



**NORTH MARIN  
WATER DISTRICT**

**NORTH MARIN WATER DISTRICT  
AGENDA - REGULAR MEETING  
September 18, 2012 – 7:30 p.m.  
District Headquarters  
999 Rush Creek Place  
Novato, California**

Information about and copies of supporting materials on agenda items are available for public review at 999 Rush Creek Place, Novato, at the Reception Desk, or by calling the District Secretary at (415) 897-4133. A fee may be charged for copies. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Secretary as soon as possible, but at least two days prior to the meeting.

Est. Time	Item	Subject																								
7:30 p.m.	<b>CALL TO ORDER</b>																									
	1.	<b>APPROVE MINUTES FROM REGULAR MEETING</b> , September 4, 2012																								
	2.	<b>GENERAL MANAGER'S REPORT</b>																								
	3.	<b>OPEN TIME: (Please observe a three-minute time limit)</b>  This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.																								
	4.	<b>STAFF/DIRECTORS REPORTS</b>																								
	5.	<b>INTERVIEWS - APPLICANTS FOR DISTRICT/ADMINISTRATIVE SECRETARY</b>																								
	6.	<b>MONTHLY PROGRESS REPORT</b>																								
	<p><b>CONSENT CALENDAR</b></p> <p>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.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>Consent - Approve</b></th> <th style="text-align: left;">Water Agreement</th> <th style="text-align: left;"><u>Type</u></th> <th style="text-align: left;"><u>DU</u></th> <th style="text-align: left;"><u>EU</u></th> <th style="text-align: left;"></th> </tr> </thead> <tbody> <tr> <td>7.</td> <td>City of Novato - Administrative Office, 922 Machin Ave.</td> <td>Gov't</td> <td></td> <td>4</td> <td>Resolution</td> </tr> <tr> <td>8.</td> <td colspan="5"><b>Consent - Approve</b> Resolution of Appreciation for Retiring Employee Mary Ann Dowden</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">Resolution</td> </tr> </tbody> </table>		<b>Consent - Approve</b>	Water Agreement	<u>Type</u>	<u>DU</u>	<u>EU</u>		7.	City of Novato - Administrative Office, 922 Machin Ave.	Gov't		4	Resolution	8.	<b>Consent - Approve</b> Resolution of Appreciation for Retiring Employee Mary Ann Dowden										Resolution
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					Resolution																					
	<b>ACTION CALENDAR</b>																									
	9.	<b>Approve:</b> Schedule a Special Meeting with Novato Sanitary District																								
8:00 p.m.	<b>INFORMATION ITEMS</b>																									
	10.	North Bay Water Reuse Authority Board Meeting - August 20, 2012																								
	11.	Technical Advisory Committee Meeting - September 10, 2012																								
	12.	<b>MISCELLANEOUS</b> Disbursements SCWA Local Hazard Mitigation Plan Update																								

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

<b>Est. Time</b>	<b>Item</b>	<b>Subject</b>
	13.	<b><i>Closed Session:</i></b> In accordance with Government Code Section 54957.6; Conference with Labor Negotiators; District's Designated Representatives – Chris DeGabriele and David Bentley; Employee Organization – North Marin Water District Employee Association.  In accordance with California Government Code Section 54957 for Public Employee Performance Evaluation (One), Title: General Manager
9:00 p.m.	14.	<b><i>ADJOURNMENT</i></b>

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**DRAFT**  
**NORTH MARIN WATER DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**OF THE BOARD OF DIRECTORS**  
September 4, 2012

6 **CALL TO ORDER**

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

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

14 **MINUTES**

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

17 **GENERAL MANAGER'S REPORT**

18 **Bay Area Integrated Regional Water Management Plan**

19 Chris DeGabriele reported that Friday, September 7, is the deadline to submit projects for  
20 the Bay Area Integrated Regional Water Management Plan and that the District will submit three  
21 projects. He said that the three projects are: 1) Novato Central Recycled Water Project (will be part  
22 of the North Bay Water Reuse Authority submittal); 2) Gallagher Well and Pipeline Project; and 3)  
23 Recycled Water Expansion to Marin Country Club - a "place holder" project. He stated that he had  
24 an opportunity to talk with Marin Country Club staff and engineer and they are encouraged about  
25 submitting a project.

26 **District/Administrative Secretary Recruitment**

27 Mr. DeGabriele informed the Board that internal recruitment for the District/Administrative  
28 Secretary position has been posted with a deadline of Monday, September 10 for submitting  
29 applications. He stated that the first round of interviews with senior staff will be on September 13  
30 and interviews with the Board will be at the September 18 or October 2 meeting.

31 **OPEN TIME**

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

1 **STAFF / DIRECTORS' REPORTS**

2 President Petterle asked if staff or Directors wished to bring up an item not on the agenda  
3 and the following items were discussed:

4 **Pete Poiani**

5 Director Rodoni announced the passing of former District employee, Pete Poiani and  
6 requested that tonight's meeting be adjourned in his memory.

7 **CONSENT CALENDAR**

8 On the motion of Director Fraitas, seconded by Director Schoonover and unanimously  
9 carried, the following item was approved on the consent calendar:

10 **CONSENT APPROVE: ASSEMBLY BILL 685- VETO**

11 The Board authorized President Petterle to sign a letter to Governor Brown urging his veto of  
12 Assembly Bill 685 that would add to the Water Code a declaration that every human being has the  
13 right to clean, affordable and accessible water. This bill could be read to prohibit a water agency  
14 from terminating water service of a non-paying customer.

15 **ACTION CALENDAR**

16 **APPROVE: CONTRACT AMENDMENT FOR GHD, INC.**

17 Mr. McIntyre stated that he is requesting an increase, in the amount of \$30,000, to the  
18 existing General Services Agreement for GHD, Inc. primarily to have Mark Soldati and other GHD  
19 engineers assist District staff with the update of the Novato Water System Master Plan. He said that  
20 in September 2011, the Board approved a contract with former District employee Laura Jones, to  
21 assist staff in preparation of the Master Plan Update; and at that time, staff reported to the Board  
22 their anticipated agreement with Mr. Soldati to help complete the Master Plan update. Mr. McIntyre  
23 stated that Mr. Soldati's effort will be primarily related to the update of the hydraulic model for the  
24 Novato Water Distribution System. He noted that Mr. Soldati has been working with the District  
25 since before 1991 and assisted in Master Plan Updates in 2002 and 2007. He stated that in addition  
26 to helping with the update of the model, Mr. Soldati will provide peer review of the other chapters in  
27 the Master Plan Update.

28 On motion of Director Schoonover, seconded by Director Baker and unanimously carried,  
29 the Board authorized the General Manager to execute an amendment to GHD, Inc.'s General  
30 Consulting Services Agreement in the amount of \$30,000.

31

1 **APPROVE: DISTRICT'S INTENTION TO CONTINUE BROWN ACT COMPLIANCE**

2 Mr. DeGabriele informed the Board of a recent change in the Brown Act implementation. He  
3 advised that the State Legislature adopted a budget bill that will no longer reimburse public agencies  
4 for complying with certain provisions of the Brown Act. He noted the public's concern that public  
5 agencies will no longer follow the Brown Act. Mr. DeGabriele stated that some agencies have  
6 adopted resolutions, or within their public meeting, affirmed their intention to continue to comply with  
7 the Brown Act. He said that staff is requesting that the Board vote to continue Brown Act  
8 compliance and that intent will be reflected in tonight's Board meeting minutes.

9 On motion of director Fraites, seconded by Director Baker and unanimously carried, the  
10 Board approved the District's intent to continue Brown Act compliance in the interest of conducting  
11 the District's business transparently.

12 **INFORMATION ITEMS**

13 **GOVERNOR'S PENSION REFORM PLAN**

14 Mr. DeGabriele stated that subsequent to writing the memo to the Board regarding the  
15 Governor's Pension Reform Plan, both the State Senate and Assembly voted overwhelmingly to  
16 adopt AB 340. He said the summary of the provisions are included as an attachment to the memo.  
17 He said that the new law applies to all public employers and public pension plans. Mr. DeGabriele  
18 advised that staff has gathered information to conduct a salary survey this year pursuant to the  
19 agreement with the Employee Association. He said that the information will be shared with the  
20 Employee Association within two weeks and the information will also be shared with the Board  
21 during discussions in closed session on the direction the Board desires District management to  
22 proceed with salary negotiations.

23 **LETTER AGREEMENT FOR WATER QUALITY PROTECTION ON GEORGE GROSSI RANCH**

24 Mr. DeGabriele informed the Board that the District has executed a letter agreement with the  
25 George Grossi & Son Dairy for Water Quality Protection on the Stafford Lake Watershed. He  
26 advised that the agreement states that Grossi will not spread manure near Stafford Lake and that  
27 the District will assist with payment to haul and spread manure away from the lake. He said that this  
28 alternate practice will provide good information on the impact on water quality and help in decision-  
29 making in the future on how to approach this problem.

30 Director Rodoni asked for assurance that all State Board rules and regulations regarding  
31 spreading of manure will still apply. Mr. Clark responded yes.

32

1 **TAC MEETING - SEPTEMBER 10, 2012**

2 Mr. DeGabriele reviewed the agenda for the Technical Advisory Committee meeting  
3 scheduled for Monday, September 10.

4 **NBWA MEETING - SEPTEMBER 7, 2012**

5 Mr. DeGabriele stated that the North Bay Watershed Association meeting will be held  
6 Friday, September 7 , 2012 and that Director Fraites will attend.

7 **MISCELLANEOUS**

8 The Board received the following miscellaneous information: Disbursements and CIR/CITR  
9 Status Report.

10 The Board also received the following news articles: Grant awarded to establish Santa Rosa  
11 wastewater exchange, Sonoma County Water Agency Press Release- Local Organizations Form  
12 Russian River Science Panel.

13 **ADJOURNMENT**

14 President Petterle adjourned the meeting at 7:54 p.m. in memory of Pete Poiani.

15 Submitted by

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20 Renee Roberts  
District Secretary

**MEMORANDUM**

To: Board of Directors

September 14, 2012

From: Chris DeGabriele, General Manager 

Subject: Applicants for District / Administrative Secretary Position  
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**RECOMMENDED ACTION:** Information only

**FINANCIAL IMPACT:** None

Attached is the District/Administrative Secretary position solicitation. The applications, resumes and a sample of minutes prepared by Sue Kessler and Katie Young, the two candidates for the District / Administrative Secretary position are also included. The candidates have been interviewed on September 13, 2012 by a panel consisting of myself, Renee Roberts, David Bentley and Drew McIntyre.

At Tuesday night's meeting the candidates will be given an opportunity to briefly summarize their education and work history before the Board. The Board will then have an opportunity to ask questions. A brief sample contingent of questions is enclosed for your information/use.

I want the Board to feel comfortable with the candidate selected, but desire to make the decision on which candidate to hire myself. I will be looking for feedback from the Board subsequent to the candidate interviews and plan to make the decision by September 26, 2012.

**NORTH MARIN WATER DISTRICT**  
**MONTHLY PROGRESS REPORT FOR August 2012**  
 September 18, 2012

1.

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

Month	FY12/13	FY11/12	FY10/11	FY09/10	FY08/09	13 vs 12 %
July	389	371	379	360	419	5%
August	396	373	368	367	417	6%
FYTD Total	785	744	747	727	836	6%

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

Month	FY12/13	FY11/12	FY10/11	FY09/10	FY08/09	13 vs 12 %
July	9.8	9.2	9.9	10.0	11.8	6%
August	9.7	9.4	9.9	10.6	11.9	3%
FYTD Total	19.5	18.7	19.8	20.6	23.7	5%

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

Month	FY12/13	FY11/12	FY10/11	FY09/10	FY08/09	13 vs 12 %
July	49	115	109	152	131	-58%
August	83	126	108	150	128	-34%
FYTD Total	131	241	217	302	259	-46%

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

Month	FY12/13	FY11/12	FY10/11	FY09/10	FY08/09	13 vs 12 %
July	11.2	11.0	11.9	12.0	13.6	2%
August	10.5	12.2	11.2	12.9	13.6	-14%
FYTD Total	21.7	23.2	23.2	24.9	27.3	-7%

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**2. Stafford Lake Data**

	August Normal	August 2011	August 2012
Rainfall this month	0.00 Inches	0.00 Inches	0.01 Inches
Rainfall this FY to date	0.00 Inches	0.00 Inches	0.01 Inches
Lake elevation*	188.10 Feet	186.70 Feet	183.35 Feet
Lake storage**	870.00 MG	786.20 MG	609.00 MG

\* Spillway elevation is 196.0 feet

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

**Temperature (in degrees)**

	Minimum	Maximum	Average
August 2011 (STP)	50	98	77
August 2011 (Novato)	53	113	87
August 2012 (STP)	53	108	75
August 2012 (Novato)	51	103	70



3.

August 31	Novato Water			Recycled Water			West Marin Wtr			Oceana Marin Swr		
	FY13	FY12	Incr %	FY13	FY12	Incr %	FY13	FY12	Incr %	FY13	FY12	Incr %
Total meters installed	20,746	20,742	0.0%	6	3	100%	820	818	0.2%	-	-	-
Total meters active	20,495	20,470	0.1%	2	2	0%	777	772	0.6%	-	-	-
Active dwelling units	23,944	23,863	0.3%	0	0	-	811	805	0.7%	227	227	0.0%

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4. **Oceana Marin Monthly Status Report (August)**

Description	FY 12-13	FY 11-12
Effluent Flow Volume (MG)	0.57	0.57
Irrigation Field Discharge (MG)	0.76	0.77
Treatment Pond Freeboard (ft)	4.4	3.4
Storage Pond Freeboard (ft)	5.0	7.7

5. **Developer Projects Status Report (August)**

Job No.	Project	% Complete	% This month
2766	7870 Redwood Blvd	5	3
2752	Hamilton Nursery	93	3

**District Projects Status Report - Const Dept (August)**

Job No.	Project	% Complete	% This month
6217.00	Pacheco Tank Cl2 Mixing	90	10
6502.44	Corp Yard Paving	95	5

**Employee Hours to Date, FY 12/13**

As of Pay Period Ending August 31, 2012

Percent of Fiscal Year Passed = 16%

Developer Projects	Actual	Budget	% YTD Budget	District Projects	Actual	Budget	% YTD Budget
Construction	172	1,694	10	Construction	603	3,815	16
Engineering	117	1,393	9	Engineering	889	3,855	23

6. **Safety/Liability**

	Industrial Injury with Lost Time				Liability Claims Paid	
	Lost Days	OH Cost of Lost Days (\$)	No. of Emp. Involved	No. of Incidents	Incurred (FYTD)	Paid (FYTD) (\$)
FY through August 13	0	0	0	0	0	853
FY through August 12	0	0	0	0	0	0

Days without a lost time accident through August 31, 2012 = 231 days

## 7. Energy Cost

FYE		July			Fiscal Year-to-Date thru July		
		Kwh	¢/Kwh	Cost/Day	Kwh	¢/Kwh	Cost/Day
2013	Stafford TP	39,026	19.7¢	\$257	39,026	19.7¢	\$257
	Pumping	97,990	18.1¢	\$1,107	97,990	18.1¢	\$1,107
	Other*	46,932	21.3¢	\$312	46,932	21.3¢	\$312
		183,948	19.2¢	\$1,770	183,948	19.2¢	\$1,770
2012	Stafford TP	98,727	16.4¢	\$540	98,727	16.4¢	\$540
	Pumping	276,765	14.0¢	\$1,111	276,765	14.0¢	\$1,111
	Other*	43,263	21.3¢	\$307	43,263	21.3¢	\$307
		418,755	15.4¢	\$1,649	418,755	15.4¢	\$1,649
2011	Stafford TP	94,500	17.0¢	\$535	94,500	17.0¢	\$535
	Pumping	206,319	15.0¢	\$997	206,319	15.0¢	\$997
	Other*	49,889	20.4¢	\$351	49,889	20.4¢	\$351
		350,708	16.3¢	\$1,905	350,708	16.3¢	\$1,905

\*Other includes West Marin Facilities

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## 8. Water Conservation Update (August)

