



**NORTH MARIN  
WATER DISTRICT**

**NORTH MARIN WATER DISTRICT  
AGENDA - REGULAR MEETING  
June 4, 2013 – 7:30 p.m.  
District Headquarters  
999 Rush Creek Place  
Novato, California**

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<b>Est. Time</b>	<b>Item</b>	<b>Subject</b>
7:30 p.m.	<b>CALL TO ORDER</b>	
	1.	<b>APPROVE MINUTES FROM REGULAR MEETING</b> , May 21, 2013
	2.	<b>GENERAL MANAGER'S REPORT</b>
	3.	<b>OPEN TIME: (Please observe a three-minute time limit)</b>  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.	<b>STAFF/DIRECTORS REPORTS</b>
		<b>CONSENT CALENDAR</b>  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.	<b>Consent – Approve</b> Quitclaim Unused 12 Wentworth Easement
	6.	<b>Consent – Approve</b> Text for West Marin <i>Water Line</i> , Volume 11
	7.	<b>Consent – Approve</b> Text for Novato <i>Water Line</i> , Volume 14, Issue 29
	8.	<b>Consent – Approve</b> 2012 Consumer Confidence Report – Novato
	9.	<b>Consent – Approve</b> 2012 Consumer Confidence Report – Point Reyes
	10.	<b>Consent – Approve</b> LAFCO Alternate Special District Member Call for Nominations
	11.	<b>Consent – Approve</b> Adopt Revised District Policies Number 37, 38, 39 & 40
		<b>ACTION CALENDAR</b>
	12.	<b>Consider:</b> Request to Waive Turn-On Charge – 13 Sylvia Court
	13.	<b>Approve:</b> Update to County of Marin Re: Sewer Service to Individual Properties in Old Dillon Beach
	14.	<b>Approve:</b> KTA TATOR Inc. – Consulting Services Agreement
8:00 p.m.		<b>INFORMATION ITEMS</b>

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)

<b>Est. Time</b>	<b>Item</b>	<b>Subject</b>
	15.	Presentation of GFOA Certificate of Achievement for Excellence in Financial Reporting
	16.	Initial Review - West Marin Water and Oceana Marin Sewer Budgets
	17.	Board Review District Policies 41 – Vehicle Replacement 43 – Wireless Communication Facilities Lease Policy 44 – Integrated/ Multi-Benefit Water Resource Projects
	18.	NBWA Meeting – June 7, 2013
	19.	TAC Meeting – June 3, 2013
	20.	<b>MISCELLANEOUS</b> Disbursements City of Novato- Clean & Green Thank You letter  <u>News Articles:</u> KRCB - Russian River Flows North Marin Water District board president defends raises State appeals court Marin desalination environment analysis Novato's new fire chief 'one of our own' 20-Gallon Challenge Public Awareness Effort Debuts to Help Save Water this Summer
9:00 p.m.	21.	<b>ADJOURNMENT</b>

1

1 DRAFT  
2 NORTH MARIN WATER DISTRICT  
3 MINUTES OF REGULAR MEETING  
4 OF THE BOARD OF DIRECTORS  
5 May 21, 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 Novato residents, Hutch Turner and Karol Jo Kappel and, Denise Wade, (from Novato Fire  
13 Protection District), District employees Pablo Ramudo (Water Quality Supervisor), Stacie  
14 Goodpaster (Sr. Chemist), Robert Clark (Operations/Maintenance Superintendent), and Doug  
15 Moore (Construction/Maintenance Superintendent) were in the audience.

16 **MINUTES**

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

19 **GENERAL MANAGER'S REPORT**

20 **Novato Democrats Club**

21 Mr. DeGabriele informed the Board that he spoke to the Novato Democrats Club on  
22 Saturday, May 11<sup>th</sup>, focusing primarily on the Recycled Water Expansion Project and giving the club  
23 a general update on the District.

24 **Eco-Friendly Garden Tour**

25 Mr. DeGabriele informed the Board that he visited the two gardens in the Districts' service  
26 territory whom participated in the Eco-Friendly Garden Tour on Saturday, May 11<sup>th</sup>. He stated that  
27 one of the gardens was at a Lanham Village condominium and the other was part of Green Point  
28 Nursery.

29 **TAC Ad Hoc Committee**

30 Mr. DeGabriele informed the Board that he met with the Technical Advisory Committee Ad  
31 Hoc to discuss water conservation plans for the summer with Sonoma Marin Saving Water  
32 Partnership. He stated that there was discussion of promotions encouraging customers to take a

1 pledge to reduce water usage and give customers tips on how to conserve. He advised the Board  
2 that the Sonoma County Water Agency is working close with Air Quality Control Board and proposes  
3 to promote a “beat the heat day” when a spare the air day is in effect. He noted that this would  
4 consist of customers reducing irrigation on those days and would promote this message through  
5 radio advertisements. Mr. DeGabriele informed the Board that there would be more discussion  
6 regarding this at the June 3<sup>rd</sup> TAC meeting and that the Sonoma County Water Agency scheduled a  
7 meeting for late June where the National Weather Service will attend to explain a new weather  
8 forecasting tool that will give agencies a better predication for hot spells in the future.

9 Water Conservation Banner

10 Mr. DeGabriele advised the Board that he and Ryan Grisso have been working on replacing  
11 the water conservation banner facing Hwy 101. He believes that it is a good product and will be very  
12 innovative in promoting water conservation.

13 OPEN TIME

14 President Fraitres asked if anyone in the audience wished to bring up an item not on the  
15 agenda and the following items were discussed:

16 Karol Jo Kappel, a Novato resident, informed the Board that she has two issues with the  
17 District, one with her water being turned off and secondly, she has previously sent letters to the  
18 District regarding senior discounts on the service charge and has never received a response. Ms.  
19 Kappel informed the Board that her water was shut off on May 8<sup>th</sup>. She stated that she had called  
20 the District around March 7<sup>th</sup> to tell the customer service representative she would be out of the area  
21 and that she wouldn't be able to access her mail. She noted when she returned she had received  
22 water bills and notices and her water was turned off for a bill of \$37.48. She reminded the Board  
23 that she called and told the customer service representative that she would be gone and is now  
24 requesting that there be a refund for the fees it cost to turn the water back on. Ms. Kappel also  
25 informed the Board that she has previously written two letters to the District regarding a discount on  
26 the service charge for senior citizens and has never heard anything from the District.

27 Director Baker asked Ms. Kappel if she had a bill that was unpaid. Ms. Kappel informed  
28 Director Baker that she called the District and told someone that she was going to be out of town  
29 and had not received a bill before she left. She noted that she came home to her water being shut  
30 off.

31 Mr. DeGabriele informed Ms. Kappel that staff would investigate the issue and give her a  
32 response.

1 Hutch Turner, a Novato resident, expressed his concerns about the 9% raises being given to  
2 the General Manager and Chief Engineer. He stated that the action results in negative public  
3 perception when the District has previously instituted large rate increases. Mr. Turner stated that he  
4 did research on salaries throughout the County and giving the General Manager the raise would be  
5 out of line as he would make more than most County managers.

6 **STAFF/DIRECTORS REPORTS**

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

9 **MONTHLY PROGRESS REPORT**

10 Mr. DeGabriele provided the Board with the Monthly Progress Report for April. He stated that  
11 water consumption was up in both Novato and West Marin compared to last year. He noted that  
12 there are now 15 active Recycled Water customers versus two customers last year. Mr. DeGabriele  
13 advised the Board that there was steady production at the Stafford Treatment Plant through April.  
14 He informed the Board that the Lake Mendocino water levels have stabilized now that the  
15 Temporary Urgency Change Order has gone into effect and Russian River in-stream flows have  
16 been reduced. . He stated in Oceana Marin the storage and treatment plants are in good shape. Mr.  
17 DeGabriele stated that employees have worked over 473 days without lost timeHe noted that in the  
18 Summary of Complaints and Service Orders, complaints were down 22%, due to fewer customer  
19 issues and fewer leaks.

20 Mr. Bentley provided the Board with the Monthly Report of Investments. He stated that the  
21 investment portfolio is \$8.7M and that the cash balance was down \$187K for the month. He advised  
22 the Board that to date \$6.5M has been advanced for the Recycled Water Expansion Project and the  
23 District is waiting to receive reimbursement via grant and SRF Loan funds. Mr. Bentley stated that  
24 the weighted average Portfolio interest rate was 0.42%.

25 Director Petterle asked Mr. Bentley to explain the cash balance decrease.

26 Mr. Bentley stated that the money spent on the Recycled Water Expansion Project is being  
27 spent in advance before loan money is received and the balance will increase once the loan money  
28 is reimbursed.

29 **CONSENT CALENDAR**

30 At the request of Director Baker, item number 8 - North Coast Mussel Consortium – Request  
31 For Support Federal Legislative Update Hr 1823 was pulled for further discussion.

1 On motion of Director Schoonover, seconded by Director Rodoni and unanimously carried,  
2 items 6, 7, and 9 were approved on the Consent Calendar.

3 **SALARY ADJUSTMENT FOR CHIEF ENGINEER**

4 The Board recently met to consider the performance review for the General Manager and  
5 during that discussion the Board reviewed officer salary survey information and recommended a  
6 salary adjustment for the Chief Engineer.

7 The Board authorized a salary increase for the Chief Engineer to \$11,650/month  
8 (\$139,800/year).

9 **REVISED DISTRICT POLICIES NUMBER 29 & 32**

10 The Board was given District policies number 29 & 32 to review and revise at the prior Board  
11 meeting on May 7, 2013.

12 There were minor changes made to Policy Number 32 – District Vehicles Taken Home,  
13 adding language that employees may make occasional stops to conduct personal business in  
14 District vehicles and must abide by the District' Drug and Alcohol Abuse Policy.

15 The Board adopted the following revised polices, Policy Number 29 – Recognition at  
16 Retirement and Policy Number 32 – District Vehicles Taken Home.

17 **NORTH COAST MUSSEL CONSORTIUM – REQUEST FOR SUPPORT FEDERAL LEGISLATIVE**  
18 **UPDATE HR 1823**

19 Director Baker requested this item be removed from the consent calendar for further  
20 discussion.

21 In November 2012, the District joined the Consortium of North Coast Counties by signing the  
22 Memorandum of Understanding regarding the Zebra and Quagga Mussel Consortium to implement  
23 a regional approach to prevent Quagga and Zebra Mussel infestation.

24 Sonoma County Water Agency has recently requested assistance to support Federal  
25 Legislation (HR 1823) introduced by Congressman Mike Thompson, which would add Quagga  
26 Mussels under the Lacey Act defining the species as injurious.

27 Director Baker stated that he had no issues with the support letter but asked about  
28 equipment and other water craft that enter Stafford Lake.

1 Mr. DeGabriele stated that although infrequent, the Department of Fish and Game and  
2 Sonoma County Water Agency uses the lake to survey fish populations, along with Novato Fire  
3 Protection District for water rescue drills.

4 Director Baker stated that he has attended seminars on the Zebra and Quagga Mussels and  
5 stated that they are a big problem in the bigger lakes. Mr. DeGabriele added that not only does it  
6 mess up the facilities but it upsets the ecosystem as well and the Russian River is the most  
7 important due to listed fisheries.

8 Director Baker asked if someone inspects the District boats along with others that enter  
9 Stafford Lake.

10 Robert Clark stated that the Department of Fish and Game has given two demonstrations to  
11 District staff on how to complete inspections of the vessel and some employees have visited other  
12 agencies that complete these inspections as well. He stated that the District does require the same  
13 inspection tags as the Sonoma County Water Agency.

14 On motion of Director Baker, seconded by Director Petterle and unanimously carried, the  
15 Board authorized sending a letter of support for HR 1823.

16 **SURPLUS USED ION CHROMATOGRAPH**

17 The Water Quality Laboratory purchased a Dionex DX120 Ion Chromatograph and related  
18 equipment in 2002 for approximately \$45K. In 2009, the manufacturer discontinued support for parts  
19 and a replacement instrument was purchased in 2012.

20 The Board authorized surplusing the Dionex Ion Chromatograph and related equipment.

21 **ACTION CALENDAR**

22 **CONDITIONS OF EMPLOYMENT – GENERAL MANAGER (REVISED RESOLUTION 95-12)**

23 The Board has recently met to discuss the General Manager's performance review and  
24 "Conditions of Employment." The Board desires to authorize a salary increase in the amount of  
25 \$1,250/month.

26 Director Rodoni stated that he the Board had carefully considered this item including looking  
27 at the salaries of other water and wastewater agency chief executives in the area. He noted that the  
28 General Manager has gone several years without a raise. He said that the General Manager and  
29 Chief Engineer both are well deserved of the raise and that the District is trying to stay competitive



1 with other Districts. Director Rodoni stated that Mr. McIntyre has faithfully completed his work and  
2 has been on many special projects and done a fantastic job.

3 Director Schoonover stated that he agreed with Director Rodoni.

4 On motion of Director Baker, seconded by Director Schoonover and unanimously carried, the  
5 Board authorized Revised Resolution No. 95-12, North Marin Water District Conditions of  
6 Employment – General Manager.

7 Mr. DeGabriele thanked the Board and stated that he was very appreciative.

8 **MSN/AEEP CONTRACT AMENDMENT – CSW/STUBER-STROEH**

9 Mr. McIntyre informed the Board that staff had CSW/Stuber-Stroeh reassess their scope and  
10 budget to identify anticipated costs to complete the Aqueduct Energy Efficiency Project based on the  
11 District requested out of scope services. He noted that the current contract has a remaining balance  
12 of less than 25%. He stated that as a result of that review CSW submitted a proposal for additional  
13 services for \$80,580. Mr. McIntyre advised the Board that some of the additional costs would be for  
14 construction management during the MSN B3 AEEP project, and for landscape design, surveying,  
15 and potholing. Mr. McIntyre reminded the Board that some of the additional costs will be eligible for  
16 partial reimbursement by Caltrans.

17 President Fraites asked if these additional tasks came up after the initial proposal.

18 Mr. McIntyre stated that when the CSW original proposal came in was when Caltrans was  
19 still completing the design phase of the project. He informed the Board that all of the additional tasks  
20 have developed since the project has been developing.

21 Mr. DeGabriele noted that when travelling north on US 101 there is now 42” pipeline  
22 preparing to be installed in the B1 area and that construction is starting to happen.

23 On motion of Director Schoonover, seconded by Director Petterle and unanimously carried,  
24 the Board authorized the General Manager to execute a contract amendment with CSW/Stuber-  
25 Stroeh in the amount of \$80,600 for additional design engineering services related to the MSN and  
26 Aqueduct Energy Efficiency Project.

27 **MSN/AEEP CONTRACT AMEDNMENT – WHITE/PRESCOTT**

28 Mr. McIntyre advised the Board that at the October 16, 2012 meeting, the Board authorized a  
29 General Services Agreement between the District and White & Prescott for miscellaneous  
30 engineering consulting services. He noted that currently the total expenditures used are \$8,520 out

1 of \$10,000. Mr. McIntyre stated that although the contract amount has not been completely  
2 expended, additional authorized expenditures coupled with the Hamilton Elementary School Survey  
3 and Easement and on-going easements review for the MSN - Aqueduct Energy Efficiency Project  
4 staff is requesting an additional \$20K be added to the contract to cover the additional tasks.

5 On motion of Director Schoonover, seconded by Director Baker and unanimously carried, the  
6 Board authorized the General Manager to execute an amendment to White & Prescott's General  
7 Consulting Services Agreement in the amount of \$20K.

8 **FY14 INSURANCE PURCHASE**

9 David Bentley advised the Board that the District requested proposals for insurance  
10 coverage for the coming fiscal year from three brokers. He stated that Gallagher Insurance Services  
11 package proposal with pricing from Argonaut Insurance for property and liability coverage, and New  
12 York Marine for excess workers' compensation coverage was superior.

13 Mr. Bentley advised the Board that staff recommends increasing the property insurance  
14 deductible from \$10K to \$25K. He noted that property insurance protects the District against loss or  
15 damage that occurs to the District's buildings, equipment and water storage tanks. Mr. Bentley  
16 stated that there was no real change in the errors and omissions and employment practices liability  
17 which contains a \$1M Public Officials and Employment Practices Liability Policy.

18 Mr. Bentley informed the Board that the District reinstated its certification to self-insure  
19 workers' compensation liability and purchased an excess workers' compensation policy that protects  
20 the District against loss exceeding \$750K. He stated that staff recommends using New York Marine  
21 for excess workers' compensation with a \$49K premium.

22 On motion of Director Petterle, seconded by Director Baker and unanimously carried, the  
23 Board approved \$121,153 to be included in FY 2013/14 Operations Budget for FY14 Insurance.

24 **INFORMATION ITEMS**

25 **QUARTERLY PROGRESS REPORT – WATER QUALITY**

26 Pablo Ramudo, Water Quality Supervisor, provide the Board with the 3rd quarter progress  
27 report. He reminded the Board that the Stafford Treatment Plant started production on January 22nd  
28 and staff is continuing to monitor the chemistry of the water on a weekly basis, looking at algae and  
29 plankton in the Stafford Lake. He noted that total algae is down from last year and there is no taste  
30 and water odor issues. He stated that water served in both Novato and Pt. Reyes met Federal and  
31 State primary and secondary drinking water standards. Mr. Ramudo informed the Board that in

1 2012, District staff worked with the Grossi Dairy to restrict the spreading of manure close to the lake  
2 and this year nutrients and sediments entering the lake were down considerably, which shows  
3 tremendous promise. He advised the Board that operators were able to achieve from 51-54%  
4 removal of total organic carbon throughout the quarter and out of the 241 routine samples collected  
5 in the Novato water system there were no coliform positive samples this quarter. He noted that  
6 chlorine residual concentrations throughout the distribution system were good.

7 Mr. Ramudo stated that the raw water quality at the Coast Guard Wells in Pt. Reyes was  
8 good throughout the quarter and that the levels of constituents associated with salt water intrusion  
9 fell slightly. He stated that the chloride was just above the historical baseline level. He informed the  
10 Board that at the Point Reyes Treatment Plant there was one sample with detectable iron in March,  
11 while manganese was not detectable throughout the quarter. He noted that of 23 routine samples  
12 collected there were no coliform positive samples. Mr. Ramudo commented that the sprayer  
13 systems being used in West Marin at the Inverness Park, and Paradise Ranch Estates Tank #2, are  
14 reducing the concentration of disinfection byproducts.

15 **SECOND REVIEW – FY 2013/14 PROPOSED NOVATO WATER EQUIPMENT BUDGET**

16 Mr. Bentley provided the second review of the FY2013/14 proposed Novato Water  
17 Equipment Budget. He stated that there is \$231K proposed for next year and 75% of that is rolling  
18 stock, (four pickups and a fork lift). He noted that the amount budgeted is less than a year ago by  
19 \$1K. Mr. Bentley advised the Board that the budget will be brought back for a final review and  
20 approval at the public hearing scheduled for June 18, 2013.

21 Director Baker asked about the replacement of the phone system. He asked if it was old or  
22 malfunctioning.

23 Mr. Bentley stated that the replacement of the phone system is derived from the computer  
24 system. He noted that there are not a lot of problems but the system is out-dated. He informed the  
25 Board that there have been some complaints about the phone problems.

26 Director Baker asked if the phone system was digital now. Mr. Bentley answered that the  
27 phone system is a combined analog and digital system. He stated if the power goes out the phone  
28 system has lots of problems.

1 **SECOND REVIEW – PROPOSED FY14 & FY15 NOVATO CAPITAL IMPROVEMENT PROJECTS**  
2 **BUDGET**

3 Mr. Bentley provided the Board with the second review of the proposed FY14 & FY15 Novato  
4 Capital Improvement Project Budget. He stated that staff has been reviewing numbers for the  
5 Aqueduct Energy Efficiency Project and advised the Board that approximately \$10.3M worth of  
6 expenditures will be paid out and the District will receive reimbursement from Caltrans in the future.  
7 Mr. Bentley advised the Board that staff plans to stay within the \$2.5M budget for capital  
8 improvements on a pay-go basis during the following three years to get a number of projects done  
9 that have not been completed such as the Atherton Tank recoating.

10 Director Baker asked about the pipeline from the Stafford Treatment Plant towards Sutro and  
11 Novato Blvd. He asked if it has had any problems and about the materials.

12 Mr. McIntyre stated that it was budgeted in this year's budget to get an evaluation of that  
13 pipeline and it was not completed so it will be carried over into next year's budget.

14 Director Baker asked what the route of the pipe was. Mr. McIntyre stated that it runs by San  
15 Marin High School out to Stafford Lake on the south side of the pavement. Mr. McIntyre said that it is  
16 important the District start to monitor it and make sure to say ahead of serious deterioration.

17 Mr. Bentley advised the Board that the budget will be back for a final review and approval at  
18 the public hearing scheduled for June 18, 2013.

19 **SECOND REVIEW- FY 2013/14 PROPOSED NOVATO OPERATIONS BUDGET**

20 Mr. Bentley provided the Board with the second review of the FY 2013/14 Proposed Novato  
21 Operations Budget. He noted that the budgeted operating expenditures decreased by \$5K since the  
22 Board's review at the last meeting. He stated that \$725K increase was added to the budget for the  
23 Recycled Water System Expansion which will require an additional advance of that amount from the  
24 Novato System to the Recycled Water System this fiscal year. Mr. Bentley informed the Board that  
25 another change in the budget was recognition of the \$200K Caltrans contribution towards  
26 expenditures on the Aqueduct Energy Efficiency Project.

27 Mr. Bentley stated that the system operations part went unchanged with an 11% rate  
28 increase effective June 1, 2013 and projected water sales to be 2.7BG. He informed the Board that  
29 the cost for labor and purchase of materials, services, and supplies are up 4% and staffing level of  
30 50.5 full-time equivalent employees is in the proposed budget. Mr. Bentley did note that the  
31 Construction and Maintenance Superintendents are working with Mr. DeGabriele on staffing levels

1 and the Board might see some changes in the next version of the budget. Mr. Bentley stated that  
2 there is a 3% cost of living increase factored into the budgeted labor cost.

3 Mr. Bentley advised the Board that the budget will be back for a final review and approval at  
4 the public hearing scheduled for June 18, 2013.

5 **SECOND REVIEW – FY 2013/14 PROPOSED NOVATO RECYCLED WATER OPERATIONS**  
6 **BUDGET**

7 Mr. Bentley provided the Board with the second review of the FY 2013/14 proposed Novato  
8 Recycled Water Operations budget. He informed the Board that one of the changes that occurred  
9 since the initial budget review was a cost increase of \$725K, which results from an additional  
10 advance in the same amount from the Novato potable system this year, and corresponding increase  
11 in repayment to the Novato Potable System next fiscal year once Recycled Water expansion loan  
12 and grant monies are received. Mr. Bentley stated in that the Recycled Water System budget  
13 projects demand of 130MG next fiscal year, as 28 new accounts are projected to begin drawing  
14 recycled water. He advised the Board that the Recycled Water customers will have the same  
15 increases of an 8% commodity rate and a 20% fixed service charge effective June 1, 2013.

16 **DISTRICT BOARD POLICIES REVIEW NUMBERS 37, 38, 39 & 40**

17 Mr. DeGabriele advised the Board that there are four more policies for the Board to review.

18 He requested that the Board review the policies and let him know of any changes or  
19 comments they may have.

20 Director Baker asked about policy number 38 – Use of NMWD Meeting Room Policy/  
21 Conditions of Use, questioning how many request the District gets and about the insurance required.

22 Mr. Bentley stated that there hasn't been much request for the meeting room recently and  
23 that for those groups that do not have the proper insurance they can purchase liability insurance for  
24 the meeting.

25 Director Rodoni stated that he did not like the wording for the time allowed in policy number  
26 40 – Grand Jury Response.

27 Mr. Bentley stated that he added that wording because the last request the District received  
28 there was no time allowed to show the response to the Board for approval. Director Rodoni  
29 suggested maintaining the existing wording and informing the Board when such a circumstance  
30 arises.

1 **NBWRA UPDATE**

2 Mr. McIntyre provided the Board with a summary of the May 20th North Bay Water Reuse  
3 Authority meeting. He stated that the 3rd revised Memorandum of Understanding is now effective  
4 after 6 of the 9 member agencies have signed it. He noted that the MOU is extended from 3 years to  
5 5 years. He advised the Board that there is a schedule for the District and Novato Sanitary District's  
6 central recycled water project is scheduled to begin in FY17. Mr. McIntyre informed the Board that  
7 Ginger Bryant, NBWRA Federal Legislative consultant, has had discussions with the U.S. Bureau of  
8 Reclamation regarding the Phase 1 funding. He stated that she is putting pressure on the Bureau to  
9 provide remaining Phase 1 funds immediately. Mr. McIntyre advised the Board that Phase 2 will  
10 most likely be funded by loans using low interest rate and he will return to the Board with more  
11 updates in the future.

12 Director Schoonover stated that he believes Ginger Bryant has been very successful and is  
13 a good fit for Washington D.C.

14 **MISCELLANEOUS**

15 The Board received the following miscellaneous items: Disbursements, Fluoridation  
16 Advisory Committee Meeting #1, and LAFCO – Result of Election by Ballot.

17 President Fraites commended Mr. DeGabriele for participating on the Fluoridation Advisory  
18 Committee.

19 **CLOSED SESSION**

20 President Fraites adjourned the Board into closed session at 8:48 p.m. in accordance with  
21 Government Code Section 54956.8, Conference with Real Property Negotiator (Chris DeGabriele &  
22 David Bentley) regarding 42 Spinosa Way, Novato, CA.

23 **OPEN SESSION**

24 Upon returning to regular session at 9:02 p.m., President Fraites stated that during the  
25 closed session the Board had discussed the issue and no reportable action had been taken.

26 **ADJOURNMENT**

27 President Fraites adjourned the meeting at 9:03 p.m.

28 Submitted by

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30  
31  
32  
33

Katie Young  
District Secretary

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3



**4**

**5**

MEMORANDUM

To: Board of Directors

May 31, 2013

From: Drew McIntyre, Chief Engineer



Subject: Approve – Quitclaim Obsolete Pipeline Easement at 12 Wentworth Lane  
(APN 160-571-19)

R:\Folders by Job No\EASEMENT\QUITCLAIMS\Misc\12 Wentworth quitclaim BOD memo.doc

**RECOMMENDED ACTION:** The Board authorize the General Manger to execute a quitclaim of an obsolete pipeline easement at 12 Wentworth Lane.

**FINANCIAL IMPACT:** None.

North Marin Water District's 1997 master planning for expansion within the Marin Country Club area (Job 1718) included alternative routes to extend Zone 3 water to serve the westerly Fairway Drive area. Existing Zone 2 water was already within the service area from the early 1960s. Two higher pressure Zone 3 routes were considered for new higher elevation residential lot development. The first option was a "cross county" alignment via Wentworth Lane (at Caddy Ct) to open space (see Attachment 1). Second, was a pipeline parallel to Zone 2 in Fairway Drive. The latter was constructed circa 1983 thereby rendering the alternate easement crossing private property at 12 Wentworth Lane obsolete.

The owner at 12 Wentworth Lane submitted an application (with an advance of \$500) on May 21, 2013 to request quitclaim of said obsolete easement (Attachment 2). Staff has reviewed this request and recommends approval of the quitclaim. The resolution and new quitclaim deed is provided in Attachment 3.

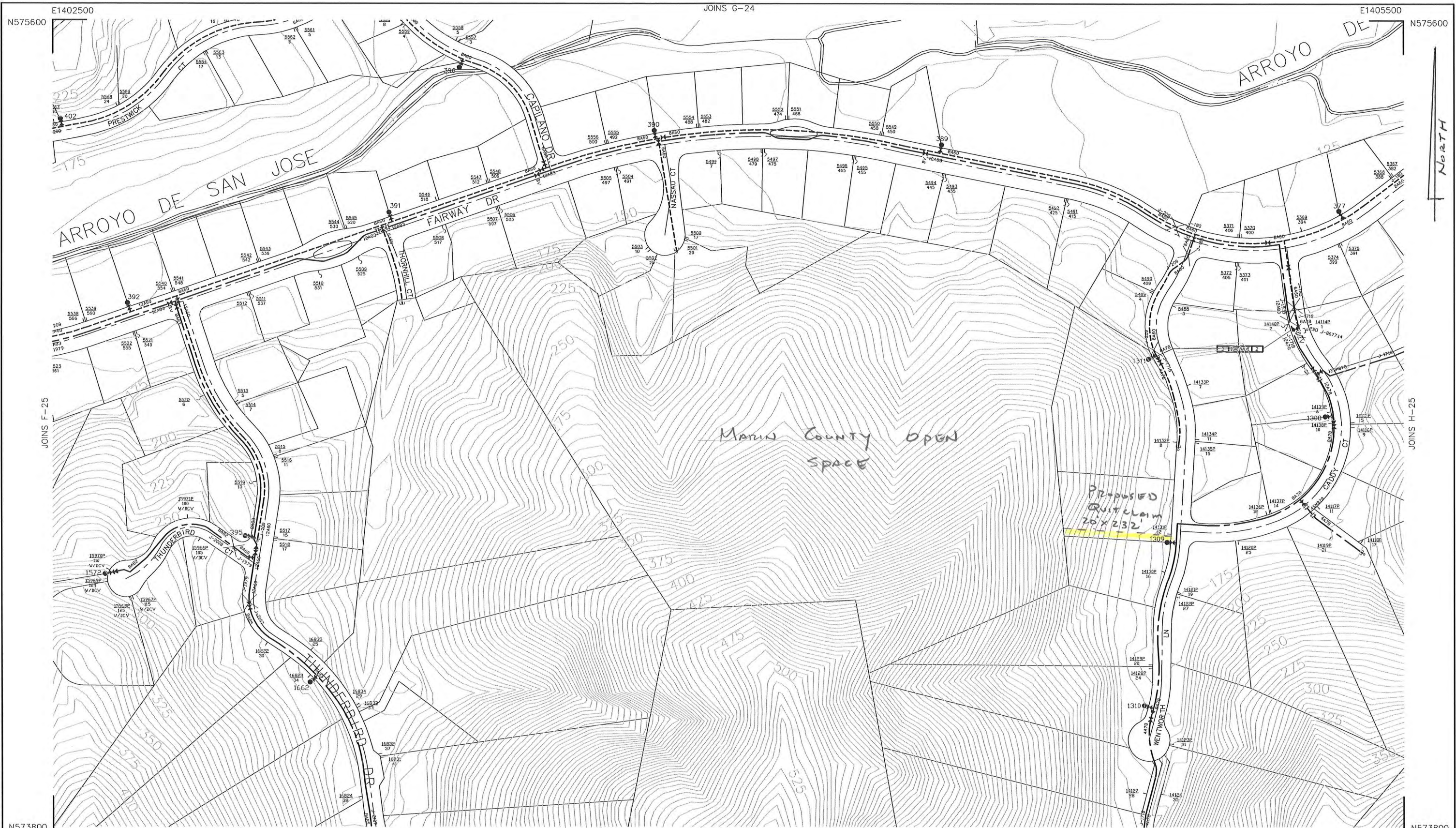
RECOMMENDATION:

That the Board authorize the General Manager to execute a quitclaim for an obsolete pipeline easement at 12 Wentworth Lane (APN 160-571-19).

