



**NORTH MARIN WATER DISTRICT**  
**AGENDA - REGULAR MEETING**  
 November 1, 2016 – 7:00 p.m.  
 District Headquarters  
 999 Rush Creek Place  
 Novato, California

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Est. Time	Item	Subject
7:00 p.m.		<b>CALL TO ORDER</b>
	1.	<b>APPROVE MINUTES FROM REGULAR MEETING</b> , October 18, 2016
	2.	<b>GENERAL MANAGER'S REPORT</b>
	3.	<b>OPEN TIME: (Please observe a three-minute time limit)</b>  This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.
	4.	<b>STAFF/DIRECTORS REPORTS</b>
		<b>CONSENT CALENDAR</b>  The General Manager has reviewed the following items. To his knowledge, there is no opposition to the action. The items can be acted on in one consolidated motion as recommended or may be removed from the Consent Calendar and separately considered at the request of any person.
	5.	<b>Consent – Approve:</b> Fall 2017 <i>WaterLine</i> , Volume 17, Issue 37
	6.	<b>Consent – Approve:</b> Civil Grand Jury Response
	7.	<b>Consent – Approve:</b> Extension of Horizon CATV License Agreement
		<b>ACTION CALENDAR</b>
	8.	<b>Approve:</b> AMI Project Public Meeting
	9.	<b>Approve:</b> Customer Billing Records Request
	10.	<b>Approve:</b> Set meeting for Chief Engineer Interview
		<b>INFORMATION ITEMS</b>
	11.	Water Conservation Quarterly Update (July-September 2016)
	12.	Quarterly Progress Report - Engineering Department
	13.	WAC/TAC Meeting – November 7, 2016
	14.	NBWA Meeting – November 4, 2016

All times are approximate and for reference only.

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

(Continued)

<b>Est. Time</b>	<b>Item</b>	<b>Subject</b>
	15.	<b>MISCELLANEOUS</b> Disbursements Summary of FY16 Inventory Adjustment
8:00 p.m.	16.	<b>ADJOURNMENT</b>

1



1 through their references at this time. He noted that staff is confident that either firm being considered  
2 can perform the work.

3 Chief Engineer Interviews

4 Mr. DeGabriele advised the Board that staff is interviewing the top two candidates for the  
5 Chief Engineer position this week. He noted that one is from Sonoma County and the other from  
6 Southern California.

7 National Marine Fisheries Service (NMFS)

8 Mr. DeGabriele informed the Board that he met with NMFS staff and the District's fishery  
9 consultant and stated that it was a good meeting but start of the habitat survey work above Stafford  
10 Lake has been delayed. He noted that the final steelhead recovery plan has been released.

11 MPWA

12 Mr. DeGabriele advised the Board that he and Mr. McIntyre attended the MPWA meeting to  
13 discuss the trench standards revisions.

14 Fish Ladder Ribbon Cutting

15 Mr. DeGabriele informed the Board that on November 2<sup>nd</sup> SCWA will hold the Fish Ladder  
16 Ribbon Cutting.

17 **OPEN TIME**

18 President Schoonover asked if anyone in the audience wished to bring up an item not on  
19 the agenda and there was no response.

20 **ACTION CALENDAR**

21 **REQUEST FOR ADDITIONAL BILL ADJUSTMENT - STENBERG**

22 Mr. Bentley introduced Steve and Karen Stenberg at 2305 Laguna Vista Drive who  
23 requested an additional bill adjustment. He advised the Board that the Stenberg's received a high  
24 bill in February based on December/January water use of 1,239 gallons per day compared with 115  
25 gpd used during the same period prior year. Mr. Bentley stated that no leak was found, but the  
26 Stenberg's did discover that their neighbor, while remodeling, had run a hose from the Stenberg's  
27 spigot. He advised the Board that the Stenberg's neighbor paid one half of the bill and the District  
28 granted a bill adjustment reducing their net cost to \$0. He further stated that in August, the  
29 Stenberg's received another high bill for use of 2,517 gpd during June/July when their prior year  
30 usage was 112 gpd. Mr. Bentley informed the Board that the District provided an additional bill

1 adjustment and tested the meter which was found to be accurate, however the Stenburg's appealed  
2 saying there is simply no way they could use 131,000 gallons of water in a two month period.

3 The Stenburg's addressed the Board with their concerns and informed the Board that they  
4 now have locked their hose bib.

5 On motion of Director Petterle, seconded by Director Baker the Board approved allowing a  
6 full Bill Adjustment for the August bill without deducting the Bill Adjustment rendered in February,  
7 thus granting an additional \$327 credit by the following vote:

8 AYES: Director Baker, Fraites, Petterle and Schoonover

9 NOES: None

10 ABSENT: Director Rodoni

11 **OUTSIDE AUDITOR'S 2016 REPORT AND MANAGEMENT REPORT**

12 Dianne Landeros introduced Chris Brown of Fedak & Brown, the District's Outside  
13 Independent Auditor, who stated that the financial statements of the District present fairly in all  
14 material respects the financial position of the District as of June 30, 2016 and 2015 in accordance  
15 with accounting principles generally accepted in the United States. He noted that this unmodified  
16 opinion is the best or highest opinion that an outside auditor can render on an entity's financial  
17 statements. Mr. Brown commented that the audit went very well, that the District accounting staff do  
18 a good job and congratulated the District on the 2015 GFOA award for reporting excellence. He  
19 further opined that the District's net position or bottom line is 3.5 to 4 months of operating expenses  
20 which is good and the pension plan is 78% funded which he also opined is good.

21 Director Fraites inquired about some of the info in the financial highlights as did Mr. Joly. Mr.  
22 Brown answered accordingly.

23 On motion of Director Petterle, seconded by Director Baker, the Board accepted the Outside  
24 Auditor's FY15/16 Financial Report and Management letter by the following vote:

25 AYES: Director Baker, Fraites, Petterle and Schoonover

26 NOES: None

27 ABSENT: Director Rodoni

28 **STATEMENT OF INVESTMENT POLICY**

29 Mr. Bentley provided the Board with the District's Statement of Investment Policy regarding  
30 collateralization of District's deposits. He advised the Board that the proposed clarification now  
31 requires that no more than 2/3rds of District's deposits must be in a bank and collateralized by non-

1 government guaranteed mortgage backed securities with the remainder backed by government  
2 guaranteed mortgage back securities or non-mortgage backed securities. Mr. Bentley advised that  
3 this investment policy wrinkle is unique to the District and is not part of the government code or, to  
4 the District's knowledge, any other government agency. He stated that the goal of this  
5 collateralization restriction is to limit risk to the District from uninsured deposits. Mr. Bentley  
6 requested that Investment Policy Section 13 be revised to reflect this clarification.

7 On motion of Director Fraites, seconded by Director Baker, the Board approved revision to  
8 the Investment Policy Section 13 by the following vote:

9 AYES: Director Baker, Fraites, Petterle and Schoonover

10 NOES: None

11 ABSENT: Director Rodoni

12 **QUARTERLY FINANCIAL STATEMENT**

13 Mr. Bentley provided the Board with the Quarterly Financial Statement which shows that  
14 water sales are up significantly in this quarter compared to one year ago. He projects that annual  
15 water sales should reach 2.8BG, where 2.5BG was budgeted for this year. He stated that all  
16 improvement districts are operating in the black through the first quarter, yet advised that the  
17 Sonoma County Water Agency bills for wholesale water deliveries are high and that there may still  
18 be a problem with the SCWA delivery meters.

19 **MONTHLY PROGRESS REPORT**

20 Mr. DeGabriele provided the Monthly Progress Report for September. He stated that water  
21 production is up 48% compared to one year ago yet is still below 2013 water production, the State's  
22 metric for water conservation. He noted that in West Marin water production is up 9% for the first  
23 quarter. Mr. DeGabriele advised the Board that Stafford Treatment Plant water production is up 14%  
24 compared to last year at this time and Recycled Water Production is up 20%. He stated that Stafford  
25 Lake holds 42% of capacity and Lake Mendocino holds nearly 53,000AF, while Lake Sonoma holds  
26 nearly 210,000AF. Mr. DeGabriele apprised the Board that complaints are up across the board  
27 principally due to customer and District service leaks and high bill complaints. He reviewed the  
28 Customer Service Questionnaire and stated that 20% of questionnaires were returned from  
29 customers and 94% of those returned show that the District is doing a good job. He noted that no  
30 negative complaints were received from returned questionnaires.

31 Mr. Bentley reported that District reserves now total \$13.6M and equals 90% of our annual  
32 operating expense, the District's target.

1 **CONSENT CALENDAR**

2 On the motion of Director Petterle, seconded by Director Fraites, the Board approved the  
3 following items on the consent calendar by the following vote:

4 AYES: Director Baker, Fraites, Petterle and Schoonover

5 NOES: None

6 ABSENT: Director Rodoni

7 **45 LEVERONI CT.**

8 The Board approved a Water Service Agreement for a new fire service at 45 Leveroni Ct  
9 which will serve a new BioMarin facility adjacent to CSW/Stuber-Stroeh's office. New facilities  
10 include 20ft of 6" lateral and a 6" fire service. Estimated cost is \$28,332. The Board approved  
11 Resolution 16-25 entitled: "Authorization of Execution of Water Service Facilities Construction  
12 Agreement with 790 DeLong Ave, GP."

13 **REGULATION 109**

14 The Board approved revision to Regulation 109, raising the Oceana Marin Sewer Service  
15 Charge to \$22,600 from the current \$15,200 which became effective on July 1st. The Board  
16 approved Resolution 16-26 entitled: "Revision of North Marin Water District Regulation 109 –  
17 Oceana Sewer Service – Rates and Charges."

18 **PLUM STREET TANK PROPERTY EXCHANGE – GRANT DEED**

19 The Board authorized a property exchange at Plum Street Tank enabling adjacent property  
20 owners to landscape a 180 sq/ft strip of land (approximately 40 ft long by 4.5 ft wide). In return the  
21 District gained 160 sq/ft which provides improved access to and within the tank parcel. The Board  
22 approved Resolution 16-27 entitled: "Authorization of Execution of Plum Street Tank Site  
23 Corporation Grant Deed (Portion of) to Jane Prosser and Eugene Rhim of 15 Zandra Place."

24 **INFORMATION ITEMS**

25 **POTTER VALLEY HYDROELECTRIC PROJECT PRE-APPLICATION DOCUMENT**  
26 **QUESTIONNAIRE**

27 Mr. DeGabriele provided the Board with the completed questionnaire on the Potter Valley  
28 Project FERC relicensing. He stated that PG&E has notified interested parties that they are taking  
29 the initial steps required to obtain a new license for the Potter Valley Project.

1 **EXCERPTS FROM MARIN LAFCO SPHERE OF INFLUENCE UPDATE FOR MMWD**

2 Mr. DeGabriele provided information to the Board on the Marin LAFCo Sphere of Influence  
3 Update for Marin Municipal Water District which now accurately reflects the history behind the 2002  
4 boundary reorganization between the District and MMWD in the Hamilton area.

5 **MISCELLANEOUS**

6 The Board received the following miscellaneous items: Disbursements, Self-Insured  
7 Workers' Comp – 1<sup>st</sup> Quarter Status Report, FY17 1<sup>ST</sup> Quarter Labor Cost Report, and Trench Cut  
8 Repairs Comment Ltr.

9 The Board also received the following news articles: Researching Dams' Effect on Eel River  
10 Salmon, Submeters: A new incentive for California Tenants to Save Water, and Sonoma Marin  
11 Saving Water Partnership advertisement.

12 The Board received the following news article at the Board meeting: Reservoir low, rain may  
13 have little effect.

14 **ADJOURNMENT**

15 President Schoonover adjourned the meeting at 8:26 p.m.

16 Submitted by

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Eileen Mulliner  
Acting District Secretary

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## MEMORANDUM

To: Board of Directors

October 28, 2016

From: Ryan Grisso, Water Conservation Coordinator *RB*Subject: Approve Text for Fall 2016 Novato "*Water Line*", Volume 17, Issue 37

V:\Memos to Board\Fall 2016 WaterLine Text 1016.doc

**RECOMMENDED ACTION:** Approve Fall 2016 Novato "*Water Line*" Text**FINANCIAL IMPACT:** \$7,500 (Included in FY 2016/2017 Budget)

Draft text and design for the Fall 2016 Novato "*Water Line*", Volume 17, Issue 37 is attached for your review. Should any Board member have individual comments please provide them to the General Manager at the Board meeting on November 1, 2016. It is expected the "*Water Line*" will be mailed in November 2016.