	Month of August 2012	Fiscal Year to Date	Program Total to Date
High Efficiency Toilet (HET) Rebate (\$150 each)	27	51	2467
Retrofit Certificates Filed	31	72	4529
Cash for Grass Rebates Paid Out	3	9	497
Washing Machine Rebates	14	42	5941
Water Smart Home Survey	49	81	1341

# NORTH MARIN WATER DISTRICT

## Summary of Complaints & Service Order August 2012

Prepared: 09/07/12

<u>Type</u>	<u>Aug-12</u>	<u>Aug-11</u>	<u>Action Taken August 2012</u>
<b><u>Consumers' System Problems</u></b>			
Service Line Leaks	23	29	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	5	11	Turned Back On
Nothing Found	13	12	Notified Consumer
Low Pressure	0	1	~
High Pressure	0	1	~
Water Waster Complaints	0	0	~
<b>Total</b>	<b>41</b>	<b>54</b>	
<b><u>Service Repair Reports</u></b>			
Register Replacements	0	0	~
Meter Replacement	2	2	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	6	6	Notified Customer
Misc. Field Investigation	7	5	Notified Customer
<b>Total</b>	<b>17</b>	<b>13</b>	
<b><u>Leak NMWD Facilities</u></b>			
Main-Leak	0	0	~
Mains-Nothing Found	0	0	~
Mains-Damage	1	0	Repaired
Service- Leak	19	18	Repaired
Services-Nothing Found	3	1	Notified Customer
Service-Damaged	0	0	~
Fire Hydrant-Leak	0	2	~
Fire Hydrants-Nothing Found	0	0	~
Fire Hydrants-Damaged	0	0	~
Meter Replacement	0	0	~
Meters-Leak	0	0	~
Meters-Nothing Found	0	0	~
Meters Damaged	0	0	~
Washer Leaks	7	16	Replaced
<b>Total</b>	<b>30</b>	<b>37</b>	
<b><u>High Bill Complaints</u></b>			
Consumer Leaks	16	17	Notified Customer
Meter Testing	0	0	~
Meter Misread	5	3	Notified Customer
Nothing Found	36	32	Notified Customer
Projected Consumption	0	0	~
Excessive Irrigation	3	4	Notified Customer
<b>Total</b>	<b>60</b>	<b>56</b>	

# NORTH MARIN WATER DISTRICT

## Summary of Complaints & Service Order August 2012

Prepared: 09/07/12

<u>Type</u>	<u>Aug-12</u>	<u>Aug-11</u>	<u>Action Taken August 2012</u>	
<b><u>Low Bill Reports</u></b>				
Meter Misread	0	0	~	
Stuck Meter	1	0	Replaced	
Nothing Found	0	1	~	
Projected Consumption	0	0	~	
Minimum Charge Only	0	0	~	
<b>Total</b>	<b>1</b>	<b>1</b>		
<b><u>Water Quality Complaints</u></b>				
Taste and Odor	0	2	~	
Color	0	0	~	
Turbidity	0	0	~	
Suspended Solids	0	0	~	
Other	0	1	~	
<b>Total</b>	<b>0</b>	<b>3</b>		
<b>TOTAL FOR MONTH:</b>	<b>149</b>	<b>164</b>	<b>-9%</b>	
<b><u>Fiscal YTD Summary</u></b>				
Consumer's System Problems	93	86	8%	<b><u>Change Primarily Due To</u></b> Increase In Consumer Line Leaks
Service Repair Report	31	19	63%	Increase In Field Investigation
Leak Complaints	66	70	-6%	Decrease In Services Nothing Found
High Bill Complaints	136	80	70%	Increase In Nothing Found
Low Bills	1	1	0%	~
Water Quality Complaints	9	9	0%	~
<b>Total</b>	<b>336</b>	<b>265</b>	<b>27%</b>	

## NORTH MARIN WATER DISTRICT

### Summary of Complaints & Service Order August 2012

Prepared: 09/07/12

<u>Type</u>	<u>Aug-12</u>	<u>Aug-11</u>	<u>Action Taken August 2012</u>
<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.	254	353	
<b><u>Change Meter:</u></b> leaks, hard to read	20	8	
<b><u>Possible Stuck Meter</u></b>	1	3	
<b><u>Repair Meter:</u></b> registers, shut offs	0	0	
<b><u>Replace Boxes/Lids</u></b>	4	12	
<b><u>Hydrant Leaks</u></b>	0	0	
<b><u>Trims</u></b>	133	26	
<b><u>Dig Outs</u></b>	111	72	
<b><u>Letters to Consumer:</u></b> meter obstruction, trims, bees, gate access, etc.	1	0	
<b><u>Misc:</u></b> locate meter, get meter number, cross connection follow ups, kill service, etc.	0	0	
	<u>524</u>	<u>474</u>	

### Bill Adjustments Under Board Policy:

#### August 12 vs. August 11

Aug-12	44	\$12,779
Aug-11	31	\$6,160

#### Fiscal Year to Date vs. Prior FYTD

12/13 FYTD	68	\$16,886
11/12 FYTD	46	\$8,344

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## MEMORANDUM

To: Board of Directors

September 14, 2012

From: David L. Bentley, Auditor-Controller

Subj: Auditor-Controller's Monthly Report of Investments for August 2012  
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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 \$8,256,641 (which includes an \$8 million Bank of Marin loan acquired last October) and a market value of \$8,265,934. During August the cash balance decreased by \$2,036,835. For the fiscal year, the cash balance decreased \$2,252,751. The market value of securities held decreased by \$2,130 during the month. The ratio of total cash to budgeted annual operating expense, excluding the \$6,816,689 unexpended balance of the Bank of Marin loan, stood at 12%, down 16% from the prior month. This compares to the District's target ratio of 90%, or \$11 million.

At August 31, 2012, 83% of the District's Portfolio was invested in California's Local Agency Investment Fund (LAIF), and 12% in a Time Certificate of Deposit placed in a Novato bank. The weighted average maturity for the portfolio was 35 days, compared to 31 days at the end of last month. The LAIF interest rate for the month was 0.38%, compared to 0.36% the previous month. The weighted average Portfolio rate was 0.45%, compared to 0.41% in the previous month. Including interest paid by Black Point Partners on the StoneTree Golf Club Recycled Water Facilities Loan, the District earned \$21,840 in interest revenue during August with 77% earned by Novato Water and the balance distributed to the other improvement districts.

State Controller John Chiang's August report on California's financial position stated:

"This month's positive total offsets losses seen in July, and brings our total revenues right in line with projections.

The State ended the last fiscal year with a cash deficit of \$9.6 billion. As of August 31, that cash deficit totaled \$21.4 billion, and is being covered with \$11.4 billion of internal borrowing (temporary loans from special funds) and \$10 billion of external borrowing."

**NORTH MARIN WATER DISTRICT  
AUDITOR-CONTROLLER'S MONTHLY REPORT OF INVESTMENTS  
August 31, 2012**

Type	Description	S&P Rating	Purchase Date	Maturity Date	Cost Basis <sup>1</sup>	8/31/2012 Market Value	Yield <sup>2</sup>	% of Portfolio
<b>LAIF</b>	State of CA Treasury	A	Various	Open	\$6,828,360	\$6,836,688	0.38% <sup>3</sup>	83%
<b>Time Certificate of Deposit</b>								
TCD	Bank of Marin	n/a	6/3/11	6/3/13	\$1,000,000	\$1,000,000	1.00%	12%
<b>Other</b>								
Agency	Marin Co Treasury	AA+	Various	Open	\$333,705	\$333,705	0.22%	4%
Bond	Olema G.O. Bond	A+	5/31/91	1/1/15	11,213	12,179	5.00%	0%
Other	Various	n/a	Various	Open	83,363	83,363	0.00%	1%
<b>TOTAL IN PORTFOLIO</b>					<b>\$8,256,641</b>	<b>\$8,265,934</b>	<b>0.45%</b>	<b>100%</b>

Weighted Avg. Maturity = **35 Days**

LAIF: State of California Local Agency Investment Fund.

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

Bond: Annual \$4,113 payment is paid by tax levy on Olema residents.

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 August 31, 2012.

<u>Interest Bearing Loans</u>	Loan Date	Maturity Date	Original Loan Amount	Principal Outstanding	Interest Rate
Black Point Partners-BPGL	6/30/06	2/28/24	\$3,612,640	\$2,494,187	2.40%
Employee Housing Loans (8)	Various	Various	1,441,785	1,441,785	Contingent
Employee Computer Loans (8)	Various	Various	11,149	5,375	1.08% (avg)
<b>TOTAL INTEREST BEARING LOANS</b>			<b>\$5,065,574</b>	<b>\$3,941,347</b>	

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

t:\accountants\investments\pc\_loans.xls\summary

**MEMORANDUM**

To: Board of Directors

September 14, 2012

From: Drew McIntyre, Chief Engineer 

Subject: Water Service Agreement – City of Novato Administrative Office, 922 Machin Avenue, Novato

APN 153-062-09, -10, -11, -12, -16, -17

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**RECOMMENDED ACTION: The Board approve authorization of this agreement.**

**FINANCIAL IMPACT: \$196,325 (Developer funded)**

The city of Novato Administrative Office project proposes construction of approximately 23,600 square feet of office space on two floors to accommodate the city's administrative work force and customer service functions. The building is bounded on the north by Cain Lane, the Civic Green to the east, and Machin Avenue to the west (see attached map).

New water facilities include 180 feet of 8-inch PVC main extension on Machin Avenue, one (1) 6-inch fire service with 10-feet of 6-inch welded steel pipe for a fire service lateral, 60 feet of 6-inch PVC pipe for 2 new commercial fire hydrants and 50 feet of 2-inch copper laterals for one (1) 2-inch meter. The city is in the process of consolidating six city owned parcels in to one parcel within the boundaries of Machin Avenue, Sherman Avenue, Cain Lane and DeLong Avenue including Blodgett Lane right of way. Approved backflow devices therefore need to be installed on all existing and new services in the consolidated parcel (by the Applicant). The total water demand for the project is 11 equivalent dwelling units (7 EDUs domestic and 4 EDUs irrigation). The new demand is 4 EDUs after receiving credit for 7 EDUs for the historical water use entitlement for the consolidated parcel. Although the current entitlement prior to this project is 7 EDUs, the City has only paid for 6 EDUs since the Civic Green within the consolidated parcel is considered a city park and received a credit for 1 EDU. Water service to five parcels (all except 922 Machin Avenue; APN 153-62-17) had been established prior to 1949 and two services were upsized and one service was killed with Job No. 2722 (901 Sherman project) in 2009. The table below shows all meters that will be within the consolidated parcel including the new 2" meter. This agreement will provide normal pressure water service.

Approved by GM CD

Date 9/14/2012



City of Novato Admin Office  
 BOD memo  
 September 14, 2012

Parcel A.P.N	Address	Street	Service No.	Lateral size inches	Meter size inches	Existing Demand EDUs	New Demand EDUs
153-062-09	*901	Sherman Ave.	286	2"	1.5"	1	1
153-062-10	*905	Sherman Ave.	287	2" Irrig.	1.5"	4	4
153-062-11	*911	Sherman Ave	288	killed	killed		
153-062-12	908	Machin Ave.	302	3/4"	5/8"	1	1
153-062-16	917	Sherman Ave.	292	3/4"	5/8"	1	1
153-062-17	922	Machin Ave.	New	2"	2"	0	4
<b>Total</b>						<b>7</b>	<b>11</b>

\* installed or killed - 901 Sherman project

Sewer service will be provided by the Novato Sanitary District. As has been customary with previous city, county and special district projects, except for initial charges, North Marin Water District will invoice the City of Novato for payment of actual construction costs upon completion of work. The design review hearing was held on February 14, 2012.

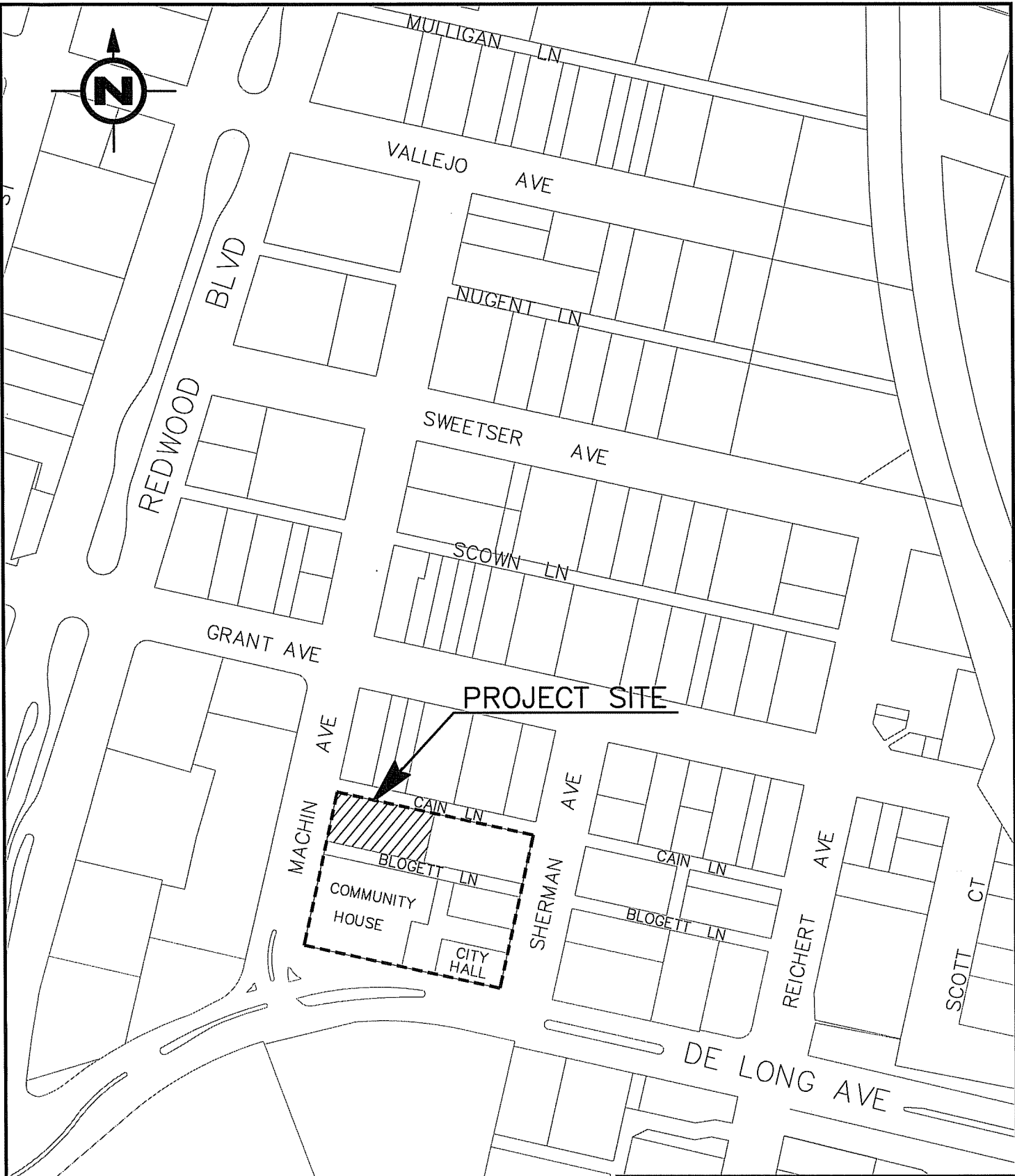
A separate CIP project already approved for FY 2012/13 will extend the 8-inch main installed by this project on Machin Avenue to DeLong Avenue to loop to the existing 12-inch main on DeLong Avenue to improve fire flow to the old town area.

Environmental Document Review

On February 14, 2012, the City of Novato approved a Mitigated Negative Declaration for this project.

RECOMMENDATION:

That the Board approve authorization of this agreement.



**PROJECT SITE**

COMMUNITY HOUSE  
CITY HALL



CONSOLIDATED PARCEL

CITY OF NOVATO ADMIN. OFFICE BLDG.  
922 MACHIN AVE.

