



**NORTH MARIN
WATER DISTRICT**

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

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Est. Time	Item	Subject
7:30 p.m.	CALL TO ORDER	
	1.	APPROVE MINUTES FROM REGULAR MEETING , April 16, 2013
	2.	GENERAL MANAGER'S REPORT
	3.	OPEN TIME: (Please observe a three-minute time limit) This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.
	4.	STAFF/DIRECTORS REPORTS
		CONSENT CALENDAR The General Manager has reviewed the following items. To his knowledge, there is no opposition to the action. The items can be acted on in one consolidated motion as recommended or may be removed from the Consent Calendar and separately considered at the request of any person.
	5.	Consent – Approve Employee Safety Performance Recognition
	6.	Consent – Approve Revised District Policies Number 16, 18, 20
	7.	Consent – Approve Revisions for Policy #26 – On-Call and Standby Duty; Overtime Policy
		ACTION CALENDAR
	8.	Approve: Adopt Policy #46 – Board Computer Use
	9.	Approve: Purchase of iPads for Board and District Officers
	10.	Approve: 2012 Novato Water Master Plan
	11.	Approve: Proposed Rate Increase Letter to West Marin Water and Oceana Marin Sewer Customers
8:00 p.m.		INFORMATION ITEMS
	12.	Recycled Water South Phase 2 - Public Outreach Update No. 2
	13.	Initial Review – Novato Water Operations Budget
	14.	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
	15.	Quarterly Progress Report – Operations/Maintenance
	16.	Quarterly Progress Report - Engineering
	17.	Quarterly Progress Report – Water Conservation
	18.	Board Review of District Policies- 29 – Recognition at Retirement Policy 32 – District Vehicles Taken Home Policy
	19.	Green House Gas emission Reduction Progress
	20.	North Bay Watershed Association – May 7, 2013
	21.	WAC/TAC Meeting
	22.	MISCELLANEOUS Disbursements March 2013 Equipment Auction Report FY13 3 rd Quarter Labor Cost Report Eco-Friendly Garden Tour <u>News Articles:</u> Pages from the Past – 25 years ago April 1988 Utility Seeks rate hike for beleaguered Dillon Beach Supes delay vote on coastal program as EAC ramps up opposition Dry Creek restoration begins in summer KRCB Watershed Series Update W. Edward Nute Receives Award Reservoirs full but water use is high
	23.	CLOSED SESSION: Conference with Real Property Negotiator (Chris DeGabriele & David Bentley) regarding 15 Gustafson Ct, Novato, CA (Government Code Section 54956.8)
9:30 p.m.	24.	ADJOURNMENT

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DRAFT
NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
April 16, 2013

6 **CALL TO ORDER**

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

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

14 **MINUTES**

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

17 **GENERAL MANAGER'S REPORT**

18 **Fluoride Symposium**

19 Mr. DeGabriele informed the Board that he attended the fluoride symposium advertised in
20 Marin Independent Journal on Sunday. He stated that there was a PHD Chemist who spoke about
21 the health effects of fluoride. Mr. DeGabriele advised the Board that the first Fluoride Advisory
22 Committee Meeting will be in mid - May.

23 Director Baker asked who put the symposium on. Mr. DeGabriele responded that it was a
24 anti-fluoride group.

25 **SCWA Board of Director's Meeting**

26 Mr. DeGabriele informed the Board that he attended the Sonoma County Water Agency
27 Board of Directors meeting today. He noted that the Board did adopt the rates for FY 13/14 and that
28 the District's rate has not been changed from the draft reviewed previously by the Board at
29 \$722.54/AF.

30 **Potter Valley Project Tour**

31 Mr. DeGabriele reminded the Board that he will be attending the Potter Valley Project Tour,
32 on Wednesday, April 17th, sponsored by the Mendocino County Farm Bureau to learn more about
33 the licensing and hear from PG&E regarding the project.

1 Meeting with County Supervisors

2 Mr. DeGabriele informed the Board that he has a meeting in early May with Supervisors
3 Kinsey and Arnold to update them on Novato and West Marin projects. He stated that they will be
4 discussing the water supply on the Russian River and the Novato Watershed Program.

5 **OPEN TIME**

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

8 **STAFF/DIRECTORS REPORTS**

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

11 Mr. McIntyre reminded the Board that comments on the Novato Master Plan are requested
12 to be submitted by Wednesday, April 17th in order to consider the final approval at the next Board
13 meeting.

14 Director Rodoni informed the Board and staff that he will be having lunch with Supervisor
15 Carrillo on May 6th after the Water Advisory Committee meeting and asked staff and the Directors if
16 they had any items they may want to be discussed.

17 **QUARTERLY FINANCIAL STATEMENT**

18 Mr. Bentley provided the Board with a summary of the Third Quarter Financial Statement.
19 He stated that the District is operating in the black with approximately \$400K in net income. Mr.
20 Bentley informed the Board that Novato water sales are projected to hit 3 billion gallons this year
21 and the fiscal year-to-date net income is \$611,801 compared to a budgeted net income for the year
22 of \$787,000 and to a net loss of \$347,985 for the prior year. Mr. Bentley stated that The Recycled
23 Water Improvement District is operating at a \$340K loss through the first nine months of the fiscal
24 year. He advised the Board that the State of California still owes the District \$6M in Recycled Water
25 cost reimbursement through the State Revolving Fund Loan Program.

26 Mr. Bentley informed the Board that West Marin Water's water consumption is up 2% from
27 last fiscal year and the operating revenue of \$526,470 was \$46,317 more than last year due to the
28 9% rate increase. He noted that West Marin ended the period with a cash balance of \$710,744.

29 Mr. Bentley stated that in Oceana Marin the operating revenue was \$118,494, 1% more than
30 the previous year. He noted that the pipeline lining project came in about \$75K under budget and
31 congratulated Drew McIntyre for finding an innovative way to rehabilitate the lines.

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1 **MONTHLY PROGRESS REPORT**

2 Mr. DeGabriele provided the Board with the monthly progress report for March 2013. He
3 stated that water production was up considerably in both Novato and West Marin and FY to date
4 water production in both areas was up by 4% compared to a year ago. He advised the Board that
5 Stafford Treatment Plant is on track to meet budgeted water production for this fiscal year and
6 Recycled Water Production has begun. Mr. DeGabriele informed the Board that Stafford Lake is
7 90% full and there has only been 2" of rainfall since the end of last calendar year. He stated that in
8 Oceana Marin freeboard at both storage and treatment ponds are in good shape. Mr. DeGabriele
9 informed the Board that Lake Sonoma has 234K acre feet. He stated that Lake Mendocino has only
10 62,625 acre feet. Mr. DeGabriele advised the Board that he believes Sonoma County Water Agency
11 is going to file a Temporary Urgency Change Petition with the California State Board to reduce
12 instream flows on the Russian River. He noted that as soon as the District is informed he will alert
13 the Board.

14 Mr. DeGabriele stated that the employee's safety performance remains outstanding with 443
15 days without a lost time accident. He noted that the crew has replaced six polybutylene service lines
16 in March. He advised the Board that the Summary of Complaints and Services Orders were up 42%
17 due to meter replacements and leaks. He informed the Board that 152 Quarterly Customer Service
18 Questionnaires were sent out, only 14% were returned and all agree the District is doing a good job
19 serving customers.

20 David Bentley reviewed the Monthly Report of Investments stating that at the end of the
21 month the District portfolio had a balance of \$8.9M. He noted that the cash balance for the year has
22 decreased by \$1.6M. He stated that the portfolio is earning 0.44% interest.

23 **CONSENT CALENDAR**

24 At the request of Director Baker, Item Number 7 – Annexation – 33 Ocean View Avenue,
25 Dillon beach was removed from the Consent Calendar for further discussion.

26 On motion of Director Baker, seconded by Director Petterle and unanimously carried, items 8
27 and 9 were approved on the Consent Calendar.

28 **ANNEXATION- 33 OCEAN VIEW, DILLION BEACH**

29 This item was removed from the Consent Calendar at the request of Director Baker.

30 Owners at 33 Ocean View are requesting sewer service for a 1,444 sq.ft. residence and 650
31 sq.ft. accessory dwelling unit. Marin LAFCo is the lead agency for the territorial boundary annexation
32 and the District must show its consent for the boundary change.

1 Director Baker asked if this annexation was keeping with the District's policy.

2 Mr. McIntyre stated that Ocean View Ave has a 6-inch sewer line fronting the property and
3 according to the policy those parcels that front that sewer line will be able to annex. He noted that
4 the District has been consistent with the letter that went to the County in 1995 stipulating which
5 property's would be served in Old Dillion Beach.

6 Director Baker asked why this parcel qualifies if it is on Park Ave.

7 Mr. McIntyre stated that the parcel was identified in 1995 as one of the nine parcels to be
8 considered for annexation since it fronted the existing sewer line.

9 Director Rodoni asked if there was a house on two lots and the owners purchased both lots
10 and merged them together, technically the District would be serving a house on Park Ave.

11 Mr. McIntyre responded that the accessory dwelling unit is on Ocean View Ave and a parking
12 structure is on Park Ave.

13 Director Rodoni expressed his concern regarding future customers trying to combine lots to
14 make accessory dwelling units their primary residence.

15 Mr. DeGabriele stated that there are three remaining lots that could potentially seek
16 annexation.

17 Director Rodoni suggested that District staff review the 1995 letter and bring it back to the
18 Board for further consideration should other properties in the vicinity of Ocean View Ave in old Dillon
19 Beach request annexation and service.

20 On motion of Director Rodoni, seconded by Director Petterle, and unanimously carried the
21 Board declared its consent with the requested annexation and service to the subject parcel subject
22 to LAFCo approval of the territorial boundary annexation and pursuant to District regulations
23 including payment of all charges for annexation and service.

24 **REVISED DISTRICT POLICIES NUMBER 8, 10 & 11**

25 The Board was given District policies number 8, 10 and 11 to review and revise at the prior
26 Board meeting on April 2, 2013.

27 The Board adopted the following revised District policies, Policy Number 8 – Separate
28 Financial Statements Maintained for Each Improvement District, Policy Number 10 – Fee or Charge
29 Dispute Hearing, and Policy Number 11 – Liability Contingency Fund Application.

30

1 **REPLACEMENT OF PHOTOCOPIER**

2 At the February 5, 2013 Board meeting, the Board authorized staff to solicit proposals for a
3 replacement photocopier. The District sent out requests to thirteen vendors. Four companies
4 proposed models which met all thirteen of the specified requirements. The District tested three
5 models with the lowest life cycle cost and chose the Canon Image Runner 6275.

6 The Board authorized the Auditor-Controller to enter into an agreement with Scott
7 Technology to purchase the Cannon Image Runner Advance 6275 for \$17,473.

8 **ACTION CALENDAR**

9 **PROPOSED RATE INCREASE NOTIFICATION FOR WEST MARIN & OCEANA MARIN SEWER**

10 **CUSTOMERS**

11 Mr. Bentley informed the Board that the District would like to prepare a customer letter to
12 advise West Marin customers of the rate hearing on June 25th. He stated that to allow for proper
13 notification the customers must receive a written notice 45 days before the June 25th hearing. Mr.
14 Bentley stated that staff is recommending a 20% increase in the bi-monthly service charge, to \$30
15 and a 5% increase in the water commodity rate effective July 1st for West Marin water customers.
16 Mr. Bentley advised the Board that staff recommends Oceana Marin Sewer customers see a 12%
17 increase in the monthly sewer service charge.

18 Mr. Bentley stated that West Marin water projects consist of the construction of the Solids
19 Handling Facility, the Gallagher Pipeline and the replacement of the Paradise Ranch Estates Tank
20 4A. He noted that the District has applied for Federal and State assistance to finance the Gallagher
21 Pipeline. He stated that the financial plan assumes the District will obtain private financing for the
22 project with a 20-year, 4.5% loan which would require annual debt service payments of \$123K.

23 Mr. Bentley stated that Oceana Marin major projects in the future are the cleaning and lining
24 of the treatment ponds which would cost \$400K. He stated that the 5-Year financial plan also
25 incorporates a 5% annual increase thereafter and assuming the proposed rate increases are
26 commenced this July, the Oceana Marin system will have adequate cash to construct the Pond
27 Lining project on a pay-go basis.

28 Mr. Bentley stated that he would like to get Board direction on the rate increase proposed to
29 be included in the letter and will send the letters to customers once it is approved by the Board.

30 Director Rodoni asked about the money for the Paradise Ranch Estates Tank.

1 Mr. Bentley stated that the District should be able to pay cash for that project. Director
2 Rodoni asked about the Solids Handling project as well. Mr. Bentley stated that the District would
3 finance that project.

4 Director Rodoni opined that the Paradise Ranch Estates Tank can be deferred if the District
5 needs the funds.

6 Mr. McIntyre stated that the Gallagher Pipeline and Solids Handling Project are the higher
7 priority currently. He noted that the replacement of the Paradise Ranch Estates Tank Project is not
8 only to replace the 25k gallon tank that had burned down in the 1995 Vision Fire but to make it a
9 larger size for higher fire flows requested by the fire department.

10 On motion of Director Schoonover, seconded by Director Petterle and unanimously carried,
11 the Board authorized staff to prepare a letter to customers for Board consideration at its May 7th
12 meeting advising of a June 25 rate hearing wherein the following will be considered:

- 13 • West Marin Water – Effective July 1, 2013, increase the bimonthly service charge 20% and
14 increase the water commodity rate by 5%.
- 15 • Oceana Marin Sewer – Effective July 1, 2013, increase the monthly service charge by 12%
16 (\$7/month).

17 **NOTICE OF CESSATION FOR RECYCLED WATER SOUTH SERVICE AREA PROJECT (PHASE**
18 **1B)**

19 Mr. McIntyre advised the Board that the District is prepared to file a Notice of Cessation for
20 the Recycled Water Expansion South Service Area – Phase 1b Project. He stated that all of the field
21 work has been completed and the final punch list items were completed on February 28, 2013. He
22 informed the Board that Disney Construction Inc, has stated they will not sign and/or provide the
23 Final Waivers and Release that are required by the District to proceed with recording the Notice of
24 Completion. He noted that it is in the District's best interest to close out the Phase 1b project which
25 includes a formal recordation to fulfill the statutory requirements for filing of potential stop payment
26 notices, which would provide the District with a complete understating of the amounts remaining to
27 be paid to subcontractor and equipment suppliers. Mr. McIntyre stated that the Notice of Cessation
28 will officially serve as documentation identifying the end of all work and enable the District to begin
29 closeout of the project. He noted that to-date the District has made total payment to Disney in the
30 amount of \$2.5M.

1 On motion of Director Baker, seconded by Director Rodoni and unanimously carried, the
2 Board authorized the General Manager to execute and record a Notice of Cessation for Recycled
3 Water Expansion South Service Area – Phase 1b project.

4 **CALTRANS MARIN SONOMA NARROWS/NMWD AEEP REACH E AQUEDUCT**
5 **CONSTRUCTION PHASE – PIPELINE INSPECTION/TESTING SERVICE**

6 Mr. McIntyre reminded the Board of the Marin Sonoma Narrows and Aqueduct Energy
7 Efficiency Project (AEEP) Cooperative Agreement between the District and Caltrans which has been
8 negotiated to require Caltrans to compensate the District for providing a pipeline inspector to the
9 Caltrans Resident Engineer Inspection team. He noted that the reimbursable cost amount, including
10 inspection/testing services, is \$492,343. Mr. McIntyre advised the Board that after requesting
11 proposals from 25 firms, only two firms submitted proposals: Harris & Associates and Vali-Cooper
12 and Associates. He stated that after reviewing the proposals the primary overriding factor was the
13 experience of the proposed inspector. He noted Harris & Associates designated inspector's
14 experience on large diameter welded steel pipeline projects. He informed the Board that the total
15 cost of the contract including materials, testing and welding inspection are estimated to be
16 \$301,100. Mr. McIntyre stated that the estimated period of construction is 7 months but because it is
17 part of a Caltrans project the District cannot control the time period.

18 Director Rodoni asked if Harris and Associates managed the Amaroli tank construction. Mr.
19 McIntyre responded that they did manage the Amaroli tank as well as the Stafford Treatment Plant
20 construction.

21 On motion of Director Schoonover, seconded by Director Baker, and unanimously carried,
22 the Board authorized the General Manager to execute an agreement between Harris & Associates
23 and the District for pipeline inspection/testing services on a time and expense basis with a not-to-
24 exceed limit of \$301,100 plus a contingency of \$30,000.

25 **APPROVE THE NORTH BAY WATER REUSE AUTHORITY THIRD AMENDED MEMORANDUM**
26 **OF UNDERSTANDING**

27 Mr. McIntyre stated that there was a subcommittee formed consisting of North Bay Water
28 Reuse Authority Technical Advisory Committee members who reviewed proposed revisions to the
29 second amended memorandum of understanding (MOU). Some of the proposed changes include:
30 1.) adding non-voting associate membership with a \$5,000 fee, 2.) incorporating new members for
31 Phase 2, Marin Municipal and City of Petaluma, 3.) clarifying Phase 1 and Phase 2 roles and
32 responsibilities, and 4.) extending the term of the MOU from 3 years to 5 years. Mr. McIntyre noted

1 that the FY14 NBWRA budget cost for NMWD is being reduced to \$77,000 due to a combination of
2 lower overall Phase 1 project costs and two new member agencies sharing joint costs that are not
3 easily attributed to either Phase 1 or Phase 2 costs.

4 Director Schoonover asked if the document was reviewed by the District's legal team. Mr.
5 McIntyre replied yes and stated that their comments were incorporated.

6 On motion of Director Schoonover, seconded by Director Baker and unanimously carried, the
7 Board authorized approval of the North Bay Water Reuse Authority Third Amended Memorandum of
8 Understanding, subject to minor modifications of Section 2, Objectives, as approved by District legal
9 counsel.

10 **INFORMATION ITEMS**

11 **INITIAL REVIEW – PROPOSED FY 13/14 EQUIPMENT BUDGET**

12 Mr. Bentley provided the initial review of the FY 13/14 Equipment Budget. He informed the
13 Board that the proposed budget totals \$231,000, down 1% from the adopted FY13 Equipment
14 Budget. He stated that the Equipment Budget includes two ½ ton hybrid pickups, two ¾ ton pickups,
15 a propane powered forklift, and a replacement phone system. He stated that an additional review of
16 the Equipment Budget is scheduled for May 21st and a public hearing and approval of the
17 Equipment Budget is scheduled for June 18, 2013.

18 **INITIAL REVIEW – FY 14 CAPITAL IMPROVEMENT PROJECTS BUDGET**

19 Mr. Bentley stated that the Proposed Capital Improvement Projects Budget is a
20 comprehensive 2-year plan which includes the projects recommended for Novato Water, Recycled
21 Water, West Marin Water, and Oceana Marin Sewer. He stated that some of the projects planned
22 for the next two years are the Aqueduct Energy Efficiency Project (\$4.9M), recoating Atherton Tank
23 (\$1.7M), relocating the School Road Pump Station (\$600K) and the West Marin Treatment Plant
24 Solids Handling Project (\$700K). He noted that the Aqueduct project loan will be funded and the
25 District has already gotten the Bank of Marin loan.

26 Director Rodoni asked if the Aqueduct Energy Efficiency Project net amount includes the
27 Caltrans reimbursement. Mr. Bentley stated that the budget shows the gross NMWD expenditure
28 minus the loan funding.

29 Director Baker asked where the School Road Pump Station was located.

30 Mr. McIntyre stated that it is the pump station that feeds into the Crest Tank and is off of
31 Atherton Avenue near Fire Station 62.

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1 **BOARD REVIEW OF DISTRICT POLICIES NUMBERS 12, 13, 16, 18, & 20**

2 Mr. DeGabriele advised the Board that five more policies are included for review, Policy
3 Number 12 – Attorney’s Attendance at Board Meetings, 13 – Director’s Compensation and
4 Procedure, 16 – Condemnation, 18 – Energy Policy, 20 – Winter Safety Jackets. He noted that staff
5 proposed some revisions and should the Board have any further suggestions to send their
6 comments to him. Mr. DeGabriele stated that staff would bring back the revised policies to the next
7 meeting for adoption.

8 Director Rodoni suggested that in Policy #13 – Director’s Compensation and Procedures,
9 the compensation needs to be changed. He questioned if a public hearing was needed. Director
10 Petterle asked if it could just be a formal action item and Director Rodoni stated that the public
11 should be able to comment. Mr. DeGabriele stated that he would ask the District’s legal counsel for
12 advice and get back to the Board.

13 **IPAD PILOT PROGRAM UPDATE**

14 District Secretary Katie Young provided a presentation for Board and staff on the digital
15 agenda program using the iPad. Director Petterle provided comments to the Board regarding his
16 opinions towards the program. Mrs. Young informed the Board that staff will come back at the next
17 Board meeting with a proposed policy and path forward for purchasing the new equipment and to
18 provide all Directors with digital agendas.

19 Director Baker stated that he would want to have a “hard copy” agenda packet for awhile
20 before adjusting to the iPad. Mrs. Young stated that she would continue to make the “hard copy”
21 agenda for any Director or District Officer that may request it until they become completely
22 comfortable with it.

23 **MISCELLANEOUS**

24 The Board received the following miscellaneous items: Disbursements, Self-Insured
25 Workers’ Comp – 3rd Quarter Status Report, Cost of Election, and City Council consideration of a
26 potential moratorium on processing of development applications in the North Redwood Blvd Corridor
27 Area.

28 The Board also received the following news articles: Another level of purity for Inverness
29 water, PRBO to become Point Blue, Lack of rain raising red flags among Marin water agencies, and
30 San Rafael Engineer to receive state water award.

31

1 **CLOSED SESSION**

2 President Fraites adjourned the Board into closed session at 9:02 p.m. in accordance with
3 Government Code Section 54957 for Public Employee Performance Evaluation (One), Title: General
4 Manager.

5 **OPEN SESSION**

6 Upon returning to regular session at 10:09 p.m., President Fraites stated that during the
7 closed session the Board had discussed the issue and no reportable action had been taken.

8 **ADJOURNMENT**

9 President Fraites adjourned the meeting at 10:10 p.m.

10 Submitted by

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14 Katie Young
15 District Secretary

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MEMORANDUM

To: Board of Directors
From: Chris DeGabriele, General Manager *CD*
Subject: Employee Safety Performance Recognition
t:\gmbod misc 2013\safety performance.doc

May 3, 2013

RECOMMENDED ACTION: Board authorize recognition for Employee Safety Performance

FINANCIAL IMPACT: \$5,000

Beginning with the review of the January Monthly Progress Report at the February 19, 2013 meeting, I have been apprising the Board of the outstanding safety performance of NMWD employees. Through April 30, 2013, the NMWD employees have worked a total of 473 consecutive days without a lost time accident. Going back to March of 2009, out of a possible 1,519 days, NMWD employees totaled 1,494 days without lost time.

To recognize this outstanding performance, I am recommending the Board authorize employees to select either a \$50 gift card or a NMWD all-weather jacket at their choice. In addition, I am recommending the FY 2013/14 budget include sufficient additional funds to hold the annual holiday party at the Petaluma Elk's Lodge which is the favored location among NMWD employees. Total cost of this recognition is expected to fall under \$5,000 (\$3,200 for jackets/gift cards + \$1,500 additional for the Holiday Party).

RECOMMENDATION:

Board authorize employee safety performance recognition as described above.

Approved by GM *CD*
Date *5/3/2013*

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MEMORANDUM

To: Board of Directors

May 3, 2013

From: Chris DeGabriele, General Manager *CD*

Subject: Adopt Revised District Policies Number 16, 18, & 20
U:\hr\policies\bod policies\policy review 2013\bod memo adopt 050313.doc

RECOMMENDED ACTION: Adopt Revised District Policies

FINANCIAL IMPACT: None

Pursuant to direction received at the March 19th Board meeting, the following District policies now reflect the Board and staff's comments and standardized policy format:

Policy Number 16- Condemnation

Policy Number 18- Energy Policy

Policy Number 20- Purchase of Winter Safety Jackets

It's my understanding that the Board desires more time to contemplate Policy Number 12 (Attorney's Attendance at Board Meetings and Number 13 (Board of Directors Compensation and Procedure).

RECOMMENDATION:

Board adopt the revised District policies:

Policy Number 16- Condemnation

Policy Number 18- Energy Policy

Policy Number 20- Purchase of Winter Safety Jackets

Approved by GM *CD*

Date *5/3/2013*

NORTH MARIN WATER DISTRICT

POLICY: CONDEMNATION
POLICY NUMBER: 16

Original Date: February 20, 1979
Revision Adopted: August 1, 2006

The North Marin Water District will not acquire land or easements by condemnation when the sole beneficiary of such action is an individual or single entity.

Revisions: 02/79, 08/06, 04/13

NORTH MARIN WATER DISTRICT

POLICY: ENERGY POLICY
POLICY NUMBER: 18

Original Date: December 1983
Revision Adopted: September 2006

It is the intent of the North Marin Water District to optimize energy use and continuously work toward a goal of energy self-sufficiency through the development of alternative energy resources and energy and water conservation efforts. The District will lower energy demand and reduce green house gas emissions in five categories at the District:

- Reduce Demand for Water
- Maximize Pumping Energy Efficiency
- Minimize Energy Intensity of Treatment Processes
- Maximize Energy Recovery
- Cut Peak Power Demands.

Revisions: 12/83, 09/06, 04/13

NORTH MARIN WATER DISTRICT

POLICY: PURCHASE OF WINTER SAFETY JACKETS
POLICY NUMBER: 20

Original Date: 1993
Revision Adopted: 9/5/06

~~That a~~All Construction and Maintenance Department personnel, the Construction Inspector and any employees participating in distribution system flushing, may be provided with suitable heavy safety jackets at a reasonable cost approved by the General Manager.

Revisions: 1993, 09/06, 04/13

7

MEMORANDUM

To: Board of Directors

May 3, 2013

From: Chris DeGabriele, General Manager *CD*

Subj: Policy for On-Call and Stand-By Duty; Overtime Policy
t:\finance\memos\bod oncall standby overtime policies 0413.docx

RECOMMENDED ACTION: Approve Policy Revisions

FINANCIAL IMPACT: None

Attached is Board Policy Number 26, Policy for On-Call and Stand-By Duty and the Overtime Policy with the following revisions:

Policy for On-Call and Stand-By Duty

1. Clarify the hours and holiday weekends for stand-by duty.
2. Clarify job classifications for stand-by crews to provide more flexibility to the Construction/Maintenance Superintendent.
3. Clarify the hours for Construction weekly on-call duty.
4. Remove redundant paragraph for Treatment Plant Operators on-call duty.
5. Define Lab on-call and stand-by duty.
6. Add paragraph to Compensation section about compensating time off for Ops/EM employees for on-call duty served. This paragraph is in the MOU On-Call Compensation section.

Overtime Policy

1. Delete Compensation for Weekend Lab Work. This section was intended for part-time lab employees and is no longer applicable.

These policy revisions have been reviewed and approved by the Employee Association.

RECOMMENDATION

Board approve revised Policy for On-Call and Stand-By Duty and Overtime Policy.

Approved by GM *CD*

Date *5/3/2013*

North Marin Water District

POLICY: POLICY FOR ON-CALL AND STAND-BY DUTY

BOARD POLICY NUMBER: 26

Effective Date: ~~February 1, 2010~~ March 1 May 1, 2013

Last Review: January 2010

Date Approved: February 2, 2010

Purpose

The purpose of the on-call and stand-by duty program is to provide immediate attention to water and sewer system problems that occur at times other than during normal working hours.

Duties

On-Call

The duties of the on-call District employees are to respond to all after-hours calls and to resolve all problems as simply and quickly as possible. On-call personnel are expected to resolve problems over the telephone, via computer, in the field and/or to call other District stand-by personnel when assistance is needed as appropriate. On-call personnel must possess Distribution Operator certification.

Stand-By

The duties of the stand-by District employees are to respond to the on-call personnel request for assistance on to any after-hour holiday weekends as defined below. issues to resolve as quickly as possible. Stand-by duty begins at 3:30PM the day before the holiday weekend and ends at 7:00AM on the first working day after the holiday weekend. Stand-by personnel are expected to resolve problems or make facilities safe and secure for completion during the next regular business day. Stand-by Construction crews may include up to 3 employees from the positions are of Pipeline Foreman, Heavy Equipment Operator, Pipe Worker, Pipeworker Assistant, and Laborer, (includes Field Service Representatives, and Operations/Maintenance Field Service employees) level classification, at the determination of the Construction/Maintenance Superintendent.

Stand-by will be assigned on the following holiday weekends:

1. New Year's weekend (January 1) when New Year's Day falls on a Monday or Friday
2. Martin Luther King Holiday (3rd weekend in January)
3. President's Day (3rd weekend in February)
4. Memorial Day weekend (last Monday in May)

5. Independence Day weekend when July 4th falls on a Monday or Friday

6. Labor Day weekend (1st Monday of September)

7. Thanksgiving weekend (4th Thursday & Friday in November)

8. Christmas weekend (December 25) when Christmas Day falls on a Monday or Friday

The on-call and stand-by employees must be available at all times, while serving this duty. This means the employee must:

1. Remain within 20 miles of the District office.
2. Remain within range of the pager and cell phone signal.
3. On-call employee responds to calls from the answering service or automated alarm system within 15 minutes of receiving the call.
4. Stand-by employee responds to calls from on-call employee within 15 minutes of receiving page or call.

Construction and Maintenance on-call and stand-by duty is voluntary and any regular, full-time employee of the District that resides within 20 miles of the District, and is Distribution Operator certified, trained and capable of performing the required duties, is eligible, subject to the approval of his/her Department Head and the Construction/Maintenance Superintendent.

~~Assignment~~ The weekly assignment (3:30PM Tuesday to 7:00AM the following Tuesday) is rotated among the approved on-call duty employees in accordance with a schedule approved by the Construction/Maintenance Superintendent. Substitutions for the Construction and Maintenance on-call duty may be made between on-call personnel with other employees on the ~~list~~ schedule with the prior consent of the Construction/Maintenance Superintendent or a Construction Department Foreman. The employee on the ~~list~~ schedule shall be responsible to notify the front desk and the answering service of the substitution. Substitutions should be made only when absolutely necessary. An employee should ~~not volunteer to~~ be on the on-call ~~list~~ schedule for the purpose of ~~giving his/herserving~~ on-call duty time to another employee and will lose eligibility to serve on-call duty if they fail to perform the duty regularly.

Operations/Electrical Mechanical (Ops/EM) on-call and stand-by duty is required of the Distribution Collection System Operator, the Water Distribution & Treatment Plant Operators, and the Electrical Mechanical section personnel and will be rotated in accordance with a schedule approved by the Operations/Maintenance Superintendent. Substitutions for the Ops/EM on-call duty may be made between on-call personnel with other employees on the ~~list~~ schedule with the prior consent of the ~~Operations/Maintenance Superintendent~~ Distribution/Treatment Plant Supervisor. The employee on the ~~list~~ schedule shall be responsible to notify the front desk, Lab, Treatment Plant On-call personnel and the

Construction and Maintenance on-call personnel. The personnel in this program will ~~may~~ utilize a District supplied laptop computer to remotely access the Operations SCADA.

