



**NORTH MARIN
WATER DISTRICT**

**NORTH MARIN WATER DISTRICT
AGENDA - REGULAR MEETING
April 17, 2018 – 6:00 p.m.
District Headquarters
999 Rush Creek Place
Novato, California**

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Est. Time	Item	Subject
6:00 p.m.		CALL TO ORDER
	1.	APPROVE MINUTES FROM REGULAR MEETING , April 3, 2018
	2.	GENERAL MANAGER'S REPORT
	3.	OPEN TIME: (Please observe a three-minute time limit) This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.
	4.	STAFF/DIRECTORS REPORTS
	5.	MONTHLY PROGRESS REPORT w/Customer Service Questionnaire
		ACTION CALENDAR
	6.	Approve: Sonoma-Marin Saving Water Partnership First Amended MOU
	7.	Approve: Increase Core Utilities Monthly Support Payment
	8.	Approve: Oceana Marin Sewer System Financial Plan Update
	9.	Approve: West Marin Water System Financial Plan Update
		INFORMATION ITEMS
	10.	AMI Update
	11.	Initial Review - FY19 & FY20 Capital Improvement Project Budget
	12.	Initial Review - Proposed FY 18/19 Equipment Budget
	13.	2018 Water Year Conditions Update
	14.	NBWA -Conference Recap – April 1, 2018
	15.	MISCELLANEOUS Disbursements- Dated April 5, 2018 Disbursements – Dated April 12, 2018 Self-Insured Workers' Comp – 3 rd Quarter Status Report Notice of Proposed Rate Increase Letter- Novato Service Area Public Outreach Plan for 2018

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
		FY 18 3 rd Quarter Labor Cost Report
		<u>News Articles:</u> Effort to ventilate budgets advances Development plans in flux at Novato site Sonoma County launches first test of 'groundwater banking' to bolster supplies Marin school fountain closed amid lead contamination tests Alex Petterle Obituary
7:00 p.m.	16.	<i>ADJOURNMENT</i>

1

DRAFT
NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
April 3, 2018

CALL TO ORDER

President Fraites called the regular meeting of the Board of Directors of North Marin Water District to order at 6:01 p.m. at the District Headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, Rick Fraites, Michael Joly and James Grossi. Director Stephen Petterle was absent. Also present were General Manager Drew McIntyre, District Secretary Terrie Kehoe, Auditor-Controller David Bentley and Chief Engineer Rocky Vogler.

District employees, Robert Clark (Maintenance/Operations Superintendent), Tony Arendell (Construction/Maintenance Superintendent), and Julie Blue were also in attendance.

MINUTES

On motion of Director Baker, seconded by Director Joly the Board approved the minutes from the March 20, 2018 meeting as presented by the following vote:

AYES: Director Baker, Fraites, Grossi and Joly

NOES: None

ABSENT: Director Petterle

ABSTAIN: None

GENERAL MANAGER'S REPORT

During the General Manager's report, Mr. McIntyre responded to Director Joly's comment at the last meeting in reference to celebrating the Districts 70th anniversary. In recognition, the District will be promoting the anniversary as part of our ongoing public outreach and promotional giveaways. Mr. McIntyre also announced Novato's Clean and Green day on April 21st. District volunteers will be cleaning up the Redwood Blvd. median that the District has adopted.

OPEN TIME

During open time Ms. Kehoe announced that we will be having a retirement celebration for Kerry Lemos and David Bentley on April 20th at 2:30 p.m. at the District office.

STAFF/DIRECTORS REPORTS

During the Staff/Director's Report Mr. Arendell and Mr. Clark talked about the current flushing program. Mr. Clark also discussed how the recent and upcoming rainfall will aid in an earlier than expected start up at Stafford Treatment Plant.

1 **CONSENT CALENDAR**

2 Director Fraites stated that he will abstain from Consent Item #5 and Action Item #7 and will
3 be temporarily leaving the Board room when these items are discussed.

4 **ITEM #5: FURNISHING AND DELIVERY OF STEEL PIPE OR RIDGE ROAD PIPELINE**
5 **REPLACEMENT**

6 On the motion of Director Joly, and seconded by Director Grossi the Board approved the
7 furnishing and delivery of steel pipe for the Ridge Road Pipeline Replacement Project in the amount
8 of \$67,320 by the following vote:

9 AYES: Director Baker, Grossi, and Joly

10 NOES: None

11 ABSENT: Director Petterle

12 ABSTAIN: Director Fraites

13 **ITEM #6: MULTI AGENCY LETTER SUPPORTING CHANGES TO THE MARIN LOCAL**
14 **COASTAL PROGRAM AMENDMENT**

15 On the motion of Director Baker, and seconded by Director Joly the Board approved a multi-
16 agency letter supporting a streamlined permitting process for coastal water agencies as part of
17 changes to the Marin Local Coastal Program by the following vote:

18 AYES: Director Baker, Fraites, Grossi, and Joly

19 NOES: None

20 ABSENT: Director Petterle

21 ABSTAIN: None

22 **ACTION CALENDAR**

23 **RIDGE ROAD PIPELINE REPLACEMENT PROJECT-AWARD CONSTRUCTION CONTRACT TO**
24 **W.R. FORDE ASSOCIATES, INC.**

25 Mr. Vogler summarized the history of the project to date and stated that the existing 6 inch
26 pipeline in Ridge Road has reached the end of its useful life and 1,400 feet of pipeline will be
27 replaced with 8 inch welded steel pipe. Two bids were received for the project with the lowest
28 responsive bid provided by W.R. Forde, Inc.

29 On the motion of Director Baker, and seconded by Director Grossi the Board approved the
30 Ridge Road Pipeline Replacement Project Award Construction Contract to WR Forde Associates,
31 Inc. in the amount of \$464,500 by the following vote:

1 AYES: Director Baker, Grossi, and Joly

2 NOES: None

3 ABSENT: Director Petterle

4 ABSTAIN: Director Fraites

5 **RETIREE MEDICAL LIABILITY UPDATED ACTUARIAL VALUATION**

6 Mr. Bentley provided a summary on the updated actuarial valuation of its retiree health care
7 liability prepared in accordance with GASB Standard 75. The actuarial report addresses the
8 requirement for the District to value and disclose its retiree health care liability in its financial
9 statement and to update the calculation every two years. He stated that due the District's Retiree
10 Medical Reserve Fund grew by \$488,114 due primarily to lower health care premium hikes than
11 what had been projected. With this good news the District's cash reserve designated to fund this
12 obligation now stands at 119% and it is recommended the District consider moving a portion of the
13 \$4 million reserve into an irrevocable trust.

14 On the motion of Director Baker, and seconded by Director Grossi the Board approved to
15 accept the Updated Retiree Medical Liability Actuarial Report by the following vote:

16 AYES: Director Baker, Fraites, Grossi, and Joly

17 NOES: None

18 ABSENT: Director Petterle

19 ABSTAIN: None

20 On the motion of Director Baker, and seconded by Director Grossi the Board approved to
21 direct staff to investigate establishing an irrevocable trust account to fund the District's retiree
22 medical cost obligations by the following vote:

23 AYES: Director Baker, Fraites, Grossi, and Joly

24 NOES: None

25 ABSENT: Director Petterle

26 ABSTAIN: None

27 **INFORMATION ITEMS**

28 **TECHNICAL ADVISORY MEETING –March 5, 2018**

1 Mr. McIntyre discussed the \$8.9 Billion November Water Bond Initiative, the FY19 SCWA
2 Water Transmission System Budget and the Sonoma-Marin Saving Water Partnership First
3 Amended Memorandum of Understanding.

4 **HYDRANT DAMAGE HISTORY**

5 Mr. Bentley reported on the Hydrant Damage History which resulted in an average annual
6 unreimbursed expense of \$1,756, with a 91% recovery rate of the repair cost primarily through
7 claims against the driver's insurance. Hit and run accidents or uninsured drives account for the
8 uncollected costs.

9 **NORTHBAY WATER WORKSHOP #3- March 26, 2018**

10 Mr. McIntyre discussed the NorthBay Water Workshop which was attended by Director
11 Baker, Mr. McIntyre and Mr. Vogler. The workshop focused on several topics, including: building the
12 organization, regional initiatives, State and Federal Policy and preliminary task for the North Bay
13 Drought Contingency Plan. At the end of the five workshops it will be decided if there is enough
14 interest to continue with the NorthBay Water.

15 **MISCELLANEOUS**

16 The Board received the following miscellaneous items: Disbursements-Dated March 22 and
17 March 29, 2018, Final copy of WaterSense support letter, Salinity Notice, Point Reyes Light- March
18 22, 2018, 2018 Strategic (Long-Range) Plan Development –Status Update, and Disposal of Surplus
19 Equipment.

20 The Board also received the following news articles: ASCE 2017 Drinking Water
21 Infrastructure Report Card, ACWA News-New Polling Shows 73% of Californians Oppose a Drinking
22 Water Tax, City: Fountaingrove water system needs \$43 million replacement due to contamination
23 after Sonoma County fires, Glen Ghilotti Obituary, and City Finances 'pretty solid'.

24 **CLOSED SESSION**

25 President Fraites adjourned the Board into closed session at 7:04 p.m. in accordance
26 with Government code Section 54956.8 regarding price and terms of potential sale of Surplus
27 Water from Lagunitas Creek by Marin Municipal Water District.

28 **OPEN SESSION**

29 Upon returning to regular session at 7:18 p.m., President Fraites stated that during the
30 closed session the Board had discussed the item and direction was given to staff.

31 **ADJOURNMENT**

32

1 President Fraites adjourned the meeting at 7:20 p.m. in memory of Alexis Petterle as
2 requested by Director Baker.

3 Submitted by

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5
6
7 Theresa Kehoe
8 District Secretary
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NORTH MARIN WATER DISTRICT
MONTHLY PROGRESS REPORT FOR *March 2018*
 April 17, 2018

1.

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

Month	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14	18 vs 17 %
July	331	310	227	319	385	7%
August	303	300	235	301	360	1%
September	292	302	210	276	332	-3%
October	274	203	299	221	313	35%
November	164	144	145	173	229	14%
December	152	148	145	129	182	3%
January	131	121	130	137	168	8%
February	135	119	111	121	119	14%
March	173	146	149	195	154	18%
FYTD Total	1,954	1,792	1,652	1,872	2,241	9%

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

Month	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14	18 vs 17 %
July	9.5	7.9	6.6	8.6	9.3	19%
August	8.8	7.4	7.0	8.5	9.3	19%
September	8.4	6.4	6.4	7.8	8.5	31%
October	7.9	5.2	6.5	5.4	8.0	52%
November	5.4	4.2	4.7	4.6	6.8	29%
December	5.1	3.7	3.9	4.7	6.4	37%
January	4.5	3.6	3.7	4.4	5.9	28%
February	4.5	3.3	3.8	3.9	4.4	35%
March	5.1	4.4	4.2	5.2	5.0	18%
FYTD Total	59.2	46.1	46.8	53.1	63.5	29%

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

Month	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14	18 vs 17 %
July	113	70	108	83	98	61%
August	81	90	79	61	83	-10%
September	123	97	38	26	56	27%
October	102	94	50	0	82	9%
November	54	64	58	8	5	-16%
December	0	0	0	0	2	-
January	0	0	0	0	0	-
February	0	0	0	24	0	-
March	0	39	0	95	0	-
FYTD Total	473	454	333	297	326	4%

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

Month	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14	18 vs 17 %
July	27.7	27.1	21.3	21.8	27.6	2%
August	26.1	26.0	26.2	26.0	26.2	0%
September	25.0	23.5	15.7	19.2	18.6	6%
October	19.1	8.3	15.8	9.4	15.8	130%
November	2.5	1.2	3.2	3.7	6.4	111%
December	0.8	0.4	0.8	1.6	1.6	123%
January	1.0	0.3	0.2	0.8	1.2	218%
February	3.3	0.0	0.6	0.8	1.8	-
March	1.1	0.5	0.3	9.5	1.2	99%
FYTD Total*	106.6	87.4	84.1	92.7	100.4	22%

*Excludes potable water input to the RW system: FY18=0.9MG; FY17=1.4MG; FY16=7.4MG; FY15=6.9MG; FY14=9.6MG

2. Stafford Lake Data

	March Average	March 2017	March 2018
Rainfall this month	3.53 Inches	3.25 Inches	5.51 Inches
Rainfall this FY to date	24.51 Inches	39.00 Inches	16.08 Inches
Lake elevation*	193.4 Feet	196.3 Feet	188.1 Feet
Lake storage**	1206 MG	1420 MG	865 MG

* Spillway elevation is 196.0 feet

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

Temperature (in degrees)

	Minimum	Maximum	Average
March 2017 (Novato)	39	85	61
March 2018 (Novato)	36	94	58

3. Number of Services

March 31	Novato Water			Recycled Water			West Marin Water			Oceana Marin Swr		
	FY18	FY17	Incr %	FY18	FY17	Incr %	FY18	FY17	Incr %	FY18	FY17	Incr %
Total meters installed	20,778	20,778	0.0%	57	49	16.3%	789	787	0.3%	-	-	-
Total meters active	20,556	20,541	0.1%	53	45	17.8%	781	781	0.0%	-	-	-
Active dwelling units	24,013	23,996	0.1%	0	0	-	829	830	-0.1%	232	231	0.4%

4. Oceana Marin Monthly Status Report (March)

Description	March 2017	March 2018
Effluent Flow Volume (MG)	0.499	0.634
Irrigation Field Discharge (MG)	1.426	0.546
Treatment Pond Freeboard (ft)	4.6	6.5
Storage Pond Freeboard (ft)	4.4	7.3

5. Developer Projects Status Report (March)

Job No.	Project	% Complete	% This month
1.2784.00	Novato Village	4	1

District Projects Status Report - Const. Dept. (March)

Job No.	Project	% Complete	% This month
1.6221.21	San Mateo Tank	75	10

Employee Hours to Date, FY 17/18

As of Pay Period Ending March 31, 2018

Percent of Fiscal Year Passed = 75%

Developer Projects	Actual	Budget	% YTD Budget	District Projects	Actual	Budget	% YTD Budget
Construction	407	1,400	29%	Construction	4,075	4,920	83%
Engineering	444	1,414	31%	Engineering	2,296	4,000	57%

6. Safety/Liability

Industrial Injury with Lost Time				Liability Claims Paid		
Lost Days	OH Cost of Lost Days (\$)	No. of Emp. Involved	No. of Incidents	Incurred (FYTD)	Paid (FYTD) (\$)	
FY 18 through March	54	\$26,420	3	2	4	\$1,965
FY 17 through March	65	\$32,864	2	2	4	\$2,702

Days without a lost time accident through March 31, 2018 155 Days

7. Energy Cost

FYE	March			Fiscal Year-to-Date thru March		
	kWh	¢/kWh	Cost/Day	kWh	¢/kWh	Cost/Day
2018 Stafford TP	53,190	19.7¢	\$339	485,449	19.5¢	\$346
Pumping	98,405	20.0¢	\$678	1,075,448	21.0¢	\$825
Other*	34,437	22.5¢	\$258	372,803	24.7¢	\$339
	186,032	20.4¢	\$1,263	1,933,700	21.3¢	\$1,510
2017 Stafford TP	58,262	19.1¢	\$360	463,632	19.0¢	\$321
Pumping	55,785	20.7¢	\$399	887,213	20.4¢	\$660
Other*	39,362	21.6¢	\$303	368,132	24.1¢	\$325
	153,409	20.3¢	\$1,041	1,718,977	20.8¢	\$1,305
2016 Stafford TP	46,043	18.6¢	\$276	429,638	18.4¢	\$288
Pumping	53,523	20.1¢	\$371	824,690	17.9¢	\$541
Other*	35,692	21.1¢	\$251	341,544	22.8¢	\$287
	135,258	19.9¢	\$896	1,595,873	19.1¢	\$1,112

*Other includes West Marin Facilities

8. Water Conservation Update

	Month of March 2018	Fiscal Year to Date	Program Total to Date
High Efficiency Toilet (HET) Rebates	15	100	3,835
Retrofit Certificates Filed	30	190	6,021
Cash for Grass Rebates Paid Out	0	12	897
Washing Machine Rebates	1	19	6,776
Water Smart Home Survey	29	243	3,148

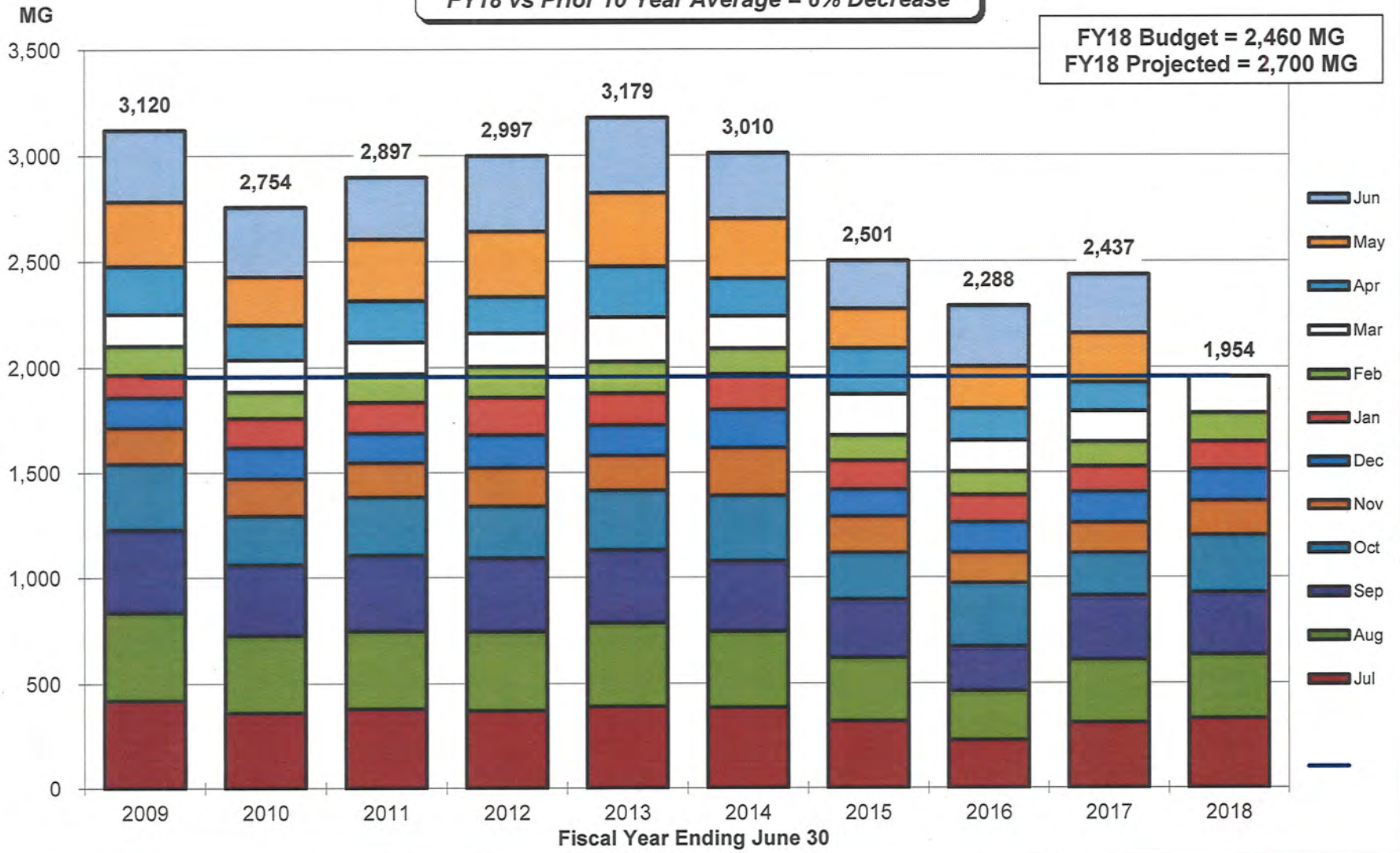
9. Utility Performance Metric

SERVICE DISRUPTIONS (No. of Customers Impacted)	March 2018	March 2017	Fiscal Year to Date 2018	Fiscal Year to Date 2017
PLANNED				
Duration Between 0.5 and 4 hours	1	7	268	156
Duration Between 4 and 12 hours			98	3
Duration Greater than 12 hours				
UNPLANNED				
Duration Between 0.5 and 4 hours	1	25	57	55
Duration Between 4 and 12 hours	2		90	16
Duration Greater than 12 hours	1		1	2
SERVICE LINES REPLACED				
Polybutylene	4	12	77	83
Copper (Replaced or Repaired)		1	10	15

Novato Potable Water Production

FY18 vs FY17 = 9% Increase
FY18 vs Prior 10 Year Average = 6% Decrease

FY18 Budget = 2,460 MG
FY18 Projected = 2,700 MG



NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Orders March 2018

4/6/2018

Type	Mar-18	Mar-17	Action Taken March 2018
<u>Consumers' System Problems</u>			
Service Line Leaks	3	21	Notified Consumer
Meter Leak Consumer's Side	0	0	~
House Plumbing	0	0	~
Noisy Plumbing	0	0	~
Seepage or Other	0	0	~
House Valve / Meter Off	1	8	Notified Consumer
Nothing Found	2	6	Notified Consumer
Low Pressure	0	0	~
High Pressure	0	0	~
Water Waster Complaints	0	0	~
Total	6	35	
<u>Service Repair Reports</u>			
Register Replacements	0	0	~
Meter Replacement	4	0	Notified Consumer
Meter Box Alignment	0	0	~
Meter Noise	0	0	~
Dual Service Noise	0	0	~
Box and Lids	1	1	Notified Consumer
Water Off/On Due To Repairs	2	1	Notified Consumer
Misc. Field Investigation	2	0	Notified Consumer
Total	9	2	
<u>Leak NMWD Facilities</u>			
Main-Leak	0	0	~
Mains-Nothing Found	0	0	~
Mains-Damage	0	0	~
Service- Leak	2	3	Repaired
Services-Nothing Found	1	7	Notified Consumer
Service-Damaged	0	0	~
Fire Hydrant-Leak	2	4	Repaired
Fire Hydrants-Nothing Found	0	0	~
Fire Hydrants-Damaged	0	1	~
Meter Replacement	0	0	~
Meter Leak	0	0	~
Meters-Nothing Found	0	0	~
Meters Damaged	0	0	~
Washer Leaks	2	4	Repaired
Total	7	19	
<u>High Bill Complaints</u>			
Consumer Leaks	4	17	Notified Consumer
Meter Testing	0	0	~
Meter Misread	1	3	Notified Consumer
Nothing Found	9	12	Notified Consumer
Projected Consumption	0	0	~
Excessive Irrigation	0	0	~
Total	14	32	

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Orders March 2018

4/6/2018

Type	Mar-18	Mar-17	Action Taken March 2018
<u>Low Bill Complaints</u>			
Meter Misread	0	0	~
Stuck Meter	0	0	~
Nothing Found	0	0	~
Projected Consumption	0	0	~
Minimum Charge Only	0	0	~
Total	0	0	
<u>Water Quality Complaints</u>			
Taste and Odor	0	4	~
Color		0	~
Turbidity		0	~
Suspended Solids		0	~
Other	2	2	<p>Customer reporting bad taste & mineral build up from refrigerator tap. (Vineyard Rd) Hardness and other results were normal for NMWD supply. Customer was notified of results.</p> <p>Customer concerned about hair color change is caused by the water. (Saint Francis Ave) All results were normal for NMWD supply. Metals were not detected. Customer was notified of results.</p>
Total	2	6	
TOTAL FOR MONTH:	38	94	-60%
<u>Fiscal YTD Summary</u>			
Consumer's System Problems	267	277	-4% Decrease In House Valve/Meter Off
Service Repair Report	85	88	-3% Decrease In Water On/Off Due To Repairs
Leak NMWD Facility	154	139	11% Increase In Washer Leaks
High Bill Complaints	439	567	-23% Decrease In Nothing Found
Low Bills	0	3	-100% Decrease In Nothing Found
Water Quality Complaints	30	40	-25% Decrease In Taste and Odor
Total	975	1,114	-12%

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Orders March 2018

4/6/2018

<u>Type</u>	<u>Mar-18</u>	<u>Mar-17</u>	<u>Action Taken March 2018</u>
<u>"In House" Generated and Completed Work Orders</u>			
<u>Check Meter:</u> possible consumer/District leak, high bill, flooded, need read, etc.	181	188	
<u>Change Meter:</u> leaks, hard to read	7	8	
<u>Possible Stuck Meter</u>	0	0	
<u>Repair Meter:</u> registers, shut offs	0	0	
<u>Replace Boxes/Lids</u>	0	0	
<u>Hydrant Leaks</u>	0	0	
<u>Trims</u>	12	11	
<u>Dig Outs</u>	42	40	
<u>Letters to Consumer:</u> meter obstruction, trims, bees, gate access, etc. get meter number, kill service, etc.	0	0	
	242	247	

Bill Adjustments Under Board Policy:

March 18 vs. March 17

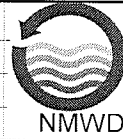
Mar-18	35	\$12,325
Mar-17	24	\$5,121

Fiscal Year vs Prior FY

17/18 FY	327	\$135,135
16/17 FY	397	\$124,373

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Customer Service Questionnaire Quarterly Report
Quarter Ending 03/31/18



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Water Quality	Response		
	Agree	Neutral	Disagree
Courteous & Helpful	7		
Accurate Information	7		
Prompt Service	7		
Satisfactorily Resolved	7		
Overall Experience	7		
	35	0	0

Pressure	Response		
	Agree	Neutral	Disagree
Courteous & Helpful	2		
Accurate Information	2		
Prompt Service	2		
Satisfactorily Resolved	2		
Overall Experience	2		
	10	0	0

Leak	Response		
	Agree	Neutral	Disagree
Courteous & Helpful	9	1	
Accurate Information	8	2	
Prompt Service	8	2	
Satisfactorily Resolved	10		
Overall Experience	10		
	45	5	0

Noisy Pipes	Response		
	Agree	Neutral	Disagree
Courteous & Helpful			
Accurate Information			
Prompt Service			
Satisfactorily Resolved			
Overall Experience			
	0	0	0

Billing	Response		
	Agree	Neutral	Disagree
Courteous & Helpful	6	1	
Accurate Information	6	1	
Prompt Service	7		
Satisfactorily Resolved	7		
Overall Experience	6	1	
	32	3	0

Other	Response		
	Agree	Neutral	Disagree
Courteous & Helpful			
Accurate Information			
Prompt Service			
Satisfactorily Resolved			
Overall Experience			
	0	0	0

Grand Total	122	8	0
	94%	6%	0%

Questionnaires Sent Out	39	100%	
Questionnaires Returned	26	67%	

Customer Service Questionnaire Quarterly Report

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Quarter Ending 03/31/18

Customer Comments	Staff Response to Negative Comments	Issues NMWD Should Address In The Future
<p>Water Quality Very professional. Very polite and knowledgeable. Excellent service. Mark was knowledgeable and professional. Pleased with his service.</p>		
<p>Billing Chris went above & beyond of customer service. Employee was very knowledgeable.</p>		
<p>Leaks Excellent service. Chris was awesome and helpful.</p>		
<p>Pressure Chris was excellent and took care of my concerns.</p>		

MEMORANDUM

To: Board of Directors

April 13, 2018

From: David L. Bentley, Auditor-Controller

Subj: Auditor-Controller's Monthly Report of Investments for March 2018

t:\aclword\invest\18\investment report 0318.doc

RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

At month end the District's Investment Portfolio had an amortized cost value (i.e., cash balance) of \$17,745,662 and a market value of \$17,704,203. During March the cash balance increased by \$2,867,197 due primarily to receipt of \$4.6 million in JPMorgan Loan Funds for the AMI Project. The market value of securities held decreased \$41,459 during the month. The ratio of total cash to budgeted annual operating expense stood at 114%, up 18% from the prior month.

At March 31, 2018, 40% of the District's Portfolio was invested in California's Local Agency Investment Fund (LAIF), 24% in Time Certificates of Deposit, 17% in Federal Agency Securities, 14% in US Treasury Notes, 5% in the Marin County Treasury, and 1% retained locally for operating purposes. The weighted average maturity of the portfolio was 177 days, compared to 219 days at the end of February. The LAIF interest rate for the month was 1.52%, compared to 1.41% the previous month. The weighted average Portfolio rate was 1.40%, compared to 1.29% the previous month.

