



NORTH MARIN WATER DISTRICT
CORRECTED AGENDA
REGULAR MEETING
 May 1, 2012 – 7:30 p.m.
 District Headquarters
 999 Rush Creek Place
 Novato, California

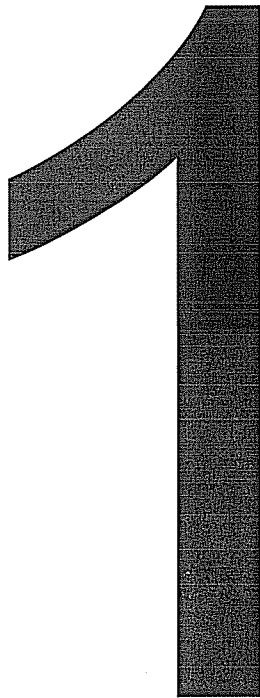
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Est. Time	Item	Subject
7:30 p.m.	CALL TO ORDER	
	1.	APPROVE MINUTES FROM REGULAR MEETING , April 17, 2012
	2.	GENERAL MANAGER'S REPORT
	3.	OPEN TIME: (Please observe a three-minute time limit)
		This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.
	4.	STAFF/DIRECTORS REPORTS
	CONSENT CALENDAR	
	The General Manager has reviewed the following items. To his knowledge, there is no opposition to the action. The items can be acted on in one consolidated motion as recommended or may be removed from the Consent Calendar and separately considered at the request of any person.	
	5.	Consent – Approve Text for <i>Water Line</i> , Volume 13, Issue 27
	6.	Consent – Approve Text for West Marin's <i>Water Line</i> , Volume 10
	ACTION CALENDAR	
	7.	Approve: 2011 Consumer Confidence Report - Novato
	8.	Approve: 2011 Consumer Confidence Report - Point Reyes
	9.	Approve: Selection of CPA Firm to Perform Annual Financial Audit
	10.	Approve: Recycled Water North Service Area - On-Site Retrofit Construction Project (Group 1) - Approve Bid Advertisement
	11.	Approve: Leveroni Creek Bank Repair Project - Approve Bid Advertisement
8:00 p.m.	INFORMATION ITEMS	
	12.	Initial Review – Novato Water Operations Budget
	13.	Initial Review – Recycled Water System Budget

All times are approximate and for reference only.
 The Board of Directors may consider an item at a different time than set forth herein.

(Continued)

Est. Time	Item	Subject
	14.	PRE Tank 2 Retaining Wall Replacement
	15.	Quarterly Progress Report – Operations/Maintenance
	16.	Quarterly Progress Report - Engineering
	17.	Quarterly Progress Report – Water Conservation
	18.	North Bay Watershed Association - May 4, 2012
	19.	MISCELLANEOUS Disbursements Program from MMWD 100 year Anniversary Celebration
9:00 p.m.	20.	ADJOURNMENT



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DRAFT
NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
April 17, 2012

6 **CALL TO ORDER**

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

12 Lance Wyeth (representing Peter and Marijke Donat), Novato customer J. Frederick and
13 District employees Robert Clark (Operations/Maintenance Superintendent) and Doug Moore
14 (Construction/ Maintenance Superintendent) were in the audience.

15 **MINUTES**

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

18 **GENERAL MANAGER'S REPORT**

19 **Meeting with Supervisor Arnold**

20 Chris DeGabriele reported that he and Director Rodoni met with Marin County Supervisor
21 Judy Arnold last week to request that funding from the Corps of Engineers for Dry Creek Habitat
22 Restoration be one of the County's top priorities for legislative outreach in Washington, D.C. He
23 said that Director Rodoni asked that Supervisor Arnold contact Sonoma County Supervisor Efren
24 Carrillo to coordinate the effort. Ms. Arnold was receptive to the requests.

25 **North Bay Watershed Association Conference**

26 Mr. DeGabriele informed the Board that he attended the North Bay Watershed Association
27 Conference on April 13 with Drew McIntyre, Director Baker and Director Fraites and that the topic of
28 discussion was climate change.

29 **General Manager Absence**

30 Mr. DeGabriele advised that he will be out of the office the remainder of the week and that
31 Drew McIntyre will be Acting General Manager.

1 Novato Clean and Green Day

2 The Manager advised that Saturday, April 21, is Novato Clean and Green Day and that a
3 small District contingent will be cleaning up the median on Redwood Boulevard.

4 SCWA Budget

5 Mr. DeGabriele stated that on Tuesday, April 24, the Sonoma County Water Agency Board
6 will consider the Agency's budget and rates for next fiscal year; the District's rates will increase 4%
7 as indicated to the Board previously.

8 MMWD 100 Year Anniversary Celebration

9 Mr. DeGabriele noted the 100 year anniversary celebration of Marin Municipal Water District
10 scheduled for Wednesday, April 25 and Saturday, May 5.

11 Amaroli Family Visit

12 Mr. DeGabriele informed the Board that on Friday, April 27, former Director George
13 Amaroli's family will be visiting the Amaroli Tank in remembrance of Director Amaroli's passing ten
14 years ago.

15 **OPEN TIME**

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

18 **STAFF / DIRECTORS' REPORTS**

19 President Petterle asked if staff or Directors wished to bring up an item not on the agenda
20 and the following item was discussed:

21 North Bay Watershed Association

22 Director Baker stated that he attended the North Bay Watershed Association Conference
23 and gave credit to Jack Gibson and Harry Seraydarian for a very well-organized event.

24 **QUARTERLY FINANCIAL STATEMENT**

25 David Bentley provided a brief overview of the third quarter Financial Statement. He said
26 that after nine months of the current fiscal year, the District has a surplus of \$7.5M versus a
27 budgeted deficit of \$600,000; most of this surplus is due to the \$8M loan from Bank of Marin for the
28 Aqueduct Energy Efficiency Project. He advised that through March, \$5.3M of the \$9.9M budget for
29 capital improvements have been expended and that an additional \$2.9M is anticipated to be

1 expended by the end of the fiscal year. Mr. Bentley said that on a cash basis, a \$6M surplus is
2 expected.

3 Mr. Bentley stated that, on an accounting basis which includes normal operating expenses
4 and depreciation, Novato Water's actual loss is \$348,000 thru March 31 and a smaller than
5 budgeted loss is anticipated by the end of the year due to an increase in consumption and
6 decreased expenses. Recycled Water shows a loss of \$102,000 through the first nine months of the
7 fiscal year; Stone Tree Golf Club continues to use less water, an annual loss of \$130,000 is
8 anticipated versus a budgeted loss of \$93,000. He advised that the District received \$1.9M in SRF
9 loan funds for recycled water expansion in March and was used to repay a portion of the debt owed
10 to Novato Water (\$1.7M); the Recycled Water Fund still owes Novato Water approximately \$2.7M
11 and will be repaid as additional loan and grant monies come in.

12 Mr. Bentley reported that West Marin Water has a net income of \$111,000 through March;
13 water consumption is up and expenses are down compared to one year ago. He stated that
14 budgeted net income of \$177,000 should be realized by year end. Mr. Bentley advised that West
15 Marin Water has repaid Novato Water \$136,000 plus interest through March 31 with a remaining
16 balance of \$220,000 owed to Novato Water.

17 Mr. Bentley reported that Oceana Marin Sewer shows a net income of \$10,000; revenue is
18 up 5% due to the 5% rate increase but expenses are running over-budget. He said that the net
19 income for the year is projected to be \$25,000, which is less than the \$30,000 budgeted.

20 Director Rodoni inquired when other recycled water users are expected to come on-line and
21 contribute to revenue.

22 Mr. McIntyre responded that three to five customers will be brought on-line at end the of this
23 irrigation season and fifteen to twenty customers are expected the following year. He advised that
24 North Service Area customers can't be brought on-line until Novato Sanitary District's project is
25 completed - expected in August, and the South Service Area recycled water won't be available until
26 September.

27 **MONTHLY PROGRESS REPORT**

28 Mr. DeGabriele provided the Monthly Progress Report for the month of March. He stated
29 that water sales and production is up in Novato, and in West Marin, sales are up but production is
30 down; there has been no production at Stafford Treatment Plant since December and no recycled
31 water production this calendar year. Mr. DeGabriele reported that because of March and April
32 rainfall, Stafford Lake elevation is 189 feet and the lake is 67% full.

1 Mr. DeGabriele advised that the Russian River system is in good shape; Lake Mendocino is
2 95% full and Lake Sonoma is completely full. He further advised that storage and treatment ponds
3 in Oceana Marin have good freeboard.

4 Mr. DeGabriele stated that the Summary of Complaints and Service Orders show that
5 complaints in March are down 35% compared to March 2011 and down 10% for the year. He said
6 that good feedback from customers continue as shown on the Customer Service Questionnaire;
7 however, not many questionnaires are being returned.

8 Mr. Bentley reported that at the end of March, the District's investment portfolio had a cash
9 balance of \$12.3M and that during March, \$1.9M in SRF loan funds for the Recycled Water Project
10 was received. He informed the Board that he is investigating alternatives to investing in the Local
11 Agency Investment Fund and will report back any findings. He said the weighted average portfolio
12 rate earned last month was 0.44% on investments.

13 **CONSENT CALENDAR**

14 At the request of Director Baker, Agenda Item No. 8, Annexation to PRE 1 Improvement
15 District - 12719 Sir Francis Drake Blvd - Inverness, was removed from the consent calendar for
16 further discussion.

17 On the motion of Director Schoonover, seconded by Director Fraites and unanimously
18 carried, Agenda Items 7, 9, 10 and 11 were approved on the consent calendar:

19 **NSD - DEL ORO LAGOON PUMP STATION 12" WATER MAIN RELOCATION**

20 The Novato Sanitary District is rehabilitating its Del Oro Lagoon sewage pump station in
21 Bel Marin Keys and the new pump station's wet well location is in conflict with NMWD's existing 12-
22 inch water main. This agreement provides construction of a new 12-inch pipeline realignment away
23 from the new NSD facilities. New Zone 1 water facilities include 120 feet of 12-inch pipe.

24 **ANNEXATION TO PRE 1 IMPROVEMENT DISTRICT - 12719 SIR FRANCIS DRAKE BLVD -** 25 **INVERNESS**

26 This item was removed from the consent calendar at the request of Director Baker.

27 Peter and Marijke Donat are requesting inclusion of their 5.16 acre parcel fronting Sir
28 Francis Drake Boulevard in the District's PRE Improvement District.

29 Director Baker expressed his concern that parcels requesting annexation to the PRE
30 Improvement District may exacerbate capacity limitations on the West Marin Water System.

31 Mr. McIntyre stated that individual properties in this area that have been previously annexed
32 to the PRE Improvement District are connected to the District's water main located in Sir Francis

1 Drake Boulevard. He stated that he is not concerned with capacity limitations as there are just a few
2 properties fronting the water main and that the Inverness Public Utility District boundary will prevent
3 expansion beyond the District's service area. He added that any parcels located in the higher
4 elevations would have to pay for a water main extension which would be cost-prohibitive. Mr.
5 McIntyre stated that the structure on the Donat property is currently being served by the Hamilton
6 Mutual Water Company and that the owners propose to construct a new single family residence;
7 both structures will be served by the District.

8 Mr. DeGabriele commented that the property lies within the District's service territory and
9 that this and other properties in the Inverness area are included in the District's water supply
10 planning.

11 Director Rodoni asked that the District reinforce its landscape restrictions with the applicant
12 and follow-up to insure that the property's landscaping continues to meet District requirements.

13 Lance Wyeth, designer and builder of the Donat residence, assured the Board that the
14 property is currently landscaped with drought tolerate and indigenous plants and future landscaping
15 will include same.

16 On motion of Director Schoonover and seconded by Director Fraites, and unanimously
17 carried, the Board declared intent to proceed with the annexation requested and provide service to
18 the subject parcel pursuant to District regulations.

19 **RECORDS RETENTION - DESTRUCTION OF RECORDS**

20 The Board approved Resolution No. 12-11 entitled, "Resolution of the Board of Directors of
21 North Marin Water District to Approve Destruction of Certain Records."

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

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

25 **DESIGNATE VOTING DELEGATE TO THE ACWA 2012 SPRING CONFERENCE AND**
26 **AUTHORIZE VOTE IN SUPPORT OF PROPOSED ACWA BYLAWS AMENDMENT**

27 The Association of California Water Agencies (ACWA) Board is proposing to revise the
28 ACWA Bylaws which were last adopted in December 2010. David Bentley will be attending the
29 ACWA 2012 Spring Conference and the Board designated Mr. Bentley as the District's voting
30 delegate and authorized him to vote in the affirmative of the proposed ACWA Bylaws amendments.

1 **ACTION CALENDAR**

2 **CONSIDER: REQUEST FOR ADDITIONAL BILL ADJUSTMENT**

3 Mr. Bentley presented a request for an additional bill adjustment from Mr. J. Frederick who
4 received a bill in March for \$1,878 due to water loss from a broken service line. Mr. Frederick
5 received an adjustment in the amount of \$1,383 for both the January and March bill, reducing the
6 amount owed to \$630. Mr. Frederick is requesting that his November bill be considered for
7 adjustment also since he suspected a leak in November, but District field staff who responded to his
8 call told him that they did not detect a leak.

9 Mr. Frederick addressed the Board. He reviewed the events leading up to his high water
10 bills and his reasoning for requesting a further bill adjustment that would include his November bill.
11 He stated that had the leak been detected when he first called the District in November, he would
12 have fixed it immediately and the amount of water loss and his subsequent bills would have been
13 considerably less.

14 Director Schoonover responded that although he commiserates with Mr. Frederick's
15 situation, District policy states that the District has no obligation regarding a leak on private property.

16 The Board took no further action and the credits currently authorized under the District's Bill
17 Adjustment Policy remain.

18 Mr. Frederick thanked the Board and left the meeting.

19 **APPROVE: POINT REYES WELL #3 REPLACEMENT - APPROVE BID ADVERTISEMENT**

20 Mr. McIntyre summarized the key milestones accomplished so far in meeting requirements
21 to obtain necessary permits for the Point Reyes Well #3 Replacement Project. He advised that the
22 Notice of Determination was filed with the Marin County Clerk and no public comments were
23 received during the comment period. He said that the California Coastal Commission (CCC)
24 approval process is still ongoing, and it is optimistically expected that final approval will be granted
25 within two or three months. He opined that it is prudent to move forward with the bid advertisement
26 so that the District will know what the cost is and which contractor is ready so that when permits are
27 in place, the project can proceed. Mr. McIntyre pointed out that staff's request is only for the
28 soliciting of bids and that the permitting process shall be completed before returning to the Board for
29 approval of the contract.

30 Director Schoonover moved staff's recommendation to authorize bid advertisement for the
31 project.

1 Director Fraites asked that should salinity intrusion be a problem with Well #3, is there
2 another well further upstream that can be used as a contingency?

3 Mr. McIntyre responded that the Gallagher Well is further upstream and out of any impact for
4 salt water intrusion and that the Gallagher Well project is included in the long-range budget plan.

5 Mr. DeGabriele commented that Well #3 will be influenced by salinity, but that the well must
6 be installed so the District can avoid pumping during high tide periods. He stated that the ultimate
7 solution to the salinity problem is to move to the Gallagher well.

8 Director Baker asked if the CCC permit has not been granted by time of contract award,
9 what will be staff's strategy?

10 Mr. McIntyre responded that there are 90 days between the bid opening and contract
11 award; and it is hoped that by time the contract is awarded, District staff will have vetted any
12 concerns from the CCC staff and the permit will be issued.

13 Director Baker seconded the motion and the Board unanimously authorized the bid
14 advertisement for the Point Reyes Well #3 Replacement project.

15 **APPROVE: RECYCLED WATER EXPANSION NORTH SERVICE AREA PLUM STREET TANK**
16 **REHABILITATION PROJECT - BLASTCO INC. - CHANGE ORDER NO. 7**

17 Mr. McIntyre said that the request for approval for Change Order No. 7 to Blastco Inc. is
18 related to extra work on the Plum Street Tank Rehabilitation project. He reminded the Board that
19 they recently heard a recap of the project by the construction manager, Steve Wrightson (The
20 Covello Group) wherein the Board learned of significant pitting and corrosion of the tank that was
21 discovered when the original tank coating was removed. Mr. McIntyre advised that the change order
22 will cover the contractor's extra time that was required to do the additional blasting and covers cost
23 of materials and disposal of the blast material. He advised that Blastco's original request for
24 additional compensation was \$28,000 and as a result of in-depth claims analysis performed by The
25 Covello Group, the amount requested was reduced to \$5,000. Mr. McIntyre informed the Board this
26 change order exceeds the total contingency amount that was approved by the Board previously and
27 that with the approval of this change order, the total contingency amount is now \$21,400.

28 On motion of Director Schoonover and seconded by Director Rodoni, and unanimously
29 carried, the Board authorized the General Manager to execute Change Order No. 7 to Blastco, Inc.
30 in the amount of \$5,000.

1 **INFORMATION ITEMS**

2 **OFFICE ADA ENTRY REMODEL**

3 Robert Clark updated the Board on the progress of the modification of the Administration
4 Building entry doors and sidewalk for ADA compliance. He said that the original proposal was
5 modified to obtain quotes for handrail installation only and that Maintenance staff will perform the
6 demolition and installation of the entry doors. He said that this will keep the project cost within
7 budget.

8 Director Petterle made suggestions to the modifications and requested staff reconsider the
9 metal handrail proposed since it is important to maintain the architectural integrity of the building and
10 to consider an aesthetic feature as an alternative to a steel handrail.

11 **INITIAL REVIEW - PROPOSED FY 12/13 EQUIPMENT BUDGET**

12 David Bentley presented the proposed FY 12/13 Equipment Budget for the Board's initial
13 review. He said that the budget totals \$232,900 which is less than the five-year financial plan that
14 included \$250,000. He said that two-thirds of the equipment budget consists of rolling stock, trucks
15 and trailers. He said that an additional review will be at the May 15th Board of Directors meeting and
16 a public hearing is scheduled for June 19th. Mr. Bentley requested that the Board provide comments
17 earlier in the process rather than later.

18 Director Rodoni commented that the dump truck that was eliminated from last year's budget
19 did not appear in this year's budget. He requested that staff double check that items listed in the
20 equipment budget are really needed before spending additional money.

21 Mr. Clark stated that the three-yard dump truck previously scheduled for replacement was
22 retrofitted with an exhaust component and the truck should last five more years.

23 **INITIAL REVIEW - FY 13 CAPITAL IMPROVEMENT PROJECTS BUDGET**

24 David Bentley presented the FY13 (\$9.7M) and FY 14 (\$5.7M) Capital Improvement Projects
25 for initial review and stated that all four enterprise districts are included for this first review. He cited
26 the major projects: Aqueduct Energy Efficiency Project (\$3.9M); Recycled Water (\$5.9M) and the
27 other projects (\$5.5M). Mr. Bentley said that there are 37 improvement projects budgeted for next
28 year. He again requested that the Board provide comments earlier in the process rather than later.

29 **MISCELLANEOUS**

30 The Board received the following miscellaneous information: Disbursements, Letter from Ed
31 Grundstrom, Ribbon Cutting - Coho Broodstock Building, Self Insured Workers Comp - 3rd Quarter
32 Status Report, North Marin Water District Flushing Program.

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MEMORANDUM

To: Board of Directors

April 27, 2012

From: Ryan Grisso, Water Conservation Coordinator *RB*

Subject: Approve Text for *Water Line*, Volume 13, Issue 27
\\Nmwd\svr1\water conservation\Memos to Board\Spring 2012 WaterLine Text 0512.doc

RECOMMENDED ACTION: Approve Spring 2012 Novato "*Water Line*" Text

FINANCIAL IMPACT: \$6,000 (Included in FY 2011/2012 Budget)

Draft text and design for the Spring 2012 "*Water Line*", Volume 13, Issue 27 is attached for your review. This issue focuses on water supply and directs customers to the www.nmwd.com web-site feature, allowing customers to log in and see a graph of their water use, rather than print the water use graphs on the letter. This change allowed the District to downsize to a two page letter and cut overall cost by approximately \$3,500.

Should any Board member have individual comments please provide them to the General Manager at the Board meeting on May 1, 2012. It is expected the "*Water Line*" will be mailed in mid May 2012 again in combination with the Consumer Confidence Report in an effort to save postage costs.

RECOMMENDATION

Board authorize General Manager to approve final text and design of Spring 2012 Novato "*Water Line*", Volume 13, Issue 27.

Approved by GM *CD*
Date *4/27/2012*

Water Smart Savings Program

More water saving programs at www.nmwd.com

North Marin Water District wants to help customers use water efficiently. That's why we've put all of our water saving promotions under one umbrella. The *Water Smart Savings Program* encompasses all you need to get started on saving water and saving money. Call (415) 897-4133 ext. 8711 for program details or visit www.nmwd.com. Act Now! Rebate amounts will be reduced on July 1, 2011.

Cash for Grass



As part of the Water Smart Savings Program, you can get cash back when you remove your regularly mowed and irrigated lawn and re-landscape with California native low-water use plants or District approved synthetic turf. Pre-inspection and re-landscaping plan approval required. Call for rebate values and complete program participation details or visit www.nmwd.com.

Water Smart Landscape Efficiency Rebate

Water efficient landscapes can be achieved through a number of strategies including efficient irrigation devices and equipment, and soil maintenance.

You may be eligible for rebates (Call for rebate amounts and participation details or visit www.nmwd.com) when you install District-qualified water-efficient landscape equipment including:

- Drip irrigation systems
- Weather Based Irrigation Controllers
- Check valves
- Multi-stream rotating sprinkler nozzles (for lawn areas only)
- Rain shut-off devices
- Mulch
- Water pressure-regulating device
- Soil conditioner/amendment



High-Efficiency Toilet Rebate

Don't flush money away. Now you can get a rebate when you replace your non-water-conserving toilets with a High-Efficiency Toilet (HET). HETs use 20% less water than standard ultra-low flush toilets, so not only will you save water, but you'll save money, too. HETs eligible for rebate must be EPA WaterSense models. Call for rebate values and participation details or visit www.nmwd.com.



High-Efficiency Clothes Washer Rebate Program

High Efficiency clothes washers can save up to 50% of the water used and 65% of the energy used compared to conventional top-loading clothes washers. NMWD currently offers a rebate to customers when they purchase qualifying high-efficiency clothes washer. Call for rebate value and participation details, or visit www.nmwd.com.



NMWD is on Facebook

NMWD regularly updates its Facebook page with useful information on water use efficiency programs, water supply and other important NMWD information. Find North Marin Water District on Facebook and "Like" us, today.

Other Water Smart Savings Programs

The District offers other rebates in our Water Smart Savings Program including rainwater harvesting, graywater and flapper rebates along with free water smart sink aerators, showerheads and leak detection tablets at the NMWD headquarters. Visit www.nmwd.com for participation information on these and other water smart savings programs.



**NORTH MARIN
WATER DISTRICT**

Do your part. Get water smart.