~~Treatment Plant Operations on-call duty is required of the Senior Treatment Plant Operator, the Treatment Plant Operators, and the Water Distribution & Treatment Plant Operators, and will be rotated in accordance with a schedule approved by the Operations/Maintenance Superintendent. Substitutions for the Treatment Plant on-call duty may be made between on-call personnel with other employees on the list with the prior consent of the Operations/Maintenance Superintendent. The employee on the list shall be responsible to notify the front desk, Lab, Ops/EM on-call personnel and the Construction and Maintenance on-call personnel. The personnel in this program will utilize a District supplied laptop computer to remotely access the Treatment Plant operations SCADA system.~~

~~Lab on-call and stand-by duty is voluntary required of the Lab personnel on holiday weekends as defined above and will be rotated in accordance with a schedule approved by the Water Quality Supervisor. Substitutions for the Lab on-call and stand-by duty may be made between ~~on-call~~ Lab personnel with other employees on the list schedule with the prior consent of the Water Quality Supervisor. The employee on the schedule list shall be responsible to notify the front desk, Treatment Plant, Ops/EM, ~~on-call personnel and the Construction, and Maintenance on-call personnel.~~~~

Consumer Services on-call duty is required of the Field Service Representatives (FSR) on those nights (typically Wednesday) when water service has been discontinued for non-payment. The on-call duty will be rotated in accordance with a schedule approved by the Consumer Services Supervisor. Substitutions for the on-call duty may be made between the FSRs with the prior consent of the Consumer Services Supervisor.

Compensation

~~Construction and Maintenance on~~ On-call and stand-by employees are paid on a daily or weekly basis for serving on-call or stand-by duty. The compensation rates are on file with the Auditor-Controller and adjustments to these rates will be consistent with any adjustments to the District Salary Schedule.

With the prior approval of the Operatons/Maintenance Superintendent, Ops/EM employees may take 3 hours of compensating time off in lieu of each day of weekend or holiday on-call duty served.

The on-call or stand-by duty compensation is payment for all on-call or stand-by duty service except for time when the employee must respond in the field. If the assigned on-call or

stand-by duty service employee must respond in the field or is called in to work, overtime shall be paid in accordance with the District's non-scheduled overtime policy.

Lab and Consumer Services on-call duty is scheduled overtime which regularly occurs. Lab and Consumer Services on-call duty may be cancelled at any time (when no scheduled work is required) by the respective supervisor (Water Quality or Consumer Services) resulting in no on call compensation for the cancelled on-call duty.

OVERTIME POLICY

Due to the vital public necessity nature of District work, overtime work may occasionally be required of full time employees. All District employees, except certain exempt executive, administrative and professional positions, are entitled to overtime compensation for work in excess of forty hours per week. The total hours claimed on the employee's time sheet shall be rounded up to the nearest quarter hour.

Scheduled Overtime

Scheduled overtime work is defined as work required outside of the employee's regular work hours (in excess of forty hours per week), which work is assigned with at least twelve hours advance notice. Compensation for scheduled overtime work shall be 150% of the employee's regular hourly rate (time and one-half pay). Compensatory time off may be granted in lieu of pay for scheduled overtime if requested in advance by the employee and approved by the Department Head. Compensatory time off shall be granted on the basis of one and one-half hours for each hour of scheduled overtime. Compensation for travel time shall be claimed only if the employee is directed to report straight to the job site, and then only to the extent that travel time to the job site exceeds travel time to the District yard.

Non-Scheduled Overtime

Non-scheduled overtime work is defined as emergency work required outside of the employee's regular work hours (in excess of 40 hours per week) which is assigned with less than 12 hours advance notice. The first 2 hours of non-scheduled overtime work per day shall be compensated at 150% of the employee's regular hourly rate (time and one-half pay). Non-scheduled overtime work in excess of 2 hours shall be compensated at 200% of the employee's regular hourly rate (double time pay). Non-scheduled overtime work shall include reasonable time to travel one way from the employee's home to the District yard (or to the job site if the employee is so directed) for any additional trips required over and above the employee's normal commute requirement. The minimum time claimed for non-scheduled overtime work including travel time shall be one hour. Compensatory time off may not be taken in lieu of pay for non-scheduled overtime work.

Meetings and Conferences

Attendance at, and travel time associated with meetings, conferences, training sessions, etc., do not qualify for overtime compensation.

Advance Approval Required

Except for pre-delegated emergency response work, any overtime work performed by an employee must be approved in advance by the Department Head. Pre-delegated emergency response work is work that is performed in responding to an emergency which cannot be anticipated in advance, but which work is authorized in advance by a general written delegation authority.

Exempt Employees

Certain executive, administrative and professional positions, as noted below, are exempt from the provisions of this policy and are not entitled to overtime compensation. The only exception to this exemption shall be:

- a) Overtime work on a force account project which is requested by the applicant (or applicant's representative) who is paying for such project and provided such overtime is approved in advance by the Department Head.
- b) Special project work which may occasionally be required if approved in advance by the General Manager.

List of Exempt Positions

The following executive, administrative and professional positions are exempt from the District's overtime policy as noted above:

General Manager	Water Quality Supervisor
Auditor-Controller	District Secretary
Chief Engineer	Associate Engineer
<u>Operations/Maintenance</u>	Assistant Engineer (if registered)
Superintendent	
<u>Construction/Maintenance</u>	Senior Associate Engineer
Superintendent	

Overtime Pay for Employees Receiving Housing Assistance

Employees who receive District housing assistance are subject to call-out as a condition of receiving housing assistance. In the event the employee receiving assistance is an "office" or "non-field" employee (i.e., an employee who does not turn a wrench in the field on a regular basis) the rate of pay for call-out work will be based upon the Laborer I salary range. Such non-field employees are to receive pay for call-out work based upon their current salary step (six month, merit, etc.) in the Laborer I classification. The normal time-and-one-half for the first two hours and double-time-pay thereafter will continue to apply.

Compensation for Weekend Lab Work

~~\$50 will be paid to the assigned laboratory analyst for duty on any District holiday (full days only). When a holiday falls on a Monday, the following Saturday will be the assigned day required to complete routine laboratory work. Weekend laboratory labor compensation up to \$50 per day may be provided for "emergency" conditions if approved by the General Manager. The \$50 will be in addition to the normal pay and a 2-hour minimum will apply.~~

Meal Reimbursement Policy

Employees who perform non-scheduled overtime work in excess of four consecutive hours shall receive additional compensation of \$14.00 in lieu of a meal reimbursement for each consecutive four hours of non-scheduled overtime worked. Said additional compensation will be paid with the next regular payroll subsequent to the overtime event.

8

MEMORANDUM

To: Board of Directors
From: Chris DeGabriele, General Manager
Subject: Adopt Policy Number 46, Board Computer Use
t:\hrt\policies\bod_policies\policy review 2013\adopt 46.doc

May 3, 2013

RECOMMENDED ACTION: Adopt Policy #46, Board Computer Use

FINANCIAL IMPACT: None

Attached for your review is the draft Policy Number 46 – Board Computer Use. The policy is to establish guidelines for the use of North Marin Water District supplied computer equipment by individual Board members and by the Board of Directors as a group.

Staff recommends adopting this policy as well as the attached agreement in which the Directors will sign once receiving the device. Should you have any comments please let me know.

RECOMMENDATION:

Board adopt Policy #46, Board Computer Use.

DRAFT

NORTH MARIN WATER DISTRICT

POLICY: BOARD COMPUTER USE

POLICY NUMBER: 46

Original Date:

Adopted:

PURPOSE:

To establish policy and guidelines for the use of North Marin Water District (District)-supplied computer equipment by individual Board members and by the Board of Directors as a group.

To maintain and improve effective and efficient District performance by facilitating communication between District staff and the members of the Board of Directors, while remaining in compliance with applicable laws concerning the conduct of District business.

To promote the use of computer equipment to enhance environmental sustainability by reducing the amount of paper needed to conduct District Board meetings.

POLICY:

1. The District will supply each Director with computer equipment (including but not limited to an iPad or similar electronic device, accessories and software) which will allow each Director to receive documents, including but not limited to Director email, meeting agendas, meeting packets and other supporting information.
 2. All software installed on District-supplied computer equipment must be coordinated through District Staff and must be licensed to the District. Each Director must return any District-issued computer equipment to the District Secretary at the end of the Directors' service to the District.
 3. Directors are responsible for general care and safe keeping of the District issued computer equipment. Any computer equipment that is broken, damaged, or fails to work properly must be taken to the General Manager for evaluation. The cost of repair and/or replacement of District-issued computer equipment damaged due to mis-use may be borne by the Director responsible for the damaged equipment, at the sole discretion of the General Manager.
 4. When using District-supplied computer equipment, Directors shall avoid improper or unnecessary dissemination of District information, and shall maintain the confidentiality of District information related to closed sessions of the Board. Downloading, displaying or transmitting content that may be disruptive, harmful or offensive to others, that is sexually explicit, or that may be construed as harassment or disparagement of others is strictly prohibited.
 5. During District Board meetings or Board Committee meetings, computer equipment will be used solely to access publicly available District meeting materials for the current or previous meetings. Pursuant to the transparency requirements of the Brown Act (Government Code Sections 54950 – 54963), any other use of technology hardware, including cell phones, smart phones, tablets, notebooks, computers, and other similar devices, by District Board members to access the internet, receive or send phone calls, texts, emails or other types of electronic communication, during a public meeting, is strictly prohibited.
 6. All communications to and from a Director using District-supplied computer equipment are considered public records, are subject to a Public Records Act request, and are discoverable in the event of litigation.
 7. Upon receipt of, or provision of access to, District-supplied computer equipment, pursuant to this Policy, Board members will sign an agreement for their use. (Attachment A).
-

DRAFT

North Marin Water District

Computer Use Policy Agreement for Directors

I, the undersigned Director of the North Marin Water District, have been provided with a copy of the Board Policy # 46, Board Computer Use, and fully understand its contents. I agree to abide by all terms contained in the policy.

Director Signature

Print Name: _____

Date: _____

9

MEMORANDUM

To: Board of Directors
From: Katie Young, District Secretary
Subject: Purchase of Additional iPads for Directors and District Officers
t:\gm\admin secty\2013\ipads purchase memo.doc

May 3, 2013

RECOMMENDED ACTION: Approve Purchase of Additional iPads

FINANCIAL IMPACT: \$4,500 for 7 iPads & Accessories

The Directors' packets are prepared in hard copy (paper) format for each board meeting. The packet consists of agendas, minutes, Board reports with backup material, budget, Audited Financial reports, disbursements and other miscellaneous items. Time and material is required to print, collate and deliver this material to each Board Member.

Director Petterle and District Secretary Katie Young have completed a pilot program using iPads to access digitized the agendas. They believe the program has been successful and believe it will be a great addition to the District. Staff recommends purchasing the remaining 7 iPad tablets. Staff will prepare agenda packets that Board members can download at home over the internet onto the iPad. Board members can highlight, mark up, or make notes as needed or desired on the digital version of the agenda packet.

Hard copy agendas will be available for Board members who desire to continue using that format until comfortable with the electronic format. In order to access the agenda packet, internet access is required. A wireless router will be provided and set-up for Directors that do not already have one.

We estimate that with the Board and staff use of digital agendas the District will annually save 116 reams of paper, 96 man-hours of agenda print and collating time, and 36 man-hours of delivery time annually, valued at \$3,800.

RECOMMENDATION:

Approve the purchase of the remaining seven iPads and accessories.

10

MEMORANDUM

To: Board of Directors Date: May 3, 2013
From: Drew McIntyre, Chief Engineer 
Subject: 2012 Novato Water System Master Plan – Acceptance of Final Report
R:\Folders by Job No\7000 jobs\7039 Master Plan Novato\2012 Master Plan\Memos, Correspondence, etc\2012 Final Master Plan BOD Memo.doc

RECOMMENDED ACTION: Board accept the 2012 Novato Water System Master Plan Update Final Report.

FINANCIAL IMPACT: None.

BACKGROUND

The Administrative Draft of the 2012 Novato System Master Plan Update was distributed to the Board at the April 2, 2013 meeting where staff and Mr. Mark Soldati of GDH, Inc. highlighted the critical elements and provided key background information on the Plan. At the time of the April 2 meeting, staff solicited additional comments on the Administrative Draft prior to finalization and requested any final comments be provided to staff no later than April 16, 2013. With passage of the April 16 deadline, the review comment period was closed and staff initiated preparation of the final report.

The final report has been completed and a CD is enclosed for your reference. Hard copies will be made available upon request. The administrative draft was reviewed by all department heads, General Manager, Chief Engineer and the Directors. All appropriate review comments have been incorporated into the final report.

PATH FORWARD

Staff requests that the Board accept the 2012 Novato Water System Master Plan Update Final Report. If there are any additional comments that result in corrections to the document, those specific pages can be modified and the old page(s) replaced with the new page(s) as appropriate. The 2012 Water System Master Plan Update will continue to serve as a guideline and blueprint for Novato potable water system planning. As has been customary, the Plan will be updated every five years.

Please note that acceptance of the final report does not constitute approval or acceptance of any specific project or idea contained in the report. Any capital improvement project identified in the Plan must be approved and budgeted separately through the annual District budgeting process. Accordingly, any new expenditures will be approved through the regular annual District budget preparation process.

RECOMMENDATION

That the Board accept the 2012 Novato Water System Master Plan Update final report.

11

MEMORANDUM

To: Board of Directors
From: David L. Bentley, Auditor-Controller 
Subj: Rate Increase Letter to West Marin Water and Oceana Marin Sewer Customers
t:\ac\word\budget\wm\14\2013 prop 218 ltr cover memo.docx

May 3, 2013

RECOMMENDED ACTION: Approve Letter to Customers

FINANCIAL IMPACT: \$1,000

California law requires that customers be notified of a water or sewer rate increase at least 45 days prior to the public hearing where the Board considers adoption of said increase. A public hearing is scheduled for Tuesday, June 25, 2013 at 7:30 PM at the Dance Palace in Point Reyes Station. The June 25 public hearing date requires that the letters be postmarked no later than May 11, 2013. The letters will be printed in-house and postage, stationary and copying cost for the 1,003 active customers will be approximately \$1,000.

West Marin Water

The rate increase proposed for West Marin Water customers will generate 8% in additional revenue. Consistent with the structure of the increase proposed for Novato customers, the bimonthly service charge component of the water bill for a 5/8" meter, which comprises 77% of the installed meters, is proposed to increase \$5 (to \$30) effective July 1, 2013. The charge for other meter sizes is proposed to increase proportionally. The commodity rate is proposed to increase 5%.

The percentage increase for each customer will vary based upon their individual water use. The Annual Water Cost Calculator on the District's website allows each customer to see the impact of the proposed increase on their annual water cost based upon their water use over the past 12 months.

Oceana Marin Sewer

A 12% rate increase (\$7 to \$65 per month) effective July 1, 2013 is proposed for the Oceana Marin sewer service charge. The increase would generate \$19,000 annually to begin accumulating funds to pay for cleaning and lining the wastewater settling and treatment ponds, scheduled for 2017.

The proposed letters are attached for Board review and comment. Legal counsel has reviewed the letters to assure compliance with the notification requirements of California law.

RECOMMENDATION:

Approve mailing the rate increase letters to customers.

DRAFT

May 8, 2013

Account Name
NMWD Account #
Mailing Address
Mailing Address

RE: Notice of Proposed Water Cost Increase – West Marin Service Area

Dear Customer:

This letter is to advise you of **proposed increases to West Marin water rates and charges** that would take effect on July 1, 2013. It also provides information about a **Public Hearing scheduled on June 25, 2013**, at which time written and oral comments will be considered and a vote on the increase will be taken by the North Marin Water District Board of Directors.

How much are the proposed rate increases?

An increase in rates and charges averaging 8% is recommended.

The increase for non-residential customers (commercial, institutional and irrigation accounts) will vary based on water use and meter size. The median non-residential account would also see an 8% increase commencing July 1, 2013.

See Attachment A for a detailed description of the proposed rate increases.

How will the proposed increase affect my water bill?

The proposed increase in the commodity rate and service charge would add \$4.25 per month (\$51 annually) to the cost of water for the typical (median) single-family residential customer who consumes 59,000 gallons of water annually. Those using less than the median will see an increase less than \$51 annually, and those using more would pay more.

You can determine the increase in your annual water cost based on your water use over the past year from our website. Insert your NMWD account number and the name on your account (shown above) into the Rate-Increase Model on NMWD's website at <http://www.nmwd.com/accountbalance.php>.

Why are rates being increased?

Over the next two fiscal years the \$600,000 remaining from borrowed funds will be expended to complete construction of water treatment plant improvements. The next major project is construction of a pipeline from an NMWD well located adjacent to Lagunitas Creek approximately one mile upstream from the water treatment plant on the Gallagher Ranch. Water from the Gallagher Well will mitigate the salinity intrusion now experienced at the existing Point Reyes Wells during high

tide and low creek flow conditions. Multiple applications for Federal and State assistance over the past decade to finance the Gallagher Pipeline have been unsuccessful. The District now plans to obtain private financing for this \$1.6 million project. We estimate that a 20-year loan would require annual debt service payments of \$123,000, or about 18% of current annual water revenue. The proposed 8% increase effective July 1 will fund a portion of the new debt service.

Additional Information

Attachment A provides greater detail of the various rates and customer categories. We realize that no one likes to see rates increase. However, we need to be able to adequately finance West Marin operations in order to continue to provide a clean and reliable water supply. We appreciate the opportunity to serve you.

A public hearing before the NMWD Board of Directors to consider the proposed rate increase is scheduled for 7:30 pm, Tuesday, June 25, 2013, at the Dance Palace (503 B Street) in Point Reyes Station.

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

Your written protest must be received prior to the close of the June 25, 2013 public hearing. Written protests must be signed by the property owner or customer of record and must include a description of the parcel (parcel number) or NMWD account number. Send or deliver written protests to:

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

For more information about the North Marin Water District, including the history of the West Marin Water System, or to view the most recent Coastal Area Water Cost Comparison or the District's audited financial statement, visit NMWD's website at www.nmwd.com or call the District Secretary at (415) 897-4133.

Sincerely,



Chris DeGabriele
General Manager

West Marin Water Recent Capital Improvement Projects – Status Report

<u>Project</u>	<u>Expenditures thru 3/31/13</u>	<u>Status</u>
1 Replace PRE Tank #3 - 25,000 gal.....	\$91,759	Complete
2 Install 3 Standby Booster Pumps & Controls @ PRE.....	159,990	Complete
3 Bear Valley Pump Station Upgrade.....	88,132	Complete
4 Replace Pt. Reyes 100,000 gal tank w/180,000 gal.....	399,707	Complete
5 Replace Olema 80,000 gal tank w/150,000 gal.....	561,742	Complete
6 Install Parallel 8" Main on Hwy 1.....	180,000	Complete
7 Upgrade Inverness Park PS w/2 150 gpm pumps.....	157,888	Complete
8 Install Pressure Reducing Valve @ Inverness Park PS.....	13,046	Complete
9 Replace 30,000 gal Inverness Park Bolted Steel Tank.....	164,262	Complete
10 Tank Seismic Upgrades.....	106,015	In Progress
11 Replace PRE Tank #4A - 82,000 gallon.....	22,328	In Progress
12 Point Reyes Well Replacement.....	268,809	In Progress
13 Water Treatment Plant Enhancements.....	<u>171,240</u>	In Progress
	\$2,384,918	

PROPOSED

West Marin Water System Rate Changes

EFFECTIVE JULY 1, 2013

	<u>Existing</u>	<u>Proposed</u>	<u>% Increase</u>
BIMONTHLY MINIMUM SERVICE CHARGE			
For 5/8 x 3/4-inch meter.....	\$25.00	\$30.00	20%
For 1-inch residential meter for fire service.....	\$28.00	\$34.00	21%
For 1-inch meter.....	\$50.00	\$60.00	20%
For all meters in Paradise Ranch Estates.....	\$41.00	\$46.00	12%
QUANTITY CHARGE			
<u>Residential Rate Per Dwelling Unit</u>			
First 400 gallons per day.....	\$6.36	\$6.68	5%
From 401 to 900 gallons per day.....	\$8.81	\$9.25	5%
From 901+ gallons per day.....	\$14.13	\$14.84	5%
<u>Commercial, Institutional & Irrigation Rate</u>			
November 1 through May 31.....	\$6.42	\$6.75	5%
June 1 through October 31.....	\$8.89	\$9.34	5%
PLUS A HYDRAULIC ZONE CHARGE/1,000 GAL			
<u>Zone</u>			
1 Point Reyes Station.....	\$0.00	\$0.00	0%
2 Bear Valley, Silver Hills, Inverness Park & Lower Paradise Ranch Estates (Elevation 0' - 365').....	\$0.17	\$0.18	5%
3 Olema.....	\$0.63	\$0.66	5%
4 Upper Paradise Ranch Estates (Elevation 365'+).....	\$4.25	\$4.46	5%
Additional Commodity Rate for Consumers Outside the Improvement District Boundary.....	\$2.54	\$2.67	5%

ATTACHMENT A

DRAFT

May 8, 2013

Account Name
NMWD Account #
Mailing Address
Mailing Address

RE: Notice of Proposed Oceana Marin Sewer Service Cost Increase

Dear Customer:

This letter is to advise you of a **proposed increase to the Oceana Marin sewer service charge** that would take effect on July 1, 2013. It also provides information about a **Public Hearing scheduled on June 25, 2013**, at which written and oral comments will be considered and a vote on the increase will be taken by the North Marin Water District Board of Directors.

How much is the proposed rate increase?

Current Oceana Marin sewer service charges are \$58/month (\$696/year). A **12% increase** is proposed (\$7/month, or \$84/year).

How will the proposed increase affect my sewer bill?

Oceana Marin sewer service charges are collected on the Marin County property tax bill, which is rendered annually for the fiscal year period July 1 through June 30. The proposed sewer service charge increase would add \$7 per month to the cost of sewer service for all customers in Oceana Marin, resulting in a total annual charge for the 2013/14 fiscal year of \$780 (\$65 per month for July 2013 through June 2014).

Why are rates being increased?

If approved, the proposed increase would be the second increase in the Oceana Marin sewer service charge since 2004. The District just completed relining 3,100 feet of aging cross-country pipeline. The \$230,000 relining project has reduced Oceana Marin's cash reserve balance to \$125,000 at March 31, 2013. The next major improvement project, budgeted for 2017, is cleaning and lining the settling and treatment ponds, projected to cost \$400,000. The proposed rate increase is needed to pay for the Pond Lining project. If enacted, the rate increase would generate \$19,000 of additional revenue annually. However, this 12% rate increase by itself will not provide enough cash to construct the Pond Lining project in 2017. Additional rate increases will be necessary in future years.

Public Hearing

A public hearing before the NMWD Board of Directors to consider the proposed sewer service charge increase is scheduled for 7:30 pm, Tuesday, June 25, 2013, at the Dance Palace (503 B Street) in Point Reyes Station.

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

Your written protest must be received prior to the close of the June 25, 2013 public hearing. Written protests must be signed by the property owner and must include a description of the parcel (parcel number or service address). Send or deliver written protests to:

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

For more information about the North Marin Water District, including a history of the Oceana Marin Sewer System, or to view the most recent Coastal Area Sewer Cost Comparison or the District's audited financial statement, visit NMWD's website at www.nmwd.com or call the District Secretary at (415) 897-4133.

Sincerely,



Chris DeGabriele
General Manager

12

MEMORANDUM

TO: Board of Directors

May 3, 2013

FROM: Drew McIntyre, Chief Engineer
Ryan Grisso, Water Conservation Coordinator RE: Recycled Water South Phase 2 - Public Outreach Update No. 2
R:\RECYCLED WATER\Outreach Materials\2013 Phase 2\Data Instincts Public Outreach UPDATE BOD Memo 5-7-13.doc**RECOMMENDED ACTION:** Information**FINANCIAL IMPACT:** NoneBackground

At the November 20, 2012 Board meeting, an agreement was approved by the Board to hire Data Instincts to implement a public outreach program to optimize communication between the District and NMWD customers in advance of the Recycled Water Phase 2 Construction project. Staff provided an initial public outreach update at the March 5, 2013 meeting. At that time, the Board was apprised of Data Instincts' efforts to develop an outreach approach/campaign along with outreach materials. Implementation of the outreach plan began with outreach to key stakeholders in the project area including Novato Unified School District, Homeowners Associations and managers of the Coast Guard Housing project.

A flyer was also developed to distribute to customers and businesses affected in the project area by construction. The flyer included a summary of the construction project, affected roadways, and a detailed map of the construction zone, and advised interested residents and businesses on how to stay informed. Data Instincts developed an email blast program which is typically sent out on Friday afternoons to over 200 recipients. The email blasts contain similar information to the initial flyer and also provided information to customers on upcoming construction zone and roadway disruptions that might occur. In addition to monitoring email communication, Data Instincts established a dedicated phone line for customers to call with any concerns or questions. To date, Data Instincts has received and responded to sixteen customer inquiries regarding project concerns (compared to 2 as noted in the March 2013 update). Data Instincts continues to make contact with local media outlets and helped coordinate a total of ten articles (vs five articles in March 2013) published in the local media (Marin IJ and Novato Patch) regarding the project. The following tables (Table 1 and Table 2) contain a summary of the outreach as a result of Data Instincts work in Hamilton and a summary of the project concerns voiced as a result of the outreach program.

Table 1: Outreach Results Summary

	May 2013 Update	March 2013 Update
# of Email Recipients	235	210
# of Email Blasts Distributed	20	8
# of Project Concerns	26	2
# of Positive Responses Received	4	2
# of Flyers Distributed	250	200
# of Articles in Marin IJ	7	5
# of Article in the Patch	3	0

Table 2: Project Concern Summary

	May 2013 Update	March 2013 Update
Paving Concerns	14	1
Traffic Congestion Issues ¹	1	2
Ground Shaking ²	5	0
Early Work Starting ³	3	0
Property Damage ⁴	2	0
Dust Issues	1	1
Total	26	4

- 1) Includes inquiries received directly by NMWD.
- 2) Resulted from houses along Hangar Ave built on bay mud. Contractor was advised to distribute door hangars.
- 3) All customer concerns voiced on March 11, 2013.
- 4) All property damage claims were handled by the contractor.

Final Paving Restoration Concerns

From the above Table 2 it is noted that 14 customers have raised concerns that a full lane paving width will not occur throughout the entire Phase 2 project. Final paving work was complete as of Wednesday, May 1st, however lane line striping remains to be completed. The Phase 2 project has resulted in some areas where paving restoration includes full lane widths and some areas where paving restoration is four or six feet in width (all of which is in conformance with City of Novato requirements). In addition to our construction manager (Covello), city inspectors have been monitoring construction activities to ensure that the Phase 2 contractor (Argonaut) is performing all work in accordance with the plans and City's encroachment permit requirements. The standard trench repair required by the City of Novato is more restrictive than the County of Marin and involves a "T" cut, grind and overlay where the contractor overlaps the width of the trench by 12-inches (vs 6-inches required by the County).

There are further requirements to pave all the way to the lip of the concrete gutter if the edge of the pipeline trench falls within 4' of the gutter. Typically, the City requires full lane width overlays when the trenching work disrupts a significant portion of the roadway structural section. This is in fact occurring as part of the Phase 2 project along Hamilton Parkway, Main Gate Rd. and a localized stretch of Hamilton Parkway otherwise all of the other trench restoration requirements follow the City's standard "T" cut restoration.

Project Cost Update


Data Instincts has expended \$25,383 of the authorized \$40,000, for the work completed to date. Staff expects overall project costs are expected to be at or below budget.

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MEMORANDUM

To: Board of Directors

May 3, 2013

From: David L. Bentley, Auditor-Controller 

Subj: Initial Review – FY 2013/14 Proposed Novato Operations Budget
t:\acl\word\budget\14\ops review 14 i.docx

RECOMMENDED ACTION: Information Only – Initial Review

FINANCIAL IMPACT: None at this time - \$20.5 Million Expenditure Plan for FY14

Budget Summary

The fiscal year 2013/14 (FY14) budget proposed herein projects a net “bottom line” cash surplus of \$445,000. A rate increase of 11% is factored into the budget effective June 1, 2013. The 11% increase adds \$1.6 million to budgeted revenue during FY14.

The \$445,000 budgeted surplus compares to a FY 2012/13 (FY13) budgeted surplus of \$940,000 and projected FY13 actual surplus of \$1.8 million. Projected FY13 water sales volume of 2.9 billion gallons exceeds the 2.7BG budgeted volume, and contributed to the additional FY13 surplus.

FY14 water sales volume is again conservatively budgeted at 2.7BG. Water consumption remains 20% below the pre-recession level, and remains on par with consumption last seen in the early 1980s.

Looking simply at operating revenue (water sales) less operating expenditures, the FY14 budget projects an operating net income of \$2.2 million, which is comparable to this year’s estimated actual operating net income, and an increase of almost \$1 million from the current year budget. Total budgeted outlay, at \$20.5 million, is up 18% from the \$17.4 million budgeted in FY13.

Budget Detail

Water Sales - Water sales volume is budgeted at 2.7BG, which is 7% below the current fiscal year estimated actual and 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 20% increase in the fixed service charge and an 8% 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 \$25 bimonthly to \$30 bimonthly (\$2.50 per month). The rate increase will generate \$1.6 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. In-N-Out Burger, with 9 EDU's, will likely come in this summer. The budget projection compares with \$614,000 of Connection Fee revenue estimated for the current fiscal year.

The wheeling charge to Marin Municipal Water District is budgeted at \$322,000 (\$14/AF for 5,500AF, or 1.8BG, plus the annual fixed payment of \$245,000), consistent with the terms of the MMWD Interconnection Agreement anticipated to be concluded shortly. This is almost a 6-fold increase over the current annual wheeling charge revenue, 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 Little Mountain cell phone tower lease (\$16,400), Indian Valley Golf Club lease (\$10,000), two grazing leases (\$2,800), rental of the District's security apartment (\$10,600), rental of the Point Reyes home (\$26,400 – which amount includes in-lieu labor), and rental of the Pacheco Valle tennis courts (\$2,050).

At June 30, 2013, we project that \$2.8 million of funds advanced by the Novato Water System to the Recycled Water System will remain outstanding. The entire \$2.8 million outstanding balance is budgeted to be repaid to Novato Water in FY14. The money was loaned to expand the recycled water distribution system pending receipt of grant and SRF loan funds. Novato Connection Fee reserve funds totaling \$536,000 are budgeted to be transferred to the Recycled Water System in FY14 primarily to pay the debt service on the State Revolving Fund loan used to expand the RWS distribution system.

Operating Expenditures

Total Operating Expenditures are projected to increase 4% (\$517,000) from the FY13 budget and are up 4% from the FY13 estimated actual operating expense. Increased cost for labor and increased purchases of materials, services and supplies are the primary cause of the increase. Details of some of the individual components of the Operating Expenditure Budget follow.

Source of Supply is budgeted to increase 1% (\$42,000) from this year's budget. The volume of water purchased from SCWA is forecast to be consistent with the current year budgeted volume, and the Sonoma County Water Agency's wholesale water rate will increase 0.6% to

\$2,217 per MG on July 1. Including Stafford production budgeted at 750 MG (2,300 acre-feet), total budgeted potable production is 2.7 BG.