RECOMMENDATION

Board authorize General Manager to approve final text and design of Fall 2016 Novato "*Water Line*", Volume 17, Issue 37.

Approved by GM *CD*Date *10/28/2016*



**NORTH MARIN  
WATER DISTRICT**

# THE WATER LINE

NOVATO'S WATER CONSERVATION NEWSLETTER • VOLUME 17 ISSUE 37 FALL 2016

## The California Drought Is Still On

### Update on Revised State Water Conservation Regulations for 2016

Novato water customers did a great job conserving during the State imposed mandatory water use restrictions. **Thank You!** In 2015, Novato water production was down 33% community wide compared to the same period in 2013. This year, the State has allowed water utilities to self-certify the adequacy of supply and determine if reduction is needed. Through the self-certification analysis, NMWD determined that no water use reduction is needed for 2016. However, the State regulations still include "common sense" water use prohibitions (see back page). So far, in Summer 2016, Novato customers have continued to respond with water use reductions of 11% compared to June, July and August 2013. **Thanks again for doing your part!** NMWD asks that you remain diligent in conserving water, as the State will reconsider prohibitions in January 2017. As we move forward into 2017 and beyond, we can likely expect further State mandates to reduce water use.

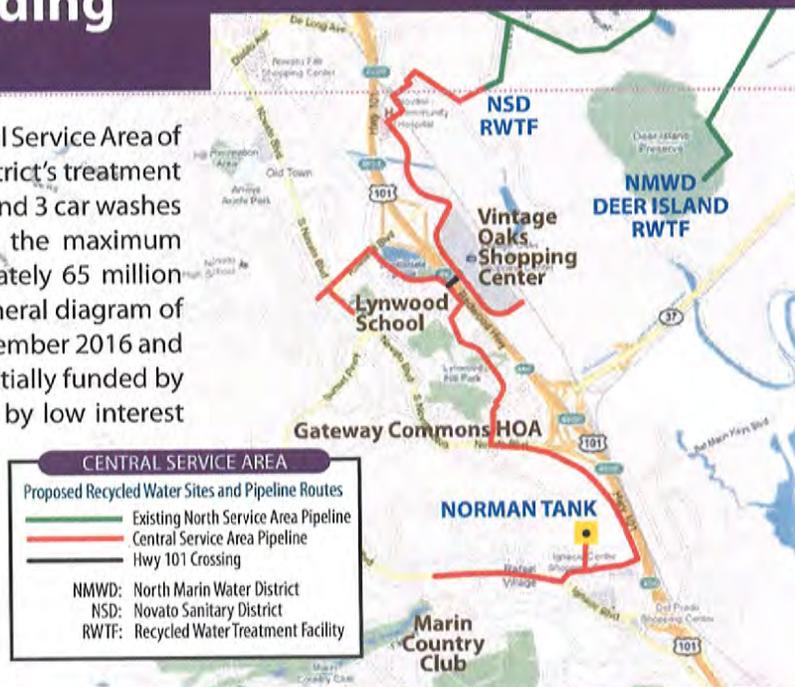
To improve water use efficiency NMWD is now pursuing an Advanced Meter Information (AMI) pilot project which will also improve meter reading frequency, efficiency and customer service. With the AMI system, digital meter data will be sent securely to NMWD headquarters by radio and provide early leak detection plus enable customers to view near real-time water use information gaining a better understanding of water use patterns. Upon successful completion of the pilot project, full implementation is expected within two years. Currently, you can still view your individual water use history (six billing periods per year) at [www.nmwd.com](http://www.nmwd.com). Select the "Your Account" tab and click on "Account Balance & Consumption".

We appreciate your help in preserving our water supply! Please pay attention to water use, especially outside and participate in available NMWD water conservation programs.

## Recycled Water is Expanding in the Central Area

NMWD is expanding the recycled water system into the Central Service Area of Novato. This expansion will extend from Novato Sanitary District's treatment plant, serving approximately 40 large landscape customers and 3 car washes along the way. This project has been designed to reach the maximum number of large landscape users and will offset approximately 65 million gallons of potable water per year. Refer to the map for a general diagram of the pipeline route. Construction is expected to begin in November 2016 and should be completed by the end of 2017. This project is partially funded by Federal and State Grant Funds with the remainder funded by low interest loans to be repaid with new development connection fees.

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



# Water Smart Savings Program

North Marin Water District wants to help customers use water efficiently. That's why we've put all of our water

saving promotions under one umbrella. The Water Smart Savings Program encompasses all you need to get started on saving water and saving money. Call (415) 761-8944 for program details or visit [www.nmwd.com](http://www.nmwd.com)

## Water Waste and Essential Prohibitions

- ◆ Gutter flooding (unreasonable irrigation overspray or irrigation run-off onto pavement, down a gutter, ditch or other drain).
- ◆ Failure to repair a controllable leak of water within a reasonable time.
- ◆ Using water for non-recycling decorative fountains or single-pass cooling systems.
- ◆ Washing privately-owned motor vehicles, trailers and boats except from a bucket and hose equipped with an automatic shut-off nozzle for a quick rinse.
- ◆ Washing down exterior paved areas.
- ◆ Overhead sprinkler irrigation used within 48 hours of measured rainfall. Now is a good time to turn off your irrigation system.
- ◆ Serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased.
- ◆ Hotels and motels must provide guests the option not to have towels and linens laundered daily.

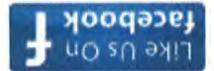
For questions on the water use prohibitions call 415-761-8944 or email [waterconserve@nmwd.com](mailto:waterconserve@nmwd.com)



[www.nmwd.com](http://www.nmwd.com)

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**NORTH MARIN  
WATER DISTRICT**



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

## Cash for Grass

NMWD offers a cash incentive for removing regularly maintained and automatically irrigated lawn areas and replacing them with District qualified low water use plantings on drip irrigation. The incentive will pay you up to \$50 per 100 square feet of lawn area (maximum \$400 per single family dwelling). Pre-qualification site visit and landscape plan approval required prior to participation.

**See [www.nmwd.com](http://www.nmwd.com) for program rules and application form, and then call 415-761-8944 to schedule an appointment.**

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## MEMORANDUM

To: Board of Directors  
From: Chris DeGabriele, General Manager *CD*  
Subj: Response to Civil Grand Jury Request – Financial Health  
t:\aclword\grand jury\cover memo - response to october 16 grand jury report.docx

October 28, 2016

**RECOMMENDED ACTION: Approve**  
**FINANCIAL IMPACT: None**

On October 18, 2016 the Marin County Civil Grand Jury (CGJ) requested a response to several pension-related questions to gain a better understanding of the financial health of Marin County local public agencies. The District's draft response is attached for Board consideration (Attachment 1).

**Recommendation:**

Approve the proposed response to the Civil Grand Jury.

Approved by GM *CD*Date *10/28/2016*

DRAFT

November 2, 2016

Jay Hamilton-Roth, Foreperson  
Marin County Civil Grand Jury  
3501 Civic Center Drive, Room 275  
San Rafael, CA 94903

Re: Response to Civil Grand Jury Request: Financial Health

Dear Mr. Hamilton-Roth:

Accordingly, following are the District's responses to your questions regarding North Marin Water District's Financial Health.

1) What is your agency's net pension liability as of the most recent valuation date? Please provide both the amount and valuation date.

**\$8,619,837. The net pension liability is measured as of June 30, 2015 and the total was determined by a CalPERS actuarial valuation as of June 30, 2014 rolled forward to June 30, 2015 using standard update procedures.**

2) Will your net pension liability for this fiscal year-end (June 30, 2016) be higher or lower than last year? Please explain.

**Uncertain. The net pension liability is based upon CalPERS actuarial valuation which incorporates many factors.**

3) What do you anticipate your total pension contribution to be for fiscal year 2016?

**The District's FY16 pension contribution was \$828,792.**

4) What is your agency's total cash position, both restricted and unrestricted?

**\$13.6 million at September 30, 2016.**

5) Does your agency plan to issue or refinance any type of debt in the next year? If so, please describe.

**Yes. The District plans to finance upcoming new capital improvement projects by borrowing money from California's State Revolving Fund and may also borrow money from a local bank. No debt refinancing is proposed.**

a) If planning to issue or refinance debt, will your agency be hiring a financial advisor to help with the selection of an underwriter?

**No. An underwriter is not required for State SRF or bank loans.**

6) What is your agency's contingency plan in the event that your pension plan administrator chooses to lower the discount rate in the future?

**The District's FY16 pension contribution represents 2% of the District budget. In the event the District's pension contribution**

**increases in the future, the District will consider adjustment to both its revenue stream and spending plan to accommodate the increase.**

7) Does your agency offer employees any defined contribution plans? If so, please provide details.

**Yes. The District offers a 457(b) deferred compensation plan funded solely by employee contributions, and to all employees who have completed their probationary period.**

8) Has your agency noticed any financial consequences of the addition of net pension liabilities to your agency's balance sheet (for example, a credit rating change)?

**No.**

9) If your 2015-2016 audit report is available, please provide (a link to) it.  
**<http://www.nmwd.com/financials/NMWDFinancials2016.pdf>**

Sincerely,

Chris DeGabriele  
General Manager

c: The Honorable Judge Faye D'Opal, Marin County Superior Court  
Steve Kinsey, Supervisor, Marin County Board of Supervisors  
Judy Arnold, Supervisor, Marin County Board of Supervisors

**7**

## MEMORANDUM

To: Board of Directors

October 28, 2016

From: Robert Clark Operations / Maintenance Superintendent *REC*

Subj: Extension of Horizon CATV License Agreement

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**RECOMMENDED ACTION:** Approve one year extension**FINANCIAL IMPACT:** \$4,343.79 annual income

The two year Horizon CATV license agreement with the District allowing use of PRE tank site #4 to place a 40' high antenna, 5' x 7' equipment shed and a propane tank and emergency generator will expire on October 31. The antenna was first moved to this site in 1995 after the Mt. Vision fire. Horizon has requested to exercise its' current agreement option to extend the contract for another two years.

Horizon is a small company, with a current cable TV subscriber base in West Marin (extending to Dillon Beach) of 556 customers. Their customer base is in large part the same as North Marin Water District, although the number of Horizon customers has been shrinking due to competition with satellite TV dish companies. The license fee paid to the District by Horizon is 1% of Horizon's annual basic revenue generated from its total number of cable customers served by the antenna. Basic revenue is the monthly minimum charge levied for the basic service package, and does not include premium charges for additional channels or features.

Horizon has requested an extension according to the agreement terms and is in good standing with the District. Staff, however, proposes the renewed license agreement be for only one year to October 31, 2017 so that relocation of Horizon facilities can occur to accommodate the new Tank 4A once the layout and design is firmed up.

Annual adjustment to the agreement includes:

- Updated number of Horizon CATV customers is 509 in Pt. Reyes, Olema and Inverness and 47 in Dillon Beach. The basic cable rates are to \$65.95 in Pt. Reyes, Olema and Inverness and \$55.95 in Dillon Beach. The calculated fee is  $(509 \times 65.95 \times 12 \times 0.01 = \$4,028.23)$  plus  $(47 \times \$55.95 \times 12 \times .01 = \$315.56)$  for a total of \$4,343.79 for the period of November 1, 2016 through October 31, 2017.

**RECOMMENDATION**

Board approve renewed license agreement with Horizon CATV for a one year extension.

## LICENSE AGREEMENT

THIS LICENSE AGREEMENT, by and between NORTH MARIN WATER DISTRICT, a local governmental agency of the State of California, herein called "District," and HORIZON CABLE TV Inc., a California corporation, herein called "Horizon."

### 1. Grant of License

The District hereby grants to Horizon a revocable license to enter the District's Paradise Ranch Estates water tank site number four, adjacent to 420 Drakes View Drive ("the site"), for the purpose of operating, maintaining and replacing facilities for off-air television signal receiving. Said facilities shall consist of:

- a. one antenna tower approximately 40-feet tall on steel poles set in concrete;
- b. underground cables for electricity, telephone and television;
- c. one equipment shed approximately 7-feet in length by 5-feet in width; and
- d. propane tank and stand-by generator for emergency power.
- e. such other facilities as Horizon may deem necessary or advisable from time to time, provided that Horizon shall obtain the written consent of District before any additional facilities are installed.