**NORTH MARIN
WATER DISTRICT**

THE WATER LINE

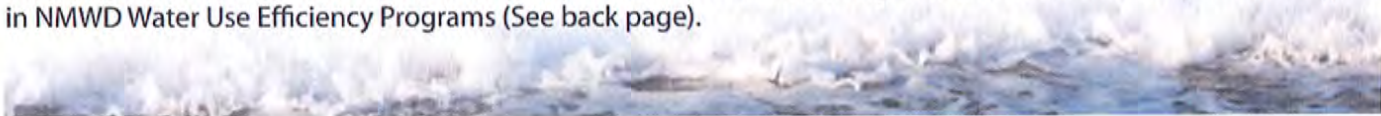
WEST MARIN'S WATER CONSERVATION NEWSLETTER • VOLUME 9 • SPRING 2012


West Marin Water Supply

Chris DeGabriele, General Manager

Water supplied by North Marin Water District (NMWD) to our West Marin customers is diverted from shallow wells adjacent to Lagunitas Creek near the U.S. Coast Guard Housing Facility in Point Reyes Station. The State Water Resources Control Board (SWRCB) has determined that Lagunitas Creek is fully appropriated in summer months of dry years and has ordered NMWD to find an alternative source of water during July through October of dry years. (A dry year occurs when total precipitation from October 1 to April 1 is less than 28 inches measured at Marin Municipal Water District's Kent Lake). NMWD has complied by purchasing a portion of the more senior Giacomini Ranch water right to use during those periods.

Rainfall at Kent Lake through April 1, 2011 totals over 37 inches. While this will not be a dry year, one of NMWD's wells is failing and must be reconstructed. NMWD will be unable to avoid salinity intrusion into the water supply until the reconstructed well is on-line. West Marin customers are encouraged to use water efficiently and participate in NMWD Water Use Efficiency Programs (See back page).



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**NORTH MARIN
WATER DISTRICT**

www.nmwd.com

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MEMORANDUM

To: Board of Directors

April 27, 2012

From: Ryan Grisso, Water Conservation Coordinator *RG*

Subject: Approve Text for West Marin's *Water Line*, Volume 10

\\Mmwsrv1\water conservation\Memos to Board\Spring 2012 WM WaterLine Text 0512.doc

RECOMMENDED ACTION: Approve 2012 West Marin "*WaterLine*"

FINANCIAL IMPACT: \$1,000 (included in WM Operating Budget)

Text for West Marin's Spring 2012 "*Water Line*", Volume 10 (Attached), is enclosed for your review and approval. Should any Board member have individual comments please provide them to the General Manager at the Board meeting on May 1, 2012. It is expected the "*Water Line*" will be mailed in late May 2012 in combination with the Consumer Confidence Report in an effort to save postage costs.

RECOMMENDATION

Board authorize the General Manager to approve text and design of "*Water Line*", Volume 10 for West Marin.

Approved by GM *CD*

Date *4/27/2012*



999 Rush Creek Place
PO Box 146
Novato, CA 94948
(415) 897-4133

**NORTH MARIN
WATER DISTRICT**

www.nmwd.com

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Water Smart Savings Program

More water saving programs at www.nmwd.com

North Marin Water District wants to help customers use water efficiently. That's why we've put all of our water saving promotions under one umbrella. The *Water Smart Savings Program* encompasses all you need to get started on saving water and saving money. Call (415) 897-4133 ext. 8711 for program details or visit www.nmwd.com.

Cash for Grass



As part of the Water Smart Savings Program, you can get cash back when you remove your regularly mowed and irrigated lawn and re-landscape with District approved low-water use plants or District approved synthetic turf. Pre-inspection and re-landscaping plan approval required. Call for rebate values and complete program participation details or visit www.nmwd.com.

Water Smart Landscape Efficiency Rebate

Water efficient landscapes can be achieved through a number of strategies including efficient irrigation devices and equipment, and soil maintenance.

You may be eligible for rebates (call for rebate amounts and participation details or visit www.nmwd.com) when you install District-qualified water-efficient landscape equipment including:

- Drip irrigation systems
- Weather Based Irrigation Controllers
- Check valves
- Multi-stream rotating sprinkler nozzles (for lawn areas only)
- Rain shut-off devices
- Mulch
- Water pressure-regulating device
- Soil conditioner/amendment



High-Efficiency Toilet Rebate

Don't flush money away. Now you can get a rebate when you replace your non-water-conserving toilets with a High-Efficiency Toilet (HET). HETs use 20% less water than standard ultra-low flush toilets, so not only will you save water, but you'll save money, too. HETs eligible for rebate must be EPA WaterSense approved models. Call for rebate values and participation details or visit www.nmwd.com.



High-Efficiency Clothes Washer Rebate Program

High Efficiency clothes washers can save up to 50% of the water used and 65% of the energy used compared to conventional top-loading clothes washers. NMWD currently offers a rebate to customers when they purchase qualifying high-efficiency clothes washer. Call for rebate value and participation details, or visit www.nmwd.com.



Rainwater Harvesting and Graywater Rebate

With the rainy season here, now is the perfect time to install a rainwater harvesting system, and District rebates may be available. Rainwater harvesting is the collection and storage of rainwater for reuse in landscape irrigation. Systems can range from simple catchment devices, such as rain barrels, to more complex systems, such as cisterns or storage tanks. Rebates are also available for greywater system installations. Pre-inspection and plan approval required. Call for participation details and rebate values.

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**NORTH MARIN
WATER DISTRICT**

THE WATER LINE

NOVATO'S WATER CONSERVATION NEWSLETTER • VOLUME 12 ISSUE 27 SPRING 2012

Water Supply Update

Current Water Supply: This year, rainfall in Novato has been well below average but sufficient water is now stored in Lake Mendocino and Lake Sonoma to meet in-stream flow needs for the endangered salmon populations on the Russian River as well as the needs for urban water users.

Locally, Stafford Lake is at 70% capacity. Production at the Stafford Lake Treatment Plant is not likely to begin until July. The Deer Island Recycled Water facility is operating and delivering highly treated recycled water to StoneTree Golf Course for irrigation. NMWD will continue to utilize our local supplies to the fullest extent possible. There are no water use restrictions expected in the Novato service area other than normal prohibition of water waste. Even with adequate water supply this year, maintaining water use efficiency is important.

Future Water Supply: Construction will begin this summer to enhance fish habitat on one mile of Dry Creek downstream of Lake Sonoma, tributary to the Russian River, at a cost of \$7 Million. An additional 2 to 5 miles of habitat enhancement will be needed over the next ten years. NMWD

and other water retailers receiving Russian River supplies are obligated to pay for necessary fishery enhancements on the Russian River system to protect coho and Chinook salmon and steelhead trout.

NMWD is also expanding the Recycled Water system in Novato. \$3.5 Million in grant funding is helping pay for a \$13.8 Million expansion in the North and South (Hamilton) Novato. The remainder is being funded with low interest loans from the State to be repaid with connection fees from new development.

Additionally, in November 2009, the state legislature mandated further water conservation for all California urban water retailers, including NMWD, requiring a 20% reduction in per capita water use by the year 2020.

What all this means for NMWD is reliance on our existing available supplies from the Russian River and Stafford Lake, expanded use of recycled water to offset potable supplies now used for outside irrigation and continued emphasis on water use efficiency.

Construction of NMWD's Aqueduct Energy Efficiency Project is expected

to start next fall. The project will upsize the aqueduct pipeline from Petaluma to Novato and will allow NMWD to receive water without the energy or pumping costs associated with the Kastania Pump Station operation, and will increase the reliability of aqueduct water deliveries.

The cost of stretching our existing water supplies coupled with the costs to meet fisheries obligations noted in this message, means that water rates are increasing. The current cost of water service for a typical Novato customer will remain a good value when compared to 16 other urban area retail water agencies (see the NMWD website).

Water Use Efficiency: To see a graph of your historical water use or determine the rate increase impact will have on your water bill, visit <http://www.nmwd.com/accountbalance.php> (follow the directions to log on). If you need assistance in becoming more water efficient, NMWD can help with a Water Smart Home Survey (see below) or a variety of other water efficiency programs (listed on page 2). Act now to replace your toilet, washing machine, and turf lawn areas.

Free Water Smart Home Survey Program

This Spring and Summer NMWD will focus the Water Smart Home Survey on outdoor water use, however we will still perform the indoor portions of the survey upon request. The survey has also been

expanded to include commercial and other non-residential customers.

Our friendly, knowledgeable survey technicians can show you how to easily become more water use efficient and save

money, and we'll even help you program your irrigation controller. You'll also get free low-flow showerheads and aerators as needed to achieve maximum water use efficiency.



On the Survey we will inspect:

- Sprinklers & irrigation systems
- Showerheads
- Flow and leaks
- Toilets
- Landscaping
- Clothes washers
- Water meter
- Other water-using devices in the home
- Faucets



Call today to schedule your **Free Water Smart Home Survey:** 415-897-4133 ext. 8711

7

MEMORANDUM

To: Board of Directors
From: Pablo Ramudo, Water Quality Supervisor *PR*
Subject: 2011 Consumer Confidence Report- Novato
P:\LABIWQ Supv\CCRI\2011\Memo to board re 2011 ccr novato.doc

April 27, 2012

RECOMMENDED ACTION: Approve Text for 2011 Consumer Confidence Report - Novato
(Available at meeting)

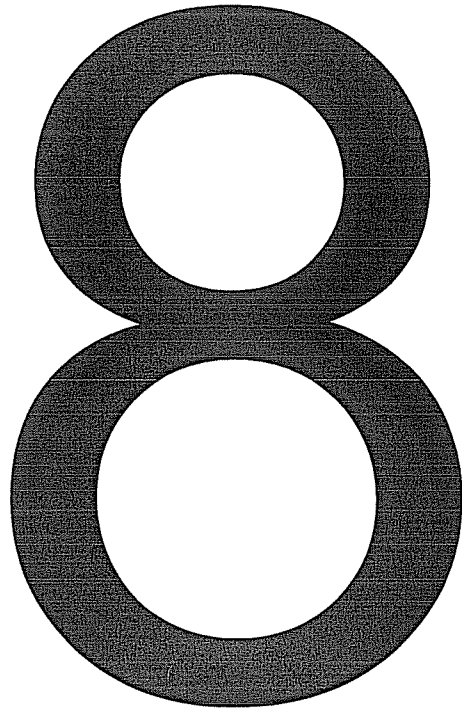
FINANCIAL IMPACT: \$3500 (Included in FY 2011/2012 Budget)

The Safe Drinking Water Act requires water suppliers to publish and distribute a report of water quality information to its customers annually. The report contains details and results of monitoring for various contaminants throughout the previous year, a description of our sources of water and treatment regimes, as well as general information about water and its constituents.


Should any Board member have individual comments please provide them to the General Manager by close of business on May 7, 2012. The water quality report will be mailed out along with the Waterline newsletter to save around \$4000 dollars in postage as opposed to mailing it on its own.

RECOMMENDATION

Authorize the General Manager to approve final text and design for the 2011 Consumer Confidence Report for Novato subject to comments received from the Board of Directors.



MEMORANDUM

To: Board of Directors
From: Pablo Ramudo, Water Quality Supervisor 
Subject: 2011 Consumer Confidence Report- Point Reyes
P:\LABWQ Supv\CCR\2011\Memo to board re 2011 ccr PR.doc

April 27, 2012

RECOMMENDED ACTION: Approve Text for 2011 Consumer Confidence Report - Point Reyes (Available at meeting)

FINANCIAL IMPACT: \$1500 (Included in FY 2011/2012 Budget)

The Safe Drinking Water Act requires water suppliers to publish and distribute a report of water quality information to its customers annually. The report contains details and results of monitoring for various contaminants throughout the previous year, a description of our sources of water and treatment regimes, as well as general information about water and its constituents.

Should any Board member have individual comments please provide them to the General Manager by close of business on May 7, 2012. The water quality report will be mailed out along with the Waterline newsletter to share postage.

RECOMMENDATION

Authorize the General Manager to approve final text and design for the 2011 Consumer Confidence Report for Point Reyes subject to comments received from the Board of Directors.

9

MEMORANDUM

To: Board of Directors April 27, 2012
From: David Bentley, Auditor-Controller
Dianne Landeros, Accounting Supervisor & Nancy Holton, Senior Accountant NH
Subject: Selection of CPA Firm to Perform Annual Financial Audit
t:\finance\audit\audit12\bod approve memo 2012.doc

RECOMMENDED ACTION: Authorize staff to enter into an agreement with Charles Z. Fedak & Company for a four-year audit contract.

FINANCIAL IMPACT: \$85,100 over four-year period (FY2012 through FY2015)

On February 21st the Board authorized staff to solicit proposals for a four-year audit contract. Letters soliciting interest in providing a formal proposal to conduct the audits were mailed to 20 firms. We included CPA firms from the Sonoma/Marin Business Journal's Largest Accounting Firms list and other firms who have requested to be on our bidders' list. Eleven firms responded requesting further information. Respondents were required to provide an extensive description of their governmental auditing experience as well as a not-to-exceed fee for each of the four years. Seven proposals were received. The total of the fees for the entire four-year period ranges from a low of \$85,100 to a high of \$137,600. Each firm's proposal includes additional monies for the fiscal years when our State Revolving Fund Loans will require additional audit work to comply with the Single-Audit Act legislation. Last year's audit by Charles Z. Fedak & Company was performed for \$28,900.

Of the seven firms submitting proposals, staff size ranges from 5 to 50 professional employees. Five of the firms have water district auditing experience. A summary of the proposals is listed on Attachment 1. A summary of each firm's experience is shown on Attachment 2. All of the firms submitting proposals provided documentation indicating adequate governmental experience to perform an effective audit for North Marin.

The proposals, in order of staff preference, are:

Table with 4 columns: Rank, Firm Name, Proposal Total, Office, Staff Size. Lists 7 firms including Charles Z. Fedak & Company, Mann Urrutia Nelson CPAs & Assoc, James Marta & Company, Maze & Associates, Burr Pilger Mayer, Inc, Badawi & Associates, and Vavrinek, Trine, Day & Co, LLP.

Of the firms submitting proposals, Charles Z. Fedak & Company is staff's recommendation. All of their auditing staff meets governmental education requirements. Charles Z. Fedak, CPA, Partner in Charge of Audit & Accounting, has 39 years of audit and accounting experience and would be the partner with overall responsibility for the audit. Paul Kaymark, CPA (18 years audit experience) will be the Governmental Audit Senior Manager. Christopher Brown, CPA (Engagement Audit Manager), Alicia Adams, CPA (Engagement Supervisor), Jeff Palmer, CPA (Senior Auditor) and Staff Auditors would also be assigned to our audit.

Our experience the past four years with Charles Z. Fedak & Company has been very positive. They have been very organized, do what they promise on time, are easy to work with, professional and efficient. They have presented the audit report to the Board in a clear and professional manner. They have audited many water districts similar in size to North Marin Water, and are proficient in water district issues. They were very helpful in completion of the Comprehensive Annual Financial Report and securing the Government Finance Officers Association Award.

RECOMMENDATION

Authorize the Auditor-Controller to enter into an agreement with Charles Z. Fedak & Company to perform the annual financial audit of the District for a four-year period subject to annual review for a fee not-to-exceed \$20,600 for 2012, \$21,050 for 2013, \$21,500 for 2014, and \$21,950 for 2015.

Summary of Audit Proposals

Firm Name	Staff Size	Projected Annual Hours	Annual Cost				Proposal			Water District		State Controller's CAFRA
			FY12	FY13	FY14	FY15	Total	Experience	Office Location	Single Audit		
1 Charles Z. Fedak & Company	12	180	\$20,600	\$21,050	\$21,500	\$21,950	\$85,100	Yes	Cypress	Yes	Yes	Yes
2 Mann Urrutia Nelson CPAs & Assoc	35	212	\$29,800	\$29,800	\$29,800	\$29,800	\$119,200	Yes	Sacramento	Yes	Yes	Yes
3 James Marta & Company	13	220	\$25,800	\$26,700	\$27,600	\$28,700	\$108,800	No	Sacramento	Yes	Yes	Yes
4 Maze & Associates	50	259.5	\$29,325	\$30,029	\$30,749	\$31,486	\$121,589	Yes	Pleasant Hill	Yes	Yes	Yes
5 Burr Pilger Mayer, Inc.	43	245	\$24,560	\$25,260	\$25,960	\$23,960	\$99,740	No	San Jose	Yes	Yes	Yes
6 Badawi & Associates	5	300	\$28,000	\$28,840	\$29,705	\$30,390	\$116,935	Yes	Oakland	Yes	Yes	No*
7 Vavrinek, Trine, Day & Co, LLP	50	257	\$34,400	\$34,400	\$34,400	\$34,400	\$137,600**	Yes	Pleasanton	Yes	Yes	Yes

*Proposal claims it will be a Comprehensive Annual Financial but they have no experience with Water District Clients who have a CAFRA

**Only submitted an annual cost for FY12, assumption was made that cost would be the same for FY13-15

Audit Proposals 2012: Summary of Qualifications

Audit Firm	Water District/Governmental Audit Experience	References
<p>1 Charles Z. Fedak & Company</p>	<p>Water Districts (partial list): Inverness Public Utilities District Goleta Water District Cabazon Water District East Orange County Water District Monte Vista Water District Palmdale Water District Yorba Linda Water District San Gabriel Valley Municipal Water District</p> <p>Governmental (partial list): Novato Sanitary District Buena Park Library District Santa Clara County Open Space Authority Pleasant Valley Recreation & Park District Rancho Santa Fe Fire Protection District Southern California Coastal Water Resources Auth</p>	<p>Professional, experienced, delivered audit reports on time, and helped with the CAFR.</p>
<p>2 Mann Urrutia Nelson CPAs & Associates</p>	<p>Water Districts: South Feather River Water & Power District Orland-Artois Water District</p> <p>Governmental (partial list): Ironhouse Sanitary District City of Novato Rodeo Sanitary District Sacramento-Yolo Mosquito & Vector Control District</p>	<p>Provided answers when they needed them, provided a timely audit report, and presented verbal reports to the Board in a clear and professional manner. Easy to work with and always pleased with the firm's work.</p>
<p>3 James Marta & Company</p>	<p>Governmental (partial list): Association of California Water Agencies/JPIA California Special Districts Association Sacramento Metropolitan Air Quality District California Housing Authority Risk Management Agency Special District Risk Management Authority Auburn Area Parks & Recreation District</p>	<p>Positive experience most of the time, with the exceptions of failure to file the State Controller's Report on time and not returning calls when inquiring why the report was not filed on time.</p>
<p>4 Maze & Associates</p>	<p>Water Districts: (partial list) Contra Costa Water District Santa Clara Valley Water District East Bay Municipal Utility District Diablo Water District Mid-Peninsula Water District Calaveras County Water District Skyline County Water District</p>	<p>Positive experience most of the time, with the exceptions of failure to file the State Controller's Report on time and not returning calls when inquiring why the report was not filed on time.</p>

Audit Proposals 2012: Summary of Qualifications

They would rehire them, they met all deadlines except for one exception the first year, were helpful with the CAFR, are efficient and pleasant to work with.

Governmental (partial list):

- City of Alameda
- City of Livermore
- El Dorado Irrigation District
- South San Joaquin Irrigation District
- Alameda Municipal Power
- Fairfield Suisun Sanitation District

Governmental: (partial list)

- City of Benicia
- City of Campbell
- City of Gilroy
- City of Walnut Creek
- Central Contra Costa Solid Waste Authority
- Merced Irrigation District

5 Burr Pilger Mayer, Inc.

Water Districts:

- Marin Municipal Water District
- Alameda County Water District
- South Coast Water District

Generally received positive references. Lead partner is starting his own firm and both references have not worked with the new firm yet.

6 Badawi & Associates

Governmental: (partial list)

- Castro Valley Sanitary District
- West-County Wastewater District
- Coastside Fire Protection District
- Solano County Housing Authority
- County of Contra Costa
- City of San Rafael

No references collected as this firm only submitted an annual cost for FY 2012.

7 Vavrinek, Trine, Day & Co, LLP

Water Districts:



- Santa Clara Water District
- Glendale Water and Power
- Montara Water and Sanitary District
- Yucaipa Valley Water District

Governmental (partial list):

- County of Orange
- City of Santa Clara Redevelopment Agency
- Golden Gate Bridge District
- Alameda County Waste Management Authority

10

MEMORANDUM

To: Board of Directors April 27, 2012
From: Drew McIntyre, Chief Engineer 
Carmela Chandrasekera, Associate Engineer 
Re: Recycled Water North Service Area – On-Site Retrofit Construction Project (Group 1)
– Approve Bid Advertisement

R:\Folders by Job Not6000\jobs\6055\BOD memos\6055 Retrofit memo re approval for bid advertisement 5-1-2012.doc

RECOMMENDED ACTION: Board Authorize Bid Advertisement of the Recycled Water North Service Area – On-Site Retrofit Construction Project (Group 1)

FINANCIAL IMPACT: \$190,000 (included in proposed FY2012/13 budget)

Background

The Recycled Water North Service Area On-site Retrofit Construction Project (Group 1) consists of on-site retrofits to convert seven customer sites from current potable water use for irrigation to recycled water use (see Attachment 1 for a map of the sites). The Novato Sanitary District (NSD) Davidson Recycled Water facility is scheduled for completion in August 2012 and NMWD's off-site North Service Area recycled water distribution and storage facility projects are already substantially complete (except for Segment 2 which is scheduled to be completed by the end September 2012). The final step in delivery of recycled water is the on-site retrofits. HydroScience Engineers has designed the retrofits for the first group of projects per state regulations and NMWD standards. The District staff has also obtained California Department of Public Health approvals for these designs and is ready to move forward to the bid phase for the Group 1 Retrofit project.

The following project schedule identifies key dates including the proposed bid advertising date.

SCHEDULE

Advertise Project	May 11, 2012
Plans & Specs available	May 14, 2012
Pre-Bid Meeting	May 24, 2012
Bid Opening	June 5, 2012
Board Authorization of Award (tentative)	June 19, 2012
Notice of Award (tentative)	June 20, 2012
Notice to Proceed	July 3, 2012
Construction Complete	September 28, 2012

Project Description and Costs

The Group 1 Retrofit Construction project includes seven sites for restoration. These are: Valley Memorial Park Cemetery, Green Point Nursery, Tranquility Home Owner Association (HOA), Olive Elementary School/ Hamann Baseball Field (Novato Unified School District), Redwood Crossroads Offices, Firemans Fund Campus and Wood Hollow Office Building. The contractors' work includes disconnecting the customer irrigation system from the potable water meter, installation of new piping from the recycled water meter to the irrigation system connection points, installation of signage, markers and tagging that identify the potable and recycled water appurtenances and other tasks as specified in the design drawings.

The engineering construction cost estimate of Group 1 Retrofit Construction project is \$190,000 and will be District funded. This estimate will be updated again as soon as bids are received.

Recycled Water Program Administration

The District initially established a state approved Recycled Water Program in 2003 as part of the StoneTree recycled water project. This program was developed to ensure recycled water is used in accordance with the state's General Water Reuse Permit (RWQCB Order 96-011) and Title 22 water reclamation criteria. This program was used when recycled water was expanded to Novato Fire Station 62 (near the intersection of Atherton and Olive Ave) in 2009. It was updated in 2011 and will continue to be used to permit and monitor new recycled water use sites. The responsibilities for administering NMWD's Recycled Water Program are as follows:

- General Manager – has overall responsibility for the Recycled Water Program
- Administration/Finance – performs billing and financing functions.
- Engineering – responsible for application processing, design and plan checking for new users (or retrofits) and permit issuance (note: permits are co-signed by Chief Engineer and Water Quality Supervisor).
- Water Quality (under Operations/Maintenance) – responsible for permit issuance and permit compliance (note: permits are co-signed by Chief Engineer and WQ Supervisor).
- Operations/Maintenance – responsible for operations and maintenance of the Deer Island Recycled Water Facility and recycled water distribution/storage facilities including cross connection testing.
- Construction – responsible for distribution system repairs.

RECOMMENDATION

Board authorize bid advertisement of the Recycled Water North Service Area – On-Site Retrofit Construction Project (Group 1).