Approved by GM CD

Date 5/31/2013

Mar 06, 2008 - 8:55am W:\JOB\FACILITY\G25\G-25.dwg User: ACANTILLER



**LEGEND:**

ZONE 1

ZONE 2

ZONE 3

ZONE 4

INTERMEDIATE



<b>NORTH MARIN WATER DISTRICT</b> NOVATO, CALIFORNIA		
<b>FACILITY MAP</b>		
DATE CREATED: 04/11/97 BY: MS	APPROVED DATE: BY:	DRAWING NO. <b>G-25</b>
REVISION DATE: 06/19/02 BY: CY	SCALE: 1" = 100'-0"	

NORTH MARIN WATER DISTRICT

Work Order & Control Sheet  
Small Projects - 1000 Series

W/O  
Job No. 1.1080.13

Date 5/21/13

Phone No. 415-531-2599

Applicant's Name Amadeo Arnal

Account No. 14131<sup>05</sup>

Service Address 12 Wentworth Lane

Zip Code 94949

Mailing Address 12 Wentworth Lane

Project Description: Quitclaim Deed prepared for removal of unused easement.  
P. / T. B. 1718

ESTIMATE: Date 2/7/13 \$ 500.00 Applicant Notified 2/7/13  
by Joe Kanne

AGREEMENT

1. The applicant hereby requests the District to perform the above described work including the furnishing of materials and labor as the District deems necessary.
2. Simultaneously with the execution of this agreement, the Applicant shall pay to the District the estimated cost set forth above.
3. Upon payment to the District of the estimated cost, the District shall perform the work in accordance with its standards and regulations. The public portion of the facilities shall be owned and maintained by the District.
4. If the actual cost incurred to the District as determined by the District exceeds the estimated cost prepaid by the Applicant, the Applicant shall immediately pay the amount of such excess to the District. If the actual cost is less than the estimated costs, the District shall refund the difference to the Applicant.

Dated: 5/20/13  
Am Arnal  
(Applicant's Signature)

North Marin Water District  
By: [Signature]



PAYMENT: Date Received 5/21/13 Amount \$ 500.00 Receipt No. 18231

WORK ORDER: Date Issued 5/21/13 Construction Completed \_\_\_\_\_

ACCOUNTING: Actual Costs \$ \_\_\_\_\_  Refund  Balance Due \$ \_\_\_\_\_  
Date \_\_\_\_\_ Voucher # \_\_\_\_\_ Invoice # \_\_\_\_\_ Receipt # \_\_\_\_\_

Comments \_\_\_\_\_

W/O DISTRIBUTION:  Construction\*  cc: Accounting  cc: Engineering File  
\*W/O ROUTING: Engineering → Construction → Accounting → Engr. File

999 RUSH CREEK PLACE/P.O. BOX 146  
NOVATO, CA 94948-0146

PHONE: 415 897-4133  
FAX: 415 892-8043

### NORTH MARIN WATER DISTRICT

#### RECEIPT

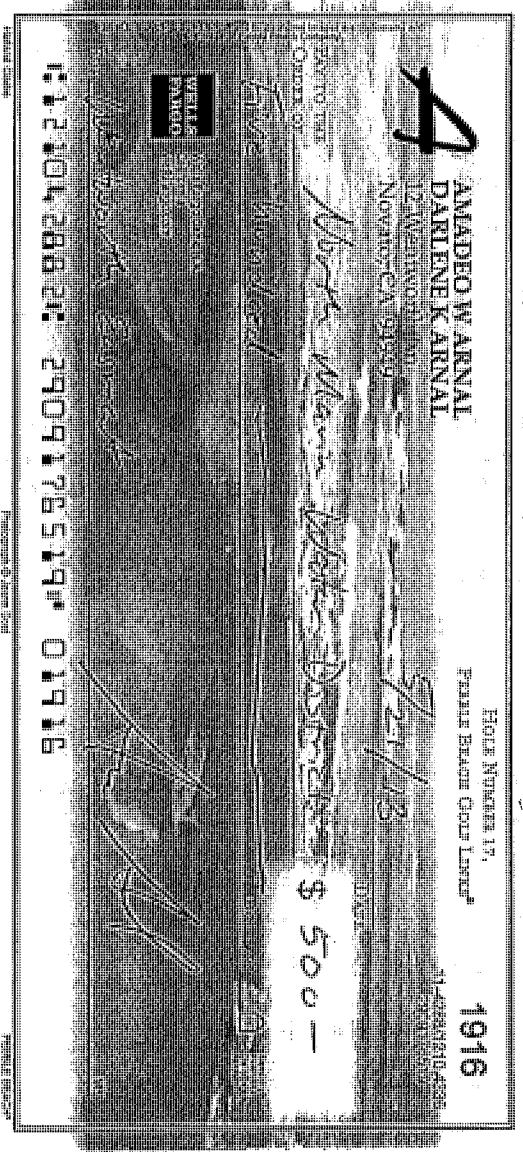
DATE 5/21/13 SERVICE NUMBER 14131<sup>05</sup>  
NAME Amadeo Arnal  
HOUSE ADDRESS OR PROJECT NAME 12 Wentworth Ln  
MAIL ADDRESS (same)  
CITY Novato STATE CA ZIP 94949  
AMOUNT RECEIVED \$500 - CHECK NO. 1916 RECEIVED BY JK

#### ACCOUNTING DISTRIBUTION

INVOICE NUMBER \_\_\_\_\_ JOB NUMBER w/o 1.1080.13  
Quitclaim Deed  
prepared for removal  
of unused easement

GENERAL LEDGER NUMBER	AMOUNT	DESCRIPTION
<u>22800.01.21</u>	<u>500.00</u>	<u>Advance for Engineering</u>

18231



RESOLUTION NO. 13-  
AUTHORIZATION OF EXECUTION OF QUITCLAIM DEED TO  
ARNAL FAMILY TRUST

BE IT RESOLVED by the Board of Directors of NORTH MARIN WATER DISTRICT that the General Manager and Secretary of this District be and they hereby are authorized and directed for and on behalf of this District to execute that certain Quitclaim Deed to providing for the release of a pipeline easement which is not required for District purposes.

\* \* \*

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the this 4<sup>th</sup> day of June 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

---

Katie Young, Secretary  
North Marin Water District

(SEAL)

Recording requested by:

NORTH MARIN WATER DISTRICT

When Recorded Mail To:

North Marin Water District  
P. O. Box 146  
Novato, CA 94948-0146

A.P.N. 160-571-19

J-1718

Space above this line

12 Wentworth Lane  
Novato, CA 94949

for Recorder's use

FOR BENEFIT OF THE DISTRICT

## QUITCLAIM DEED

FOR A VALUABLE CONSIDERATION Less than \$100, receipt of which is hereby acknowledged,

NORTH MARIN WATER DISTRICT, A Public Corporation

does hereby remise, release, abandon, and forever quitclaim to the Arnal Family Trust dated July 12, 2011, Amadeo Arnal and Darlene Arnal, Trustees, all of said District's right, title, and interest in and to the following described pipeline easement:

That certain 20' width strip of land designated "20' W.L.E." (water line easement), as said strip of land crosses Lot 423, all as shown upon that map entitled "Map of Marin Golf & Country club Estates Unit No. 7" filed for record, April 13, 1977 in Volume 16 of maps at page 92, Marin County Records.

Excepting therefrom, however, any portion of said strip of land lying outside of the boundary; of the aforesaid lot.

NORTH MARIN WATER DISTRICT

Date: \_\_\_\_\_

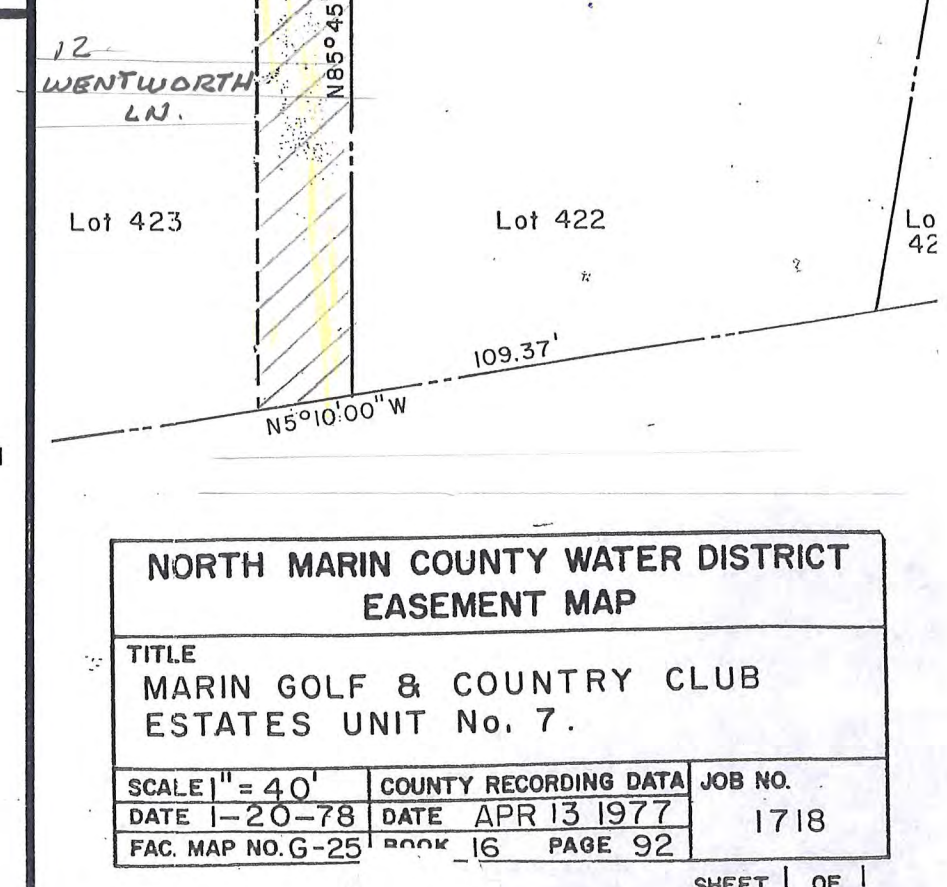
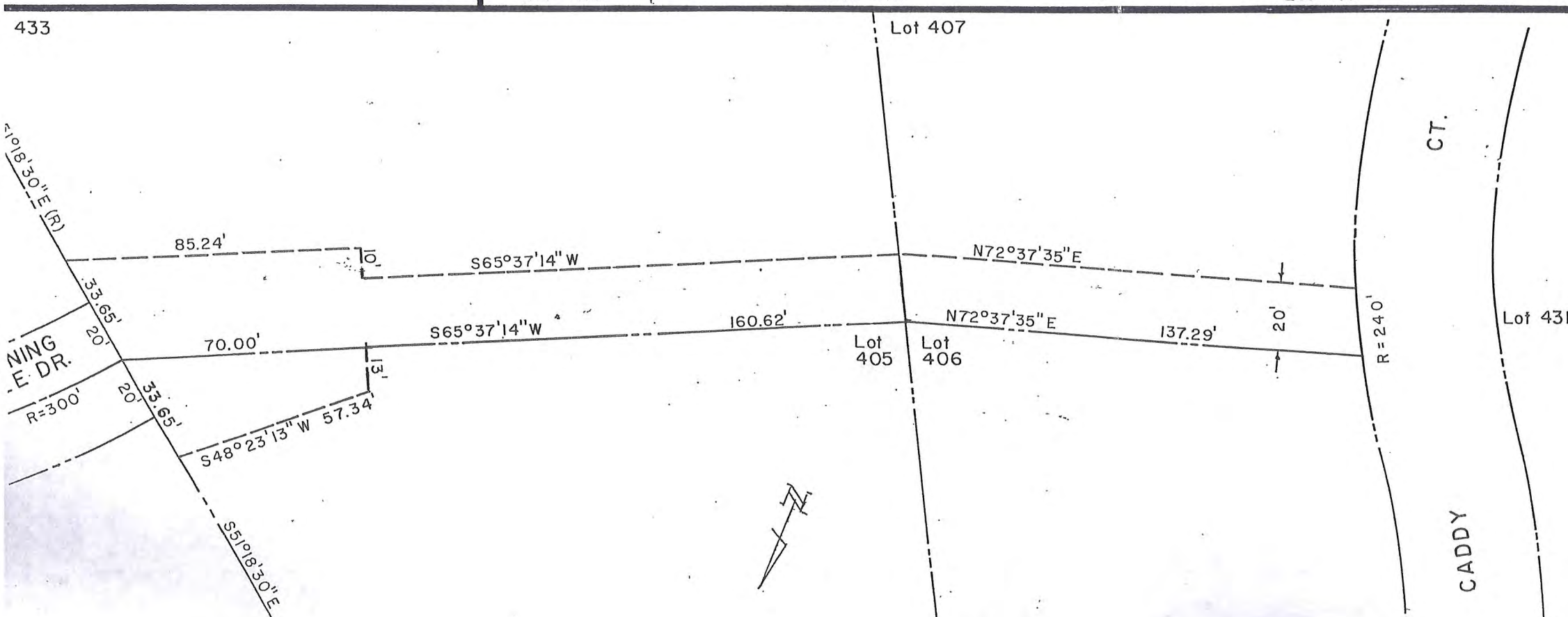
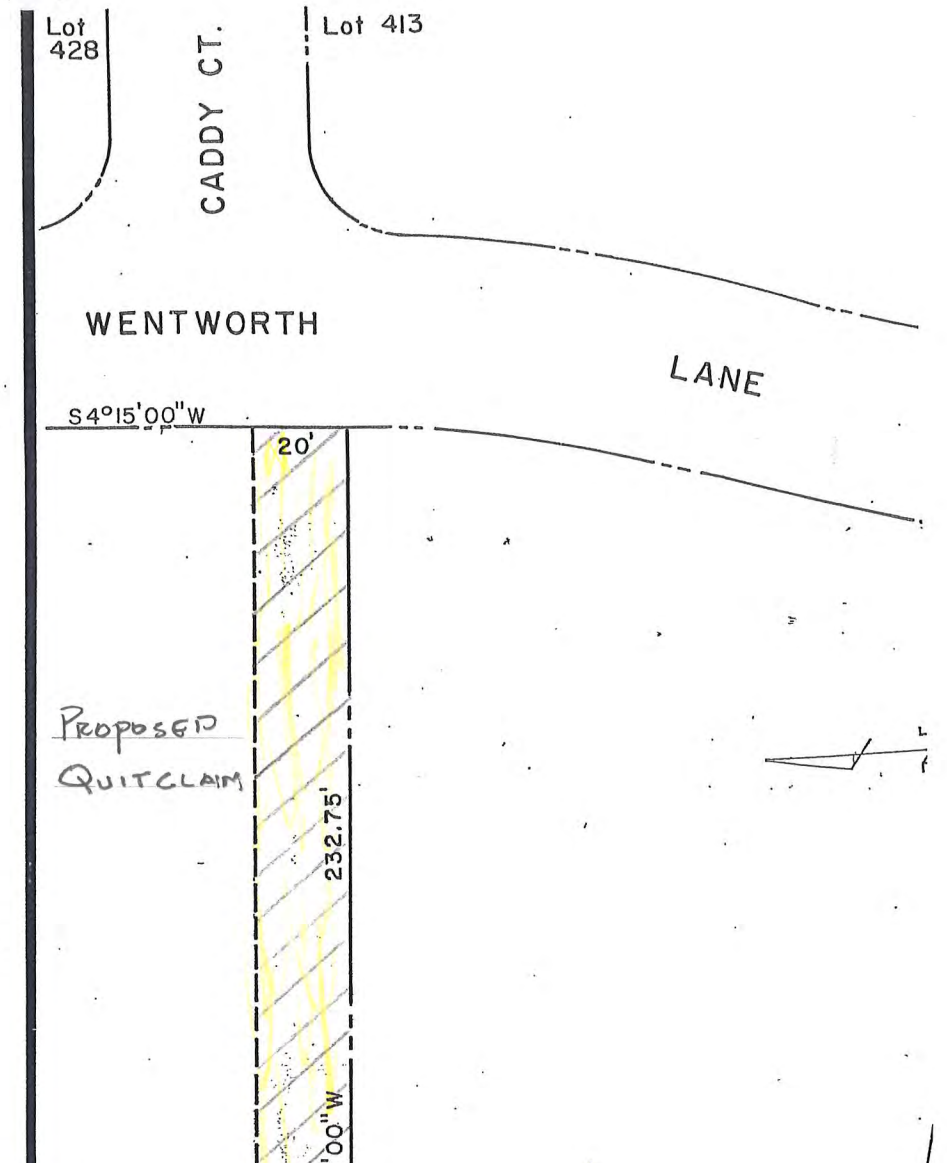
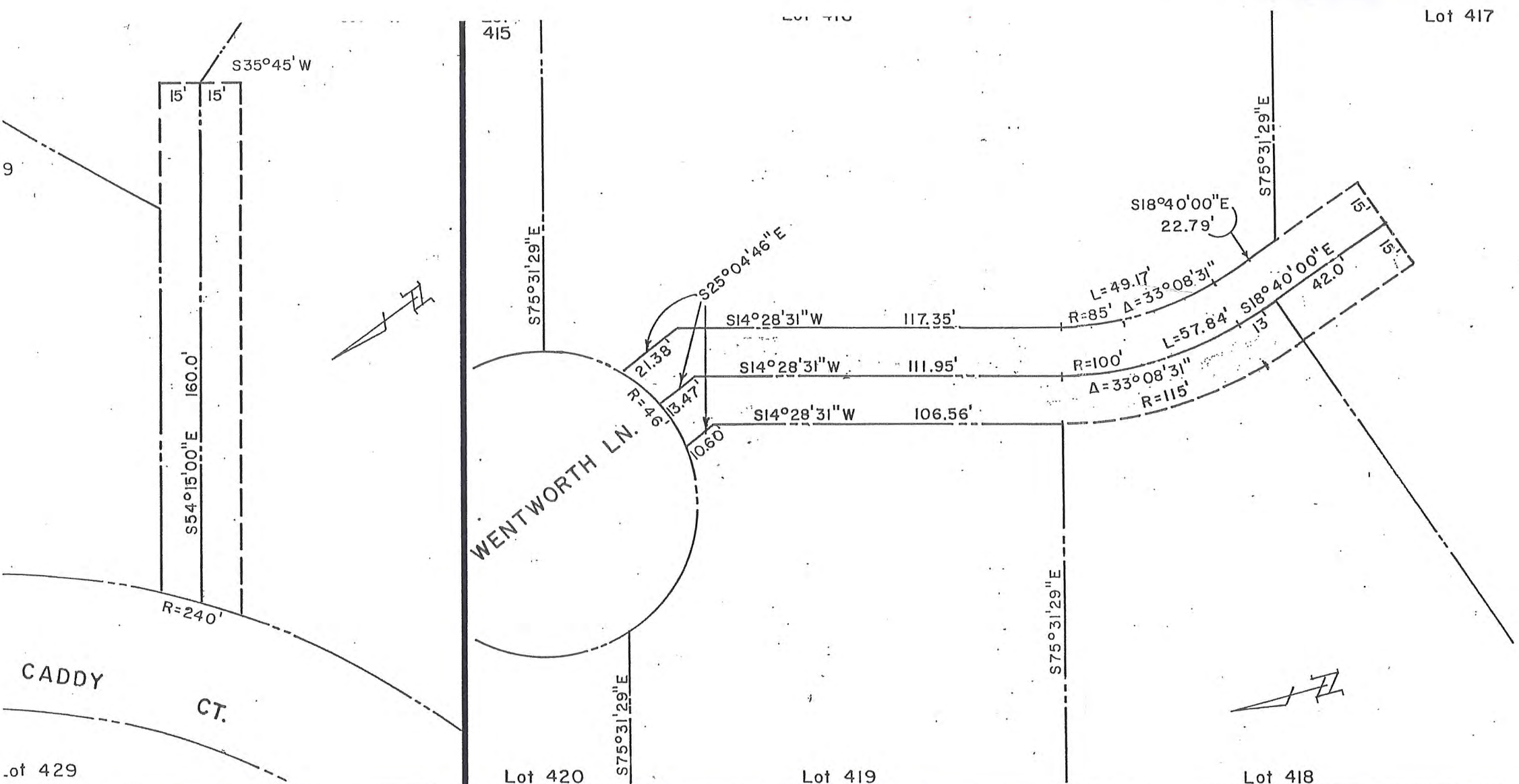
\_\_\_\_\_

Chris DeGabriele, General Manager

\_\_\_\_\_

Katie Young, District Secretary





NORTH MARIN COUNTY WATER DISTRICT EASEMENT MAP		
TITLE MARIN GOLF & COUNTRY CLUB ESTATES UNIT No. 7.		
SCALE 1" = 40'	COUNTY RECORDING DATA	JOB NO.
DATE 1-20-78	DATE APR 13 1977	1718
FAC. MAP NO. G-25	BOOK 16 PAGE 92	

6

MEMORANDUM

To: Board of Directors

May 31, 2013

From: Ryan Grisso, Water Conservation Coordinator *RG*

Subject: Approve Text for West Marin's *Water Line*, Volume 11  
\\Nmwdsrv1\water conservation\Memos to Board\Spring 2013 WM WaterLine Text 0513.doc

**RECOMMENDED ACTION:** Approve 2013 West Marin "*Water Line*"

**FINANCIAL IMPACT:** \$1,000 (included in WM FY 2012/2013 Budget)

Text for West Marin's Spring 2013 "*Water Line*", Volume 11 (Attached), is enclosed for your review and approval. Should any Board member have individual comments please provide them to the General Manager at the Board meeting on June 4, 2013. It is expected the "*Water Line*" will be mailed in early June 2013 in combination with the Consumer Confidence Report in an effort to save postage costs.

RECOMMENDATION

Board authorize the General Manager to approve text and design of West Marin's Spring 2013 "*Water Line*", Volume 11.

Approved by GM *CD*

Date *5/31/2013*

## West Marin Water Supply

Chris DeGabriele, General Manager

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

Rainfall at Kent Lake through April 1, 2012 totals just under 36 inches. While this will not be a dry year, It has been a dry spring. NMWD has reconstructed one of the Point Reyes wells and it is planned to be on-line for the summer season. West Marin customers are encouraged to use water efficiently and participate in NMWD Water Use Efficiency Programs (See back page).



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(415) 897-4133  
[www.nmwd.com](http://www.nmwd.com)



# Water Smart Savings Program

More water saving programs at [www.nmwd.com](http://www.nmwd.com)

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

## Cash for Grass



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

## Water Smart Landscape Efficiency Rebate

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

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

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



## High-Efficiency Toilet Rebate

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



## NMWD is on Facebook

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



## High-Efficiency Clothes Washer Rebate Program

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

## Other Water Smart Savings Programs

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



## Rainwater Harvesting and Graywater Rebate

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



**NORTH MARIN  
WATER DISTRICT**

**West Marin Water – Use it Wisely**



**7**

## MEMORANDUM

To: Board of Directors  
From: Ryan Grisso, Water Conservation Coordinator *RG*  
Subject: Approve Text for *Water Line*, Volume 14, Issue 29  
\\nmwdsrv1\water conservation\Memos to Board\Spring 2013 WaterLine Text 0513.doc

May 31, 2013

**RECOMMENDED ACTION:** Approve Spring 2013 Novato "*Water Line*" Text  
**FINANCIAL IMPACT:** \$6,000 (Included in FY 2012/2013 Budget)

Draft text and design for the Spring 2013 "*Water Line*", Volume 14, Issue 29 is attached for your review. This issue focuses on water supply and conservation, and the 20 Gallon Challenge Campaign implemented by the Sonoma Marin Saving Water Partnership. It also directs customers to the [www.nmwd.com](http://www.nmwd.com) website feature, allowing customers to log in and see a graph of their water use, rather than print the water use graphs on the letter. This change was also implemented last year and allows the District to downsize to a two page letter and cut overall cost by approximately \$3,500.

Should any Board member have individual comments please provide them to the General Manager at the Board meeting on June 4, 2013. It is expected the "*Water Line*" will be mailed in early June 2013 again in combination with the Consumer Confidence Report in an effort to save postage costs.

RECOMMENDATION

Board authorize General Manager to approve final text and design of Spring 2013 Novato "*Water Line*", Volume 14, Issue 29.

Approved by GM *CD*  
Date *5/31/2013*



**NORTH MARIN  
WATER DISTRICT**

# THE WATER LINE

NOVATO'S WATER CONSERVATION NEWSLETTER • VOLUME 14 ISSUE 29 SPRING 2013

## Water Supply Update: Novato's Water - Use it Wisely

**C**urrent Water Supply: This year rainfall in Novato has been well below average and water stored in Lake Mendocino is projected to fall to very low levels. That water we needed to meet in-stream flow needs for the endangered salmon populations on the Russian River as well as the needs for agriculture and urban users.

Locally, Stafford Lake is at 85% capacity. Production at the Stafford Lake Treatment Plant began in January. Recycled water facilities at both Novato Sanitary District and Las Gallinas are operating and delivering highly treated recycled water to StoneTree Golf Course and other irrigation users. NMWD will continue to utilize our local supplies to the fullest extent possible. While there are currently no mandatory water use restrictions in the Novato service area this summer the situation on the Upper Russian River is more serious than 2009 when Russian River diversions were curtailed by 25%. Do your part and sign up for the **20 Gallon Challenge** this summer.

**Future Water Supply:** Construction will continue this summer to enhance fish habitat on one mile of Dry Creek downstream of Lake Sonoma, tributary to the Russian River, at a cost of \$7 Million.

### Expanded Recycled Water is Here!

NMWD is working with the Novato Sanitary District (NSD) and Las Gallinas Valley Sanitary District (LGVSD) to expand the use of recycled water in Novato. This past year you have likely observed recycled water pipeline construction work in both North and South Novato. The Novato North Area pipeline construction is complete and to date, eight sites are now receiving recycled water from NSD, with another five to be connected this summer. Recycled water pipeline construction in the South Novato (Hamilton) is complete and NMWD is serving recycled water from LGVSD to six sites with another twenty seven sites to be connected this summer.

*For more information on the Recycled Water Expansion Project, please visit [www.nmwd.com](http://www.nmwd.com).*

An additional 2 to 5 miles of habitat enhancement will be needed over the next ten years. NMWD and other retailers receiving Russian River supplies are obligated to pay for necessary fishery enhancements on the Russian River system to protect coho and Chinook salmon and steelhead trout.

Reliance on our existing available supplies from the Russian River and Stafford Lake, expanded use of recycled water to offset potable supplies now used for outside irrigation and continued emphasis on water use efficiency are vitally important this summer.

The cost of stretching our existing supplies along with the costs to meet fisheries obligations noted in this message means

that water rates are increasing. The current cost of water service for a typical Novato customer will remain a good value when compared to other urban area retail water agencies (see NMWD website).

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

**It's a dry year, together we can make a difference**



# 20 GALLON CHALLENGE

**Take the 20-Gallon Challenge and help SAVE OUR WATER during the HOT summer months. Reduce water use by 20 gallons per person per DAY.**

**Simple changes make a big difference. Visit our website for a full menu of water saving tips.**

[www.20gallons.org](http://www.20gallons.org)







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## Water Smart Savings Program

More water saving programs at [www.nmwd.com](http://www.nmwd.com)

Like Us On  **facebook**

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

### Cash for Grass



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

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### High-Efficiency Toilet Rebate

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



### High-Efficiency Clothes Washer Rebate Program

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

## Free Water Smart Home Survey Program

This Spring and Summer NMWD will focus the Water Smart Home Survey on outdoor water use. We will still perform the indoor portions of the survey upon request. The survey has also been expanded to include commercial, irrigation and other non-residential customers.

Our friendly, knowledgeable survey technicians can show you how to easily become more water use efficient and save money, and we'll even help you program your irrigation controller. You'll also get free low-flow showerheads and aerators as needed to achieve maximum water use efficiency.

### On the Survey we will inspect:

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



Call today to schedule your **Free Water Smart Home Survey:** 707-547-1909

8

MEMORANDUM

To: Board of Directors  
From: Pablo Ramudo, Water Quality Supervisor *PR*  
Subject: 2012 Consumer Confidence Report- Novato  
P:\LAB\WQ Supv\CCR\2012\Memo to board re 2012 ccr novato.doc

May 31, 2013

**RECOMMENDED ACTION:** Approve Text for 2012 Consumer Confidence Report - Novato  
**FINANCIAL IMPACT:** \$3500 (Included in FY 2012/2013 Budget)

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

Should any Board member have individual comments please provide them at the meeting on June 4<sup>th</sup>, 2013. The water quality report will be mailed out along with the Waterline newsletter to save around \$4000 dollars in postage as opposed to mailing it on its own.

RECOMMENDATION

Authorize the General Manager to approve final text and design for the 2012 Consumer Confidence Report for Novato subject to comments received from the Board of Directors.

Approved by GM *LD*

Date *5/31/2013*



# NORTH MARIN WATER DISTRICT

2012 ANNUAL WATER QUALITY REPORT • NOVATO EDITION • PUBLISHED MAY 2013

**In 2012, water provided by North Marin Water District met or surpassed every federal and state drinking water standard.**



This brochure is a snapshot of water quality monitoring performed in 2012. Included are details about where your water comes from, what it contains, and how it compares to state standards. If you have any questions regarding this Water Quality Report, contact Pablo Ramudo, Water Quality Supervisor, (415) 897-4133 or (800) 464-6693.

This report is available on our website: [www.nmwd.com](http://www.nmwd.com)

North Marin Water District's Stafford Lake Water Treatment Plant produces about 20% of the water needed for Novato. This facility is designed to produce water which meets or exceeds strict new federal standards for water quality. The water treatment process uses chlorine dioxide and polymers to treat water prior to filtration through layers of sand garnet and anthracite. The water then passes through granular activated charcoal to remove any remaining impurities before pH adjustment and the addition of a small amount of chlorine for disinfection.

Most of Novato's water supply is purchased as treated water from Sonoma County Water

Agency (SCWA). The SCWA water supply is collected from gravel beds 80 feet below and adjacent to the Russian River. The quality of this naturally-filtered water is excellent, making additional treatment unnecessary. Water from additional SCWA wells in the Santa Rosa plain can be blended with the Russian River well water to augment water supply. Before delivering the water to Novato, SCWA adds small amounts of chlorine and sodium hydroxide to ensure purity and to adjust pH.

The Stafford Lake water supply blends with the SCWA water supply in the Novato water distribution system. The percentage from each source can vary during the day.

Este informe contiene información muy importante sobre su agua potable.

Tradúzcalo o hable con alguien que lo entienda bien. Para más información, llame al (415) 897-4133.

