



**NORTH MARIN WATER DISTRICT**  
**AGENDA - REGULAR MEETING**  
 July 21, 2015 – 7:00 p.m.  
 District Headquarters  
 999 Rush Creek Place  
 Novato, California

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Est. Time 7:00 p.m.	Item	Subject
	<b>CALL TO ORDER</b>	
	1.	<b>Closed Session:</b> Conference with Legal Counsel - Existing Litigation Pursuant to subdivision (d)(1) of Section 54956.9 (Hendrix litigation)
	2.	<b>Closed Session:</b> In accordance with California Government Code Section 54957 for Public Employee Performance Evaluation (One), Title: General Manager
	3.	<b>APPROVE MINUTES FROM REGULAR MEETING</b> , June 30, 2015
	4.	<b>GENERAL MANAGER'S REPORT</b>
	5.	<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.
	6.	<b>STAFF/DIRECTORS REPORTS</b>
	7.	<b>MONTHLY PROGRESS REPORT w/Customer Service Questionnaire</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.
	8.	<b>Consent – Approve:</b> Revision to District Policy #32
	9.	<b>Consent – Approve:</b> Disposal of Surplus Equipment
	<b>ACTION CALENDAR</b>	
	10.	<b>Approve:</b> Assistant General Manager/Chief Engineer Position and Appointment
	11.	<b>Approve:</b> Contract with RMC for Recycled Water Central Service Area Production Expansion Study
	12.	<b>Approve:</b> Change Order No. 9 – Environmental Science Associates For Environmental Services
	13.	<b>Approve:</b> District Asset Appraisal

All times are approximate and for reference only.

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

(Continued)

Est. Time	Item	Subject
8:00 p.m.		<b>INFORMATION ITEMS</b>
	14.	Funding Agreement with Sonoma County Water Agency for the North Marin Water District Water-Efficient Landscape Rebate Program
	15.	Bulk Chemical Purchases
	16.	TAC Meeting – July 6, 2015
	17.	NBWA Meeting – July 10, 2015
	18.	<b>MISCELLANEOUS</b>
		Disbursements
		Press Release – NMWD Recycled Water Fill Station Open and Free to Residential Customers
		FY15 4 <sup>th</sup> Quarter Labor Cost Report
		4 <sup>th</sup> Quarter Workers’ Comp Status Report
		Fleet Fuel Economy - Gasoline
		Press Release – North Bay Water Sustainability Coalition
		<u>News Articles:</u>
		Novato water district offers free recycled water to combat drought
		California Water Rates Rise as Cities Lose Money in Drought
		Contra Costa looks to expand Los Vaqueros
		Shuffle at Santa Rosa City Hall hints at planning changes
		Rural residents decry water restrictions at Occidental meeting
		5 Things You Can Do Now!
		AmCan proposes drought surcharge for water customers
		State regulators discuss water pricing in drought
		Business Leaders put heads together
8:30 p.m.	19.	<b>ADJOURNMENT</b>

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DRAFT  
NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
June 30, 2015

**CALL TO ORDER**

President Baker called the regular meeting of the Board of Directors of North Marin Water District to order at 7:00 p.m. at the Dance Palace in Point Reyes Station, CA and the agenda was accepted as presented. Present were Directors Jack Baker, Rick Fraites, Stephen Petterle, and John Schoonover. Also present were General Manager Chris DeGabriele, District Secretary Katie Young, Auditor-Controller David Bentley and Chief Engineer Drew McIntyre.

Pt. Reyes Residents Ken Drexler, Wynne Firth, and Bob Karn, District employees Kerry Lemos (Maintenance/Operations Supervisor) and Robert Clark, (Maintenance/Operations Superintendent) were in the audience.

**MINUTES**

On motion of Director Schoonover, seconded by Director Petterle the Board approved the minutes from the previous meeting as presented by the following vote:

AYES: Directors Baker, Fraites, Petterle, Rodoni and Schoonover

NOES: None

**GENERAL MANAGER'S REPORT**

**Meeting with SCWA**

Mr. DeGabriele met with Sonoma County Water Agency's General Manager and Chief Engineer and he advised the Board that the discussion was centered mostly on the cooperation with Mendocino County interests. He stated that he is going to suggest to the Technical Advisory Committee to expand the Sonoma Marin Saving Water Partnership into Mendocino County and retitle the partnership to be Russian River Saving Water Partnership.

**Upcoming Meetings**

Mr. DeGabriele advised the Board that that the next Technical Advisory Committee meeting is on Monday, July 6<sup>th</sup>, the North Bay Watershed Association Meeting is scheduled for July 10<sup>th</sup>, the Stafford Park Master Plan public meeting is next Tuesday, and that the District's next Board meeting will be on July 21<sup>st</sup>. He stated that the Water Supply Coordination Council meeting is July 22<sup>nd</sup> and he, Mr. Bentley, Director Baker and Director Fraites will be attending the ACWA Region 1 meeting July 24<sup>th</sup>.

1 District Picnic

2 Mr. DeGabriele reminded the Board that the District Picnic will be on Saturday, July 25<sup>th</sup> and  
3 John Mello's retirement will be celebrated at the picnic.

4 Water Conservation

5 Mr. DeGabriele informed the Board pertaining to water conservation in West Marin staff will  
6 be distributing "Water on Request" cards to restaurants and that there are over 95 people now on  
7 the list to receive recycled water from the residential fill station in Novato and that the District is  
8 hoping to have a soft opening mid-July. He noted that the District will end of the fiscal year with over  
9 133 Cash For Grass Rebates, which is the most ever in one year.

10 **OPEN TIME**

11 President Baker asked if anyone in the audience wished to bring up an item not on the  
12 agenda and there was no response.

13 **STAFF/DIRECTORS REPORTS**

14 President Baker asked if staff or Directors wished to bring up an item not on the agenda and  
15 the following item was discussed:

16 Mr. McIntyre informed the Board that the South Novato Blvd. cast iron pipe replacement  
17 project using pipe bursting techniques has started and the majority of the work should be completed  
18 this week. He stated that the District is using an outside traffic control firm which is working well and  
19 enabling District crews to concentrate on the pipe work tie-in.

20 President Baker asked that the excavation plating be given more attention on the South  
21 Novato Blvd job so that the transition from the pavement to plating is not so jarring and not a safety  
22 concern.

23 **PUBLIC HEARING/APPROVE: WEST MARIN WATER FY 2015/16 BUDGET**

24 Mr. Bentley advised the Board that customers were notified of the public hearing which  
25 proposed a rate increase and adoption of the West Marin FY15/16 Budget individually by a letter  
26 dated May 15th which met government code notice requirements. He noted that the public hearing  
27 was announced in the Point Reyes Light and staff received no phone calls or letters to the District  
28 opposing the rate increase.

29 Mr. Bentley informed the Board that the proposed increase in the cost of water which  
30 averages 5% for both the typical residential and non-residential customer is recommended,  
31 comprised of a 6.5% commodity rate increase and no increase in the bimonthly service charge,  
32 which stands at \$30. He noted that the proposed increase would total \$31 annually for the typical

1 residential customer and is budgeted to generate \$37,000 in additional revenue next fiscal year. Mr.  
2 Bentley advised the Board that significant improvement projects are \$100K for continued work on  
3 upsizing 900 feet of 4-inch pipeline to 8-inch from Bear Valley Tanks, \$75K to replace the green-  
4 sand filter media in one of the two treatment plant filters, and \$50K to commence work on the  
5 replacement of the PRE Tank burned in the Vision Fire. Mr. Bentley informed the Board that in  
6 West Marin the average annual consumption over the past decade is 80MG and the forecast  
7 assumes water sales volume will remain flat at 70MG into the future as conservation programs  
8 continue to induce more efficient use of water. He advised the Board that the 2015 update of the  
9 Coastal Area Water Cost Comparison shows that even with the proposed rate increase, the water  
10 cost for the District's West Marin customers remains below that paid by the customers of seven  
11 coastal agencies surveyed.

12 President Baker opened the public hearing at 7:12 p.m.

13 Wynne Firth, West Marin resident, who is a neighbor of the PRE Tank 4A requested that the  
14 District consult with her and her family during the planning process of the tank replacement project.

15 Upon hearing no further comments, President Baker closed the public hearing at 7:14 p.m.

16 On motion of Director Petterle, seconded by Director Schoonover, the Board approved  
17 Resolution 15-13 entitled: "Resolution of the Board of Directors of North Marin Water District  
18 Amending Regulation 54 – Water Rates," adopted the FY15 West Marin Water System Budget, and  
19 authorized the General Manager to pay demands arising from execution of the budgeted FY16 West  
20 Marin Water expenditure plan by the following vote:

21 AYES: Directors Baker, Fraites, Petterle, Rodoni and Schoonover

22 NOES: None

23 **PUBLIC HEARING/APPROVE: OCEANA MARIN SEWER FY2015/16 BUDGET**

24 Mr. Bentley advised the Board that similar to the rate increase in West Marin, Ocean Marin's  
25 proposed rate increase is 5%. He stated that there are 229 customers in Oceana Marin and the  
26 increase proposed will generate an additional \$9,000 per year. He informed the Board that a letter  
27 was mailed to all Oceana Marin customers on May 8<sup>th</sup> and the District received one response which  
28 was included in the Board packet.

29 Mr. Bentley stated that there is \$40K included in the budget for continued infiltration repair  
30 work to prevent rainwater from leaking into the collection system and future projects include \$100K  
31 for design and installation of an 8<sup>th</sup> disposal trench and \$340K for lining the settling and treatment  
32 ponds in FY19. Mr. Bentley advised the Board that there is one new connection fee budgeted and



1 that next year's budget projects operating expenditures to decrease 3% from the current year  
2 budget. He stated that the 2015 update of the Coastal Area Annual Sewer Cost Comparison,  
3 including the proposed 5% increase, shows that the Oceana Marin sewer service cost will continue  
4 to rank second among the six comparison coastal agencies.

5 President Baker opened the public hearing at 7:18 p.m. and hearing no comment,  
6 immediately closed the public hearing.

7 Director Rodoni asked for an update on the system now that staff is managing the system.  
8 Mr. Clark stated that there have been issues with the electrical system and some consultant  
9 inspection services but there is an overall improvement in the operations.

10 Mr. McIntyre advised the Board that Nute Engineering is finishing up the Waste Water  
11 Master Plan Update and staff is reviewing the report and will provide it to the Board at a future  
12 meeting.

13 Director Petterle read Ordinance #32 entitled: "Ordinance of the Board of Directors of North  
14 Marin Water District Electing to have Oceana Marin Sewer Charges be Collected on the Tax Roll of  
15 the County of Marin, State of California Commencing Fiscal Year 2015-2016."

16 On motion of Director Petterle, seconded by Director Fraites, the Board approved Ordinance  
17 #32 electing to have the Oceana Marin Sewer Service Charge be collected on the tax roll of the  
18 County of Marin by the following vote:

19 AYES: Directors Baker, Fraites, Petterle, Rodoni and Schoonover

20 NOES: None

21 On motion of Director Petterle, seconded by Director Rodoni, the Board approved  
22 Resolution 15-14 entitled: "Revision of North Marin Water District Regulation 109 Oceana Marin  
23 Sewer Service – Rates and Charges", adopted the FY16 Oceana Marin Sewer Budget as proposed  
24 and authorized the General Manager to pay demands arising from execution of the budgtd FY16  
25 Oceana Marin expenditures plan by the following vote:

26 AYES: Directors Baker, Fraites, Petterle, Rodoni and Schoonover

27 NOES: None

28 **ACTION CALENDAR- WEST MARIN**

29 **INCREASE OCEANA MARIN SEWER CONNECTION INSPECTION FEE**

30 Mr. Bentley advised the Board that the Oceana Marin Sewer Connection Inspection Fee has  
31 been \$140 since 1989, when it was increased from \$50. He informed the Board that the purpose of

1 the fee is to recover the District's administrative and inspection cost associated with a new  
2 connection. He stated that after looking at the District's labor cost, a fee of \$300 is appropriate.

3 Director Rodoni suggested that staff consider rolling the sewer inspection fee into the sewer  
4 connection fee charge in the future.

5 On motion of Director Rodoni, seconded by Director Fraites the Board approved Resolution  
6 15-15 entitled: "Resolution of the Board of Directors of North Marin Water District Amending  
7 Regulation 106 f – Inspection Fee" by the following vote:

8 AYES: Directors Baker, Fraites, Petterle, Rodoni and Schoonover

9 NOES: None

10 **PES ENVIRONMENTAL CONSULTING SERVICES AGREEMENT – EXPLORATION FOR**  
11 **POTENTIAL GROUNDWATER SUPPLY WELL LOCATIONS**

12 Mr. DeGabriele advised the Board that the FY 2015/16 West Marin Water Budget includes  
13 \$58K for a hydrogeological study for a second well at Gallagher. He informed the Board that PES  
14 Environmental, Inc. provided the proposal and cost estimate to conduct soil test borings and  
15 piezometer wells in the flood plain terrace adjacent to Lagunitas Creek within the Gallagher Ranch  
16 and recommends a similar evaluation at the Nobmann/Osborn Black Mountain Ranch. Mr.  
17 DeGabriele advised the Board that eight soil test borings are proposed at each property along with  
18 construction of one temporary piezometer at each property for measuring groundwater levels. He  
19 noted that the estimated costs for the work are \$29,200 at the Gallagher site and \$28,200 at the  
20 Nobmann/Osborn site. Mr. DeGabriele stated that District staff has made preliminary outreach to the  
21 property owners at both the ranches and informed Marin Agricultural Land Trust of the District's  
22 interest.

23 Director Rodoni asked that staff provide the Board with a review of the interconnecting  
24 facilities from Downey Well to Point Reyes Treatment Plant now that the significant investment has  
25 been made upstream from Downey.

26 On motion of Director Schoonover, seconded by Director Petterle the Board authorized the  
27 General Manager to enter into a Consulting Services Agreement with PES Environmental, Inc. to  
28 conduct exploration for potential groundwater supply well locations by the following vote:

29 AYES: Directors Baker, Fraites, Petterle, Rodoni and Schoonover

30 NOES: None

1 **INFORMATION ITEMS- WEST MARIN**

2 **OVERVIEW OF THE SPRING 2015 WEST MARIN WATER LINE AND WATER USE**  
3 **PROHIBITIONS**

4 Mr. DeGabriele reviewed the West Marin Water use prohibitions that comply with the State  
5 Board's Emergency Conservation Requirements and provided the Board with copies of the Spring  
6 2015 West Marin *WaterLine*. He stated that the District has restricted outdoor irrigation in the West  
7 Marin service area to no more than two days per week effective June 1, 2015 and landscape  
8 irrigation is prohibited during or within 48 hours of measurable rainfall.

9 Director Rodoni asked if information had been sent out after the substantial amount of rain  
10 advising Novato customers not to water for 48 hours.

11 Mrs. Young stated that she posted a message on the District's Facebook page after the  
12 measurable rainfall that reminded the customers that landscape irrigation was prohibited for 48  
13 hours.

14 **POINT REYES WELL #2 PUMP REPLACEMENTS AND REHABILITATION**

15 Mr. Clark advised the Board that as part of FY 2014/15 Capital Improvement Project Plan  
16 staff inspected the Point Reyes Well #2 and planned to replace the old inefficient pump. He stated  
17 when staff inspected the well it was determined that silt and sand had built-up in the bottom 15' of  
18 the well and would not allow for the pump replacement. Mr. Clark informed the Board that staff  
19 spoke with GHD, Inc. who developed the Well #3 replacement plan and now have developed a plan  
20 and scope of work for Well #2 to be rehabilitated and Week's Drilling and Pump will perform the  
21 physical Well #2 rehabilitation work.

22 Mr. Clark advised the Board that on June 25<sup>th</sup> the District received final approval from the  
23 Division of Drinking Water for use of the Gallagher Well and on Monday, June 29<sup>th</sup> Gallagher Well  
24 startup testing was performed to have the well operation ready for use when the permit is issued.

25 President Baker asked that an aerial map be provided in the future showing the locations of  
26 the well facilities in West Marin.

27 **WEST MARIN CAPITAL IMPROVEMENTS PROJECTS – FY14-15 PRELIMINARY YEAR-END**  
28 **PROGRESS REPORT**

29 Mr. McIntyre provided the Board with the Preliminary Year-End progress report for the West  
30 Marin Capital Improvement Projects (CIP). He stated that a total of ten CIP's were originally  
31 budgeted for the West Marin and Oceana Marin service areas, none were added, three were carried  
32 over and one was dropped. He noted that out of the 12, nine projects have been completed and the  
33 overall progress completion percentage was 83%.

1 Mr. McIntyre advised the Board that the Point Reyes Treatment Plant Solids Handling  
2 Facilities Project has now been pushed to FY16-17 in hopes that pending property transfer  
3 discussions between the federal government and Marin County for the Point Reyes Coast Guard  
4 Housing property will be successful.

5 Mr. McIntyre stated that the construction phase of the 4" pipe upsized from Bear Valley Tanks  
6 has been carried over into FY15/16 due to competing work load demands and that all design work  
7 and material procurement is complete and staff is waiting for County encroachment permit approval  
8 before start of construction.

9 Mr. McIntyre informed the Board that the main project completion this year was the  
10 Gallagher Well Pipeline Project. He stated that the District received over 98% of state grant funds  
11 for the Pipeline Project to improve water quality for West Marin customers.

12 President Baker applauded staff's effort to obtain outside funding for the Gallagher Well  
13 Pipeline Project.

14 **CONSENT CALENDAR**

15 On the motion of Director Petterle seconded by Director Fraites, the following items were  
16 approved on the consent calendar by the following vote:

17 AYES: Director Baker, Fraites, Petterle, Rodoni and Schoonover

18 NOES: None

19 **DR. DANG DENTAL OFFICE (5404 NAVE DR.)**

20 Dr. Dang Dental Office project is a tenant improvement of an existing 1350 sq/ft office  
21 building, on a 13,000 sq/ft lot located at 5404 Nave Drive. This agreement will provide water service  
22 to a new dental office and irrigation for landscaping. New water facilities include 20 feet of 4-inch  
23 PVC main, 20ft. of steel main, and one 4-inch fire service.

24 The Board approved the agreement and Resolution 15-16 entitled: "Authorization of  
25 Execution of Water Service Facilities Construction Agreement with Hieu Ngoc Dang and Lan Hong  
26 Nguyen."

27 **APPLICATION FOR 2645 PETALUMA BLVD. SOUTH SELF STORAGE**

28 The District recently received an application for revised water service to 2645 Petaluma  
29 Blvd. South. The proposed project is a self-storage facility with an office and total building area of  
30 approximately 103,000 sq/ft. The applicant understands that future water demand of the proposed  
31 project must be at or below the existing entitlement of one EDU, therefore, this application will not

1 increase the number of services and will not increase water demands and meets the requirements  
2 of the District Policy Number 24 and Resolution 1230, "Service from North Marin Aqueduct".

3 The Board declared its intent to provide water service to the subject parcel pursuant to  
4 District regulations including land use approval from County of Sonoma, no objections from nearby  
5 affected agencies and receipt of payment of all charges.

#### 6 **GROUP LIFE INSURANCE RENEWAL**

7 The District's benefit package includes a life insurance policy for regular employees with a  
8 benefit equal to their annual salary. The group life benefit also includes an accidental death and  
9 dismemberment policy that offers double indemnity in the event of accident death and defined lump  
10 sum payments if there is loss of sight or appendage. District's current provider is Mutual of Omaha,  
11 at \$2.04/\$1,000 of payroll which expires July 31, 2015.

12 Staff recommends staying with Mutual of Omaha, which includes a two year rate guarantee  
13 of \$2.28/\$1,000.

14 The Board authorized the Auditor Controller to enter into a contract with Mutual of Omaha  
15 for the District's Group Life and Accidental Death and Dismemberment Insurance at a rate of \$2.28  
16 per \$1,000 of payroll for two-year period commencing August 1, 2015.

#### 17 **SUBMISSION OF LAFCO APPLICATION TO NORMALIZE IRREGULAR WATER SERVICE TO** 18 **YEE AND FONTES**

19 The Board approved submission of LAFCO application for normalizing existing water service  
20 outside of District boundaries for the Yee and Fontes parcels and authorized the General Manager  
21 to submit a letter in support of said application.

#### 22 **INFORMATION ITEMS- NOVATO**

#### 23 **2014/15 MARIN COUNTY CIVIL GRAND JURY REPORT: THE NEED FOR LABOR** 24 **NEGOTIATION TRANSPARENCY PART II**

25 Mr. DeGabriele provided the Board with copies of the Marin County Civil Grand Jury Report:  
26 the Need for Labor Negotiation Transparency Part II and informed the Board that the report has  
27 been issued specifically to the District, Marin Municipal Water District and Golden Gate  
28 Transportation District to respond to the findings and recommendations. He noted that the District  
29 has until September 13<sup>th</sup> to respond and is requesting the District's labor law legal counsel for  
30 assistance. He advised the Board that staff will develop options for the Board to consider. Mr.  
31 DeGabriele stated that this topic is very popular and the County of Marin and other cities have been  
32 requested by the Grand Jury to consider its implementation.

1 Director Petterle advised that the Marin County Board of Supervisors received an extensive  
2 testimony regarding COIN at their meeting today and suggested that the General Manager consult  
3 with the County Administrator regarding the County of Marin's response to the Marin County Civil  
4 Grand Jury and consideration of COIN.

5 Mr. DeGabriele informed the Board that Kerry Lemos, President of the District's Employee  
6 Association was in the audience to be apprised of the item.

7 **MISCELLANEOUS**

8 The Board received the following miscellaneous items: Disbursements, and Ltr. From City of  
9 Novato re: JADU's.

10 The Board also received the following news articles: State regulators approve water  
11 restrictions to aid Sonoma County salmon streams, Appeal court gives CDFW more power over  
12 water diversions, and School District changes water plans.

13 **CLOSED SESSION**

14 President Baker adjourned the Board into closed session at 7:46 p.m. in accordance with  
15 Government Code Section 54954.5 and 54956.9(a) – Conference with Legal Counsel – Venegas  
16 EEOC Complaint (Case 550-2015-00479) – Existing Litigation and in accordance with Government  
17 Code Section 54957 for Public Employee Performance Evaluation (One), Title: General Manager.

18 **OPEN SESSION**

19 Upon returning to regular session at 7:51 p.m., President Baker stated that during the closed  
20 session the Board had discussed the issue and no reportable action had been taken.

21 **ADJOURNMENT**

22 President Baker adjourned the meeting at 7:52 p.m.

23 Submitted by  
24  
25

26  
27 Katie Young  
28 District Secretary  
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**7**

**NORTH MARIN WATER DISTRICT**  
**MONTHLY PROGRESS REPORT FOR June 2015**  
 July 21, 2015

1.

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

Month	FY14/15	FY13/14	FY12/13	FY11/12	FY10/11	15 vs 14 %
July	319	385	389	371	379	-17%
August	301	360	396	373	368	-16%
September	276	332	346	347	358	-17%
October	221	313	283	249	278	-29%
November	173	229	166	183	164	-24%
December	129	182	146	156	141	-29%
January	137	168	151	178	146	-18%
February	121	119	148	147	134	1%
March	195	154	211	156	151	27%
April	217	177	240	171	194	22%
May	185	283	346	311	291	-34%
June	226	308	357	356	293	-27%
<b>FYTD Total</b>	<b>2,501</b>	<b>3,010</b>	<b>3,179</b>	<b>2,997</b>	<b>2,897</b>	<b>-17%</b>

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

Month	FY14/15	FY13/14	FY12/13	FY11/12	FY10/11	15 vs 14 %
July	8.6	9.3	9.8	9.2	9.9	-7%
August	8.5	9.3	9.7	9.4	9.9	-8%
September	7.8	8.5	8.3	8.7	9.2	-9%
October	5.4	8.0	7.4	6.5	7.8	-33%
November	4.6	6.8	5.2	5.1	4.9	-33%
December	4.7	6.4	4.5	4.9	4.8	-26%
January	4.4	5.9	5.0	4.8	4.3	-24%
February	3.9	4.4	4.4	4.5	3.9	-11%
March	5.2	5.0	5.4	4.4	5.6	4%
April	4.7	5.0	6.0	5.4	4.9	-4%
May	5.7	7.3	8.5	7.1	6.9	-22%
June	6.2	8.3	8.5	8.8	7.2	-25%
<b>FYTD Total</b>	<b>69.7</b>	<b>84.1</b>	<b>82.7</b>	<b>78.9</b>	<b>79.4</b>	<b>-17%</b>

\* The Aug/Sept 2014 billing was down 24% from 2013. The variance with production is presumably due to NMWD distribution system leaks.

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

Month	FY14/15	FY13/14	FY12/13	FY11/12	FY10/11	15 vs 14 %
July	83	98	49	115	109	-15%
August	61	83	83	126	108	-26%
September	26	56	72	77	112	-53%
October	0	82	88	113	111	-
November	8	5	64	106	95	64%
December	0	2	0	49	0	-
January	0	0	21	0	0	-
February	24	0	57	0	0	-
March	95	0	61	0	52	-
April	104	0	67	0	98	-
May	82	75	105	0	97	9%
June	91	78	89	0	101	17%
<b>FYTD Total</b>	<b>573</b>	<b>479</b>	<b>755</b>	<b>586</b>	<b>884</b>	<b>20%</b>

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

Month	FY14/15	FY13/14	FY12/13	FY11/12	FY10/11	15 vs 14 %
July	21.8	27.6	11.2	11.0	11.9	-21%
August	26.0	26.2	10.5	12.2	11.2	-1%
September	19.2	18.6	8.5	9.6	9.5	3%
October	9.4	15.8	0.0	0.0	2.6	-41%
November	3.7	6.4	0.0	0.0	0.0	-42%
December	1.6	1.6	0.0	0.0	0.0	0%
January	0.8	1.2	0.0	0.0	0.0	-35%
February	0.8	1.8	0.0	0.0	0.0	-53%
March	9.5	1.2	1.4	0.0	0.0	674%
April	14.1	8.3	8.8	2.5	0.0	70%
May	21.1	23.0	17.3	10.8	11.2	-8%
June	19.9	24.6	23.1	11.1	7.7	-19%
<b>FYTD Total*</b>	<b>147.8</b>	<b>156.2</b>	<b>80.8</b>	<b>57.2</b>	<b>46.4</b>	<b>-5%</b>

\*Excludes potable water input into the RW system: FY15=6.9MG; FY14=10.9MG.