The facilities shall be located on the site as described on "Exhibit A" attached hereto, incorporated herein.

### 2. Term

The term of this license is one year, beginning on November 1, 2016, and ending on October 31, 2017. Renewal of agreement will be reviewed by September 30, 2017 when the District has a more detailed design of the new storage facilities at the site.

### 3. Option to Extend Term

The District will evaluate the option to extend the term of this license with the renewal of the agreement in September 2017.

### 4. Limitations on Use of License

- a. Horizon shall be responsible for acquiring and maintaining all necessary permits and approvals from the County of Marin for installation, operation and maintenance of facilities described in Section 1 hereof.
- b. Horizon's use of the site shall not hinder or interfere with the District's operation and maintenance of its Paradise Ranch Estates tanks. Accordingly all facilities installed by Horizon on the site shall be a minimum of five-feet from the District's water tanks.
- c. Horizon shall not do any grading or excavation on the site and shall not erect any structure thereon except the facilities described in Section 1 hereof. Said work shall be done at Horizon's expense and in accordance with plans and specifications reviewed and approved in writing by the District and permits issued by the County of Marin. Horizon will not permit any lien or encumbrance to be placed on the site.

- d. Horizon shall not permit the facilities or Horizon's use of the site to interfere with public reception or transmission of radio or television signals. If interference is traceable to Horizon's equipment or operations on the site, Horizon shall correct the cause without delay.
- e. Horizon will use the license and operate the facilities in accordance with all applicable city, county, state and federal regulations, ordinances and statutes now or hereafter in effect and shall, at its expense, maintain in effect throughout the term of this license all permits, licenses and authorizations required by law for its operations. Horizon shall submit to the District a copy of its Federal Communications Commission license and a copy of its Bay Area Air Quality Management District ABA 6 standby generator emissions permit upon renewal of this agreement. (At this time Horizon does not have a generator requiring a permit.)
- f. Horizon shall maintain the facilities at all times in a safe, clean and orderly condition.
- g. The District may require Horizon to shut down its electrical equipment and microwave facility from time to time to permit construction and maintenance of water tank(s) or other facilities. Said shutdown will only be required for safety reasons as determined by the District at its sole discretion. Future projects contemplated on the site include construction of a new water storage tank, which may require Horizon to relocate its facilities, and installation of a 2-way radio transmitter on the antenna tower, which the District warrants will not interfere with Horizon's cable television reception signal., The District shall endeavor to give Horizon a 30-day minimum notice before any required shut down.
- h. To ensure the safety of District employees, Horizon shall provide the District with an EMF exposure report for the facility. This study shall show all EMF exposure levels at the site during normal operations. Any area where the EMF exposure level exceeds the safe exposure level as adopted by the FCC shall be clearly identified. If the facilities or their operation are modified in a manner that changes the exposure levels, Horizon will immediately notify the District and an updated report shall be submitted.

5. Payments by Horizon

- a. Horizon agrees to annually pay as consideration for the license the sum of 1% of Horizon's annualized basic cable rate charge multiplied by the number of customers receiving transmission signals from the site on September 30 of each year. For the year commencing November 1, 2016 this is calculated as \$4,343.79 (509 Pt. Reyes, Olema and Inverness customers X \$65.95 monthly basic rate X 12 months X 1%) plus (47 Dillon Beach customers X \$55.45 monthly basic rate X 12 months X 1%). The payment shall be adjusted annually to reflect the then current number of customers and monthly basic rate charge in effect on September 30, except in no event shall the annual payment be less than \$4,343.79. The payment for the first year of the term of the license shall be made simultaneously with the execution of this agreement. Payment for each subsequent year shall be made in advance on or before each anniversary of the date of this agreement.
- b. Horizon further agrees to provide at no charge to the District two extra fibers for use

by the District in the fiber-optic telecommunications line installed between Horizon's antenna facility at the site and its facilities in Point Reyes Station. The District agrees that Horizon may have exclusive use of the two extra fibers through October 31, 2017. In the event Horizon extends its underground telecommunication line further, the District shall purchase and Horizon agrees to install underground conduit alongside its telecommunications line. Said underground conduit shall be for the exclusive use of the District.

6. Termination

Horizon acknowledges that its rights under this license are subordinate to the prior and superior right of the District to use the site for the purpose of providing a public water supply. The District reserves to itself the right to terminate the license at any time it determines that it is reasonably necessary to carry out its said purpose. Except in an emergency the District shall give Horizon 90 days prior written notice of termination. The annual payment shall be prorated to the date of such termination. In addition, the District may terminate this license if Horizon fails to perform any of its undertakings herein and fails to remedy such default within 30 days after written notice from the District to do so.

7. Removal of Personal Property and Structures

Upon the expiration of the term of the license or the sooner termination thereof, Horizon shall coordinate removal of its facilities with the District. In the event the District has installed a 2-way radio transmitter on the antenna, the antenna shall be left on the site. If the 2-way radio transmitter is not installed on the antenna, Horizon shall at its expense remove all the facilities and personal property, including piers and bases, which it has placed on the site, leaving it vacant and clean, and shall restore the site as nearly as possible to the condition it was in at the commencement of this license. If Horizon fails to do so, the District may cause the work to be done and Horizon shall reimburse the District for its costs thereby incurred.

The District may, at its option, claim assets remaining on the property in excess of 30 days from termination of this agreement in exchange for clean-up costs incurred.

8. Insurance, Hold-Harmless and Indemnification Requirements

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

endorsement adding the District as an "insured." Said policy or endorsement shall specify that any excess clause contained in Horizon's policy notwithstanding, the coverage provided thereunder is primary to and underlying any insurance carried by the District and any insurance carried by the District shall be excess to any insurance provided under the policy. Horizon shall also deliver to the District a certificate by the insurance company(s) stating that the insurance has been issued and is in good standing, and that said policy shall not be canceled nor shall there be any material reductions in coverage without 60 days' notice in writing to the District.

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

9. Non-assignability

This license shall not be assignable by Horizon or by operation of law without the prior written consent of District, which consent shall not be unreasonably withheld.

10. Notices

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

To District:

North Marin Water District  
Attn: Operations/Maintenance  
Superintendent  
PO Box 146  
Novato, CA 94948

To Horizon:

Horizon Cable TV Inc.  
PO Box 937  
Fairfax, CA 94978

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

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

ATTEST:

NORTH MARIN WATER DISTRICT

\_\_\_\_\_  
Eileen Mulliner  
Acting District Secretary

\_\_\_\_\_  
John Schoonover, President    Date

HORIZON CABLE TV INC.

  
\_\_\_\_\_  
Kevin Daniels, President    Date    110-24-16

## “Exhibit A”

### Tank Site:

That certain real property in the County of Marin, State of California, bounded and described as follows:

Beginning at a point that bears South 54° 56' East 8.17 feet from the most northerly corner of Parcel Two as described in the deed from Marin County Abstract and Title Company, a corporation, to James J. Zydonis, et ux, recorded May 25, 1959, in Liber 1281, O.R., page 462 and running thence North 35° 00' East 144.71 feet to the true point of beginning, thence North 43° 50' 20" West 73.41 feet, thence North 23° 53' 54" East 40.69 feet, thence South 78° 59' East 87.41 feet, thence South 35° 00' West 89.69 feet to the true point of beginning.

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## MEMORANDUM

To: Board of Directors  
From: David L. Bentley, Auditor-Controller  
Subj: AMI Project Public Meeting  
f:\aclword\ami\public meeting cover memo.docx

October 28, 2016

**RECOMMENDED ACTION: Approve****FINANCIAL IMPACT: Approximately \$500**

The State Water Resources Control Board requires that the Board approve a CA Environmental Quality Act (CEQA) review that is to be submitted prior to approval of a State Revolving Fund Loan to finance the Advanced Meter Information (AMI) project. As a component of the CEQA review, State Board staff have required that the District hold a public meeting inviting those who reside or own property within 300 feet of the 26 District parcels (primarily tank sites) where an AMI radio antenna will be placed.

GHD, the District's AMI CEQA consultant, will identify parcels within the designated proximity to the proposed antenna sites. The letter accompanying this memorandum is proposed to be mailed in mid-November inviting interested customers to attend a public meeting at the District office on Tuesday, December 13, to hear a presentation from staff about the AMI project and to ask questions they have regarding the proposed project and the antennas to be located near their property.

The \$500 cost includes programming time to correlate the identified addresses with customer names, and postage.

**Recommendation**

Approve mailing the attached letter.

**Collector Locations and Antenna Heights:**

	Facility Name	Elevation (ft)	Facility Height (ft)	Antenna Height Above Facility (ft)
1	Air Base Tank	251	30	16
2	Atherton Tank	130	34	15
3	Black Point Tank	170	27	14
4	Center Road Tank	512	35	11
5	Cherry Hill Tank #1	412	26	13
6	Crest Tank#2	291	50	16
7	Dickson Tank	390	35	14
8	Garner Tank	456	28	10
9	Half Moon Tank	460	18	12
10	Loma Verde Tank	290	30	10
11	Lynwood Tank #1	135	33	13
12	Nunes Tank	390	25	25
13	Pacheco Valley Tank	317	27	12
14	Palmer Tank	130	33	13
15	Ponti Tank	412	26	22
16	Reservoir Hill Tank	138	24	10
17	San Andreas Tank	530	26	23
18	San Mateo Way Tank	328	34	26
19	Sunset Tank	288	38	14
20	Trumbull Tank	285	26	12
21	Wild Horse Valley 3 <sup>rd</sup> Zone Tank	496	34	12
22	Winged Foot Drive Tank	509	34	16
23	Cherry Hill Pump Station	53	0	14
24	Deer Island RW Treatment Plant	7	16	12
25	NMWD Headquarters Office	15	20	24
26	Cabro Court Pump Station	432	10	14

**DRAFT**

November 14, 2016

John Smith  
123 Main Street  
Novato, CA 94945

**Subject: Pilot Project to Consider Installation of AMI System**

The North Marin Water District (NMWD) is evaluating an Advanced Meter Information (AMI) system to improve meter reading accuracy, efficiency and customer service. A pilot program is planned this winter to aid in evaluating the feasibility of AMI use in Novato. With AMI, digital meter data is sent securely to NMWD headquarters via radio signal. The AMI system will provide early leak identification and enable customers to view near real-time water use information online.

As part of the pilot project, NMWD will be installing a radio antenna on a District facility located in your area. The antenna will receive water meter data and transmit it to NMWD headquarters for billing purposes. The plan is to install 26 antennas ranging in height from 10' to 26', with the typical height being 14', primarily on water storage tanks. A typical installation will look similar to the photograph below of the 10' high existing radio antenna atop the District's San Mateo Water Storage Tank.



You are invited to attend a public meeting to learn more about the District's AMI pilot project and to ask questions you may have regarding AMI. The meeting will take place at 7:00 PM on Tuesday, December 13, 2016, at the North Marin Water District Office located at 999 Rush Creek Place in Novato.

Alternatively, you can submit questions by mail to:

North Marin Water District  
PO Box 146  
Novato, CA 94948

Or by email to: [Info@nmwd.com](mailto:Info@nmwd.com) with "AMI Project" in the subject line.

The North Marin Water District takes pride in delivering high quality and cost effective water service. We look forward to answering any questions you may have regarding this proposed project.

Sincerely,

Chris DeGabriele  
General Manager

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## MEMORANDUM

To: Board of Directors  
 From: David L. Bentley, Auditor-Controller  
 Subj: Customer Billing Records Request - MCFD  
t:\ac\word\memo\17\mcfid customer record request.docx

October 28, 2016

**RECOMMENDED ACTION: Approve****FINANCIAL IMPACT: None**

The Marin County Fire Department has requested that they be provided with a list of the 400+ District customers that have a dedicated fire-sprinkler system. MCFD states that this information would help in pre-planning their response in the event of structure fires and/or wildland fires which may impact the structures. The information would be for the use of MCFD only, but would ultimately be accessible to all MCFD personnel.