TABLE 1 Report on Detected Constituents with a Primary Drinking Water Standard (PDWS)					SONOMA COUNTY WATER AGENCY		STAFFORD WATER TREATMENT PLANT	
CONSTITUENT	UNITS	PHG / [MRDL] (MCLG)	MCL / [MRDL] (PDWS)	TYPICAL SOURCE	Average	Range	Average	Range
Fluoride	mg/l	1.0	2.0	Erosion of natural deposits	0.16	ND - 0.20	0.15	0.14 - 0.16
Nitrate (as N)	mg/l	10	10	Soil runoff from fertilizers, leaching from septic systems and sewage	ND	ND	ND	ND
Radioactivity Gross Alpha	pCi/l	0	15	Erosion of natural deposits	ND (4)	ND - (4)	ND	ND
Aluminum	mg/l	0.6	1.0	Erosion of natural deposits	ND	ND	ND	ND
DISTRIBUTION SYSTEM WATER								
Chlorine, Free	mg/l	[4.0]	[4.0]	Drinking water disinfectant added for treatment	Average = 0.46 Range = ND - 1.56			
Total Coliform Bacteria	% of samples positive	0	>5% of monthly samples positive	Naturally present in the environment	All samples negative (986 samples collected)			
Copper (1)	µg/l	170	(AL 1300)	Internal corrosion of household plumbing systems	30 samples collected, none above the action level 90th percentile = 83 Range = ND - 100			
Lead (1)	µg/l	2	(AL 15)	Internal corrosion of household plumbing systems	30 samples collected, none above the action level 90th Percentile = ND Range = ND-5.3			
Total Trihalomethanes (2)	µg/l	n/a	80	By-product of drinking water disinfection	Highest annual average = 43.3 Range = 19.3 - 52.9			
Total Haloacetic Acids (2)	µg/l	n/a	60	By-product of drinking water disinfection	Highest annual average = 12.5 Range = 2.8 - 17.4			



TABLE 2 Constituents With Aesthetic Concerns and/or a Secondary Drinking Water Standard				SONOMA COUNTY WATER AGENCY		STAFFORD WATER TREATMENT PLANT	
CONSTITUENT	UNITS	SMCL	TYPICAL SOURCE	Average	Range	Average	Range
Color	PCU	15	Naturally-occurring organic materials	ND	ND	ND	ND
Odor	TON	3	Naturally-occurring organic materials	ND	0 - 300	ND	ND
Chloride	mg/l	500	Runoff / leaching of natural deposits	5.6	5.4 - 26	61	58 - 64
Sulfate	mg/l	500	Leaching of natural deposits, treatment chemicals	13	2.3 - 14	9.4	9.3 - 9.6
Turbidity	NTU	5	Soil runoff	0.04	0.03 - 0.47	0.15	0.11 - 0.19
Total Dissolved Solids	mg/l	1000	Runoff / leaching of natural deposits	150	140 - 220	270	220 - 320
Sodium	mg/l	n/a	Naturally-occurring and treatment chemicals	9.4	8.5 - 44	34	32 - 36
Hardness (3)	mg/l	n/a	Leaching of natural deposits	130	45 - 150	110	107 - 114
Radon	pCi/l	n/a	See "Radon in Air," back page	160	140 - 430	n/a	n/a
Specific Conductance	µmhos/cm	1600	Substances that form ions in water	230	150 - 280	380	350 - 400
Manganese	µg/l	50	Leaching from natural deposits	24	ND - 79	ND	ND - 23

**LEGEND**

**PHG (Public Health Goal):** The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.

**MCLG (Maximum Contaminant Level Goal):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency (EPA).

**MCL (Maximum Contaminant Level):** The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs (SMCL) are set to protect the odor, taste, and appearance of drinking water. MCLs and SMCLs are set by the California and/or U.S. EPA.

**PDWS (Primary Drinking Water Standard):** MCLs and MRDLs, for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

**AL (Action Level):** The concentration of a contaminant that, if exceeded, triggers treatment or other requirements that a water system must follow.

**TT (Treatment Technique):** A required process intended to reduce the level of a contaminant in drinking water.

**NTU (Nephelometric Turbidity Units):** A measure of suspended material in water.

**90th Percentile:** Compliance based on highest value after eliminating the highest 10% of values.

**Maximum residual disinfectant level (MRDL):** The level of a disinfectant added for water treatment that may not be exceeded at the consumer's tap.

**Maximum residual disinfectant level goal (MRDLG):** The level of a disinfectant added for water treatment below which there is no known or exposed risk to health. MRDLGs are set by the U.S. EPA.

**mg/l** = milligrams per liter (parts per million) -equivalent to 4 drops of water in the average sized bathtub.

**µg/l** = micrograms per liter (parts per billion) -equivalent to 50 drops in an olympic size swimming pool

**µmhos/cm** = micromhos per centimeter

**ND** = Not Detected

**n/a** = Not Applicable

**PCU** = platinum cobalt units

**pCi/l** = picocuries per liter

(1) Regulations require sampling every three (3) years.

(2) Compliance based on a four-quarter running average at each distribution system monitoring location.

(3) Average hardness shown in mg/L equates to 6.4 to 7.6 grains per gallon.

(4) 2005-2008 data.

**Concerning Lead and Drinking Water**

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. NMWD is responsible for providing high quality drinking water to your meter, but cannot control the variety of materials used in home plumbing components. When water in your household plumbing has been sitting for several hours, you can minimize the potential for lead exposure by running your tap water for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at [www.epa.gov/safewater/lead](http://www.epa.gov/safewater/lead).

## A Message From the United States Environmental Protection Agency

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells.

As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive materials, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- **Microbial Contaminants**, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- **Inorganic Contaminants**, such as salts and metals, that can be naturally occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.
- **Pesticides and Herbicides**, that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.
- **Organic Chemical Contaminants**, including synthetic and volatile organic chemicals, that are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, agricultural applications and septic systems.
- **Radioactive Contaminants**, that can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the U.S. Environmental Protection Agency (USEPA) and the California Department of Public Health (CDPH) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. DHS regulations also establish limits for contaminants in bottled water that provide the same protection for public health.

**Drinking water, including bottled water**, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the USEPA's Safe Drinking Water Hotline (1-800-426-4791).

**Some people may be more vulnerable** to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. USEPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

### Cryptosporidium & Giardia

In 2006, NMWD monitored the Stafford source water for *cryptosporidium* and *giardia*, which are microbial pathogens found in surface water. Filtration can remove *cryptosporidium* but cannot guarantee 100 percent removal. Chlorine disinfection kills *giardia*. Samples of untreated Stafford Lake water were taken for the first three months of 2006, and two *cryptosporidium* and four *giardia* were found. **Should you be concerned?** Healthy individuals should not be concerned. However, immuno-compromised people are at a greater risk. We suggest immuno-compromised individuals to consult their physician regarding appropriate precautions.

### Radon In Air

Radon is a radioactive gas that can move from decomposed granite soils into a home through cracks and holes in the foundation. Radon can also get into indoor air when running tap water for showering and other household activities. In most cases, radon from tap water is a small source of radon in air. Radon is a known human carcinogen. It can lead to lung cancer. Drinking water containing radon may also cause increased risk of stomach cancer. The SCWA water was tested for Radon and showed an average of 160 and a range of 140-430 pCi/L (picocuries per liter). There is no federal regulation for radon levels in drinking water. Exposure over a long period of time to air transmitting radon may cause adverse health effects. If you are concerned about radon in your home, **test the air in your home!** Testing is inexpensive and easy. For additional information, call your state radon program or call EPA's Radon Hotline (800-SOS-RADON).

### Notice To Kidney Dialysis Patients

Chlorine dioxide is used as a pre-oxidant in water produced from Stafford Water Treatment Plant. Customers undergoing kidney dialysis treatment are advised to use sufficient pre-treatment to ensure chlorine dioxide does not pose a threat to the dialysis process.

## Drinking Water Source Assessment for SCWA Groundwater Supply

In January 2001, a Drinking Water Source Assessment for all of the SCWA's water sources was conducted to identify if any potential sources of contamination exist.

The SCWA source water is extracted from groundwater via 6 Ranney Collectors and 7 wells located at Wohler and Mirabel, and three wells in the Santa Rosa Plain. The aquifer is recharged by subsurface flows and Russian River water filtering down through the gravel riverbed.

Most of the SCWA water supply comes from wells at Wohler and Mirabel adjacent to the Russian River. These sources are considered to be most vulnerable from wastewater treatment and gravel mining in the area. However, no contaminants associated with these activities were detected in the drinking water.

The SCWA also operates three groundwater wells on the Santa Rosa Plain near Occidental Road, Todd Road and Sebastopol Road. These sources are considered to be most vulnerable from animal feeding operations. However, no contaminants associated with this activity were detected in the drinking water.

A copy of the complete assessment may be reviewed at the California Department of Public Health, Drinking Water Field Operations Branch, 50 D Street, Suite 200, Santa Rosa, CA 95404. You may request a summary of this assessment be sent to you by contacting the Office Representative at 707-576-2145 (voice) or 707-576-2722 (fax).

## Drinking Water Source Water Assessment For Stafford Lake

An assessment of watershed activities, which may affect the Stafford Lake source of supply, was performed in 2002 as required by the U.S. Environmental Protection Agency. The watershed activities identified with the highest potential for contamination of Stafford Lake are animal feeding/ waste disposal at the existing stable and dairy operations on the watershed. These activities increase the potential to introduce microbial contaminants and nutrients to Stafford Lake. NMWD actively works with the stable and dairy owners to control their operations and reduce potential contaminants. The Stafford Lake source water is routinely monitored by NMWD to insure the controls are effective.

A copy of the complete assessment is on file at the North Marin Water District office at 999 Rush Creek Place, Novato.

9

MEMORANDUM

To: Board of Directors  
From: Pablo Ramudo, Water Quality Supervisor *PR*  
Subject: 2012 Consumer Confidence Report- Point Reyes  
P:\LABIWQ Supv\CCR\2012\Memo to board re 2012 ccr PR.doc

May 31, 2013

**RECOMMENDED ACTION:** Approve Text for 2012 Consumer Confidence Report - Point Reyes

**FINANCIAL IMPACT:** \$1500 (Included in FY 2012/2013 Budget)

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

Should any Board member have individual comments please provide at the meeting on June 4<sup>th</sup>, 2013. The water quality report will be mailed out along with the Waterline newsletter to share postage.

RECOMMENDATION

Authorize the General Manager to approve final text and design for the 2012 Consumer Confidence Report for Point Reyes subject to comments received from the Board of Directors.

Approved by GM *CD*  
Date *5/31/2013*





# NORTH MARIN WATER DISTRICT

2012 ANNUAL WATER QUALITY REPORT • POINT REYES AREA EDITION • PUBLISHED MAY 2013

**In 2012, water provided by North Marin Water District met or surpassed every federal and state drinking water standard.**



This Brochure is a snapshot of water quality monitoring performed in 2012. Included are details about where your water comes from, what it contains, and how it compares to regulatory standards. If you have any questions regarding this Water Quality Report, contact Pablo Ramudo, Water Quality Supervisor, (415) 897-4133 or (800) 464-6693

This report is available on our website: [www.nmwd.com](http://www.nmwd.com)

North Marin Water District's water is pumped from two wells located in Point Reyes Station near Lagunitas Creek. Testing shows that the quality of the well water is excellent. Iron and manganese are the principal contaminants found in this water, and although they do not have any negative effects on health, they can affect the color of the water and result in staining. For this reason, we treat and filter the water to completely remove both of these metals. Chlorine is added as a disinfectant.

Due to their proximity to Lagunitas Creek and Tomales Bay, the wells are periodically prone to salt water intrusion during very high tides. Once salty water is in the aquifer that feeds the wells it can take many months for salinity levels to return to normal. We typically take steps to

minimize the amount of salty water that is drawn into our wells, but this past year one of the wells failed and we were unable to take these steps. Despite this, we did not have a significant salt water intrusion. A replacement well has been constructed and permitting approval from the California Department of Public Health should be completed by the beginning of summer, just in time to supply water during peak demand periods. NMWD is also planning a new upstream well and connecting pipeline from which we can draw to avoid salinity in the future.

NMWD is committed to supplying safe water that meets or surpasses state and federal standards and achieves the highest standards of customer satisfaction.

Este informe contiene información muy importante sobre su agua potable.

Tradúzcalo o hable con alguien que lo entienda bien. Para más información, llame al (415) 897-4133.

**North Marin Water District — Point Reyes Water Service Area  
Report of Detected Constituents of Concern**

CHEMICAL	UNITS	PHG / [MRDLG] (MCLG)	MCL / [MRDL] (PDWS)	POINT REYES TREATMENT PLANT	POINT REYES DISTRIBUTION SYSTEM	TYPICAL SOURCE OF CHEMICAL
Total Trihalomethanes	µg/l	n/a	80 <sup>1</sup>	n/a	Highest Running Annual average = 45 Range = 18 - 54	By-product of drinking water disinfection
Haloacetic Acids (HAA5)	µg/l	n/a	60 <sup>1</sup>	n/a	Highest Running Annual average = 13 Range = 2.7 - 14	By-product of drinking water disinfection
Lead <sup>2</sup>	µg/l	2	(Action level 15)	n/a	90th percentile = ND None of 10 samples above action Level	Internal corrosion of household water plumbing systems; erosion of natural deposits
Copper <sup>2</sup>	µg/l	170	(Action level 1300)	n/a	90th percentile = 1100 None of 10 samples above action level	Internal corrosion of household water plumbing systems; erosion of natural deposits
Barium	mg/l	2.0	1.0	ND	n/a	Erosion of natural deposits
Fluoride	mg/l	1.0	2.0	Average = 0.10 Range = 0.10 - 0.11	n/a	Erosion of natural deposits
Chlorine, free	mg/l	[4.0]	[4.0]	n/a	Average = 0.44 Range = ND - 1.24	Drinking water disinfectant
Coliform Bacteria	# of positive samples per month	0	2 or more positive monthly samples	n/a	Highest number of positive samples collected in any month = 1 (1 sample out of 96 collected in 2012)	Naturally present in the Environment

<sup>1</sup> MCL is based on annual average of distribution samples. <sup>2</sup> Regulations require sampling every 3 years.

**LEGEND**

**PHG (Public Health Goal):** The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.

**MCLG (Maximum Contaminant Level Goal):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency (USEPA).

**MCL (Maximum Contaminant Level):** The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs (SMCL) are set to protect the odor, taste, and appearance of drinking water. MCLs are set by the California and/or USEPA.

**PDWS (Primary Drinking Water Standard):** MCLs (or MRDLs), for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

**MRDLG (Maximum Residual Disinfectant Level Goal):** The level of a disinfectant added for water treatment below which there is no known or exposed risk to health. MRDLGs are set by the USEPA.

**MRDL (Maximum Residual Disinfectant Level):** The level of a disinfectant added for water treatment that may not be exceeded at the consumer's tap.

**Action Level:** The concentration of a contaminant that, if exceeded, triggers treatment or other requirements that a water system must follow.

**90th Percentile =** Compliance based on highest value after eliminating the highest 10% of values.

**Abbreviations**

**mg/l** = milligrams per liter (parts per million)- equivalent to 4 drops of water in the average sized bathtub.

**µg/l** = micrograms per liter (parts per billion)- equivalent to 50 drops in an Olympic sized swimming pool.

**NTU** = Nephelometric Turbidity Units, a measure of suspended material in water

**pCi/l** = picocuries per liter (a measure of radiation)

**n/a** = not applicable

**ND** = Not Detected at testing limit

**µmhos/cm** = micromhos per centimeter

**PCU** = platinum cobalt units

**North Marin Water District — Point Reyes Water Service Area  
Report on Constituents of Interest**

CONSTITUENT	UNITS	MCL or (SMCL)	POINT REYES AVERAGE	POINT REYES RANGE	TYPICAL SOURCES
Chloride	mg/l	(500)	30	20 – 57	Runoff/leaching from natural deposits; seawater influence
Color	PCU	(15)	ND	ND	Naturally-occurring organic materials
Hardness	mg/l	n/a	77	62 – 106	Generally found in ground and surface water
Manganese	ug/l	(50)	ND	ND	Leaching from natural deposits
Radon (Test date 1999)	pCi/l	n/a	225	n/a	Erosion of natural deposits
Specific Conductance	µmhos/cm	(1600)	330	240 – 490	Substances that form ions when in water; seawater influence
pH	n/a	8.5	7.38	7.35 – 7.42	
Total Dissolved Solids	mg/l	(1000)	170	130 – 190	Runoff/leaching from natural deposits
Turbidity	NTU	5	0.1	0.08 – 0.13	Soil runoff
Sodium	mg/l	n/a	39	31 – 49	Generally found in ground and surface water; seawater influence

**Capital Improvement Projects**

West Marin Water System improvements recently completed to improve water service reliability: (1) replacement of several plastic (polybutylene) service laterals (between water main and meters) that are prone to premature failure, and (2) completion of a replacement well for the failing Point Reyes well No. 3.

Major on-going projects include: (1) permitting and design for a solids handling facility at the Pt. Reyes Water Treatment Plant, and (2) seismic upgrades to the piping connections at the Point Reyes Water Storage Tanks.

**Concerning Lead and Drinking Water**

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## Radon In Air

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## Board of Directors

Rick Fraitcs  
*President*

Dennis Rodoni  
*Vice President*

Jack Baker

Stephen Petterle

John C. Schoonover

## Source Water Assessment

An Assessment of watershed activities, which may affect the Point Reyes source of supply, was completed in July 2002 as required by the US Environmental Protection Agency. The activities identified with the highest potential for contamination of the Point Reyes groundwater supply are salt water intrusion and activities associated with the operation of the US Coast Guard housing wastewater system and maintenance facility area. These activities increase the potential to introduce chemical and microbial contaminants into the local groundwater. The Point Reyes groundwater is routinely monitored by NMWD. No contaminants have been detected with the exception of occasional increases in salt concentrations. Water produced at the Point Reyes water treatment plant meets federal and state water quality requirements.

A copy of the complete assessment is on file at the North Marin Water district office at 999 Rush Creek Place, Novato.

The Board of Directors meets on the first and third Tuesday of the month, 7:30 pm at NMWD Administrative office, 999 Rush Creek Place, Novato, CA 94945.

On June 25, 2013, the Board will meet at 7:30 pm in Point Reyes Station to review the Point Reyes budget and Point Reyes water issues.



10

MEMORANDUM

To: Board of Directors  
From: Chris DeGabriele, General Manager *CD*  
Subject: LAFCO Special District Member Call for Nominations  
t:\gm\lafco\bod memo lafco alternate.doc

May 31, 2013

**RECOMMENDED ACTION:** Nominate Director Baker for Marin LAFCO Alternate Special District Member

**FINANCIAL IMPACT:** None

Marin LAFCO is calling for nominations for an Alternate Special District Member (attached). Nominations can be received up to July 24, 2013. Director Baker is interested in the position. The nomination form and nominee qualifications are included with the attachment.

**RECOMMENDATION:**

Board nominate Director Baker Marin LAFCO Alternate Special District Member.

Approved by GM *CD*  
Date *5/31/2013*

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

ALTERNATE SPECIAL DISTRICT MEMBER

Name of District: North Marin Water District

\_\_\_\_\_ 1. Board voted to nominate the following current member of its own or another independent special district.

\*Name of Nominee: John (Jack) Baker

\*District of Nominee: North Marin Water District

\_\_\_\_\_ 2. Board did not act.

\*Attach completed qualification form.

BOARD ACTION:

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_  
Board President

Attest:

\_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

**MUST BE RETURNED TO LAFCO BY JULY 24, 2013.**  
Forms may be faxed to (415) 446-4410 or emailed to [staff@marinlafco.org](mailto:staff@marinlafco.org).

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE QUALIFICATIONS

ALTERNATE SPECIAL DISTRICT MEMBER

Nominated for: Alternate Special District Representative

Name: John (Jack) Baker

Name of Special District: North Marin Water District

Telephone: (Home) (415) 382-3332 (Work) \_\_\_\_\_

Email Address: jckbaker@gmail.com

Home Address:	Employer's Name and Address:
<u>425 Corte Norte</u>	_____
<u>Novato, CA 94949</u>	_____

Present Occupation: Registered Civil Engineer (Retired)

➤ Summary of Qualifications for Position:

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

➤ Reasons for Applying:

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

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

North Marin Water District (Director) 1983 - Present.

Please return to: Marin LAFCO  
555 Northgate Drive, Suite 230  
San Rafael, CA 94903  
Fax: (415) 446-4410  
Email: [staff@marilafco.org](mailto:staff@marilafco.org)

\*Additional information may be attached.



DATE: May 21, 2013  
TO: Independent Special District Presiding Officers  
FROM: Peter Banning, LAFCO Executive Officer  
RE: Call for Nominations - LAFCO Alternate Special District Member

RECEIVED  
MAY 23 2013  
North Marin Water District

The alternate special district member seat on Marin LAFCO has become vacant due to the current alternate, Craig K. Murray, being recently elected as a regular member. A mail ballot election must be held in order to fill the vacancy. The purpose of this memo is to invite your district to submit nominations to fill the vacancy for the remainder of the alternate member's term, until May 2015.

Included with this memo is a copy of LAFCO's procedure for Special District Member selection. As outlined in the attached procedure, nominations must be submitted in writing by special district governing boards within 60 days of the date of the call for nominations and must include a statement of the candidate's qualifications. A nominee qualification form is also enclosed for your board's use in the event that your board acts to nominate one of its members. If a nomination is made by action of your board, the enclosed forms should be completed and mailed or faxed to the LAFCO office no later than 5:00 pm on July 24, 2013.

Ballots will be distributed to all Marin special districts by certified mail no later than July 26, 2013. The completed Nominee Qualification forms will accompany the mail ballot. The final date the LAFCO office will accept ballots will be September 25, 2013. Ballots are accepted by mail, fax at (415) 446-4410 or electronically to [staff@marinlafco.org](mailto:staff@marinlafco.org).

If your district has questions or comments, please contact me at (415) 446-4409.

Enclosures

*Chairperson:* Jeffry Blanchfield  
*Members:* Susan Adams, Judy Arnold, Einar Asbo, Barbara Heller, Carla Condon, Dennis J. Rodoni,  
*Alternates:* Christopher Burdick, Craig K. Murray, Kathrin Sears, Herb Weiner  
*Executive Officer:* Peter V. Banning

## *Marin Local Agency Formation Commission*

555 Northgate Drive, Suite. 230 • San Rafael, California 94903  
Telephone (415) 446-4409 • Facsimile (415) 446-4410 • Email [staff@marinlafco.org](mailto:staff@marinlafco.org)  
Website <http://lafco.marin.org>

## Special District Member Selection

Government Code §56332(c)(1) provides for selection of regular and alternate special district LAFCO members by a mail ballot process when the Executive Officer determines that a meeting of the special district selection committee is not feasible. Meetings of the Marin County Special District Selection Committee have previously failed to reach a quorum, indicating the infeasibility of Selection Committee meetings.

It is the policy of Marin Local Agency Formation Commission to conduct selection proceedings of regular and alternate special district members by a mail ballot process.

### Procedure for Special District Member Selection

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

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

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

**Vacancy of Special District Member:** Should a vacancy occur during a special district member's term of office, a new appointment shall be made for the unexpired term of the special district member. The Commission may:

- a) Direct the Executive Officer to initiate the mail ballot process for appointment of a new member for the un-expired term; or
- b) Appoint the alternate special district member to serve as regular public member for the remainder of the regular member's term of office.

### Alternate Commissioners

Alternate members for county, city, special district and public members of the Commission shall be selected using the same procedures and selection criteria used for regular members. Alternate members shall serve and vote on the Commission in the event of absence or disqualification of the regular member.

11

MEMORANDUM

To: Board of Directors  
From: Chris DeGabriele, General Manager  
Subject: Adopt Revised District Policies Number 37, 38, 39, & 40  
t:\hr\policies\bod policies\policy review 2013\bod memo 053113.doc

May 31, 2013

**RECOMMENDED ACTION:** Information

**FINANCIAL IMPACT:** None

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

- Policy Number 37 – Outside Employment Policy
- Policy Number 38 – Use of NMWD Meeting Room Policy/Conditions of Use
- Policy Number 39 – Grand Jury Response
- Policy Number 40 – NMWD Computer Use Policy

The Board directed staff to make no changes to Policy Number 39.

**RECOMMENDATION:**

Board adopt the revised District policies:

- Policy Number 37 – Outside Employment Policy
- Policy Number 38 – Use of NMWD Meeting Room Policy/Conditions of Use
- Policy Number 40 – NMWD Computer Use Policy

Approved by GM CD  
Date 5/31/2013

# NORTH MARIN WATER DISTRICT

**POLICY: OUTSIDE EMPLOYMENT POLICY**  
**POLICY NUMBER: 37**

Original Date: February 22, 2006  
Revision Adopted:

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It is the responsibility of the District employee to ensure that any secondary employment does not adversely impact job performance with the District. Each District employee will, during hours of duty as a District employee, devote full time, attention, and efforts to District employment.

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## Acceptable Conditions

Any employee may engage in employment outside of the District as long as it is not inconsistent, incompatible, in conflict with, or harmful to duties as a District Employee, including, but not limited to, regular duties, scheduled overtime and on-call responsibilities, or with the duties, functions, or responsibilities of the District.

---

## Conflict Of Interest

The following categories of outside employment are determined to be inconsistent with, incompatible to, or in conflict with the duties of District employment. The examples in this section are provided for illustrative purposes only and do not constitute an ~~exclusive~~-exhaustive listing of prohibited conduct. An employee's outside employment, activity, or enterprise is prohibited if:

- It involves the use of District time, facilities, equipment, supplies, customer information or the prestige, influence or position occupied in the employee's District employment; or
- It involves receipt or acceptance by the employee of any money or gratuities from anyone other than the District, for the performance of work that the employee is required or expected to perform in the regular course of District employment, such as:
  - an employee who ~~does~~-performs ~~construction work~~ for the District is hired by a contractor or individual to perform similar work which may be physically or financially related to the work performed for the construction to District customers; or
- It involves the performance of work outside of the District which may be subject, directly or indirectly, to the control, inspection, review, audit, or enforcement of any other employee of the District, such as:
  - an employee who reviews landscape designs for compliance with conservation guidelines ~~could~~-can not also work for ~~the~~-a developer, working within the District service territory.
  - an employee ~~could~~-can not assist in the preparation of a bid for a contractor who is bidding on a District contract,
  - an employee ~~could~~-can not receive payment from a neighborhood association to prepare a petition to upgrade the level of water service in their area; or
- It involves time demands which adversely affect performance of duties as a District employee; or
- It involves the performance of work related to the interest of another entity or organization which is harmful to, or in competition with, District interests, operations, influences, business transactions, or contracts, such as;

acting as a technical consultant for an agency competing for the same water rights as the District.

- It involves being an owner and/or managing the activities of an outside business that contracts with the District.

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**Disclosure -  
Employee  
Responsibilities**

It is the employee's responsibility to notify the District before engaging in any outside employment activities using the form at t:\hr\forms\outsideemploymentnotification.doc. The employee shall provide information to his/her immediate supervisor concerning his/her outside employment activity, including, but not limited to, the identity of the person and type of activities for which outside services are performed, duration of such activities, and times and hours when such activities are performed. The employee must be able to demonstrate that outside employment is not in conflict with the duties, functions, or responsibilities of employment with the District. Additionally, the District has the right as primary employer to request information of an employee if it ~~is believed~~ believes that the employee has a conflict with outside employment.

Failure of an employee to disclose information about outside employment as set forth above will result in disciplinary action that may include termination of District employment.

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**Notice of  
Approval/  
Disapproval**

The employee will be given written notice if it is determined that the outside employment, activity, or enterprise is inconsistent, incompatible, in conflict with, or harmful to duties as a District employee or with the duties, functions, or responsibilities of the District. The notice will advise the employee that failure to terminate outside employment within 30 days will result in disciplinary action that may include termination of District employment.

---

**Appeal**

District disapproval of outside employment may be appealed in accordance with the District's Grievance Procedure or the procedure set forth in the applicable Memorandum of Understanding for represented employees.

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**Authority**

State Government Code Sections 1126, 1128, and 1129

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**CERTIFICATE OF RECEIPT OF  
OUTSIDE EMPLOYMENT POLICY**

I, \_\_\_\_\_, hereby certify that  
the District has provided me with a copy of the Outside Employment Policy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

Revisions:

## **NORTH MARIN WATER DISTRICT**

**POLICY: GRAND JURY REPORT RESPONSE**  
**POLICY NUMBER: 39**

Original Date: June 20, 2006  
Revision Adopted:

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The North Marin Water District Board of Directors shall consider responses to the Marin County Civil Grand Jury reports on the Action Calendar of the public meeting agendas and to provide opportunity for public discussion in compliance with Penal Code Section 933 and the Ralph M. Brown Act.

Revisions:



## NORTH MARIN WATER DISTRICT

POLICY: ~~NMWD COMPUTER USE POLICY~~

POLICY NUMBER: 40

Original Date: May 1, 2007

Revision Adopted:

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### I. PURPOSE

This policy governs the use of computers by North Marin Water District (NMWD or District) employees to ensure appropriate use and District compliance with all legal requirements pertaining to computer use, acquisition and installation.

### II. SCOPE

This policy applies to computers and all documents and data contained in or recoverable either electronically or in hard copy from such tools, used by NMWD.

This policy applies to all computers provided by NMWD and includes computers, computer peripherals, software, laptops, palmtops, tablets, smart phones, storage media, electronic mail (e-mail), voice mail, internet access, ~~World Wide Web access~~, online information services, and any other type of computerized electronic equipment, as well as computers used on NMWD's property for NMWD's business purposes.

### III. POLICY

NMWD's computers may only be used for its business purposes, except for incidental use during an employee's unpaid lunch period and before or after work as set forth below. It is the policy of NMWD to provide computers to District employees as necessary to adequately perform their assigned duties. During work hours, except during an employee's unpaid lunch period, these computers may not be used for personal purposes or any other purposes unrelated to NMWD's business. Personal use of District computers during the regular work day is prohibited. Employees may make incidental use of their District computer for personal reasons before or after their regular work day. Employees shall have no expectation that the information they convey, create, file or store on NMWD computers, whether during or outside of work hours, will be confidential or private. At no time shall NMWD property including computers be used for commercial purposes outside the scope of NMWD business.

NMWD reserves the right to monitor, copy and/or retrieve the computer files, e-mail, voice mail, or any type of electronic file of any employee, without notice, for purposes, including, but not limited to; obtaining business-related information; investigating violations of this or any other NMWD policy, including, theft, disclosure of confidential business or proprietary information, using the

## **NORTH MARIN WATER DISTRICT**

system for personal reasons during work hours, or for monitoring work flow or productivity.

Activity reports will be generated from time to time and will include detailed information concerning computer use by NMWD employees.

### **IV. USE OF COMPUTERS**

#### **A. Computer Software**

All software installation on the file server or Personal Computer hard drives will be coordinated through the ~~I.S. staff~~Auditor-Controller (the A.C.). No District software will be copied for use outside of the District, unless it is legal to do so, and coordinated through ~~I.S. staff~~the A.C. All software that resides on any of NMWD's computers must be licensed to NMWD. Employees' personal software programs may be installed on NMWD's computers only after receiving advanced approval from the ~~I.S. staff~~the A.C. Employees understand that data, files, messages and information on NMWD's computers, servers, or voice mail may be subject to disclosure, either as "public records" or pursuant to discovery in litigation.