## 2. Stafford Lake Data

	June Average	June 2014	June 2015
Rainfall this month	0.20 Inches	0.00 Inches	0.14 Inches
Rainfall this FY to date	27.21 Inches	12.99 Inches	26.19 Inches
Lake elevation*	190.2 Feet	184.2 Feet	189.2 Feet
Lake storage**	993.5 MG	652.6 MG	931.2 MG

\* Spillway elevation is 196.0 feet

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

### Temperature (in degrees)

	Minimum	Maximum	Average
June 2014 (Novato)	50	102	68
June 2015 (Novato)	50	106	68

## 3. Number of Services

June 30	Novato Water			Recycled Water			West Marin Water			Oceana Marin Swr		
	FY15	FY14	Incr %	FY15	FY14	Incr %	FY15	FY14	Incr %	FY15	FY14	Incr %
Total meters	20,743	20,751	0.0%	48	48	0.0%	784	820	-4.4%	-	-	-
Total meters active	20,498	20,505	0.0%	44	44	0.0%	778	776	0.3%	-	-	-
Active dwelling units	23,962	23,948	0.1%	0	0	-	825	822	0.4%	229	229	0.0%

## 4. Oceana Marin Monthly Status Report (June)

Description	June 2014	June 2015
Effluent Flow Volume (MG)	0.445	0.390
Irrigation Field Discharge (MG)	0.489	0
Treatment Pond Freeboard (ft)	3.8	3.0
Storage Pond Freeboard (ft)	7.6	8.3

## 5. Developer Projects Status Report (June)

Job No.	Project	% Complete	% This month
1.2778.00	Novato Shell Loop	90	15

### District Projects Status Report - Const Dept (June)

Job No.	Project	% Complete	% This month
7144.00	Grant/5th 1" Galvanized R/R	100	15
7123.15	Atherton Oaks/Summit lane PB R/R	100	5
1.7143.00	Ashley Ct 2" Thin wall Plastic	100	90
1.7067.00	S. Novato Blvd – Rowland to Sunset 12" R/R	40	40

## Employee Hours to Date, FY 14/15

As of Pay Period Ending June 30, 2015

Percent of Fiscal Year Passed = 100%

Developer Projects	Actual	Budget	% YTD Budget	District Projects	Actual	Budget	% YTD Budget
Construction	1,328	1,400	95	Construction	4,036	4,979	81
Engineering	598	1,480	40	Engineering	4,703	3,546	133

## 6. Safety/Liability

FY through June 15  
FY through June 14

Industrial Injury with Lost Time				Liability Claims Paid	
Lost Days	OH Cost of Lost Days (\$)	No. of Emp. Involved	No. of Incidents	Incurred (FYTD)	Paid (FYTD) (\$)
167	84,280	2	1	5	20,355
81	35,344	2	1	2	872

Days without a lost time accident through June 30, 2015= 29 days

## 7. Energy Cost

FYE	Kwh	June		Fiscal Year-to-Date thru June		
		¢/Kwh	Cost/Day	Kwh	¢/Kwh	Cost/Day
2015 Stafford TP	77,141	18.1¢	\$465	702,965	17.9¢	\$345
Pumping	107,746	17.8¢	\$662	1,274,893	16.6¢	\$581
Other*	40,046	25.0¢	\$345	473,435	21.5¢	\$278
	224,933	19.2¢	\$1,488	2,451,294	17.9¢	\$1,205
2014 Stafford TP	81,059	17.6¢	\$474	740,873	17.2¢	\$350
Pumping	154,158	17.1¢	\$907	1,650,342	15.6¢	\$706
Other*	43,812	23.5¢	\$355	511,742	20.3¢	\$284
	279,029	18.2¢	\$1,752	2,902,958	16.8¢	\$1,339
2013 Stafford TP	75,059	17.0¢	\$427	676,260	16.3¢	\$299
Pumping	207,461	15.2¢	\$983	1,487,407	15.2¢	\$646
Other*	49,245	22.2¢	\$342	462,631	19.9¢	\$262
	331,765	16.6¢	\$1,780	2,626,299	16.3¢	\$1,217

\*Other includes West Marin Facilities

## 8. Water Conservation Update

	Month of June 2015	Fiscal Year to Date	Program Total to Date
High Efficiency Toilet (HET) Rebate (\$100 each)	69	328	3,271
Retrofit Certificates Filed	43	288	5,317
Cash for Grass Rebates Paid Out	14	133	694
Washing Machine Rebates	23	155	6,599
Water Smart Home Survey	48	364	2,120

## 9. Utility Performance Metric

<u>SERVICE DISRUPTIONS</u>	June 2015 No. of Customers Impacted	June 2014 No. of Customers Impacted
PLANNED		
Duration Between 0.5 and 4 hours	15	12
Duration Between 4 and 12 hours		
Duration Greater than 12 hours		
UNPLANNED		
Duration Between 0.5 and 4 hours	10	7
Duration Between 4 and 12 hours		
Duration Greater than 12 hours	2	

<u>SERVICE LINES REPLACED</u>	June 2015	June 2014
Polybutylene	9	7
Copper (Replaced or Repaired)	6	6

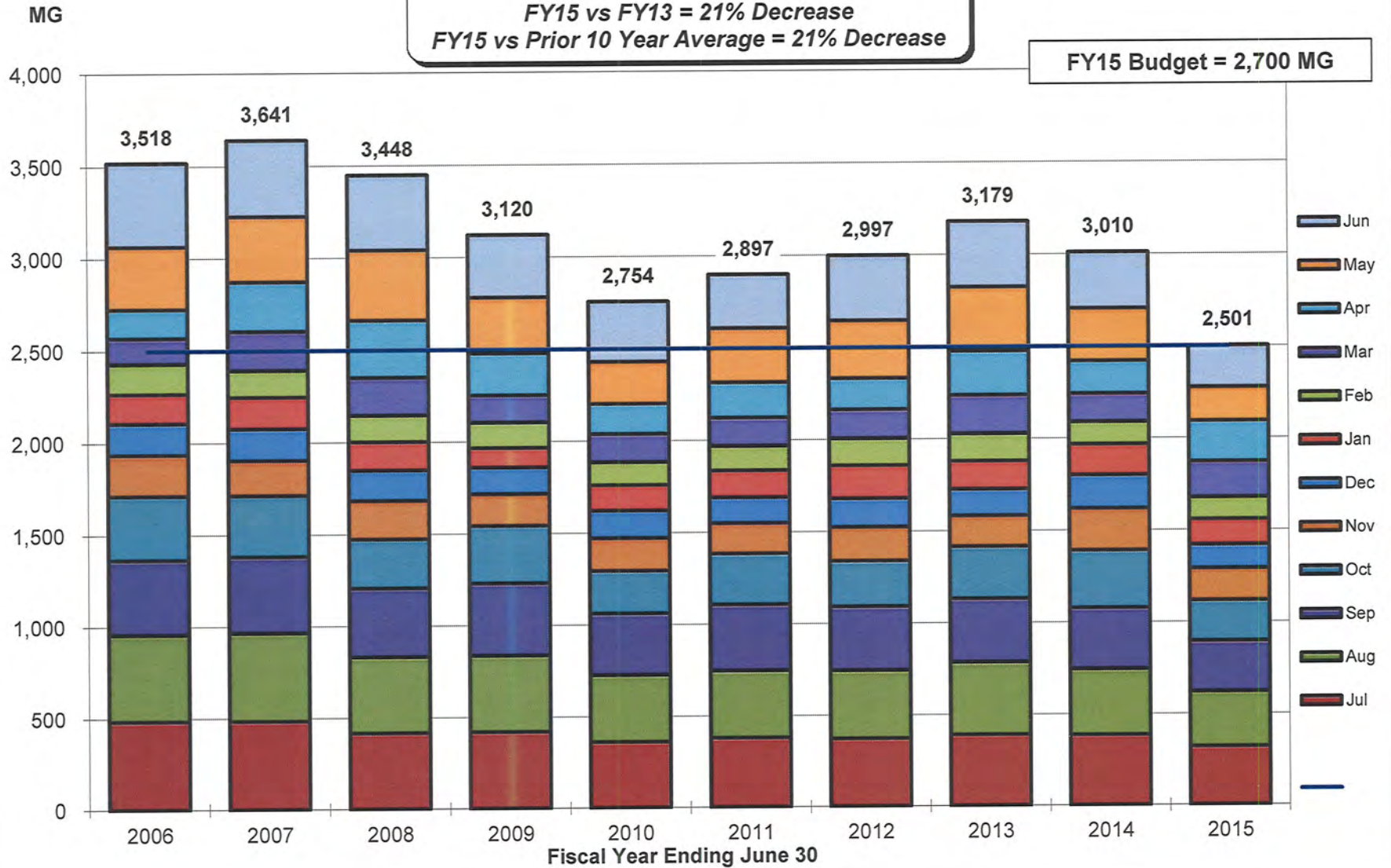
7/9/15

t:\ac\excel\wtr use\productn.xls chart - total prod by mo

# **Novato Potable Water Production**

**FY15 vs FY14 = 17% Decrease**  
**FY15 vs FY13 = 21% Decrease**  
**FY15 vs Prior 10 Year Average = 21% Decrease**

**FY15 Budget = 2,700 MG**



Chris DeGabriele

**From:** SWRCB Office Research, Planning & Performance <drinc@waterboards.ca.gov>  
**Sent:** Wednesday, July 15, 2015 8:16 AM  
**To:** Chris DeGabriele  
**Subject:** Monitoring Report Acknowledgement for 0615

Hello Chris DeGabriele,

Thank you for your Monitoring Report. Below is the information you have submitted for the month of 0615. If this information is incorrect, please re-submit your report for the month with the corrected information. We use your most recently submitted monthly report in our calculations.

Reporter	Chris DeGabriele
Urban Water Supplier/Number	North Marin Water District (361)
Reporting Month	0615
Stage/Mandatory	2 Yes
Days Outside Irrigation	3
Number Complaints	106
Number Follow-ups	107
Number Warnings	81
Number Penalties	0
Enforcement Actions	<b>Enforcement</b>
Total Potable Water Production	253 MG
2013 Same Month Production	357 MG
CII Water	32 MG
Commercial Agricultural Water	MG
Commercial Agricultural Water 2013	MG
Non-revenue Water	MG
Residential Use Percentage	82 %
Qualification	CII Water - NMWD bills every 2 months & the reported figure covers CII consumption ranging from May 25

- 29.1% reduction from June 2013

	through June 17, 2015.
Population	61299
Estimated R- GPCD	112.8
Implementation Comments	Water Waste Complaints: 106 includes both public reports of water waste and NMWD staff observations during patrolling. Follow Ups: 107 includes 5 calls to customers confirming resolution of water waste, 21 staff calls and in-person advisory warnings, 81 Notice of Violation with door hangers.
Recycled Water	20 MG

Office of Research, Planning & Performance





# NORTH MARIN WATER DISTRICT

## Summary of Complaints & Service Orders June 2015

7/10/2015

Type	Jun-15	Jun-14	Action Taken June 2015
<b><u>Consumers' System Problems</u></b>			
Service Line Leaks	19	23	Notified Consumer
Meter Leak Consumer's Side	0	0	~
House Plumbing	0	0	~
Noisy Plumbing	0	0	~
Seepage or Other	0	0	~
House Valve / Meter Off	11	2	Notified Consumer
Nothing Found	8	4	Notified Consumer
Low Pressure	1	0	Pressure @ 58 PSI. House valve needs repair.
High Pressure	0	0	~
Water Waster Complaints	0	0	~
<b>Total</b>	<b>39</b>	<b>29</b>	
<b><u>Service Repair Reports</u></b>			
Register Replacements	0	0	~
Meter Replacement	3	1	Replaced
Meter Box Alignment	0	0	~
Meter Noise	0	0	~
Dual Service Noise	0	0	~
Box and Lids	2	0	Replaced
Water Off/On Due To Repairs	0	7	~
Misc. Field Investigation	2	5	Notified Consumer
<b>Total</b>	<b>7</b>	<b>13</b>	
<b><u>Leak NMWD Facilities</u></b>			
Main-Leak	0	0	~
Mains-Nothing Found	0	0	~
Mains-Damage	0	0	~
Service- Leak	12	13	Repaired
Services-Nothing Found	1	4	Notified Consumer
Service-Damaged	0	0	~
Fire Hydrant-Leak	0	0	~
Fire Hydrants-Nothing Found	1	0	Notified Consumer
Fire Hydrants-Damaged	2	0	Repaired
Meter Replacement	0	0	~
Meters-Leak	0	0	~
Meters-Nothing Found	0	0	~
Meters Damaged	0	0	~
Washer Leaks	9	13	Replaced
<b>Total</b>	<b>25</b>	<b>30</b>	
<b><u>High Bill Complaints</u></b>			
Consumer Leaks	12	1	Notified Consumer
Meter Testing	0	0	~
Meter Misread	2	4	Notified Consumer
Nothing Found	21	3	Notified Consumer
Projected Consumption	0	0	~
Excessive Irrigation	0	0	~
<b>Total</b>	<b>35</b>	<b>8</b>	

# NORTH MARIN WATER DISTRICT

## Summary of Complaints & Service Orders June 2015

7/10/2015

Type	Jun-15	Jun-14	Action Taken June 2015
<b><u>Low Bill Reports</u></b>			
Meter Misread	2	0	Notified Consumer
Stuck Meter	0	0	~
Nothing Found	3	0	Notified Consumer
Projected Consumption	0	0	~
Minimum Charge Only	0	0	~
<b>Total</b>	<b>5</b>	<b>0</b>	
<b><u>Water Quality Complaints</u></b>			
Taste and Odor	4	1	<b><i>Customer reported chlorine odor in water. (Center Rd)</i></b> Measured chlorine was normal for STP supply. Customer was notified. <b><i>Customer reported chlorine odor in water. (Fourth St)</i></b> Measured chlorine was normal for STP supply. Customer was notified. <b><i>Customer reported chlorine odor in water. (Sunnyhill Rd)</i></b> Measured chlorine was normal for STP supply. Customer was notified. <b><i>Customer reported chlorine odor in water. (Werner Ct)</i></b> Measured chlorine was normal for STP supply. Customer was notified.
Color	0	0	~
Turbidity	0	0	~
Suspended Solids	0	0	~
Other	0	0	~
<b>Total</b>	<b>4</b>	<b>1</b>	
<b><u>TOTAL FOR MONTH:</u></b>	<b><u>115</u></b>	<b><u>81</u></b>	<b><u>42%</u></b>

## **Fiscal YTD Summary**

Consumer's System Problems	349	369
Service Repair Report	123	122
Leak NMWD Facilities	352	302
High Bill Complaints	334	364
Low Bills	14	3
Water Quality Complaints	35	60
<b>Total</b>	<b><u>1,207</u></b>	<b><u>1,220</u></b>

## **Change Primarily Due To**

-5%	Decrease In Meter Lks Consumer Side
1%	Increase Meter Replacement
17%	Increase in Service Line Leaks
-8%	Decrease In Nothing Found
367%	Increase in Stuck Meters
-42%	Decrease In Taste & Odor
<b>-1%</b>	

# NORTH MARIN WATER DISTRICT

## Summary of Complaints & Service Orders June 2015

7/10/2015

Type	Jun-15	Jun-14	Action Taken June 2015
<b><u>"In House" Generated and Completed Work Orders</u></b>			
<b><u>Check Meter:</u></b> possible consumer/District leak, high bill, flooded, need read, etc.	178	215	
<b><u>Change Meter:</u></b> leaks, hard to read	5	2	
<b><u>Possible Stuck Meter</u></b>	0	0	
<b><u>Repair Meter:</u></b> registers, shut offs	0	0	
<b><u>Replace Boxes/Lids</u></b>	2	4	
<b><u>Hydrant Leaks</u></b>	0	0	
<b><u>Trims</u></b>	32	34	
<b><u>Dig Outs</u></b>	79	79	
<b><u>Letters to Consumer:</u></b>			
meter obstruction, trims, bees, gate access, etc.	0	0	
get meter number, kill service, etc.	0	0	
	<b>296</b>	<b>334</b>	

## Bill Adjustments Under Board Policy:

### June 15 vs. June 14

Jun-15	23	\$6,574
Jun-14	17	\$5,076

### Fiscal Year to Date vs. Prior FYTD

14/15 FYTD	256	\$107,325
13/14 FYTD	322	\$112,562

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**Customer Service Questionnaire Quarterly Report**  
**Quarter Ending 06/30/15**



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# Customer Service Questionnaire Quarterly Report

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Quarter Ending 06/30/15

Customer Comments	Staff Response to Negative Comments	Issues NMWD Should Address In The Future
<b>Water Quality</b> Your staff was excellent & knowledgeable.		
<b>Leaks</b> Outstanding staff! Good man. Knows his job well. Friendly employees and quick response. NMWD left note "possible leak." Leak Detector Company found no leak, but meter shows high use. Darrell was great to work with. His customer service was beyond excellent in helping us correct our problem. I would like to discuss bill, due to toilet leak.	Called customer & offered to schedule apt with FSR. FSR determined customer had irrigation leak.     Call customer to discuss high bill. Customer stated replaced flapper. Offered a bill adjustment and customer was satisfied.	
Great Company. The gentleman was very helpful.		
<b>Billing</b> Current bill reads the exact amount of water used to prior bill.	Called customer to discuss bill. Explained how to read the meter. Customer was satisfied.	
<b>Pressure</b> The technician was good. Service was very prompt.		Lower water cost.
<b>Noisy Pipes</b>		
<b>Other</b> Darrell arrived quickly to help us. Rich responded to my call and did a great job.		

## MEMORANDUM

To: Board of Directors

July 17, 2015

From: David L. Bentley, Auditor-Controller

Subj: Auditor-Controller's Monthly Report of Investments for June 2015

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**RECOMMENDED ACTION:** Information

**FINANCIAL IMPACT:** None

At month end the District's Investment Portfolio had an amortized cost value (i.e., cash balance) of \$14,176,900 and a market value of \$14,187,335. During June the cash balance decreased by \$525,277. The market value of securities held increased by \$587 during the month. The ratio of total cash to budgeted annual operating expense, excluding the \$2,419,367 unexpended balance of the Bank of Marin loan, stood at 85%, down 1% from the prior month.

At June 30 2015, 27% of the District's Portfolio was invested in California's Local Agency Investment Fund (LAIF), 30% in Time Certificate of Deposits, 14% in Corporate Medium Term Notes, 14% in US Treasury Notes, and 7% in Federal Agency Securities. The weighted average maturity of the portfolio was 218 days, compared to 204 days at the end of May. The LAIF interest rate for the month was 0.30%, compared to 0.29% the previous month. The weighted average Portfolio rate was 0.54%, compared to 0.51% the previous month. Including interest paid by The Bay Club Company on the StoneTree Golf Club Recycled Water Facilities Loan, the District earned \$10,259 in interest revenue during June, with 49% earned by Novato Water, 44% earned by Recycled Water (by virtue of the StoneTree Golf Course Loan) and the balance distributed to the other districts.

**NORTH MARIN WATER DISTRICT  
AUDITOR-CONTROLLER'S MONTHLY REPORT OF INVESTMENTS  
June 30, 2015**

Type	Description	S&P Rating	Purchase Date	Maturity Date	Cost Basis <sup>1</sup>	6/30/2015 Market Value	Yield <sup>2</sup>	% of Portfolio
<b>LAIF</b>	State of CA Treasury	A	Various	Open	\$3,889,261	\$3,890,753	0.30% <sup>3</sup>	<b>27%</b>
<b>Time Certificate of Deposit</b>								
TCD	American Express	n/a	8/1/13	8/3/15	248,000	248,000	0.70%	2%
TCD	Compass Bank	n/a	9/4/13	9/4/15	248,000	248,000	0.65%	2%
TCD	Sallie Mae Bank	n/a	10/23/13	10/23/15	248,000	248,000	0.80%	2%
TCD	BMW Bank	n/a	12/11/13	12/11/15	248,000	248,000	0.70%	2%
TCD	Key Bank	n/a	3/19/14	3/21/16	248,000	248,000	0.45%	2%
TCD	Barclays Bank	n/a	4/15/14	4/15/16	248,000	248,000	0.55%	2%
TCD	Americanwest Bank	n/a	5/30/14	5/31/16	249,000	249,000	0.50%	2%
TCD	Enerbank	n/a	6/30/14	6/30/16	249,000	249,000	0.65%	2%
TCD	Investors Bank	n/a	7/21/14	7/21/16	249,000	249,000	0.70%	2%
TCD	Comenity Capital Bank	n/a	8/18/14	8/18/16	249,000	249,000	0.80%	2%
TCD	Ally Bank	n/a	10/2/14	10/3/16	248,000	248,000	0.95%	2%
TCD	Cardinal Bank	n/a	11/12/14	11/14/16	249,000	249,000	0.80%	2%
TCD	Goldman Sachs	n/a	12/10/14	12/12/16	248,000	248,000	1.00%	2%
TCD	First Niagara Bank	n/a	4/30/15	5/1/17	249,000	249,000	0.75%	2%
TCD	Discover Bank	n/a	5/6/15	5/8/17	248,000	248,000	0.85%	2%
TCD	Capital One Bank	n/a	6/10/15	6/12/17	248,000	248,000	0.90%	2%
TCD	Flagship Cmnty Bank	n/a	6/24/15	6/24/17	249,000	249,000	0.75%	2%
					<b>\$4,223,000</b>	<b>\$4,223,000</b>	<b>0.72%</b>	<b>30%</b>
<b>US Treasury Notes</b>								
Treas	1,000 - 0.50%	n/a	3/26/14	6/15/16	\$999,512	\$1,002,031	0.55%	7%
Treas	1,000 - 1.0%	n/a	8/4/14	9/30/16	1,004,470	1,007,578	0.65%	7%
					<b>\$2,003,981</b>	<b>\$2,009,609</b>	<b>0.60%</b>	<b>14%</b>
<b>Federal Agency Securities</b>								
FFCB	1.70% MTN	n/a	9/15/14	10/28/16	\$506,825	\$508,240	0.68%	4%
FHLB	0.58% MTN	n/a	11/7/14	11/14/16	499,554	500,530	0.64%	4%
					<b>\$1,006,379</b>	<b>\$1,008,770</b>	<b>0.66%</b>	<b>7%</b>
<b>Corporate Medium Term Notes</b>								
MTN	Toyota Motor Credit	AA-	5/14/13	7/17/15	\$1,000,175	\$1,000,254	0.51%	7%
MTN	General Electric	AA+	1/29/13	10/9/15	1,000,410	1,001,256	0.70%	7%
					<b>\$2,000,585</b>	<b>\$2,001,510</b>	<b>0.60%</b>	<b>14%</b>
<b>Other</b>								
Agency	Marin Co Treasury	AA+	Various	Open	\$629,679	\$629,679	0.22%	4%
Other	Various	n/a	Various	Open	424,015	424,015	0.42%	3%
<b>TOTAL IN PORTFOLIO</b>					<b>\$14,176,900</b>	<b>\$14,187,335</b>	<b>0.54%</b>	<b>100%</b>

Weighted Average Maturity = **218 Days**

LAIF: State of California Local Agency Investment Fund.

MTN: Medium Term Note - Maturity of 5 years or less.

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

FFCB: Federal Farm Credit Bank, FHLB: Federal Home Loan Bank

Agency: West Marin General Obligation Bond Fund tax receipts & STP State Revolving Fund Loan Reserve.

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

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

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

3 Earnings are calculated daily - this represents the average yield for the month ending June 30, 2015.

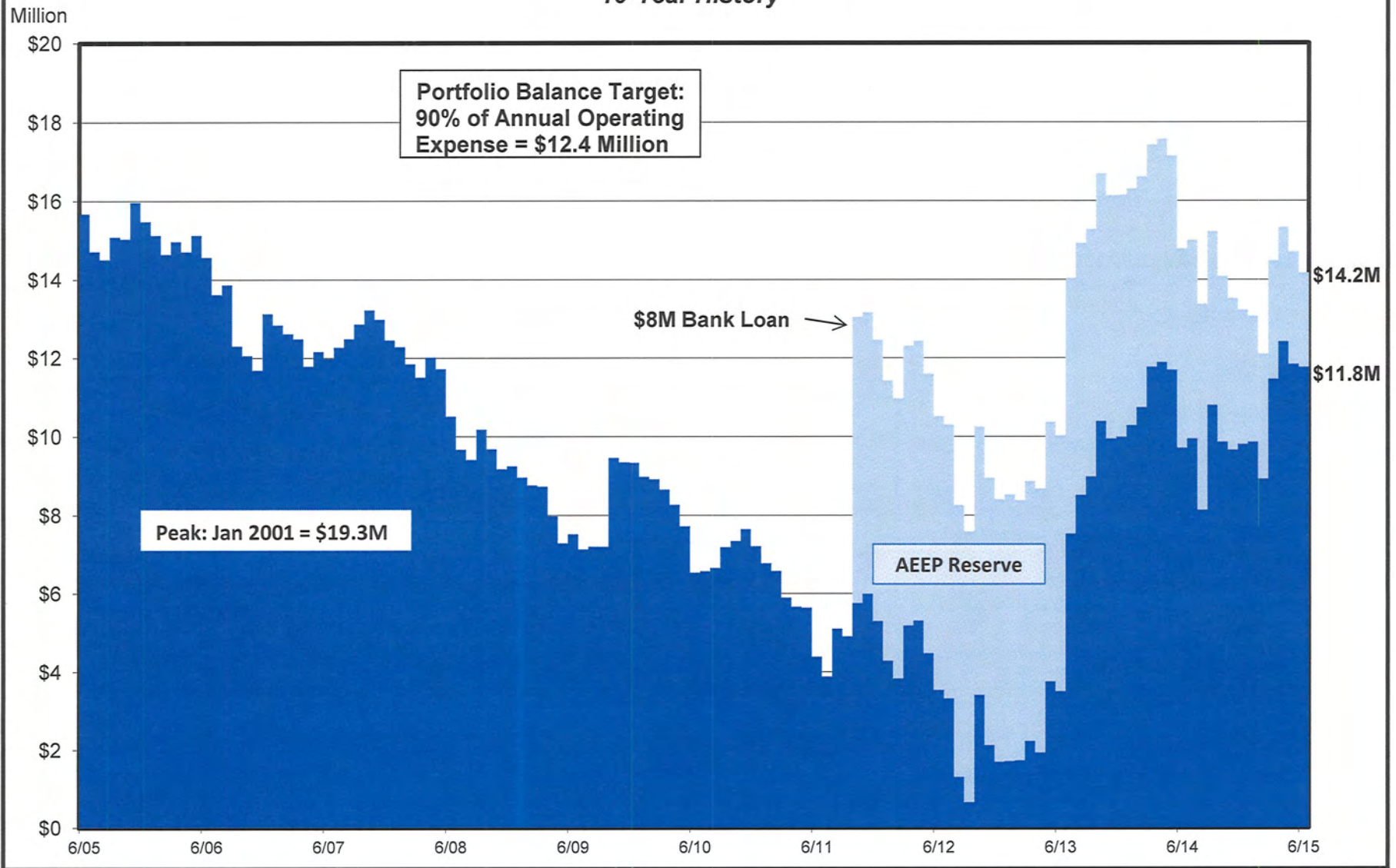
<b>Interest Bearing Loans</b>		Loan Date	Maturity Date	Original Loan Amount	Principal Outstanding	Interest Rate
	StoneTree Golf Course Loan	6/30/06	2/28/24	\$3,612,640	\$1,936,196	2.40%
	Employee Housing Loans (6)	Various	Various	1,234,200	1,234,200	Contingent
	Employee Computer Loan (1)	1/8/2015	1/4/2016	893	448	1.52%
<b>TOTAL INTEREST BEARING LOANS</b>				<b>\$4,847,733</b>	<b>\$3,170,844</b>	

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

7/16/15

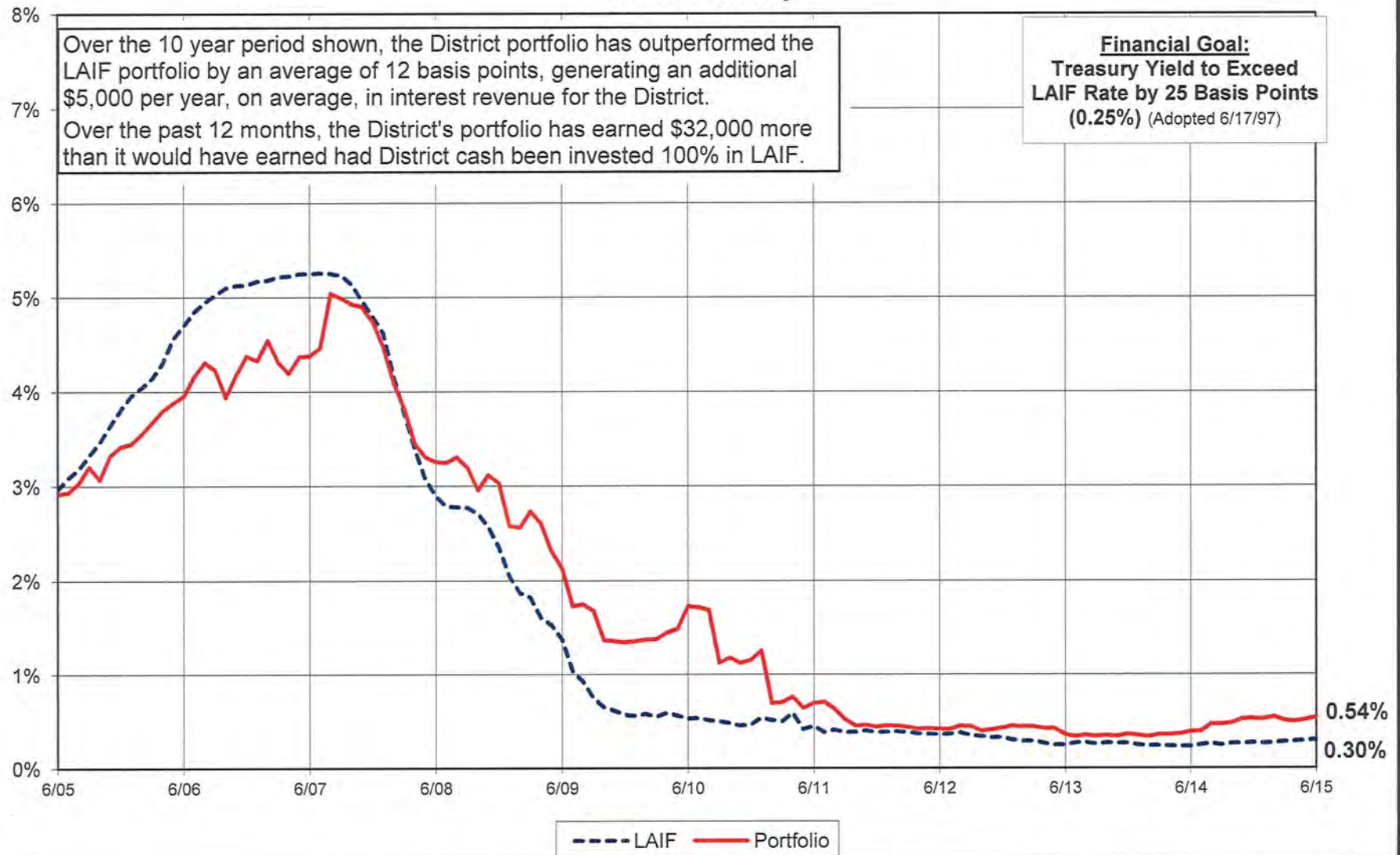
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## NMWD Portfolio Balance 10-Year History





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



8

## MEMORANDUM

To: Board of Directors  
From: Chris DeGabriele, General Manager  
Subject: Adopted Revised District Policies Number 32  
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July 17, 2015

**RECOMMENDED ACTION:** Adopt Revised District Policy #32 – District Vehicles Taken Home

**FINANCIAL IMPACT:** None

Pursuant to Section A.7 of the attached policy, I have reviewed the vehicles authorized to be taken home. Since NMWD has not had a Maintenance Foreman since 2005 nor a Treatment Plant Operator residing in West Marin since 2013, I recommend Policy #32 be revised to remove these from the authorized list.

