and pumping capacity analysis summarized in Section 5, and asset management projects related to tanks and pump stations discussed in section 8.

As a result of initial investigations and evaluations conducted in this master plan, several additional engineering studies are recommended to be included in the CIP. These studies may identify additional capital improvement projects that will need to be included in subsequent updates to the Capital Improvement Plans.

The improvement projects that have been identified in the master plan are shown in Tables 9-1 through 9-4 in Section 9.

E.10 CAPITAL IMPROVEMENT PLAN

Section 10 presents the Capital Improvement Plan for distribution system projects that were identified through this master plan and described in Section 9. Total project costs are developed for each project. The projects are then scheduled for implementation within each five-year incremental period through buildout in Year 2035.

Total project cost estimates were developed for each project. Annual budgets were established for general projects that are not well-defined at the present time. The total conceptual cost estimate for each project includes the following:

- Baseline construction cost – a conceptual-level construction cost, based on an Engineering News Record (ENR) construction cost index for the San Francisco Bay Area of 10,363, which represents costs for the 4th quarter 2012.
- Contingency – an amount equal to 30 percent of the baseline construction cost to cover unforeseen events and unknown conditions since the project is in early planning stages.
- Non-construction costs – an amount equal to 25 percent of the sum of the baseline construction cost and the contingency to cover administration, design and construction management for the project.
- CEQA – costs for preparing documents to comply with the California Environmental Quality Act regulations (not applicable to all projects).

Some projects will require purchase of easements or rights-of-way (easements or fee title). Additional costs will be included for those projects that require easements or rights-of-way. Conceptual-level costs are considered to range from –10% to +35% of the expected bid price.

Project cost estimates for all capital improvement projects are provided in Appendix E-1.

Once all the projects have been identified and project costs developed, it is necessary to prioritize the projects over the 25-year planning period until buildout in FY 2035. Projects are identified in each 5-year increment signifying that the project would be included in one or more of the annual budgets within that interval. It is expected that the projects within each interval be evaluated at each annual budgeting cycle to determine the appropriate year budget to place it in.

Placement of the projects within the Capital Improvement Plan is based on a number of factors, including relative cost in relation to other projects, timing of new demand, physical need for the project, and equitable distribution of funds for each interval. The near-term projects are better-defined and have been identified by detailed analysis and planning. The long-term projects planned for later in the 25-year planning period are less finite and are more susceptible to additional review and modification as more detailed planning and analysis is conducted prior to that time.

In addition, the projects identified in this Master Plan are those associated with the distribution and transmission system. Other projects in the categories listed herein and in other categories as well may be identified by other means and included in the annual budgets as they are developed. The Capital Improvement Plan is presented in Tables ES-9 through ES-12 in accordance with the appropriate budget categories. The Capital Improvement Plan summary separated by 5-year increments is shown in Table ES-13.

**Table ES-9
Pipeline Replacements/Additions Projects
Capital Improvement Plan**

ID #	Project	Improvement Project Cost (\$)					
		FY 2013 to FY 2015	FY 2016 to FY 2020	FY 2021 to FY 2025	FY 2026 to FY 2030	FY 2031 to FY 2035	
1a-01	Replace Aging Cast Iron Pipe		\$2,875,000	\$2,875,000	\$2,875,000	\$2,875,000	
1a-02	Replace 12" CI Pipe in S. Novato Blvd, south of Rowland	\$314,000					
1a-03	Replace 12" CI Pipe in S. Novato Blvd, north of Rowland	\$200,000					
1a-04	Replace 6" CI Pipe in Shields Ln	\$218,000					
1a-05	Replace 1" GS Pipe at Grant & 4 th Ave	\$66,000					
1a-06	Replace 1.25" GS Pipe in Machin Ave	\$43,000					
1a-07	Replace 2" TW Plastic Pipe in Ashley Ct		\$31,000				
1a-08	Replace 2" TW Plastic Pipe in Pinto Ln		\$18,000				
1a-09	Replace 2" TW Plastic Pipe in Esquire Ct		\$18,000				
1a-10	Replace 18" Stafford Xmission Line				\$5,346,000		
1a-11	Upsize 8" Pipe in Arthur Ave		\$166,000				
1a-12	Relocate 8" Pipe in Country Club Dr			\$331,000			
1a-13	Replace Service Saddles in Shady Ln	\$64,000					
1b-01	Loop Southern and Northern Zone 1 at Entrada Dr.		\$1,463,000			\$1,609,000	
1b-02	Loop Bel Marin Keys Residential Area			\$285,000			
1b-03	Redwood Blvd-Lamont Looping						
1b-04	New 24" San Mateo Tank Inlet/Outlet Pipeline	\$894,000					
1b-05	Loop Crest Zone at Channel Ave.				\$526,000		
1b-06	Loop Zone 2 at Hill Rd.			\$406,000			
1b-07	Upgrade NMWD- MMWD BMK Intertie	\$250,000					
1b-08	Loop in Bel Marin Keys Commercial Area			\$699,000			
1c-01	Replace Polybutylene Service Lines	\$850,000	\$2,125,000	\$2,125,000	\$2,125,000	\$850,000	
1d-01	Relocations to Synchronize with City or County Projects	\$200,000	\$500,000	\$500,000	\$500,000	\$500,000	
1e-01	North Marin Aqueduct Energy Efficiency Project	\$8,300,000					
1e-02	Replace North Marin Aqueduct (South of Redwood Ldfff)					\$6,003,000	
	Totals	\$11,399,000	\$7,196,000	\$7,221,000	\$11,372,000	\$11,837,000	

Table ES-10
System Improvement Projects
Capital Improvement Plan

ID #	Project	Improvement Project Cost (\$)						
		FY 2013 to FY 2015	FY 2016 to FY 2020	FY 2021 to FY 2025	FY 2026 to FY 2030	FY 2031 to FY 2035		
2-01	Replace Untestable Detector Checks	\$300,000	\$750,000	\$300,000				
2-02	Install Flushing Taps at Dead-End Valves	\$50,000	\$50,000					
2-03	Install Permanent Water Quality Sampling Stations	\$50,000						
2-04	San Marin Pressure Regulating Station Upgrade	\$300,000						
2-05	Install Tank Hatch Access Alarms	\$25,000	\$50,000					
2-06	Integrate LIMS into District GIS system.			\$25,000				
2-07	Install Anodes on Existing Copper Services	\$60,000	\$150,000	\$150,000	\$150,000	\$150,000		
	Totals	\$785,000	\$1,000,000	\$475,000	\$150,000	\$150,000	\$150,000	

Table ES-11
Storage Tank/Pump Station Projects
Capital Improvement Plan

ID #	Project	Improvement Project Cost (\$)				
		FY 2013 to FY 2015	FY 2016 to FY 2020	FY 2021 to FY 2025	FY 2026 to FY 2030	FY 2031 to FY 2035
4-01	Add storage capacity at Half Moon Zone	\$200,000	\$600,000			
4-02	Add storage capacity at Old Ranch Road Zone			\$485,000		
4-03	Add storage capacity at Zone 1					\$2,000,000
4-04	Add fire flow backfeed valve at Nunes Tank		\$100,000			
4-05	Install Chlorine Boosters at Sunset and Amaroli Tanks		\$200,000			
4-06	Recoat Atherton Tank	\$1,650,000				
4-07	Recoat San Mateo Tank		\$1,400,000			
4-08	Recoat/Seismic Upgrade Lynwood Tank		\$560,000			
4-09	Recoat/Seismic Upgrade Cherry Hill Tank			\$350,000		
4-10	Recoat Garner Tank			\$200,000		
4-11	Recoating of Other Steel Tanks				\$1,000,000	\$1,000,000
4-12	Tank Seismic Retrofits				\$400,000	
4-13	Demolish Woodland Hts. Tank		\$60,000			
4-14	Demolish Loma Verde Tank			\$60,000		
4-15	Relocate School Rd Pump Station	\$600,000	\$240,000			
4-16	Upgrade Buck Pump Station			\$115,000		
4-17	Upgrade Nunes Pump Station		\$115,000	\$115,000		
4-18	Upgrade Davies Pump Station					
4-19	Install Chlorine Boosters at Sunset and Amaroli Tanks		\$200,000			
	Totals	\$2,450,000	\$3,475,000	\$1,325,000	\$1,400,000	\$3,000,000

**Table ES-12
Preliminary Project Engineering and Studies Projects
Capital Improvement Plan**

ID #	Project	Improvement Project Cost (\$)					
		FY 2013 to FY 2015	FY 2016 to FY 2020	FY 2021 to FY 2025	FY 2026 to FY 2030	FY 2031 to FY 2035	
S-01	Pump Efficiency/Hydraulic Study		\$17,000				
S-02	Master Plan Update		\$85,000	\$85,000	\$85,000	\$85,000	
S-03	Crest/Black Point Zone Modifications		\$15,000				
S-04	Hydraulic Model Calibration and Low Fire Flow Mapping		\$25,000				
S-05	Stafford Dam Seismic Stability Study Update				\$60,000		
S-06	Prepare Emergency Action Plan for Stafford Dam	\$80,000					
S-07	Prepare Inundation Map for Stafford Dam	\$30,000					
S-08	Stafford Watershed Masterplan	\$10,000					
S-09	Develop Emergency Disinfection Procedures	\$5,000					
	Totals	\$125,000	\$142,000	\$85,000	\$145,000	\$85,000	

Table ES-13
Capital Improvement Plan Summary

Category	Improvement Project Cost (\$)										Totals	
	FY 2013 to FY 2015	FY 2016 to FY 2020	FY 2021 to FY 2025	FY 206 to FY 2030	FY 2031 to FY 2035							
1a	Main/Pipeline Replacements	\$905,000	\$3,108,000	\$3,206,000	\$8,221,000	\$2,875,000						\$18,315,000
1b	Main/Pipeline Additions	\$1,144,000	\$1,463,000	\$1,390,000	\$526,000	\$1,609,000						\$6,132,000
1c	PB Service Line Replacements	\$850,000	\$2,125,000	\$2,125,000	\$2,125,000	\$850,000						\$8,075,000
1d	Relocations to Sync w/ City CIP	\$200,000	\$500,000	\$500,000	\$500,000	\$500,000						\$2,200,000
1e	Aqueduct Replacements	\$8,300,000	\$0	\$0	\$0	\$6,003,000						\$14,303,000
	<i>Category 1 Subtotal</i>	<i>\$11,399,000</i>	<i>\$7,196,000</i>	<i>\$7,221,000</i>	<i>\$11,372,000</i>	<i>\$11,837,000</i>						<i>\$49,025,000</i>
2	System Improvements	\$785,000	\$1,000,000	\$475,000	\$150,000	\$150,000						\$2,560,000
4	Storage Tanks/Pump Stations	\$2,450,000	\$3,475,000	\$1,325,000	\$1,400,000	\$3,000,000						\$11,650,000
Study	Preliminary Project Engineering and Studies	\$125,000	\$142,000	\$85,000	\$145,000	\$85,000						\$582,000
	Totals	\$14,759,000	\$11,813,000	\$9,106,000	\$13,067,000	\$15,072,000						\$63,817,000

Note: Only distribution system projects included in table. Projects related to Stafford Treatment Plant, recycled water, buildings and structures, SCWA facilities and liability/safety modifications are not included in this Master Plan.

MEMORANDUM

To: Board of Directors
From: Chris DeGabriele, General Manager *CD*
Subject: Board Review of District Policies
\\hr\policies\bod policies\policy review 2013\bod memo 040213.doc

March 29, 2013

RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

Attached for your review are the following District Policy's:

Policy Number 8 – Payment of Facilities Benefiting Non-Contiguous Areas,

Policy Number 10 – Service Connection Dispute Compromise,

Policy Number 11 – Liability Contingency Fund Application for Water Improvement Districts.

Proposed changes to the polices as recommended by staff are shown in highlight/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

POLICY: ~~Policy for Payment of Facilities Benefiting Non-Contiguous Areas~~
~~Separate Financial Statements Maintained For Each Improvement District~~

POLICY NUMBER: 8

Original Date: 1967

Last Reviewed: May 16, 2006

Revision Adopted: May 16, 2006¹

Each improvement district stands alone with regard to financing and charges. Accordingly, the cost of service to customers varies by improvement district. ~~Effective May 16, 2006, Resolution No. 686, initially establishing this policy, is hereby rescinded.~~

¹ Policy 8 replaces Board Resolution No. 686, adopted in 1967.

NORTH MARIN WATER DISTRICT

POLICY: ~~Service Connection~~ Fee or Charge Dispute Compromise Hearing
POLICY NUMBER: 10

Original Date: 1958

Last Reviewed: May 16, 2006

Revision Adopted: May 16, 2006¹

Any District customer who disputes a fee or charge is entitled to a hearing before the District Board of Directors. ~~Effective May 16, 2006, Resolution No. 176, initially establishing this policy, is hereby rescinded.~~

¹ Policy 10 replaces Board Resolution No. 176, adopted in 1958.

NORTH MARIN WATER DISTRICT

POLICY: LIABILITY CONTINGENCY FUND APPLICATION
POLICY NUMBER: 11

Original Date: 2000
Last Reviewed: June 6, 2006
Revision Adopted: June 6, 2006

Payment of a liability claim originating within the boundaries of a specific water system improvement district will first be paid from available insurance proceeds or liability contingency reserve funds existing within that water improvement district. If a claim exhausts the liability contingency reserve fund of a specific water improvement district, the balance of liability remaining will be paid from the liability contingency reserve fund held by another improvement district. (For example, if a liability claim exhausts the Novato Water System Improvement District liability contingency reserve fund, the balance of the remaining liability will be paid by the West Marin Water System Improvement District liability contingency reserve fund.)

MEMORANDUM

To: Board of Directors

March 29, 2013

From: Chris DeGabriele, General Manager 

Subject: Comments on County of Marin Stream Conservation Area Ordinance
t:\gm\bod misc 2013\marin county stream conservation ordinance memo.doc

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: None

The County of Marin is proposing to adopt an expanded Stream Conservation Area (SCA) Ordinance this year. The SCA is established in the Marin Countywide plan to protect the active channel water quality and flood control functions and associated fish and wildlife habitat values along streams. The proposed SCA Ordinance will:

- Apply to properties in unincorporated areas of Marin County, outside the coastal zone which are near a stream;
- Protect stream corridors and habitat by establishing a SCA setback that varies from 20ft to 100ft depending on the size of the property and its location; and
- Establish requirements for improvements proposed within the SCA when no other location is feasible.

Some types of improvements are exempt from the SCA Ordinance while others may require a Stream Conservation Area Permit. I attended the County sponsored open house on Thursday, March 14th to learn more about the proposed SCA Ordinance and have crafted a comment letter (Attachment 1) which has been issued prior to the County Planning Commission, April 1st workshop on the proposed Ordinance. The proposed Ordinance is included as Attachment 2.



**NORTH MARIN
WATER DISTRICT**

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Novato, CA 94948

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March 15, 2013

Suzanne Thorsen, Planner
Marin Community Development Agency
3501 Civic Center Drive Suite 308
San Rafael, CA 94903

Re: Draft Marin Stream Conservation Area Ordinance

Dear Ms. Thorsen:

North Marin Water District (NMWD) has reviewed the proposed ordinance and recommends the following changes:

Section: 22.63.020 B.1.a. Public utility facilities

Government Code Section 53091 exempts a local agency's location or construction of water/wastewater facilities from building and zoning ordinances of a County or City.