#### **B. Online Information Service Use**

Use of online information services, such as the Internet ~~and the World Wide Web~~, shall be accessed on NMWD computers only through the internet service provided by NMWD. Personal access to online information is permitted on a limited and incidental basis only during an employee's unpaid lunch period and before or after an employee's regular work day. Personal access to any internet content of a sexual nature is strictly prohibited. All software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading or modifying any such software without the permission of ~~I.S. staff~~the A.C. and the copyright holder. External connections to NMWD's internal network are not permitted unless expressly authorized by the Department Head and ~~I.S. staff~~the A.C.

#### **C. E-mail**

Electronic mail addressed to, generated by, or received on NMWD's computers or servers is the property of the NMWD. When using District e-mail, the employee is acting as a representative of NMWD, and should act accordingly so as not to damage the reputation of The District. Confidential financial or customer data should not be sent via e-mail. Employee medical, personal, or financial information must never be divulged by e-mail or other tools and storage media. Incidental personal use of the District's email system is permitted but should be kept to a minimum, comply with all other provisions of this policy and not include any personal broadcast emails. The standard for a minimal amount of messages will be established at the discretion of the Department Head or supervisor.

## **NORTH MARIN WATER DISTRICT**

### **D. Information Retrieval**

Information or files deleted by an end-user from electronic media may not be permanently deleted from the system. Employees understand that it is possible to recover end user deleted computer files, deleted e-mail, deleted voice mail messages, or any other deleted digital data at any time.

### **E. Virus Protection**

NMWD computers have virus protection software installed; however, no virus protection software package will detect every possible virus. Employees should assume that any media from outside the District (diskettes, CD's, zip disks, Internet E-mail attachments, files downloaded from the web, etc.) could contain a virus. Unsolicited files should be extremely suspect. Do not open any file with which you have any concern or suspicion. Report immediately to ~~I.S. staff~~ the A.C. any detected virus or abnormal computer activity after receiving any media from outside the District.

### **F. Passwords**

The District requires passwords to access computer based systems. These passwords, with a login ID, represent a specific individual to the system for security purposes. No employee should attempt to login as another individual. Passwords should be complex enough so that they cannot be easily duplicated. A combination of numbers, letters, and characters is recommended. Passwords must not be shared or compromised. If you suspect your password has been compromised, contact the A.C.I.S. staff for instructions on how to change your password immediately.

### G. Use During Public Meetings

During District Board meetings or public committee meetings the computers will be used solely to access the District meeting materials for the current or previous meetings. Pursuant to the Ralph M. Brown Act, the use of technology hardware, including cell phones, smart phones, tablets, notebooks, computers, and other similar devices, by District staff to access the internet, receive or send phone calls, texts, emails or other types of electronic communication, during a public meeting, is not permitted.

## **V. ALLOWABLE USES OF COMPUTERS**

Allowable uses of computers for NMWD's business purposes include the following:

- A. Facilitating performance of job functions;
- B. Facilitating communication of information within NMWD;
- C. Coordinating meetings of individuals, locations and resources of the NMWD;

## **NORTH MARIN WATER DISTRICT**

D. Communicating with outside organizations as required in order to perform assigned job duties.

### **VI. PROHIBITED USES OF NMWD'S COMPUTERS**

Prohibited uses of NMWD computers include, but are not limited to, the following:

- A. Using the computer systems for any unlawful purpose, such as in violation of copyright or patent rights or for criminal purposes;
- B. Transmitting confidential financial or customer data or confidential personnel or medical information concerning other NMWD employees;
- C. Displaying, downloading or transmitting material, images, messages or cartoons that are sexually explicit or that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs;
- D. Displaying, downloading or transmitting messages or images that are threatening, derogatory, defamatory, obscene or otherwise inappropriate;
- E. Soliciting others for commercial or personal financial gain (including chain letters, sale of personal property, etc), political or religious lobbying, outside organizations, or other not job-related matters;
- F. Intentionally disrupting network traffic or crashing the network and connected systems (for example, sabotaging, intentionally introducing a computer virus);
- G. Accessing or attempting to access others' accounts or files without authorization and with no substantial business purpose;
- H. Vandalizing the data of another user;
- I. Forging electronic mail messages;
- J. Wasting system resources (for example, downloading unneeded files or images, "spamming" e-mail, and storing unneeded files);
- K. Using computers inappropriately, in a way deemed by NMWD to violate the intended purpose of this computer use policy.

### **VII. VIOLATIONS OF POLICY**

Violations of this policy will be reviewed on a case-by-case basis and may result in disciplinary action, pursuant to the District's personnel policies.

**NORTH MARIN WATER DISTRICT**  
**NMWD Computer Use Policy Acknowledgment**

I acknowledge that I have received a copy of the NMWD Computer Use Policy.

I agree to abide by the conditions set forth therein.

-----  
Employee Signature / Date

12

MEMORANDUM

To: Board of Directors  
From: David L. Bentley, Auditor-Controller  
Subj: Request to Waive Turn-On Charge – 13 Sylvia Circle  
L:\p0ns arvc\memo\kappel.docx

May 31, 2013

**RECOMMENDED ACTION: Deny**

**FINANCIAL IMPACT: Up to \$30 if an Additional Turn-on Charge Waiver is Granted**

Ms. Kappel, 13 Sylvia Court, attended the May 21 Board meeting to request the District waive a \$30 Turn-on Charge assessed to her account on May 10. The sequence of events is as follows: A bill for \$37 was mailed to Ms. Kappel on February 28 for January and February water use. Ms. Kappel stated that she called the District on March 7 to advise that she would be away for two months and requested that her water service not be shut-off in her absence. No record of her call can be located. A Reminder Notice was mailed on April 2. A \$6 Late Payment Charge was assessed and letter mailed on April 17. On May 1 a \$20 Late Payment Charge was assessed and another letter mailed. Finally, the water was shut-off on May 8 and a \$25 Trip Charge was assessed.

On May 10 Ms. Kappel came into the office to have her water service restored, for which service a \$35 Turn-on Charge is assessed. Ms. Kappel appealed to staff with her extenuating circumstances, and staff waived \$30 of the \$60 charge (\$25 Trip Charge plus \$35 Turn-on charge) that is due when water service is restored. Ms. Kappel would like the other half (\$30) of the Trip Charge/Turn-on Charge waived.

Staff disagrees. It is staff's practice to grant requests for pay-delays, and a long-standing system for recording such requests is in place just to avoid the type of situation that occurred with Ms. Kappel. Staff typically works cooperatively and generously with customers who call in advance to advise of difficulties in meeting due dates. It would be highly unusual for a pay-delay request to be received and not recorded. Therefore, staff recommends that the remaining half (\$30) of the charge stand.

Ms. Kappel also asked why the District had not responded to her letters requesting a reduced service charge for disabled senior citizens. Attached is a January 18, 2012 response to Ms. Kappel.

Finally, Ms. Kappel inquired regarding a note printed on the back of each water bill that states: *If your balance due is less than \$15, you may postpone payment until your next bill.* She asked that, given a \$25 Service Charge, how could the bill be less than \$15. The answer: some

customers make a partial payment on their account, leaving a small balance due, and sometimes new customers receive a small pro-rated initial bill that covers a only portion (perhaps a week or two) of the two-month billing period.

**RECOMMENDATION:**

Deny the request to waive remaining half (\$30) of the Trip Charge/Turn-on Charge.





**NORTH MARIN  
WATER DISTRICT**

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

**PHONE**

415.897.4133

**FAX**

415.892.8043

**EMAIL**

info@nmwd.com

**WEB**

www.nmwd.com

January 18, 2012

Karol Jo Kappel  
13 Sylvia Circle  
Novato, CA 94947

Re: Request for Reduced Service Charge

Dear Ms. Kappel:

Thank you for your letter of January 4, 2012 requesting a reduced bi-monthly service charge on your water bill due to your status as a disabled senior citizen. The North Marin Water District Board of Directors has considered discounts to specific customer classes on several occasions, and has concluded that the fairest pricing structure is to refrain from subsidies to any customer class. Whenever a lower price is granted for one class of customers, a higher price to offset the subsidy is required for other customers.

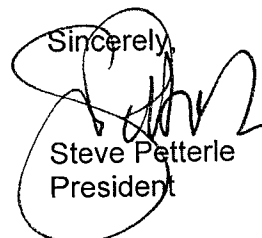
There may be many classes of water customers in Novato worthy of special consideration, including students, seniors, the disabled, families, low-income, active military, veterans, the unemployed, retired, and the disadvantaged.

The \$20 bimonthly service charge (\$10 per month) you reference in your letter covers a portion of the cost of reading, maintaining and replacing your water meter, billing and accounting, debt service and other fixed costs. This "readiness to serve" charge brings water to your meter which is available on-demand 24 hours per day, 7 days per week.

Your 2011 water use, at 44,000 gallons, was lower than most. Only 11% of Novato single family homes used less water last year. Conserving water remains the best method to keep your water bill low. We can assist in reducing your water use even further with a free Water Smart Home Survey, if you would like. Simply call 415.897.4133 and ask for Ryan Grisso to schedule an appointment.

Again, thank you for your letter.

Sincerely,



Steve Petterle  
President

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## NORTH MARIN WATER DISTRICT

### **POLICY: LATE CHARGE AND SHUT-OFF POLICY POLICY NUMBER: 6**

Original Date: 2002  
Revision Adopted: 04/02/13

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

#### **REMINDER NOTICE:**

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

#### **LATE PAYMENT CHARGES: (Collection and Turn-Off)**

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

##### **First Time:**

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

##### **Second Time:**

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

##### **Each Time Thereafter:**

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

##### **Turn on charges are as follows:**

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

\$60.00 (evenings, weekends, and holidays)

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

### **EXCEPTIONS:**

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

### **AFTER HOURS TURN-ON AND COLLECTIONS:**

1. Turn-on and collection will be performed any time after 5:00 p.m. and before 8:00 a.m. unless:  
A difficult person. The service representative is to use his/her own judgment. On shut-off days, the on-call representative is cautioned that anyone on the shut-off list with an aggressive reputation that has been on the list four or more times should not be turned on after 5:00 p.m. The representative has the right to make an exception to this general rule based on their experience with the consumer. The Novato Police Department or Marin County Sheriff (West Marin) should be called anytime the service representative believes an escort is warranted.
2. The answering service will advise the consumer to have payment (cash or check) ready for the on-call service representative.
3. The answering service will obtain the consumer's phone number to allow the on-call service representative to call the consumer to discuss any problem.


Revisions: 2002, 2006, 04/02/13

13

MEMORANDUM

To: Board of Directors

May 31, 2013

From: Chris DeGabriele, General Manager 

Subject: Update to County of Marin Re: Sewer Service to Individual Properties in Old Dillon Beach

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**RECOMMENDED ACTION:** Authorize Sending Updated Letter to County of Marin

**FINANCIAL IMPACT:** None

At the April 16, 2013 meeting, the Board considered annexation of a property at 33 Ocean View Avenue into the Oceana Marin Sewer Improvement District. At that time, the Board suggested the District update its 1995 letter to the County regarding sewer service to individual properties in Old Dillon Beach, specifically to address the remaining properties to be served from the existing sewer main on Ocean View Avenue and how the District would respond to serving consolidated parcels which front both Ocean View Avenue and Park Avenue.

A draft letter has been prepared for the Board's review and consideration. The pertinent updates to the 1995 letter are found on page 2 of this draft wherein, six properties which now front the existing sewer main on Ocean View Avenue may be considered for annexation in the future and that other existing lots in Old Dillon Beach, including those on Park Avenue with existing dwellings, will not be considered for annexation and sewer service.

**RECOMMENDATION:**

Board authorize sending the updated letter to the County of Marin.

**DRAFT**

June 5, 2013

Mr. Brian Crawford, Director  
Marin County Community Development Department  
3501 Civic Center Drive, Room 308  
San Rafael, CA 94903

Re: Sewer Service to Individual Properties in Old Dillon Beach Village

Dear Mr. Crawford:

This letter updates the September 20, 1995 letter to the County of Marin on this subject.

North Marin Water District (NMWD) provides sewer service to properties in the Oceana Marin development adjacent to Old Dillon Beach in West Marin County. The NMWD Board has generally denied all requests for sewer service to lots outside the existing NMWD Oceana Marin Sewer Improvement District boundaries including those in Old Dillon Beach since the cost of providing public sewer service for the Old Dillon Beach community on a piece-meal basis is very expensive and will result in an unreliable, expensive and difficult to operate mixture of private and public sewer facilities. Thus, to make efficient use of staff time, both at NMWD and the County, and to provide improved customer service to property owners in the community, NMWD is hereby identifying those lots in Old Dillon Beach which have an existing NMWD gravity sewer pipeline fronting the property and which may be considered for annexation by the NMWD Board of Directors in the future in accordance with NMWD regulations.

As shown on Attachment 1, there is an existing NMWD gravity sewer main in Ocean View Avenue south of North Street. This existing NMWD gravity sewer main was constructed in 1990 and eleven properties fronting this sewer have previously been annexed into the NMWD Oceana Marin Sewer Improvement District and are eligible to receive sewer service from NMWD using this public sewer. There are six existing additional properties which front this gravity sewer main in Oceana View Avenue (also shown on Attachment 1). These additional properties are not now within the NMWD Oceana Marin Sewer Improvement District but no additional NMWD sewage collection

Mr. Brian Crawford  
Marin County Community Development  
June 5, 2013  
Page 2

facility need be constructed to service same and they may be considered for annexation by the NMWD Board of Directors in the future. (Property owners whose parcels would require private pump systems to discharge into this existing gravity sewer main must comply with NMWD regulations for said systems). The Assessor Parcel Numbers of these existing properties are as follows:

- 100-133-10
- 100-133-12
- 100-152-01
- 100-152-04
- 100-152-06
- 100-152-27

Other existing lots in Old Dillon Beach, including those on Park Avenue with existing dwellings, and which potentially could be combined with an Ocean View Avenue lot noted above, will not be considered for annexation and sewer service by the NMWD Board of Directors.

Sincerely,

Chris DeGabriele  
General Manager

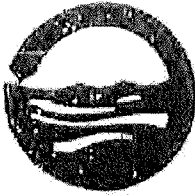
Enclosure

CC:  
Peter Banning  
Marin County LAFCO  
555 Northgate Drive, Suite 230  
San Rafael, CA 94903

Steve Kinsey  
Supervisor, County of Marin  
3501 Civic Center Drive, Room 329  
San Rafael, CA 94903

CD/kly

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## NORTH MARIN WATER DISTRICT

999 RUSH CREEK PLACE • POST OFFICE BOX 146 • NOVATO, CALIFORNIA 94948 • (415) 897-4133 • FAX (415) 892-8043

September 20, 1995

Mr. Mark Riesenfeld, Director  
Marin County Planning Department  
Civic Center, Room 308  
San Rafael, CA 94903

Re: Sewer Service to Individual Properties in Old Dillon Beach Village  
NMWD File: Miscellaneous Old Dillon Beach File

Dear Mr. Riesenfeld:

Pursuant to our meeting on August 9, 1995, this letter is intended to improve the efficiency of our respective staffs in responding to requests for sewer service in the community of Old Dillon Beach Village (Village). North Marin's staff spends considerable time responding to requests for sewer service to lots in the Village which are outside of the District's sewer improvement district and territorial boundaries. These requests are often generated by your staff in response to Marin County Code, Section 1806, which requires that a lot within 400 feet of the public sewer must connect to the public sewer. Your staff has indicated they do not perceive there is a widespread problem with on-site sewer service in the Village and, as you are aware, the County cannot compel the District to provide sewer service to lots outside of the District's boundaries.

The District's Board has generally denied all requests for sewer service to lots outside the District's existing Oceana Marin Improvement district boundaries in Old Dillon Beach since the cost of providing public sewer service for the Village community on a piece-meal basis is very expensive and will result in an unreliable and expensive, difficult to operate mixture of private and public sewer facilities. Thus, to make efficient use of staff time, both at the District and County, and to provide improved customer service to property owners in the community, the District is hereby identifying those lots in the Village which have an existing District gravity sewer fronting the property and which may be considered for annexation by the District Board of Directors in the future in accordance with District regulations.

As shown on Attachment 1, there is an existing District gravity sewer main in Ocean View Avenue south of North Street. Eight properties fronting this sewer have previously been annexed into the District's sewer improvement district and are eligible to receive sewer service from the District using this public sewer. There are nine additional properties which front this existing gravity sewer main in Ocean View Avenue (also shown on Attachment 1). These additional properties are not now within the District's Oceana Marin Improvement district but no additional District sewage collection facility need be constructed to serve same and they may be considered for annexation by the District's Board of Directors in the future. Property owners whose parcels would require private pump systems to discharge into this existing gravity sewer main must comply with District regulations for said systems. The Assessor Parcel Numbers of these parcels are as follows:

- 100-133-10
- 100-133-12
- 100-152-01
- 100-152-04
- 100-152-05
- 100-152-06
- 100-152-07
- 100-152-08
- 100-152-09

ATTACHMENT 3



Mr. Mark Riesenfeld  
September 20, 1995  
page 2

Other existing lots in the Village will not be considered for annexation and sewer service by the District's Board of Directors until such time as there is support and funding available from the Village property owners for a community-wide public sewer system.

Sincerely,



Chris DeGabriele  
General Manager/Chief Engineer

CD:edw

Attachment

cc: Dawn Mittleman  
Marin County LAFCO  
Civic Center  
San Rafael, CA 94903

Gary Glacomini  
Supervisor  
County of Marin  
Civic Center  
San Rafael, CA 94903



**14**

MEMORANDUM

To: Board of Directors

Date: May 31, 2013

From: Drew McIntyre, Chief Engineer



Subject: KTA-TATOR, Inc. – Consulting Services Agreement

R:\NON JOB No ISSUES\Consultants\KTA-TATOR\KTA TATOR genl servs contract agrmt 6\_4\_13 BOD memo.doc

**RECOMMENDED ACTION:** Authorize the General Manager to execute a new General Services Agreement for Consulting Services between NMWD and KTA-TATOR, Inc.

**FINANCIAL IMPACT:** \$15,000

Attached is a proposal for KTA-TATOR, Inc. (Concord, CA office) to provide on-going professional consultation for coating/corrosion engineering and inspection. KTA-TATOR, Inc. has a proven track record with the District of providing high quality and responsive services at reasonable cost. To best meet project demands, a General Consulting Services Agreement is desired with individual task orders on a job-by-job basis.

The first task order amount of \$2,520 to be funded under this agreement will be an updated review of NMWD tank coating specifications to ensure they meet current industry standards, regulatory requirements and are not only thorough but cost effective as well. Additional task orders for investigation of the proposed FY14 and FY15 Atherton Tank Recoat project are anticipated for coating evaluation and structural assessment services. A summation of contract billings for KTA-TATOR, Inc. services for previous work is provided as follows:

TABLE I

Contract Issuance Year	Billing Year	Total Billings
FY2000/01	2000	\$1,350

RECOMMENDATION

Authorize the General Manager to execute a new General Services Agreement for Consulting Services between NMWD and KTA-TATOR, Inc. with a not-to-exceed limit of \$15,000.



May 28, 2013  
Via Email: drewm@nmwd.com

Mr. Drew McIntyre, PE  
Chief Engineer  
North Marin Water District  
999 Rush Creek Place  
Novato, CA 94945

**SUBJECT: KTA-Tator, Inc. Proposal No. PN131551 - Letter of Understanding: Water Tank Specification Review and Structural Assessment of Interior Roof**

Dear Mr. McIntyre:

As we discussed during our phone conversation of May 23, 2013, KTA-Tator, Inc. (KTA) is pleased to provide this proposal to review and revise the North Marin Water District (NMWD) potable water tank coating and lining specifications and to conduct a structural assessment of the interior tank roof/rafters for a 5-million gallon water tank located in Marin County, California. A description of the proposed scope of services follows.

#### **SCOPE OF SERVICES**

The scope of services described below will be primarily conducted by Mr. Ray Tombaugh, KTA Senior Consultant for the western region of the United States. Mr. Tombaugh will perform the specification review and perform the on site assessment of the tank. Mr. Tombaugh will be assisted by Michael Reina who will be responsible for evaluation of the assessment data and preparation of the design documents that are required for any repairs that may be necessary as a result of the onsite structural assessment. Copies of Mr. Tombaugh's and Mr. Reina's resumes are attached.

#### **Task 1 – Specification Review and Revision**

KTA will perform a review of the current North Marin Water District coating and lining specifications. The review will consist of a technical review of the existing specification requirements along with the development of coating system changes that may improve the service life of currently used coatings and linings. The technical review will include surface preparation, coating application, quality control / quality assurance, general safety and health and routine general coating requirements.

At the conclusion of the specification review, KTA will prepare a letter report that documents the results of the review and provides recommendations for specification revisions. It is anticipated that, once the NMWD has reviewed the report, a short telecom will be held to discuss the recommendations and develop a finalized plan for revision. Once the proposed revisions are

KTA-Tator, Inc.

3523 Half Moon Lane  
Concord, CA 94518

925.363.5917  
www.kta.com

ATTACHMENT A

accepted by NMWD, KTA will revise the specification (the existing specifications should be provided to KTA in Microsoft Word format).

### **Task 2 – Structural Assessment and Design Document Development**

KTA's approach to tank condition assessments has been developed from years of experience on water tank projects. While KTA's assessments are based on applicable industry standards (e.g. AWWA, OSHA, SSPC, NACE, EPA, NSF, ASTM), key issues that extend beyond those addressed in the standards are also considered. These issues typically pertain to design and operation practices.

KTA will conduct the site structural condition assessment of the NMWD tank to determine the extent of corrosion damage of the tank's columns and roof rafters. The amount of steel section loss will be measured in the field using a combination of dial calipers, pit depth gages, and Type-D ultrasonic thickness gages. Access to the interior tank roof will be provided by the NMWD. It is understood that the NMWD will provide a raft and safe access to the raft for inspection purposes.

The information gained and the data collected during the site visit will be used to perform structural calculations to determine the severity of the corrosion damage. Additional calculations will be performed to design and evaluate options for needed structural repairs. Calculations will be performed in accordance with the requirements of AWWA D100 and will mostly likely be a combination of hand calculations and analysis by computer finite element modeling.

A written report detailing the recommendations for all repairs and tank modifications will be provided for NMWD personnel review. Once final recommendations are accepted, construction plans and technical specifications will be provided in accordance with the most current NMWD guidelines. The plans and specifications can be submitted to the NMWD in electronic format or hard copies. The NMWD will have the opportunity to review and provide comments at two stages during the project (90% Submittal and Final). KTA understands that multiple reviews at each stage may be required.

The extent of corrosion in the valve vault piping can also be determined during the same site visit if the NMWD chooses.

Based upon the tank design and tank contents, it is anticipated entry to the tank interior would be classified as a non-permit required confined space. KTA supplies its employees with typical personal protective equipment required to safely perform their tasks in the field. However, it is understood that NMWD will provide safe access to the area (i.e. the raft and access to the raft; for instance the tank's fixed interior ladder, a rope ladder, or a tripod retrieval system) and an escort. It is understood that NMWD will open the roof hatches to ventilate the confined space prior to the field investigation (i.e. entry by KTA). If there are any changes in the characteristics of the work area (e.g. conditions not anticipated when this proposal was written) or in the scope of services performed by KTA, the confined spaces to be entered will be reevaluated by KTA. Where such reevaluation causes confined spaces to be reclassified as permit-required confined spaces, resulting changes in the scope of services and associated costs will be addressed in a revised proposal.

**COSTS**

Because the complete scope of the consulting services is currently unknown, KTA will invoice for these services on a time and material basis and in accordance with the attached 2013 Fee Schedule. However, for planning purposes, the cost to provide these services is estimated below.

KTA will invoice only for actual services provided and expenses incurred in accordance with the attached KTA Standard Terms and Conditions. Once specific information regarding the project is known, any adjustments to the estimated costs will be provided in advance for approval.

**Task 1 – Specification Review and Revision**

Senior Coatings Consultant	12 hours @ \$210/hour	\$2,520.00
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**Task 2 – Structural Assessment and Design Document Development****Site Visit**

Senior Coatings Consultant	6 hours @ \$175/hour	\$1,050.00
Expenses		<u>\$ 50.00</u>

<b>Estimated Cost</b>	<b>\$1,100.00</b>
-----------------------	-------------------

**Assessment Report and Recommendations**

Senior Coatings Consultant	3 hours @ \$175/hour	\$525.00
Design Engineer	16 hours @ \$130/hour	\$2,080.00

**Design Calculations**

Design Engineer	16 hours @ \$130/hour	\$2,080.00
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**Roof Repair Construction Drawings and Specifications**

Design Engineer	64 hours @ \$130/hour	<u>\$8,320.00</u>
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<b>Estimated Cost</b>	<b><u>\$13,005.00</u></b>
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**SCHEDULE**

A site visit will be scheduled once KTA is in receipt of a properly executed copy of the attached Authorization to Proceed form or some other form of contract. The specification review can be completed within two weeks of contract signing. The specification revisions can be made within one week of acceptance of the proposed specification revisions.

The site visit can be scheduled for as early as the first week in June.

### QUALIFICATIONS AND EXPERIENCE

KTA-Tator, Inc. is a consulting engineering company specializing in protective coatings. Since its founding in 1949, KTA has provided a broad range of specialized services all aimed at asset management and protection. Services have included coating failure investigations and associated forensic laboratory analyses, specification development and contract administration, oversight of steel fabrication and field painting operations, and assessment and monitoring of associated environmental risks.

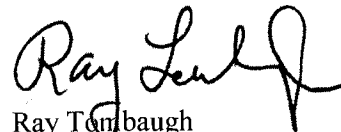
Survey and assessment services to determine the current condition of water tanks has been a critical core service throughout KTA's history. KTA pioneered the development and use of an industry-leading computer based expert system (CAPP®) as part of cost-effective maintenance management programs. KTA's professional staff managing field investigations of tank conditions has, at a minimum, a Bachelor Degree in Engineering and 5 or more years of experience in the coatings industry. Equally important, KTA tank assessment personnel are backed by the collective insights of a professional staff of over 15 consultants and laboratory professionals with over 250 years of combined experience in the coatings industry. The full knowledge and expertise of this group can be brought to bear while providing accurate assessments and reliable recommendations. An independent and unbiased approach has permitted KTA to provide expert professional services to its clients for over 60 years. Further information on the qualifications and experience of KTA or the specific staff involved with this assignment are available upon request.

Should you find this proposal acceptable, please complete and return the attached Authorization to Proceed form to confirm acceptance of these services.

If you have question regarding this proposal, please contact me at 925-363-5917 or via email at [rtombaugh@kta.com](mailto:rtombaugh@kta.com).

Sincerely,

**KTA-Tator, Inc.**



Ray Tombaugh  
Senior Consultant

RST/MPR:djm

Attachments:

- Authorization to Proceed
- Resumes
- KTA 2013 Standard Fee Schedule
- KTA 2013 Standard Terms and Conditions





## Michael P. Reina, P.E. - Resume

### *Survey and Design Group Project Engineer*

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#### **Education**

B.S. in Mechanical Engineering  
Pennsylvania State University

#### **Continuing Education Courses**

“Hydraulic Principles of Water Supply Systems”

“Brittle Fracture of Materials”

“Evaluation and Repair of Concrete Structures”

“Electrical Design – Cathodic Protection”

“Contracts for Engineers”  
Auburn University

“Construction Project Management”  
Auburn University

“Welding Inspection and Quality Control”

“Fundamentals of Connection Design”  
AISC

“Confined Space Entry and Rescue”

“Lead Exposure in Construction”

#### **Professional Certifications**

Registered Professional Engineer

NACE Certified Coatings Inspector

#### **Professional Affiliations**

American Water Works Association  
(AWWA)

Society for Protective Coatings (SSPC)

American Institute of Steel Construction  
(AISC)

Mr. Reina has over 18 years of design experience providing coating and structural assessment services on water tanks and other industrial structures including 14 years with KTA-Tator, Inc.

Mr. Reina is a Project Engineer with KTA’s Survey Department involved in project engineering and blast cleaning containment review services.

He was the Manager of the Survey and Design Group for KTA (4/03 to 6/07), is a Registered Professional Engineer in thirteen states, and is a NACE Certified Coatings Inspector. Mr. Reina is responsible for performing a wide array of activities including the following:

- Tank and Foundation Design in accordance with AWWA Standards
- Shop/Field Quality Assurance/Construction Monitoring
- Structural and Sanitary Evaluations
- OSHA Compliance Assessments
- Premature Coating Failure Analysis
- Specification Preparation/Review
- Coating/Lining Condition Inspection
- Coating/Lining Selection
- Coatings Testing
- Abrasive Blast Cleaning Containment Design/Review

Mr. Reina has been involved with numerous water tank projects from the design phase through the final construction phase.

Representative projects include CH2M-WG Idaho, the New York State Office of General Services, Virginia Beach Department of Public Utilities, East Liverpool Board of Public Utilities, Greater Cincinnati Water Works, Suffolk County Water Authority, Pittsburgh Water & Sewer Authority, New Jersey American Water Company, and the Pennsylvania-American Water Company. Additional project information is available upon request.



## Raymond S. Tombaugh – Curriculum Vitae

### Senior Coatings Consultant, Western U.S. Region

#### Education

Bachelor of Science Degree,  
Chemical Engineering, Lehigh  
University, Bethlehem, PA  
June 1981

#### Certifications

NACE International –  
Certified Coatings Inspector Level  
3 (Peer Review) (#4107)

SSPC Certified Protective  
Coatings Specialist (#2011-128-  
202)

#### Professional Affiliations

SSPC: The Society of  
Protective Coatings

NACE International

Electric Power Research  
Institute

American Water Works  
Association

American Society for Testing  
and Materials

#### Published Work

Published numerous papers  
and articles in the field of water  
treatment, corrosion, heat  
exchanger maintenance, and  
paints and coatings.

Mr. Tombaugh joined the KTA-Tator, Inc. (KTA) staff in 2000 as a Senior Coatings Consultant. His responsibilities include premature paint failure analysis, coating and corrosion surveys, mediations and expert testimony, laboratory and field paint testing, and specification preparation and review.

Mr. Tombaugh has provided these coatings-related services to numerous KTA clients on projects involving water/wastewater treatment plants, power generation facilities (including nuclear), residential and commercial buildings, military installations, educational facilities, bridges, storage tanks, and other industrial structures. Clients have included Southern California Edison; PacifiCorp; Central Contra Costa Sanitary District; Golden Gate Bridge, Highway and Transportation District; Universal Studios; Pacific Gas & Electric; Intermountain Power Service Corporation; University of California; San Francisco Public Utility Commission; City of Orange; CALTRANS; County of Ventura; City of San Diego; Placer County; Chevron; US Army COE; US Air Force; various condominium HOAs; legal and engineering firms; and numerous others.