**RECOMMENDATION:**

Board adopt Revised District Policy #32 – District Vehicles Taken Home

Approved by GM CD

Date 7/17/2015

## DRAFT

### NORTH MARIN WATER DISTRICT

#### POLICY: DISTRICT VEHICLES TAKEN HOME

BOARD POLICY NUMBER: 32

Original Date: 1994

Last Revised: 05/21/13

Last Reviewed: 07/01/15

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

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

#### A. GUIDELINES

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

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

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

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

Revisions: 1997, 2009, 05/13

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## MEMORANDUM

To: Board of Directors  
From: Robert Clark, Operations / Maintenance Superintendent *rlc*  
Subject: Disposal of Surplus Equipment

July 17, 2015

X:\MAINT SUP\2015\BOD\BOD Memo Vehicle Auction 715.doc

**RECOMMENDED ACTION:** Approve Disposal of Surplus Equipment**FINANCIAL IMPACT:** \$7,000 income (estimated)

In the FY 14/15 budget, staff identified replacement of the 2000 Dodge Dakota, 2001 Dodge Ram 1500 pickup and 1989 Kalmar P50 forklift. We have received the new replacement vehicles and staff plans to send the now surplus equipment to auction.

Staff recommends the disposal of the vehicles and equipment shown below, all of which are old and worn, may run and work to a certain extent, but maintenance and repair costs are not practical when compared to replacements.

Staff has researched the current value for the surplus equipment listed below and plans to sell them through 1st Capitol Auction, a bonded resale agent located in Vallejo. This will be the sixth year we have sold equipment through this vendor.

The following equipment is proposed to be sold at auction:

Equip. No.	Description	Mileage	Est. Auction Value
40	2000 Dodge Dakota pickup	115,778	\$1,500
41	2001 Dodge Ram 1500 pickup	126445	\$2,500
902B	1989 Kalmar P50 fork lift	4438 hrs.	\$3,000

**RECOMMENDATION:**

Authorize staff to send equipment to auction with 1st Capitol Auction for disposal of the surplus equipment.

Approved by GM *CD*Date *7/17/2015*


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## MEMORANDUM

To: Board of Directors

July 17, 2015

From: Chris DeGabriele, General Manager Subj: Assistant General Manager/Chief Engineer Position and Appointment  
t:\gm\bod misc 2015\assistant gm memo.docx**RECOMMENDED ACTION:** Board approve the Assistant General Manager/Chief Engineer Position and Make Appointment**FINANCIAL IMPACT:** \$15,120 yr + benefits (included in FY2015/16 Operations Budget)

During the Board's performance review for the General Manager last summer, I disclosed my interest in planning a timely transition from the District. At the time, the Board requested I meet with the Chief Engineer and develop a prospective timeline for transition of the General Manager's responsibility to him in a timeframe of approximately 2 years. That timeline, reviewed by the Board in late August 2014 identified an Assistant General Manager position to facilitate the transition. The Board, General Manager and the Chief Engineer all recognize the importance of a smooth transition not only in the General Manager's office, but in the Chief Engineer's office. Thus, the transition timing is not exactly known but should take place over the next year.

The transition plan calls for appointment of an Assistant General Manager/Chief Engineer. A prospective job description for that position is attached for your information and comment. Additionally, the FY2015/16 budget includes funding for the position at a monthly salary of \$13,820 per month, a 10% increase from the Chief Engineer merit step, which equates to an increase of \$15,120 on an annual basis plus benefits. For comparison purposes it is 96% of the AGM salary at SCWA.

Mr. McIntyre joined the District in November 1998 as Chief Engineer. He holds a Professional Engineer's license in the State of California (Drew previously held additional Professional Engineer Certification in Hawaii, Idaho and Utah). He holds a California Grade 3 Water Treatment Plant Operator Certification and Grade 5 Waste Water Operator Certification and he has been very effective in leading the NMWD Engineering Department and delivering substantive system improvements pursuant to Board approved annual Capital Improvement Project Budgets. With the appointment of a new Construction Superintendent in January 2014, I requested Drew be the main point of contact and directed the Construction Superintendent report to Drew. That reporting hierarchy is now shown on our organization chart and is reflected in the proposed AGM/CE position description. (Attachment 2)

**RECOMMENDATION:**

Board approve the AGM/CE position description and appoint Drew McIntyre to that role.

DRAFT  
**ASSISTANT GENERAL MANAGER/CHIEF ENGINEER**

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION**

Under general administrative direction of the General Manager, is responsible for the direction of the engineering function of the District and performs engineering planning and design work, training, supervision and project management. Represents and acts on behalf of the General Manager in communication to subordinate managers and others during periods of absence or as assigned. Serves as an officer of the District.

**DISTINGUISHING CHARACTERISTICS**

The **Chief Engineer** assumes the full leadership and management responsibility for the Engineering Department and organizes, supervises and directs the Engineering Department including design engineering for both developer and District-funded programs; construction inspection and management; engineering records management; and new applicant water/sewer service administrative. Recruits, interviews and assists in the selection of Engineering Department employees. Is responsible for Construction/Maintenance activities through supervision of the Construction/Maintenance Superintendent.

**SUPERVISION RECEIVED**

Receives direction from the General Manager and the Board of Directors.

**ESSENTIAL DUTIES** (include but are not limited to the following)

Assists the General Manager in managing and directing activities of the District. Plans, directs and is responsible for the work of a small professional and technical staff in the design, construction and maintenance of transmission lines, distribution facilities and mechanical and electrical equipment including power and control, communications and cathodic protection; directs the engineering aspects of water supply development and water quality control; prepares a work program and budget, manages and monitors goal accomplishment and expenditures; selects, trains and evaluates the work of subordinates; advises and consults with the General Manager on difficult engineering problems; makes special studies and reports; recommends and periodically updates District design and material standards and coordinates the engineering and construction program with that of other District divisions, private utilities and public agencies. Is expected to and spends a significant portion of time estimating the cost of, and designing water distribution (and to a lesser extent) wastewater collection and treatment facilities. Supervises the Construction/Maintenance Superintendent. Is responsible for coordinating District Emergency Operations planning.

**QUALIFICATIONS** (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Graduation from college with a degree in civil, electrical or mechanical engineering and ten years of increasingly responsible professional level engineering experience or equivalent.

Approved	CD
Date	

Knowledge/Skill/Ability

Thorough knowledge of the principles, methods, materials and equipment used in the design, construction and maintenance of water and sewage system facilities; knowledge of the principles and methods of organization and management and ability to work as part of a Districtwide technical team involved with all construction and maintenance activities; establish budgets; can demonstrate experience and capability to handle multiple projects up to five million dollars and also plan, lead, train, motivate and direct the work of a small professional and technical staff; familiarity with and ability to effectively use engineering design software and other computer aids commonly found in an engineering design office, ability to establish and maintain effective relationships with the District Board of Directors, other public and private agencies, contractors, developers and the general public.

License/Certificate

Possession of a valid Class C California driver's license.

Registration as a professional Civil Engineer in the State of California.

Residency

Residence within 10 miles of the District's Service Area within 24 months following initial employment is required for this position.

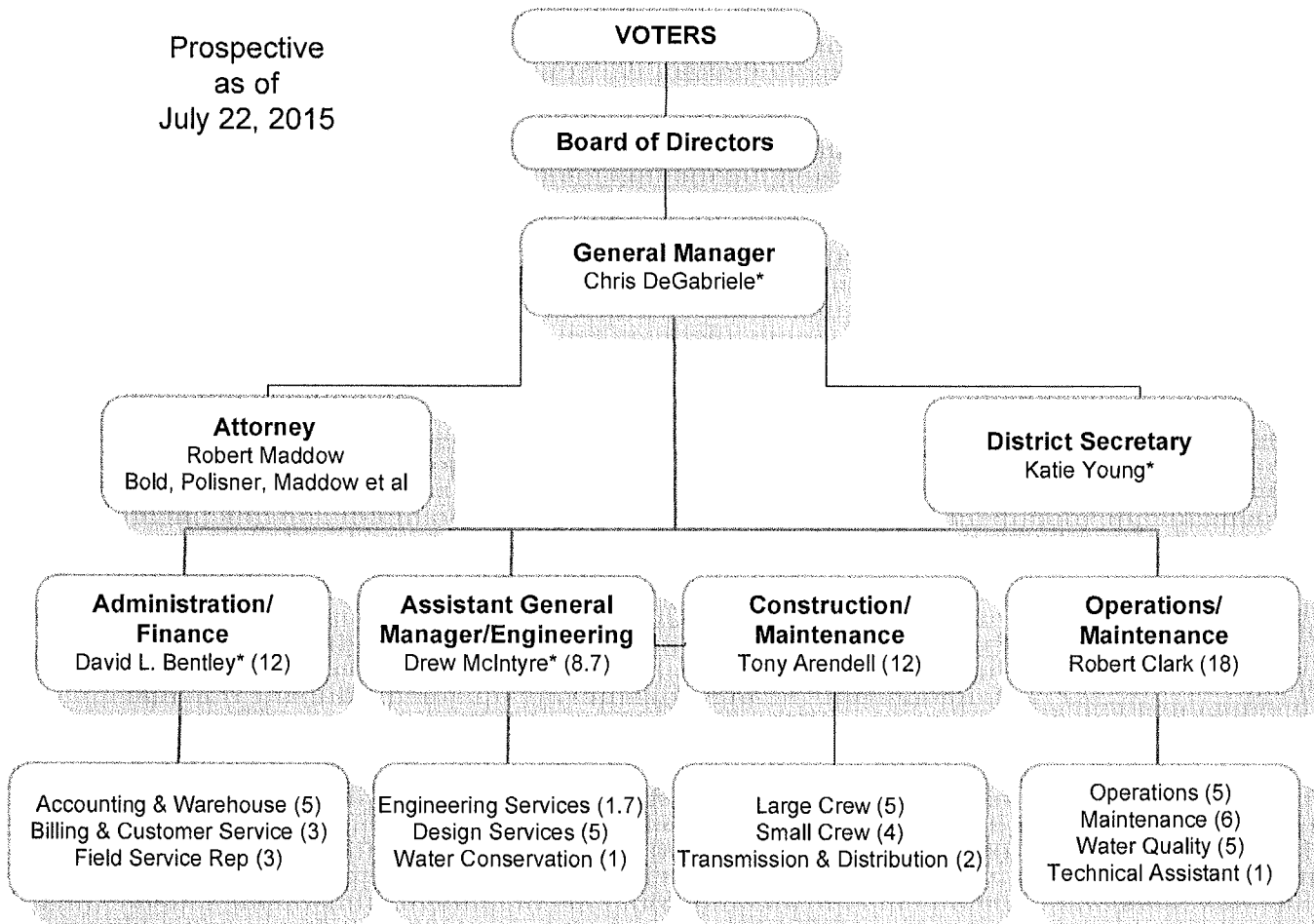
**WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing and reviewing construction plans, statistical reports and data, and using a computer keyboard. Additionally, the position requires near, far, and color vision in reading reports, reviewing plans and blueprints, and using the computer. When visiting construction sites or existing District facilities the position will require walking on uneven and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and pollen, and potential mechanical and heavy equipment hazards.

**OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Prospective  
as of  
July 22, 2015



\* Also serves as District Officer

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## MEMORANDUM

To: Board of Directors  
From: Drew McIntyre, Chief Engineer  
Subject: Approve Contract with RMC for Recycled Water Central Service Area Production Expansion Study

Date: July 17, 2015



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**RECOMMENDED ACTION:** The Board authorize the General Manager to enter into an agreement with RMC Water and Environment.

**FINANCIAL IMPACT:** \$55,000 (includes \$5,000 contingency with 50% of total cost reimbursed by Novato Sanitary District)

As discussed in the Recycled Water Subcommittee meeting on December 17, 2014, this fiscal year the Recycled Water Operations budget includes money to perform a recycled water production evaluation looking at both NMWD's Deer Island and Novato Sanitary District's Davidson Street plants to provide additional capacity to serve the Recycled Water Central Service Area Expansion Project. RMC prepared the design of the Deer Island Water Recycling Facility in 2006 and subsequently prepared the design for NSD's Davidson Street Recycled Water improvements in 2010.

NSD and NMWD have agreed to jointly share the cost of this study, and the attached scope of work has been solicited from RMC Water and Environment (RMC). RMC will develop two alternative concepts for increasing recycled water treatment plant capacity taking advantage of existing infrastructure to the extent practical at both recycled water treatment facilities.

RMC's budget proposal is consistent with the available funding in the NSD and NMWD budgets for this year. Staff recommends approval of the RMC contract.

**RECOMMENDATION**

The Board authorize the General Manager to enter into an agreement with RMC Water and Environment pursuant to the attached proposal.

## Exhibit A Scope of Services

### North Marin Water District/Novato Sanitary District Recycled Water Production Evaluation Central Service Area

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## APPROACH

The North Marin Water District (NMWD) and Novato Sanitary District (NSD) recently completed an expansion of recycled water production and expansion for the NMWD's North Service Area in Novato. Currently recycled water can be produced at NSD's Recycled Water Treatment Facility (NSD RWTF) located at the NSD wastewater treatment plant or the Deer Island Recycled Water Treatment Facility (Deer Island RWTF) located next to NSD's reclamation storage ponds. Previously, RMC Water and Environment (CONSULTANT) prepared the preliminary evaluation for expanded recycled water service to the North Service Area.

Recycled Water Production Evaluation - Central Service Area (Project): CONSULTANT's scope of work includes the evaluation of the existing recycled water treatment facilities to increase recycled water production to serve the Central Service Area.

## TEAM

RMC, will perform the services associated with this project. The following designations are used throughout the Scope of Work:

- NMWD, which refers to the North Marin Water District
- NSD, which refers to Novato Sanitary District
- DISTRICTS, which refers to both NMWD and NSD.
- CONSULTANT, which refers to RMC.
- PROJECT TEAM, which refers to the NMWD, NSD and CONSULTANT

## SCOPE OF WORK

This Scope of Work defines the tasks that CONSULTANT will perform in completing the Project: The major task headings are as follows:

- Task 1            Project Management
- Task 2            Review of Existing Facilities and Recycled Water Demands
- Task 3            Recycled Water Production Capacity Expansion Evaluation

### **Task 1            Project Management**

CONSULTANT will be responsible for managing the overall project to completion of the final technical memorandum (TM). The purpose of this task is to establish and maintain effective project management and communication for the project for a period of up to four (4) months. CONSULTANT will provide progress, budget, and schedule tracking of this project.

CONSULTANT will prepare a monthly progress report that provides a summary of the project status, and an update on the project budget/expenditures and schedule. The report shall also identify issues requiring DISTRICTS' action and response. CONSULTANT will participate in two coordination meetings with the DISTRICTS, with three RMC staff members in attendance.

## **Task 2                      Review of Existing Facilities and Recycled Water Demands**

Recycled water use data for the North Service Area and projected recycled water demand for the Central Service Area will be provided to the CONSULTANT by the DISTRICTS. CONSULTANT will review existing water use data and demand projections for the Central Service Area in an efficient and effective manner. The demand estimate will be the basis for evaluating and confirming the sizing of recycled water components such as treatment capacity, clear well storage volumes, and peak distribution pump station capacity. Storage within the recycled water distribution system will be developed and assessed by NMWD.

CONSULTANT will review existing treatment facility components at both the NSD RWTF and Deer Island RWTF with regard to increasing recycled water production to serve the Central Service Area. Space/area available for potential expansion at each site will also be considered as part of the evaluation. CONSULTANT will meet with NMWD and NSD staff to discuss potential improvements or enhancements to the existing recycled water treatment facilities for consideration as part of the larger capacity expansion project

## **Task 3                      Recycled Water Production Capacity Expansion Evaluation**

The CONSULTANT will develop and evaluate up to two (2) alternative concepts for increasing recycled water treatment capacity, including associated improvements to clearwell storage and distribution pumping and/or adding additional treatment units, of the same type, at one or both RWTFs. CONSULTANT will develop alternatives to take advantage of existing infrastructure to the extent practical within the concept of continued use of both recycled water treatment plants

The two alternatives to be developed will be determined based on input from the PROJECT TEAM. Preliminary details for each alternative will be developed in order to evaluate the alternatives. The evaluation will include conceptual layout and conceptual level design criteria for required facilities, and a planning level estimation of capital costs.

The work completed in Task 3 will be summarized and compiled into a recycled water production capacity expansion technical memorandum. CONSULTANT will prepare a draft TM for comment by the DISTRICTS. CONSULTANT will incorporate relevant DISTRICTS' comments into a final TM.

### Deliverables:

- Draft Recycled Water Production Capacity Expansion TM (electronic copy)
- Final Recycled Water Production Capacity Expansion TM (electronic copy)

### Assumptions:



- Estimated recycled water demands from NMWD will be used. The development of a full user survey and demand estimate is not included in this scope of work.

### **Additional Services**

If authorized, in writing, CONSULTANT may provide additional services. Level of effort and fee for additional services will be negotiated at the time that the services are requested.

## Exhibit B - Budget

### North Marin Water District/Novato Sanitary District

#### Recycled Water Production Evaluation - Central Service Area

Tasks	Labor					ODCs		Total	
	Steve Clay	Mark Takemoto	Shelly Masuda						
	Principal-In-Charge	Project Manager	Project Engineer	CAD	Admin Support	Total Hours	Total Labor Costs (1)	ODCs	Total ODCs (3)
	EPS-14	EPS-9	EPS-2	Tech-4	AD-3				Total Fee
	\$299	\$244	\$162	\$145	\$107				
<b>Task 1 - Project Management</b>									
Project Management	2	12			4	18	\$3,954	\$0	\$0
Meetings	4	14	8		2	28	\$6,122	\$200	\$220
Subtotal Task 1:	6	26	8	0	6	46	\$10,076	\$200	\$220
<b>Task 2 - Review of Existing Facilities and Recycled Water Demands</b>									
Review water use data and demand estimate	1	8	36		2	47	\$8,297	\$0	\$0
Review existing facilities	1	8	20	4	2	35	\$6,285	\$100	\$110
Subtotal Task 2:	2	16	56	4	4	82	\$14,582	\$100	\$110
<b>Task 3 - Recycled Water Production Capacity Expansion Evaluation</b>									
Develop Alternatives	2	18	46	16	2	84	\$14,976	\$0	\$0
Recycled Water Production Capacity Expansion TM (Draft and Final)	6	10	28	4	2	50	\$9,564	\$100	\$110
Subtotal Task 3:	8	28	74	20	4	134	\$24,540	\$100	\$110
<b>TOTAL (All Tasks)</b>	<b>16</b>	<b>70</b>	<b>138</b>	<b>24</b>	<b>14</b>	<b>262</b>	<b>\$49,198</b>	<b>\$400</b>	<b>\$440</b>


1. The individual hourly rates include salary, overhead and profit.

2. If needed, subconsultants will be billed at actual cost plus 10%.

3. Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 10%.

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## MEMORANDUM

To: Board of Directors  
From: Drew McIntyre, Chief Engineer   
Subject: Approve: Change Order No. 9 - Environmental Science Associates (ESA)  
For Environmental Services (Recycled Water Expansion - Central Service Area)  
R:\Folders by Job No\7000 jobs\7127\ESA RW CEQA Work\Board Memos\7127 ESA Change Order No. 9 BOD MEMO 7-17-15.docx

July 17, 2015

**RECOMMENDED ACTION:** The Board authorize the General Manager to execute Change Order No. 9 to ESA.

**FINANCIAL IMPACT:** \$35,000 (includes ~\$5000 contingency) (included in FY16 CIP for Recycled Water Central Service Area Expansion)

Background

In July 2010, the District entered into an agreement with ESA to prepare an addendum to ESA's original North Bay Water Reuse Authority (NBWRA) Environmental Impact Report (EIR) for the Novato North Service Area recycled water State Revolving Fund (SRF) loan application. Since that time five (5) change orders have been approved by the Board to ESA for expanded National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) environmental services related to recycled water expansion in Novato's North and South service areas. Change Orders 6 and 7 were subsequently approved by the Board for biological monitoring services related to the Aqueduct Energy Efficiency/Marin Sonoma Narrows B3 Project.

At the February 3, 2015 meeting, staff advised the Board that work was being accelerated on the \$11M Central Service Area recycled water expansion project in an effort to apply for 1% low interest rate SRF loans and Change Order 8 was approved. The below requested Change Order authorizes ESA to proceed with Optional Task 3 Cultural Resources (Archaeological) Subsurface Investigations that were requested by the U.S. Bureau of Reclamation, the NBWRA grand funding entity.

Change Order No. 9

ESA's scope of work including a tabulation of ESA's estimated expenditures for the environmental services for the Central Service Area recycled water expansion is provided in Attachment 1.

A tabulation of historical change orders as well as new Change Order No. 9 in the amount of \$30,000 plus a \$5,000 contingency is provided in Table 1.

Table 1

	Date	Description	Amount	Total
<b>Original Contract</b>	July 20, 2010	To prepare an addendum to ESA's original NBWRA EIR for the Novato North Service Area State Revolving Fund loan application.	\$20,000	\$20,000
<b>Change Order No.</b>				
<b>1</b>	December 7, 2010	To perform additional CEQA and permit related tasks for both the North and South Service Area Recycled Water	\$35,000	\$55,000
<b>2</b>	July 23, 2011	To perform optional So. Service Area permitting tasks not originally authorized by CO #1	\$35,000	\$90,000
<b>3</b>	December 20, 2011	Additional environmental analysis for the revised Reservoir Hill Tank water inlet pipeline alignment and tank overflow line.	\$20,000	\$110,000
<b>4</b>	August 7, 2012	Recycled Water South Construction Monitoring Costs, Phases 1a, 1b and 2.	\$38,900	\$148,900
<b>5</b>	January 15, 2013	To perform post construction mitigation monitoring for Ph 1a and misc. support for PH 1b and on-site retrofit work.	\$36,600	\$185,500
<b>6</b>	January 7, 2014	Biological monitoring for AEEP/MSN B3 advance tree removal.	\$30,000	\$215,500
<b>7</b>	May 6, 2014	Expanded biological monitoring for AEEP/MSN B3 advance tree removal.	\$ 8,000	\$223,500
<b>8</b>	February 17, 2015	To perform CEQA and permit related tasks for the Central Service Area Recycled Water	\$35,000	\$258,500
<b>9</b>	(NEW)	To perform Optional Task 3 Cultural Resources Survey for the Central Service Area Recycled Water	\$35,000	\$293,500
<b>TOTAL</b>				<b>\$293,500</b>

## RECOMMENDATION

The Board authorize the General Manager to execute Change Order No. 9 to ESA for environmental consulting services related to the Central Service Area recycled water expansion project in the amount of \$35,000 with a \$5,000 contingency.

### **Optional Task 3: Cultural Resources Subsurface Investigation**

This optional task includes ESA and subcontractor labor and materials to conduct subsurface investigation (bore holes) in the event that Reclamation or SHPO require extended survey to more accurately determine whether subsurface or otherwise obscured parts of proximate recorded cultural resource sites are located within the project area. ESA would assist the District in obtaining encroachment and drilling permits, subcontracting a drilling firm, and subcontracting a traffic safety planning firm to prepare a traffic safety plan to support the encroachment permit and supply flagmen during field work, as needed.

*Estimated Cost Optional Task 3:* up to \$30,000

# NMWD Modified Central Service Area Extended Phase I Archaeological Survey

## ESA Labor Detail and Expense Summary

Task Number / Description	RSA	HAK	PMZ	Subtotal				Total Hours	Total Labor Price
					Adm/GrphArt	Clerical	Subtotal		
Hourly Billing Rate	\$205	\$155	\$95		\$155	\$95			
				\$ -			\$ -	-	\$ -
Safety Plan, Geoprobe, Coordination, USA Alert		8		\$ 1,240			\$ -	8	\$ 1,240
Implementation of ATP		27	27	\$ 6,750			\$ -	54	\$ 6,750
Draft ATP Results Report	4	24	8	\$ 5,300			\$ -	36	\$ 5,300
Final ATP Results Report	2	8		\$ 1,650			\$ -	10	\$ 1,650
				\$ -			\$ -	-	\$ -
Total Hours	6	67	35		-	-		108	
<b>Subtotals - Labor Hours</b>	<b>\$ 1,230</b>	<b>\$ 10,385</b>	<b>\$ 3,325</b>	<b>\$ 14,940</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 14,940</b>
Percent of Effort - Labor Hours Only	5.6%	62.0%	32.4%		0.0%	0.0%		100.0%	
Percent of Effort - Total Project Cost	4.1%	34.6%	11.1%		0.0%	0.0%			49.8%

ESA Labor Costs \$ 14,940

### ESA Non-Labor Expenses

Reimbursable Expenses \$ 1,259  
\$ -

Subtotal ESA Non-Labor Expenses \$ 1,259

Subconsultant Costs (includes traffic safety and mechanical drilling) \$ 13,800

**TOTAL PROJECT PRICE \$ 29,999**

### Assumptions:

ESA assumes that the XPI will be completed in a two day field effort. Additional days required by unknown field conditions may require additional budget.

ESA assumes that the XPI includes the identification of archaeological resources only. Subsequent evaluation and/or data recovery efforts would be completed under a separate scope and budget.

ESA assumes that all encroachment or other necessary permits will be provided by or paid for by NMWD.

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## MEMORANDUM

To: Board of Directors  
 From: David L. Bentley, Auditor-Controller  
 Subj: District Asset Appraisal

July 17, 2015

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**RECOMMENDED ACTION: Approve****FINANCIAL IMPACT: Expenditure of \$38,500 + \$1,500 Contingency**

Annually the District purchases property insurance to protect against loss or damage that occurs to the District's buildings/contents and water storage tanks. Structures and tanks are insured in an amount as estimated by District staff. The 2015 insured value of the District's property, excluding land and mobile equipment, is \$57.9 million.

The District's insurance broker, Arthur J Gallagher & Company of San Francisco, recommended that the District obtain a formal appraisal on its buildings, pump stations and water storage tanks (102 assets total). A certified appraisal minimizes negotiation with the insurance adjuster when a loss is incurred.

The District purchases property insurance on an "agreed value" basis. In other words, when a claim is submitted for an insured asset, the maximum reimbursement will be the amount shown on the insurance schedule as estimated by staff. In the event of a claim, the District does not want to be caught substantially underinsured. On the other hand, the District does not want to overstate the replacement value (or maximum potential damage) of its property and thereby pay an inflated insurance premium. The insurance carrier will not pay more than the replacement cost of the damaged asset.

Staff inquired of Gallagher as to who they recommend to perform an insurance valuation of District assets. They recommended American Appraiser and Assets Works. Both companies work primarily with public agencies and are located in Los Angeles. Each company was provided with a listing of the District's assets. Their proposals came in as follows:

<u>Company</u>	<u>Proposal</u>
Asset Works	\$38,500
American Appraiser	\$45,000

The FY16 budget includes \$40,000 for this asset appraisal.

**Recommendation:** Authorize the Auditor Controller to enter into an agreement with Asset Works to perform an appraisal of District buildings, pump stations and storage tanks for a cost not-to-exceed \$40,000 (\$38,500 plus \$1,500 contingency).

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## MEMORANDUM

To: Board of Directors July 17, 2015

From: Ryan Grisso, Water Conservation Coordinator *RG*

Subject: Funding Agreement with Sonoma County Water Agency for the North Marin Water District Water-Efficient Landscape Rebate Program

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**RECOMMENDED ACTION:** Information

**FINANCIAL IMPACT:** \$33,750 Grant (Included in FY15/16 and FY16/17 Budgets)

Sonoma County Water Agency (Agency) was awarded a Prop 84 Bay Area Integrated Regional Water Management Round 2 Grant (Grant) to implement a Water-Efficient Landscape Rebate Program in the amount of \$202,500, with \$33,750 of this amount allotted to North Marin Water District (District) for implementation of the District's Cash for Grass Rebate Program. The Grant requires a \$0.125 matching rebate per square foot and would re-fund \$0.375 per square foot back to the District. Currently the District rebates customers up to \$0.50 per square foot of turf replaced with low water use landscaping, therefore meeting the minimum rebate level requirement of the Grant. The Cash for Grass Rebate Program is currently included in the FY15-16 and FY16-17 Water Conservation Budgets with more than adequate funding to maximize the full Grant amount. Attached is an agreement between the Agency and District authorizing Grant reimbursement funding back to the District for implementation of the Cash for Grass Program which has been signed by the General Manager to expedite the authorized Grant reimbursements.