The Board's *Policy Statement on Public Records* states, in relevant part:

As it relates to a request by anyone for access to the consumption record, the name and address or any other information compiled by the District associated with a specific individual customer account, the following procedure shall be followed:

First: the person making the request shall be required to identify himself (herself) and state the purpose for the request in writing.

Second: the Board of Directors shall consider the purpose for the request and make the determination required pursuant to the following statutory test:

"The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this chapter or that of the facts of the particular case the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record." (Section 6255, Government Code)

Prior to making the above determination, the Board may opt to notice and hold a public hearing.

Third: once a determination is made the record in question will be made available or withheld accordingly.

Exceptions to this procedure are:

1. Requests made by a customer of the District for his (her) own individual consumption data or any other data compiled in connection with said customer's account upon recitation by customer of his (her) account number or upon presentation of a California driver's license or some other form of suitable identification.
2. Requests made by any court, law enforcement agency or grand jury acting in a legal investigatory capacity.
3. Requests made by the Novato Sanitary District for customer data for the purpose of computing sewer use charges.

**Recommendation**

Approve the request by MCFD to provide a list of District accounts with a dedicated sprinkler service.

## David Bentley

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**From:** Gilardi, Dennis <DGilardi@marincounty.org>  
**Sent:** Thursday, October 27, 2016 10:49 AM  
**To:** David Bentley  
**Cc:** Alber, Scott  
**Subject:** Fire Sprinkler occupancies

Good Morning David,

I recently spoke to Terrie in your office and she referred me to you. I am captain in the Prevention Bureau at Marin County Fire Department and I work for the Fire Marshall Scott Alber. We are attempting to update our occupancy information for all the residents and businesses in our jurisdiction. Specifically we would like to know which occupancies have fire sprinkler systems for the area served by NMWD and MCFD. This would dramatically help us in our pre-planning in the event of both structure fires and/or significant wildland fires which may impact these structures. This information would be for the use of MCFD only but would ultimately be accessible to all our personnel.

Terrie indicated this request should go through you to the board for approval. Please advise if you would prefer a more formal written request.

Thanks in advance,

Dean Gilardi

Email Disclaimer: <http://www.marincounty.org/main/disclaimers>

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## MEMORANDUM

To: Board of Directors  
From: Chris DeGabriele, General Manager   
Subj: Set Meeting for Chief Engineer Interview  
L:\hr\employment\engineering\chief engineer 0816\board memo.docx

October 28, 2016

**RECOMMENDED ACTION:** Board set a date and time for Chief Engineer Interview

**FINANCIAL IMPACT:** \$1,000

The District solicitation for Chief Engineer position closed on October 3<sup>rd</sup>. Applications were reviewed in-house by District staff and interviews were conducted with two panels. One consisting of the General Manager, Chief Engineer, Auditor-Controller and Maintenance Superintendent. The other (younger panel) consisting of District Secretary, Engineering Secretary, Construction Superintendent, Water Quality Supervisor and Water Conservation Coordinator. We are now ready for the Board of Directors to interview Chief Engineer candidate and propose that a special meeting be scheduled on November 10<sup>th</sup> at 7 p.m. Alternatively the regular meeting on November 15<sup>th</sup> could start one-hour early to accommodate the interview. Please check your calendar and identify that these dates and times may be available so that a suitable date and time can be scheduled.

**RECOMMENDED ACTION:**

Board set November 10<sup>th</sup> at 7 p.m. as a special meeting to conduct Chief Engineer Interview.

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## MEMORANDUM

To: Board of Directors

October 28, 2016

From: Ryan Grisso, Water Conservation Coordinator *RG*

Subject: Water Conservation Quarterly Update (July-September 2016)

Engineering Server R:\Water Conservation V\Memos to Board\Quarterly Reports\Water Conservation FY 2016\_2017 QTR1 Summary Report.doc

**RECOMMENDED ACTION:** Information**FINANCIAL IMPACT:** NoneWater Conservation:

This memo provides an update on all water conservation and public outreach activities implemented during the first quarter of Fiscal Year 2016/2017 (FY 17). Water Conservation participation numbers for the first quarter of the current and previous two fiscal years are summarized in Table 1 below.

**Table 1: Water Conservation Program Participation (July through September)**

Program	FY 17	FY 16	FY 15
Water Smart Home Surveys (WSHS)	130	61	107
Water Smart Commercial Surveys	0	8	1
High Efficiency Toilet Rebates (Residential)	78	72	83
High Efficiency Toilet Rebates (Commercial)	1	1	5
Retrofit on Resale (Dwellings Certified)	66	60	76
High Efficiency Washing Machine Rebates	22	30	46
Cash for Grass Rebates	23	68	43
Water Smart Landscape Rebates	1	3	1
Smart Irrigation Controller Rebates	4	4	1
New Development Sign-offs (Residential)	5	6	6
New Development Sign-offs (Commercial)	5	8	7
Large Landscape Audits (measured by number of meters)	0	5	0
Large Landscape Budgets (measured by number of accounts)	437	437	437

The District's Water Conservation Cash for Grass program participation has subsided back to pre-drought level. This is likely due to the accelerated participation in the last couple fiscal years due to drought response. The biggest increase in participation this fiscal year so far has been the Water Smart Home Survey. Many customers who cut back on their water use in the last couple years exhibited more normal water use this summer causing higher customer inquiries into their water use and requests for bill adjustments which then resulted in more Water Smart Home Surveys. Other water conservation programs have either held steady or slightly decreased in the first quarter. In addition to the program participation numbers listed in Table 1 above, staff continues to monitor and follow up on water waste/non-essential use reports in accordance with the State Water Re-

sources Control Board Emergency Water Conservation Regulations.

Public Outreach and Conservation Marketing

In the first quarter of FY17, the District worked on the Fall 2016 issue of “Water Line” to Novato (to be distributed in November 2016). A new Drought 2016 Campaign administered by the Sonoma Marin Saving Water Partnership was also initiated focusing on thanking customers and noting specific accomplishments during the drought. The District also actively maintains a Facebook page with regular updates on water use efficiency and construction projects.

Budget and Staffing

Table 2 summarizes the first quarter expenditures between the three fiscal years for (July-September). FY17 expenditures are significantly down from FY16 and FY15, likely due to reduced levels of program participation (mainly Cash for Grass) compared to the first quarter of the previous fiscal years.

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

	FY 17	FY 16	FY 15
Total Budget	\$400,000	\$410,000	\$450,000
July-September Expenditures	\$76,980	\$117,096	\$95,908

Water Conservation continues to be staffed by one full time Water Conservation Coordinator. The District has also partnered with Sonoma County Water Agency through the Sonoma-Marin Saving Water Partnership to implement and staff some of the District Water Conservation Programs including the WSHS program (estimated at 250 hours per quarter).

Prop 84 Grant Funding

The District was awarded a Prop 84 Round 1 Grant (\$183,750 allocated to the District) back in 2013, in cooperation with the Sonoma County Water Agency (SCWA) and other Bay Area Agencies, which helped fund HET rebates, Cash for Grass rebates, Smart Controllers, and Clothes Washer rebates. The Grant period ended June 30, 2015, and the District will receive a cumulative total of \$187,000 when all payments are issued. The slight increase from our original allocation was due to other participants not fully expending their allocation. The Prop 84 Round 2 Grant (\$33,000 allocated to the District) started July 1, 2015; however, this round only funded Cash for Grass rebates. The continued increase in Cash for Grass participation helped push the grant refund amount to \$33,000 for FY 16, with the FY 17 first quarter invoice. Prop 84 Round 3 Grant (\$94,000 allocated to the District) starts as soon as Round 2 allocations are fully depleted. Round 3 funds Cash for Grass, High Efficiency Toilet and Clothes Washer rebates.

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## MEMORANDUM

To: Board of Directors

Date: October 28, 2015

From: Drew McIntyre, Chief Engineer 

Subject: FY16-17 Quarterly Progress Report – Engineering Department

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The purpose of this memo is to provide a first quarter status report to the Board on the District's performance in completing budgeted FY16-17 Capital Improvements Projects (CIP) with a primary emphasis on planned (i.e., baseline) versus actual performance. The following information supplements the progress report summary provided to the Board each month.

SUMMARY

<u>Service Areas</u>	<u>Project Costs (\$)</u>		<u>% Complete</u>		<u>Earned Value (\$)</u>	
	Budget (\$)	Forecast (\$)	Planned	Actual	Planned	Actual
Novato Water	8,371,000	5,380,000	25	22	1,935,760	387,000
Novato Recycled	7,680,000	7,600,000	17	17	1,895,000	1,895,000
West Marin	835,000	495,000	12	9	152,500	71,000
TOTAL	16,886,000	13,475,000	18	16	3,983,250	2,353,000

The above table summarizes the detailed tabulation of CIPs for both Novato and West Marin (including Oceana Marin) systems provided in Attachment A. In summary, CIP expenditures for the Novato Water, Novato Recycled Water and West Marin service areas are forecasted to be below the approved FY16-17 budget level. With respect to planned versus actual completion for the first quarter, the Novato Water, Novato Recycled Water and West Marin service areas (including Oceana Marin) are generally on track with planned progress.

Performance Status for Improvement Projects

A detailed milestone schedule update is provided in Attachment B. As shown on the following table (Page 3), a total of 34 projects (versus 32 in FY15-16) were originally budgeted in FY 16-17 for the Novato, West Marin and Oceana Marin service areas. Six new projects have been added, one has been carried over and three projects have been deferred resulting in a new total of 38 projects. Of the 38 Capital Improvement Projects budgeted, 20 (versus 15 in FY15-16) are under the lead responsibility of the Engineering Department for completion (15 in Novato and 5 in West Marin). The remaining 18 (versus 13 in FY15-16) CIP projects are under the responsibility of the other departments (i.e., – 9 Maintenance, 6 – Operations and 3 - Admin) (Refer to the tabulation in Attachment A for a complete line item listing).

### Novato Service Area Project Costs Variances

As shown in Attachment A, all of the FY16-17 Novato CIPs are currently projected to be completed at or below original budget.

Five new projects have been added: Meter Relocations - Plum St (14 services, 1 FH), Center Rd. 6" CIP (8" @ 1,300'), Country Lane Pipeline Replacement (6" @ 400'), Dam Monitoring Well Repairs, and PG&E Power to Reservoir Hill Tank. One project has been carried over: Zone A Pressure Improvements. And two projects have been deferred: San Mateo 24" Inlet/Outlet Pipe and Automate Zone Valve (Slowdown Ct).

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

As shown in Attachment A, all of the FY16-17 West Marin CIPs expenditures are currently projected to be within the original budget. One project has been added: Oceana Marin Dosing Siphon Repairs and one project has been deferred: Tahiti Way Power Relocation.

### Engineering Department Labor Hours

The Engineering Department provides a multitude of functions supporting overall operation, maintenance and expansion of water facilities. The major work classifications are: (1) General Engineering, (2) Developer Projects and (3) District (i.e., CIP) Projects. Out of the approximately 14,900 engineering labor hours available annually (less Conservation), the FY16-17 labor budget for Developer Projects and District Projects is 1,480 (10% of total) and 4,032 (27% of total), respectively. A chart of actual hours expended versus budgeted hours for both Developer and District projects during FY16-17 is provided in Attachment C. At the end of the first quarter, actual engineering labor hours expended for Developer work was 11% (157 hours) versus 25% (370 hours) budgeted. With respect to District Projects, 1,072 engineering labor hours (27% of budget) have been expended on Capital Improvement Projects which is right on track when compared against the first quarter estimate.