DATE	SCALE	JOB.NO.	DWG.NO.
8/13/12	NTS	2763	MAP

RESOLUTION NO. 12-  
AUTHORIZATION OF EXECUTION  
OF  
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT  
WITH  
CITY OF NOVATO

---

BE IT RESOLVED by the Board of Directors of NORTH MARIN WATER DISTRICT that the President and Secretary of this District be and they hereby are authorized and directed for and on behalf of this District to execute that certain water service facilities construction agreement between this District and City of Novato, a Municipality, providing for the installation of water distribution facilities to provide domestic water service to that certain real property known as 922 MACHIN AVENUE, Marin County Assessor's Parcel Number 153-062-17, NOVATO, CALIFORNIA.

\* \* \*

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the 18th day of September, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

(SEAL)

---

Renee Roberts, Secretary  
North Marin Water District

PART ONE  
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT  
FOR  
CITY ADMINISTRATION OFFICES

---

*THIS AGREEMENT*, which consists of this Part One and Part Two, Standard Provisions, attached hereto and a part hereof, is made and entered into as of \_\_\_\_\_, 2012, by and between NORTH MARIN WATER DISTRICT, herein called "District," and CITY OF NOVATO, A Municipality, herein called "Applicant."

*WHEREAS*, the Applicant, pursuant to District Regulation 1, the State of California Subdivision Map Act and all applicable ordinances of the City of Novato and/or the County of Marin, has pending before the City or County a conditionally approved Tentative Subdivision Map, Precise Development Plan, Tentative Parcel Map or other land use application for the real property in the District commonly known as Marin County Assessor's Parcel Numbers 153-062-09, -10, -11, 12, -16, -17 and the project known as CITY ADMINISTRATION OFFICES, consisting of six (6) lots for commercial development; and

*WHEREAS*, prior to final approval by the City or County of a Subdivision Map, Precise Development Plan, Parcel Map or other land use application and recording of a final map for the project, the Applicant shall enter into an agreement with the District and complete financial arrangements for water service to each lot, unit or parcel of the project;

*WHEREAS*, the Applicant is the owner of six (6) real properties in the District commonly known as: 922 Machin Avenue, Novato, aka City Administration Offices (153-062-17), 901 Sherman Avenue, aka City Hall and Civic Green (153-062-9, -10, -11), 908 Machin Avenue, aka Community House (153-062-12), 917 Sherman Avenue, aka Scott House (153-062-16); and

*WHEREAS*, the City is in the process of consolidating the aforementioned six parcels into one parcel within the boundaries of Machin Avenue, Sherman Avenue, Cain Lane and DeLong Avenue including Blodgett Lane right of way and water service per this agreement shall be withheld until completion of the aforementioned consolidation of the parcels;

*WHEREAS*, water service was available to each of the parcels APN: 153-062-09, -10 and -11, -12, -16 by 5/8" meters installed in 1949; and

*WHEREAS*, with the 2009 901 Sherman Avenue project (J-2722, APN: 153-062-09, -10, -11) two water services (NMWD service numbers 286 and 287) were relocated and upsized to 1-1/2-inch meters and service number 288 was killed; and

*WHEREAS*, the water demand of 901 Sherman Avenue (aka City Hall and Civic Green) is 5 EDUs with 1EDU for domestic service (Service No. 286) and 4 EDUs for irrigation service (Service No. 287); and

*WHEREAS*, the water demand of 908 Sherman Avenue is 1 EDU (Service No. 302); and

*WHEREAS*, the water demand of 917 Sherman Avenue is 1 EDU (Service No. 292); and

*WHEREAS*, although the total water demand was 7 EDUs for five of the six parcels in 2009 when 901 Sherman Avenue Project was approved, because the Civic Green installed as part of the aforementioned project (J-2722) is considered a public park, the City of Novato had only paid for 6 EDUs; and

*WHEREAS*, the new water demand for the City Administration Office at 922 Machin Avenue is 4 EDUs; and

*WHEREAS*, the total demand for the consolidated six parcels is eleven (11) equivalent dwelling units (EDUs) (four (4) new EDUs and seven (7) EDUs for existing services); and

*WHEREAS*, any future improvements to the parcel, (e.g., Community House Upgrade/ Replacement) will require installation of an irrigation meter(s) so that the Civic Green lawn is irrigated solely with a dedicated irrigation meter; and

*NOW THEREFORE*, the parties hereto agree as follows:

1. The Applicant hereby applies to the District for water service to said real property and project and shall comply with and be bound by all terms and conditions of this agreement, the District's regulations, standards and specifications and shall construct or cause to be constructed the water facilities required by the District to provide water service to the real property and project. Upon acceptance of the completed water facilities, the District shall provide water service to said real property and project in accordance with its regulations from time to time in effect.
2. Prior to the District issuing written certification to the City, County or State that financial arrangements have been made for construction of the required water facilities, the Applicant shall complete such arrangements with the District in accordance with Section 6 of this agreement.
3. Prior to release or delivery of any materials by the District or scheduling of either construction inspection or installation of the facilities by the District, the Applicant shall:

a. deliver to the District vellum or mylar prints of any revised utility plans approved by the City or County to enable the District to determine if any revisions to the final water facilities construction drawings are required. The proposed facilities to be installed are shown on Drawing No. 1 2763.001, entitled, "CITY OF NOVATO ADMINISTRATION OFFICES", a copy of which is attached, marked Exhibit "A", and made a part hereof. (For purposes of recording, Exhibit "A" is not attached but is on file in the office of the District.)

b. grant or cause to be granted to the District without cost and in form satisfactory to the District all easements and rights of way shown on Exhibit "A" or otherwise required by the District for the facilities.

c. deliver to the District a written construction schedule to provide for timely withdrawal of guaranteed funds for ordering of materials to be furnished by the District and scheduling of either construction inspection or construction pursuant to Section 6 hereof.

4. Except for fire service, new water service shall be limited to the number and size of services for which Initial Charges are paid pursuant to this agreement. Initial Charges for new services, estimated District costs and estimated applicant installation costs are as follows:

**Initial Charges**

Meter Charges (Domestic) (Included in Estimated District Costs) .....	..... One 2-inch @	\$ 0.00	\$ 0.00
Irrigation Meter Charges (Included in Estimated District Costs) .....	..... @	\$ 0.00	\$ 0.00
Reimbursement Fund Charges .....	..... One 2-inch @	\$ 3,140.00	\$ 3,140.00
Facilities Reserve Charges.....	..... Eleven @	\$28,600.00	\$ 314,600.00
Facilities Reserve Credits .....	..... Seven@	\$<28,600.00>	\$<200,200.00>
<b>Subtotal - Initial Charges.....</b>			<b>\$ 117,540.00</b>

**Estimated District Costs**

Pipe, Fittings & Appurtenances.....	\$ 17,298.00
District Construction Labor.....	\$ 19,496.00
Engineering & Inspection.....	\$ 5,696.00
Bulk Materials.....	\$ 1,020.00
<b>Subtotal –Estimated District Costs.....</b>	<b>\$ 43,510.00</b>

**Estimated Applicant Installation Costs**

Installation Labor.....	\$ 18,975.00
Contractor Furnished – Pipe Fittings & Appurtenances.....	\$ 5,663.00
Bulk Materials.....	\$ 10,637.00
<b>Subtotal- Estimated Applicant Installation Costs.....</b>	<b>\$ 35,275.00</b>

**TOTAL ESTIMATED WATER FACILITIES COSTS..... \$196,325.00**

(Bulk materials are such items as crushed rock, imported backfill, concrete, reinforcing steel, paving materials, and the like, which are to be furnished by the contractor performing the work.)

5. In addition to the Initial Charges, Estimated District costs and Contributions, and Estimated Applicant Installation costs set forth in Section 4 above, the Applicant shall furnish at no cost to the District all PVC pipe (4-inch diameter and larger), valves and water line fittings shown on Exhibit "A" or otherwise required by the District. The quantities, type and quality of said materials shall be approved by the District prior to purchase by the Applicant and shall conform to District standards as stated and shown on Specifications (15100 Valves, 15056 Pipeline Fittings, 15064 Polyvinyl Chloride (PVC) Pressure Pipe) marked as Exhibit "B" attached hereto and made a part hereof and as otherwise may be required. (For purposes of recording, Exhibit "B" is not attached but is on file in the office of the District.) The cost of said materials is estimated to be **\$5,663**. The District reserves the right to reject and prohibit installation of all nonconforming materials furnished by the Applicant.

6. Financial Arrangements to be made by the Applicant shall consist of the following:

Initial Charges and Estimated District Costs

The Applicant shall either pay to the District or provide a two (2) year irrevocable letter of credit in form satisfactory to the District and payable at sight at a financial institution in the Novato area the sum of Initial Charges and Estimated District Costs as set forth in Section 4 hereof in the amount of **\$ 161,050**. If the Applicant provides the two (2) year irrevocable letter of credit, the District shall immediately draw down Initial Charges and shall draw upon the remaining funds guaranteed by the letter at any time the District deems appropriate to recover the Estimated District Costs which normally will be at least thirty (30) days prior to the anticipated start of construction for the ordering of materials to be furnished by the District.

Estimated Installation Costs

Alternate No. 1 – Installation By Applicant: If the Applicant elects to install the facilities or hire a private contractor to install the facilities, the Applicant shall provide financial guarantees satisfactory to the District in the form of a performance bond in the amount of **\$ 35,275** conditioned upon installation of the facilities and furnishing of bulk materials and a maintenance bond in the amount of **\$ 8,819** conditioned upon payment of the cost of maintaining, repairing, or replacing the facilities during the period of one (1) year following completion of all the facilities and acceptance by the District. Performance and maintenance bonds shall be executed by a California admitted surety insurer with a minimum A.M. Best rating of A-VII. In lieu of posting bonds, the Applicant may provide an irrevocable letter or letters of credit payable at sight at a financial institution in the Novato area guaranteeing funds in the same amounts. All financial guarantees shall be provided by the Applicant rather than the contractor. The Applicant or contractor, whichever performs the work, shall be properly licensed therefore by the State of California and shall not be objectionable to the District.

Alternate No. 2 – Installation By District: If the Applicant requests the District to install the facilities and the District consents to do so, the Applicant shall either pay to the District the total Estimated Installation Costs set forth in Section 4 hereof in the amount of \$ **35,275** or shall include such amount in the irrevocable letter of credit provided for the Initial Charges and Estimated District Costs set forth first above. The District shall draw upon installation funds guaranteed by the letter at any time the District deems appropriate which normally will be at least thirty (30) days prior to the anticipated start of construction.

Whenever an irrevocable letter of credit is required by this agreement, the Applicant may substitute a certificate of deposit at a financial institution in the Novato area provided the certificate may be cashed at sight by the District at any time.

7. The applicant shall not resell any water furnished pursuant to this agreement. If multiple services from a single connection to the District's system through a master meter are allowed pursuant to District Regulation 4(b) the Applicant shall not submeter the individual services. The District's bills for water measured by a master meter shall be paid by the Applicant or a responsible homeowner's association. If a rental unit served through a master meter is converted into a separately owned unit the District may require the installation of a separate connecting main and meter for water service to the unit at the cost of the owner of the unit.

8. Water service through the facilities to be installed pursuant to this agreement will not be furnished to any building unless the building is connected to a public sewer system or to a waste water disposal system approved by all governmental agencies having regulatory jurisdiction. This restriction shall not apply to temporary water service during construction.

9. New construction in the District's Novato service area is required to be equipped with high efficiency water conserving equipment and landscaping specified in Regulation 15 sections e. and f. Applicant shall install front loading, horizontal axis washing machines with a modified water factor of 5.5 or less. Dishwashers shall be energy star rated and use no more than 5 gallons per load. Toilets shall be District approved High Efficiency Toilets that meet the EPA water sense specification. Applicant shall install District approved weather-based irrigation controllers, drip irrigation on non-turf areas, and is subject to turf limitations. Refer to the aforementioned water conservation regulation for a complete listing of all requirements.

10. All estimated costs set forth in this agreement shall be subject to periodic review and revision at the District's discretion. In the event the Applicant has not completed financial arrangements with the District in accordance with Section 6 hereof prior to expiration of six (6) months from the date of this agreement, all Initial Charges and estimated costs set forth in Section 4 hereof shall be revised to reflect then current District charges and estimates. In the event the Applicant has



not secured final land use approval for the project from the City of Novato or County of Marin, recorded a final map and diligently commenced construction of improvements required by those agencies and the District prior to expiration of one (1) year from the date of this agreement, the District may, at its option, either retract financial certifications issued to City, County and State agencies and terminate this agreement or require amendment of this agreement and review of all Initial Charges and estimated costs contained herein. The Applicant shall pay any balance due upon demand or furnish a guarantee of such payment satisfactory to the District.

11. All extensions of time granted by the City of Novato or the County of Marin for the Applicant to comply with conditions of land use approval or to construct improvements pursuant to a subdivision improvement agreement shall require concurrent extensions of this agreement and shall be cause for review and revision of all Initial Charges and estimated costs set forth in Section 4 hereof. The Applicant shall apply to the District for extension of this agreement prior to approval of the Applicant's requests for such extensions by either the City of Novato or the County of Marin.

12. This agreement shall bind and benefit the successors and assigns of the parties hereto; however, this agreement shall not be assigned by the Applicant without the prior written consent of the District. Assignment shall be made only by a separate document prepared by the District at the Applicant's written request.

**NORTH MARIN WATER DISTRICT**  
"District"

**ATTEST:**

\_\_\_\_\_  
Stephen Petterle, President

\_\_\_\_\_  
Renee Roberts, Secretary

(SEAL)

**CITY OF NOVATO**  
A Municipality  
"Applicant"

(SEAL)

\_\_\_\_\_  
Michael Frank, City Manager

NOTES: *If the Applicant executing this agreement is a corporation, a certified copy of the bylaws or resolutions of the Board of Directors of said corporation authorizing designated officers to execute this agreement shall be provided.*

*This agreement must be executed by the Applicant and delivered to the District within thirty (30) days after it is authorized by the District's Board of Directors. If this agreement is not signed and returned within thirty days, it shall automatically be withdrawn and void. If thereafter a new agreement is requested, it shall incorporate the Initial Charges (connection fees) and cost estimates then in effect.*

**ALL SIGNATURES MUST BE ACKNOWLEDGED BEFORE A NOTARY PUBLIC.**

**MEMORANDUM**

To: Board of Directors

September 14, 2012

From: Chris DeGabriele, General Manager *CD*

Subject: Resolution of Appreciation for Retiring Employee Mary Ann Dowden  
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**RECOMMENDED ACTION:** Approve

**FINANCIAL IMPACT:** None

Mary Ann Dowden will be retiring from the District effective November 30, however her last official working day will be October 4. Thus, it is appropriate to convey appreciation for Mary Ann's 30 years of service to the District and adopt the attached Resolution of Appreciation.

**RECOMMENDATION**

Board adopt the Resolution of Appreciation to Mary Ann Dowden retiring after 30 years of service.

Approved by GM *CD*

Date *9/14/2012*

**DRAFT  
RESOLUTION 12-XX**

**NORTH MARIN WATER DISTRICT  
Resolution of Appreciation  
To  
Mary Ann Dowden**

---

**WHEREAS:**

- Mary Ann Dowden was employed by the District on March 15, 1982 and worked first at the “front counter” as Cashier / Receptionist;
- In 1986 Mary Ann was promoted to Accounting Clerk responsible for accounts receivable / accounts payable and most importantly to District employees – payroll;
- During Mary Ann’s employment the District customer base grew 46% to a water, sewer and recycled water utility serving 21,496 customers all while maintaining a stable, efficient and hardworking staff of approximately 50 people;
- Mary Ann’s 30 years of employment saw many changes in procedures and technology in how the District conducts business and has always been willing and able to accept and adapt to changed circumstances. Mary Ann carried home consumer/financial back-up information each night for offsite security;
- Mary Ann presented a competent and helpful demeanor to vendors, customers, co-workers; and has gained a reputation for excellence, reliability and honesty among all;
- Mary Ann will be remembered for her annual early morning breakfasts for the NMWD Picnic Crew and for her devotion to the San Francisco Giants;
- For over 25 years Mary Ann processed paychecks for District employees and twice each month is the most important employee among her co-workers.

**THEREFORE BE IT RESOLVED:**

That the Board of Directors of North Marin Water District hereby commends and expresses its appreciation to Mary Ann Dowden for her many years of dedicated and loyal service and valuable contributions to the District.