NORTH AREA RETROFIT SITES



NOT TO SCALE

N6 - WOOD HOLLOW OFFICE BUILDING

N1 - FIREMAN'S FUND INSURANCE

N5 - REDWOOD CROSS ROAD

N8 - VALLEY MEMORIAL PARK CEMETERY



N13 - OLIVE ELEMENTARY SCHOOL

N12 - HAMANN BASEBALL FIELD
(CITY OF NOVATO)

N18 - TRANQUILITY HOA

N10 - GREEN POINT NURSERY

RECYCLED WATER EXPANSION NORTH AREA RETROFIT SITES			
DATE	SCALE	JOB NO.	DWG. NO.
4/26/12	N.T.S.	6055	MAP

1

1

MEMORANDUM

To: Board of Directors

April 27, 2012

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

Re: Leveroni Creek Bank Repair Project – Approve Bid Advertisement

R:\Folders by Job No\6000 jobs\6600 STP jobs\6600.60\6600.60 memo re approval for bid advertisement 5-1-2012.doc

RECOMMENDED ACTION: Board Authorize Bid Advertisement of the Leveroni Creek Bank Stabilization Project

FINANCIAL IMPACT: \$130,000 (included in proposed FY13 budget)

Background

Leveroni Creek bank is eroding near the access road leading to the northern area (aka “peninsula”) of the Stafford Water Treatment Plant (see **Attachment 1**, Vicinity Map). A vertical 9-ft tall bank on the outside bend of Leveroni Creek needs stabilization. The perimeter fence and the paved access road to the peninsula area lie within 12-15 feet from the top of the bank. The proposed project will stabilize the eroding bank using a combination of willow-sprigged rock and biotechnical treatments along approximately 100 ft of the bank. The District hired Prunuske and Chatham Inc. (PCI) to design, perform biological surveys, procure permits from county, state and federal agencies and provide construction observation. All permits have been procured and PCI will provide services during construction. Per the permits, construction can only occur between July 1 and October 15th when the creek bed is dry. District staff is ready to move forward to the bid phase so that a contractor can be retained before all contractors are tied up with other jobs that require similar expertise during this same construction window.

The following project schedule identifies key dates including the proposed bid advertising date.

SCHEDULE

Advertise Project	May 11, 2012
Plans & Specs available	May 14, 2012
Pre-Bid Meeting	May 31, 2012
Bid Opening	June 12, 2012
Board Authorization of Award (tentative)	June 19, 2012
Notice of Award (tentative)	June 20, 2012
Notice to Proceed	July 30, 2012
Construction Complete	September 28, 2012

Project Description and Costs

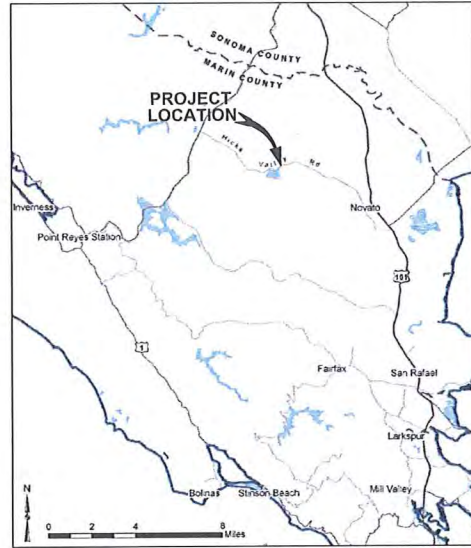
The proposed project will stabilize the eroding bank using a combination of willow-sprigged rock and biotechnical treatments along approximately 100 ft of the bank. Above the rock toe, the bank will be laid back at a 1.5:1 angle and the slope will be stabilized with an erosion control blanket seeded with a native grass mix. The upper slope areas will be planted with container plants. In addition to protecting the facility's infrastructure, the repair will improve winter steelhead habitat using a 30-foot log vane and rootwad structure tied into the rock to provide high-flow refugia and channel complexity.

The engineering construction cost estimate of the Leveroni Creek bank project is \$130,000 and is included in the proposed FY 2012/13 CIP budget. This estimate will be updated again as soon as bids are received.

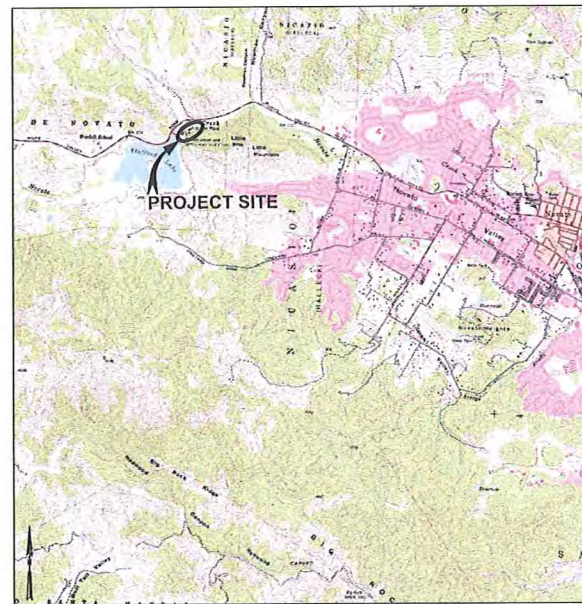
RECOMMENDATION

Board authorize bid advertisement of the Leveroni Creek Bank Repair Project.

NORTH MARIN WATER DISTRICT LEVERONI CREEK BANK STABILIZATION



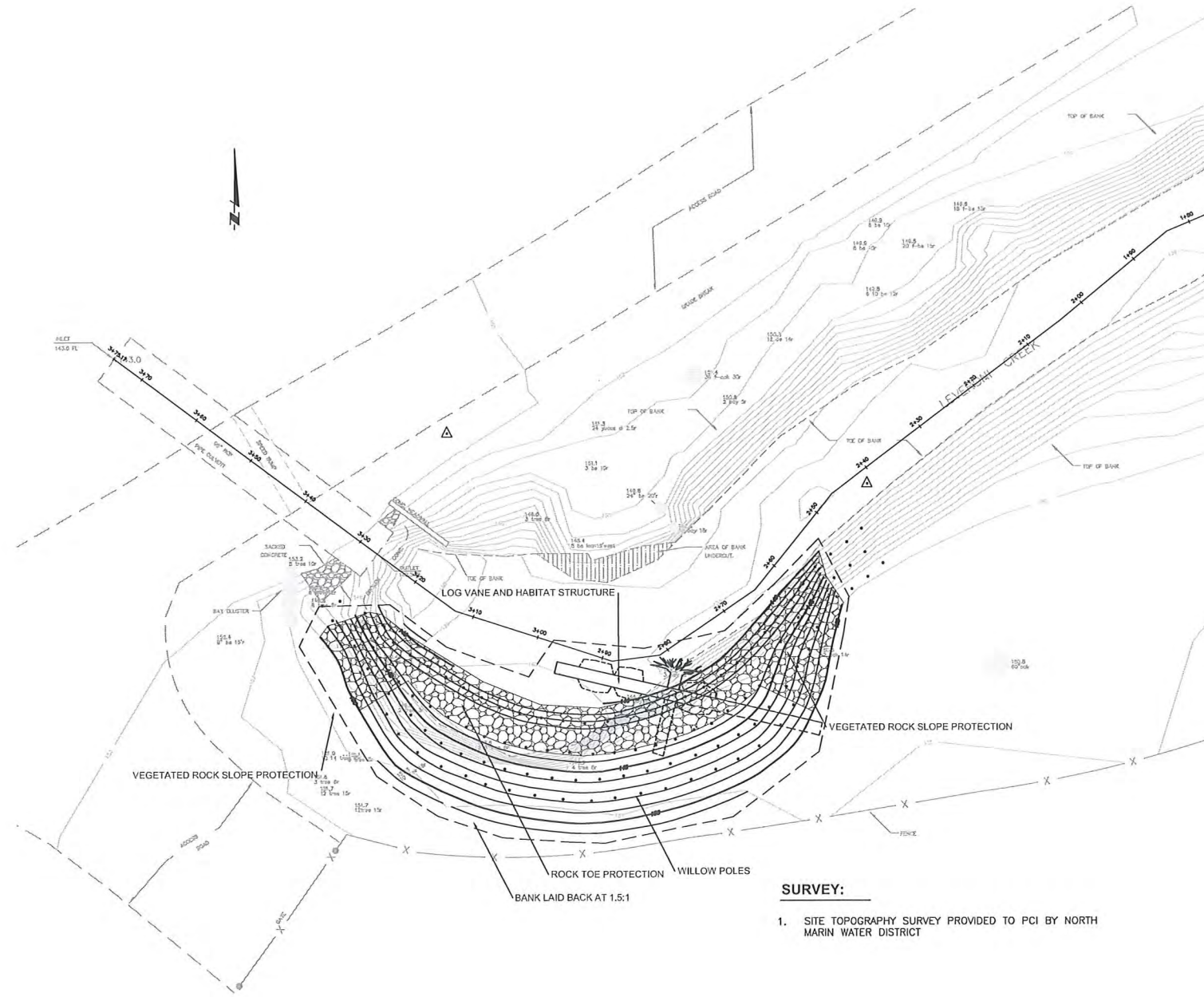
VICINITY MAP
SCALE: AS SHOWN



LOCATION MAP
1"=4000'

Directions to Site

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



PROJECT LAYOUT
1"= 10'

- SURVEY:**
- SITE TOPOGRAPHY SURVEY PROVIDED TO PCI BY NORTH MARIN WATER DISTRICT

SHEET INDEX

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

LEGEND

GENERAL:	
	WATER SURFACE
	TOP OF ROCK
	TOP OF LOG
	SECTION OR DETAIL DESIGNATION
	SHEET WHERE SECTION OR DETAIL OCCURS
TOPOGRAPHIC:	
	PROPOSED
	EXISTING
	CONTOUR LINE
	FENCE
	BRUSH/CANOPY/VEGETATION LINE
	ROCK SLOPE PROTECTION
	EARTH FILL/COMPACTED SUBGRADE
	RIVER RUN GRAVEL
	TREE
	TREE TO BE REMOVED
	WILLOW POLE
	CONTROL POINT
	UTILITY POLE (PP=POWER, TP=TELEPHONE, LP=JOINT POLE)
	GUY POLE

SUBMITTED: _____ APPROVED: _____
NAME NAME



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



NO.	DATE	REVISION	BY	APP.

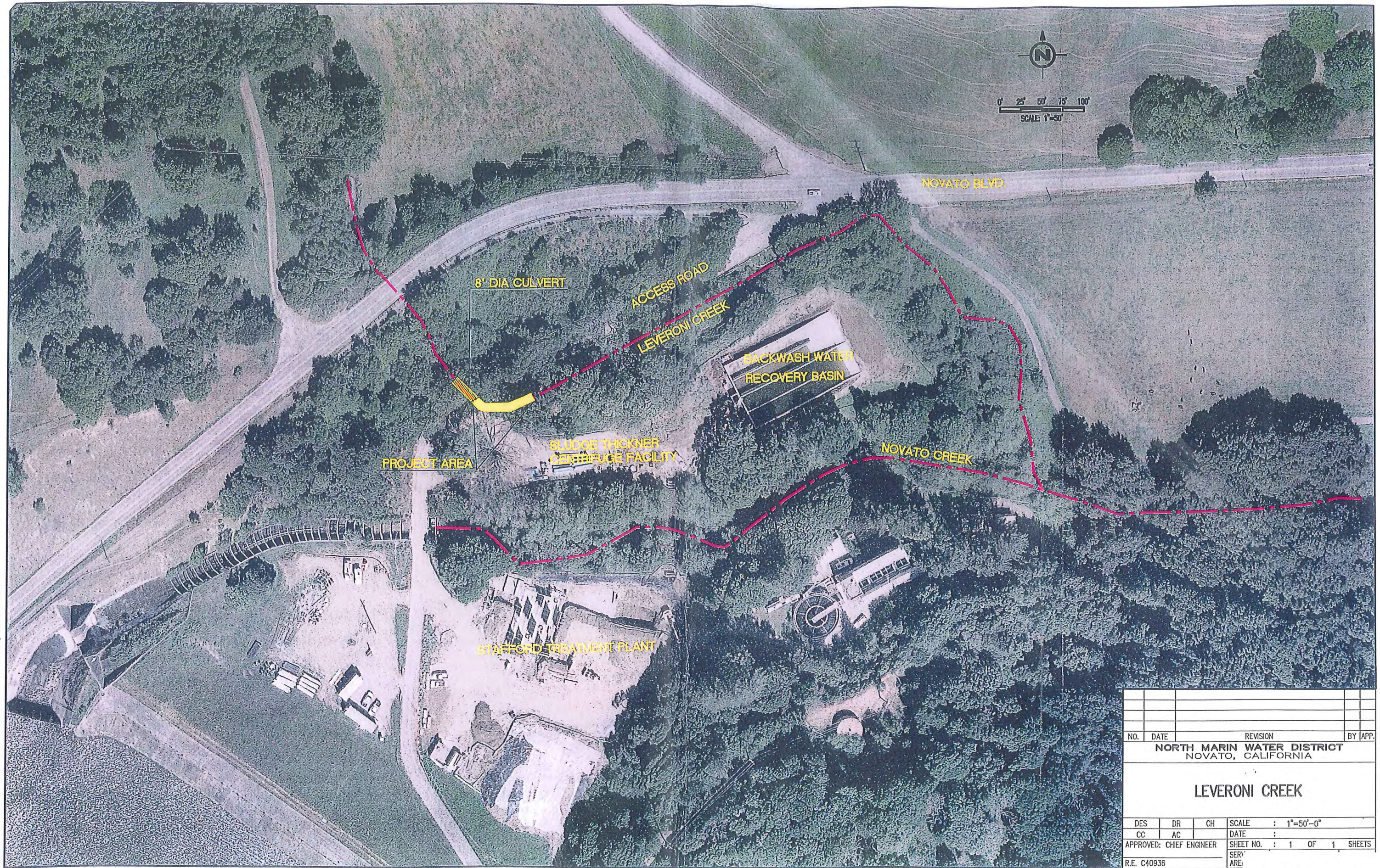
NORTH MARIN WATER DISTRICT
NOVATO, CALIFORNIA

LEVERONI CREEK
BANK STABILIZATION
TITLE SHEET

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



Dec 15, 2010 - 2:39pm R:\Engineering Transfer\Comsted\LEVERONI CREEK.dwg User: ACANTILLER



NO.	DATE	REVISION	BY	APP.
NORTH MARIN WATER DISTRICT NOVATO, CALIFORNIA				
LEVERONI CREEK				
DES	DR	CH	SCALE : 1"=50'-0"	
CC	AC		DATE :	
APPROVED: CHIEF ENGINEER			SHEET NO. : 1 OF 1 SHEETS	
R.E. C40936			SERV ARE:	

12

MEMORANDUM

To: Board of Directors

April 27, 2012

From: David L. Bentley, Auditor-Controller 

Subj: Initial Review – FY 2012/13 Proposed Novato Operations Budget
t:\ac\word\budget\13\ops review 13 l.docx

RECOMMENDED ACTION: Information Only – Initial Review

FINANCIAL IMPACT: None at this time - \$17.6 Million Expenditure Plan for FY13

Budget Summary

The fiscal year 2012/13 (FY13) budget proposed herein projects a net “bottom line” surplus of \$885,000. A rate increase of 11% is factored into the budget effective June 1, 2012. The 11% increase adds \$1.5 million to budgeted revenue during FY13.

The \$885,000 budgeted surplus compares to a FY 2011/12 (FY12) budgeted deficit of \$583,000 and projected FY12 actual surplus of \$5.3 million. The \$5.8 million difference between the budgeted deficit and projected actual surplus is attributable primarily to the Aqueduct Energy Efficiency Project, for which \$8 million was borrowed during FY12, and only \$500,000 of the anticipated FY12 \$2.7 million expenditure plan was realized.

Water sales volume is again conservatively budgeted at 2.7 billion gallons, slightly below the 2.8 billion gallons estimated for the current year. Consumption remains 25% below the pre-recession level, and is on par with consumption last seen in the early 1980s.

Looking simply at operating revenue (water sales) less operating expenditures, the budget projects an operating net income of \$3.9 million (before \$2.4 million in depreciation expense) next fiscal year. Total budgeted outlays, at \$17.6 million, is down 1% from the \$17.8 million budgeted in FY12.

Budget Detail

Water Sales - Water sales volume is budgeted at 2.7BG, which is 3.5% below the current fiscal year estimated actual, but 16% below the 10-year average. The chart on page 6 of the budget document shows a 10-year history of billed consumption.

The 11% rate increase is structured as a 25% increase in the fixed service charge and a 7% increase in the commodity rate. For customers with a 5/8" meter, which is 70% of the customer base, the service charge will increase from \$20 bimonthly to \$25 bimonthly (\$2.50 per month). The rate increase will generate \$1.5 million in additional revenue next fiscal year.

Other Revenue – Connection Fee revenue is budgeted at \$860,000, or 30 equivalent dwelling units, consistent with the District’s 5-Year Financial Plan. This budget projection compares with \$912,000 revenue in estimated for the current fiscal year.

FY13 PROJECTS	Description	DU	EDU	Projected FRC Contribution
Canyon Green	SF Residential	25	17	\$486,000
Other / Unidentified	SF/Govt/Commercial		13	372,000
			30 ¹	\$860,000

¹ 30 EDU is consistent with the five-year financial plan.

The wheeling charge to Marin Municipal Water District is budgeted at \$252,000 (\$40/AF for 6,600AF, or 2.15 billion gallons). While negotiations with MMWD concerning the wheeling charge have not yet concluded, the \$40 rate has been incorporated into MMWD’s FY13 budget. This is a 4-fold increase over the current rate, and represents NMWD’s beneficial enjoyment of the Aqueduct Energy Efficiency Project. Historically, about 75% of the Russian River water wheeled to MMWD is taken off-season (November through May).

Funds in the District’s treasury are budgeted to earn an average interest rate of 0.4%. Miscellaneous Revenue includes income from the cell phone tower lease on Little Mountain (\$15,900), Indian Valley Golf Club lease (\$9,700), two grazing leases (\$2,200), rental of the District’s security apartment (\$10,400), rental of the Point Reyes home (\$25,200 – which amount includes in-lieu labor), and rental of the Pacheco Valle tennis courts (\$2,000).

\$1.5 million from the Recycled Water System is budgeted to be repaid to Novato Water in FY13 for monies loaned in FY12 to expand the recycled water distribution system pending receipt of grant and SRF loan funds. Finally, the balance of funds loaned to West Marin Water, estimated to be \$200,000 at June 30, 2012, is budgeted to be repaid to Novato Water next fiscal year as staff will propose that WM Water obtain outside financing for its FY13 capital projects program.

Operating Expenditures

Total Operating Expenditures are projected to increase 2% (\$217,000) from the FY12 budget and are up 1% from the FY12 estimated actual operating expense. Details of some of the individual components of the Operating Expenditure Budget follow.

Source of Supply is budgeted to increase 8% (\$324,000) from this year's budget. Volume purchased from SCWA is forecast to increase by 4% to offset a projected decrease in Stafford Lake production. Sonoma County Water Agency's wholesale water rate will increase 4% to \$2,203 per MG. The rate increase and additional purchase will add \$310,000 to the District's cost of purchased water. Stafford production, budgeted at 750 MG (2,300 acre-feet), will make up the balance of demand, resulting in a total budgeted potable production of 2.7 BG.

Water Treatment is budgeted to decrease 9% (\$175,000) from this year's budget, but will be on-par with this year's projected actual. A reduction in regular employee time (1,215 hours), overtime (250 hours) and temporary employee time (1,500 hours) devoted to operating the treatment plant combine to generate the budgeted savings. Power cost is budgeted at 17¢/kWh consistent with the Photovoltaic Power Purchase Agreement. Normal rainfall is assumed for next winter allowing the Stafford Treatment Plant to produce of 800 MG (2,450 AF) next fiscal year.

Transmission & Distribution is budgeted to increase 11% (\$242,000) from this year's budget. Approximately half of the increase derives from the return of engineering staff time to its normal transmission and distribution level. This year's budget saw significant Engineering staff time redirected toward the initial recycled water project work. The other half of the increase is primarily additional materials, supplies and paving to respond to an increase in failed polybutylene services lines, which cost over the past two years has significantly exceeded budgeted projections.

Water Conservation expense is budgeted to remain flat at \$400,000 in accordance with the 5-Year Financial Plan. The District will be eligible for State grant funding (Proposition 84) to increase water conservation rebate amounts in FY13, which will not impact the financial plan. The Board will be asked to consider the rebate changes in June.

General Administration is budgeted to decrease 7% (\$142,000) from this year's budget. FY13 is an off-year for elections, allowing elimination of \$60,000 for County Election Department expense. The \$52,000 reduction in the budget for Consulting Services/Studies is attributable to partial completion of the District Master Plan (updated every five years). \$44,000 will be carried

over to complete the plan in FY13. Two retirements in the Administration division (District Secretary and Accounting Clerk II) are anticipated and will allow for some reorganization in the office that will result in a staffing reduction. Insurance expense (Property, liability, etc.) is budgeted to increase 5% (\$8,000) pending receipt of insurance proposals in late May.

Other Operating Expense is comprised primarily of recovered overhead and is budgeted to reduce total operating expense by \$517,000, an increase of \$27,000 from the current budget. Other Operating Expense primarily captures the General and Administrative (G&A) expense that is capitalized as a component of developer and District projects. Savings accruing from self-insurance of worker's compensation insurance, budgeted at \$50,000, is also a component part of Other Operating Expense.

Staffing - The proposed budget includes a staffing level of 51.5 full-time equivalent (FTE) employees, down 1.0 FTE (2%) from the current year budget. Two Administration Department employees are anticipated to retire mid-way through the fiscal year. By fiscal year end total staffing will be 50.5 FTE, which is down 8.6 FTE (15%) from the adopted FY08 budget.

<u>FTE Staffing</u>	<u>FY13</u>	<u>FY12</u>	<u>Position Impacted</u>
Administration	7.6	7.6	
Customer Accounting	6.2	7.2	Account Credit Clerk
Construction/Maintenance	10.0	10.0	
Engineering	8.7	8.7	
Maintenance	8.0	8.0	
Operations	6.0	6.0	
Water Quality	<u>5.0</u>	<u>5.0</u>	
	<u>51.5</u>	<u>52.5</u>	

Temporary staffing has been reduced by 43%, to 5,260 hours, budgeted as follows:

<u>Temporary Staffing Hours</u>	<u>FY13</u>	<u>FY12</u>	<u>Reason for Change</u>
Administration	0	0	
Customer Accounting	1,750	1,000	Lunch/vacation phone coverage
Construction/Maintenance	750	3,000	Assistance from Ops Department
Engineering	2,500	2,500	
Maintenance	260	1,190	Assistance from Ops Department
Operations	0	1,500	
Water Quality	<u>0</u>	<u>0</u>	
	<u>5,260</u>	<u>9,190</u>	

For budgeting purposes, a 3% cost-of-living salary increase has been factored into the budget effective October 1, 2012. A 3% adjustment would increase total salaries by \$88,000, pushing up the total overheaded cost of payroll by \$121,000 (1.9%).

The CalPERS retirement contribution rate will increase 0.8% (to 26.974%), adding \$33,000 to the payroll. The CalPERS Board has yet to approve group health insurance rates for 2013. For budgeting purposes a 7% increase effective January 1, 2013 is assumed, which is the average rate of increase over the past 5 years, and which increases budgeted labor cost by \$25,000. The cost for first dollar worker's compensation insurance is projected to remain unchanged at \$159,000, consistent with the low-cost proposal received last June. This market value factor is used to calculate savings (or loss) accrued through self-insuring workers' compensation coverage.