FY 16-17  
 CAPITAL IMPROVEMENTS PROJECTS

PROJECTS BUDGETED	NOVATO SERVICE AREA	WEST MARIN/ OCEANA MARIN	TOTAL
Original Budget	25	9	34
Added	5	1	6
FY 15-16 Carryover	1	0	1
Deferred/Dropped	2	1	3
Adjusted Budget	29	9	38

**FY15-16 CARRYOVER**

**Date Brought to Board**

Novato  
 Zone A Pressure Improvements

First Quarter Report

West Marin  
 None

**DEFERRED/DROPPED**

Novato  
 San Mateo 24" Inlet/Outlet Pipe  
 Automate Zone Valve (Slowdown Ct)

First Quarter Report  
 First Quarter Report

West Marin  
 Tahiti Way Power Relocation

First Quarter Report

**PROJECTS ADDED**

Novato  
 Meter Relocations: Plum St (14 servs, 1 FH)  
 Center Rd. 6" CIP (8" @ 1,300')  
 Country Lane Pipeline Replacement (6" @ 400')  
 Dam Monitoring Well Repairs  
 PG&E Power to Reservoir Hill Tank

First Quarter Report  
 First Quarter Report  
 First Quarter Report  
 First Quarter Report  
 First Quarter Report

West Marin  
 Oceana Marin Dosing Siphon Repairs

First Quarter Report

**NOVATO SYSTEM CAPITAL IMPROVEMENT PROJECTS SUMMARY FY16-17  
AS OF SEPTEMBER 30, 2016**

STATUS	DEPT	ITEM #	PROJECT NO.	DESCRIPTION	PROJECT COSTS		% COMPLETE		EARNED VALUE	
					Budget	Forecast	Baseline	Actual	Planned	Actual
<b>1. PIPELINE REPLACEMENTS/ADDITIONS</b>										
PC	Eng	1	1.a.1	Ridge Rd 6" ACP (8" @ 1,400')	\$315,000	\$315,000	25	25	\$78,750	\$60,000
PC	Eng	2	1.a.2	Center Rd 6" CIP (8" @ 1,200')	\$0	\$240,000	10	10	\$0	\$10,000
			1.b.1	San Mateo 24" Inlet/Outlet Pipe DEFER	\$150,000	\$0				
			1.c.1	Repl PB in Sync w/City Paving	\$70,000	\$0				
			1.c.2	Other PB Replacements	\$200,000	\$200,000				
	Eng	3	1.c.3	Country Lane Pipeline Repl (6"@400')	\$0	\$100,000	0	0	\$0	\$0
PC	Eng	4	1.d.1	Meter Relocations: PlumSt (14 servs, 1 FH)	\$0	\$70,000	80	80	\$0	\$0
			1.d.2	Other Relocations	\$80,000	\$0				
				SubTotal	\$815,000	\$925,000				
<b>2. SYSTEM IMPROVEMENTS</b>										
PC	Maint	5	2.a	RTU Upgrades	\$15,000	\$15,000	25	75	\$3,750	\$11,250
PC	Eng	6	2.b	DCDA Repair/Replace	\$190,000	\$190,000	25	20	\$47,500	\$38,000
PC	Eng	7	2.c	Anode Installations	\$30,000	\$30,000	25	50	\$7,500	\$15,000
PC	Maint	8	2.d	Radio Telemetry	\$25,000	\$25,000	25	50	\$6,250	\$12,500
PC	Maint	9	2.e	Tank Access Hatch/Level Alarms (10)	\$40,000	\$40,000	25	50	\$10,000	\$20,000
			2.f	Automate Zone-Valve (Slowdown-Ct) DEFER	\$100,000	\$0				
PC	Admin	10	2.g	AMI Retrofit	\$3,000,000	\$2,000,000	25	5	\$750,000	\$100,000
PC	Maint	11	2.h	Facilities Security Enhancements	\$25,000	\$25,000	25	25	\$6,250	\$6,250
	Maint	12	2.i	25 Giacomini Exterior Paint	\$8,000	\$8,000	50	0	\$4,000	\$0
PC	Eng	13	2.j	<Zone A Pressure Improvements - BMK Intertie>	\$0	\$50,000	20	20	\$0	\$10,000
				SubTotal	\$3,433,000	\$2,383,000				
<b>3. BUILDINGS, YARD, &amp; S.T.P. IMPROVEMENTS</b>										
	Admin	14	3.a.1	Electronic Document Management System	\$150,000	\$150,000	25	0	\$37,500	\$0
	Maint	15	3.a.2	Office Emergency Generator	\$150,000	\$150,000	25	0	\$37,500	\$0
	Admin	16	3.a.3	Office/Yard Building Refurbish	\$3,000,000	\$1,000,000	25	0	\$750,000	\$0
C	Eng	17	3.b.1	SMART Crossing Upgrade (Golden Gate Pl)	\$58,000	\$47,000	100	100	\$58,000	\$47,000
	Eng	18	3.c.1	Dam Concrete Repair	\$70,000	\$0	0	0	\$0	\$0
	Maint	19	3.c.2	STP Emergency Power Generator	\$150,000	\$150,000	25	0	\$37,500	\$0
	Ops	20	3.c.3	Lake Backfeed DeChlorination System	\$50,000	\$50,000	0	0	\$0	\$0
PC	Eng	21	3.c.4	Dam Monitoring Well Repairs	\$0	\$30,000	15	15	\$0	\$4,500
				SubTotal	\$3,628,000	\$1,577,000				
<b>4. STORAGE TANKS &amp; PUMP STATIONS</b>										
PC	Eng	22	4.a	San Mateo Recoat (1st year)	\$120,000	\$120,000	25	25	\$30,000	\$30,000
PC	Maint	23	4.b	Lynwood PS Motor Control Center	\$165,000	\$165,000	25	10	\$41,250	\$16,500
	Eng	24	4.c	San Marin & Lynwood PS Can Rehab	\$60,000	\$60,000	0	0	\$0	\$0
	Maint	25	4.d	Lynwood Pump Station Can Rehab	\$30,000	\$30,000	0	0	\$0	\$0
PC	Eng	26	4.3	Crest PS (design/const)/Reloc School Rd PS	\$120,000	\$120,000	25	5	\$30,000	\$6,000
				SubTotal	\$495,000	\$495,000				
				Novato Water Total	8,371,000	\$5,380,000	25	22	\$1,935,750	\$387,000
<b>4. RECYCLED WATER FACILITY</b>										
PC	Eng	27	6.a	NBWRA Grant Program Administration	\$80,000	\$80,000	25	25	\$20,000	\$20,000
PC	Eng	28	6.b	Recycled Water Central Service Area	\$7,500,000	\$7,500,000	25	25	\$1,875,000	\$1,875,000
	Ops	29	6.c-h	PG&E Power to Reservoir Hill Tank	\$0	\$20,000	0	0	\$0	\$0
				Other Recycled Water Expenditures	\$100,000	\$0				
				Novato Recycled Total	\$7,680,000	\$7,600,000	17	17	\$1,895,000	\$1,895,000
				Total Novato	\$16,051,000	\$12,980,000	21	19	\$3,830,750	\$2,282,000
<sup>1</sup> C - Completed				PROJECT FORECAST REVISED						
PC - Partially completed				Baseline projects with revised forecast budget increases (indicated by shaded box)						
				Baselined projects to be deferred (indicated in strikeout)						
				New projects added (indicated in bold)						
				Prior year projects carried over indicated in italics and brackets <>						

ATTACHMENT A

**WEST MARIN CAPITAL IMPROVEMENT PROJECT SUMMARY FY16-17**  
**AS OF SEPTEMBER 30, 2016**

STATUS	DEPT	ITEM #	PROJECT NO.	DESCRIPTION	PROJECT COSTS		% COMPLETE		EARNED VALUE	
					Budget	Forecast	Baseline	Actual	Planned	Actual
<b>6. West Marin Water System</b>										
<b>System Improvements</b>										
PC	Eng	30	6.a	Replace PRE Tank #4A	\$450,000	\$200,000	25	25	\$112,500	\$50,000
	Ops	31	6.b	Green Sand Filter Media Replace	\$75,000	\$75,000	0	0	\$0	\$0
	Eng	32	6.c	New Gallagher Well #2	\$100,000	\$0	25	0	\$25,000	\$0
					\$625,000	\$275,000				
<b>7. Oceana Marin Sewer System</b>										
PC	Ops	33	7.a	Infiltration Study & Repair	\$40,000	\$40,000	25	25	\$10,000	\$10,000
PC	Eng	34	7.b	Design/Install 8th Disposal Trench (9300')	\$50,000	\$50,000	10	10	\$5,000	\$5,000
	Ops	35	7.c	Tahiti Way Lift Pumps Rebuild	\$20,000	\$20,000	0	0	\$0	\$0
			7.d	Tahiti Way Power Relocation DEFER	\$20,000	\$0				
	Ops	36	7.e	North St Lift Station Communication Upgrade	\$30,000	\$30,000	0	0	\$0	\$0
	Eng	37	7.f	ACP Sewer Reline (6" @ 3,000')	\$50,000	\$50,000	0	0	\$0	\$0
PC	Eng	38	7.g	OM Dosing Siphon Repairs	\$0	\$30,000	20	20	\$0	\$6,000
				SubTotal	\$210,000	\$220,000				
				Total West Marin	\$835,000	\$495,000	12	9	\$152,500	\$71,000
				FY16-17 TOTAL	\$16,886,000	\$13,475,000	18	16	\$3,983,250	\$2,353,000
<b>1C - Completed</b>										
<b>PC - Partially completed</b>										
PROJECT FORECAST REVISED										
Baseline projects with revised forecast budget increases (indicated by shaded box)										
Baselined projects to be deferred (indicated in strikeout)										
New projects added (indicated in bold)										
Prior year projects carried over indicated in italics										

**FY16\_17 CAPITAL IMPROVEMENT PROJECTS**

ID	Task Name	Start	Finish	% Complete	Resp	Qtr 1, 2017			Qtr 2, 2017			Qtr 3, 2017			Qtr 4, 2017		
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	<b>1 A PIPELINE REPLACEMENTS/ADDITIONS</b>	Fri 7/1/16	Fri 6/30/17	0%													
2	1A1 Ridge Rd 6" ACP (8"@1,400')	Fri 7/1/16	Fri 6/30/17	25%	ENG / CC												
3	1A3 Center Rd 6" CIP (8" @1,300') (NEW)	Fri 7/1/16	Fri 6/30/17	10%	ENG / DJ												
4	<b>1B MAIN/PIPELINE ADDITIONS</b>	Fri 7/1/16	Fri 6/30/17	0%													
5	1B2 San Mateo 24" Inlet/Outlet DEFER	Fri 7/1/16	Fri 6/30/17	0%	ENG / DJ												
6	<b>2 SYSTEM IMPROVEMENTS</b>	Fri 7/1/16	Fri 6/30/17	0%													
7	2A RTU Upgrades	Fri 7/1/16	Fri 3/31/17	75%	MAINT/RC												
8	2C DCA Repair/Replace (14/yr)	Fri 7/1/16	Fri 6/30/17	20%	ENG / DJ												
9	2D Anode Installations (150/yr)	Fri 7/1/16	Thu 3/30/17	50%	ENG / CC												
10	2E Radio Telemetry	Fri 7/1/16	Fri 3/31/17	50%	MAINT/RC												
11	2F Tank Access Hatch/Level Alarms	Fri 7/1/16	Fri 3/31/17	50%	MAINT/RC												
12	2G Automate Zone Valve (Slowdown Ct) DEFER	Fri 7/1/16	Fri 6/30/17	0%	ENG / DJ												
13	2H AMI Retrofit (Pilot Study)	Fri 7/1/16	Fri 6/30/17	5%	ADMIN / DB												
14	2I Facilities Security Enhancements	Fri 7/1/16	Fri 6/30/17	25%	MAINT/RC												
15	2J 25 Giacomini Exterior Paint	Fri 7/1/16	Sat 12/31/16	0%	MAINT/RC												
16	<b>3 BUILDING, YARD, STP IMPROVEMENTS</b>	Fri 7/1/16	Fri 6/30/17	0%													
17	<b>3A ADMIN BUILDING</b>	Fri 7/1/16	Fri 6/30/17	0%													
18	3A1 Electronic Document Management System	Fri 7/1/16	Fri 6/30/17	0%	ADMIN / KY												
19	3A2 Office Emergency Generator	Fri 7/1/16	Fri 6/30/17	0%	MAINT/RC												
20	3A3 Office/Yard Building Refurbish	Fri 7/1/16	Fri 6/30/17	0%	ADMIN / CD												
21	3B SMART Crossing Upgrade (Golden Gate Pl)	Fri 7/1/16	Fri 6/30/17	100%	ADMIN / CD												
22	<b>3C STAFFORD TREATMENT PLANT</b>	Fri 7/1/16	Fri 6/30/17	0%													