**BE IT FURTHER RESOLVED:**

That the Board of Directors, on behalf of the staff, officers and Directors of the North

Marin Water District extend to Mary Ann Dowden its sincere good wishes for a happy and well-deserved retirement filled with all the good things in life.

Dated at Novato, California  
September 18, 2012

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Stephen Petterle, President  
North Marin Water District

## MEMORANDUM

To: Board of Directors

September 14, 2012

From: Chris DeGabriele, General Manager *CD*

Subject: Schedule a Special Meeting with Novato Sanitary District  
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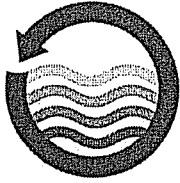
**RECOMMENDED ACTION:** Schedule a Special Joint Meeting with Novato Sanitary District on October 11, 2012

**FINANCIAL IMPACT:** \$500

North Marin Water District and Novato Sanitary District have scheduled the Recycled Water Dedication ceremony for October 11, 2012 at 3 p.m. The Sanitary District has suggested that the two Boards hold a joint meeting on that date to review the cooperative efforts between the two districts and review the Recycled Water North Service Area project. A notice of the proposed special meeting and the agenda for said meeting is attached. The special meeting would be then adjourned to the Recycled Water dedication.

### **RECOMMENDATION:**

The Board set a special meeting for October 11, 2012 with the Novato Sanitary District at 1:30 p.m. to be followed by the Recycled Water dedication ceremony.



**NORTH MARIN  
WATER DISTRICT**

**NORTH MARIN WATER DISTRICT  
AND  
NOVATO SANITARY DISTRICT**

**AGENDA - SPECIAL JOINT MEETING**

October 11, 2012 – 1:30 p.m.  
Novato Sanitary District Headquarters  
500 Davidson Street  
Novato, California

Information about and copies of supporting materials on agenda items are available for public review at 999 Rush Creek Place, Novato, at the Reception Desk, or by calling the District Secretary at (415) 897-4133. A fee may be charged for copies. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Secretary as soon as possible, but at least two days prior to the meeting.

Item	Subject
<b>CALL TO ORDER</b>	
1.	<b><i>OPEN TIME: (Please observe a three-minute time limit)</i></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.
2.	<b><i>Review Cooperative Efforts Between Novato Sanitary District and North Marin Water District</i></b>
3.	<b><i>Review Recycled Water - North Service Area - The Covello Group</i></b>
4.	<b><i>ADJOURNMENT OF MEETING to Recycled Water Dedication at 3 p.m.</i></b>

## **NOTICE OF SPECIAL MEETING**

Notice is hereby given that a Special Meeting of the Joint Board of Directors of North Marin Water District and Novato Sanitary District will be held on Thursday, October 11, 2012 at the Novato Sanitary District Headquarters, 500 Davidson Street, Novato, CA at - 1:30 p.m. The purpose of the meeting will be to review cooperative efforts between North Marin Water District and Novato Sanitary District and review the Recycled Water North Service Area project.

Renee Roberts  
District Secretary  
North Marin Water District

Dated: October 9, 2012

cc: NMWD Directors  
NMWD Department Heads  
Attorney Robert Maddow, Bold and Polisner  
Novato Advance  
Independent Journal  
Point Reyes Light  
Novato Patch  
Agenda E-Mail List





NORTH MARIN  
WATER DISTRICT



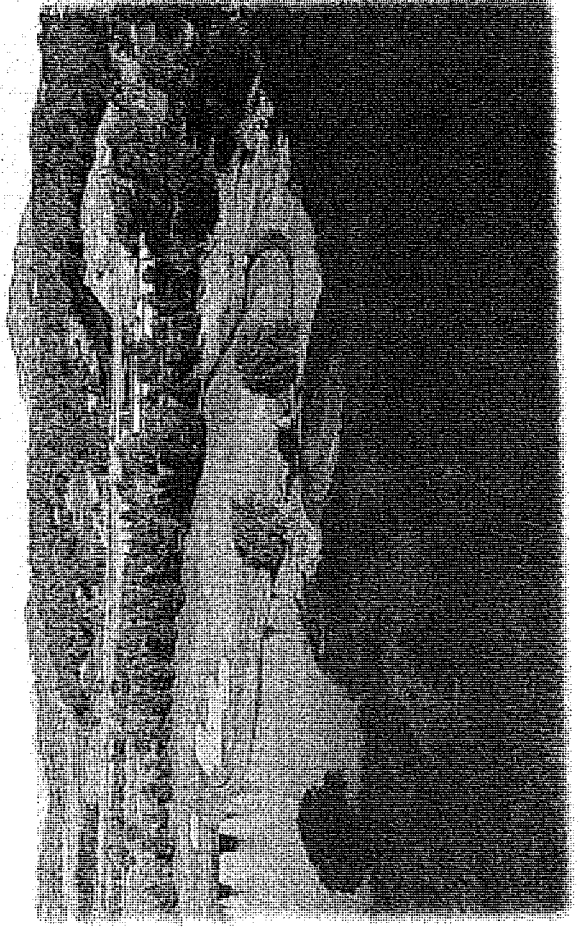
Event Sponsored by:

Novato Sanitary District  
North Marin Water District  
Covello Group  
RMC Water & Environmental  
Gateway Pacific Contractors  
Veolia Water, N.A.

This project was cost-shared with Federal funds from the ARRA, USBR's Title XVI Reclamation and Reuse Program, California's Prop 84, Novato Sanitary District and North Marin Water District.

For more information visit [www.novatosan.com](http://www.novatosan.com)  
or call (415) 892-1694

# Please join us for our Recycled Water Facility Dedication



**The Novato Sanitary District  
&  
The North Marin Water District**

Cordially invite you to a dedication for their

**North Novato Recycled  
Water Project**

Thursday, October 11, 2012  
3:00 ~ 4:30 PM

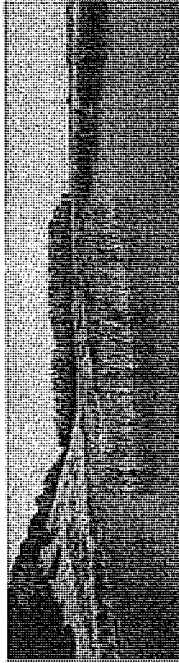
at the

**Novato Sanitary District  
500 Davidson St., Novato**

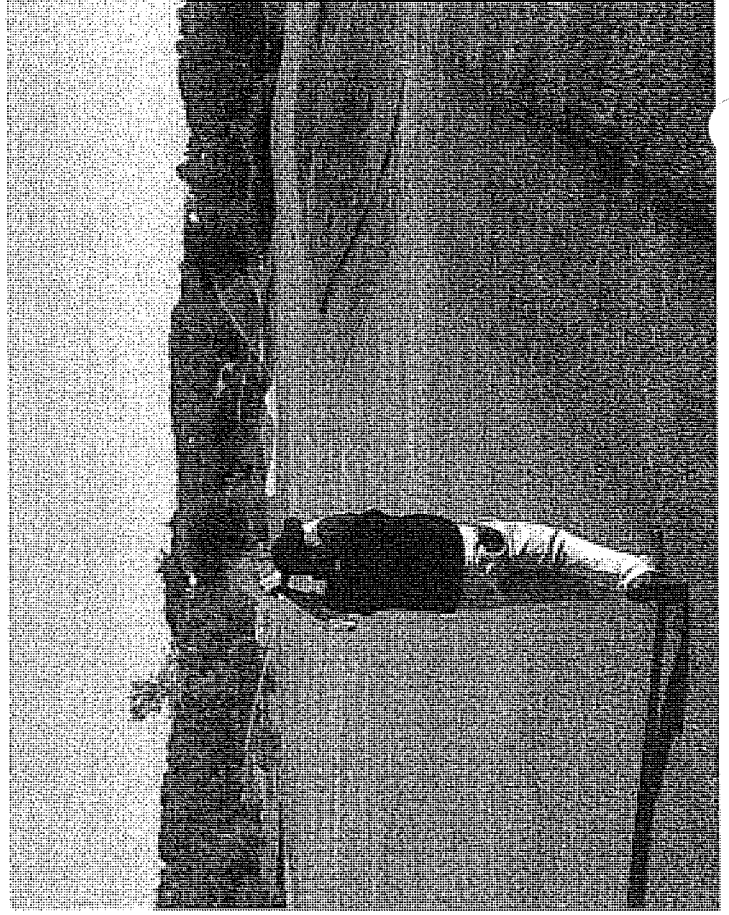
RSVP: (415) 892-1694 or [julies@novatosan.com](mailto:julies@novatosan.com)

**With the new facility in full  
operation:**

Novato Sanitary District and North Marin Water District will be providing up to 1.7 million gallons per day of recycled water for irrigation of large landscapes and agriculture in Novato!



For more information about our Recycled Water Project, see the North Bay Water Reuse Authority website at [www.nbwra.org](http://www.nbwra.org), North Marin Water District's website at [www.nmwd.com](http://www.nmwd.com) or Novato Sanitary District's website at [www.novatosan.com](http://www.novatosan.com).



## MEMORANDUM

To: Board of Directors

September 14, 2012

From: Drew McIntyre, Chief Engineer 

Subject: North Bay Water Reuse Authority Board Meeting – August 20, 2012

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**RECOMMENDED ACTION:** Information Only

**FINANCIAL IMPACT:** None

Agenda attached.

The draft minutes from the above referenced meeting are provided in Attachment 1. Supplemental information is provided as follows using item numbers referenced in the meeting minutes.

### 8. Revised FY2012-13 Budget

At the May 21, 2012 Board meeting, the NBWRA Board approved a 2012-13 budget that included Phase 1 Support, Phase 2 Support and Joint Use Costs for a total of \$809,100. Since that time the Technical Advisory Committee (TAC), Finance Committee and consultants have been working to develop a revised budget that maintains the program but reduces overhead and revises the approach to Phase 2 studies. A revised budget was submitted to the Board for approval at the August 20, 2012. The revised FY2012/13 budget reduces total costs by \$137,100 resulting in new budget of \$672,000. Although the total budget was reduced, the cost to NMWD (and all other member agencies) will be increased from the May 2012 preliminary budget due to elimination of potential contributions from new agencies. New agency participation is being delayed until more work is performed on Phase 2. As a result of the revised budget, NMWD's share will increase from \$77,219 to \$102,541. This amount is still below the FY2012-13 budgeted NBWRA estimated annual grant participation cost of \$125,000.

### 9. Approval of the Administrative Agency to Directly Contract with the Onate Group for State Legislative Advocacy Services

State Legislative advocacy services have historically been provided by Ms. Pilar Onate-Quintana of KP Public Affairs. In December 2010, Ms. Onate-Quintana separated from KP and founded her own firm, The Onate Group. The Board approved contracting directly with the Onate Group for continued State legislative advocacy services at \$2,500 per month (instead of the current \$4,000 per month).

### 11. Status Report 2012 Water SMART Grant

The attached table (Attachment 2) is a summary of total Phase 1 federal funding allocation for all NBWRA member agencies as of March 14, 2012. The tabulation shows that NMWD has

received a total of 68% of the original anticipated Phase 1 grant funding allocation of \$4,689,504. The remaining un-appropriated grant funds of \$1,520,000 are associated with the District's future Novato Central Service Area expansion.

**12. American Recovery and Reinvestment Act (ARRA) and Title XVI Projects and Schedule Updates**

Attachment 3 is a milestone schedule through June 2012 for the various NBWRA member agencies construction projects. It shows that all NMWD ARRA funded projects will be complete by September 2012 as required by the ARRA agreement with the exception of an October 2012 completion date for the Novato North Segment 2 Project. However, Segment 2 will be substantially complete prior to the end of this month. Staff has tentatively scheduled start of the Novato Central project design in 2016 with a construction completion date of 2019.

**13. Federal Funding Update**

Ginger Bryant is planning another trip to Washington DC November 27-30, 2012. NMWD is not planning any participation on this visit since Director Baker represented NMWD during the last trip in March 2012.

**North Bay Water Reuse Authority  
Board of Directors Meeting  
Phase 1 Minutes  
August 20, 2012**

**1. Call to Order**

Chair Caldwell called the meeting to order at 9:38 a.m. on Monday, August 20, 2012 at the Novato Sanitary District Boardroom, 500 Davidson Street, Novato, CA 94945. A call in number was also available for consultants not able to attend the meeting. The number was 1-866-502-8312, password 190367#.

**2. Roll Call**

**PRESENT:** Keith Caldwell, Chair, Napa County  
David Rabbitt, Vice-Chair, Sonoma County Water Agency  
Valerie Brown, Sonoma Valley County Sanitation District  
Larry Loder, Las Gallinas Valley Sanitary District  
Bill Long, Chair, Novato Sanitary District  
John Schoonover, North Marin Water District  
Jill Techel, Napa Sanitation District

**ABSENT:** None

Chair Caldwell led the group in the Pledge of Allegiance.

**OTHERS**

<b>PRESENT:</b> Chuck Weir, Program Manager	RMC
Marc Bautista	Sonoma County Water Agency
Kevin Booker	Sonoma County Water Agency
Ginger Bryant	Bryant & Associates
Grant Davis	Sonoma County Water Agency
Tim Healy	Napa Sanitation District
Beverly James	Novato Sanitary District
Andria Loutsch	CDM Smith
Susan McGuire	Las Gallinas Valley Sanitary District
Drew McIntyre	North Marin Water District
Mark Millan	Data Instincts
Phillip Miller	Napa County
Monica Oakley	RMC
Pilar Oñate-Quintana	The Oñate Group (via telephone)
Jim O'Toole	ESA (via telephone)
Michael Savage	Brown & Caldwell
Rem Scherzinger	City of Petaluma
Jeff Tucker	Napa Sanitation District
Renee Webber	Sonoma County Water Agency

**3. Public Comment**

No members of the public addressed the Board

#### **4. Introductions**

It was noted that two people were participating via telephone.

#### **5. Board Meeting Minutes of May 21, 2012**

It was noted that a spelling error had been corrected in the file copy. A motion by Director Schoonover, seconded by Director Techel to approve the May 21, 2012 minutes was unanimously approved.

#### **6. Report from the Program Manager**

##### **6.a Consultant Progress Reports**

The Program Manager noted that this month's report included the July 2012 Progress Reports from the consultant team. It was noted that since all consultant agreements will not be finalized until September 2012 that some reports will be submitted at a later date.

#### **7. Budget Summary – Period Ending March 31, 2012**

The Board reviewed the fourth quarter budget summary for the period ending June 30, 2012. The Program Manager noted that there is \$28,600 in surplus unallocated funds from FY2011/12 that will be left in the Trust Fund which can be used as contingency funds in the future.

#### **8. Revised FY2011/13 Budget, Cost Allocations, and Related Issues**

The Program Manager and Ginger Bryant provided a PowerPoint presentation detailing the budget approved on May 21, 2012 and recommended changes to reduce costs and increase efficiency. It was noted that a decision on Phase 2 studies and participation would be presented to the Board for consideration at the November 19, 2012 meeting. Director Long thanked the TAC and consultants for their efforts in revising the budget and addressing the issues raised at the May 21, 2012 meeting. A motion by Director Brown, seconded by Director Rabbitt to: 1) Approve a revised FY2012/13 Budget and cost allocations as presented; 2) To reduce administrative costs, discontinue having separate Phase 1 and Phase 2 meetings; have single meetings for the Board and TAC instead; and 3) Make Program Management a Joint Use cost and reduce costs accordingly; was unanimously approved.

#### **9. Approval of the Administrative Agency to directly contract with The Oñate Group for State Legislative Advocacy Services**

The Program Manager summarized the history of State Legislative Advocacy Services as provided by Pilar Oñate-Quintana. A motion by Director Schoonover, seconded by Director Long to approve the Administrative Agency to directly contract with The Oñate Group for State Legislative Advocacy Services was unanimously approved.

#### **10. Approval of the Administrative Agency to Directly Contract with CDM Smith for \$5,000 in FY2012/13 for Federal and State Appropriations Grant Support**

The Program Manager noted that these services would be for ongoing reporting for existing WaterSMART Grants. A motion by Director Long, seconded by Director Brown to approve the Administrative Agency to directly contract with CDM Smith for \$5,000 in FY2012/13 for federal and state appropriations grant support was unanimously approved.