Prior to his work with KTA, Mr. Tombaugh was employed by **Pennsylvania Power & Light**. As a Chemistry & Materials Senior Engineer with the company, he was responsible for corrosion engineering and water treatment at Susquehanna Steam Electric Station, PPL's 1100 Mwe nuclear power plant. He was also responsible for establishing and maintaining a comprehensive coatings control program. Specific duties included:

- Development and maintenance of plant coatings & linings program
- Coating procedure and specification preparation
- Corrosion and metallurgical analyses of degraded water system components and coatings
- Development and direction of coating qualification testing.
- Preparation of material specifications for various plant components.
- Polymeric and metallurgical material selection.
- Development of a cooling water piping and heat exchanger condition assessment program.
- Pilot plant testing of water treatment chemicals and processes.
- Development of requirements and procedures for chemical cleaning various plant systems.
- Preparation of specifications for water treatment.
- Conceptual design and technical support for water treatment system engineering

**KTA-TATOR, INC.**  
**2013 STANDARD FEE SCHEDULE<sup>1</sup>**

	<b><u>Straight Time</u></b>		<b><u>Straight Time</u><sup>2</sup></b>
<b><u>Executive Consultants</u></b>	\$250.00	<b><u>Technician II</u></b>	\$100.00
Chairman of the Board		Sr. Coatings Technician	
Chief Executive Officer		Sr. Environmental Technician	
President		Sr. Survey Technician	
		Laboratory Chemist	
<b><u>Chief Professionals</u></b>	\$210.00	<b><u>Technician I</u></b>	\$80.00
Vice President		Drafter/Designer	
Senior Consultant		Environmental Technician	
Business Unit Manager		Survey Technician	
Department Manager			
Laboratory Manager			
<b><u>Senior Professionals</u></b>	\$150.00	<b><u>Support</u></b>	\$45.00
Senior Industrial Hygienist		Secretary	
Senior EH&S Professional		Clerk	
Senior Engineer			
Senior Technical Specialist			
Lab Supervisor/Senior Chemist			
<b><u>Project Professionals</u></b>	\$130.00		
Project Engineer			
Project Management Specialist			
Project Coatings Consultant			
Project Industrial Hygienist			
Technical Specialist			
<b><u>Litigation</u><sup>3</sup></b>	\$325.00/hour		
Expert Witness Testimony (Courtroom or Deposition)			

<sup>1</sup> Rates are invoiced portal-to-portal for periodic on-site work. Long-term environmental and coatings inspection assignments are quoted on a per-project basis, based upon location, duration, and qualifications of personnel required. The costs for any client-requested travel by laboratory personnel will be invoiced in addition to the laboratory fees in the Standard Laboratory Fee Schedule.

<sup>2</sup> Overtime is invoiced for these job categories (Technician II, Technician I, and Support) as follows:

Time and One-Half – charged for work in excess of 40 hours per week Monday through Saturday. Time and one-half is charged at 1.4 times the straight time rate.

Double Time – charged if stipulated in proposal and/or determined by jurisdiction/state law. Double time is charged at 1.6 times the straight time rate.

<sup>3</sup> As pending litigation may restrict availability for other consulting projects, a retainer of \$350.00 per month or any part of a month will be invoiced for all litigation support services.


Rates are in accordance with the KTA-Tator, Inc. Standard Terms and Conditions which are hereby incorporated by reference. See the corresponding Standard Laboratory Fee Schedule for laboratory analysis and equipment costs.

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MEMORANDUM

To: Board of Directors

May 31, 2013

From: Dianne Landeros, Accounting Supervisor 

Subject: Presentation of GFOA Certificate of Achievement for Excellence in Financial Reporting  
t:\finance\audit\audit12\bod gfoa award.doc

**RECOMMENDED ACTION:** Information Only

**FINANCIAL IMPACT:** None

The Government Finance Officers Association (GFOA) has awarded the District a Certificate of Achievement for Excellence in Financial Reporting for our comprehensive annual financial report (CAFR) for fiscal year ended June 30, 2012. This is the fourth consecutive year the District has received this award. The GFOA states that this Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The award plaque will be displayed in the District lobby.

The following staff members made significant contributions to this CAFR: Chris DeGabriele, David Bentley, Dianne Landeros, Nancy Holton, and Nancy Williamson.

FAX: IJ – (415) 883-5458  
Novato Advance (415) 897-0940  
Pt Reyes Light: [editor@ptreyeslight.com](mailto:editor@ptreyeslight.com)  
West Marin Citizen: [editor@westmarincitizen.com](mailto:editor@westmarincitizen.com)

June 5, 2013

Contact: Dianne Landeros, (415) 897-4133, ext. 8370

## PRESS RELEASE

### North Marin Water District

For the fourth year in a row, the Certificate of Achievement for Excellence in Financial Reporting has been awarded to North Marin Water District by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The North Marin's Water District's 2012 CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago and Washington, DC.

16

MEMORANDUM

To: Board of Directors

May 31, 2013

From: David L. Bentley, Auditor-Controller

Subj: Initial Review – FY14 West Marin Water and Oceana Marin Sewer Budgets

t:\acl\word\budget\wm\14\wm14 initial review.docx

**RECOMMENDED ACTION:** Initial Review & Provide Direction to Staff

**FINANCIAL IMPACT:** None at this time. Upon adoption, the FY14 Budgets would see:

West Marin Water System Rate Increase .....	\$57,000
West Marin Water System Expenditure Plan .....	\$961,000
Oceana Marin Sewer System Rate Increase .....	\$19,000
Oceana Marin Sewer System Expenditure Plan.....	\$202,000

Following for your initial review are the budgets for the West Marin Water System and the Oceana Marin Sewer System proposed for FY 2013/14 (FY14). Proposed for the West Marin Water System customers is a rate increase averaging 8%. Proposed for the Oceana Marin Sewer System is a 12% rate increase.

**INCREASE PROPOSAL DETAIL**

**Water Rates**

A 9% commodity rate increase was implemented in each of the past eight years, and this year a rate increase averaging 8%, comprised of a 5% commodity rate increase and a 20% service charge increase (to \$30 bimonthly for the typical customer with a 5/8" meter) is recommended, with the exception that a 12% increase (to \$46 bimonthly) is proposed for the service charge paid by Paradise Ranch Estates customers. The proposed \$46 PRE bimonthly service charge includes the cost of amortizing the \$14,000 annual revenue bond debt service applicable exclusively to customers residing within the PRE subdivision. The proposed West Marin Water increase would total \$51 annually (\$4.25 per month) for the typical residential customer (see Rate Increase Analysis on page 6).

A letter was mailed to all West Marin Water customers on May 8, 2013 advising of the proposed rate increase and extending an invitation to attend the public hearing and/or exercise their right to protest the proposed increase (see page 10).



If enacted, the proposed increase will generate \$57,000 in additional revenue next fiscal year.

Commodity Rate Increase	\$29,000
Service Charge Increase	<u>\$28,000</u>
Total	<u>\$57,000</u>

Annual 5% increases are included in the 5-year financial plan for FY15 and beyond (see page 4) to help pay for the \$1.6 million Gallagher Pipeline, designed to mitigate the salinity intrusion experienced during high-tide and low creek flow conditions at the existing well site located adjacent to the Coast Guard Station.

### **Sewer Rates**

Oceana Marin Sewer fully repaid its loan from Novato Water in March of 2005, rendering this small improvement district debt free for the first time since 1989. The system held a cash balance of \$189,000 at April 30, 2013. The Five-Year Financial Plan includes a \$400,000 project to clean and line the settling and treatment ponds. A 12% (\$7/month) increase is proposed for FY14, which will generate an additional \$19,000 per year. Annual 5% increases are included in the 5-year financial plan (\$3 per month) for FY15 and beyond to help pay for the pond relining project.

An increase in the Sewer Service Charge, which is collected on the Property Tax roll, must be adopted by ordinance, which requires readings at two Board meetings and publication twice. A summary of the ordinance will be published in the Point Reyes Light on June 6 and June 20, and customers will be invited to attend the June 25 meeting in Point Reyes Station. The ordinance summary is included on page 21.

### **Connection Fees**

Connection fees for West Marin Water and Oceana Marin Sewer were increased in August 2009. The West Marin Water increase was phased over two years. Two new connections are budgeted for both West Marin Water and Oceana Marin Sewer next fiscal year. Staff anticipates reviewing the West Marin Water connection fee calculation again following the FY14 West Marin Water Master Plan update. The Oceana Marin Sewer connection fee calculation will be reviewed following the FY15 Oceana Marin Sewer Master Plan update.

## **BUDGETED SYSTEM IMPROVEMENT PROJECTS**

Significant Improvement Projects budgeted for the coming year, from page 1 of the budget package, include:

### **Water**

- \$200,000 for continued work on the \$800,000 project to design and construct a 60,000 gallon solids-handling facility adjacent to the water treatment plant.
- \$100,000 to upgrade the Olema Pump Station for flood protection and to upgrade its SCADA remote terminal units.

### **Sewer**

- \$35,000 for installation of a SCADA remote terminal unit upgrade.

### **Future Projects**

The West Marin Water System Five-Year Financial Plan shows the \$500,000 PRE Tank 4A replacement will commence in FY16. The \$1.6 million Gallagher Pipeline project is scheduled to commence in FY17.

For Oceana Marin Sewer, \$15,000 in continued work on infiltration repair is forecast each year into the future. \$100,000 is included, commencing in FY15, for design and installation of an 8th disposal trench. Finally, \$400,000 is included for lining the settling and treatment ponds in FY18.

## **WEST MARIN WATER SYSTEM OPERATING BUDGET**

You will note from page 3 of the budget that the proposed West Marin Water System Budget projects a deficit next fiscal year of \$102,000. The projected FY14 deficit represents the planned drawdown of the Bank of Marin loan funds borrowed to construct the Solids Handling Facility. West Marin Water customers pay \$71,000 annually for their share of the loan.

The proposed budget projects two new services to be added to the system each year into the future, which is the average over the last five years. A history of West Marin Water system growth is shown graphically on page 7.

FY14 water sales revenue is budgeted to increase 4% compared with the current year estimated actual. The West Marin system is projected to consume 75 million gallons (MG) next

year, which is the average over the past 4 years, but only 90% of the average<sup>1</sup> consumption over the past ten years. The forecast assumes water sales volume will remain flat thereafter at 75MG as conservation programs (including water rate increases) continue to induce more efficient use of water. Historical consumption data is shown on page 8.

Operating expenditures are budgeted to increase 1% from the FY13 adopted budget. A graphical history of operating expenditures is shown on page 9. The 2013 update of the Coastal Area Annual Water Cost Comparison (page 13) shows that, even with the proposed rate increase, the water cost for NMWD's West Marin customers remains below that paid by the customers of the other seven coastal agencies surveyed.

### **OCEANA MARIN SEWER OPERATING BUDGET**

The proposed Oceana Marin Sewer budget shown on page 14 includes a \$7/month (12% - to \$65) increase in the sewer service charge. Three years ago the sewer service charge was placed on the County property tax rolls, eliminating the monthly billing and collection cost. Two new connections are budgeted for next fiscal year with the anticipated Brown annexation, and one new connection each year thereafter, which is Oceana Marin's average over the past five years, as shown in the chart on page 17. Next year's budget projects operating expenditures, before depreciation, to increase 16% from the current year budget, and 3% from the current year estimated actual.

The District's agreement with Phillips and Associates to provide for Operation and Maintenance of the Oceana Marin system expires June 30, and a new agreement for Board consideration will be forthcoming in June. The FY14 budget for Phillips is projected at \$67,000. An additional \$1,000 is included as a contingency for major equipment repair or replacement.

A graphical history of Oceana Marin operating expenditures is shown on page 22. The 2013 update of the Coastal Area Annual Sewer Cost Comparison (page 20) shows that, even when the County 1% allocation of AB8 tax revenue is included as a ratepayer cost, Oceana Marin sewer service cost continues to rank third among the six coastal agencies surveyed.

The West Marin Water and Oceana Marin Sewer budgets will be reviewed again at the June 18 meeting. A public hearing to consider the proposed water rate increases and to adopt the water and sewer budgets is then scheduled for June 25 in Point Reyes Station.

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<sup>1</sup> Average potable use calculated net of the discontinued Giacomini Dairy operation consumption.

Proposed

**BUDGET**

*Initial Review*

**West Marin Water  
&  
Oceana Marin Sewer**

FISCAL YEAR

**2013-14**

***NORTH MARIN WATER DISTRICT***

*999 RUSH CREEK PLACE, NOVATO, CA*

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&  
OCEANA MARIN SEWER**

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**Proposed Capital Improvement Projects**

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	FY13 Budget	FY13 Est Actual	FY14 Budget	FY15 Budget	FY16 Budget	FY17	FY18
<b>6 WEST MARIN WATER SYSTEM</b>							
a. TP Solids Handling (Note 3)	\$400,000	\$100,000	\$200,000	\$500,000			
b. TP RTU Upgrade		\$25,000					
c. Point Reyes Well #3 Replace	\$165,000	\$175,000					
d. Treatment Plant Control Valve Replacement	\$75,000	\$50,000	\$25,000				
e. Gallagher Auxiliary Stream Gauge	\$30,000		\$30,000				
f. PB Replace in Sync w/ County Paving		\$80,000			\$50,000		
g. Replace PRE 2" Galvanized Steel Pipe				\$120,000			\$120,000
h. Olema PS Flood Protection & RTU Upgrade			\$100,000				
i. Emergency Generator Connections			\$15,000				
j. Pt Reyes Tank #2 & #3 Seismic Piping Upgrade		\$20,000	\$65,000				
k. Replace PRE Tank #4A (25,000 gal w/82,000 gal Tank)					\$250,000	\$250,000	
l. Gallagher Pipeline (Note 4)		\$25,000				\$1,600,000	
	<u>\$670,000</u>	<u>\$475,000</u>	<u>\$435,000</u>	<u>\$620,000</u>	<u>\$300,000</u>	<u>\$1,850,000</u>	<u>\$120,000</u>
<b>7 OCEANA MARIN SEWER SYSTEM</b>							
a. Infiltration Repair	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
b. Tahiti Way Lift Pumps Rebuild (2) (every 5 yrs)	\$20,000	\$16,000				\$20,000	\$20,000
c. Cross Country Sewer Line Rehab (3,150')	\$275,000	\$210,000					
d. Treatment Pond Algae Control Device	\$10,000						
e. SCADA RTU Upgrade and Install			\$35,000				
f. Design/Install 8th Disposal Trench (300')				\$50,000	\$50,000		
g. Pond Cleaning & Lining							\$400,000
	<u>\$320,000</u>	<u>\$241,000</u>	<u>\$50,000</u>	<u>\$65,000</u>	<u>\$65,000</u>	<u>\$35,000</u>	<u>\$435,000</u>

**Proposed Capital Improvement Projects**

5/20/13

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	<b>FY13 Budget</b>	<b>FY13 Est Actual</b>	<b>FY14 Budget</b>	<b>FY15 Budget</b>	<b>FY16 Budget</b>	<b>FY17</b>	<b>FY18</b>
<b><u>SUMMARY - GROSS PROJECT OUTLAY</u></b>							
West Marin Water	\$670,000	\$475,000	\$435,000	\$620,000	\$300,000	\$1,850,000	\$120,000
Oceana Marin Sewer	\$320,000	\$241,000	\$50,000	\$65,000	\$65,000	\$35,000	\$435,000
<b>GROSS PROJECT OUTLAY</b>	<b>\$990,000</b>	<b>\$716,000</b>	<b>\$485,000</b>	<b>\$685,000</b>	<b>\$365,000</b>	<b>\$1,885,000</b>	<b>\$555,000</b>
<b>LESS FUNDED BY LOANS/GRANTS/OTHER</b>							
e. WM Treatment Plant Solids Handling (Note 3)	(\$400,000)	(\$100,000)	(\$200,000)	(\$500,000)	\$0	\$0	\$0
f. Gallagher Pipeline (Note 4)	\$0	\$0	\$0	\$0	\$0	(\$1,600,000)	\$0
	<b>(\$400,000)</b>	<b>(\$100,000)</b>	<b>(\$200,000)</b>	<b>(\$500,000)</b>	<b>\$0</b>	<b>(\$1,600,000)</b>	<b>\$0</b>
<b><u>SUMMARY - NET PROJECT OUTLAY</u></b>							
West Marin Water	\$270,000	\$375,000	\$235,000	\$120,000	\$300,000	\$250,000	\$120,000
Oceana Marin Sewer	\$320,000	\$241,000	\$50,000	\$65,000	\$65,000	\$35,000	\$435,000
<b>NET (INTERNALLY FUNDED) PROJECT OUTLAY</b>	<b>\$590,000</b>	<b>\$616,000</b>	<b>\$285,000</b>	<b>\$185,000</b>	<b>\$365,000</b>	<b>\$285,000</b>	<b>\$555,000</b>
Total Number of Projects	8	10	8	4	4	4	4

Note 3 - WM Treatment Plant Solids Handling Funded by Bank Loan

Note 4 - \$1.6M Gallagher Pipeline funded by loan

**WEST MARIN WATER  
BUDGET SUMMARY  
Fiscal Year 2013/14**

	<b>Proposed Budget 2013/14</b>	<b>Estimated Actual 2012/13</b>	<b>Adopted Budget 2012/13</b>
<b>OPERATING INCOME</b>			
1 Water Sales	\$752,000	\$724,000	\$661,000
2 Misc Service Charges	6,000	5,000	5,000
3 <b>Total Operating Income</b>	<b>\$758,000</b>	<b>\$729,000</b>	<b>\$666,000</b>
<b>OPERATING EXPENDITURES</b>			
4 Source of Supply	\$20,000	\$26,000	\$37,000
5 Pumping	41,000	28,000	39,000
6 Operations	34,000	31,000	30,000
7 Water Treatment	114,000	102,000	112,000
8 Transmission & Distribution	122,000	128,000	105,000
9 Consumer Accounting	26,000	21,000	26,000
10 Water Conservation	4,000	4,000	4,000
11 General Administration	50,000	46,000	51,000
12 Depreciation Expense	150,000	149,000	153,000
13 <b>Total Operating Expenditures</b>	<b>\$561,000</b>	<b>\$535,000</b>	<b>\$557,000</b>
14 <b>NET OPERATING INCOME (LOSS)</b>	<b>\$197,000</b>	<b>\$194,000</b>	<b>\$109,000</b>
<b>NON-OPERATING REVENUE/(EXPENSE)</b>			
15 PR-2 County Tax Allocation	\$43,000	\$45,000	\$45,000
16 OL-2 Bond Tax	4,000	4,000	4,000
17 Interest Revenue	3,000	3,000	6,000
18 Bond & Loan Interest Expense	(41,000)	(44,000)	(44,000)
19 Miscellaneous Revenue/(Expense)	(5,000)	6,000	3,000
20 <b>Total Non-Operating Income/(Expense)</b>	<b>\$4,000</b>	<b>\$14,000</b>	<b>\$14,000</b>
21 <b>NET INCOME/(LOSS)</b>	<b>\$201,000</b>	<b>\$208,000</b>	<b>\$123,000</b>
<b>OTHER SOURCES/(USES) OF FUNDS</b>			
22 Add Depreciation Expense	\$150,000	\$149,000	\$153,000
23 Connection Fees	46,000	5,000	46,000
24 Capital Improvement Projects	(435,000)	(475,000)	(670,000)
25 Bond & Loan Principal Payments	(64,000)	(77,000)	(74,000)
26 <b>Total Other Souces/(Uses)</b>	<b>(\$303,000)</b>	<b>(\$398,000)</b>	<b>(\$545,000)</b>
27 <b>NET SURPLUS/(DEFICIT)</b>	<b>(\$102,000)</b>	<b>(\$190,000)</b>	<b>(\$422,000)</b>



## WEST MARIN WATER

### 5-Year Financial Forecast

#		Actual 2010/11	Actual 2011/12	Estimated 2012/13	Proposed 2013/14	Projected 2014/15	Projected 2015/16	Projected 2016/17	Projected 2017/18
<b># BASIC DATA</b>									
1	Active Meters	770	777	776	778	780	782	784	786
2	Avg Commodity Rate/1,000 Gal	\$6.59	\$6.97	\$7.60	\$7.79	\$8.17	\$8.57	\$9.00	\$9.45
3	Potable Consumption (MG)	74	74	77	75	75	75	75	75
<b>INCOME</b>									
4	Commodity Charge	\$489,493	\$518,217	\$585,000	\$584,000	\$613,000	\$643,000	\$675,000	\$709,000
5	Minimum Service Charge	94,214	115,584	139,000	168,000	177,000	186,000	196,000	206,000
6	Connection Fee	16,150	36,600	5,000	46,000	46,000	46,000	46,000	46,000
7	PR-2 County Tax Allocation	38,446	40,598	45,000	43,000	44,000	45,000	46,000	47,000
8	PR-3 G.O. Bond Tax	13,803	13,938	0	0	0	0	0	0
9	OL-2 G.O. Bond Tax	3,528	3,757	4,000	4,000	0	0	0	0
10	Interest	0	0	3,000	3,000	2,000	1,000	2,000	2,000
11	Miscellaneous	(18,491)	4,921	11,000	11,000	11,000	11,000	11,000	11,000
12	<b>TOTAL INCOME</b>	<b>\$637,143</b>	<b>\$733,615</b>	<b>\$792,000</b>	<b>\$859,000</b>	<b>\$893,000</b>	<b>\$932,000</b>	<b>\$976,000</b>	<b>\$1,021,000</b>
<b>EXPENDITURES</b>									
13	Operating Expenditures	\$381,224	\$382,948	\$386,000	\$421,000	\$423,000	\$436,000	\$449,000	\$462,000
14	Bond & Loan Debt Service	48,105	55,597	121,000	105,000	106,000	101,000	225,000	223,000
15	Interdistrict Loan Interest	4,969	5,918	0	0	0	0	0	0
16	<b>TOTAL EXPENDITURES</b>	<b>\$434,298</b>	<b>\$444,463</b>	<b>\$507,000</b>	<b>\$526,000</b>	<b>\$529,000</b>	<b>\$537,000</b>	<b>\$674,000</b>	<b>\$685,000</b>
<b>NET INCOME</b>		<b>\$202,845</b>	<b>\$289,152</b>	<b>\$285,000</b>	<b>\$333,000</b>	<b>\$364,000</b>	<b>\$395,000</b>	<b>\$302,000</b>	<b>\$336,000</b>
<b>OTHER SOURCES/(USES)</b>									
17	Capital Improvement Projects	(136,485)	(145,027)	(475,000)	(435,000)	(620,000)	(300,000)	(1,850,000)	(120,000)
18	Loan Proceeds	0	1,000,000	0	0	0	0	1,600,000	0
19	Loan from (Repayment to) Novato	(63,332)	(356,968)	0	0	0	0	0	0
20	Net Change in Working Capital	(13,013)	(4,575)	0	0	0	0	0	0
21	<b>INCREASE (DECREASE) IN CASH</b>	<b>(\$9,985)</b>	<b>\$782,582</b>	<b>(\$190,000)</b>	<b>(\$102,000)</b>	<b>(\$256,000)</b>	<b>\$95,000</b>	<b>\$52,000</b>	<b>\$216,000</b>
<b>CASH BALANCE</b>									
22	Operating Reserve	\$0	\$0	\$0	\$228,000	\$156,000	\$251,000	\$303,000	\$519,000
23	System Expansion Reserve	0	700,680	511,000	181,000	0	0	0	0
24	Liability Contingency Reserve	0	98,885	99,000	99,000	99,000	99,000	99,000	99,000
25	Bond Redemption Reserve	50,313	33,330	33,000	33,000	30,000	30,000	30,000	30,000
26	<b>TOTAL CASH BALANCE</b>	<b>\$50,313</b>	<b>\$832,895</b>	<b>\$643,000</b>	<b>\$541,000</b>	<b>\$285,000</b>	<b>\$380,000</b>	<b>\$432,000</b>	<b>\$648,000</b>
27	Amount Due to Novato Water	\$356,968	\$0	\$0	\$0	\$0	\$0	\$0	\$0
28	Depreciation Expense	\$147,002	\$150,169	\$149,000	\$150,000	\$157,000	\$167,000	\$172,000	\$203,000

**WEST MARIN WATER NOTES**

## # KEY

West Marin Water includes the communities of Point Reyes Station, Inverness Park, Olema, Bear Valley, Silver Hills and Paradise Ranch Estates (PRE).

- 1 Assumes annual increase of 2 connections per year.
- 2 A commodity rate increase of 5% is proposed effective 7/1/13.
- 3 Projection based on FY13 estimated actual.
- 5 A 20% increase in the Bimonthly Service Charge consistent with Novato Water is proposed effective 7/1/13. Thereafter a 5% annual increase is proposed.
- 6 The connection fee was set at \$22,800 per equivalent dwelling unit effective August 1, 2010.
- 7 In July 2009 the State Legislature "borrowed" 8% (approximately \$3,500) of Point Reyes tax revenue. The Legislature promised to repay the borrowed money plus 2% interest per annum no later than June 30, 2013. Said repayment is incorporated into the FY13 budget. PR2 County Tax allocation is projected to increase 3% per year.
- 8, 9 GO Bond Taxes are Proposition 13 Exempt property tax levies that fund general obligation bond debt service. See Note 27 regarding the PR-3 GO Bond.
- 10 Projected available funds invested at 0.40%
- 11 Turn-on, set-up, backflow device, Horizon CATV site lease & other miscellaneous charges.
- 13 3% annual increase assumed after FY14.
- 14 Comprised of four 40-year 5% bonds all purchased by the Farmers Home Administration: 1) 1973 \$250,000 PR-3 GO bond maturing 2013; 2) 1975 OL-2 \$70,000 GO bond due 2015; 3) 1980 PRE-1 \$240,000 revenue bond due 2020; 4) 1981 PR-6 \$217,800 revenue bond due 2021; plus an Economic Development Administration \$46,000 5% 40-year loan in 2017. On 6/1/91 the OL-2 bond was repurchased by Novato Water upon demand by FmHA. In July 2012 WM Water was allocated \$1 million from a Bank of Marin loan to finance construction of a Treatment Plant Solids Handling Facility. Commencing FY13 includes repayment of the \$1 million Bank of Marin loan; commencing FY17 includes repayment of a Gallagher Pipeline loan.
- 15 Interest on interdistrict Loan to fund the LRIPP. Debt was fully repaid in June 2012 with Bank of Marin loan.
- 16 Excludes depreciation.
- 17 Capital Improvement Projects. See 5-year Improvement Projects Forecast.
- 18 \$1 million loan from Bank of Marin in June 2012. Assumes Gallagher Pipeline loan proceeds offset the \$1.6 million installation cost.
- 19 Interdistrict loan repayment to fund the West Marin Long Range Improvement Project Plan (LRIPP). Fully repaid in June 2012.
- 22 Operating Reserve should be comprised of a minimum of 4 months of operating expenditures as recommended by the District's financial advisors. This reserve should have a balance of \$129,000 at June 30, 2013, however the funds have been used to subsidize operating deficits resulting from financing capital improvement projects. Future cash generated will accrue to the emergency operating reserve fund until it is whole.
- 23 System Expansion Reserve is composed of connection fee revenue and unexpended Bank of Marin loan funds.
- 24 Liability Contingency Reserve - \$90,000 is West Marin Water's pro-rata share (3.6%) of the District's \$2.5 million liability contingency fund, available to pay liability claims arising within the West Marin water system. \$8,885 was added in Dec 2006 from sale of 2 surplus parcels in Inverness Park.
- 25 Bond Redemption Reserve is comprised of one year of Revenue Bond debt service (\$30K) for PR-6 & PRE-1 bonds as required by bond covenant plus tax receipts held in the Marin County treasury. The PR-3 GO Bond was fully repaid in January 2013, eliminating the need for its \$15K County Reserve.
- 27 Amount Due to Novato Water at fiscal year end.