Water Treatment is budgeted to increase 5% (\$93,000) from this year's budget. Power cost is budgeted at 17.5¢/kWh, up 3%/kWh consistent with the Photovoltaic Power Purchase Agreement. Normal rainfall is assumed for next winter allowing the Stafford Treatment Plant to produce 750 MG (2,300 AF).

Transmission & Distribution is budgeted to increase 4% (\$99,000) from this year's budget. An additional \$72,000 is budgeted for repair of failed polybutylene services lines, which cost over the past three 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.

General Administration is budgeted to increase 12% (\$166,000) from this year's budget. FY14 is a election year, and \$73,000 is included for County Election Department expense. An increase of \$68,000 is budgeted for Engineering Studies. Two studies are budgeted for FY14: \$70,000 for the Stafford Dam Emergency Action Plan and \$30,000 to update the 1973 Dam Failure Inundation Map. An additional \$18,000 is budgeted for Training and Conference Expense, which amount includes \$14,000 for an eleven day leadership training program at the University of North Carolina for the Chief Engineer.

Staffing - The proposed budget includes a staffing level of 50.5 full-time equivalent (FTE) employees, down 1.0 FTE (2%) from the current year budget. Two Administration Department employees retired during the current fiscal year (they were budgeted as one FTE because of their planned mid-year retirement), and have not been replaced. The current staffing level of 50.5 FTE is down 8.6 FTE (15%) from the level adopted in the FY08 budget.

<u>FTE Staffing</u>	<u>FY14</u>	<u>FY13</u>
Administration	6.8	7.6
Customer Accounting	6.0	6.2
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>50.5</u>	<u>51.5</u>

Temporary staffing has been increased by 570 hours (11%), to 5,830 hours, budgeted as follows:

<u>Temporary Staffing Hours</u>	<u>FY14</u>	<u>FY13</u>	<u>Reason for Change</u>
Administration	0	0	
Customer Accounting	2,000	1,750	Lunch & Vacation phone coverage
Construction/Maintenance	750	750	
Engineering	2,500	2,500	
Maintenance	580	260	Assist w/Backflow & Landscape maint
Operations	0	0	
Water Quality	<u>0</u>	<u>0</u>	
	<u>5,830</u>	<u>5,260</u>	

For budgeting purposes, a 3% cost-of-living salary increase has been factored into the budget effective October 1, 2013, as well as a 1.6% salary increase to offset the negotiated requirement that employees pay an additional 1.6% of salary toward their retirement benefit. The COLA and CalPERS offset adjustments would increase total salaries by \$140,000, pushing up the total overheaded cost of payroll by \$192,000 (2.9%).

The District's average CalPERS retirement contribution rate will decrease 1.7% (to 25.2%) from the amount budgeted last year as employees pay a larger share of the retirement obligation, saving \$116,000 in payroll expense. The CalPERS Board is scheduled to approve 2014 group health insurance rates in June. For budgeting purposes, a 10% increase in group health insurance rates effective January 1, 2014 is assumed, which is the average rate of increase over the past 10 years, and which would increase budgeted labor cost by \$37,000. The cost for first dollar worker's compensation insurance is budgeted to increase 15%. While the District intends to continue self-insuring this coverage, proposals have been requested for workers' compensation insurance to provide a current calculation of savings (or loss) accrued

through self-insuring this coverage.

Total budgeted operating expenditures are up \$517,000 compared to the adopted FY13 budget. An analysis of the significant differences between the FY13 budget and the proposed FY14 operating budget follows, listed in decreasing order of magnitude.

Component	Increase/ (Decrease) vs. FY13 Budget	FY14 % Change
Labor	\$242,000	5%
Materials, Services & Supplies	213,000	8%
Purchased Water Cost	30,000	1%
Depreciation	30,000	1%
Vehicle Expense	12,000	6%
Distributed G&A	-10,000	1%
Net Increase	<u>\$517,000</u>	<u>4%</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 medical and insurance costs as they become available, and will be presented for additional review at the May 21 meeting.

Proposed

BUDGET

Initial Review

Novato
Operating Budget

FISCAL YEAR

2013-14

NORTH MARIN WATER DISTRICT

999 RUSH CREEK PLACE, NOVATO, CA

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NORTH MARIN WATER DISTRICT
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NOVATO WATER
BUDGET SUMMARY
Fiscal Year 2013/14

	<i>Proposed Budget 2013/14</i>	<i>Estimated Actual 2012/13</i>	<i>Adopted Budget 2012/13</i>
OPERATING INCOME			
1 Water Sales	\$16,498,000	\$15,763,000	\$15,150,000
2 Wheeling & Misc Service Charges	564,000	761,000	443,000
3 Total Operating Income	\$17,062,000	\$16,524,000	\$15,593,000
OPERATING EXPENDITURES			
4 Source of Supply	\$4,503,000	\$4,907,000	\$4,461,000
5 Pumping	339,000	297,000	337,000
6 Operations	601,000	613,000	523,000
7 Water Treatment	1,825,000	1,731,000	1,732,000
8 Transmission & Distribution	2,635,000	2,166,000	2,536,000
9 Consumer Accounting	534,000	528,000	542,000
10 Water Conservation	415,000	246,000	400,000
11 General Administration	1,575,000	1,347,000	1,409,000
12 Depreciation Expense	2,390,000	2,350,000	2,360,000
13 Total Operating Expenditures	\$14,817,000	\$14,185,000	\$14,300,000
14 NET OPERATING INCOME (LOSS)	\$2,245,000	\$2,339,000	\$1,293,000
NON-OPERATING INCOME/(EXPENSE)			
15 Interest Revenue	\$150,000	\$212,000	\$60,000
16 Interest Expense	(550,000)	(577,000)	(582,000)
17 Other Misc Revenue/(Expense)	109,000	139,000	113,000
18 Total Non-Operating Income/(Expense)	(\$291,000)	(\$226,000)	(\$409,000)
19 NET INCOME/(LOSS)	\$1,954,000	\$2,113,000	\$884,000
OTHER SOURCES/(USES) OF CASH			
20 Add Depreciation Expense	\$2,390,000	\$2,350,000	\$2,360,000
21 Connection Fees	860,000	614,000	860,000
22 Capital Equipment Expenditures	(231,000)	(200,000)	(233,000)
23 Capital Improvement Projects	(5,693,000)	(2,070,000)	(3,107,000)
24 Debt Principal Payments	(1,099,000)	(1,072,000)	(1,069,000)
27 Loan (To)/Repayment From RWS	2,800,000	487,000	1,712,000
28 Connection Fee Transfer to RWS	(536,000)	(419,000)	(467,000)
29 Total Other Sources/(Uses)	(\$1,509,000)	(\$310,000)	\$56,000
30 CASH INCREASE/(DECREASE)	\$445,000	\$1,803,000	\$940,000

NOVATO WATER OPERATING BUDGET DETAIL

Fiscal Year 2013/14

	Proposed Budget 13/14	Estimated Actual 12/13	Adopted Budget 12/13	Actual 11/12	Actual 10/11	Actual 09/10	Actual 08/09	Actual 07/08
STATISTICS								
1 Active Meters	20,550	20,500	20,550	20,490	20,464	20,438	20,416	20,366
2 Avg Commodity Rate/1,000 Gal (Net)	\$4.58	\$4.25	\$4.31	\$4.05	\$3.82			
3 Potable Consumption (BG)	2.70	2.92	2.70	2.82	2.79	2.87	3.29	3.29
OPERATING INCOME								
4 Water Sales	\$16,650,000	\$15,900,000	\$15,150,000	\$14,220,429	\$12,727,649	\$11,251,832	\$11,067,484	\$10,384,740
5 Bill Adjustments	(152,000)	(137,000)	0	(58,770)	(66,248)			
6 Sales to MMWD	0	0	0	0	0	0	351,154	0
7 Wheeling Charges-MMWD	322,000	535,000	252,000	58,802	53,662	67,180	75,090	76,588
8 SCWA Water Conservation Reimb	0	0	0	0	0	21,450	0	359,748
9 Miscellaneous Service Revenue	242,000	226,000	191,000	197,752	145,787	140,796	145,663	161,238
10 TOTAL OPERATING INCOME	\$17,062,000	\$16,524,000	\$15,593,000	\$14,418,213	\$12,860,850	\$11,481,258	\$11,639,391	\$10,982,314
OPERATING EXPENSE								
SOURCE OF SUPPLY								
11 Supervision & Engineering	\$14,000	\$8,000	\$15,000	\$9,064	\$8,965	\$2,007	\$2,120	\$2,391
12 Operating Expense - Source	7,000	5,000	11,000	11,488	5,927	5,745	4,702	3,109
13 Maintenance/Monitoring of Dam	42,000	34,000	28,000	25,716	8,290	8,741	7,583	6,078
14 Maintenance of Lake & Intakes	16,000	19,000	16,000	10,377	8,619	8,072	7,990	3,063
15 Maintenance of Watershed	41,000	27,000	39,000	8,188	2,152	7,352	28,126	9,177
16 Water Purchased for Resale to MMWD	0	0	0	0	0	0	171,447	0
17 Water Quality Surveillance	13,000	14,000	12,000	16,385	12,377	13,138	8,448	9,272
18 Contract Water - SCWA	4,370,000	4,800,000	4,340,000	5,047,469	3,790,789	3,441,147	3,728,052	3,738,218
19 TOTAL SOURCE OF SUPPLY	\$4,503,000	\$4,907,000	\$4,461,000	\$5,128,687	\$3,837,119	\$3,486,202	\$3,958,468	\$3,771,308
PUMPING								
20 Operating Expense	\$4,000	\$0	\$7,000	\$0	\$641	\$8,367	\$8,567	\$13,333
21 Maintenance of Structures/Grounds	38,000	29,000	37,000	29,042	17,153	18,600	23,080	15,909
22 Maintenance of Pumping Equipment	73,000	43,000	62,000	50,797	17,354	10,751	8,807	61,907
23 Electric Power - Pumping	224,000	225,000	231,000	204,927	233,222	200,318	249,190	227,916
24 TOTAL PUMPING	\$339,000	\$297,000	\$337,000	\$284,766	\$268,370	\$238,036	\$289,644	\$319,065
OPERATIONS								
25 Supervision & Engineering	\$191,000	\$189,000	\$143,000	\$185,838	\$185,361	\$176,082	\$168,202	\$188,926
26 Operating Expense	227,000	271,000	199,000	255,272	191,713	212,126	235,230	127,350
27 Maintenance Expense	89,000	96,000	92,000	105,545	94,633	84,121	89,775	112,461
28 Telemetry Equipment/Controls Maint	73,000	39,000	68,000	67,936	83,047	67,051	39,201	37,610
29 Leased Line Expense	21,000	18,000	21,000	18,930	20,841	20,547	20,342	19,601
30 TOTAL OPERATIONS	\$601,000	\$613,000	\$523,000	\$633,521	\$575,595	\$559,927	\$552,750	\$485,948

NOVATO WATER OPERATING BUDGET DETAIL

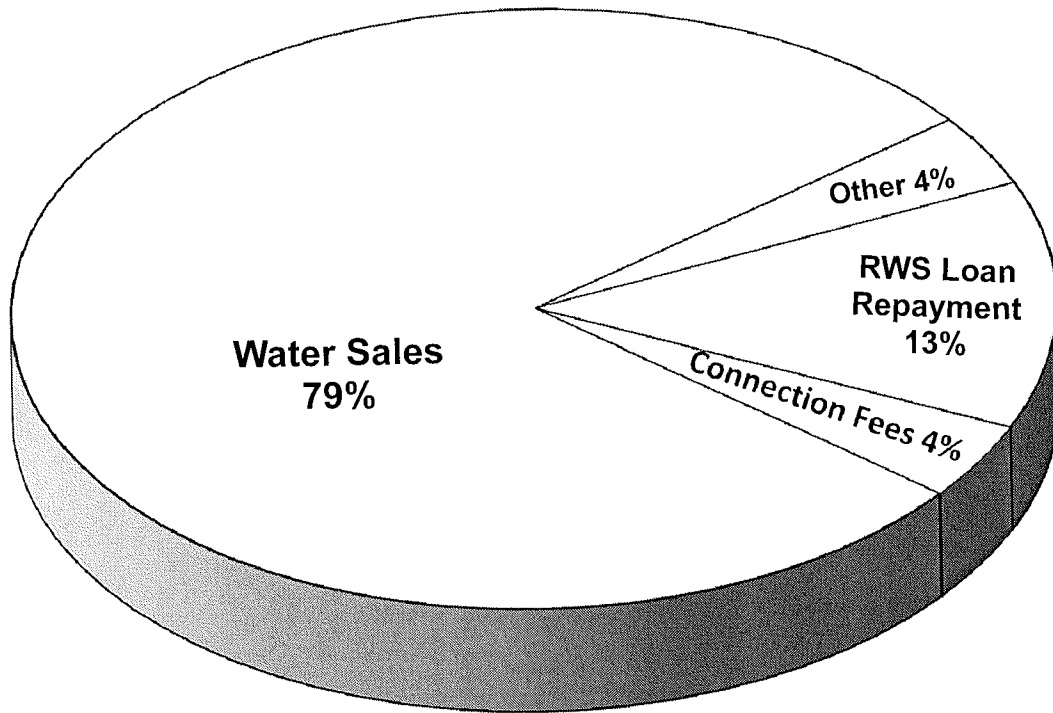
Fiscal Year 2013/14

	Proposed Budget 13/14	Estimated Actual 12/13	Adopted Budget 12/13	Actual 11/12	Actual 10/11	Actual 09/10	Actual 08/09	Actual 07/08
WATER TREATMENT								
31 Supervision & Engineering	\$115,000	\$113,000	\$69,000	\$100,916	\$121,459	\$122,312	\$113,175	\$99,218
32 Operating Expense	267,000	285,000	273,000	206,957	320,882	365,305	247,309	357,877
33 Purification Chemicals	425,000	342,000	425,000	253,797	464,140	415,486	293,888	221,597
34 Sludge Disposal	87,000	102,000	83,000	100,861	84,618	69,209	40,163	49,299
35 Maintenance of Structures/Grounds	78,000	49,000	82,000	82,839	71,772	83,411	115,686	91,550
36 Purification Equipment Maintenance	149,000	149,000	132,000	136,782	105,217	157,642	204,217	203,622
37 Electric Power - Treatment	109,000	109,000	108,000	114,184	128,913	129,930	99,184	113,732
38 Laboratory Expense (net)	595,000	582,000	560,000	568,124	517,044	495,239	479,970	398,173
39 TOTAL WATER TREATMENT	\$1,825,000	\$1,731,000	\$1,732,000	\$1,564,460	\$1,814,045	\$1,838,534	\$1,593,592	\$1,535,068
TRANSMISSION & DISTRIBUTION								
40 Supervision & Engineering	\$517,000	\$416,000	\$490,000	\$423,813	\$466,110	\$528,659	\$560,968	\$524,345
41 Maps & Records	129,000	105,000	131,000	96,058	74,154	98,187	74,786	105,509
42 Operation of T&D System	413,000	461,000	411,000	478,959	422,375	448,650	420,639	439,348
43 Storage Facilities Expense	168,000	86,000	155,000	140,564	158,247	164,316	149,759	129,944
44 Maintenance of Valves & Regulators	231,000	130,000	256,000	132,239	190,866	190,255	131,094	107,354
45 Maintenance of Mains	136,000	86,000	154,000	49,922	146,814	102,633	108,752	143,525
46 Backflow Prevention Program	125,000	100,000	88,000	84,714	124,121	93,754	86,630	108,835
47 Maintenance of Copper Services	198,000	147,000	202,000	190,698	164,388	199,807	211,630	181,161
48 Maintenance of PB Service Lines	449,000	510,000	377,000	443,509	347,802	263,714	250,024	287,813
49 Maintenance of Meters	152,000	83,000	158,000	135,900	146,170	143,691	148,112	135,370
50 Detector Check Assembly Maint	57,000	8,000	54,000	38,361	36,509	41,557	30,488	26,483
51 Maintenance of Hydrants	60,000	34,000	60,000	33,980	50,354	77,038	62,794	74,700
52 TOTAL TRANSMISSION & DISTRIB	\$2,635,000	\$2,166,000	\$2,536,000	\$2,248,717	\$2,327,910	\$2,352,261	\$2,235,676	\$2,264,387
CONSUMER ACCOUNTING								
53 Meter Reading & Collection	\$180,000	\$179,000	\$167,000	\$170,589	\$142,581	\$142,956	\$140,851	\$132,653
54 Billing & Accounting	245,000	250,000	270,000	282,702	282,046	260,428	236,740	225,062
55 Contract Billing	19,000	18,000	19,000	18,231	18,285	18,590	18,504	18,513
56 Postage & Supplies	67,000	63,000	67,000	63,359	70,347	64,698	58,062	51,960
57 Uncollectible Accounts	23,000	23,000	28,000	26,685	32,723	35,190	28,022	13,507
58 Office Equipment Expense	15,000	9,000	6,000	8,690	9,835	5,048	14,471	14,585
59 Distributed to Other Operations	(15,000)	(14,000)	(15,000)	(15,726)	(15,762)	(15,694)	(15,147)	(14,205)
60 TOTAL CONSUMER ACCOUNTING	\$534,000	\$528,000	\$542,000	\$554,530	\$540,055	\$511,216	\$481,503	\$442,075

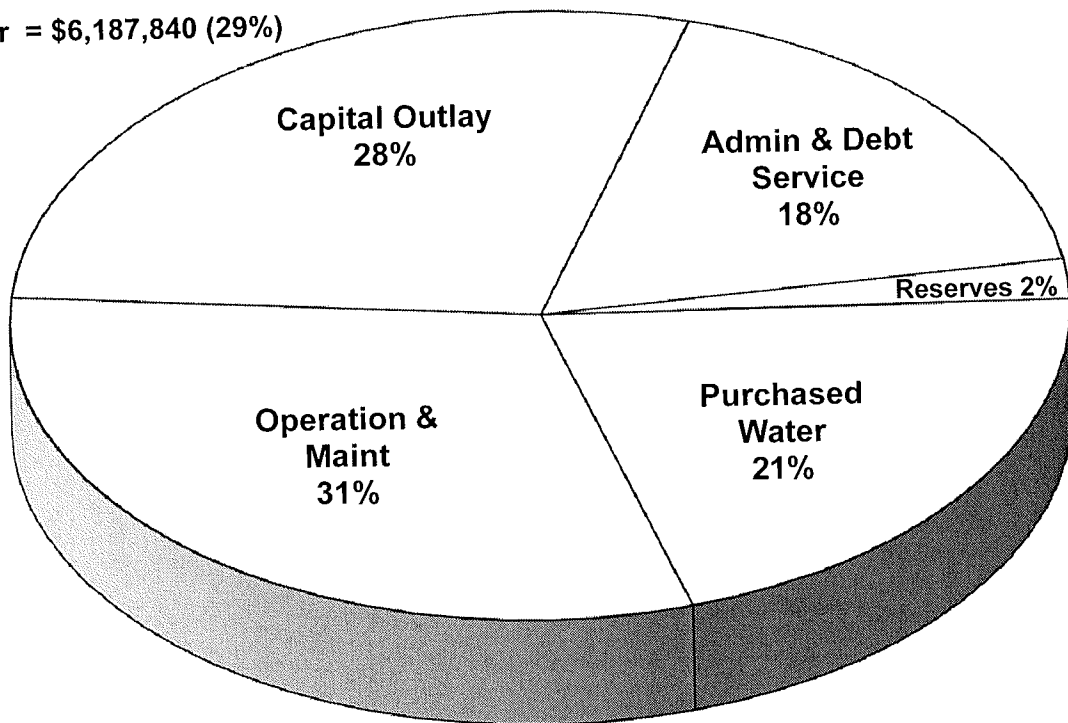
NOVATO WATER OPERATING BUDGET DETAIL
Fiscal Year 2013/14

	Proposed Budget 13/14	Estimated Actual 12/13	Adopted Budget 12/13	Actual 11/12	Actual 10/11	Actual 09/10	Actual 08/09	Actual 07/08
WATER CONSERVATION								
61 Residential	\$313,000	\$213,000	\$298,000	\$213,883	\$338,093	\$438,668	\$438,588	\$457,600
62 Commercial	25,000	1,000	25,000	1,414	15,423	2,707	28,344	9,415
63 Public Outreach/Information	50,000	19,000	50,000	41,251	19,047	26,548	20,679	27,483
64 Large Landscape	27,000	13,000	27,000	13,780	10,337	10,695	19,649	26,120
TOTAL WATER CONSERVATION	\$415,000	\$246,000	\$400,000	\$270,328	\$382,900	\$478,618	\$507,260	\$520,618
GENERAL & ADMINISTRATION								
65 Director's Expense	\$15,000	\$13,000	\$15,000	\$15,000	\$15,100	\$16,200	\$15,000	\$14,600
66 Legal Fees	11,000	7,000	11,000	7,098	8,572	59,818	9,933	7,824
67 Auditing Services	21,000	21,000	21,000	28,900	27,800	31,100	30,000	22,000
68 Human Resources	32,000	25,000	31,000	21,860	32,112	33,080	31,848	26,923
69 Consulting Services/Studies	112,000	55,000	44,000	34,731				
70 General Office Salaries	1,191,000	1,223,000	1,196,000	1,252,684	1,177,170	1,166,410	1,125,232	1,020,823
71 Office Supplies	58,000	27,000	50,000	22,743	38,870	47,363	56,621	32,193
72 Employee Events	10,000	8,000	8,000	5,931	4,469	11,366	3,881	4,585
73 Other Administrative Expense	17,000	20,000	16,000	17,254	17,414	20,090	21,313	20,246
74 Election Cost	73,000	0	0	250	0	250	0	51,262
75 Dues & Subscriptions	51,000	50,000	50,000	49,260	47,775	49,208	42,004	40,738
76 Vehicle Expense	8,000	8,000	8,000	8,118	8,112	8,112	8,112	8,193
77 Meetings, Conf & Training	172,000	112,000	154,000	97,626	101,472	114,985	112,985	107,411
78 Telephone, Water, Gas & Electricity	26,000	33,000	31,000	26,172	29,012	27,203	29,595	30,018
79 Building & Grounds Maintenance	46,000	45,000	34,000	36,438	35,902	53,907	44,268	47,389
80 Office Equipment Expense	99,000	84,000	87,000	89,291	74,325	85,550	91,052	78,962
81 Insurance Premiums & Claims	102,000	77,000	101,000	113,556	118,451	117,023	132,928	198,297
82 Retiree Medical Benefits	157,000	170,000	172,000	160,725	147,084	138,105	182,220	182,003
83 G&A Applied to Construction Projects	(342,000)	(365,000)	(331,000)	(327,881)	(269,439)	(153,213)	(224,590)	(212,502)
84 G&A Distributed to Other Operations	(109,000)	(79,000)	(89,000)	(101,630)	(104,515)	(100,811)	(92,969)	(86,742)
85 Expensed Improvement Projects	0	0	0	0	122,785	1,220,617	1,277,995	959,475
86 Expensed Equipment Purchases	0	0	0	3,383	29,993	31,266	34,204	8,531
87 (Gain)/Loss on Overhead Charges	(175,000)	(187,000)	(200,000)	(297,783)	(172,628)	(214,770)	(157,888)	(277,413)
TOTAL GENERAL & ADMINISTRATION	\$1,575,000	\$1,347,000	\$1,409,000	\$1,263,726	\$1,489,836	\$2,762,859	\$2,773,744	\$2,284,816
88 Depreciation Expense	\$2,390,000	\$2,350,000	\$2,360,000	\$2,372,380	\$2,309,166	\$2,312,339	\$2,087,598	\$1,530,000
89 TOTAL OPERATING EXPENSE	\$14,817,000	\$14,185,000	\$14,300,000	\$14,321,115	\$13,544,996	\$14,539,992	\$14,480,235	\$13,153,285
90 NET OPERATING INCOME/(LOSS)	\$2,245,000	\$2,339,000	\$1,293,000	\$97,098	(\$684,146)	(\$3,058,734)	(\$2,840,844)	(\$2,170,971)

**NORTH MARIN WATER DISTRICT - NOVATO WATER
FISCAL YEAR 2013-14
SOURCE OF FUNDS = \$20,981,000**



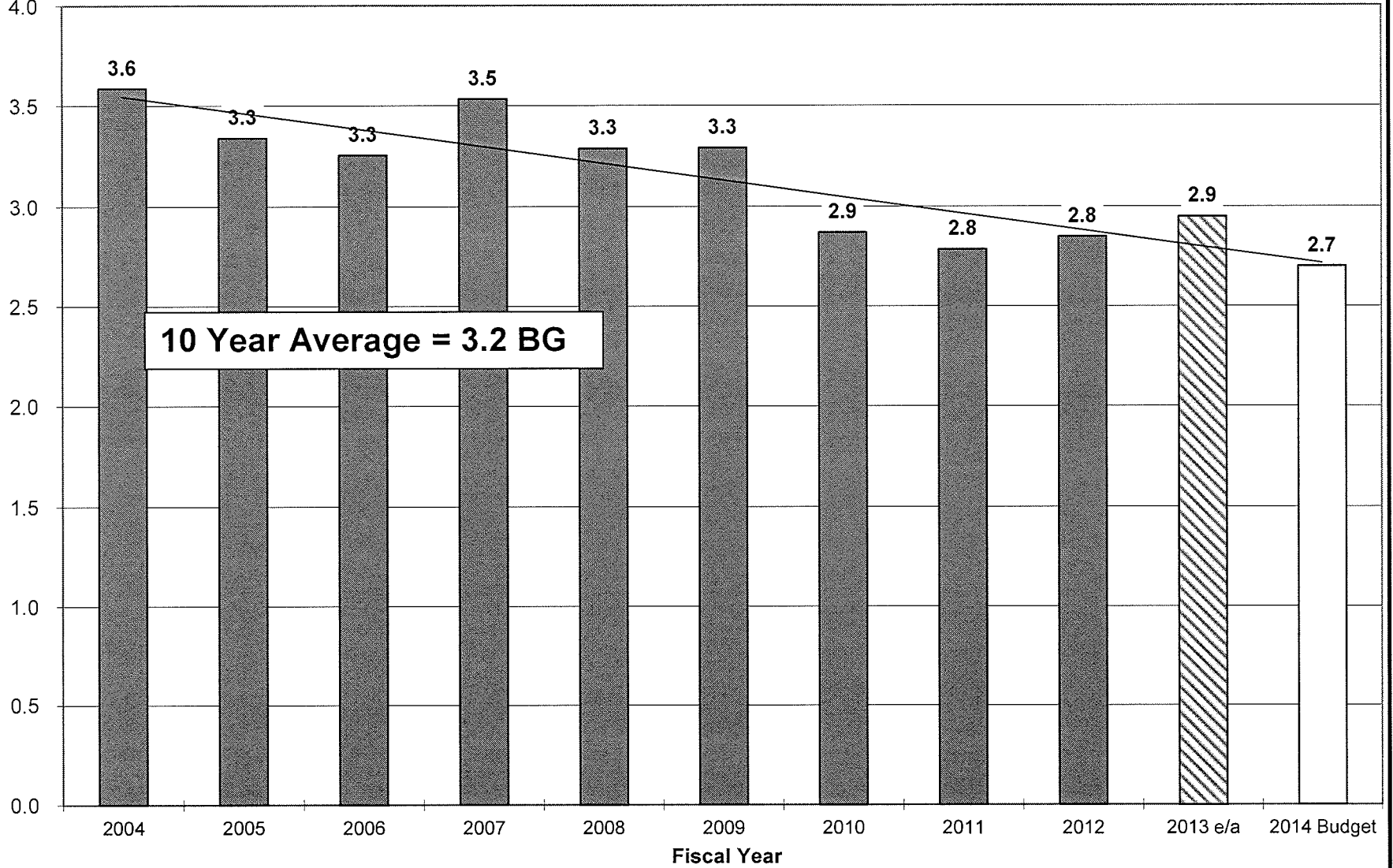
Labor = \$6,187,840 (29%)



USE OF FUNDS = \$20,981,000

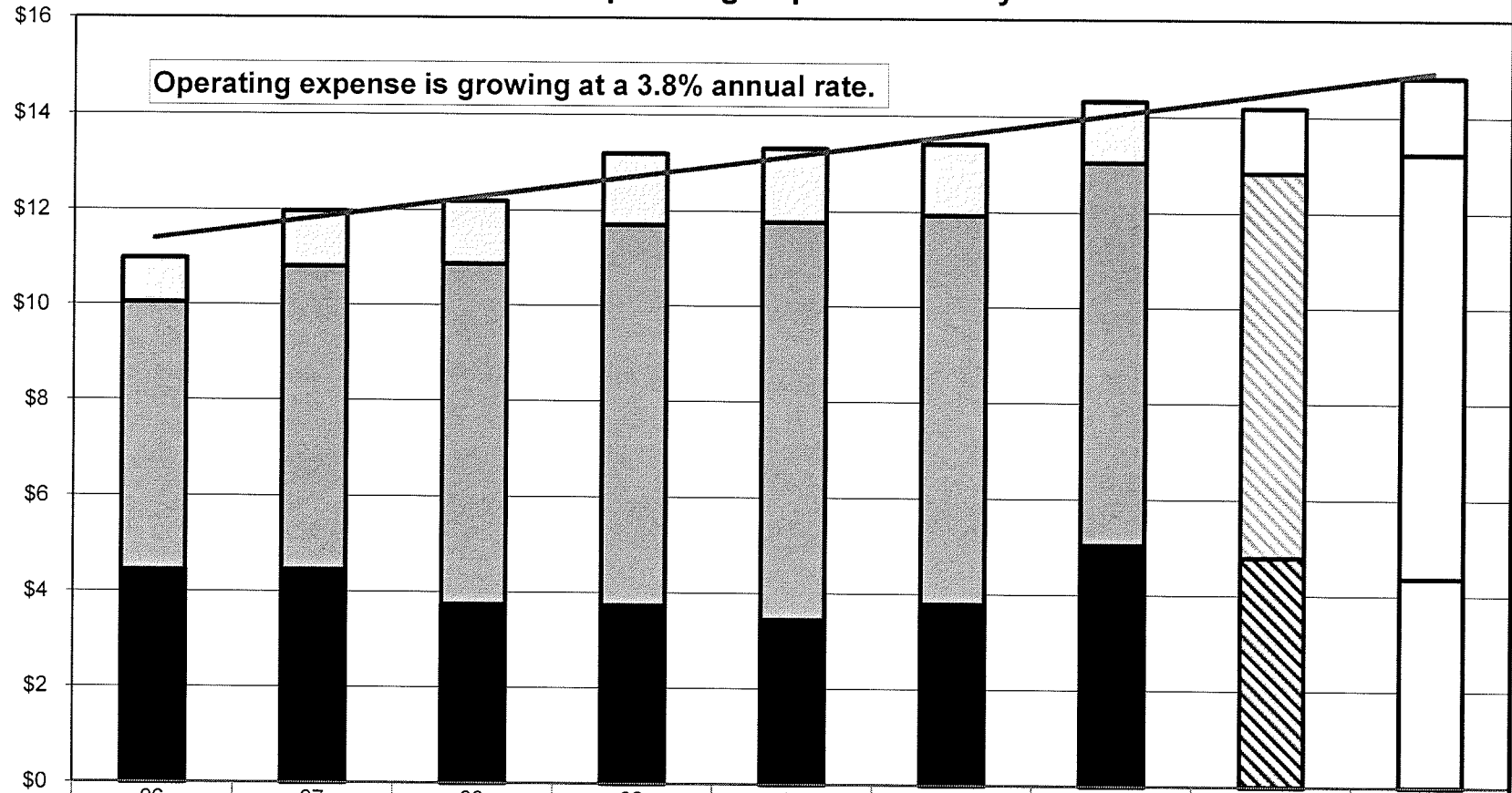
Novato Water Billed Consumption 10 Year History