#### **11. Status Report 2013 WaterSMART Grant**

Andria Loutsch, CDM Smith, updated the Board on the status of funds provided by United States Bureau of Reclamation (USBR) through Title XVI and WaterSMART grants for Phase 1

projects through 2012. She also noted that instructions for next year's grant will be out in the fall and that the Board will need to approve submitting a grant application at the November 19, 2012 meeting.

**12. American Recovery and Reinvestment Act and Title XVI Projects and Schedule Updates**

The Board reviewed the ARRA projects and schedule as updated by Andria Loutsch, CDM Smith.

**13. Federal Funding Update**

Ginger Bryant discussed plans for a proposed trip to Washington D.C. November 27-30, 2012. She also discussed efforts to increase funding levels for USBR WaterSMART Grants.

**14. State Funding Update**

Pilar Oñate-Quintana, participating via telephone, updated the Board on legislation, effort to postpone a vote on the Water Bond until 2012, and funding that may be available through Prop. 84 and the Integrated Regional Water Management Program.

**15. EIR/EIS Issues Update**

Jim O'Toole, ESA, participating via telephone updated the Board on the status of Phase 1 construction projects and the environmental reporting required by the terms of the EIR/EIS.

**16. Outreach Program Update**

Mark Millan, Data Instincts, updated the Board on outreach efforts. There was discussion of recent news articles concerning chemicals found in low concentrations in recycled water. Chair Caldwell noted a presentation at a CASA meeting and asked if it could be obtained for the Board.

**17. Adjournment**

There being no further business, Chair Caldwell adjourned the meeting at 10:17 a.m.

Minutes approved by the Board on \_\_\_\_\_ 2012.

Charles V. Weir  
Program Manager

**Total Federal Funding for NBWRP Phase 1 Projects**

As of: 5/14/12

Agency	Distribution of Phase 1 Funding (per 2010 MOU)	Federal Funds Received to Date				Total Received	% of Phase 1 Received	Remaining
		ARRA Grant	Title XVI Funds	2011 WaterSMART	2012 WaterSMART			
LGVSD	\$1,222,473	\$871,756	\$0	\$335,120	\$0	\$1,206,876	99%	\$15,597
NMWD - South	\$4,689,504	\$553,744	\$43,700	\$1,306,055	\$0	\$3,169,499	68%	\$1,520,005
NMWD - Central		\$0	\$0	\$0	\$0			
NMWD - North		\$1,266,000	\$0	\$0	\$0			
Novato SD		\$1,371,500	\$0	\$0	\$0			
Napa SD	\$9,440,996	\$1,537,500	\$0	\$0	\$2,025,000	\$3,562,500	38%	\$5,878,496
SCWA	\$7,967,134	\$50,000	\$0	\$25,000	\$100,000	\$3,564,250	45%	\$4,402,884
SVCSD		\$1,677,500	\$0	\$0	\$1,711,750			
<b>Total</b>	<b>\$25,000,000</b>	<b>\$7,328,000</b>	<b>\$43,700</b>	<b>\$1,666,175</b>	<b>\$3,836,750</b>	<b>\$12,874,625</b>	<b>51%</b>	<b>\$12,125,375</b>



## North Bay Water Reuse Program - Phase 1 Project Schedules

June 2012

Project	Phase	Schedule	Federal Funding Sources
<i>Novato South (Hamilton Field)</i> LGVSD / WWTP Improvements	Design Bid Award Construction	complete complete complete Sep 2011 - Sep 2012	ARRA & 2011 WaterSMART
NMWD / Stage 1 of Pipelines & Storage	Design Bid Award Construction	complete complete complete Feb 2012 - Sep 2012	ARRA & 2011 WaterSMART
NMWD / Stage 2 of Pipelines & Storage	Design Bid Award Construction	Jul 2011 - June 2012 July 2012 - Aug 2012 Sep 2012 Oct 2012 - May 2013	2011 WaterSMART
<i>Novato North</i> Novato SD / WWTP Improvements	Design Bid Award Construction	complete complete complete Jun 2011 - Aug 2012	ARRA
NMWD / Segment 1	Design Bid Award Construction	complete	ARRA
NMWD / Segment 2	Design Bid Award Construction	complete complete complete Jan 2012 - Oct 2012	ARRA
NMWD / Segment 3	Design Bid Award Construction	complete	ARRA
NMWD / Storage Rehabilitation	Design Bid Award Construction	complete complete complete complete	ARRA
<i>Novato Central</i> NMWD	Design Bid Award Construction	Aug 2016 - Sep 2017 Oct 2017 - Nov 2017 Dec 2017 Jan 2018 - Oct 2019	Title XVI
<i>Sonoma Valley Recycled Water Project - SVCSD</i> Reservoir R5	Design Bid Award Construction	complete	ARRA
Recycled Water Line	Design Bid Award Construction	complete	ARRA

## North Bay Water Reuse Program - Phase 1 Project Schedules

June 2012

Project	Phase	Schedule	Federal Funding Sources
Pump Station @ WWTP	Design	Jan 2012 - Sept 2012	ARRA
	Bid	TBD	Title XVI
	Award	TBD	
	Construction	TBD	
Napa-Sonoma Salt Marsh - SVCSD	Design	Jan 2011 - Sep 2012	ARRA
	Bid	Nov 2012	2012 WaterSMART
	Award	Jan 2013	
	Construction	Mar 2013 - Oct 2013	
MST Recycled Water Pipeline - Napa SD & Napa County Pipeline	Design	complete	ARRA
	Bid	Jan 2013 - Feb 2013	2012 WaterSMART
	Award	Feb 2013 - Mar 2013	
	Construction	April 2013 - Sep 2014	
Filters	Design	Aug 2011 - Sep 2012	ARRA
	Bid	Dec 2012 - Mar 2013	Title XVI
	Award	Mar 2013 - May 2013	
	Construction	2013 - 2015	
Napa State Hospital Recycled Water Pipeline - Napa SD & Napa County	Design	complete	none
	Bid		ARRA
	Construction		
Imola Extension	Design	complete	ARRA
	Bid	complete	
	Award	complete	
	Construction	Apr 2012 - Aug 2012	

## MEMORANDUM

To: Board of Directors

September 14, 2012

From: Chris DeGabriele, General Manager 

Subject: Technical Advisory Committee – September 10, 2012  
t:\gm\scwaltac minutes and agendaltac cd notes091012.doc

**RECOMMENDED ACTION:** Information Only

**FINANCIAL IMPACT:** None at this time

Agenda attached.

### 3. SCWA Water Rates Study

Spencer Bader, SCWA Administrative Services Manager, introduced John Farnkopf from HF&H Consultants who will conduct a wholesale water rate study for the Water Agency. The study came about at the WAC's request to consider methods to stabilize rates and SCWA revenue. HF&H was selected with the assistance of the TAC Budget Sub-Committee (David Bentley, Linda Reed, City of Santa Rosa, and Krishna Kumar, Valley of the Moon Water District). Farnkopf's presentation slides are attached. The planned deliverable will be a report with a preferred alternative for a rate structure modification pursuant to the current Restructured Agreement and rate structure alternatives which would require changes needed to the Restructured Agreement.

### 4. Sonoma County Sustainable Energy Bond Program

Amy Bolton from SCWA apprised the TAC on the Sonoma County Efficiency Financing program which would aggregate energy and water conservation projects to accumulate up to \$50M which would be financed through a bond sale. An independent energy service company (ESCO) such as Honeywell, Seimens or Trane would then be hired to take on the various projects. Cost savings would be guaranteed by the ESCO with a performance bond and repayment of the financial bond would be made by end user cost savings. SCWA has the Santa Rosa School District, Santa Rosa Jr. College and the City of Cotati lined up to date. Water Contractors are eligible to participate. There would be no out-of-pocket costs until an investment grade audit would be performed. SCWA expects work to begin next summer. More information is available on the SCWA website ([www.scwa.ca.gov](http://www.scwa.ca.gov)).

### 5. Local Hazard Mitigation Plan Update

Steve Koldis from SCWA informed the TAC that SCWA has received a funding

commitment of \$1.37M from the Federal Emergency Management Agency (FEMA) for the Rodgers Creek Fault Crossing Mitigation Project and has three additional projects under FEMA review: \$1.93M for Isolation Valves at Strategic Locations; \$2.95M for Russian River Crossing of the Cotati Intertie; and \$2.81M for the Sonoma Aqueduct Crossing at Mark West Creek. Koldis requested the TAC feedback on the current Hazard Mitigation Plan and the proposed additional projects to be included (#8 and #11-15 on the Tentative List of Hazard Mitigation Projects for Update attached). A draft update of the Local Hazard Mitigation Plan will be available at the November 5<sup>th</sup> WAC meeting, the TAC will see an updated list at their October 1<sup>st</sup> meeting and will be requested to approve the list. The list includes those projects that are likely to be completed within the next five years.

**6. L/R/T2 Program Funding for FY 2013/14**

I informed the TAC that I will be soliciting projects for next fiscal year's funding under the L/R/T2 Program with the intent that those contractors which have not received their full allocation be made whole. Last year, SCWA added \$7.14/acre foot to the L/R/T2 sub-charge to begin collecting funds to satisfy this obligation. I apprised the TAC that I will advocate again to raise the L/R/T2 sub-charge this year to pay off the remaining allocation balance (~\$3M) as quickly as possible.

**7. Biological Opinion Status Update**

Pam Jeanne reviewed the Russian River Biological Opinion Update for September 2012 (attached). It was noted that the Dry Creek Demonstration project has started construction on the Quivira Vineyard segment. Darren Jenkins from Rohnert Park suggested SCWA provide a tour of the demo project for the WAC and TAC.

**8. Integrated Regional Water Management Plans Update**

A brief update was provided.

**9. Russian River Watershed Association Video Contest Winner**

Corey Hebner from SCWA introduced the Russian River Watershed Association high school video contest winning entries. This year's theme was "Re-think your drink - Take it from the tap." Nine high schools and 46 videos were submitted. Kendra Goff from Analy High School in Sebastopol was awarded first place, with second place from El Molino High School (Mitch Parsons and Carly Graves), and third place from Rancho Cotati (Elisha Gaitan).

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



**TECHNICAL ADVISORY COMMITTEE**

**MONDAY, SEPTEMBER 10, 2012**


**9:00AM**

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

1. Check In
2. Public Comment
3. SCWA Water Rate Study
4. Sonoma County Sustainable Energy Bond Program
5. Local Hazard Mitigation Plan Update
6. L/R/T2 Program Funding for FY 2013/14
7. Biological Opinion Status Update
8. Integrated Regional Water Management Plans Update
9. RR Watershed Association Video Contest Winner
10. Items for Next Agenda
11. Check Out

**SONOMA COUNTY WATER**

**Sonoma County Water Agency  
WHOLESALE WATER RATE STUDY  
Project Introduction**



John Famkopf, P.E.  
Senior Vice President  
HF&H Consultants, LLC  
Suite 230, 201 North Civic Drive  
Walnut Creek, CA 94596  
925-977-6953  
jfamkopf@hfh-consultants.com

September 10, 2012

**HF&H**  
CONSULTANTS, LLC

Sonoma County Water Agency Wholesale Water Rate Study - Project Introduction

**Presentation Outline**

- Project Background
- Study Purpose
- Study Process
- Work Plan Tasks
- Schedule

HF&H Consultants, LLC 1 September 10, 2012

Sonoma County Water Agency Wholesale Water Rate Study - Project Introduction

**Project Background**

- Wholesale service is specified in various agreements
  - Water Contractors (6 cities, 2 districts)
    - 2006 Restructured Agreement
  - Other Agency Customers
    - MMWD - 1991 Agreement
    - Cal Am - 2008 Agreement
    - Others
- Rate structure has never been independently reviewed to evaluate potential alternatives
- Water Agency retained HF&H based on prior experience with wholesale water agencies

HF&H Consultants, LLC 2 September 10, 2012

Sonoma County Water Agency Wholesale Water Rate Study - Project Introduction

**Study Purpose**

- Understand limits in current rate structure
- Rate structure alternatives to meet future challenges
  - Modifications either within existing Agreement or as new terms
- Examples of potential refinements
  - Encourage conservation while stabilizing revenue
  - Responsive adjustments of estimated revenues and expenses to actual water deliveries
  - New strategies for peak and seasonal rate structures
  - Allow for collaborative change among Prime Contractors

HF&H Consultants, LLC 3 September 10, 2012

Sonoma County Water Agency Wholesale Water Rate Study - Project Introduction

**Study Process**

- Facilitate participation of Contractors
- Begin with a clear understanding of what is needed
  - Define current objectives based on Water Agency's Action Plan strategies and Contractors' input
- Develop alternatives to achieve objectives
  - Provide flexibility to address future changes
  - Build on proven industry practices
  - Evaluate potential financial impacts
  - Promote administration
- Document recommendations for future implementation

HF&H Consultants, LLC 4 September 10, 2012

Sonoma County Water Agency Wholesale Water Rate Study - Project Introduction

**Work Plan Tasks**

- Task 1. Define goals and evaluation criteria for assessing alternatives
  - Interviews with Contractors and Agency Staff
- Task 2. Critique current Agreement and Model
  - Identify where improvement is possible if needed
- Task 3. Develop alternatives for review by Agency and Contractors
  - Compile potential refinements for evaluation
- Task 4. Determine Preferred Alternative
  - Evaluate with Contractors
  - Report results

HF&H Consultants, LLC 5 September 10, 2012



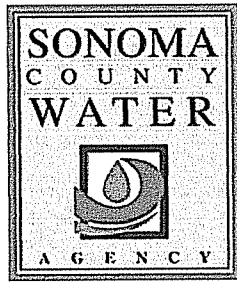
## Schedule

- September 2012 - Interviews with Agency Staff and Contractors
- No firm completion deadline
  - Allow time for Contractor involvement
- Final report planned for early 2013



Questions?





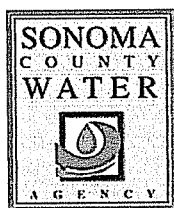
## **Proposal for Sonoma County School Districts To participate in Sustainable Energy Bond Program (SEB)**

### **Table of Contents**

- **SEB Description (1 page)**
- **SEB – The Specifics (1 page)**
- **SEB Financing Model (1 page)**
- **Illustration of Energy Utility Outcome to End Users (1 page)**
- **Potential Energy and Water Efficiency Projects for Schools (4 pages)**
- **List of Potential Projects Identified through Delaware’s SEU (5 pages)**







**Proposal for Sonoma County School Districts  
To participate in Sustainable Energy Bond (SEB)**

***Harvesting “Negawatts” – How Building a Sustainable Energy Bond Program in Sonoma County Can Save Money, Conserve Energy, and Reduce Greenhouse Gas Emissions***

The Sustainable Energy Bond program (SEB) takes advantage of the fact that *the cost of reducing power consumption by 1 kWh is less than the cost of buying 1 kWh of energy.*

Here’s how it works: The SEB works with a large public facility, such as a school, to plan retrofit and conservation improvements. The improvements are implemented by a third-party contractor, who promises both the SEB and the school district a specific level of energy savings. The school district promises to remit to the SEB a portion of the cost savings arising from the improvements for a period of time, and the third-party contractor guarantees both that the cost savings will arise and that SEB will receive payments. The SEB issues tax-exempt revenue bonds relying on this future income stream as security for bond payment. Once the improvement costs are paid, the school district receives the benefit of the entire reduction in energy costs. An example:

BEFORE	AFTER
School pays PG&E \$120,000 per year for power	SEB finances energy efficiency and conservation improvements at school, creating local jobs
	School pays \$110,000 per year (\$80,000 per year to PG&E for power and \$30,000 per year to SEB) until improvement costs paid off
	SEB uses \$30,000 to pay off bonds issued to finance improvement
	School saves \$10,000 per year during repayment period, and \$40,000 per year after repayment period

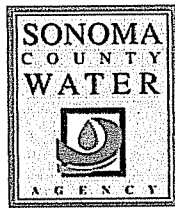
The school district makes *no upfront out-of-pocket expenditure* for the improvements and incurs *no indebtedness* as a result of the improvements. This removes a significant impediment to the viability of energy retrofit and conservation projects.