NORTH MARIN WATER DISTRICT
AUDITOR-CONTROLLER'S MONTHLY REPORT OF INVESTMENTS
March 31, 2018

Type	Description	S&P Rating	Purchase Date	Maturity Date	Cost Basis ¹	3/31/2018 Market Value	Yield ²	% of Portfolio
LAIF	State of CA Treasury	AA-	Various	Open	\$7,025,079	\$7,011,686	1.52% ³	40%
Time Certificate of Deposit								
TCD	Mercantil Commerce Bank	n/a	6/17/16	6/15/18	248,000	248,000	1.00%	1%
TCD	Customers Bank	n/a	6/24/16	6/25/18	248,000	248,000	1.20%	1%
TCD	Merrick Bank	n/a	7/19/16	7/19/18	249,000	249,000	1.00%	1%
TCD	BMO Harris Bank	n/a	8/18/16	8/17/18	248,000	248,000	1.05%	1%
TCD	Ally Bank	n/a	10/4/16	9/28/18	248,000	248,000	1.15%	1%
TCD	Everbank	n/a	11/17/16	11/15/18	248,000	248,000	1.20%	1%
TCD	Investors Bank	n/a	12/16/16	12/17/18	248,000	248,000	1.35%	1%
TCD	Morgan Stanley Private Bank	n/a	11/22/17	5/22/19	248,000	248,000	1.60%	1%
TCD	Capital One Bank	n/a	7/19/17	7/19/19	247,000	247,000	1.70%	1%
TCD	Capital One NA	n/a	8/9/17	8/9/19	247,000	247,000	1.70%	1%
TCD	American Express FSB	n/a	9/6/17	9/6/19	247,000	247,000	1.75%	1%
TCD	Goldman Sachs Bank USA	n/a	10/11/17	10/11/19	247,000	247,000	1.70%	1%
TCD	Morgan Stanley Bank	n/a	11/9/17	11/12/19	247,000	247,000	1.75%	1%
TCD	American Express Centurion	n/a	12/5/17	12/5/19	247,000	247,000	1.90%	1%
TCD	Sallie Mae Bank	n/a	1/10/18	1/10/20	247,000	247,000	2.20%	1%
TCD	Discover Bank	n/a	2/13/18	2/24/20	247,000	247,000	2.35%	1%
TCD	Wells Fargo Bank	n/a	3/28/18	3/30/20	248,000	248,000	2.55%	1%
					\$4,209,000	\$4,209,000	1.58%	24%
US Treasury Notes								
Treas	1.375%	n/a	11/17/16	12/31/18	\$1,002,443	\$994,805	1.05%	6%
Treas	1.500%	n/a	1/10/17	2/28/19	1,002,427	994,453	1.24%	6%
Treas	1.380%	n/a	1/10/18	7/31/19	496,712	494,551	1.88%	3%
					\$2,501,581	\$2,483,809	1.29%	14%
Federal Agency Securities								
FICO	0.86% MTN	n/a	4/22/16	5/11/18	\$1,016,028	\$1,014,881	0.85%	6%
FNMA	0.875% MTN	n/a	7/19/16	7/27/18	999,791	996,805	0.97%	6%
FHLB	1.625% MTN	n/a	11/21/17	6/14/19	999,575	993,415	1.65%	6%
					\$3,015,395	\$3,005,101	1.16%	17%
Other								
Agency	Marin Co Treasury	AAA	Various	Open	\$900,751	\$900,751	0.75%	5%
Other	Various	n/a	Various	Open	93,856	93,856	0.41%	1%
TOTAL IN PORTFOLIO					\$17,745,662	\$17,704,203	1.40%	100%

Weighted Average Maturity = 177 Days

LAIF: State of California Local Agency Investment Fund.

TCD: Time Certificate of Deposit, Treas: US Treasury Notes with maturity of 5 years or less.

FICO: Financing Corporation, FNMA: Federal National Mortgage Association, FHLB: Federal Home Loan Bank

Agency: STP State Revolving Fund Loan Reserve.

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

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

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

3 Earnings are calculated daily - this represents the average yield for the month ending March 31, 2018.

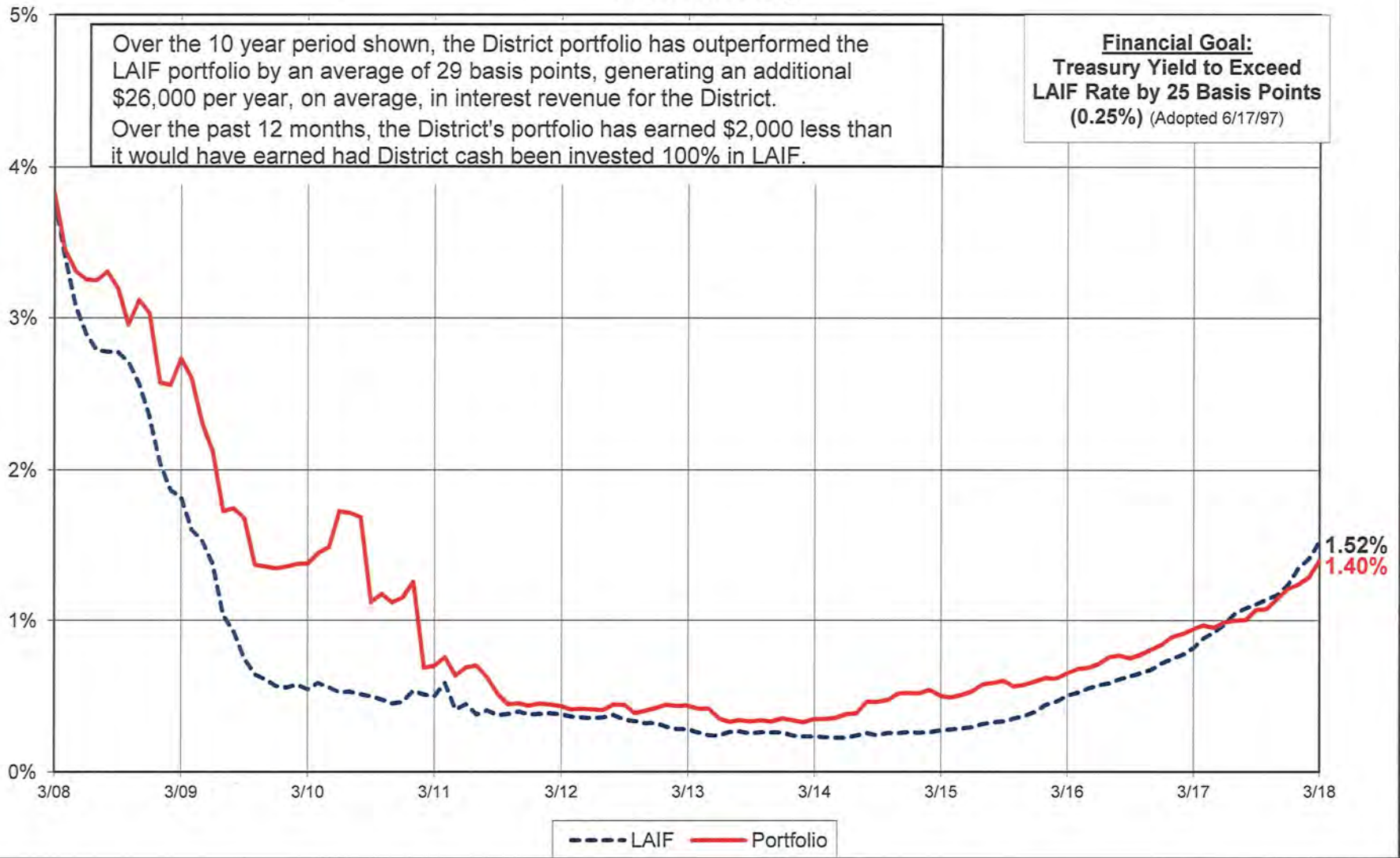
Interest Bearing Loans	Loan Date	Maturity Date	Original Loan Amount	Principal Outstanding	Interest Rate
StoneTree Golf Loan	6/30/06	2/28/24	\$3,612,640	\$1,375,284	2.40%
Marin Country Club Loan	1/1/18	11/1/47	\$1,265,295	\$1,253,218	1.00%
Marin Country Club Loan	1/1/18	11/1/27	\$430,463	\$417,967	2.80%
Employee Housing Loans (5)	Various	Various	934,200	934,200	Contingent
TOTAL INTEREST BEARING LOANS			\$6,242,598	\$3,980,669	

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

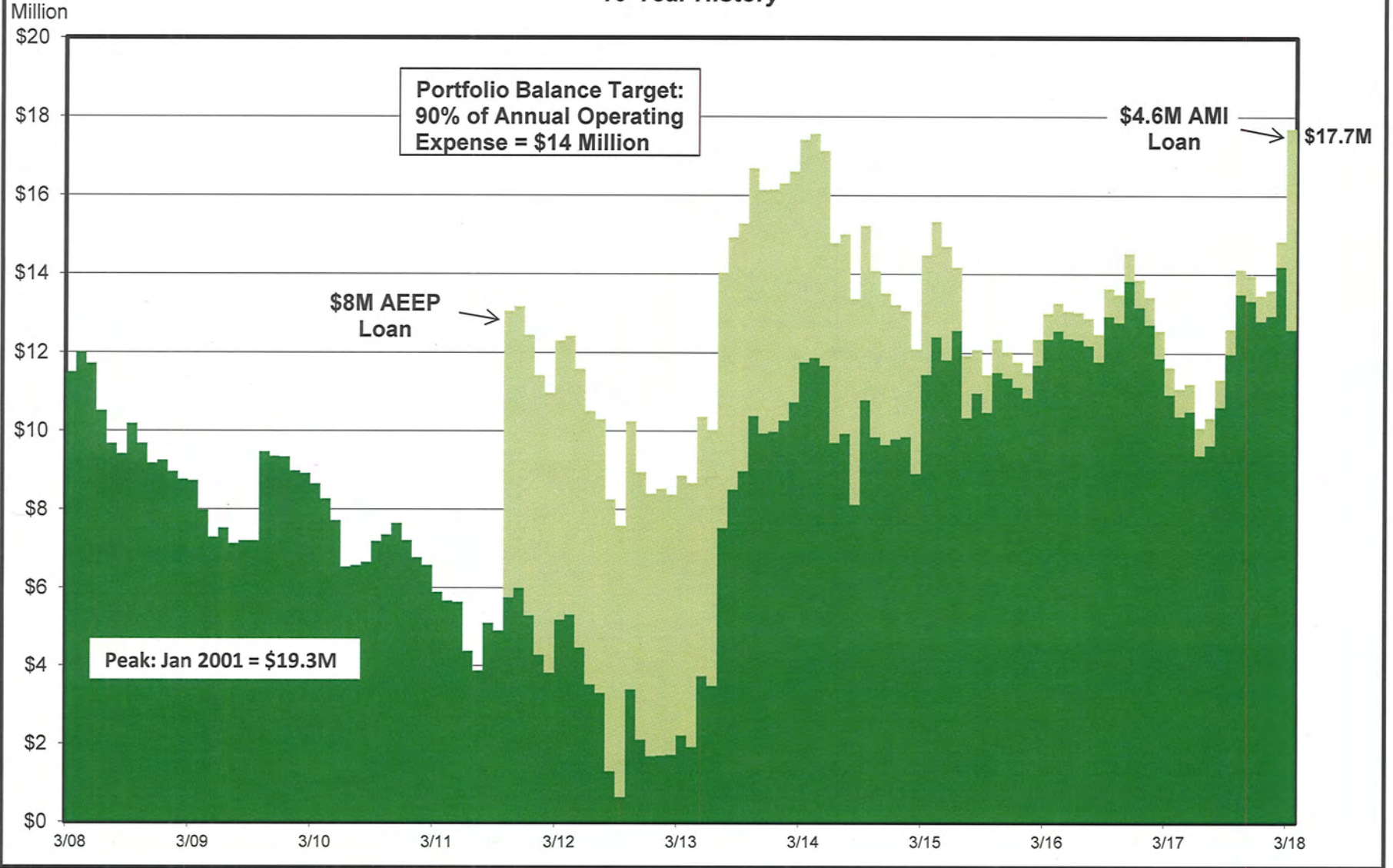
NMWD Portfolio Rate of Return State of CA Local Agency Investment Fund vs District Portfolio 10-Year History

Over the 10 year period shown, the District portfolio has outperformed the LAIF portfolio by an average of 29 basis points, generating an additional \$26,000 per year, on average, in interest revenue for the District.
Over the past 12 months, the District's portfolio has earned \$2,000 less than it would have earned had District cash been invested 100% in LAIF.

Financial Goal:
Treasury Yield to Exceed
LAIF Rate by 25 Basis Points
(0.25%) (Adopted 6/17/97)



NMWD Portfolio Balance 10-Year History



6

MEMORANDUM

To: Board of Directors

April 13, 2018

From: Drew McIntyre, General Manager

Subject: Sonoma-Marín Saving Water Partnership First Amended MOU

\\nmwdsrv1\Administration\GM\SCWA\Sonoma Marin SWP\BOD memo re SMSWP First Amendment MOU 0418.doc

RECOMMENDED ACTION: Approve Sonoma-Marín Saving Water Partnership First Amended MOU

FINANCIAL IMPACT: \$168,000 Annual Water Conservation Expenditures for next 10 years (included as part of annual Water Conservation Budget)

The Water Contractors (including NMWD), Marin Municipal (MMWD) and Sonoma County Water Agency (SCWA) approved the original Sonoma-Marín Saving Water Partnership (SMSWP) Memorandum of Understanding (MOU) in 2008. The existing MOU expires in June of this year and a Technical Advisory Committee Ad Hoc subcommittee has been working on development of the First Amended MOU. The Ad Hoc subcommittee was chaired by Colin Close, City of Santa Rosa and included Ryan Grisso, NMWD Water Conservation Coordinator. A clean form of the First Amended MOU is provided in Attachment 1 and the mark up version is provided in Attachment 2. The First Amended MOU continues to identify a commitment among the water contractors and MMWD to budget and expend \$15M over the next ten years to implement water conservation projects and achieve quantifiable water savings. Allocation of said commitment for each partnership member continues to be based on a three-year average of water deliveries. The only change in this regard is that water deliveries are now based on total production using both local and SCWA supplies. For NMWD, this funding commitment is \$168,000/year which is included as part of the annual Water Conservation Budget (proposed at \$385,000 for FY19).

The TAC initially approved the First Amended MOU on March 5, 2018, and a corrected version on April 2, 2018 (revising typographical errors and adding further clarification to a few sections). The primary changes are summarized as follows:

- Replaces reference to the California Urban Water Conservation Council (CUWCC) with its new name, the California Water Efficiency Partnership (CalWEP)
- Yearly water conservation funding requirements are now based on total potable water production (i.e., local and SCWA deliveries)
- Streamlines the process for adding new signatories and clarifying the process for setting annual fees for new signatories
- Establishes the effective date as the date that six (6) signatories have executed the MOU

RECOMMENDATION: Board approve the Sonoma-Marín Saving Water Partnership First Amended MOU and authorize the WAC representative to vote in favor of said MOU.

**First Amended
Memorandum of Understanding
Regarding
Sonoma-Marin Saving Water Partnership**

SECTION 1 — RECITALS

(a) The original Memorandum of Understanding (“Original (MOU)”) was adopted on December 14, 2010 by and between the following public agencies: Sonoma County Water Agency (Agency), City of Cotati (Cotati), City of Petaluma (Petaluma), City of Rohnert Park (Rohnert Park), City of Santa Rosa (Santa Rosa), City of Sonoma (Sonoma), North Marin Water District, (NMWD), Valley of the Moon Water District (VOMWD), Marin Municipal Water District (MMWD), and Town of Windsor (Windsor) (collectively, the “Parties”), and expires as of [DATE].

(b) The Original MOU established the Sonoma-Marin Saving Water Partnership (SMSWP).

(c) The Sonoma County Water Agency (“Agency”) was created by California state legislation (Statutes of 1949, Chapter 994 as amended). The Agency operates and maintains a water supply and transmission system authorized by the Restructured Agreement for Water Supply (the “Restructured Agreement”), dated June 23, 2006, which is incorporated by reference herein, between and among the Agency and the following eight (8) “Water Contractors”: Cotati, Petaluma, Rohnert Park, Santa Rosa, Sonoma, Windsor, NMWD, VOMWD, by means of which water is furnished to the parties thereto.

(d) The Agency furnishes water to MMWD pursuant to that certain Fourth Amended Off-peak Water Supply Agreement, and that certain Agreement for Sale of Water Between the Sonoma County Water Agency and Marin Municipal Water District, both of which were last amended by the Renewal of the Third Amended Off-peak Water Supply Agreement and

Agreement for Sale of Water Between the Sonoma County Water Agency and Marin Municipal Water District dated July 16, 2015 (collectively, the "2015 MMWD Agreements").

(e) The Restructured Agreement authorizes the Agency to undertake or fund any cost effective Water Conservation Project that has been approved by the Water Advisory Committee ("WAC"). The Parties recognize that establishing common water conservation projects on a regional basis and applicable across the political and jurisdictional boundaries of each Party ("Regional Water Conservation Projects") may be a means of cost- effectively conserving more water than would otherwise be conserved on an individual agency-by-agency basis.

(f) The Restructured Agreement, at Section 1.12, sets forth the Water Conservation Requirements that the Water Contractors must implement and encourages said parties to implement Water Conservation Projects ("Local Water Conservation Projects") that go beyond those requirements.

(g) The Restructured Agreement establishes a Water Conservation Sub-Charge to be deposited in a Water Conservation Fund created by the Agency. The Water Conservation Fund shall be used only to pay or partially pay for the cost of Water Conservation Projects. The aggregate amount of money to be received by the Agency from the Water Conservation Sub-Charge for each fiscal year shall be sufficient to cover the Agency's estimate of the total cost of all Regional Water Conservation Projects for such fiscal year.

(h) The WAC approved Fifteen Million Dollars (\$15,000,000) for implementing Water Conservation Projects pursuant to the Water Conservation Plan dated June 29, 1998 over a ten-year period commencing with Fiscal Year 1997-98, and an additional Fifteen Million Dollars (\$15,000,000) pursuant to the Original MOU over a ten-year period commencing with Fiscal Year 2007-2008.

(i) The Parties further recognize that the Restructured Agreement establishes a Water Conservation Subcommittee (the "Subcommittee") of the Technical Advisory Committee ("TAC") to the WAC to make recommendations with respect to Water Conservation Requirements pursuant to the Restructured Agreement.

(j) All Parties to this First Amended MOU will be granted representation on the Subcommittee.

(k) This First Amended MOU shall be effective as of [DATE], the date this First Amended MOU is executed by six (6) of the parties (the "Effective Date"), and supersedes all previous agreements with respect to the subject matter hereof.

SECTION 2 - DEFINITIONS

Undefined capitalized terms used in this First Amended MOU shall have the meaning ascribed to them in Section 1.2 of the Restructured Agreement.

SECTION 3 – PURPOSE

The purpose of this First Amended MOU is to determine the amounts to be budgeted and expended by each Party for water conservation, allow new parties to join the Subcommittee to make recommendations on Regional Water Conservation Projects for consideration by the TAC, and to maximize cost-effective water conservation by the Parties in Sonoma and Marin Counties. This First Amended MOU recognizes the commitment to reduce potable water demands to meet or exceed the targets established by the Parties or the state.

SECTION 4 - COMMITMENT

(a) Each Party, except the Agency, commits to do all of the following:

(1) Remain as a member in good standing of the California Water Efficiency Partnership ("Cal-WEP"), and implement or use best efforts to secure the

implementation of any water conservation requirements that may be added as terms or conditions of the Agency's appropriative water rights permits or license, or with which the Agency must comply under compulsion of regulation or law. The Parties shall require metered billing of all customer accounts they serve.

(2) Implement various water conservation measures, as may be appropriate for the particular Party, that provide regional benefits and/or that may exceed the targets established from time to time by the Parties or the state.

(3) Designate a staff member responsible for: (i) coordinating interaction between that Party's management and council/board and the Agency staff; and (ii) represent the Party on the Subcommittee to propose any Local or Regional Water Conservation Project that will increase water conservation amounts or efficiency, including water conservation related tasks as directed by the WAC such as regional collaboration of water shortage contingency plans, regional outreach and messaging, or specific initiatives for regional benefit in the Sonoma-Marín area.

(4) Provide customer service support and data collection for Agency staff administering Regional Water Conservation Projects.

(5) Provide financial data support and cost accounting data for the Agency and the Party's staff administering the Regional Water Conservation Projects or Party-specific Local Water Conservation Projects.

(6) Provide staff support to review new development plans and construction for consistency with regional water conservation recommendations of the Subcommittee and, when requested, make said data information available to the Agency staff administering the Regional Water Conservation Projects.

(7) Acknowledge that in coordination with the Subcommittee, the TAC will elect a TAC member or designee to represent the Parties as their spokesperson for water conservation and water efficiency policy.

(b) The Agency is committed to participate in Regional Water Conservation Projects as defined herein, by doing all of the following, without limitation:

(1) Remain as a member in good standing of Cal-WEP, by implementing or using best efforts to secure the implementation of any water conservation requirements that may be added as terms or conditions of the Agency's appropriative water rights permits or license, or with which the Agency must comply under compulsion of regulation or law. The Agency shall require metered billing of all customer accounts it serves.

(2) Upon request of the other Parties, prepare and administer Funding and Administration Agreements to provide staff support to carry out Local Water Conservation Projects.

(3) Administer Regional Water Conservation Projects including, but not limited to, the 2016 Regional Water Conservation Projects listed in Exhibit A attached hereto and incorporated by reference herein.

(4) Compile necessary data and, in conjunction with the other Parties, publish an annual report for the Parties detailing water conserved compared to plan and based on best available techniques and industry standards.

(5) Pursue the addition of new parties to this First Amended MOU, including but not limited to water suppliers along the upper Russian River, stormwater utilities, and Groundwater Sustainability Agencies.

(6) Coordinate periodic information sharing meetings among the Parties.

(7) Pursue grants that will benefit the Parties in implementing Water Conservation Projects.

(8) In collaboration with the other Parties, prepare a strategic plan to promote long term goals for the implementation of water conservation programs.

SECTION 5 – NEW PARTIES

Any public water system, stormwater utility, Groundwater Sustainability Agency, or local or regional public entity operating along the upper Russian River or public entity that receives water from the Russian River Watershed is eligible to become a party.

Upon approval of the TAC, based on a recommendation by the Subcommittee, an eligible agency may become a party by:

- (a) Paying an annual Water Conservation Fund fee to the Agency, for Regional Water Conservation Projects, upon joining. The annual Water Conservation Fund fee for each new party shall be based on either the methodology established in Section 6 (Regional Water Conservation Projects Funding) hereof, or a recommendation of the Subcommittee that is approved by the TAC; and
- (b) Agreeing to budget and expend funding for Local Water Conservation Projects based on either the established methodology in Section 7 (Local Water Conservation Project Funding) hereof, or a recommendation of the Subcommittee that is approved by the TAC; and
- (c) Executing this First Amended MOU and thereby agreeing to be subject to all provisions herein, including, but not limited to, completing and attaching the form set forth as Exhibit B to specify the amount to be contributed to the Water Conservation Fund and the amount to be budgeted and expended for Local Water Projects.

All new parties will be granted representation on the Subcommittee and will be eligible to participate in the Regional Water Conservation Projects. If annual fees are not paid to the Agency by March 30 of each year, a party's membership in the SMSWP shall be terminated.

SECTION 6 – REGIONAL WATER CONSERVATION PROJECTS FUNDING

Funding for the SMSWP shall be from the Agency Water Conservation Fund as contributed to by the Water Contractors and MMWD pursuant to the Restructured Agreement. For Water Contractors the Agency shall calculate and collect, as a part of the Operations and Maintenance charge, a Water Conservation Sub-Charge, which monies shall be deposited in the Water Conservation Fund. For MMWD and Agency Customers, not party to the Restructured Agreement, an equivalent amount shall be included as a component of the Operation and Maintenance Charge and shall be deposited in the Water Conservation Fund.

The Parties that are not Customers of the Agency shall annually fund Regional Water Conservation Projects in an amount recommended by the Subcommittee and approved by the TAC, which funds shall be deposited in the Water Conservation Fund.

The aggregate amount of money to be received by the Agency for each Fiscal Year and deposited to the Water Conservation Fund shall be sufficient to cover the Agency's estimate of the total cost of all Regional Water Conservation Projects for such Fiscal Year.

SECTION 7- LOCAL WATER CONSERVATION PROJECTS FUNDING

In addition to contributions to the Water Conservation Fund noted in Section 6 herein, from July 1, 2018 through June 30, 2028, a total of Fifteen Million Dollars (\$15,000,000) shall be budgeted and expended by the Water Contractors and MMWD, collectively, to implement Local Water Conservation Projects to achieve the quantifiable water savings. The amount to be internally budgeted and expended annually by each Water Contractor and MMWD for Local Water Conservation Projects (Annualized Amount) shall be budgeted and expended over the

next ten (10) years to support Local Water Conservation Projects benefiting the Water Contractors and MMWD. The Annualized Amount to be budgeted and expended by each Water Contractor and MMWD shall be based upon the prorated share of three- (3) year average annual total water supplied for potable distribution, including SCWA deliveries and potable water production by each Water Contractor and MMWD. The Annualized Amount to be budgeted shall be as follows: Cotati, Seventeen Thousand Five Hundred Dollars (\$17,500), (1.16%); Petaluma, One Hundred Seventy One Thousand Five Hundred Dollars (\$171,500), (11.44%); Rohnert Park, Ninety-Four Thousand Three Hundred Dollars (\$94,300), (6.28%); Santa Rosa, Three Hundred Seventy Four Thousand Four Hundred Dollars (\$374,400), (24.96%); Sonoma, Thirty Nine Thousand Eight Hundred Dollars (\$39,800), (2.66%); North Marin Water District, One Hundred Sixty Eight Thousand Dollars (\$168,000), (11.20%); Valley of the Moon Water District, Fifty Three Thousand Four Hundred Dollars (\$53,400), (3.56%); Windsor, Sixty Eight Thousand Six Hundred Dollars (\$68,600), (4.58%) and Marin Municipal Water District, Five Hundred Twelve Thousand Four Hundred Dollars (\$512,400), (34.16%); based upon total annual water production in fiscal year 2015, 2016 and 2017. The above Annualized Amounts shall be adjusted in fiscal years 2022 and 2025 on the same prorated basis noted above to reflect the then-current three- (3) year average annual total water production. The addition of new parties will not alter the Annualized Amounts nor the cumulative total amount to be budgeted and expended by the Water Contractors and MMWD for Local Water Conservation Projects.

To support Local Water Conservation Projects, new parties to this First Amended MOU shall budget and expend an Annualized Amount of at least 175% of their Water Conservation Fund fee.

Revenue from the Water Conservation Sub-Charge collected from Windsor by the Agency for all water diverted by Windsor directly from the Russian River using its own facilities,

whether under Windsor's water rights or Agency's water rights, shall be placed in a separate account by the Agency and made available to Windsor as additional funding for Water Conservation Projects.

SECTION 8 - WAIVER OF RIGHTS

By signing this MOU, the Parties do not waive or relinquish any legal or equitable right that they might otherwise have with respect to any of the actions, activities, or obligations contemplated by the Restructured Agreement, except as expressly provided herein.

SECTION 9 - AMENDMENT OF FIRST AMENDED MOU

Amendments, revisions or modifications to this First Amended MOU shall be in writing and shall be executed by all Parties hereto. The addition of new parties to the MOU pursuant to Section 5 shall not be construed as an amendment requiring any further approval or execution of any of the other Parties.

SECTION 10 - THIRD PARTY CLAIMS

It is not the intent of the Parties to this First Amended MOU to create any third-party beneficiaries. Any failure to perform under the terms of this First Amended MOU shall not create any claim or right by any individual or entity not a party to this First Amended MOU.

SECTION 11 - ENTIRE AGREEMENT

This writing is intended both as the final expression of agreement between and among the Parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the First Amended MOU, pursuant to California Civil Code §1896.