Total budgeted operating expenditures are up \$217,000 compared to the adopted FY12 budget. An analysis of the significant differences between the FY12 budget and the proposed FY13 operating budget follows, listed in decreasing order of magnitude.

Component	Increase/ (Decrease) vs. FY12 Budget	FY13 % Change
Purchased Water Cost	\$310,000	8%
Distributed G&A	9,000	2%
Materials, Services & Supplies	(16,000)	-1%
Vehicle Expense	(33,000)	-14%
Labor	(53,000)	-1%
Net Decrease	<u>\$217,000</u>	<u>2%</u>

This budget draft will be fine-tuned in conjunction with preparation of the West Marin Budgets, additional review of the Capital Improvement Projects budget, and with updated information regarding the medical and insurance costs as they become available, and will be presented for additional review at the May 15 meeting.

Proposed
BUDGET

Initial Review

Novato
Operating Budget
FISCAL YEAR
2012-13

NORTH MARIN WATER DISTRICT
999 RUSH CREEK PLACE, NOVATO, CA

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NORTH MARIN WATER DISTRICT
PROPOSED 2012/13 OPERATING BUDGET

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**NOVATO WATER
BUDGET SUMMARY
Fiscal Year 2012/13**

	Proposed Budget 2012/13	Estimated Actual 2011/12	Adopted Budget 2011/12	
OPERATING INCOME				
1	Water Sales	\$15,230,000	\$14,220,000	\$13,660,000
2	Wheeling & Misc Service Charges	443,000	233,000	238,000
3	Total Operating Income	\$15,673,000	\$14,453,000	\$13,898,000
OPERATING EXPENDITURES				
4	Source of Supply	\$4,236,000	\$4,615,000	\$3,912,000
5	Pumping	337,000	291,000	335,000
6	Operations	513,000	628,000	506,000
7	Water Treatment	1,730,000	1,722,000	1,905,000
8	Transmission & Distribution	2,524,000	2,269,000	2,282,000
9	Consumer Accounting	542,000	550,000	556,000
10	Water Conservation	400,000	262,000	400,000
11	General Administration	1,985,000	1,852,000	2,127,000
12	Other Operating Expense	(517,000)	(550,000)	(490,000)
13	Total Operating Expenditures	\$11,750,000	\$11,639,000	\$11,533,000
14	NET OPERATING INCOME (LOSS)	\$3,923,000	\$2,814,000	\$2,365,000
OTHER SOURCES OF FUNDS				
15	Interest Revenue	\$60,000	\$68,000	\$48,000
16	Connection Fees	860,000	912,000	570,000
17	Loan Funds - AEEP	0	8,000,000	2,700,000
18	Loan (To)/Repayment From RWS	1,511,000	(2,034,000)	0
19	Loan (To)/Repayment From WM Water	200,000	170,000	(125,000)
20	Miscellaneous	133,000	150,000	143,000
21	Total Other Sources	\$2,764,000	\$7,266,000	\$3,336,000
OTHER USES OF FUNDS				
22	Capital Equipment Expenditures	\$233,000	\$190,000	\$182,000
23	Capital Improvement Projects	3,137,000	1,695,000	4,286,000
24	Bond & Loan Debt Service	1,945,000	1,761,000	1,671,000
25	Connection Fee Transfer to RWS	467,000	1,168,000	125,000
26	Miscellaneous	20,000	4,000	20,000
27	Total Other Uses	\$5,802,000	\$4,818,000	\$6,284,000
28	NET SURPLUS/(DEFICIT)*	\$885,000	\$5,262,000	(\$583,000)
29	Depreciation (not included above)	\$2,360,000	\$2,330,000	\$2,300,000

* Line 14+21-27

NOVATO WATER OPERATING BUDGET DETAIL

Fiscal Year 2012/13

	Proposed Budget 12/13	Estimated Actual 11/12	Adopted Budget 11/12	Actual 10/11	Actual 09/10	Actual 08/09	Actual 07/08	Actual 06/07
STATISTICS								
1 Total Meters	20,820	20,770	20,790	20,737	20,709	20,693	20,638	20,571
2 Active Meters	20,550	20,500	20,520	20,464	20,438	20,416	20,366	20,325
3 Active Dwelling Units	23,950	23,900	23,920	23,858	23,871	23,848	23,702	23,698
OPERATING INCOME								
4 Water Sales	\$15,230,000	\$14,220,000	\$13,660,000	\$12,661,401	\$11,251,832	\$11,067,484	\$10,384,740	\$10,601,455
5 Sales to MMWD	0	0	0	0	0	351,154	0	0
6 Wheeling Charges-MMWD	252,000	65,000	70,000	53,662	67,180	75,090	76,588	74,962
7 SCWA Water Conservation Reimb	0	0	0	0	21,450	0	359,748	283,242
8 Miscellaneous Service Revenue	191,000	168,000	168,000	145,787	140,796	145,663	161,238	234,539
9 TOTAL OPERATING INCOME	\$15,673,000	\$14,453,000	\$13,898,000	\$12,860,850	\$11,481,258	\$11,639,391	\$10,982,314	\$11,194,198
OPERATING EXPENSE								
SOURCE OF SUPPLY								
10 Supervision & Engineering	\$15,000	\$9,000	\$6,000	\$8,965	\$2,007	\$2,120	\$2,391	\$15,420
11 Operating Expense - Source	11,000	8,000	6,000	5,927	5,745	4,702	3,109	6,709
12 Maintenance/Monitoring of Dam	28,000	25,000	28,000	8,290	8,741	7,583	6,078	5,768
13 Maintenance of Lake & Intakes	16,000	11,000	16,000	8,619	8,072	7,990	3,063	28
14 Maintenance of Watershed	39,000	0	38,000	2,152	7,352	28,126	9,177	12,506
15 Water Purchased for Resale to MMWD	0	0	0	0	0	171,447	0	0
16 Water Quality Surveillance	12,000	17,000	13,000	12,377	13,138	8,448	9,272	9,659
17 Contract Water - SCWA	4,340,000	4,770,000	4,030,000	4,015,679	3,630,416	3,838,298	3,852,900	4,453,758
18 Reserve Fund Contribution	(225,000)	(225,000)	(225,000)	(224,890)	(189,269)	(110,246)	(114,682)	(1,567)
19 TOTAL SOURCE OF SUPPLY	\$4,236,000	\$4,615,000	\$3,912,000	\$3,837,119	\$3,486,202	\$3,958,468	\$3,771,308	\$4,502,281
PUMPING								
20 Operating Expense	\$7,000	\$0	\$7,000	\$641	\$8,367	\$8,567	\$13,333	\$27,117
21 Maintenance of Structures/Grounds	37,000	30,000	38,000	17,153	18,600	23,080	15,909	17,736
22 Maintenance of Pumping Equipment	62,000	36,000	59,000	17,354	10,751	8,807	61,907	16,966
23 Electric Power - Pumping	231,000	225,000	231,000	233,222	200,318	249,190	227,916	245,797
24 TOTAL PUMPING	\$337,000	\$291,000	\$335,000	\$268,370	\$238,036	\$289,644	\$319,065	\$307,616
OPERATIONS								
25 Supervision & Engineering	\$142,000	\$183,000	\$149,000	\$185,361	\$176,082	\$168,202	\$188,926	\$155,660
26 Operating Expense	191,000	247,000	187,000	191,713	212,126	235,230	127,350	172,985
27 Maintenance Expense	91,000	108,000	87,000	94,633	84,121	89,775	112,461	108,197
28 Telemetry Equipment/Controls Maint	68,000	71,000	62,000	83,047	67,051	39,201	37,610	19,979
29 Leased Line Expense	21,000	19,000	21,000	20,841	20,547	20,342	19,601	41,809
30 TOTAL OPERATIONS	\$513,000	\$628,000	\$506,000	\$575,595	\$559,927	\$552,750	\$485,948	\$498,630

NOVATO WATER OPERATING BUDGET DETAIL

Fiscal Year 2012/13

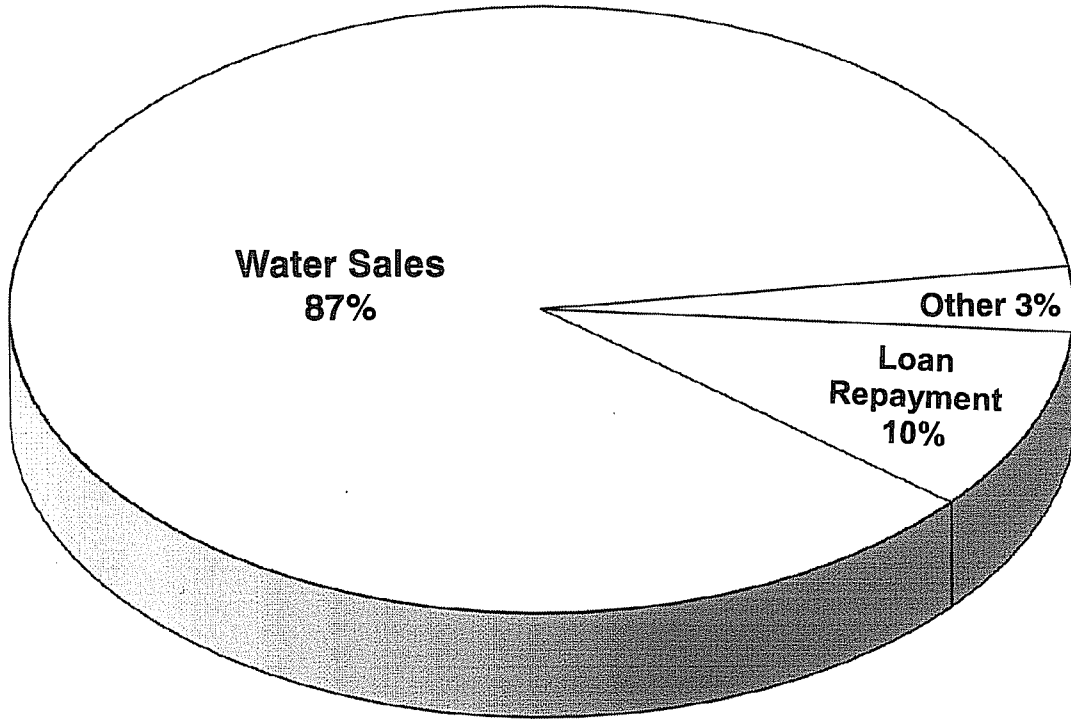
	Proposed Budget 12/13	Estimated Actual 11/12	Adopted Budget 11/12	Actual 10/11	Actual 09/10	Actual 08/09	Actual 07/08	Actual 06/07
WATER TREATMENT								
31	\$69,000	\$114,000	\$105,000	\$121,459	\$122,312	\$113,175	\$99,218	\$101,646
32	272,000	267,000	351,000	320,882	365,305	247,309	357,877	363,204
33	425,000	323,000	425,000	464,140	415,486	293,888	221,597	63,179
34	83,000	128,000	74,000	84,618	69,209	40,163	49,299	34,844
35	81,000	86,000	108,000	71,772	83,411	115,686	91,550	79,359
36	132,000	128,000	172,000	105,217	157,642	204,217	203,622	90,608
37	108,000	104,000	108,000	128,913	129,930	99,184	113,732	88,596
38	560,000	572,000	562,000	517,044	495,239	479,970	398,173	401,520
39	\$1,730,000	\$1,722,000	\$1,905,000	\$1,814,045	\$1,838,534	\$1,593,592	\$1,535,068	\$1,222,956
TOTAL WATER TREATMENT								
TRANSMISSION & DISTRIBUTION								
40	\$495,000	\$427,000	\$355,000	\$466,110	\$528,659	\$560,968	\$524,345	\$522,663
41	115,000	98,000	99,000	74,154	98,187	74,786	105,509	48,957
42	411,000	488,000	450,000	422,375	448,650	420,639	439,348	395,866
43	155,000	150,000	181,000	158,247	164,316	149,759	129,944	115,457
44	256,000	102,000	180,000	190,866	190,255	131,094	107,354	165,842
45	154,000	50,000	120,000	146,814	102,633	108,752	143,525	119,713
46	88,000	90,000	101,000	124,121	93,754	86,630	108,835	76,174
47	202,000	203,000	217,000	164,388	199,807	211,630	181,161	233,355
48	376,000	480,000	306,000	347,802	263,714	250,024	287,813	258,788
49	158,000	123,000	171,000	146,170	143,691	148,112	135,370	125,337
50	54,000	34,000	41,000	36,509	41,557	30,488	26,483	34,177
51	60,000	24,000	61,000	50,354	77,038	62,794	74,700	42,474
52	\$2,524,000	\$2,269,000	\$2,282,000	\$2,327,910	\$2,352,261	\$2,235,676	\$2,264,387	\$2,138,803
CONSUMER ACCOUNTING								
53	\$167,000	\$167,000	\$160,000	\$142,581	\$142,956	\$140,851	\$132,653	\$146,286
54	270,000	280,000	292,000	282,046	260,428	236,740	225,062	221,764
55	19,000	18,000	19,000	18,285	18,590	18,504	18,513	18,292
56	67,000	64,000	65,000	70,347	64,698	58,062	51,960	49,729
57	28,000	28,000	29,000	32,723	35,190	28,022	13,507	10,412
58	6,000	8,000	7,000	9,835	5,048	14,471	14,585	17,208
59	(15,000)	(15,000)	(16,000)	(15,762)	(15,694)	(15,147)	(14,205)	(14,200)
60	\$542,000	\$550,000	\$556,000	\$540,055	\$511,216	\$481,503	\$442,075	\$449,491
TOTAL CONSUMER ACCOUNTING								

NOVATO WATER OPERATING BUDGET DETAIL

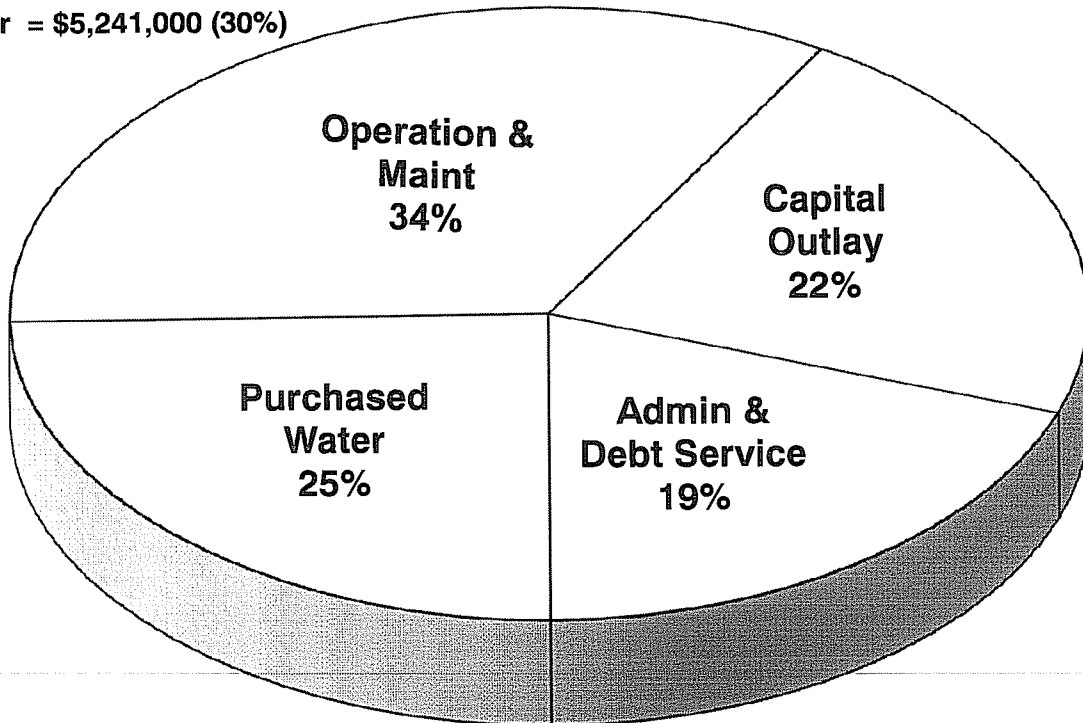
Fiscal Year 2012/13

	Proposed Budget 12/13	Estimated Actual 11/12	Adopted Budget 11/12	Actual 10/11	Actual 09/10	Actual 08/09	Actual 07/08	Actual 06/07
WATER CONSERVATION								
61 Residential	\$298,000	\$209,000	\$287,000	\$338,093	\$438,668	\$438,588	\$457,600	\$253,540
62 Commercial	25,000	1,000	29,000	15,423	2,707	28,344	9,415	11,454
63 Public Outreach/Information	50,000	37,000	54,000	19,047	26,548	20,679	27,483	24,515
64 Large Landscape	27,000	15,000	30,000	10,337	10,695	19,649	26,120	16,751
TOTAL WATER CONSERVATION	\$400,000	\$262,000	\$400,000	\$382,900	\$478,618	\$507,260	\$520,618	\$306,260
GENERAL & ADMINISTRATION								
65 Director's Expense	\$15,000	\$15,000	\$15,000	\$15,100	\$16,200	\$15,000	\$14,600	\$14,300
66 Legal Fees	11,000	5,000	11,000	8,572	59,818	9,933	7,824	34,013
67 Auditing Services	30,000	29,000	29,000	27,800	31,100	30,000	22,000	15,250
68 Human Resources	31,000	22,000	31,000	32,112	33,080	31,848	26,923	37,051
69 Consulting Services/Studies	44,000	35,000	96,000					
70 General Office Salaries	1,195,000	1,240,000	1,236,000	1,177,170	1,166,410	1,125,232	1,020,823	980,772
71 Office Supplies	50,000	23,000	49,000	38,870	47,363	56,621	32,193	37,525
72 Employee Events	8,000	8,000	10,000	4,469	11,366	3,881	4,585	0
73 Other Administrative Expense	16,000	17,000	22,000	17,414	20,090	21,313	20,246	23,149
74 Election Cost	0	0	60,000	0	250	0	51,262	0
75 Dues & Subscriptions	50,000	50,000	49,000	47,775	49,208	42,004	40,738	32,203
76 Vehicle Expense	8,000	8,000	8,000	8,112	8,112	8,112	8,193	8,112
77 Meetings, Conf & Training	154,000	78,000	153,000	101,472	114,985	112,985	107,411	108,228
78 Telephone, Water, Gas & Electricity	31,000	29,000	31,000	29,012	27,203	29,595	30,018	35,324
79 Building & Grounds Maintenance	34,000	37,000	35,000	35,902	53,907	44,268	47,389	41,312
80 Office Equipment Expense	87,000	74,000	96,000	74,325	85,550	91,052	78,962	98,577
81 Insurance Premiums & Claims	141,000	112,000	133,000	118,451	117,023	132,928	198,297	182,754
82 Retiree Medical Benefits	173,000	171,000	173,000	147,084	138,105	182,220	182,003	180,771
83 G&A Distributed to Other Operations	(93,000)	(101,000)	(110,000)	(104,515)	(100,811)	(92,969)	(86,742)	(73,004)
TOTAL GENERAL & ADMINISTRATION	\$1,985,000	\$1,852,000	\$2,127,000	\$1,779,125	\$1,878,959	\$1,844,023	\$1,806,725	\$1,756,337
OTHER OPERATING EXPENSE								
84 Expensed Improvement Projects	\$0	\$0	\$0	\$122,785	\$1,220,617	\$1,277,995	\$959,475	\$1,301,339
85 Expensed Equipment Purchases	0	3,000	6,000	29,993	31,266	34,204	8,531	2,427
86 G&A Applied to Construction Projects	(317,000)	(325,000)	(356,000)	(269,439)	(153,213)	(224,590)	(212,502)	(172,386)
87 (Gain)/Loss on Overhead Charges	(200,000)	(228,000)	(140,000)	(172,628)	(214,770)	(157,888)	(277,413)	(414,082)
TOTAL OTHER OPERATING EXPENSE	(\$517,000)	(\$550,000)	(\$490,000)	(\$289,289)	\$883,900	\$929,721	\$478,091	\$717,348
TOTAL OPERATING EXPENSE	\$11,750,000	\$11,639,000	\$11,533,000	\$11,235,830	\$12,227,653	\$12,392,637	\$11,623,285	\$11,899,722
OPERATING INCOME/(LOSS)	\$3,923,000	\$2,814,000	\$2,365,000	\$1,625,020	(\$746,395)	(\$753,246)	(\$640,971)	(\$705,524)
91 Non-budgeted Depreciation	\$2,360,000	\$2,330,000	\$2,300,000	\$2,309,166	\$2,312,339	\$2,087,598	\$1,530,000	\$1,377,612

**NORTH MARIN WATER DISTRICT - NOVATO WATER
FISCAL YEAR 2012-13
SOURCE OF FUNDS = \$17,552,000**



Labor = \$5,241,000 (30%)

