



**NORTH MARIN
WATER DISTRICT**

**NORTH MARIN WATER DISTRICT
AGENDA - REGULAR MEETING
November 20, 2012 – 7:30 p.m.
District Headquarters
999 Rush Creek Place
Novato, California**

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Est. Time	Item	Subject
7:30 p.m.	CALL TO ORDER	
	1. APPROVE MINUTES FROM REGULAR MEETING , November 6, 2012	
	2. GENERAL MANAGER'S REPORT	
	3. OPEN TIME: (Please observe a three-minute time limit)	
		This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.
	4. STAFF/DIRECTORS REPORTS	
	5. MONTHLY PROGRESS REPORT	
	CONSENT CALENDAR	
	The General Manager has reviewed the following items. To his knowledge, there is no opposition to the action. The items can be acted on in one consolidated motion as recommended or may be removed from the Consent Calendar and separately considered at the request of any person.	
	6. Consent – Approve Consulting Services Agreement with Retiring Employee Account Clerk II	
	7. Consent – Approve Consulting Services Agreement with Retiring Employee District/Administrative Secretary	
	ACTION CALENDAR	
	8. Approve: Resolution of Appreciation for Renee Roberts	
	9. Approve: Consulting Services Contract to Data Instincts: Public Outreach for Recycled Water South Service Area Project	
	10. Approve: Ballot for Sonoma-Marin County Farm Service Agency Committee Election	
8:00 p.m.	INFORMATION ITEMS	
	11. Bay Area Integrated Regional Water Management Plan Update	
	12. Response to Marin County Civil Grand Jury Request Re: Pension and OPEB Liabilities	
	13. NBWRA Agenda- November 19, 2012	

All times are approximate and for reference only.

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

(Continued)

Est. Time	Item	Subject
	14.	Update – Bill Payment Options
	15.	MISCELLANEOUS Disbursements Letter from Lynn Woolsey Letter re: Notice of Preparation of Draft Environmental Impact Report of Scoping Meeting- Carneros Ranch Fill Project <u>News Articles:</u> Richard Giacomini, prominent member of Marin ranching community, drowns in tragic accident That dog may cost you \$100,000 a day VOMWD appoints Mark Bramfitt as Interim General Manager Las Gallinas Valley Sanitary District seeks board member Richard Louis Giacomini Obituary
	16.	CLOSED SESSION: In accordance with Government Code Section 54957.6; Conference with Labor Negotiators; District's Designated Representatives – Chris DeGabriele and David Bentley; Employee Organization – North Marin Water District Employee Association. In accordance with Government Code Section 54956.9; Conference with Legal Counsel – Pending Litigation Pursuant to Subdivision (a) of– (Wayne vs NMWD). In accordance with Government Code Section 54956.8; Conference with Real Property Negotiator (Chris DeGabriele) regarding North Marin Water District Lagunitas Creek Water Right.
9:00 p.m.	17.	ADJOURNMENT

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DRAFT
NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
November 6, 2012

6 **CALL TO ORDER**

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

12 District employees Pablo Ramudo (Water Quality Supervisor), Robert Clark
13 (Operations/Maintenance Superintendent) and Doug Moore (Construction/Maintenance
14 Superintendent) were in the audience.

15 **MINUTES**

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

18 On motion of Director Baker seconded by Director Rodoni and unanimously carried the
19 Board approved the minutes from the Special Meeting with Novato Sanitary District as presented.

20 **GENERAL MANAGER'S REPORT**

21 Mr. DeGabriele informed the Board that last week Bob Brown, City of Novato's Planning
22 Director, made a request that the District consider a reduction in connection fees for developing
23 second units. He stated that the City is looking to promote second unit construction to meet
24 affordable housing requirements. Mr. DeGabriele stated that the District is researching the request
25 at the staff level and will come back to the Board before responding to the City of Novato.

26 **OPEN TIME**

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

29 **STAFF/DIRECTORS REPORTS**

30 President Petterle asked if staff or Directors wished to bring up an item not on the agenda
31 and Director Schoonover commended Carmela Chandrasekera and all District staff on the
32 successful Water For Peoples fundraising event.