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

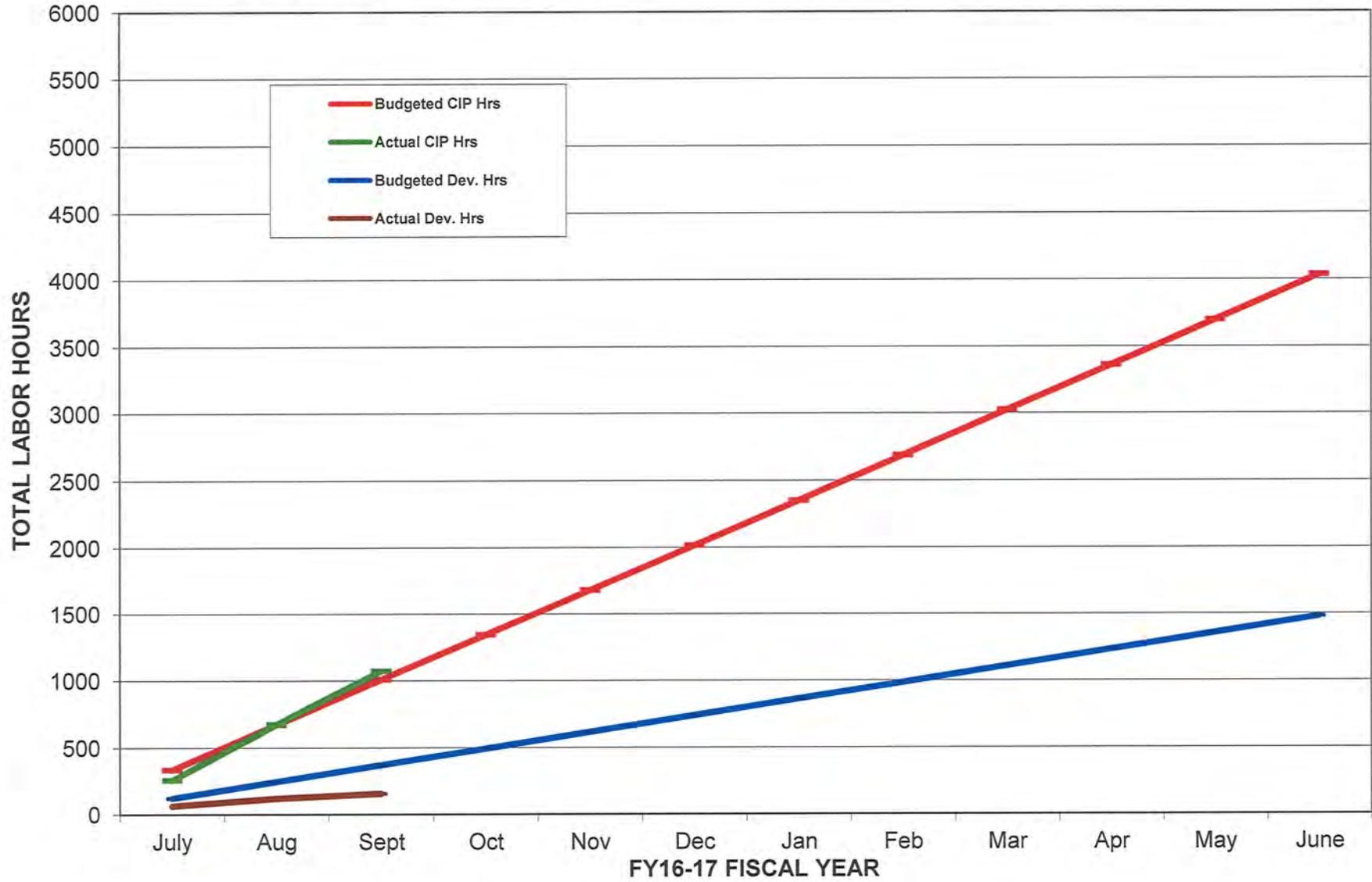
**FY16\_17 CAPITAL IMPROVEMENT PROJECTS**

ID	Task Name	Start	Finish	% Complete	Resp	Qtr 1, 2017			Qtr 2, 2017			Qtr 3, 2017			Qtr 4, 2017		
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
23	3C1 Dam Concrete Spillway Repair	Wed 2/1/17	Thu 6/29/17	0%	ENG / DM												
24	3C2 STP Emergency Power Generator	Fri 7/1/16	Fri 6/30/17	0%	OPS / RC												
25	3C3 Lake Backfeed De-Chlorination System	Wed 2/1/17	Fri 6/30/17	0%	OPS / RC												
26	<b>4 STORAGE TANKS/PUMP STATIONS</b>	Fri 7/1/16	Fri 6/30/17	0%													
27	4A San Mateo Tank Recoat	Fri 7/1/16	Fri 6/30/17	25%	ENG / CC												
28	4B Lynwood Pump Station Motor Control Center	Fri 7/1/16	Fri 6/30/17	10%	MAINT/RC												
29	4C San Marin & Lynwood PS Can Rehab	Tue 11/1/16	Fri 3/31/17	0%	MAINT/RC												
30	4D Crest PS (Design/Const)/Reloc School Rd PS	Fri 7/1/16	Fri 6/30/17	5%	ENG / DJ												
31	<b>5 RECYCLED WATER</b>	Fri 7/1/16	Fri 6/30/17	0%													
32	5A NBWRA Grant Program Admin	Fri 7/1/16	Fri 6/30/17	25%	ENG / DM												
33	5B RW Central	Fri 7/1/16	Fri 6/30/17	25%	ENG / CC/DI												
34	<b>7 WEST MARIN WATER SYSTEM IMPROVEMENTS</b>	Fri 7/1/16	Fri 6/30/17	0%													
35	7A Replace PRE Tank #4A	Fri 7/1/16	Fri 6/30/17	25%	ENG / CC												
36	7B Green Sand Filter Media Replace	Mon 10/3/16	Sat 12/31/16	0%	OPS / RC												
37	7C New Gallagher Well #2	Wed 3/1/17	Fri 6/30/17	0%	ENG / DM												
38	<b>8 OCEANA MARIN SEWER SYSTEM</b>	Fri 7/1/16	Fri 6/30/17	0%													
39	8A Infiltration Study & Repair	Fri 7/1/16	Fri 6/30/17	25%	OPS / RC												
40	8B Design/Install 8th Disposal Trench (300')	Mon 1/2/17	Fri 6/30/17	10%	ENG / DM												
41	8C Tahiti Way Lift Pumps Rebuild	Mon 10/3/16	Fri 12/30/16	0%	MAINT/RC												
42	8D Tahiti Way Power Relocation DEFER	Fri 7/1/16	Fri 6/30/17	0%	MAINT/RC												
43	8E North St Lift Station Communication Upgrade	Fri 7/1/16	Fri 6/30/17	0%	MAINT/RC												
44	8F ACP Sewer Reline (6" @ 3,000')	Mon 1/2/17	Fri 6/30/17	0%	ENG / DM												
45	8G OM Dosing Siphon Repairs	Fri 7/1/16	Fri 12/30/16	20%	ENG / JK												



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

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



ATTACHMENT C

13

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



**WATER ADVISORY COMMITTEE  
AND  
TECHNICAL ADVISORY COMMITTEE**

**MONDAY: NOVEMBER 7, 2016**

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

**9:00 a.m. Note location**

*This is a combined WAC and TAC meeting.*

1. Check In
2. Public Comment
3. Acknowledgement of secretary Linda Hall at her final WAC Meeting
4. Acknowledgement of SCWA WAC Liaison Efren Carrillo
5. Recap from the August 1, 2016 WAC/TAC Meeting and Approval of Minutes
6. Recap from the October 3, 2016 TAC Meeting and Approval of Minutes
7. Water Supply Coordination Council
8. Water Supply Conditions and Temporary Urgency Change Order
9. Sonoma Marin Saving Water Partnership
  - a. Water Production Relative to 2013 Benchmark
  - b. 2016 EPA WaterSense Partner of the Year Award & Excellence Award (WAC photo with Awards following meeting)
  - c. SWRCB Urban Advisory Group
10. Biological Opinion Status Update
  - a. Fish Habitat Flows and Water Rights Project DEIR
11. Integrated Regional Water Management Plan(s) Update
12. Sustainable Groundwater Management Act Governance
13. Items for Next Agenda
14. Check Out

**14**

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

A meeting of the North Bay Watershed Association will be held as follows:

Date: Friday, November 4th, 2016, Time: 9:30 a.m. – 11:30 a.m.

Location: November 4<sup>th</sup>, Novato Sanitary District, 500 Davidson St., Novato, 94945

**AGENDA Item and Recommendation**

- |  |       |
|--|-------|
| 1. Call to Order (Jack Gibson, Chair)  | 9:30  |
| 2. Public Comment  |       |
| 3. Approval of the Agenda (1 min.) <i>Approve</i>  |       |
| 4. Approval of Minutes (5 min) <i>Approve</i>  |       |
| 5. Treasurer's Report <i>handout</i> (1 min.) <i>Accept</i>  |       |
| 6. Director's Report information/ <i>questions</i>   |       |
| <br>   |       |
| <b>7. What's New at the Regional Water Board:</b>  |       |
| Regulations, Planning, Enforcement, and other news   |       |
|  | 9:45  |
| Bruce Wolfe, Ex. Officer, San Francisco Bay Regional Water Resources<br>Control Board<br><i>Presentation and Q &amp; A</i> |       |
| <br>   |       |
| <b>8. Sonoma Co. Water Agency Climate Adaptation Plan</b>  |       |
| Cordel Stillman or Brad Sherwood, SCWA<br><i>Information</i>   |       |
|  | 10:50 |
| <br>   |       |
| <b>9. Items of Interest</b>  |       |
|  | 11:15 |
| <br>   |       |
| <b>11. Items for next agenda</b>   |       |
|  | 11:25 |
| * Drugs in our waters? Meg Sedlack, SFEI   |       |
| * Update on IRWMP funding/or NBWA funded project   |       |

**Next Meeting Information:** December 2, Petaluma Community Center, 320 N. McDowell Blvd.,  
Petaluma, CA 94954- Conference Room 2

## North Bay Watershed Association

Summary of the meeting of the North Bay Watershed Association (NBWA) Board of Directors

Date: Friday, October 7<sup>th</sup>, 2016

Time: 9:30 a.m.

Location: Petaluma Community Center, 320 N. McDowell Blvd., Petaluma, CA 94954, Conference Rm. 2

### Directors Present Included:

<u>Board Member</u>	<u>Agency/Organization</u>	<u>Board Member</u>	<u>Agency/Organization</u>
Adrien Cormier	Bel Marin Keys CSD	Judy Schriebman	Las Gallinas Valley Sanitary District
Jason Dow	Central Marin Sanitation Agency	Jack Gibson	Marin Municipal Water District
Pam Drew	City of Novato	Larry Russell	Marin Municipal Water District
Mike Healy	City of Petaluma	Keith Caldwell	Napa Sanitation District
Paul Jenson	City of San Rafael	Jack Baker	North Marin Water District
Madolyn Agrimonti	City of Sonoma/Sonoma Valley Co. SD	Brant Miller	Novato Sanitary District
Damon Connolly	County of Marin	Pamela Meigs	Ross Valley Sanitary District
Megan Clark	Las Gallinas Valley Sanitary District	Brad Sherwood	Sonoma County Water Agency

Directors present represented 15 of the 18 agencies signatory to the Association MOU.

### Board Actions:

1. **Call to Order** – Jack Gibson, Chair, called the meeting to order at 9:38 a.m.
2. **Public Comment** – no public comments.
3. **Approval of the Agenda** – (See handout) The board unanimously approved the agenda.
4. **Approval of Minutes** – (See handout) The Minutes of the Board Meeting held September 6<sup>th</sup>, 2016 were unanimously approved.
5. **Treasurer's Report** – (See handout) The Treasurer's Report was accepted as presented by Judy Kelly
6. **Director's Report** – (See handout) Judy Kelly, Executive Director of the NBWA, presented the Director's report for September, 2016. Of note, Judy reported that the NBWA Communication Plan Committee held its first meeting on 10/6/16, and that the Sonoma County Water Agency wants to provide in-kind support to produce a broad communication plan outlining key organizational goals, which will be provided to the Board in November. SCWA will also assist with the implementation of the plan in 2017.
7. **Final Report on NBWA LandSmart/STRAW Project** – Gina Graziano (Point Blue Conservation Science) and Eric McKee (Napa County RCD) presented on their collaborative work in conservation education that was enabled due to a previous grant provided by the NBWA. Their goal, outlined by the NBWA's grant, was to utilize funding to collaborate on educational best practices and optimize education programs in their respective conservation education programs (STRAW & LandSmart). In order to achieve this goal both programs shared classroom educational materials, attended each

other's field lessons, and provided constructive feedback and recommendations to the other educators. As a result of their collaboration both groups were able to receive a variety of program benefits. These benefits include the ability to host Watershed Week, the expansion of the Climate-smart restoration tool (promoting the development of ecosystems which contain a variety of native plant species, yet are also resilient to a changing climate), improved understanding of teacher support and training, restoration site selections, implanting career development in conservation education, and even worked to overcome logistical challenges such as how to remove students from classrooms with minimal impacts to their other academic pursuits.