NMWD recommends the section be modified to read:

- a. Public utility facilities, including their location, construction, maintenance, repair and replacement, pursuant to Government Code Section 53091,....;

Section 22.63.020 B.1.b. Emergency measures

Many Marin County stream embankments are prone to landslides/slope failures and NMWD recommends this be noted in the exemption and stated as follows:

- b. Emergency measures requiring prompt action, where such measures are immediately necessary to: repair landslides or slope failures which may impact the stream flow or to avoid or prevent loss of, or damage to life, health property or essential public services resulting from a sudden, unexpected occurrence;

Thank you for the opportunity to comment.

Sincerely,

Chris DeGabriele
General Manager

CC:

Tom Lai, Assistant Director, Community Development Agency
Krishna Kumar, General Manager, Marin Municipal
Beverly James, General Manager, Novato Sanitary
Mark Williams, General Manager, Las Gallinas Valley Sanitary District

CD/kly

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ATTACHMENT 1

**Public Review Draft: Marin Stream Conservation Area Ordinance
February 25, 2013**

CHAPTER 22.33 – STREAM PROTECTION

Sections:

22.33.010 – Purpose of Chapter

22.33.020 – Applicability

22.33.030 – Stream Conservation Area General Requirements

22.33.010 – Purpose of Chapter

The provisions of this Chapter are intended to implement the Stream Conservation Area (SCA) policies and programs in the Countywide Plan to protect the active channel, water quality and flood control functions, and associated fish and wildlife habitat values along streams. This is accomplished by assuring that permitted development avoids SCAs wherever feasible, minimizes any unavoidable incursion into the SCA, and mitigates adverse impacts.

22.33.020 – Applicability

A. The SCA consists of the stream itself between the tops of the banks and a strip of land extending laterally outward from the top of both banks to the widths defined in Section 22.33.030.B and shown in Figure 3-16. The SCA extends along those perennial, intermittent, and ephemeral streams identified in the SCA data and map that is maintained and periodically updated by the Marin County Community Development Agency.

The SCA encompasses any jurisdictional wetland within the stream channel, together with adjacent uplands, and supersedes setback standards defined for Wetland Conservation Areas in the Countywide Plan.

- B. The standards of this Chapter apply to all areas of the County located within the SCA excluding the following:
1. The Coastal Zone as defined by the Coastal Act of 1976;
 2. Tidally influenced waters and adjacent land;
 3. Land adjacent to levees, dikes, berms, and publicly owned or maintained flood control or water conservation district facilities;
 4. Official activities and development of the County, State or an agency of the State, or the Federal Government on land owned or leased by a governmental agency.

22.33.030 – Stream Conservation Area General Requirements.

A. Requirements.

Consistent with the purpose of this Chapter, the following requirements shall be implemented to achieve maximum protection of stream and riparian resources:

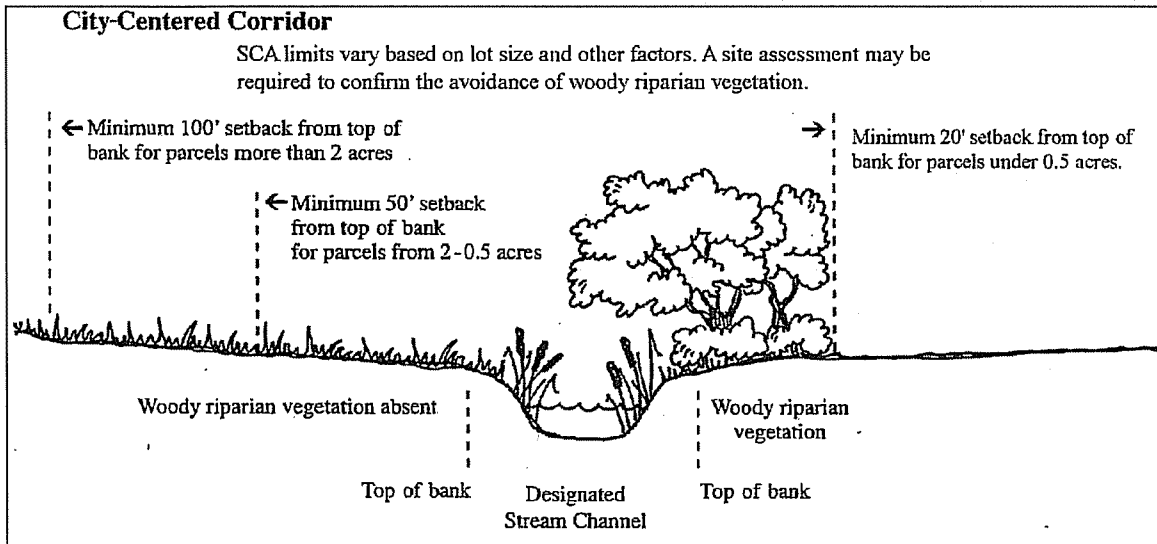
1. Development shall avoid SCAs wherever feasible.
2. Where complete avoidance of an SCA is not feasible, the stream channel shall be avoided to the maximum extent feasible and incursion into the SCA shall be minimized.
3. Development within the SCA shall not be permitted if it would directly or indirectly result in any of the following:
 - a. Adverse alteration of hydraulic capacity; or
 - b. A net loss in habitat acreage, value, or function; or
 - c. Degradation of water quality.

B. SCA Setbacks.

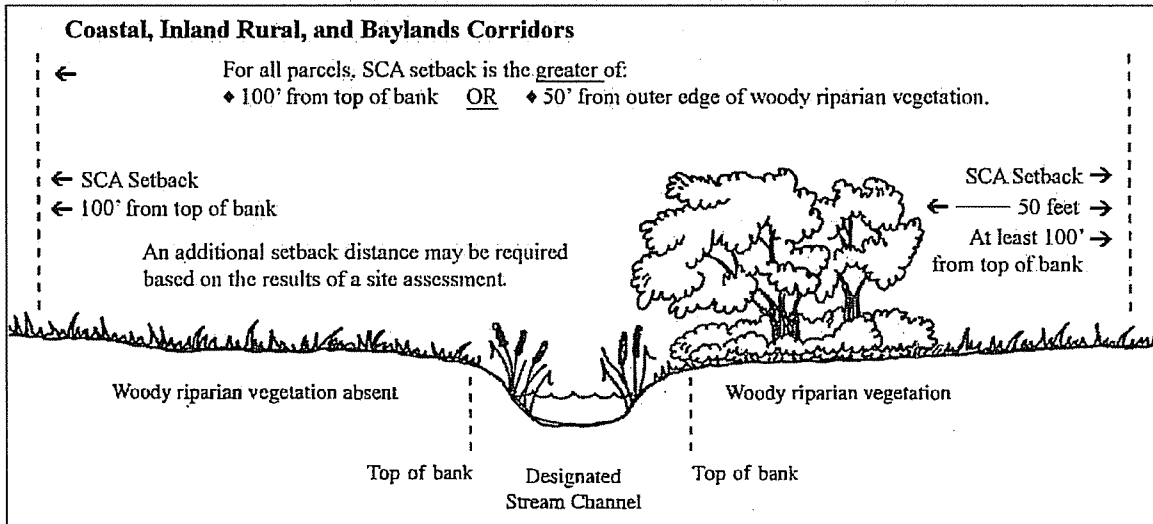
The Stream Conservation Area includes setbacks as provided in this subsection.

1. SCA setbacks for properties within the City-Centered Corridor:
 - a. For lots more than 2 acres in size, the SCA setback shall be a minimum of 100 feet from each side of the top of bank;
 - b. For lots from 0.5 acres to 2 acres in size, the SCA setback shall be a minimum of 50 feet from each side of the top of bank; and
 - c. For lots less than 0.5 acres in size, the SCA setback shall be a minimum of 20 feet from each side of the top of bank.
2. SCA setbacks for properties within the Inland Rural Corridor, Baylands Corridor, and Coastal Corridor shall be the greater of either: (a) 50 feet landward from the outer edge of woody riparian vegetation associated with the stream; or (b) 100 feet landward from the top of bank.
3. In all Corridors, regardless of lot size, an additional SCA setback may be required based on the results of a Site Assessment. A Site Assessment may also be required to confirm the avoidance of woody riparian vegetation and to consider site constraints, identify the presence of other sensitive biological resources, provide options for alternative mitigation, and determine the precise SCA setback.
4. For all mapped ephemeral streams, the SCA setback applies only if there is riparian vegetation that extends along the stream for a continuous length of 100 feet or more.

Figure 3-16
Typical Cross-Section of a Stream Conservation Area



- * Minimum SCA setback distance of 100 feet from top of bank for lots more than 2 acres.
- * Minimum SCA setback distance of 50 feet from top of bank for lots from 2 to 0.5 acres.
- * Minimum SCA setback distance of 20 feet from top of bank for lots less than 0.5 acres.



Chapter 22.63 – STREAM CONSERVATION AREA PERMIT

Sections:

- 22.63.010 – Purpose of Chapter
- 22.63.020 – Applicability to Development
- 22.63.030 – SCA Permit (Tier 1)
- 22.63.040 – SCA Permit (Tier 2)
- 22.63.050 – Application Filing, Processing and Review
- 22.63.060 – Decision and Findings

22.63.010 – Purpose of Chapter

This Chapter provides procedures for the processing of Stream Conservation Area (SCA) Permits where avoidance of the SCA is not feasible.

22.63.020 – Applicability to Development

A. Application of SCA Provisions.

1. The provisions of this Chapter apply to permitted development within the Stream Conservation Area as described in Chapter 22.33 (Stream Protection). Except as specified in this Chapter, the exemptions from Land Use Permit Requirements in Section 22.06.050 (Exemptions from Land Use Permit Requirements) do not apply to development within the Stream Conservation Area. Compliance with this Chapter does not affect applicability of any other requirements by this or any other agency. As used in this Chapter, permitted development includes the following structures and other development activities:
 - a. All structures, regardless of whether the work requires a building or grading permit, including fencing, decks, platforms, parking lots, utility crossings, pedestrian or vehicular access routes, and other similar improvements;
 - b. Clearing of land including the removal of any vegetation or any protected or heritage tree;
 - c. The deposition of refuse or other nonindigenous material not otherwise subject to a permit pursuant to Marin County Code Section 11.08 (Watercourse Diversion or Obstruction); or
 - d. Any other activities determined by the Director to have potentially adverse impacts to hydraulic capacity; habitat acreage, value or function; or water quality.

B. Exemptions.

1. Exempt without further determination.

- a. Public utility facilities and their maintenance proposed pursuant to Government Code Section 53091, Public Resources Code Section 4292, and the California Public Utilities Code;

repair and replacement

Stream Conservation Area
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- b. Emergency measures requiring prompt action, where such measures are immediately necessary to avoid or prevent loss of, or damage to, life, health, property or essential public services resulting from a sudden, unexpected occurrence;
 - c. Tree and vegetation removal or trimming for the purpose of protecting life or property from a fire hazard, public nuisance, or any other threat to public health and safety (vegetation removed under this exemption may also be dead, invasive, or exotic);
 - d. Resource management programs carried out in accordance with the programmatic requirements or funding of a governmental agency or in coordination with a governmental agency;
 - e. Necessary infrastructure and vegetation maintenance activities of a governmental agency, whether on public or private land;
 - f. Any development that is solely permitted pursuant to Marin County Code Section 11.08 (Watercourse Division or Obstruction) or Section 23.08 (Excavating, Grading and Filling);
 - g. Maintenance of permitted or legal non-conforming structures, water supply and septic facilities that existed prior to February 25, 2013.
 - h. Maintenance or replacement of landscaping.
 - i. Fencing that does not restrict wildlife access to a riparian habitat;
 - j. Agricultural uses on property zoned for agriculture (A, ARP or APZ) that do not result in the removal of woody riparian vegetation or animal confinement within the SCA.
- 2. Exempt subject to determination.** The following activities are exempt subject to determination by the Director, based upon appropriate documentation submitted by the applicant, to confirm that the activity will meet the criteria below.
- a. Repair and replacement of permitted and legal non-conforming structures, water supply and septic facilities that existed prior to February 25, 2013, provided that such activity does not expand the extent of the horizontal incursion or the footprint or result in the removal of woody riparian vegetation.
 - b. Structures and development activities pursuant to Section 22.63.020.A.1 located within previously disturbed areas as determined by the Director.

22.63.030 – Stream Conservation Area Permit (Tier 1)

A. SCA (Tier 1) Development. Permitted development activities eligible for consideration under the Stream Conservation Area (Tier 1) Permit Review Procedures include but are not limited to:

- 1. Additions to permitted or legal non-conforming structures that existed prior to February 25, 2013, provided that such additions do not increase the existing horizontal incursion into the SCA and do not result in the expansion of the existing building footprint within the SCA by more than 500 square feet;

Stream Conservation Area
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2. New or expanded water supply or septic facilities, including any excavation or disturbance that is necessary for facility connections;
3. New decks, platforms and other similar improvement as determined by the Director;
4. Pedestrian or vehicular access routes, including paths, ramps, driveways, roads and bridges;
5. Drainage improvements, such as downdrains, pipes and swales;
6. Erosion control structures, such as retaining walls, riprap, and checkdams;
7. Necessary water supply and flood control projects.

Development activities listed herein shall be ineligible for an SCA Permit (Tier 1) Procedure if the proposed development would not incorporate applicable Standard Management Practices as required by a Site Assessment or would result in adverse impacts to hydraulic capacity; habitat acreage, value or function; or water quality.

B. SCA (Tier 1) Project Review Procedure

1. **Ministerial Review.** The Stream Conservation Area Permit (Tier 1) shall be undertaken as a ministerial action subject to implementation of required Development Standards and project-specific Standard Management Practices.
2. **Development Standards.** Stream Conservation Area (Tier 1) Permits shall comply with the following development standards:
 - a. Where permitted development within an SCA would result in removal of riparian vegetation, such vegetation must be replaced on-site as required in accordance with a Standard Management Practice or Site Assessment. Replacement vegetation may consist of native trees, shrubs and ground covers appropriate to replicate the structure and species composition of vegetation that is removed, subject to County approval.
 - b. New impervious area within the SCA shall not drain directly to the stream. Run-off from new impervious surfaces shall flow to an adjacent pervious area (i.e., vegetated or porous surface).
 - c. New driveways, roads and roadfill slopes shall be located outside SCAs, except at stream crossings.
 - d. Clear span bridges or arched culvert designs shall be utilized at road and driveway crossings over perennial or intermittent streams.
 - e. Permitted work shall not result in alterations that directly or indirectly create barriers to fish migration near or within streams mapped as currently and/or historically supporting salmonids.
3. **Standard Management Practices.** The CDA shall maintain a list of Standard Management Practices to be incorporated into all projects for the protection of hydraulic capacity, habitat and water quality within SCAs. The Site Assessment (Tier 1) will identify those Standard Management Practices appropriate to ensure that adverse impacts of permitted development are avoided. Applicable Standard Management Practices shall be implemented at the earliest possible time but in any event no later than final inspection.