SECTION 12 - RELATION TO RESTRUCTURED AGREEMENT AND MMWD AGREEMENTS

The Parties understand and agree that this First Amended MOU supplements the Restructured Agreement and the MMWD Agreements. The Parties agree that in the event of an

inconsistency between this First Amended MOU and the Restructured Agreement (or, for the Agency and MMWD, between this First Amended MOU and the MMWD Agreements), the provisions of the Restructured Agreement (or, for the Agency and MMWD, the MMWD Agreements) shall control.

SECTION 13 - TERM

The First Amended Memorandum of Understanding Regarding Sonoma-Marín Saving Water Partnership shall become effective upon the signature of six (6) of the Parties and shall remain in effect until June 30, 2028, unless extended or terminated earlier. Other of the Parties may sign on as of or after the effective date.

SECTION 14 – COUNTERPART SIGNATURES

This First Amended MOU may be executed in counterparts, and each executed counterpart shall have the same force and effect as an original instrument and as if all of the Parties to the aggregate counterparts had signed the same instrument.

SONOMA COUNTY WATER AGENCY

By: _____
Chair, Board of Directors

Date: _____

ATTEST:

Clerk, Board of Directors

CITY OF COTATI

By: _____
Mayor

Date: _____

ATTEST:

City Clerk

CITY OF PETALUMA

By: _____
Mayor

Date: _____

ATTEST:

City Clerk

CITY OF ROHNERT PARK

By: _____
Mayor

Date: _____

ATTEST:

City Clerk

CITY OF SANTA ROSA

By: _____
Mayor

Date: _____

ATTEST:

City Clerk

CITY OF SONOMA

By: _____
City Manager

Date: _____

ATTEST:

City Clerk

NORTH MARIN WATER DISTRICT

By: _____
President

Date: _____

ATTEST:

Secretary

VALLEY OF THE MOON WATER DISTRICT

By: _____
President

Date: _____

ATTEST:

Secretary

MARIN MUNICIPAL WATER DISTRICT

By: _____
President

Date: _____

ATTEST:

Secretary

TOWN OF WINDSOR

By: _____
Mayor
City Manager

Date: _____

ATTEST:

Town Clerk

Exhibit A

2016 Regional Water Conservation Projects

- Regional Multi-Media Outreach Campaign
- Partnership website promotion
- Water Education materials available for local schools
- Sonoma County Green Business Program
- Qualified Water Efficient Landscaper (English and Spanish training, including graywater training)
- Annual Eco-Friendly Garden Tour
- Russian River/ Bay Friendly Landscaping
- Water Smart Plant labels in local nurseries
- Daily Acts Community Resilience Challenge
- Master Gardener's Garden Sense Program
- Representation at the Sonoma County Fair
- Green Car Wash Certification
- Legislative Tracking
- Water Wise Gardening website for Sonoma and Marin counties
- Water Smart Plant Cards
- Do-It-Yourself Energy and Water Savings Toolkit

Exhibit B
Contribution Amount Form
for New, non-Water Agency Customer Signatory
(to be completed and attached to the First Amended MOU)

Regional Water Conservation Projects Funding

[Organization Name] shall pay an annual Water Conservation Fund fee to fund Regional Water Conservation Projects in the amount of _____ per the recommendation by the Subcommittee and approved by the TAC, which amount shall be deposited in the Water Conservation Fund.

Local Water Conservation Project Funding

[Organization Name] shall internally budget and expend at least 175% of their Water Conservation Fund fee as their Annualized Amount to support Local Water Conservation Projects or an amount recommended recommendation by the Subcommittee and approved by the TAC equivalent to _____.

For [Organization Name]

By: _____

Name: _____

Title: _____

Date: _____

First Amended
Memorandum of Understanding
Regarding
Sonoma-Marín Saving Water Partnership

SECTION 1 ~~This~~ **RECITALS**

The original Memorandum of Understanding (“Original (MOU) is made”) was adopted on December 14, 2010 by and between the following public agencies:

~~SONOMA COUNTY WATER AGENCY (Sonoma County Water Agency)~~
~~CITY OF COTATI (Agency, City of Cotati)~~
~~CITY OF PETALUMA (Cotati, City of Petaluma)~~
~~CITY OF ROHNERT PARK (Petaluma, City of Rohnert Park)~~
~~CITY OF SANTA ROSA (Rohnert Park, City of Santa Rosa)~~
~~CITY OF SONOMA (Sonoma)~~
~~NORTH MARIN WATER DISTRICT (Santa Rosa), City of Sonoma (Sonoma), North Marin Water District, (NMWD)~~
~~VALLEY OF THE MOON WATER DISTRICT, Valley of the Moon Water District (VOMWD)~~
~~MARIN MUNICIPAL WATER DISTRICT, Marin Municipal Water District (MMWD)~~
~~(a) TOWN OF WINDSOR (), and Town of Windsor (Windsor) (collectively,~~

the “Parties”), and expires as of [DATE].)

(b) The Original MOU established the Sonoma-Marín Saving Water Partnership (SMSWP).

SECTION 1 **RECITALS**

(c) The Sonoma County Water Agency (“Agency”) was created by California state legislation (Statutes of 1949, Chapter 994 as amended). The Agency operates and maintains a water supply and transmission system (Transmission System) authorized by the Restructured Agreement for Water Supply (the “Restructured Agreement”), dated June 23, 2006, which is incorporated by reference herein, between and among the Agency and the following eight (8) “Water Contractors”: Cotati, Petaluma, Rohnert Park, Santa Rosa, Sonoma, Windsor, NMWD, VOMWD, dated June 23, 2006, by means of which water is furnished to the parties thereto.

August 25, 2008
March 2018

~~(a)(d)~~ The Agency furnishes water to MMWD pursuant to that certain Fourth Amended Off-peak Water Supply Agreement, and that certain Agreement for Sale of Water Between the Sonoma County Water Agency and Marin Municipal Water District, both of which were last amended by the Renewal of the Third Amended Off-peak Water Supply Agreement and Agreement for Sale of Water Between the Sonoma County Water Agency and Marin Municipal Water District ~~both of which were last amended by the Supplemental Water Supply Agreement dated January 25, 1996 (July 16, 2015 (collectively, the "2015 MMWD Agreements").~~

~~(b)(e)~~ The Restructured Agreement authorizes the Agency to undertake or fund any cost effective Water Conservation Project that has been approved by the Water Advisory Committee ~~(WAC) ("WAC").~~ The Parties recognize that establishing common water conservation projects on a regional basis and applicable across the political and jurisdictional boundaries of each Party ("Regional Water Conservation Projects") may be a means of cost- effectively conserving more water than would otherwise be conserved on an individual agency-by-agency basis.

~~(c)~~ the WAC has approved \$15 million for implementing conservation measures over a ten-year period commencing with Fiscal Year 1997-98.

~~(f)~~ The Restructured Agreement, at Section 1.12, sets forth the Water Conservation Requirements that the Water Contractors must implement and encourages said parties to implement Water Conservation Projects ("Local Water Conservation Projects") that go beyond those requirements.

~~(d)(g)~~ The Restructured Agreement establishes a Water Conservation Sub-Charge to be deposited in a Water Conservation Fund created by the Agency. The Water Conservation Fund shall be used only to pay or partially pay for the cost of Water Conservation Projects. The aggregate amount of money to be received by the Agency from the Water Conservation Sub-

August 25, 2008
March 2018

Charge for each fiscal year shall be sufficient to cover the Agency's estimate of the total cost of all Regional Water Conservation Projects for such fiscal year.

~~(e) — The Restructured Agreement Section 1.12 sets forth the Water Conservation Requirements that the Water Contractors must implement and encourages said parties to implement Water Conservation Projects that go beyond those requirements.~~

~~(f) — The parties to this MOU recognize that establishing common water conservation projects on a regional basis and applicable across the political and jurisdictional boundaries of each party may be a means of cost effectively conserving more water than would otherwise be conserved on an individual agency-by-agency basis.~~

~~(h) — The parties to this MOU The WAC approved Fifteen Million Dollars (\$15,000,000) for implementing Water Conservation Projects pursuant to the Water Conservation Plan dated June 29, 1998 over a ten-year period commencing with Fiscal Year 1997-98, and an additional Fifteen Million Dollars (\$15,000,000) pursuant to the Original MOU over a ten-year period commencing with Fiscal Year 2007-2008.~~

~~(g)(i) The Parties further recognize that the Restructured Agreement establishes a Water Conservation Subcommittee (the "Subcommittee") of the Technical Advisory Committee ("TAC") to the WAC to make recommendations with respect to Water Conservation Requirements pursuant to the Restructured Agreement.~~

~~(j) All Parties to this First Amended MOU will be granted representation on the Subcommittee.~~

~~(k) This First Amended MOU shall be effective as of [DATE], the date this First Amended MOU is executed by six (6) of the parties (the "Effective Date"), and supersedes all previous agreements with respect to the subject matter hereof.~~

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SECTION 2 - DEFINITIONS

~~The Undefined capitalized terms used in this First Amended MOU that are defined shall have the meaning ascribed to them in Section 1.2 of the Restructured Agreement shall have the meaning set forth in said Section 1.2.~~

SECTION 3 – PURPOSE

The purpose of this First Amended MOU is to determine the amounts to be budgeted and expended by each ~~Water Contractor and MMWD Party~~ for water conservation, ~~identify~~ allow new parties to join the Subcommittee to make recommendations on Regional Water Conservation Projects ~~that the Subcommittee will consider for recommendation to consideration~~ by the TAC, and to maximize cost-effective water conservation by the ~~parties to this MOU Parties~~ in Sonoma and Marin Counties. ~~To this end, This First Amended MOU recognizes the Sonoma County Water Agency 2005 Urban Water Management Plan identifies a cumulative target commitment to reduce potable water demand by demands to meet or exceed the year 2030 through implementation of water conservation, local supply and recycled water projects. targets established by the Parties or the state.~~

SECTION 4 - COMMITMENT

~~(a) — Each retail water provider signatory to this MOU (Cotati, Petaluma, Rohnert Park, Santa Rosa, Sonoma, NMWD, VOMWD, MMWD and Windsor) commits to participate in the following Regional Water Conservation Projects:~~

~~(1) — Remain as members in good standing of the California Urban Water Conservation Council (CUWCC), implement the Best Management Practices (BMPs) of water conservation as are promulgated by CUWCC from time to time in the "Memorandum of Understanding Regarding Urban Water Conservation in California", or implement alternative water conservation measures that secure at least the same level~~

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~~of water savings, and complete and timely file the annual CUWCC report form; and implement or use best efforts to secure the implementation of any water conservation requirements that may be added as terms or conditions of the Agency's appropriative water rights permits or license, or with which the Agency must comply under compulsion of regulation or law. The parties shall require metered billing of all customer accounts they serve.~~

~~(2) — Implement the CUWCC BMPs either with: (i) internal staff, or (ii) administered by the Agency through a Cooperative Funding and Administration Agreement between the party and Agency. It is understood that if a retail water provider is maintaining compliance with any BMP, as determined by the CUWCC, further participation in that BMP is at the discretion of the retail water provider.~~

~~(3) — Implement New Construction Water Conservation Measures as appropriate for the particular party from the list included herein as Attachment A: Draft New Construction Water Conservation Measures.~~

~~(4) — Implement various water conservation measures as may be appropriate for the particular party that go beyond the implementation of the CUWCC BMPs and as contemplated by the Agency's 2005 Urban Water Management Plan and included in Attachment B,~~

~~(5) — Designate a staff member responsible for: (i) submitting the BMP Implementation Report; (ii) coordinating interaction between that party's management and council/board with the Agency staff; (iii) representing the party on the Subcommittee to propose any Water Conservation Project that will increase water conservation amounts or efficiency, including CUWCC BMP compliance, Long Range and Annual Water Saving Goals, and other water conservation related tasks as directed by the WAC~~

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~~such as addressing the Ahwahnee Water Principles, Leadership in Energy and Environmental Design (LEED), or specific initiatives for regional benefit in the Sonoma-Marín area.~~

~~(6) Provide customer service support (consumer billing, phone and CUWCC BMP compliance data collection) for Agency staff administering Regional programs;~~

~~(7) Provide financial data support and cost accounting data for Agency and partner staff administering the regional or partner specific programs; and~~

~~(8) Provide staff support to review new development plans and construction for consistency with regional water conservation recommendations of the Subcommittee and when requested make said data information available to the Agency staff administering regional programs.~~

~~(b) The Agency, signatory to this MOU, is committed to participate in Regional Water Conservation Projects as defined herein, including:~~

~~(a) Remain as a member in good standing of CUWCC; implement the applicable BMPs of water conservation as are promulgated by CUWCC from time to time in the "Memorandum of Understanding Regarding Urban Water Conservation in California", or implement alternative water conservation measures that secure at least the same level of water savings, and complete and timely file the annual CUWCC report form; Each Party, except the Agency, commits to do all of the following:~~

~~(1) Remain as a member in good standing of the California Water Efficiency Partnership ("Cal-WEP"), and implement or use best efforts to secure the implementation of any water conservation requirements that may be added as terms or conditions of the Agency's appropriative water rights permits or license, or with which the~~

Agency must comply under compulsion of regulation or law. The Parties shall require metered billing of all customer accounts they serve.

(2) Implement various water conservation measures, as may be appropriate for the particular Party, that provide regional benefits and/or that may exceed the targets established from time to time by the Parties or the state.

(3) Designate a staff member responsible for: (i) coordinating interaction between that Party's management and council/board and the Agency staff; and (ii) represent the Party on the Subcommittee to propose any Local or Regional Water Conservation Project that will increase water conservation amounts or efficiency, including water conservation related tasks as directed by the WAC such as regional collaboration of water shortage contingency plans, regional outreach and messaging, or specific initiatives for regional benefit in the Sonoma-Marín area.

(4) Provide customer service support and data collection for Agency staff administering Regional Water Conservation Projects.

(5) Provide financial data support and cost accounting data for the Agency and the Party's staff administering the Regional Water Conservation Projects or Party-specific Local Water Conservation Projects.

(6) Provide staff support to review new development plans and construction for consistency with regional water conservation recommendations of the Subcommittee and, when requested, make said data information available to the Agency staff administering the Regional Water Conservation Projects.

(7) Acknowledge that in coordination with the Subcommittee, the TAC will elect a TAC member or designee to represent the Parties as their spokesperson for water conservation and water efficiency policy.

(b) The Agency is committed to participate in Regional Water Conservation Projects as defined herein, by doing all of the following, without limitation:

(1) Remain as a member in good standing of Cal-WEP, by implementing or using best efforts to secure the implementation of any water conservation requirements that may be added as terms or conditions of the Agency's appropriative water rights permits or license, or with which the Agency must comply under compulsion of regulation or law. The Agency shall require metered billing of all customer accounts ~~they~~ serveit serves.

(2) PrepareUpon request of the other Parties, prepare and administer Funding and Administration Agreements ~~with the parties for carryingto provide staff support to carry~~ out ~~regionalLocal~~ Water Conservation Projects.

(2)(3) Administer Regional Water Conservation Projects including, but not limited to, ~~Regional Residential and Commercial Clothes Washer Rebate, the 2016 Regional Large Landscape Water Use Survey, Regional Smart Controller Rebate, Regional Commercial Water Use Assessment, and Regional End-Use Study~~Conservation Projects listed in Exhibit A attached hereto and incorporated by reference herein.

(3)(4) Compile necessary data and, in conjunction with the ~~parties~~other Parties, publish an annual report for the ~~partnership~~Parties detailing water conserved compared to plan and based on best available techniques and industry standards.

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(5) Pursue partnerships the addition of new parties to this First Amended MOU, including but not limited to water suppliers along the upper Russian River, stormwater utilities, and Groundwater Sustainability Agencies.

(6) Coordinate periodic information sharing meetings among the Parties.

(7) Pursue grants that will benefit the Parties in implementing Water Conservation Projects.

(4)(8) In collaboration with the other utilities to implement regional Parties, prepare a strategic plan to promote long term goals for the implementation of water conservation programs.

SECTION 5 – FUNDING NEW PARTIES

Funding for the Partnership shall be Any public water system, stormwater utility, Groundwater Sustainability Agency, or local or regional public entity operating along the upper Russian River or public entity that receives water from the Agency Russian River Watershed is eligible to become a party.

Upon approval of the TAC, based on a recommendation by the Subcommittee, an eligible agency may become a party by:

(a) Paying an annual Water Conservation Fund and expenditures fee to the Agency, for Regional Water Conservation Projects, upon joining. The annual Water Conservation Fund fee for each new party shall be based on either the methodology established in Section 6 (Regional Water Conservation Projects Funding) hereof, or a recommendation of the Subcommittee that is approved by the TAC; and

(b) Agreeing to budget and expend funding for Local Water Conservation Projects based on either the established methodology in Section 7 (Local Water Conservation Project Funding) hereof, or a recommendation of the Subcommittee that is approved by the TAC; and

(c) Executing this First Amended MOU and thereby agreeing to be subject to all provisions herein, including, but not limited to, completing and attaching the form set forth as Exhibit B to specify the amount to be contributed to the Water Conservation Fund and the amount to be budgeted and expended for Local Water Projects.

All new parties will be granted representation on the Subcommittee and will be eligible to participate in the Regional Water Conservation Projects. If annual fees are not paid to the Agency by March 30 of each year, a party's membership in the SMSWP shall be terminated.

SECTION 6 – REGIONAL WATER CONSERVATION PROJECTS FUNDING

Funding for the SMSWP shall be from the Agency Water Conservation Fund as contributed to by the Water Contractors and MMWD pursuant to the Restructured Agreement.

For Water Contractors the Agency shall calculate and collect, as a part of the Operations and Maintenance charge, a Water Conservation Sub-Charge, which monies shall be deposited in the Water Conservation Fund. For MMWD and Agency Customers, not party to the Restructured Agreement, an equivalent amount shall be included as a component of the Operation and Maintenance Charge and shall be deposited in the Water Conservation Fund.

The Parties that are not Customers of the Agency shall annually fund Regional Water Conservation Projects in an amount recommended by the Subcommittee and approved by the TAC, which funds shall be deposited in the Water Conservation Fund.

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The aggregate amount of money to be received by the Agency for each Fiscal Year and deposited to the Water Conservation Fund shall be sufficient to cover the Agency's estimate of the total cost of all ~~regional~~Regional Water Conservation Projects for such Fiscal Year.

SECTION 7- LOCAL WATER CONSERVATION PROJECTS FUNDING

In addition to ~~expenditures from contributions to~~ the Water Conservation Fund noted ~~above~~in Section 6 herein, from July 1, ~~2008~~2018 through ~~July 20, 2018~~June 30, 2028, a total of Fifteen Million Dollars (\$15,000,000) shall be budgeted and expended by the Water Contractors and MMWD, collectively, to implement Local Water Conservation Projects to achieve the quantifiable water savings ~~established by the parties to this MOU.~~ The ~~\$15,000,000 shall amount to~~ be internally budgeted and expended annually by each Water Contractor and MMWD for Local Water Conservation Projects (Annualized Amount) shall be budgeted and expended over the next ten (10) years to support Local Water Conservation Projects benefiting the Water Contractors and MMWD. ~~The annual amount~~Annualized Amount to be budgeted and expended by each Water Contractor ~~is and MMWD shall be~~ based upon the prorated share of ~~three- (3-)~~ year average annual Agency total water supplied for potable distribution, including SCWA deliveries to each Water Contractor and MMWD divided by the total Agency and potable water deliveries to the production by each Water Contractors Contractor and MMWD for these 3 years. The ~~annualized amount~~Annualized Amount to be budgeted shall be as follows: Cotati ~~\$25,375, Seventeen Thousand Five Hundred Dollars (\$17,500), (1.69~~16%); Petaluma ~~\$242,150 (16.14, One Hundred Seventy One Thousand Five Hundred Dollars (\$171,500), (11.44%);~~ Rohnert Park ~~\$120,100 (8.01, Ninety-Four Thousand Three Hundred Dollars (\$94,300), (6.28%);~~ Santa Rosa ~~\$557,325 (37.15, Three Hundred Seventy Four Thousand Four Hundred Dollars (\$374,400), (24.96%);~~ Sonoma ~~\$55,000 (3.67, Thirty Nine Thousand Eight Hundred~~

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Dollars (\$39,800), (2.66%); North Marin \$240,525 (16.04%); Water District, One Hundred Sixty Eight Thousand Dollars (\$168,000), (11.20%); Valley of the Moon \$72,200 (4.81%); Water District, Fifty Three Thousand Four Hundred Dollars (\$53,400), (3.56%); Windsor \$10, Sixty Eight Thousand Six Hundred Dollars (\$68,600 (0.71%) and MMWD \$176,725 (11.78), (4.58%) and Marin Municipal Water District, Five Hundred Twelve Thousand Four Hundred Dollars (\$512,400), (34.16%); based upon total annual water deliveries/production in 2004, 2005 fiscal year 2015, 2016 and 20062017. The above ~~annualized amounts~~ Annualized Amounts shall be adjusted in fiscal years 20122022 and 20152025 on the same prorated basis noted above to reflect the then-~~current~~ three- (3-) year average annual ~~revised~~total water ~~deliveries/production~~. The addition of new parties will not alter the Annualized Amounts nor the cumulative total amount to be budgeted and expended by the Water Contractors and MMWD for Local Water Conservation Projects.

To support Local Water Conservation Projects, new parties to this First Amended MOU shall budget and expend an Annualized Amount of at least 175% of their Water Conservation Fund fee.

Revenue from the Water Conservation Sub-Charge collected from Windsor by the Agency for all water diverted by Windsor directly from the Russian River using its own facilities, whether under Windsor's water rights or Agency's water rights, shall be placed in a separate account by the Agency and made available to Windsor as additional funding for Water Conservation Projects.

SECTION 68 - WAIVER OF RIGHTS

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By signing this MOU, the ~~parties~~Parties do not waive or relinquish any legal or equitable right that they might otherwise have with respect to any of the actions, activities, or obligations contemplated by the Restructured Agreement, except as expressly provided herein.

SECTION ~~79~~ - AMENDMENT OF FIRST AMENDED MOU

Amendments, revisions or modifications to this First Amended MOU shall be in writing and shall be executed by all Parties hereto. The addition of new parties to ~~this~~the MOU pursuant to Section 5 shall not be construed as an amendment requiring any further approval or execution of any of the other Parties.

SECTION ~~810~~ - THIRD PARTY CLAIMS

It is not the intent of the ~~parties~~Parties to this First Amended MOU to create any third-party beneficiaries. Any failure to perform under the terms of this First Amended MOU shall not create any claim or right by any individual or entity not a party to this First Amended MOU.

SECTION ~~911~~ - ENTIRE AGREEMENT

This writing is intended both as the final expression of agreement between and among the ~~parties~~Parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the First Amended MOU, pursuant to California Civil Code §1896.

SECTION ~~4012~~ - RELATION TO RESTRUCTURED AGREEMENT AND MMWD AGREEMENTS

The ~~parties~~Parties understand and agree that this First Amended MOU supplements the Restructured Agreement ~~for Water Supply~~ and the MMWD Agreements. The ~~parties~~Parties agree that in the event of an inconsistency between this First Amended MOU and the Restructured Agreement ~~for Water Supply~~ (or, for the Agency and MMWD, between this First

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Amended MOU and the MMWD Agreements), the provisions of the Restructured Agreement ~~for~~
~~Water Supply~~ (or, for the Agency and MMWD, the MMWD Agreements) shall control.

SECTION ~~11~~13 - TERM OF MOU

The First Amended Memorandum of Understanding Regarding Sonoma-Marín Saving Water Partnership shall become effective upon the signature of six (6) of the ~~parties~~
~~hereto~~Parties and shall remain in effect until June 30, ~~2018~~2028, unless extended or terminated earlier. Other of the Parties may sign on as of or after the effective date.

SECTION 14 – COUNTERPART SIGNATURES

This First Amended MOU may be executed in counterparts, and each executed counterpart shall have the same force and effect as an original instrument and as if all of the Parties to the aggregate counterparts had signed the same instrument.

SONOMA COUNTY WATER AGENCY

By: _____
Chair, Board of Directors

Date: _____

ATTEST:

Clerk, Board of Directors

CITY OF COTATI

By: _____
Mayor

Date: _____

ATTEST:

City Clerk

CITY OF PETALUMA

By: _____
Mayor

Date: _____

ATTEST:

City Clerk

CITY OF ROHNERT PARK

By: _____
Mayor

Date: _____

ATTEST:

City Clerk

CITY OF SANTA ROSA

By: _____
Mayor

Date: _____

ATTEST:

City Clerk

CITY OF SONOMA

By: _____
City Manager

Date: _____

ATTEST:

City Clerk

NORTH MARIN WATER DISTRICT

By: _____
President

Date: _____

ATTEST:

Secretary

VALLEY OF THE MOON WATER DISTRICT

By: _____
President

Date: _____

ATTEST:

Secretary

MARIN MUNICIPAL WATER DISTRICT

By: _____
President

Date: _____

ATTEST:

Secretary

TOWN OF WINDSOR

By: _____
Mayor
City Manager

Date: _____

ATTEST:

Town Clerk

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Exhibit A

2016 Regional Water Conservation Projects

- Regional Multi-Media Outreach Campaign
- Partnership website promotion
- Water Education materials available for local schools
- Sonoma County Green Business Program
- Qualified Water Efficient Landscaper (English and Spanish training, including graywater training)
- Annual Eco-Friendly Garden Tour
- Russian River/ Bay Friendly Landscaping
- Water Smart Plant labels in local nurseries
- Daily Acts Community Resilience Challenge
- Master Gardener's Garden Sense Program
- Representation at the Sonoma County Fair
- Green Car Wash Certification
- Legislative Tracking
- Water Wise Gardening website for Sonoma and Marin counties
- Water Smart Plant Cards
- Do-It-Yourself Energy and Water Savings Toolkit

Exhibit B
Contribution Amount Form
for New, non-Water Agency Customer Signatory
(to be completed and attached to the First Amended MOU)

Regional Water Conservation Projects Funding

[Organization Name] shall pay an annual Water Conservation Fund fee to fund Regional Water Conservation Projects in the amount of _____ per the recommendation by the Subcommittee and approved by the TAC, which amount shall be deposited in the Water Conservation Fund.

Local Water Conservation Project Funding

[Organization Name] shall internally budget and expend at least 175% of their Water Conservation Fund fee as their Annualized Amount to support Local Water Conservation Projects or an amount recommended recommendation by the Subcommittee and approved by the TAC equivalent to _____.

For [Organization Name]

By: _____


Name: _____

Title: _____

Date: _____

7

MEMORANDUM

To: Board of Directors
From: David L. Bentley, Auditor-Controller 
Subj: Increase Core Utilities Monthly Support Payment
t:\acl\word\l\core background.docx

April 13, 2018

RECOMMENDED ACTION: Approve**FINANCIAL IMPACT: \$12,000 Annually.**Background

Paul Smedshammer was employed by the District in July of 1993 as an Assistant Civil Engineer. Paul has a Master's Degree in Mechanical Engineering and is a registered Professional Engineer in the State of California. In 1995 Paul was promoted to the position of Associate Civil Engineer, and in 1996 to District Operations Manager. Paul left the District at the end of 1998 and started his own consulting firm out of his Petaluma home, which grew into CORE Utilities in 2000.

While employed at the District, Paul proved to be a computer whiz and took a keen interest in the District's utility billing software, which was written in DOS. During his evenings and weekends Paul wrote an entirely new utility billing program from scratch using Microsoft's Access database for Windows. The program was written exactly to the District's needs, as NMWD was the utility Paul was most closely familiar with.

In 1999, after Paul left the District, NMWD agreed to be the first customer to purchase CORE's Utility Billing Software. The District paid \$7,492 in exchange for allowing Paul to add the finishing touches on the software in a live environment. The transition went smoothly and the District obtained a modern, flexible product for 3% of the cost of a comparable product on the market today. The District continues to use the CORE Utility Billing Software today, and Paul has modified and enhanced the program literally hundreds of times over the past 19 years to meet the District's ever-increasing demands. Today over 100 utilities, districts and municipalities throughout the U.S. and Canada use CORE software for billing their water, wastewater and garbage customers. It is the bread and butter of CORE Utilities.