Q: (Judy Schriebman) What other funding does LandSmart receive? A: Other local sources of funding, Napa County, JPA, grants from the EPA. Q: (Brant Miller) How are you doing integrating back into classes that are teaching fundamental subjects? A: Through collaboration, STRAW was able to show LandSmart how to develop curriculum which meets new science curriculum standards so that it can be used to compliment regular classes.

8. **Proposal for Funding: North Bay Shoreline Access Maps** – Judy Kelly presented on the proposal for funding of a project seeking to create maps which will provide information about North Bay boating access, trails, parks, public lands, facility, environmental and habitat information. Currently no such information is concisely available to the public. This project will include a variety of partners: state and federal agencies, local governments, environmental and recreational groups, and potentially the NBWA. The San Francisco Estuary Partnership (SFEP) and the Association of Bay Area Governments (ABAG) have volunteered to provide staff. Beyond the staffing costs, the project is seeking \$45K, and is asking for \$10K from NBWA to be used for design, printing and distribution. The project will include the production of hard copy maps, downloadable maps, and an interactive app. The final maps are expected to be completed in March 2017, with distribution beginning in May 2017. Distribution will be enabled through partners, vendors, outfitters, marinas, and schools. NBWA's JTC reviewed this project, and agreed to recommend moving forward if the project met the following conditions: maps covered entire NBWA area, two rounds of review for the JTC, and maps will include species and habitat information. All conditions are being met by this project. If approved, NBWA will have approximately \$27K left in 2016 – 2017 budget.
- Q: Does any posted information already exist at boat access points? A: There are already signs, but this project may be able to add additional information. Q: If we approve project, can NBWA logo be added to maps? A: Yes. Q: Where will the map be downloadable? A: On the new website, as well as on app being developed. Q: Are there other projects needing funding upcoming for NBWA? A: Nothing so far besides the new communication plan. Q: Who is the receiving agency? A: ABAG Q: Will maps be distributed to towns and city's tourism departments? A: ABAG will add those departments.

**Motion to Approve:** This proposal was approved unanimously by the Board.

9. **Protecting Lake Sonoma from Invasive Species – Mussel Dogs** – Debi Deshon, of Mussel Dogs presented on how her company uses canines in the detection of Quagga and Zebra Mussels. These two invasive species of mussels have slowly been moving west, and threaten to cause serious damage to pipelines and other infrastructure if they enter a water system. In 2007 these mussels entered Lake Mead, and now exist locally in Lake Piru, a local golf course, and one other small local reservoir which has since been closed. There is currently no method of eradication of these mussels should they enter our water system. Although there is no legislation requiring prevention of the spread of these mussels, grants are available for agencies to put forward preventative measures.

Mussel Dogs prevents the spread of these species through canine inspection of boats, and associated public education programs. The Sonoma County Water Agency currently employs Mussel Dogs to inspect boats at Lake Sonoma. Debi described that the use of canine's to detect these species is extremely beneficial as it reduces inspection time, improves inspection efficiency, is much more effective than human inspection, and encourages public interest in the work to identify the existence of these species. Debi then escorted the Board members to the parking lot where the technique was demonstrated with Jake the dog taking only seconds to locate a planted set of [dead] mussels on the wheel well of a car.

10. Q: Do these mussels live in salt water? A: No, only freshwater. **Items of Interest**
11. **Items for Next Agenda** – Bruce Wolfe, Executive Officer, San Francisco Bay Regional Water Quality Control Board

SUBJECT TO BOARD APPROVAL  
Submitted By: Sophie Hallam-Eames  
Water Agency Programs Specialist (SCWA) and NBWA Staff

**Next Meeting Information**

November 4<sup>th</sup>, 2016

Novato Sanitary District, 500 Davidson St. Novato, CA 94945



November 2016 - Director's Report

### **NBWA Business**

- As announced earlier, work has been completed on NBWA website revision – Please take a look at the revised site when you can. Sophie and I would love to hear from you on now to better highlight information most useful to you.
- Progress continues on the currently supported NBWA projects: Contract discussion is underway to fund the recently approved shoreline mapping project with ABAG and the Estuary Partnership. Majority funding has been invoiced for the Rural Road Assessment project as 2ndNature's work is well underway.
- Advance planning: In December the Board will have the opportunity to hear about pharmaceuticals in our bay waters and the work done to date by the San Francisco Estuary Institute on this issue and how it fits into the region's overall Contaminants of Emerging Concern strategy
- **NBWA Board Dates for 2017.** Based on the schedule of meeting the first Friday of the month but avoiding major holiday weekends, the draft schedule for 2017 is proposed as follows:

January 6 –  
February 3 –  
March 3 –  
April 7 –  
May 5 –  
June 2 –  
July 7 –  
*No August Meeting*  
September 8 –  
October 6 –  
November 3  
December 1 –

Please mark your calendars [note: we are working to finalize meeting sites in the Hamilton area – the Marin Community Foundation has changed booking policies and we are no longer able to book rooms one year in advance]

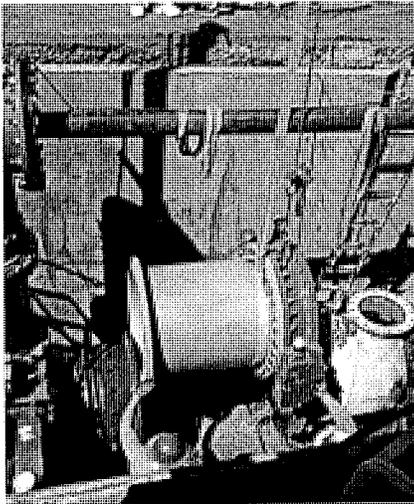
### **Funding News**

- Integrated Regional Water Management Plan [IRWMP] A Draft Proposal was submitted to DWR on behalf of the Bay Area Region in late October for \$6.5 million. Prior to submission, information on over 41 outreach and implementation proposals from around the region was received from local organizations and considered as either

possible outreach or implementation work. The IRWMP Coordinating Committee approved the DWR proposal with over 20 outreach-focused project proposals. Funding for outreach focused on disadvantaged communities continues to be the aim of the proposal and the potential projects listed in the proposal are not necessarily inclusive of all the outreach work that will be conducted under the award. New projects may come to light as the two organizations managing the current effort [the Environmental Justice Coalition for Water and the California Indian Environmental Alliance] discuss needs with regional partners. See [www.bairwmp.org](http://www.bairwmp.org) for news and update on this funding.

### Member News

- **SCWA Quake Work.** There is a 63% probability that the San Francisco Bay Region will experience a magnitude 6.7 earthquake between 2007 and 2036. This October, the Sonoma County Water Agency began construction on a project that will minimize the risk of a severe seismic event to their transmission system. SCWA has been awarded a \$1,930,181 grant from the Federal Emergency Management Agency (FEMA) to install 14 isolation valves throughout the water transmission system. These isolation valves will increase the Water Agency's operational capacity to restore reliable water supply, minimize risk to life and property, maximize the number of residents who can remain in service, and prevent water quality impairment that could likely result from a transmission pipeline failure immediately following a major seismic event. For more information: [www.scwa.ca.gov/isolation-valves](http://www.scwa.ca.gov/isolation-valves)



### Other News and Notes

- **State Board calls for more water for San Joaquin river system.** In a move garnering a good deal of media attention, the State Water Resources Control Board is calling for more water to be left in the river to better support biological resources. As reported on the Maven's Notebook website, the Board states: "After balancing other uses of water, the staff proposal recommends a range of between 30 and 50 percent of unimpaired flow, with a starting point of 40 percent. The State Water Board's staff analysis shows that this range will provide reasonable protection of fish and wildlife while moderating impacts to water supply for agriculture, drinking water and other uses." The Chronicle and other news outlets have covered this issue extensively so for further information just use your browsers to find sources for information on this matter.
- Comments on the draft are due on Nov. 15 of this year. A public hearing will be held over three days beginning on Nov. 2 in Sacramento, continuing Nov. 4 in the Modesto area, and concluding Nov. 10 in Sacramento. The State Water Board will then hold an additional public meeting to consider the proposed Bay-Delta Plan amendments in early 2017.

- Website of the month. Want to know the latest news about our wonderful Bay Area natural systems, plants, and animals? Go no further than the visually stunning and informative website for the magazine Bay Nature. [baynature.org](http://baynature.org). This month's magazine, highlighted on the website, include exciting news about the return of the river otters to our region and an excellent discussion about the pros and cons of eucalyptus burning.



- November 10<sup>th</sup> ABAG Water Conference. Join decision makers from cities, counties, special districts, and utilities in responding to the call to action to address the region's 21st century water infrastructure challenges. The event continues the work of the Association of Bay Area Governments' Regional Planning Subcommittee on Infrastructure in strengthening collaboration around critical infrastructure solutions. This half-day conference brings together elected officials, utility managers, and interested stakeholders in three key panel discussions, with a reception to follow. 1pm to 6:30 pm Oakland Museum of California, Oakland
- November 15-17: The 2016 Biennial Bay-Delta Science Conference will be held in Sacramento November 15-17<sup>th</sup> covering technical analyses and results relevant to the community of scientist, engineers, resource managers and stakeholders working on Bay-Delta issues. [scienceconf2016.deltacouncil.ca.gov](http://scienceconf2016.deltacouncil.ca.gov)

15

**DISBURSEMENTS - DATED OCTOBER 27, 2016**

Date Prepared 10/25/16

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

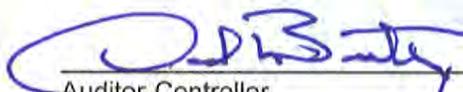
Seq	Payable To	For	Amount
P/R*	Employees	Net Payroll PPE 10/15/16	\$161,084.31
EFT*	US Bank	Federal & FICA Taxes PPE 10/15/16	54,213.92
EFT*	State of California	State Taxes & SDI PPE 10/15/16	10,045.84
EFT*	CalPERS	Pension Contribution PPE 10/15/16	34,996.21
EFT*	US Bank	September Bank Analysis Charge (Lockbox \$912, Credit Card Processing \$744 & Other \$613) (Less Interest of \$131)	2,138.42
1	All Star Rents	5-Yard Dump Truck Rental (Watershed Maintenance - 1 week) (\$1,605) & Plate Rental (1 Day)	1,654.58
2	Alpha Analytical Labs	Lab Testing	162.00
3	AT&T	Leased Lines	66.58
4	Badger Meter	Cellular Meter Monthly Charge (19)	16.72
5	Baywork	Annual Membership Fee FY17 (7/16-6/17) (Budget \$790) (Landeros)	765.00
6	Bledsoe, Suzanne	Novato "Cash for Grass" Rebate Program	200.00
7	Caltest Analytical Laboratory	Lab Testing	58.00
8	Carr, David and Pamela	West Marin "Toilet & UHET Rebate" Programs	350.00
9	Cel Analytical	Lab Testing	473.00
10		Vision Reimbursement	403.60
11	Coffey, Linda	Novato "Cash for Grass" Rebate Program	400.00
12	Cole-Parmer Instrument	Replacement Vial Filler (Lab)	2,414.70
13	Collins, John & Ruth	Refund Overpayment on Open Account	1,169.40
14	Comcast	October Internet Connection	151.16