The SEB program requires *no tax revenues* to operate. It is self-sustaining. Although this sounds too good to be true (it seems like getting something for nothing), it works financially precisely because the cost per unit of power savings (the “negawatt”) is less than the cost per unit of power purchased. The SEB “monetizes” this difference to provide a cash flow that allows the SEB to obtain up-front capital to finance the improvements.

Result: Lower power consumption, lower power costs, improved public finances, reduced GHG emissions, local jobs – at no cost to taxpayers.

The Sustainable Energy Bond program is a scaled down version of a Sustainable Energy Utility (SEU). The first SEU program has begun operating in Delaware. Sonoma County Water Agency staff wish to introduce its creator, Dr. John Byrne, the Director and Distinguished Professor of Energy and Climate Policy at the Center for Energy & Environmental Policy at the University of Delaware, to Supervisors and officials from local schools (including the Junior College and Sonoma State) during a visit in late October. Dr. Byrne shares the 2007 Nobel Peace prize as a member of the Intergovernmental Panel on Climate Change.

***If a School District is interested, please contact Amy Christopherson Bolten at the Sonoma County Water Agency (707) 547-1981***



## **Sustainable Energy Bond Program – The Specifics**

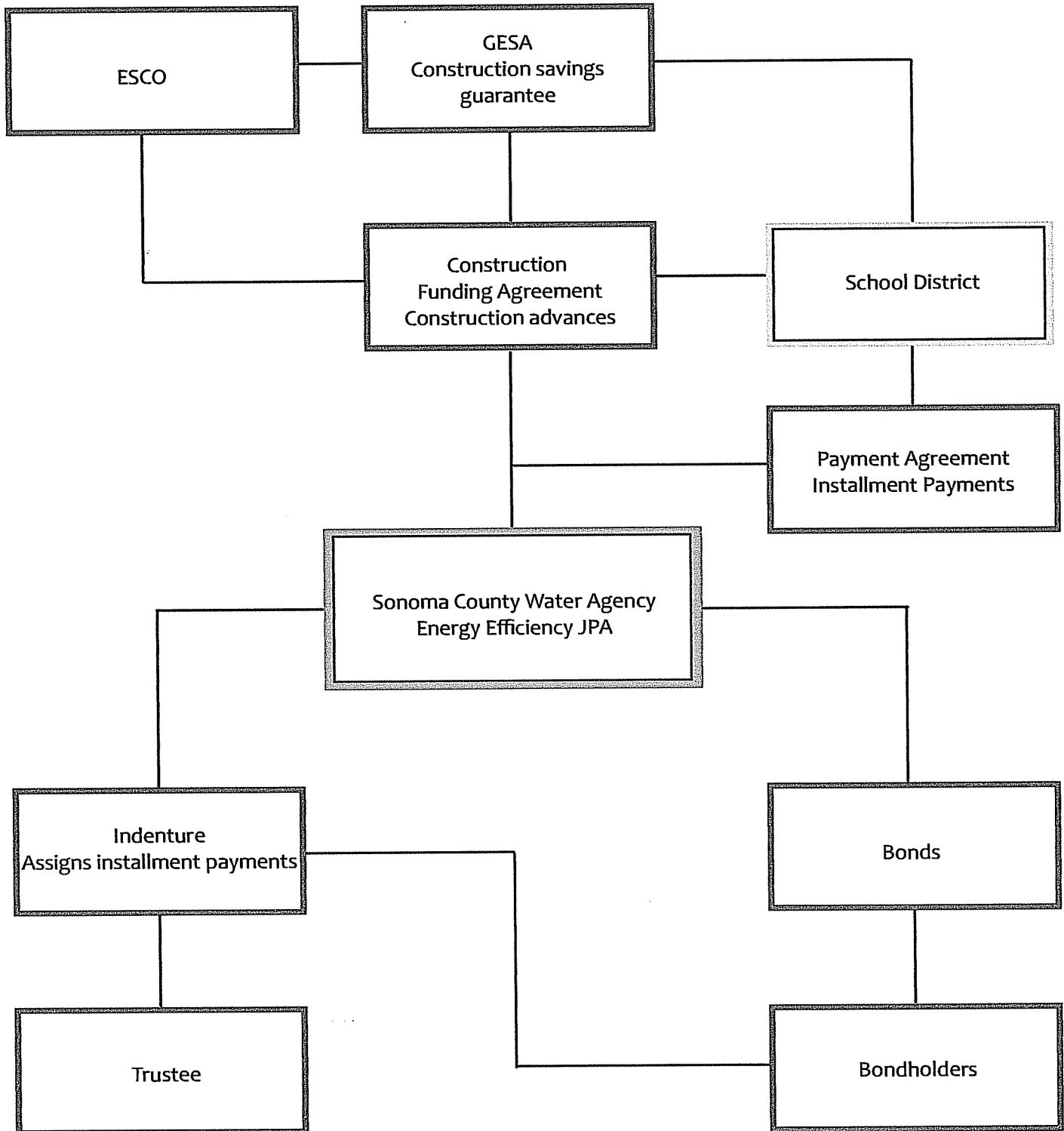
Sonoma County Water Agency (SCWA) is enrolling public and non-profit facilities in a guaranteed savings program designed to improve energy and water efficiency. Participating organizations will receive substantial utility cost savings, including a contractual guarantee sufficient to cover the full cost of all retrofit work. The Program intends to use tax-exempt bonds to finance the projects. Your facilities may qualify if:

- Your organization is tax exempt
- You have existing facilities that are at least five years old and need more efficient lighting, HVAC, pumps, chillers, irrigation controls or other equipment
- Your organization has a credit rating and can borrow

### **How it Works**

- 1. Check Eligibility** Call Amy Bolten at 707-547-1981 to set up a meeting to review your eligibility and potential projects. It is important to have someone responsible for your facility maintenance at this meeting to talk about potential energy and water retrofit work. We will answer your questions about the program and help identify potential retrofit measures.
- 2. Get Started** The first step in getting started is to sign a non-binding Letter of Interest. These letters help us attract high-quality Energy Service Companies or “ESCOs” who will compete to do the retrofit work and guarantee your utility savings. Once you’ve signed a Letter of Interest, you can attend a workshop where you will meet representatives from each of the pre-screened ESCOs and learn more about what they offer.
- 3. Pick an ESCO** After the workshop, you can select an ESCO to provide you with a preliminary audit of your facility and propose a set of retrofits. The proposal will include project costs and a preliminary estimate of financial savings that the ESCO would be prepared to guarantee. We will hold a review session to go over the proposal and give you an opportunity to ask questions before committing.
- 4. Do the Retrofits** When you authorize the work, the ESCO will sign a guaranteed energy savings agreement developed by SCWA to ensure that your financial savings are truly guaranteed. Your particular guarantee can cover any period of time from 1 to 20 years, and will be established based on the expected life of the energy and water savings measures. When your agency signs an agreement with its selected ESCO to perform an investment grade energy audit, the ESCO must guarantee financial savings for this second audit which are within 10% of the preliminary audit. You then have another opportunity to review and approve the final plan before the work is completed. However, if you withdraw from the program at this late stage, you will be charged for the ESCO’s time performing the investment grade audit.
- 5. Check Results** The savings guarantee is then tested against your utility bills. If the actual savings you see is less than the guarantee, then the ESCO must pay you the difference or offer additional retrofit work to compensate. In most cases, we expect the actual savings will be higher than the guarantee since that helps protect the ESCO from losing money.

# Sonoma County Water Agency SEB Financing Model

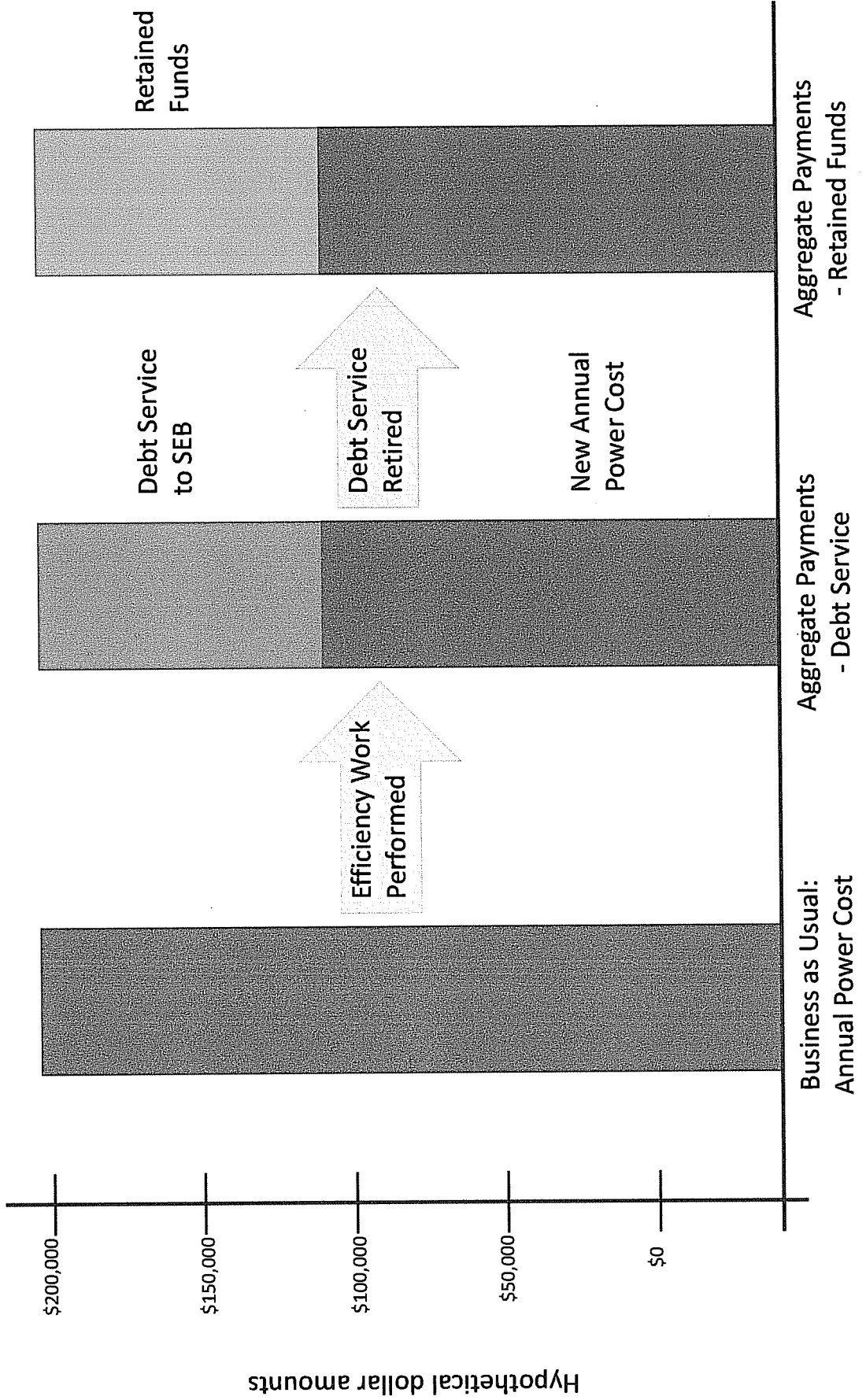


*The diagram adopts the SEU Bond Model designed by Dr. Byrne and described in materials provided by FREE. It has been adapted to meet SCWA needs.*

# Illustration of Sustainable Energy Bond Program

## Outcome to End Users

(saving amounts for conceptual illustrative purposes only)



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## Potential Energy and Water Efficiency Projects for Schools:

### Improvements to Consider:

- Heating, Ventilation and Air Conditioning Systems
  - Consolidate System
  - Update Equipment
  - Automate Controls
  - Geothermal heat pumps
- District heating and cooling systems
- Centralized heating and cooling plant
  - Cogeneration (combined heat and power generation facility)
  - High efficiency chillers
  - High efficiency boilers
  - High efficiency cooling towers
- Lighting
  - Replace T12 with T5 and T8
  - Increase Day lighting
  - Automate Controls
- Building Envelope
  - Upgrade Windows
  - Upgrade Doors
  - Insulation of ceilings and walls
  - Seal/caulk building leaks
  - Duct leak testing and repairing
  - Duct Insulation
- Hot Water
  - Solar Hot Water
  - Tankless Water Heater
  - High efficiency hot water tank
- Cool Roof
- Energy Management System
- Water Efficiency
  - Low Flow Toilets and faucets
  - High Efficiency Irrigation
  - Native, drought resistant vegetation for landscaping
- Recycled or Rainwater systems for non-potable use

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**Heating, Ventilation and Air Conditioning Systems:** The HVAC system is usually one of the largest energy consumers in a school. Because of this, even small improvements to the system can result in relatively large energy savings.

1. Consolidate System – evaluate the size and number of HVAC units currently in use. Consolidating equipment can provide better heating, ventilation and air conditioning coverage while reducing the cost to run and maintain the systems.
2. Update Equipment – Consider replacing old and outdated equipment with something more efficient.
  - a. Variable speed/frequency drives – Offers energy savings in systems which have loads that vary with time.
  - b. Variable Volume Extractors – Offers ability to control fan capacity which allows reduction in the energy consumed by the fans.
  - c. Indirect/Direct Evaporative Cooling (IDEC) – Cools air through evaporation of water. Added benefit of adding moisture to the air
  - d. Replace filters in Air Handlers with Electrostatic dynamic Air Filters – Electrostatic air filters are highly efficient at removing particles from air. They are able to remove fine particulate matter, such as dust and smoke, with minimal impediment to the air stream.
3. Automate Controls – Allow control of the system in response to current conditions or preset temperature set points.
  - a. Adjust Temperature settings.
  - b. Demand Control Ventilation - CO<sub>2</sub> sensors tied to digital control systems.
  - c. Program Thermostats to accommodate usage patterns and comfort levels.
4. Geothermal Heat Pumps – Is a heating/cooling system that pumps heat to or from the ground. Shallow (3-8 ft) horizontal and Deep (100-500 ft) vertical systems allow the transfer of heat to and from the ground and use this temperature exchange to heat or cool the interior of a building using a heat pump.

**District Heating and Cooling Systems:** These are systems that produce heating and cooling energy, via hot water/steam and chilled water respectively, at a central plant which is then distributed to a network of buildings via pipelines. These systems tend to be more efficient in situations requiring the simultaneous heating/cooling of several separate buildings.

**Centralized Heating and Cooling Plant:** Retrofitting or upgrading efficiency in central plants.

1. Cogeneration
2. High Efficiency Chillers
3. High Efficiency Boilers
4. High Efficiency Cooling Towers
  - a. Forced-draft, Open-Loop, Counter-flow Towers
  - b. Replace isolation valves with Actuated valves to be controlled by energy management system
  - c. Positive Closure Damper Assemblies

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**Lighting:** In general, lighting accounts for 25% of the energy use of commercial buildings.

1. Replace T12 with T5 and T8 – More efficient lighting offers both direct and indirect energy reduction: not only is less energy used to run the bulb, but the bulb also produces less waste heat which, in turn, reduces the cooling load.
2. Increase Day Lighting – Day lighting is the highest quality light source for visual tasks. It enhances both the color and appearance of objects.
3. Automate Controls
  - a. Occupancy Sensors
  - b. Daylight Harvest Controls
  - c. Emergency Lighting Controls

**Building Envelope:** An energy efficient building enclosure will reduce the building's overall operating costs by optimizing: moisture control; insulation levels; glazing; shading; air leakage control; and light-colored exterior surfaces.

1. Upgrade Windows
2. Upgrade Doors
  - a. Modify handicap entrances to minimize air infiltration
3. Insulation of Ceilings and Walls
  - a. Roof Board Insulation
  - b. Thermal Barrier Sheet Flashing
4. Seal/Caulk Building Leaks
  - a. Weather stripping
5. Duct Leak Testing and Repairing
6. Duct Insulation
7. Paint exterior surface with light-colored and/or low-e coating.