Simultaneous with CORE's start-up, the District began to call on Paul's SCADA¹ expertise. Paul recommended and assisted the District in transitioning from the \$22,000 proprietary programmable logic controller (PLC) panels that were expensive to program to a common \$1,500 non-proprietary PLC that staff can program in-house. Then, with the 2005 reconstruction of the Stafford Water Treatment Plant, Paul's Mechanical Engineering

¹ Supervisory control and data acquisition (SCADA) is a control system that uses computers, networked data communications, programmable logic controllers and graphical user interfaces to allow District staff to monitor and control water storage tank levels and pump stations.

background was called upon to assist in managing design and installation of the treatment process controls. In 2008 the District entered into an agreement with CORE to manage the day-to-day operation of its IT infrastructure (servers, workstations, internet access, firewalls, switches, hubs, virus protection, email, backup, and phone system) for a flat fee of \$5,000 per month. In comparison, prior to CORE managing IT for the District, costs averaged \$7,000 per month. In 2009, following a major upgrade of the District's website by a third-party developer, CORE began providing the day-to-day maintenance of the website.

In summary, over the past 25 years the District has grown dependent upon Paul's IT expertise. His prior employment as NMWD's Operations Manager has made him uniquely qualified to serve the District's needs, and he is in-tune with NMWD's culture of creative cost-effective solutions. Over the quarter century, Paul and his staff have always been responsive in providing immediate support to the District whenever an urgent need arose.

Recently Paul recommended that the District add 10 hours per month (\$1,000) to allow CORE to devote additional time to managing NMWD's 17 servers. CORE has served the District for the past 10 years at the same \$5,000 per month rate, and the increase to \$6,000, with an additional 10 hours of service per month, is reasonable, and recommended by staff.

While CORE has requested an increase in the monthly maintenance fee several times over the past few years, staff has been reluctant to support the request until a backup IT support plan was developed to protect the District in the event Paul is hit by the proverbial bus. This concern was highlighted in 2017 when a family emergency required Paul's full attention for several weeks.

To address this concern the District has worked with Paul to put together a backup plan for the various areas wherein he serves the District (Attachment A). With this backup plan in place, the staff supports an increase effective July 1, 2018.

RECOMMENDATION:

Approve in increase in the monthly maintenance fee paid to CORE Utilities of \$1,000 per month (to \$6,000) effective July 1, 2018.

IT Backup Plan

- SCADA System – Paul recommended MCC in Vacaville and the District has worked with MCC as recently as June 2015 for programming at STP. MCC was purchased in March 2016 and are now PRIMEX (same phone number). Paul also highly recommends ArcSine Engineering in Redding, though we have never worked with them. ArcSine currently supports the SCADA system at Las Gallinas Sanitary District.
- SCADA Radios – Paul has trained his staff on the radio systems, who have installed the last half-dozen telemetry radios. District staff are capable of installing the radios, but need training in programming them.
- SCADA RTUs – Paul has programmed all the District’s RTUs with a single program that can be used at all District tanks and pump stations. Over the last 10 years the program has been refined and proven. District staff have installed and configured the program from scratch in the last dozen or so PLC locations. The PLCs and program language used is arguably the most common used in the world and ArcSine or any other capable controls company can assist the District if needed.
- NMWD IT Services – CORE staff handle the day to day work installing/repairing equipment and responding to employee needs (program assistance, phone issues, website posting, printer won’t print, “funny message on my screen”, restoring corrupted files, etc.) with assistance from Paul where needed with higher level issues. This lower level work can be handled by many local IT shops.
- CORE Utility Billing – NMWD has a highly customized version of the software Paul wrote which is in use by over 100 utilities across the nation and in Canada. All CORE Utility Billing customers except NMWD use CORE’s customer service rep to resolve billing concerns and questions. CORE’s staff is highly fluent in CORE Utility Billing. However, Paul has traditionally managed NMWD’s highly customized version. The Utility Billing program is written in Microsoft Access and the data is ported daily to Microsoft’s Structured Query Language (SQL). CORE staff has access to all of the Utility Billing program documentation, but obviously could not be as responsive as to a request for changes as the author of the software. In a worst-case scenario, because the software is written in Access and SQL, the District’s information could easily be ported to another billing system if the need should arise.
- NMWD Website – CORE staff have assumed the majority of support in maintaining the District’s website. They are able to program in HTML and PHP which is what the District site is built on. CORE has worked to make sure the website is coded in a standard format and is easily supported by most web developers.

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MEMORANDUM

To: Board of Directors

From: David L. Bentley, Auditor-Controller
Julie Blue, Auditor-Controller Successor

Subj: Oceana Marin Sewer System Financial Plan Update
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April 13, 2018

RECOMMENDED ACTION: Approve Drafting a Letter to Oceana Marin Sewer Customers Regarding a Sewer Rate Increase

FINANCIAL IMPACT: None at this time

Attached is an update of the Oceana Marin Water System 5-Year Financial Forecast. Significant assumptions include:

- 1) Capital Improvement Project Program: Within the upcoming 5-year financial plan window two major projects are scheduled: 1) in fiscal year (FY19) \$400,000 for Pond Dredging and Solids Disposal and 2) in FY20 \$150,000 towards the Treatment Pond Rehabilitation project with completion of the project in FY21 at \$1,050,000.
- 2) Rate Increase: A 5% increase to the sewer service charge is incorporated into each year of the forecast. If the Board approves a 5% increase at its June 27 public hearing, the sewer service charge would increase to \$90/month effective July 1, 2018, which is \$1,080 annually billed on the property tax bill.
- 3) Connection Fee: One new connection per year is forecast, which is the average over the past 5 years.

In contrast to the 10% rate increases adopted in 2016 and 2017 to finance the CIP plan on a pay-go basis, the 5-year financial plan presented herein includes annual 5% rate increases and forecasts borrowing \$650,000 to complete the CIP plan. Included in the CIP plan for the first time is \$1.2 million for rehabilitation of the Oceana Marin Treatment Ponds, originally constructed in 1970. The ponds rehab project is anticipated to be 75% grant funded, and to commence in FY20. The financial plan shows that the annual 5% increases, along with the loan, will keep the Oceana Marin System solvent through FY23.

RECOMMENDATION:

If the Board is comfortable with the Oceana Marin Sewer Financial Plan herein presented, Staff will draft a letter to Oceana Marin Sewer customers for Board review noticing a public hearing In Point Reyes Station on June 26 to consider a 5% increase in the sewer service charge.

OCEANA MARIN SEWER**5-Year Financial Forecast**

#		Actual 2015/16	Actual 2016/17	Est Actual 2017/18	Projected 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23
# BASIC DATA									
1	Number of Connections	230	231	232	233	234	235	236	237
2	Monthly Service Charge	\$71.00	\$78.00	\$86.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00
OPERATING REVENUE									
3	Monthly Service Charge	\$195,461	\$215,989	\$239,000	\$252,000	\$267,000	\$282,000	\$297,000	\$313,000
4	Miscellaneous Service Charges	460	600	0	0	0	0	0	0
5	Total Operating Revenue	\$195,921	\$216,589	\$239,000	\$252,000	\$267,000	\$282,000	\$297,000	\$313,000
OPERATING EXPENSE									
6	Operating Expenditures	\$159,131	\$181,734	\$199,000	\$204,000	\$210,000	\$216,000	\$222,000	\$228,000
7	Depreciation Expense	48,193	41,616	37,450	40,000	68,000	78,000	105,000	110,000
8	Total Operating Expense	\$207,324	\$223,350	\$236,450	\$244,000	\$278,000	\$294,000	\$327,000	\$338,000
9	NET OPERATING INCOME	(\$11,403)	(\$6,761)	\$2,550	\$8,000	(\$11,000)	(\$12,000)	(\$30,000)	(\$25,000)
NON-OPERATING REVENUE/(EXPENSE)									
10	Interest Revenue	\$3,638	\$5,749	\$5,000	\$5,000	\$2,000	\$3,000	\$4,000	\$3,000
11	Interest Expense	0	0	0	0	0	(9,000)	(8,000)	(22,000)
12	OM-1/OM-3 Tax Allocation	52,609	55,247	57,000	59,000	61,000	63,000	65,000	67,000
13	Miscellaneous Revenue	9,054	500	500	0	0	0	0	0
14	Miscellaneous Expense	(636)	(789)	400	0	0	0	0	0
15	Total Non-Op Revenue/(Expense)	\$64,665	\$60,707	\$62,900	\$64,000	\$63,000	\$57,000	\$61,000	\$48,000
	Net Income	\$53,262	\$53,946	\$65,450	\$72,000	\$52,000	\$45,000	\$31,000	\$23,000
OTHER SOURCES/(USES)									
16	Add Depreciation Expense	\$48,193	\$41,616	\$37,450	\$40,000	\$68,000	\$78,000	\$105,000	\$110,000
17	Connection Fees	23,690	30,400	30,000	30,000	30,000	30,000	30,000	30,000
18	Capital Improvement Projects	(7,547)	(154,815)	(41,000)	(565,000)	(190,000)	(1,090,000)	(210,000)	(710,000)
19	Grant/Loan Proceeds	0	0	26,000	69,000	113,000	1,038,000	0	400,000
20	Debt Principal Payments	0	0	0	0	0	(9,000)	(9,000)	(24,000)
21	Net Change in Working Capital	1,864	(10,630)	0	0	0	0	0	0
22	Total Other Sources/(Uses)	\$66,200	(\$93,429)	\$52,450	(\$426,000)	\$21,000	\$47,000	(\$84,000)	(\$194,000)
23	Cash Increase/(Decrease)	\$119,462	(\$39,483)	\$117,900	(\$354,000)	\$73,000	\$92,000	(\$53,000)	(\$171,000)
24	ENDING CASH BALANCE	\$463,664	\$424,181	\$542,000	\$188,000	\$261,000	\$353,000	\$300,000	\$129,000

OCEANA MARIN SEWER

NOTES

KEY

- 1 Assumes 1 connection per year, which is the average over the last 5 years. Capacity is estimated at 294 dwelling units.
- 2 Proposed 5% annual increases to build cash to fund the \$400,000 Pond Dredging and Solids Disposal project commencing in FY19 and phase 1 of the \$500,000 Parallel Force Main project commencing in FY22.
- 6 Operating expenditures projected to increase 3% annually after FY18. Excludes depreciation expense.
- 10 Projected available funds invested at 1.00%
- 12 County tax allocation enacted subsequent to Prop 13 to compensate for O&M tax revenue previously received. OM-1/IOM-3 County Tax allocation is projected to increase 3% per year.
- 17 Connection fee increased to \$30,000 on 7/1/17. Assumes connections occur in OM-3 Units 1 or 5 which are subject to the connection fee.
- 18 Capital Improvement Projects. See 5-year Capital Improvement Projects Plan.
- 19 Grant/Loan - Pond Treatment Rehab capital projects to be funded at 75% by grants. Includes loans for capital projects of \$250K in FY21 and \$400K in FY23. Loans are budgeted with an interest rate of 3.5% for 20 years.
- 24 Cash available for operation, maintenance and improvements.

CAPITAL IMPROVEMENT PROJECTS

4/12/18

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		FY18 Budget	FY18 Est Actual	FY19	FY20	FY21	FY22	FY23
7.	OCEANA MARIN SEWER SYSTEM							
8.8672.28	a. Infiltration Repair	\$40,000		\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
8.7163.00	b. Design/Install 8th Disposal Trench (300')	\$80,000						
8.7085.02	c. Tahiti Way Lift Pumps Rebuild (2) (every 5 yrs)	\$20,000					\$20,000	\$20,000
8.7164.00	d. Tahiti Way Power Relocation	\$20,000						
8.7166.00	e. ACP Sewer Reline (6"@ 3,000')						\$50,000	\$250,000
8.7171.00	f. Pond Dredging & Solids Disposal	\$50,000		\$400,000				
8.7173.00	g. OM Treatment Pond Rehab-(Note 9)		\$6,000		\$150,000	\$1,050,000		
86607-22	h. OM Treatment Pond-Storm Damage (Note 10)		\$35,000	\$125,000				
	i. Parallel Force Main (1st of 3 Segments) (Note 11)						\$100,000	\$400,000
		<u>\$210,000</u>	<u>\$41,000</u>	<u>\$565,000</u>	<u>\$190,000</u>	<u>\$1,090,000</u>	<u>\$210,000</u>	<u>\$710,000</u>
	LESS FUNDED BY LOANS/GRANTS/OTHER							
	a. OM Treatment Pond Rehab (Note 9)		(\$26,000)		(\$113,000)	(\$1,038,000)		
	b. OM Treatment Pond-Storm Damage (Note 10)			(\$69,000)				
	c. OM Parallel Force Main (Note 11)							(\$400,000)
		<u>\$0</u>	<u>(\$26,000)</u>	<u>(\$69,000)</u>	<u>(\$113,000)</u>	<u>(\$1,038,000)</u>	<u>\$0</u>	<u>(\$400,000)</u>
	SUMMARY - NET PROJECT OUTLAY							
	Oceana Marin Sewer	<u>\$210,000</u>	<u>\$15,000</u>	<u>\$496,000</u>	<u>\$77,000</u>	<u>\$52,000</u>	<u>\$210,000</u>	<u>\$310,000</u>
	OCEANA MARIN SEWER DEBT SERVICE							
	CIP Financing (Note 11)				\$0	\$18,000	\$17,000	\$46,000
		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$18,000</u>	<u>\$17,000</u>	<u>\$46,000</u>
	NET PROJECT OUTLAY & DEBT SERVICE	<u>\$210,000</u>	<u>\$15,000</u>	<u>\$496,000</u>	<u>\$77,000</u>	<u>\$70,000</u>	<u>\$227,000</u>	<u>\$356,000</u>

Note 9 - If CalOES grant application is successful NMWD cost share = 25% of total \$1.2M project cost. \$250K borrowed in FY21 at 3.5% for 20 years.

Note 10 - If CalOES grant application is successful \$69,000 of the \$125,000 project will be grant funded.

Note 11 - \$250K borrowed in FY21 at 3.5% for 20 years. \$400K borrowed in FY23 at 3.5% for 20 years to finance CIP. Assumes 5% annual sewer service rate increases.

9

MEMORANDUM

To: Board of Directors
From: David L. Bentley, Auditor-Controller
Julie Blue, Auditor-Controller Successor
Subj: West Marin Water System Financial Plan Update
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April 13, 2018

RECOMMENDED ACTION: Approve drafting a letter to West Marin Water customers regarding a water rate increase

FINANCIAL IMPACT: None at this time

Attached is an update of the West Marin Water System financial plan for the next five years. Preliminary work on the \$775,000 project to replace the Paradise Ranch Estates Tank 4A is underway, and is scheduled to be completed next fiscal year (FY19). In FY19 the District will commence construction of a Solids Handling Facility pilot project at the Point Reyes Treatment Plant. The \$1,300,000 project is scheduled to be complete in FY20 assuming completion of Coast Guard property transfer to Marin County this summer. Acquisition of expanded easements from the federal government in conjunction with the closure of the Point Reyes Coast Guard housing facility station could reduce the project cost by up to 20%. The District will need to borrow approximately \$500,000 in FY20 to fund completion of the Solids Handling Facility.

Significant assumptions include:

- 1) Rate Increase: Consistent with prior the Novato financing plan, water rate increases of 4.5% annually are projected through fiscal year 2023. For next fiscal year the increase is structured identical to the Novato increase, i.e., as a 4.5% commodity rate increase and 4.5% increase in the bimonthly service charge, proposed effective July 1, 2018;
- 2) Water Sales Volume: FY19 sales volume is projected at 64 MG. Based on the average of the FY17 actual consumption and the FY18 estimated consumption;
- 3) New Connections: One new connection per year is forecast, which is consistent with what we have seen over the past 5 years;

Recommendation:

If the Board is comfortable with the West Marin Water Financial Plan herein presented, direct Staff to draft a letter to West Marin Water customers for Board review noticing a public hearing in Point Reyes Station on June 26 to consider a 4.5% increase in the cost of water.

WEST MARIN WATER

5-Year Financial Forecast

#	BASIC DATA	Actual 2015/16	Actual 2016/17	Est Actual 2017/18	Projected 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23
1	Active Meters	780	780	781	782	783	784	785	786
2	Avg Commodity Rate/1,000 Gal	\$9.62	\$9.70	\$10.21	\$10.67	\$11.16	\$11.68	\$12.21	\$12.77
3	Potable Consumption (MG)	56.6	61.6	66.4	64.0	64.0	64.0	64.0	64.0
OPERATING REVENUE									
4	Commodity Charge	\$544,743	\$597,855	\$678,000	\$683,000	\$714,000	\$747,000	\$782,000	\$817,000
5	Bimonthly Service Charge	168,775	168,775	177,000	185,000	193,000	202,000	211,000	221,000
6	Miscellaneous Service Charges	11,377	6,838	7,000	7,000	7,000	7,000	7,000	7,000
7	Total Operating Revenue	\$724,895	\$773,468	\$862,000	\$875,000	\$914,000	\$956,000	\$1,000,000	\$1,045,000
8	Operating Expenditures	\$462,242	\$527,780	\$527,000	\$533,000	\$549,000	\$565,000	\$582,000	\$599,000
9	Depreciation Expense	189,039	192,151	193,000	197,000	219,000	235,000	244,000	247,000
10	Total Operating Expense	\$651,281	\$719,931	\$720,000	\$730,000	\$768,000	\$800,000	\$826,000	\$846,000
11	NET OPERATING INCOME	\$73,614	\$53,537	\$142,000	\$145,000	\$146,000	\$156,000	\$174,000	\$199,000
NON-OPERATING REVENUE/(EXPENSE)									
12	Interest Revenue	\$10,025	\$20,564	\$20,000	\$14,000	\$4,000	\$3,000	\$2,000	\$4,000
13	Interest Expense	(23,232)	(33,407)	(31,000)	(29,000)	(27,000)	(40,000)	(37,000)	(34,000)
14	PR-2 County Tax Allocation	49,365	51,841	53,000	55,000	57,000	59,000	61,000	63,000
15	Miscellaneous	596	(13,330)	4,000	4,000	4,000	4,000	4,000	4,000
16	Total Non-Op Revenue/(Expense)	36,754	25,668	46,000	44,000	38,000	26,000	30,000	37,000
17	Net Income	\$110,368	\$79,205	\$188,000	\$189,000	\$184,000	\$182,000	\$204,000	\$236,000
OTHER SOURCES/(USES)									
18	Add Depreciation Expense	\$189,039	\$192,151	\$193,000	\$197,000	\$219,000	\$235,000	\$244,000	\$247,000
19	Connection Fees	0	30,800	46,000	23,000	23,000	23,000	23,000	23,000
20	Capital Improvement Projects	(\$215,749)	(79,064)	(\$250,000)	(\$1,315,000)	(\$950,000)	(\$525,000)	(\$175,000)	(\$550,000)
21	Loan Proceeds	0	0	0	0	500,000	0	0	0
22	Debt Principal Payments	(63,455)	(67,081)	(69,000)	(69,000)	(70,000)	(79,000)	(81,000)	(72,000)
23	Net Change in Working Capital	(9,894)	10,290	0	0	0	0	0	0
24	Total Other Sources/(Uses)	(\$100,059)	\$87,096	(\$80,000)	(\$1,164,000)	(\$278,000)	(\$346,000)	\$11,000	(\$352,000)
25	Cash Increase/(Decrease)	\$10,309	\$166,301	\$108,000	(\$975,000)	(\$94,000)	(\$164,000)	\$215,000	(\$116,000)
26	Operating Reserve	\$245,289	\$401,012	\$713,000	\$307,000	\$213,000	\$64,000	\$294,000	\$178,000
27	System Expansion Reserve	762,422	773,000	569,000	0	0	0	0	0
28	Liability Contingency Reserve	99,000	99,000	99,000	99,000	99,000	99,000	99,000	99,000
29	Bond Redemption Reserve	30,000	30,000	30,000	30,000	30,000	15,000	0	0
30	ENDING CASH BALANCE	\$1,136,711	\$1,303,012	\$1,411,000	\$436,000	\$342,000	\$178,000	\$393,000	\$277,000

WEST MARIN WATER NOTES

KEY

- West Marin Water includes the communities of Point Reyes Station, Inverness Park, Olema, Bear Valley, Silver Hills and Paradise Ranch Estates (PRE).
- 1 Assumes annual increase of 1 connection per year.
 - 2 Commodity rate and Bimonthly Service Charge increased 4.5% 7/1/18. Annual 4.5% increases shown thereafter for financial forecasting purposes only not yet - considered by the Board of Directors. Note that the FY2015/16 Average Commodity Rate included a drought surcharge.
 - 3 Consumption projection assumes 64MG in FY19 and 64MG annually thereafter.
 - 4 Average Commodity Rate multiplied by Potable Consumption.
 - 5 Bimonthly service charge shown to increase 4.5% annually after FY19. Details of the rate increase structure to be determined at annual budget hearings.
 - 8 Operating Expense projected to increase 3% per year.
 - 12 Projected available funds invested at 1.00%
- 14/22 Interest and principal payments comprised of two 40-year 5% bonds all purchased by the Farmers Home Administration:
1) 1980 PRE-1 \$240,000 revenue bond fully amortized in 2020; 2) 1981 PR-6 \$217,800 revenue bond fully amortized in 2021;
plus an Economic Development Administration \$46,000 5% 40-year loan paid off in 2017.
FY20 includes debt service on \$500K loan to finance completion of Solids Handling Facility.
- 19 The connection fee was set at \$22,800 per equivalent dwelling unit effective August 1, 2010.
 - 20 Capital Improvement Projects. See 5-year Capital Improvement Projects Plan.
FY20 \$500,000 loan to complete the Solids Handling and PRE Storage projects.
 - 26 Operating Reserve should be comprised of a minimum of 4 months of operating expenditures as recommended by the District's financial advisors.
 - 27 System Expansion Reserve is composed of connection fee revenue and unexpended Bank of Marin loan funds.
 - 28 Liability Contingency Reserve - \$90,000 is West Marin Water's pro-rata share (3.6%) of the District's \$2.5 million liability contingency fund, available to pay liability claims arising within the West Marin water system. \$8,885 was added in Dec 2006 from sale of 2 surplus parcels in Inverness Park.
 - 29 Bond Redemption Reserve is comprised of one year of Revenue Bond debt service (\$30K) for PR-6 & PRE-1 bonds as required by bond covenant plus tax receipts held in the Marin County treasury.

CAPITAL IMPROVEMENT PROJECTS

4/11/18

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		FY18 Budget	FY18 Est Actual	FY19	FY20	FY21	FY22	FY23
6.	WEST MARIN WATER SYSTEM							
2.6263.20	a. Replace PRE Tank #4A (25K gal w/82K gal)	\$550,000	\$150,000	\$625,000				
2.7160.00	b. Green Sand Filter Media Replace-FY18	\$75,000	\$25,000					
2.6609.20	c. New Gallagher Well #2		\$10,000	\$90,000	\$200,000			
2.8829.00	d. PB Replace in Sync w/ County Paving	\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
2.6601.32	e. TP Solids Handling (Note 5)		\$50,000	\$550,000	\$700,000			
	f. Abandon Downey Well					\$25,000	\$125,000	
	g. PRE Tank #1 & #2 Replacement					\$450,000		
	h. Relocate Olema PS Out of Flood Plain							\$500,000
	i. Other West Marin Water System Expenditures		\$15,000					
		\$675,000	\$250,000	\$1,315,000	\$950,000	\$525,000	\$175,000	\$550,000
	LESS FUNDED BY LOANS/GRANTS/OTHER							
	j. WM Treatment Plant Solids Handling (Note 4)				(\$500,000)			
	NET PROJECT OUTLAY	\$675,000	\$250,000	\$1,315,000	\$450,000	\$525,000	\$175,000	\$550,000
	WEST MARIN WATER DEBT SERVICE							
	k. PRE-1 Revenue Bond	\$14,000	\$14,000	\$14,000	\$14,000	\$0	\$0	\$0
	l. PR-6 Revenue Bond	\$13,000	\$13,000	\$13,000	\$12,000	\$13,000	\$12,000	\$0
	m. TP Solids Handling Bank Loan	\$71,000	\$71,000	\$71,000	\$71,000	\$71,000	\$71,000	\$71,000
	n. TP Solids Handling Add'l Bank Loan (Note 4)			\$0	\$0	\$35,000	\$35,000	\$35,000
		\$100,000	\$100,000	\$98,000	\$97,000	\$119,000	\$118,000	\$106,000
	NET PROJECT OUTLAY & DEBT SERVICE	\$775,000	\$350,000	\$1,413,000	\$547,000	\$644,000	\$293,000	\$656,000

Note 4 - \$1.25M WM Water Solids Handling Facility partially funded by bank loan (\$600,000 remaining). Additional \$500K to be borrowed in FY20 to complete project.

10

MEMORANDUM

To: Board of Directors

From: Robert Clark Operations / Maintenance Superintendent
David L. Bentley, Auditor-Controller

Subj: AMI Project Kick-off and Update

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April 13, 2018

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: None at this time

The Advanced Meter Infrastructure (AMI) project officially kicked off on March 19 with a training secession for the Ferguson and North Marin staff working on the project. The group was instructed by the Neptune project representative on the materials being used and proper installation technique. The group also received training on what to expect with services with backflow devices and how to properly shut-off the service. The Ferguson staff was reminded that NMWD expects them to display a high-level of respect and consideration for all NMWD customers, that they represent NMWD while working in Novato, and that the community knows NMWD and will be watching them as they work and drive around town.

The pre-construction installation plan was to perform register retrofits only for the first few weeks to get everyone on board with how the communication aspects of project were going to work. However Mr. Murphy was also present for the project kick off as the necessary register retrofit materials were not available on the March 19 start date. The Ferguson staff therefore jumped right into meter change-outs and we quickly worked out the communication needs for the project.

Over the first month of the project Ferguson staff have converted just over 800 services to the new AMI system. NMWD staff have assisted with 32 services with respect to stuck valves, improperly installed or hard to find meters, and one broken meter shut-off valve repair. The original project plan estimated that NMWD staff would need to assist with approximately 15% of the conversions, and respond to 1% of the meter change-outs for service breaks. During the first month the District assisted in 4% of the conversions and repaired 1 service break (0.5%). As part of the final step of the conversion process Ferguson provides NMWD with an electronic production file weekly to load the AMI meter data into the District's utility billing software. We now have 619 customers up and running on the AMI system.

Looking forward, conversions are continuing in south Novato in Hamilton, Marin Valley, Pacheco Valle and Ignacio neighborhoods. Ferguson plans to ramp-up their staffing to two 2-man crews on May 1, and to three 2-man crews on May 14. Ferguson pays prevailing wage

(\$26.74/hour plus \$6.32 to the local union for an inexperienced installer) but was unable to attract any Novato candidates through their normal recruitment advertising (Idea & Craigslist). They have since found three candidates via word of mouth (one local and two from the Sacramento/Roseville area) and are hoping to import three experienced installers from Walla Walla Washington where an AMI project is wrapping up this month.

Ferguson runs their prospective employees through an extensive background investigation that includes a social security number verification, criminal background check and drug screen. NMWD will train the new crews as we did with the first crew and provide each with a picture ID and each Ferguson vehicle with magnetic signs with NMWD's logo to help our customers identify who is working on their water service. Under the agreement with Ferguson NMWD retains the right unilaterally terminate any Ferguson employee from Novato's AMI project. There have been zero customer complaints to date.

The project is expected to run through November 2018 with 19,946 service conversions (4,325 meter change outs and 15,621 register replacements). As of this report approximately 1% of the project is fully complete.

11

MEMORANDUM

To: Board of Directors

April 13, 2018

From: David L. Bentley, Auditor-Controller
Julie Blue, Auditor-Controller Successor

Subj: Initial Review – FY19 & FY20 Capital Improvement Project Budget

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RECOMMENDED ACTION: Initial Review and Provide Direction to Staff**FINANCIAL IMPACT:** None at this time - \$7.7 million FY19 & \$5.7 million FY20
Gross Expenditure Budget Proposed for Consideration

Attached for your initial review is the proposed Fiscal Year 2018-19 (FY19) and FY2019-20 (FY20) Capital Improvement Project (CIP) expenditure budget for consideration. As in prior years, a comprehensive 2-year plan is presented, which includes the projects recommended for Novato Water, Recycled Water, West Marin Water, and Oceana Marin Sewer. In addition, a debt service schedule is included detailing the principal and interest payment amounts required to fund prior CIPs. This comprehensive plan is developed to verify that adequate staffing exists to accomplish the 29 budgeted projects planned for FY19. Future presentations will segregate the budget into component parts for each of the individual enterprise funds.