Seq	Payable To	For	Amount
15	Core Utilities	Consulting Services: Sept IT Support (\$5,000), SCADA Server Upgrade (\$4,025), PLC (\$2,200), Resolve Internet Problem @ Lynwood (\$200) & RWF SCADA Failure (\$75) & Website Revision (\$50)	11,550.00
16	Covello Group	Progress Pymt#2: RW Exp Project Central Service Area (Balance Remaining on Contract \$1,034,995)	7,585.00
17	Cummings Trucking	Rock (50 yds) (\$1,945) & Sand (33 yds) (\$1,785)	3,730.66
18	Digital Prints & Imaging	Black & White Copies (57 Sets of 24" X 36" Drawings for RW Central Project)	890.76
19	Environmental Express	Standards (Lab)	208.22
20	Eurofins Eaton Analytical	Lab Testing	200.00
21	Government Finance Officers Association	Application Fee for FY16 Comprehensive Annual Financial Report Award	435.00
22	Girkout, Donald	Novato "Toilet Rebate" Program	100.00
23	Giudice, Frank and Linda	Refund Security Deposit on Hydrant Meter Less Final Bill	752.59
24	Golden Gate Petroleum	Gasoline (\$2.34/gal) & Diesel (\$2.21/gal)	3,139.75
25	Grainger	Hydraulic Oil (STP) (5 gal) (\$312), Staples (2,000) & Knee Boots (Ielmorini) (\$62)	380.50
26	Harrington Industrial Plastics	Plumbing Supplies (STP)	119.71
27	Hopkins Technical Products	Replace Broken Stroke Bolt, Diaphragms, Seals, Ball Seats & Clean Corrosion (STP)	1,506.30
28	Idexx Laboratories	Media for Micro Analysis	1,660.23
29	Jarjoura, Tony	Novato "Smart Irrigation Controller" Program	150.00
30	Kahabbaz, Mathilda	Novato "Toilet Rebate" UHET Program	300.00
31		Cafeteria Plan: Uninsured Medical Reimbursement	112.16
32		Vision Reimbursement	129.98

Seq	Payable To	For	Amount
33	Kirkpatrick, David	Refund Overpayment on Closed Account	16.74
34	Kohn, Michael	Novato "Washer" Rebate Program	50.00
35	Manca, Mary	Refund Overpayment on Closed Account	17.99
36	Marcelle, Ronald	Novato "Smart Irrigation Controller" Program	300.00
37	McLellan, WK	Misc Paving (8 Locations)	4,347.29
38	Micro Technology	Annual Lab Fume Hood Certification	413.40
39	Novato Chevrolet	Tail Gate Handle Trim	24.07
40	NSI Solutions	Quality Control Sample (Lab)	49.25
41	NTU Technologies	Polymer Emulsion (2,200 lbs) (STP)	6,468.00
42	Pace Supply	Vaults (2) (\$1,204), Adaptors (30) (\$487), Bushings (2), Service Saddles (2) (\$196), Gaskets (25), Couplings (4) (\$134) (Less Credit of \$602 for Returned Vault)	1,457.95
43	Peterson Trucks	AM/FM Radio ('02 Int'l 5yd Dump Truck) (\$233) & Radio Harness Adaptors (3) (\$79)	312.66
44	Point Reyes Prop Mgmt Assn	Oct HOA Fee (25 Giacomini Rd)	75.05
45	Seaver, Keven	Novato "Toilet Rebate" Program	100.00
46	Sequoia Safety Supply	Jackets (2) (\$127) (Ielmorini & Watkins) & Overalls	166.28
47	Soiland	Rip Rap (6 tons) (Watershed Maintenance)	234.55
48		Cafeteria Plan: Uninsured Medical Reimbursement	515.00
49	Sonoma County Water Agency	September Contract Water (\$493,024) & FY16 Water Usage Adjustment (\$247,077)	740,100.96
50	State Water Resources Control	D2 Certification (Budget \$0) (9/16-9/19) (Steele)	80.00
51	Stone, Norman	Novato "Pool Cover" Rebate Program	41.25
52	Syserco	HVAC Damper Actuator	152.80
53	Township Building Services	September Janitorial Service	1,822.84

Seq	Payable To	For	Amount
54	USA BlueBook	Buffer (\$56), Thermometer (\$152), Turbidity Standard (\$130) & pH Buffer (\$130) (STP)	477.25
55	US Bank Credit Card	Drives for Virtual Servers (2) (\$346), Replacement Coffee Decanter (\$18), Transcript Headset (Young) (\$18), Business Lunch (\$36) (DeGabriele), Replacement Part for Headset (Solar) (\$24), Facebook Ad for Chief Engineer Position (\$47), Flash Drives (6) (\$27), 4 Year Notary License (1/3/17-1/2/21) (\$414) (Budget \$0) (Young), Parking for Business Meeting (DeGabriele) (\$2) & Norman Tank Bid Advertisement (\$600)	1,531.63
55	Valley Memorial Park	Refund Excess Advance for Construction - Office Expansion	9,807.30
56	Verizon Wireless	Cellular Charges: Data (\$199) & Airtime (\$126) (20)	324.70
57	Wright, Lawrence	Novato "Cash for Grass" Rebate Program	100.00
58	Young, Katie	Exp Reimb: Coffee & Bagels for Meeting with Danish Technology Alliance Group on 10/21/16	42.37
		<b>TOTAL DISBURSEMENTS</b>	<b><u>\$1,072,743.63</u></b>

The foregoing payroll and accounts payable vouchers totaling \$1,072,743.63 are hereby approved and authorized for payment.

 10/25/16  
 Auditor-Controller Date

 10/25/2016  
 General Manager Date

## DISBURSEMENTS - DATED OCTOBER 20, 2016

Date Prepared 10/20/16

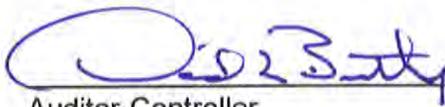
The following demands made against the District are listed for approval and authorization for payment in accordance with Section 31302 of the California Water Code, being a part of the California Water District Law:

Seq	Payable To	For	Amount
1	Allied Electronics	Batteries for PLC's	\$30.77
2	Alpha Analytical Labs	Lab Testing	48.00
3	Automation Direct	Analog Module, Ethernet Switch (\$98), Ethernet Module (\$432) & PLC Parts to Convert 6 Tank & Pump Stations to Current PLC Standard (\$5,838)	6,587.00
4	Bakondi, Daniel	Refund Overpayment on Closed Account	30.00
5	Bank of Marin	Bank of Marin Loan Principal & Interest (Pymt 60 of 240)	46,066.67
6	Bay Alarm	Quarterly Fire Alarm Monitoring Fee (STP) (10/1/16-1/1/17)	338.19
7	Buck's Saw Service	Chain for Chainsaw	25.01
8	Clipper Direct	Commuter Benefit Program (1)	173.00
9	Cummings Trucking	Rock (33 yds) (\$1,287) & Sand (64 yds) (\$3,549)	4,836.71
10	California Water Environment Association	Membership Renewal (Bena) (10/16-9/17) (Budget \$170)	172.00
11	Diggs, James	Retiree Exp Reimb (October Health Ins)	306.09
12		Vision Reimbursement	21.85
13	Fisher Scientific	Manganese & Potassium Hydroxide (\$97) (Lab)	172.92
14	Frontier Communications	Leased Lines (9)	1,583.03
15	Grainger	Hip Boots (LeBrun & Ielmorini) (\$211) & Hose Bibbs (6)	263.18
16	Irish & Son Welding	Welding Services (Novato Chevrolet)	480.00
17	Kessler, Sue	Retiree Exp Reimb (October Health Ins)	315.28
18	Lincoln Life	Deferred Compensation PPE 10/15/16	14,751.74

Seq	Payable To	For	Amount
19	Maltby Electric	Electrical Supplies	18.80
20	Marin Landscape Materials	Sand (3 cu ft)	7.54
21	Marin County Ford	Gas Cap Hinge Housing, Bumper Guards, Grille Emblem, Oil Filter, Motor Oil (\$31) (7 qts), Wheel Assembly (\$313), Brake Kit (\$136) ('10 F150) & Seat Cover (\$416) ('12 F250)	1,047.47
22	McMaster-Carr Supply	Air Filters (5) (STP)	177.82
23	Mello, John	Retiree Exp Reimb (October Health Ins)	949.78
24	Moore, Doug	Retiree Exp Reimb (October Health Ins)	949.78
25	Nationwide Retirement Solution	Deferred Compensation 10/15/16	1,580.00
26	North Bay Watershed Assoc.	FY 16-17 Dues (Budget \$6,400) (7/16-6/17)	6,215.71
27	Novato, City of	Reimbursement for California State Lands Commission Charge for RW Pipe (Rowland Way) & Street Excavation Moratorium Fee (431 Sunset Parkway) (\$500)	807.87
28	Ochoa, Gonzalo	Novato "Cash for Grass" Rebate Program	400.00
29	Olin	Sodium Hydroxide (12 tons) (STP)	4,950.96
30	Open Spatial	GIS Software Annual License Fee (10/16-10/17) (Budget \$9,020)	8,760.00
31	Pace Supply	Fire Check Assembly (\$2,307) & Service Saddles (2)	2,552.48
32	NMWD Petty Cash	Safety Snacks (\$47), Novato Leadership Event Reimb (\$25) & Safety Bucks (\$8)	80.25
33	PG&E	Power: Bldgs/Yard (\$5,374), Rectifier/Controls (\$505), Pumping (\$36,324), Treatment (\$112) & Other (\$69)	42,384.23
34	Popat, Mitesh	Novato "Washer Rebate" Program	50.00
35		Cafeteria Plan: Uninsured Medical Reimbursement	208.33
36	San Jose Water	Meter Testing (2)	131.66
37	Sarkissian, Peter	Novato "Cash for Grass" Program	400.00

Seq	Payable To	For	Amount
38	Shirrell Consulting Services	October Dental Insurance Administration Fee	299.45
39	Sierra Chemical	Chlorine (2,000 lbs) (STP)	1,176.69
40	Stafford, Vernon	Retiree Exp Reimb (October Health Ins)	315.28
41	TelePacific Communications	Sept Telephone Charges	631.77
42	Thatcher of California	Ferric Chloride (9 tons) (STP)	4,105.09
43	Thomas Scientific	Safety Gloves (2,000) (Lab)	157.49
44	The Transmitter Shop	Tank Level Transmitter Repair	420.00
45	United Parcel Service	Delivery Services: Return Incorrect Filters (STP)	11.05
46	US Bank	Sept Safekeeping Fee-Treasury Securities	83.25
47	Wilson, Jonathan	Novato "Washer Rebate" Program	50.00
<b>TOTAL DISBURSEMENTS</b>			<b><u>\$155,124.19</u></b>

The foregoing payroll and accounts payable vouchers totaling \$155,124.19 are hereby approved and authorized for payment.



Auditor-Controller

10/18/16

Date



General Manager

10/18/2016

Date

## MEMORANDUM

To: Board of Directors  
From: Nancy Williamson, Senior Accountant  
Subject: Information: Summary of FY16 Inventory Adjustment  
t:\finance\memos\physical inventory write off summary fy16.doc

October 28, 2016

**RECOMMENDED ACTION:** None

**FINANCIAL IMPACT:** \$6,578 Inventory Adjustment

Throughout the fiscal year the District counts and adjusts the 700 Items in its \$500,000 Waterworks Inventory. Last fiscal year the adjustment totaled \$6,578 (1%) of the inventory value. This compares to an adjustment of \$20,574 the prior year. Details of the FY16 Adjustment are as follows:

Adjustments arising from Interim counts	This amount is primarily made up of 174' of PVC Pipe (\$862), Valve Caps (\$747), 28' of Steel Pipe (\$642), Flanges (\$652), Box Lid (\$390), Couplings (\$1,213) and 1 Butterfly Valve \$1,882	(\$2,584)
Adjustments arising from cleaning up containers and straightening warehouse	This amount is primarily made up of Hymax Couplings \$1,607, Box lids \$1,218, Ductile Valves \$1,164 and Cement Pipe \$1,134	\$5,072
Annual Physical Inventory Count	This amount is primarily made up of 3 Hymax Couplings (\$6,023), 1 Hydrant (\$1,430), 474' of Copper Pipe (\$1,655), 165' of PVC Pipe (\$5,200), 37 yds of Sand \$2,196 and 19 Meters \$3,870	(9,066)
	<b>TOTAL FY16</b>	<b>(\$6,578)</b>