## **Funding Agreement for the North Marin Water District Water-Efficient Landscape Rebate Program**

This Agreement is between the **Sonoma County Water Agency**, a body corporate and politic of the State of California (hereinafter “Water Agency”), and **North Marin Water District** (hereinafter “District”).

### **RECITALS**

- A. California is in the fourth year of a significant drought that has reduced water storage levels to unprecedented low levels and caused critical water shortages in some communities in the Bay Area.
- B. District and Water Agency share the goal of promoting increased water use efficiency in order to reduce operating costs, avoid or defer capital improvement costs associated with expansion of water supply and wastewater disposal systems, minimize associated environmental impacts, and meet the criteria and standards of state and federal regulatory agencies.
- C. The Restructured Agreement for Water Supply (“Restructured Agreement”) authorizes Water Agency to implement and fund water conservation measures that are cost-effective and will reduce water demands on Water Agency’s water transmission system.
- D. District and Water Agency are signatories to the Memorandum of Understanding Regarding Urban Water Conservation in California (MOU) as governed by the California Urban Water Conservation Council (CUWCC).
- E. The MOU identifies water conservation Best Management Practices (BMPs) that achieve long-term reductions in per-capita water demand to improve supply reliability, reduce the impact of short-term water shortage conditions, and provide a more accurate basis for future water management planning efforts.
- F. On July 16, 2014, Department of Water Resources executed a grant agreement with Association of Bay Area Governments, to implement the San Francisco Bay Area Regional Water Enhancement Program.
- G. The Association of Bay Area Governments, acting as the Lead Applicant, executed an agreement with Solano County Water Agency, to implement the Bay Area Regional Conservation and Education Project (“Project”), a component of the San Francisco Bay Area Regional Water Enhancement Program.
- H. The Water Agency is one of eleven agencies participating in the Project, which is governed by the Bay Area Proposition 84 Integrated Regional Water Management Grant Memorandum of Understanding (Prop 84 MOU).
- I. Under the Prop 84 MOU Water Agency was awarded \$202,500 through the Proposition 84 Bay Area Integrated Regional Water Management Program Round 2 funding (“Grant”) to implement water use efficiency programs. Water Agency will distribute Grant funding for water use efficiency

programs to Valley of the Moon Water District, City of Sonoma, North Marin Water District, City of Petaluma, Master Gardeners, and Daily Acts.

- J. Water Agency and District have cooperated to fund a Water Efficiency Landscape Rebate Program (Program).
- K. Water Agency and District do mutually desire to cooperate in the implementation of District's Program.

## **AGREEMENT**

District and Water Agency agree as follows:

### **1. RECITALS**

- A. The above recitals are true and correct.

### **2. LIST OF EXHIBITS**

- A. The following exhibits are attached hereto and incorporated herein:
  - 1) Exhibit A: Program Summary
  - 2) Exhibit B: Grant Reporting Form
  - 3) Exhibit C: Grant Reporting Schedule

### **3. DEFINITIONS**

- A. For the purposes of this Agreement the following terms and definitions shall be used:
  - 1) Program. The Water Efficiency Landscape Rebate Program described in Exhibit A.
  - 2) Measures. Components of the Program as identified in Exhibit A.
  - 3) Participants. District-approved water customers who apply to participate in Measures as described in Exhibit A.
  - 4) Grant-Funded Measures. Water Efficiency Landscape Rebates described in Exhibit A that are funded by Department of Water Resources Proposition 84 grant.
  - 5) Water Agency Assistance. Measures described in Exhibit A that may be implemented for District by Water Agency.
  - 6) Water Agency Representative. Water Agency staff assigned to perform Water Agency's responsibilities.
  - 7) District Representative. District staff assigned to perform Water Agency's responsibilities.

### **4. DISTRICT COORDINATION**

- A. District shall coordinate work with Water Agency's Representative. Contact information:

<b>Water Agency</b>	<b>District</b>
Water Agency Representative: Carrie Pollard, Water Agency Principal Programs Specialist, or assigned personnel	District Representative: Ryan Grisso, or assigned personnel
Sonoma County Water Agency	<b>North Marin Water District</b>
404 Aviation Boulevard	999 Rush Creek Place
Santa Rosa, CA 95403-9019	Novato, CA 94945
Phone: 707-547-1968	Phone: 415-761-8933
Email: carrie.pollard@scwa.ca.gov	Email: rgrisso@nmwd.org

## 5. DISTRICT'S RESPONSIBILITIES

Assist Water Agency with administration of Program as follows:

- A. Applicant Review. Review list of applicants requesting Program rebates/incentives to determine if applicant is a qualified Participant to receive a rebate/incentive.
- B. Communication. Provide regular communication via email or phone with Water Agency Representative on rebates awarded, budget tracking, and other issues as required.
- C. Quarterly Reports. Complete the Grant Reporting Form (Exhibit B) for program activities and submit before deadline on schedule (Exhibit C).
- D. Matching Funds. District shall ensure that \$.125/sq. ft. in matching funds are available for program implementation as required by the Grant. Matching funds will be reported by District on Grant Reporting Form.
- E. Record Keeping. Maintain complete and accurate records of all transactions in compliance with generally accepted accounting principles for enterprise accounting as promulgated by the American Institute of Certified Public Accountants and the Governmental Accounting Standards Board. Such records shall be available to Water Agency at all reasonable times for inspection and analysis.

## 6. WATER AGENCY'S RESPONSIBILITIES

- A. Prop 84 MOU. Water Agency shall be a participating agency under the Prop 84 MOU.
- B. Coordination. Coordinate, document, and report on the Measures that Water Agency performs, including management, administration, budget, and follow-up of Measures described in Exhibit A.
- C. Quarterly Reports. Prepare quarterly reports summarizing status of Measures completed by Water Agency and District. Submit the report to lead grant reporting agency.
- D. CUWCC Online Reporting. Annually enter BMP data on CUWCC online forms for Water Agency-run Measures.
- E. Record Keeping. Water Agency will maintain complete and accurate records of all Water Agency costs and transactions associated with performance of Water Agency's responsibilities under this Agreement in compliance with generally accepted accounting principles for enterprise accounting as promulgated by the American Institute of Certified Public Accountants and the Governmental Accounting Standards Board. Such records will be available to District at all reasonable times for inspection and analysis.

## 7. FUNDING

### A. Grant Funding:

- 1) Water Agency will submit invoices and receive funds from Lead Applicant under the Prop 84 MOU based on activities reported by District per Paragraph 5 of this Agreement.
- 2) District may receive a maximum of \$33,750 from the Prop 84 MOU for activities per Exhibit A. Actual payments to District will be based on the Measures actually implemented by District for each program.

### B. Grant Distribution. District shall report Program activities quarterly on Grant Reporting Form (Exhibit B) to the Water Agency. Water Agency will distribute payments to District based upon the Prop. 84 grant guidelines for District's activities upon receipt of funding under Prop 84 MOU.

## 8. ADDITIONAL REQUIREMENTS

### A. Authority to Amend Agreement. Changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Minor changes, which do not increase the amount paid under the Agreement, and which do not significantly change the Agreement or significantly lengthen time schedules may be executed by the Water Agency's General Manager in a form approved by County Counsel. Notwithstanding this authority, neither Water Agency nor District is under any obligation to approve such amendments.

### B. No Waiver of Breach. The waiver by Water Agency of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or any subsequent breach of the same or any other term or promise contained in this Agreement.

### C. Construction:

- 1) To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.
- 2) District and Water Agency acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other. District and Water Agency acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

### D. No Third-Party Beneficiaries. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

### E. Applicable Law and Forum. This Agreement shall be construed and interpreted according to the substantive law of California excluding the law of conflicts. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the County of Sonoma.

- F. Captions. The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.
- G. Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.
- H. Survival of Terms. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.
- I. Time of Essence. Time is and shall be of the essence of this Agreement and every provision hereof.

## **9. MUTUAL INDEMNIFICATION**

- A. District agrees to defend, indemnify and hold Water Agency, its officers, employees and agents harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District.
- B. Water Agency agrees to defend, indemnify and hold District, its officers, employees and agents harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Water Agency.

## **10. TERM OF AGREEMENT**

- A. This Agreement shall remain in effect until depletion of the not-to-exceed amount listed in Paragraph 7 of this Agreement, or until December 31, 2018, whichever occurs first, unless terminated earlier in accordance with the provisions of Paragraph 11 of this Agreement.

## **11. TERMINATION OF AGREEMENT**

- A. This Agreement may be terminated by either party for any reason upon thirty calendar days' written notice by either party. Water Agency's right to terminate may be exercised by Water Agency's General Manager.

/

/

/



IN WITNESS WHEREOF, the parties hereto have executed this Agreement as set forth below.

Reviewed as to funds:

TW 14/15-108

By: \_\_\_\_\_  
Water Agency Division Manager -  
Administrative Services

Approved as to form:

By: \_\_\_\_\_  
Michael Gogna, Deputy County Counsel

**Sonoma County Water Agency**

**North Marin Water District**

By: \_\_\_\_\_  
Grant Davis  
Water Agency General Manager  
Authorized per Water Agency's Board of  
Directors Action on May 5, 2015

By: \_\_\_\_\_  
\_\_\_\_\_  
(Please print name here)

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

Title: \_\_\_\_\_

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

## **EXHIBIT A**

### **Program Summary**

#### **I. GRANT FUNDED MEASURES**

- A. District will implement a turf conversion rebate program providing incentives for replacing turf (lawn) with low water use plants. The Program will follow the guidelines below:
  - 1. District will offer Participants a minimum of \$0.50/sq. ft. rebate for converting high water use turf to low water use plant material.
  - 2. Grant will fund \$0.375/sq. ft. per square foot removed. Approximately \$33,750 will be available from grant funds for this Program. District will provide \$0.125/sq. ft. in match.

#### **II. WATER AGENCY ASSISTANCE**

- A. Water Agency staff will report program activities to Solano County Water Agency, process invoices, and distribute rebate reimbursement.

## EXHIBIT B

### Grant Reporting Form

#### Water Efficient Landscape Rebate Program

Report Period:												
A	B	C	D	E	F	G	H	I	J	K	L	M
City/District	Number of Rebates	Total Square feet rebated	Total Square feet converted	Unit Rebate Cost (Cost per square foot)	Total Cost of Rebates (C X E)	DWR Portion (C X .375)	City/District Portion of Rebates (F - G)	Other City/District Costs	Total City/District Cost (H + I)	Estimated Unit Annual Water Savings (gal/sf/yr)	Estimated Total Annual Water Savings (gal/yr) (K X D)	Estimate Annual Water Savings (AF/Y)
Valley of the Moon Water District				\$0.50	\$0.00	\$0.00	\$0.00		\$0.00	25	0	0.0
City of Sonoma				\$0.50	\$0.00	\$0.00	\$0.00		\$0.00	25	0	0.0
North Marin Water District				\$0.50	\$0.00	\$0.00	\$0.00		\$0.00	25	0	0.0
City of Petaluma				\$0.50	\$0.00	\$0.00	\$0.00		\$0.00	25	0	0.0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>NA</b>	<b>0</b>	<b>0</b>

Funding Agreement for the North Marin Water District Water-Efficient Landscape Rebate Program

## EXHIBIT C

### Grant Reporting Schedule

#### Water Efficiency Landscape Rebate Program


#### Reporting Schedule

Reporting Period	Quarterly Reporting Form and Documentation Due
4/1/2015 to 6/30/2015	7/15/2015
7/1/2015 to 9/30/2015	10/15/2015
10/1/2015 to 12/31/2015	1/15/2016
1/1/2016 to 3/31/2016	4/15/2016
4/1/2016 to 6/30/2016	7/15/2016
7/1/2016 to 9/30/2016	10/15/2016
10/1/2016 to 12/31/2016	1/15/2017
1/1/2017 to 3/31/2017	4/15/2017
4/1/2017 to 6/30/2017	7/15/2017
7/1/2017 to 9/30/2017	10/15/2017
10/1/2017 to 12/31/2017	1/15/2018
1/1/2018 to 3/31/2018	4/15/2018
4/1/2018 to 6/30/2018	7/15/2018
7/1/2018 to 9/30/2018	10/15/2018
10/1/2018 to 12/31/2018	1/15/2019

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## MEMORANDUM

July 17, 2015

To: Board of Directors  
From: Robert Clark, Operations / Maintenance Superintendent   
Subject: Bulk Chemical Purchases

X:\MAINT SUP\2016\BOD\BACC update.doc

**RECOMMENDED ACTION:** Information

**FINANCIAL IMPACT:** \$71,000 annual savings from 2013 costs.


Over the past two years the District has participated with the Bay Area Chemical Consortium (BACC) for the purchase of three bulk chemicals used at the various treatment facilities throughout the District (Stafford Lake, Deer Island, Point Reyes and Oceana Marin). These chemicals include varying quantities of ferric chloride ( $\text{FeCl}_3$ ), sodium hydroxide ( $\text{NaOH}$ ) and sodium hypochlorite ( $\text{NaClO}$ ). Our per unit costs have dropped 65% for  $\text{FeCl}_3$ , 39% for  $\text{NaOH}$ , and 62% for the  $\text{NaClO}$ . Based on an average year operation at the various treatment facilities, we have seen an annual cost savings of approximately \$71,000 from the 2013 chemical costs. Because of the continued participation in the BACC competitive bid process, the year to year savings will become less as seen this year with just a 10% decrease for  $\text{FeCl}_3$  and  $\text{NaOH}$  and no change for  $\text{NaClO}$ .

The administrative fees for participating in the BACC bid program the past two years has been just under \$2,000 and are expected to be \$1,100 annually moving forward. Each year the Dublin San Ramon Services District administers the program and has received 4-6 bids for the various chemicals. The program has divided up the 29 participating agencies into 8 geographical areas which allows several vendors to participate. This year, awards went to the low bidders for each of the chemicals in the various areas. More vendors participated this year and most all of the successful bids resulted in lower costs to the participating agencies.

While there are several other bulk chemicals, we use these are the only chemicals that are not vendor specific. Polymers used at Stafford Lake Water Treatment Plant are specifically formulated and have been tested for optimization of the treatment process and we have an agreement with IDI DuPont to deliver sodium chlorite.

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## MEMORANDUM

To: Board of Directors  
From: Chris DeGabriele, General Manager   
Subject: Technical Advisory Committee Meeting – July 6, 2015  
t:\gm\scowaltec minutes and agenda\2015\tac.cd notes 070615.doc

July 17, 2015

**RECOMMENDED ACTION:** Information Only**FINANCIAL IMPACT:** None

Agenda Attached

**4. Water Supply Conditions and Temporary Urgency Change Order**

Grant Davis informed the group that Lake Sonoma currently holds 200,000AF in storage (80% of water supply pool) and Lake Mendocino holds 54,000AF (62% of target storage curve). Grant advised that the temporary coffer dam, in lieu of the rubber dam at Wholer, had been installed eliminating and threat of temporary impairment for this year. The rubber dam cannot be installed this year as construction continues on the Mirabel Fish Screen and Fish Ladder Replacement Project. Grant further reported that the Temporary Urgency Order was amended on June 16<sup>th</sup> modifying instream flow requirements to 25cfs in the Upper Russian River and 50cfs in the lower Russian River. He applauded the Water Contractors conservation efforts as demands have remained flat in the mid-40mgd area. No exceedances of the Biological Opinion Reasonable and Prudent Alternative flows in Dry Creek have been used this year.

**5. Sonoma-Marin Saving Water Partnership Water Use Relative to 2013 Benchmark**

A table showing the May 2015 water use for each contractor, and the Sonoma Marin Saving Water Partnership total, compared to the 2013 benchmark was distributed (Attached). The Partnership total is down 33% compared to 2013 wherein the average conservation standard is 19%.

**6. North Bay Drought Coalition Private-Public Partnership**

The parties were informed that the North Bay Water Sustainability Coalition, working with the City of Santa Rosa, held a drought drive-up event on July 9<sup>th</sup> at Friedman's in Santa Rosa (Press Release Attached). The Coalition put together five water saver actions and are publicizing this throughout the region (Attached):

1. Let the lawn go golden



2. Look for leaks and fix now
3. Replace old toilets
4. Take two minute showers
5. Use a bucket to capture shower "warm up water" for other household uses.

By reports, the drought drive up and the private-public partnership was well received. North Bay Drought Coalition continues to use the Sonoma Marin Saving Water Partnership logo on local outreach. At this early date it appears it's a positive step toward further water savings outreach.

**7. 2015 Urban Water Management Plan Progress Update**

Rocky Vogler from the City of Santa Rosa reported that all analysis work by consultant Maddaus Water Management, is on schedule and on budget and should be wrapped up this week to enable the Water Contractors to prepare Urban Water Management Plans.

**8. Biological Opinion Status Report**

Pam Jeane reviewed the report included with the meeting information (Attached). The Mirabel Fish Screen and Fish Ladder project is on schedule to compete by the end of this calendar year.

**9. Items for Next Agenda**

It was suggested that a report on the Groundwater Management Agency formations be provided and a report on the San Juan Capistrano tiered rates decision impact may have on the Water Contractors.

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



**REVISED AGENDA  
TECHNICAL ADVISORY COMMITTEE**

**MONDAY, JULY 6, 2015**

**9:00AM**

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

1. Check In
2. Public Comment
3. Recap from the June 1, 2015 TAC Meeting and Approval of Minutes
4. Water Supply Conditions and Temporary Urgency Change Order
5. Sonoma Marin Saving Water Partnership – Water Use Relative to 2013 Benchmark
6. North Bay Drought Coalition Private-Public Partnership
7. 2015 UWMP Progress Update
8. Biological Opinion Status Update
9. Items for next agenda
10. Check Out

Draft Minutes of Technical Advisory Committee  
35 Stony Point Road, Santa Rosa, California  
June 1, 2015

Attendees: David Guhin, City of Santa Rosa  
Jennifer Burke, City of Santa Rosa  
Rocky Vogler, City of Santa Rosa  
Linda Hall, City of Santa Rosa  
Elise Howard, City of Santa Rosa  
James Smith, Town of Windsor  
Stuart Hayre, Town of Windsor  
Mary Grace Pawson, City of Rohnert Park  
Leah Walker, City of Petaluma  
Dennis Rodoni, North Marin Water District  
Chris DeGabriele, North Marin Water District  
Drew McIntyre, North Marin Water District  
Mike Ban, Marin Municipal Water District  
Pam Jeane, SCWA  
Ann DuBay, SCWA  
Brad Sherwood, SCWA  
Carrie Pollard, SCWA

Public Attendees: Brenda Adelman, RRWPC  
David Keller, FOER  
J. Dietrich Stroeh  
Donna Gallagher Stroeh  
John Rosenblum  
Deborah Tavares  
Louis Tavares

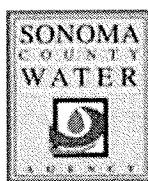
1. Check-in  
Chair Chris DeGabriele called the meeting to order at 9:09a.m.
2. Public Comment  
Deborah Tavares commented on the chromium discovered along the Colorado River and cloud seeding being performed by PG&E.  
Brendan Adelman commented on the Environment Health Perspectives article she distributed to the group. She expressed her continuing concern regarding endocrine disrupting chemicals.
3. Water Supply Conditions and Temporary Urgency Change Order  
Pam Jeane, SCWA, reported that Lake Sonoma is at 85% capacity and Lake Mendocino is at 65%. Lower in stream flows have been approved by the SWRCB. An amendment was sent to the SWRCB last week requesting even lower stream flows (25cfs in the Upper Russian River and 50cfs in the Lower Russian River) with June 16 as the start date in response to the reduced flows through the PG&E Potter Valley Project this year. The flows will exceed that minimum.  
Questions and comments followed from the members and the public.

4. Sonoma Marin Saving Water Partnership – Regional GPCD Update  
Chris DeGabriele, North Marin Water District, reviewed the State Board reporting data for April 2015. The partnership agreed to regionally report water use reduction compared to 2013. There is a lot of press concerning the drought and conserving water to keep it in front of the public to help us attain the goals for conservation. Questions and comments followed from the public.
5. Biological Opinion Status Update  
Pam Jeane, SCWA, reviewed the Biological Opinion Status Update sent via email to the committee and interested parties. Questions followed from the public.
6. Items for Next Agenda  
July 6 TAC Meeting  
Water Supply Conditions and Temporary Urgency Change Order  
Biological Opinion Status Update
7. Check Out  
Next TAC meeting is July 6  
Next WAC/TAC meeting is August 3, 2015  
  
Meeting was adjourned at 9:53a.m.

Sonoma County Water Agency

Table 1: Current Month - Water Use Relative to 2013 Benchmark

Water Retailer	May 2015	2013 Benchmark	Relative to 2013 Benchmark	Conservation Standard
Cotati	19,751,944	32,454,760	39%	
Marin Municipal	672,331,627	909,252,660	26%	20%
North Marin	175,769,276	318,649,693	45%	24%
Petaluma	217,091,712	347,211,300	37%	16%
Rohnert Park	100,003,672	155,105,076	36%	16%
Santa Rosa	450,358,667	668,280,971	33%	16%
Sonoma	48,246,477	74,723,043	35%	28%
Valley of the Moon	62,104,626	97,101,685	36%	20%
Windsor	92,227,889	138,570,818	33%	16%
<b>SMSWP Total</b>	<b>1,837,885,890</b>	<b>2,741,350,006</b>	<b>33%</b>	<b>19%</b>



## **Russian River Biological Opinion Update – July 2015**

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

### **Dry Creek Habitat Enhancement and Demonstration Project**

- The draft Environmental Impact Report for miles two through six of habitat enhancement will be released on July 11. Comments are due by 5 p.m. August 24. A public hearing will be held at 10 a.m., August 11, at the Board of Supervisors chambers.
- Construction is complete on the Dry Creek Demonstration Project. Water Agency crews are revegetating the project site with thousands of native trees, shrubs and grasses.
- Site identification, environmental studies and topographic surveys are underway for the second and third miles of habitat enhancement. Two firms, Interfluve and ESA PWA, are designing the second and third miles of habitat enhancement. Water Agency staff are in the process of meeting with landowners to receive input on the 30% designs.
- Three firms were selected for design of miles four through six of habitat enhancement: Interfluve, ESA-PWA and Cardno.

### **Fish Monitoring**

In March, downstream migrant traps were installed at Austin Creek, Dutch Bill Creek, Mark West Creek, and at Dry Creek. The traps at Dutch Bill and Austin creeks were removed due to low flows in those creeks. Monthly beach seining is occurring at multiple locations throughout the Russian River estuary.

### **Mirabel Screen and Fish Ladder Replacement**

Construction of the Mirabel Fish Passage Improvement Project is proceeding, with pile driving (to provide a foundation for fish ladder and viewing gallery) complete. Because construction will continue through the summer, the contractor installed a temporary (coffer) dam at Wohler Bridge to create a backwater pool in order to meet projected summer water demands.

### **Russian River Estuary Management Project**

- The 2015 Lagoon Management Period began on May 15. The lagoon management plan has been approved and all permits received. The barrier beach closed on May 29 and opened on its own on June 14. Due to the beach formation, there was no access for equipment, so the Water Agency was unable to implement an outlet channel.
- Field investigations of the jetty are complete. In 2014, monitoring wells were installed and other tests were conducted. The purpose of the studies is to determine if and how the jetty impacts the formation of the barrier beach and lagoon water surface elevation. Consultants are currently writing the report which is expected to be released in August. Biological and water quality monitoring is ongoing.

### Fish Flow Project


Work is occurring internally on the preparation of the draft Environmental Impact Report for the Fish Habitat Flows and Water Rights Project. The EIR is being prepared by Water Agency staff, with assistance from consultants on some areas of impact analysis. A draft EIR is anticipated to be released early Fall 2015.

### Interim Flow Changes

On May 1, the State Water Resources Quality Control Board issued a Temporary Urgency Change Order for Russian River flows. The change was requested by the Water Agency to preserve water in Lake Mendocino. Within a few days of the order being issued, the Water Agency was informed by PG&E of its pending request to reduce diversions from the Eel River through its Potter Valley Project, as a result of the drought. The reduction represents a loss of about 30-100 acre-feet of water per day. To preserve water in the lake, the Water Agency went back to the State Water Board to request additional reductions in releases from Lake Mendocino; on June 17, the State Water Board issued an amendment to the TUC. As a result, the minimum flow requirement in the upper river is 25 cfs and 50 cfs in the lower river.

### Public Outreach, Reporting & Legislation

- The annual Estuary Community Meeting was held on June 11 in Monte Rio, with about 50 people attending. The meeting covered this year's lagoon management plan, 2014 water quality observations and the jetty study. Immediately following the estuary meeting, the Water Agency held a meeting to discuss summer flows.
- The annual Dry Creek Community meeting will be held in late fall. In August, an informational flyer will be sent to Dry Creek residents updating them on the project.



**Notice of Availability**  
**Draft Environmental Impact Report**  
**Dry Creek Habitat Enhancement Project, Miles 2-6**

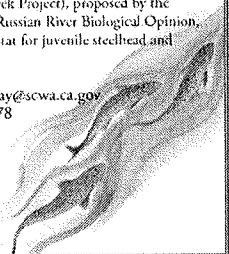

The Sonoma County Water Agency (Water Agency) is the Lead Agency under the California Environmental Quality Act (CEQA) for the proposed Dry Creek Habitat Enhancement Project, Miles 2-6. The Water Agency has prepared a Draft Environmental Impact Report (Draft EIR) for the project in accordance with CEQA. An electronic copy of the Draft EIR is available at [www.sonomacountywater.org](http://www.sonomacountywater.org). Hard copies of the Draft EIR are available for purchase by request at 707-547-1900 or at the Water Agency's administrative office. Hard copies are also available for public viewing at the following locations:

- Sonoma County Water Agency Administrative Office: 404 Aviation Blvd., Santa Rosa, CA, 95403
- Healdsburg Regional Library: 139 Piper St., Healdsburg, CA 95448
- Sonoma County Central Library: 211 E St., Santa Rosa, CA 95404

The 45-day comment period on the Draft EIR will open on **July 10, 2015** and close on **August 24, 2015**. A public hearing on the Draft EIR will be held before the Water Agency Board of Directors on **August 11, 2015 at 10 a.m.** in the Board of Supervisors Chambers, 575 Administration Drive, Room 102A, Santa Rosa, CA.

This Draft EIR evaluates the potential environmental effects of the Dry Creek Habitat Enhancement Project, Miles 2-6 (Dry Creek Project), proposed by the Water Agency in response to the mandates in the Russian River Biological Opinion, to improve summer rearing and winter refuge habitat for juvenile steelhead and coho salmon.

**Questions?**  
Contact Ann DuBay, [ann.dubay@scwa.ca.gov](mailto:ann.dubay@scwa.ca.gov)  
or (707) 524-8378



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

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

Date: Friday, July 10, 2015

Time: 9:30 a.m. – 11:30 a.m.