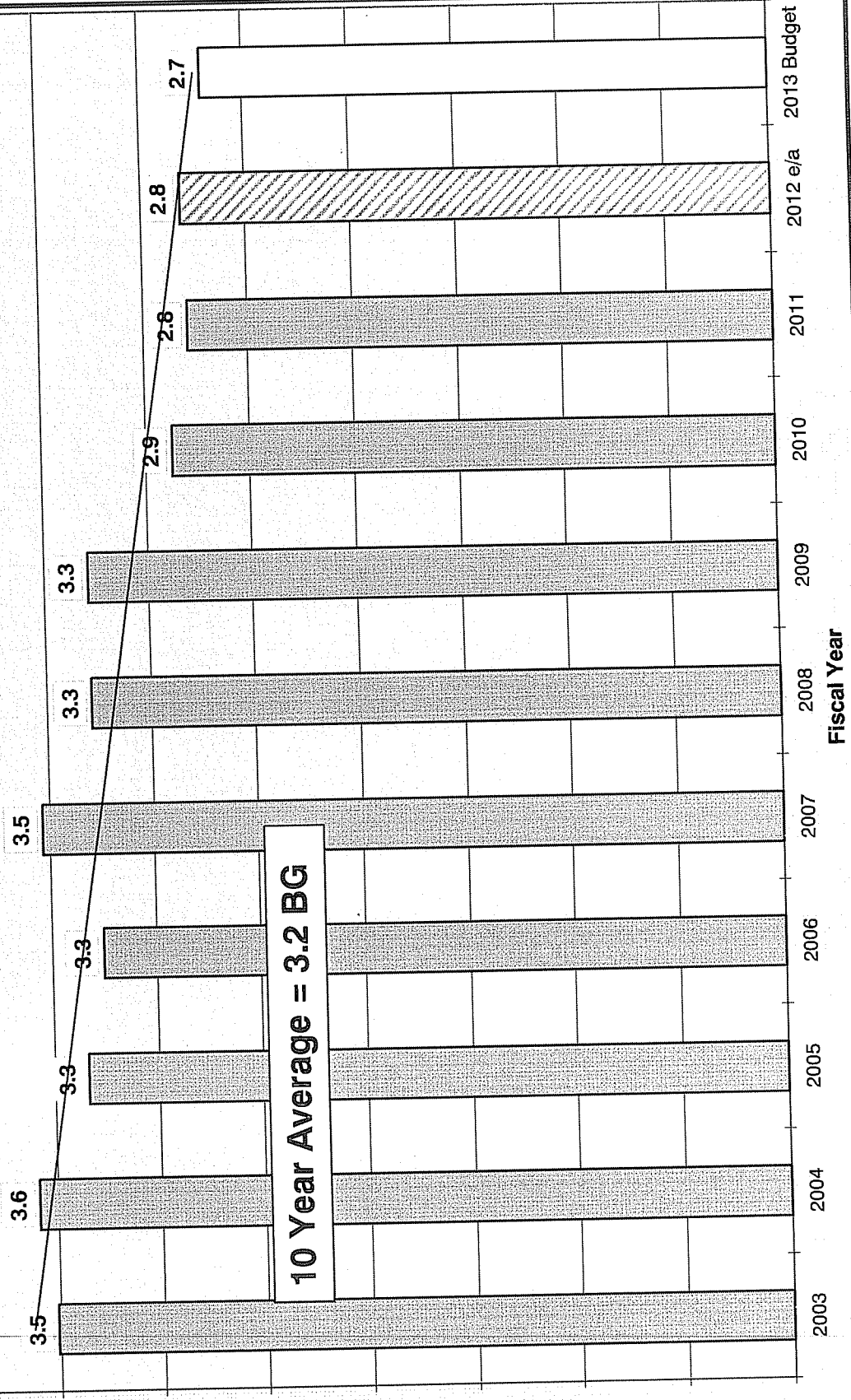


TOTAL EXPENDITURE PLAN = \$17,552,000

Novato Water Billed Consumption 10 Year History

4/24/12

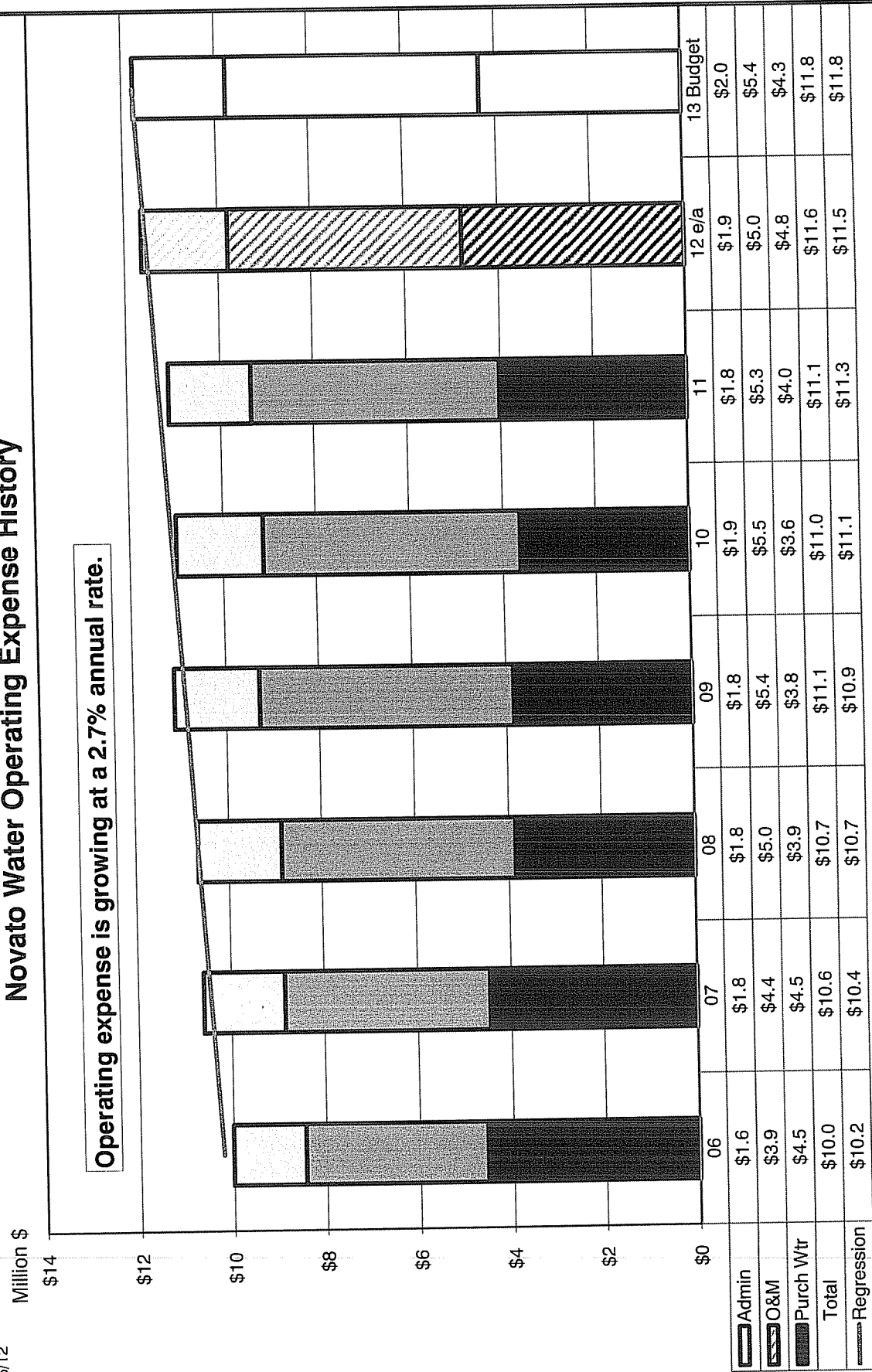
Billion
Gal
4.0



10 Year Average = 3.2 BG

Novato Water Operating Expense History

Operating expense is growing at a 2.7% annual rate.



Fiscal Year

North Marin Water District Memberships/Certifications

t:\accountants\data\dues and subscriptions.xls\fy13 d&s budget

Sorted by Organization & Dept

	Organization	Employee	Dept	Last Renewed	Renewal Period	Last Paid	FY13 Budget
1	ADTS Drug Testing Program	Moore	41	12/14/2011	1/12-12/12	\$650	\$670
2	Alliance for Water Efficiency	Grisso	21	06/22/2011	7/11-7/12	\$214	\$230
3	American Water Works Association	DeGabriele*	10	11/16/2011	1/12-12/12	\$3,487	\$3,600
4	American Water Works Association	Chandrasekei	21	06/22/2011	7/11-6/12	\$231	\$250
5	Assoc of State Dam Safety Officials	McIntyre	21	09/28/2011	10/11-9/12	\$49	\$50
6	Association of CA Water Agencies	DeGabriele	10	12/14/2011	1/12-12/12	\$16,835	\$17,350
7	AWWA - Lab Analyst Certif I	Bena	61	01/19/2011	4/11-4/13	\$55	\$60
8	AWWA - Lab Analyst Certif I	Lucchesi	61	04/20/2011	7/11-6/13	\$55	\$60
9	AWWA - Lab Analyst Certif III	Goodpaster	61	11/27/2010	12/10-11/12	\$80	\$90
10	AWWA - Lab Analyst Certif III	Ramudo	61	03/31/2006	3/06-3/08	\$46	\$60
11	AWWA - Lab Analyst Certif III	Reischmann	61	11/10/2011	9/10-8/12	\$55	\$60
12	AWWA - Water Conservation Practic	Grisso	21	12/01/2010	12/10-12/12	\$70	\$80
13	Bay Area Water Works Association	Chandrasekei	21	11/05/2010	1/11-12/11	\$10	\$20
14	Bay Area Water Works Association	McIntyre	21	11/04/2010	1/11-12/11	\$10	\$20
15	Bay Area Water Works Association	Ramudo	61	01/11/2012	1/12-12/12	\$60	\$70
16	Board of Prof Engineers & Surveyors	DeGabriele	10	05/26/2010	7/10-6/12	\$125	\$0
17	Board of Prof Engineers & Surveyors	Chandrasekei	21	09/22/2010	10/10-9/12	\$125	\$130
18	Board of Prof Engineers & Surveyors	Jackson	21	03/14/2012	3/12-3/14	\$125	\$0
19	Board of Prof Engineers & Surveyors	McIntyre	21	03/23/2011	4/11-3/13	\$125	\$130
20	CA Urban Water Conservation Coun	Grisso	21	04/11/2012	1/12-12/12	\$3,092	\$3,190
21	Contractor's State License Board	Moore	41	01/25/2012	2/12-2/14	\$360	\$0
22	Costco Wholesale Membership	DeGabriele	10	11/23/2011	1/12-12/12	\$110	\$120
23	Dept of Pesticide Regulation	Stafford	31	09/14/2011	1/12-12/13	\$60	\$70
24	Dept of Pesticide Regulation	Cilia	51			\$0	\$70
25	DHS - Distrib Op Certification I	Venegas	12	03/09/2011	3/11-2/14	\$70	\$0
26	DHS - Distrib Op Certification I	Breit	41			\$0	\$70
27	DHS - Distrib Op Certification I	Castellucci	41	12/15/2010	5/11-4/14	\$70	\$0
28	DHS - Distrib Op Certification I	Corda, Joe	41	03/24/2010	8/10-8/13	\$70	\$0
29	DHS - Distrib Op Certification I	Kehoe, C	41	10/07/2009	10/09-10/12	\$70	\$0
30	DHS - Distrib Op Certification I	Ortiz	41	08/11/2010	1/11-1/14	\$70	\$0
31	DHS - Distrib Op Certification I	Reed	41	03/24/2010	8/10-8/13	\$70	\$0
32	DHS - Distrib Op Certification I	Rupp	41	12/15/2010	5/11-4/14	\$70	\$0
33	DHS - Distrib Op Certification I	Sjoblom	41	03/24/2010	8/10-8/13	\$70	\$0
34	DHS - Distrib Op Certification I	Baccei	51	03/31/2010	8/10-8/13	\$0	\$0
35	DHS - Distrib Op Certification I	Cilia	51	03/31/2010	8/10-8/13	\$70	\$0
36	DHS - Distrib Op Certification II	Garrett	31	10/08/2008	8/08-11/11	\$80	\$0
37	DHS - Distrib Op Certification II	Jennison	31	01/12/2011	6/11-6/14	\$105	\$0
38	DHS - Distrib Op Certification II	Arendell	41	03/16/2011	3/11-2/14	\$80	\$0
39	DHS - Distrib Op Certification II	Castellucci	41			\$0	\$80
40	DHS - Distrib Op Certification II	Connolly	31			\$0	\$80
41	DHS - Distrib Op Certification II	Corda, Joe	41			\$0	\$80
42	DHS - Distrib Op Certification II	Kehoe, C	41			\$0	\$80
43	DHS - Distrib Op Certification II	Kurfurst	51	05/26/2010	4/11-3/13	\$80	\$90
44	DHS - Distrib Op Certification II	Latanyshyn	51	09/21/2011	12/12-1/15	\$80	\$0
45	DHS - Distrib Op Certification II	Bena	61	03/09/2011	3/11-2/14	\$80	\$0
46	DHS - Distrib Op Certification II	Goodpaster	61	11/27/2010	4/11-4/13	\$80	\$90
47	DHS - Distrib Op Certification II	Lucchesi	61	04/25/2012	10/12-10/14	\$60	\$0
48	DHS - Distrib Op Certification II	Ramudo	61	08/26/2009	8/09-8/12	\$180	\$200
49	DHS - Distrib Op Certification II	Reischmann	61	04/18/2012	10/12-10/14	\$60	\$0
50	DHS - Distrib Op Certification III	Moore	41	05/26/2010	4/11-4/13	\$120	\$140
51	DHS - Distrib Op Certification III	Clark	51	07/15/2009	12/09-12/12	\$60	\$70

**North Marin Water District
Memberships/Certifications**

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Sorted by Organization & Dept

	Organization	Employee	Dept	Last Renewed	Renewal Period	Last Paid	FY13 Budget
52	DHS - Distrib Op Certification III	Lemos	51	05/26/2010	4/11-4/13	\$120	\$140
53	DHS - Distrib Op Certification III	Corda, Jeff	31	10/13/2010	11/10-11/13	\$90	\$0
54	DHS - Distrib Op Certification II	Reed	41	02/01/2012	2/12-2/14	\$80	\$0
55	DHS - Distrib Op Certification V	Stompe	31	10/28/09	3/10-3/13	\$105	\$120
56	DHS - Treatment Operator Certif II	Connolly	31			\$0	\$80
57	DHS - Treatment Operator Certif II	Garrett	31	1/20/10	1/10-1/13	\$60	\$70
58	DHS - Treatment Operator Certif II	Clark	51	02/08/2012	7/12-7/15	\$60	\$0
59	DHS - Treatment Operator Certif II	Lucchesi	61	01/25/2012	2/12-2/14	\$60	\$0
60	DHS - Treatment Operator Certif II	Reischmann	61	09/28/2011	10/11-10/13	\$60	\$0
61	DHS - Treatment Operator Certif III	Corda, Jeff	31	07/14/2010	7/10-7/13	\$90	\$0
62	DHS - Treatment Operator Certif III	Garrett, Dan	31	05/18/2011	7/11-6/14	\$120	\$0
63	DHS - Treatment Operator Certif IV	Jennison	31	01/12/2011	6/11-6/14	\$105	\$0
64	DHS - Treatment Operator Certif IV	Stafford	31	12/24/2001	5/11-4/14	\$140	\$0
65	DHS - Treatment Operator Certif IV	Stompe	31	09/07/2011	2/12-2/14	\$105	\$0
66	GFOA - Fin Stmt Review	Landeros	11	11/09/2011	9/11-8/12	\$435	\$450
67	GFOA - Membership	Landeros	11	08/10/2011	9/11-8/12	\$160	\$170
68	Irrigation Association	Grisso	21	11/09/2011	1/12-2/12	\$100	\$110
69	LAFCO (Co of Marin)	DeGabriele	10	08/10/2011	7/11-6/12	\$6,093	\$6,710
70	Marin Employer Advisory Council	Landeros	11	01/25/2012	2/12-1/13	\$100	\$110
71	National Fire Protection Assoc	McIntyre	21	12/21/2011	2/12-1/13	\$165	\$180
72	National Notary Association (Dues)	Young	11	07/06/2011	9/11-8/12	\$39	\$50
73	National Notary Association (Dues)	Kehoe	21	06/15/2011	9/11-9/15	\$129	\$0
74	National Notary Association (Ins)	Young	11	11/09/2011	2/12-2/13	\$33	\$40
75	National Notary Association (Ins)	Kehoe	21	10/06/2010	1/11-1/13	\$78	\$90
76	National Safety Council	Clark	51	07/10/2011	8/11-7/12	\$365	\$400
77	Natl Assoc Corrosion Engineers	Jackson	21	06/01/2011	7/11-6/12	\$130	\$140
78	Natl Assoc Corrosion Engineers	Latanyshyn	51	04/16/2008	7/08-6/09	\$130	\$140
79	No American Lake Management Soc	Stompe	31	03/21/2012	3/12-3/13	\$110	\$120
80	North Bay Watershed Association	DeGabriele	10	08/24/2011	7/11-6/12	\$6,453	\$6,460
81	Novato Chamber of Commerce	Bentley	11	12/26/2011	11/11-10/12	\$790	\$820
82	Novato Heights Property Owners	DeGabriele	10	04/04/2012	1/12-12/12	\$150	\$160
83	Rotary - Novato Sunrise	McIntyre	21	08/31/2011	7/11-6/12	\$164	\$170
84	Rotary Club of Novato	DeGabriele	10	08/17/2011	7/11-6/12	\$175	\$180
85	Society for HR Management	Landeros	11	08/24/2011	9/11-8/12	\$180	\$190
86	Soroptomist	Roberts	11	07/06/2011	7/11-6/12	\$175	\$180
87	Special District Leadership Foundatio	DeGabriele	10	01/28/2009	1/09-12/09	\$50	\$75
88	Steel Structures Painting Council	McIntyre	21	06/01/2011	7/1/11-6/30/12	\$95	\$100
89	SWRCB - Wastewater TP Op II	Stafford	31	11/02/2011	1/12-12/14	\$130	\$0
90	Tomales Bay Watershed Council	Clark	31	02/08/2012	1/12-12/12	\$1,000	\$1,000
91	Underground Service Alert	Moore	41	08/17/2011	7/11-6/12	\$865	\$900
92	Water Education Foundation	DeGabriele	10	12/07/2011	1/12-12/12	\$100	\$110
93	Wine Country Water Works Assoc.	Connolly	31	03/07/2012	1/12-12/12	\$20	\$25
94	Wine Country Water Works Assoc.	Garrett	31	02/16/2011	1/11-12/11	\$25	\$25
95	Wine Country Water Works Assoc.	Jennison	31	03/07/2012	1/12-12/12	\$20	\$25
96	Wine Country Water Works Assoc.	Arendell	41	02/16/2011	1/11-12/11	\$25	\$25
97	Wine Country Water Works Assoc.	Moore	41	02/16/2011	1/11-12/11	\$25	\$25
98	Wine Country Water Works Assoc.	Latanyshyn	51	02/16/2011	1/11-12/11	\$25	\$25
99	Wine Country Water Works Assoc.	Lemos	51	02/16/2011	1/11-12/11	\$25	\$25

* Membership allows GM + 4 employees - DeGabriele, Clark, Ramudo, McIntyre & Stompe are enrolled \$47,478 \$47,000

**North Marin Water District
Memberships/Certifications**

4/26/12

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Sorted by Organization & Dept

	Organization	Employee	Dept	Last Renewed	Renewal Period	Last Paid	FY13 Budget
Periodical Subscriptions							
1	LexisNexis (Govt Codes)	DeGabriele	10	01/18/2012	1/12-12/12	\$725	\$750
2	Marin Independent Journal	DeGabriele	10	08/31/2011	9/11-9/12	\$212	\$220
3	Marinscope (Advance)	DeGabriele	10	08/17/2011	9/11-9/12	\$49	\$60
4	Personnel Concepts (Lbr Law Posters)	Bentley	11	09/14/2011	9/11-9/12	\$88	\$100
5	Pt Reyes Light	DeGabriele	10	11/24/2010	12/10-12/12	\$90	\$100
6	West Marin Citizen	DeGabriele	10	08/24/2011	8/11-8/12	\$56	\$60
7	Journal of Accountancy	Bentley	11	07/06/2011	8/11-8/12	\$69	\$80
8	Wall Street Journal	Bentley	11	03/28/2012	3/12-3/13	\$129	\$140
9	Engineering News Record (ENR)	McIntyre	21	02/22/2012	2/12-2/13	\$87	\$90
10	CA Climate Action Registry	Clark	51	11/09/2011	1/12-12/12	\$750	\$780
11	Cal/OSHA Emplr Resource Institute	Clark	51	07/06/2011	9/11-8/12	\$299	\$310
						\$2,554	\$2,690

Software Subscriptions/Maint Agreements

1	Parkinson (Hightower)	Bentley	11	07/06/2011	7/22/11-7/21/12	\$2,932	\$3,230
2	Parkinson (SCANCO)	Bentley	11	07/14/2010	7/22/10-7/21/11	\$2,393	\$0
3	Parkinson (MAS90)	Bentley	11	07/06/2011	7/22/11-7/21/12	\$4,237	\$4,670
4	Parkinson (Fixed Assets)	Bentley	11			\$0	\$820
5	Sage Software (Fixed Assets)	Bentley	11	07/06/2011	7/22/11-7/21/12	\$739	\$0
6	Eberhart Software (HR ABRA Netwo	Bentley	11	07/06/2011	7/22/11-7/21/12	\$767	\$820
7	iPrism Web Filter (Trebron Co)	Bentley	11	06/26/2011	7/1/11-6/30/12	\$1,316	\$1,316
8	Trend OfficeScan Anti-Virus Softwar	Bentley	11	12/14/2011	11/9/11-11/8/12	\$1,080	\$1,080
9	Verizon Reverse 911 Database	Bentley	12	01/01/2007	Mo to Mo	\$335	\$335
10	Parcel Quest	McIntyre	21	07/06/2011	7/1/11-6/30/12	\$697	\$720
11	DLT Solutions - AutoCAD Licenses	McIntyre	21	12/07/2011	12/20/11-12/19/12	\$2,674	\$2,810
12	E&M - Wonderware - Distrib SCADA	Clark	31	09/29/2010	9/5/10-9/4/11	\$1,535	\$6,500
						\$18,705	\$22,301
						\$68,738	\$71,991

Dues & Subscriptions Expense Distribution


Dues & Subscriptions	56402-01-10	10	\$34,710	\$35,955
Dues & Subscriptions	56402-01-11	11	\$2,198	\$2,330
Dues & Subscriptions	56402-01-12	12	\$70	\$0
Dues & Subscriptions	56402-01-21	21	\$4,999	\$4,980
Dues & Subscriptions	56402-01-31	31	\$2,365	\$1,615
Dues & Subscriptions	56402-01-41	41	\$2,695	\$2,070
Dues & Subscriptions	56402-01-51	51	\$2,064	\$2,050
Dues & Subscriptions	56402-01-61	61	\$931	\$690
			\$50,033	\$49,690

Software Subscription Expense Distribution

Admin Equip	56701-01-11	11	\$13,464	\$11,936
Cons Svcs Equipment	55601-01-12	12	\$335	\$335
Maps & Records	54004-01-21	21	\$3,371	\$3,530
Maint Telemetry Equip	52502-01-31	31	\$1,535	\$6,500
Maintenance Exp	52406-01-51	51	\$0	\$0
WQ Exp	53702-01-61	61	\$0	\$0
			\$18,705	\$22,301
			\$68,738	\$71,991

13

MEMORANDUM

To: Board of Directors
From: David L. Bentley, Auditor-Controller 
Subj: Initial Review – FY 2012/13 Novato Recycled Water System Budget
t:\acl\word\budget\13\rwf13 review i.docx

April 27, 2012

RECOMMENDED ACTION: Information Only – Initial Review
FINANCIAL IMPACT: \$7.8 Million FY13 Expenditure Plan

The FY 2012/13 (FY13) Recycled Water System (RWS) budget projects demand of 62MG next fiscal year (see chart of historical water use attached), up 24% from the current year estimated actual, as 14 new accounts are projected come online during the fiscal year. Consistent with the potable water rate increase, a 7% commodity rate increase will be effective June 1, 2012. The 7% increase will add \$17,000 to annual revenue.

Operating expenses are budgeted to increase 60% (\$79,000) from the existing FY12 budget, as start-up costs for operating the expanded distribution system are undertaken, and 39MG (\$59,000) of tertiary treated water from Novato Sanitary District and Las Gallinas Valley Sanitary District are purchased. We anticipate the Deer Island Plant to run through September, after which water will be purchased from NSD and LGVSD at anticipated pricing of \$1,500/MG.

The proposed budget includes \$5.7 million for continued expansion of the North & South Service Areas. The expansion project is funded by Federal and State grant funds (25%) and 2.6% 20-year SRF loans (75%).

The proposed FY13 RWS budget shows a break-even plan for the year. The RWS has borrowed over \$2 million from the Novato district pending receipt of grant and loan monies. As those monies are received, the loan will be repaid to Novato. \$1.5 million is budgeted to be repaid to Novato in FY13.