Billion
Gal



Novato Water Operating Expense History

Million \$



	06	07	08	09	10	11	12	13 e/a	14 Budget
Admin	\$0.9	\$1.2	\$1.3	\$1.5	\$1.5	\$1.5	\$1.3	\$1.3	\$1.6
O&M	\$5.6	\$6.4	\$7.1	\$8.0	\$8.3	\$8.1	\$8.0	\$8.0	\$8.9
Purch Wtr	\$4.4	\$4.5	\$3.7	\$3.7	\$3.4	\$3.8	\$5.0	\$4.8	\$4.4
Total	\$11.0	\$12.0	\$12.2	\$13.2	\$13.3	\$13.4	\$14.3	\$14.2	\$14.8
Regression	\$11.4	\$11.8	\$12.3	\$12.7	\$13.2	\$13.6	\$14.0	\$14.5	\$14.9

Fiscal Year

North Marin Water District
Memberships/Certifications

4/26/13

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Sorted by Organization & Dept

	Organization	Employee	Dept	Last Renewed	Renewal Period	Last Paid	FY14 Budget
1	ADTS Drug Testing Program	Moore	41	12/14/11	1/12-12/12	\$650	\$670
2	Alliance for Water Efficiency	Grisso	21	6/20/12	7/12-7/13	\$214	\$220
3	American Water Works Association	DeGabriele*	10	11/8/12	1/13-12/13	\$3,487	\$3,590
4	American Water Works Association	Chandrasekera	21	7/5/12	8/12-7/13	\$238	\$250
5	Assoc of State Dam Safety Officials	McIntyre	21	12/13/12	10/12-9/13	\$49	\$50
6	Association of CA Water Agencies	DeGabriele	10	11/19/12	1/13-12/13	\$16,835	\$17,340
7	AWWA - Lab Analyst Certif I	Bena	61	11/29/12	4/13-4/15	\$55	\$0
8	AWWA - Lab Analyst Certif III	Lucchesi	61	1/3/13	7/13-6/15	\$55	\$0
9	AWWA - Lab Analyst Certif III	Ramudo	61	3/31/06	3/06-3/08	\$46	\$50
10	AWWA - Lab Analyst Certif III	Reischmann	61	1/24/13	10/12-10/14	\$55	\$0
11	AWWA - Lab Analyst Certif IV	Goodpaster	61	11/27/10	12/10-8/13	\$80	\$80
12	AWWA Water Conservation Practitioner	Grisso	21	12/5/12	1/13-12/14	\$70	\$0
13	Bay Area Water Works Association	Chandrasekera	21	7/5/12	1/12-12/12	\$20	\$20
14	Bay Area Water Works Association	McIntyre	21	1/17/13	1/13-12/13	\$20	\$20
15	Bay Area Water Works Association	Ramudo	61	1/11/12	1/12-12/12	\$60	\$60
16	Board of Prof Engineers & Surveyors	DeGabriele	10	5/26/10	7/10-6/12	\$125	\$0
17	Board of Prof Engineers & Surveyors	Chandrasekera	21	8/29/12	10/12-9/13	\$115	\$120
18	Board of Prof Engineers & Surveyors	Jackson	21	3/14/12	3/12-3/14	\$125	\$130
19	Board of Prof Engineers & Surveyors	McIntyre	21	3/21/13	4/13-3/15	\$115	\$0
20	CA Urban Water Conservation Council	Grisso	21	2/14/13	1/13-12/13	\$3,149	\$3,240
21	CA Water Environment Asso	Bena	61	10/18/12	10/12-10/13	\$140	\$140
22	Contractor's State License Board	Moore	41	1/25/12	2/12-2/14	\$360	\$370
23	Costco Wholesale Membership	DeGabriele	10	11/29/12	1/13-12/13	\$110	\$110
24	CWEA-TCP - Certification I	Bena	61	1/31/13	4/13-3/14	\$75	\$80
25	Dept of Pesticide Regulation	Stafford	31	9/14/11	1/12-12/13	\$60	\$60
26	Dept of Pesticide Regulation	Cilia	51	9/6/12	9/12-8/14	\$60	\$0
27	DHS - Distrib Op Certification I	Roberto	12				\$70
28	DHS - Distrib Op Certification I	Venegas	12	3/9/11	3/11-2/14	\$70	\$0
29	DHS - Distrib Op Certification I	Breit	41			\$0	\$70
30	DHS - Distrib Op Certification I	Castellucci	41	12/15/10	5/11-4/14	\$70	\$70
31	DHS - Distrib Op Certification I	Corda, Joe	41	3/7/13	8/13-7/15	\$70	\$0
32	DHS - Distrib Op Certification I	Kehoe, C	41	5/30/12	10/12-9/15	\$70	\$0
33	DHS - Distrib Op Certification I	Ortiz	41	4/25/13	8/13-7/16	\$70	\$0
34	DHS - Distrib Op Certification I	Reed	41	3/24/10	8/10-8/13	\$70	\$0
35	DHS - Distrib Op Certification I	Rupp	41	12/15/10	5/11-4/14	\$70	\$70
36	DHS - Distrib Op Certification I	Sjoblom	41	1/31/13	8/13-7/16	\$70	\$0
37	DHS - Distrib Op Certification I	Baccei	51	3/31/10	8/10-8/13	\$0	\$0
38	DHS - Distrib Op Certification I	Cilia	51	3/14/13	9/12-8/14	\$70	\$0
39	DHS - Distrib Op Certification I	Cilia	51	3/14/13	8/13-7/16	\$70	\$0
40	DHS - Distrib Op Certification II	Connolly	31	12/20/12	5/13-4/15	\$60	\$0
41	DHS - Distrib Op Certification II	Garrett	31	10/8/08	8/08-11/11	\$80	\$0
42	DHS - Distrib Op Certification II	Jennison	31	12/31/12	5/13-4/15	\$60	\$0
43	DHS - Distrib Op Certification II	Arendell	41	3/16/11	3/11-2/14	\$80	\$0
44	DHS - Distrib Op Certification II	Castellucci	41			\$0	\$80
45	DHS - Distrib Op Certification II	Corda, Joe	41			\$0	\$80
46	DHS - Distrib Op Certification II	Kehoe, C	41	11/1/12	1/13-12/14	\$80	\$0
47	DHS - Distrib Op Certification II	Kurfirsh	51	1/24/13	4/13-3/15	\$80	\$0
48	DHS - Distrib Op Certification II	Latanyshyn	51	9/21/11	12/12-1/15	\$80	\$0
49	DHS - Distrib Op Certification II	Bena	61	3/9/11	3/11-2/14	\$80	\$80

North Marin Water District
Memberships/Certifications

4/26/13

t:\accountants\data\dues and subscriptions.xls\fy14 budget

Sorted by Organization & Dept

	Organization	Employee	Dept	Last Renewed	Renewal Period	Last Paid	FY14 Budget
50	DHS - Distrib Op Certification II	Goodpaster	61	11/27/10	4/11-4/14	\$80	\$80
51	DHS - Distrib Op Certification II	Lucchesi	61	4/25/12	10/12-10/14	\$60	\$0
52	DHS - Distrib Op Certification II	Ramudo	61	3/28/13	9/12-8/15	\$180	\$0
53	DHS - Distrib Op Certification II	Reischmann	61	4/18/12	10/12-10/14	\$60	\$0
54	DHS - Distrib Op Certification III	Moore	41	1/24/13	6/13-5/15	\$120	\$0
55	DHS - Distrib Op Certification III	Clark	51	7/11/12	12/12-11/15	\$90	\$0
56	DHS - Distrib Op Certification III	Lemos	51	3/7/13	4/13-3/15	\$170	\$0
57	DHS - Distrib Op Certification III	Corda, Jeff	31	10/13/10	11/10-11/13	\$90	\$90
58	DHS - Distrib Op Certification II	Reed	41	2/1/12	2/12-2/14	\$80	\$80
59	DHS - Distrib Op Certification V	Stompe	31	11/15/12	3/13-3/15	\$105	\$0
60	DHS - Treatment Operator Certif II	Connolly	31	2/21/13	3/15-3/15	\$60	\$0
61	DHS - Treatment Operator Certif II	Clark	51	2/8/12	7/12-7/15	\$60	\$0
62	DHS - Treatment Operator Certif II	Lucchesi	61	1/25/12	2/12-2/14	\$60	\$0
63	DHS - Treatment Operator Certif II	Reischmann	61	9/28/11	10/11-10/13	\$60	\$60
64	DHS - Treatment Operator Certif III	Corda, Jeff	31	7/14/10	7/10-7/13	\$90	\$90
65	DHS - Treatment Operator Certif III	Garrett	31	5/18/11	7/11-6/14	\$120	\$120
66	DHS - Treatment Operator Certif IV	Jennison	31	1/12/11	6/11-6/14	\$105	\$110
67	DHS - Treatment Operator Certif IV	Stafford	31	12/24/01	5/11-4/14	\$140	\$140
68	DHS - Treatment Operator Certif IV	Stompe	31	9/7/11	2/12-2/14	\$105	\$110
69	GFOA - Financial Stmt Review	Landeros	11	11/21/12	11/12-10/13	\$435	\$450
70	GFOA - Membership	Landeros	11	8/1/12	9/12-8/13	\$160	\$160
71	Irrigation Association	Grisso	21	10/25/12	1/13-12/13	\$100	\$100
72	LAFCO (Co of Marin)	DeGabriele	10	7/25/12	7/12-6/13	\$6,600	\$7,500
73	Marin Employer Advisory Council	Landeros	11	1/25/12	2/12-1/13	\$100	drop
74	National Fire Protection Assoc	McIntyre	21	12/20/12	2/13-1/14	\$165	\$170
75	National Notary Association (Dues)	Young	11	7/6/11	9/11-8/13	\$39	\$40
76	National Notary Association (Dues)	Kehoe	21	6/15/11	9/11-9/15	\$129	\$0
77	National Notary Association (Ins)	Young	11		2/13-2/14	\$33	\$30
78	National Notary Association (Ins)	Kehoe	21	10/6/10	1/11-1/14	\$78	\$80
79	National Safety Council	Clark	51	7/25/12	8/12-7/13	\$365	\$380
80	Natl Assoc Corrosion Engineers	Jackson	21	6/1/11	7/11-6/12	\$130	\$130
81	Natl Assoc Corrosion Engineers	Latanyshyn	51	4/16/08	7/08-6/09	\$130	\$140
82	No American Lake Management Soc	Stompe	31	1/11/13	3/13-2/14	\$110	\$110
83	North Bay Watershed Association	DeGabriele	10	9/19/12	7/12-6/13	\$6,453	\$6,650
84	Novato Chamber of Commerce	Bentley	11	11/1/12	11/12-10/13	\$815	\$840
85	Novato Heights Property Owners	DeGabriele	10	3/21/13	1/13-12/13	\$150	\$150
86	Rotary - Novato Sunrise	McIntyre	21	8/12/12	7/12-6/13	\$178	\$180
87	Rotary - Point Reyes Station	Clark	51				\$130
88	Rotary Club of Novato	DeGabriele	10	7/26/12	7/12-6/13	\$175	\$180
89	Society for HR Management (SHRM)	Landeros	11	8/22/12	9/12-8/13	\$180	\$190
90	Soroptomist	Young	11	7/6/12	7/12-12/12	\$88	\$180
91	Special District Leadership Foundation	DeGabriele	10	1/28/09	1/09-12/12	\$50	\$0
92	Steel Structures Painting Council	McIntyre	21	7/5/12	7/12-6/13	\$95	\$100
93	SWRCB - Wastewater TP Op II	Stafford	31	11/2/11	1/12-12/14	\$130	\$0
94	Tomales Bay Watershed Council	Clark	31	2/8/12	1/12-12/12	\$1,000	\$1,030
95	Underground Service Alert	Moore	41	8/15/12	7/12-6/13	\$866	\$890
96	Water Education Foundation	DeGabriele	10	12/13/12	1/13-12/13	\$100	\$100
97	Wine Country Water Works Assoc.	Mello	21	6/20/12	1/12-12/12	\$25	\$30
98	Wine Country Water Works Assoc.	Connolly	31	3/7/12	1/12-12/12	\$25	\$30

North Marin Water District
Memberships/Certifications

4/26/13

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Sorted by Organization & Dept

	Organization	Employee	Dept	Last Renewed	Renewal Period	Last Paid	FY14 Budget
99	Wine Country Water Works Assoc.	Garrett	31	6/20/12	1/12-12/12	\$25	\$30
100	Wine Country Water Works Assoc.	Jennison	31	6/20/12	1/12-12/12	\$20	\$20
101	Wine Country Water Works Assoc.	Arendell	41	6/20/12	1/12-12/12	\$25	\$30
102	Wine Country Water Works Assoc.	Moore	41	6/20/12	1/12-12/12	\$25	\$30
103	Wine Country Water Works Assoc.	Latanyshyn	51	6/20/12	1/12-12/12	\$25	\$30
104	Wine Country Water Works Assoc.	Lemos	51	6/20/12	1/12-12/12	\$25	\$30
105	Wine Country Water Works Assoc.	Reischmann	61	12/4/12	1/13-12/13	\$25	\$30
Membership allows GM + 4 emps - DeGabriele, Clark, Ramudo, McIntyre & Stompe are enrolled						\$48,577	\$48,170

Periodical Subscriptions

1	LexisNexis (Government Codes)	DeGabriele	10	1/24/13	1/13-12/13	\$767	\$790
2	Marin Independent Journal	DeGabriele	10	8/15/12	9/12-8/13	\$229	\$240
3	Marinscope (Advance)	DeGabriele	10	8/15/12	9/12-8/13	\$49	\$50
4	Point Reyes Light	DeGabriele	10	12/13/12	12/12-12/14	\$119	\$0
5	West Marin Citizen	DeGabriele	10	8/15/12	8/12-7/13	\$58	\$60
6	Journal of Accountancy	Bentley	11	7/6/12	9/12-8/13	\$69	\$70
7	Personnel Concepts (Lbr Law Posters)	Bentley	11	7/25/12	7/12-6/13	\$211	\$220
8	Wall Street Journal	Bentley	11	3/28/12	3/12-3/13	\$129	\$130
9	Engineering News Record (ENR)	McIntyre	21	1/10/13	2/13-2/14	\$87	\$90
10	CA Climate Action Registry	Clark	51	10/11/12	1/13-12/13	\$750	\$770
11	Cal/OSHA Emplr Resource Institute	Clark	51	7/25/12	9/12-8/13	\$299	\$350
						\$2,767	\$2,770

Software Subscriptions/Maint Agreements

1	Parkinson (Hightower/SWK)	Bentley	11	7/25/12	7/12-6/13	\$800	\$3,000
2	Parkinson (MAS90)	Bentley	11	7/25/12	7/12-6/13	\$4,732	\$5,000
3	Parkinson (Fixed Assets)	Bentley	11	7/25/12	7/12-6/13	\$873	\$750
4	Sage Software (HR ABRA Network)	Bentley	11	7/11/12	7/12-6/13	\$868	\$850
5	iPrism Web Filter (Trebron Co)	Bentley	11	7/25/12	7/12-6/13	\$1,316	\$1,320
6	CDW Govt Anti-Virus Software	Bentley	11	11/1/12	11/12-10/13	\$1,080	\$1,080
7	Verizon Reverse 911 Database	Bentley	12	3/7/13	Mo to Mo	\$336	\$350
8	Itron MVRS (Meter reading device software)	Bentley	12				\$2,084
9	Parcel Quest	McIntyre	21	7/5/12	7/12-6/13	\$752	\$770
10	DLT Solutions - AutoCAD Licenses	McIntyre	21	11/21/12	1/12-12/13	\$2,674	\$2,750
11	E&M - Wonderware - Distrib SCADA	Clark	31	4/4/13	3/13-3/14	\$6,989	\$7,400
12	Invarion (Traffic Control Plan Prog)	Moore	41	5/16/12	6/12-5/13	\$375	\$390
13	Alldata (Fleet Maint Software)	Clark	51	7/5/12	7/12-6/13	\$1,500	\$1,550
						\$22,295	\$27,294
						\$73,640	\$78,234

North Marin Water District
Memberships/Certifications

4/26/13

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Sorted by Organization & Dept

Organization	Employee	Dept	Last Renewed	Renewal Period	Last Paid	FY14 Budget
<i>Dues & Subscriptions Expense Distribution</i>						
Dues & Subscriptions	56402-01-10			10	\$35,307	\$36,760
Dues & Subscriptions	56402-01-11			11	\$2,259	\$2,310
Dues & Subscriptions	56402-01-12			12	\$70	\$70
Dues & Subscriptions	56402-01-21			21	\$5,102	\$4,930
Dues & Subscriptions	56402-01-31			31	\$2,385	\$1,940
Dues & Subscriptions	56402-01-41			41	\$2,776	\$2,440
Dues & Subscriptions	56402-01-51			51	\$2,274	\$1,830
Dues & Subscriptions	56402-01-61			61	\$1,171	\$660
					<u>\$51,345</u>	<u>\$50,940</u>
<i>Software Subscription Expense Distribution</i>						
Admin Equip	56701-01-11			11	\$9,669	\$12,000
Cons Svcs Equipment	55601-01-12			12	\$336	\$2,434
Maps & Records	54004-01-21			21	\$3,426	\$3,520
Maint Telemetry Equip	52502-01-31			31	\$6,989	\$7,400
Maint of Mains	54511-01-41			41	\$375	\$390
Maintenance Exp	52406-01-51			51	\$1,500	\$1,550
WQ Exp	53702-01-61			61	\$0	\$0
					<u>\$22,295</u>	<u>\$27,294</u>
					<u>\$73,640</u>	<u>\$78,234</u>

14

MEMORANDUM

To: Board of Directors
From: David L. Bentley, Auditor-Controller
Subj: Initial Review – FY 2013/14 Novato Recycled Water System Budget
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May 3, 2013

RECOMMENDED ACTION: Information Only – Initial Review

FINANCIAL IMPACT: \$4.1 Million FY14 Expenditure Plan

The FY 2013/14 (FY14) Recycled Water System (RWS) budget projects demand of 130MG next fiscal year (see chart of historical water use attached), double the current year estimated actual, as 28 new accounts are projected to begin drawing recycled water during this coming fiscal year. Consistent with the potable water rate increase, an 8% commodity rate increase will be effective June 1, 2013. The 8% increase will add \$53,000 to annual revenue.

Operating expenses (excluding depreciation) are budgeted to increase 59% (\$123,000) from the existing FY14 budget due to a higher volume of purchased water cost as sale of recycled water virtually doubles. The budget projects purchase of 89MG (\$114,000) of tertiary treated water from Novato Sanitary District and 41MG (\$68,000) from Las Gallinas Valley Sanitary District at \$1,400/MG. The Deer Island Plant is not budgeted to produce water - it will serve as a backup facility.

Almost seventy percent of the proposed \$4.1 million expenditure plan is reimbursement to Novato Water for monies borrowed to complete the North & South Service Areas expansion. The \$14.3 million expansion project is funded by Federal and State grant funds (25%), 20-year 2.6% SRF loans (69%), and an \$850,000 (6%) District contribution. After fully repaying Novato Water, the proposed FY14 RWS budget projects ending the fiscal year with a cash surplus of just over \$800,000. However, there are too many unknowns in this initial year of operation with new customers and the new NSD and LGVSD treatment plants to make financial projections with any degree of certainty.

As with the Novato budget, staff will continue to fine-tune the RWS budget, and return it for further review at the May 21 meeting.

**NOVATO RECYCLED WATER
BUDGET SUMMARY
Fiscal Year 2013/14**

	<i>Proposed Budget 2013/14</i>	<i>Estimated Actual 2012/13</i>	<i>Adopted Budget 2012/13</i>
OPERATING INCOME			
1 Recycled Water Sales	\$577,000	\$265,000	\$255,000
2 Bimonthly Service Charge	10,000	7,000	6,000
3 Total Operating Income	\$587,000	\$272,000	\$261,000
OPERATING EXPENDITURES			
4 Purchased Water - NSD	\$114,000	\$11,000	\$41,000
5 Purchased Water - LGVSD	68,000	10,000	18,000
6 Pumping	2,000	0	2,000
7 Operations	37,000	63,000	22,000
8 Water Treatment	50,000	62,000	81,000
9 Transmission & Distribution	30,000	38,000	27,000
10 General Administration	31,000	16,000	18,000
11 Depreciation	280,000	164,000	165,000
12 Total Operating Expenditures	\$612,000	\$364,000	\$374,000
13 NET OPERATING INCOME (LOSS)	(\$25,000)	(\$92,000)	(\$113,000)
NON-OPERATING INCOME/(EXPENSE)			
14 Interest Revenue	\$1,000	\$0	\$0
15 Stone Tree Golf Interest Payments	54,000	59,000	59,000
16 Interest Exp - Advance from Novato	(37,000)	(221,000)	0
17 RWF SRF Loan Interest Expense	(73,000)	(82,000)	(82,000)
18 RW Expansion SRF Loan Interest Exp	(248,000)	(72,000)	(120,000)
19 Total Non-Operating Income/(Expense)	(\$303,000)	(\$316,000)	(\$143,000)
20 NET INCOME/(LOSS)	(\$328,000)	(\$408,000)	(\$256,000)
OTHER SOURCES/(USES) OF FUNDS			
21 Add Depreciation Expense	\$280,000	\$164,000	\$165,000
22 Fed Grant/SRF Loan - RWS Expansion	3,497,000	6,111,000	6,860,000
23 Connection Fees Trsf'd from Novato	536,000	419,000	467,000
24 Stone Tree Golf Principal Repayment	197,000	192,000	192,000
25 Capital Improvement Projects	(200,000)	(5,800,000)	(5,525,000)
26 RWF SRF Loan Principal Payments	(200,000)	(191,000)	(191,000)
27 SRF Expansion Loan Principal Payments	(166,000)	0	0
28 Loan From/(Repayment) to Novato	(2,800,000)	(487,000)	(1,712,000)
29 Total Other Souces/(Uses)	\$1,144,000	\$408,000	\$256,000
30 NET SURPLUS/(DEFICIT)	\$816,000	\$0	\$0

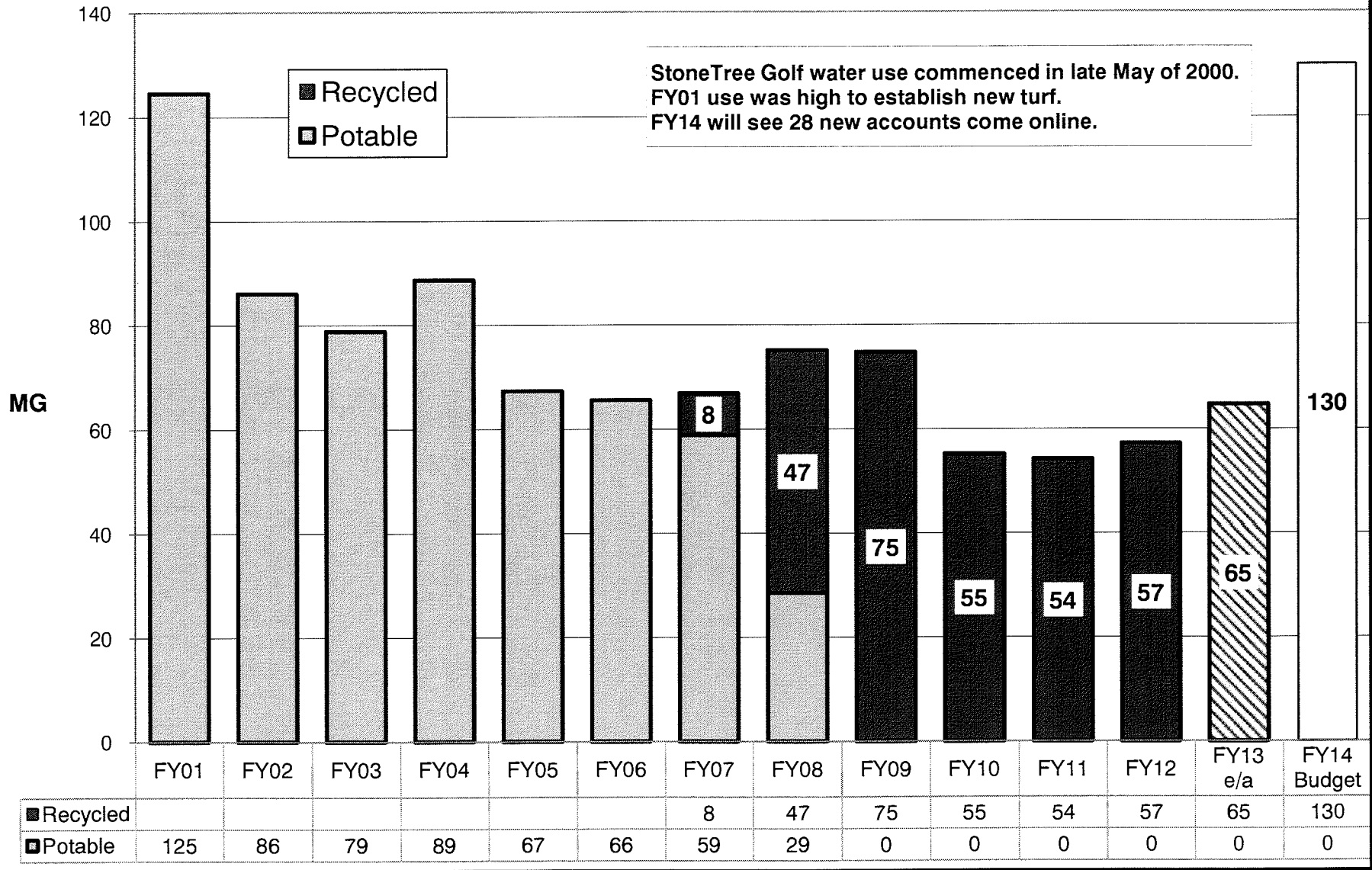
Proposed Capital Improvement Projects
5-Year Financial Plan

4/24/13

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	FY13 Budget	FY13 Est Actual	FY14 Budget	FY15 Budget	FY16	FY17	FY18
5. RECYCLED WATER (Note 2)							
a.	NBWRA Grant Program Administration	\$325,000	\$325,000	\$100,000	\$100,000	\$100,000	\$100,000
b.	Expansion to North Area	\$1,000,000	\$1,000,000				
c.	Expansion to South Area	\$4,200,000	\$4,475,000	\$100,000			
d.	Expansion to Central Area					\$500,000	\$4,500,000
e.	Other Recycled Water Expenditures				\$100,000	\$100,000	\$100,000
		<u>\$5,525,000</u>	<u>\$5,800,000</u>	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$700,000</u>
							<u>\$4,700,000</u>

Recycled Water Use History



15

MEMORANDUM

To: Board of Directors
From: Robert Clark, Operations / Maintenance Superintendent
Subject: Quarterly Progress Report - Operations/Maintenance
x:\maint sup\2013\bod\q3 12-13 o&m update.doc



May 3, 2013

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 that 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, maintenance tasks, and critical water quality reports to our environmental and health regulators.

Novato

With Stafford Lake at its capacity, Operations staff began to treat lake water, producing 425 acre feet during this reporting period. Rainfall primarily came in December and the lake reached overflow level on January 2nd. The annual distribution system flushing programs were started in February with a Zone 1 and 2 system planned, including all dead ends throughout the Novato system.

Maintenance tasks at STP were substantially completed with annual pump and motor maintenance, filter cleaning, and instrument cleaning being performed. The last two of the six sand pumps were rebuilt after five years of operation and will continue to be on a five-year rebuild cycle. A major pump rebuild on the small high-service pump was completed along with a radio communication link between the treatment plant and the main office, allowing the elimination of the expensive leased T1 line from Verizon.

It has been a busy time for both the Backflow Program and Grounds Maintenance staff, with recycled water projects, and landscape planting in the South area, which included over 400 plantings. Cross-Connection Control staff has used this period to catch up on the postponed work from last fall.

West Marin System


Overall, flows at Point Reyes Station are slightly up (8%) from this time last year: 45.25 AF was produced for the period. Distribution system flushing program tasks were completed in West Marin and the system was clean. An inspection and review of the Hazardous Materials Business Plans for both the Point Reyes Treatment Plant and the Oceana Marin Ponds was completed with the Marin County Health Department.

Oceana Marin (OM)

Collection system flow during this quarter was 16% lower than the same period last year, with just less than 1.5 million gallons going to the storage and treatment ponds. The maximum day occurred in January 1st with just 36,901 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
R:\CHIEF ENGM\MCINTYRE\BUDGETS\FY12-13 Budget\eng dept perf recap-3rd Qtr 12-13.doc

Date: May 3, 2013

The purpose of this memo is to provide a third quarter status report to the Board on the District's performance in completing budgeted FY12-13 Capital Improvements Projects (CIP). The following information is being provided to supplement the progress report summary provided to the Board each month.

SUMMARY

<u>Service Areas</u>	<u>FY13 Project Costs (\$)</u>		<u>% Complete @ 3/31/13</u>		<u>Earned Value (\$) @ 3/31/13</u>	
	Budget (\$)	Forecast (\$)	Planned	Actual	Planned	Actual
Novato Water	3,107,000	1,572,000	77	65	2,005,790	947,420
Novato Recycled	5,525,000	6,525,000	83	83	4,393,750	5,573,750
West Marin	990,000	716,000	78	63	827,750	507,750
TOTAL	9,622,000	8,813,000	80	70	7,227,290	7,028,920

The above table summarizes the detailed tabulation of CIPs for both Novato Water, Recycled Water, and West Marin (including Oceana Marin) systems provided in Attachment A. In summary, with the exception of Novato Recycled Water, CIP expenditures for both Novato and West Marin service areas will not exceed approved FY12-13 budget levels. For the Novato Water system, the above tabulation shows that CIP expenditures are forecast to be \$1,572,000 (51% of the approved budget, versus a forecast of 42% at this time last year). Actual performance for the Novato Water system is slightly below (i.e., 65%) planned performance for project completion (i.e., 77%). For the Novato Recycled Water system, the above tabulation shows that CIP expenditures are forecast to be \$6,525,000 (18% above the approved budget). Actual performance for the Novato Recycled Water system is right on target (i.e. 83%) versus planned performance for project completion (i.e., 83%). With respect to West Marin (including Oceana Marin), year-end CIP expenditures of \$716,000 are forecast to be below (i.e., 72%) the approved FY12-13 budget value (versus a forecast of 35% at this time last year). Planned performance through the third quarter for West Marin was projected to be 78% and actual completion performance is at 63%. Overall, for the Novato Water, Novato Recycled Water and West Marin water systems, actual performance is below (i.e., 70%) planned performance (i.e., 80%).