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

**AGENDA**

<b><u>Item</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. Central Marin Food to Energy Program (40 min.) Guest Speaker: Jason Dow, CMSA	Information
7. Stormwater – Phase II Permit: (30 min.) Program Effectiveness Assessment and Improvement Plan Guest Speaker: Jamison Crosby, Napa County	Information
8. Executive Director Transition Recommendations (20 min.) Harry Seraydarian	Action
9. Items of Interest	
10. Items for Next Agenda	

**Next Meeting Information:**

**Next Meeting: September 11, 2015**

Novato Sanitary District  
500 Davidson Street  
Novato, CA 94945

## NORTH BAY WATERSHED ASSOCIATION

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

Date: June 5, 2015  
Time: 9:30 a.m.  
Location: Novato Sanitary District  
500 Davidson Street  
Novato, CA 94945

Directors Present: Directors present included:

<u>Board Member</u>	<u>Agency/Organization</u>	<u>Board Member</u>	<u>Agency/Organization</u>
Jack Baker	North Marin Water District	Jack Gibson	Marin Municipal Water District
Keith Caldwell	Napa Sanitation District	Kathy Hartzell	Central Marin Sanitation Agency
Megan Clark	Las Gallinas Valley Sanitary District	Paul Jensen	City of San Rafael
Damon Connolly	County of Marin	Sandeep Karkal	Novato Sanitary District
Adrian Cormier	Bel Marin Keys Community Services District	Pamela Meigs	Ross Valley Sanitary District
		Pam Tuft	City of Petaluma

Directors present represented 11 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 9:34 a.m.
2. **Public Comment.** Thank you to NBWA for loaning Harry Seraydarian to Napa County. Harry moderated the "Exploring new ways to fund watershed projects" fundraising item at the Napa County Watershed Symposium held on Friday, May 15.
3. **Approval of the Agenda.** (See Handout) The Board unanimously approved the agenda.
4. **Approval of the Minutes of the Board Meeting held May 1, 2015.** (See Handout) The Minutes of the Board Meeting held on May 1, 2015 were unanimously approved.
5. **Treasurer's Report.** (See Handout) The Treasurer's Report was accepted as presented by Harry Seraydarian.
6. **Regulatory Update.** Bruce Wolfe, Executive Officer, Regional Water Quality Control Board (RWQCB) began his presentation with an update on structural changes. Last year the Safe Drinking Water Program was moved to the State Water Resources Control Board (SWRCB). The main program is housed in Sacramento and still includes regional offices. The drinking water program provides reviews of recycling projects which are used by the RWQCB. A new unit has been created for recycling which will develop a report on Direct Potable Reuse by the end of 2016. Bruce noted regulations have already been established for Indirect Potable Reuse which often includes reinjection to groundwater. Bruce highlighted Santa Clara Valley Water District's efforts with a new 8 mgd purification plant that could develop into Direct Potable Reuse and a movement away from purple pipes. Bruce noted that recycling funds under Prop 1 will be rolled into existing funding for grants and loans. He then moved on to explain efforts of a low technology approach in Dublin to have the public pick up recycled water for home use. Bruce also described the SFPUC building and their "living machine" concept using wastewater for irrigation. Right now SFPUC generates more recycled water than they can use on site and are looking at other uses. Bruce then shifted to the Nutrient Management Initiative topic and the role of the San Francisco Estuary Institute in providing technical background analysis and the Bay Area Clean Water Agencies coordinating an evaluation of all 37 plants discharging to the Bay. These efforts will lead to an assessment in the next year or so on the health of the Bay and next steps to upgrade treatment. He also mentioned the new treatment being added for Sacramento to nitrify and denitrify wastewater. Bruce moved on to discuss toxicity and a recent change to the LGVSD permit to include numeric limits for chronic toxicity (which was emphasized by U.S. EPA). Novato was recently evaluated and a determination was made that numeric limits were not needed, given there was no "reasonable potential" for violation of the toxicity standard. Bruce also noted that the next Novato permit will allow for a change to the discharge point which will benefit the wetlands at BMK. Bruce highlighted the old approach (40 years ago) for discharges that was focused on dilution and a deep discharge point and that now we are looking at wastewater as a resource and considering wetland restoration. He mentioned Ora Loma in Hayward where wetland cells are being evaluated for removing nutrients and the "horizontal levee" is being developed to address storm surge and sea level rise. Bruce used the concept of near shore discharge to link to Flood Control 2.0, which is an effort by regional agencies to develop better approaches to flood management and sediment management. He also linked this topic to the Bayland Ecosystem Goals Update which will include sea level rise and storm surge (not in the original 1999 report) to wetlands and the beneficial use of sediment.

Bruce concluded with a statement that we needed to rethink approaches that were established 40 years ago in the Clean Water Act and now we need to emphasize ecological benefits. He suggested regulatory hurdles should be identified early so agencies can collaborate on solutions (which may lead to changes in the Clean Water Act and BCDC rules). The NBWA Board Members had a number of questions. Any sense of push back on Direct Potable Reuse? (Purple pipe has helped push public opinion in the right direction; already being done in Texas; SCVWD already using micro-filters, reverse osmosis, and ultraviolet treatment; may be better to use term "purified water" rather than wastewater.) What is the timetable for Direct Potable Reuse rules? (Report on technical feasibility will be out by end of 2016; key issue is reliability.) Can you tour SFPUC building? (Yes.) Why can't you use recycled water for dust control? (Concern over quality of water sprayed and public contact, depends on treatment level.) Why didn't Governor sign AB1200 allowing use of recycled water on in-stream ponds? (Overly defined process in legislation; SWRCB working on management scheme and rational for beneficial reuse.) Are we thinking about capturing floods? (Yes, infiltration to ground water desirable, harder in Marin.)

7. **Hamilton/Bel Marin Keys Update.** Jeff Melby, State Coastal Conservancy, provided a PowerPoint entitled "Hamilton/Bel Marin Keys Wetland Restoration". He explained that the State Coastal Conservancy is the landowner and local sponsor of the Project. Jeff provided a map of the area and noted that Hamilton was restored in April 2014 and Bel Marin Keys is next. He also used a Bay Area map to highlight the loss of wetlands and explained that the North Bay is easier to restore since more land stayed as agriculture. Jeff used a China Camp visual to illustrate what wetlands looked like historically. He used a picture of the 1935 air base to emphasize ground subsidence and the need for dredge material to raise elevation and then provided a typical wetlands elevation profile. Jeff then presented some visuals to explain the management of dredge material from Oakland being placed at Hamilton using an off loader barge and slurry pumping 5 miles to the site. He explained that the breaching in April 2014 was just the beginning of restoration since the site will evolve over time. Jeff provided some graphics to show changes from 20 and 50 years out and noted they are seeing pickleweed already. He mentioned the native plant nursery and the use of volunteers for planting. Jeff described the monitoring program and highlighted recent results of fish monitoring with 20 species (70 % native). Jeff also described public access and the 2.7 miles of trails at the site. Jeff then moved on to the Bel Marin Keys Project and provided a map showing future tidal wetlands (75%) and seasonal (25%). Jeff noted there are not enough resources to proceed with full restoration now and the first step is a levee for flood management that could start construction by 2017. Jeff also presented a map showing the Novato wastewater plant outfall and the efforts to pursue the creation of brackish water at the site. Jeff concluded with a description of an IRWM regional grant proposal for shoreline resiliency that includes Bel Marin Keys and Hamilton and provided a website: <http://hamiltonwetlands.scc.ca.gov>. The NBWA Board Members had several questions. Are plantings specific to Hamilton? (Yes.) Any projected timing to re-dredge breach? (Not anticipated – scoured by tidal prism.) Are you monitoring the endangered species (Yes, will monitor in the future after there is enough accretion to establish habitat.)

8. **Project Approval.** Harry Seraydarian presented a PowerPoint on the LandSmart (Napa RCD)/STRAW Proposal for \$30k. He provided some background on similar projects approved by NBWA and then presented the elements of this proposal that will include collaboration between STRAW and Napa RCD on climate change adaptation in restoration work and focus more on the high school grade level. Harry also noted the deliverables and the results of the Joint Technical Committee review. Harry also briefly described the Stormwater/Trash Project also being evaluated by the JTC for funding at \$30k. The NBWA Board Members unanimously approved the proposal for funding at \$30k.

9. **Items of Interest.**

- \* Chris DeGabriele, NMWD, announced that NMWD was one of the recipients of a 2014 Technological Innovation and Achievement Award and beginning in July, after permit approval, Novato residents will be able to pick up free recycled water from the NMWD corporation yard for residential landscape watering.

10. **Items for Next Agenda.**

- \* Stormwater – Program Effectiveness Assessment and Improvement – Jamison Crosby, County of Napa
- \* Food to Energy — Jason Dow, CMSA

Jack Gibson, Chair, adjourned the meeting at 11:17 a.m.

SUBJECT TO BOARD APPROVAL

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

**NEXT MEETING INFORMATION:**

July 10 – Marin Community Foundation, 5 Hamilton Landing, Suite 200, Novato, CA 94949

No August Meeting

September 11 – Novato Sanitary District, 500 Davidson Street, Novato, CA 94945

*Marin Sanitary Service &*  
**Central Marin Sanitation Agency**



**NBWA Board of Directors Meeting**

July 10, 2015

**Presentation Outline**



- Central Marin's Commercial Food-to-Energy (F2E) Initiative
  - What is F2E?
  - Public-Private Partnership – CMSA and Marin Sanitary Service
- Marin Sanitary Service F2E Program
  - About MSS
  - Transfer Station Improvements
  - MSS outreach, training, services, and collection statistics
- CMSA F2E Program
  - About CMSA
  - Treatment plant F2E/FOG facility
  - Anaerobic digestion and energy production
- Program Metrics, Benefits, and Reasons for Success
- Questions

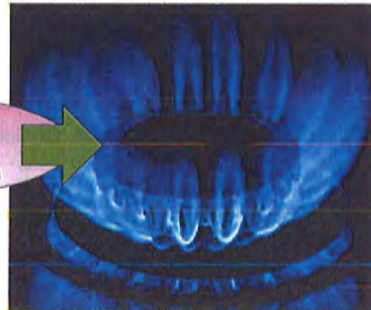
## Commercial Food Waste to Energy Program

### Commercial Food Waste to Energy



Central Marin Food Waste

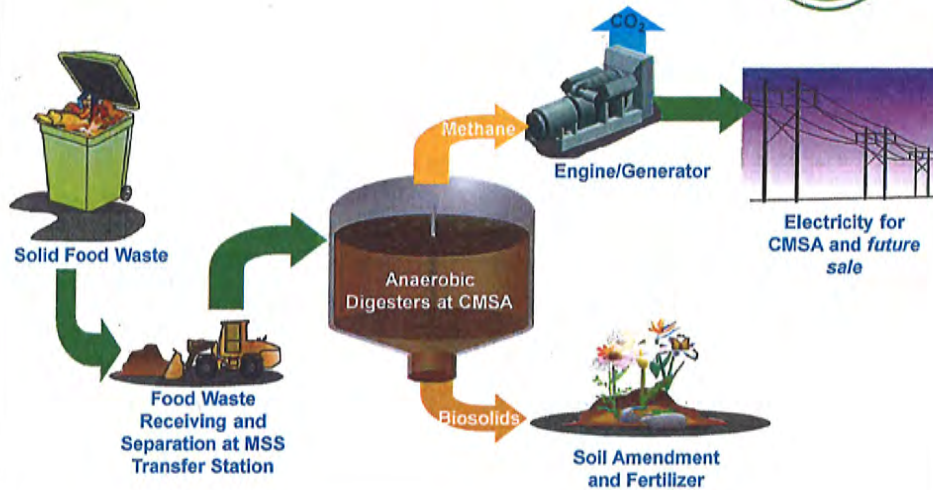
**Process:**  
Anaerobic digestion



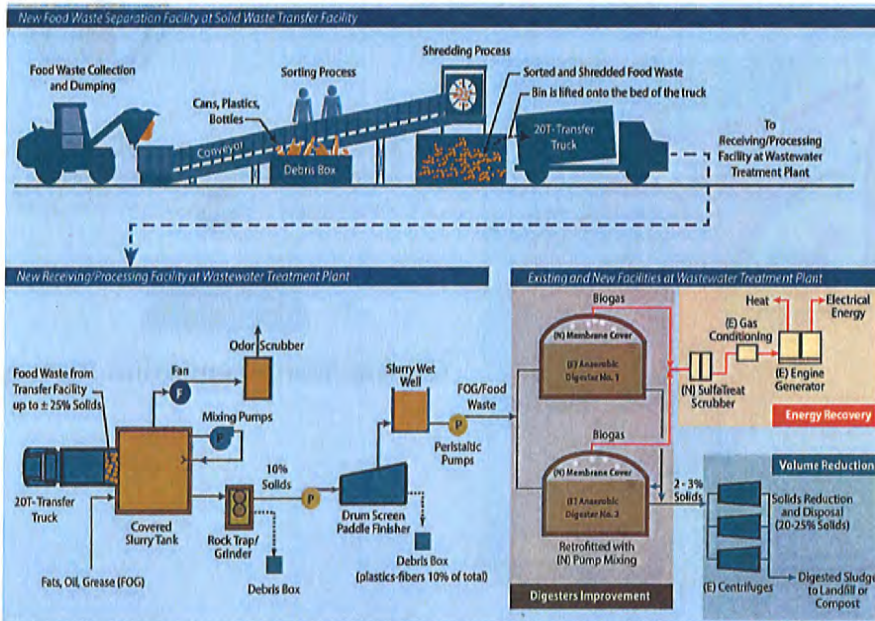
Biogas (methane)



## What is Food to Energy?



## F2E Processing @ MSS and CMSA



## Why Go After Food Waste?



- Food is the second **largest source of waste in California**
  - ~16% percent of the Commercial waste stream
  - ~25% of the Residential waste stream
- A 2014 Waste Characterization study found ~**29 %** of residential solid waste sent to Landfill by MSS, is **food waste**. For commercial customers it was ~**39%**.

## Public-Private Partnership



**Marin Sanitary Service**  
CONSERVATION - OUR EARTH, OUR MISSION, OUR JOB



**Central Marin Sanitation Agency**

## Public Private Partnership



- Key Elements
  - Concept development (2008)
  - Methane Capture Feasibility Study - project by CMSA, San Rafael, and MSS (2008/2009)
  - Presentations to cities, towns, and Board of Supervisors (2009 and 2012)
  - Food Waste Processing and Disposal Agreement executed in 2013
  - Public tours at MSS and CMSA
  - Presentations to regulators and environmental groups
  - Delivery of FOG and food waste began in late 2013/early 2014

MSS F2E Program



## Public-Private Partnership

**Marin Sanitary Service**  
CONSERVATION - OUR EARTH, OUR MISSION, OUR JOB



- **Marin Sanitary Service (MSS)** a private company
  - Provides curbside solid waste collection, recycling, and organics services to Marin County since 1948.
  - Serves nine jurisdictions within the County of Marin
  - Serves ~30,000 residential and 3,000 commercial/multifamily dwellings.
  - Process approximately 250,000 tons of solid waste, organics, and recyclables annually



## First Line in Quality Control

- **Customer Enrollment:** pre-consumer food waste
- **Staff Training & Monitoring**
- **Tools for Success**
  - Labeling & Signage
  - Kitchen Layout
  - Internal and External collection containers



## Second Line in Quality Control: Contamination Removal Protocol



Removes  
contaminants  
after tipping on  
floor

Removes  
visible  
contaminants  
from cart prior  
to dumping

Removes  
visible  
contaminants  
from cart as  
contents tipped  
into truck



**CLEAN FEEDSTOCK**



MSS Tipping Floor



Loading materials onto the conveyor



## MSS Processing Equipment



## Hopper, Belts, and Magnet





## MSS Program Details

### Customer Enrollment

- **Pre-consumer** commercial food waste would be collected and then transferred to the MSS Transfer Station for processing to remove contamination and then transported to CMSA.
- Eventually include **post-consumer** food waste; 3 - 4 so far

### Roll-out plan

- **Recruit** up to 250+ commercial food waste producers
  - Continue adding more participants incrementally (3-yr plan); in year 2
- **Program outreach**
  - Kitchen staff training
  - Frequent monitoring

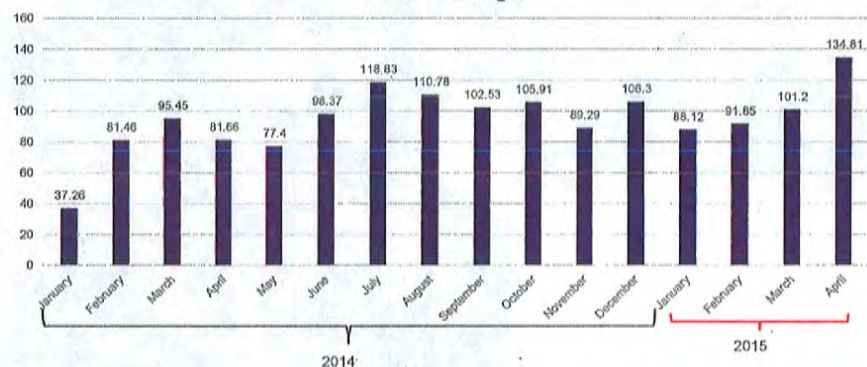


## F2E Collection Statistics

Customers	115
Collection Days	6
Avg. Route HRS	2
Avg. Cart Weight	132 lbs.
Avg. Daily Weight	5.8 tons



F2E Tonnage



## CMSA FOG/F2E Program

### Central Marin Sanitation Agency - CMSA



- Regional Wastewater Agency in San Rafael, Marin County
- Serves about 120,000 people and San Quentin State Prison
- Joint Powers Agency (JPA) with four satellite collection agencies
- Wide range of influent flows: 7MGD (ADWF) to 116 MGD (PWWF)
- Contract services:
  - Collection system O&M for San Quentin Village
  - Pump station O&M for SQ prison and Corte Madera
  - P2 for six local agencies





## F2E/FOG Facility



## Drum Screen Paddle Finisher



## Digestion - Anaerobic Digesters



## Biogas Purification – Step 1

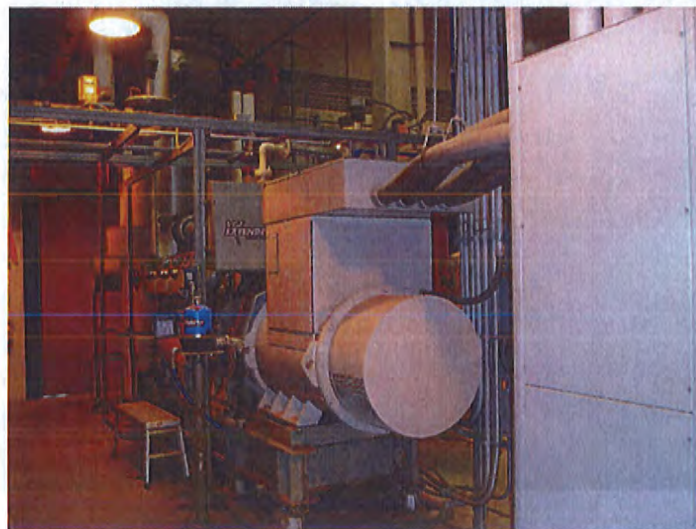




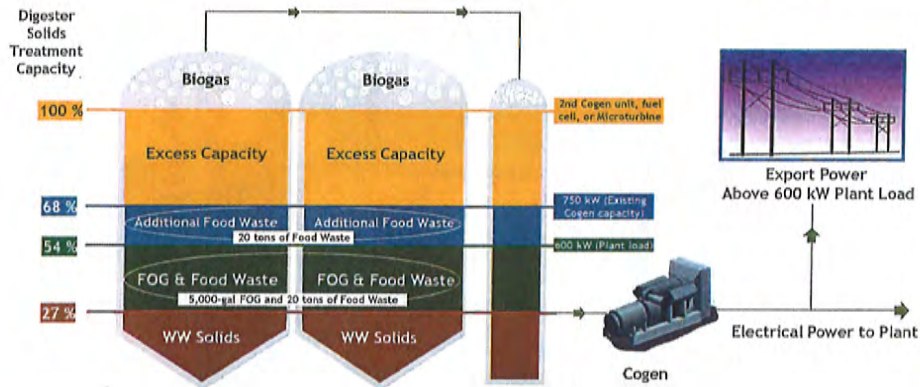
## Biogas Purification – Step 2



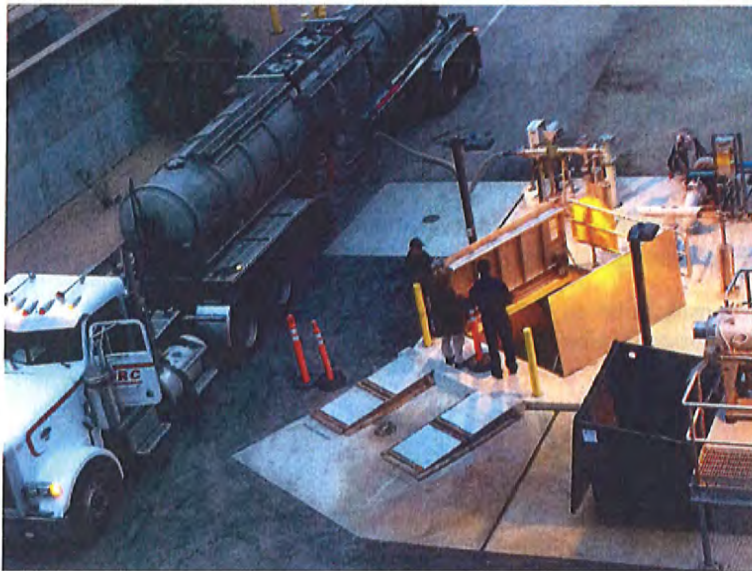
## 750 kW (1000 hp) Engine Generator



## CMSA Capacity for FOG and Food Waste



## First FOG Load – November 2013



## First Food Waste Load – January 2014



## Permitting and Operation



- MSS regulated by CalRecycle, and CMSA is regulated by both the San Francisco Bay Regional Water Board and CalRecycle.
- CalRecycle's Local Enforcement Agency (LEA) approved a Limited Volume Transfer Operation permit for CMSA, and a Solids Waste Transfer Station Permit amendment for MSS.
- CMSA Notified SFRWB that the facility is operational
  - NPDES permit Standard Operation Procedure (SOP) developed
- LEA is performing quarterly inspections at CMSA until CalRecycle regulations change to exempt POTWs that receive organics for co-digestion.
- Digester health has remained stable and has not been affected by the new organic loading
- Minimal operational issues with new facilities and equipment





## FOG/ F2E Program Metrics and Benefits

### FOG and Food Waste Program Metrics



- Amounts Received
  - FOG: up to 15,000 gallons per day, 6 days a week
  - Food waste: average 5.8 tons/day, up to 6 days a week
- Biogas generation increase from 127,000 ft<sup>3</sup> (5-yr average) to over 225,000 ft<sup>3</sup>/per day average.
- Volatile Solids Ave: 91% for FOG; 91% for food waste
- Digester Hydraulic Residence Time Ave: 35 days +/-
- Cogenerator runtime on biogas increased from approximately from 7-9 hours/day up to 18 hours/day (average).
- Program Expenses:
  - CMSA facility cost: \$2 million (\$1.9 for construction)
  - MSS equipment cost: \$530,000
  - MSS operating costs: \$315,000 (collection, processing, disposal, outreach)

# Biogas Gas Production - Oct 2013 to June 2015

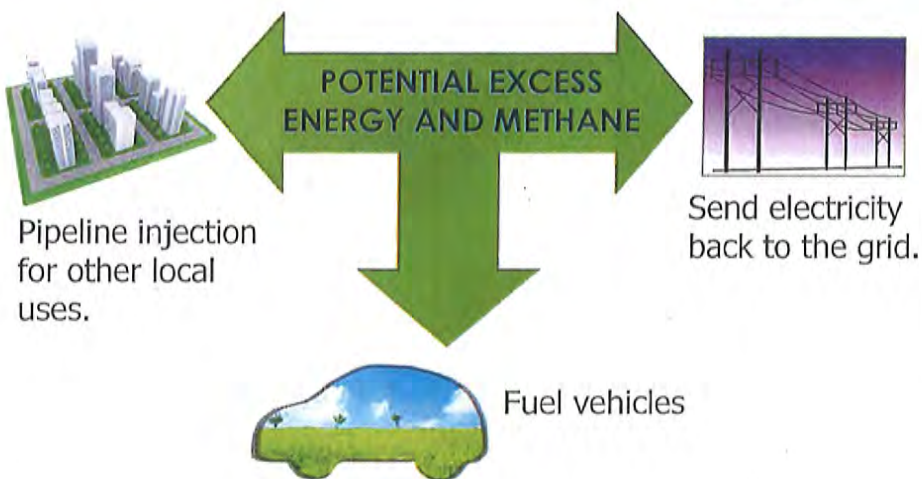
- 18

## Why a Success?



- CMSA and MSS Board support
- Marin Sanitary Service partnership
- Support from Board of Supervisors, central Marin town and city councils, and regulators
- Digester and cogenerator unused capacity
- Unanticipated Revenue Bond proceeds
- EBMUD facility and process used as a model
- CMSA & MSS staff contributions during facility design, testing, and start-up, daily facility operation and maintenance, and on-going program administration.

## FUTURE OF F2E





## Contact Information

Jason Dow – CMSA

[jdow@cmsa.us](mailto:jdow@cmsa.us)

415-459-1455, ext 145

Kim Scheibly – MSS

[kim.scheibly@marinsanitary.com](mailto:kim.scheibly@marinsanitary.com)

18



**DISBURSEMENTS - DATED JULY 2, 2015**

Date Prepared 6/30/15

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

Seq	Payable To	For	Amount
1	All Star Rents	Propane (36 gal) (STP)	\$140.30
2	Alpha Analytical Labs	Lab Testing (Lab)	144.00
3	AT&T	June Internet Service @ P RTP	75.00
4	AT&T	Leased Lines	64.66
5	Baczynski, Frank	Novato "Hot Water Recirculation System" Rebate Program	75.00
6	Baker, Jack	June Director's Fee (\$410) & North Bay Watershed Assoc Meeting on 6/5/15 (\$205)	615.00
7	Bay Area Barricade Service	3' Parking Bumpers (3), Marking Stick, Spray Chalk (68-17oz cans) (\$267) & Marking Paint (36-17 oz cans) (\$141)	560.54
8	Beal, Josie	Novato "Cash for Grass" Rebate Program	150.00
9	Beem, John	Novato "Washer" Rebate Program	50.00
10	Bold & Polisner	May Legal Fees: AEEP Caltrans Reimb-B3 (\$158), RW Exp Central Financing (\$1,092), RW Exp So. - Private Retrofit (\$70) & Tier Rate (\$543)	1,862.00
11	Bolles, Janice	Novato "Toilet" Rebate Program	100.00
12	Brophy, Harry	Novato "Pool Cover" Rebate Program	41.25
13	Brown, Kathleen	Novato "Toilet" Rebate Program	300.00
14	California State Disbursement	Wage Assignment Order	1,053.37
15	Carpenter, Robert	Novato "Hot Water Recirculation System" Rebate Program	75.00
16	Cooperman, Jane	Novato "Toilet" Rebate Program	100.00


Seq	Payable To	For	Amount
17	Core Utilities	Consulting Services: May IT Support (\$5,000), Troubleshoot Gallagher Well PLC (\$250), Resolve SCADA Problem (\$175), Core Billing Proration (\$50), Website Water Use Chart Conservation Goal (\$325), Annual Water Cost Calculator (\$900), Modify Website 'Contact Us' Link (\$25), Mass Email Water Conservation Fliers (\$250) & Internet Tracking Program	7,625.00
18	CSW/Stuber-Stroeh Engineering	Progress Pymt #2 Stafford Dam Concrete Spillway Repair (Balance Remaining on Contract \$58,641)	2,117.75
19	DB Claims Services Group	Final Pymt CSAA Subrogation Claim Adjustment - 1170 McClelland Drive (Total \$1,424)	168.00
20		Cafeteria Plan: Uninsured Medical & Vision Reimbursement	826.81
21	Dex Media	Quarterly Telephone Directory Charge (Final Bill)	16.50
22	Environmental Resource Assoc	Reference Samples for Quality Control	461.89
23	Evoqua Water Technologies	Service on Deionization System	219.80
24	Fraites, Rick	June Director's Fee	410.00
25	Gaya, DB	Progress Pymt#6: Tank Coating Inspection for Atherton Tank Rehab Project (Balance Remaining on Contract \$1,430)	6,270.00
26	Grainger	Gas Monitor Accessory (\$105), Amp Meter Test Leads, 3/4" Carbine Hole Cutters (2) (\$70), Batteries 'D' (48) (\$34), 'C' (48), 'AA' (96), 'AAA' (24), Carbide Hole Cutter, Anti-Slip Stairs (20) (\$2,192) (STP) & Machine Guards (2) (\$471)	2,972.69
27		Vision Reimbursement	163.97
28	Hertz Equipment Rentals	Excavator Rental (5/25-6/25) (S. Novato Blvd/Rowland to Sunset)	1,057.30
29	Home Depot	Hose Racks (3), Red Hot PVC Glue (\$130) (8 oz) & Retractable Knife (4)	183.08
30	Ibsen, Anne	Refund Overpayment on Closed Account	62.31


Seq	Payable To	For	Amount
31	InfoSend	Design Work for Winter Water Bill Insert	102.60
32	James, Marcus	Novato "Cash for Grass" Rebate Program	350.00
33	Jones, Gary	Novato "Washer" Rebate Program	50.00
34	Kemira Water Solutions	Ferric Chloride (10 tons) (STP)	5,356.80
35	Kwun, Miran	Novato "Toilet" Rebate Program	150.00
36	Lago, Carleton	Novato "WSLE" Rebate Program Residential	100.00
37	Lancelotti, Angelo	Novato "Toilet" Rebate Program Commercial	588.00
38	Landeros, Dianne	Exp Reimb: Baywork Event in San Francisco on 6/26. Parking (\$17), Bridge Toll (\$6) & Mileage (\$32)	55.20
39	Lechner, Lisa	Novato "WSLE" Rebate Program Residential	100.00
40	Lincoln Life	Deferred Compensation PPE 6/30/15	11,111.35
41	Losey, Richard	Novato "Pool Cover" Rebate Program	50.00
42	Low Voltage Security Systems	Materials & Labor to Install 5 Access Control Units for Use With Employee I.D. Badges	19,053.92
43	MacLeamy, Jeanne & Patrick	Novato "Toilet" Rebate Program	300.00
44	Malarin, Nancy	Novato "Toilet" Rebate Program	300.00
45	McLellan, WK	Misc Paving	5,371.39
46	McClarren, Charmene	Novato "Toilet" & UHET Rebate Program	250.00
47	Minuteman Press	Yard Signs: "Brown is the New Green" (25)	187.38
48	MSC Industrial Supply	Self Priming Centrifugal Utility Pumps (STP)	266.24
49	Mutual of Omaha	July Group Life Ins Premium	740.01
50	Nationwide	Deferred Compensation PPE 6/30/15	1,825.00
51	Ondricek, Brad & Amy	Novato "Washer" Rebate Program	50.00
52	Pace Supply	Elbows (10) (\$648), 3-1/2" Bolts (400) (\$1,175), Nipples (21) (\$88), Bushings (4), Couplings (19), Tees (4), Conduit (1,000') (\$705) & Valve (\$721)	4,620.45

Seq	Payable To	For	Amount
53	Passanisi, Richard	Novato "Pool Cover" Rebate Program	32.62
54	Patocchi, Paul	Novato "Cash for Grass" Rebate Program	400.00
55	Petro Tech	Air Quality Testing & Register Replacement on Diesel Tank	1,137.07
56	NMWD Petty Cash	Petty Cash Reimbursement	118.93
57	Petterle, Stephen	June Director's Fee	410.00
58	Ramsey, Russell	Novato "Washer" Rebate Program	50.00
59	Red Wing Shoe Store	Safety Boots (Reed)	157.31
60	Rodoni, Dennis	June Director's Fee (\$410) & TAC Meeting on 6/1/15 (\$205)	615.00
61	Rudy, Richard	Novato "Hot Water Recirculation System" Rebate Program	75.00
62	Sage Software	Annual Maintenance - Fixed Asset Module	742.00
63	Schoonover, John	June Director's Fee Less Deferred	360.00
64	Serafini, William	Novato "Washer" Rebate Program	50.00
65	Shell	Tool Fuel (18 gal)	67.03
66	Shoemaker Structural	Welding Services: Fabrication of 8" Lowering	720.00
67	Soroptimist Intl. of Novato	Annual Dues (Young) (7/15-6/16) (Budget \$180)	175.00
68	Stark, April	Novato "Washer" (\$50) & "Hot Water Recirculation System" Rebate Programs (\$75)	125.00
69	Steiner, Clarence	Novato "Washer" Rebate Program	50.00
70	Strahm Communications	Novato (\$4,563) & West Marin WaterLine Design & Postage (\$1,382)	5,945.93
71	Stublarec, James	Novato "Toilet Rebate" Program	200.00
72	U.S. Bank Card	Notice of Potential Rate Increase (\$128), Locks for Truck Toolbox (6) (\$86), Facebook Advertising in Water Conservation (\$69), Business Lunch (\$26) & Receipt Log Book (\$33) (Lab)	342.41

Seq	Payable To	For	Amount
73	Verizon California	Leased Lines	639.60
74	Verizon Wireless	June CIMIS Station Data Transfer Fee	31.10
75	Vitorelo, Theresa	Novato "Cash for Grass" Rebate Program	330.00
76	Warren, Robert	Novato "Toilet" Rebate Program	300.00
77	Webb, Audrey	Novato "Toilet" Rebate Program	200.00
78	Wikman, Johan	Novato "Washer" Rebate Program	50.00
79	Wilde, Pamela	Novato "Toilet" Rebate Program	300.00
80	Winzer	Oil Absorbent (12-1/2 gallon cartons)	109.22
81	Wollard, Renee	Novato "Cash for Grass" Rebate Program	400.00
<b>TOTAL DISBURSEMENTS</b>			<b><u>\$93,072.78</u></b>

The foregoing payroll and accounts payable vouchers totaling \$93,072.78 are hereby approved and authorized for payment.