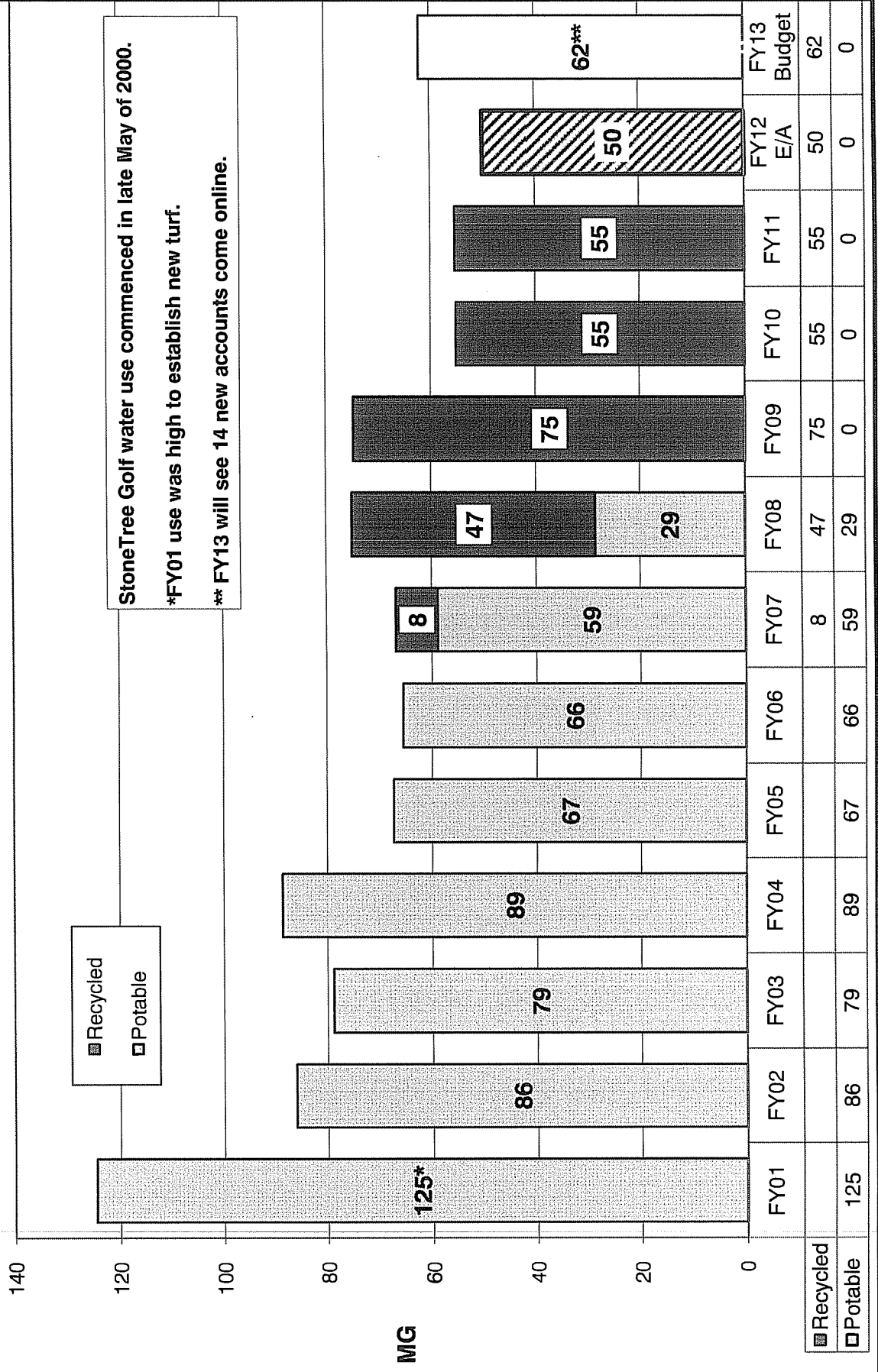
As with the Novato budget, staff will continue to fine-tune the RWS budget, and return it for further review at the May 15 meeting.

NOVATO WATER - RECYCLED WATER SYSTEM
BUDGET SUMMARY
Fiscal Year 2012/13

	Proposed Budget 2012/13	Estimated Actual 2011/12	Adopted Budget 2011/12
OPERATING INCOME			
1 Recycled Water Sales	\$255,000	\$192,000	\$230,000
2 Bimonthly Service Charge	\$6,000	\$4,000	\$4,000
3 Total Operating Income	\$261,000	\$196,000	\$234,000
OPERATING EXPENDITURES			
4 Purchased Water - NSD	\$41,000	\$0	\$0
5 Purchased Water - LGVSD	18,000	0	0
6 Pumping	2,000	1,000	2,000
7 Operations	22,000	39,000	6,000
8 Treatment	81,000	56,000	84,000
9 Transmission & Distribution	27,000	3,000	17,000
10 General Administration	19,000	20,000	22,000
11 Total Operating Expenditures	\$210,000	\$119,000	\$131,000
12 NET OPERATING INCOME (LOSS)	\$51,000	\$77,000	\$103,000
OTHER SOURCES OF FUNDS			
13 Interest Revenue	\$0	\$0	\$1,000
14 Fed Grant/SRF Loan - RWS Expansion	6,860,000	3,059,000	5,000,000
15 Connection Fees Trsf'd from Novato	467,000	1,168,000	125,000
16 Stone Tree Golf Debt Service	251,000	251,000	251,000
17 Total Other Sources	\$7,578,000	\$4,478,000	\$5,377,000
OTHER USES OF FUNDS			
18 Capital Improvement Projects	5,725,000	6,316,000	5,125,000
19 Loan (From)/Repayment to Novato	1,511,000	(2,034,000)	0
20 RWF SRF Loan Debt Service	273,000	273,000	273,000
21 RW Expansion SRF Loan Debt Service	120,000	0	45,000
22 Total Other Uses	\$7,629,000	\$4,555,000	\$5,443,000
23 NET SURPLUS/(DEFICIT)*	\$0	\$0	\$37,000
24 Depreciation (not included above)	\$165,000	\$163,000	\$165,000

* Line 12+17-22

Recycled Water Use History



■ Recycled
 □ Potable

14

MEMORANDUM

To: Board of Directors
From: Doug Moore, Construction Superintendent *D.M.*
Subj: PRE Tank 2 Retaining Wall Replacement
k:\const sup\2012\bod memo-re.pre2\info memo 042712.doc

April 27, 2012

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: None at this time

In May 2007, District staff replaced two sections (approximately 8 feet) of the retaining wall at PRE Tank 2. Total cost – including materials, equipment and crew time – came to just under \$10,000 (\$1,250/foot). It was determined that this was not a cost-efficient use of District resources.

In October 2010, eight other sections (approximately 40 feet) of the same retaining wall needed to be replaced (Phase 1 photos). Contractors were asked to submit bids for this project. The winning submission was \$15,472 (\$389.24/foot) from Silver Pacific, in Petaluma. After considering this initial cost, District staff asked what the cost would be to also include the adjacent eight sections, also in need of replacement though not as urgently. Total cost for these sixteen sections (approx. 64 feet) totaled \$24,911.60, or the equivalent of \$343/foot – much more cost-efficient than the District crews' cost.

The following winter (November 2011), other sections of the retaining wall suffered severe weather damage. The same contractor was asked to replace the remaining twelve full-sized sections (approx. 48 feet) (Phase 2 photos), at a total cost of \$15,472.00 (\$322/foot).

PHASE 1 (October 2010) PHOTOS

"Before"



“During”



“After”



PHASE 2 (November 2011) PHOTOS

"Before"



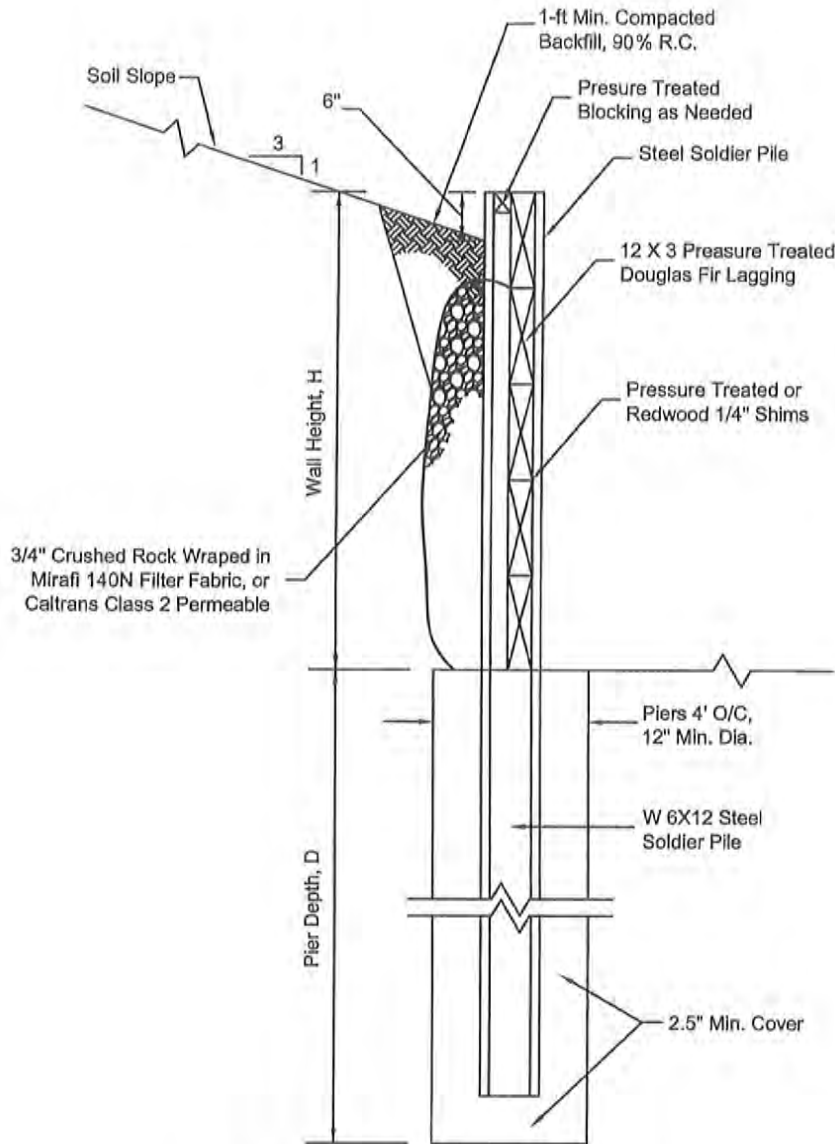
“During”





“After”





**SOLDIER PILE & TIMBER LAGGING
WALL SCHEMATIC DETAIL**
(NOT TO SCALE)

CONDITIONS	H (ft)	D (ft)
SOIL	4.0	6.0
	5.0	7.5
	6.0	9.0

NOTE: Technical Specification Section 2296 are considered part of the design details and contract documents.

COPYRIGHT 2005, MILLER PACIFIC ENGINEERING GROUP
FILE: 231.20Detail.dwg



Miller Pacific
ENGINEERING GROUP

SOLDIER PILE SCHEMATIC DETAIL
NMWD - PRE Tank 2 Walls
Point Reyes Station

1

Project No. 231.20

Date 7/26/06

Approved By:

Figure

Tax Rate Area
94-034
94-022



THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA SHOWN. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL SUBDIVISION OR BUILDING ORDIN.



5/09/2006 LKD

CHANGES

BLK	PRIOR APN	NEW APN	YR	AUTH	
110	114-110-01 THRU -26	REBLOCK TO 111	06	208	REBLOCK
110	114-110-28 THRU -57	REBLOCK TO 111	06	208	REBLOCK
110	114-110-59 THRU -82	REBLOCK TO 111	06	208	REBLOCK
110	114-110-84 THRU -99	REBLOCK TO 111	06	208	REBLOCK
111	18,20	43	06	208	
111	27,38	44	06	208	

NOTE: Assessor's Block Numbers Shown in Ellipses.
Assessor's Parcel Numbers Shown in Circles.

15

MEMORANDUM

To: Board of Directors
From: Robert Clark, Operations / Maintenance Superintendent
Subject: Quarterly Progress Report - Operations/Maintenance *RC*
X:\MAINT SUP\2012\BOD\Q3 11-12 O&M update.doc

April 27, 2012

RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

The Operations and Maintenance group is comprised of the Water Quality staff, the Water Treatment and Distribution Operators and the Facilities Maintenance Technicians. Together, this group ensures the District maintains its high level of water quality provided to its customers in the most cost-efficient manner. The primary objectives for the group include completion of the Stafford Treatment Plant shutdown projects and maintenance tasks, and to complete critical water quality reports to our environmental and health regulators.

Novato

With the drier than normal winter conditions, Operations staff did not treat Stafford Lake water during this reporting period. The rain finally came in March, and the lake rose to 188 feet by the end of the month. The annual distribution system flushing programs were started in February with a full system flush planned, including several dead ends throughout the Novato system that had not been flushed in the past three years.

Maintenance tasks at STP were substantially completed (75%) with annual pump and motor maintenance, filter cleaning, and instrument cleaning being performed. The sand pumps were rebuilt after five years of operation and will continue to be on a five-year cycle, with major wear showing up on two of the six pump diaphragms, and significant wear on two others. The Centrisys sludge dewatering equipment required a second significant maintenance overhaul within five years – treatment of the sand-filled sludge takes a toll on the rotating machinery and staff will need to plan for this level of repair work every three years.

It has been one year since Jim Diggs retired, and Eric Kurfirst – along with help from Pablo Ramudo – has been keeping our Cross Connection Control (CCC) Program moving forward with many updates being identified. Revisions to Regulation 6 will be the key focus for the upcoming period to help guide our program in the future.

West Marin System


Overall flows at Point Reyes Station are at the same level as last year: 13.7 MG for the period. Efforts continue to perfect the replacement well permit; start of construction is anticipated to begin mid-summer. Flushing started late this year in the West Marin distribution system and will be completed next period. Past efforts to improve our West Marin SCADA (supervisory control and data acquisition) system's reliability have proven to be worthwhile. The E-M staff has not been required to respond to a storm-related after-hours outage this winter and instrument damage has not occurred.

Oceana Marin (OM)

Performance concerns arose during the period with Phillips and Associates performing routine operations and maintenance tasks. Staff has advised the Phillips and Associates Management of several inefficiencies and will meet in April to discuss findings. During the annual I&I inspection, a few root intrusions were identified and cut out; also, two manhole intrusion points were identified which staff will work to eliminate during the next period. March had maximum month flow during this quarter, with just over 772,431 gallons going to the storage and treatment ponds. The maximum day occurred in March with 52,811 gallons. With the intermittent rain, freeboard levels have been maintained at around 4 feet through the end of the period.

16

MEMORANDUM

To: Board of Directors
From: Drew McIntyre, Chief Engineer 
Subject: Third Quarter Progress Report – Engineering Department
Z:\CHIEF ENGM\MCINTYRE\BUDGETS\FY11-12 Budget\eng dept perf recap-3rd Qtr 11-12.doc

Date: April 27, 2012

The purpose of this memo is to provide a third quarter status report to the Board on the District's performance in completing budgeted FY11-12 Capital Improvements Projects (CIP). The following information is being provided to supplement the progress report summary provided to the Board each month. A detailed project milestone schedule is provided in Attachment A.

SUMMARY

<u>Service Areas</u>	<u>Project Costs</u>		<u>% Complete</u>		<u>Earned Value (\$)</u>	
	Budget (\$)	Forecast (\$)	Planned	Actual	Planned	Actual
Novato Water	4,236,000	1,794,000	68	67	2,787,850	1,242,550
Novato Recycled	5,125,000	6,716,000	75	80	3,843,750	5,256,000
West Marin	531,000	184,000	75	55	373,700	82,800
TOTAL	9,892,000	8,694,000	73	67	7,005,300	6,581,350

The above table summarizes the detailed tabulation of CIPs for both Novato (including Recycled Water) and West Marin (including Oceana Marin) systems provided in Attachment B. In summary, CIP expenditures for both Novato and West Marin service areas will not exceed approved FY11-12 budget levels. For the Novato Water system, the above tabulation shows that CIP expenditures are forecast to be \$1,794,000 (42% of the approved budget, versus a forecast of 64% at this time last year). Actual performance for the Novato Water system is slightly below (i.e., 67%) planned performance for project completion (i.e., 68%). For the Novato Recycled Water system, the above tabulation shows that CIP expenditures are forecast to be \$6,716,000 (31% above the approved budget). Actual performance for the Novato Recycled Water system is above (i.e., 80%) planned performance for project completion (i.e., 75%). With respect to West Marin (including Oceana Marin), year-end CIP expenditures of \$184,000 are forecast to be significantly below (i.e., 35%) the approved FY11-12 budget value (versus a forecast of 53% at this time last year). Planned performance through the third quarter for West Marin was projected to be 75% and actual completion performance is at 55%. Overall, for the Novato Water, Novato Recycled Water and West Marin water systems, actual performance is below (i.e., 67%) planned performance (i.e., 73%).

Novato Water Service Area Project Costs Variances

Most of the FY11-12 Novato CIPs are projected to be completed at or below budget. As reported mid-year, three projects will exceed the budget (So. Novato Blvd. Main Break Repair, Stafford Dam Apron Repairs and Pacheco Tank Cl2 Mixing System). Four new projects were added (PB Replacements – Lea Drive, PB Replacements – Center Rd/Garner/Oak Forest/Simmons/3rd St, Yard Office Furniture & Improvements, and Stafford Treatment Plant Solar Panel Build) during the third quarter of the fiscal year. However, with the reduced expenditure on other projects (primarily

deferred AEEP expenditures) the total expenditure for Novato will be significantly below the approved budget of \$4,236,000. Accordingly, no budget augmentation will be needed throughout the remainder of this fiscal year.

Novato Recycled Water Service Area Project Costs Variances

As shown in Attachment B, expenses for two of the three FY11-12 Novato Recycled Water CIPs are currently projected to be at or below original budget. Actual expenses for the Recycled Water North Service Area project are above budget due to the accelerated schedule. No recycled water projects have been added or deferred during the third quarter.

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

All of the FY11-12 West Marin projects are currently projected to be completed within the original budget except for the Pt. Reyes Well No. 3 Replacement project. No new projects have been added in West Marin during the third quarter.

Engineering Department Labor Hours

The Engineering Department provides a multitude of functions supporting overall operation, maintenance and expansion of water facilities. The major work classifications are: (1) General Engineering, (2) Developer Projects and (3) District (i.e., CIP) Projects. Out of the approximately 13,990 engineering labor hours available annually (less Conservation), the FY11-12 labor budget for Developer Projects and District Projects is 1,393 (10% of total) and 5,564 (40% of total), respectively. A chart of actual hours expended versus budgeted hours for both Developer and District projects during FY11-12 is provided in Attachment C. At the end of the third quarter, actual engineering labor hours expended for Developer work was 51% (715 hours) versus 75% (1045 hours) budgeted. With respect to District Projects, 4,203 engineering labor hours (76% of budget) has been expended on CIPs when compared against a third quarter estimate of 4,173 hours (75% of budget).

FY11_12 CAPITAL IMPROVEMENT PROJECTS

ID	Task Name	Start	Finish	% Complete	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
1	1 A. PIPELINE REPLACEMENTS/ADDITIONS			51%													
2	1A1 STP 18" Transmission Line Assess/Repair DEFER	Fri 7/1/11	Sat 6/30/12	0%													
3	1A2 Center Rd Pipeline in Conflict w/Private Property	Thu 12/1/11	Sat 6/30/12	10%													
4	1A3 So. Novato Main Break Repair	Fri 7/1/11	Fri 12/30/11	100%													
5	1B PB SERVICE LINE REPLACEMENTS			100%													
6	1B1 Cavella Cay (18)	Sat 10/1/11	Sat 3/31/12	100%													
7	1B2 Del Oro (26)	Sat 10/1/11	Sat 3/31/12	100%													
8	1C RELOCATIONS TO SYNC W/CITY & COUNTY CIP			80%													
9	1C1 City Paving Coordination (Measure B)	Fri 7/1/11	Sat 6/30/12	75%													
10	1C3 Indian Valley Rd - City Improvements	Fri 7/1/11	Fri 12/30/11	100%													
11	1D1 Aqueduct Energy Efficiency Project	Fri 7/1/11	Sat 6/30/12	75%													
12	2 SYSTEM IMPROVEMENTS			92%													
13	2A Facility Map Database	Fri 7/1/11	Sat 6/30/12	75%													
14	2B System & Tank Cathodic Protection Maint/Upgrade	Fri 7/1/11	Fri 6/29/12	100%													
15	2C RTU Upgrades	Fri 7/1/11	Fri 6/29/12	100%													
16	2D Flushing Taps at DCVs or Zone Valves	Wed 2/1/12	Fri 6/29/12	100%													
17	2E Detector Check Assembly Upgrade/Replace	Tue 11/1/11	Sat 6/30/12	75%													
18	2F Anode Installations DEFER	Fri 7/1/11	Fri 7/1/11	0%													
19	2G Radio Expansion Telemetry Upgrades	Fri 7/1/11	Fri 6/29/12	100%													
20	3 BUILDING, YARD, STP IMPROVEMENTS			37%													
21	3A ADMIN BUILDING			53%													
22	3A1 ADA Access Phase I	Mon 1/2/12	Sat 6/30/12	10%													
23	3A2 Other Admin Bldg Improvements	Fri 7/1/11	Sat 6/30/12	75%													
24	3B CORP YARD/WAREHOUSE/CONSTRUCTION OFFICE			75%													
25	3B1 Other Yard Improvements	Fri 7/1/11	Sat 6/30/12	75%													
26	3C STAFFORD TREATMENT PLANT			27%													
27	3C1 Watershed Erosion Control	Mon 1/2/12	Sat 6/30/12	25%													
28	3C2 Leveroni Creek Bank Repair	Fri 7/1/11	Sat 6/30/12	75%													
29	3C3 STP Data Communication via Radio DEFER	Fri 7/1/11	Sat 6/30/12	0%													