Stream Conservation Area
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4. **Site Assessment (Tier 1).** The Site Assessment (Tier 1) shall be prepared by a qualified professional retained by the County and paid for by the applicant. The assessment shall delineate the extent of the SCA on the lot, including the precise stream location and limits of woody riparian vegetation; recommend Standard Management Practices corresponding to the nature of development; and determine whether the project, in conjunction with Standard Management Practices, would result in adverse impacts to the stream and riparian resources. The Director may waive individual requirements of the Site Assessment (Tier 1) commensurate with the nature and scope of permitted development.

If the Site Assessment determines that there would be no adverse impacts to the SCA, or that any impacts to the SCA can be fully avoided through implementation of specific Standard Management Practices as part of the development approval, the County may proceed to process the application as a Tier 1 permit.

22.63.040 – Stream Conservation Area Permit (Tier 2)

- A. **SCA (Tier 2) Development.** The Stream Conservation Area Permit (Tier 2) shall be required for any development types not listed as exempt per Section 22.63.020.B or eligible for Tier 1 as provided in Section 22.63.030; to all discretionary approvals; to any project eligible for Tier 1 that does not incorporate the design standards and/or Standard Management Practices; and to any development that would result in adverse impacts to the SCA.
- B. **SCA (Tier 2) Project Review Procedure**
 1. **Discretionary Review.** The Stream Conservation Area Permit (Tier 2) shall be undertaken as a discretionary action subject to incorporation of Design Standards, Standard Management Practices, and/or any other mitigations as determined through a Site Assessment (Tier 2) necessary to avoid adverse impacts to hydraulic capacity; habitat acreage, value or function; or water quality.
 2. **Design Standards.** Stream Conservation Area (Tier 2) Permits shall comply with the following development standards:
 - a. All development standards applicable to Tier 1 permits provided in Section 22.63.030.B.2, except where the a Site Assessment (Tier 2) demonstrates that alternate mitigations would be more appropriate to prevent adverse alteration of hydraulic capacity; a net loss in habitat acreage, value or function; or degradation of water quality.
 - b. Any development that would, on the basis of a Site Assessment, cause or exacerbate existing channel instabilities shall require County approval of a channel stabilization program or comply with to the mitigations generated during the required environmental review process, which could include maintenance of peak flows at pre- and post-project levels, or less. Proposed stabilization measures shall anticipate project-related changes to the drainageway flow regime.
 3. **Standard Management Practices.** The project shall incorporate any applicable Standard Management Practices on file in the CDA, except as determined in accordance with a Site Assessment (Tier 2) and applicable mitigations.

Stream Conservation Area
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- 4. Site Assessment (Tier 2).** The Site Assessment (Tier 2) shall encompass all requirements of the Site Assessment (Tier 1) and determine whether an additional setback is required to avoid adverse impacts to the SCA.

The Site Assessment (Tier 2) shall also include:

- a. Additional studies necessary to determine the extent of development impacts to hydraulic capacity, habitat and water quality including but not limited to hydrological assessments; habitat studies; and stormwater analysis. A hydraulic and/or geomorphic assessment of on-site and downstream drainageways that are affected by project run-off may be required where there is evidence that significant current or impending channel instability is present, as determined by the County. The hydraulic and/or geomorphic assessment shall include on-site channel or drainageway segments over which the applicant has control or access.
- b. A description of mitigation measures that conform to criteria in Section C (Mitigation Criteria), and any additional mitigation measures that would avoid or reduce to the adverse impact of the proposed development on hydraulic capacity, habitat, or water quality within the SCA. Such measures shall include feasible design and site specific measures, in addition to local, state and federal regulations. All such measures shall be incorporated into the project or be required through conditions of approval.
- c. If the lot is not entirely within the SCA, the Site Assessment (Tier 2) shall also evaluate whether potential impacts on water quality, wildlife habitat, or other sensitive resources would be greater as a result of development outside the SCA than development within the SCA.

- C. Mitigation Criteria.** Where development would occur within an SCA, and adverse impacts to hydraulic capacity, habitat, or water quality are identified, mitigation shall conform to the provisions below and shall be incorporated into the project or be required through conditions of approval. The Site Assessment (Tier 2) shall present options for alternative mitigation that meet the following criteria.

1. When removal of riparian vegetation is unavoidable in an SCA, require establishment of native trees, shrubs, and ground covers at a rate sufficient to replicate, after a period of five years, the appropriate density and structure of vegetation removed. Replacement and enhancement planting shall be monitored and maintained until successful establishment provides for a minimum replacement or enhancement ratio of 2:1.
2. A condition of approval for the Stream Conservation Area Permit (Tier 2) shall require a schedule of mitigation work and development work. Mitigation shall be implemented prior to final inspection to minimize any short-term adverse impacts to hydraulic capacity, habitat, or water quality. Mitigation plans must, to the extent feasible, be designed so that mitigations are self-sustaining.

22.63.050 – Application Filing, Processing and Review

- A. Filing and processing.** Stream Conservation Area Permit (Tier 1) applications shall be completed, submitted, and processed in compliance with Section 22.40.052 (Initial Application Review for Ministerial Planning Permits). Stream Conservation Area Permit (Tier 2) applications shall be completed, submitted, and processed in compliance with Section 22.40.050 (Initial Application Review for Discretionary Permits). Each Stream Conservation Area Permit shall be analyzed by the

Stream Conservation Area
Public Review Draft v1.0

Agency to ensure that the application is consistent with the purpose and intent of Chapter 22.33 (Stream Protection).

- B. Project review procedure.** The Director shall approve, conditionally approve, or deny all Stream Conservation Area Permit applications in compliance with the findings required by Chapter 22.63 (Stream Conservation Area Permit).
- C. Public hearings.** When the Stream Conservation Area Permit application is associated with a permit application that requires a public hearing, the Stream Conservation Area Permit action may be taken by the appropriate County hearing body as determined by the Director.
- D. Notice of action and/or hearing date.** Administrative decisions and public hearings on a proposed Stream Conservation Area Permit (Tier 2) application shall be noticed in compliance with Chapter 22.118 (Notices, Public Hearings, and Administrative Actions). The Director may provide expanded public notice to ensure maximum public awareness of any Stream Conservation Area Permit (Tier 2) application.

22.63.060 – Decision and findings

The Review Authority shall issue the decision and the findings upon which the decision is based. The Review Authority may approve or conditionally approve an application only if all of the following findings are made:

- A. It is infeasible to completely avoid development within the SCA because the lot falls entirely within the SCA or development outside the SCA would have greater impacts on water quality, wildlife habitat, other sensitive biological resources, or other environmental constraints than development within the SCA as determined by the Site Assessment required by this Chapter; and
- B. The project will meet the requirements of Chapter 22.63; and
- C. The project will not result in adversely alter hydraulic capacity; cause a net loss in habitat acreage, value or function; or degrade water quality.

RELATED DEVELOPMENT CODE AMENDMENTS

NOTE: Proposed changes are shown in revision marks (deleted text is shown as ~~strike-through~~ and new text is shown as underline)

1. *Add the following to the end of the first paragraph in 22.06.050: The exemptions do not apply to development proposed in a Stream Conservation Area. See Chapter 22.33 (Stream Protection).*

22.06.050 – Exemptions from Land Use Permit Requirements

The following activities, uses of land, and other improvements, are permitted in all zoning districts and do not require a land use permit; however, other permits may be required in compliance with Subsection H., below. The exemptions do not apply to development proposed in a Stream Conservation Area. See Chapter 22.33 (Stream Protection) and Chapter 22.63 (Stream Conservation Area Permit).

- A. Decks, paths, driveways, and other minor improvements.** Decks, platforms, on-site paths, driveways, and other improvements that are not required to have building or grading permits by Title 19 of the County Code, and are not over 18 inches above grade and not over any basement or story below, except in the ARP, RSP, RMP, RX, CP, OP, RCR, RMPC, RF, and IP zoning districts.
- B. Governmental activities.** Official activities and development of the County, State or an agency of the State, or the Federal Government on land owned or leased by a governmental agency are exempt from discretionary permits except Coastal Permits.
- C. Irrigation.** The installation of irrigation lines.
- D. Interior remodeling.** Interior alterations that do not:
 1. Result in an increase in the gross floor area within the structure;
 2. Change the permitted use; and
 3. Change the exterior appearance of the structure.
- E. Repairs and maintenance.** Ordinary repairs and maintenance of an existing improvement, provided that the repairs and maintenance work do not:
 1. Result in any change of the approved land use of the site or improvement; and
 2. Expand or enlarge the improvement.
- F. Play structures.** Typical play structures and play equipment that are not required to have building or grading permits by Title 19 or Title 23 of the County Code and do not exceed 15 feet in height.

Stream Conservation Area
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G. Utilities. Public utility facilities shall be exempt from the land use permit requirements of this Development Code only to the extent provided by Government Code Section 53091, and the California Public Utilities Code.

H. Other permits may still be required. A permitted land use that is exempt from a land use permit or has been granted a land use permit may still be required to obtain Building Permits or other permits before the use is constructed or otherwise established and put into operation. Nothing in this Article shall eliminate the need to obtain any other permits or approvals required by:

1. Other provisions of this Development Code, including but not limited to any subdivision approval required by Article VI (Subdivisions);
2. Other provisions of the County Code, including but not limited to Building Permits, Grading Permits, or other construction permits if they are required by Title 19, or a business license if required by Title 5; or
3. Any other permit required by a regional, State or Federal agency.

All necessary permits shall be obtained before starting work or establishing new uses.

2. *Delete SCA reference in 22.08.040.E and F for agricultural processing and retail sales.*

22.08.040 - Agricultural District Development Standards

...

E. Agricultural Processing. A Use Permit is required: (1) if any agricultural products to be processed are not produced on the same site or on other agricultural properties located in Marin County that are owned or leased by the processing facility owner or operator; or (2) if the building(s) or structure(s) used for processing activities exceed an aggregate floor area of 5,000 square feet. Agricultural products do not include additives or ingredients that are incidental to processing. ~~New processing facilities shall comply with the stream conservation area standards established in the Countywide Plan.~~

F. Sale of Agricultural Products. A Use Permit is required: (1) if any agricultural products to be sold are not produced on the same site, or on other agricultural properties located in Marin County that are owned or leased by the sales facility owner or operator; or (2) if the building(s), structure(s), or outdoor sales area used for the retail sales activities exceed an aggregate floor area of 500 square feet. ~~New retail sales facilities shall comply with the stream conservation area standards established in the Countywide Plan.~~

3. *Delete Section 22.42.045 – Design Review for Development Along Anadromous Fish Streams and Tributaries*

~~**22.42.045 Design Review for Development Along Anadromous Fish Streams and Tributaries**~~

~~In those instances where a vacant legal lot of record in the Countywide Plan's City-Centered, Baylands, or Inland Rural Corridor is proposed for development, any proposed development within the Countywide Plan's Stream~~

Stream Conservation Area
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Conservation Area that adjoins a mapped anadromous fish stream and tributary shall be subject to Design Review as provided by this chapter if the lot is zoned A, A-2, RA, H1, O-A, RR, RE, R1, R2, C-1, A-P, or VCR, including all combined zoning districts. Development includes all physical improvements, including buildings, structures, parking and loading areas, driveways, retaining walls, fences, and trash enclosures. The determination of the applicability of this requirement shall be based on the streams and tributaries shown on the map entitled "Marin County Anadromous Fish Streams and Tributaries," which is maintained and periodically updated by the Community Development Agency.

4. Delete requirement for development and physical improvements that are exempt from Design Review to be located outside of the SCA (22.42.025) and amend Tables 4-2 and 4-3 to remove the Environmental Protection standard requiring development to be located outside of an SCA.

22.42.025 – Exemptions from Design Review

Development and physical improvements listed below in Subsections A to O are exempt from Design Review, except as provided by Sections 22.42.030 (Design Review for substandard and hillside building sites), 22.42.035 (Design Review for Certain Driveways) and 22.42.040 (Design Review for Development Along Paper Streets), and except where a Community Plan adopted by the Board of Supervisors requires Design Review to implement specific design standards. In addition, where a conflict arises between conditions of approval of a discretionary application (e.g., Master Plan, Precise Development Plan, Design Review) and the exemptions listed below, the project-specific conditions of approval shall be the applicable regulations. Development and physical improvements that are exempt from Design Review shall be located outside of the Stream Conservation Area and Wetland Conservation Area setbacks established in the Countywide Plan and Article V (Coastal Zones - Permit Requirements and Development Standards). The requirements of Chapter 22.114 (Appeals) do not apply to determinations issued under this Section.

**TABLE 4-2
STANDARDS FOR EXEMPTION FROM DESIGN REVIEW FOR ONE-STORY
ADDITIONS TO SINGLE-FAMILY RESIDENCES AND FOR DETACHED ACCESSORY
STRUCTURES IN PLANNED DISTRICTS**

Standards		One-Story Single-family Additions and Detached Accessory Structure
Max. increase in building area		750 sq. ft. or 20% of the existing building area, whichever is less
Max. total building area		4,000 sq. ft. (3,000 sq. ft. where either the lot or the natural grade in the area of the building footprint has an average slope of > 25%) or the applicable floor area ratio (FAR) limit under the zoning district or in a Community Plan, whichever is more restrictive
Max. height	Single-family Addition	20 ft. or the coastal zoning height standards, whichever is more restrictive

Stream Conservation Area
Public Review Draft v1.0

	Detached Accessory Structure	15 ft. where either the lot or the natural grade in the area of the building footprint has an average slope that equals or is less than 25% 20 ft. where either the lot or the natural grade in the area of the building footprint has an average slope of > 25%
Min. lot area		Not applicable
Min. setbacks		5 ft. to all property lines on lots up to 6,000 sq. ft. 6 ft. to all property lines on lots up to 7,500 sq. ft. 10 ft. to all property lines on lots up to 10,000 sq. ft. 15 ft. to all property lines on lots > 10,000 sq. ft. (Or the required setbacks in a Community Plan or Master Plan, whichever is more restrictive)
Environmental Protection (Countywide Plan Consistency)		Outside of a Stream Conservation Area and Wetland Conservation Area
SFR Design Guidelines		Complies with Guideline C-1.11 (Exterior Lighting)

**TABLE 4-3
STANDARDS FOR EXEMPTION FROM DESIGN REVIEW FOR MULTI-STORY
ADDITIONS TO SINGLE-FAMILY RESIDENCES IN PLANNED DISTRICTS**

Standards	Multi-Story Single-family Addition
Max. increase in building area	750 sq. ft. or 20% of the existing building area, whichever is less
Max. total building area	4,000 sq. ft. (3,000 sq. ft. for lots with average slopes > 25%) or the applicable floor area ratio (FAR) limit under the zoning district or in a Community Plan, whichever is more restrictive
Max. height (Multi-story Additions)	30 ft. in non-coastal zone; 25 ft. in coastal zone or the coastal zoning height standards, whichever is more restrictive; 20 ft. in stepback zone (See SFR Design Guideline B-1.1)
Min. lot area	Not Applicable
Min. setbacks	5 ft. for lots up to 6,000 sq. ft. 6 ft. for lots up to 7,500 sq. ft. 10 ft. for lots up to 10,000 sq. ft. 15 ft. for lots > 10,000 sq. ft. (Or the required setbacks in

Stream Conservation Area
Public Review Draft v1.0

	a Community Plan or Master Plan, whichever is more restrictive)
Environmental Protection (Countywide Plan Consistency)	Outside of a Stream Conservation Area and Wetland Conservation Area
SFR Design Guidelines	Complies with Guideline B-1.1 (Building Setbacks and Stepbacks) and Guideline C-1.11 (Exterior Lighting)

B. Agricultural Accessory Structures. Agricultural accessory structures that comply with ~~the Stream Conservation Area and Wetland Conservation Area~~ setbacks established in the Countywide Plan, the Planned District Development Standards for agricultural zones (Sections 22.08.040, 22.16.040) and Article V (Coastal Zones - Permit Requirements and Development Standards), and that are 300 feet or more from a property line of an abutting lot in separate ownership, and which are at least 300 feet from a street. The minimum setback to qualify for an exemption is reduced to 50 feet for an agricultural accessory structure that does not exceed 2,000 square feet in size. This exception does not apply to facilities for processing or retail sale of agricultural products.