 6/30/15  
Auditor-Controller Date

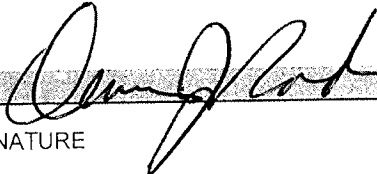
 6/30/2015  
General Manager Date

# NORTH MARIN WATER DISTRICT CHECK REQUEST


PAYEE DENNIS RODONI	DATE <u>6/1/15</u> <small>(TODAY'S DATE)</small>
P.O. Box 872	AMOUNT: \$205.00
Pt. Reyes Station, CA 94956	

I attended the TAC meeting As Chair of WAC on 6/1/15  
(NAME OF MEETING OR WORKSHOP) (DATE OF MEETING)

and wish to be compensated as provided under the Board Compensation Policy.

  
 \_\_\_\_\_  
 SIGNATURE

CHARGE TO: 56001-01-11

<b><u>DISPOSITION OF CHECK</u></b>  <input type="checkbox"/> MAIL TO PAYEE <input type="checkbox"/> HOLD FOR _____ <input checked="" type="checkbox"/> OTHER: <u>ACH PAYMENT</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Prepared By</td> <td style="width: 50%; padding: 2px;">Accounting Review</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table>	Prepared By	Accounting Review			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">POST DATE</td> <td style="width: 50%; padding: 2px;">Vendor No.</td> </tr> <tr> <td></td> <td style="text-align: center;">RODO01</td> </tr> </table>	POST DATE	Vendor No.		RODO01	 <div style="font-size: 8px; margin-top: 5px;">NORTH MARIN WATER DISTRICT</div>													
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">NMWD Comment</td> </tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>				NMWD Comment																				
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 2px;">Job Number</td> <td style="width: 30%; padding: 2px;">GL Account</td> <td style="width: 30%; padding: 2px;">Amount</td> </tr> <tr> <td></td> <td style="text-align: center;">56001-01-11</td> <td style="text-align: center;">\$205.00</td> </tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr> <td colspan="2" style="text-align: right; padding: 2px;">TOTAL</td> <td style="text-align: center; padding: 2px;">\$205.00</td> </tr> </table>				Job Number	GL Account	Amount		56001-01-11	\$205.00													TOTAL		\$205.00
Job Number	GL Account	Amount																						
	56001-01-11	\$205.00																						
TOTAL		\$205.00																						

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 Rev. 0213

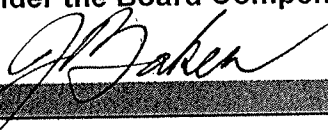
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# NORTH MARIN WATER DISTRICT CHECK REQUEST

PAYEE JACK BAKER	DATE <u>6/16/15</u> (TODAY'S DATE)
425 Corte Norte	AMOUNT: \$205.00
Novato, CA 94949	

I attended the NORTH BAY WATERSHED ASSOC. mtg. on 6/5/15  
@ NOVATO SAN. DISTRICT (DATE OF MEETING)  
(NAME OF MEETING OR WORKSHOP)

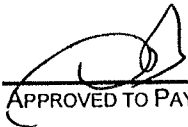
and wish to be compensated as provided under the Board Compensation Policy.

  
 \_\_\_\_\_  
 SIGNATURE


CHARGE TO: 56001-01-11

## DISPOSITION OF CHECK

- ☐ MAIL TO PAYEE  
☐ HOLD FOR \_\_\_\_\_  
☒ OTHER:  
ACH PAYMENT

  
 APPROVED TO PAY BY

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 REV. 0213

Prepared By	Accounting Review	POST DATE	Vendor No.	 <small>NORTH MARIN WATER DISTRICT</small>
			BAKE01	

Invoice Number (CK Req ID)	Invoice (CK Req) Date	Invoice (CK Req) Amount
CKRQ		\$205.00

NMWD Comment

Job Number	GL Account	Amount
	56001-01-11	\$205.00
TOTAL		\$205.00

## **DISBURSEMENTS - DATED JULY 9, 2015**

Date Prepared 7/7/15

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 6/30/15 PPE	\$139,847.95
EFT*	US Bank	Federal & FICA Taxes 6/30/15 PPE	65,076.00
EFT*	State of California	State Taxes & SDI 6/30/15 PPE	12,066.86
EFT*	US Bank	June Credit Card Fees Incurred for Customer Online Payments	2,437.40
1	AAA Business Interiors	(16" x 30") Tack Boards (4) (Manzoni and Pecunia)	270.76
2	Accurate Forklift	New 2015 Forklift (Budget \$30,000)	31,446.50
3	ACWA	ACWA Region 1 Event (Fraites & Baker)	100.00
4	Allied Heating & Air Conditioning	Service on Boiler (Admin Office)	1,366.94
5	Athens Administrators	Replenish Self-Insured Workers Comp Account (Venegas) (6/1-6/30/15)	4,210.13
6	Automation Direct	Parts to Build New PLC for Indian Hill P/S	959.00
7	Bay Alarm	Quarterly Fire Alarm Monitoring Fee (STP) (7/1/15 - 10/1/15)	338.19
8	Calgon Carbon	Activated Carbon (70,000 lbs) (STP)	77,387.33
9	Crowhurst, Kristin	Novato "Washer" Rebate Program	50.00
10	CSW/Stuber-Stroeh Engineering	Progress Pymt# 28: Marin Sonoma Narrows AEEP (Balance Remaining on Contract \$65,585)	12,491.50
11	DeGabriele, Chris	Exp Reimb: June Mileage	149.50
12	Dublin San Ramon Svcs District	Bay Area Chemical Consortium FY 2015/16 Bid Participation Fee	1,089.00
13		Cafeteria Plan: Uninsured Medical Reimbursement	200.00

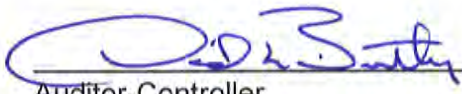


Seq	Payable To	For	Amount
14	Garret Medeiros Construction	Repair & Replace Valve Boxes @ Oceana Marin Leach Field	3,700.00
15	Gause, Cleoni	NMWD Share of Vineyard Road Maintenance on Stafford Lake Watershed (3/17 Share)	412.64
16	Ghilotti Construction	Progress Payment #14: Construct AEEP Reaches A-D/MSN B3 Pipeline Project (Bal Remaining on Project \$1,749,125)	939,680.28
17	Golden Gate Petroleum	Gasoline (\$3.05/gal) & Diesel (\$2.81/gal)	3,303.83
18	Grainger	Beverage Cooler (3 gal), Sprayer, Bottle, Pressure Transducers (2) (100 PSI) (\$442), Expandable 2 1/2" Plug & Pressure Transducer Connectors (2) (\$80)	592.07
19	Groeniger	8" Cut In Valve Casting (\$2,007), Brass Bushings (12) (\$74), Box Lids (3) (\$259), 2" Nipples (2) & Tracer Wire (2,000 FT) (\$371)	2,714.43
20	Hertz Equipment Rental	Water Truck Rental (1 Day) (Novato Shell Loop)	267.05
21	International Dioxide	pH Probe (STP)	408.00
22	Jeffco Painting & Coating	Clean, Repair & Repaint Barrel of San Marin P/S #3 (Overtime)	294.68
23	Komorowski, Irene	Novato "Washer" Rebate Program	50.00
24	KP Promotions	Uniform Order: T-shirts (23) (\$178), Ben Davis Shirts (5) (\$132), Sweatshirt & Embroidery (\$237)	574.58
25	Kushner, April	Novato "Toilet" Rebate Program	200.00
26	Lewin Jr, Werner	Novato "Toilet" Rebate Program	300.00
27		Cafeteria Plan: Childcare Reimbursement	416.66
28	Marinscope	Legal Notice: Public Hearing of FY16 Budgets for Novato Service Area	37.80
29	Marin Reprographics	Bond Paper (36" x 150) (4) (\$83), (36" x 500) (1) (\$43) & (34" x 500) (1) (\$43)	167.63
30	Miller Pacific Engineering	Project Pymt#1: Geotechnical Services-Ridge Rd Pipe Break (Balance Remaining on Contract \$44,133)	654.80

Seq	Payable To	For	Amount
31	Minuteman Press	Recycled Water Container Labels (500) (Water Conserv)	267.02
32	One Stop Resource	Repair Seimens VFD Drive (\$1,414) & STP HMI Repair (\$1,290)	2,704.00
33	Oqvist, Cathrine	Novato "Pool Cover" Rebate Program	50.00
34	Pace Supply	Fire Hydrant Extension (\$80), 2" Conduits (18) (\$80), 2" Conduit Mouse, Bolt Heads (16) (\$85), Nuts (16), Mega Lug Sets (2) (\$201) & Caps (2) (\$193)	692.33
35	Pape Machinery	Hydraulic Hose & Hose Fittings	33.23
36	Piazza Construction	Directional Boring 4" - Ashley Ct	4,715.00
37	Pressman, Trevor	Novato "Washer" Rebate Program	50.00
38		Cafeteria Plan: Childcare Reimbursement	118.75
39	Ross, Cherie	Novato "Washer" Rebate Program	50.00
40	Sage Software	HR Module Annual Maintenance Agreement	891.54
41	Sequoia Safety Supply	Earplugs (400) & Brief Relief Urine Bags (100) (\$254)	306.29
42	Shirrell Consulting Services	June Dental Expense	6,206.30
43	Shoemaker Structural	Welding Services	250.00
45	SWRCB Accounting Office	FY15 Large Water System Fees	4,739.84
46	Strahm Communications	Novato Annual Water Quality Report (750) (\$1,223) & Point Reyes Annual Water Quality Report (100) (\$391)	1,614.85
47	Tarantino, Carlo	Novato "WSLE" Rebate Program Residential	100.00
48	Thompson, Andrew	Novato "Washer" Rebate Program	50.00
49	Univar	Sodium Hydroxide (25,352 lbs) (STP)	5,582.56
50	US Postal Service	Meter Postage	1,000.00

Seq	Payable To	For	Amount
51	Vali Cooper & Associates	Progress Pymt #15: Construction Management Services for AEEP Reaches A-D MSN B3 Project (Balance remaining on contract \$318,409)	62,158.74
52	West, Donna	Novato "Toilet" Rebate Program	200.00
53	Yates, Robert	Novato "Cash for Grass" Rebate Program	300.00
		<b>TOTAL DISBURSEMENTS</b>	<b><u>\$1,395,341.96</u></b>

The foregoing payroll and accounts payable vouchers totaling \$1,395,341.96 are hereby approved and authorized for payment.



Auditor-Controller

7/6/15

Date



General Manager

7/7/2015

Date

## ***DISBURSEMENTS - DATED JULY 16, 2015***

Date Prepared 7/14/15

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:

<b>Seq</b>	<b>Payable To</b>	<b>For</b>	<b>Amount</b>
1	Able Tire & Brake	Tires (2) ('07 Trailmax Trailer)	\$472.44
2	ACEFM	Booth Fee for Novato Farmer's Market (Water Conservation)	83.00
3	All Star Rents	Compressor Rental for Pulling TM Cable	162.44
4	Alpha Analytical Labs	Lab Testing	287.00
5	Asbury Environmental Services	Used Vehicle Filter Disposal	35.00
6	Athens Administrators	July Workers' Comp Admin Fee	1,000.00
7	AT&T	Voice & Leased Lines	714.20
8	Bainhardt, Emil	Novato "Cash for Grass" Rebate Program	400.00
9	Bascara, Anicelo	Novato "Cash for Grass" Rebate Program	215.00
10	Bena, Jessica	Exp Reimb: Helium for Field Sampling (Water Quality)	32.69
11	BKF Engineers	Progress Pymt#2: Provide Topographic & Utility Survey for RW Central Service Area Expansion Project (Bal Remaining on Contract \$17,605)	30,380.75
12	Boland, Michael	Novato "Toilet Rebate" Program	100.00
13	Bondaz, Alexis	Novato "Pool Cover" Rebate Program	45.00
14	Briare, Rich	Novato "Pool Cover" Rebate Program	38.50
15	California State Disbursement	Wage Assignment Order	1,053.37
16	CalPERS Retirement System	Pension Contribution PPE 6/30/15	43,380.68
17	Carver, Lewis	Novato "Hot Water Recirculation System" Rebate Program	75.00
18		Vision Reimbursement	219.00
19	Citarella, Sal	Novato "Cash for Grass" Rebate Program	195.00

Seq	Payable To	For	Amount
20	F.N. Cuthbert	Liquid Filled Pressure Gauges for Pressure Testing Equipment (21)	380.91
21	Diggs, James	Retiree Exp Reimb (July Health Ins)	966.79
22	Environmental Science Assoc	Progress Pymt #38: Professional Services: RW Exp Project, South Service Area (Balance Remaining on Contract \$32,170)	14,302.50
23	Arthur J. Gallagher	FY16 Insurance: Property, Liability, Public Officials Errors and Omissions, Employee Fidelity, Auto and Physical Damage (\$12,193 to be Reimb by MCFCWCD) (\$86,262), Cyber Liability (\$8,515) & Excess Workers' Comp Insurance (\$53,629)	148,406.03
24	Gempler's	Water Nozzles (3) & 1" Irrigation Adaptor (4) (\$133)	267.41
25	Goodpaster, Stacie	Exp Reimb: Water Lab Analyst - Grade 4 Renewal	55.00
26		Vision Reimbursement	10.00
27	Graf, Duane	Novato "Pool Cover" Rebate Program	25.00
28	Grainger	Water Pump for Inverness Park Tank (\$1,080) & PRE Tank #2 THM Spray Systems (\$835) & Sump Pump (AEEP) (Less Credit of \$2,192 Received)	16.46
29	Gudjones, Michael	Novato "Toilet Rebate" Program	100.00
30	Hall Dump Truck Service	Remove Asphalt from District Yard (60 yds)	1,140.00
31	Heath, Lia	Novato "Toilet Rebate" Program	200.00
32	Industrial Vacuum Equipment	Vacuum Trailer Rental for Removal of Old GAC at STP (1 Week)	4,815.00
33	Kemira Water Solutions	Ferric Chloride (10 dry tons) (STP)	5,270.40
34	Kermani, Masoud	Novato "Water Smart Landscape Efficiency" Rebate Program Residential	56.25
35	Levy, Albert	Novato "Toilet Rebate" Program	100.00
36	Lincoln Life	Deferred Compensation PPE 7/15/15	11,086.35


Seq	Payable To	For	Amount
37	Maltby Electric	Wire for Atherton Tank Power (5,000') (\$397), Conduit Pulling Tape (300') (\$327) & Conduit Foam Shuttles (2)	748.66
38	Marin Landscape Materials	Concrete (1/2 yd) (\$102) & Crushed Rock (6 Yds) (\$346)	449.08
39	McLellan, WK	Compaction Testing In West Marin (\$1,177) & Misc Paving (\$8,504)	9,681.95
40	Michael Baker International	Progress Pymt #3: Prepare Stafford Dam Emergency Action Plan (Balance Remaining on Contract \$32,577)	28,779.46
41	Moore, Doug	Retiree Exp Reimb (July Health Ins)	895.35
42	Nationwide Retirement Solution	Deferred Compensation PPE 7/15/15	1,825.00
43	North Marin Auto Parts	Hydraulic Oil (7 gal) (\$106), Thread Repair Kits (2) (\$83), Shop Rags (22 lbs) (\$119), Air Filter, Spark Plugs & 2-Cycle Oil	342.69
44	North Bay Gas	Nitrogen (\$458), CO2 (\$65) & June Cylinder Rental (\$142)	664.70
45	Novato Builders Supply	Concrete (1-1/2 yds) (\$299) & Fence Lumber	320.22
46	Novato Disposal Service	June Trash Removal	432.54
47	Novak, Gary & Kathrine	Novato "Washer Rebate" Program	50.00
48	Novato Chevrolet	Armrest ('06 Chevy Colorado) (\$289) & Floor Mats (\$96)	385.86
49	Nute Engineering	Progress Pymt #3: Prepare Oceana Marin Master Plan Update (Balance Remaining on Contract \$7,984)	9,191.75
50	O'Reilly Auto Parts	Stop Leak (11 oz Bottle), Cleaning Wipes (25), Motor Oil ( 6 gal) (\$118), Antifreeze (6 Gal) (\$91) & Brake Cleaner (12-14oz Bottles)	259.01
51	Osmont, Stephan	West Marin "Toilet Rebate" Program	200.00
52	Pace Supply	Elbows (2)	196.55
53	Pape Machinery	Fuel Filter, Oil Filter, Air Filters (2) & Batteries (2) (\$357) ('09 J.D. Backhoe)	410.19

Seq	Payable To	For	Amount
54	Patocchi, Robert	Replacement Check. Original Check Had Incorrect Name	400.00
55	Pini Hardware	Door Hinge (STP), Electrical Box & Cover, PVC Pipe, Nipples (2), Screws, Washers, Conduit Elbows (\$47) (21), Conduit Fittings, Keys (2), Door Hinge Shims, 3/16" Ferrule Stops (2), Clorox Wipes (4), Lysol Spray, 2" Couplings (4), 2" Elbows (4), Bolts (4), Spade Fork (\$31), Wedge Anchor, Hardware & Krazy Glue	262.20
56	Redmond, Tom	Novato "Cash for Grass" Rebate	400.00
57	Reed, Vanessa	Novato "Toilet Rebate" Program	100.00
58	RGM and Associates	Labor Compliance Inspection for Gallagher Well Pipeline Project	4,989.00
59		Cafeteria Plan: Childcare Reimbursement	118.75
60	Romeo, Jennifer	Replacement Check - Last Name Misspelled	400.00
61	Schroeder, Kathy	Novato "Washer Rebate" Program	50.00
63	Syar Industries	Asphalt (6 tons)	741.27
64	Timmer, Richard	Novato "Toilet Rebate" Program (5)	771.71
65	Townsend, James	Novato "Pool Cover" Rebate Program	42.00
66	United Parcel Service	Delivery Services: Request for Prevailing Wage Documents Regarding Contractor & Sent Samples for Testing (STP)	18.70
67	US Bank	June Safekeeping Fee - Treasury Securities	163.25
68	Van Bebber	Angle Iron (3" X 2" x 40LF)	97.71
69	Verizon California	Leased Lines	940.60
70	Verizon Wireless	Cellular Charges: Data (\$109) & Airtime (\$118) (19)	226.91
71	VWR International	Filters (200) (STP)	311.47
72	Weldon, Thomas & Elizabeth	Refund Deposit - New Development Water Conservation Restriction	1,000.00

Seq	Payable To	For	Amount
73	Welte, Carl	Novato "Cash for Grass" Rebate Program	375.00
		<b>TOTAL DISBURSEMENTS</b>	<b><u>\$332,328.75</u></b>

The foregoing payroll and accounts payable vouchers totaling \$332,328.75 are hereby approved and authorized for payment.

 7/14/15  
 Auditor-Controller Date

 7/14/2015  
 General Manager Date





**Contact:** Drew McIntyre (415)761-8921  
[waterconserve@nmwd.com](mailto:waterconserve@nmwd.com)

## **North Marin Water District**

### **Recycled Water Fill Station Open and Free to Residential Customers**

Novato, CA (July 14, 2015) – North Marin Water District's recycled water fill station is now open and available to residential customers. "Over twenty years ago, NMWD began planning to use recycled water to offset potable supplies at large turf irrigation sites," says Drew McIntyre, NMWD's Chief Engineer, "and since 2007 the recycled water has been used by commercial customers with large irrigation needs – parks, school grounds, golf courses, roadway medians. Now we are excited to provide recycled water to residential customers, especially during California's extreme drought."

#### **How Do I Get Recycled Water?**

Residents may obtain recycled water by completing a short training, signing a "Recycled Water Use Agreement" form, and obtaining a wallet card that verifies they've been trained. The wallet card must be presented at each visit to refill recycled water containers.

Purple recycled water stickers are provided by NMWD to label private recycled water containers from 5 gallons to 300 gallons in size. The containers must have water-tight lids, not leak, and be safely secured for safe transport. Residents may only take amounts of recycled water which can be immediately used.

Residents are advised to be aware of how heavy water is: one gallon of water weighs 8.34 pounds; 100 gallons weighs 834 pounds. When driving a vehicle transporting such heavy weight, be sure to allow enough stopping distance.

## **Where is the Recycled Water Fill Station Located?**

The residential recycled water fill station is located inside the NMWD Corporation Yard at 999 Rush Creek Place, Novato.

## **When is the Residential Recycled Water Fill Station Open?**

The recycled water fill station is open Thursday and Friday from 4:00 p.m. to 7:00 p.m. and Saturday from 8:00 a.m. to Noon.

## **What about Commercial Users?**

Commercial users (those interested in obtaining more than 300 gallons of recycled water at a time) for construction dust control and soils compaction must obtain a commercial permit to haul the water and each load costs five dollars. Call NMWD for details, (415) 897-4133. Commercial haulers may fill from any one of ten recycled water hydrants in Novato.

## **What is Recycled Water?**

NMWD's recycled water is wastewater that has received tertiary treatment, is highly polished and ideal for hand watering trees, lawns, fruit and vegetable gardens, and other outdoor plants.

## **How is Recycled Water Made?**

Instead of discharging treated wastewater (secondary effluent) to pasture irrigation or storing it for winter discharge in San Pablo Bay, much of the wastewater is treated further to a tertiary standard by the Novato Sanitary District and the Las Gallinas Valley Sanitary District and is being used for parks, school grounds, roadway medians, and golf course irrigation in Marin. And now NMWD is making the recycled water available for Novato residents to irrigate their private landscapes and gardens.

## **About NMWD**

Founded in 1948, NMWD serves ~61,000 people, providing potable and recycled water service in the Novato vicinity. More information about NMWD can be obtained at [www.nmwd.com](http://www.nmwd.com)

## MEMORANDUM

To: Board of Directors

July 17, 2015

From: Nancy Williamson, Senior Accountant

Subj: Information – FY15 4th Quarter Labor Cost Report

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**RECOMMENDED ACTION:** Information Only

**FINANCIAL IMPACT:** None

Total labor cost increased \$62,593 (0.9%) from the prior year, same period. Attached in graphical format is a five-year comparative summary of total labor cost (Attachment A), overtime cost (Attachment B) and temporary employee cost (Attachment C) expended during each fiscal year. Also attached is a summary of total labor cost vs. budget (Attachment D), which shows that labor cost came in 3% under budget for the fiscal year.

Department	Increase / (Decrease) in Labor Cost vs prior FY	% Change
Administration	(\$15,909)	(0.9%)
Engineering	\$47,761	3.6%
Operations/Maint	(\$18,540)	(0.7%)
Construction/Maint	\$49,281	3.8%
Net Increase/(Decrease)	\$62,593	(0.9%)

### Comment on Change from Prior Year

**Administration:** Labor Cost decreased \$15,909, or 0.9%. The decrease is primarily due Miguel Venegas' absence due to industrial injury beginning June 1, 2014 offset by the addition of Shawn Kane to the Storekeeper position as of April 1, 2015, Chris Frazer to the Field Service Representative position at May 18, 2015, the two Senior Accountants increasing to full time status as of July 1, 2014, 3 step increases and the 2.37% labor cost increase effective October 1 of 2014.

**Engineering:** Labor Cost increased \$47,761, or 3.6%. The increase is primarily due to use of more Water Conservation temporary labor and overtime, combined with the aforesaid 2.37% labor cost increase.

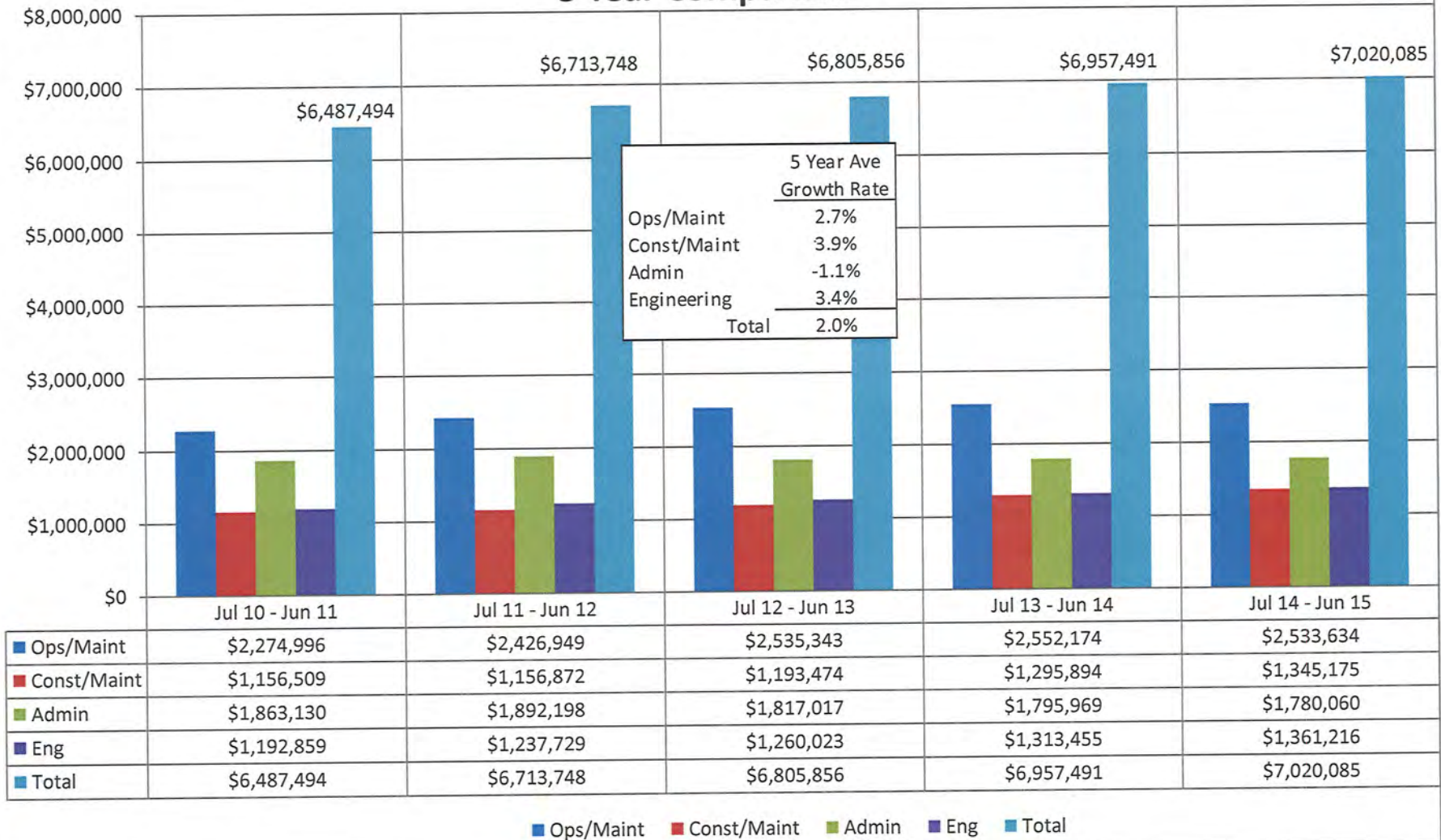
**Operations/Maintenance:** Labor Cost decreased \$18,540, or 0.7%. The decrease was primarily due Sue Kessler's absence due to injury beginning February 26<sup>th</sup>, 2015, offset by 6 step increases and the 2.37% labor cost increase.