# West Marin Water Rate Increase Analysis

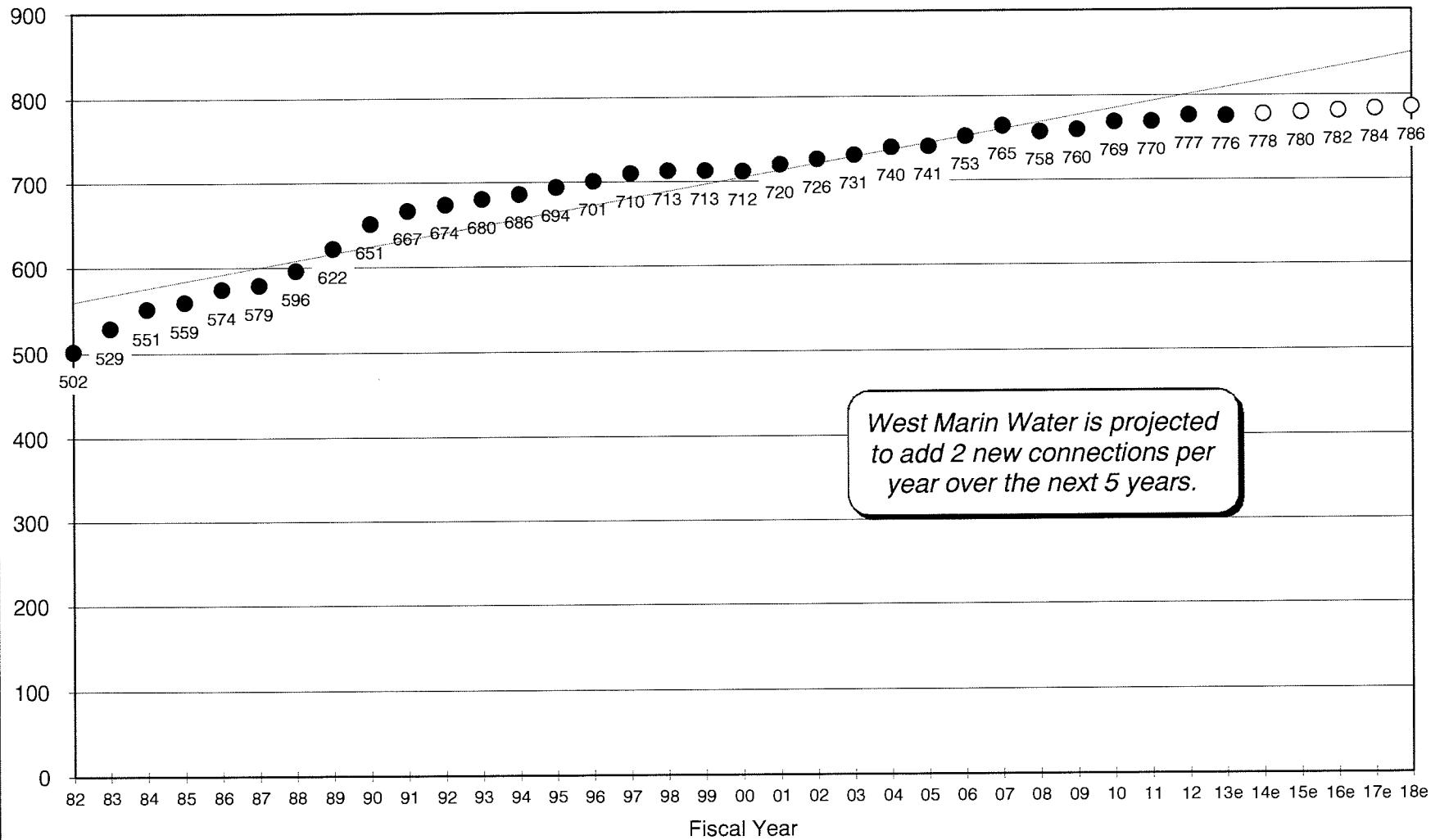
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5/20/13

## Annual Residential Impact (based on 59,100 gallons water use

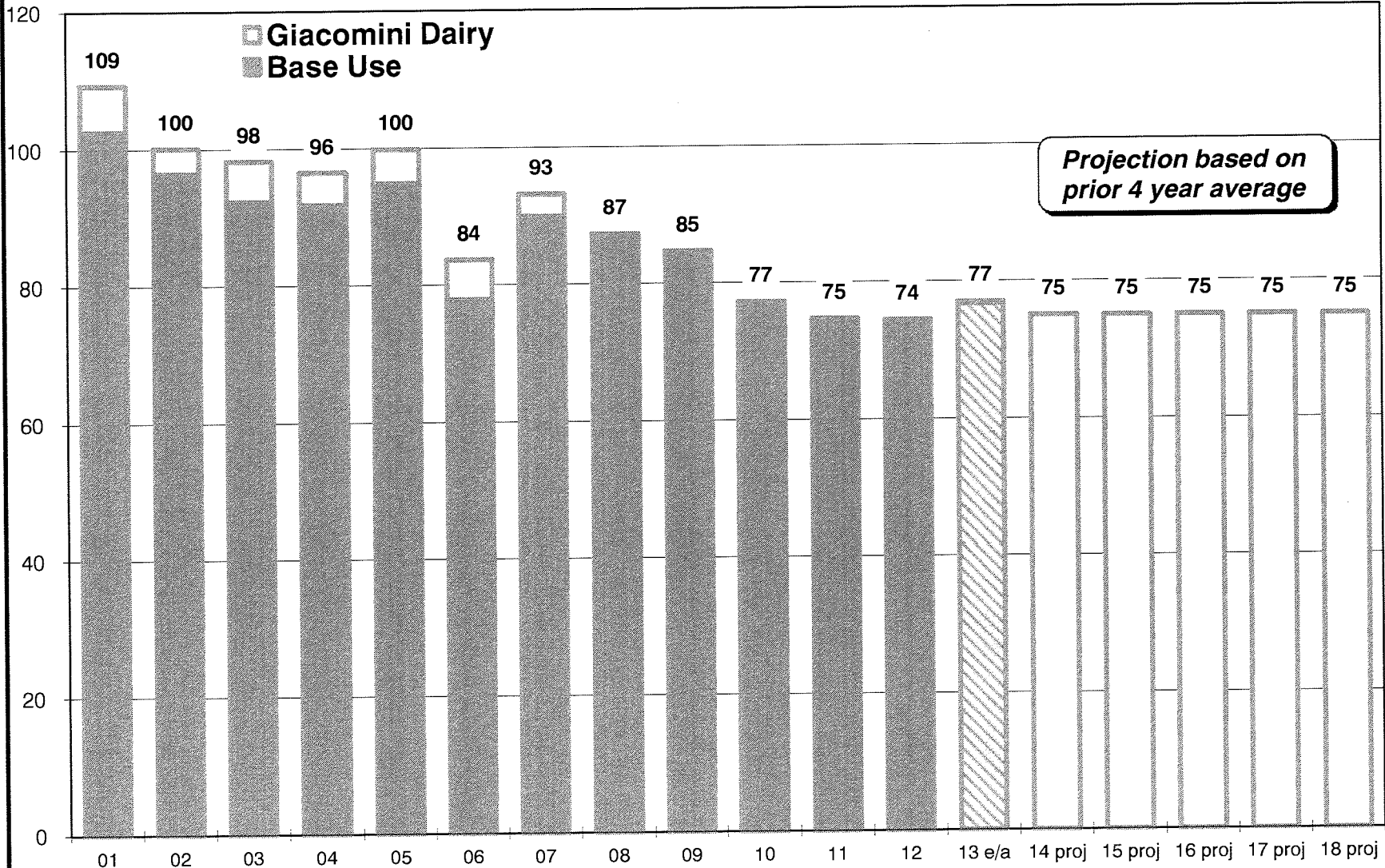
		Commodity	Annual	Annual	Annual	Total	<u>Annual Increase</u>	
		Rate	Use	Service	Tax	Annual	\$	%
Point Reyes Station	Current	\$6.36	\$376	+ \$150	+ \$55	= \$581		
	Proposed	\$6.68	\$395	+ \$180	+ \$55	= \$630	\$49	8%
Inverness Park, Bear Valley, Silver Hills	Current	\$6.53	\$386	+ \$150	+ \$55	= \$591		
	Proposed	\$6.86	\$405	+ \$180	+ \$55	= \$641	\$50	8%
Olema	Current	\$6.99	\$413	+ \$150	+ \$54	= \$617		
	Proposed	\$7.34	\$434	+ \$180	+ \$54	= \$667	\$51	8%
PRE Zone A	Current	\$6.53	\$386	+ \$246	+ \$0	= \$632		
	Proposed	\$6.86	\$405	+ \$276	+ \$0	= \$681	\$50	8%
PRE Zone B	Current	\$10.61	\$627	+ \$246	+ \$0	= \$873		
	Proposed	\$11.14	\$658	+ \$276	+ \$0	= \$934	\$61	7%
Outside Services	Current	\$8.90	\$526	+ \$150	+ \$0	= \$676		
	Proposed	\$9.35	\$553	+ \$180	+ \$0	= \$733	\$57	8%
Weighted Average	Current	\$7.06				\$623		
	Proposed	\$7.42				\$674	<u>\$51</u>	8%

### West Marin Water Active Service Connections @ June 30



### West Marin Potable Water Billed Consumption

MG



*Projection based on prior 4 year average*

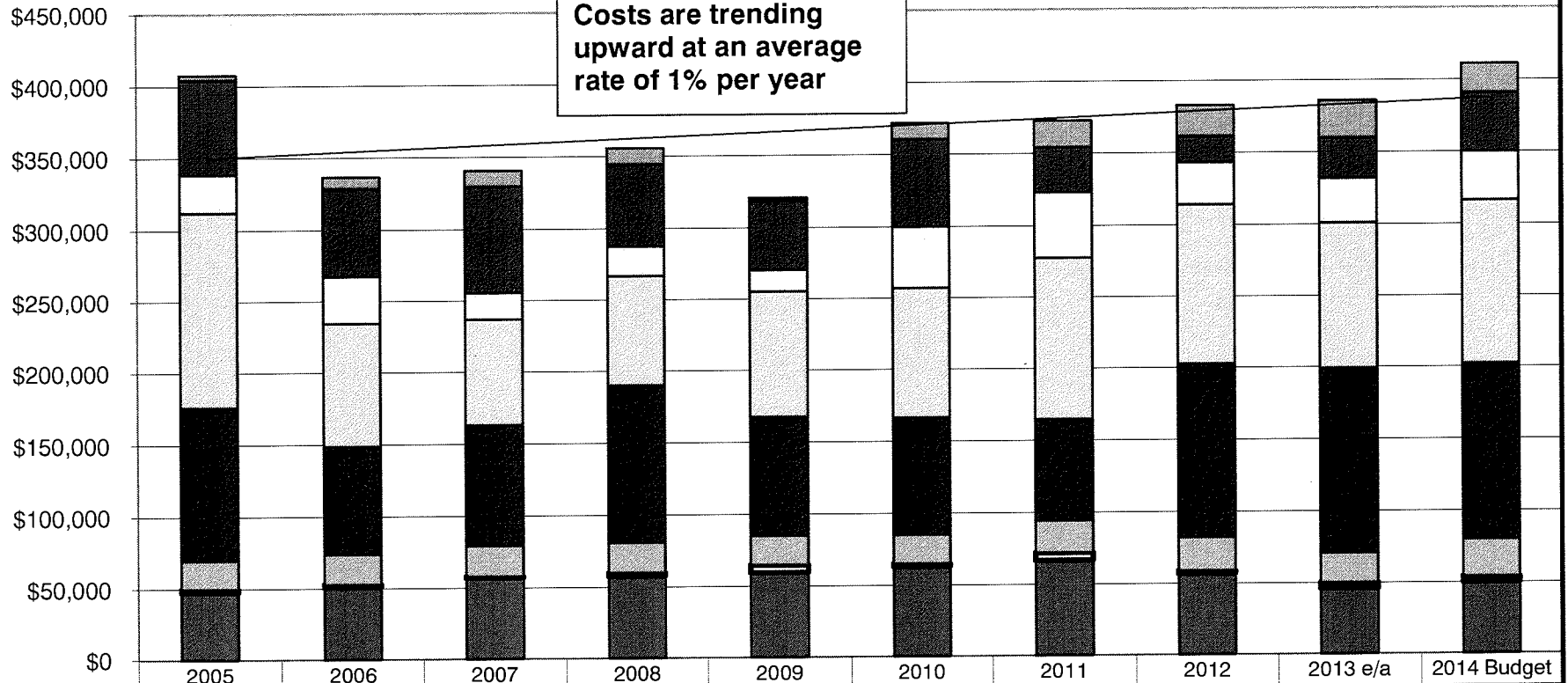
8

Giacomini Dairy discontinued operation in FY07

FISCAL YEAR ENDING

### West Marin Water Operating Expenditures

Costs are trending upward at an average rate of 1% per year



	2005	2006	2007	2008	2009	2010	2011	2012	2013 e/a	2014 Budget
■ Source	\$3,322	\$8,049	\$11,085	\$11,106	\$2,319	\$11,364	\$18,907	\$21,495	\$26,000	\$20,000
■ Pumping	\$65,592	\$61,001	\$74,108	\$57,375	\$47,801	\$60,516	\$31,092	\$18,226	\$28,000	\$41,000
□ Operations	\$26,753	\$33,329	\$18,925	\$20,340	\$14,970	\$42,962	\$45,965	\$29,609	\$31,000	\$34,000
□ Treatment	\$136,191	\$85,643	\$73,627	\$76,588	\$87,871	\$90,739	\$112,531	\$111,205	\$102,000	\$114,000
■ T & D	\$106,132	\$74,790	\$83,545	\$109,186	\$82,386	\$81,052	\$70,274	\$120,093	\$128,000	\$122,000
□ Cons Acctg	\$19,850	\$21,119	\$21,504	\$21,045	\$20,285	\$20,232	\$22,108	\$23,367	\$21,000	\$26,000
■ Wtr Cons	\$2,213	\$1,700	\$900	\$2,177	\$5,338	\$1,783	\$5,266	\$2,008	\$4,000	\$4,000
■ G & A	\$47,665	\$51,065	\$57,133	\$57,828	\$59,500	\$63,234	\$66,880	\$56,945	\$46,000	\$50,000
<b>Total</b>	<b>\$407,718</b>	<b>\$336,696</b>	<b>\$340,827</b>	<b>\$355,645</b>	<b>\$320,470</b>	<b>\$371,882</b>	<b>\$373,023</b>	<b>\$382,948</b>	<b>\$386,000</b>	<b>\$411,000</b>

May 8, 2013

**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](http://www.nmwd.com) or call the District Secretary at (415) 897-4133.

Sincerely,



Chris DeGabriele  
General Manager

Encl: as stated  
t:\acl\word\budget\wm\14\increase ltr to customers 2013.docx



**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
	<u>\$2,384,918</u>	

**PROPOSED**

**West Marin Water System Rate Changes**

EFFECTIVE JULY 1, 2013

<b>BIMONTHLY MINIMUM SERVICE CHARGE</b>	<b>Existing</b>	<b>Proposed</b>	<b>% Increase</b>
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%
<b>QUANTITY CHARGE</b>			
<b><u>Residential Rate Per Dwelling Unit</u></b>			
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%
<b><u>Commercial, Institutional &amp; Irrigation Rate</u></b>			
November 1 through May 31.....	\$6.42	\$6.75	5%
June 1 through October 31.....	\$8.89	\$9.34	5%
<b>PLUS A HYDRAULIC ZONE CHARGE/1,000 GAL</b>			
<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**

## 2013 COASTAL AREA WATER COST COMPARISON

5/29/13

Comparison of NMWD's Charges with Other Agencies Based on Rates and Charges in Effect on 6/1/13  
 "Typical" Single Family Residence (5/8" x 3/4" Meter) Using 59,100 Gallons Annually

Agency	No. of Water Services	Bimonthly Service Charge	Commodity Rate per 1,000 Gallons		Annual Water Cost <sup>1</sup>	Water Bond Tax Rate per \$100/AV	Annual Tax Cost <sup>2</sup>	Total Annual Cost
California Water Service Co.	255	\$139.73	\$39.58		\$3,177	-	-	\$3,177
Bolinas Community PUD	580	\$169.67	1.34/\$2.01/\$4.01	(3)	\$1,121	\$0.011	\$446 (4)	\$1,567
Estero Mutual Water District	141	\$167.90	\$7.86/\$11.56	(5)	\$1,400	-	-	\$1,400
Stinson Beach Co Water	725	\$77.10	\$2.61/\$6.26	(6)	\$667	\$0.004	\$532 (7)	\$1,199
Muir Beach Community Services	151	\$49.92	\$9.20	(8)	\$633 (9)	-	\$300 (10)	\$933
Inverness PUD	508	\$100.00	\$3.07/\$4.61	(11)	\$802	-	-	\$802
Bodega Bay PUD	1,056	\$43.07	\$6.06	(12)	\$401	-	\$310 (13)	\$711
→ NMWD West Marin Service Area	<b>776</b>	<b>\$30.00</b>	<b>\$7.35</b>	(14)	<b>\$614</b>	-	<b>\$49</b> (15)	<b>\$664</b>

Notes:

- (1) Median annual consumption for West Marin Service Area single-family detached home is 59,100 gallons. Use will differ in other areas and microclimates.
- (2) Includes taxes for debt service on outstanding water bonds and loans plus any applicable apportionment of the AB8 1% County levy distributed to compensate for the Prop 13 elimination of the operation and maintenance tax.
- (3) 1st 15 Ccf quarterly @ \$1.00/Ccf, 16 to 21 Ccf @ \$1.50, 22 - 28 @ \$3.00, 29 - 40 @ \$6.00, 41 - 60 @ \$10, 61 - 75 @ \$15 and 76+ Ccf @ \$18/Ccf (billed quarterly).
- (4) Based on home with net AV of \$399,657 (average 2012/13 AV on 544 single family homes in Bolinas) and tax rate of \$1.10/\$100 AV. 100% of this tax is allocated to water. Also shares in 1% County levy. This "allocation" is projected by the County of Marin at \$233,659 for Bolinas in 2012/13 of which 100% is credited to the water fund amounting to \$403 per service.
- (5) First 25 cubic meters bimonthly @ \$2.075/cm; next 25 cm @ \$3.051/cm; 51+ cm @ \$4.089/cm.
- (6) First 6 Ccf monthly @ \$1.95/Ccf; 6 to 10 Ccf @ \$4.68/Ccf; 10 to 16 Ccf @ \$7.88/Ccf; 16 to 20 Ccf @ \$10.80/Ccf; 20 to 30 Ccf @ \$16.97/Ccf; 30 to 40 Ccf @ \$21.20Ccf; 40 and above Ccf @ \$27.54/Ccf.
- (7) Based on weighted average tax rate of 0.43¢/\$100 AV and home with net AV of \$983,072 (average 2012/13 AV on 648 single family homes in Stinson Beach less \$7,000 homeowner exemption). Stinson Beach also shares in 1% County levy. This "allocation" is projected at \$507,218 in 2012/13 of which 70% is credited to the water fund amounting to \$490 per service.
- (8) \$49.92/bimonthly flat rate for first 4,500 gallons, plus \$0.92/100 gallons for 4,500 to 10,000, plus \$1.29/100 gallons for 10,000 to 30,000, plus \$1.62/100 gallons for 30,000+ gallons.
- (9) 25% of revenue is allocated to capital improvements.
- (10) The annual \$300 charge is now collected via water billings rather than a parcel tax and is allocated to capital improvements.
- (11) First 12 Ccf bimonthly @ \$2.30/Ccf; 13 to 36 Ccf @ \$3.45/Ccf, 37 to 48 @ \$4.90/Ccf, 49 to 60 @ \$6.75/Ccf, and 61+ @ \$20.15/Ccf.
- (12) \$43.07 bi-monthly water svc charge for 0-800 cubic feet, then \$4.53/100 cubic feet for 801-2,500 cubic feet, then \$5.18/100 cubic feet over 2,500 cubic feet.
- (13) Based on share of 1% County levy. This "allocation" was projected by the County of Sonoma at \$327,155 for 10/11, of which 100% was allocated to water amounting to \$310 per service. FY13 allocation is not available until June.
- (14) Rate shown is weighted average of Point Reyes Station, Olema, Bear Valley/Inverness Park & Paradise Ranch Estates and includes a Proposed 5% commodity & 20% bimonthly service charge increase. Tier rate charges do not apply to the typical residential customer as median use does not exceed the 400 gpd tier rate threshold.
- (15) West Marin Service Area receives allocation of the 1% County levy projected at \$38,188 in 2012/13, amounting to \$49 per service.

**OCEANA MARIN SEWER  
BUDGET SUMMARY  
Fiscal Year 2013/14**

	<b>Proposed Budget 2013/14</b>	<b>Estimated Actual 2012/13</b>	<b>Adopted Budget 2012/13</b>
<b>OPERATING INCOME</b>			
1 Monthly Sewer Service Charge	\$178,000	\$158,000	\$158,000
2 Misc Service Charges	0	0	0
3 <b>Total Operating Income</b>	<b>\$178,000</b>	<b>\$158,000</b>	<b>\$158,000</b>
<b>OPERATING EXPENDITURES</b>			
4 Sewage Collection	\$29,000	\$28,000	\$21,000
5 Sewage Treatment	27,000	28,000	20,000
6 Sewage Disposal	8,000	9,000	2,000
7 Contract Operations	67,000	62,000	65,000
8 Customer Accounting	2,000	2,000	2,000
9 General & Administration	19,000	18,000	21,000
10 Depreciation Expense	50,000	44,000	41,000
11 <b>Total Operating Expenditures</b>	<b>\$202,000</b>	<b>\$191,000</b>	<b>\$172,000</b>
12 <b>NET OPERATING INCOME (LOSS)</b>	<b>(\$24,000)</b>	<b>(\$33,000)</b>	<b>(\$14,000)</b>
<b>NON-OPERATING REVENUE/(EXPENSE)</b>			
13 OM-1/OM-3 Tax Allocation	\$46,000	\$48,000	\$46,000
14 Interest Revenue	1,000	1,000	3,000
15 Miscellaneous Revenue/(Expense)	1,000	0	1,000
16 <b>Total Non-Op Income/(Expense)</b>	<b>\$48,000</b>	<b>\$49,000</b>	<b>\$50,000</b>
	<b>NET INCOME/(LOSS)</b>	<b>\$16,000</b>	<b>\$36,000</b>
<b>OTHER SOURCES/(USES) OF FUNDS</b>			
17 Add Depreciation Expense	\$50,000	\$44,000	\$41,000
18 Connection Fees	30,000	0	15,000
19 Capital Improvement Projects	(50,000)	(241,000)	(320,000)
20 <b>Total Other Souces/(Uses)</b>	<b>\$30,000</b>	<b>(\$197,000)</b>	<b>(\$264,000)</b>
21 <b>NET SURPLUS/(DEFICIT)</b>	<b>\$54,000</b>	<b>(\$181,000)</b>	<b>(\$228,000)</b>

# OCEANA MARIN SEWER

## 5-Year Financial Forecast

#		Actual 2010/11	Actual 2011/12	Estimated 2012/13	Proposed 2013/14	Projected 2014/15	Projected 2015/16	Projected 2016/17	Projected 2017/18
<b># BASIC DATA</b>									
1	Number of Connections	227	227	227	229	230	231	232	233
2	Monthly Service Charge	\$55.00	\$58.00	\$58.00	\$65.00	\$68.00	\$71.00	\$75.00	\$79.00
<b>INCOME</b>									
3	Monthly Service Charge	\$149,820	\$157,311	\$158,000	\$178,000	\$187,000	\$196,000	\$208,000	\$220,000
4	OM-1/OM-3 Tax Allocation	40,992	43,266	48,000	46,000	47,000	48,000	49,000	50,000
5	Connection Fees	0	0	0	30,000	15,000	15,000	15,000	15,000
6	Interest Revenue	2,555	1,387	1,000	1,000	1,000	1,000	1,000	1,000
7	Miscellaneous Revenue/(Expense)	(156)	10	0	1,000	1,000	1,000	1,000	1,000
8	<b>TOTAL INCOME</b>	<b>\$193,211</b>	<b>\$201,974</b>	<b>\$207,000</b>	<b>\$256,000</b>	<b>\$251,000</b>	<b>\$261,000</b>	<b>\$274,000</b>	<b>\$287,000</b>
9	<b>OPERATING EXPENDITURES</b>	<b>\$128,191</b>	<b>\$137,490</b>	<b>\$147,000</b>	<b>\$152,000</b>	<b>\$157,000</b>	<b>\$162,000</b>	<b>\$167,000</b>	<b>\$172,000</b>
<b>OTHER EXPENDITURES</b>									
10	Capital Imprvmnt Projects/Other	\$26,360	\$58,694	\$241,000	\$50,000	\$95,000	\$65,000	\$35,000	\$435,000
11	<b>TOTAL EXPENDITURES</b>	<b>\$154,551</b>	<b>\$196,184</b>	<b>\$388,000</b>	<b>\$202,000</b>	<b>\$252,000</b>	<b>\$227,000</b>	<b>\$202,000</b>	<b>\$607,000</b>
12	Net Change in Working Capital	\$9,603	\$21,639						
13	<b>INCREASE (DECREASE) IN CASH</b>	<b>\$48,263</b>	<b>\$27,429</b>	<b>(\$181,000)</b>	<b>\$54,000</b>	<b>(\$1,000)</b>	<b>\$34,000</b>	<b>\$72,000</b>	<b>(\$320,000)</b>
<b>CASH BALANCE</b>									
14	Operating Reserve	\$238,651	\$293,416	\$162,000	\$211,000	\$215,000	\$249,000	\$321,000	\$1,000
15	Connection Fee Reserve	77,292	49,956	0	5,000	0	0	0	0
16	<b>TOTAL CASH BALANCE</b>	<b>\$315,943</b>	<b>\$343,372</b>	<b>\$162,000</b>	<b>\$216,000</b>	<b>\$215,000</b>	<b>\$249,000</b>	<b>\$321,000</b>	<b>\$1,000</b>
17	Depreciation Expense	\$41,084	\$41,084	\$44,000	\$50,000	\$51,000	\$53,000	\$55,000	\$56,000

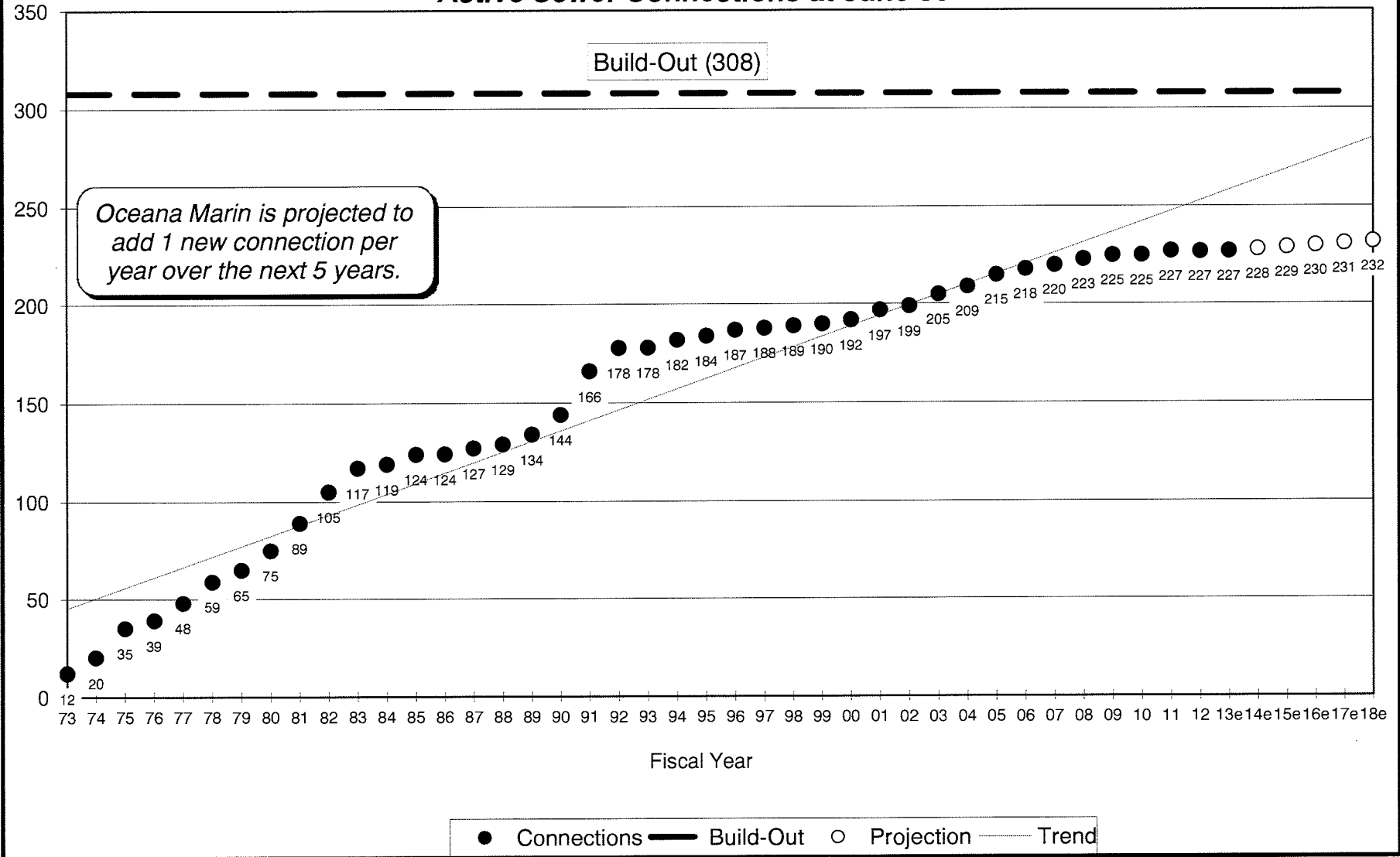
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**OCEANA MARIN SEWER****NOTES**

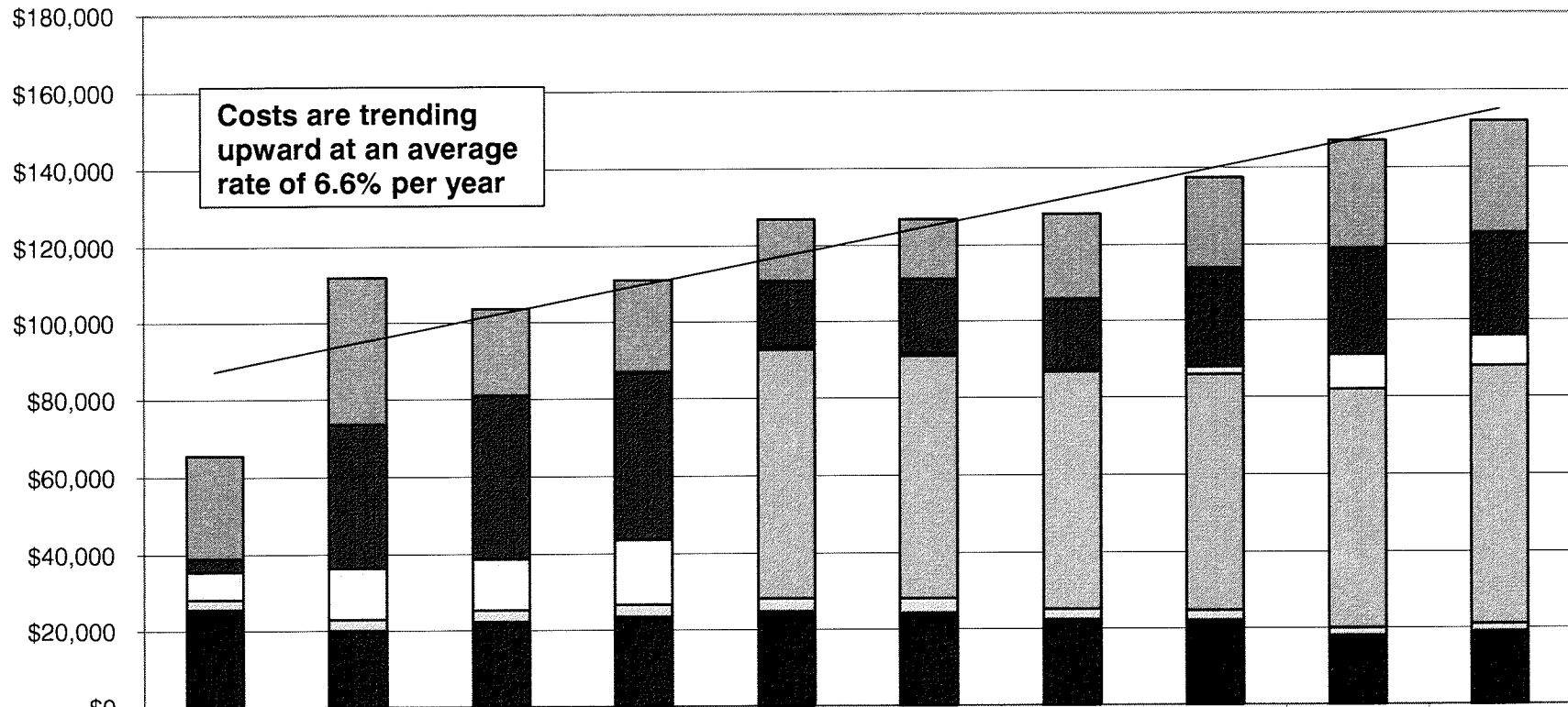
## # KEY

- 1 Assumes increase of 2 connection in FY14 with Brown annexation, then 1 per year thereafter, which is the average over the last 5 years.  
Capacity is estimated at 308 dwelling units.
- 2 Proposed 12% (\$7/mo) increase commencing 7/1/13, followed by 5% annual increases thereafter to build cash to fund the FY18 \$400,000 Pond Relining Project.
- 4 County tax allocation enacted subsequent to Prop 13 to compensate for O&M tax revenue previously received. In July 2009 the State Legislature "borrowed" 8% (approximately \$3,500) of Oceana Marin tax revenue. California promised to repay the borrowed money plus 2% interest per annum no later than June 30, 2013. Said repayment is incorporated into the FY13 budget. OM-1/IOM-3 County Tax allocation is projected to increase 3% per year.
- 5 Assumes new connections occur in OM-3 (Units 1 or 5) which are subject to the connection fee.
- 6 Projected available funds invested at 0.40%
- 9 3% annual increase assumed after FY14.
- 10 Capital Improvement Projects. See 5-year Improvement Projects Forecast.
- 11 Excludes depreciation.
- 16 Cash available for operation, maintenance and improvements

### Oceana Marin Growth Active Sewer Connections at June 30



### Oceana Marin Operating Expenditures



	2005	2006	2007	2008	2009	2010	2011	2012	2013 e/a	2014 Budget
■ Collection	\$26,572	\$38,373	\$22,658	\$24,088	\$16,309	\$15,748	\$22,503	\$23,687	\$28,000	\$29,000
■ Treatment	\$3,423	\$37,086	\$42,187	\$43,307	\$17,142	\$19,474	\$18,470	\$25,928	\$28,000	\$27,000
□ Disposal	\$7,310	\$13,540	\$13,483	\$17,024	\$797	\$719	\$489	\$1,972	\$9,000	\$8,000
■ Contract Ops					\$64,467	\$62,745	\$61,592	\$61,215	\$62,000	\$67,000
□ Cons Acctg	\$2,690	\$2,874	\$3,087	\$3,179	\$3,429	\$3,952	\$2,778	\$2,636	\$2,000	\$2,000
■ G & A	\$25,549	\$20,023	\$22,197	\$23,491	\$24,801	\$24,228	\$22,359	\$22,052	\$18,000	\$19,000
<b>Total</b>	<b>\$65,544</b>	<b>\$111,896</b>	<b>\$103,612</b>	<b>\$111,089</b>	<b>\$126,945</b>	<b>\$126,866</b>	<b>\$128,191</b>	<b>\$137,490</b>	<b>\$147,000</b>	<b>\$152,000</b>

May 8, 2013

**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](http://www.nmwd.com) or call the District Secretary at (415) 897-4133.