Novato Service Area Project Costs Variances

As shown in Attachment A, the vast majority (i.e., 87%) of FY12-13 Novato CIPs are currently projected to be completed at or below original budget. A detailed milestone schedule update is provided in Attachment B. Note that six project overruns are being predicted, two of which are for the already discussed Recycled Water North and South Service Area projects. It is important

to note that the FY11-12 "Carry-Over" projects, (1) PB Replacement - Center Rd/Garner/Oak Forest/Simmons/3rd St., ADA Access Phase 1, Solar Panel Build, STP Portable Generator Connection and STP Potable Water Feed Pipeline Rehab represent a combined addition of \$76,000 to the current Novato CIP budget.

Three new projects were added (Loma Verde PB Replacements (14 services) & H Lane (9 services), Sunset Parkway & Cambridge Old Cast Iron Replacement (12"@600'), and PB Replacement: City Measure A, Group 5 (83 services) during the third quarter of the fiscal year. When combined, these new projects represent an addition of \$380,000 to the current Novato CIP Budget. Three projects have been deferred (Electronic Document Management System, Gustafson Ct. House Acquisition and SMART Crossing Upgrade).

Novato Recycled Water Service Area Project Costs Variances

As shown in Attachment A, expenses for two of the three FY12-13 Novato Recycled Water CIPs are currently projected to be above original budget. As reported to the Board previously, actual expenses for the Recycled Water North and South Service Area projects are above budget due to higher overall costs.

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

With the exception of the Pt. Reyes Well #3 Replacement project, all of the remaining FY12-13 West Marin project expenditures are currently projected to be within the original budget. Two projects were carried over from FY11-12: Tank Seismic Upgrades and Pt. Reyes Treatment Plant RTU Upgrade. Two new projects have been added, PB Replacement: Balboa, Portola, Mesa, 2nd St (26 services) and Gallagher Well & Pipeline Design. One project has been deferred (Gallagher Auxiliary Stream Gauge).

Engineering Department Labor Hours

The Engineering Department provides a multitude of functions supporting overall operation, maintenance and expansion of water facilities. The major work classifications are: (1) General Engineering, (2) Developer Projects and (3) District (i.e., CIP) Projects. Out of the approximately 14,900 engineering labor hours available annually (less Conservation), the FY12-13 labor budget for Developer Projects and District Projects is 1,313 (9% of total) and 3,855 (26% of total), respectively. A chart of actual hours expended versus budgeted hours for both Developer and District projects during FY12-13 is provided in Attachment C. At the end of the third quarter, actual engineering labor hours expended for Developer work was 23% (299 hours) versus 75% (985 hours) budgeted. With respect to District Projects, 4,118 engineering labor hours (107% of budget) has been expended on Capital Improvement Projects when compared against a third quarter estimate of 2,891 hours (75% of budget). The higher rate is primarily attributed to in-house work on recycled water retrofit projects.

**NOVATO SYSTEM CAPITAL IMPROVEMENT PROJECTS SUMMARY FY12-13
AS OF MARCH 31, 2013**

STATUS ¹	DEPT	ITEM #	PROJECT NO.	DESCRIPTION	PROJECT COSTS		% COMPLETE		EARNED VALUE		
					Budget	Forecast	Planned	Actual	Planned	Actual	
1. PIPELINE REPLACEMENTS/ADDITIONS											
PC	Eng	1	1.a.1	STP 18" Transmission Line Assess/Repair	\$160,000	\$10,000	50	5	\$80,000	\$500	
PC	Eng	2	1.b.1	Digital to Leveroni Looping (12"@600')	\$130,000	\$130,000	62	15	\$80,600	\$19,500	
PC	Eng	3	1.b.2	Delong to Cain Looping (8"@400')	\$100,000	\$2,000	67	10	\$67,000	\$200	
C	Eng	4	1.c.1	<i>PB Repl - Center Rd/Garner/Oak Forest/Simmons/3rd St</i>	\$0	\$23,000	100	100	\$0	\$23,000	
PC	Eng	5	1.c.2	PB Repl - Pacheco Valle (42)	\$84,000	\$3,000	50	0	\$42,000	\$0	
PC	Eng	6	1.c.3	PB Repl - Loma Verde (14) & H Lane (10)	\$0	\$80,000	100	60	\$0	\$48,000	
PC	Eng	7	1.c.4	Repl PB in Sync w/City Paving (45)	\$90,000	\$0	75	75	\$67,500	\$0	
PC	Eng	8	1.c.5	Sunset Parkway & Cambridge (12"@600')	\$0	\$100,000	75	70	\$0	\$70,000	
PC	Eng	9	1.c.6	PB Repl City Meas. A, Group 5 (83)	\$0	\$200,000	75	20	\$0	\$40,000	
PC	Eng	10	1.d.1	Other Relocations	\$80,000	\$0	75	75	\$60,000	\$0	
PC	Eng	11	1.e.1-10	AEEP - Hwy 101 Widening	\$1,300,000	\$350,000	75	75	\$975,000	\$262,500	
				SubTotal	\$1,944,000	\$898,000			\$1,372,100	\$463,700	
2. SYSTEM IMPROVEMENTS											
PC	Maint	12	2.a	RTU Upgrades	\$10,000	\$10,000	50	50	\$5,000	\$5,000	
PC	Eng	13	2.b	DCA Repair/Replace	\$150,000	\$125,000	67	67	\$100,500	\$83,750	
PC	Eng	14	2.c	Anode Installations	\$30,000	\$30,000	50	0	\$15,000	\$0	
PC	Maint	15	2.d	Radio Telemetry	\$15,000	\$15,000	75	65	\$11,250	\$9,750	
C	Eng	16	2.e	Sampling Stations	\$24,000	\$30,000	68	100	\$16,320	\$30,000	
PC	Eng	17	2.f	Inaccurate Meter Replacement	\$16,000	\$16,000	67	67	\$10,720	\$10,720	
PC	Maint	18	2.g	Facilities Security Enhancements	\$25,000	\$25,000	39	10	\$9,750	\$2,500	
PC	Maint	19	2.h	Backflow Device Upgrade - BMK (14)	\$30,000	\$30,000	57	80	\$17,100	\$24,000	
				SubTotal	\$300,000	\$281,000			\$185,640	\$165,720	
3. BUILDINGS, YARD, & S.T.P. IMPROVEMENTS											
	Admin		3.a.1	Electronic Document Management System - DEFERRED	\$50,000	\$0	0	0	\$0	\$0	
C	Maint	20	3.a.2	Misc Admin Bldg Improvements Phs 1	\$25,000	\$0	75	100	\$18,750	\$0	
C	Maint	21	3.a.3	ADA Access Phase 1	\$0	\$3,000	100	100	\$0	\$3,000	
	Admin		3.a.4	Gustafson Ct House Acquisition - DEFERRED	\$0	\$0	0	0	\$0	\$0	
GM			3.b.1	SMART Crossing Upgrade - DEFERRED	\$58,000	\$0	0	0	\$0	\$0	
C	Eng	22	3.b.3	Corp Yard Paving	\$15,000	\$88,000	100	100	\$15,000	\$88,000	
C	Ops	23	3.c.1	Watershed Erosion Control	\$25,000	\$27,000	100	100	\$25,000	\$27,000	
C	Eng	24	3.c.2	Leveroni Creek Bank Repair	\$145,000	\$100,000	100	100	\$145,000	\$100,000	
C	Const	25	3.c.3	Dam Concrete Apron Repairs	\$50,000	\$25,000	100	100	\$50,000	\$25,000	
			3.c.4	Start Up Flushing Connection - DEFERRED	\$200,000	\$0	0	0	\$0	\$0	
C	Ops	26	3.c.5	Solar Panel Build	\$0	\$30,000	100	100	\$0	\$30,000	
C	Ops	27	3.c.6	STP Portable Generator Connection	\$0	\$7,000	100	100	\$0	\$7,000	
C	Eng	28	3.c.7	STP Potable Water Feed Pipeline Rehab	\$0	\$13,000	100	100	\$0	\$13,000	
				SubTotal	\$568,000	\$293,000			\$253,750	\$293,000	
4. STORAGE TANKS & PUMP STATIONS											
	Maint	29	4.a	Lynwood PS Motor Control Center	\$265,000	\$75,000	62	0	\$164,300	\$0	
C	Eng	30	4.b	Pacheco Tank C12 Mixing System (1st Yr)	\$30,000	\$25,000	100	100	\$30,000	\$25,000	
				SubTotal	\$295,000	\$100,000			\$194,300	\$25,000	
				Novato Water Total	\$3,107,000	\$1,572,000	77	65	\$2,005,790	\$947,420	
5. RECYCLED WATER FACILITY											
PC	Eng	31	5.a	NBWRA Grant Program Administration	\$325,000	\$325,000	75	75	\$243,750	\$243,750	
PC	Eng	32	5.b-i	Expansion to North Service Area	\$1,000,000	\$1,200,000	100	90	\$1,000,000	\$1,080,000	
PC	Eng	33	5.j-q	Expansion to South Service Area	\$4,200,000	\$5,000,000	75	85	\$3,150,000	\$4,250,000	
				Novato Recycled Total	\$5,525,000	\$6,525,000	83	83	\$4,393,750	\$5,573,750	
				Total Novato	\$8,632,000	\$8,097,000	80	74	\$6,399,540	\$6,521,170	
				¹ C - Completed	PROJECT FORECAST REVISED						
				PC - Partially completed	Baseline projects with revised forecast budget increases (indicated by shaded box)						
					Baselined projects to be deferred (indicated in strikeout)						
					New projects added (indicated in bold)						
					Prior year projects carried over indicated in italics						

ATTACHMENT A

**WEST MARIN CAPITAL IMPROVEMENT PROJECT SUMMARY FY12-13
AS OF MARCH 31, 2013**

STATUS	DEPT	ITEM #	PROJECT NO.	DESCRIPTION	PROJECT COSTS		% COMPLETE		EARNED VALUE	
					Budget	Forecast	Planned	Actual	Planned	Actual
6. West Marin Water System										
System Improvements										
PC	Eng	34	6.a	TP Solids Handling	\$400,000	\$100,000	75	15	\$300,000	\$15,000
PC	Eng	35	6.b-c	PRE Well #3 Repl/Rehab/Destruction	\$165,000	\$175,000	100	95	\$165,000	\$166,250
PC	Eng	36	6.d	TP Control Valve Replacement	\$75,000	\$50,000	62	5	\$46,500	\$2,500
	GM		6.e	<i>Gallagher Auxilliary Stream Gauge - DEFFERED</i>	\$30,000	\$0	0	0	\$0	\$0
PC	Eng	37	6.f	Tank Seismic Upgrades	\$0	\$20,000	50	20	\$0	\$4,000
PC	Ops	38	6.g	TP RTU Upgrade	\$0	\$25,000	100	60	\$0	\$15,000
PC	Eng	39	6.h	PB Repl: Balboa, Portola, Mesa, 2nd St (26)	\$0	\$80,000	90	90	\$0	\$72,000
PC	Eng	40	6.i	Gallagher Well & Pipeline Design	\$0	\$25,000	10	10	\$0	\$2,500
					\$670,000	\$475,000			\$511,500	\$277,250
7. Oceana Marin Sewer System										
C	Ops	41	7.a	Infiltration Study & Repair	\$15,000	\$15,000	75	100	\$11,250	\$15,000
C	Maint	42	7.b	Tahiti Way Lift Pumps Rebuild	\$20,000	\$16,000	100	100	\$20,000	\$16,000
PC	Eng	43	7.c	Cross Country Sewer Line Rehab	\$275,000	\$210,000	100	95	\$275,000	\$199,500
C	Ops	44	7.d	TP Pond Algae Control Device	\$10,000	\$0	100	100	\$10,000	\$0
				SubTotal	\$320,000	\$241,000			\$316,250	\$230,500
				Total West Marin	\$990,000	\$716,000	78	63	\$827,750	\$507,750
				FY12-13 TOTAL	\$9,622,000	\$8,813,000	80	70	\$7,227,290	\$7,028,920
C - Completed										
PROJECT FORECAST REVISED										
PC - Partially completed										
Baseline projects with revised forecast budget increases (indicated by shaded box)										
Baselined projects to be deferred (indicated in strikeout)										
New projects added (indicated in bold)										
Prior year projects carried over indicated in italics										

FY12_13 CAPITAL IMPROVEMENT PROJECTS

ID	Task Name	Start	Finish	% Complete	Resp	Qtr 1, 2013			Qtr 2, 2013			Qtr 3, 2013			Qtr 4, 2013		
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	1 A PIPELINE REPLACEMENTS/ADDITIONS	Mon 7/2/12	Fri 6/28/13	0%													
2	1A1 STP 18" Transmission Line Repair (Inspection)	Tue 1/1/13	Fri 6/28/13	5%	ENG / DJ												
3	1B MAIN/PIPELINE ADDITIONS	Sun 7/1/12	Fri 6/28/13	5%													
4	1B1 Digital to Leveroni Looping (12"@600')	Thu 11/1/12	Fri 6/28/13	15%	ENG / CC												
5	1B2 DeLong to Cain Looping (8"@400')	Mon 10/1/12	Fri 6/28/13	10%	ENG / CC												
6	1C PB SERVICE LINE REPLACEMENTS	Mon 7/2/12	Fri 6/28/13	0%													
7	1C1 Center Rd/Garner/Oak Forest/Simmons/3rd St (20)	Mon 7/2/12	Sun 12/30/12	100%	ENG / JK												
8	1C4 Pacheco Valle (42)	Tue 1/1/13	Fri 6/28/13	0%	ENG / JK												
9	1E AQUEDUCT REPLACEMENTS/ENHANCEMENTS	Mon 7/2/12	Fri 6/28/13	0%													
10	1E1 Aqueduct Energy Efficiency Project	Mon 7/2/12	Fri 6/28/13	75%	ENG / DM												
11	2 SYSTEM IMPROVEMENTS	Mon 7/2/12	Fri 6/28/13	0%													
12	2A RTU Upgrades	Tue 1/1/13	Fri 6/28/13	50%	MAINT/RC												
13	2C DCA Repair/Replace (14/yr)	Mon 10/1/12	Fri 6/28/13	67%	ENG / JK												
14	2D Anode Installations (150/yr)	Tue 1/1/13	Fri 6/28/13	50%	ENG / JM												
15	2E Radio Telemetry	Mon 7/2/12	Fri 6/28/13	65%	MAINT/RC												
16	2F Sampling Stations	Sun 12/30/12	Tue 4/30/13	100%	ENG / JM												
17	2G Inaccurate Meter Replacement	Mon 10/1/12	Fri 6/28/13	67%	ENG / CC												
18	2H Facilities Security Enhancements	Fri 2/1/13	Fri 6/28/13	10%	MAINT/RC												
19	2I Backflow Device Upgrade - BMK (14)	Mon 12/3/12	Fri 6/28/13	80%	MAINT/RC												
20	3 BUILDING, YARD, STP IMPROVEMENTS	Mon 7/2/12	Fri 6/28/13	8%													
21	3A ADMIN BUILDING	Mon 7/2/12	Fri 6/28/13	0%													
22	3A1 Electronic Document Management System DEFERRED	Mon 7/2/12	Mon 7/2/12	0%	ACCT/DB												
23	3A3 ADA Access Phase 1	Mon 7/2/12	Sun 6/30/13	100%	OPS / RC												
24	3B CORP YARD/WAREHOUSE/CONSTRUCTION OFFICE	Mon 7/2/12	Fri 6/28/13	0%													
25	3B1 SMART Crossing Upgrade (@Golden Gate Pl) DEFERRED	Mon 7/2/12	Mon 7/2/12	0%	GM												
26	3B3 Yard Paving	Mon 7/2/12	Mon 12/31/12	100%	ENG / JK												
27	3C STAFFORD TREATMENT PLANT	Mon 7/2/12	Fri 6/28/13	16%													
28	3C1 Watershed Erosion Control	Mon 7/2/12	Thu 11/15/12	100%	OPS / RC												
29	3C2 Leveroni Creek Bank Repair	Mon 7/2/12	Mon 12/31/12	100%	ENG / CC												

ATTACHMENT B



Current		Inactive Milestone		Manual Summary Rollup		Progress	
Baseline		Inactive Summary		Manual Summary			
Inactive Task		Manual Task		Start-only			
Inactive Task		Duration-only		Finish-only			

FY12_13 CAPITAL IMPROVEMENT PROJECTS

ID	Task Name	Start	Finish	% Complete	Resp	Qtr 1, 2013			Qtr 2, 2013			Qtr 3, 2013			Qtr 4, 2013		
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
30	3C4 Dam Concrete Apron Repairs	Mon 11/5/12	Sun 12/30/12	100%	CONST/ DM												
31	3C4 Start Up Flushing Connection DEFERRED	Mon 7/2/12	Mon 7/2/12	0%	ENG / CC												
32	3C5 Solar Panel Build	Mon 7/2/12	Fri 11/30/12	100%	MAINT / RC												
33	3C6 STP Portable Generator Connection	Mon 7/2/12	Fri 11/30/12	100%	MAINT / RC												
34	3C7 STP Potable Water Feed Pipeline Rehab	Mon 7/2/12	Fri 11/30/12	100%	MAINT / RC												
35	4 STORAGE TANKS/PUMP STATIONS	Mon 7/2/12	Fri 6/28/13	16%													
36	4D Lynwood Pump Station Motor Control Center	Thu 11/1/12	Fri 6/28/13	0%	MAINT/RC												
37	4E Pacheco Tank C12 Mixing System	Mon 7/2/12	Thu 2/28/13	100%	ENG / DJ												
38	5 RECYCLED WATER	Mon 7/2/12	Fri 6/28/13	30%													
39	5A NBWRA Grant Program Administration	Mon 7/2/12	Fri 6/28/13	75%	ENG / DM												
40	5B RW Expansion to North Service Area	Mon 7/2/12	Fri 6/28/13	90%	ENG / CC												
41	5C RW Expansion to South Service Area	Mon 7/2/12	Fri 6/28/13	85%	ENG / DJ												
42	6 WEST MARIN WATER SYSTEM IMPROVEMENTS	Mon 7/2/12	Fri 6/28/13	4%													
43	SYSTEM IMPROVEMENTS	Mon 7/2/12	Fri 6/28/13	4%													
44	6A PRTP Solids Handling	Mon 7/2/12	Fri 6/28/13	15%	ENG / DJ												
45	6B PR Well #3 Rep/Destruction/Construction	Mon 7/2/12	Mon 12/31/12	95%	ENG / DM												
46	6E PRTP Control Valve Replacement	Thu 11/1/12	Fri 6/28/13	5%	OPS / RC												
47	6F Gallagher Auxiliary Stream Gauge DEFERRED	Mon 7/2/12	Mon 7/2/12	0%	GM												
48	6G Tank Seismic Upgrades	Tue 1/1/13	Fri 6/28/13	20%	ENG / JK												
49	6H TP RTU Upgrade	Mon 7/2/12	Thu 2/28/13	60%	MAINT / RC												
50	7 OCEANA MARIN SEWER SYSTEM	Mon 7/2/12	Fri 6/28/13	0%													
51	7A Infiltration Study & Repair	Mon 7/2/12	Fri 6/28/13	100%	OPS / RC												
52	7B Tahiti Way Lift Pumps Rebuild	Tue 1/1/13	Thu 1/31/13	100%	MAINT/RC												
53	7C Cross Country Sewer Line Rehab	Mon 7/2/12	Thu 1/31/13	95%	ENG / JK												
54	7E Treatment Pond Algae Control Device	Mon 7/2/12	Sun 9/30/12	100%	OPS / RC												

Current Inactive Milestone

Baseline Inactive Summary

Inactive Task Manual Task

Inactive Task Duration-only

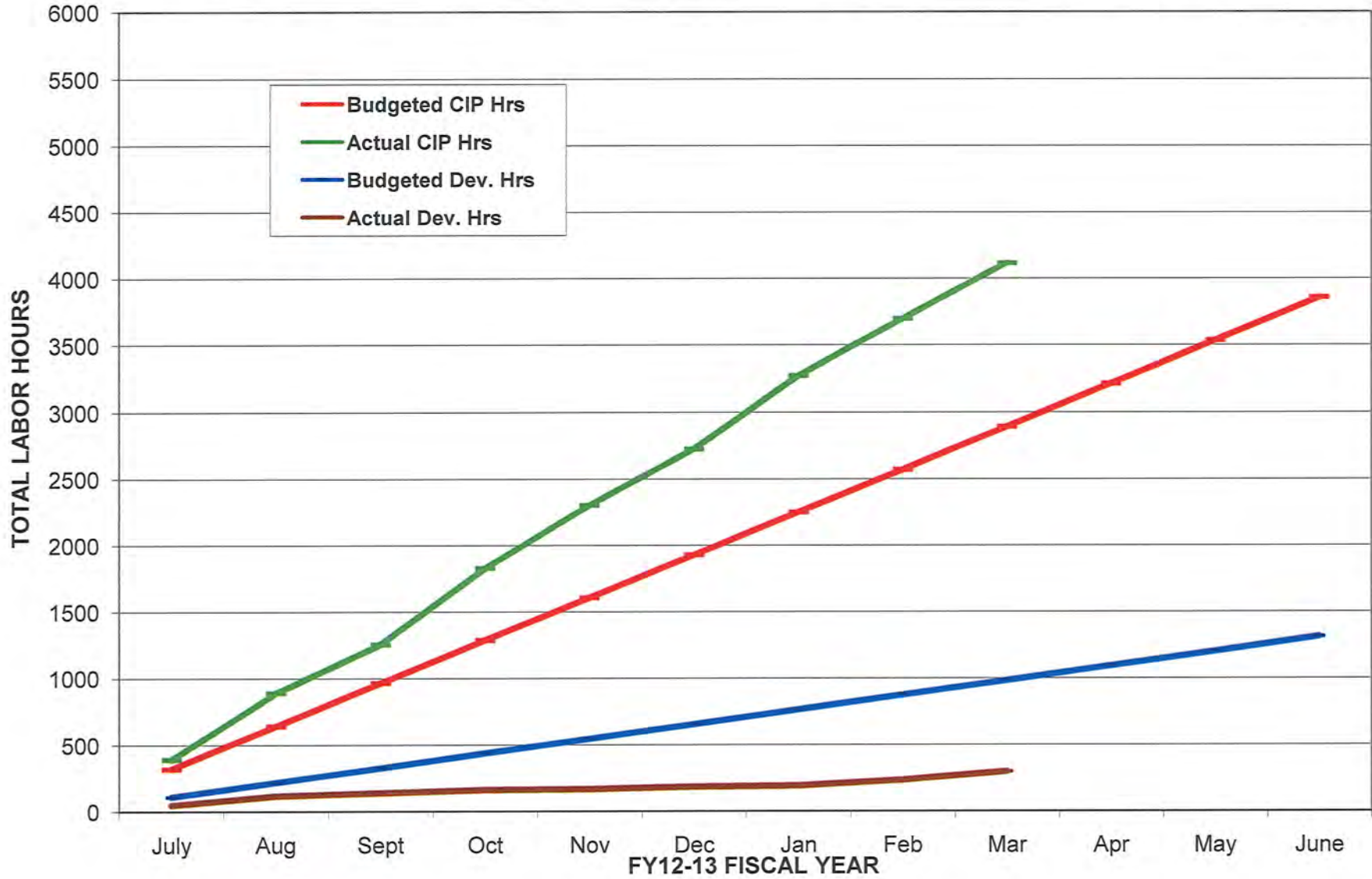
Manual Summary Rollup Progress

Manual Summary

Start-only

Finish-only

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



ATTACHMENT C

17

MEMORANDUM

To: Board of Directors

May 3, 2013

From: Ryan Grisso, Water Conservation Coordinator *RG*

Subject: Quarterly Progress Report - Water Conservation (July-March 2012/2013)
\\Nmwdsrv1\water conservation\Memos to Board\Quarterly Reports\Water Conservation FY 2012_2013 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 2012/2013 (FY13). 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	FY13	FY12	FY11
Water Smart Home Surveys	114	221	267
Water Smart Commercial Surveys	1	3	16
High Efficiency Toilet Rebates (Residential)	196	180	410
High Efficiency Toilet Rebates (Commercial)	0	2	50
Retrofit on Resale (Dwellings Certified)	242	190	215
High Efficiency Washing Machine Rebates	195	245	371
Cash for Grass Rebates	25 ¹	33	31
Water Smart Landscape Rebates	2	7	11
Smart Irrigation Controller Rebates (Residential)	0	2	0
Smart Irrigation Controller Replacement (Commercial)	9	1	0
New Development Sign-offs (Residential)	75	136	18
New Development Sign-offs (Commercial)	16	12	16
Large Landscape Audits (measured by number of meters)	6	0	1
Large Landscape Budgets (measured by number of accounts)	435	435	435

(1) Cash for Grass participants removed 19,285 square feet of turf.

Water Conservation program participation has remained fairly steady when compared to last fiscal year, however, overall participation numbers continue to remain lower than past fiscal years, with the exception of the retrofit on resale certificates. The Water Smart Home Survey Program decrease is related to a transition from 100% in house staff to more assistance from Sonoma County Water Agency (SCWA) staff during this period. Consequently, there was not a big marketing push

for the surveys. Economic factors in combination with incentive amount reduction have likely caused the continued lower participation levels in the rebate programs.

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 has entered into a funding agreement with SCWA to receive these funds and will begin invoicing for reimbursement in early FY14.

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 FY13, the District staffed a booth at the Novato Farmer’s Market and also distributed the Fall 2012 “Water Line”. District staff is regularly updating the District’s Facebook page with postings, finishing up a small series of videos to be uploaded onto a District YouTube page and currently working on a replacement banner for the corporation yard storage building facing Highway 101 (The new banner is expected to be installed sometime in June 2013). 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). FY13 expenditures are somewhat below FY12, due to the continued decreased rebate and participation level in the High Efficiency Toilet and High Efficiency Washer Rebate Program.

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

	FY13	FY12	FY11
Total Budget	\$400,000	400,000	\$500,000
July-March Expenditures	\$184,904	197,098	\$272,588

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MEMORANDUM

To: Board of Directors
From: Chris DeGabriele, General Manager *CD*
Subject: Board Review of District Policies
t:\hr\policies\bod policies\policy review 2013\bod memo 0503.doc

May 3, 2013

RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

Attached for your review are the following District Policies:

Policy Number 29 – Recognition at Retirement Policy

Policy Number 32 – District Vehicles Taken Home Policy

Proposed changes to the policies as recommended by staff are shown in hi-light/strikeout format. Should the Board desire to amend these policies, staff will return the policy on a future agenda for Board consideration.

NORTH MARIN WATER DISTRICT

POLICY: RECOGNITION AT RETIREMENT POLICY
POLICY NUMBER: 29

Original Date: 1986
Revision Adopted: 1/2/07

-
1. This policy applies to persons having fifteen or more years of service with NMWD.
 2. The Board of Directors will issue a Resolution of Appreciation to the retiring employee and staff will compile an employee photo album.
 3. The District will contribute up to \$200 toward the cost of a gift or recognition gathering in appreciation of the 15+ years of service rendered by the retiring employee. The cost of any gift and/or recognition gathering in excess of \$200 will be paid by employee contributions.
 4. The head of the department from which the employee is retiring is charged with the responsibility of coordinating any reasonable recognition gathering as per the wishes of that employee.
 5. There are no alcoholic beverages provided in gatherings on District property, and the District will not provide alcoholic beverages at any retirement recognition gathering.
-

Revision: 1986, 1/07

NORTH MARIN WATER DISTRICT

POLICY: DISTRICT VEHICLES TAKEN HOME POLICY **BOARD POLICY NUMBER: 32**

Original Date: 1994
Revision Adopted: 2009

PURPOSE: To ensure that all vehicles owned by the District are utilized in the most efficient, economical, practical and reasonable manner.

POLICY: All District vehicles and equipment shall be used exclusively for the conduct and/or execution of District business and operated by District employees. Use of District vehicles taken home is authorized only in accordance with A. and B. below. Non-Employee Passengers shall be allowed in District vehicles only for the purpose of conducting District Business.

A. GUIDELINES

1. District vehicles are for official purposes only in the performance of employee job responsibilities.
2. Employees are to minimize use of District vehicles in any manner that may be perceived as "private use."
3. Authorization for use of vehicles for home-to-work transportation on a regular basis shall be determined by the District General Manager considering the following:
 - a. Employees whose duties are critical functions that frequently involve emergency work and are regularly subject to call-outs as first responders.
 - b. Employees whose response to a District facility to procure a vehicle (with or without specialized equipment) would significantly delay response to an emergency.
 - c. Department Heads, Supervisors or employees who frequently need to use District vehicles outside normal working hours to perform work assignments.
 - d. Employees whose work duties periodically require that they begin or end the workday at locations other than their permanent reporting locations.
4. A Department Head may authorize the temporary use of a vehicle to an employee for transportation to and from work and home in connection with non-recurring exceptional work circumstances as follows:
 - a. In the event of a disaster.
 - b. Approaching winter storms.
 - c. Long weekends.
 - d. Pick up parts, materials and supplies.
 - e. Meetings, conferences and training.
 - f. Reporting directly to a field location for specific project work.

5. A Department Head may authorize the temporary use of a vehicle to an employee for transportation to and from home for those that don't normally drive to work (bicyclers, bus riders, carpoolers, van poolers and walkers) and need to get home in an emergency.
6. District vehicles shall not be driven home or to a restaurant for lunch unless the lunch stop is part of a District business meeting with persons other than District employees; except that field employees may use assigned vehicles for lunch breaks providing:
 - a. The frequency and time duration of the event, including travel time, conforms to the terms of the Employee Handbook regarding work hours lunch time, and
 - b. Access to the employee's personal vehicle, as a substitute for utilization of a District vehicle is not cost effective or practical for the District; and one field crew employee is designated to drive to one location to purchase meals for that crew's members.
7. Vehicles authorized to be taken home are assigned to specific District employees in accordance with Section A. 3 within the positions listed in Section B. The position itself is not assigned a vehicle to be taken home. Annually or upon change in an assigned employee working status or residence location, the District General Manager shall review the vehicles authorized to be taken home as listed in Section B and make adjustments thereto.

B. VEHICLES AUTHORIZED TO BE TAKEN HOME ARE LISTED BELOW:

1. Employees assigned On-Call responsibility (first responders).
2. Construction/Maintenance Superintendent
3. Distribution & Treatment Plant Supervisor.
4. Maintenance Supervisor
5. Construction Foremen
6. Maintenance Foreman
7. Treatment Plant Operator residing in West Marin
8. Employee residing in District's West Marin residence
9. Operations/Maintenance Superintendent
10. Field Service Representative when necessary to answer evening turn off calls (usually Wednesdays-only).

Revisions: 1997, 2009

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MEMORANDUM

To: Board of Directors
From: Robert Clark, Operations / Maintenance Superintendent *RAC*
Subject: Green House Gas Emission Reduction Progress
x:\maint sup\2013\bod\memo ghg.doc

May 3, 2013

RECOMMENDED ACTION: Information
FINANCIAL IMPACT: None

In 2006, California enacted the Global Warming Solution Act (AB 32), which set into law the greenhouse gas (GHG) emissions reductions goal – to reduce emissions to the 1990 level by 2020. The California Air Resources Board (CARB) was directed to develop action plans to reduce GHG emissions for the 2020 targets, and identified nine discreet, early action measures, including regulations affecting landfills, motor vehicle fuels, refrigerants in cars, tire pressure and port operations.