**Construction/Maintenance:** Labor Cost increased \$49,281, or 3.8%. The increase was due to the addition of a laborer to the crew, more hours worked, 8 step-increases and the 2.37% labor cost increase.

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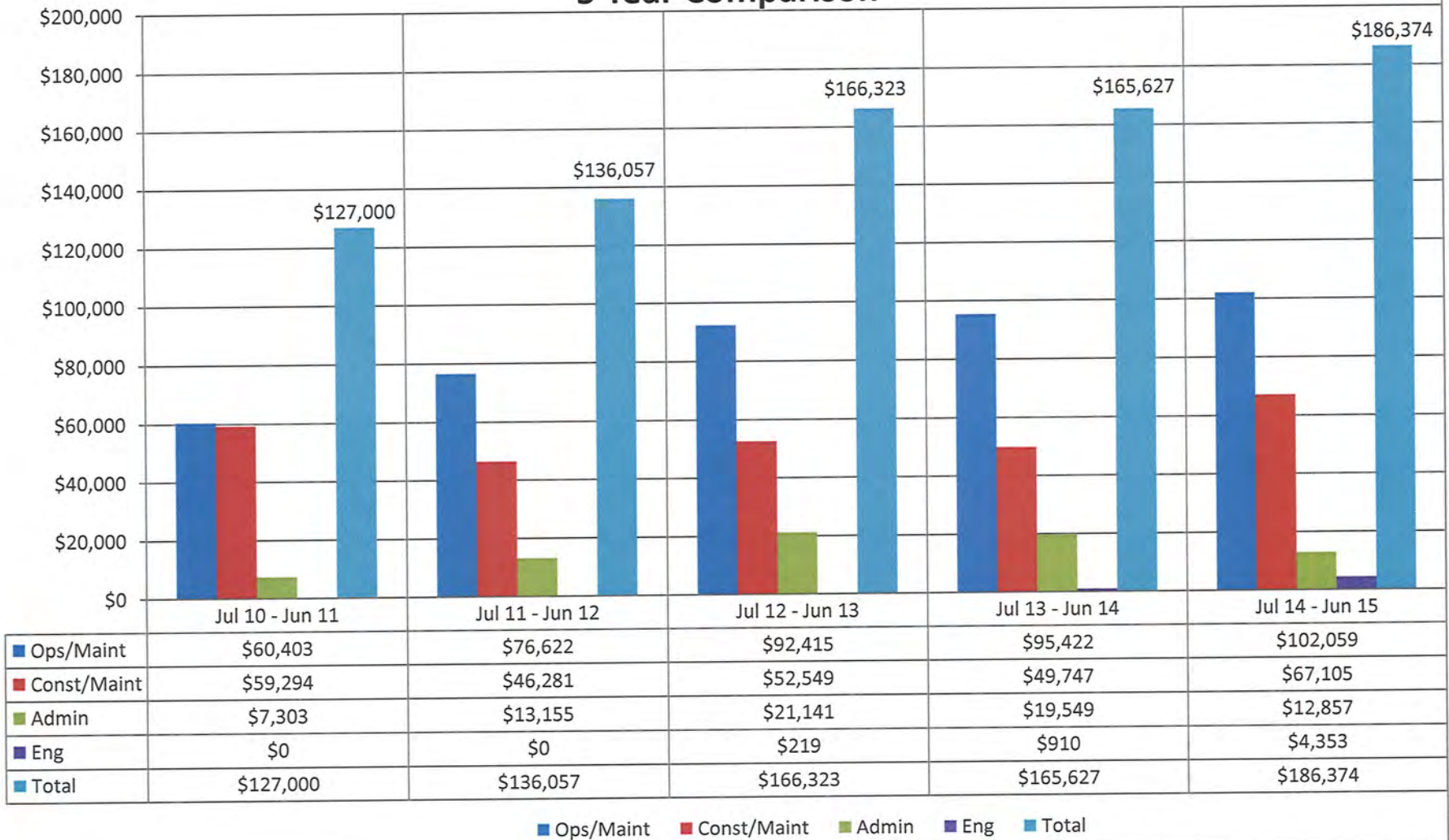
## Total Labor Cost NMWD Fiscal Year through June 5 Year Comparison



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## Overtime Cost NMWD Fiscal Year through June 5 Year Comparison

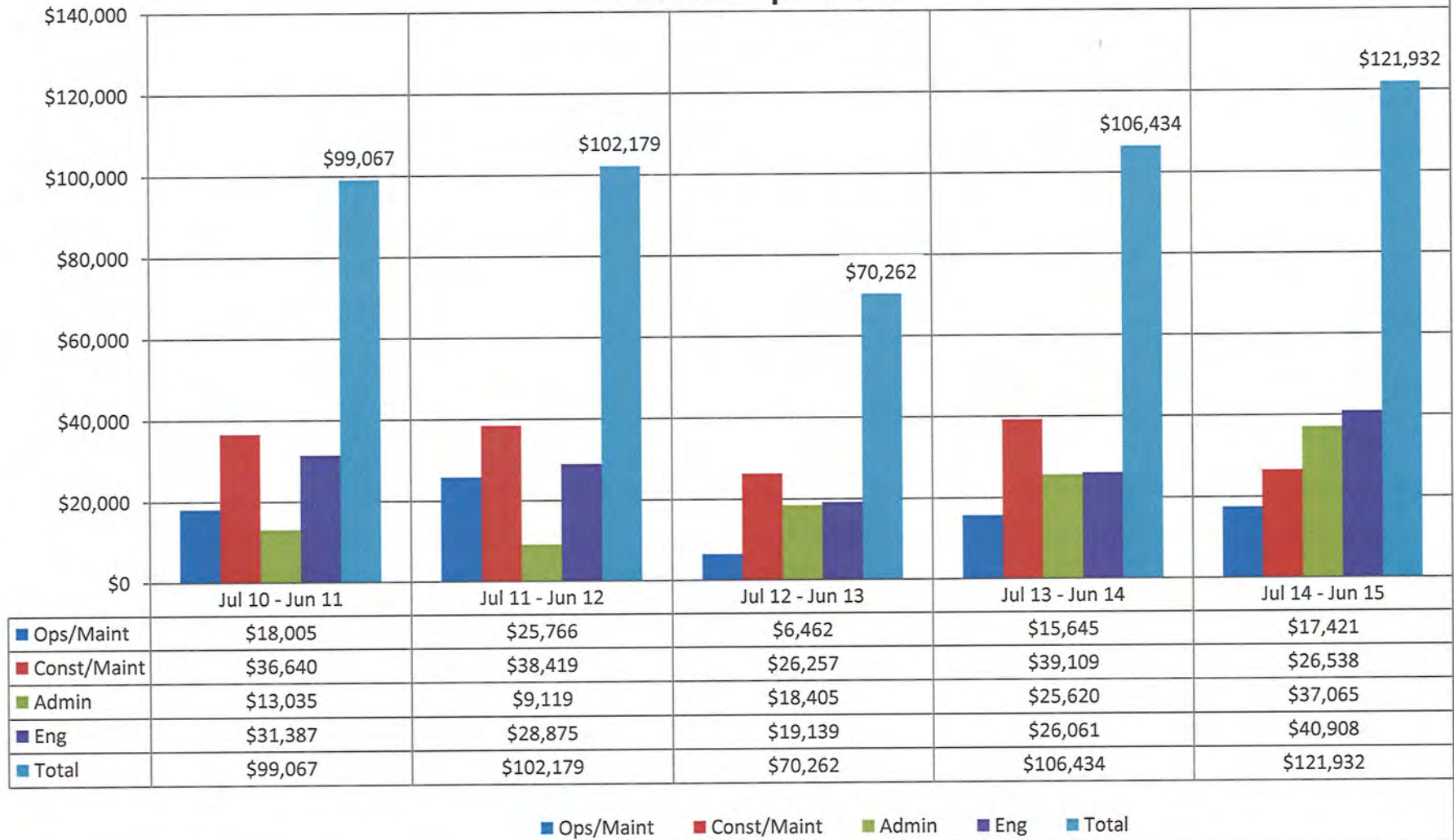




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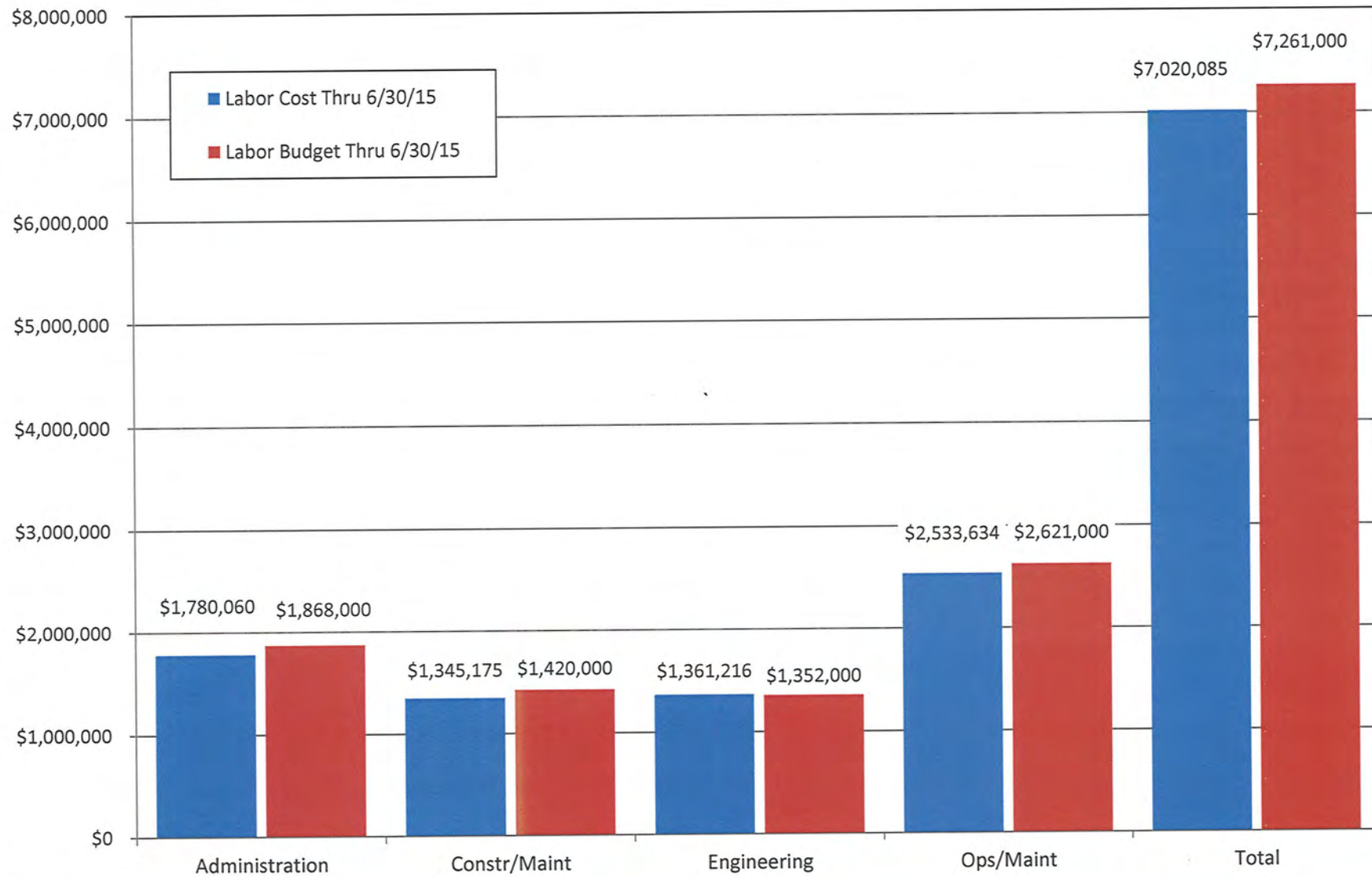
## Temporary Employee Cost NMWD Fiscal Year through June 5 Year Comparison



7/17/15

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## Total Labor Cost vs. Budget NMWD Fiscal Year through June





# MEMORANDUM

To: Board of Directors

July 17, 2015

From: David L. Bentley, Auditor-Controller

Subj: Self-Insured Workers' Comp – 4th Quarter Status Report

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**RECOMMENDED ACTION: None**

**FINANCIAL IMPACT: Cumulative Savings of \$568,844**

The District returned to self-insuring its workers compensation liability effective July 1, 2011, after the low-cost proposal for first-dollar workers' compensation coverage increased 20% over the prior year, to \$159,331. The avoided-cost since returning to self-insurance is calculated at \$504,692. When the Reserve for Future Medical (which is money not yet paid out) is added, the total cash outlay avoided to date, including interest earned on the cost avoided, is \$568,844. This cash is set-aside in a reserve for future claims.

In FY15, the District incurred nine minor claims, all of which are closed. Attached are charts showing a 10-year history of annual claims cost (average \$48,000 per year) and 10-year history of claims frequency (average 9 claims per year).

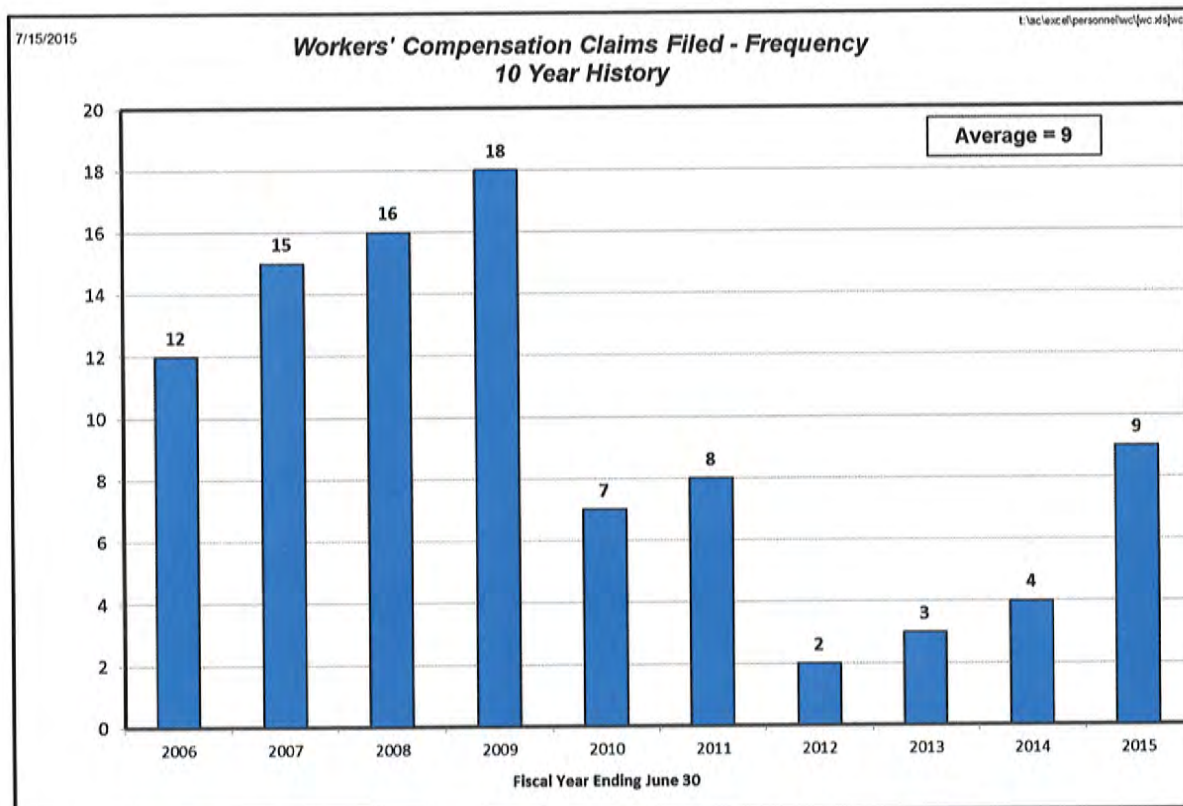
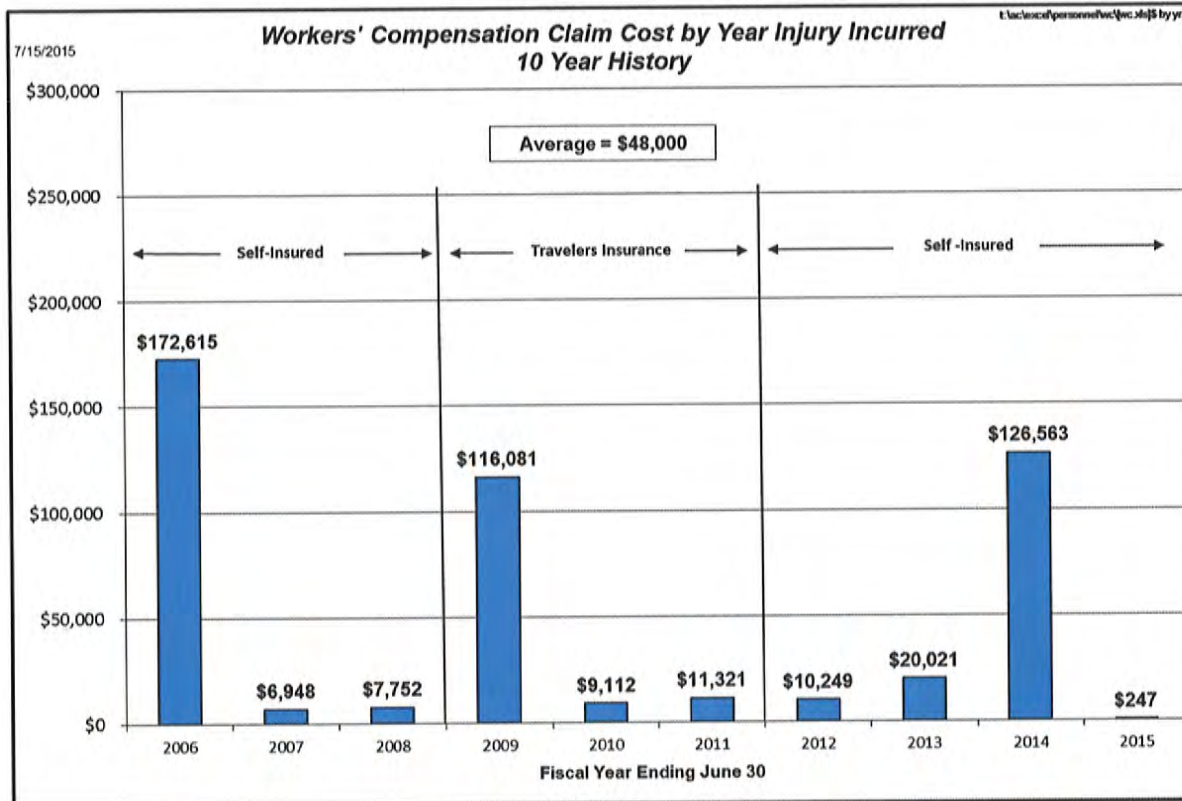
	FY12	FY13	FY14	FYTD15	Cumulative
Premium Avoided	\$159,331 <sup>1</sup>	\$170,574 <sup>2</sup>	\$311,764 <sup>3</sup>	\$203,722 <sup>4</sup>	\$845,391
<b>Self-Insurance Cost</b>					
Medical/Indemnity Cost	(10,249)	(20,021)	(56,581)	(247)	(87,098)
Third Party Administration	(12,000)	(12,000)	(12,000)	(12,000)	(48,000)
Excess Insurance Premium	(45,546)	(47,762)	(49,276)	(51,756)	(194,340)
Legal/Miscellaneous	0	0	(11,261)	0	(11,261)
Net Cost Avoided	\$91,536	\$90,791	182,646	139,719	\$504,692
Reserve for Future Medical	0	0	58,721	0	58,721
Total Cash Outlay Avoided	\$91,536	\$90,791	\$241,367	139,719	\$563,413
Interest on Cost Avoided	36	9	1,433	3,953	5,431
Cumulative Savings	\$91,572	\$90,800	\$242,800	\$143,672	\$568,844

<sup>1</sup> Travelers Insurance proposed an annual premium of \$159,331.

<sup>2</sup> Unable to obtain a quote. Annual premium of \$170,574 was based on a 6.5% industry average increase estimated by broker.

<sup>3</sup> Chartis Insurance was the low cost proposal with an annual premium of \$311,764.

<sup>4</sup> Alaska National Insurance Company was the low cost proposal with an annual premium of \$203,722.



## MEMORANDUM

To: Board of Directors  
From: David L. Bentley, Auditor-Controller  
Subj: Fleet Fuel Economy - Gasoline  
f:\act\word\vehicle\fleet fuel economy - gasoline.docx

July 17, 2015

**RECOMMENDED ACTION: None**

**FINANCIAL IMPACT: None**

Below is a summary of gasoline purchases and use for the District's fleet of trucks (22) and small cars (3) for FY13, FY14 and FY15. It shows total gasoline gallons purchased as well as the average cost per gallon. The average fleet miles per gallon is also shown for each FY.

Gasoline	FY13	FY14	FY15
Avg Cost/Gallon	\$3.80	\$3.72	\$3.11
Miles Driven	191,653	193,756	211,972
Gallons Purchased	15,431	15,205	17,160
Fleet MPG	12.4	12.7	12.4





BOD MISC

For Immediate Release  
July 8, 2015

Contact: Susan Barnes 707-888-2647  
Meredith Imrie 707-738-2026

## **Business and Agriculture Join Together to Change Public Water Conservation Behavior**

California's record making drought has the North Bay community and agricultural leaders asking the questions no one wants to hear the answer to: "What if we have another dry winter? How many more drought years could be in our future?"

Considering more dry years are a possible reality, community leaders, agricultural leaders and the North Bay's largest employers joined together in an unprecedented effort to expand the urgent summer water drought outreach by the Sonoma-Marin Water Saving Partnership. The Sonoma-Marin Water Saving Partnership is made up of all water districts in Sonoma and Marin Counties and the Sonoma County Water Agency. "We can't just hope for rain next year and keep watering our lawns today in the face of overwhelming evidence of climate change," said Cynthia Murray, CEO of North Bay Leadership Council.

Members of the newly formed North Bay Water Sustainability Coalition include the North Bay Leadership Council, Santa Rosa Chamber of Commerce, Sonoma County Alliance, and the Sonoma County Winegrowers. As part of their agreement, each coalition member agreed to utilize resources within their respective organizations to galvanize public attention with urgency messages during the hot summer months to create momentum so that water conservation is top of mind and becomes normal, everyday behavior. "We hope people five years from now will think it's crazy to even consider installing a lawn in the front yard or taking a shower lasting more than 5 minutes," explained Santa Rosa Chamber of Commerce President Johnathan Coe.

The Coalition will be unveiling major initiatives at a 12:00 noon launch event held tomorrow- Thursday, July 9, 2015 as part of a larger drought awareness day tomorrow with the City of Santa Rosa. The public is encouraged to come pick up their free Drought Tool Kit at the Drought Drive-Up Event that include free low flow shower heads, faucet aerators, leak detection kits, a Friedman's Shower Bucket and more at the City of Santa Rosa Drought Drive-Up event hosted and sponsored by Friedman's Home Improvement and the City of Santa Rosa Water Department. The event will take place from 11:00 AM to 1:00 PM in the south parking lot and inside of Santa Rosa Friedman's Home Improvement located at 4055 Santa Rosa Avenue. Additionally Friedman's is holding a rain water harvesting clinic and will answer questions on topics such as drought resistant landscaping, drip irrigation and other topics.

Following the press conference, members of the media will be invited for a special tour at D & L Carinalli Vineyards for a look at the innovative use of technology to achieve substantial agricultural water savings. Sonoma County Winegrowers President Karissa Kruse will highlight how business and agriculture are



already taking significant steps to apply technology and future water resource planning to their business plans.

"There are a lot of myths around water use and what both business and agriculture are doing in water conservation. We hope this coalition's efforts can also publicize the facts about actual water consumption versus common myths," said Kruse.

Speakers at the press conference include Sonoma County Supervisor and SCWA Agency Director James Gore, Santa Rosa Mayor John Sawyer, City of Santa Rosa Water Department Director David Guhin, Press Democrat CEO Steve Falk, Friedman's Home Improvement CEO Barry Friedman, North Bay Leadership Council CEO Cynthia Murray, Santa Rosa Chamber of Commerce President Johnathan Coe, Sonoma County Alliance Executive Director Brian Ling and Sonoma Winegrape Commission President Karissa Kruse.

Commenting on why these organizations joined together, Sonoma County Alliance Executive Director Brian Ling commented, "We saw the need to come together and motivate action today to secure our water future in what clearly could be more uncertain weather patterns in the coming years."

###

# Novato water district offers free recycled water to combat drought



**Novato resident Tony Soule fills two of his 55-gallon water tanks at the North Marin Water District recycled water fill station on Thursday.** Robert Tong — Marin Independent Journal

*By Mark Prado, Marin Independent Journal*

POSTED: 07/16/15, 6:13 PM PDT | UPDATED: 2 HRS AGO 2 COMMENTS

With the state's drought in full force, the North Marin Water District opened spigots Thursday to allow its residential customers access to free recycled water for landscape use.

The water is stored in a 12,000-gallon tank at the district's corporation yard where it is ready to be dispensed from six hoses into containers brought by customers. From there residents can use it on drying and dying landscapes to make them green again.

"Since 2007 the recycled water has been used by commercial customers with large irrigation needs: parks, school grounds, golf courses, roadway medians," said Drew McIntyre, the district's chief engineer. "Now we are excited to provide recycled water to residential customers, especially during California's extreme drought."

The recycled water fill station at 999 Rush Creek Place in Novato is open Thursdays and Fridays from 4 to 7 p.m. and Saturdays from 8 a.m. to noon. Water officials believe this is the first such residential recycled water



program in the North Bay.

Customer Jack Butler was one of the first through the gates Thursday to fill a 275-gallon tank with more than a ton of recycled water that will be used on his yard at his Novato home.

“We just re-did our front yard and we ended up planting a lot of flowers,” said Butler. “We have been in our house for 35 years; we have our backyard to water too. I think this is great, it’s the way to go.”

While the water is free, residents must complete a short training and sign a “Recycled Water Use Agreement” form. That gets them a wallet-sized card that must be presented at each visit to refill recycled water containers. The water is only for North Marin Water District customers.

The district is allowing water containers that can hold from 5 to 300 gallons. The containers must have water-tight lids, not leak and be safely secured for safe transport. Residents may only take amounts of recycled water that can be used immediately.

Customers are advised to be aware of how heavy water is: one gallon of water weighs 8.34 pounds; 100 gallons weighs 834 pounds.

Recycled water is wastewater that has received treatment by the Novato Sanitary District and the Las Gallinas Valley Sanitary District and is ideal for hand-watering trees, lawns, fruit and vegetable gardens, and other outdoor plants, district officials said. It is the same type of water used for parks, school grounds, roadway medians and golf course irrigation in Marin.

“If it gets on your hands or your body, you don’t want to go eat until you wash your hands,” said Robert Clark, maintenance superintendent for the district. “You certainly can’t drink it or cook with it. It is disinfected so there is no biological matter, but it does have a lot of minerals and salts in it. That adds to the nutrition of plants. It acts as a fertilizer.”

#### Advertisement

The Marin Municipal Water District — which serves residents from Sausalito to San Rafael — is looking at such a program as well, but is waiting to hear from state regulators.