Below is a summary identifying the significant projects (\$500,000 or more) proposed to be undertaken over the next two fiscal years. An explanation of each FY19 project is incorporated into the detail listing attached.

Project	FY19	FY20
Advanced Meter Information - Radio Read Meter Retrofit (Installation) ¹	2,500,000	0
San Mateo 24" Inlet/Outlet Pipe (2,200')	\$500,000	\$190,000
Office/Yard Building Refurbish	250,000	1,500,000
Replace Sludge Line to Center Road	0	600,000
Replace PRE Tank 4A	625,000	0
Coat STP Concrete Clearwells	590,000	0
Crest PS (Design/Const) /Reloc School Rd PS	200,000	520,000
West Marin TP Solids Handling	550,000	700,000
Other Projects	2,445,000	2,165,000
Gross Project Outlay	7,660,000	5,675,000
Less Loan/Grant Funding	(2,819,000)	(2,113,000)
Net Project Outlay (internally funded)	\$4,841,000	\$3,562,000

¹ Total of \$5.5 for Advanced Meter information – Project partially funded by bank loan of \$4.6M received March 2018.

The proposed two-year combined total project outlay, net of grant/loan rate funding, comes in at \$8.4 million, down from the \$9.8 million combined two-year budget adopted last year. The proposed FY19 CIP budget includes 29 projects, down from 34 projects approved for FY18.

District	Net Outlay		Increase (Decrease)
	Proposed FY19 & FY20	Adopted FY18 & FY19	
Novato Water	\$5,825,000	\$6,800,000	(\$975,000)
Recycled Water	240,000	1,332,000	(1,092,000)
WM Water	1,583,000	1,100,000	483,000
OM Sewer	642,000	600,000	42,000
Total	\$8,290,000	\$9,832,000	(\$1,542,000)

Novato Potable Water's CIP expenditure plan, when viewed over the current fiscal year and the next five years, averages approximately \$2.4 million annually in internally funded projects, which is slightly below the \$2.5 million cap approved by the Board and incorporated into the 5-Year Financial Plan.

An additional review of the Novato Water & Recycled Water CIP budgets is scheduled for May 15, and a public hearing and approval is scheduled for June 19, 2018. An additional review of the West Marin Water and Oceana Marin Sewer CIP budgets is scheduled for June 5, with a public hearing planned for June 26 in Point Reyes Station. Expression of Board comments and concerns early in the process is appreciated.

CAPITAL IMPROVEMENT PROJECTS

4/12/2018

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		FY19	FY20	FY19 Project Description
1. PIPELINE REPLACEMENTS/ADDITIONS				
a. Main/Pipeline Replacements				
1.7161.00	1 Ridge Road 6" ACP (8"@1,400')	\$140,000		Install 1,400' of 8" water main from Ridge Rd PS to Forest Rd to replace 6" ACP that shows a high level of degradation.
1.7176.00	2 Replace Shady Ln Service Saddles	\$100,000		Replace approximately 22 failing service saddles.
1.7177.00	3 Rush Creek Pipe Protection		\$190,000	
	4 Leveroni Creek Repair		\$120,000	
	5 Other Main Replacements (60+ years old)	\$160,000	\$160,000	Unplanned repairs/replacements for failing mains.
		\$400,000	\$470,000	
b. Main/Pipeline Additions				
1.7150.00	1 San Mateo 24" Inlet/Outlet Pipe (2,200')	\$500,000	\$190,000	Multiyear project to install 2,200' of 24" pipe from San Mateo Tank to the end of Palmo Way to improve northern Zone 2 fire flow.
		\$500,000	\$190,000	
c. Polybutylene Service Line Replacements				
1-7169-00	1 Country Lane 2" Plastic	\$150,000		Replace approximately 340 lf of failing 2" main with 4".
1.7139.xx	2 Replace PB in Sync w/City Paving (30 Srvcs)		\$70,000	
1.7123.xx	3 Other PB Replacements (80 Services)		\$80,000	
		\$150,000	\$150,000	
d. Relocations to Sync w/City & County CIP				
1.8737.xx	1 Other Relocations	\$70,000	\$70,000	Relocate facilities for yet to be identified City/County Projects.
		\$70,000	\$70,000	
		<u>\$1,120,000</u>	<u>\$880,000</u>	
2. SYSTEM IMPROVEMENTS				
1.7007.11	a. DCA Repair/Replace (~14/yr)	\$60,000	\$100,000	Detector Check Assembly replacements.
1.7090.04	b. Anode Installations (150/yr)	\$30,000	\$10,000	Place anodes on copper laterals for corrosion protection.
1.7158.00	c. Advanced Meter Information Retrofit (Note 1)	\$2,500,000		Complete installation of the AMI System.
1.7178.00	d. Asset Management Software Procure/Implement	\$75,000	\$75,000	Software to eliminate paper records and improve efficiencies for ranking capital expenditures.
1.7136.00	e. Facilities Security Enhancements	\$25,000		Tanks & PS security improvements.
		<u>\$2,690,000</u>	<u>\$185,000</u>	

CAPITAL IMPROVEMENT PROJECTS

4/12/2018

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		FY19	FY20	FY19 Project Description
3.	BUILDING, YARD, STP IMPROVEMENTS			
	a. Administration Building			
1.6501.43	1 Electronic Document Management System	\$140,000		Manage digital document creation, storage, retrieval & expiration.
1.6501.44	2 Office/Yard Building Renovation (Note 2)	\$250,000	\$1,500,000	50-year-old building requires significant upgrading.
		\$390,000	\$1,500,000	
	b. Stafford Treatment Plant			
	1 Dam Concrete Repair (Apron)		\$50,000	
1.6600.89	2 Coat Concrete Clearwells (Both Units)	\$590,000		Existing concrete walls in STP Actifloc clarifier and finished water clear wells are showing signs of exposed aggregate due to low pH treated water. New protective coating will stop the deterioration.
	3 Replace Sludge Line to Center Road (4" @ 4,400')		\$600,000	
1.6600.92	4 Other Treatment Plant Improvements	\$50,000	\$50,000	Miscellaneous plant improvements
		\$640,000	\$700,000	
		<u>\$1,030,000</u>	<u>\$2,200,000</u>	
4.	STORAGE TANKS/PUMP STATIONS			
	a. Tank Construction			
1.6207.20	1 Old Ranch Rd Tank Replace (50,000 gal) (Note 3)	\$60,000	\$260,000	Replace and upsize existing tank due to the current tank approaching end of useful life.
		\$60,000	\$260,000	
	b. Tank Rehabilitation			
1.7170.00	1 Hydropneumatic Tank Repairs	\$30,000	\$30,000	Inspect/Repair the 7 tanks in compliance with State Code.
1.6205.22	2 Cherry Hill #2 Recoat (0.2 MG)	\$250,000	\$250,000	Remove and replace coating system to extend tank life.
		\$280,000	\$280,000	
1.6112.24	c. Lynwood P.S. Motor Control Center	\$280,000	\$90,000	Move motor controls above-ground.
1.6141.00	d. Crest PS (Design/Const) /Reloc School Rd PS	\$200,000	\$520,000	Replace School Rd PS with new facility on Bahia Drive.
		<u>\$820,000</u>	<u>\$1,150,000</u>	

CAPITAL IMPROVEMENT PROJECTS

4/12/2018

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		FY19	FY20	FY19 Project Description
5.	RECYCLED WATER			
5.7127.00	a. NBWRA Grant Program Administration	\$20,000	\$20,000	Continued support of NBWRA to obtain/administer recycled water project Federal/State grants for the Central Project.
5.7162.xx	b. Other Recycled Water Expenditures	\$100,000	\$100,000	Retrofit existing potable irrigation customers to RW.
		<u>\$120,000</u>	<u>\$120,000</u>	
6.	WEST MARIN WATER SYSTEM			
2.6263.20	a. Replace PRE Tank #4A (25K gal w/82K gal)	\$625,000		Replace and upsize redwood tank destroyed in Vision Fire with concrete tank.
2.6509.20	b. New Gallagher Well #2	\$90,000	\$200,000	Permit and construct 2nd well at Gallagher Ranch.
2.8829.00	c. PB Replace in Sync w/ County Paving	\$50,000	\$50,000	For 25 replacements.
2.6601.32	d. TP Solids Handling (Note 4)	\$550,000	\$700,000	Solids removal from treatment plant filtrate.
		<u>\$1,315,000</u>	<u>\$950,000</u>	
7.	OCEANA MARIN SEWER SYSTEM			
8.8672.28	a. Infiltration Repair	\$40,000	\$40,000	Ongoing work to identify and repair collection pipelines to prevent rainwater from leaking into the system.
8.7171.00	b. Pond Dredging & Solids Disposal	\$400,000		Dredge large buildup of solids. This will be the first pond dredging since 1970 startup.
8.7173.00	c. OM Treatment Pond Rehab-(Note 9)		\$150,000	
86607-22	d. OM Treatment Pond-Storm Damage (Note 10)	\$125,000		Effect pond repairs related to 16/17 storm damage.
		<u>\$565,000</u>	<u>\$190,000</u>	

CAPITAL IMPROVEMENT PROJECTS

	FY19	FY20	FY19 Project Description
--	------	------	--------------------------

SUMMARY - GROSS PROJECT OUTLAY

GROSS PROJECT OUTLAY	\$7,660,000	\$5,675,000	
Novato Water	\$5,660,000	\$4,415,000	
Recycled Water	\$120,000	\$120,000	
West Marin Water	\$1,315,000	\$950,000	
Oceana Marin Sewer	\$565,000	\$190,000	
GROSS PROJECT OUTLAY	<u>\$7,660,000</u>	<u>\$5,675,000</u>	

LESS FUNDED BY LOANS/GRANTS/OTHER

a. Advanced Meter Information Retrofit (Note 1)	(\$2,500,000)		
b. Office/Yard Building Refurbish (Note 2)	(\$250,000)	(\$1,500,000)	
c. WM Treatment Plant Solids Handling (Note 4)		(\$500,000)	
d. OM Treatment Pond Rehab (Note 9)		(\$113,000)	
e. OM Treatment Pond-Storm Damage (Note 10)	(\$69,000)		
	<u>(\$2,819,000)</u>	<u>(\$2,113,000)</u>	

SUMMARY - NET PROJECT OUTLAY

	\$4,841,000	\$3,562,000	
Novato Water	\$2,910,000	\$2,915,000	
Recycled Water	\$120,000	\$120,000	
West Marin Water	\$1,315,000	\$450,000	
Oceana Marin Sewer	\$496,000	\$77,000	
NET PROJECT OUTLAY	<u>\$4,841,000</u>	<u>\$3,562,000</u>	

CAPITAL IMPROVEMENT PROJECTS

4/12/2018

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		FY19	FY20	FY19 Project Description
STUDIES & SPECIAL PROJECTS				
1.4057.00	a. Local Water Supply Enhancement Study	\$150,000		Engineering
1.4058.00	b. Cost of Service Study Peer Review	\$30,000		Administration
1.4059.00	c. Stafford Lake Water Rights Update	\$50,000	\$50,000	General Manager
1.4060.00	d. STP Efficiency Improvements	\$75,000		Operations
1.7039.02	e. Novato Water Master Plan Update (every 5 yrs)	\$30,000		Engineering
	f. Urban Water Management Plan (every 5 yrs)		\$20,000	Engineering
		<u>\$335,000</u>	<u>\$70,000</u>	

CAPITAL IMPROVEMENT PROJECTS

	FY19	FY20	FY19 Project Description
NOVATO POTABLE WATER DEBT SERVICE			
a. STP SRF Loan	\$1,044,000	\$1,044,000	
b. AEEP Bank Loan	\$482,000	\$482,000	
c. Advanced Meter Info Retrofit Loan (Note 1)	\$357,000	\$377,000	
d. Admin Building Renovation Loan (Note 2)	\$844,000	\$844,000	
	\$2,727,000	\$2,747,000	
NOVATO RECYCLED WATER DEBT SERVICE			
e. Deer Island Facility SRF Loan	\$273,000	\$273,000	
f. RW North Expansion SRF Loan	\$282,000	\$282,000	
g. RW South Expansion SRF Loan	\$332,000	\$332,000	
h. RW Central Exp SRF Loan (Note 3 - Net of MCC)	\$256,000	\$256,000	
	\$1,143,000	\$1,143,000	
WEST MARIN WATER DEBT SERVICE			
i. PRE-1 Revenue Bond	\$14,000	\$14,000	
j. PR-6 Revenue Bond	\$13,000	\$12,000	
k. TP Solids Handling Bank Loan	\$71,000	\$71,000	
	\$98,000	\$97,000	
TOTAL DEBT SERVICE	\$3,968,000	\$3,987,000	
NET PROJECT OUTLAY & DEBT SERVICE	\$8,809,000	\$7,549,000	

Note 1 - \$5.5M Advanced Meter Info Retrofit is partially funded by Bank Loan of \$4.6M. Prior to securing bank loan the project was internally financed.

Note 2 - \$12M Office/Yard Renovation is proposed to be funded by 20 year 3.5% Bank Loan

Note 3 - Assumes property acquisition, survey, site plan provided to District at no charge via 405 Gage Lane project.

Note 4 - \$1.25M WM Water Solids Handling Facility partially funded by bank loan (\$600,000 remaining). Additional \$500K to be borrowed in FY20 to complete project.

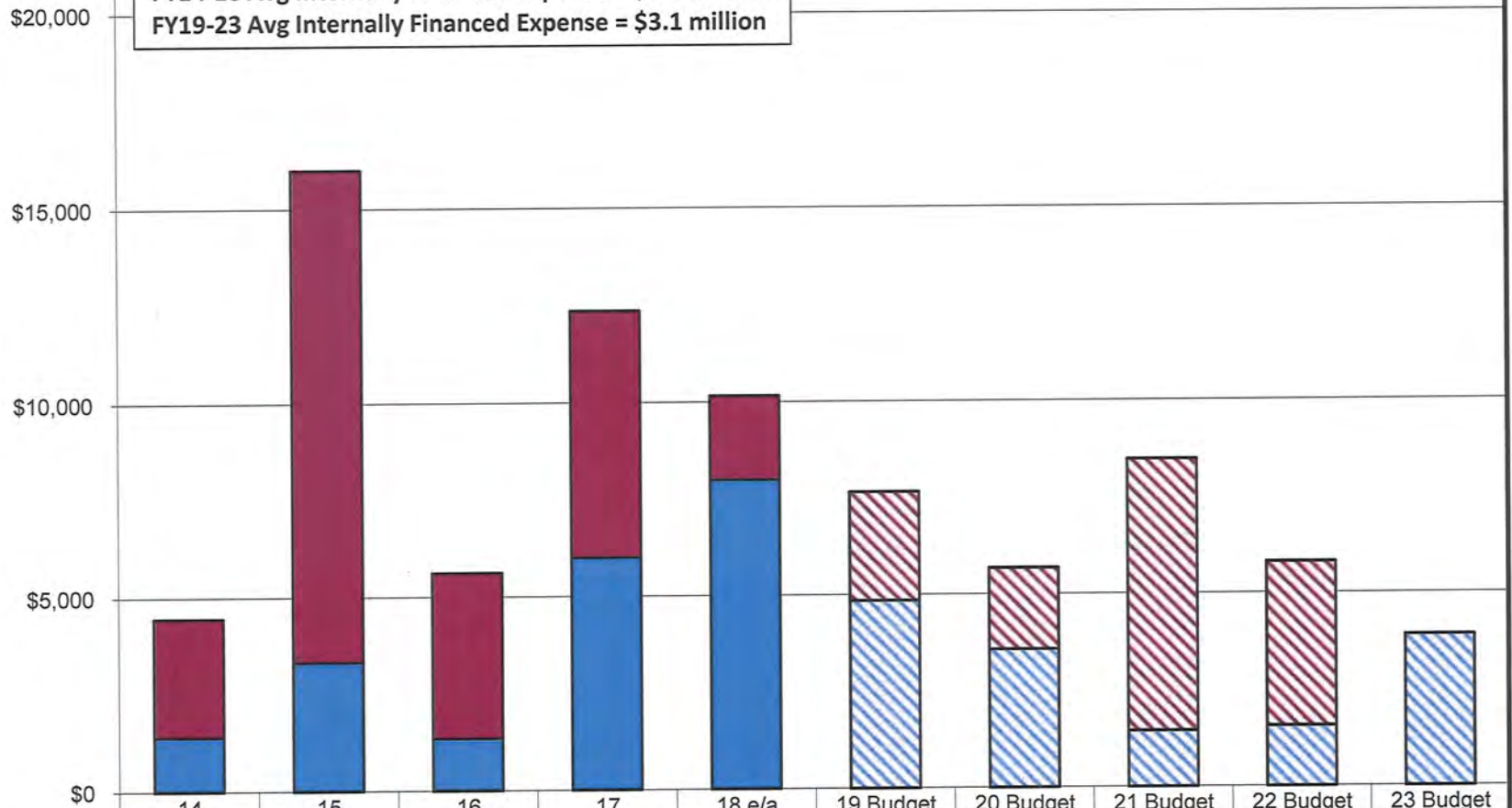
Note 9 - If CalOES grant application is successful NMWD cost share = 25% of total \$1.2M project cost. \$250K borrowed in FY21 at 3.5% for 20 years.

Note 10 - If CalOES grant application is successful \$69,000 of the \$125,000 project will be grant funded.

NMWD Capital Improvement Project Expenditures All Districts Combined

Thousands

FY14-18 Avg Internally Financed Expense = \$4.0 million
FY19-23 Avg Internally Financed Expense = \$3.1 million





	14	15	16	17	18 e/a	19 Budget	20 Budget	21 Budget	22 Budget	23 Budget
Debt/Grant Financed	\$3,062	\$12,676	\$4,285	\$6,351	\$2,161	\$2,819	\$2,113	\$7,038	\$4,250	\$0
Internally Financed	\$1,393	\$3,321	\$1,341	\$5,999	\$7,987	\$4,841	\$3,562	\$1,442	\$1,555	\$3,905
Total	\$4,456	\$15,997	\$5,625	\$12,350	\$10,148	\$7,660	\$5,675	\$8,480	\$5,805	\$3,905

12

MEMORANDUM

To: Board of Directors

April 13, 2018

From: David L. Bentley, Auditor-Controller 
Julie Blue, Auditor-Controller Successor 

Subj: Initial Review – Proposed FY18/19 Equipment Budget
\\:\ac\word\budget\19\equip budget 19 review 1.docx

RECOMMENDED ACTION: Initial Review and Provide Direction to Staff

FINANCIAL IMPACT: None at this time - \$250,000 proposed for June 19 Public Hearing

Presented for your initial review is the proposed FY 2018/19 (FY19) Equipment Budget. The proposed budget totals \$250,000, up \$40,000 from the adopted FY18 Equipment Budget (\$210,000). FY18 estimated actual expenditures are forecast to come in at \$172,000. The five-year financial plan included \$250,000 for equipment purchases for FY19.

A significant purchase included in the proposed budget is \$120,000 for a 5-yard diesel dump truck. This truck will replace a 1999 F550, 3-yard dump truck. Accompanying this memo is a chart showing ten years of equipment purchases history (Attachment A). Following the Proposed Equipment Expenditure Budget is the 5-Year Vehicle and Equipment Replacement Plan (Attachment B).

An additional Equipment Budget review is scheduled for May 15, and a public hearing and approval of the Equipment Budget is scheduled for June 19, 2018. Expression of Board comments and concerns early in the process is appreciated.

EQUIPMENT EXPENDITURES

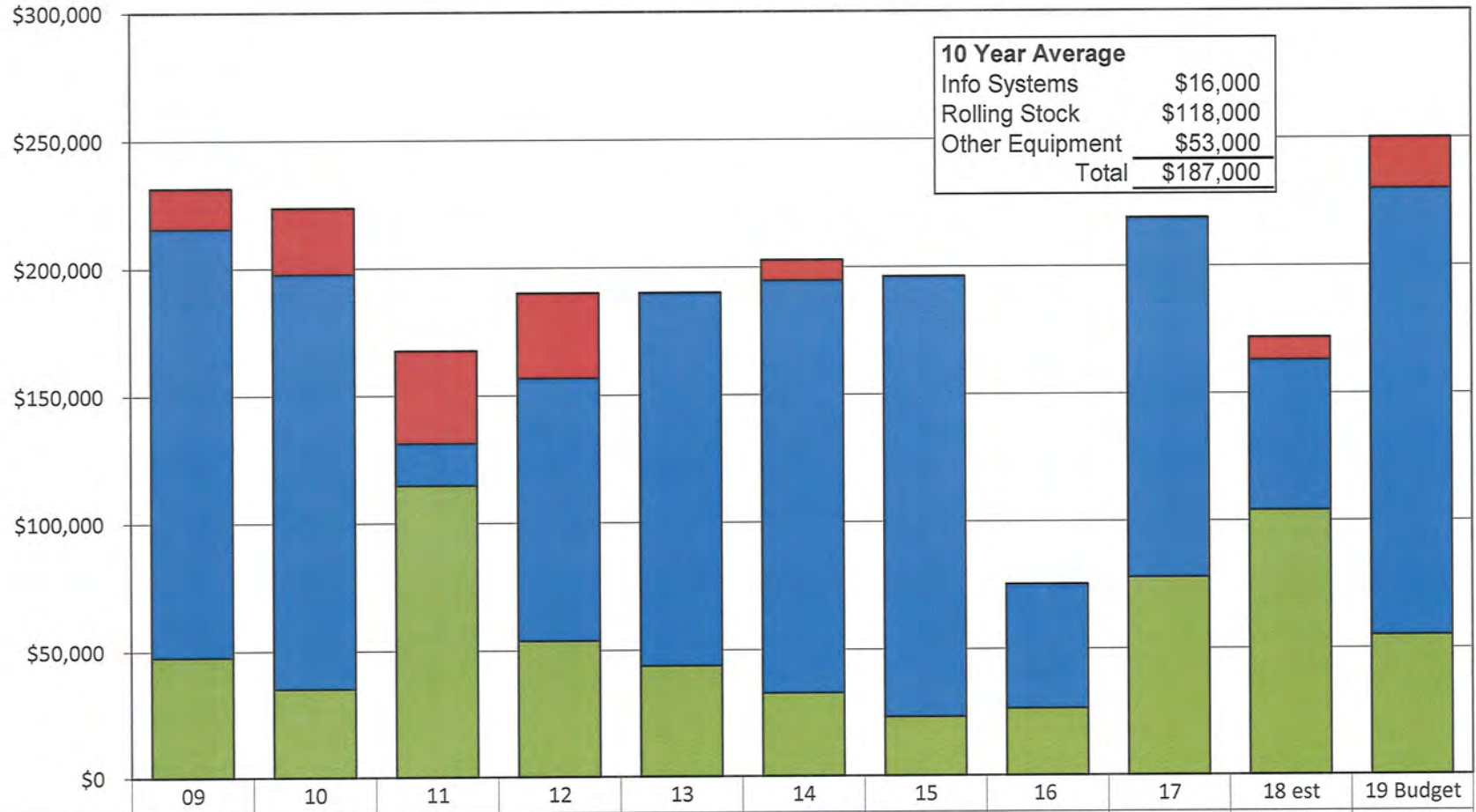
Fiscal Year 2018/2019 Budget

		Approved	Description
1 ADMINISTRATION			
12101.01.00	a. Website Upgrade	\$10,000	Modernize website to a current design making it more mobile and multiple browser friendly.
12101.01.00	b. Timekeeping Software Upgrade	\$10,000	Upgrade timekeeping system from slow outdated unsupported software.
		\$20,000	
2 CONSTRUCTION/MAINTENANCE			
12106.01.00	a. Pipe Locator ¹	\$8,000	Replace of pipe locator purchased in 2005.
12106.01.00	b. Fittings & Hose for Emergency Hose Trailer	\$6,000	Additional fittings & 500' of 1" hose for Hose Trailer.
		\$14,000	
3 OPERATIONS/MAINTENANCE			
12108.01.00	a. Autoclave for Lab ¹	\$27,000	Replace 25-year old autoclave. Parts availability is limited on this.
12108.01.00	b. Tire Balance Machine ¹	\$8,000	Equipment needed for mechanic shop.
12108.01.00	c. STP Reclaim Cleaning Pump ¹	\$6,000	Replacement of 25-HP trash pump.
		\$41,000	
4 VEHICLE & ROLLING EQUIPMENT EXPENDITURES			
			<u>Rolling Stock to be Transferred & Auctioned or Description</u>
12104.01.00	a. 5-Yard Diesel Dump Truck with sliding bed ¹	\$120,000	Replace '99 F550 3yd Dump w/90K miles.
12104.01.00	b. 1/2 Ton 4x4 Pickup 4-door with Shell ¹	\$40,000	03 Dodge Dakota transfer to Electrical/Mechanical crew.
12104.01.00	c. STP Equipment Cart	\$15,000	Equipment cart to transport tools and equipment at STP site.
		\$175,000	
Total		\$250,000	

	Adopted Budget	Estimated Actual	Proposed Budget
RECAP			
Equipment	\$147,000	\$113,000	\$75,000
Rolling Stock	\$63,000	\$59,000	\$175,000
	\$210,000	\$172,000	\$250,000

Note 1: Replacement

10 Year History of Equipment Purchases



	09	10	11	12	13	14	15	16	17	18 est	19 Budget
Info Systems	\$15,761	\$25,925	\$36,375	\$33,346	\$0	\$8,050	\$0	\$0	\$0	\$9,000e	\$20,000
Rolling Stock	\$168,055	\$162,696	\$16,671	\$103,057	\$146,305	\$161,834	\$172,989	\$48,812	\$141,044	\$59,000e	\$175,000
Other Equipment	\$47,520	\$35,082	\$114,612	\$53,724	\$43,764	\$32,884	\$23,231	\$26,374	\$77,802	\$104,000e	\$55,000
Total	\$231,336	\$223,703	\$167,658	\$190,127	\$190,069	\$202,768	\$196,220	\$75,187	\$218,846	\$172,000e	\$250,000

5-Year Vehicle Replacement Plan

Updated 4/11/2018

FY18/19	New Item Description	Replacement Item Description	Cost
1	5-Yard Diesel roll off Dump truck	#52 1999 F450 3-Yard dump	\$120,000
2	State Bid 1/2 ton 4x4 pick up 4 door with shell	#49 2003 Dodge Dakota to E/M Tech	\$40,000
3	STP Equipment Cart		\$15,000
4		Total	\$175,000

Note: #501, #58 or 59, #52 will be auctioned

FY19/20	New Item Description	Replacement Item Description	Cost
1	State Bid 1/2 ton 4x4 pick up 4X4	#47 2002 Chevy K1500	\$30,000
2	State Bid 1/2 Ton Pickup w/Tool Box and Radio	#53 2004 Chevy to pool	\$30,000
3	Backhoe 4X4 diesel W Enclosed Cab	#77 2004 John Deere Backhoe	\$125,000
4		Total	\$185,000

Note: #47, #510, #77 will be auctioned

FY20/21	New Item Description	Replacement Item Description	Cost
1	STP Forklift 5k lbs. cap Propane	#902E 2001 Hyster 50	\$40,000
2	5-Yard Diesel Dump truck	#44 2002 International	\$120,000
3	Hybrid Car w/ Radio	#510 2009 Toyota Prius	\$30,000
4		Total	\$190,000

Note: #56, #902E, and #44 will be auctioned

FY21/22	New Item Description	Replacement Item Description	Cost
1	1/2 ton V6 2WD w/Tool Box and Radio	#53 2004 Chevy 1500	\$35,000
2	1/2 Ton 4x4 Pickup w/Tool Box and Radio	#511 2010 Ford 4x4	\$35,000
3	1/2 ton V6 2WD w/Tool Box and Radio	#505 2008 Ford 3/4 ton 4X4	\$35,000
4	Hybrid Car w/ Radio	#56 2005 Honda Civic	\$30,000
5		Total	\$135,000

FY22/23	New Item Description	Replacement Item Description	Cost
1	250kw Portable generator	#73 STMO 225 KW PG	\$125,000
2	1/2 Ton 4x4 Pickup w/Tool Box and Radio	#512 2010 Ford	\$35,000
3	1/2 ton V6 2WD w/Tool Box and Radio	#54 2004 Chevy 1500	\$35,000
4		Total	\$195,000

Note: #57, #512 and #54 will be auctioned.