North Marin Water District has been committed to reducing its GHG emissions since 2006 by becoming a member of the California Climate Action Registry (CCAR). First efforts included the identification of the 1990 emission levels for establishing a baseline. After review of NMWD records, it was determined that the 1990 records were incomplete and the most complete records were from 1996. The 1996 records were then entered into the CCAR program and NMWD's baseline GHG emission levels were developed in seven areas of operation for fleet and electric emission contributions. The seven areas of operation are: the main office buildings, Novato Water Distribution (T&D), Stafford Treatment Plant, West Marin Water Distribution, Point Reyes Treatment Plant, Oceana Marin Operations and District Fleet, with the employee commute miles reported separately.

In the attached spreadsheet, GHG emission amounts are being tracked for NMWD. 1996 values are being used to determine the targets shown for the fleet and electric GHG contributions. To the left are the annual measurements, with targets listed in the middle, and our progress towards the various targets listed on the right side of the chart. In addition to the AB 32 original goals, AB 32 has been expanded to year 2050, and California's Governor, along with Marin County, has adopted more rigorous goals which have not yet been enacted into law, but are being tracked. Those values with parenthesis (XX) indicate that NMWD has met that particular target. At the bottom of the table are proposed projects to be completed to help NMWD meet the future targets, as well as projects completed to date. In the 1996 baseline, no employee commute miles were evaluated, but staff has developed a tracking component.

Summary

NMWD has met its future GHG reduction targets for electric use (except for the expanded 2050 goal) with the STP Solar project and the Marin Clean Energy program. This year, NMWD has met the 2020 GHG reduction target for the fleet use and will continue to work towards the 2050 target.



Good Water
Good Service
Good Value
Safe Place to Work

Green House Gas Emission Tracking

Measurements (#)						Progress to 2010 AB 32 Target		Progress to 2010 CA/Marin Target		Progress to 2015 CA/Marin Target		Progress to 2020 AB 32 Target		Progress to 2050 AB 32 Target		Progress to 2050 CA/Marin Target	
Year	Fleet	Electric	Employee Commute			Fleet	Electric			Fleet	Electric	Fleet	Electric	Fleet	Electric	Fleet	Electric
1996	236	862															
2000	272	1055															
2006	283	1009	110			11	(46)	59				47	147	94	320		
2007	298	1315	113			25	260	73				61	453	108	626		
2008	290	1098	113			17	43	66				53	236	101	409		
2009	261	910	97			(12)	(145)	37				24	48	72	221		
2010	253	649	81			(19)	(406)	29	(170)	35	(195)	17	(213)	64	(41)	199	438
2011	242	795	107							24	(49)	6	(67)	53	105	188	584
2012	236	523	105							18	(321)	(0)	(339)	47	(167)	182	312
2013																	
				AB 32 Targets (**)		CA and Marin Co. Targets (**)											
				Fleet	Electric	Fleet	Electric										
2010				272	1055	224	819										
2015						218	844										
2020				236	862												
2050				189	690	54	211										

Notes:

All Values are in Metric Tons

(green) numbers indicate measurements below targets.

(#) Measurements are from the California Climate Action Registry CARROT Tool

(*) Targets are from California AB 32 compliance goals (2010 = 2000 levels, 2020 = 1996 levels, 2050 = 80% of 1996 levels)

(**) Targets are California Governor's and Marin Co. goals (2010 = 95% of 1990 levels, 2015 = 80% of 2000, 2050 = 20% of 2000 levels)

(xxx) Numbers in parenthesis indicate that NMWD is below its target

Proposed Projects to Reduce GHG Emissions

- 1) Maintain NMWD fleet alternative fuel and efficiency portfolio to keep on the 2020 target. This includes a goal of 25% hybrid fuel vehicles and 50% alternative fuel vehicles for the 2050 target.
- 2) Continue to promote alternative transportation methods for NMWD employees. Car pool with the take home vehicle program, bike to work, public transportation, alternative work weeks.
- 3) Continue to promote water conservation activities.
- 4) Develop plan for energy efficiency improvements in the Main Office Building Remodel.

Completed Projects to Reduce GHG Emissions

- 1) Added three hybrid vehicles to fleet and eliminated idle operations of construction fleet and replaced gas for diesel trucks.
- 2) Placed the high Novato high-use pump stations onto PG&E time of use.
- 3) Joined Marin Clean Energy for West Marin facilities at the dark green level (100% renewable energy portfolio)
- 4) Promoted alternative transportation/alternative work weeks and carpooling for employee commute.
- 5) Water conservation efforts in 2008, 09 and 10 have led to a reduction in pumping requirements.
- 6) Built a 360kW Solar facility to support Stafford Water Treatment Plant in 2012.
- 7) Joined Marin Clean Energy for our Novato time of use facilities at the light green level (50% renewable energy portfolio)

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NBWA
NBWA Watershed Council Meeting
Draft Agenda
May 7, 2012 – 4:00-6:00 pm
Novato Sanitary District
500 Davidson Street, Novato, CA 94945

- | | |
|---|---------------------|
| I. Introduction
* Introductions
* Council Member News
* Review Agenda | 4:00-4:15 pm |
| II. North Bay TMDL Updates
A. Napa RCD
Leigh Sharp
B. SSCRD
Kara Heckert
C. SEC
Mark Newhouser
D. Marin County
Chris Choo
* Clarifying Questions
<i>Desired Outcome – Common Understanding of Progress</i> | 4:15-5:15 pm |
| III. Stream Restoration Design Curves
Updated Hydraulic Geometry for Marin and Sonoma County Streams
Roger Leventhal, Marin County
<i>Desired Outcome – Common Understanding of Results and Use of Curves</i> | 5:15-5:40 pm |
| IV. Integrated Projects
* Group Update
<i>Desired Outcome – Common Understanding of Efforts on Integrated Projects</i> | 5:40-5:50 pm |
| V. Wrap Up
* Identify Consensus and Action Items
* Next Meeting? | 5:50-6:00 pm |

NORTH BAY WATERSHED ASSOCIATION

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

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

Directors Present: Directors present included:

<u>Board Member</u>	<u>Agency/Organization</u>	<u>Board Member</u>	<u>Agency/Organization</u>
Steve Barbose	City of Sonoma and Sonoma Valley County Sanitation District	Judy Schriebman	Las Gallinas Valley Sanitary District
Rick Fraitas	North Marin Water District	Madeline Thomas	Bell Marin Keys Community Services District
Jack Gibson	Marin Municipal Water District	Pamela Tuft	City of Petaluma
Beverly James	Novato Sanitary District	Shirlee Zane	Sonoma County and Sonoma County Water Agency

Directors present represented 10 out of the 16 agencies signatory to the Association MOU.

Board Actions:

1. **Call to Order.** Jack Gibson, Chair, called the meeting to order at 9:40 a.m. and introductions followed.
2. **Public Comment.** None.
3. **Approval of the Agenda.** (See Handout) The Board unanimously approved the agenda.
4. **Approval of the Minutes of the Board Meeting held March 1, 2013.** (See Handout) The Minutes of the Board Meeting held on March 1, 2013 were unanimously approved.
5. **Treasurer's Report.** (See Handout) The Treasurer's Report was accepted as presented by Harry Seraydarian.
6. **North Bay TMDL Progress Updates.** Harry Seraydarian introduced the topic by providing an overview of the "Implementing Sediment and Pathogen TMDLs in the North Bay" Project. He presented the entities included in the original \$1.5 million funding request: Marin County, Napa RCD, SEC, SSCRC and the roles of NBWA and MMWD. Harry listed the tasks for both NBWA and MMWD and summarized the progress since the grant was awarded in October 2010. He then introduced the four speakers who all provided PowerPoint presentations. Chris Choo, Marin County Dept. of Public Works, then presented the Total Daily Maximum Load (TMDL) project for Richardson Bay. Chris first displayed maps illustrating how the main construction effort at the Boyle Park Project related to Richardson Bay. She explained how the project would reduce stormwater runoff and pathogens from Warner Creek through: increased infiltration (re-contour the incised channel to provide an active channel and floodplain), riparian habitat restoration (remove invasive species and replace with native species and fencing), and increasing community awareness. Chris provided a graphic showing project features and described outreach, which includes site specific efforts (STRAW restoration days, signage, stenciling, and waste bag dispenser for dog walkers) and general stormwater efforts for specific sources (pets, boats and marinas, nurseries, and BMPs for restaurants). Board Members and attendees had a number of questions. What is coconut erosion control? (Coconut husks are used to control sediment.) When will you finish? (Expect construction in September 2013.) Do you have any load reduction estimates or baseline? (No – not much monitoring.) Aren't sewage spills a major source of pathogens? (Yes, the primary source being addressed by other programs.) Chris then presented an update on the Marin County Watershed Program and highlighted the five areas with ongoing projects (Southern Marin, Novato, Gallinas and lower Miller Creeks, Stinson Beach, and Lagunitas). Chris emphasized the importance of Watershed Hydrology and Hydraulics studies and the approach to modeling. She then presented results from Stinson Beach modeling which is furthest along, Novato Creek hydraulic modeling and related efforts funded by USEPA and USACE, Gallinas and lower Miller Creeks and stormwater management modeling for Santa Venetia, and Southern Marin efforts which will include sea level rise and lead to a master plan for flood control for each watershed. A question was raised about Stinson Beach: Are you looking at the option and costs of raising houses? (This may be an option since other alternatives are very costly.) Mark Newhouser, Sonoma Ecology Center, then presented the Sonoma Creek TMDL project. He focused on steelhead trout and noted that the upper Sonoma Creek watershed provides the best habitat,

while also having significant erosion problems, and includes willing landowners. Mark provided a recap on site selection and prioritization and described the methods selected to address 18 sites on eight properties. Mark summarized the Quality Assurance Project Plans (QAPPS) approved by the EPA for Sediment/Turbidity, BMIs (Benthic Macro-Invertebrate Index), and Implementation Monitoring. He then described the permits required and the capacity building efforts with SCWA, Sonoma County Public Works, and City of Sonoma. Mark then displayed a number of visuals demonstrating restoration projects: detention basin and energy dissipater; native plant re-vegetation; vegetated swale, willow revetment; and several biotechnical bank repair examples. Kara Heckert, SSCRC, presented a "Scope Overview" for their project which includes an implementation project, landowner assistance for the Conditional Grazing and Vineyard Waivers, and regional capacity building. She described the implementation project located in the lower watershed near Shellville in greater detail. She indicated a request for bids was out and highlighted the project goals: improve water quality by reducing erosion, slow flows and increase infiltration, enhance riparian habitat, and demonstrate "Slow it. Spread it. Sink it." practices in an agricultural setting. Kara then noted the low participation rate on the farm plans for the Grazing Waiver (36% at the end of 2012) and highlighted the efforts to date on the Vineyard Waiver, which includes development of the "LandSmart" program in collaboration with Napa RCD and other entities. Kara highlighted ongoing regional capacity building and the development of a "Slow it. Spread it. Sink it." Implementation Program to promote stormwater management, rainwater harvesting, groundwater recharge and sediment reduction. Kara ended by describing the next steps for all components of their TMDL project. Leigh Sharp, Napa RCD, provided an overview of Napa TMDLs and the sources of sediment and pathogens. She focused on Steelhead and Chinook and explained how sediment impairs aquatic habitat. Leigh presented the major tasks in the project: implement sediment TMDL (road improvements); implement Vineyard Waiver (control runoff and erosion); coordinate with partners; and conduct monitoring. She then summarized the results regarding road improvements (6,045 yd³ of sediment prevented) and stream improvements (remove barriers and sediment). Leigh then presented a number of visuals showing road and stream improvements. She also highlighted outreach efforts to date and the additional road assessments completed (10.8 miles assessed and an estimated 8,575 yd³ of future erosion avoided by installing rolling dips, water bars and culvert replacement that could be achieved with landowner funding. Leigh then summarized events regarding the Vineyard Waiver (withdrawn – may be replaced by general order) and Napa outreach efforts. Leigh displayed a visual showing the overall monitoring efforts and noted that QAPPS were approved for scour and gravel permeability. Leigh ended with a summary of next steps of coordinating efforts with NBWA, WICC of Napa County and the SSCRC Farm Planning Program.

7. **Final Budget 2013-2014.** Harry presented a brief verbal summary of the 2013-2014 Budget and indicated he had not received any comments or suggestions for any changes to the Budget since his presentation at the previous month's Board of Directors' Meeting. The NBWA Board unanimously agreed to support the March 1 approval of the 2013-2014 Budget.

8. **Items of Interest.**

- * 350 Home and Garden Challenge – May 18-19, 2013 – Sonoma County. To register go to www.dailyacts.org/campaigns or www.facebook.com/dailyacts
- * Petaluma River Celebration – April 18, 3:00-5:15 pm – to RSVP go to www.SSCRC.org
- * Healthy Watersheds Event – Gallinas Creek and City of San Rafael – May 1, 6:30-9:00 pm <http://www.gallinaswatershed.org/>
- * NBWA and City of Novato sponsoring the Stormwater & Wastewater Regulations Costs of Compliance Forum – April 18, 10:00 am-12 noon, Novato City Hall, RSVP to Julie Swoboda, julies@novatosan.com

9. **Items for Next Agenda.**

- * Flood Control 2.0 and Flood Mapping, Caitlin Sweeney, SFEP
- * Fish Monitoring, Gordon Becker, CEMAR

Jack Gibson, Chair, adjourned the meeting at 11:44 a.m.

SUBJECT TO BOARD APPROVAL

Submitted By: Elizabeth O. Preim-Rohtla
Assistant to the Executive Director

NEXT MEETING INFORMATION:

May 3 – Marin Community Foundation, 5 Hamilton Landing, Suite 200, Novato, CA 94949
June 7 – Novato Sanitary District, 500 Davidson Street, Novato, CA 94945

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



**WATER ADVISORY COMMITTEE
AND
TECHNICAL ADVISORY COMMITTEE**

MONDAY, MAY 6, 2013

9:00AM

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

This is a combined WAC and TAC meeting.

1. Check In
2. Public Comment
3. Recap from April 1, 2013 WAC/TAC Meeting and Approval of Minutes
4. Water Supply Coordination Council
5. Water Supply Strategies Action Plan Update 2013
6. Presentation on NMWD's Recycled Water Expansion Project
7. LHMP – Santa Rosa Aqueduct Main Line Valve Installation and Shutdown
8. Water Supply Conditions and Temporary Urgency Change Petition
9. Biological Opinion Status Update
10. Integrated Regional Water Management Plan(s) Update
11. Items for next agenda
12. Check Out

Draft Minutes of Water Advisory Committee and Technical Advisory Committee
35 Stony Point Road, Santa Rosa, California
April 1, 2013

Attendees: Efren Carrillo, Board of Supervisors
Robin Swinth, City of Santa Rosa
David Guhin, City of Santa Rosa
Glen Wright, City of Santa Rosa
Linda Reed, City of Santa Rosa
Linda Hall, City of Santa Rosa
Jake Mackenzie, City of Rohnert Park
Darrin Jenkins, City of Rohnert Park
Tony Gutsch, City of Rohnert Park
Mike Healy, City of Petaluma
Dan St. John, City of Petaluma
Steve Simmons, City of Petaluma
Mark Landman, City of Cotati
Damien O'Bid, City of Cotati
Laurie Gallian, City of Sonoma
Matt Winkelman, City of Sonoma
Dennis Rodoni, North Marin Water District
Chris DeGabriele, North Marin Water District
Robin Goble, Town of Windsor
Toni Bertolero, Town of Windsor
Mark Heneveld, Valley of the Moon Water District
Michael Ban, Marin Municipal Water District
Grant Davis, SCWA
Michael Thompson, SCWA
Carrie Pollard, SCWA
Pam Jeane, SCWA
Spencer Bader, SCWA
Jay Jasperse, SCWA
Lynne Rosselli, SCWA
Tim Anderson, SCWA
Don Seymour, SCWA

Public Attendees: Dick Dowd, City of Santa Rosa BPU
David Keller, FOER
Dietrich Stroeh
Dawna Gallagher Stroeh
Bob Anderson, United Wine Growers
Tom Yarish, Friends of the Esteros

1. Check-in

Chair Jake Mackenzie called the meeting to order at 9:00a.m.

2. Public Comment

None

3. Recap from February 4, 2013 WAC/TAC Meeting and Approval of Minutes

Moved by Laurie Gallian, City of Sonoma, seconded by Dennis Rodoni, North Marin Water District, to approve the minutes of the February 4, 2013 WAC/TAC meeting as presented; unanimously approved.

4. Recap from the March 4, 2013 TAC Meeting and Approval of Minutes

Moved by Darrin Jenkins, City of Rohnert Park, seconded by Matt Winkelman, City of Sonoma, to approve the minutes of the March 4, 2013 TAC meeting as presented; unanimously approved.

5. Consider SCWA FY 2013/14 Water Transmission System Budget

Mike Thompson, SCWA, made a PowerPoint presentation of the proposed Water Transmission System Budget for FY 2013/14 and resulting rate increases. The recommended rate increase for this year will be approximately 5%. Mike advised that the TAC recommended WAC approval of the proposed budget at their March 4 meeting; and that SCWA staff had made presentations on the proposed budget to most of the water contractor's city councils and there were no further questions from the WAC. No public comments. Moved by Mark Landman, City of Cotati, seconded by Laurie Gallian, City of Sonoma, to recommend approval of the budget by the SCWA Board of Directors; unanimously approved.

Spencer Bader was thanked for his many years of excellent service to the WAC/TAC and SCWA in preparing the budgets and financial information. He will be retiring this year.

6. Water Supply Conditions

Pam Jeane, SCWA, gave an update on Russian River water supply conditions. We are in a normal water supply condition up to June 1. We could be in dry spring conditions after June 1. The Temporary Urgency Change Order as required by the Biological Opinion will be filed with the State Water Resources Control Board by the third week in April. Lake Sonoma is at 97% capacity with Lake Mendocino at less than 75%.

7. Items for Next Agenda

May 6 WAC/TAC

SCWA Strategic Plan Public Workshop Report
Biological Opinion Status Update

8. Check Out

North Coast Regional meeting is on April 19 in Yreka.

Next WAC/TAC meeting is May 6.

Next TAC meeting is June 6.

Chair Mackenzie adjourned the meeting at 9:32a.m.



Russian River Biological Opinion Update – May 2013

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

Dry Creek Habitat Enhancement and Demonstration Project

- The Sonoma County Water Agency Board of Directors approved a contract for the construction of the remainder of the one-mile demonstration project. Hanford Applied Restoration & Conservation, out of Sonoma, will be constructing the project, with work projected to begin early-to-mid summer (depending on nesting birds).
- Site identification and outreach to landowners is underway for the second and third miles of habitat enhancement.
- Design consultant selection is underway for the second and third miles of habitat enhancement. Four firms submitted statements of qualifications, which are currently under review by Water Agency staff.
- The Water Agency, National Marine Fisheries Service, Department of Fish & Wildlife and the U.S. Army Corps of Engineers are working with consultants, ESSA, to develop clear success measures for habitat enhancement. The plan should be completed in early 2013.

Tributary Fish Passage and Habitat Enhancement Projects

- The 2013 monitoring season has begun, with fish traps located in Dry Creek, Austin Creek, Dutch Bill Creek, Mark West Creek and in the Russian River at Mirabel.
- Construction on the Wallace Creek project (the final tributary project) has been stalled due to lack of easement with one landowner. Other options are being pursued.

Mirabel Screen and Fish Ladder Replacement

- The 90% design is ongoing. On January 29, the Water Agency Board adopted the Initial Study and Mitigated Negative Declaration.
- Major construction is estimated to begin in June 2014.

Russian River Estuary Management Project

- Staff is planning for the 2013 Lagoon Management Period, which begins May 15. Biological and water quality monitoring will begin in May. A draft adaptive management plan, largely the same as the 2012 plan, has been approved by the regulatory agencies.

- National Marine Fisheries Service approved the Water Agency's application for a new Marine Mammal Protection Act Incidental Harassment Authorization (IHA). The IHA was published in the Federal Register.
- A study of the jetty is underway. The purpose of the study is to determine if and how the jetty impacts the formation of the sand bar (barrier beach) and lagoon water surface elevation. While the historic assessment component of the study was completed at the end of 2012, field investigations have been postponed, until all appropriate permits have been acquired.

Fish Flow Project

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

Interim Flow Changes

- Staff submitted the 2013 Temporary Urgency Change petition to the State Water Quality Control Board. An order from the State Water Board is expected to be issued soon. Please note that the requested flows in the upper river are based on the rapid decline in Lake Mendocino levels (as discussed at the April WAC meeting) and differ from the minimum flows required in the Biological Opinion.
- The reports required under the 2012 Temporary Urgency Change Order were submitted to the State Water Board at the end of March.

Public Outreach, Reporting & Legislation

- A community meeting on the estuary will be held at the Monte Rio Community Center on Thursday, May 16, 6 p.m. – 8:30 p.m.
- Planning is underway for a community meeting in Dry Creek (July, with date TBD).
- Senator Boxer's Water Resources Development Act (WRDA) legislation contains language that would authorize the U.S. Army Corps of Engineers to conduct work on Dry Creek.
- A Dry Creek Advisory committee meeting was held on April 3 at the Quivira demonstration reach. In addition, Mark Nechodem, California's Director of Conservation, visited the site in April.
- Several WAC & TAC members attended a tour of the coho broodstock program and the Quivira site on March 22.
- An April 22 article in the Press Democrat highlighted the work being done in Dry Creek this summer, <http://www.pressdemocrat.com/article/20130422/ARTICLES/130429905>.

Summary
April 29, 2013
Water Supply Coordination Council Meeting

The WSCC is intended to coordinate activities of the Agency, WAC/TAC and other parties as necessary and to report on same pursuant to the Sonoma County Water Agency's September 15, 2009 Resolution #09-0871 to commence and continue development of new water supply projects, plans and strategies to meet the reasonably expected future water demands for the agency's water contractors. The WSCC makes no policy decisions. This WSCC summary is intended to disclose WSCC discussions with the WAC/TAC and other interested parties.

Attendees: Efren Carrillo, Grant Davis, Jake Mackenzie, Dennis Rodoni, Glen Wright, Chris DeGabriele

1. Review Draft Summary of Last Meeting (January 24, 2013)

A summary of the January 24, 2013 WSCC meeting was reviewed.

2. May 6th WAC/TAC meeting

A draft agenda for the Water Advisory Committee and Technical Advisory Committee meeting scheduled for May 6, 2013 was reviewed. The parties agreed upon a WAC/TAC agenda to be distributed.

3. TUCP

Grant Davis advised that SCWA has petitioned the State Water Resources Control Board for a Temporary Urgency Change to reduce instream flows in the upper Russian River and preserve water in Lake Mendocino. SCWA will send the Temporary Urgency Change Order to the WAC and TAC once it's received from the SWRCB and will provide a report at the May 6th WAC Meeting.

4. Report on Corps Funding

Grant Davis reported that progress is being made with regard to Corps of Engineers funding for the Biological Opinion obligations.

5. Schedule next meeting

The next meeting will be held in July at a date yet to be determined and prior to the August 5 WAC/TAC meeting.

6. Other

Chris DeGabriele reported that he and Pam Jeane are representing the TAC and the Sonoma County Water Agency on the County's Fluoride Advisory Committee. Dr. Silver from Sonoma County Health Office has requested to make a presentation to the TAC at the June 3rd meeting.

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DISBURSEMENTS - DATED APRIL 18, 2013

Date Prepared: 4/16/13

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

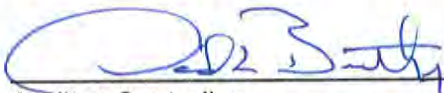
Seq	Payable To	For	Amount
1	Alpha Analytical Labs	Organic Carbon (Lab)	\$120.00
2	Argonaut Constructors	Prog Pymt#3: Recycled Water South Phs 2 Project (Bal Remaining on Contract \$438,420.99)	461,587.77
3	Badger Meter	3" Compound Meter (Novato Hospital)	1,649.48
4	Beringer, Marita	Novato "Toilet Rebate" Program	100.00
5	Best Best & Krieger	Solar Review Power Purchase - Executed Agreement Review	250.82
6	Building Supply Center	Electrical Cleaners for PRTP	34.08
7	Bundesen, Gerald	Retiree Exp Reimb (April Monthly Health Ins)	884.31
8	Butti, Lou	Retiree Exp Reimb (April Monthly Health Ins)	884.31
9	California State Disbursement	Wage Assignment Order (2)	1,143.00
10	CDW-Government	Backup Battery for the Deer Island Plant	249.12
11	CED of Santa Rosa	Cabinets for RTU Upgrade Project	1,630.85
12	Christian Brothers Lining	Reseal Grout Joints in Man Holes (O.M.)	5,950.00
13	Cole-Parmer Instrument	Kim Wipes (2,100)	222.94
14	Conway, Jack	Novato "Toilet Rebate" Program	100.00
15	Dept of Motor Vehicles	Fee to Replace Title on Vehicle ('12 Intl Dump Truck)	19.00
16	Diggs, James	Retiree Exp Reimb (April Monthly Health Ins)	884.31
17	Environmental Resource Assoc	Annual Lab Sample Testing -Precision Study (Bal Remaining on Contract \$823.00)	300.21
18	Environmental Express	Chlorite, Nitrite, Nitrogen & Sodium Standards (Lab)	174.86

Seq	Payable To	For	Amount
19	Environmental Science Assoc	Prog Pymt: Pre-Construction Surveys (RW South Phase 2) & Biological Resource Monitoring (Bal Remaining on Contract \$35,204)	1,045.00
20	Evantec	Replacement Gravity Feed Oven (Lab)	630.17
21	Golden Gate Petroleum	Gasoline (\$3.92/gal) & Diesel (\$3.92/gal)	2,907.55
22	Grainger	Splice Connectors (2), Heat Shrink Tubes (2) (\$44) & Kneeling Pads (3) (\$195) (Less Credit Received \$97)	162.14
23	Integra Chemical	Dechlorination Tablets for Flushing (35 lbs)	1,187.50
24	John's Dairy Equipment & Supply	3" Chlorine Tabs (100 lbs) (STP)	386.64
25	Journey Ford/Lincoln	Parking Brake Assembly (\$143) ('05 Ford Ranger), Heater Motor Assembly (\$53) ('08 F250) & Radiator Hose (\$96) ('08 F250)	292.69
26		Cafeteria Plan: Uninsured Medical Reimbursement	30.25
27	Lesley, JoAnne	Novato "Washer Rebate" Program	50.00
28	Lincoln Life	Deferred Compensation PPE 4/15/13	9,932.06
29	Luis, Jose	Novato "Cash for Grass" Program	1,700.00
30	Marin Reprographics	Full Size Drawings RW Onsite Retrofit Group 2	145.50
31	Marsh, Colin	Novato "Washer Rebate" Program	50.00
32	Matchette, Tim	Retiree Exp Reimb (April Monthly Health Ins)	282.55
33	McLellan, WK	Misc Paving: Novato Area (460 S.F.)	3,858.44
34	Microtech Scientific	Tryptic Soy Broth (Lab)	59.87
35	Nationwide Retirement Solution	Deferred Compensation PPE 4/15/13	1,025.00
36	Nebb, Sharon	Novato "Washer Rebate" Program	50.00
37	New Resources Group	Leak Detection Dye Tablets for Toilets (4,000)	454.93
38	Novato Builders Supply	Form Boards (8), PVC, Eil, Lumber (\$100), Iron & Nails (STP)	117.63
39	Omega Engineering	Pressure Gauge for Chlorine Scrubber @ STP	438.94

Seq	Payable To	For	Amount
40	On Line Resource	Overpayment on Closed Account	50.00
41	NMWD Petty Cash	Safety Snacks (\$65), Lab Supplies, Fuel for Tools, Mileage & Safety Bucks	160.65
42	PG&E	Power: Bldgs/Yard (\$2,944.20), Rectifier/Controls (\$443.23), Pumping (\$18,316.09), Treatment (\$140.05) & Other (\$102.23)	21,945.80
43	Phillips & Associates	April O & M of O.M. Wastewater Treatment System	5,212.96
44	Pittelkow, Daniel	Novato "Washer Rebate" Program	50.00
45	Pryor Seminars, Fred	Reg Fee: Dealing With Difficult People Seminar (6/7/13) (Manzoni)	99.00
46	PVS Minibulk	Sodium Hypochlorite (845.3 9 gals) (RWS)	1,301.19
47	Roberts & Brune	Box Lids (4)	153.14
48	Roberts, Renee	Retiree Exp Reimb (April Monthly Health Ins)	282.55
49	Sebastopol Bearing & Hydraulic	Bushing	7.31
50	Sequoia Safety Supply	Safety Gloves (550) (\$98), Brief Relief Urine Bags (100) (\$222), Respirators (60) & Earplugs (600) (\$86)	439.31
51	Sierra Chemical	Chlorine (2 tons)	1,013.33
52	Skinnell, Kerri	Novato "Washer Rebate" Program	50.00
53	Soiland	Concrete (14 tons)	60.00
54		Cafeteria Plan: Uninsured Medical Reimbursement	116.50
55	Stublarec, James	Novato "Washer Rebate" Program	50.00
56	Syar Industries	Asphalt (6 tons)	721.70
57	Taggart, Mary Beth	Novato "Washer Rebate" Program	50.00
58	USA BlueBook	Turbidity Standard & Potassium Iodide (STP)	246.38
59	US Bank	March Safekeeping Fee-Treasury Securities	29.75
60	Valakitsis, Yiannis	Novato "Washer Rebate" Program	50.00

Seq	Payable To	For	Amount
61	Verizon California	Telephone Charges: Leased Lines	334.03
62	Verizon Wireless	Cellular Charges: Data (\$71) & Airtime (\$125) (19)	195.86
63	Vice, Mike	Novato "Toilet Rebate" Program	200.00
64	VWR International	Calibration Kit for Turbidity Meter & Chlorite (Lab)	357.71
65	Wildcat Engineering	Prog Pymt#4: Perform Onsite Retrofit for Recycled Water South Project & Release of Retention (Total Project Cost \$165,053)	14,042.28
66		Vision Reimbursement	16.34
67	Wood, Evelyn	Novato "Washer Rebate" Program	50.00
		TOTAL DISBURSEMENTS	<u>\$548,277.71</u>

The foregoing payroll and accounts payable vouchers totaling \$548,277.71 are hereby approved and authorized for payment.