5. *Delete the requirement in Section 22.42.055.B.1.d for development to be located outside of the SCA in order to be eligible for a Minor Design Review.*

22.42.055 – Project Review Procedures

A. Purpose. This Section provides procedures for Design Review. It includes procedures for reviewing Minor Design Review and Design Review applications.

B. Minor Design Review. If a project is not exempt from Design Review as defined in Section 22.42.025 (Exemptions from Design Review), an applicant may apply for a Minor Design Review by staff. A Minor Design Review application may be approved or conditionally approved by staff following a site visit if it meets all of the requirements contained in this Section. A notice of the proposed project shall be posted at the site pursuant to Section 22.118.020(D). The Minor Design Review application is intended to streamline the Design Review process for minor projects that may be approved without required noticing or a public hearing, provided the application does not require a public hearing Coastal Permit. Minor Design Review decisions are appealable pursuant to the requirements of Chapter 22.114 (Appeals).

1. Requirements. A project eligible for a Minor Design Review must:

- a. Not conflict with previous County conditions of approval that were imposed on the property;
- b. Be consistent with the purpose of Design Review pursuant to Section 22.42.010 (Purpose of Chapter);
- c. Comply with existing Master Plans and applicable standards in a Community Plan;
- d. Be located outside of ~~Stream Conservation Areas~~, Wetland Conservation Areas or other mapped environmentally sensitive areas as designated by the Countywide Plan;

Stream Conservation Area
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- e. Comply with the County's Single-family Residential Design Guidelines;
- f. Comply with Marin County Green Building Standards (Section 19.04.110) and exceed Minimum Compliance Threshold by one level, with the exception that additions with a valuation exceeding \$300,000 shall attain a minimum compliance threshold that requires 20 additional points than that which is required by the Green Building Standards; and
- g. Not be located on a property that meets either of the following conditions, as applicable:
 - 1. If the residence on the property was not subject to Design Review, final inspection by the Building and Safety Division has not been approved or was approved less than 24 months ago; or
 - 2. If any previous addition to the residence on the property was issued a Minor Design Review pursuant to Section 22.42.055 (B), final inspection by the Building and Safety Division has not been approved or was approved less than 24 months ago.

6. *Delete reference to compliance with SCA for new second units in Section 22.56.050.L.*

Chapter 22.56 - SECOND UNIT PERMITS

...

22.56.050 - Decision and Findings for New Second Units.

...

- L. A second unit shall be located outside of the ~~Stream Conservation Area~~ and identified Wetland Conservation Areas except under the following circumstances: (1) the unit is created within an existing authorized primary or accessory structure through the alteration of existing floor area without increasing the cubical contents of the structure (with the exception of minor dormers, bay windows, and stairwells); and (2) no site disturbance related to the provision of parking and access improvements or other construction encroaches into a ~~Stream Conservation Area~~ or Wetland Conservation Areas.

7. *Delete Section 22.62.040.J.3's reference to removal of protected or heritage trees within an SCA.*

22.62.040 – Exemptions

The removal of any protected or heritage tree on a lot is exempt from the requirements of this Chapter if it meets at least one of the following criteria for removal:

- A. The general health of the tree is so poor due to disease, damage, or age that efforts to ensure its long-term health and survival are unlikely to be successful;
- B. The tree is infected by a pathogen or attacked by insects that threaten surrounding trees as determined by an arborist report or other qualified professional;

Stream Conservation Area
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- C. The tree is a potential public health and safety hazard due to the risk of its falling and its structural instability cannot be remedied;
- D. The tree is a public nuisance by causing damage to improvements, such as building foundations, retaining walls, roadways/driveways, patios, sidewalks and decks, or interfering with the operation, repair, or maintenance of public utilities;
- E. The tree has been identified by a Fire Inspector as a fire hazard;
- F. The tree was planted for a commercial tree enterprise, such as Christmas tree farms or orchards;
- G. Prohibiting the removal of the tree will conflict with CC&R's which existed at the time this Chapter was adopted;
- H. The tree is located on land which is zoned for agriculture (A, ARP, APZ, C-ARP or C-APZ) and that is being used for commercial agricultural purposes. (This criterion is provided to recognize the agricultural property owner's need to manage these large properties and continue their efforts to be good stewards of the land.);
- I. The tree removal is by a public agency to provide for the routine management and maintenance of public land or to construct a fuel break;
- J. The tree removal is on a developed lot and: 1) does not exceed two protected trees within a one-year timeframe; 2) does not entail the removal of any heritage trees; and 3) does not entail the removal of any protected or heritage trees within a ~~Stream Conservation Area~~ or a Wetland Conservation Area.

It is recommended that a property owner obtain a report from a licensed arborist or verify the status of the tree with photographs to document the applicability of the criteria listed above to a tree which is considered for removal in compliance with this section.

8. *Add new definitions.*

Disturbed Area. An area that has experienced significant alteration from its natural condition as a result of clearing, grading, paving, construction, landscape and other activities, as determined by the Director.

Stream, Perennial. A watercourse that flows throughout the year (except for infrequent or extended periods of drought), although surface water flow may be temporarily discontinuous in some reaches of the channel, such as between pools. Perennial streams can be spatially intermittent but flow all year.

Stream, Intermittent. A watercourse that is temporally intermittent or seasonal and that flows during the wet season, continues to flow after the period of precipitation, and ceases surface flow during at least part of the dry season.

Stream, Ephemeral. A watercourse that carries only surface runoff and flows during and immediately after periods of precipitation.

Stream Conservation Area Setback. The distance measured laterally and perpendicular to the top of bank or edge of woody riparian vegetation. See Section 22.33.030.B.

Stream Conservation Area
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Top of Bank. Top of bank is the elevation of land that confines waters of a stream to their natural channel in their normal course of flow, and above such elevation the waters will leave the channel and disperse in an uncontrolled manner.

9. *Amend definitions of discretionary and ministerial permits to include references to Site Development Permit (Tier 2) and (Tier 1), respectively.*

Discretionary Permit. A permit granted by a review authority in response to a land use permit application after applying the exercise of judgment or deliberation prior to making a decision. Includes any of the following entitlements/approvals established by Article IV (Land Use and Development Permits): Coastal Permits, Design Review, Floating Home Adjustment Permits, Floating Home Architectural Deviations, Master Plans and Precise Development Plans, Use Permits, Sign Review, Stream Conservation Area Permit (Tier 2), Temporary Use Permits, Tentative Maps, Tidelands Permits, and Variances. See also "Ministerial Permit."

Ministerial Permit. A permit granted to a project after applying fixed, objective standards with little or no subjective evaluation as to the wisdom or manner of carrying out the project. Examples are Sign Permit, Large Family Day-care Permit, Homeless Shelter Permit, Certificate of Compliance, Second Unit Permit, Stream Conservation Area Permit (Tier 1), Final Map approval, and Building Permits. See also "Discretionary Permit."

10. *Amend definition of Stream Conservation Area.*

Stream Conservation Area. An area designated by the Marin Countywide Plan along all natural watercourses shown as a solid or dashed blue line on the most recent appropriate USGS topographic quadrangle map, or along all watercourses supporting riparian vegetation for a length of 100 feet or more. See Marin Countywide Plan policy EQ-2.3. The SCA consists of the stream itself between the tops of the banks and a strip of land extending laterally outward from the top of both banks to the widths defined in Section 22.33.030.B and shown in Figure 3-16. The SCA extends along those perennial, intermittent, and ephemeral streams identified in the SCA data and map that is maintained and periodically updated by the Marin County Community Development Agency.

11. *Amend Chapter 22.40 – Application Filing and Processing, Fees to include the SCA Permits*

**TABLE 4-1
REVIEW AUTHORITY FOR DISCRETIONARY APPLICATIONS**

Type of Permit or Decision	(1) (2) Role of Review Authority			
	(3) Director	(3) Zoning Administrator	Planning Commission	Board of Supervisors
Coastal Permit, Administrative	Decide		Appeal Action	Appeal Action
Coastal Permit, Public Hearing	Recommend	Decide	Appeal Action	Appeal Action
Community or Countywide Plan Amendment	Recommend		Recommend	Decide
Design Review	Decide		Appeal Action	Appeal Action
Development Code Amendment	Recommend		Recommend	Decide
Floating Home Adjustment Permit	Decide		Appeal Action	Appeal Action
Floating Home Architectural	Decide		Appeal Action	Appeal Action

Stream Conservation Area
Public Review Draft v1.0

Deviation				
Interpretations	Decide		Appeal Action	Appeal Action
Lot Line Adjustment	Decide		Appeal Action	Appeal Action
Master Plan	Recommend		Recommend	Decide
Precise Development Plan	Decide		Appeal Action	Appeal Action
Sign Review	Decide		Appeal Action	Appeal Action
<u>Stream Conservation Area Permit (Tiers 1 and 2)</u>	<u>Decide</u>		<u>Appeal Action</u>	<u>Appeal Action</u>
Temporary Use Permit	Decide		Appeal Action	Appeal Action
Tentative Map	Recommend	Decide	Appeal Action	Appeal Action
Tidelands Permit	Decide		Appeal Action	Appeal Action
Tree Removal Permit	Decide		Appeal Action	Appeal Action
Use Permit	Recommend	Decide	Appeal Action	Appeal Action
Variance	Decide		Appeal Action	Appeal Action
Zoning Map Amendment	Recommend		Recommend	Decide

Notes:

1. "Recommend" means that the Review Authority makes a recommendation to the decision-making body; "Decide" means that the Review Authority makes the final decision on the matter; "Appeal Action" means that the Review Authority may consider and decide upon appeals of the decision of an earlier decision-making body, in compliance with Chapter 22.114 (Appeals).
2. In any case where a project involves applications for more than one entitlement, and entitlements require review and approval by different review authorities, all entitlements shall be reviewed and decided upon by the highest Review Authority.
3. The Director or Zoning Administrator may refer any matter subject to the Director's or Zoning Administrator's decision to the next highest authority, so that the next highest Review Authority may instead make the decision.

22.40.030 – Application Submittal and Filing

- A. Applicability.** This Section shall apply to the submission and processing of the following development applications:

Discretionary Permit Applications

1. Design Review;
2. Floating Home Adjustment Permits and Architectural Deviations;
3. Master Plans or Precise Development Plans;
4. Temporary Use Permits;
5. Tentative Maps and Vesting Tentative Maps;
6. Lot Line Adjustments;
7. Stream Conservation Area Permit (Tier 2)
78. Tidelands Permits;

Stream Conservation Area
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~~8~~9. Tree Removal Permits

~~9~~10. Use Permits;

~~10~~11. Variances; and

~~11~~12. Sign Reviews.

Ministerial Planning Permit Applications

1. Certificates of Compliance

2. Homeless Shelter Permits

3. Large Family Day-care Permits

3. Second Unit Permits

4. Sign Permits

5. Stream Conservation Area Permit (Tier 1)

~~5~~6. Use Permit Renewals

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



**WATER ADVISORY COMMITTEE
AND
TECHNICAL ADVISORY COMMITTEE**

MONDAY, APRIL 1, 2013

9:00AM

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

This is a combined Special WAC and TAC meeting.

1. Check In
2. Public Comment
3. Recap from February 4, 2013 WAC/TAC Meeting and Approval of Minutes
4. Recap from the March 4, 2013 TAC Meeting and Approval of Minutes
5. Consider SCWA FY 2013/14 Water Transmission System Budget
6. Water Supply Conditions
7. Items for next agenda
8. Check Out

Draft Minutes of Technical Advisory Committee
35 Stony Point Road, Santa Rosa, California
March 4, 2013

Attendees: Glen Wright, City of Santa Rosa
Dan Muelrath, City of Santa Rosa
Linda Hall, City of Santa Rosa
Toni Bertolero, Town of Windsor
Matt Winkelman, City of Sonoma
Steve Simmons, City of Petaluma
Mark Bramfitt, Valley of the Moon Water District
Damien O'Bid, City of Cotati
Jake Mackenzie, City of Rohnert Park
Darrin Jenkins, City of Rohnert Park
Chris DeGabriele, North Marin Water District
Drew McIntyre, North Marin Water District
Mike Ban, Marin Municipal Water District
Grant Davis, SCWA
Carrie Pollard, SCWA
Spencer Bader, SCWA
Jay Jasperse, SCWA
Mike Thompson, SCWA
Lynne Roselli, SCWA
Don Seymour, SCWA
Jessica Martini-Lamb, SCWA

Public Attendees: Brenda Adelman, RRWPC
Richard Dowd, City of Santa Rosa BPU
David Keller, FOER
Bob Anderson, United Wine Growers
Colleen Fernald
Paul Selsky

1. Check-in
Chair Chris DeGabriele called the meeting to order at 9:04a.m.
2. Public Comment
None
3. FY 2013/14 Draft SCWA Budget
Lynne Roselli, SCWA, made the PowerPoint presentation of the draft SCWA budget.
Chris DeGabriele distributed a letter stating North Marin Water District will be making voluntary additional capital contributions
Moved by Glen Wright, Santa Rosa, seconded by VMWD, to recommend approval of the draft budget; unanimously passed.
4. SCWA Strategic Plan Workshops
The first workshop was held on February 19. The second workshop will be held on April 2 in Petaluma. The workshop will cover water supply, flood protection and sanitation. They will also be reviewing the updated proposed strategic action plan.

5. Water Supply Strategies Action Plan Update 2013

Jay Jasperse, SCWA, stated there was nothing new in the action plan and reported the Water Supply Strategy Action Plan update will be presented on April 2 to the SCWA Board.

6. Potential Projects for Further Evaluation

Chris DeGabriele, NMWD, reviewed the potential projects list which was emailed to members. Seven sources of future water were identified. The WAC approved the list and the hiring of consultants to complete the studies at their February meeting. Glen Wright commented on evaluating all the projects and choosing the best ones on a regional basis. Santa Rosa supports moving ahead with the projects. Chris stated more information is being gathered to make appropriate decisions and to move forward. Brenda Adelman asked if the Biological Opinion has an impact on the projects. Damien O'Bid asked what the next steps are. Chris stated contractors will be contacted for additional information to get detailed perspectives on the items funds are being spent on right now. The need to hire someone to make evaluations is not necessary now, but in the future could be required. Jake McKenzie, RP commented that when the SR Plain study is completed and the USGS report has been issued that considerations will be made for the project decisions.