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13

MEMORANDUM

To: Board of Directors
From: Drew McIntyre, General Manager
Subject: 2018 Water Year Conditions Update
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April 13, 2018

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: None at this time

This report is a follow-up to the water conditions report given to the Board at the February 20, 2018 meeting. This water year is wrapping up to be similar to 2012 (as first reported in February). Rainfall in Novato through March is 12.9 inches (vs 15.8 inches in 2012) and rainfall through April 12 is 16.8 inches. A table of representative rainfall totals for various years with low winter month rainfalls is attached for your information (Attachment 1).

Lagunitas Creek

The good news on Lagunitas Creek is that rainfall from Oct 1 through April 1 was 31.6 inches at the Kent Lake gauge. This amount is 3.6 inches above the minimum "normal" year threshold of 28.0 inches thereby preventing any need to call for mandatory water reductions in our West Marin water system. As of April 12, Kent Lake gauge rainfall currently totals 36.4 inches.

Stafford Lake and Novato

On the Russian River, Sonoma County Water Agency (SCWA) declared dry year conditions as of March 1. With the robust March and early April rainfall events, there is a good chance that water supply conditions on the Russian River will change back to Normal on May 1 pursuant to SWRCB Decision 1610. Current water storage conditions in SCWA reservoirs are excellent. Through April 9th, Lake Mendocino holds just under 82,000 AF (99% capacity) and Lake Sonoma holds just under 230,000 AF (93% capacity) and there is ample water supply to meet the regions needs this summer (Attachments 2 & 3).

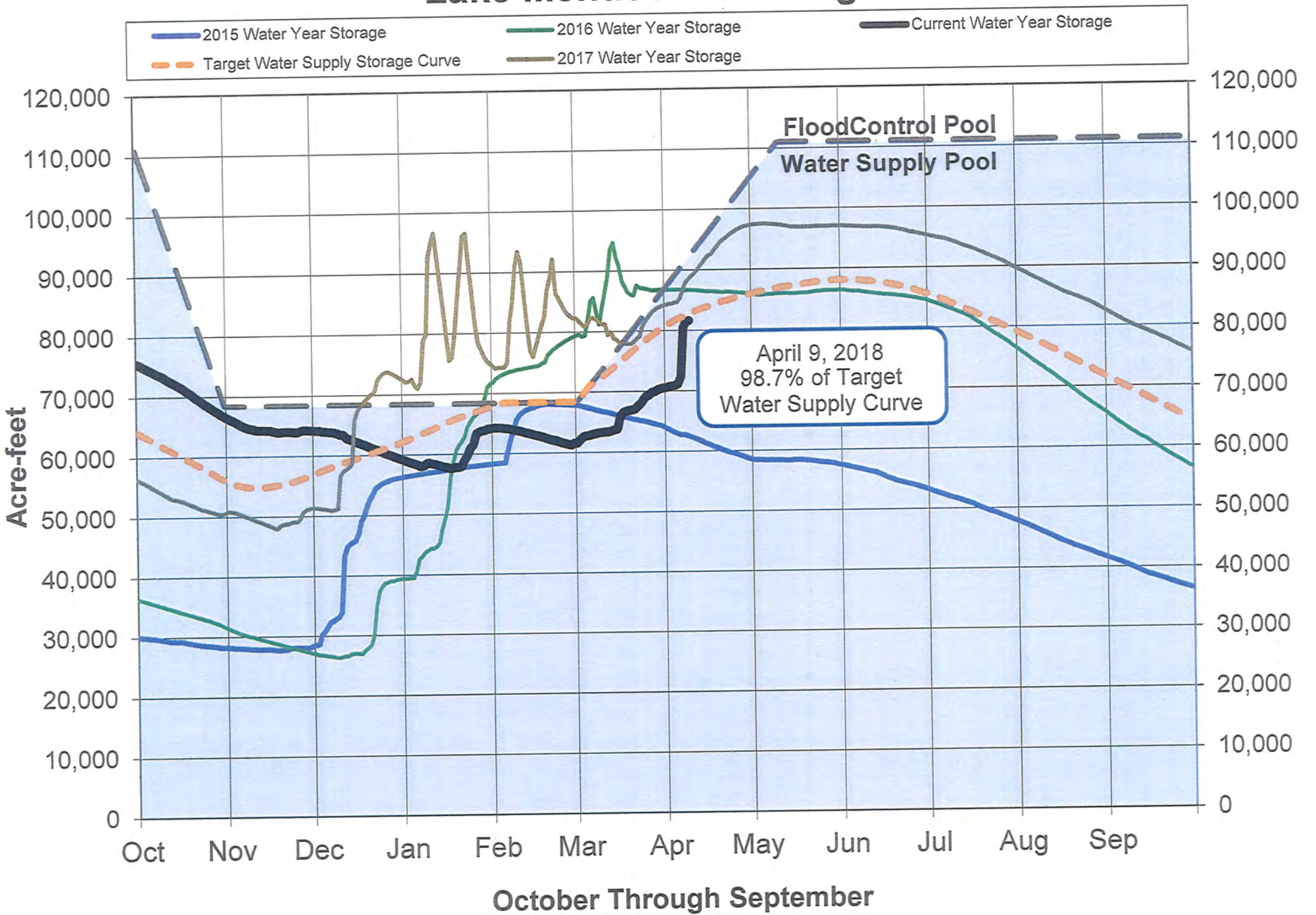
Stafford Lake storage has improved significantly and is at 74% capacity compared to 41% on February 14 of this year. In 2012, Stafford Lake storage was at 68% capacity at the end of winter rains. While the watershed soil is still saturated from the early April rains, additional storms are expected to be weak and will not fill Stafford Lake. That said, at a reservoir capacity above 74%, operations staff expects be no less than 15% below our FY18 production goal of 750 MG and will move into FY19 with a relatively modest production schedule with regularly scheduled plant production hours.

Dry Year Rainfall Location District Corp Yard

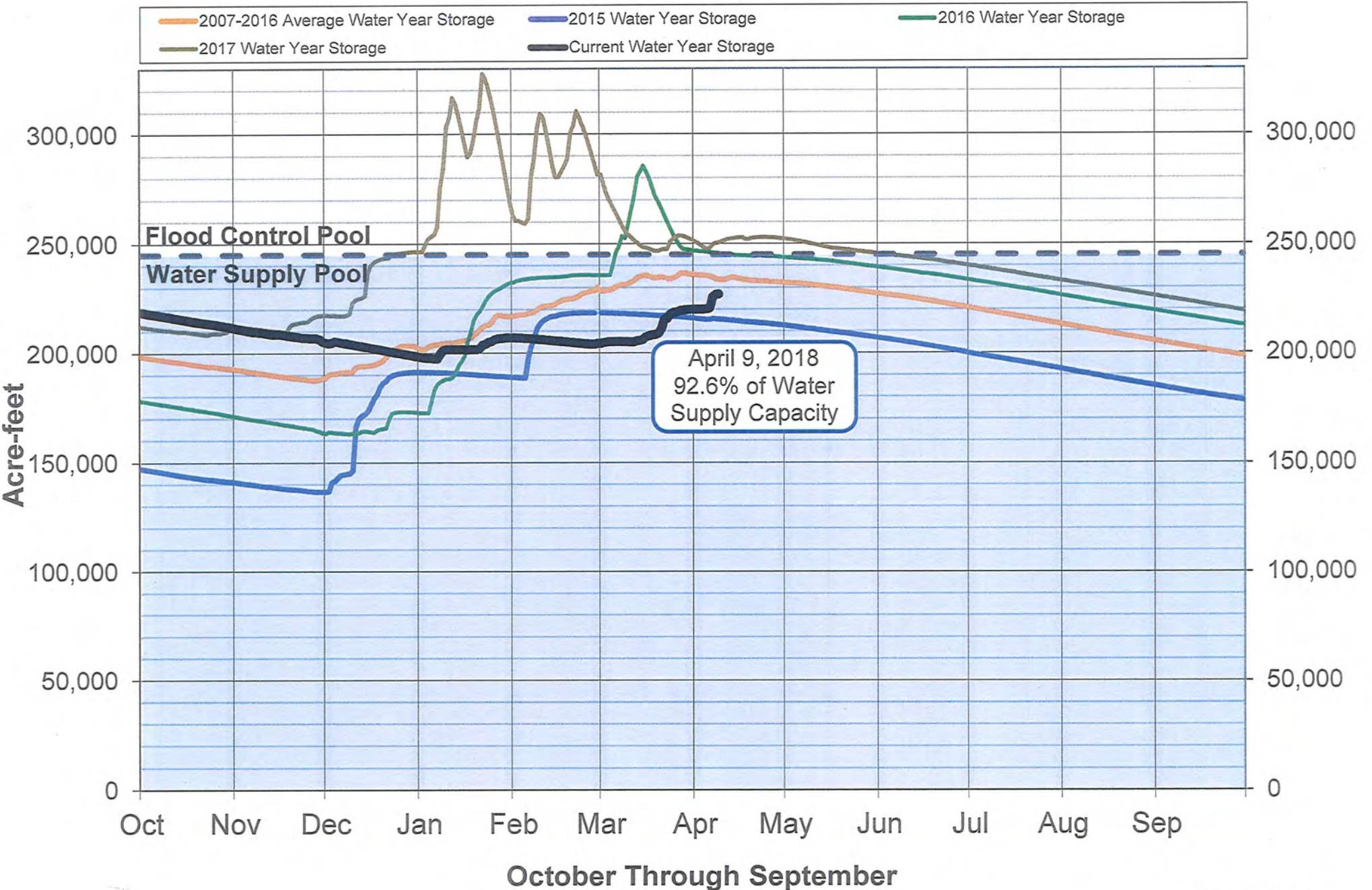
Year	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct-Mar Total	Water Year Total
1976	3.16	0.35	0.68	0.26	2.29	1.06	2.06	0.00	0.00	0.00	0.54	0.28	7.80	10.68
1977	0.43	1.45	1.25	2.17	1.33	2.69	0.15	1.04	0.00	0.00	0.08	0.70	9.32	11.29
1991	0.28	0.46	1.63	0.51	4.22	9.39	0.87	0.13	0.31	0.00	0.28	0.00	16.49	18.08
2007	0.53	2.91	4.66	0.58	4.37	0.13	1.14	0.38	0.02	0.01	0.02	0.06	13.18	14.81
2009	1.27	2.20	2.34	10.24	10.24	2.73	0.41	0.02	0.00	0.00	0.00	0.33	29.02	29.78
2012	2.04	2.53	0.10	3.40	2.08	5.69	0.47	0.00	0.00	0.00	0.01	0.00	15.84	16.32
2013	2.06	6.47	8.02	0.67	0.57	0.71	1.00	0.05	0.40	0.00	0.00	0.33	18.50	20.28
2014	0.00	1.21	0.92	0.03	7.84	2.56	1.07	0.01	0.00	0.00	0.00	0.30	12.56	13.94
2015	1.40	3.08	15.59	1.60	2.81	0.15	0.66	0.00	0.00	0.00	0.00	0.04	24.63	25.33
2018	0.17	2.17	0.02	5.35	0.45	4.74							12.90	

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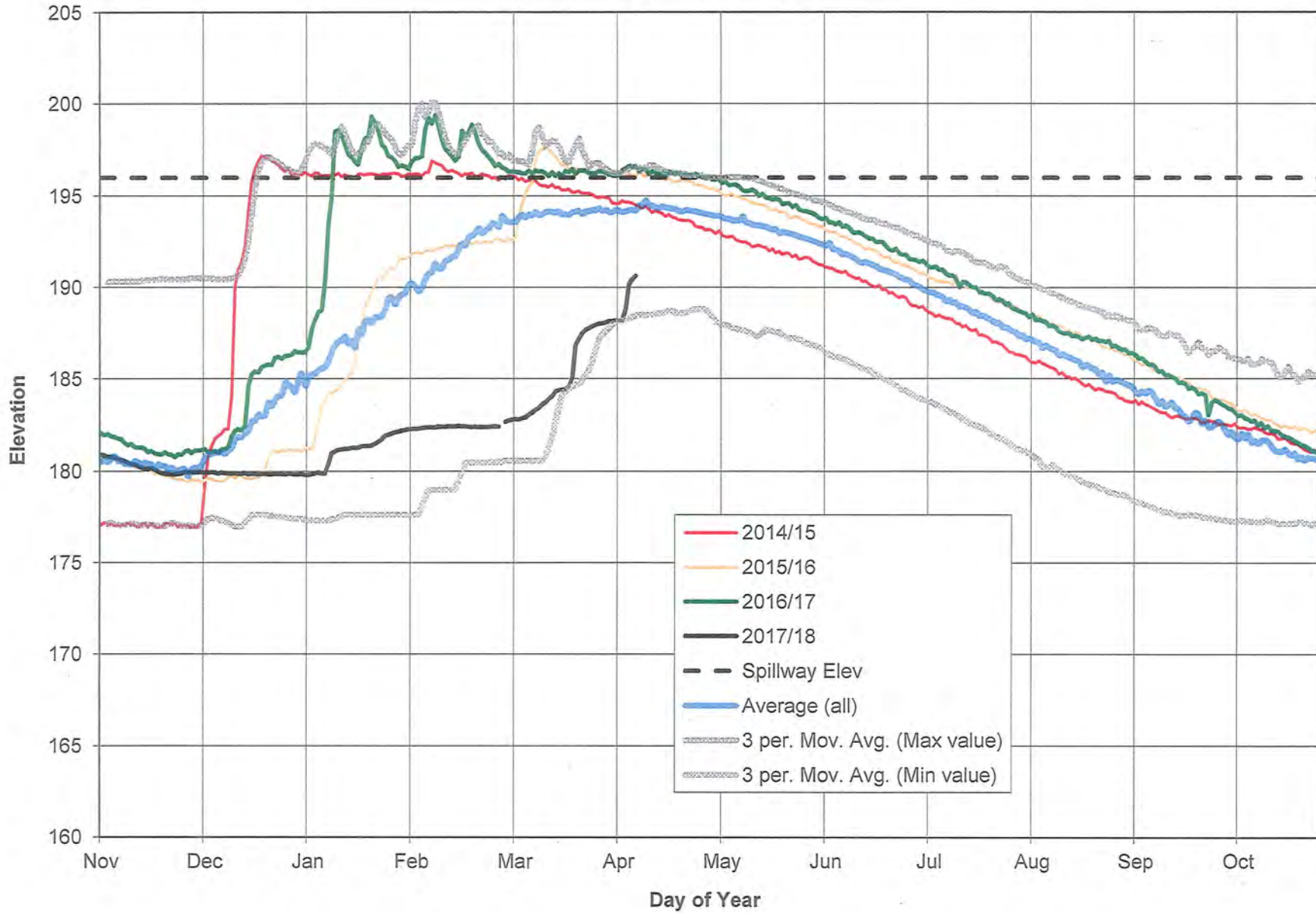
Lake Mendocino Storage



Lake Sonoma Storage



Stafford Lake Elevations
 1994 through 2018
 Excluding Non-Operation Period



14

Please join us for the North Bay Watershed Association 2018 Conference



2018

Extreme Future: *Fire, Floods, a Rising Bay*

Conference Objective:

The conference will bring together key leaders and stakeholders from around the North Bay to explore how the region can move forward to effectively manage our water resources in the face of increasingly severe natural disasters and a changing climate.

Who Will Attend?

Public officials, leaders in the environmental, scientific, and business sectors.

Friday, April 6th, 2018

Sheraton, Sonoma County

745 Baywood Drive
Petaluma, CA 94954

8:00 AM to 5:00 PM

8:00 AM Registration

9:00 AM Opening Presentation

12:15 PM Lunch

4:00 PM Wine Reception and Networking

Partial List of Speakers

The Honorable Jared Huffman, Congressman, California 2nd District

The Honorable Mike Thompson, Congressman, California 5th District

Lt. Colonel Travis J. Rayfield, Commander and District Engineer, U.S. Army Corps of Engineers, San Francisco District

Sam Schuchat, Executive Officer, California Coastal Conservancy

Grant Davis, General Manager, Sonoma County Water Agency

Registration

Online registration now open at nbwatershed.org/conferences/.

Register early and save!

Early Bird registration before March 1, 2018: \$95

Regular registration opens March 1, 2018: \$115

Late registration after March 28 and walk-ins: \$135

Student registration: \$30



Contact

Frances Knapczyk at (707) 252-4189 x3124 or Frances@naparcd.org.

Sophie Porcelli, NBWA Staff, at (707) 524-6430 or Sophie.Porcelli@scwa.ca.gov.

Please join us for the North Bay Watershed Association 2018 Conference

2018

Program

- 8:00 AM **Registration, Continental Breakfast and Networking**
- 9:00 AM **Welcome and Introduction**
Jack Gibson, NBWA Chair and Marin Municipal Water District Board of Directors
Morning Moderator: Damon Connolly, Supervisor, Marin County
- 9:10 AM **Morning Keynote Speaker**
Grant Davis, General Manager, Sonoma County Water Agency
- 9:30 AM **PANEL – Responding to a Rising Bay**
Sam Schuchat, Executive Officer, California Coastal Conservancy
Allison Brooks, Chair, Resilient by Design Executive Board
Max Korten, Director of Parks and Open Space, Marin County
- 10:45 AM **Break**
- 11:00 AM **PANEL – Preparing for the New Normal: Floods**
Dr. Fraser Shilling, UC Davis
Dr. Lisa Micheli, President and CEO, Pepperwood Preserve
Rick Thomasser, Napa County Flood Control and Water Conservation District
- 12:15 PM **Lunch**
- 1:00 PM **Luncheon Keynote Discussion – Leadership from the North Bay**
Introduction and Afternoon Moderator: Ryan Gregory, Supervisor, Napa County
Facilitator: Brad Sherwood, Government Affairs Manager,
Sonoma County Water Agency
Congressman Jared Huffman, California 2nd District
Congressman Mike Thompson, California 5th District
- 1:45 PM **Break**
- 2:00 PM **Afternoon Speaker**
Introduction: Ryan Gregory, Supervisor, Napa County
Lt. Colonel Travis J. Rayfield, Commander and District Engineer, U.S. Army
Corps of Engineers San Francisco District
- 2:30 PM **PANEL – October 2017 Fires: Regional Response and Planning for Future Risks**
Bill Dodd, California Senator, District 3
Belia Ramos, Supervisor, Napa County
Valerie Minton Quinto, Executive Director, Sonoma Resource Conservation District
- 3:45 PM **Summary and Next Steps**
Steve Moore, Vice Chair, California State Water Resources Control Board
- 4:00 PM **Wine Reception and Networking**



15

DISBURSEMENTS - DATED APRIL 5, 2018**Item #15**

Date Prepared 4/3/18

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	Alpha Analytical Labs	Lab Testing	\$60.00
2	Amazon	USB Converter Cable, Single Lan Switch to Replace 2 Switches @ STP (\$959), PC Monitors (2) (\$345) & Virtual Server Back-up Drives (3) (\$341)	1,663.30
3	Arrow Benefits Group	March Dental Admin Fee	288.15
4	Athens Administrators	Feb Bill Review Fees & April Workers' Comp Admin Fee (\$1,000)	1,228.77
5	AT&T	March Internet Connection	94.00
6	AWWA CA-NV SEC	Target Solutions Subscription (1/18-12/18) (Budget \$6,080) (Online Certification Training)	5,907.00
7	Betette, Robert M.	Novato "Toilet Rebate" Program	200.00
8		Cafeteria Plan: Uninsured Medical Reimbursement	296.00
9	Cummings Trucking	Sand (81 yds) (\$5,212) & Rock (66 yds)	7,769.05
10	Davis, Daniel O	Pallet Recycling (152)	83.60
11	Ferguson Waterworks	1.5" Meter Register (\$165), 5/8" Meter Registers (50) (\$7,459), Fiberlyte Lids (17) (\$689), Service Saddles (8), Meter Flanges (8), Corp Stops (10), Meter Couplings (8) Ells (6), Bushings (4), Trans Couplings (4) (\$616), Hyd Extensions (4) (\$286), Nipples (4) & Copper Pipe (120') (\$1,335)	10,572.08
12	Fisher Scientific	Standard (Lab)	52.85
13	GHD Engineering	Prog Pymt#2: FEMA Grant Applications (Balance Remaining on Contract \$5,339)	6,747.75
14		Cafeteria Plan: Uninsured Medical Reimbursement	1,113.60

Seq	Payable To	For	Amount
15	Grainger	HVAC Filters (\$138), Clear Wrap (1,500'), Plumbing Supplies (\$141) (STP), Pilot Drill Bit, 1 1/4" Sump Pump (STP) (\$159) & Square Stock (6') (STP)	496.64
16	Hach	Lamp Lens End (STP)	80.73
17	InfoSend	March Processing Fee for Water Bills (\$1,332) & Postage (\$3,734) & February Monthly Support Fee	5,842.49
18	Lucchesi, Sarah	Cafeteria Plan Reimbursement	416.66
19	Madsen, Frank	Novato "Toilet Rebate" Program	200.00
20	Maltby Electric	Wire & Electrical Supplies (\$371) to Power Portable Storage Containers Used by AMI Contractors	466.31
21		Cafeteria Plan: Uninsured Medical Reimbursement	144.84
22	McLellan, WK	Misc Paving	28,900.84
23	Mehrnaz, Rezayati	Refund Overpayment on Open Account	76.47
24	Mountain Cascade	Final Payment: RW Central Service Area Phase B East of Hwy 101 (Total Cost \$3,820,219)	266,623.15
25	Neopost USA	April Postal Meter Rental	108.20
26	NSI Solutions	QC Sample (Lab)	51.25
27	O'Toshi, Kathryn	Refund Overpayment on Closed Account	129.53
28	Pace Supply	Connection Rings (30), Double Check Valve (\$366), Lids w/Neptune Recessed Probes (80) (\$3,892), Service Saddle, Cad Welders (2) (\$128) & Cad Weld Flint Igniters (4)	3,617.88
29	Pearce, Robert	Exp Reimb: Safety Boots	200.00
30	Peterson Trucks	Fuel/Water Separator Drain Valve, Air, Oil, Fuel & Cabin Filters & Motor Oil (8 gal) (\$104)	337.74
31	Pickford, Linda	Refund Overpayment on Open Account	35.25
32	Protection Engineering	Zinc Anodes (50)	3,321.73

Seq	Payable To	For	Amount
33	Recology Sonoma Marin	April Trash Removal	465.08
34	Redwood Engineering	Refund Security Deposit on Hydrant Meter Less Final Bill	840.16
35	Red Wing Shoe Store	Safety Boots (Ielmorini, Miranda & Davenport)	537.26
36	Sequoia Safety Supply	Antacid (200), Brief Relief Urine Bags (100) (\$259), Jacket (\$63) & Lime Green Safety Pants (2)	388.74
37		Cafeteria Plan: Uninsured Medical Reimbursement	1,999.92
38	Tamagno Green Products	Sludge Removal @ STP (28 yds)	700.00
39	USA BlueBook	5 Hole Hydrant Wrenches (8)	236.37
40	VWR International	Standards (3) (Lab)	78.65
41	Wildcat Engineering	Prog Pymt#2 & #3: Onsite Retrofit for RW Central Area (Balance Remaining on Contract \$437,113)	105,196.13
42	Wiley Price & Radulovich	February Legal Services (Labor & Employment Law)	82.50
43	Winzer	Nuts, Washers, Hand Cleaner, Grinding Discs (20) (\$179), Cut-off Wheels (25) (\$96), Nuts, Washers, Wire Nuts & Connectors	572.59
		TOTAL DISBURSEMENTS	<u>\$458,223.26</u>

The foregoing payroll and accounts payable vouchers totaling \$458,223.26 are hereby approved and authorized for payment.



Auditor-Controller

4/3/18

Date



General Manager

4/3/18

Date

DISBURSEMENTS - DATED APRIL 12, 2018

Date Prepared 4/10/18


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

<u>Seq</u>	<u>Payable To</u>	<u>For</u>	<u>Amount</u>
P/R*	Employees	Net Payroll PPE 3/31/18	\$146,700.72
EFT*	US Bank	Federal & FICA Taxes PPE 3/31/18	61,328.36
EFT*	State of California	State Taxes & SDI PPE 3/31/18	12,622.62
EFT*	CalPERS	April Health Insurance Premium (Employees \$47,176, Retirees \$11,232 & Employee Contribution \$8,684)	67,092.52
EFT*	CalPERS	Pension Contribution PPE 3/31/18	35,572.52
1	ADTS	Annual Random Testing Compliance Program (Watkins, Ielmorini)	139.00
2	Alpha Analytical Labs	Lab Testing	2,080.00
3	Alphagraphics Marin	Postage (West Marin Waterline Spring 2018 - \$128 & Novato - \$3,032)	3,159.38
4	AT&T	Telephone (\$60), Fax (\$73), Data (\$318) & Leased Lines (\$190)	640.65
5	Bay Alarm	Quarterly STP Fire Alarm Monitoring Fee	338.19
6	CDW-Government	PLC Battery Backups (2) (\$227) & Consumer Services Printer Drum	370.33
7	Cole-Parmer Instrument	Counting Cells (2) (Lab)	141.57
8	CT Promotions	Rain Gauges (170) (Conservation Giveaways)	494.12
9	DataTree	March Subscription to Parcel Data Information	100.00
10	DB Claims Services Group	March Adjustment Services - 824 Albatross Water Damage Claim	480.00
11	Dell Computers	Virtual Server	8,599.51
12	Demsey, Filliger & Associates	GASB 75 OPEB Actuarial Valuation	4,000.00
13	Direct Line	March & April Telephone Answering Service	360.50

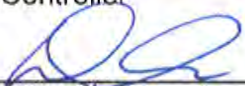
Seq	Payable To	For	Amount
14	Ferguson Waterworks	Service Saddles (8) (\$494), Meter Flanges (8), Corp Stops (10) (\$298) & Meter Couplings (8)	995.38
15	Friedman's Home Improvement	Black Point Power Pole for Pressure Regulator	378.66
16	Golden Gate Petroleum	Gasoline (\$2.97/gal) & Diesel (\$3.03/gal)	2,372.25
17	Grainger	Wire Cloth (2-24") (STP), Screw Extractor Set, Tubing Cutter (\$55), Wheel Chocks (2), Hose Clamps (4), Hose Barbs (2) (\$177) & Tool Hanging Kits for New On-Call Van (\$292)	702.67
18	ICF International	Prog Pymt#7: Consulting Services for Steelhead Habitat Survey in Upper Novato Creek (Balance Remaining on Contract \$2,587)	67.50
19	Kaiser Foundation Health Plan	Pre-Employment Physicals (Duston & Ocodhain)	130.00
20		Cafeteria Plan: Uninsured Medical Reimbursement	35.00
21	Leighton Stone	2 Way Valves (STP)	240.35
22	Lincoln Life	Deferred Compensation PPE 3/31/18	12,363.42
23	Maltby Electric	Electrical Conduit, Elbows (2)	71.87
24	Metrohm USA	Sampling Needle (\$366) & Metrohm Autosampler Repair (\$5,689) (Lab)	6,055.53
25	Miller Pacific Engineering	Prog Pymt#16: Geotechnical Services Old Ranch Rd Tank (Balance Remaining on Contract \$7,695)	3,000.00
26	Nationwide Retirement Solution	Deferred Comp 3/31/18	2,150.00
27	Pace Supply	Elbows (2), Nipples (2) (\$191), 4" Pipe (20'), Extensions (4) (\$383) & Pipe Adaptor	732.92
28	Pollard Water	3/4" Tube Rounder	109.53
29	Preferred Alliance	Pre-Employment Drug Screen (Ocodhain & Duston)	84.00
30	Red Wing Shoe Store	Safety Boots (Kurfirfirst)	200.00

Seq	Payable To	For	Amount
31	RGM and Associates	Prog Pymt#6: Perform Third Party Labor Compliance Monitoring for San Mateo Tank Recoating Project (Balance Remaining on Contract \$4,828)	1,212.50
32	Soiland	Asphalt Recycling (6 tons)	29.80
33	Univar	Sodium Hypochlorite (200 gal) (STP)	424.46
34	USA BlueBook	Hose Shanks (4) (\$96) & Plastic Cutter	147.11
35	Verizon Wireless	Cellular Charges: Data (\$328), Airtime (\$117) & Cell Phones (2) (\$182) (Arendell) (19)	627.77
36	Verizon Wireless	AMI Gateways (26) (\$583), O.M. & Novato SCADA & CIMIS Station	658.28
37	Zoeckler, John	Refund Overpayment on Closed Account	106.45
TOTAL DISBURSEMENTS			<u>\$377,115.44</u>

The foregoing payroll and accounts payable vouchers totaling \$377,115.44 are hereby approved and authorized for payment.