Sincerely,



Chris DeGabriele  
General Manager

**DRAFT**  
NORTH MARIN WATER DISTRICT  
NOTICE OF PUBLIC HEARING  
OCEANA MARIN SEWER SERVICE CHARGES  
FISCAL YEAR 2013-2014

NOTICE IS HEREBY GIVEN that pursuant to Section 5471 et seq. of the California Health and Safety Code and Section 31101 et seq. of the California Water Code, the Board of Directors of North Marin Water District (NMWD), intends to amend NMWD Regulation 109, Oceana Marin Sewer Service - Rates and Charges, through the adoption of Ordinance No. 26 on June 25, 2013, fixing its charges for sewerage services for the fiscal year 2013-2014 in the amount of \$65 per month (\$780 per year) per parcel (an increase of \$7 per month - \$84 annually), and further intends to elect to collect such charges on the tax roll as it did for fiscal year 2012-2013 in the same manner as general taxes. NMWD has caused to be filed with its Secretary a written report containing a description of each parcel of real property receiving sanitary sewerage service from said District and the anticipated amount of charges on each such parcel.

NOTICE IS HEREBY GIVEN THAT ON Tuesday, June 25, 2013 at 7:30 p.m. at a regular Board Meeting of NMWD held at The Dance Palace, 503 B Street, Point Reyes Station, California said Board will hear and consider all protests and objections to said report.

Dated: May 30, 2013

Publish: June 6 and June 20, 2013 in the Point Reyes Light

## 2013 COASTAL AREA SEWER COST COMPARISON

5/29/13

Comparison of NMWD's Charges with Other Agencies based on Charges in effect on 6/1/13

<u>Agency</u>	<u>No. of Sewer Services</u>	<u>Monthly Service Charge</u>	<u>Annual Tax Revenue</u> <sup>(1)</sup>	<u>Annual Total</u>
Marshall Community Wastewater System	32	\$100.57 <sup>(2)</sup>	\$0	\$1,207
Bolinas Community PUD	163	\$81.33	\$0 <sup>(3)</sup>	\$976
<b>&gt; NMWD Oceana Marin</b>	<b>227</b>	<b>\$65.00</b>	<b>\$179</b> <sup>(4)</sup>	<b>\$959</b> <
Tomales Village CSD	107	\$63.00	\$61 <sup>(5)</sup>	\$817
Stinson Beach Co Water - Inspection Only	703	\$39.65 <sup>(6)</sup>	\$216 <sup>(7)</sup>	\$692
Bodega Bay PUD	1,010	\$50.04	\$0 <sup>(8)</sup>	\$600

### Notes:

- (1) Includes taxes for debt service on outstanding sewer bonds and loans plus any applicable allocation of the AB8 1% County levy distributed to compensate for the Prop 13 elimination of the operation and maintenance tax.
- (2) Community wastewater step-system commenced October 2008. Each parcel has own septic tank, pumped to a community collection tank, then pumped into a community leach field. Rates shown were effective on July 1, 2012 (proposed July 1, 2013 rates are not available yet).
- (3) Based on home with net AV of \$399,657 (average 2012/13 AV on 544 single family homes in Bolinas) and tax rate of \$1.10/\$100 AV none of which is allocated to Sewer. Also shares in 1% County levy. This "allocation" is projected by the County of Marin at \$233,659 for Bolinas in 2012/13 of which 100% is credited to the water fund.
- (4) Based on share of 1% County levy. This "allocation" is projected by the County of Marin at \$40,698 for 2012/13 which equates to \$179.29 per service.
- (5) Based on home with net AV of \$305,329 (average 2012/13 AV on 107 single family homes in Tomales) and tax rate of 2¢/\$100 AV.
- (6) On-Site Wastewater System - no sewer system. Services provided include septic inspections, ground and surface water monitoring and other inspections required by the State Water Quality Control Board. In addition to the cost paid to Stinson Beach Water Co., each customer must purchase and install their own on-site wastewater system.
- (7) Based on allocation of 1% County levy. This "allocation" was projected by the County of Marin at \$507,218 for 2012/13 of which 30% was allocated to sewer amounting to \$216.45 per service.
- (8) Based on share of 1% County levy. This "allocation" was projected by the County of Sonoma at \$327,155 for 2010/11 which 100% was allocated to water (0% to sewer). FY12/13 information is not available until June.

17

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 0531.doc

May 31, 2013

**RECOMMENDED ACTION:** Information

**FINANCIAL IMPACT:** None

Attached for your review are the following District Policies:

Policy Number 41 – Vehicle Replacement

Policy Number 43 – Wireless Communication Facilities Lease Policy

Policy Number 44 – Integrated/Multi-Benefit Water Resource Projects

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: VEHICLE REPLACEMENT**  
**POLICY NUMBER: 41**

Original Date: May 6, 1997  
Revision Adopted: May 20, 2008

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The District will replace its 3/4-ton and under vehicles when they reach 110,000 miles. If exceptional circumstances warrant deviation from this policy, i.e., the need for early disposal of a "lemon," staff will obtain approval from the Board.

Revisions: 05/06/98, 05/20/08

## NORTH MARIN WATER DISTRICT

POLICY: WIRELESS COMMUNICATION FACILITIES LEASE  
POLICY NUMBER: 43

Original Date: May 1, 2007  
Revision Adopted: 05/01/07

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### Policy Statement

North Marin Water District Operations/Maintenance Department is responsible for the technical management of all wireless / airwave services and facilities (such as fixed and mobile wireless, satellite dishes, radio installations and ancillary emergency power) on District property.

### Background Issues

Management of all ~~types of wireless / airwave services and vendors~~ are included in this responsibility. All requests for facility space to support wireless / airwave services, including internal uses, external vendor and service provider site requests, and proposed contracts, must be reviewed by the District. The District has established a protocol for the design, installation and maintenance of all ~~approved wireless~~ facilities. All vendor requests for facility space for ~~these types of wireless~~ services should be directed to North Marin Water District's Facilities Operations/Maintenance Superintendent.

Revisions: 05/07,

## TABLE OF CONTENTS

- 1.00 Definitions
  - 2.00 Background
  - 3.00 Purpose
  - 4.00 Consideration for Evaluation of Requests
  - 5.00 Requests from Applications
  - 6.00 Unauthorized Installations
- 

### 1.00 Definitions

- 1.01 Antenna: Any apparatus that broadcasts and/or receives voice, data and video information or communications through the atmosphere, from either earthbound or orbital sources.
- 1.02 Electronics Enclosure: A building, hut, vault, or other freestanding, buried, or wall-mounted enclosure used to house electronic equipment association with an antenna installation.
- 1.03 Facilities: Any water storage tanks, buildings, fixtures, equipment, or property including streets, sidewalks, landscaping elements and grounds, which are owned and/or operated by North Marin Water District.
- 1.05 Licensee: The entity that is proposing and may be granted the right to install a communications antenna on North Marin Water District facilities pursuant to an executed Wireless Telecommunications Antenna Site License Agreement.
- 1.06 Owner: North Marin Water District.
- 1.07 Towers: Structures proposed for use by Licensee for mounting of antenna equipment to broadcast and/or receive data, information or communications through the atmosphere, from either earthbound or orbital sources.



## **2.00 Background**

- 2.01 The North Marin Water District periodically receives requests for permission from commercial vendors to mount various types of antennas, towers, electronic and ancillary equipment on District facilities for wireless / airwave services.
- 2.02 The North Marin Water District recognizes that the aesthetic appearance of its facilities significantly impacts the District's ability to maintain a low impact to its customers, and the District is committed to developing and maintaining the aesthetic appeal of its facilities.
- 2.03 The North Marin Water District recognizes that the general public has a concern with a potential for harmful electromagnetic health effects that may exist in certain wireless communications devices.
- 2.04 The District facilities are public assets and requests for the right to site antennas, towers, electronic enclosures and ancillary equipment on District facilities is a decision that shall be made by the District Board of the Directors. Any value that may be gained by the District through licenses with commercial vendors shall be District resources that will be allocated on a case by case basis as directed by the Board of Directors.

## **3.00 Purpose**

- 3.01 This policy outlines a consistent application, review and approval process for the siting and installation of antennas, towers, electronic enclosures and ancillary equipment, including the procedures for approval of such projects and the guidelines for evaluation of requests, with respect to technical, aesthetic, legal and District parameters.
- 3.02 This policy will direct the activities of the District in its consideration of requests made by commercial vendors to install antennas, towers, electronic enclosures, and ancillary equipment on District facilities.
- 3.03 This policy will direct the activities of the District to ensure all proposed structures are designed, built and maintained without interference with existing and future District facilities.

## **4.00 Considerations for Evaluation of Requests**

- 4.01 Aesthetic: All proposed installations ~~should~~will be evaluated with respect to their site location and their potential aesthetic impacts to the surrounding environment.
- 4.02 Technical: North Marin Water District maintains crucial data and communications assets that support substantial investments in operational activities. All proposed installations shall be evaluated with respect to potential interference with existing and possible future data and communications operations. Evaluations will be conducted by applicant and presented to the District. The technical evaluation shall address any potential impact to, or potential for, interference with District broadcast facilities such as radio and with other existing communications equipment used by or planned by Marin County Emergency Radio Agency, Novato Police Department, Novato Fire Protection District and other existing transmitter and receivers. Each applicant must address the risk of interference with the other existing users.
- 4.03 Permitting: Prior to recommending approval to the Board of Directors, applicants must provide all necessary permits from the federal, state, county, local city and other building authorities as required.
- 4.04 Legal: Prior to recommending approval to the Board of Directors, District legal counsel will evaluate requests to assure they are consistent with District regulations and policies. A license agreement is required to perfect a proposed installation. The Facilities Operations/Maintenance Superintendent will negotiate on behalf of the District a proposed license for consideration by the Board of Directors.
- 4.05 Environmental: Environmental review pursuant to the California Environmental Quality Act for the proposed installation must be completed by the licensee prior to Board of Directors' consideration of the proposed license.
- 4.06 Philosophical: The District will evaluate proposed installations with respect to aesthetic, technical, environmental, legal and District parameters, and in accordance with emerging District philosophies such as preferred use, benefit analysis, compensation, etc.
- 4.07 Other Considerations: Single-line telecommunications antenna/towers that stretch from one facility or structure to another present special hazards and are not likely to be approved.

4.08 Existing Systems: All those who currently have telecommunications antenna/towers located on the proposed facility and nearby facilities must review configuration, location and anticipated frequencies of proposed installations.

## **5.00 Requests from Applicants**

5.01 Any entity desiring to install antennas, towers, electronic enclosures, and ancillary equipment on District facilities in accordance with requirements set forth in this policy must outline how it will comply with the provisions of the Wireless Telecommunications Antenna Site License Agreement template used by the District and attached hereto as Exhibit A.

5.02 The ~~Facilities Operations/Maintenance~~ Superintendent will organize the application and, review ~~and it~~ approve processes with input from other departments. The District Secretary will be the central repository for all agreements resulting from the execution of this policy.

5.03 The locale and elevation of the District's ~~major property~~ may ~~be~~ include technically suitable locations for commercial vendors' antennas, towers, equipment enclosures, and ancillary equipment ~~on District facilities that require the use of telecommunications antenna/towers in the delivery of their services.~~ The District will not endorse installations that support the commercial activities of ~~commercial~~ vendors without value accruing to the District.

5.04 Installations proposed by ~~commercial~~ vendors shall not conflict with the overall mission of the District. All proposals must provide fair market value to the District. Factors that may be considered in valuing proposals are improvements to existing District infrastructure that provide emergency communications services (voice/data) to the District.

5.05 Vendors must provide assurance that the installation will not negatively impact District facilities including building space, roof/building conditions and sites adjacent thereto, and other District resources, including personnel.

5.06 An installation will not be approved if it will interfere with or intrude upon existing voice, data, radio and video communications, or other systems ~~or~~ equipment or District programs.

- 5.07 Access into or onto District facilities for operations, maintenance or repairs of vendor-installed equipment must be arranged through the Operations/Maintenance Department.
- 5.08 All licensee personnel will be required to comply with District policies including parking regulations.
- 5.09 All vendors must execute and comply with a Wireless Telecommunications Facilities License Agreement. See Exhibit A.
- 5.10 North Marin Water District desires to work with other public agencies to enhance public safety and public agency communication in the surrounding community. Requests for installation of any public agency antennas, towers, equipment enclosures and ancillary equipment will be consistent with this policy.
- 5.11 License agreements will have a two-phase process: Phase 1 will provide a general description in Section 1, Grant of License, with specific term limits in Section 2 and specific payment terms in Section 5. Phase 2 will be the final approval after applicant has met all North Marin Water District ~~Board of Directors~~ requirements.
- 5.12 All License agreements are subject to approval by the Board of Directors who may reject any proposal at any time.

## **6. Unauthorized Installations**

- 6.01 If any unauthorized installations are discovered, the District will remove installed equipment immediately. The District will notify the entity responsible for the installation of the required action. The entity responsible for the ~~Unauthorized users~~ installation will be responsible for the full cost of removal.

# WIRELESS TELECOMMUNICATIONS ANTENNA SITE PRELIMINARY LICENSE AGREEMENT

THIS PRELIMINARY LICENSE AGREEMENT, made this 4th day of December, 2007, by and between NORTH MARIN WATER DISTRICT, a County Water District formed under California Government Code §30000, herein called "District," and "Name of licensee", herein called "Licensee".

## 1. Grant of License

After Licensee has been granted all governmental permits, licenses and approvals necessary for operation of its facility pursuant to this Agreement, and District Board approval is granted, the District hereby agrees to grant to Licensee a license to enter the District's Site location (the "Site"), for the purpose of designing, constructing, installing, operating, maintaining, repairing and replacing facilities for wireless communications and uses incidental thereto (the "Facilities"). Said Facilities shall consist of:

- a. Ground space measuring approximately thirty (30) feet by forty (40) feet for antennas, towers, electronic enclosures and ancillary equipment.
- b. A security perimeter fence consistent with the existing site fencing materials.
- c. One (1) antenna tower approximately seventy-five (75) feet tall on steel poles set in concrete.
- d. Underground utilities cables for electricity, telephone and television.
- e. An equipment shelter measuring approximately twelve (12) feet by twenty (20) feet and ten (10) feet tall.
- f. An ancillary diesel tank and diesel generator for emergency power.

The Facilities shall be located on the Site as described and depicted on "Exhibit A" attached hereto and incorporated herein by reference.

## 2. Term

The term hereof shall be five (5) years with annual license fees and a fixed annual increase, as discussed below in further detail. The license term shall commence upon the first day of the month following: (i) issuance of a building permit to Licensee, or (ii) commencement of the Facilities on the Site, whichever occurs later ("Commencement Date").

## 3. Option to Extend Term

The District hereby grants to Licensee the option to extend the term of this license for four (4) additional five (5) year terms, which shall be automatically exercised unless Licensee delivers written notice to District of Licensee's intent to terminate the license no later than six (6) months prior to the termination date of the then current license term. These options shall be exercised only if the Licensee is not in default of the terms of this agreement at the time of exercise, beyond any required notice and cure periods.

## 4. Limitations on Use of License

- a. Licensee shall be responsible for acquiring and maintaining all necessary permits and approvals from the federal, state, county, local city and or other community organizations within the proposed site, for installation, operation and maintenance of Facilities described in Section 1.
- b. Licensee's use of the Site shall not hinder or interfere with the District's operation and maintenance of its Site location. Accordingly, all Facilities installed by Licensee on the Site shall be a minimum of fifteen-feet (15) from the District's tanks, buildings, fixtures and equipment. Licensor agrees that Licensor and/or any other tenants of the Site who currently have or in the future take possession of the Site will be permitted to install only such radio equipment that is of the type and frequency which will not cause measurable interference the existing equipment of the Licensee. The parties acknowledge that there will not be an adequate remedy at law for non-compliance with the provisions of this paragraph and therefore, Licensee shall have the right to equitable remedies, such as, without limitation, injunctive relief and specific performance.
- c. Licensee shall not conduct any grading or excavation on the Site, except as necessary and approved by the District for the installation of the Facilities described in Section 1, and shall not erect any structure thereon except those facilities described in Section 1. Said work shall be done at Licensee's expense and in accordance with plans and specifications reviewed and approved in writing by the District and permits issued by the County of Marin. Licensee will not permit any lien or encumbrance to be placed on the Site.
- d. Licensee shall not permit the Facilities or Licensee's use of the Site to interfere with public reception or transmission of radio or television signals. To the extent interference is determined to be caused by Licensee's equipment or operations on the Site by an independent engineer, Licensee shall correct such interference within a reasonable time.
- e. Licensee shall operate the Facilities in accordance with all applicable city, county, state and federal regulations, ordinances and statutes now or hereafter in effect and shall, at its expense, maintain in effect throughout the term of this license all permits, licenses and authorizations required by law for its operations. Licensee shall submit to the District a copy of its Federal Communications Commission license, a copy of its Bay Area Air Quality Management District ABA 6 standby generator emissions permit upon renewal of this agreement. In the event that any of such applications should be finally rejected or any certificate, permit, license or approval issued to Licensee is canceled, expires, lapses, or is otherwise withdrawn or terminated by governmental authority, or soil boring tests are found to be unsatisfactory so that Licensee in its sole discretion will be unable to use the Property for its intended purposes, or the Licensee determines that the Site is no longer technically compatible for its intended use, Licensee shall have the right to terminate this Agreement.
- f. Licensee shall maintain the Facilities at all times in a safe, secure, clean and orderly condition. Licensee shall have access to the Facilities twenty-four (24) hours a day, seven (7) days a week for construction, operation and maintenance during the license term.

- g. The District may require Licensee to shut down its electrical equipment from time to time to permit construction and maintenance of facilities. Said shutdown will only be required for safety reasons as determined by the District at its sole discretion. Future projects contemplated on the site may include installation of a 2-way radio transmitter on the antenna tower or other such telecommunications devices determined necessary for the orderly provision of District services, provided that District shall enter into a commercially reasonable agreement with Licensee for such space on Licensee's antenna tower. Notwithstanding the foregoing, District will not pay to add an antenna on the tower, but will give specifications (height, frequency & type) for a whip antenna that may be added at no charge. District shall conduct such installation and maintenance only during Licensee's defined maintenance window. The District shall warrant that the installation of any such device will not interfere with Licensee's signal. The District shall endeavor to give Licensee a 30-day minimum notice before any required shut down, and shall permit Licensee to continue operations by powering the Facilities with its standby generator if reasonably possible.
- h. To ensure the health and safety of District employees and authorized agents, Licensee shall provide the District with a non-ionizing electromagnetic radiation (NIER)/radio frequency (RF) exposure report for the facility. In the alternative, a written certification by a professional engineer registered in the State of California that the facility will comply with the FCC's NIER/RF radiation exposure standards. This study or certification shall indicate all estimated NIER/RF exposure levels at the Site during normal operations. No facility may produce at any time power densities in any area that exceed FCC-adopted standards for human exposure, as may be amended, or any more restrictive standard subsequently adopted or promulgated by the Federal government. Areas where exposure standards could potentially be exceeded, must be clearly demarcated and/or fenced off with warning signs in English, Spanish and international symbols clearly visible. A post-construction report, prepared at the Licensee's expense, documenting actual NIER/RF measurements and compliance with all FCC human exposure standards shall be submitted to the District within sixty (60) days of the Facilities commencing operations. If the Facilities or their operation are modified in a manner that changes the exposure levels, Licensee will immediately notify the District and an updated report shall be submitted.
- i. If Licensee enters into a sub-license agreement with a third party or if the Licensee and/or its principal are acquired by another party, this agreement shall be re-approved by the District and its Board of Directors prior to assignment. Notwithstanding the foregoing, Licensee shall be permitted to assign this license agreement without approval or consent of District to Licensee's affiliates, subsidiaries, and subsidiaries of its affiliates. Notwithstanding the foregoing, Licensee shall only be permitted to sub-license space on Licensee's antenna tower to such sub-licensee. Licensee shall not be permitted to sub-license any ground space to any sub-licensee. Any sub-licensee shall be required to obtain ground space directly from the District. Any sub-licensee or other successor in interest will be subject to the same terms as set forth in this license agreement.

5. Payments by Licensee

Licensee agrees to annually pay as consideration for the license the sum of Nine Hundred

Dollars (\$900.00) per month in an annual payment of Ten Thousand Eight Hundred Dollars (\$10,800.00). The payment shall be adjusted annually by three percent (3%) over the then existing rental rate. The payment for the first year of the term of the license shall be made on the Commencement Date. Payment for each subsequent year shall be made in advance on or before each anniversary of the Commencement Date.

6. Relocation and Termination

On one occasion during the term of this license agreement, District may require Licensee to relocate its Facilities in the event District reasonably requires the present location of the Facilities for the purpose of providing a public water supply. Such relocation shall be at Licensee's sole cost and expense. Such relocation space shall be of similar size and layout to the licensed space and shall permit Licensee to operate its Facilities in a substantially similar fashion to the licensed premises. District shall provide Licensee with six (6) months notice prior to such relocation and shall permit Licensee to operate a temporary "cell on wheels" during such relocation. In addition, the District may terminate this license if Licensee fails to perform any of its undertakings herein and fails to remedy such default within thirty (30) days after written notice from the District to do so.

7. Removal of Personal Property and Structures

Within ninety (90) days following the expiration of the term of the license or the sooner termination thereof, Licensee shall remove its Facilities. In the event the District has installed a 2-way radio transmitter on the tower, the antenna support structure shall be left on the Site and upon termination of this license agreement shall become the sole personal property of District. Licensee shall have no further liability for the antenna support structure upon termination of this license agreement. If the 2-way radio transmitter is not installed on the antenna, Licensee shall at its expense remove all the Facilities and personal property, including piers and bases, which it has placed on the Site, leaving it vacant and clean, and shall restore the site as nearly as possible to the condition it was in at the commencement of this license, reasonable wear and tear and casualty excepted.

8. Insurance, Hold-Harmless and Indemnification Requirements

- a. Liability Insurance: Except for the negligence or willful misconduct of District, its employees and contractors, Licensee shall hold the District free from loss, damage, defense costs or expenses in any way arising or occurring on account of injuries to persons or property sustained or alleged to have been sustained arising out of Licensee use of this license. For the duration of this license, Licensee shall continuously maintain and pay for vehicle liability and general liability insurance written by insurer(s) licensed to do business in California and having Best's ratings of not less than A-: VII. Said policies will provide coverage for Licensee in amounts not less than One Million Dollars (\$1,000,000) per occurrence, combined single limit. Such insurance policy(s) shall list the District as an "additional insured," shall provide that said coverage is primary and underlying insurance to any insurance carried by the District, and that any insurance carried by the District as relates to Licensee negligence shall be excess to any insurance provided by Licensee to cover the District under this section. If said insurance is on a "claims made" rather than "occurrence" basis, said insurance shall be accompanied by a policy with the same limits covering claims made within one year after the date of expiration or termination of this license. Forthwith upon the execution of this agreement and before the license shall commence, Licensee shall deliver to the District a Certificate



of Insurance reflecting the above requirements, and said policy shall not be canceled without at least 60 days' notice in writing to the District.

- b. Workers Compensation: Licensee will provide evidence that it has in full force and effect Workers' Compensation Insurance as required by the Labor Code of the State of California and Employers Liability Insurance.
- c. Property Insurance: Licensee agrees that it will include within its property insurance policy(s) coverage for all property that is owned or leased by Licensee under its care, custody and control and that will at any time be on the site.

9. Indemnification. Each party shall indemnify and hold the other harmless against any claim of liability or loss from personal injury or property damage resulting from or arising out of the use and occupancy of the Site or the Facilities by the party, its servants or agents, excepting, however, such claims or damages as may be due to or caused by the acts or omissions of the other party, or its servants or agents.

10. Waiver of Consequential Damages. Notwithstanding anything to the contrary contained in this Agreement, whether the cause of any damages, loss or liability is insurable, insured or not insured, foreseen or unforeseen, in no event shall either party be responsible or liable to the other party for anticipatory profits or any indirect, special, incidental or consequential damages of any kind or nature arising directly or indirectly in connection with the construction, use or operation of the Facilities or the exercise of any rights related thereto. The foregoing shall apply regardless of the fault, negligence or strict liability of either party and shall apply whether such losses or damages are based on an action or claim in contract or tort, including negligence, strict liability or otherwise.

11. Notices

All notices herein provided to be given or made or which may be given or made by either party to the other, shall be deemed to have been duly given when made in writing and deposited in the United States mail postage prepaid or via overnight courier (ie. Federal Express) and addressed as follows:

To District:

North Marin Water District  
P.O. Box 146  
Novato, CA 94948

To Licensee:

The address to which notices may be given or made by either party may be changed by written notice given by such party to the other pursuant to this paragraph.

IN WITNESS THEREOF, the parties hereto have caused this license to be executed as of the day and year first above written.

ATTEST:

NORTH MARIN WATER DISTRICT

\_\_\_\_\_  
xxxxxxx, Secretary

\_\_\_\_\_/\_\_\_\_\_  
xxxxxxx, President      Date

Leesee

By: ,

By: \_\_\_\_\_

xxxxxxx

xxxxxxx

Date: \_\_\_\_\_

## NORTH MARIN WATER DISTRICT

**POLICY: INTEGRATED / MULTI-BENEFIT WATER RESOURCE PROJECTS**

**POLICY NUMBER: 44**

Original Date: 11/4/2008  
Revisions Adopted: 11/04/2008

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### Background:

The North Bay Watershed Association (NBWA) is a group of 15 regional and local public agencies (including North Marin Water District) located throughout Marin, Sonoma and Napa counties.

The NBWA was created to help regulated local and regional public agencies work cooperatively on water resources issues that impact areas beyond traditional boundaries in order to promote stewardship of the North Bay watershed. Agencies participate in the NBWA in order to discuss issues of common interest, explore ways to work collaboratively on water resources projects of regional concern and share information about projects, regulations and technical issues. NBWA has endorsed and encouraged member agencies to adopt a policy on Integrated / Multi-Benefit Water Resource Projects.

### Policy:

It is the ~~intent~~policy of North Marin Water District to plan and implement water resource projects to have multiple benefits where reasonably feasible and to coordinate said projects with other agencies (including NBWA and North Bay Water Reuse Authority members) to achieve greater benefit in the affected watersheds when possible.

Revisions: 11/04/2008

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# Item #18

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

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

Date: Friday, June 7, 2013  
Time: 9:30 a.m. – 11:30 a.m.  
Location: Novato Sanitary District  
500 Davidson Street  
Novato, CA 94945

<b><u>Item</u></b>	<b><u>AGENDA</u></b>	<b><u>Recommendation</u></b>
1.	Call to Order (Jack Gibson, Chair)	
2.	Public Comment	
3.	Approval of the Agenda (1 min.)	Approve
4.	Approval of Minutes	Approve
5.	Treasurer's Report (1 min.)	Accept
6.	350-Catalyzing Community Resilience (45 min.) Guest Speaker: Trathen Heckman, Director, Daily Acts	Information
7.	Water Sustainability Indicators and Web-based Reporting (45 Min.) Guest Speaker: Frazer Shilling, U.C. Davis	Information
8.	Items of Interest	
9.	Items for Next Agenda	

### **Next Meeting Information:**

#### **Next Meeting: July 12, 2013**

Marin Community Foundation  
5 Hamilton Landing  
Redwood Room, Suite 200  
Novato, CA 94949

NORTH BAY WATERSHED ASSOCIATION

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

Date: May 3, 2013  
Time: 9:30 a.m.  
Location: Marin Community Foundation  
5 Hamilton Landing, Suite 200  
Novato, CA 94949

Directors Present: Directors present included:

<u>Board Member</u>	<u>Agency/Organization</u>	<u>Board Member</u>	<u>Agency/Organization</u>
Wendy Atkins	City of Sonoma and Sonoma Valley County Sanitation District	Adrian Cormier	Bel Marin Keys Community Services District
Jack Baker	North Marin Water District	Mike Di Giorgio	Novato Sanitary District
Carly Cabrera	Sonoma County and Sonoma County Water Agency	John Dupar	Central Marin Sanitation Agency
Chris Choo	County of Marin	Jack Gibson	Marin Municipal Water District
		Mark Luce	Napa Sanitation District
		Judy Schriebman	Las Gallinas Valley Sanitary District

Directors present represented 12 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 9:41 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 April 5, 2013.** (See Handout) The Minutes of the Board Meeting held on April 5, 2013 were unanimously approved.
5. **Treasurer's Report.** (See Handout) The Treasurer's Report was accepted as presented by Harry Seraydarian.
6. **Fish Monitoring.** Gordon Becker, CEMAR, used PowerPoint to present a North Bay watersheds fisheries program update. Gordon referred to an NBWA funded study that focused on the Napa River and Sonoma and Corte Madera Creeks, that resulted in DWR (IRWM) funding for fish monitoring, that was made more regional by adding a South Bay stream. Gordon provided maps showing North Bay Steelhead habitat, the tributaries evaluated in the NBWA study, and recent monitoring locations on Napa River and Sonoma Creek. He highlighted the new approach of "smolt trapping" at a fixed site as compared to the Napa River screw site. Gordon then presented a number of pictures showing the Sonoma Creek trap, Carriger Creek trap, and the Napa River rotary screw trap. He then explained the target species-Steelhead and explained the sampling process with pictures of smolts being measured and weighed and also described "scale" samples to determine age and tissue samples for DNA. Gordon showed a picture of a "kelt" which had spawned and was heading back to the ocean and a "parr" (before smolting). He also provided pictures of other fish and species caught including California Roach, Prickly Sculpin, Pacific Lamprey, Warmouth (non-native), Western Pond Turtle, Freshwater Shrimp (endangered and therefore required moving trap upstream), and Western Toad (and aftermath). Gordon noted the importance of volunteers to reducing the costs of sampling. Gordon then highlighted what has been learned about the Napa River (native fish assemblage intact with 95% natives collected and high species diversity). He also noted what has been learned about Steelhead (relatively consistent and large {>7"} smolt production and high survival {>50%}) and what questions they still would like to answer. (What are population trends of steelhead and salmon? Are runs on the Napa River self sustaining? Are restoration efforts working?) Gordon ended with a summary of what CEMAR has learned about trapping: challenging and labor intensive; informs understanding of specific fisheries; increases public awareness and enthusiasm; and the most need is in little-studied watersheds and narrowly framed inquiries.