7. Biological Opinion Status Update

Jessica Martini-Lamb, SCWA, reviewed the March 2013 Biological Opinion Status Update which was emailed to the committee. A list of expenditures was asked for quarterly by the committee.

Comments were made by Colleen Fernald regarding the environment.

8. 02/26/2013 Sonoma County Board of Supervisors Meeting – Oral Health Update

The Sonoma County Board of Supervisors discussed the fluoridation of our water supply at their February 26 meeting. Chris DeGabriele drafted a memo regarding fluoridation of SCWA water supply which was provided to the members via email. The Board of Public Health is driving the effort to introduce fluoride into the water supply due to poor dental health in this region. Analysis of the need will be conducted. Agencies with more than 10,000 customers will be required to introduce fluoride if the funding is provided.

David Keller asked for analysis of cost. Cities and contractors will be involved in the analysis as there are ongoing concerns.

Brenda Adelman asked for a copy of the memo written by Chris DeGabriele. She commented on the potential for health issues by ingesting fluoride at the wrong level.

Colleen Fernald made comments regarding fluoride introduction.

9. Items for Next Agenda

April 1 Special WAC/TAC

SCWA Budget

Biological Opinion Status Update

10. Check Out

Next Special WAC/TAC meeting is April 1

Next TAC meeting is May 6

Meeting adjourned at 10:10a.m.

Draft Minutes of Water Advisory Committee and Technical Advisory Committee
35 Stony Point Road, Santa Rosa, California
February 4, 2013

Attendees: Efren Carrillo, Board of Supervisors
Susan Gorin, Board of Supervisors
Robin Swinth, City of Santa Rosa
David Guhin, City of Santa Rosa
Glen Wright, City of Santa Rosa
Linda Reed, City of Santa Rosa
Dan Muelrath, City of Santa Rosa
Linda Hall, City of Santa Rosa
Jake Mackenzie, City of Rohnert Park
Darrin Jenkins, City of Rohnert Park
Mike Healy, City of Petaluma
Dan St. John, City of Petaluma
Steve Simmons, City of Petaluma
Kathy Miller, City of Petaluma
Susan Harvey, City of Cotati
Damien O'Bid, City of Cotati
Laurie Gallian, City of Sonoma
David Goodison, City of Sonoma
Matt Winkelman, City of Sonoma
Dennis Rodoni, North Marin Water District
Chris DeGabriele, North Marin Water District
Drew McIntyre, North Marin Water District
Katie Young, North Marin Water District
Robin Goble, Town of Windsor
Richard Burt, Town of Windsor
Toni Bertolero, Town of Windsor
Mark Heneveld, Valley of the Moon Water District
Mark Bramfitt, Valley of the Moon Water District
Jack Gibson, Marin Municipal Water District
Michael Ban, Marin Municipal Water District
Grant Davis, SCWA
Michael Thompson, SCWA
Carrie Pollard, SCWA
Pam Jeane, SCWA
Ann DuBay, SCWA
Spencer Bader, SCWA
Lynne Rosselli, SCWA
Konrad Naber, SCWA

Public Attendees: Dick Dowd, City of Santa Rosa BPU
Stephen Gale, City of Santa Rosa BPU
David Keller, FOER
Brenda Adelman, RRWPC
Dietrich Stroeh
Dawna Gallagher
Bob Anderson, United Wine Growers
Paul Selsky, Brown and Caldwell
Kimberly Burr
Larry Hanson, NCRW

1. Check-in

Susan Gorin called the meeting to order at 9:02a.m.

2. Public Comment

Dick Dowd welcomed Robin Swinth, newly appointed Santa Rosa City Council member, representing the City Council on the WAC.

3. Election of WAC Chair and Vice Chair

Jake Mackenzie nominated himself as chair and Dennis Rodoni, North Marin Water District, as Vice Chair. Laurie Gallian, City of Sonoma, seconded and the nominations unanimously passed. Jake thanked Susan Gorin and Mark Bramfitt for their leadership over the last two years as the chair and vice chair of the WAC.

4. Recap from the November 5, 2012 WAC/TAC Meeting and Approval of Minutes

Moved by Robin Goble, Town of Windsor, seconded by Laurie Gallian, City of Sonoma, to approve the minutes of the November 5, 2012 WAC/TAC meeting as presented; unanimously approved.

5. Recap from the January 7, 2013 TAC Meeting and Approval of Minutes

Moved by Mark Bramfitt, Valley of the Moon, seconded by Damien O'Bid, City of Cotati, to approve the minutes of the January 7, 2013 TAC meeting as presented; unanimously approved.

6. WAC/TAC Meeting Schedule

To accommodate the SCWA budget approval process a special WAC meeting on April 1 will be needed and the schedule will be adjusted accordingly. Committee agreed to the change. The revised schedule will be emailed to everyone.

7. Water Supply Coordination Council

The summary of the January 24, 2013 Water Supply Coordination Council meeting which was emailed to the committee was reviewed by Supervisor Efred Carrillo. He also thanked Jake Mackenzie for accepting the chairmanship of the WAC.

8. Water Supply Strategies Action Plan Update 2012

Ann DuBay made the PowerPoint presentation of the Water Supply Strategies Action Plan Update for 2012. The update was emailed to committee members. Comments need to be submitted by February 15. A public workshop is scheduled in Petaluma on April 2 to review the SCWA Strategic Plan including Flood Control, Sanitation and Water Supply, and the Action Plan will be discussed at that workshop. The plan is on the SCWA website. Brenda Adelman recommended a workshop be held closer to the Russian River.

9. Potential Projects for Further Evaluation

Chris DeGabriele reviewed the memorandum for potential projects which was sent via email to the committees. Chris asked that the WAC support the adoption of the projects identified. Moved by Laurie Gallian, City of Sonoma, seconded by Dennis Rodoni, North Marin Water District that the TAC and the Agency staff identify available funding for the TAC or the Agency to engage consultants and conduct in-depth analysis of the seven potential Regional, Subregional, and Local Water Supply Projects identified by the Water Contractors, Marin Municipal Water District and the Sonoma County Water Agency in the memorandum; unanimously passed. Chair Mackenzie asked for a regular report at the WAC meetings. Questions and comments followed from the public.

10. FY 2013/14 Draft SCWA Budget

Mike Thompson, SCWA, made the PowerPoint presentation of the draft SCWA budget for FY 13/14. The proposed budget and rate increases are consistent with the long range financial plan. The TAC will consider the budget at their March 4 meeting and the WAC at the April 1 special meeting.
Questions followed from the committees.

11. SCWA Water Supply/Transmission System Operations Status (Santa Rosa Aqueduct Valve Replacement at Vineyard Inn)

Konrad Naber, SCWA, made the PowerPoint presentation of the 36" aqueduct valve replacement at the Vineyard Inn.
David Guhin, City of Santa Rosa, commended the Water Agency Staff for successfully completing the project.
Questions followed.

12. Biological Opinion Status Update

Pam Jeanne, SCWA, reviewed the February 2013 Biological Opinion Status Update which was emailed to the committee. Questions followed.

13. Integrated Regional Water Management Plan (s) Update

Jake Mackenzie, City of Rohnert Park, reviewed the IRWMP update. Bond money from Prop 84 is being used for projects by the Bay Area and the North Coast IRWMPs.
Questions from the public followed.

14. Items for Next Agenda

March TAC 4

FY 2013/14 SCWA Budget
Biological Opinion Status Update

April 1 Special WAC/TAC

FY 2013/14 SCWA Budget

15. Check Out

Next TAC meeting is March 4.

Next Special WAC/TAC meeting is April 1.

Chair Mackenzie adjourned the meeting at 11:00a.m.



Russian River Biological Opinion Update – April 2013

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

Dry Creek Habitat Enhancement and Demonstration Project

- Construction bidding and right-of-way negotiations are underway for the remainder of the one-mile demonstration project. Four bids were submitted, and a contract is expected to go to the Board in April.
- Staking of the construction limits for all sites, and work to clear vegetation from the site of a large backwater pool feature on the Amista Winery property below Lambert Bridge were completed by in late January.
- Construction of the majority of the remainder of the one-mile demonstration reach will occur this summer.
- The next Dry Creek Advisory committee meeting is scheduled for Wednesday April 3 at the Quivira demonstration reach.
- Site identification, outreach to landowners and design consultant selection is underway for the second and third miles of habitat enhancement.
- Design consultant selection is underway for the second and third miles of habitat enhancement. Statements of qualifications have been received from four firms and are currently under review by Agency staff.
- The Water Agency, National Marine Fisheries Service, Department of Fish & Wildlife and the U.S. Army Corps of Engineers are working with consultants, ESSA, to develop clear success measures for habitat enhancement. The plan should be completed in early 2013.

Tributary Fish Passage and Habitat Enhancement Projects

- Staff are preparing for the 2013 monitoring season, with fish traps being set-up this month in several tributaries.
- The Grape Creek passage project (creating fish passage through a box culvert) construction is complete. Sotoyome Resource Conservation District is managing the project for the Water Agency.

- Construction on the Wallace Creek project (the final tributary project) has been stalled due to lack of easement with one landowner. Other options are being pursued.

Mirabel Screen and Fish Ladder Replacement

- The Water Agency received a \$1.2 million grant from California Department of Fish and Wildlife Fishery Restoration Grant for project construction. This follows a \$255,000 grant for project design.
- The 90% design is ongoing. On January 29, the Water Agency Board adopted the Initial Study and Mitigated Negative Declaration.

Russian River Estuary Management Project

- Staff is planning for the 2013 Lagoon Management Period, which begins May 15. Biological and water quality monitoring will begin in May. A draft adaptive management plan, largely the same as the 2012 plan, is in review.
- The public comment period on the Water Agency's application for a new Marine Mammal Protection Act Incidental Harassment Authorization closes on April 8. A notice was published in the Federal Register.
- A study of the jetty is underway. The purpose of the study is to determine if and how the jetty impacts the formation of the sand bar (barrier beach) and lagoon water surface elevation. While the historic assessment component of the study was completed at the end of 2012, field investigations have been postponed, until all appropriate permits have been acquired.

Fish Flow Project

Work is occurring internally on the preparation of the draft Environmental Impact Report for the Fish Habitat Flows and Water Rights Project. The EIR is being prepared by Water Agency staff, with assistance from consultants on some areas of impact analysis. A draft EIR is anticipated to be released in 2013.


Interim Flow Changes

- Staff is preparing the 2013 Temporary Urgency Change petition, and the reports required under the 2012 Temporary Urgency Change Order were submitted to the State Water Board at the end of March.

Public Outreach & Reporting

- Several WAC & TAC members attended a tour of the coho broodstock program and the Quivira site on March 22.
- Plans are being made for community meetings in Jenner (May 19) and in Dry Creek (July, with date TBD).

MEMORANDUM

To: Board of Directors
From: Chris DeGabriele, General Manager 
Subject: North Bay Water Reuse Authority Board Meeting – March 25, 2013
t:\gm\rbwra\032513 meeting.doc

March 29, 2013

RECOMMENDED ACTION: Information only

FINANCIAL IMPACT: None at this time

Agenda Attached

8. FY 2013/14 Budget, Cost Allocations and Scopes of Work

The FY 2013/14 Budget and Scopes of Work were unanimously approved. NMWD's proposed shared is \$76,577. Invoices will be mailed subsequent to July 1, 2013 and due within 30 days.

9. Third Revised Memorandum of Understanding

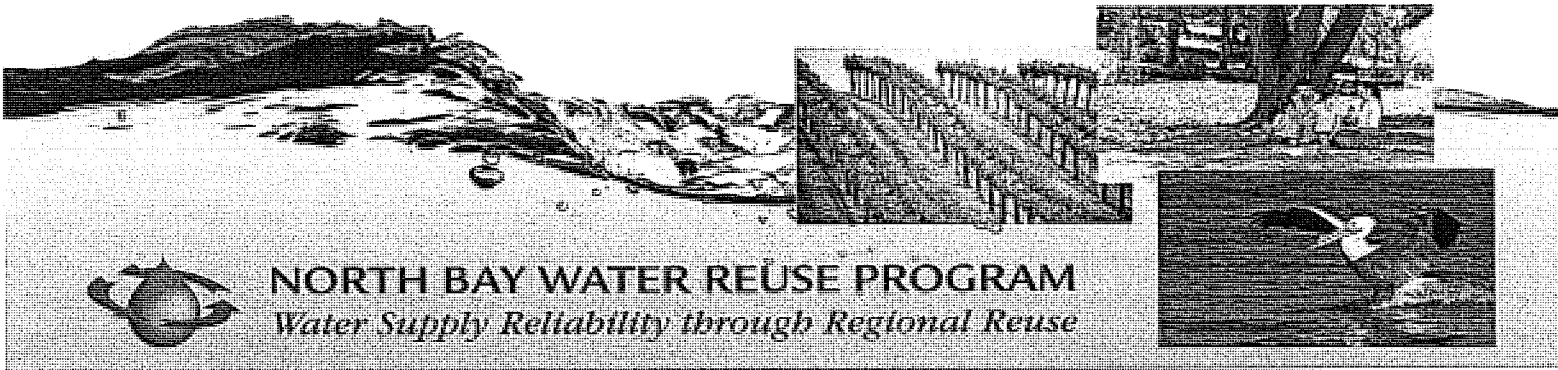
The revised MOU was unanimously approved with the understanding that the Objectives may need some future modification.

10. Request for Qualifications/Request for Proposals Process for two Master Agreements, Engineering Environmental and Outreach and Legislative Development Services

The process for request for qualifications/request for proposals was unanimously adopted.

13. Program Development Federal Advocacy Update

Ginger Bryant updated the Board on the Federal Advocacy indicating that the parties are not only looking at Bureau of Reclamation Title 16 funding but two new sources recently introduced in Congress, the Water Infrastructure Finance Innovation Act (WIFIA) and the Reclamation Infrastructure Innovation Act (RIFIA). WIFIA would provide funds for both Corps of Engineer and EPA projects. RIFIA would provide funds through Bureau of Reclamation. Bryant and Associates has been successful in adding language to the WIFIA/RIFIA legislation that the funding could be combined with Title 16, however in aggregate it cannot exceed 80% of a total project cost. On the question whether the parties would be competing with the Western Recycled Water Collation, Ms. Bryant opined that the Collation has identified over \$700M in necessary recycled water projects and even though it is intended to provide a regional approach, it would be a new start which is a "non-starter" in this Congress.



BOARD OF DIRECTORS MEETING

AGENDA

**Monday, March 25, 2013
9:30 A.M.**

**Novato City Hall Council Chambers
901 Sherman Avenue, Novato, CA 94945**

- 1. Call to Order (1 minute)**
- 2. Roll Call (2 minutes)**
- 3. Public Comment (5 minutes)**
(Any member of the public may address the Board at the commencement of the meeting on any matter within the jurisdiction of the Board. This should not relate to any item on the agenda. It is the policy of the Authority that each person addressing the Board limit their presentation to three minutes. Any member of the public desiring to provide comments to the Board on an agenda item should do so at the time the item is considered. It is the policy of the Authority that oral comments be limited to three minutes per individual or ten minutes for an organization. Speaker's cards will be available in the Boardroom and are to be completed prior to speaking.)
- 4. Introductions (2 minutes)**
- 5. Board Meeting Minutes of January 28, 2013 (2 minutes)**
(The Board will consider approving the minutes from the January 28, 2013 Workshop and Board meeting.)
- 6. Report from the Program Manager (2 minutes)**
6.a Consultant Progress Reports
(The Board will review the Report from the Program Manager and Consultant Progress Reports.)
- 7. Financial Report for the Period Ending February 28, 2013 (3 minutes)**
(The Board will review the financial report for the period ending February 28, 2012.)