4/10/18

 Auditor-Controller Date


4/10/18

 General Manager Date

MEMORANDUM

To: Board of Directors
 From: David L. Bentley, Auditor-Controller
 Subj: Self-Insured Workers' Comp – 3rd Quarter Status Report
(\aclword\personnel\wclself ins status 0318.docx

April 13, 2018

RECOMMENDED ACTION: None

FINANCIAL IMPACT: Cumulative Savings of \$578,500

The District returned to self-insuring its workers compensation liability effective July 1, 2011, after the low-cost proposal for first-dollar workers' compensation coverage increased 20% over the prior year, to \$159,331. The avoided-cost since returning to self-insurance is calculated at \$425,478. When the Reserve for Future Medical (which is the estimated cost to fully resolve open claims) is added, the total cash outlay avoided to date, including interest earned on the cost avoided, is \$578,500. This cash is set-aside in a reserve for future claims.

Through the nine months of FY18, the District incurred five claims. Attached are charts showing a 10-year history of annual claims cost (average \$73,000 per year) and 10-year history of claims frequency (average 7 claims per year).

	FY12 through FY15	FY16	FY17	FY18	Cumulative
Premium Avoided	\$845,391 ¹	\$212,135 ²	\$191,000 ³	\$81,945 ⁴	\$1,330,471
<u>Self-Insurance Cost</u>					
Medical/Indemnity	(174,705)	(8,162)	(252,285)	(12,486)	(447,639)
Third-Party Administration	(48,000)	(12,000)	(12,000)	(9,000)	(81,000)
Excess Insurance Premium ⁵	(193,292)	(54,462)	(58,638)	(37,492)	(343,884)
Legal/Miscellaneous	(21,646)	(2,946)	(1,102)	(6,777)	(32,471)
Net Cost Avoided	\$407,749	\$134,565	(\$133,026)	\$16,190	\$425,478
Reserve for Future Medical	0	0	109,174	13,934	123,108
Total Cash Outlay Avoided	\$407,749	\$134,565	(\$23,851)	\$30,123	\$548,586
Interest Earned on Cash Outlay Avoided	5,431	6,022	9,124	9,337	29,914
Cash Savings	\$413,180	\$140,587	(\$14,727)	\$39,460	\$578,500

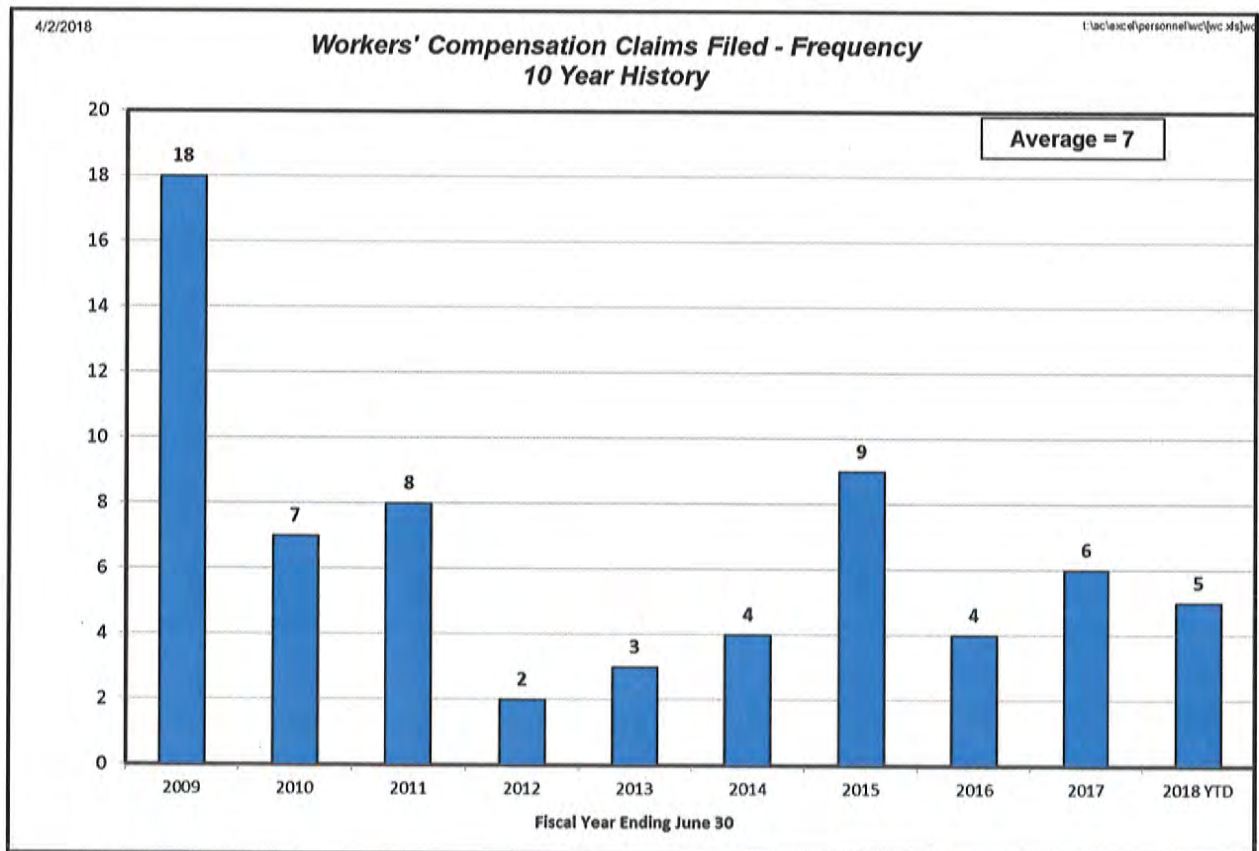
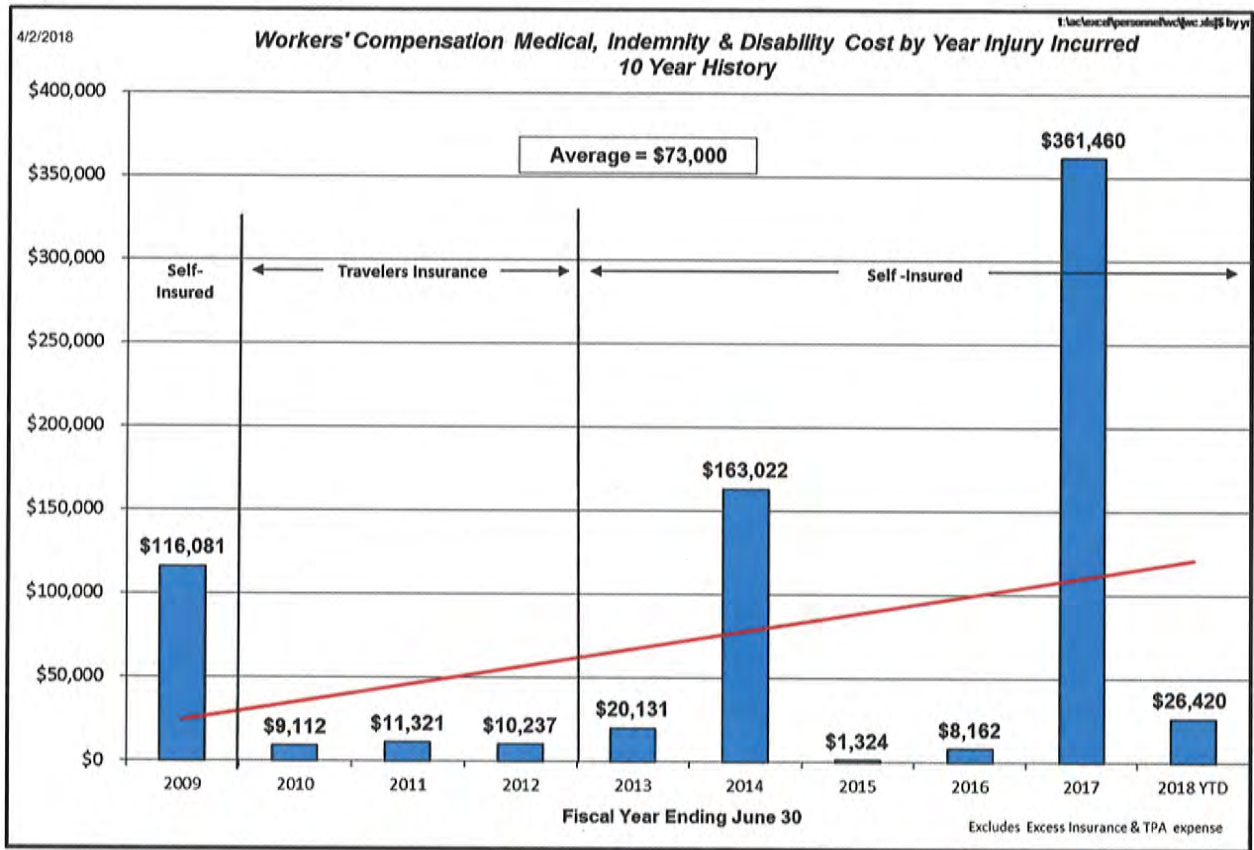
¹ Proposed annual premium of \$159,331 (FY12), \$170,574 (FY13), \$311,764 (FY14) and \$203,722 (FY15)

² New York Marine and General Insurance Company was the low cost proposal with an annual premium of \$212,135.

³ Allied World Assurance was the low cost proposal with an annual premium of \$191,000.

⁴ Zenith Insurance Company was the low cost proposal with an annual premium of \$109,260.

⁵ Excess Insurance Protects the District against Catastrophic Loss Exceeding \$1,000,000 per claim.





March 30, 2018
NMWD Account # <AccountNo>

<SCpostal Info> <BreakLine>
<FullName>
<Company>
<Add2>
<Add1>
<<City> <State> <Zip>
<BarCode>

999 Rush Creek Place
P.O. Box 146
Novato, CA 94948

PHONE
415.897.4133

EMAIL
info@nmwd.com

WEB
www.nmwd.com

Re: Notice of Proposed Water Rate Increase

Dear Customer:

The mission of North Marin Water District (NMWD) is to provide an adequate supply of safe, reliable and high-quality water to our customers at reasonable cost consistent with good conservation practices and minimum environmental impact. To fulfill this mission, NMWD must generate revenue sufficient to cover its cost of operations.

Accordingly, North Marin Water District is proposing an increase in the cost of water which averages \$2.50 per month (4.5%) for the typical Novato customer, effective June 1 of 2018.

This letter provides details on the need for the increase and information about the public hearing where public comment will be taken prior to a vote by the District Board of Directors on the proposed water rate increase.

You can determine the increase in your annual water cost based on your personal water use over the past year from our website. Insert your NMWD account number and the name on your account into the Rate-Increase Model on NMWD's website at https://www.nmwd.com/account_balance.php

REASON FOR THE PROPOSED INCREASE

Higher Water Cost: The Sonoma County Water Agency (SCWA), which provides 80% of Novato's water supply, is increasing the rate it charges NMWD for Russian River water by 4% effective July 1, 2018.

Water System Infrastructure Maintenance: The Novato water system includes 333 miles of pipeline, 38 million gallons of finished water storage distributed across 33 tanks, 26 pump stations, 13 pressure regulating stations, 2,656 fire hydrants and a multitude of valves, all of which require ongoing maintenance. The District is now 70 years old and much of the pipeline installed in the early years is nearing the end of its useful life, thus requiring future replacement.

RATE COMPARISON

NMWD's rates remain reasonable as demonstrated by the "Urban Area Water Cost Comparison" (page 4 of this letter) which compares NMWD's cost of water service to 16 counterpart water providers in the San Francisco Bay Area. This chart shows that the typical cost of service for a Novato single-family residence is just above the median of these comparison agencies.

DIRECTORS: JACK BAKER • RICK FRAITES • JAMES GROSSI • MICHAEL JOY • STEPHEN PETERIE
OFFICERS: DREW MCINTYRE, General Manager • TERRIE KEHOE, District Secretary
DAVID L. BENTLEY, Auditor-Controller • ROCKY VOGLER, Chief Engineer

PROPOSED RATE INCREASE

A table showing the existing and proposed rates and charges is included on page 3 of this letter.

Residential Accounts: It is proposed that a 4.5% increase in the commodity rate and the bimonthly service charge be implemented effective June 1, 2018. For the typical Novato single-family residence, the proposed increase in the total cost of water (commodity charge plus bimonthly service charge) would add \$2.50 per month (\$5.00 per bimonthly bill) to the cost of water beginning June 2018.

Non-Residential Accounts (Commercial, Institutional & Irrigation): It is proposed that a 4.5% increase in the commodity rate and the bimonthly service charge be implemented effective June 1, 2018. The increase for non-residential customers will vary based upon water use. In Novato the median non-residential account uses more water than the median residential account, but would still see an increase in the total cost of water (commodity charge plus bimonthly service charge) of 4.5%. You can determine the increase in your annual water cost based on your consumption over the past year from our website. See the boxed area above for instructions.

WATER RATE PUBLIC HEARING

A public hearing will be held at the NMWD office (999 Rush Creek Place, Novato) at 6:00 p.m. on Tuesday, May 15, 2018, to consider enactment of an increase of up to 4.5% effective June 1, 2018.

HOW TO PARTICIPATE

You are invited to present oral or written testimony on these proposals at the public hearing. You have the right to protest these proposed rate increases. If you do, you must submit your protest in writing, even if you plan to attend the public hearing. If written protests are submitted by a majority of the affected property owners or customers, the proposed increases will not be imposed.

Your written protest must be received prior to the close of the May 15, 2018 public hearing. Written protests must be signed by the property owner or customer of record and must include a description of the parcel (parcel number) or NMWD account number. Send or deliver written protests to:

District Secretary
North Marin Water District
PO Box 146
Novato, CA 94948

For more information visit NMWD's website at www.nmwd.com or call the District Secretary at (415) 897-4133.

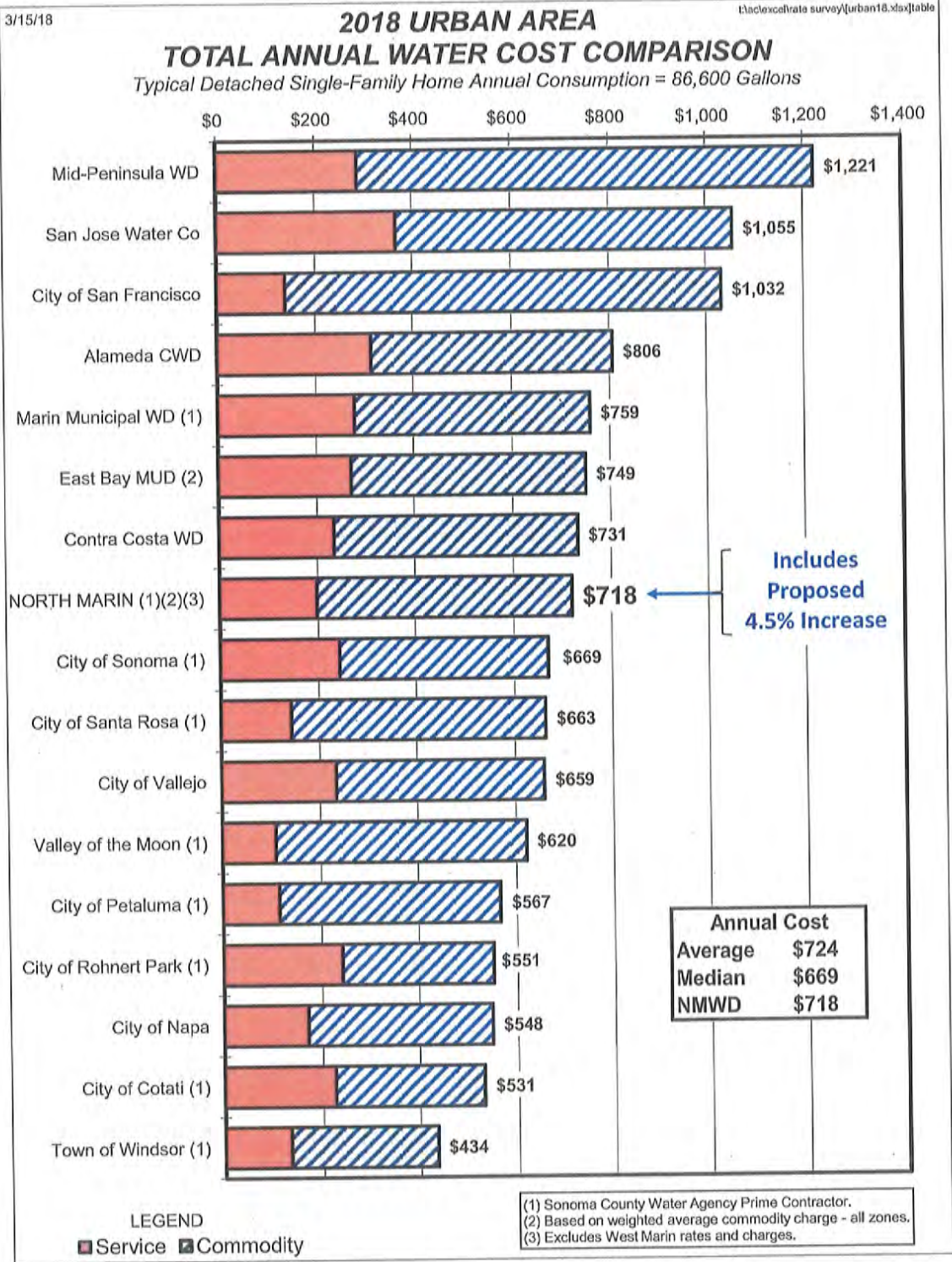
Sincerely,



Drew McIntyre
General Manager

NOVATO WATER CHARGES

ABI-MONTHLY SERVICE CHARGE OF:	Existing	Proposed	%
	6/1/17	6/1/18	Increase
STANDARD 5/8-INCH METER	\$31.50	\$33.00	4.5%
1 -inch residential meter for fire sprinklers	\$35.70	\$37.50	4.5%
1 -inch meter	\$63.00	\$66.00	4.5%
1.5 -inch meter	\$77.00	\$80.50	4.5%
2 -inch meter	\$120.00	\$125.50	4.5%
3 -inch meter	\$238.00	\$248.50	4.5%
4 -inch meter	\$382.00	\$399.00	4.5%
6 -inch meter	\$799.00	\$835.00	4.5%
8 -inch meter	\$1,191.00	\$1,244.50	4.5%
PLUS A QUANTITY RATE OF:			
<u>Residential rate for each 1,000 gallons</u>	<u>Rate</u>	<u>Rate</u>	
First 615 gallons per day	\$5.01	\$5.24	4.5%
616 - 1,845 gallons per day	\$7.99	\$8.35	4.5%
Use in excess of 1,845 gallons per day.....	\$13.91	\$14.54	4.5%
<u>Rate for each 1,000 gallons for all other potable water accounts</u>			
Commercial, institutional & irrigation accounts - 11/1-5/31....	\$5.52	\$5.77	4.5%
Commercial, institutional & irrigation accounts - 6/1-10/31....	\$5.93	\$6.20	4.5%
<u>Rate for each 1,000 gallons for non-potable water</u>			
Recycled Water	\$5.52	\$5.77	4.5%
Raw (Untreated) Water	\$2.28	\$2.38	4.5%
PLUS AN ELEVATION ZONE RATE FOR EACH 1,000 GALLONS OF:			
<u>Zone Elevation</u>	<u>Rate</u>	<u>Rate</u>	
A 0 through 60 feet.....	\$0.00	\$0.00	-
B 60 feet - 200 feet.....	\$0.60	\$0.63	4.5%
C 200 feet +.....	\$1.92	\$2.01	4.5%
Hydrants or Temporary Service.....	\$7.85	\$8.21	4.5%



MEMORANDUM

To: Board of Directors
From: Ryan Grisso, Water Conservation Coordinator *RG*
Subject: Public Outreach Plan for 2018
V:\Memos to Board\Public Outreach for 2018.doc

April 13, 2018

RECOMMENDED ACTION: None
FINANCIAL IMPACT: None

The District participates in many public outreach activities throughout the year. Staff has compiled an outreach list planned for 2018.

Water Line Newsletter: The Water Line newsletter has been the cornerstone of the District public outreach program since 2000. To date, the District has sent out 39 Water Line newsletters normally in Spring and Fall. This year the District is again planning a Spring and Fall edition of the Water Line. The Spring edition (likely to be distributed in May/June) will focus on the District's 70 Year Anniversary, Recycled Water and AMI Deployment project updates, along with advertisements for various water conservation programs offered by the District. The Fall edition (likely to be distributed in October/November) will thank customers for their summer conservation efforts and recap notable accomplishments (including construction of capital projects) in 2018.

Social Media Outreach: The District continues to participate in social media outlets to inform the public on various items related to the District.

- 1) Facebook: The District currently has 1,193 "likes" on Facebook, which roughly equates to the number of people that receive a District post on their feed. The District has also utilized the boosting post option (for a small fee), for a larger target audience. Staff usually reserves "boosting" for posts that need extra attention or deeper penetration into the customer base (e.g. Garden Tour Announcement and Pipe Freeze Alert).
- 2) NextDoor: Staff has created a NextDoor account and plans to do regular postings to service area designated neighborhoods regarding District information (NextDoor is an emerging social media outlet allowing neighborhood level communication).

Water Smart Portal: Staff is planning on using customer specific outreach targeting tools on the AMI Water Smart portal to offer various conservation programs including the Water Smart Home Survey and Weather Based Irrigation Controller Rebate programs. Staff will be able to create customer lists

using tools in the portal that determine specific water uses including, but not limited to, who is using water for landscape purposes as well as customers irrigating seven days per week. Staff will be able to send out targeted communications to these registered customers offering applicable water conservation programs customized to their water use.

Sonoma Marin Saving Water Partnership (SMSWP) 2018 Outreach Campaign: Each year the SMSWP facilitates a multi-media public outreach program focusing on water use efficiency. This campaign is disseminated throughout the region via radio and print in English and Spanish. Specifically in Novato, campaign ads are placed in the Marin IJ and Novato Advance, typically during the peak water use season.

Highway 101 Banner: The District will produce a new banner to be mounted on the heavy equipment shed in the yard (facing Highway 101) with a water conservation theme (possibly in coordination with the 2018 SMSWP Summer Campaign) which will also include a reference to the District's 70 year anniversary.

Outreach Events: The District is participating in various outreach events this year and with the added focus on the 70th year anniversary.

- 1) Tour of Novato: May 5, 2018. The District will staff a booth with a youth game and standard giveaway items. We will also be giving away the 70th anniversary 16 ounce drinking glasses.
- 2) Eco-Friendly Garden Tour: May 5, 2018. The District has one garden on the tour this year and staff will be there for a portion of the time to staff a small table.
- 3) Residential Evacuation Drill: May 5th, 2018. The District will also be staffing a booth at the Novato Fire District's (NFD) Residential Evacuation Drill event at the Margaret Todd Senior Center. Staff will be giving away the 70th anniversary glasses and be there to answer District related questions.
- 4) Fourth of July Parade: Staff is currently planning to participate in the 4th of July Parade with a decorated District vehicle and giveaway items (likely rubber duckies).

Website Update: The District has authorized Core Utilities to update the website to improve appearance with increased functionality over multiple web browsers.

MEMORANDUM

To: Board of Directors

April 13, 2018

From: Nancy Williamson, Senior Accountant *NW*

Subj: Information – FY18 3rd Quarter Labor Cost Report
t:\aclword\memo\18\3rd qtr labor cost rpt.doc

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: None

Total labor cost increased \$14,271 (0.3%) from the prior fiscal year. Attached in graphical format is a five-year comparative summary of total labor cost (Attachment A), overtime cost (Attachment B) and temporary employee cost (Attachment C) expended during the first 9 months of each fiscal year. Also attached is a summary of total labor cost vs. budget (Attachment D), which shows that labor was 6.7% under budget through the 3rd quarter of the fiscal year.

Department	Increase / (Decrease) in Labor Cost vs prior FY	% Change
Administration	(\$32,004)	(1.9%)
Engineering	\$37,678	4.0%
Operations/Maint	(\$38,209)	(1.8%)
Construction/Maint	\$46,805	4.5%
Net Increase/(Decrease)	\$14,271	0.3%

Comment on Change from Prior Year

Administration: Labor Cost decreased \$32,004, or 1.9%. The decrease is due to an overlap in the Administration Department in FY17 from January 16, 2017 through May 2, 2017 while Drew McIntyre transitioned from Assistant General Manager to General Manager upon the retirement of the previous General Manager on May 2, 2017. The decrease is also due to a FSR, who had been out on medical leave since January, exhausted his Paid Leave Bank and went unpaid from September 12, 2017 until his return to work on October 20, 2017. The General Manager, Accounting/HR Supervisor and District Secretary positions were all filled with lower salaries than their predecessors. The decrease was offset by an overlap in the Accounting/HR Supervisor position beginning on October 10, 2017 due to a retirement on November 30, 2017 and an overlap in the Auditor Controller position beginning March 19, 2018 to replace David Bentley who is planning to retire on May 1, 2018. There were also three 5% step increases, and the 2.7% labor cost increase effective October 1 of 2017.

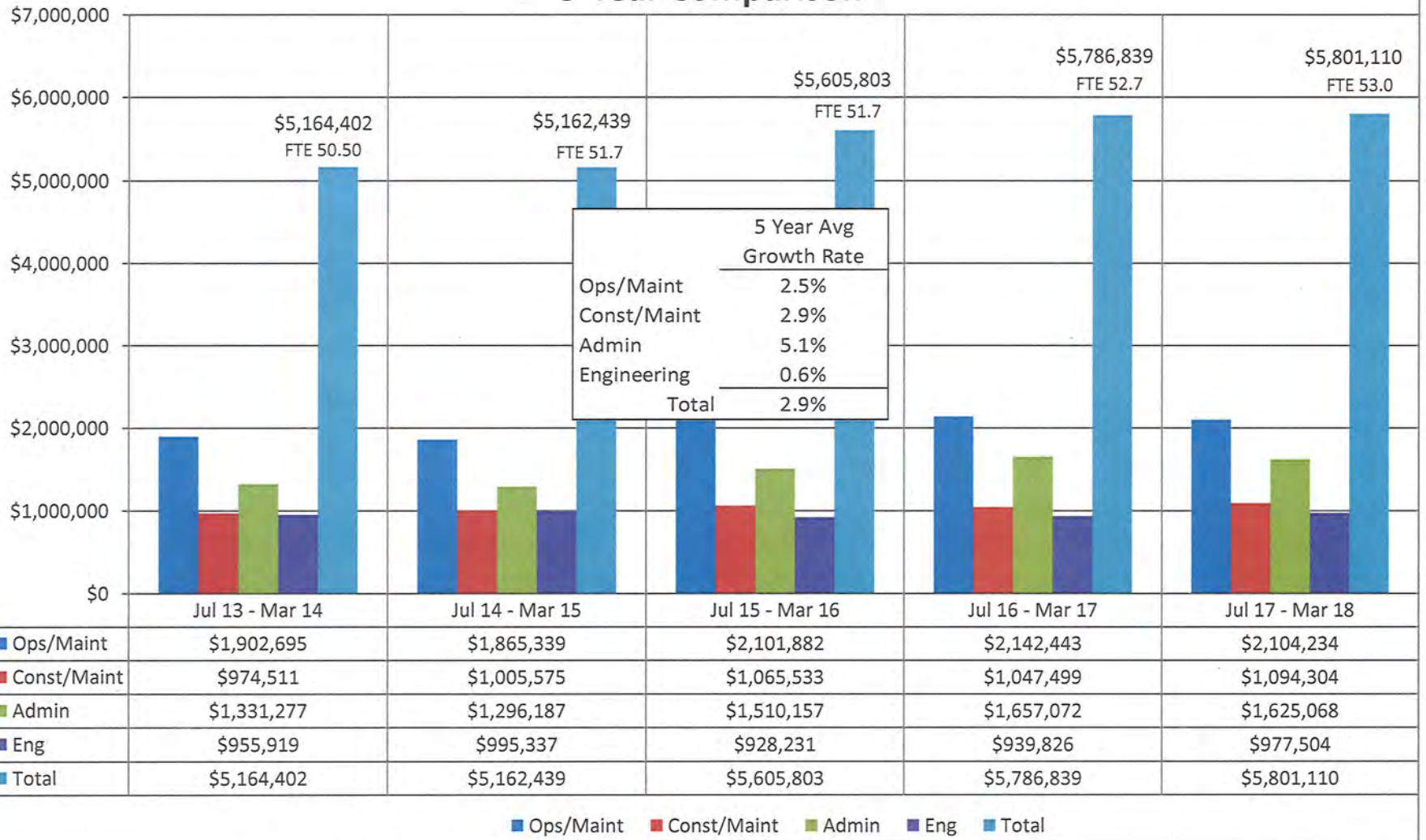
Engineering: Labor Cost increased \$37,678, or 4.0%. The increase is primarily due to overlapping salaries arising from the addition of Susan Dove on August 16, 2017 to the Engineering Tech IV position to replace an employee who retired on September 30, 2017, two 5% step increases, one 3% spot adjustment, more Water Conservation temporary hours worked and the aforesaid 2.7% labor cost increase.