7. **Flood 2.0 and Flood Mapping.** Caitlin Sweeney, SFEP, provided a PowerPoint entitled: "Flood Control 2.0: Rebuilding Habitat and Shoreline Resilience through a New Generation of Flood Control Channel Design and Management." Caitlin began by explaining why the project was needed – due to the increasing costs and risks for maintenance dredging, flood protection and aging infrastructure and the significance to the Bay Ecosystem of flood control channels at the bay interface. Caitlin identified three drivers for Flood 2.0 – sea level rise, sediment movement, and aging infrastructure. She then described the project "aspirations" which included: increase flood capacity; reduce need for maintenance dredging; improve tidal marsh habitats and functions; and direct unavoidable dredged sediment to environmental reuse. Caitlin identified all the partners in the project which includes the Marin County Flood Control & Water Conservation District. Caitlin then presented the project components and a graphic overview (project includes work on Novato Creek). She provided some detail on the following components: historic ecology, regional coarse sediment analysis, and floodplain infrastructure mapping and communication. She then illustrated how these components would lead to a regional classification scheme and conceptual models for flood control channels. Caitlin then explained the regulatory and economic guidance that would be developed including a cost benefit comparison of traditional flood control against Flood 2.0. Caitlin described the three implementation projects on San Francisquito Creek (furthest along), Novato Creek (hydraulics study and alternatives analysis), and Lower Walnut Creek (initial studies). She then moved on to public outreach and education and summarized local efforts and regional efforts which include San Francisco Bay Joint Venture podcasts and the Oakland Museum of California "Above and Below" exhibit. Caitlin ended with a summary of the Regional Implementation Toolbox that will include a "Sedimatch" program to match sediment sources with beneficial reuse sites and also a website clearinghouse. The Board Members had a number of questions: Are all the sites brackish or are some freshwater? (All sites focus on mouth of tributaries and are brackish.) What will be included in Novato Creek project? (County is modeling entire watershed; project will analyze alternatives in lower Novato Creek; partners include City, County, Novato San. NMWD, and BMKCSD.) What is BAWN? (Bay Area Watershed Network – informal network that now has website. BAWN will host a "Watershed Assessment" Workshop on May 20 in Oakland and a 2<sup>nd</sup> Workshop on Indicators this summer.) Any contact with One Bay Area Plan? (Yes, SFEP is part of ABAG.) Why doesn't One Bay Area Plan include map of Sea Level Rise? (Expect in next version of Plan.)

8. **Project Approval.** Harry Seraydarian used PowerPoint to provide background on the recent Joint Technical Committee review of potential projects, that resulted in a consensus recommendation to fund the Marin County Fish and Wildlife Commission request for \$5,000, with the understanding that this is not an annual commitment. The NBWA Board unanimously approved a \$5,000 "contribution" to the Marin County Fish and Wildlife Commission targeted to the identified 2013 projects (Mill Valley Streamkeepers newsletter ~ \$700; PRBO/STRAW-tools ~\$3,000, and Marin Audubon-signs ~ \$1,300).

9. **Items of Interest.**

- \* NBWA Cost of Compliance Forum on April 18 had over 40 attendees.
- \* NBWA Administrative Steering Committee will meet on June 5 regarding 2014 Conference.

10. **Items for Next Agenda.**

- \* Catalyzing Community Resilience – 350 Challenge, Trathen Heckman, Daily Acts
- \* Water Sustainability Indicators and Web-Based Reporting, Fraser Shilling, U.C. Davis

Jack Gibson, Chair, adjourned the meeting at 10:53 a.m.

SUBJECT TO BOARD APPROVAL

Submitted By: Harry Seraydarian, Executive Director

**NEXT MEETING INFORMATION:**

June 7 – Novato Sanitary District, 500 Davidson Street, Novato, CA 94945

July 12 – Marin Community Foundation, 5 Hamilton Landing, Suite 200, Novato, CA 94949

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



**TECHNICAL ADVISORY COMMITTEE**

**MONDAY, JUNE 3, 2013**

**9:00AM**

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

1. Check In
2. Public Comment
3. Report on Fluoridation from Sonoma County Health Department
4. Water Supply Conditions and Summer Water Conservation Plans
5. Water Bond Coalition Update
6. ACWA Region 1 Program: Take it from the Tap
7. Biological Opinion Status Update
8. Items for next agenda
9. Check Out

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**DISBURSEMENTS - DATED MAY 23, 2013**

Date Prepared: 5/21/13

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	Agile Business & Technology (formerly Parkinson Accounting Systems)	March & April Accounting Software Support	\$521.25
2	Alpha Analytical Labs	Lab Testing (Novato)	351.00
3	American Family Life Ins	April Employee Contrib for Accident, Disability & Cancer Ins	4,000.20
4	Argonaut Constructors	Progress Pymt #4: Recycled Water South Phase 2 Project (Bal Remaining on Contract \$242,773)	195,648.18
5	Bank of Marin	Bank of Marin Loan Principal & Interest (Pymt 19 of 240)	46,066.67
6	Building Supply Center	Electrical Conduits (3), Timbers (5) (\$249), Wood Treatment & Cover for Junction Box (Olema Pump Station)	294.91
7	Caplan, Irwin	Novato "Toilet Rebate" Program	100.00
8	Chase Card Services	Lunch Meetings (\$59), March & April Birthday Breakfasts (\$113)	171.75
9	Collins, Margaret	Novato "Toilet Rebate" Program	100.00
10	Cummings Trucking	Rock (50 yds)	1,711.70
11		Vision Reimbursement	329.97
12	Electrical Equipment	Control Board for Booster Pump	139.17
13	Electrical Supply of Santa Rosa	RTU Parts	30.09
14	Fisher Scientific	Colitag Comparator (Lab)	8.79
15	Golden Gate Petroleum	Gasoline (\$3.89/gal) & Diesel (\$3.66/gal)	4,548.23
16	Hach	Reagents (STP)	456.83

Seq	Payable To	For	Amount
17	Interstate Battery	Battery ('07 Chevy Silverado)	98.69
18	Jackson, Donald	Novato "Cash for Grass" Program	126.00
19	Larsengines	Bushing for Fuel Tank Hose	2.49
20	Leary, Eric	Novato "Toilet Rebate" Program	200.00
21	LeBrun, Kent	Exp Reimb: ASE Recertification Tests T1 -T8	129.00
22	Marin Sanitary Service	Document Shredding (42 boxes) (\$88 Reimb by Employees)	314.00
23	Pape Material Handling	Starter for Vac Excavator	456.17
24	Pape Machinery	Door Opener for Gas Cylinder	90.64
25	PERS Retirement System	Pension Contribution PPE 5/15/13	46,145.48
26	Petaluma Elks Lodge #901	Deposit to Reserve Petaluma Elks Lodge for 2013 Holiday Party	250.00
27	PG&E	Power: Bldgs/Yard (\$2,151), Rectifier/Controls (\$356), Pumping (\$17,465), Treatment (\$77) & Other (\$75)	20,123.90
28	Phillips Transportation	Replacement Check for Hazardous Waste Disposal for NMWD and STP Lab (Original Check Lost)	86.00
29	Phillips & Associates	May O & M of O.M. Wastewater Treatment System	5,187.96
30	Radio Shack	"D" Batteries (8)	10.88
31	Rainin Instrument	Annual Pipette Recalibration	172.80
32		Cafeteria Plan: Uninsured Medical Reimbursement	914.40
33	Sequoia Safety Supply	Ibuprofen (100)	7.94
34	Siemens Water Technologies	Service on Lab Deionized Water System	196.78
35	Smith, Bonnie	Novato "Cash for Grass" Program	400.00
36	Soiland	Asphalt Recycling Fee	60.00
37	Staples Advantage	Stamp, Copy Paper (48 reams) (\$236), Stamp Ink (4) & Pens (12)	280.11

Seq	Payable To	For	Amount
38	State of California	Permit Application Fee for Amendment to Include New PR Well	258.00
39	Thomas Scientific	Sterility Indicator (Lab)	112.75
40	United Parcel Service	Delivery Service: Sent & Received Weight Standards for Calibration & Disbursement Request #1 for RW South Phase 2	32.66
41	Univar	Sodium Hydroxide (24,656 lbs)	8,740.55
42	UNUM Life Insurance	May Group Life Ins Premium	695.13
43	USA BlueBook	Repair Parts for Hypo Pump (\$209) (PRE), pH Meter (\$49) & Chlorine Test Reagents (STP)	362.11
44	Van Hoven, Audrey	Novato "Washer Rebate" Program	50.00
45	Waste Management	Trash Dumping (Misc Debris)	458.22
<b>TOTAL DISBURSEMENTS</b>			<b><u>\$340,441.40</u></b>

The foregoing payroll and accounts payable vouchers totaling \$340,441.40 are hereby approved and authorized for payment.

 5/21/13  
 Auditor-Controller Date

 5/21/2013  
 General Manager Date



## DISBURSEMENTS - DATED MAY 30, 2013

Date Prepared: 5/28/13

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

Seq	Payable To	For	Amount
P/R*	Employees	Net Payroll PPE 5/15/13	\$118,264.00
EFT*	Bank of the West	Federal & FICA Taxes PPE 5/15/13	49,782.40
EFT*	State of California	State Taxes & SDI PPE 5/15/13	8,788.54
1	ADTS	Add 2 Employees to Annual Random Testing Compliance Program	30.00
2	ALLDATA	Online Access to Manufacturer Service Manuals for Vehicles (6/7/13-6/7/14) (Budget \$1,635)	1,500.00
3	Allied Heating & Air Conditioning	Quarterly Maintenance on HVAC System	361.00
4	Alpha Analytical Labs	Lab Testing (Novato)	212.00
5	Athens Administrators	May Workers' Comp Administration Fee	1,000.00
6	AT&T	Telephone Charges: Leased Lines	63.42
7	AT&T	Telephone Charges: Voice Lines	152.76
8	California State Disbursement	Wage Assignment Order	1,143.00
9	Cilia, Joseph	Exp Reimb: Fuel for Tools	28.00
10	Core Utilities	Consulting Services: April IT Support (\$5,000), RWF Modifications (\$150), Remove Spanish Translator from NMWD Website (\$175) & PLC and Operator Interface Programming for RTU @ PRTP (\$3,100) (Balance Remaining on Contract \$2,225)	8,425.00
11	Dalmon Property Mgt	Refund Overpayment on Closed Account	31.04
12	Data Instincts	Perform Public Outreach During Recycled Water South Phase 1 Construction (Balance Remaining on Contract \$14,618)	4,330.00
13		Cafeteria Plan: Uninsured Medical Reimbursement	234.18

Seq	Payable To	For	Amount
14	Environmental Science Assoc	Prog Pymt: RW Expansion Project South Service Area (Balance Remaining on Contract \$31,641)	1,375.00
15	Fasano, Michael	Novato "Toilet Rebate" Program	200.00
16	Charles Z. Fedak	Prog Pymt #1: Financial Statement Audit FY 13 (Bal Remaining on Contract (\$19,050))	2,000.00
17	FedEx Freight West	Flex Pipe Freight for Lake Aeration System	76.33
18		Cafeteria Plan: Uninsured Medical Reimbursement	230.00
19	Finley, Anna	Novato "Toilet Rebate" Program	100.00
20	Fisher Scientific	Buffers (3)	105.26
21	Gallas, Ted	Refund Overpayment on Closed Account	160.28
22	GHD	Engineering Services: Novato Water System 2012 Master Plan Update (Total Project Cost \$56,556)	818.00
23	Glenister, Julia	Refund Overpayment on Closed Account	29.23
24	Goodpaster, Stacie	Exp Reimb: Water Quality Lab Analyst Renewal Fee (Grade 4) (9/13-11/15) (Budget \$90)	55.00
25	Grainger	Cordless Wrench (\$412), Light Bulbs (6) (\$99), Heat Shrink Tubing (34) & Plastic Storage Bins for Maintenance Shed (7) (\$87)	632.13
26	Griest, Nancy	Refund Overpayment on Closed Account	69.85
27	Groeniger	Hydrants (5)	8,164.10
28	Holton, Nancy	Exp Reimbursement: Mileage & Bridge Toll: Agile Systems Client Meeting 5/17/13-Berkeley	43.42
29	Hunter, Anita	Refund Overpayment on Closed Account	37.48
30	InfoSend	April Processing Fee for Water Bills (\$1,393) & Postage (\$3,838)	5,231.05
31	Irish & Son Welding	Weld 4" Pipe for Recycled Water @ Hamilton	550.00
32	Lincoln Life	Deferred Compensation PPE 5/31/13	10,192.06
33	Marin, County of	Fee for Address Assignment for Point Reyes Treatment Plant	440.00



Seq	Payable To	For	Amount
34	Marino, Frank	Refund Overpayment on Closed Account	25.00
35	Marin Reprographics	Toner Cartridge for Large Format Printer (Eng)	238.71
36	McLellan, WK	Misc Paving (Novato Area) & Trench Restoration (3,045 S.F.)	22,212.52
37	McMaster-Carr Supply	6" Pipe Clamps (\$95), Protective Hose for Lake Air System (\$302), Pipe Couplings (4) (\$157) & Suction Hose for Gas Powered Pumps (\$416)	970.58
38	MegaPath	DSL Internet Service (5/12/13-6/11/13)	142.88
39	Nationwide Retirement Solution	Deferred Compensation PPE 5/31/13	1,025.00
40	Novato Disposal Service	April Trash Removal	413.20
41	Pace Supply	1" Leak Clamps (5), 3/4" Nuts (500) (\$454), Reducers (2), Couplings (5) (\$256), Double Check Valves (3) (\$700), Bolts (150) (\$264), Meter Boxes (18) (\$490), Bushings (2), Meter Flanges (3), Nipples (5) & Double Check Valves (4) (\$1,218)	3,538.73
42	Petersen Power Systems	Parts to Replace Clutch Assembly ('99 Int'l 5yd Dump Truck)	2,064.60
43	Point Reyes Prop Mgmt Assn	May HOA Dues (25 Giacomini Rd)	75.05
44	Ramos, Jose & Maria	Refund Overpayment on Closed Account	36.00
45		Cafeteria Plan: Childcare Reimbursement	2,083.30
46	Rostad, Janet	Novato "Toilet Rebate" Program	300.00
47	Scott Technology Group	Canon Copier (Budget \$25,000)	17,472.51
48		Vision Reimbursement	184.00
49	Sonoma County Water Agency	April Contract Water	452,515.32
50	SuperMedia	Quarterly Telephone Directory Charge	48.22
51	Taruins, Lynn & Norm	Novato "Washer Rebate" Program	50.00
52	Tolosa, Roland	Refund Overpayment on Closed Account	95.80
53	Tolosa, Sylvie	Refund Overpayment on Closed Account	22.50
54	Township Building Services	April Janitorial Services	1,754.84

Seq	Payable To	For	Amount
55	United Parcel Service	Delivery Services: Sent Sampling Apparatus & Permit Application for PR Well #4	14.39
56	USA BlueBook	Sludge Sampler (STP)	189.30
57	US Postal Service	Meter Postage	1,000.00
58	Verizon California	Telephone Charges: Leased Lines	651.78
59	Watersavers Irrigation	Hose Adaptors for Irrigation	175.58
60	White & Prescott	Engineering Services: Reviewed Proposed Easements by Caltrans on Majouskas Property & Acquired Files for Davis Survey of Existing Pipeline Locations (Balance Remaining on Contract \$325)	1,680.00
61	Wiley Price & Radulovich	Employee Handbook Review	4,478.50
62	Young, Leanne	Novato "Cash for Grass" Program	320.00
		<b>TOTAL DISBURSEMENTS</b>	<b><u>\$738,632.84</u></b>

The foregoing payroll and accounts payable vouchers totaling \$738,632.84 are hereby approved and authorized for payment.



Auditor-Controller

5/28/13

Date



General Manager

5/28/2013

Date



THE CITY OF  
NOVATO  
CALIFORNIA

75 Rowland Way, #200  
Novato, CA 94945-3232  
415/899-8900  
FAX 415/899-8213  
[www.novato.org](http://www.novato.org)

Mayor  
Pat Eklund  
Mayor Pro Tem  
Eric Lucan  
Councilmembers  
Denise Athas  
Madeline Kellner  
Jeanne MacLeamy

City Manager  
Michael S. Frank

May 14, 2013

RECEIVED  
MAY 20 2013  
North Marin Water District

*BOD USE  
cc DMB*

Dear Volunteer group:

Thank you for your help in making Novato's 18<sup>th</sup> Annual **Clean & Green Day** such a success. There were over 270 people involved and a half ton of waste was collected and properly disposed. We estimated about 118 acres of parks were cleaned up, plus 3 schools, and over 7 miles of roadsides, creek banks and trails were cleaned.

Working together we achieved a lot. It could not have happened without your help.

Thank you very much.

Sincerely,

Susan Stompe  
Co-Chair  
Clean & Green Day  
Novato Streetscape Coalition  
Coalition

Ed Schulze  
Co-Chair  
Clean & Green Day  
Novato Streetscape  
Coalition

BSD Misc

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May 21, 2013

Russian River FLOWS Water Meeting June 6

View Images



**Russian River FLOWS**  
Meeting June 6 - 5:30 to 7 pm

Discussion of lower river management this summer and anticipated flows

Monte Rio Community Center

by Brenda Adelman

After three years of relatively good flows in the lower river, current river flows at the Hacienda Bridge are running at 140 cubic feet per second (cfs), which are extremely low for this time of year. That is half of what it was at this time in 2009, which had been the third dry year in a row. Lake Mendocino is slightly above what it was then and it is anticipated that without any major rains this spring, we are in for a very difficult summer in terms of river flow. Yet SCWA refuses to require their water contractors to institute MANDATORY CONSERVATION. Their intent is to run media ads asking people to conserve while the lower Russian River is reduced to a dribble. In 2009, RRWPC documented large amounts of excessive nutrients (algae) and water quality degradation when flows got down around 60 cfs. it was also difficult for recreationists to enjoy water activities. This year, flows can go down as low as 35 cfs, but will generally be at around 50 cfs. This would have a profound impact on water quality this summer, not to mention impacts on aquatic life in the river. It can exacerbate pathogens and the growth of invasive plants. And recreation will be difficult as well. Now is the time to protest the lack of mandatory conservation by water contractors. EVERYONE must reduce water use.

At the Estuary Project Meeting last week, after many of you called in to the County asking them to put low flow on the agenda, they briefly discussed the problem, but did promise a separate meeting because of public concern. Sweetwater Springs Water District graciously offered to move

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their monthly meeting to the Monte Rio Community Center, start it one half hour early, and devote the first 1.5 hours to this discussing this problem. SCWA will be there, along with Supervisor Carrillo. They will explain the low flow situation and what they intend to do about it.

RRWPC is asking our supporters to request mandatory conservation by water contractors.

While contractors did a good job of conserving in 2009, their water use has been creeping up over the last few years. Mandatory conservation, where people are charged more for excessive water use, is the best tool for assuring that the word is out and people are conscious of the problem. (I have overheard several conversations in Santa Rosa lately among people sharing stories about their gardens and discussing extensive watering in morning and evening, oblivious to the water shortage.)

We ask that you send messages to Supervisor Carrillo asking for mandatory conservation by the water contractors. We also ask that you send a similar message to Barbara Evoy, Deputy Director of Water Rights for the State Water Board telling her your concerns. She is the one who authorized the emergency order to allow these super low flows. Please refer to Sonoma County Water Agency Temporary Urgency Change Order of May 1, 2013, when you contact Ms. Evoy.

Here are their email addresses:

Efren Carrillo: [ecarrillo@sonoma-county.org](mailto:ecarrillo@sonoma-county.org)

Grant Davis: [grant.davis@scwa.ca.gov](mailto:grant.davis@scwa.ca.gov)

Barbara Evoy: [bevoy@waterboards.ca.gov](mailto:bevoy@waterboards.ca.gov)

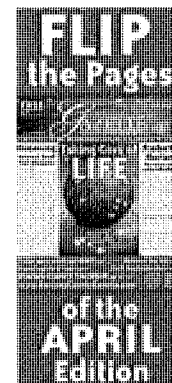
Thanks to those of you who sent emails to the County. They were extremely effective in getting the attention of the County on this issue. We hope that many of you will attend the meeting and/or send message again about the need for mandatory conservation.

There were no minutes taken of the Estuary Meeting, but here is the link to the presentations which contain the information discussed. Here are the presentations:

<http://www.scwa.ca.gov/lower.php?url=biological-opinion-outreach>



**READ the Gazette on your iPad, Kindle Fire and Android tablets.**



BOD misc

**North Marin Water District board president defends raises**

Posted:

marinij.com

The North Marin Water District board unanimously granted 9 percent raises to its general manager and chief engineer.

The decision Tuesday came five months after the district's rank and file accepted what amounted to a 2.5 percent raise for last year, with raises for the next six years to be tied to the consumer price index for the area minus 0.3 percent.

The annual salary of Chris DeGabriele, who has been the district's general manager since 1995, was boosted from \$165,000 to \$180,165. Chief Engineer Drew McIntyre's salary was upped to \$139,800 from \$127,848.

"Yes, there's a disparity there," said Kerry Lemos, chairman of the district's employee association. "It tends to run this way with a lot of public agencies and large corporations." Lemos said the initial proposal from management had been a 3 percent drop in pay for employees and the association had been able to negotiate a better deal.

"I accept it for what it is. It basically leaves us room to gain salary increases in the future. If you clamp the top, the bottom isn't going to move up," Lemos said.

The employee package was accepted last year with 28 employees voting in favor and 15 against.

John Turner, a Novato resident, questioned the raises at the meeting. He was the only member of the public to do so.

Board president Rick Fraites on Wednesday strongly defended the decision, noting that DeGabriele has not had a raise in three years.

"We did a comparison of other general managers for sanitary districts and other comparable agencies," and DeGabriele's salary was still below the median for general managers, Fraites said.

According to the district's survey of 13 Bay Area agencies, the median salary for the position is \$189,078 a year. The district also surveyed chief engineer positions and the median annual salary for those jobs is \$153,343.

"He (DeGabriele) has earned tremendous respect throughout Northern California for his knowledge and expertise. For me, it's been a bargain to have him. He's been loyal — he's been here 18 years," Fraites said. "It was a healthy raise, and he deserves it."

The board president said of McIntyre, "He is exceptional. I'm very impressed with his performance."

Fraites also praised the district's employees.

"They are very, very good," Fraites said. "It's almost like family there. The staff, the workers go the extra mile. We're always getting email from customers, 'These guys went onsite for a leak, and they went beyond the call of duty.' They work their tails off for people."

BOD misc.

## State appeals court backs Marin desalination environmental analysis

Posted:

marinij.com

A state appeals court has given its blessing to an environmental study of the Marin Municipal Water District's proposed desalination project, although the district has — at least for now — shelved its desalination plans.

A three-judge panel of the 1st District Court of Appeal in San Francisco reversed an August 2011 ruling by Marin Superior Court Judge Lynn Duryee, who concluded the water district failed to comply with the California Environmental Quality Act when it approved an environmental impact report for the desalination project.

Duryee had ruled the environmental impact report didn't properly describe the environmental setting near the site of the project near the Marin Rod and Gun Club in East San Rafael, and that it hadn't fully assessed the project's impact on marine life.

The water district argued that environmental assessments had been done and that a more comprehensive study would be conducted — as required by state and federal officials — once the project moved forward.

The appeals court agreed: "Having considered this record, we conclude that the EIR's description of the environmental setting was more than adequate," it wrote in its decision issued Tuesday.

The panel also supported the water district's environmental report on visual impacts from water tanks, water quality, seismic issues, pile driving and other issues connected to the proposed desalination project.

"We believe that Judge Duryee's ruling was well thought out, I'm surprised it was overturned," said Frank Egger of Fairfax, president of the North Coast Rivers Alliance, which joined several other parties in the lawsuit challenging the desalination project. "We will have to look at whether we will now appeal."

The desalination plant would take San Rafael Bay water and subject it to various forms of treatment to produce drinkable water through reverse osmosis technology. Officials who have supported the project said it would serve as a "drought proof" source of water for the county.

While the ruling is a victory for the water district, plans for the controversial desalination plant are dormant.

In 2010 the water district's Board of Directors decided to halt further work on the \$115 million project because water demand had declined. That trend has continued, and officials point to weather conditions, the economy and water conservation as the reasons. The project remains on hold.

"Currently, MMWD has no plans to pursue desalination," said Krishna Kumar, general manager of the water district, in a written statement. "However, if the district ever needs to pursue desalination because of drought or water supply issues, the district can rely on this EIR along with any additional review needed."

In November 2010, district voters approved a ballot measure that requires a vote of residents to construct a desalination plant.

Contact Mark Prado via email at [mprado@marinij.com](mailto:mprado@marinij.com)



BOD misc

## Novato's new fire chief 'one of our own'

Posted:

marinij.com

Novato's new fire chief is a man who is familiar with the territory — Mark Heine, 49, who has more than 25 years' experience working for the district.

The district's board of directors Tuesday night appointed Heine, who has been a battalion chief for the past 10 years, to the top position. His annual salary will be between \$171,000 and \$189,000, to be determined along with his benefits by the board at its June 5 meeting.

"Our nationwide search produced 34 applications with candidates having outstanding qualifications and experience," said Board President Farhad Mansourian. "The person who stood out as the best person to lead our department was one of our own. Mark Heine's experience is very balanced, including firefighting, administrative and leadership."

Heine will replace Interim Chief Ken Massucco, a former Marin County fire chief. Massucco stepped in after former chief Marc Revere chose immediate retirement after the board confronted him about his misuse of credit card privileges and approval of hundreds of thousands of dollars of work without board approval.

Heine began with the department in 1986 as a firefighter/paramedic, and over the years was promoted to engineer, captain and then battalion chief. He has a paramedic certificate from Stanford University and a bachelor's degree from CSU Long Beach in Occupational Studies-Emergency Service Management.

"I have felt honored serving this community in the past and am eagerly looking forward to serving as chief," Heine said after the meeting. Immediately after the appointment was made, he addressed a group of firefighters gathered at the meeting at Fire Station 61 on Redwood Boulevard, saying, "I appreciate your support. The honor I feel at the opportunity to lead this organization is off the charts."

Heine was born in Redwood City and raised in Marin, attending Terra Linda High School. He and his wife Kim and their three children live in Petaluma.

Contact Janis Mara via email at [jmara@marinij.com](mailto:jmara@marinij.com). Follow her at [Twitter.com/jmara](https://twitter.com/jmara).

—



## **Sonoma County Water Agency PRESS RELEASE**

**For Immediate Release**  
**May 30, 2013**

**CONTACT:**  
Brad Sherwood  
707.547.1927 (Office)  
707.322.8192 (Cell)  
sherwood@scwa.ca.gov

### **20-Gallon Challenge Public Awareness Effort Debuts to Help Save Water this Summer**

**(Santa Rosa, CA)** The Sonoma County Water Agency and the Sonoma-Marín Saving Water Partnership, a partnership of nine North Bay cities and water districts, this summer will embark on a new two pronged public awareness effort to reduce water demand in response to dry spring weather conditions – Beat the Heat! and the 20-Gallon Challenge.

“Our region has experienced one of the driest springs on record. As we enter the hot summer months, we must challenge ourselves to reduce our indoor and outdoor water use. The 20-Gallon Challenge will provide our community with the tools and information needed to help reduce water demand this summer. It will also educate everyone that all it takes is changing a few daily behaviors or activities to meet our Challenge,” said Water Agency and Sonoma County Board of Supervisors Chairman David Rabbitt.

“Reducing urban water demand during the hot summer months is critical to protecting our water resources,” said Water Agency Director and Sonoma County Supervisor Efren Carrillo. “We are working closely with all stakeholders in our community including urban water users, the agricultural industry, and business community to immediately reduce water use due to the dry weather conditions. I heard loud and clear from our constituents in the Russian River watershed that water conservation should be a top priority this summer; that’s why I encourage all residents and local businesses to take part of the 20-Gallon Challenge. Together, we can reduce our water use and save every drop of water for our environment and water supply.”

#### **Beat the Heat**

Special attention will be given to heat wave conditions in order to reduce peak water demand. On average, water use increases when temperatures go up due to more outdoor irrigation of plants and lawns. The Partnership will coordinate with local media outlets to run special public service announcements asking our community to prepare for a heat wave and use water wisely. This message will correlate with energy and air quality awareness efforts that also increase before a heat wave arrives. The goal is to draw extra attention to the need for reduced water demand by providing specific outdoor irrigation tips on curbing water use and water waste.

## **The 20-Gallon Challenge Overview**

The Challenge is an immediate response to the dry weather conditions our region has experienced this past year.

The Challenge includes:

- A call to action to all Russian River water users to reduce their water use this summer by 20 gallons per day, per person.
- The outreach effort will include offering tangible conservation tips demonstrating what 20 gallons mean and how to save 20 gallons per day, per person.
- A Challenge web page has been created ([www.20gallons.org](http://www.20gallons.org)) that will include conservation tips along with a pledge
- A pledge will be available for residents to sign to take the Challenge and enter into a prize drawing for the following:
  - June: One high-efficiency clothes washer, with a retail value of approximately \$500 (excluding taxes) will be awarded to the winner of this Drawing. Installation is not included.
  - July: The winner shall chose between (i) Landscape design (maximum value up to \$400) and \$100 in low water use plants; (ii) rainwater catchment design and materials (maximum value up to \$500); or (iii) graywater system design and materials (maximum value up to \$500). Installation is not included.
  - August: One high-efficiency toilet, installed, with a retail value of approximately \$500 (excluding taxes) will be awarded to the winner of this Drawing.
  - September: The winner shall chose between (i) Landscape design (maximum value up to \$400) and \$100 in low water use plants; (ii) rainwater catchment design and materials (maximum value up to \$500); or (iii) graywater system design and materials (maximum value up to \$500). Installation is not included.
  - October: One high-efficiency clothes washer, with a retail value of approximately \$500 (excluding taxes) will be awarded to the winner of this Drawing. Installation is not included.

Learn more about the Challenge at [www.20gallons.org](http://www.20gallons.org).

###

*The Sonoma County Water Agency is working to secure our future by investing in our water resources, community and environment. The Water Agency provides water supply, flood protection and sanitation services for portions of Sonoma and Marin counties. Visit us on the Web at [www.sonomacountywater.org](http://www.sonomacountywater.org).*