Action
Pages 3 - 7

Information
Pages 8 - 14

Information
Pages 15 - 16

- Action**
Pages 17 - 44
- 8. FY2013/14 Budget, Cost Allocations, and Scopes of Work (15 minutes)**
(The Board will consider adopting the FY2013/14 Budget, Cost Allocations, and Scopes of Work.)
- Action**
Pages 45 - 75
- 9. Third Revised Memorandum of Understanding (15 minutes)**
(The Board will consider approving the Third Revised Memorandum of Understanding.)
- Action**
Pages 76 - 78
- 10. Request for Qualifications / Request for Proposals Process for Two Master Agreements: Engineering, Environmental, and Outreach; and Legislative Development Services (10 minutes)**
(The Board will consider approving a Request for Qualifications / Request for Proposals process for two master agreements.)
- Information**
Page 79
- 11. Phase 1 Projects Report (3 minutes)**
(The Board will review the Phase 1 Projects Report.)
- Information**
- 12. 2013 Overview - Program Development, Federal, and State Advocacy (15 minutes)**
(The Board will receive a presentation on 2013 Overview – Program Development, Federal, and State Advocacy.)
- Information**
- 13. Program Development – Federal Advocacy Update (10 minutes)**
(The Board will be updated on the status of Program Development – Federal Advocacy.)
- Action**
Pages 80 - 114
- 14. State Advocacy Update (10 minutes)**
(The Board will be updated on the status of State Advocacy and asked to authorize support for State legislation.)
- Information**
- 15. EIR/EIS Issues Update (3 minutes)**
(The Board will be updated on the status of EIR/EIS Issues.)
- Information**
- 16. Outreach Program Update (3 minutes)**
(The Board will be updated on the Outreach Program.)
- 17. Adjournment (1 minute)**

Next Board Meeting
Monday, April 15, 2013, 9:30 A. M.

(In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a Board meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the Program Manager at (510) 410-5923. Notification of at least 48 hours prior to the meeting or time when services are needed will assist in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service. A copy of all the documents constituting the agenda packet is available for public inspection prior to the meeting at 500 Davidson Street, Novato, CA 94945. Any person may request that a copy of the agenda or the agenda packet be mailed to them for a fee of \$.10 per page plus actual mailing costs. If you wish to request such a mailing, please contact Chuck Weir, Weir Technical Services, 3026 Ferndale Court, Pleasanton, CA 94588, 510-410-5923, chuckweir@sbcglobal.net. The agenda and the agenda packet for each meeting are also available on-line at www.nbwra.com and will be available at the meeting.)

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

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

Date: Friday, April 5, 2013
Time: 9:30 a.m. – 11:30 a.m.
Location: Conference Room 2
Petaluma (Lucchesi) Community Center
320 N. McDowell Boulevard
Petaluma, CA 94954

AGENDA

Item

Recommendation

- | | |
|---|-------------|
| 1. Call to Order (Jack Gibson, Chair) | |
| 2. Public Comment | |
| 3. Approval of the Agenda (1 min.) | Approve |
| 4. Approval of Minutes | Approve |
| 5. Treasurer's Report (1 min.) | Accept |
| 6. North Bay TMDL Progress Updates (1 hr. 20 min.)
Guest Speakers: Chris Choo, Marin County
Kara Heckert, SSCRC
Mark Newhouser, SEC
Leigh Sharp, Napa RCD | Information |
| 7. Final Budget 2013-2014 (10 min.)
Harry Seraydarian, NBWA Executive Director | Information |
| 8. Items of Interest
Trathen Heckman, Director, Daily Acts (5 min.) | |
| 9. Items for Next Agenda | |

Next Meeting Information:

Next Meeting: May 3, 2013
Marin Community Foundation,
5 Hamilton Landing
Suite 200, Redwood Room
Novato, CA 94949

NORTH BAY WATERSHED ASSOCIATION

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

Date: Friday, March 1, 2013
Time: 9:30 a.m.
Location: Novato Sanitary District
500 Davidson Street
Novato, CA 94945

Directors Present: Directors present included:

<u>Board Member</u>	<u>Agency/Organization</u>	<u>Board Member</u>	<u>Agency/Organization</u>
Judy Arnold	County of Marin	Rick Fraites	North Marin Water District
Darcy Aston	Napa Sanitation District	Kathy Hartzell	Central Marin Sanitation Agency
Steve Barbose	City of Sonoma and Sonoma Valley County Sanitation District	Madeline Thomas	Bel Marin Keys Community Services District
Mike DiGiorgio	Novato Sanitary District		

Directors present represented 8 out of the 16 agencies signatory to the Association MOU and Jeanne MacLeamy, represented the City of Novato, Associate Member.

Board Actions

1. Call to Order. Mike DiGiorgio, Chair Pro Tem, called the meeting to order at 9:40 a.m. At this time there was no quorum.
2. Public Comment. There was no public comment.
3. Approval of the Agenda. (See Handout) The Board unanimously approved the agenda under advisement.
4. Approval of Minutes of the Board Meeting held February 1, 2013. (See Handout) The Minutes of the Board Meeting held on February 1, 2013 were unanimously approved under advisement.
5. Treasurer's Report. (See Handout) The Treasurer's Report was accepted under advisement, as presented by Harry Seraydarian. Further discussion of the approach to dues was deferred until Item No. 7 on the agenda.

Judy Arnold arrived after the introduction of Guest Speaker, Bruce Riordan, and a quorum was reached. Prior actions were ratified.

6. Bay Area Climate Change Adaptation. Guest Speaker, Bruce Riordan, Bay Area Joint Policy Committee (JPC), introduced his presentation by providing some background on the Joint Policy Committee that includes ABAG (Association of Bay Area Governments), MTC (Metropolitan Transportation Commission), BAAQMD (Bay Area Air Quality Management District) and BCDC (Bay Conservation and Development Commission). Bruce noted SB375 – Sustainable Communities and Climate Protection Act of 2008 and “Sustainable Communities” as a primary focus of the JPC and Climate Change Adaptation as a secondary focus. Bruce explained the Climate Adaptation effort would include not only sea level rise and storms but also heat, water, energy, and impacts to health, infrastructure and the economy. Bruce then began a PowerPoint Presentation entitled “Bay Area Adaptation Stakeholder Needs” and highlighted a summary of ~ 100 projects or programs in the Bay Area related to Climate Change Adaptation and provided a handout – Appendix B: Selected Bay Area Adaptation Projects (<http://www.abag.ca.gov/jointpolicy/projects.html>). Bruce noted that the NBWA Sea Level Rise Study is included on the list. Bruce then described a series of 11 studies by the state on the Bay Area and highlighted a white paper: “Climate Change Impacts, Vulnerabilities, and Adaptation in the San Francisco Bay Area” published by the Public Interest Energy Research (PIER) Program in July 2012. Bruce explained that in mid-2012 the JPC started a needs assessment through a Kresge Foundation Grant, conducting interviews singly and in small groups to find out what organizations need, to identify collaborative opportunities, and to create proposals. The Kresge Project will lead to four “Roadmaps: Equity & Community Engagement; Multi-Jurisdictional Decision-Making; Information for Decision-Makers; and Win-Win Strategies. After making a disclaimer that what he was presenting next was not approved by his Board, Bruce took some questions from NBWA Board Members: Were education or housing stakeholders interviewed? (No, focused on those doing work.) Are you aware of public unhappiness with ABAG and MTC policies on where to put housing? (There will be hearings on the draft plan during the next month concerning reducing greenhouse gases through transportation improvements and land use.) Are there going to be changes to CEQA so we can build projects faster to deal with climate change? (Concerns raised in interviews.) Bruce then spoke about the key findings from the project which included four universal needs: an organized campaign to tell the story using science; more

resources for planning; a service providing scientific information and guidance; and project information (to avoid duplication). Twelve strategies to accelerate climate change adaptation were also identified: create a Bay Area planning process; help cities/counties and convene local working groups; work smarter with state government; focus on vulnerable communities; secure resources for public health sector; integrate with earthquake/disaster recovery (or hazard mitigation planning); make nature-based solutions integral to approach (The Bay Institute "horizontal levy" as an example); focus on extreme events; 21st Century regulatory reform, center for mega-strategy discussions; reward innovation; and integrate with GHG reduction & sequestration. Bruce ended his presentation with recommended next steps: targeted support to major initiatives; targeted support to key projects; create a center for problem solving; increase work with vulnerable populations; link to earthquake, GHGs and economic development; and then use this to inform regional decisions and create funding proposals. The Board Members had a number of questions. Will stakeholders be put together locally or on a larger scale to share ideas? (NBWA is a good example – need to get down to sub-region.) Are there any win-win examples that jump out? (Wetlands act as protection from sea level rise and sequester GHG emissions.) Why is there no opportunity for local agencies to participate in "credit market" when building solar, or reducing pumping? (Will add to list.) Are we on our own in California given resistance to programs by others in Congress? (Federal agencies now under executive order to address climate adaptation.) Will there be a way to deal with costly USACE and FEMA standards when improving levees for sea level rise? (Constant theme in recent interviews.)

7. Budget 2013-2014/Strategy Session. Harry Seraydarian presented a PowerPoint and began by reviewing the NBWA mission, goals, and process for identifying projects. Harry then detailed an evaluation of 17 projects funded by NBWA at a cost of \$393,000 since 2008. Harry summarized the projects and the scores provided by the NBWA Technical Committees. Harry then highlighted the EPA grant for \$1,494,142 managed by MMWD for "Implementing Sediment and Pathogen TMDLs in the North Bay" (Marin County – Richardson Bay ~ \$369,542; Napa RCD – Napa River – \$367,500; SEC – Sonoma Creek – \$363,800; SSCRCO – Sonoma Creek ~ \$318,300; NBWA/MMWD – \$75,000). Harry noted we will have an update for the Board on this project at the April 5 Board of Directors' Meeting. Harry moved on to note the themes and the net income from our last three NBWA Conferences. Harry also reported on the NBWA sponsored workshops: Stormwater Regulations that affect POTW's and Collection Systems – June 23, 2009; NBWA Watershed Monitoring Workshop – November 30, 2010; and Aquatic Invasive Species Workshop – June 22, 2011. Harry reviewed the North Bay results of BAIRWMP funding: Prop 50 – \$978,150/\$12.5 m allocated based on population only resulted in 8% to North Bay; Proposition 84, Round 1 – \$7.5 m/\$29.5 m allocated based on population and area resulted in 25% to North Bay; and Proposition 84, Round 2 – \$5.4 m/\$19.3 m based on population and area resulted in 28% to North Bay. Harry summarized the North Bay projects proposed for Round 2 funding. He then revisited the NBWA goals and suggested a grade for each. He asked for input from the Board suggesting that Board Members could follow up with emails or call him if they had any additional input. Harry then looked ahead to project approval for two 2013 projects (proposed for funding in this year's budget): 1) Stormwater NPDES Phase II Permit – \$30k for model guidance manual and 3 workshops with \$10k matching funds coming from (MNSSSA): Marin County Stormwater Pollution Prevention Program (MCSTOPPP), Napa Countywide Stormwater Pollution Prevention Program (NCSPPP), City of Sonoma, City of Petaluma, County of Solano and City of Benicia; and 2) Cost of Compliance Forum (WQTC) April 18 – \$5k. The Board unanimously approved both projects. Harry then explained the baseline budget with categories for overhead, general benefit, and specific benefit (projects). Harry presented a draft total budget for 2013-2014 of \$178,304 (same as prior years) with \$80k identified from carryover funds for projects and \$9,342 in carryover to cover San Rafael (Option 1). Harry presented the other options and recommended the Board approve the proposed budget which would treat San Rafael the same way we handled Petaluma in prior years. Harry highlighted possible projects for next year that were proposed by the Technical Committees: Slow it Spread it Sink it – \$20k; PRBO-STRAW/MMWD – Pine Point – \$20k; Land Smart – Napa and Sonoma – ?? \$40k; NBCAI Workshops – ?? \$35k; and Stormwater – Next Phase ?? Harry announced that the three Technical Committees will meet jointly on April 9 to discuss projects and other topics. The Board unanimously approved the proposed budget (Option 1) as a maximum for next year. Harry asked the Board Members to email him with any comments or concerns before the April 5 Board of Directors' Meeting.

8. Items of Interest.

* NBWA Cost Of Compliance Forum for elected officials on April 18 from 10:00 a.m. – 12 noon at Novato City Hall, 901 Sherman Avenue, Novato. RSVP by April 11 to Julie Swoboda – julies@novatosan.com

9. Items for Next Agenda.

* North Bay TMDL Progress Updates – Marin, Napa RCD, SEC, and SSCRCO.

Judy Arnold, Chair Pro Tem, adjourned the meeting at 11:26 a.m.