 _____
Auditor-Controller Date 4/15/13

 _____
General Manager Date 4/15/2013

DISBURSEMENTS - DATED APRIL 25, 2013

Date Prepared: 4/23/13

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

Seq	Payable To	For	Amount
P/R*	Employees	Net Payroll P/E 4/15/13	\$119,193.35
EFT*	US Bank	Federal & FICA Taxes PPE 4/15/13	50,594.92
EFT*	State of California	State Tax & SDI PPE 4/15/13	8,967.17
1	Able Tire & Brake	Tires (2) ('07 Trailmax Trailer)	819.23
2	Allied Electronics	RTU Panel Wiring Parts	721.02
3	All Star Rents	Post Hole Digger Rental (1 Day)	24.89
4	Alpha Analytical Labs	Lab Testing (Novato)	959.00
5	American Family Life Ins	April Employee Contribution for Accident, Disability & Cancer Ins	4,000.20
6	Athens Administrators	April Workers' Comp Adm Fee	1,000.00
7	AT&T	Telephone Charges: Leased Lines	63.42
8	Automation Direct	Fuses (2)	106.00
9	AWWA	"2011 Benchmarking Performance Indicators for Water" Report	368.00
10	Bank of Marin	Bank of Marin Loan Principal & Interest (Pymt 18 of 240)	46,066.67
11	Bay Area Barricade Service	"No Trespassing" Sign	32.63
12	BioVir Laboratories	Lab Testing (Novato)	443.75
13	Braun, Steve	West Marin "Toilet Rebate" Program	200.00
14	Brunt, Jason	Refund Overpayment on Closed Account	118.57
15	Buck's Saw Service	Weed Eater Line (\$60), Air Filters for Blowers & Weed Eaters (\$56)	115.45
16	Buckelew Programs	Refund Overpayment on Closed Account	83.80

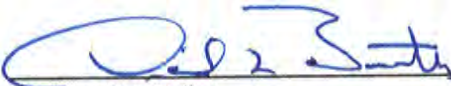
Seq	Payable To	For	Amount
17	B.W.S. Distributors	Safety Equipment (Lab)	360.27
18	CDW-Government	Back up Batteries for RTU's (3)	198.39
19	Chase Card Services	Parts for Control Valve @ Reservoir Hill Tank (\$245), Reg Fee for ACWA Spring Conf (DeGabriele) (\$695) (5/7/13), Receipt Log (\$25) & Lunch Meeting (\$47) (DeGabriele)	1,011.21
20	Covello Group	Prog Pymt #23: Recycled Water Pipeline Expansion (Bal Remaining on Contract \$151,037)	43,811.32
21	Dalmon Property Mgt	Refund Overpayment on Closed Account	30.66
22	Data Instincts	Public Outreach-RWS South Phase 1B (Balance Remaining on Contract \$18,941)	4,017.50
23	Dudley, Brandon	Refund Overpayment on Closed Account	53.07
24	Epstein, Jennifer	Refund Overpayment on Closed Account	13.50
25	Fisher Scientific	Zinc, Sodium & Phosphorus (Lab)	54.82
26	Forde, W.R., Construction	Refund Security Deposit on Hydrant Meter Less Final Bill	751.03
27	George, Jon & Therese	Refund Overpayment on Closed Account	33.74
28	Glenister, Julia	Novato "Toilet Rebate" Program	100.00
29	Grant, Carolyn	Novato "Toilet Rebate" Program	84.99
30	InfoSend	March Processing Fee for Water Bills (\$1,808) & Postage (\$4,936)	6,743.53
31	International Dioxide	pH Filters (\$225) & Probes for STP Chlorine Dioxide Generator (\$799)	1,024.19
32	Jackson, David	Exp Reimb: Materials for RW South Area	75.72
33	Lardini, Susan	Novato "Washer Rebate" Program	50.00
34		Cafeteria Plan: Uninsured Medical Reimbursement	169.72
35	Marin County Fair	Sponsorship of the Water Conservation Themed Professional Garden Design Exhibition	100.00


Seq	Payable To	For	Amount
36	McAghon, Andrew	March Sludge Removal (9 boxes)	2,520.00
37	McLellan, WK	Misc Paving (92 S.F.) (Novato Area)	811.06
38	MegaPath	DSL Internet Service (4/12/13-5/11/13)	142.88
39	Miyata, Jacqueline	Novato "Washer Rebate" Program	50.00
40	Murphy, William	Novato "Washer Rebate" Program	50.00
41	Neopost USA	Quarterly Postage Meter Rental	212.55
42	Newark	RTU Fuses	168.91
43	Novato Disposal Service	March Trash Removal	413.20
44	Novato Lock	Replacement Lock on Maint Office Door	145.88
45	Office Depot	Quarterly Office Supply Order: Binding Case (2), Pencil Lead, Calculator Tape (10), Report Binders (70) (\$143), Rubberbands, Mech Pencils (5), Envelopes (200), Manilla Folders (600), Pressboard Folders (50) (\$93), Clasp Envelopes (300), Pens (204) (\$222), Cleaning Duster, Paper Clips, Post-its (15), Note Pads (108) (\$108), Scotch Tape (14) (\$91), Light Bulb, Cash Register Tape (20), File Cart, Clock, Stapler, Sharpies (72) (\$87), Highlighters, Whiteboard Eraser, Calendar, Chair Mat (\$47), Pencils (36), Pads (2), LED Light, Binder, Folders (100), Pencil Holder & Binder Clips (216)	1,343.03
46	Ortiz, Luis	Exp Reimb: D1 Certification Renewal (8/1/13-7/31/16) (Budget \$0)	70.00
47	Pace Supply	Caps (12) (\$371), Corp Stops (19) (\$315), Service Saddles (24) (\$897) & Gasket Rings (2)	1,622.07
48	PERS Retirement System	Pension Contribution PPE 4/15/13	46,231.35
49	Petro Tech	Pressure Testing on Gas Storage Tanks (2) (Balance Remaining on Contract \$2,042)	950.00
50	Point Reyes Prop Mgmt Assn	April HOA Dues (25 Giacomini Rd)	75.05
51	Siemens Water Technologies	Service on Deionization System (\$197) & Semi-Annual Deionization Rental (4/1/13-9/30/13) (\$300)	497.60

Seq	Payable To	For	Amount
52	Simmons, Deirde	Novato "Washer Rebate" Program	50.00
53	Sonoma County Water Agency	March Contract Water	284,469.19
54	Staples Business Advantage	Copy Paper (60 reams) (\$216), China Markers (12), Classification Folders (20) (\$52), Correction Tape (40), Calculator Ribbon, Binders (2), Lighted Magnifier, Clasp Env (100), Pens (36), Magnetic Wall Files (2), Desk Pad Calendar (2), Apple Dock Connector (\$32), Letter Opener & Rubberbands	484.06
55	Staples	CD's (50)	15.21
56	Sutton, Linda	Refund Overpayment on Closed Account	30.58
57	Thomas Scientific	Petri Dishes (600)	175.93
58	Township Building Services	March Janitorial Services	1,754.84
59	TTR Substations	Overread Meter	582.51
60	Turner, Andrew	Refund Overpayment on Closed Account	21.85
61	UNUM Life Insurance	April Group Life Ins Premium	694.28
62	USA BlueBook	Phosphoric Acid (STP)	255.90
63	Van Bebber Bros	Pipe Puller	58.75
64	Verizon California	Telephone Charges: Leased Lines	360.24
65	Watersavers Irrigation	Quick Connector Hose Adaptor for Water Riser	75.76
66	Wecker, William	Refund Overpayment on Closed Account	154.76
67	White & Prescott	Engineering Services: Consultation on Pipeline Location Survey, Boundary Line Monuments on Recorded Maps, Joint Use Agreement & Director's Deeds (Balance Remaining on Contract \$2,005)	800.00
68	Wiley Price & Radulovich	Overtime Compensation Calculation (\$1,127) & Employee Performance Issue (\$131)	1,257.50

Seq	Payable To	For	Amount
69	Womack, Elise	Novato "Washer Rebate" Program	50.00
		TOTAL DISBURSEMENTS	<u>\$639,156.67</u>

The foregoing payroll and accounts payable vouchers totaling \$639,461.67 are hereby approved and authorized for payment. 156.67

 _____
 Auditor-Controller Date 4/23/13

 _____
 General Manager Date 4/23/2013

DISBURSEMENTS - DATED MAY 2, 2013

Date Prepared: 4/30/13

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

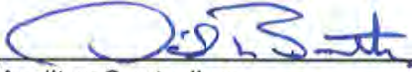
Seq	Payable To	For	Amount
1	101 Office Products	Toner Supply Order (21 Black, 3 Color)	\$1,491.12
2	AC3	Annual Boom/Crane Certifications (3)	978.75
3	AWWA CA-NV SEC	Renewal for Cross Connection Specialist Certificate (6/13-5/15) (Kurfirfirst) (Budget \$0)	80.00
4	Backflow Distributors	Backflow Repair Kits (37) (\$988) & Fire Service Repair Kit for Fireman's Fund (\$48)	1,035.65
5	Baker, Jack	April Director's Fee	200.00
6	Borges & Mahoney	Back up Pump for Polymer Feeding System (STP)	4,218.25
7	Buckeye Nursery	Replacement Plants for RW Pipeline Through Wetlands	12.77
8	California State Disbursement	Wage Assignment Order (2)	1,143.00
9	CED of Santa Rosa	Metal Enclosure for New RTU @ P RTP	1,730.80
10	Core Utilities	Consulting Services: March IT Support (\$5,000), SCADA (\$50), STP: Added Second IP Address, PC Inventory & Cleanup (\$275), Website Modification: Updated Recycled Water Page (\$75) & PLC, Operator Interface for RTU @ P RTP (\$3,500) (Bal Remaining on Contract \$5,325)	8,900.00
11	Cummings Trucking	Sand (24 yds) & Rock (66 yds)	3,012.68
12	Dale's Canvas	Covers for Backflow Protection at Bay Vista Apartments (13)	992.88
13	Electrical Equipment	On-Off Switch Contact Blocks	34.68
14	Emed	Safety Sign (\$81) & Safety Glasses for Visitors (STP)	125.53


Seq	Payable To	For	Amount
15	Environmental Science Assoc	Prog Pymt: RW Baseline Monitoring, Project Management & Reporting (Balance Remaining on Contract \$33,016)	2,188.50
16		Cafeteria Plan: Uninsured Medical Reimbursement	145.00
17	Fisher Scientific	Temperature Logics Device (Lab)	404.32
18	Fraites, Rick	April Director's Fee (\$200) & North Bay Watershed Association Meeting (\$100)	300.00
19	Guerlain, Quentin	Novato "Toilet Rebate" Program	100.00
20	Harrington Industrial Plastics	Fittings for Sand Pumps at STP	35.99
21	Home Depot	Framing Hammer (\$30) & Lawn Rakes (2)	53.83
22	HydroScience Engineers	Design & Prepare Specifications for PRTP Solids Handling Addition Project & Provide Additional Design Phase Services (Balance Remaining on Contract \$5,995)	3,175.00
23	Jaeger, Joanne	Novato "Washer Rebate" Program	50.00
24	Kay, Diane	Novato "Washer Rebate" Program	50.00
25	Lincoln Life	Deferred Compensation PPE 4/30/13	10,192.06
26		Cafeteria Plan: Childcare Reimbursement	416.66
27	Maltby Electric	Electrical Conduits (1,260) (\$1,335) & Fittings for New Electrical Service on Bolling Circle	1,442.31
28		Wage Assignment Order	284.00
29	National Seminars Group	Payroll Law Workshop (5/8/13) (Filippi)	199.00
30	Nationwide Retirement Solution	Deferred Compensation PPE 4/30/13	1,025.00
31	Novato Police Dept	Telephone Answering Service (Feb-April)	600.00
32	NRP II	Refund Excess Advance for Const Over Actual Job Cost (Redwood Blvd Retail Bldg)	7,575.40
33	Office Depot	Rubber Stamp (Final Notice)	19.06

Seq	Payable To	For	Amount
34	Pace Supply	Corp Stops (62) (\$1,455), Elbows (23) (\$1,023), Meter Boxes (6) (\$67), Box Lids (17) (\$397), Service Saddles (10) (\$459), Hydrant Extension (\$449), Nipples (4), Valves (4), Couplings (23) (\$68), 3", 4" PVC Pipe (80') (\$125), Tapping Sleeves (2) (\$2,030), Meter Gaskets (1,000) (\$235), Hex Nuts (8), Bolts (8) & Restraint Coupling (\$95)	6,564.07
35	Perrella, Marco	Novato "Cash for Grass" Program	350.00
36	PERS Health Benefits	Health Insurance Premium (Employees \$48,403, Retirees \$10,736 & Employee Contrib \$10,273)	69,411.67
37	Petterle, Stephen	April Director's Fee	200.00
38	Phillips Transportation	Hazardous Waste Disposal for Lab and STP Lab	86.00
39	Protection Engineering	Zinc Anodes (260)	4,911.37
40		Cafeteria Plan: Childcare Reimbursement	91.04
41	Rodoni, Dennis	April Director's Fee (\$200) & WAC/TAC Meeting on 4/1/13 (\$100)	300.00
42	Rogers Machinery	Repair Parts for Auto Shop Air Compressor	274.67
43	Safeguard Business Systems	Operating Checks (5,000)	413.01
44	Schalich, Thomas	Novato "Toilet Rebate" Program	100.00
45	Schoonover, John	April Director's Fee Less Deferred (\$150) & NBWRA Meetings on 3/25/13 & 4/15/13 (\$200)	350.00
46	Shirrell Consulting Services	May Dental Insurance Administration Fee	293.80
47	Soiland	Asphalt Recycling (13 tons)	40.00
48	SPG Solar	Energy Delivered Under Solar Services Agreement (3/1/13-3/31/13)	10,209.52
49	Thomas Scientific	Petri Dishes (100) (Lab)	75.16
50	Thompson, David	Novato "Toilet Rebate" Program	300.00

Seq	Payable To	For	Amount
51	United Parcel Service	Delivery Services: Sent Permit Application for AEEP, Amended Finance Agreements RW North, NBWRA 3rd MOU Copies, Double Check Valve Parts Sent for Repair & Sent Pipettes for Calibration	35.15
52	USA BlueBook	pH Buffer (\$85) (STP) & Chemical Injector Probe (\$435) (PRTP)	519.96
53	Verizon Wireless	Mar CIMIS Station Data Transfer Fee	22.06
54	Volvo Construction Equip Rents	Replacement Wacker	3,291.80
55	Wildcat Engineering	Perform Onsite Retrofits for the Recycled Water North & South Projects Mobilization	11,441.80
56	Young, Katie	Exp Reimb for Business Writing Workshop: Mileage (\$32), Toll & Parking	78.65
		TOTAL DISBURSEMENTS	<u>\$161,571.97</u>

The foregoing payroll and accounts payable vouchers totaling \$161,571.97 are hereby approved and authorized for payment.


 Auditor-Controller 4/29/13
 Date


 General Manager 4/29/2013
 Date

MEMORANDUM

To: Board of Directors
From: Nancy Williamson, Senior Accountant
Subject: March 2013 Equipment Auction Report
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May 3, 2013

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: \$13,171 Income Received

At the March 5, 2013 Board meeting Directors approved the disposal of surplus equipment at auction. At that time staff estimated a \$6,500 return. The following equipment was sold by First Capitol Auction on March 23, 2013, and payment was received April 16, 2013.

Equip. No.	Description	Miles	Estimated Value	Net Received¹
#36	1999 Ford F-250	182,224	\$2,000	\$2,112
#45	2002 Dodge Dakota	124,955	\$1,000	\$1,248
#46	2002 Chevy 1-Ton Crew Truck	113,915	\$3,500	\$5,568
#74	2003 Sullair 185 Towable Air Compressor			\$3,648
	Pincor 4500 Watt Generator			\$72
	Wacker BS62Y Tamper			\$192
	Speedaire Air Compressor			\$67
	Pneumatic Tamper (4)			\$192
	30lb Jack Hammer (2)			\$72
		Total	<u>\$6,500</u>	<u>\$13,171</u>

¹ Net of First Capitol Auction's 4% commission.

MEMORANDUM

To: Board of Directors

May 3, 2013

From: Nancy Williamson, Senior Accountant

Subj: Information – FY13 3rd Quarter Labor Cost Report

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RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: None

Attached in graphical format is a five-year comparative summary of total labor cost (Attachment A), overtime cost (Attachment B) and temporary employee cost (Attachment C) expended during each fiscal year. Also attached is a summary of total labor cost vs. budget (Attachment D), which shows that labor cost was 1% under budget through the 3rd quarter of the year. Total labor cost increased \$33,887 (0.7%) from the prior year, same period.

Department	Increase / (Decrease) in Labor Cost vs prior FY	% Change
Administration	(\$35,363)	(2.6%)
Engineering	\$8,607	1.0%
Operations/Maint	\$55,689	3.1%
Construction/Maint	\$4,954	0.6%
Net Increase/(Decrease)	\$33,887	0.7%

Comment on Change from Prior Year

Administration: Labor Cost decreased \$35,363, or 2.6%. The decrease is primarily due to the retirement of two staff during the fiscal year who are not being replaced. This decrease was offset by a 2.5% COLA increase effective 10/1/12, a 1.6% salary increase effective 1/1/13, a 97% increase in use of temporary labor, a 79% increase in overtime hours, and 3 step-increases.

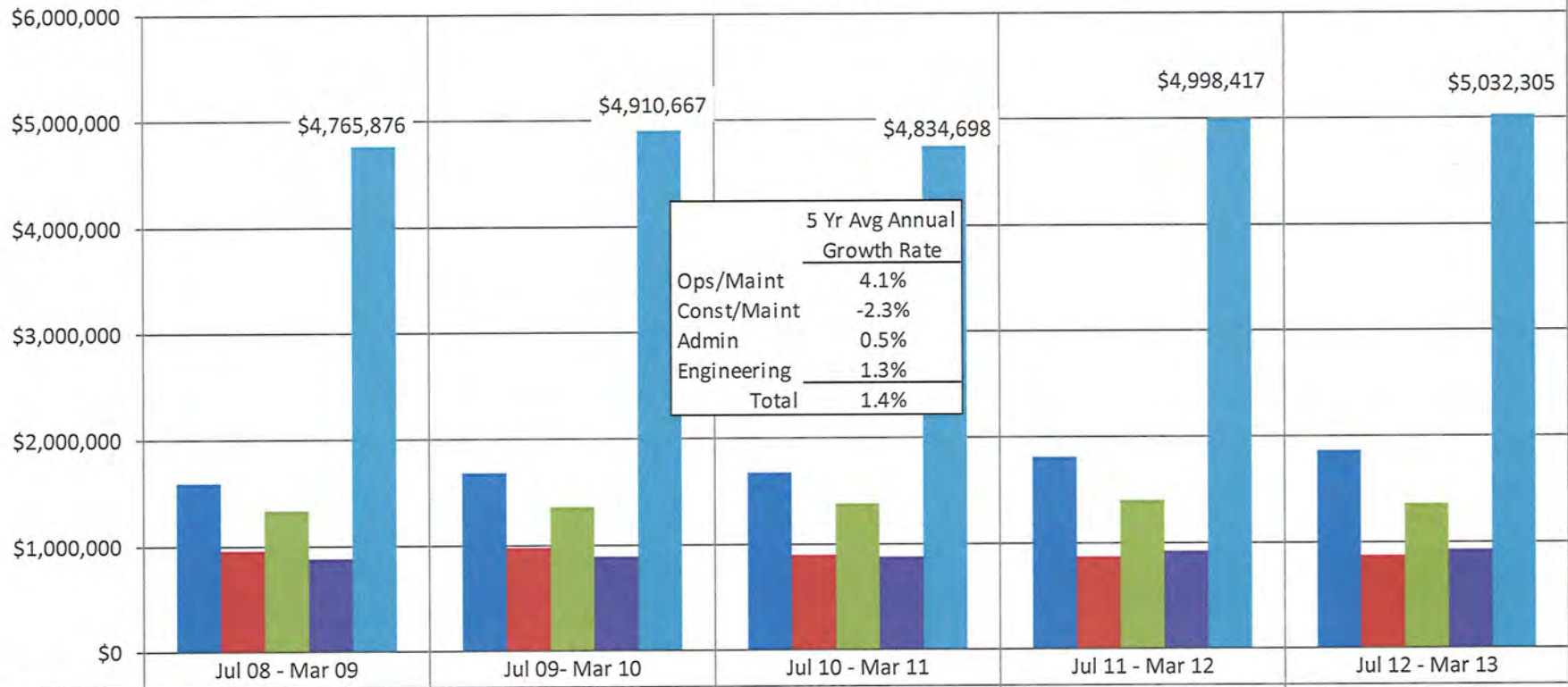
Engineering: Labor Cost increased \$8,607, or 1.0%. The increase is primarily due to a 2.5% COLA increase effective 10/1/12 and a 1.6% salary increase effective 1/1/13, offset by a reduction in the use of temporary water conservation labor.

Operations/Maintenance: Labor Cost increased \$55,689, or 3.1%. The increase is primarily due to seven step-increases, the aforesaid 2.5% COLA increase and 1.6% salary increase, offset by an 89% decrease in temporary labor.

Construction/Maintenance: Labor Cost increased \$4,954, or 0.6%. The increase is primarily due to seven step-increases, the 2.5% COLA increase and 1.6% salary increase, offset by a 4.7% decrease in total hours worked.

5/3/13

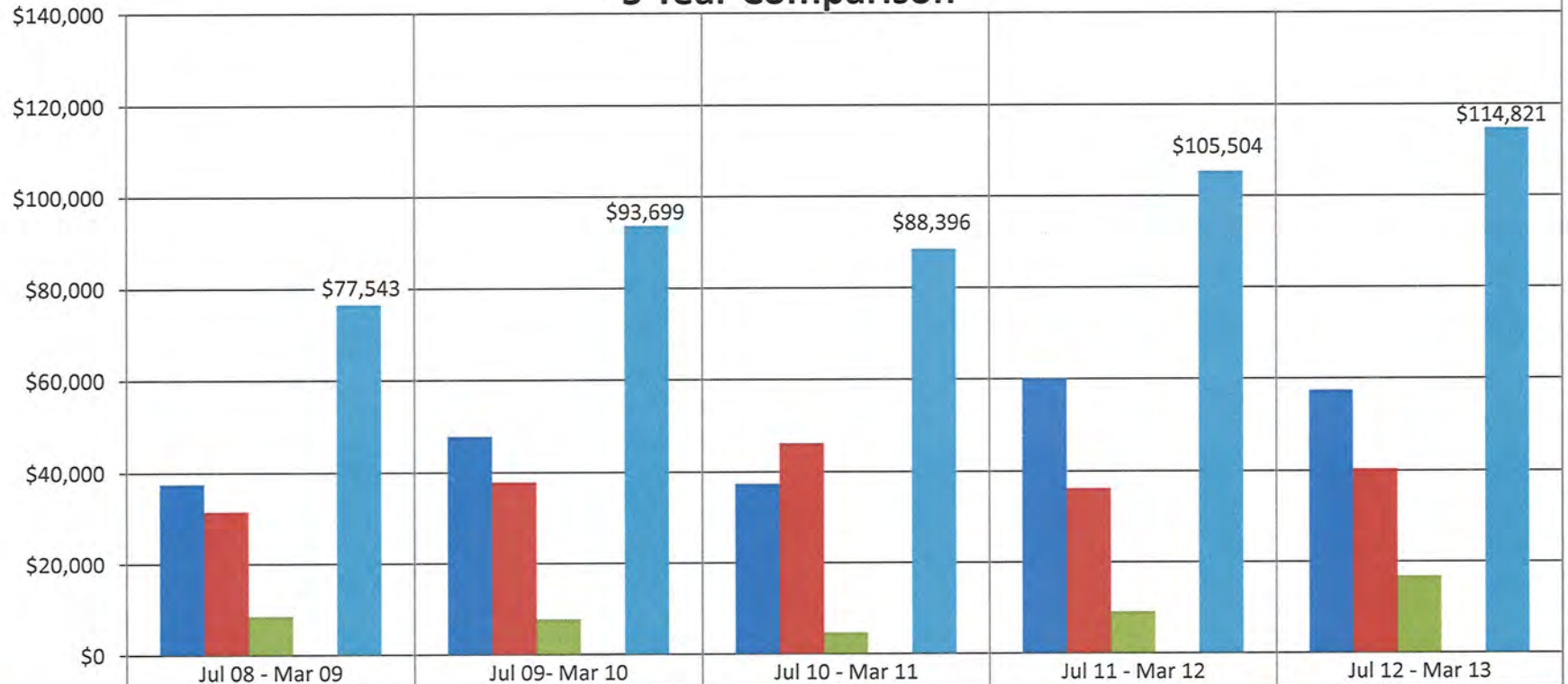
NMWD Fiscal Year through March Total Labor Cost 5 Year Comparison



	Jul 08 - Mar 09	Jul 09 - Mar 10	Jul 10 - Mar 11	Jul 11 - Mar 12	Jul 12 - Mar 13
Ops/Maint	\$1,589,237	\$1,683,217	\$1,675,880	\$1,809,808	\$1,865,497
Const/Maint	\$959,443	\$976,438	\$898,027	\$868,711	\$873,665
Admin	\$1,336,632	\$1,359,648	\$1,383,081	\$1,400,022	\$1,364,659
Eng	\$880,563	\$891,364	\$877,710	\$919,876	\$928,483
Total	\$4,765,876	\$4,910,667	\$4,834,698	\$4,998,417	\$5,032,305

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

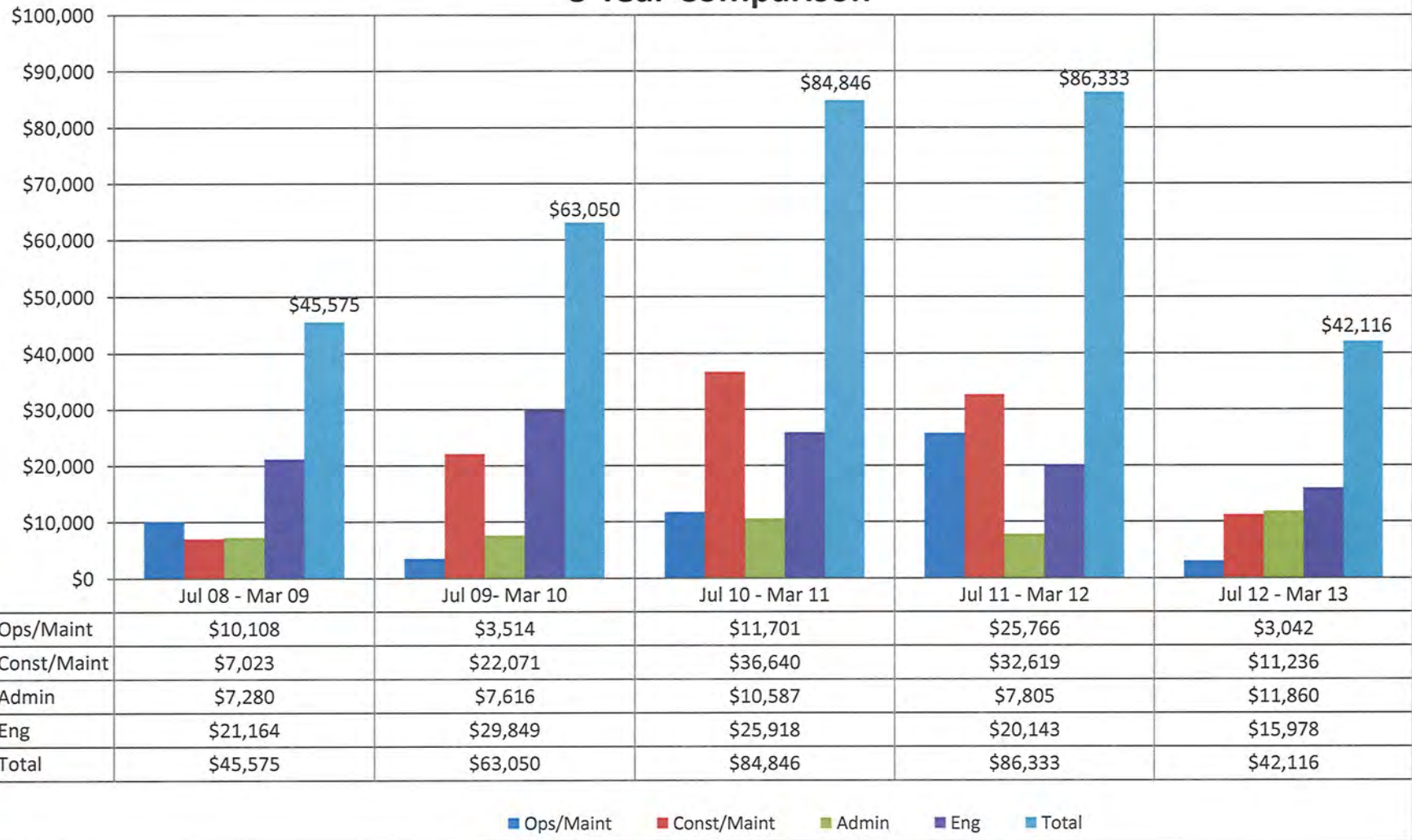
NMWD Fiscal Year through March Overtime Cost 5 Year Comparison



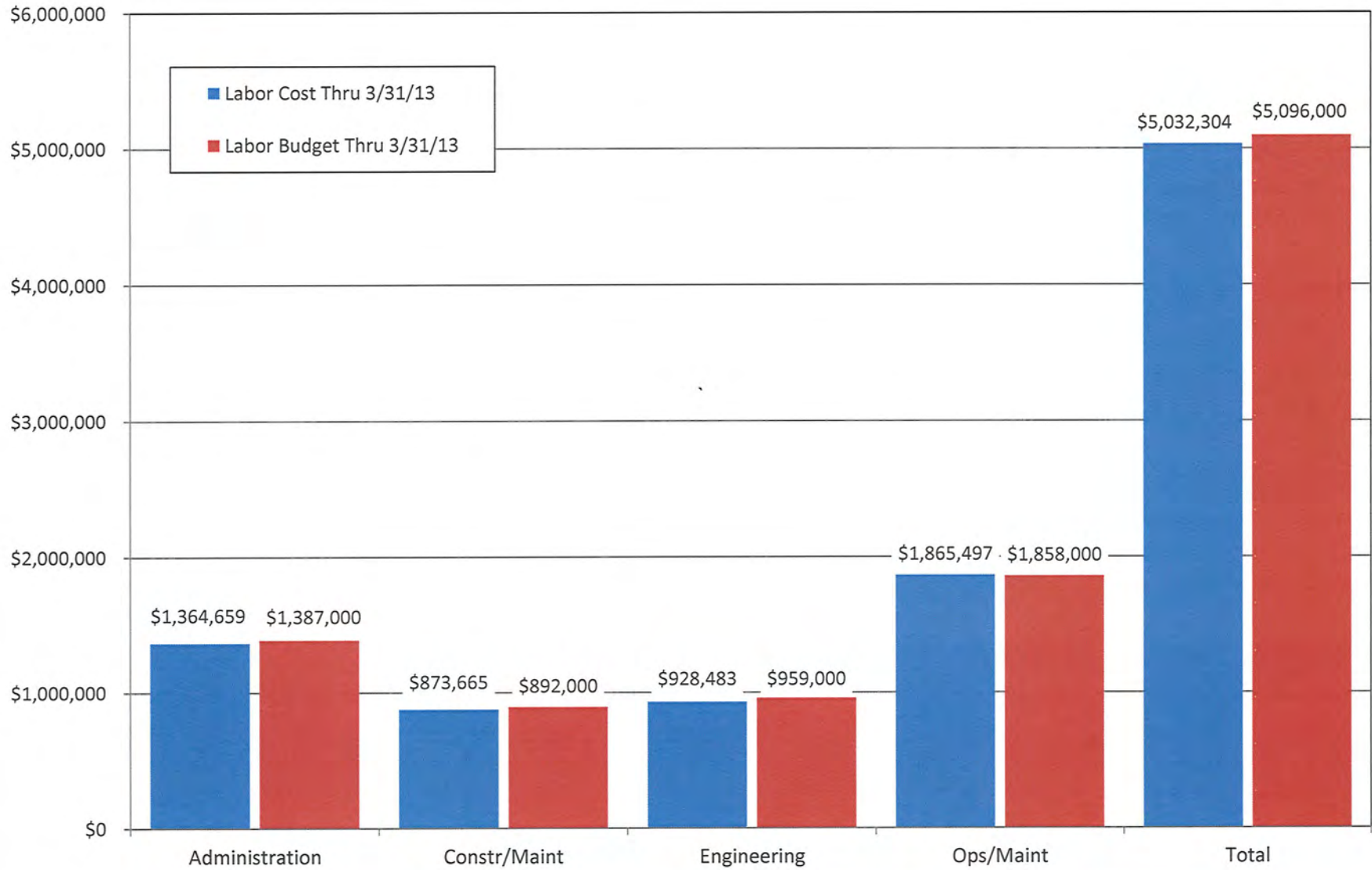
■ Ops/Maint	\$37,526	\$47,818	\$37,421	\$60,172	\$57,447
■ Const/Maint	\$31,503	\$37,854	\$46,209	\$36,204	\$40,334
■ Admin	\$8,514	\$7,780	\$4,766	\$9,129	\$16,822
■ Eng	\$0	\$248	\$0	\$0	\$219
■ Total	\$77,543	\$93,699	\$88,396	\$105,504	\$114,821

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

NMWD Fiscal Year through March Temporary Employee Cost 5 Year Comparison



NMWD Fiscal Year through March Total Labor Cost vs. Budget 7/1/12 - 3/31/13



FREE Eco-Friendly Garden Tour

SONOMA COUNTY & NORTH MARIN

MAY 11, 2013
10AM - 4PM

ABOUT THE TOUR

This self-guided tour, in its third year, highlights several gardens that use practices sensitive to local waterways.