#### **Hot Water**

1. Solar Hot Water
2. Tankless Water Heater
3. High Efficiency Hot Water Tank
  - a. Gas-Fired Condensing Boiler
  - b. Storage Tank

**Cool Roof:** Have both a high solar reflectance and high thermal emittance which means that they are able to reflect a large amount of the visible, infrared and UV wavelengths of the sun and also emit or radiate heat that has been absorbed. Cool roofs reduce the heat gain of a building and, therefore, the required cooling load of said building.

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### **Energy Management System**

1. Provide adequate training for staff
2. Upgrade Communications Infrastructure, if necessary, to accommodate the energy management system
3. Information Management System
  - a. Provides a system to: measure, manage, reduce, verify and forecast usage, cost and emissions
  - b. Real time demand management
    - i. Demand curtailment
4. Modify Sequencing to provide efficient operation of mechanical Systems

### **Water Efficiency**

1. Promote domestic water conservation
2. Low Flow Toilets and Faucets
3. High Efficiency Irrigation
  - a. Automated System
4. Native, Drought Resistant Vegetation for Landscaping
5. Recycled or Rainwater Systems for Non-Potable Uses



## Current Prioritized List of Hazard Mitigation Projects

- \*1. **Mitigation Action 1.3.1 (partial)** – Develop and implement design strategy to mitigate fault rupture hazard at Rodgers Creek fault crossing of Santa Rosa aqueduct
2. **Mitigation Action 1.1.4** – Install flow measuring devices at key turnouts for real time monitoring of flow
- \*3. **Mitigation Action 1.1.1** – Minimize potential for uncontrolled release of water by providing isolation valves at strategic locations
- \*4. **Mitigation Action 1.3.2 (partial)** – Develop and implement design strategy to mitigate the liquefaction and lateral spread hazard at the Russian River crossing
- \*5. **Mitigation Action 1.3.2 (partial)** – Develop and implement design strategy to mitigate the liquefaction and lateral spread hazard at the Mark West Creek crossing
6. **Mitigation Action 1.2.1 (partial)** – Develop and implement retrofit design for Collectors 3 and 5 against liquefaction and lateral spread hazard
7. **Mitigation Action 1.2.1 (partial)** – Develop and implement retrofit design for Collector 6 against liquefaction and lateral spread hazard
8. **Mitigation Action 1.1.2** – Plan, design and add redundant/emergency supply sources to minimize dependence on the Russian River aquifer as the main source of water supply. Install new emergency ground water wells located strategically throughout the system (assumed three locations)
9. **Mitigation Action 1.3.2 (partial)** – Develop and implement design strategy to mitigate the liquefaction and lateral spread hazard at the Santa Rosa Creek crossing
- \*10. **Mitigation Action 1.2.2** – Develop and implement design strategy to mitigate liquefaction and lateral spread hazard to the RDS.

\*Mitigation actions currently under development

## Tentative List of Hazard Mitigation Projects for the Update

1. Install flow measuring devices at key turnouts for real time monitoring of flow
2. Minimize potential for uncontrolled release of water by providing isolation valves at strategic locations
3. Develop and implement design strategy to mitigate the liquefaction and lateral spread hazard at the Russian River crossing
4. Develop and implement design strategy to mitigate the liquefaction and lateral spread hazard at the Mark West Creek crossing
5. Develop and implement retrofit design for Collectors 3 and 5 against liquefaction and lateral spread hazard
6. Develop and implement retrofit design for Collector 6 against liquefaction and lateral spread hazard
7. Develop and implement design strategy to mitigate liquefaction and lateral spread hazard to the RDS.
8. Develop an Emergency Operations Plan to Improve Agency's emergency response capabilities
9. Plan, design and add redundant/emergency supply sources to minimize dependence on the Russian River aquifer as the main source of water supply. Install new emergency ground water wells located strategically throughout the system (assumed three locations)
10. Develop and implement design strategy to mitigate the liquefaction and lateral spread hazard at the Santa Rosa Creek crossing
11. Develop and implement design strategy to mitigate fault rupture hazard at Bennett Valley fault crossing of Sonoma aqueduct
12. Develop and implement retrofit design for Sonoma Booster Station
13. Develop and implement design strategy to mitigate the liquefaction and lateral spread hazard at the Petaluma River crossing
14. Develop and implement design strategy to mitigate the liquefaction and lateral spread hazard at the Sonoma Creek crossing at Lawndale and Madrone
15. Develop and implement design strategy to mitigate the liquefaction and lateral spread hazard at the Sonoma Creek crossing at Verano

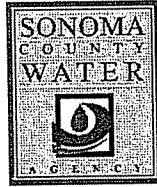
### Contact Information Sonoma County Water Agency

Website: <http://www.scwa.ca.gov/>

General Phone: (707) 547-1900

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## Russian River Biological Opinion Update – September 2012

The Sonoma County Water Agency is continually planning and implementing the Russian River Biological Opinion requirements. To better communicate the progress and timeline of this work, the Water Agency has provided the below outline of project updates. For more detailed information about these activities, please visit [www.sonomacountywater.org](http://www.sonomacountywater.org).

### Dry Creek Demonstration Project

- Construction began on the Quivira Vineyards and Winery segment of the demonstration project on September 4. This component includes (1) installation of a side channel to provide refuge for coho and steelhead during the winter and (2) placement of 130 large logs, root wads and 560 tons of boulders that will provide hiding places for young fish.
- Large redwood/Douglas fir trees and trees with root wads are being delivered to a storage site near Warms Springs Dam.
- Right-of-way negotiations are underway with landowners for the remainder of the project.

### Dry Creek Habitat Enhancement Study

- The Conceptual Design Report for the Dry Creek Habitat Enhancement has been finalized, following a May meeting with NMFS and California Department of Fish & Game. This report presents conceptual designs for potential habitat improvements areas beyond the 1-mile demonstration project.
- The Water Agency, National Marine Fisheries Service, Department of Fish & Game and the U.S. Army Corps of Engineers are working with consultants, ESSA, to develop clear success measures for habitat enhancement. The plan should be completed in 2012.

### Tributary Fish Passage and Habitat Enhancement Projects

- The Grape Creek passage project (creating fish passage through a box culvert) will be constructed this month, once the final permits are issued. Sotoyome Resource Conservation District is managing the project for the Water Agency.
- Construction on the Wallace Creek project (the final tributary project) is awaiting agreement from one landowner for a small construction easement.
- During the summer season, thousands of juvenile steelhead and coho were counted and released in migrant traps in the Russian River, at Mirabel, in Dry Creek, Mark West Creek and Dutch Bill Creek. Final counts will be available later this year.

### Mirabel Screen and Fish Ladder Replacement

- The comment period closed on August 24th for a Notice of Preparation for the environmental analysis. Comments were received from the State Water Resources Control Board and the California Department of Fish and Game.
- The Water Agency received a \$255,000 California Department of Fish and Game Fishery Restoration Grant for design of the project. The 65% design was received in mid-March, and was reviewed by Water Agency staff.

- A grant application to CDFG for construction funds for the fish ladder resulted in a site visit by the selection committee. The grant announcement is expected in early 2013.

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

- The Biological Opinion requires the Water Agency to study the jetty to determine if and how it impacts the formation of the sand bar (barrier beach) and lagoon water surface elevation. Several technical studies analyzing the jetty will begin later this month, pending the receipt of a permit from the California Coastal Commission.
- A settlement, signed by both parties, is pending court approval in the lawsuit filed by the Russian River Watershed Protection Committee challenging the Estuary Management Project final Environmental Impact Report.
- A three-year general lease was received from the State Lands Commission for the estuary management project.
- A Marine Mammal Protection Act Incidental Harassment Authorization (IHA) was received from National Marine Fisheries Service for activities that could potentially disturb seals (and other pinnipeds). As in past years, the IHA requires extensive monitoring of seals prior, during and after any beach activity. In addition, it requires bi-monthly monitoring of seals and limits activities when seal pups are on the beach.
- The 2012 biological and water quality monitoring is ongoing through the Lagoon Management Period (which ends on October 15).

### **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.

- EIR Schedule
  - Release Draft EIR in late 2012
  - Release Final EIR in summer 2013
  - BO requires Board to certify Final EIR by September 24, 2013.

EIR will be prepared by Water Agency staff, with assistance from consultants on some areas of impact analysis.

### **Interim Flow Changes**

- The State Water Resources Board issued a 2012 Temporary Urgency Change order on May 2. The order requires fisheries reports, water quality monitoring and recognizes the continuing efforts by the contractors and Water Agency with regard to water use efficiency.
- Reports for the 2011 TUC were submitted to the State Water Board on March 31, 2012.

### **Public Outreach**

- An outreach campaign (postcards, signage, updated web page) on the Dry Creek habitat enhancement demonstration project is ongoing.
- State Assemblyman Wes Chesbro toured the coho broodstock program and visited the Dry Creek Demonstration Project site in July.

## DISBURSEMENTS - DATED SEPTEMBER 6, 2012

Date Prepared: 9/4/12

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

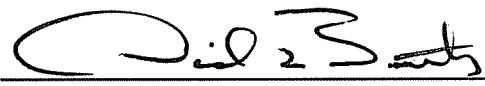
Seq	Payable To	For	Amount
1	Advanced Reproduction Center	Plans & Specs for Marin Sonoma Narrows B1 & B2 Projects	\$654.64
2	All-American Printing Services	Customer Service Questionnaires (600)	139.90
3	American Family Life Ins	August Employee Contribution for Accident, Disability & Cancer Insurance	3,623.44
4	AshLin Pacific Construction	Prog Pymt#1: Recycled Water North Onsite Retrofit Project (Balance Remaining on Contract \$99,396)	60,610.00
5	AT&T Mobility	Cellular Charges: Monthly (\$470) & Airtime (\$12) (16)	483.51
6	Baker, Jack	Director's Fee	200.00
7	Bennett, Gil	Novato "Washer Rebate" Program	50.00
8	Bold & Polisner	July Legal Services: Bad Debt Expense (\$92), Gustafson Ct Acquisition (\$111), Misc (\$89) & OM Sewer Lining Project (\$74) (Less Credit Received for \$52)	314.50
9	Cal State University	Reg Fee: Water Distribution Sys Operation & Maintenance Course (Le Brun)	108.55
10	Caron, Patrick	Novato "Washer Rebate" Program	50.00
11	Curtis & Tompkins Anal. Lab	Lab Testing (RW Seg 2)	171.00
12	DeGabriele, Chris	Exp Reimb: August Mileage	191.48
13	Cashier Dept of Pesticide Regulation	Pesticide Applicator's Certificate Renewal (Cilia) (9/12-8/14) (Budget \$70)	60.00
14		Cafeteria Plan - Uninsured Medical Reimbursement	20.04
15	Dutra Materials	Asphalt Concrete for Corp Yard Paving	12,601.59


Seq	Payable To	For	Amount
16	Electrical Equipment	RTU for Reservoir Hill Tank	2,414.59
17	Ellison, John Wyatt	Novato "Washer Rebate" Program	50.00
18	Environmental Management	Perform Post Construction Pre-Winter Clean Up on Access Road (Solar Project) (Bal Remaining on Contract \$11,910)	3,090.00
19		Vision Reimbursement	118.00
20	Fisher Scientific	Chlorate Standard (\$42) & Pipets (12) (\$112) (Lab)	154.45
21	Fraites, Rick	Director's Fee	200.00
22	GHD	Engineering Services: Pt Reyes Well #3 Replacement (Bal Remaining on Contract \$2,632)	3,126.95
23	Golden Gate Petroleum	Hydraulic Oil for Centrysis @ STP (20 gal)	339.76
24	Grainger	Hose Nozzle, Half Mask Respirator & Pressure Gauges (8) (\$109)	155.47
25	Graybar	RTU Radio for Reservoir Hill Tank (\$2,665) & Radio Antenna (\$51) (Less Credit \$363 Received for Wrong Part)	2,353.23
26	Hach	Ampule Kit (\$217), Chlorine Reagents (3) (\$167), Alkaline Reagent & Solution Pan (\$56) (STP)	495.96
27	Irish & Son's Welding	Weld 4", 6" & 8" Spools (\$525) & Weld 6" Off-Set & Spools (\$525) (RW North Svc Area)	1,050.00
28	Jooste, Kobus	Reimbursement for Cost to Run a New Water Line Across Jooste Property to Align with Meter Relocation Initiated by NMWD	2,735.00
29	Kemira Water Solutions	Ferric Chloride (8.98 tons)	6,641.43
30	Maltby Electric	Electrical Pipe Clamps (24)	10.90
31	Marin IJ Processing Center	Subscription Renewal (DeGabriele) (9/12-9/13) (Budget \$220)	228.50
32	Marinscope	Subscription Renewal (DeGabriele) (9/12-9/13) (Budget \$60)	49.00

Seq	Payable To	For	Amount
33	Marin Reprographics	Full Size Drawings - RW South Phs 2 & RW South Onsite Retrofits (8 sets)	886.49
34	Meisner, Robert	Novato "Toilet Rebate" Program	200.00
35	Mitchell, Russ & Associates	Perform Recycled Water Onsite Retrofit Design Work (Balance Remaining on Contract \$72,775)	8,725.00
36	Molloy, Terry V.	Novato "Cash for Grass" Program	337.50
37		Wage Assignment Order	284.00
38	Northern Safety	Nitrile Gloves (1,700) (Lab)	233.79
39	Novato Builders Supply	Foam Filler, Grout Cement (10 lbs), Concrete Nails & Lumber (\$127)	187.44
40	NTU Technologies	Polymer Emulsion (2,250 lbs) (\$3,285), Dry Polymer (2,200 lbs) (\$6,028) & Cationic Coagulant (4,400 gal) (\$28,166) (STP)	37,479.60
41	Office Depot	Binders (20), Dividers (36) (\$43), Numbered Index Sheets (10) (Eng) & Copy Paper (100 reams) (\$392)	468.67
42	Pace Supply	1" Galv Pipe (210') (\$295), Tee, Ells (30) (\$157), Box Lids (2), Caps (2) (\$102), Flanges (4) (\$89), Nipples (17) (\$70), Couplings (47) (\$2,479), Unions (6) (\$73) & Double Check Valves (2) (\$436)	3,732.89
43	PDM Steel Service Centers	Channels (3)	184.82
44	Petterle, Stephen	Director's Fee	100.00
45	Pollard Water	Adapters (6) (\$133) & Hydrant Reducers (2)	198.76
46	PVS Minibulk	Sodium Hypochlorite (1,218.88 gal)	1,853.95
47	Red Wing Shoe Store	Safety Boots (Baccei)	136.69
48	Roberts & Brune	Nipples (7) (\$182) & Coupling (24) (\$2,952) (Less \$237 Credit Received for Return of Wrong Part)	2,897.43
49	Rodoni, Dennis	Director's Fee (\$200) & WAC Meeting on 8/6/12 (\$100)	300.00

Seq	Payable To	For	Amount
50	Schoonover, John	Director's Fee Less Deferred (\$150) & NBWRA Meeting - 8/20 (\$100)	250.00
51	Seweng, Glenn	Novato "Washer Rebate" Program	50.00
52	Soiland	Fee for Asphalt Recycling (4-6yd Loads)	80.00
53	Tessengerlo Kerley	Dechlorination Tablets Used for Flushing	295.60
54	USA BlueBook	Locking Security Cases (3) (\$274), pH Buffers (2) (\$70) & Liquid Tests (23) (\$167) (STP)	511.73
55		Cafeteria Plan - Childcare Reimbursement	208.33
		<b>TOTAL DISBURSEMENTS</b>	<b><u>208.33</u> <u>\$162,094.58</u></b>

The foregoing payroll and accounts payable vouchers totaling \$162,094.58 are hereby approved and authorized for payment.


9/4/12  
 \_\_\_\_\_  
 Auditor-Controller Date


8/31/2012  
 \_\_\_\_\_  
 General Manager Date



# NORTH MARIN WATER DISTRICT CHECK REQUEST


(DO NOT USE IF THERE IS A VENDOR INVOICE)

PAYEE: <u>Dennis J Rodas</u>	DATE: <u>8/14/12</u>
	AMOUNT: \$ <u>100.-</u>

PURPOSE: Attend 8/6/12 WAC meeting in Santa Rosa.