The recycled water program is expected to help address state mandates issued in May that require the North



Marin Water District to cut use by 24 percent beginning June 1. Preliminary June data for the North Marin Water District's Novato service area showed a 37 percent reduction from the same month in 2013, the baseline year. The North Marin Water District serves 60,000 customers in Novato and West Marin.

The district has spent about two months and \$100,000 putting the recycled water program together. Even if the rains come this fall, the fill station is expected to keep operating into the future.

"This is a drought-proof source of water," Clark said.



# California Water Rates Rise as Cities Lose Money in Drought

**Paying more for less water: California water agencies lose money in drought, increase rates**

By FENIT NIRAPPIL

*The Associated Press*

**ROSEVILLE, Calif.**

Saving water doesn't always mean saving money in parched California.

Millions of Californians expecting relief on their water bills for taking conservation measures instead are finding higher rates and drought surcharges.

Water departments are increasing rates and adding fees because they're losing money as their customers conserve. They say they still have to pay for fixed costs including repairing pipelines, customer service and enforcing water restrictions ??? and those costs aren't decreasing.

The financial blow is only expected to grow because Gov. Jerry Brown's administration has ordered communities to slash their water use anywhere between 8 and 36 percent compared to 2013 levels in response to the four-year drought. Those cuts are expected to leave agencies with a \$1 billion hole in revenue, and they'll likely turn to customers to plug it, according to state estimates.

"Just because you use less water does not mean you have lower rates or a lower bill," said Lori Dolqueist, a water attorney who represents private utilities. "All of these agencies and private water companies are being told to sell less of what they do. It's a challenge financially."

While intensive conservation reduces strains on local water supplies, it can spell trouble for government budgets.

Santa Barbara, for example, expects to lose \$5 million if residents hit the city's 20 percent water use reduction target. Residents are going above and beyond and reached 37 percent in May. That's good for water supply but bad for financial stability.

This month, water bills in Santa Barbara rose between \$13 and \$120, depending on water use, to help the city recover lost revenue and activate a desalination plant.

"Our folks are coming in and saying 'Hey, I'm doing everything right, why do I need to pay more?' said Joshua Haggmark, the city's water resources manager.

It's not clear precisely how widespread drought-related rate increases are because no government agency or association tracks them.

But agencies across California are reporting they've taken steps to tap customers to offset the losses of conservation. Residents in the San Francisco Bay Area, for example, are seeing higher bills after the region's largest water wholesaler increased the price of water 28 percent to make up for lagging sales.

Others are opting for a clearly labeled temporary drought fee, including the Sacramento suburb of Roseville which raised \$1 million in the last year with a 15 percent surcharge on water use.

That surcharge, plus the relatively low price of water, left some residents disappointed by their bills after buying low-flow toilets and tearing out their lawns.

Travis Wills, 42, is still paying about \$30 a month even after ditching a grassy front lawn for black mulch with sego palms, jasmine and Agapanthus flowers and collecting water from his shower and sink in buckets for plants in his backyard.

"We haven't noticed much of a difference on the bill," said Wills, who runs a home staging company. "That's troubling because they want us to reduce water."

Roseville could double its surcharge if the dry spell deepens, which Wills says he wouldn't mind too much.

"Maybe if they do that, people will stop wasting so much."

Dwindling water supplies during the drought have also driven up bills as agencies turn to more expensive resources. The East Bay Municipal Utility District, serving 1.3 million customers east of San Francisco, is charging the average household an extra \$12 a month to pay for tapping water dozens of miles away near Sacramento and conservation programs.

Some water departments are able to weather a drought financially because they designed complicated rates that plan for conservation and cover fixed costs in times of drought. Even without such mechanisms, others manage to avoid rate hikes.

The Desert Water Agency serving Palm Springs was among the fiercest critics of California's mandatory conservation order. It warned regulators it would lose more than \$10 million under its 36 percent reduction target.

Instead of increasing its rates, the agency has tapped reserves and cut expenses by delaying needed infrastructure upgrades and implementing a hiring freeze. But residents may end up paying more when the agency sets new rates next year.

"This is a business regardless of what some people think," general manager David Luker said. "When we strangle a business because of political correctness, there are massive consequences, and we still have to pay our bills."

---

Follow Fenit Nirappil on [Twitter](https://twitter.com/FenitN) at [www.twitter.com/FenitN](https://www.twitter.com/FenitN).

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BOD misc



ALL BAY, ALL DAY

70°  
Partly  
Cloudy



NEWS



Pair shot on Dolores Park footbridge

NEWS

## Contra Costa looks to expand Los Vaqueros

SHARE

By Erin  
Baldassari  
BAY CITY  
NEWS

PUBLISHED  
July 2, 2015  
1:30 am

**W**ith the region's water supply already stretched thin by drought

conditions, the Contra Costa Water District, along with the U.S. Bureau of Reclamation, is looking at further expanding the Los Vaqueros Reservoir in Contra Costa County.

Board members are expected to vote tonight on whether to conduct a feasibility study for possible expansion.

The plan to increase the reservoir's capacity from its current size, 160,000 acre feet, to 275,000 acre feet, has been part of a long-term vision for the region, the Bureau of Reclamation's manager for the project, Brooke Miller-Levy said:



INGRID JAYLAR/Flickr

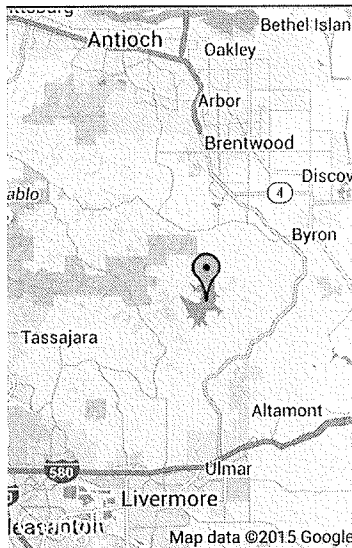
A plan to increase the Los Vaqueros Reservoir from 160,000 to 275,000 acre feet has been part of a long-term vision for eastern Contra Costa County.

### Perfect Water Purifier

Water pitcher filters out fluoride. Limited Qty. Discount \$69.95 today



*"It's been going on for a long time, it's just been recent that we've been directed by our leadership to move forward with finishing the feasibility study."*



The bureau already completed an environmental impact study on a possible expansion of the reservoir to 275,000 acre feet, but Miller-Levy said the feasibility study was never finalized, partly because state funding dried up. The bureau requires a 50 percent share of the cost to be funded by a non-federal entity, she said.

Part of the reason for the meeting tonight will be to discuss how costs for the study will be shared, Miller-Levy said.

The district most recently completed a 60,000-acre-foot expansion of the reservoir in 2012, which was intended to supply water for the district's current and future customers, as well as potential partner agencies, water district spokeswoman Jennifer Allen said.


## SFBAY ARCHIVES

Contra Costa Water District    Los Vaqueros Reservoir  
Reservoir    State    Water

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**CONTRA  
COSTA WATER  
USERS FACE  
RESTRICTIONS,  
RATE HIKE**




**WATER  
DISTRICT  
COULD POLICE  
WATER  
WASTERS**




**NUDIST  
ACCUSED AS  
CREEK  
CROOKS IN  
WATER  
DISPUTE**



**MARIN WINS  
AT WATER  
CONSERVATION**



**SAN BRUNO  
WATER PLANT  
STRENGTHENED  
FOR QUAKE**



**CONTRA  
COSTA  
MEASLES  
PATIENT  
COMMUTED  
ON BART**

The additional expansion could include regional, state and federal partners as the district explores different ways of storing and transferring water to other agencies, Allen said:

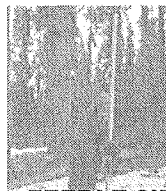
*"There's definitely interest in seeing that facility expanded to provide larger regional benefits and we're working with other local, regional, state and federal agencies in order to explore those options."*

Last year, the district approved a pilot agreement with the Alameda County Water District for a one-time purchase of 5,000 acre feet of water that was stored in the reservoir for summer use when water sources are scarcer, according to district officials. Allen said it's an example of the types of agreements that could come out of a future expansion of the reservoir:

*"We're looking at creative ways to use existing facilities to provide larger benefits."*

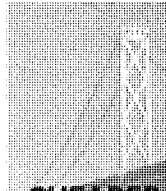
So far, Allen said no partners have been identified for the possible expansion of the reservoir, which would include increasing the height of the dam and expanding the amount of acres covered in water in the reservoir's existing location.

In addition to determining the technical feasibility of expanding the reservoir, the study will also look at the



**FEEBLE SIERRA  
SNOW  
SIGNALS  
DEEPENING  
DROUGHT**

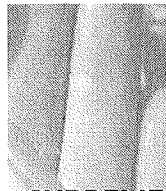
**CITIZENS'  
GROUP SUES  
SF IN BID TO  
RESTORE  
HETCH  
HETCHY  
VALLEY**



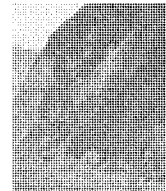
**CHEAPER  
PLAN SOUGHT  
FOR BAY  
BRIDGE  
WALKWAY**



**MUNI, BART  
EXPAND  
SERVICE FOR  
GIANTS  
PARADE**



**SUPREME  
COURT  
FAVORS FISH  
OVER  
FARMERS**



**BODEGA BAY  
BOAT  
CAPSIZES,  
KILLS FOUR**



**DECAYING  
DRYDOCK  
CHINA-  
BOUND FOR  
DISPOSAL**



**OAKLAND  
RELEASES  
PLAN FOR  
COLISEUM  
NEIGHBORHOOD**

project's financial feasibility and potential economic impact, Miller-Levy said:

*"It's looking at all of the opportunities, the costs, the needs, in order to get to different alternatives...and draw out, which alternatives will be most beneficial."*

Although a study of the possible expansion's environmental impact has already been completed, Miller-Levy said environmental staff will be reviewing the work to see what needs to be updated:

*"When we submit it through the Secretary of the Interior as a final feasibility report, the final environmental impact study/report has to be attached to it."*

After the Secretary of the Interior signs off on the feasibility study, Miller-Levy said the report moves to the Office of Management and Budget and then Congress must vote to approve the project before construction can begin.

If the board approves the feasibility study tonight, the report won't likely be completed until the end of 2016, at the earliest, Miller-Levy said. The timeline after that point gets a littler murkier, but Miller-Levy said there's interest at the congressional level to see the feasibility study complete:

**49ERS' MILLER  
FACES  
CHARGES  
OVER  
GIRLFRIEND'S  
CELLPHONE**

**OAKLAND  
ANTI-  
FRACKING  
RALLY TO  
DRAW  
THOUSANDS**

**REPAIRS  
DISPLACE SAN  
JOSE STATE  
JOURNALISM**

**CITY HALL  
NEVER TOO  
OLD TO GO  
GREEN**

**RESERVOIR  
LEVELS  
REAFFIRM  
CRIES TO  
CONSERVE**

**SF, EAST BAY  
SLAPPED  
WITH WATER  
RESTRICTIONS**



*"We can't make it rain but we can try to at least create available storage."*

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RATE HIKE**



**WATER  
DISTRICT  
COULD POLICE  
WATER  
WASTERS**



**HUGE  
EXPANSION  
APPROVED  
FOR BAY AREA  
BIKE SHARING**



**SIX RESCUED  
NEAR CRISSY  
FIELD WATERS**



**ACADEMY OF  
ART RACKS UP  
BUILDING  
VIOLATIONS**



**LEGISLATORS  
LAUNCH  
EFFORT TO  
PROTECT SF  
BAY**

BDD MISC



## Shuffle at Santa Rosa City Hall hints at planning changes

BY KEVIN MCCALLUM THE PRESS DEMOCRAT on July 6, 2015, 5:55PM 07/06/2015

Two high-level staffing shifts at Santa Rosa City Hall signal that major changes may be on the horizon for the city's Planning Department.

Chuck Regalia, who had been a manager in the Community Development Department for nearly 41 years and its director since 2005, has been reassigned to special projects in the city manager's office on a full-time basis.

City Manager Sean McGlynn announced the changes late last month and they became effective July 1.

"I felt like I needed to make a switch," McGlynn said.

Regalia was promoted to assistant city manager early last year, with his time split between the annexation of Roseland and his continued oversight of the Planning and Building departments.

Now Regalia, 67, has been relieved of his oversight of community development to focus full-time on Roseland and other projects. Those include a study of planning fees, increasing affordable housing and planning for the southeast greenway.

"Those are high-level projects that really need the organization's complete attention and need focus," McGlynn said.

Regalia called the shift a "welcomed change" that will allow him to focus on complex issues without the day-to-day management duties of the Planning Department.

Regalia said he looks forward to moving the Roseland annexation forward, even though he said he doubts he'll still be with the city by the time the process is complete several years from now.

"I really think that the Roseland project is something that's very important to the city and I'm really glad to be a part of it," Regalia said.

He is respected for his knowledge of the city's development history and for helping council members navigate complex and at-times controversial planning decisions.

The director of the city's utilities department, David Guhin, has been named interim director of community development.

Guhin, 40, has been credited with helping the utilities department, now called Santa Rosa Water, expand its water conservation programs during the state's ongoing drought. He is viewed by many as a smart, collaborative leader, though one with little planning experience.

He will continue to oversee the utilities department while he steps in to lead community development.

Guhin was similarly tapped to be interim head of the Transportation and Public Works Department while the city recruited a replacement for longtime director Rick Moshier, who retired at the end of last year.

But the city isn't going to recruit a replacement for Regalia right away. McGlynn said he wants to see how changes in the department unfold before opening a recruitment process.

The city is working with a management consulting firm to help it make the department more efficient and customer-friendly. Developers in particular have long bemoaned the city's planning and permit processes as arduous, expensive and unpredictable.

Guhin said he is working with the consultant and city planners on ways to improve turnaround time for applicants, create greater certainty in the permitting process and build a more customer service-focused culture. He declined to provide specifics, but said the possibility of expanding the department's public hours was "a reasonable guess."

"There are things that we can change and there are things that we can do better tomorrow," Guhin said.

The move is similar to — but also quite different from — what happened to Regalia's predecessor, Wayne Goldberg, in 2005. Under pressure from a building industry frustrated by the city's development review process, former City Manager Jeff Kolin moved Goldberg out of community development and into a new position as director of advanced planning. Kolin later tried to have Goldberg's job eliminated from the budget, but the council thwarted those efforts. Goldberg resigned in 2009 and later was tapped by a deeply divided council to be interim city manager.

You can reach Staff Writer Kevin McCallum at 521-5207 or [kevin.mccallum@pressdemocrat.com](mailto:kevin.mccallum@pressdemocrat.com).





## Rural residents decry water restrictions at Occidental meeting

BY GUY KOVNER THE PRESS DEMOCRAT on July 6, 2015, 10:11PM07/06/2015

A feisty crowd of west county residents peppered state regulators Monday night with questions about why new water conservation rules aimed at saving endangered coho salmon do not apply to vineyards.

The rules, which took effect Monday, apply to the owners of about 3,750 parcels that rely primarily on private wells in four watersheds, including the areas around Dutch Bill and Green Valley creeks in west county.

"It's so obvious who's sucking the water out of the ground," shouted one man in an audience of about 100 residents, asserting that there are dozens of vineyards in the Green Valley watershed.

Another man said the rural water-conservation measures approved by the state Water Resources Control Board last month are "doomed to fail because the main culprits are not included."

"We're dealing with the low-hanging fruit here," a woman called out, referring to prohibitions on watering lawns and washing vehicles with no limits on irrigation of commercial agriculture.

The meeting at Salmon Creek School near Occidental was the first of five public sessions scheduled by the water board after it officially adopted the emergency regulations on June 17.

State officials said the drought has reduced summer flows in four coho-rearing creeks — including Mark West Creek north of Santa Rosa and Mill Creek west of Healdsburg — by 90 percent or more from 2010 levels.

Gail Seymour, an environmental scientist with the California Department of Fish and Wildlife, said that 2,800 juvenile fish had been rescued and relocated from the four creeks in May and June.

The crowd applauded a woman who said conditions for the salmon and steelhead were "critical; it's a tragedy."

Seymour did not directly answer a man who asked if rural residents conserved water, as required, whether the fish would survive.

"It's been pretty rough," she said. "I'm not going to give up hope."

The meeting got off to a rocky start when the seats in one room at the school filled up with about 100 people, prompting noisy complaints, and state officials quickly made arrangements to do a simultaneous presentation in an adjacent room with about 120 more residents.

Dorene D'Adamo, a water board member, said she understood the sentiment in the first room.

"I hear your frustration," she said, identifying herself as the board member representing agriculture and a resident of the San Joaquin Valley, where "we have these conflicts."

The rural water rules, unique to the four Sonoma County watersheds, are aimed at restricting use of water on “ornamental turf,” meaning lawns, D’Adamo said, with the intention of avoiding a “big economic impact.”

If the conservation measures — similar to what city residents statewide have been under for months — don’t work, the water board will implement curtailments, which would apply to wineries and vineyards, D’Adamo said.

Curtailments last year suspended water rights for seven months for about 650 permit holders on the Russian River north of its confluence with Dry Creek near Healdsburg, forcing some growers to haul in thousands of gallons of water to irrigate crops.

“We take this conversation very seriously,” D’Adamo told the audience.

Terry Kraus of Occidental said he attended the meeting because the rules represent “the government’s telling you how to live on your own property.” Kraus said it rankled him that a neighbor “who grows grapes is pretty much exempted” from the rules.

Erin Ragazzi, environmental program manager for the water board, said the agency has received calls from people “wondering how they can report their neighbor.” There will be an area on the board’s website to allow that, she said.

Dan Holtman, an Occidental area resident who lives on Purrington Creek, said that waterway, a tributary of Green Valley Creek, is “losing water like crazy” while some of his neighbors are “still watering their lawns with sprinklers.”

There are six-inch juvenile salmon in pools along the creek, he said.

Holtman said he filled a 10,000-gallon storage tank with creek water during the winter and will get by on it with no further diversions this summer. “I’ve been doing this for 25 years,” he said.

Mike Loftus of Graton, who also lives along Purrington Creek, said the application of urban water restrictions on rural areas is “somewhat misplaced.”

Some of the water that rural residents sprinkle on their landscape sinks back “into the aquifer it came from,” as does household wastewater that flows through a septic system, he said.

None of the water used in cities returns to its source, Loftus said.

The water board will hold four more meetings this week: at 6 p.m. Tuesday at the Healdsburg City Council Chambers, 401 Grove St.; at 6 p.m. Wednesday at the Forestville Fire Department, 6554 Mirabel Road; and at 1 p.m. and 6 p.m. Thursday at the North Coast Regional Water Quality Control Board, 5550 Skylane Blvd., Suite A, in Santa Rosa.

A map-based tool for landowners and water users to determine if they are in one of the watersheds is available by [clicking here](#).

Information on the water-use regulations can be obtained by calling 916-322-8422.

NORTH BAY



Water Sustainability  
Coalition

**Act Now to Secure Our  
Water Future!**

## **5 Things You Can Do Now!**

We all need to do our part in the drought.

- 1** Let your lawn go golden.\*  
Replant in October with drought resistant plants and drip irrigation.
- 2** Replace old toilets with high efficiency toilets that use as little as 0.8 gallons per flush.
- 3** Look for leaks and fix any leaking pipes, irrigation, toilets or faucets.
- 4** Take a fast shower — reduce shower time by 2 minutes.
- 5** Use a bucket to capture shower “warm up water” and use for other household needs.

\*Rebates and free products may be available — go to [www.wateroff.org](http://www.wateroff.org)



**We're in a drought.  
Turn the Water Off.**



BOD MISC

**Chris DeGabriele**

---

**From:** Mark Millan <millan@datainstincts.com>  
**Sent:** Wednesday, July 08, 2015 3:27 PM  
**To:** Undisclosed Recipients  
**Subject:** AmCan proposes drought surcharge for water customers - Napa Valley Register 7/8/15

## **AmCan proposes drought surcharge for water customers**

By Noel Brinkerhoff - Napa Valley Register 7/8/15

AMERICAN CANYON -- Facing a \$3 million deficit in its water budget, American Canyon could become the first city in Napa County to add a drought surcharge to local water bills under a plan discussed Tuesday evening by the City Council.

But the council won't make a decision on the imposition of a \$2 per unit fee on water customers until September, so staff has time to send out notices to homeowners and businesses informing them about the proposed fee hike.

The surcharge was developed by City Manager Dana Shigley in response to a growing fiscal deficit that has come about in part because of the drought.

Since the dry times began and the state cut back on the city's annual water allocation, American Canyon has incurred substantial costs, as well as lost revenues, while trying to avoid a water crisis.

Additional costs totaling \$6.7 million have come from buying water from Vallejo to replace some of the reduced state water allocation, from shoring up the city's water infrastructure by fixing leaky pipes, and from expanding the city's use of recycled water.

Also, at the urging of the city, residents are using less water, which reduces water department revenues.

In June, American Canyon reduced its water consumption by 25 percent compared to two years ago, Shigley reported in her weekly email newsletter to constituents.

Administrative Services Director Sue Casey, who oversees the city's budget, informed the council that the fund used to pay for American Canyon's water system now has a deficit of nearly \$3 million, and growing.

To partially address this fiscal shortfall, Shigley proposed the council adopt a \$2 per unit drought surcharge to alleviate some of the deficit.

Casey said the \$2 unit hike would amount to an \$18 increase for the typical monthly water bill for customers.

The fee would produce \$160,000 a month in revenue, or \$1.9 million over a year.

The proposal does not stipulate how long the drought surcharge would last, and that omission sparked considerable debate among council members.

"I don't want this surcharge, and I'm sure most people don't want it," said Councilmember Joan Bennett, "but at the same time they want to be able to turn on the faucet and get water."



Councilmember Belia Ramos said she was worried that a drought surcharge by definition would be temporary and end once the state declared the drought over.

But such a declaration from Sacramento wouldn't end the city's \$2.9 million deficit if the surcharge went away before the gap was filled with new revenues.

Ramos said that even before the drought came along, American Canyon had been subsidizing the cost of water operations by not charging customers enough for the water they use.

To end the problem of water being "the biggest headache in the city," Ramos recommended the council consider a permanent hike in water bills to not only eliminate the deficit, but also invest in new water supplies.

This latter idea has been promoted by Councilmember Mark Joseph, the biggest advocate at City Hall for American Canyon to buy its own reservoir to provide more water for future growth.

Joseph reiterated this idea on Tuesday, and asked Shigley about alternatives to adopting an emergency measure like a drought surcharge.

With the support of City Attorney William Ross, Shigley said several legal factors limited the council in raising revenues for water-related costs, whether they be those stemming from the drought or investing in new water supplies.

Those legal hurdles stemmed from Proposition 218, the statewide ballot initiative adopted in 1996 that curtailed how local governments can increase fees and assessments, and from a recent state appellate court ruling that threw out the city of San Juan Capistrano's tiered water rate structure — something American Canyon and many other municipalities also use.

Ross advised the council that the safest route to go was adopt an emergency surcharge based on a flat \$2 rate to avoid legal complications related to Prop. 218.

In the end the council endorsed Shigley's plan to bring the surcharge proposal back for a vote at the meeting on Sept. 1. By then the plan will also include a definition of when the surcharge would end.

But given the council's growing desire to address the city's long-term water supply problem, the \$2 per unit hike may not really end even if the "surcharge" officially goes away.

Instead the hike could become part of a new water rate structure that Shigley and her staff intend to study over the coming months.

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## News Update



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# ORANGE COUNTY REGISTER

## State regulators discuss water pricing in drought

BY FENIT NIRAPPIL

2015-07-08 12:07:04



SACRAMENTO – California water regulators heard proposals for a statewide drought fee and hefty fines for water-guzzling homeowners as part of a Wednesday workshop discussing how to implement Gov. Jerry Brown's order for water pricing to maximize conservation.

Officials at the State Water Resources Control Board said they weren't looking at a total overhaul of water bills across the parched state dealing with its four-year dry spell.

"The state is not rushing out here to supplant local authority and local control," said Max Gomberg, a senior scientist at the board.

Joe Grindstaff, general manager of the Chino-based Inland Empire Utilities Agency, suggested the California could set a state standard for reasonable residential water use and impose fines on local agencies whose customers use too much.

"The truth is you can have a really nice lawn and really nice life living within those standards," Grindstaff told the board.

Members of the state water board appeared cool to the idea, with one quipping Grindstaff would need police protection because so many people would hate the idea.

The board didn't take any actions Wednesday and didn't indicate any future plans for increasing the price of water.

A law accompanying the California budget allows agencies to slap the worst water wasters with fines up to \$10,000. Another bill, SB789, that would have allowed water departments to impose a 300 percent tax on the heaviest water users' bills has stalled because it lacked support.

Conservation experts agree the price of water is among the best ways to encourage savings, but the legality of such tactics have come under scrutiny after a court struck down punitive rates in the Orange County city of San Juan Capistrano.

The 4th District Court of Appeal said charging heavy users incrementally more per gallon without showing it cost more to provide violated a 1996 voter-approved law that prohibits government agencies from overcharging for services.

Lester Snow, who leads the California Water Foundation, says that law, Proposition 218, should be reformed because it's deterring water-saving efforts.

"We are pushing people to conserve, and we have systematically withheld some of the tools they need," he said.

Two-thirds of water districts use some form of tiered water pricing to encourage conservation. Many say their rates are legal because higher water use requires them to tap more expensive supplies.

While the governor's order calls for the board to help develop water rates and penalties to maximize conservation, the workshop discussion also veered into a statewide water fee that would help pay for infrastructure projects during the drought.



## NORTH COASTER

### New Issue

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# POINT REYES LIGHT

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## Business leaders put heads together

By Beau Evans  
07/09/2015

Traffic, trash and toilets were top among concerns voiced at a gathering of over 50 West Marin business leaders and stakeholders who met Monday morning at the Dance Palace to discuss issues exacerbated by the explosion of visitors to Point Reyes Station. With staff and owners of around 40 businesses present, it was the first time in over two decades that such a large gathering of local business people had taken place in town, according to meeting's organizer and bookstore owner, Steve Costa.

"[Point Reyes Station] is at a tipping point," Mr. Costa said. "It's important that we start a conversation, because there's a lot of change happening."

Access to affordable housing, pedestrian safety and security rounded out the list of concerns, the latter heightened by the armed robbery at Point Reyes Jeweler last month.

As the largest gateway town to the Point Reyes National Seashore, Point Reyes Station bears the brunt of hosting close to three million visitors a year. These individuals, who help the local economy thrive, also tax the town's infrastructure. Traffic funnels through Main Street and there are just a handful of trashcans, one public restroom and a scattering of port-potties.

"The bike people, the people on weekends: these are my customers," said Gary Fine, the store director at the Palace Market. "How do we find that balance of supporting these folks who come into town and who shop at my store, without overwhelming the community?"

Debbie Daly, who teaches at Yoga Toes, said the increase in septic pumping at the public restroom on Toby Street disrupts the studio's classes. "For about 10 or 15 minutes, it kind of ruins the class," Ms. Daly said. "It used to be once or twice a month. Now, it happens every Friday, Saturday and Sunday."

Others cited the pedestrian safety threat caused by the hordes of bicyclists and cars that descend on weekends. Little signage or control measures along the half-mile downhill stretch leading south into the heart of town might one day cause tragedy, many feared.

"Does there need to be a fatality before something is done about the confusion?" asked Bridget Devlin of Bovine Bakery. "Because that's going to happen soon."

Madeline Hope, director of the Tomales Bay Youth Center and a waste educator, suggested the town coordinate with Shoreline Unified School District to provide student-led parking services at West Marin School, an idea that was tested during last month's busy Western Weekend.

Ms. Hope said school staff and community members have been meeting with Caltrans, the Marin County Department of Public Works and representatives of Safe Routes to Schools to identify strategies to improve traffic on Highway 1.

Some attendees emphasized a need for affordable housing for the town's employees, while others worried that plans to develop the Grandi Building would worsen the town's infrastructure woes. The building's owner is seeking permit approval from the county for a 34-room hotel and 60-seat restaurant, along with 110 parking spaces, 22 of which are street parking (and 13 on Main Street).

"I'd like to see the county make commercial projects live within the limitations of their site, and not break parking rules, septic rules," said Fred Rodoni of Coastal Marin Real Estate. "The current Grandi proposal—the size and scale of that—if that materializes, that's kind of like a death blow to Point Reyes."

Supervisor Steve Kinsey attended the breakfast meeting. He noted that the county has set aside funding for consultants to address parking and toilet needs from Muir Woods to Marshall. "We will have an engaged process that will give opportunities for the community to have input," he said. "And coming out of that, my goal would be to identify what we need to be investing in over the next period of time."

Absent from the meeting were representatives from the seashore, Caltrans and the Sheriff's Office. Lieutenant Doug Pittman was slated to appear as a representative of law enforcement, but was a no-show. Mr. Costa suggested that business owners meet again in September, with those stakeholders present.

On Wednesday, he told the Light: "[The meeting] was very powerful: having all those businesses in the same room being able to reflect on both their concerns as well as beginning to offer ideas or solutions to some of the issues that we face."