NOVATO SYSTEM CAPITAL IMPROVEMENT PROJECTS SUMMARY FY11-12
AS OF MARCH 31, 2012

STATUS	DEPT	ITEM #	PROJECT NO.	DESCRIPTION	PROJECT COSTS		% COMPLETE		EARNED VALUE	
					Budget	Forecast	Baseline	Actual	Planned	Actual
				1. PIPELINE REPLACEMENTS/ADDITIONS						
				1.a.1 STP-18 Transmission-Line-Assess/Repair - DEFER	\$160,000	\$0	0	0	\$0	\$0
PC	Eng	1		1.a.2 Center Rd Pipeline in Conflict w/Priv Prop	\$60,000	\$60,000	57	10	\$34,200	\$6,000
C	Eng	2		1.a.3 So. Novato Main Break Repair	\$120,000	\$278,000	100	100	\$120,000	\$278,000
C	Eng	3		1.b.1 PB Repl - Cavalla Cay (18)	\$36,000	\$36,000	40	100	\$14,400	\$36,000
C	Eng	4		1.b.2 PB Repl - Del Oro (26)	\$52,000	\$48,000	100	100	\$52,000	\$48,000
C	Eng	5		1.b.3 PB Repl - Glen Hill Ct/Bird Ct/Kenwood Ct (28)	\$0	\$48,000	100	100	\$0	\$48,000
C	Eng	6		1.b.4 PB Repl - Lea Dr (13)	\$0	\$17,000	100	100	\$0	\$17,000
PC	Eng	7		1.b.5 PB Repl - Center/Garner/Oak Forest/Simmons/3rd	\$0	\$1,000	5	5	\$0	\$50
PC	Eng	8		1.c.1 City Paving Coordination	\$20,000	\$25,000	75	75	\$15,000	\$18,750
C	Eng	9		1.c.3 Indian Valley Rd - City Improvements	\$0	\$25,000	100	100	\$0	\$25,000
PC	Eng	10		1.d.1-6 AEEP - Hwy 101 Widening	\$2,700,000	\$300,000	75	75	\$2,025,000	\$225,000
				SubTotal	\$3,148,000	\$838,000				
				2. SYSTEM IMPROVEMENTS						
PC	Eng	11		2.a Facility Map Database	\$20,000	\$20,000	75	75	\$15,000	\$15,000
C	Maint	12		2.b System Cathodic Protection Maintenance/Upgrades	\$25,000	\$20,000	75	100	\$18,750	\$20,000
C	Maint	13		2.c RTU Upgrades	\$15,000	\$32,000	75	100	\$11,250	\$32,000
C	Eng	14		2.d Flushing Taps at DCVs or Zone Valves	\$50,000	\$50,000	40	100	\$20,000	\$50,000
PC	Eng	15		2.e Detector Check Assy Upgrade/Replace	\$75,000	\$75,000	63	75	\$47,250	\$66,250
				2.f Anode-Installations - DEFER	\$30,000	\$0	0	0	\$0	\$0
C	Maint	16		2.g Radio Expansion Telemetry Upgrades	\$25,000	\$15,000	75	100	\$18,750	\$15,000
				SubTotal	\$240,000	\$212,000				
				3. BUILDINGS, YARD, & S.T.P. IMPROVEMENTS						
PC	Maint	17		3.a.1 ADA Access Phs I	\$25,000	\$25,000	50	10	\$12,500	\$2,500
PC	Maint	18		3.a.2 Other Admin Bldg Improvements	\$25,000	\$25,000	75	75	\$18,750	\$18,750
PC	Maint	19		3.b.1 Other Yard Improvements	\$15,000	\$15,000	75	75	\$11,250	\$11,250
PC	Maint	20		3.b.2 Yard Office Furniture & Improvements	\$0	\$5,000	75	75	\$0	\$3,750
PC	Ops	21		3.c.1 Watershed Erosion Control	\$34,000	\$34,000	50	25	\$17,000	\$8,500
PC	Eng	22		3.c.2 Leveroni Creek Bank Repair	\$130,000	\$20,000	75	75	\$97,500	\$15,000
				3.c.3 STP-Data-Communication-via-Radio - DEFER	\$25,000	\$0	0	0	\$0	\$0
C	Const	23		3.c.4 Dam Concrete Apron Repairs	\$10,000	\$50,000	75	100	\$7,500	\$50,000
				3.c.5 STP-Discharge-Treatment - DEFER	\$47,000	\$0	0	0	\$0	\$0
PC	Maint	24		3.c.6 Spillway Security Improvements	\$25,000	\$25,000	63	0	\$15,750	\$0
				3.c.7 Remove-Old-Transformer/Pole - DEFER	\$40,000	\$0	0	0	\$0	\$0
Ops	Ops	25		3.c.8 STP-Emergency-Power-Generator - DEFER	\$122,000	\$0	0	0	\$0	\$0
				3.c.9 Solar Panel Build	\$0	\$10,000	0	0	\$0	\$0
				SubTotal	\$498,000	\$209,000				
				PROJECT FORECAST REVISED						
PC - Completed				Baseline projects with revised forecast budget increases (indicated by shaded box)						
PC - Partially completed				Baselined projects to be deferred (indicated in strikeout)						
				New projects added (indicated in bold)						
				Prior year projects carried over indicated in <i>italics</i>						

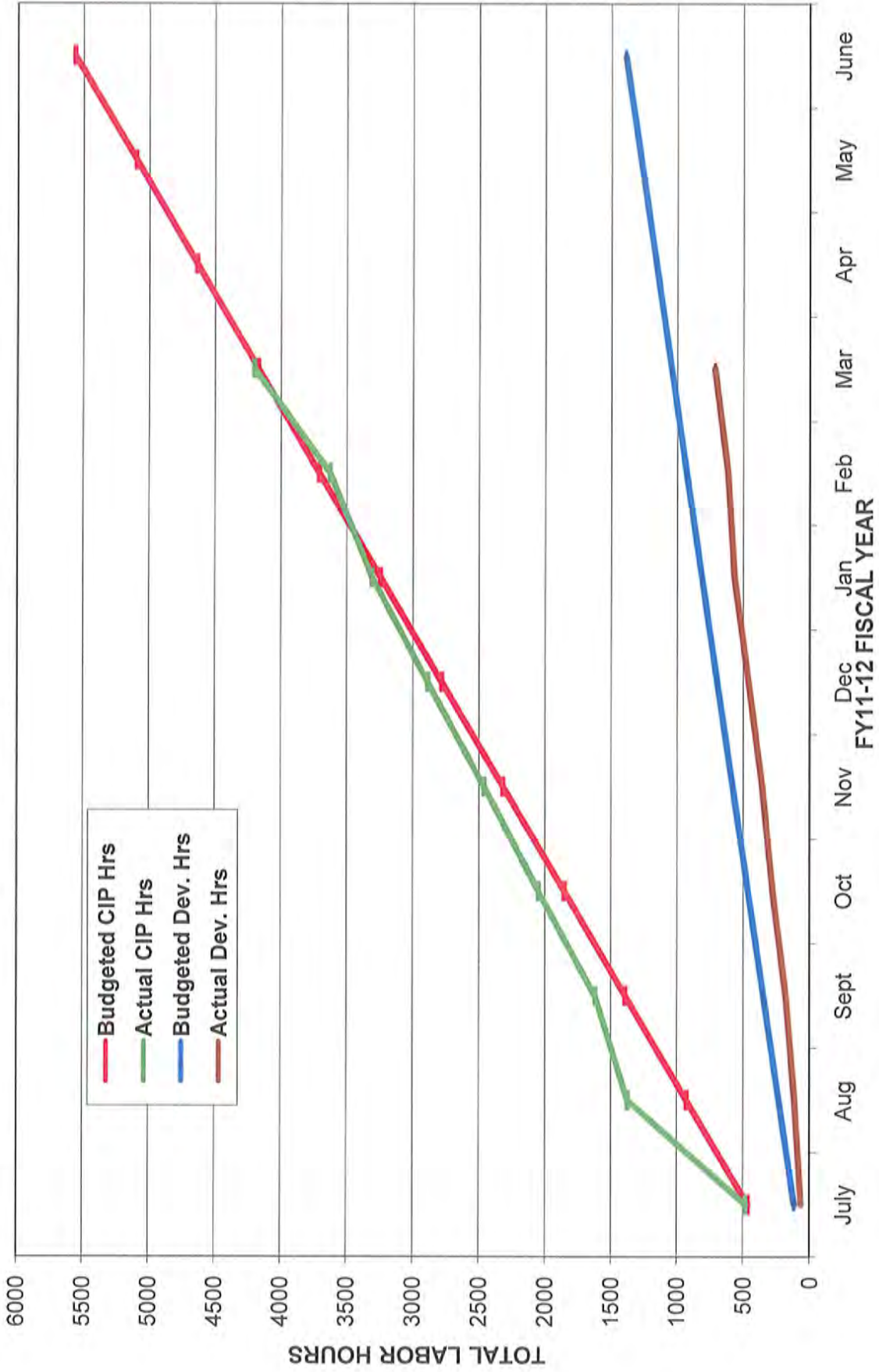
STATUS	DEPT	ITEM #	PROJECT NO.	DESCRIPTION	PROJECT COSTS		% COMPLETE		EARNED VALUE	
					Budget	Forecast	Baseline	Actual	Planned	Actual
				4. STORAGE TANKS & PUMP STATIONS						
PC	Maint	26		4.a Lynwood PS Motor Control Center	\$275,000	\$275,000	63	20	\$173,250	\$55,000
PC	Eng	27		4.b Pacheco Tank C12 Mixing System	\$75,000	\$85,000	57	15	\$42,750	\$12,750
C	Eng	28		4.c Crest Tank No. 1 Recoat	\$0	\$175,000	100	100	\$0	\$175,000
				SubTotal	\$350,000	\$535,000				
				Novato Water Total	\$4,236,000	\$1,794,000	68	67	\$2,787,850	\$1,242,550
				5. RECYCLED WATER FACILITY						
C	Eng	29		5.a NBWRA Grant Program Administration	\$125,000	\$116,000	75	100	\$93,750	\$116,000
PC	Eng	30		5.b-h Expansion to North Service Area	\$3,000,000	\$4,600,000	75	90	\$2,250,000	\$4,140,000
PC	Eng	31		5.i-o Expansion to South Service Area	\$2,000,000	\$2,000,000	75	50	\$1,500,000	\$1,000,000
				Novato Recycled Total	\$5,125,000	\$6,716,000	75	80	\$3,843,750	\$5,256,000

**WEST MARIN CAPITAL IMPROVEMENT PROJECT SUMMARY FY11-12
AS OF MARCH 31, 2012**

STATUS	DEPT	ITEM #	PROJECT NO.	DESCRIPTION	PROJECT COSTS		% COMPLETE		EARNED VALUE	
					Budget	Forecast	Baseline	Actual	Planned	Actual
				6. West Marin Water System						
				System Improvements						
PC	Ops	33		6.a TP Solids Handling	\$360,000	\$30,000	75	25	\$270,000	\$7,500
	Ops	34		6.b TP RTU Upgrade	\$20,000	\$20,000	50	10	\$10,000	\$2,000
C	Eng	35		6.c Viento Way Upsizing	\$21,000	\$21,000	100	100	\$21,000	\$21,000
PC	Ops	36		6.d Pt. Reyes Well #3 Replacement	\$15,000	\$50,000	75	10	\$11,250	\$5,000
C	Const	37		6.f Replace Retaining Wall at PRE 2	\$0	\$17,000	100	100	\$0	\$17,000
					\$416,000	\$138,000				
				7. Oceana Marin Sewer System						
PC	Ops	38		7.a Infiltration Study & Repair	\$15,000	\$15,000	63	90	\$9,450	\$13,500
C	Maint	39		7.b Tahiti Way Lift Pumps Rebuild	\$20,000	\$16,000	100	100	\$20,000	\$16,000
PC	Eng	40		7.c Cross Country Sewer Line Rehab	\$80,000	\$15,000	40	5	\$32,000	\$800
				SubTotal	\$115,000	\$46,000				
				Total West Marin	\$531,000	\$184,000	75	55	\$373,700	\$82,800
				FY11-12 TOTAL	\$9,892,000	\$8,694,000	73	67	\$7,005,300	\$6,581,350

TC - Completed				PROJECT FORECAST REVISED						
PC - Partially completed				Baseline projects with revised forecast budget increases (indicated by shaded box)						
				Baselined projects to be deferred (indicated in strikeout)						
				New projects added (indicated in bold)						
				<i>Prior year projects carried over indicated in italics</i>						

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



17

MEMORANDUM

April 27, 2012

To: Board of Directors

From: Ryan Grisso, Water Conservation Coordinator *RG*

Subject: Quarterly Progress Report - Water Conservation (July-March 2011/2012)
\\nmwdsrv1\water conservation\Memos to Board\Quarterly Reports\Water Conservation FY 2011_2012 QTR 3 Summary Report.doc

RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

Water Conservation:

This memo provides an update on water conservation activities implemented during the first three quarters of Fiscal Year 2011/2012 (FY 12). The District Water Conservation and Public Outreach Programs are operating according to the Water Conservation Master Plan approved in June 2008 and are currently compliant with the California Urban Water Conservation Council's Best Management Practices. Water Conservation participation numbers for the first three quarters of the current and previous two fiscal years are summarized in Table 1 below.

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

Program	FY 12	FY 11	FY 10
Water Smart Home Surveys	221	267	235
Water Smart Commercial Surveys	3	16	38
High Efficiency Toilet Rebates (Residential)	180	410	431
High Efficiency Toilet Rebates (Commercial)	2	50	12
Retrofit on Resale (Dwellings Certified)	190	215	232
High Efficiency Washing Machine Rebates	245	371	267
Cash for Grass Rebates	33 ¹	31	76
Water Smart Landscape Rebates	7	11	22
Smart Irrigation Controller Rebates (Residential)	2	0	1
Smart Irrigation Controller Replacement (Commercial)	1	0	19
New Development Sign-offs (Residential)	136	18	82
New Development Sign-offs (Commercial)	12	16	16
Large Landscape Audits (measured by number of meters)	0	1	16
Large Landscape Budgets (measured by number of accounts)	435	435	433

(1)Cash for Grass participants removed 23,725 square feet of turf.

Water Conservation program participation has remained consistent this year compared to last fiscal year, though participation in the High Efficiency Toilet (HET) Rebate Program has declined, likely due to the reduction in rebate value (from \$150 down to \$75). New development sign-offs for residential dramatically increased due to the final inspections on 127 remodeled units at

Tamalpais Creek Assisted Living. Detailed Water Conservation Program summaries on each of the programs will be provided to the Board in the Water Conservation Year end Report.

The District was awarded a Prop 84 Grant (\$183,750 allocated to the District), in cooperation with the Sonoma County Water Agency (SCWA) and other Bay Area Agencies, which will help fund future HET rebates, Cash for Grass rebates, Smart Controllers, Clothes Washer rebates, and a Commercial Direct Install HET Program. The District will have to enter into a funding agreement with SCWA to receive these funds, so more details regarding the grant and programs eligible to be funded under the grant will be brought back to the Board at a later date. The grant agreement process has been delayed is expected to begin funding on July, 2012.

Public Outreach and Conservation Marketing

In the Water Conservation Master Plan 2008, the District committed to continuing a comprehensive outreach program aimed at alerting customers to water supply issues and water conservation programs. In the first three quarters of FY 12, the District staffed a booth at the Novato Farmer’s Market and also distributed the Fall 2011 “Water Line”. District staff is also regularly updating the District’s Facebook page, and staff is currently working on a series of videos (District Overview, Water Supply, Water Quality, and Water Treatment) to be uploaded onto a District YouTube page. District staff has also implemented an extensive direct outreach program to future recycled water users in both the North and South Service Areas.

Budget

Table 2 summarizes the first three quarter expenditures between the three fiscal years for (July-March). Expenditures are down in FY12, mainly due to the decreased rebate and participation level in the High Efficiency Toilet Rebate Program.

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

	FY12	FY11	FY 10
Total Budget	400,000	\$500,000	\$500,000
July-March Expenditures	197,098	\$272,588	\$371,806

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

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

Date: Friday, May 4, 2012

Time: 9:30 a.m. – 11:30 a.m.

NAPA Location: Hatt Hall at the Napa River Inn
500 Main Street
Napa, CA 94559

AGENDA

Item

Recommendation

- | | |
|---|-------------|
| 1. Call to Order (Jack Gibson, Chair) | |
| 2. Public Comment | |
| 3. Approval of the Agenda (1 min.) | Approve |
| 4. Approval of Minutes | Approve |
| 5. Treasurer's Report (1 min.) | Accept |
| 6. Final Budget – 2012-2013 (15 min.)
* Project Approval – Marin County Fish and Wildlife Commission (\$5k)
Harry Seraydarian, NBWA Executive Director | Action |
| 7. Items of Interest | |
| 8. Items for Next Agenda | |
| 9. Status Update on the Napa River Flood Protection Project (30 min.)
and Restoration Efforts on the Napa River
Rick Thomasser, Watershed and Flood Control Operations Manager
Napa County Flood Control and Water Conservation District | Information |
| 10. Napa River Walking Tour (1 hr.)
Downtown Reach of the Napa River Flood Project
(Paved Urban Trails) | Information |

Next Meeting Information:

Next Meeting: June 1, 2012
Novato Sanitary District
500 Davidson Street
Novato, CA 94945

NORTH BAY WATERSHED ASSOCIATION

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

Date: Friday, March 2, 2012
Time: 9:30 a.m.
Location: Novato Sanitary District
500 Davidson Street
Novato, CA 94945

Directors Present: Directors present included:

<u>Board Member</u>	<u>Agency/Organization</u>	<u>Board Member</u>	<u>Agency/Organization</u>
Judy Arnold	County of Marin	Jack Gibson	Marin Municipal Water District
Megan Clark	Las Gallinas Valley Sanitary District	Kathy Hartzell	Central Marin Sanitation Agency
Mike DiGiorgio	Novato Sanitary District	Liz Lewis	Marin County Stormwater Pollution Prevention Program
Rick Fraites	North Marin Water District		City of Petaluma
Ernie Ganas	Bel Marin Keys Community Services District	Pamela Tuft	

Directors present represented 9 out of the 16 agencies signatory to the Association MOU and Jeanne MacLeamy, represented the City of Novato, Associate Member.

Board Actions

1. Call to Order. Jack Gibson, Chair, called the meeting to order at 9:42 a.m.
2. Public Comment. There was no public comment.
3. Approval of the Agenda. (See Handout) The Board unanimously approved the agenda.
4. Approval of Minutes of the Board Meeting held February 3, 2012. (See Handout) The Minutes of the Board Meeting held on February 3, 2012 were unanimously approved.
5. Treasurer's Report. (See Handout) The Treasurer's Report was accepted as presented by Harry Seraydarian.
6. North Bay Water Reuse Authority (NBWRA) Update. Chuck Weir, NBWRA Program Manager, gave a PowerPoint presentation on the North Bay Water Reuse Program (NBWRP), which is a federally recognized program run by NBWRA. Chuck explained that there are many issues facing the North San Pablo Bay Region (Napa, Marin and Sonoma Counties): water supply reliability, groundwater overdraft, protection of stream habitat, institutional, support for water recycling, and financial challenges. Chuck provided some history on the formation of NBWRA and noted the MOU was approved in 2005 and modified in 2010. He then identified the present members and described the governance structure and the EIR/EIS completed in 2011. Chuck summarized the present funding sources including federal (\$25 million-Title XVI, \$7.3 million-American Recovery and Reinvestment Act, and \$1.7 million-WaterSMART Grants), state (\$2 million – IRWMP, and State Revolving Fund), and local (user fees and bonds). Chuck described in some detail the Phase I projects in various areas: the Novato South Service Area (LGVSD); Novato North and Central Service Areas (NMWD and Novato Sanitary District); Sonoma Valley Recycled Water Project and Napa Salt Marsh Restoration Pipeline (SVCSD); and the Milliken-Sarco-Tulocay (MST) Recycled Water Project (Napa Sanitation District and Napa County joint project). Chuck presented some construction pictures of a treatment plant, pipelines, and a pump station and reservoir. He then explained future efforts including scoping and feasibility studies and identified potential new members including Marin County, City of Petaluma, City of American Canyon, Marin Municipal Water District, and the Los Carneros Water District. Chuck displayed maps of the extended study areas for Phase II and identified next steps (preliminary estimate of Phase II projects, estimate Phase II design and construction costs, financial analysis, modify MOU for new members, complete storage requirements/dual use storage design, identify new users, environmental work for Phase II projects, and continue pursuit of federal and state funding). Chuck thanked key agency Board Members, Technical Advisory Committee Members, and the consultant team and noted that NBWRA and the NBWRP are now considered a model for other regions. The Board Members had a number of questions. Is salinity in the incoming sewage flow a concern? (No, not so far; this is more of an issue in southern Marin where salinity intrusion is a problem with older systems.) Is salinity an issue for agricultural users? (Not to date.) What percentage of recycled water goes to agriculture in the long run? (50 to 75%.) Any analysis of whether agriculture use is a replacement of groundwater (EIR/EIS indicated current agricultural use is stream diversion or groundwater pumping.) Are vineyards counted as agriculture? (Yes.) Is Phase II funded? (Federal funding is not specific beyond Phase I. WaterSMART grants are important for new projects.)

7. Climate Change Activities on Our Coast & Linked to the Bay. Kelley Higgason, and Marina Psaros, National Marine Sanctuaries – Gulf of the Farallones (GFMNS) presented a PowerPoint titled, Our Coast—Our Future: Planning for Sea Level Rise and Storm Hazards in the San Francisco Bay Area, a collaborative effort by NOAA, PRBO, USGS, GFMNS, and the Bay Area Ecosystem Climate Change Consortium. Kelley explained that the project had started with the outer coast and they were now going to start work in San Francisco Bay. She introduced the goal of the original project— to provide relevant science-based, decision-support tools to plan for and respond to sea level rise and storm hazards along the region's outer coast – and objectives: model vulnerabilities to SLR and storm hazards; assess stakeholder information needs; map vulnerabilities at appropriate scale for management action; and develop a web-based decision support tool to interpret data in the context of management decisions. Kelley briefly described the roles of USGS (modeling), PRBO (on-line tool and maps), and GFMNS (project management and stakeholder involvement), and the source of funding (NOAA Climate Program office). Kelley provided a map showing the Outer Coast Study Region and highlighted the nested grid areas that would be analyzed in greater detail. She then described the scoping workshops that were held and the type of input requested regarding: the use of a decision support tool; adaptation, restoration, or management planning actions underway or being considered; and questions concerning projected threats to infrastructure recreation, and habitat; and questions on coastal erosion, prioritization of restoration sites, and multi-hazard impacts (flood, fire, earthquake, etc., same vulnerable area). Kelley then presented workshop input on tool specifications (accommodate different user capabilities, address data/model uncertainty, provide user training resources, have an easy interface {e.g. Google maps}, accommodate new data; have the ability to update, enable the user to customize through use of their own data, have the ability to upload/download shapefiles, be made available to the public, have the ability to draw points, lines and polygons, and have the ability to generate a report on chosen area). Kelley then summarized what the Outer Coast Project can and can't do and noted the Workshop summary report (fall 2011) is available on the PRBO website under "Resources" Tab- www.prbo.org/ocof. Kelley then presented the next steps for the Outer Coast Project: DEM and scenarios completed (summer 2012); data layers gathered, tool and map development (2011-2012); focus group to test beta tool (spring 2012); training workshops for final tool (fall/winter 2012); and project summary report (winter 2012). Marina then explained the new SF Bay expansion in geographic scope (SF, San Pablo, Suisun Bays) and the tasks which will include: model inputs (vertical land motion, flood flows, Delta discharge, wind waves); stakeholder engagement; tools functionality; and technical assistance. The expanded project was funded in Nov. 2011 and funding extends to Aug. 2014. Future tasks include: interviews with "Intended Users"; develop a needs assessment; hold an "Open House" in April/May with BCDC & NOAA Coastal Services Center; and convene an Advisory Group. The intent is to have a seamless integration with the outer coast effort and utilize lessons learned. Harry Seraydarian noted that NBWA now has a contract with PRBO to complete similar efforts on the Marin eastern shore and Petaluma tidal area that will nest within the larger Bay Area effort.

8. Preliminary 2012-2013 Budget & 2011-2012 Project Proposal – Engaging Youth in Restoration STRAW/SEC (\$20k).

Harry Seraydarian used a PowerPoint to provide background on the NBWA baseline budget and project funding. This included a review of all historic NBWA budgets and completed projects. Harry also referred to a 2008 Strategy Session which included a project review by Technical Committee chairs. Harry suggested that 2013 would be good timing for another Strategy Session. Harry presented the baseline budget of \$178,304 and outlined the budget decisions made in 2009: 10% reduction using carryover funds in 2009-2010; 5% reduction in 2010-2011; and baseline in 2011-2012. Harry also highlighted the funding received from state and federal agencies and the funding implications for NBWA Conferences. Harry then identified possible projects for 2012-2013 funding. The NBWA Board unanimously approved the draft 2012-2013 Budget for \$178,304 with \$80.5k for possible projects as a "maximum" that will be revisited at the May 4, 2012 meeting. Harry then presented a Project Proposal for two Education/Restoration projects for 2011-2012 funding: PRBO/ STRAW – Miller Creek (\$10k) and SEC—EnviroLeaders (\$10k). Harry noted that both of these programs have the consensus endorsement of the Habitat/Floodplain Technical Committee and both have been funded before by NBWA. The NBWA Board unanimously approved both projects.

9. Items of Interest.

- * Conference Speaker replacements: Sam Schuchat (for Amber Mace) and Jim McGrath (for Bruce Wolfe).
- * Recently introduced Water Recycling Legislation (AB2398) may be of interest to NBWA members.
- * Harry Seraydarian will receive 2012 Marin Green Award from Marin Conservation League.