*[Handwritten Signature]*

CHARGE TO:

<p>DISPOSITION OF CHECK</p> <p><input type="checkbox"/> MAIL TO PAYEE</p> <p><input type="checkbox"/> HOLD FOR</p> <p><input type="checkbox"/> OTHER</p> <p>JOB ACCOUNTING NUMBER</p> <p>REQUESTED BY</p> <p>APPROVED TO PAY BY</p> <p><small>181-0000274 WORKSHEET FOR NORTH MARIN WATER DISTRICT ACQVSET.DOC REV 05/10</small></p>	Prepared By <u>[Signature]</u>	Accounting Review [ ]	POST DATE <u>8/12</u>	Vendor No. <u>RODAS</u>		
	Invoice Number (if required) <u>CKRQ081712</u>	Invoice Date <u>8/14/12</u>	Invoice(s) Amount <u>100.00</u>	<p>Comments <u>WAC meeting - 8/6/12</u></p>		
	Job Number	GL Account <u>5600101-11</u>	Amount <u>100.00</u>			
	TOTAL		<u>100.00</u>			

THE FINANCE ACCOUNTS PAYABLE DEPARTMENT      Nov. 15 '10

# NORTH MARIN WATER DISTRICT CHECK REQUEST

(DO NOT USE IF THERE IS A VENDOR INVOICE)

PAYEE: JOHN SCHOONOVER	
	DATE: 8/20/12
	AMOUNT: \$100.00

PURPOSE: ATTENDANCE AT

Date:

NB WRA BOARD MEETING      8/20/12

**CHARGE TO:**

**DISPOSITION OF CHECK**

- MAIL TO PAYEE
- HOLD FOR OTHER

JOB ACCOUNTING REVIEW

REQUESTED BY

*[Signature]*  
APPROVED TO PAY BY

\\NWWD\SRV1\ADMINISTRATION\FORMS\CHECK REQUEST.DOC Rev. 0510

Prepared By	Accounting Review	POST DATE	Vendor No.
<i>[Signature]</i>		8/12	Schoonover



Invoice Number (CK-Reg ID)	Invoice (CK-Reg) Date	Invoice (CK-Reg) Amount
CKRQ 082212	8/20/12	100.00

NWWD Comment
NB WRA meeting - 8/20 (700)

Job Number	GL Account	Amount
	56001-01-11	100.00
<b>TOTAL</b>		100.00

## DISBURSEMENTS - DATED SEPTEMBER 13, 2012

Date Prepared: 9/11/12

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

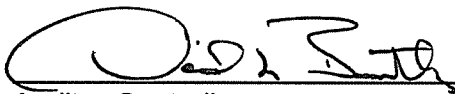
Seq	Payable To	For	Amount
P/R*	Employees	Net Payroll PPE 8/31	\$123,188.29
EFT*	US Bank	Federal & FICA Taxes PPE 8/31	46,545.44
EFT*	US Bank	State Tax & SDI PPE 8/31	9,009.13
43563*	Dutra Materials	Asphalt for Corp Yard Paving	23,352.13
1	Able Tire & Brake	Alignment (\$90) ('99 F550), Tires (6) (\$271-'01 Dodge Dakota, \$215-'05 Ford Ranger, \$169-'01 Dodge Ram & \$409-'02 Intl Dump Truck) & Tire Repair	1,180.75
2	Advanced Reproduction Center	Plans/Specs: RW South Phase 2 (10 sets)	613.89
3	Allied Electronics	Voltage Monitor & Socket	86.14
4	AT&T	Telephone Charges: Leased Lines (\$274), Local (\$87) & Minimum (\$837)	1,198.38
5	Basic Chemical Solutions	Sodium Hypochlorite (705 tons)	8,966.19
6	Brinnier, Katherine	Novato "Washer Rebate" Program	50.00
7	California State Disbursement	Wage Assignment Order (3)	1,518.50
8	Cavanaugh, Grace	Refund Overpayment on Closed Account	160.21
9	CED of Santa Rosa	RTU Enclosure @ Reservoir Hill Tank	805.21
10	Childers, Greg	Novato "Toilet Rebate" Program	100.00
11	Cook Paging	Sept Pager Rental (2)	4.72
12	Costco Wholesale	Coffee, Sugar, Coffeemate, Detergent & Replacement Office Coffee Maker (\$98)	206.18
13	Cruz, Emily	Novato "Washer Rebate" Program	50.00
14	Dahl, Myrle	Novato "Washer Rebate" Program	50.00
15	Frank Equipment, Milton S	Replacement Pump Seal (STP)	930.42

Seq	Payable To	For	Amount
16	Friedman Brothers	18 Volt Batteries (6)	320.76
17	Gans, Sheldon	Novato "Toilet Rebate" Program	100.00
18	Golden Gate Petroleum	Gasoline (\$4.21/gal) & Diesel (\$4.08/gal)	4,329.54
19	Grainger	Ratcheting Wrenches (2) (\$59), Tube Cutter (3) (\$74), Adjustable Wrenches (2) (\$96) & Hard Hat (Clark)	247.89
20	Graybar	DC Power Supply	62.71
21	Hertz Equipment Rental	Excavator Rental for RW @ NSD (8/3-8/9/12)	476.32
22	Huen, Noreen	Novato "Toilet Rebate" Program	100.00
23	Interstate Battery	Portable Radio Battery (\$41) & Batteries for Back-up Server (\$246) (STP)	287.16
24	Kho, Seow	Novato "Washer Rebate" Program	50.00
25	Lincoln Life	Deferred Compensation PPE 9/15/12	10,963.33
26	Maionchi, Donna	Novato "Cash for Grass" Program	400.00
27	Marin Landscape Materials	Concrete (3 yds)	415.56
28	Maselli & Sons	PVC Bulkhead Fitting & Asphalt Rake (\$86)	97.10
29	McAghon, Andrew	July Sludge Removal	280.00
30	McLellan, WK	Misc Paving: Novato Area (78 SF)	643.50
31	Microtech Scientific	Lauryl Sulfite Broth (Lab)	166.31
32	Nationwide Retirement Solution	Deferred Compensation PPE 9/15/12	1,025.00
33	Nelson, Paul	Novato "Washer Rebate" Program	50.00

Seq	Payable To	For	Amount
34	North Marin Auto Parts	Fan Belt, Oil Filters (8) (\$90), Air Filters (4) (\$145), Motor Oil (18 qts) (\$58), Spray Paint (5) (\$30), Lock Tight, Bolts, Nuts, Brake Calipers, 'O' Rings (6), Water Pump (\$67), Radiator Hoses (\$37) ('01 Dodge Dakota), Thermostat Parts, Heater Hoses (2) (\$41) ('01 Dodge Dakota), Hose Clamps (10), Cap Screws (6), Latex Gloves (\$109), Refrigerant Oil, Brake Fluid, Brake Shoes (\$199) ('93 F250), Wheel Seals (2) (\$72), Brake Wheel Cylinders (\$38), Brake Adjuster, Gear Oil (\$76) (5 gal), Car Wash Brush, Air Fittings & Tire Chuck (\$92)	1,274.16
35	North Bay Gas	Nitrogen (\$456), Torch Nozzles for Welder & August Cylinder Rental (\$308)	791.39
36	Novato Disposal Service	August Trash Removal	413.20
37	Novato Video Transfer	Recycled Water Videos Transferred to DVDs	43.60
38	Oblites, Alison	Novato "Washer Rebate" Program	50.00
39	O'Reilly Auto Parts	Wiper Fluid, Degreaser, Brake Cleaner (\$104), Antifreeze (\$117) & Interior Cleaner	288.86
40	Owens, Rebecca	Refund Overpayment on Closed Account	145.47
41	Pace Supply	Bolts (400) (\$1,424), Box Lids (12) (\$377), Flanges (7) (\$119), Couplings (35) (\$1,749), Bushings (12) (\$69), Service Saddles (2), Nipples (6), Ells (11) (\$727), Caps (3) & Double Check Valves (2) (\$404)	5,118.20
42	Paganini Enterprises	Polo Shirts (2) (\$62) & Coveralls (3) (\$125)	187.71
43	PERS Retirement System	Pension Contribution PPE 8/31	45,197.64
44	Pini Hardware	PVC Pipe, Toilet Repair Parts (STP), Plumbing Supplies (\$33) (Pacheco Tank Mixing), Snap Fitting, PVC Conduct, Bolts, Tile Adhesive & Pipe Fitting for Yard Air Line (\$59)	154.62
45	Pollock, Deborah	Refund Overpayment on Closed Account	76.60
46	Roberts & Brune	2" Copper Pipe (\$8,378) (600'), Couplings (7) (\$1,306) & 10" Concrete Extension (\$88)	9,773.86
47	Roberts, Renee	Exp Reimb: Coffee Boxes for Solar Dedication	29.50

Seq	Payable To	For	Amount
48	Sequoia Safety Supply	Ear Plugs (\$55) (400), Safety Glasses (13) & Bandages (160)	114.51
49	Teeters & Schact	Windshield ('08 F250)	301.14
50	Verizon California	Telephone Charges: Leased Lines (\$935) & Minimum (\$42)	977.19
51	Verizon Wireless	August CIMIS Station Data Transfer Fee	19.12
52	Vitorelo, Dan	Novato "Cash for Grass" Program	70.00
53	Wine Country Water Works Association	Reg Fee: Wine Country Water Works Training Class (9 Employees)	400.00
54	Winzer	Saw Blades (30) (\$448), Aluminum Welding Rod (\$150), Wire Ties & Tire Patches	658.06
55	Young, Katie	Exp Reimb: Mileage & Meal (Notary Training)	50.55
		<b>TOTAL DISBURSEMENTS</b>	<b><u>\$304,166.14</u></b>

The foregoing payroll and accounts payable vouchers totaling \$304,166.14 are hereby approved and authorized for payment.



Auditor-Controller

9/11/12

Date



General Manager

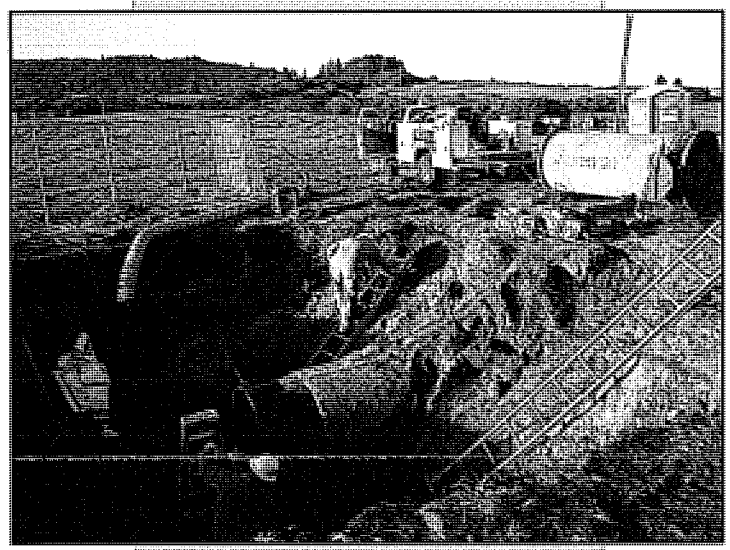
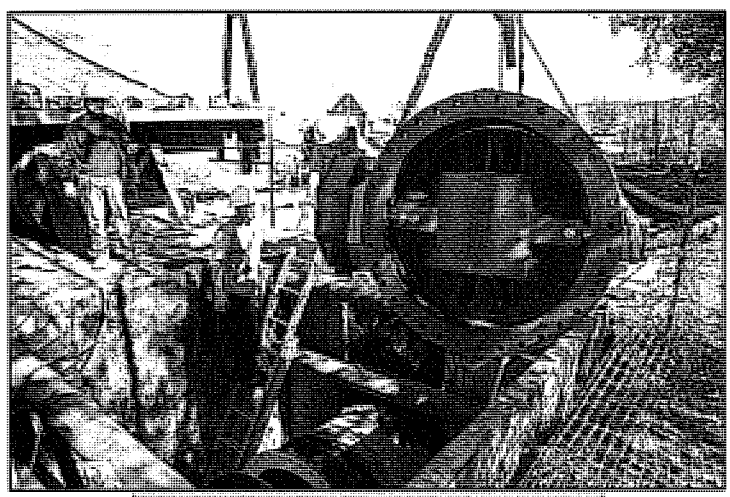
9/11/2012

Date

By D. MISC

# SONOMA COUNTY WATER AGENCY LOCAL HAZARD MITIGATION PLAN UPDATE

## YOUR INPUT IS ENCOURAGED!



The Sonoma County Water Agency is updating its Local Hazard Mitigation Plan (Plan) and welcomes public input beginning September 4 through September 28, 2012. The public is asked to review the current Plan and provide input to the Water Agency including, but not limited to, other projects or data that should be added to the updated Plan, which will be prepared by staff this fall.

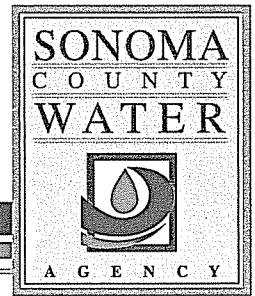
The purpose of the Plan is to identify risks posed by natural and man-made disasters to the Water Agency's water supply system and ways to minimize damage from those disasters. Planning efforts will focus on potential impacts of disasters such as earthquakes, wildfires, droughts, landslides, and floods. Mitigation measures will focus on prevention, property protection, public education and awareness, natural resource protection, emergency services, and improved management practices for structural projects.

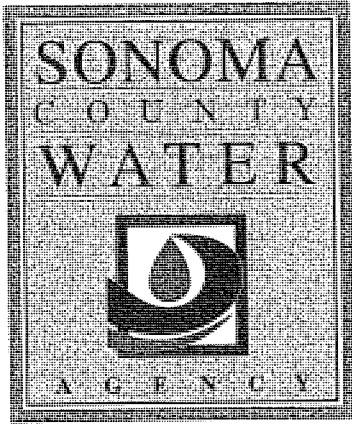
Updating the Plan every five years ensures the Water Agency's water supply system is not only prepared for a disaster, but also complies with Section 322 of the Federal Disaster Mitigation Act of 2000. Adoption of a Plan and its subsequent acceptance by the Federal Emergency Management Agency (FEMA) will be necessary in order for the Water Agency to continue to qualify for federal Disaster Mitigation Grant funding in the future. Since adopting its original Plan in 2008, the Water Agency has received \$1.37 million in FEMA grant funding to help fund pre-disaster mitigation projects including upgrading the Santa Rosa Aqueduct located on the Rodgers Creek fault line.

The public can read the current Plan at: [www.sonomacountywater.org/secureourwater](http://www.sonomacountywater.org/secureourwater) or a hard copy is available at the Water Agency's Administration Building located at 404 Aviation Blvd, Santa Rosa, CA 95403.



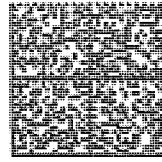
[www.sonomacountywater.org](http://www.sonomacountywater.org)





Sonoma County Water Agency  
404 Aviation Blvd.  
Santa Rosa, CA 95404

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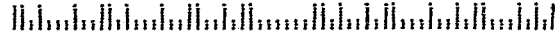
RECEIVED

SEP 06 2012

North Marin Water District

CHRIS DEGABRIELLE  
NORTH MARIN WATER DISTRICT  
PO BOX 146  
NOVATO CA 94948-0146

949480146 8002



### Public meetings:

- The Water Agency will present a draft Updated Plan on November 5, 2012 at 9 a.m. at the City of Santa Rosa's Utilities Field Operations Center, 35 Stony Point Road, Santa Rosa. The staff report will be part of the Water Advisory Committee's meeting.
- The Water Agency's Board of Directors will consider for approval the Updated Plan at its December 11, 2012 meeting. The item will be included on the Board's agenda. The Plan must be approved by the Board and sent to FEMA before January 2013.

For more information:

Please contact Project Manager Steve Koldis at (707) 547-1914 or [steve.koldis@scwa.ca.gov](mailto:steve.koldis@scwa.ca.gov).



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

### Submit your comments by:

Email comments to:  
[secureourwater@scwa.ca.gov](mailto:secureourwater@scwa.ca.gov)

OR

Mailed to:  
Sonoma County Water Agency  
Steve Koldis, LHMP Project Manager  
Sonoma County Water Agency  
404 Aviation Blvd, Santa Rosa, CA 95403