SUBJECT TO APPROVAL

Submitted By: Elizabeth O. Preim-Rohtla, Assistant to the Executive Director

NEXT MEETING INFORMATION

April 5 – Petaluma (Lucchesi) Community Ctr., 320 N. McDowell Blvd., Petaluma, CA 94954-Conf. Rm. 2
May 3 – Marin Community Foundation, 5 Hamilton Landing, Suite 200, Novato, CA 94949

NBWA FY 2013-2014 Proposed Budget

NBWA Cash Requirement															A L L O C A T I O N														
In-kind Services	NBWA Staff	Other contributions	COCS	Assumed grant contribution	2013 - 2014 Total Cash Budget	CMAA	Main Co	LOVSD	MCCSD #1 (See Note 1)	MCTPP	MMWD	MMWD	NapaSan	NapaFlood	NapaSan	NapaFlood	NapaSan	Petaluma	San Rafael	City Serrano	Sonoma Co.	SCWA	SUGCD	NBWA TOTAL					
																									2013 - 2014 Total Cash Budget	2013 - 2014 Total Cash Budget	2013 - 2014 Total Cash Budget	2013 - 2014 Total Cash Budget	2013 - 2014 Total Cash Budget
A- Overhead																													
1	12,500	39,300	-	-	39,300	1,375	8,198	1,289	1,270	1,240	2,269	1,422	1,467	1,246	1,365	1,246	1,467	2,409	2,059	1,405	7,049	3,762	1,446	39,300					
2	3,000	4,560	-	-	4,560	159	951	150	147	144	267	155	150	138	158	138	150	280	239	163	818	436	168	4,560					
3	-	13,680	-	-	13,680	478	2,854	449	442	432	800	465	511	434	473	434	511	473	717	489	2,454	1,309	503	13,680					
4	-	4,460	-	-	4,460	156	930	146	144	141	281	161	166	141	155	141	166	273	234	159	800	427	164	4,460					
5	4,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Overhead Subtotals																													
	20,000	62,000	-	-	62,000	2,168	12,934	2,033	2,004	1,956	3,628	2,344	2,314	1,866	2,153	1,866	2,314	3,800	3,246	2,216	11,127	5,934	2,287	62,000					
Overhead Totals																													
	20,000	178,304	-	-	178,304	6,246	37,196	5,847	5,762	5,628	10,433	6,453	6,854	5,654	6,192	5,654	6,854	10,929	9,242	6,373	31,982	17,066	6,559	178,304					
B- General Benefit Projects																													
6	7,500	7,500	-	-	7,500	262	1,555	246	242	237	439	271	280	238	260	238	280	460	393	258	1,345	718	276	7,500					
7	27,360	27,360	-	-	27,360	957	5,708	897	884	863	1,601	900	1,021	866	950	866	1,021	1,577	1,433	978	4,907	2,619	1,006	27,360					
8	3,644	3,644	-	-	3,644	127	760	119	115	113	213	132	135	116	127	116	135	223	191	130	694	349	134	3,644					
9	10,000	10,000	-	-	10,000	350	2,086	328	323	316	585	362	373	317	347	317	373	613	524	357	1,794	957	368	10,000					
10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
11	22,800	22,800	-	-	22,800	797	4,756	748	737	719	1,334	825	851	723	782	723	851	1,308	1,168	815	4,090	2,182	838	22,800					
12	5,000	5,000	-	-	5,000	175	1,043	164	162	158	293	181	187	159	174	159	187	308	262	178	997	478	184	5,000					
13	20,000	20,000	-	-	20,000	700	4,172	656	646	631	1,170	724	746	634	685	634	746	1,268	1,046	715	3,597	1,914	736	20,000					
14	20,000	20,000	-	-	20,000	700	4,172	656	646	631	1,170	724	746	634	685	634	746	1,268	1,046	715	3,597	1,914	736	20,000					
General Benefit Subtotals																													
	116,304	116,304	-	-	116,304	4,068	24,262	3,814	3,758	3,670	6,805	4,309	4,340	3,688	4,039	3,688	4,340	7,128	6,094	4,157	20,861	11,732	4,278	116,304					
General Benefit Totals																													
	20,000	178,304	-	-	178,304	6,246	37,196	5,847	5,762	5,628	10,433	6,453	6,854	5,654	6,192	5,654	6,854	10,929	9,242	6,373	31,982	17,066	6,559	178,304					
FY 2013 - 14 TOTAL A + B																													

NBWA Cash Requirement															A L L O C A T I O N														
In-kind Services	NBWA Staff	Other contributions	COCS	Assumed grant contribution	2013 - 2014 Total Cash Budget	CMAA	Main Co	LOVSD	MCCSD #1 (See Note 1)	MCTPP	MMWD	MMWD	NapaSan	NapaFlood	NapaSan	NapaFlood	NapaSan	Petaluma	San Rafael	City Serrano	Sonoma Co.	SCWA	SUGCD	NBWA TOTAL					
																									2013 - 2014 Total Cash Budget	2013 - 2014 Total Cash Budget	2013 - 2014 Total Cash Budget	2013 - 2014 Total Cash Budget	2013 - 2014 Total Cash Budget
C- Specific Benefit Projects																													
1	-	-	-	NA	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
2	-	-	-	NA	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
3	-	-	-	NA	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
FY 2013-14 Specific Benefit Project Total																													
	-	-	-	-	80,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
NBWA Total for FY 2013-14																													
	20,000	178,304	-	-	258,304	6,238	37,196	5,847	5,762	5,628	10,433	6,453	6,854	5,654	6,192	5,654	6,854	10,929	9,242	6,373	31,982	17,066	6,559	178,304					

Note 1 City of San Rafael has withdrawn from NBWA. However, membership dues will be covered by carry over funding from prior years and FY 2013-14 membership dues will remain at prior year funding levels.

Note 2 Total Budget allocations based on 16 members (incl City of San Rafael).

DISBURSEMENTS - DATED MARCH 21, 2013

Date Prepared: 3/19/13

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	Able Tire & Brake	Tires (4) ('08 F250)	\$789.65
2	Alpha Analytical Labs	Lab Testing (Pt Reyes-\$325 & Novato-\$1,397)	1,722.00
3	AT&T	Telephone Charges: Leased Lines (\$276), Local (\$81) & Min (\$788)	1,145.67
4	Autoworld	Tail Light Assembly ('03 Dodge Dakota)	76.95
5	Badger Meter	3" Replacement Meter - Novato Hospital	1,649.87
6	Bank of Marin	Bank of Marin Loan Principal & Interest (Pymt 17 of 240)	46,066.67
7	Bundesen, Gerald	Retiree Exp Reimb (March Monthly Health Ins)	884.31
8	Butti, Lou	Retiree Exp Reimb (March Monthly Health Ins)	884.31
9	CA Board for Professional Engineers	Civil Engineer License Renewal (McIntyre) (4/1/13-3/31/15) (Budget \$130)	115.00
10	California Water Service	Jan/Feb Water Service (OM) (0 CCF)	135.63
11	California Bank of Commerce	Prog Payment #9 Retainer on Disney Construction Project	9,918.05
12	Diggs, James	Retiree Exp Reimb (March Monthly Health Ins)	884.31
13	Disney Construction	Prog Pymt#9: Construct Recycled Water South Phase 1B (Bal Remaining on Contract \$13,701.57)	104,397.95
14	DMT Associates	Engineering Services: Review Specs & Drawings for Hamilton Field Reclaimed Water Pump Installations (Bal Remaining on Contract \$1,380)	560.00
15	Electrical Equipment	Transformer for Windhaven P/S	70.76
16	Expressway Transport	Anthracite Filter Coal Delivery - STP	954.22

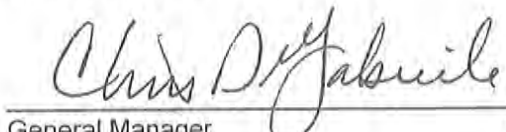
Seq	Payable To	For	Amount
17	GE Infrastructure Sensing	Flow Meter to Record Potable Water Use to Backup the Recycled Water Supply from Las Gallinas Valley Sanitary District	4,223.15
18	Hach	Reagents (STP)	413.94
19	Hardy Diagnostics	Bacteria Growth Media (\$334) & Control Bacteria (\$204)	538.03
20	Hertz Equipment Rental	Excavator Rental (Sunset Pkwy/Cambridge Project) (7 Days)	699.26
21	Huang, Samuel T.	Novato "Washer Rebate" Program	50.00
22	Kemira Water Solutions	Ferric Chloride (10 tons)	7,647.26
23	Makela, Don	Novato "Washer Rebate" Program	50.00
24	Maltby Electric	Elbows (6) (\$58) & Wire Crimper (\$58)	115.97
25	Marin County Treasurer	Semi-Annual Bond Service PRE-1 Revenue Bond	12,300.00
26	Matchette, Tim	Retiree Exp Reimb (March Monthly Health Ins)	282.55
27	McAghon, Andrew	February Sludge Removal (10 yds)	2,800.00
28	MegaPath	DSL Internet Service (3/12/13-4/11/13)	142.88
29	NorCal Pump & Well Drilling	Replace Pt. Reyes Well #3 (Total Project Cost \$104,673)	104,673.09
30	O'Connell, Janis	Novato "Washer Rebate" Program	50.00
31	On Line Resource	Overpaid on Closed Account	301.44
32	O'Reilly Auto Parts	Coolant (\$117), Brake Cleaner (\$140), Car Wash, Wiper Fluid & Car Wash Brush	323.15
33	Pace Supply	Couplings (88) (\$2,706), 6" Clamps (5) (\$1,511), Box Lids (2) (\$109), Nipples (27) \$432) & Tee (\$123)	4,880.60
34	NMWD Petty Cash	Safety Bucks, Mileage, Safety Snacks (\$79), Bridge Toll & Parking	130.37
35	PG&E	Electrical Service for New Irrigation Booster Station on Bolling Circle	1,625.26
36	Novato Heights POA	Annual Dues (DeGabriele) (Budget \$160) (1/13-12/13)	150.00

Seq	Payable To	For	Amount
37	Pollard	Pipe Locator	46.16
38	Red Wing Shoe Store	Safety Boots (Connolly & Joe Corda)	368.54
39	Roberts, Renee	Retiree Exp Reimb (March Monthly Health Ins)	282.55
40	Scott's Office Equipment	Annual Maintenance Agreement on Admin Copier (2/24/12-2/23/13)	3,100.14
41	Sequoia Safety Supply	Rain jackets (3) (\$137), Overalls (3) (\$63), Respirators (40), Safety Vest & Overalls	267.38
42	USA BlueBook	Sludge Hose (5') (\$82) & Discharge Hose (4' x 50') (\$344) (STP)	426.82
43	US Army Corps of Engineers	Refund Excess Advance for Const Over Actual Job Cost-Hamilton Nursery	3,431.95
44	US Bank	February Safekeeping Fee-Treasury Securities	29.75
45	US Postal Service	Meter Postage	1,000.00
46	Verizon California	Telephone Charges: Leased Lines	87.98
47	Vogler, Allison	Novato "Washer Rebate" Program	50.00
48	Watersavers Irrigation	PVC Pipe for Irrigation System (RW Exp - South Service Area-PH 1B-ARRA)	23.76
49	Wedel, Arthur	Novato "Toilet Rebate" Program	100.00
50	White & Prescott	Reviewed Utility Plans to Identify Joint Use Agreements & Reviewed Existing Water Line Easements	1,280.00
51	Workforce Boots & Clothing	Safety Boots (Meier)	100.00
52	Wyek, John	Novato "Washer Rebate" Program	50.00
		TOTAL DISBURSEMENTS	<u>\$322,297.33</u>

The foregoing payroll and accounts payable vouchers totaling \$322,297.33 are hereby approved and authorized for payment.


Auditor-Controller

3/19/13
Date


General Manager

3/19/2013
Date

DISBURSEMENTS - DATED MARCH 28, 2013

Date Prepared: 3/26/13

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:

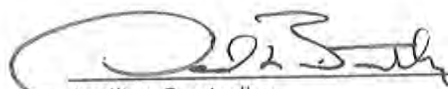
Seq	Payable To	For	Amount
P/R*	Employees	Net Payroll PPE 3/15	\$116,630.07
EFT*	US Bank	Federal & FICA Taxes PPE 3/15	49,204.68
EFT*	State of California	State Tax & SDI PPE 3/15	8,630.91
1	Allen, George	Novato "Toilet Rebate" Program	100.00
2	Athens Administrators	March Workers' Comp Adm Fee	1,000.00
3	AT&T	Telephone Charges: Leased Lines	63.42
4	Barrett Engineered Pumps	Booster Pump for RW Irrigation Services in Meadow Park Phase 1 Area	19,004.06
5	Bastogne	Refund Overpayment on Closed Account	25.00
6	Carbon Activated Corporation	Anthracite (1,040 lbs) (STP)	2,987.91
7	Chase Card Services	Reg Fee: Climate Change Symposium (DeGabriele) (\$95), Birthday Breakfasts (\$118), Lodging-Secretary Conf (\$325), Lunch Meeting (DeGabriele) (\$74), iPads w/Keyboards & Covers (2) (\$1,135), Reg Fee: AWWA Spring Conf (Goodpaster) (\$545), Renewal of NMWD.ORG Domain Name (\$34) (thru 5/17/15) & Renewal of SSL Internet Security Encryptions (\$108) (2)	2,435.03
8	Core Utilities	Consulting Services: February IT Support (\$5,000), SCADA (\$25), Website Modifications (\$525) & PLC & Operator Interface for RTU @ PRTP (\$4,800)	10,350.00
9	Covello Group	Prog Pymt #22: Recycled Water Pipeline Expansion (Bal Remaining on Contract \$194,849)	33,457.75
10	CPI International	Colitag Test Kit & Comparator (Lab)	238.03

Seq	Payable To	For	Amount
11	CSW/Stuber-Stroeh Engineering	Prog Pymt #18: Aqueduct Energy Efficiency Project (Balance Remaining on Contract \$59,344)	13,600.17
12	Data Instincts	February Public Outreach During Recycled Water South Phase 2 Construction Project (Balance Remaining on Contract \$22,965)	3,610.00
13	Devcon Construction	Refund Security Deposit on Hyd Meter Plus Overpayment	1,218.20
14	Devito, Sallie	Novato "Toilet Rebate" Program	98.00
15	Dowden, Mary Ann	Payroll & Accounts Payable Consulting Services (March 6 -8, 2013)	680.00
16	Farwest Corrosion Control	Cables for Anode Test Station (500')	304.39
17	Fisher Scientific	Reagents (Lab)	36.50
18	Flake, Joe	Novato "Toilet Rebate" Program	200.00
19	GFOA	Reg Fee: GFOA Conference San Francisco (Holton & Williamson) (June 3 -4, 2013)	360.00
20	GHD	Engineering Services: Aqueduct Energy Efficiency Project (\$936) (Bal Remaining on Contract \$17,964) & Novato Water System 2012 Master Plan Update (\$880) (Balance Remaining on Contract \$5,270)	1,816.00
21	Golden Gate Petroleum	Gasoline (\$4.05/gal) & Diesel (\$4.13/gal)	4,231.25
22	Gurrola, Marie	Novato "Toilet Rebate" Program	98.00
23	Hach	Sample Cells (8) & Reagents (STP)	247.42
24	Hardy Diagnostics	Endo Broth (Lab)	44.54
25	Hertz Equipment Rental	Arrow Board Rental (6 Days) (Sunset Parkway 12" project)	219.68
26	Hochstetler, Mark	Novato "Cash for Grass" Program	400.00
27	InfoSend	February Processing Fee for Water Bills (\$726) & Postage (\$3,238)	3,964.32
28	Lee, Kiku	Novato "Toilet Rebate" Program (\$100) & Refund Alternative Compliance Reg 15 Deposit (\$315)	415.00

Seq	Payable To	For	Amount
29	Mace, Patrick	Novato "Washer Rebate" Program	50.00
30	McAndrew, Kristen	Novato "Toilet Rebate" Program	200.00
31	McLellan Co, WK	Misc Paving (Novato Area) (1,017 S.F.)	8,587.26
32	NorCal Pump & Well Drilling	Release Retention for PR Well #3	10,888.50
33	Northern Safety	Emergency Shower Test Kit (Lab)	75.08
34	Novato Builders Supply	Refund Excess Advance for Const Over Actual Job Cost (800 Sweetser - Kill & Relocate Service)	102.42
35	Novato Disposal Service	February Trash Removal	413.20
36	Office Depot	Tops for 2 Drawer File Cabinets (2) (Maintenance Dept)	44.82
37	Pace Supply 14220-00	Service Saddles (20) (\$821), 3" & 6" Couplings, Nipple, Corp Stops (15) (\$400) & Meter Spuds (70) (\$518)	2,036.65
38	Pacific Water Resources	Replacement Pump Bearings & Seals for Pump @ STP	2,324.20
39	PERS Retirement System	Pension Contribution PPE 3/15 (Employee Contrib \$2,654)	46,027.88
40	PERS Health Benefits	April Health Ins Premium (Employees \$46,795, Retirees \$10,736 & Employee Contrib \$10,272)	67,802.94
41	Point Reyes Prop Mgmt Assn	March HOA Dues (25 Giaconini Rd)	75.05
42	Pollard Water	Fire Hose Adapters for Flushing	459.00
43	Preferred Alliance	Pre-Employment Physical (Renfort)	42.00
44	Ramudo, Pablo	Exp Reimb: Renewal & Reinstatement of CA DPH Distribution Operator II Certification (\$180) (Budget \$200, 9/1/12-8/31/2015), Mileage (\$25) & Bridge Toll (DPH ELTAC Meeting)	210.43
45		Cafeteria Plan - Child Care (\$250) & Uninsured Medical Reimbursement (\$125)	374.96
46	Red Wing Shoe Store	Safety Boots (Reed)	146.79
47	Schroeder, Sharon	Refund Alternative Compliance Reg 15 Deposit	315.00

Seq	Payable To	For	Amount
48	Sonoma County Water Agency	February Contract Water	196,775.69
49	Telog	Repair Fire Hydrant Pressure Recorder	186.66
50	Township Building Services	February Janitorial Services	1,754.84
51	United Parcel Service	Delivery Services: Sent Financial Agreement (RW South), Disbursement Request (RW Phase 1a & 1b), Quarterly Reports (RW South), Atmospheric Monitor for Repairs & Atmosphere Testers for Updating	41.96
52	UNUM Life Insurance	March Group Life Ins Premium	694.28
53	USA BlueBook	Clear Turbidity Standard (STP)	119.05
54	Verizon California	Leased Lines	606.15
55	Wiley Price & Radulovich	Consulting Services: Overtime Compensation Calculation & Employee Performance Issue	913.50
56	Wilhelm, Don	Novato "Toilet Rebate" Program	200.00
57	Wine Country Balance	Clean & Calibrate Balances (Lab)	499.00
58	Workforce Boots & Clothing	Safety Boots (Moore)	194.84
59	Yerman, John	Novato "Washer Rebate" Program	50.00
60	Zenith Instant Printing	Window Envelopes (10,000)	918.11
		TOTAL DISBURSEMENTS	<u>\$618,800.59</u>

The foregoing payroll and accounts payable vouchers totaling \$618,800.59 are hereby approved and authorized for payment.