10. Items for Next Agenda. See April 13, 2012 NBWA Conference Flyer on www.nbwatershed.org

Jack Gibson, Chair, adjourned the meeting at 11:26 a.m.

SUBJECT TO APPROVAL
Submitted By: Elizabeth O. Preim-Rohtla

NEXT MEETING INFORMATION

April 13 – NBWA Conference – Sheraton Petaluma, 745 Baywood Drive, Petaluma, CA 94954
May 4 – Hatt Hall, Napa River Inn, 500 Main Street, Napa, CA 94559

**NBWA BOARD OF DIRECTORS' MEETING – MAY 4, 2012
ATTACHMENT TO AGENDA ITEM NO. 6**

MARIN COUNTY FISH AND WILDLIFE COMMISSION

1682 Novato Boulevard, Suite 150B, Novato
Phone 415-499-4204 • Fax 415-499-4209

The Marin County Fish and Wildlife Commission (Commission) is requesting a targeted grant from the North Bay Watershed Association (NBWA) in the amount of \$5,000 for the purpose of providing funding for our 2012 grant applicants whose mission is consistent with NBWA's mission.

The Commission (formerly the Marin County Fish and Wildlife Advisory Committee) was established by the Marin County Board of Supervisors (BOS) in 1975. The Commission advises the BOS on expenditures of funds obtained mainly through fines levied for fish and wildlife violations in Marin. With a mandate to enhance fish and wildlife resources and public education in Marin, the Commission has partnered with many local environmental organizations that perform the hands-on work of creek restoration, erosion control, wetland restoration, and other worthy projects.

While funding for our grant program comes mainly from fines levied by the California Department of Fish and Game, we had received other, significant funding from the state (such as in-lieu property taxes). As with many other organizations, the state funding we had received is no longer forthcoming. As a result, our ability to fund grant requests has suffered. For example, last year we had more than \$40,000 in requests but were able to provide less than \$10,000 in funding.

A few years ago, in order to avoid duplication of the small grants that both of our organizations administered, we entered into a partnership with MCSTOPPP that provided \$5,000 to \$10,000 per year. The Commission recommended distribution of the MCSTOPPP money as part of our ongoing grant program. Unfortunately, due to their own budget constraints, MCSTOPPP is currently unable to assist with our grant funding needs.

The projects we would recommend to the BOS for funding with a grant from NBWA are:

- \$700 to Mill Valley Streamkeepers for a newsletter to educate the community about impacts on stream habitat.
- \$3,860 to Students and Teachers Restoring a Watershed (STRAW) for purchase of a water buffalo (container) to allow for on site plant irrigation.
- \$1,100 to Friends of Corte Madera Creek Watershed for interpretative signs addressing harm to wildlife caused by trash.

The total amount needed to fund the above grants is \$5,660. Given a targeted grant of \$5,000 from NBWA, the Commission could recommend providing the additional \$660 from our existing grant money. Contingent on approval from the BOS, the above grants could be fully funded.

We greatly appreciate NBWA's consideration of our proposal and we hope to work with NBWA to ensure that these smaller projects can be funded for the benefit of habitat and wildlife. NBWA would be recognized for its contribution in our newsletter as well as our through our communications with the environmental community.

We look forward to hearing from you. Please let us know if we can provide any additional information.

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DISBURSEMENTS - DATED APRIL 18, 2012

Date Prepared: 4/17/12

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	Ackerman, Gerald	Retiree Exp Reimb (Monthly Health Ins)	\$90.69
2	Alpha Analytical Labs	Lab Testing (Novato & Crest Tank Recoat)	453.60
3	Autoworld	Brake Pads (\$217), Radiator Hoses (\$87) & Heater Hose ('00 Dodge Dakota)	322.18
4	Backflow Distributors	Repair Parts for Fire Services that Failed This Years' Testing (\$4,236), Backflow Tester Adapters (2) (\$211), Repair & Calibration of Backflow Tester (\$141) & Fire Service Repair Parts (\$426)	5,014.60
5	Badger Meter	1 1/2" Water Meters (7) (\$2,361), 2" Water Meter (\$509) & 5/8" Water Meters (75) (\$4,088)	6,958.93
6	Belilove Company Engineers	Repair Parts for a Eductor Style Sump Pit Drainer @ Harbor Dr Pressure Regulating Station	394.73
7	Best Best & Krieger	Power Purchase Agreement Revision (To be Reimbursed by SPG)	385.00
8	Bradbery, Ronald	Retiree Exp Reimb (Monthly Health Ins)	90.69
9	Brown, Susan	Novato "Washer Rebate" Program	50.00
10	Bruner, Juanita	Novato "Washer Rebate" Program	50.00
11	Bundesen, Gerald	Retiree Exp Reimb (Monthly Health Ins)	779.57
12	Butti, Lou	Retiree Exp Reimb (Monthly Health Ins)	779.57
13	Calif Public Health Services	Water Distribution Operator Certificate Renewal (Reischmann) (10/12-10/14) (Budget \$0)	60.00
14	Calif Contractors Supplies	Wrap Around Safety Glasses (24)	102.06
15	California State Disbursement	Wage Assignment Order (3)	1,478.50

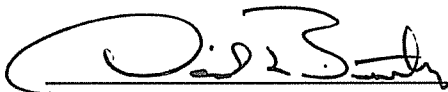
Seq	Payable To	For	Amount
16		Cafeteria Plan - Uninsured Medical Reimbursement	436.30
17	Chernus, Renee	Refund Alternative Compliance Reg 15 Deposit	1,260.00
18	C.J. Welding	Cut Side of Water Tank & Weld 1" Coupling (Crest Water Tank)	855.00
19	Coast Counties Peterbilt	Transmission Fluid (\$321) (6 gal) & Filter ('09 Peterbilt)	336.64
20	Cummings Trucking	Sand (50 yds)	2,399.34
21	Del Grande, Leana	Novato "Toilet Rebate" Program	150.00
22	Dely, Steve & Kris	Novato "Toilet Rebate" Program	150.00
23	Derby, Richard	Retiree Exp Reimb (Monthly Health Ins)	90.69
24	Diggs, James	Retiree Exp Reimb (Monthly Health Ins)	779.57
25	Digital Prints & Imaging	Full Size Drawings (RW Expansion Phase 1B) (7 sets)	1,253.86
26		Cafeteria Plan - Uninsured Medical Reimbursement	126.00
27	Environmental Science Assoc	Prog Pymt #15: Environmental Support Services- Recycled Water Exp Project (Balance Remaining on Contract \$16,077)	8,303.75
28	Eyler, John	Retiree Exp Reimb (Monthly Health Ins)	90.69
29	Fisher Scientific	Chloride Standard, Phosphorus, Nitrite Standard & Odor Bottles (10) (\$115) (Lab)	198.99
30	Fisher, Susan	Refund Overpayment on Closed Account	28.76
31	Fremouw Environmental Svc	Hazardous Waste Disposal	356.96
32	Gaines, Richard	Novato "Toilet Rebate" Program	150.00
33	GHD	Engineering Services: Aqueduct Relocation (Balance Remaining on Contract \$9,536)	242.25
34	Gorman, Jack	Novato "Washer Rebate" Program	50.00

Seq	Payable To	For	Amount
35	Grainger	Gloves (36), Disposable Gloves (200) (\$52), Hydrant Wrenches (3) (\$60), Adjustable Hydrant Wrenches (3) (\$83), Air Release Valve (\$108) (Windhaven P.S.), Work Gloves (2 pr) (\$51) & Pump Contactor for STP Polymer Pump (\$55)	422.58
36	Graybar	Solar Voltaic Power System for Plum St Tank RTU (Budget \$3,000)	1,860.50
37	Hass, Holly	Novato "Toilet Rebate" Program	225.00
38	Hensley Richmond Invest	Refund Overpayment on Closed Account	70.06
39	Interstate Battery	Battery ('01 Hyster Forklift)	67.67
40	Johnstone, Daniel	Retiree Exp Reimb (Monthly Health Ins)	90.69
41	Jones, Laura	Engineering Support Services: Novato Water System Master Plan 2012 Update Project (Balance Remaining on Contract \$23,221)	1,966.25
42	Lab Safety Supply	Square Point Shovels (2)	88.96
43	Lincoln Life	Deferred Compensation PPE 4/15	9,863.33
44	Long, Debra	Novato "Washer Rebate" Program	50.00
45	Ludwig, Ronald & Victoria	Novato "Washer Rebate" Program	50.00
46	Marin County Recorder	January & February Official Copy of Records (15)	82.00
47	Marin County Fair	Sponsorship of the Water Conservation Professional Gardens	100.00
48	Matchette, Tim	Retiree Exp Reimb (Monthly Health Ins)	230.18
49	McLellan, WK	Misc Paving: Novato Area (608.50 S.F.)	3,899.88
50	McLeran, Brian	Refund Overpayment on Closed Account	28.41
51	MegaPath	DSL Internet Service (4/12- 5/12/12)	142.30
52		Vision Reimbursement	214.97
53	Nachnani, Sudhir	Novato "Washer Rebate" Program	50.00
54	National Deferred	Deferred Compensation PPE 4/15	1,025.00
55	Nelson, John O.	Retiree Exp Reimb (Monthly Health Ins)	90.69

Seq	Payable To	For	Amount
56	North Bay Gas	Welding Rod, Filter & March Cylinder Rental (\$308)	331.06
57	Novato Lock	Hydrant Meter Lock	64.25
58	Novato Unified School District	Service on Exhaust Filter ('99 Int'l 5-yd Dump)	250.00
59	Pace Supply	Ells (5) (\$946), Cap (5) (\$158), Couplings (11) (\$855), Valves (24) (\$2,107), Box Lids (3) (\$156), Hyd Ext (2) (\$329), Plugs (6), Meter Stops (15) (\$2,462), Corp Stops (2), Flanges (2), Copper Pipe (20') (\$281), Gaskets (8) (\$162), Meter Boxes (27) (\$695), Adaptor, Gasket Rings (17) (\$305), Nuts (42), Bolts (42) (\$337), Hydrant Burys (3) (\$2,121), Tee, Gate Valve (\$339) & Reducer Flange (\$183)	11,666.45
60	Pacific Surfacing	Refund Security Deposit on Hyd Meter Less Final Bill	533.28
61	Palm, Dennis	Novato "Water Smart Landscape Efficiency" Rebate	100.00
62	Petro Tech	Annual Air Quality Testing	1,216.36
63	Poiani, Pete	Retiree Exp Reimb (Monthly Health Ins)	90.69
64	Ramudo, Pablo	Exp Reimb: Lodging, Car Rental, Gas, Parking, Metro Tickets, Meals & Mileage (ACWA Los Angeles Water Quality Comm Mtgs-2/29-3/1-\$645) & AWWA Safe Drinking Water Act Comm Mtg Mileage Reimbursement (4/2-\$80)	725.28
65	Red Wing Shoe Store	Safety Boots (Jeff Corda)	180.64
66	Rodriguez, Marilyn	Refund Overpayment on Closed Account	20.00
67	Sauter, Daniel	Refund Alternative Compliance Reg 15 Deposit	630.00
68	Shao, Shen	Refund Overpayment on Closed Account	103.79
69	Skillpath Seminars	Reg Fee: Business Writing Basic Seminar (Manzoni)	149.00
70	Skornia, Margaret	Novato "Washer Rebate" Program	50.00
71	Soiland	Fee for Asphalt Recycling (4.98 tons)	20.00
72	Sonosky, Norma	Retiree Exp Reimb (Monthly Health Ins)	90.69

Seq	Payable To	For	Amount
73	Sotelo, Silvestre	Novato "Washer Rebate" Program	50.00
74		Cafeteria Plan - Uninsured Medical Reimbursement	40.00
75	Theisen, Scott	Refund Alternative Compliance Reg 15 Deposit	630.00
76	UNUM Life Insurance	April Group Life Ins Premium	670.31
77	Van Den Toorn, Cattarina	Commercial "Toilet Rebate" Program	100.00
78	Velloza, Richard	Retiree Exp Reimb (Monthly Health Ins)	90.69
79	VWR International	Support Base for Clamp (\$72) & Aluminum Clamp (Lab)	116.56
80	Winzer	Nuts, Bolts, Grinding Wheels & Discs	298.50
81	Wood, Dorothy	Novato "Toilet Rebate" Program	150.00
		TOTAL DISBURSEMENTS	<u><u>\$73,254.94</u></u>

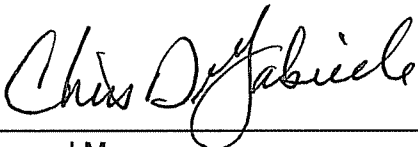
The foregoing payroll and accounts payable vouchers totaling \$73,254.94 are hereby approved and authorized for payment.



Auditor-Controller

4/17/12

Date



General Manager

4/17/2012

Date

DISBURSEMENTS - DATED APRIL 25, 2012

Date Prepared: 4/24/12

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

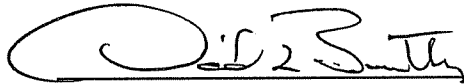
Seq	Payable To	For	Amount
P/R*	Employees	Net Payroll PPE 4/15	\$115,158.08
EFT*	US Bank	Federal & FICA Taxes PPE 4/15	43,202.08
1	AC3	Annual Inspection & Recertification of Cranes (2) & Booms (2)	800.00
2	Athens Administrators	April Workers' Comp Admin Fee	1,000.00
3	AT&T	Telephone Charges: Leased Lines	62.86
4	Badger Meter	3" Water Meter (\$1,808) & 1" Water Meters (53) (\$7,609)	9,417.17
5	Bank of Marin	AEEP Loan Principal & Interest (Pymt 6 of 240)	46,066.67
6	Blastco	Prog Pymt #5: Plum Tank Rehab Project (Balance Remaining on Contract \$2,640)	50,855.99
7	Brunner, Theresa	Refund Overpayment on Closed Account	20.90
8	Calif Public Health Services	Water Distribution Operator Certification Renewal (Lucchesi) (10/12-10/14) (Budget \$0)	60.00
9	State of California	State Tax & SDI PPE 4/15	8,421.00
10	California Bank of Commerce	Prog Pymt #1: Retainer on Disney Construction Project	13,028.00
11	CDW-Government	Wireless Mouse (Grisso)	25.28
12	Corda, Joseph	Exp Reimb: Safety Boots	200.00
13	Corda, Jeff	Exp Reimb: Reg Fee-Water Distribution System Operation & Maintenance Class	50.00
14	Covello Group	Prog Pymt #11: Recycled Water Pipeline Expansion (Balance Remaining on Contract \$203,961)	33,031.75

Seq	Payable To	For	Amount
15		Cafeteria Plan - Uninsured Medical Reimbursement	2,136.57
16	Dell Computers	Replacement Parts for Security System @ STP	116.07
17	Disney Construction	Prog Pymt #1: Construct Recycled Water South Phs 1B (Balance Remaining on Contract \$2,412,224)	117,248.00
18	Fisher Scientific	Test Strips (6) (Lab)	12.44
19	GHD	Engineering Services: Pt Reyes Well #3 (Balance Remaining on Contract \$9,080)	6,159.00
20	Ghilotti Construction	Additional Potholing (Change Order #6- Recycled Water Expansion)	2,000.00
21	Gillian, Sue	Refund Overpayment on Closed Account	12.28
22	Golden Gate Petroleum	Gear Oil for Effluent Pumps (5 gals) (\$101), Gasoline (\$4.20/gal) & Diesel (\$4.29/gal)	5,149.63
23	Grainger	Reciprocating Saw (\$126), Hammer Drill (\$145), Cut-off Tool (\$114), GFCI Adapter for Extension Cords & Air Filters for HVAC (6) (\$266)	676.48
24	Groeniger	Vault Lids (2)	3,537.10
25	Hellmold, Steffen	Novato ""Washer Rebate" Program	50.00
26	InfoSend	March Processing Fee for Water Bills (\$1,537), Postage (\$3,841) & Programming Water Bill to Add Water Use Graph (\$450)	5,827.85
27	Jacobs Associates	Review & Comment of Horizontal Directional Drilling for Recycled Water North Seg 2 Project	860.00
28	Lab Safety Supply	Square Point Shovels (2)	71.39
29	Marin County Radio Shop	Install Kenwood Radio System ('12 Int'l 5-yd Dump Truck) (Budget \$2,000)	919.67
30	Marin Reprographics	Bond Paper (4 rolls)	82.25
31		Vision Reimbursement	103.54
32	Neopost USA	April Postal Meter Rental	65.10
33	Novato Disposal Service	March Trash Removal	413.20

Seq	Payable To	For	Amount
34	On Line Resource	Refund Overpayment on Closed Account	133.75
35	Pace Supply	Box Lids (20) (\$1,110), Repair Clamp (\$163), Trans Couplings (18) (\$5,986), Tracer Box Assemblies (19) (\$364), Bolts (62) (\$476), Gaskets (3), Glands (3), Copper Tubing Adapters (2) (\$92), Hydrant Bury (\$663), Valves (8) (\$2,127), Plugs (2), Coupling, Ells (4), Nipples (27) (\$327), Nuts (156) (\$196), Double Check Valve (\$204) & All Thread Rods (60) (\$622)	12,854.43
36	Parkinson Accounting Systems	Modify General Ledger Postings vs Budget Report	975.00
37	PERS Retirement System	Pension Contribution PPE 4/15	43,185.46
38	NMWD Petty Cash	Petty Cash Reimbursement: Bridge Toll, Parking, Safety Snacks, Coffee Filters, Household Supplies, Mileage Reimbursement & Hand Soap	105.63
39	PG&E	Power: Bldgs/Yard (\$2,500), Rectifier/Controls (\$408), Pumping (\$14,231), Treatment (\$2,331) & Other (\$88)	19,558.42
40	Phillips & Associates	April O&M of OM Wastewater Treatment System	5,101.24
41	Point Reyes Prop Mgmt Assn	April HOA Dues (25 Giacomini Rd)	75.05
42	Prunuske Chatham	Engineering Services: Leveroni Creek Bank Repair Project (Balance Remaining on Contract \$9,534)	1,211.50
43	Siemens Water Technologies	Service on Lab Deionized Water System	213.48
44	Sonoma County Water Agency	March Contract Water	306,656.67
45	Staples	Copy Paper (100 reams)	352.52
46	Team Ghilotti	Refund Security Deposit On Hyd Meter Less Final Bill	416.28
47	Township Building Services	March Janitorial Services	1,754.84
48	United Parcel Service	Delivery Services: Sent Wind Speed Instrument for Repair & Backflow Tester for Calibration	28.24

Seq	Payable To	For	Amount
49	UPS Store	Delivery Service: Ret'd Flow Meter Cables for Warranty Repair	19.87
50	URS	Prog Pymt #3: Construction Management Services for Recycled Water South Project (Balance Remaining on Contract \$494,266)	13,983.08
51	USA BlueBook	Hydrant Meter Lock	142.53
52	Van Beekum, Pamela	Novato "Washer Rebate" Program	50.00
53	Verizon California	Telephone Charges: Leased Lines (\$677) & Minimum (\$31)	708.28
TOTAL DISBURSEMENTS			<u>708.28</u> <u>\$874,366.62</u>

The foregoing payroll and accounts payable vouchers totaling \$874,366.62 are hereby approved and authorized for payment.



Auditor-Controller

4/24/12

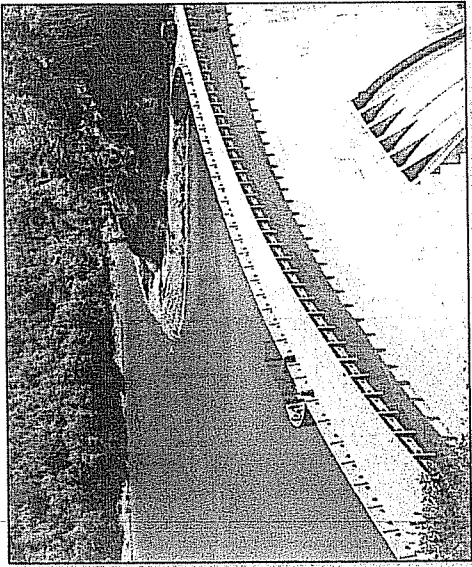
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for

General Manager

4/24/12

Date

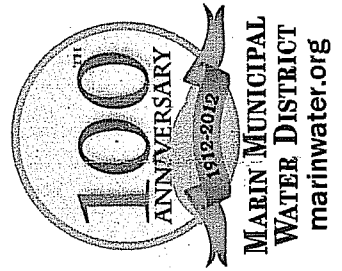


Alpine Lake, c. 1919

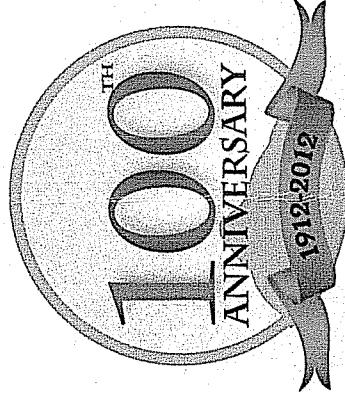
On April 25, 1912, MMWD received its charter as the first municipal water district in California.

Today, MMWD serves 185,000 people in a 147-square-mile area of Marin County.

Our mission is to manage our natural resources in a sustainable manner and to provide our customers with reliable, high quality water at a reasonable price.



Celebrating a Century of Service & Stewardship



**MARIN MUNICIPAL
WATER DISTRICT**

Open House
Wednesday, April 25, 2012
1:00 – 3:00 PM

Program

1:00 - 1:30 PM

Refreshments & Historical Displays

1:30 - 2:30 PM

Introduction

Tom Cronin, Interim General Manager

Welcome

Cynthia Koehler, President, Board of Directors

Keynote Speaker

Dietrich Stroeh, former General Manager

Remarks

Pam Lloyd, former Director

Historical Remarks

Jack Gibson, Director

Presentation of Congressional Record Insert

Anita Franz, Office of U.S. Representative Lynn Woolsey

Presentation of Resolution

Jared Huffman, Assembly Member, Sixth District,
California Legislature

Presentation of Resolution

Steve Kinsey, President,

Marin County Board of Supervisors

Presentation of Resolution

Tim Quinn, Executive Director,

Association of California Water Agencies

2:30 - 3:00 PM

Cake & Tours

Board of Directors

Cynthia Koehler, President

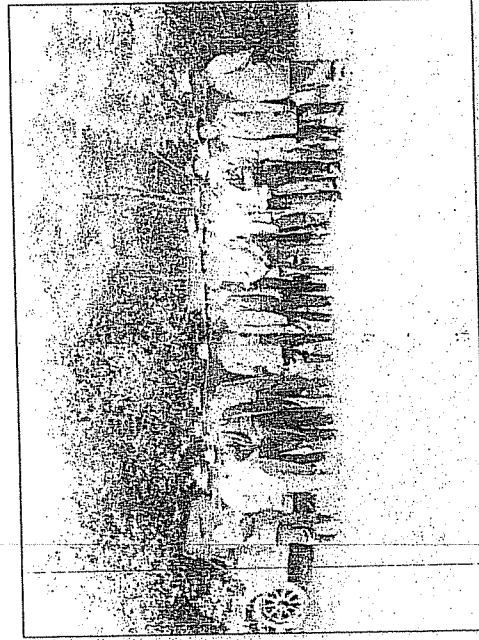
Larry Russell, Vice President

David Behar

Jack Gibson

Armando Quintero

Tom Cronin, Interim General Manager



First MWD Board of Directors

Inspection trip to Alpine, 1913