Operations/Maintenance: Labor Cost decreased \$38,209, or 1.8%. The decrease was primarily due

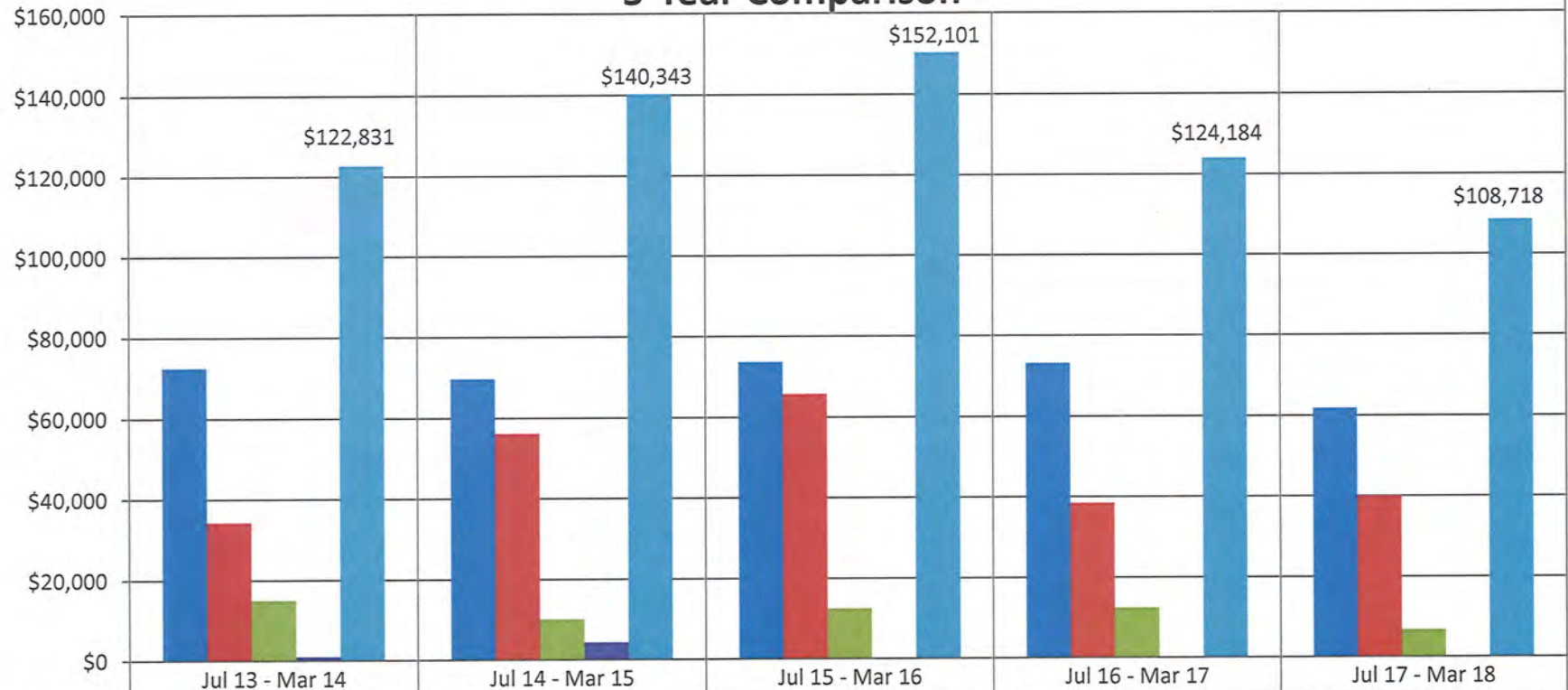
to the resignation of a Senior TP Operator on October 6, 2017, the resignation of an Assistant Distribution/TP Operator on December 8, 2017, the retirement of a Sr. Elec/Mech Tech on 12/30/17 and to an employee's unpaid family leave from September 11, 2017 through September 30, 2017. This was offset by the promotion of Roy Foster to Distribution/TP Operator on December 1, 2017, the addition of Assistant Distribution/TP Operators Silas Miranda (December 4, 2017) and David Dustin (February 26, 2018), the addition of Collin Davenport (October 16, 2017) and James Lemos (November 16, 2017) from the Construction department to Apprentice E/M Techs, to two 3% spot adjustments and eleven 5% step increases, and the 2.7% labor cost increase.

Construction/Maintenance: Labor Cost increased \$46,805, or 4.5%. The increase was due to more temporary and overtime hours worked and to twelve 5% step-increases and the 2.7% labor cost increase.

Total Labor Cost NMWD Fiscal Year through March 5-Year Comparison



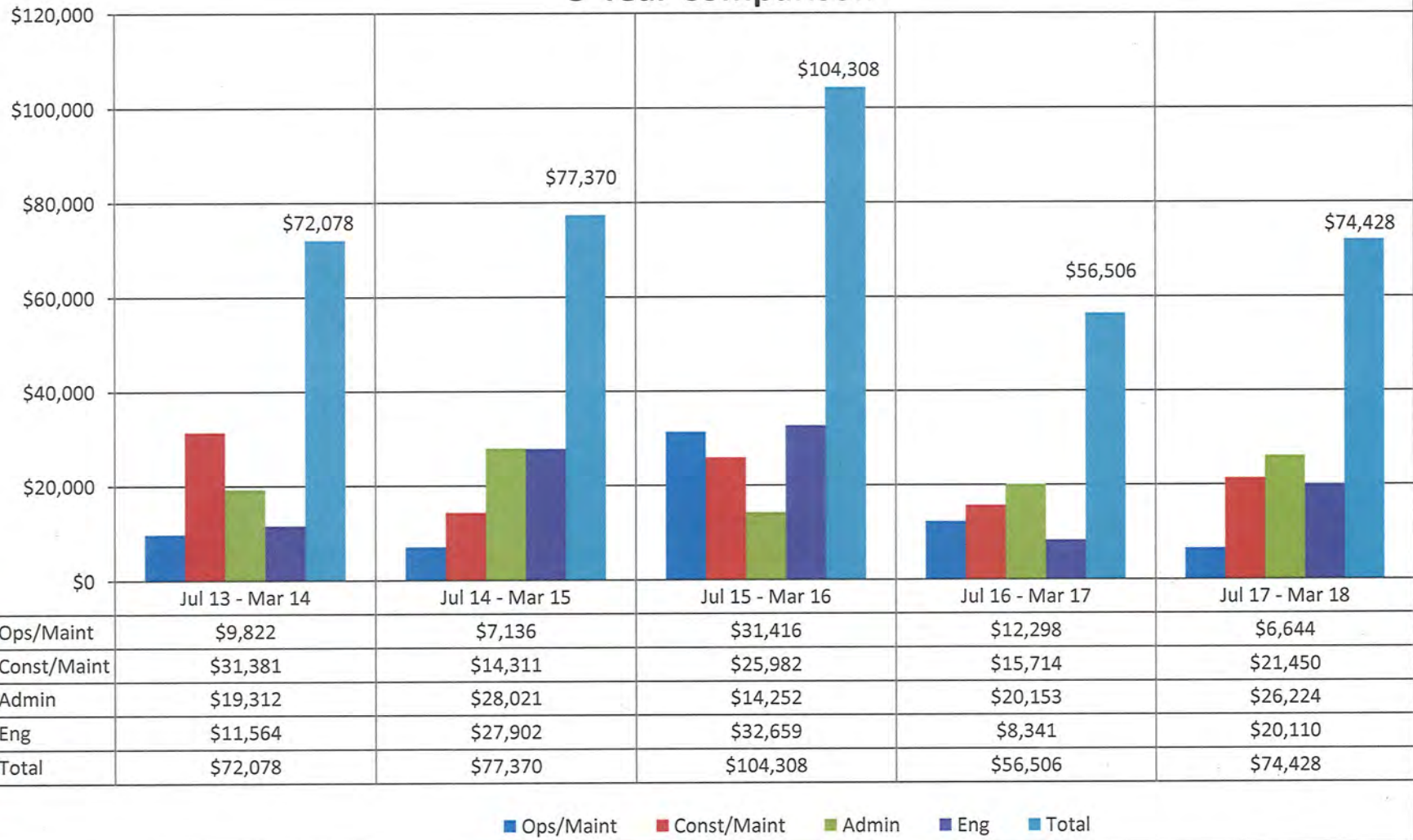
Overtime Cost NMWD Fiscal Year through March 5-Year Comparison



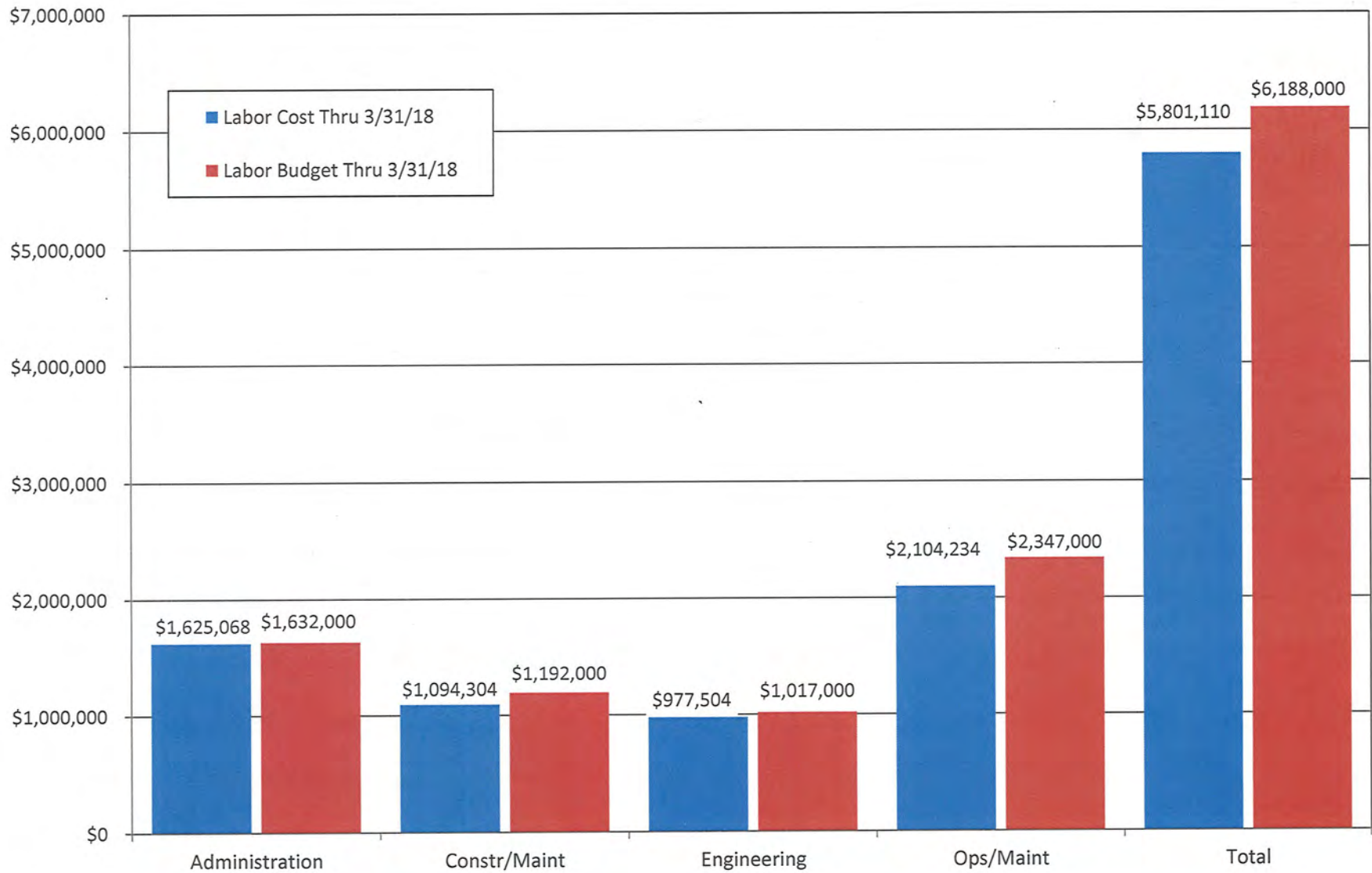
Ops/Maint	\$72,567	\$69,744	\$73,759	\$73,285	\$61,933
Const/Maint	\$34,350	\$56,184	\$65,758	\$38,475	\$39,984
Admin	\$15,005	\$10,062	\$12,501	\$12,425	\$6,801
Eng	\$910	\$4,353	\$84	\$0	\$0
Total	\$122,831	\$140,343	\$152,101	\$124,184	\$108,718

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

Temporary Employee Cost NMWD Fiscal Year through March 5-Year Comparison



Total Labor Cost vs. Budget NMWD Fiscal Year through March



Effort to ventilate budgets advances

LEGISLATURE

McGuire bill would enhance special districts' online data

By Richard Halstead

rhalstead@marinij.com @HalsteadRichard on Twitter

Marin's state senator has cleared a key hurdle on legislation to increase online transparency at California's more than 2,000 independent special districts.

Sen. Mike McGuire, who represents northern coastal counties in District 2, saw his Senate Bill 929 approved 6-0 by the Senate Committee on Governance and Finance on Wednesday. The bill goes to the Senate Appropriations Committee next.

"There are millions of Californians who receive a vital service from a special district, yet they have no idea how their hard earned tax dollars are being spent because financial reports aren't online," McGuire, D-Healdsburg, said in a released statement. "They don't know what the district's board is doing because the agenda isn't posted online or how to contact their district on a call for service."

In addition to requiring independent special districts to maintain a website, the bill would require that each website include meeting agendas, clear information on the district's budget and expenditures, compensation reports, information on how to contact representatives of the district and more.

Last year, the Little Hoover Commission, which serves as the state's independent oversight agency, released a report recommending that the Legislature pass just such a law.



McGuire

The state's special districts operate a variety of essential local services including fire protection, transit, parks, utilities and many others. The special districts come in two forms: independent and dependent.

Dependent special districts are overseen by an existing legislative body, such as a board of supervisors or a city council. Independent special districts have their own board of directors who are either elected or appointed by a local jurisdiction to fixed terms.

McGuire's bill would only apply to independent districts. There are 63 special districts in Marin, but at least a third of these are dependent districts.

The Marin County Civil Grand Jury has twice weighed in on the need for special districts to have well-designed websites. The grand jury, however, has not

county administrator.

Seventeen of the special districts Marin County oversees are community service areas, or CSAs. In its response to the grand jury, the county said CSAs are better described as financing mechanisms than municipal agencies.

California law allows residents in unincorporated areas to form CSAs so they can tax themselves to provide a service such as including water, garbage collection, wastewater management, security and fire protection.

The law provides a way for residents living in the unincorporated area to get a higher level of service than they might otherwise. For example, in November 2016 Kent Woodlands residents in Community Service Area #17 approved an annual \$360 per living unit

drawn a distinction between dependent and independent districts. In fact, in a March 2016 report that evaluated web transparency, the grand jury included Marin's 20 school districts and 34 joint powers authorities along with special districts.

In that report, the grand jury found that 27 Marin local agencies lacked public websites and that 65 of the existing 99 websites needed to be improved.

The Brown Act requires all local agencies to post the agenda for any regular meeting 72 hours in advance in a location accessible to the public. And a state law was passed in 2011 requiring local agencies that have a website to post meeting agendas on the website. However, there is no requirement that special districts maintain a website.

In its March 2016 report, the Marin civil grand jury criticized the county for not maintaining separate websites for all 28 special districts and four joint powers authorities that it oversees.

"The county just does not agree that is the most straightforward way of communicating to the public what would often be duplicative information," said Dan Eilerman, assistant

special tax to pay for additional patrol services by the county sheriff's department.

Eilerman said Marin County did respond to the grand jury's concerns.

"As a result of the grand jury investigation, our Department of Finance created a comprehensive listing website that includes a summary of all of our special districts and a link to a budget document which includes a lot more information," Eilerman said.

No estimate has been prepared yet on the cost of implementing McGuire's bill should it be enacted into law. The bill would exempt districts if their governing body adopts a resolution declaring that complying with the law would be a hardship. Acceptable hardships would include a lack of funding, insufficient staffing or inadequate access to broadband communications. Even though the law would impose new duties on local agencies, the state would not reimburse local governments' compliance costs.

Ron Brown, who worked on the Marin civil grand jury's 2017 update on web transparency in Marin, said, "I think anything that encourages public agencies to be more transparent is a good thing."

Development plans in flux at Novato site

NORTH REDWOOD

By Janis Mara

IJ correspondent

The type of development planned in Novato's North Redwood corridor may shift, based on changes in the local and national economy, city staffers said this week.

The corridor, one of the last sizable areas suitable for development in Novato, has long been eyed for retail development. It stretches from Olive Avenue in the south to San Marin Drive to the north and the east side of Redwood Boulevard.

Since a City Council vote in 2014 to pursue more shops in the area, a retail apocalypse has hit the country, with stores closing in the Bay Area and across the U.S.

"The retail market across the country and in Novato has become very soft, due in large part to internet sales," said Bob Brown, Novato's community development director.

The trend has prompted suggestions about bringing other uses to the corridor.

The ideas, made as part of a presentation on a proposed economic development road map for the city, have a long way to go before becoming reality. The ideas were presented to the Novato City Council March 27. They were floated as possibilities, not concrete proposals, for the council to consider. No action was taken.

"Given that online shopping has changed the face of retail, and consumers no longer really see

that distinction between online and offline shopping, retailers are starting to adapt to changing consumer habits. Retail spaces are becoming smaller," Assistant City Manager Peggy Flynn said.

Flynn floated the idea that there could be potential for a blend of housing and retail north of Olive Avenue on the east side of Redwood Boulevard. At present, there is no allowance for housing.

Given the commercial and industrial uses immediately north of that area, "This area could be a potential draw for makers or artisan space — getting younger people reinvested and bringing them back into the community," Flynn said. Flynn said recent development interest by Residence Inn is a good example of current market trends and a slowdown in retail development, "so we would also look at how to fill retail space even in the 9,000-square-foot space the Residence Inn is proposing."

The idea would be to find retailers whose offerings would appeal to the hotel's occupants.

She also noted that the Golden Gate Transit and North Marin Water sites would require relocation and parcels would need rezoning.

The shift to possible mixed use represents a change in vision for the area.

In 2013, the city sought input from residents, holding two community workshops in September 2013 to find out what the community would like to see in the area.

More than 100 people showed up for the first workshop, which provided information on the local real estate market, identified opportunities and challenges for future

redevelopment, and discussed building types and design features.

A group of 14 volunteer architects then met to develop the ideas and produce three alternative sketches. Over 120 community members evaluated the alternative design schemes at the second workshop.

The community favored designating the area for retail, and in 2014, the City Council voted to do just that. The intent at the time was to eventually amend the general plan to that effect.

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Sonoma County launches first test of 'groundwater banking' to bolster supplies

GUY KOVNER

THE PRESS DEMOCRAT | April 3, 2018, 7:05PM | Updated 55 minutes ago.



Sonoma County's first experiment with underground drinking water storage is taking place at an unremarkable well drilled to 230 feet into the floor of Sonoma Valley.

Here, enough Russian River water to fill a large swimming pool — about 500,000 gallons — is now on deposit in a sand and gravel aquifer that lies beneath a thick lid of 8 million-year-old lava rock underlying part of the valley.

On Tuesday, crews began pumping water back out of the ground in the first round of testing under a \$250,000 study of groundwater storage and recovery conducted by the Sonoma County Water Agency and the city of Sonoma.

Revitalizing Sonoma County Aquifers



The goal of the study, which started last month and will run through July, is to “verify and empirically determine” the feasibility of pumping plentiful wintertime surface water into the ground for extraction during dry summers, with increasingly volatile weather patterns expected as a consequence of climate change, officials said.

If the practice, known as groundwater banking, proves viable it “will make us a lot more resilient” as climate change forces the county to “ping pong between floods and drought,” said Jay Jasperse, chief engineer and director of groundwater management for the water agency.

Similar projects are underway around the state as water managers move toward integrated systems meshing surface water in lakes, rivers and behind dams with water stored in underground reservoirs, known as aquifers, he said.

California’s 515 groundwater basins have a storage capacity of 850 million to 1.3 billion acre-feet of water, according to Department of Water Resources estimates. Surface storage from all the major reservoirs in California is less than 50 million acre-feet.

An average California household uses between one-half and one acre-foot of water per year for indoor and outdoor use.

The state’s surging interest in protecting and enhancing groundwater stems from the shock of Central Valley lands sinking up to a foot during the five-year drought as farmers pumped furiously to make up for shortages in surface water delivery from state and federal water projects.

Sonoma County’s experiment with the technology known as “aquifer storage and recovery” was initiated in Sonoma Valley, where groundwater levels have dropped as much as 30 feet in the past 15 years and salt water intrusion from San Pablo Bay has impacted water quality.

The focal point is the well drilled two years ago at the edge of the Sonoma Veterans Memorial Building parking lot on First Street West, financed by an \$80,000 state grant.

Pouring in 500,000 gallons of river water raised the water level in the well about 35 feet, said Marcus Trotta, the project manager.

At a well 60 feet away, the water rose about 10 feet and about 1.5 feet at a well 800 feet away.

Water levels are expected to rise in wells up to 2,000 feet away, and well owners within that distance are invited to contact the water agency if they would like to have their well monitored during the test period, he said.

In both the second and third stages of the project, 1.5 million gallons of water will be poured into the aquifer.

An Olympic swimming pool holds more than 660,000 gallons of water.

Water pumped back out of the ground will be released into a drainage ditch along First Street West that flows into Fryer Creek.

Water quality, as well as quantity, will be assessed to determine if the introduction of river water changes the chemistry of the Sonoma Valley groundwater, Trotta said.

Groundwater accounts for nearly 60 percent of the valley's water supply, providing about 3.4 billion gallons of water in 2012 drawn from about 2,000 domestic, agricultural and public water supply wells.

Colleen Ferguson, Sonoma's public works director, said the ultimate goal of groundwater banking would be to avoid depleting the subsurface supply. The city water system, which serves about 11,700 residents, buys the vast majority of its water from the water agency, which serves a total of about 600,000 customers in parts of Sonoma and Marin counties.

But the city also relies on four wells to provide about 7 percent of its water, she said.

In a drought or an emergency such as an earthquake or wildfire that damaged the water agency aqueduct, Ferguson said Sonoma would have to depend on a "robust supply of groundwater."

Sonoma Valley's history of declining groundwater levels are a "serious concern," said county Supervisor Susan Gorin, who is also chairwoman of the valley's Groundwater Sustainability Agency, which is charged with implementing new regulations for use of well water.

Gorin said the new regimen, in a state that historically put no limits on groundwater use, is “the first time we’ve had the mechanism and consciousness to link groundwater use and surface water use.”

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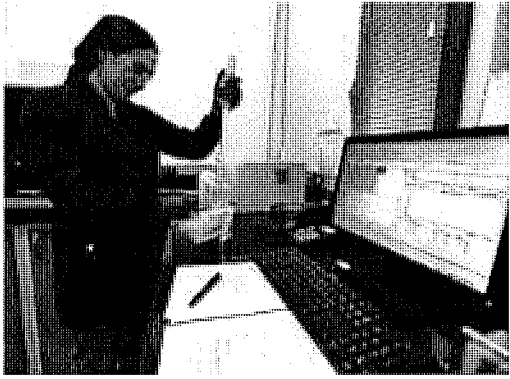
Marin Independent Journal (<http://www.marinij.com>)

Marin school fountain closed amid lead contamination tests

Toxicity detected in drinking fountain at Corte Madera campus

By Adrian Rodriguez, *Marin Independent Journal*

Sunday, April 1, 2018



Testing is in progress at schools throughout Marin for lead in drinking water, and one fountain has been shut down because of contamination.

The testing is being conducted in accordance with Assembly Bill 746. It requires campuses built before Jan. 1, 2010, to receive the testing for lead contamination by July 2019.

An initiative of the State Water Resources Control Board allows schools to request free testing from the local water district.

Dozens of schools have been tested already, with more tests pending. The contaminated fountain was detected at the Cove School in Corte

Madera.

The fountain at the elementary school, which is part of the Larkspur-Corte Madera School District, had water with a level of toxic metals measured at 34 parts per billion. The permissible amount under federal guidelines is 15 parts per billion.

Brett Geithman, superintendent of Larkspur-Corte Madera School District, said the Marin Municipal Water District tested the school in January. Additional testing revealed that the contamination was isolated to the one drinking fountain.

EDUCATION > MORE COVERAGE

A new hydration station with a drinking fountain and water bottle filler will be installed over spring break. It cost about \$1,500.

MMWD has also tested San Rafael City Schools, the Dixie School District and the Tamalpais Union High School District, which all passed, said Emma Detwiler, spokeswoman for the water district.

The agency is also due to sample the drinking water in elementary schools in its jurisdiction, the Sausalito Marin City School District and the Marin County Regional Occupational Program. All private schools in the service area will also be tested.

At the Tam Union district, testing is done every three years, said David O'Connor, director of maintenance.

"Through modernization, we knew that the system would be clean," he said. "But you could never guarantee it."

In the Novato Unified School District, Hamilton and Loma Verde elementary schools have passed, while others are in testing or waiting to be tested. All the schools in the district are expected to be checked by June 8, said Mark Silva, director of maintenance and operations.

“We’re just trying to be proactive about the law,” he said. “It’s in the best interest of our students.”

The North Marin Water District is sampling the water and testing it in its lab in Novato. The water district is also planning to test the campuses at Shoreline Unified School District in West Marin and a handful of private schools within the service area, said Pablo Ramudo, lab director.

Each fountain that is tested is wrapped at the end of the school day and left unused overnight. The fountain is turned on in the morning and the first liter of water is used as the sample.

“We want to make sure that we have a really good representation on whether any lead is in that plumbing,” he said. “That’s why we don’t test at the end of the day and prep it, wrapping the drinking fountain so it’s unused.”

URL: <http://www.marinij.com/health/20180401/marin-school-fountain-closed-amid-lead-contamination-tests>

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Alex Petterle

Passed away peacefully on the afternoon of April 1 surrounded by family and friends. Daughter of Steve Petterle of Novato and Sharon Lang of American Canyon, stepdaughter of Richard Lang and Kristin Johnson, sister of Tyler, Cassidy and Jeremy Lang, she will be missed by all.

Alex was one of those incredible human beings that brightened up a room. Although struggling with a variety of disabilities,

she focused on her abilities, and never once complained about the things she couldn't do. She genuinely loved everyone she met, and never missed an opportunity to say hello, give a fist bump, or share a hug.

A Celebration of her life will be held at 1:00 p.m. on Sunday, April 8, at the Sonoma Square Plaza, 453 1st St E, Sonoma, CA 95476. Wear blue! Donations can be made to Marin Ventures, 350 Merrydale Road, San Rafael, CA 94903.

Online condolences may be made at www.adobecreekfuneralhome.com

[AdobeCreekFuneralHome.com](http://www.adobecreekfuneralhome.com) ~ 707-789-9000



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