At each location a professional landscaper, designer or homeowner will be available to provide information on the garden and answer questions.

Registration is required, however there is no charge to attend.

Please visit:

**www.
savingwaterpartnership
.org**

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GARDEN HIGHLIGHTS

Graywater irrigation system

Rainwater catchment system

Urban food forests

Alternative permeable surfaces

Russian River-Friendly Landscaping
and Bay-Friendly Landscaping

Native and non-native gardens

Other features including living roofs,
living walls, bee hives, chickens

Sponsored by:
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www.savingwaterpartnership.org



1988: A Novato theatre offers \$1.50 double features

85 YEARS AGO
APRIL 1928

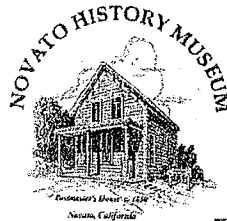
Last Saturday morning while in route to Novato, Mrs. W.L. Bojorques, well-known Novato and Petaluma piano teacher, and her cousin Miss Adele Pearce were in a painful automobile accident in front of the Geo. P. McNear home on Redwood Highway.

Mrs. Bojorques, who was driving, was endeavoring to close one of the doors of the car when the machine suddenly left the road and crashed into a telephone pole. The windshield broke in the crash and the steering wheel was also damaged. Miss Pearce was hurled against the broken windshield, receiving painful cuts on both sides of her face and a gash on her throat, barely escaping the wind-pipe. Mrs. Bojorques was bruised about the body.

Both are getting along very well and feel fortunate that the injuries were not worse.

75 YEARS AGO
APRIL 1938

This week, through the courtesy of Governor Frank Merriam, the Redwood Empire Association was put in touch with J.L. Sim-



PAGES FROM THE PAST

son, manager for "Believe it or Not" Robert A. Ripley, to whom the association has sent a preliminary set of material featuring Redwood Empire oddities and wonders.

The material is to be used in Ripley's radio broadcasts and newspaper cartoon releases, and will result in international publicity for the Redwood Empire. More than 325 newspapers with a combined circulation running close to the million mark use Ripley's feature, while his radio broadcasts reach countless other millions. The Association will gladly forward material covering oddities or unusual features sent in from any of the nine Empire counties.

Mrs. J. P. Loustaunau was taken ill this week and removed to the Cottage Hospital, San Rafael. Her condition is critical.

50 YEARS AGO
APRIL 1963

In a new building on the corner of First and Vallejo Street, a business which opened its doors early in February has been growing at a speedy pace. Novato Equipment and Service, 1054 First Street, has cut a solid niche in the Novato business community, specializing in sales and service on air-cooled engines, and also providing lawn mower sales and service (including sharpening), service on portable power tools, and making a name for itself as a parts order center for go karts. Owner and operator Dick Konigsmark said he also plans to acquire a line of hobby power tools before Christmas, and hopes eventually to install an upstairs department above the 900 square foot sales and service floor, where both new and used equipment is sold.

25 YEARS AGO ✓
APRIL 1988

Aldo J. Paladini has finished his last work day for the North Marin Water District after more than three decades with the agency. Paladini, who was hired in 1954 as

a laborer and was promoted to superintendent of the construction and maintenance division in July of 1957, retired after 33 years of accomplishment. A native of Novato, he has watched the city grow from a small "whistle stop" in a rural orchard area to a thriving suburban city. He personally supervised or provided valuable design input on construction of most of the modern water supply system serving North Marin consumers. Making sure his last work day was special, his fellow employees arranged for Nave Limousine Service to take him and his wife, Shirley, home from work. More than 130 persons attended a big retirement dinner thrown by his co-workers.

Picture this, a double feature for just \$1.50. The Novato Discount Theatre at 920 Grant Ave. recently reopened its doors and is offering currently released double features at a price hard to beat. The cost is \$2.50 on the first visit, but that includes a free membership card entitling customers to \$1.50 admission thereafter. The 440-seat theatre, which has been a Novato landmark for some 40 years, is being leased by Dave Corkill, owner of the Cinema II theatre in Igancio.

Pages from the Past is compiled from the archives of the Novato Advance by Mike Read, a volunteer with the Novato Historical Guild and Novato's 2010 Citizen of the Year.

Visit the new Marinscope.com

HE'S BACK
Larry "B"
The Poet

In Memory

P.1 DW/007
MISC

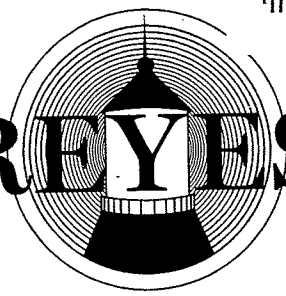
\$1.50 P.1 File

BOD misc

DLB
BOD
MISC

West Marin's Pulitzer Prize-Winning

POINT REYES LIGHT



Volume LXVI No. 9/ Point Reyes Station, Calif.

April 18, 2013

Utility seeks rate hike for beleaguered Dillon Beach

WEST MARIN'S WATER
By Samantha Kimmey

Marjon Row, a retired highway patrolwoman, had to make a choice: give up the Subaru she had bought a year ago or leave the home she was renting in Dillon Beach. But it wasn't the rent that posed the problem—it was her hefty water bill that claimed the money she had planned to use for car payments. Before she moved in, the landlord said utilities would cost about \$120 a month, she said. Ms. Row currently shells out about \$300, including \$160 for water alone.

I'm a victim." Ms. Row is one of many Dillon Beach residents incensed that their private water provider is seeking a 33 percent increase in rates starting next year. Over 40 Dillon Beach residents gathered at Tomales Town Hall last Thursday to decry the proposal and rattle off a litany of grievances.

Ms. Row's Subaru was repossessed. Luckily a niece gave her a car, but she still has difficulties managing the pricey utilities, and now her landlord wants to increase her rent. "I can't afford it," she said simply. "I feel like

Private water companies must get approval for water rates from the California Public Utility Commission (CPUC) every three years. During these rate reviews, public hearings presided over by an administrative judge are held in affected districts.

That 33 percent increase would create just under \$137,000 more annual revenue

Please turn to page 8



David Briggs

UTILITIES: Dillon Beach residents endure some of the highest water rates in the nation, and they are due for another rate increase. Theresa Row uses 12 gallons a day, flushing the toilet only once and filling containers for use later in order not to lose water to the drain.

COMMUNITY CONNECTION

Rate hike

continued from page 1

venue for California Water Service Company, or Cal Water, one of California Water Services Group's six subsidiaries. The parent company netted \$48.8 million in profits in 2012.

The company claims that the "typical residential customer" in Dillon Beach, using 2.2 cubic feet or 1,645.6 gallons of water a month—which costs about \$103 now—would pay about \$122 in 2014 for the same amount. That price factors in a special subsidy given to Dillon Beach residents.

But Cal Water's definition of a typical

bill was only one of the many points of dispute aired at the hearing.

Those "typical" rates are based on "empty houses," or part-time residents whose costs skew the average costs, said Dennis Sarantapoulas, an emergency medical technician and volunteer firefighter in Dillon Beach.

Many full-time residents say that despite fervent conservation efforts—and one woman's mission to "account for every drop"—their water bills are much higher. The *Light* interviewed one woman, Carolyn Moore, who paid \$175 a month, though she lived with only one other person. That current \$103 monthly estimate assumes that every meter, or household, uses about 55 gallons a day.

Many who spoke at the hearing called the water rates a health hazard. Some spoke of showering every other day or even once a week and not flushing toilets on a regular basis. House guests are a financial nightmare for some, and one woman on disability said she shampooed her hair in the sink and did not wash her medical equipment as often as instructed.

"We all share these secrets" of skimping on water, she said.

Even ardent conservationists might take pause at 55 gallons a day. In water-conservative Bolinas, the public utility district restricted meters to 150 gallons a day for two months in 2009 during a water emergency. In Dillon Beach, 150 gallons per day would cost at least \$234 a month.

The water district consists of six wells, but most of the water comes from one well near Dillon Creek. Water is piped to a treatment facility above Dillon Beach Road and passed through two filters to remove iron and manganese. It is disinfected with both ultraviolet light and a combination of chlorine and ammonia, or chloramine.

Darin Duncan, Cal Water's rate manager, said during the hearing that low-income residents have access to its Low-Income Rate Assistance program (LIRA). But one resident who receives LIRA blasted the program.

"I get low income help," Lia Christensen-Morris said: \$12 a month, the maximum amount, which she called "a pittance" and "not even worth filing for" at the hearing. Cal Water has proposed increasing the maximum LIRA allowance to \$14 a month.

Ms. Christensen-Morris, like Ms. Row, said her landlord did not reveal how much utilities would cost before she moved in, and said she never would have moved to the area had she been privy to the costs. Her most recent bimonthly water bill was \$258.30, an amount she said was higher than usual because she had a guest. She normally uses between one to 1.5 units of water a month, or 25 to 40 gallons a day.

Cal Water is a "powerful company" that "gets mostly what they want," Marcos Pareas, the owner of the William Tell House restaurant and hotel in Tomales and a Dillon Beach resident, said at the hearing.

Mr. Sarantapoulas, the fire fighter, incited a wave of raucous applause during a rousing speech when he cried that Cal Water was "using Dillon Beach like a piggy bank" and said, "Personally, I think we need to get rid of Cal Water," which elicited a "hear, hear" from the crowd. The judge had to settle the room.

Although Dillon Beach's roughly 250 water meters makes up a miniscule number of Cal Water's over 470,000 customers, many residents feel taken advantage of by a company whose chair and CEO makes over \$2 million, according to Morningstar, an investment research company. Many were also disdainful of the fact that Francis Ferraro, one of the parent company's vice presidents, used to work for CPUC.

Gay Guidotti, district manager for the company's Redwood Valley District, which includes Dillon Beach said that

these rates are a function of scale. "We don't have enough customers" to spread the cost, she said. And Cal Water can't add more customers in the area because the state's health department imposed a water hookup moratorium in Dillon Beach over 10 years ago.

Cal Water took ownership of the district in 2000. Residents interviewed by the *Light* said the rates began to skyrocket somewhere between six to ten years ago. Around that time, in 2006, the company built a membrane treatment plant and a new tank and installed a solar pump. Water bills now include a special \$11 monthly surcharge to pay back a loan the company took out for the plant, a charge that will remain on bills for the next 25 years. But the loan itself did not cover the entire cost and rate increases requested back in 2005, separate from that surcharge, were also implemented to pay for a portion of the cost.

Cal Water says the current requested increase would help replace 1,600 more feet of aging mains on Ocean View Avenue, build a connection to another water system for emergencies and pay for a permit for another water source. However, a division of CPUC wrote in a March report that it recommends nixing water main replacement from the budget because "It does not seem cost effective to replace the entire main due to the infrequent nature of leaks."

Spreading the cost of these major infrastructure projects between just 250 customers is Cal Water's primary explanation for Dillon Beach residents paying more per unit of water than any other district it runs. And while the current increase request is significant, it is not nearly as dramatic as some previous rate increases.

The company requested a whopping 322.7 percent rate increase for 2006-2007, and CPUC ultimately approved a 150 percent increase. Cal Water then sought a 154.8 percent rate increase in 2011, an 8.8 percent increase in 2012 and an 8.1 percent increase in 2013. CPUC ultimately granted a 50 percent increase in 2011, 14.8 percent in 2012, and 0.5 percent in 2013.

But prodigious rate increases have resulted in extreme conservation, and so, like a seesaw, falling water use has further pushed prices upward because of the fixed costs of running the system.

"This can't go on," Bessie Lee, who has lived in Dillon Beach since 1989, said at the hearing. "We all know the rates are going to get higher and higher."

Fire hydrants are another bone of contention between Cal Water and residents. Multiple people, including volunteer firefighter Mr. Sarantapoulas, claim there is only one working fire hydrant in the village area of Dillon Beach. Ms. Guidotti disputed the allegation in a phone interview. "I would disagree with that," she said, claiming they installed two fire hydrants two years ago.

Mark Brown, deputy fire chief for Marin County, said that all the hydrants in Dillon Beach work but that "some work better than others." Firefighters may choose to use hydrants with higher

volume output but that such choices do "not inhibit operations."

Yet another issue that roused residents was a pipe that broke during a storm on Dec. 23. Ms. Lee said Cal Water did not communicate effectively during the precautionary water boil advisory to ensure its potability. Ms. Christensen-Morris said her water was yellow, and resident Theresa Byrne said people were drinking "filthy dirty water on Christmas." Ms. Guidotti said the company manually handed out notices around town and that subsequent testing did not reveal any health concerns. She added that the repair may have stirred up the contents of the pipes, and that it may have taken longer for the system to "flush out" because people use such little water. While some people had no water for about four hours on Dec. 23, she said only a few houses—located on a hill—were out of water for several days while many had below-normal water pressure.

Dillon Beach residents also voiced concerns over the many senior citizens who do not have expendable income for yet more expensive water bills. Terri Sylvain, a case manager at West Marin Senior Services who has some clients in Dillon Beach, said at the hearing that she was "frankly appalled" by the rates and called them "criminal."

The CPUC's Division of Ratepayer Advocates, a quasi-independent division within CPUC, is advocating for a smaller increase. The DRA, represented at the hearing by Program and Project Supervisor Ting-pong Yuen, recommends a 15 percent jump. But residents felt that anything other than a reduction was unjustified and espoused a lack of faith in the CPUC to protect them. Mr. Pareas said that the DRA recommendation is "still a lot of money" and "people would be losing their homes," especially renters for whom

such an increase could tip the scales.

Dillon Beach resident Jeff Young, a retired project and business development manager and real estate agent, is an intervenor or official party in the current rate review. As an intervenor he is eligible to participate in negotiations and file briefs. This is the fourth case in which he has been an intervenor.

He believes the DRA has finally realized that the rates are unsustainable and is looking to significantly reduce water rates in small districts like Dillon Beach through substantial changes in the Rate Support Fund, originally created in 2005, which offers assistance to small districts. The pot of money is funded through a one-cent charge on every 100 cubic feet of water sold to all residential customers.

The fund provides small allotments to customers in five small districts, ranging from just over \$2 up to \$25 a month per customer. Dillon Beach residents get about \$10 off per month. But if those surcharges were increased even a little bit on bigger districts, Dillon Beach residents could have a vastly lower monthly bill – in Mr. Young's estimation, ideally about 1.5 times what the average Cal Water customer pays.

"This would be very significant," as well as "very fair," Mr. Young said. "Why should water not be affordable?"

Though Mr. Duncan of Cal Water declined to comment on the specifics of what an increased support fund would look like, he said the company would like to see "a subsidy as high as possible" without placing too much of an onus on other customers.

The crisis of affordable water in Dillon Beach is one that moves people to scrimp on a material necessity while offering up surprising overtures of generosity.

Theresa Byrne, a retired nurse and longtime resident of Dillon Beach who lives on

under \$1,200 a month, spent hours escorting this reporter around the area to ask people about their water bills. She recently found a water bill from 1997, when she paid about \$50 bimonthly for four units of water. She now pays about \$125 every two months, but only uses a single unit every two months, or 12.5 gallons a day.

Mr. Pareas, the owner of the William Tell and who was an intervenor in the three previous rate cases but not the current one, operates a well that provides water not only to his business but to seven nearby residences. He doesn't charge anything.

A revamped Rate Support Fund could make Cal Water more like other utilities for which everyone pays the same rate no matter where they live, Mr. Young said.

He is optimistic that the company could adopt such a program, which wouldn't affect profits.

A recent bill, AB 685, was signed into law by Governor Jerry Brown in September. It says that every Californian has the right to safe and affordable drinking water, which was perhaps the catalyst the DRA needed to consider taking serious action.

But the CPUC, in a separate case, is considering the issue of fair water rates on a vaster scale. In the other case, which implicates all private water companies operating in the state, the CPUC is considering whether all customers in California should pay more equitable rates.

A final decision from the CPUC is expected in December.

BOD
MIS C

UTILITIES: Dillon Beach residents endure some of the highest water rates in the nation, and they are due for another rate increase. Theresa Byrne uses 12 gallons a day, flushing the toilet only once and filling containers for use later in order not to lose water to the drain.

her rent. "I can't afford it," she said simply. "I feel like

Please turn to page 8

Supes delay vote on coastal program as EAC ramps up opposition ✓

By Trevor Hunnicutt

The meandering process to update Marin's coastal development regulatory regime took yet another turn Tuesday, when a local environmental group came out against the land-use plan and the county board of supervisors tabled its amendments for two months.

Supervisors had originally planned to vote to send their amendments to the Local Coastal Program (LCP) to the

California Coastal Commission at their sixth hearing on the topic this week but postponed the vote as they fine-tuned amendments that have been crafted during a five-year process. The sprawling LCP document, which governs 48,255 acres of shoreline development from Dillon Beach to Stinson Beach, has not been altered since 1981.

At a Civic Center hearing this week, the director of the Environmental Action Com-

mittee (EAC) of West Marin said that the current document was a backwards-step from the status quo. Amy Trainer said that despite her Point Reyes Station-based group spending hundreds of hours wading through documents and sending suggestions to the county, supervisors have still proposed amendments that would subvert the balance between family farming and environmental protection.

"One of the major con-

tinuing issues is what flexibility and what regulations will govern development on agricultural-zoned property, and the [Marin County] Farm Bureau has staked out an extreme position," EAC Board President Bridger Mitchell said in an interview. "They want almost no regulation of their business activities. And the environmental community says, well, there need to be regulations."

The EAC's remarks signi-

fied a widening rift between farming and environmental groups as supervisors converge around a final set of amendments that satisfy what staff have defined as the core remaining issues. The complex document could shape shoreline housing, energy, tourism and transportation policies for decades, but some of the more contentious proposals have put environmental and agricultural groups at loggerheads.

Among a host of issues EAC has asked for larger, non-discretionary buffer areas to prevent development around streams and sensitive habitats, while the farm bureau has pushed for farmers' and ranchers' development rights.

"I wasn't surprised by EAC's decision to hold back support for the plan, because their laser focus has been on resource issues while the

Please turn to page 11

Point Reyes Light
APR 11 18, 2013

plan addresses a wider array of community needs," Supervisor Steve sKinsey wrote in an email. "The most encouraging result of the hearing was the unanimous support of the Board of Supervisors for the plan."

Dominic Grossi, a longtime Marin dairy farmer, said agriculturalists on the coast already have to contend with a patchwork of regulations by a host of organizations: state and regional water and air quality control boards watch for water pollution, county health inspectors and land-use officials monitor food quality and home size and the coastal commission requires permits for some crop choices.

"With regard to setbacks, we are merely trying to protect the ag land that we currently have," Mr. Grossi wrote in an email. "Forcing us 100 feet away from a stream when there is evidence from a certified biologist that only 20 feet is necessary to protect the streams is excessive. So we believe that a site assessment should be used to protect the streams and the ag use of the property"

Among the board's amendments is a policy that would allow adjustments to buffer zones around protected streams in cases where "permitted development cannot be feasibly accommodated entirely outside the required buffer."

The board is now expected to finalize and approve its LCP amendments at a June 11 meeting. Mr. Kinsey, who also serves as a coastal commissioner, said he hoped for an expedited, one-year process for the commission to certify the LCP. But Mr. Mitchell said it was doubtful that the commission would approve of the amendments' weakened ecological protections.

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Dry Creek restoration begins in summer

By SEAN SCULLY
THE PRESS DEMOCRAT

Published: Monday, April 22, 2013 at 4:45 p.m.

Sonoma County has approved a \$4 million contract for the second phase of what could become a sweeping, \$50 million environmental restoration project along Dry Creek west of Healdsburg.

The construction, scheduled for this summer, will complete the first of six miles of planned work along the creek, which serves as the artery for drinking water stored in Lake Sonoma to the north. Using the creek as an aqueduct to meet the needs of 600,000 residential and business customers in Sonoma and Marin counties has damaged the spawning grounds for delicate populations of steelhead trout and coho salmon, federal officials have concluded.

"The creek right now is a vibrant ecosystem," said David Manning, environmental resources coordinator for the Sonoma County Water Agency, "but it needs to be changed, in some places subtly and in some places dramatically" to accommodate the needs of the fish that once spawned there in great numbers.

The Sonoma County Board of Supervisors, which also heads the separate Water Agency, approved the contract unanimously last week.

Federal officials have ordered the agency, and the U.S. Army Corps of Engineers, which operates Warm Springs Dam at Lake Sonoma, to restore fish habitat by 2020. Because many details of the project remain uncertain, the Water Agency says, it is hard to tell how much the full project might cost or how the burden might be distributed among ratepayers and the state and federal governments. Estimates of the total cost run as high as \$50 million.

That price, however, is cheaper than the alternative, Manning said, which would be to build a new underground pipeline to divert the drinking water flow out of the stream, allowing the creek to return to a more leisurely natural flow rate that is better suited to fish spawning. Such a pipeline could cost up to \$150 million.

"That is a place we really do not want to go," Supervisors Chairman David Rabbitt said.

Dry Creek empties into the Russian River just south of Healdsburg and just a few miles upstream of the Water Agency's massive intakes near Wohler, where the water is piped to cities and special districts.

The agency's plan is to complete up to three miles of the restoration by 2018, at a cost of up to \$20 million, then see if the fish populations are rebounding. If the first half of the project appears to be succeeding, another three miles would be restored; if not, county officials would have to dust off existing pipeline plans, he said.

Unlike the situation downstream of many reservoirs, where the dams may artificially reduce flows in the river, the problem in Dry Creek is too much water, as the agency draws from the lake in high volumes. In its natural state, Manning said, Dry Creek would see up to 10 cubic feet per second of water flowing during the summer, but since the dam was built in 1983, the flow has been around 10 times that.

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While that means plenty of water for vegetation, insects, animals and people, it spells trouble for threatened fish, particularly the coho salmon, which are relatively poor swimmers and need quiet places to rest.

The restoration work, therefore, requires building side channels and ponds, and placing logs and boulders in the main channel to simulate the way the creek bed would have looked before agriculture, gravel mining and the water system operations took their toll. The hope is to allow the agency to continue to draw water from the reservoir at a higher-than-natural flow while still giving fish places to rest and hide from the current.

Most of the land along the creek is in private hands. Fortunately, Manning said, the wide and deep flood plain of the creek makes it easy to do the required work without affecting vineyards or homes. The agency has secured voluntary cooperation from all nine landowners along the first phases of the work, a fact that drew praise from the supervisors before the vote on the contract.

The first phase of the work, a half-million-dollar project last summer, saw some small side channels carved out along the edge of the Quivira Vineyards and Winery.

“If you were just a casual visitor walking around and didn't know what you were looking for, you might not see a big difference,” said winery marketing director Andrew Fegelman.

Nearby landowner Peter Van Alyea said his vineyard operation will be disrupted somewhat by the new work this summer, as contractors dig a pond on a flat, gravelly spot between his vineyard and the creek, “but we'll work around it because it's the right thing to do.”

When the work is done, he said, the pond should improve the appearance of the creek, in addition to helping the fish.

“It's not commercially viable: I can't put a vineyard there, I can't build a house there,” he said. “This is an ideal use of the property.”

The restoration will also be good for nearby Amista Vineyards winery, where fast-running water has eroded banks and toppled trees, owner Vicky Farrow said. The project will turn the existing barren dry wash into a slow moving side channel with reinforced banks.

“I think it will so beautify Dry Creek,” she said. “In Dry Creek, the water comes rushing down when it rains and it causes a lot of damage.”

W. Edward Nute Receives Award



W. Edward Nute, owner and Principal Engineer of Nute Engineering in San Rafael, was honored as a California Water Environment Association (CWEA) Quarter Century Recognition award recipient in Palm Springs on April 17, 2013.

"The CWEA Quarter Century Recognition Program recognizes water professionals for their commitment to improving the quality of life and the protection of the environment. CWEA Quarter Century Recognition Program honorees have dedicated their careers in a challenging and most vital profession, the water environment field."—www.cwea.org

Ed has over 40 years of experience in the field of Civil and Sanitary Engineering, mostly serving Marin County public agencies. His father before him, J. Warren Nute, started Nute Engineering in 1945 at 907 Mission Avenue in San Rafael, California and Ed became Owner and President in 1981.

Nute Engineering pioneered the use of ultraviolet (UV) disinfection for wastewater treatment at the Mt. View Sanitary District in 1994. This facility, which has been operating for over fifteen years was the first to implement a full scale UV disinfection process in Northern California and received several awards.

In addition, in 1996, under Ed's leadership, Nute Engineering won the "Engineering Excellence Award" from the Consulting Engineers Association of California for the *Las Gallinas Valley Sanitary District Wastewater Reclamation Project* which provided ecological, agricultural, recreational and economic benefits to the community. The walking paths in these wetlands continue to be a popular attraction.

In 2005, Ed brought two partners into the company, Mark T. Wilson and Gary E. Robards, both long time Nute Engineering employees. Under their combined leadership, Nute Engineering continues to provide Marin public agencies with high quality services that incorporate the newest technologies and methods in the fields of civil and sanitary engineering.

Ed has been married to his wife, Marcia Nute, a former biology teacher at Stanford and former Nute Engineering Vice President, for many years. They have one son, one daughter and one much loved granddaughter. Also, a long time member of the Marin Audubon Society, Ed is an avid bird-watcher.

Ed has spent countless hours improving our water environment and his contributions as a member of this elite group of professionals being honored by CWEA deserves recognition. Nute Engineering continues to thrive under his and his partners' leadership. We are proud that Ed is being honored in this fashion.

Congratulations, Ed!



BOD MISC

Chris DeGabriele

From: Brad Sherwood [Brad.Sherwood@scwa.ca.gov]
Sent: Wednesday, April 24, 2013 2:04 PM
To: 'Virginia Porter'
Cc: 'harryser@comcast.net'; 'Andy Rodgers'; Chris DeGabriele
Subject: RE: KRCB Watershed Series Update

And I meant to say that the series will run twice a day for six months. ←

Thank you,
 Brad Sherwood
 Principal Program Specialist
 Community & Governmental Affairs
 Sonoma County Water Agency
 Phone: 707.547.1927
 Mobile: 707-322-8192
 Fax: 707.528.2080
 404 Aviation Blvd.
 Santa Rosa, CA 95403

Working to secure our future by investing in our water resources, environment and community



From: Virginia Porter [mailto:vporter@sonic.net]
Sent: Wednesday, April 24, 2013 1:57 PM
To: Brad Sherwood
Cc: 'harryser@comcast.net'; 'Andy Rodgers'; 'cdegabriele@nmwd.com'
Subject: Re: KRCB Watershed Series Update

Thank you Brad and SCWA.
 On 4/24/2013 1:35 PM, Brad Sherwood wrote:


Hi All:

Just wanted to let you know that the Water Agency is contributing \$24,500 to keep the Our Watershed Series alive and on the air. The media buy will allow the series to run twice for six months. They will run the same segments and keep the website alive. Please let your Boards know that we appreciate their continued support of this program and look forward to working with them next FY to expand the series to include the Take it from the Tap campaign.

Cheers!
 Brad

Thank you,
 Brad Sherwood
 Principal Program Specialist
 Community & Governmental Affairs
 Sonoma County Water Agency

4/24/2013



Reservoirs full but water use is high ✓

By Lynn Axelrod

The Marin Municipal Water District reported this week that although 2013 “is continuing to be unusually dry,” reservoirs “are at average levels for this time of year.”

As of April 14, reservoir storage was 93 percent of capacity, or 73,621 acre-feet. The average for this date is 91 percent, or 72,706 acre-feet. One acre-foot is 325,851 gallons.

Water use is heavy. For the week ending April 14 in the MMWD service area, 21.2 million gallons per day were used, compared to 15.9 million last year for the same period.

People are starting their irrigation systems earlier than last year because of dry conditions, according to Mike Ban, MMWD’s Environmental and Engineering Services Division Manager.

RAINFALL IS LOW

Rainfall measured at the Lagunitas reservoir from last July to April 14 of this year was 38.41 inches. Last year 39.83 inches fell in the same period. The average is 48.63 inches.

Rainfall recorded in Olema through April 19 was 29.64 inches, so far, during the 2013 ‘water year,’ according to the Tomales Bay Watershed Council. This is almost eight inches below the 30-year annual average of 37.5 inches.

A water year is October through the following September. In water year 2010 rainfall in Olema was 47.3 inches; in 2011, 53.75 inches; in 2012, 33.26 inches.

The North Marin Water District reports below average rainfall. The Stafford Lake reservoir is at 89 percent of capacity.

Rainfall recorded by NMWD in Novato is 19.26 inches from last July to April 22. During the July 2011 to April 2012 period, rainfall totaled 17.06 inches. The yearly average from July 1 to June 30, according to NMWD, is 27.28 inches.

West Marin
Citizen
4/25/13

SALMON COPE WITH LOW RAINFALL

The low rainfall does not bode well for salmonids, the Watershed Council notes. Juvenile fish, known as smolts, are migrating to the ocean now. Adults that have been maturing at sea the past 1 to 2 years will be migrating in this fall and winter.

Although MMWD releases water from Kent Lake to Lagunitas Creek as conditions warrant, under a continuing order from the State Water Resources Control Board, no special steps are mandated at this time under current conditions. The releases keep water levels high enough for the cool temperatures salmon need to survive.

MMWD Principal Engineer Jon LaHaye explained that although this season’s rainfall is below normal, it’s “not low enough to be classified as a ‘Dry Year’... As a result MMWD will be making releases to maintain the ‘Normal Year’ instream flow requirements.”

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