 3/25/13
 Auditor-Controller Date

 3/25/2013
 General Manager Date

MEMORANDUM

To: Board of Directors

March 29, 2013

From: Dianne Landeros, Accounting/HR Supervisor 

Subj: Direct Deposit of Disbursements
E:\finance\memos\bod vendor direct deposit update 2013.docx

RECOMMENDED ACTION: Information

FINANCIAL IMPACT: Savings Goal: \$1,350 annually; First Year Actual Savings: \$976

As a cost savings measure, beginning June 2011 the District implemented Direct Deposit (ACH) of disbursements to employees, retirees and Directors, and then in February 2012 to vendors paid more than one time per year. From June 2011 through January 2012, the accounting staff processed 2,519 payments, 133 (5%) of which were ACH. In the 12 months since February 2012, 3,298 payments were processed, 989 (30%) of which were ACH payments.

Staff's goal is to reach \$1,350 savings and process 50% of disbursements by ACH. Our efforts to date have reduced check payments by 1,122, resulting in a savings of \$976¹(72% of the \$1,350 goal). Staff continues to encourage vendors to enroll in direct deposit; and all new vendors are asked to enroll. We are adding about three vendors per month.

¹Savings calculated as cost of postage, check stock and envelope (\$0.63/check) plus staff time expended in stuffing envelopes and reconciling outstanding checks (\$0.24/check) = \$0.87/check



SAN FRANCISCO FOOD BANK
MARIN FOOD BANK

POD
MASC

RECEIVED

MAR 20 2013

North Marin Water District

March 7, 2013

North Marin Water District
999 Rush Creek Pl
Novato, CA 94945

Dear North Marin Water District,

On behalf of the San Francisco and Marin Food Banks, thank you for organizing a holiday drive at North Marin Water District. Your team's efforts resulted in a total of 79 pounds of food. We deeply appreciate your support and have put this gift to immediate use in fighting hunger in San Francisco and Marin.

During the 2012 holiday season more than 700 organizations in San Francisco and Marin supported the *Food: The Perfect Gift* holiday campaign. We received over 600,000 pounds of food and \$270,000 as a result of this drive. This support allows us to provide 1,000,000 meals to those in need in our community.

Please extend our appreciation to everyone at North Marin Water District who supported the drive. Because of you and your efforts this season, we can provide low-income families in San Francisco and Marin with the food they need to lead healthy and productive lives. We hope you will continue to help us as we work toward a time when there are no more hungry people in our community.

With gratitude,

Paul Ash
Executive Director

California Native Plant Society, Marin Chapter

NATIVE PLANT SALE

Spring is on its way!

Sat, April 13, 2013
10am - 3pm

View the beautiful new California native demonstration gardens and participate in free workshops and hands-on demos. Expert gardeners will be on hand to help with your selections from our extensive inventory of native plants for your garden. Many of these plants have been grown on site.



photos by Mieko Watkins



Green Point Nursery
275 Olive Avenue
at Atherton Avenue
in Novato

- Wide selection of California native perennials, shrubs, vines, and seeds
- Plants for school gardens at discounted prices
- Books and posters for sale
- Cash or checks only; free admission

Watch for a complete inventory list on the CNPS, Marin chapter web site:

www.marinnativeplants.org

For more information, contact Kristin Jakob at (415) 388-1844

Meet representatives from these other local nonprofit organizations, and learn about the work they are doing to conserve our natural resources:



NORTH MARIN
WATER DISTRICT



Novato Live Well Network
Novato Community Garden



Novato
Streetscape

Sustainable
NOVATO

MISC

County OKs \$50,000 bike park deal with Mike's Bikes

marinij.com

Posted:

Mike's Bikes will be an official sponsor of a new bike park planned at Stafford Lake in Novato, receiving advertising rights and other perks in return for a \$50,000 donation over three years.

County supervisors approved the deal with the 11-shop bike chain Tuesday, saying it was in accord with a policy they endorsed last month after parks officials urged approval of the donation.

Supervisor Steve Kinsey called it an "exciting example of a local business" teaming up to partner with the county. "I see it as a very positive step," he said.

"I also want to express appreciation to the sponsor," added Supervisor Susan Adams.

With the cost of bike course construction at the county park expected to reach \$850,000, donations, grants and sponsorships are critical, according to parks chief Linda Dahl.

The bike park fund now totals about \$208,000, including \$50,000 from the county, and construction of "infrastructure" for various bike courses and challenges can begin after about \$450,000 has been collected, according to principal parks planner Stephen Petterle.

In return for the \$50,000 donation, a skills progression route in the park will be called the "Mike's Bikes skills progression zone," the firm's logo will be put on the Stafford Lake Bike Park website, the firm will be able to use the bike park logo in its advertising, and it will be allowed to hold an event at the park without fees each year for three years.

Ron Miska, deputy parks chief, said that a dozen "zones" in the park plan have been identified as available for sponsorship, although "the value of each zone is different, depending on location and estimated construction costs."

Miska added that "staff anticipates returning ... with another substantial sponsorship agreement in the near future."

The facility would be created on a 17-acre northwestern segment of the 139-acre Stafford Lake Park. It will include a kid's learn-to-ride area, "pump" tracks for beginning, intermediate and expert riders, table-top jumps and hip jumps, elevated ladder bridges, a dual slalom track, skill stations and practice areas, a perimeter trail and shaded viewing areas.

A learn-to-ride area would be near the entrance to the park, followed by beginner and intermediate zones. An advanced zone would provide riders with "the most technically demanding riding features and would include an advanced pump track with pumps, rollers and berm turns; advanced dirt jumps and include wood ramp takeoffs with dirt landings linked to curved wall rides," according to the plan.

Those interested in becoming a donor may call 473-6394.

Contact Nels Johnson via email at ij.civiccenter@gmail.com. Follow him at twitter.com/nelsjohnsonnews

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pressdemocrat.com

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Sonoma County says money spent on lobbying is a good investment

By **GUY KOVNER**

THE PRESS DEMOCRAT

Published: Sunday, March 24, 2013 at 6:18 p.m.

Talk about getting a bang for the buck.

The Sonoma County Water Agency spent \$355,000 on lobbying in Sacramento and Washington, D.C., in 2012 and got a payback of more \$9 million in water project funding — and the potential for even more from a salmon habitat restoration program.

"Pretty good return on investment," said Brad Sherwood, Water Agency spokesman.

The agency learned Thursday that its lobbying helped secure \$65 million for the federal Pacific Coast Salmon Recovery Fund, which covers six western states.

"It's on the president's desk," Sherwood said.

The Water Agency, which must compete for grants from the new funding, has received more than \$2 million from the salmon recovery program in the past.

The past year's lobbying netted \$9 million in federal and state grants for water supply, flood protection and sanitation projects.

Local government agencies are major players in the high-stakes business of influencing state government, largely through a cadre of paid lobbyists who mingle in Capitol hallways with advocates for private enterprise.

Local agencies across California spent nearly \$95 million on lobbying activities during the 2011-12 legislative session, according to reports filed with the California Secretary of State's Office.

That spending — the largest by any sector — surpassed the amount spent collectively on lobbying by oil and gas companies, labor unions and utilities (\$82.4 million). In all, the public and private entities spent more than \$563 million on lobbying Sacramento.

It's all about money, said Jim Leddy, the county's governmental affairs manager who oversees lobbying activities.

Cities, counties and local agencies depend on state and federal funds for a host of services, including road maintenance, public safety, health care, human services and affordable housing.

The county's \$1.3 billion budget includes about \$480 million in intergovernment revenues, an income stream that must be guarded, Leddy said.

"We are pressing every advantage we can to protect those revenues," he said.

When it comes to the state and federal budget process, "we have to play a defensive game," he said, competing against myriad interests for funding.

For example, Sen. John McCain, R-Ariz., wanted to slice the entire \$65 million salmon recovery program from the budget deal approved by Congress on Thursday.

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But lobbyists for Sonoma County and other recipients helped save the funding, Leddy and Sherwood said.

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Since 2000, the salmon restoration program has channeled nearly \$1 billion into California, Nevada, Oregon, Washington, Idaho and Alaska, Sherwood said.

The Water Agency, which provides Russian River water to more than 600,000 North Bay customers, spent \$216,613 on lobbying in Sacramento in 2011-12, according to public records.

Sonoma County spent \$533,527 in the same period, but Leddy said that includes direct lobbying expenses and dues paid to numerous state and federal associations.

County payments to its Sacramento lobbying firm — Shaw, Yoder, Antwih Inc. — totalled \$118,800. Shaw ranked 12th on the list of lobbying firm revenues with \$5.2 million.

The Sonoma County Agricultural Preservation and Open Space District reported \$65,000 in lobbying expenses in 2011-12, bringing the three county agencies' total lobbying expense to \$815,140.

Santa Rosa reported payments of \$33,250 to its Sacramento lobbyist, Emanuels Jones & Associates.

You can reach Staff Writer Guy Kovner at 521-5457 or guy.kovner@pressdemocrat.com.

**VALLEY OF THE MOON WATER DISTRICT
PRESS RELEASE**

Date: March 20, 2013

Contact: Shari Walk
(707) 996-1037
swalk@vomwd.com

The Valley of the Moon Water District is pleased to announce the appointment of Daniel Muelrath as their new General Manager effective April 24th 2013. Muelrath will replace Krishna Kumar who left the District last December to accept the position of General Manager with the Marin Municipal Water District in Corte Madera.

Mr. Muelrath is currently the City of Santa Rosa's Water Resources Sustainability Manager and has been with the City since 2005. Concurrently he is a lecturer at Santa Rosa Junior College in water management and computer application classes. He has a Bachelor of Science degree in Agribusiness with a Minor in Water Science and also an MBA degree in Finance from the California Polytechnic University, San Luis Obispo.

He is a member of the California/Nevada Section of the American Water Works Association where he was their Water Efficiency Chairman. He is also a member of the Board of the California Urban Water Conservation Council. He is recognized state wide for his expertise in water resources management.

He brings to the Valley of the Moon Water District a broad exposure and knowledge of state and local water issues of critical importance to the District. He is respected by his colleagues for his hard work and talents, as well as his high sense of ethics and integrity.

Board President Ron Prushko stated: "The Board is extremely pleased to see a person of Mr. Muelrath's capabilities take over as our new General Manager. The District received over 31 applicants for this position, all from well qualified professionals. Daniel's expertise and experience convinced us that he is the right person to contribute to the traditions of excellence in the past and assist the District to move forward in a smooth transition to provide uninterrupted high quality service to our customers."

Salmon spawning on rebound in Lagunitas watershed

By Trevor Hunnicutt

As county officials revamp streamside development rules intended to protect who salmon, watershed officials released new numbers confirming an unexpected rebound in the number of the endangered fish's nests in Lagunitas Creek. The 243 nests, known as redds, counted in the 2012-2013 spawning season represented the highest figure since 2007, according to officials with Marin Municipal Water District. For decades the district has tracked the number of redds in the watershed, a massive set of freshwater sources where as many as one in five of the remaining Central Coast coho start life.

This year's figure, just under the 18-year average, is up from just 137 last year and a low of 26 redds in 2009. Eric Ettlinger, an aquatic ecologist for the district, said the success of salmon is linked to improving conditions in the Pacific Ocean, where the salmon spend most of their lives.

"There seems to be plenty of food out there," said Mr. Ettlinger, referring to the small shrimp young coho eat as well as the baitfish and larger fish they consume as they get older. Those creatures are sustained by a complex ecosystem that in recent years saw a smaller plank-

ton bloom, leaving many coho and other fish starving. "The biggest factor is an improvement in ocean conditions in the last few years. What's really been dominating things since about 2008 was a collapse in the marine food web and the causes for that are still not fully understood, but there was a real decrease in ocean productivity, and we had marine mammals stranding themselves, we had seabird colonies being abandoned."

The healthy salmon spawning season comes as West Marin property owners, advocates for the endangered species and county officials are debating an updated streamside development ordinance proposed by the county. The policy would waive permit requirements for minor property improvements and would enhance conservation efforts by preventing some development close to waterways.

The Salmon Protection and Watershed Network (SPAWN), a conservation group involved in protracted litigation with the county over coho protections, has pushed for the proposed ordinance to place a higher burden on developers to prove they will mitigate environmental impacts. A public hearing is scheduled with the Marin Planning Commission on April 1 at 10 a.m. at the Civic Center.

Mr. Ettlinger said these sorts of mea-



A 1913 photograph of the first Mountain Play

BOOKS: Elisabeth Plak's new history of the Mountain Play, the historic venue of the slopes of Mount Tamalpais, will be celebrated on April 6 during a book-signing, presentation and sing-along at the Dance Palace.

sures, including a massive state and federal effort announced in January, are notable, but may not be all that is needed to save the coho given the increasing water temperatures and rainfall—which salmon need to navigate the creek during spawning seasons that peak in January and can end as late as March—associated with climate change. "These are the best means to conserve them over the long term, but there are a lot of forces at work pushing salmon numbers toward extinction," he said. "Of the things that we can control, limiting development along salmon

streams, limiting inputs of sediment and pollutants, providing shelter and habitat for fish—those are the kinds of things that have been shown to be successful."

Fishing records and other data show that Central California Coast coho populations have declined markedly—by as much as 95 percent, according to SPAWN—since development increased before the middle of the last century. Retention of coho in California has been banned since a 1996 declaration that the species was threatened; in 2005 their status was downgraded to endangered.