1 **QUARTERLY FINANCIAL STATEMENT**

2 Mr. Bentley provided the highlights from the first quarter Financial Report for Fiscal Year
3 2012/13 and stated that the District had a net income of \$1M for the quarter in comparison to the
4 budgeted net income for the year at \$787,000. He said that the operating revenue came in on
5 budget and the expenses are over budget by \$400,000 due to the lake being low and limiting
6 treatment plant production thus requiring increased purchased water from Sonoma County Water
7 Agency.

8 Mr. Bentley reported on the individual improvement districts. He said that in Novato, water
9 consumption was up 6% from a year ago. He said that the District spent 9% of the capital
10 improvement projects budget. Mr. Bentley advised the Board that the Novato cash balance was
11 \$6.4M at the end of September. He informed the Board that the District is waiting for the State
12 Revolving Fund loan reimbursement for the Recycled Water Project Expansion projects. He stated
13 that recycled water consumption is down 9% and that the District has spent \$11.1M on the Recycled
14 Water Expansion projects, of which \$6.1M has been borrowed from Novato water.

15 Mr. Bentley stated that revenue is up 6% from last year and operating expenses are down in
16 West Marin and its net income this year is \$110,000. He stated that West Marin cash balance ended
17 the quarter at \$849,000.

18 Mr. Bentley reported that in Oceana Marin but the operating expenses are up \$4,000 and
19 that capital improvement spending is up 6% compared to last fiscal year. Mr. Bentley said that
20 Oceana Marin's cash balance is \$290,000 at the end of the first quarter.

21 **CONSENT CALENDAR**

22 On motion of Director Fraites seconded by Director Schoonover and unanimously carried,
23 the following items were approved on the Consent Calendar:

24 **TEXT FOR FALL WATER LINE, VOLUME 13, ISSUE 28**

25 The Fall 2012 Draft Water Line text was reviewed and approved by the Board.

26 **OUTSIDE AUDITOR'S 2012 REPORT & MANAGEMENT LETTER**

27 The Board accepted the Outside Auditor's FY 2011/12 Financial Report and Management
28 Letter as presented and reviewed as a draft at the October 16, 2012 meeting.

29 **FINAL ANNUAL REPORT FISCAL YEAR 2011-2012**

30 The Board approved the Annual Report for FY 2011/12.

1 **MOU FOR NORTH COAST MUSSEL CONSORTIUM**

2 The Board approved the General Manager to sign the North Coast Zebra and Quagga
3 Mussel Consortium MOU.

4 **ACTION CALENDAR**

5 **CONSIDER: CLAIM - ROBERT JONSEN**

6 Mr. Bentley stated that Robert Jonsen, 5 Sutton Lane, made a claim alleging that a District
7 leak occurred near his property causing water to run onto his property resulting in dry rot damage to
8 the foundation of his home. Mr. Bentley informed the Board that the District's independent risk
9 consultant hired an outside contractor to examine Mr. Jonsen's home and stated that there was dry
10 rot present but that it had been there for awhile. Mr. Bentley stated that Mr. Jonsen submitted an
11 invoice for \$14,000 to repair the foundation and that staff recommends denying pursuing in civil
12 court.

13 Construction Superintendent, Doug Moore also reviewed the property and put together a
14 collection of pictures of Mr. Jonsen's property and the damage claimed was caused by the District.
15 He opined that the wood under the foundation has been rotting for years and that the District leak
16 could not have caused that significant amount of damage.

17 On motion of Director Rodoni, seconded by Director Schoonover and unanimously carried,
18 the Board denied Mr. Jonsen's claim for damages.

19 **APPROVE: RECYCLED WATER EXPANSION SOUTH SERVICE AREA - PHASE 2: AWARD**
20 **CONSTRUCTION CONTRACT**

21 Mr. McIntyre informed the Board that the final phase of the Recycled Water Expansion
22 Project in the Hamilton area includes approximately 1.7 miles of new pipelines. He reminded the
23 Board that the District did get Board approval to bid for this project in July, receiving six bids. Mr.
24 McIntyre stated that Bay Pacific Pipeline was the apparent lowest bidder but within five days the
25 District received a letter from Bay Pacific Pipeline requesting to withdraw their bid because they
26 failed to include material cost in their bid. Mr. McIntyre advised the Board that if the District allows
27 Bay Pacific Pipelines to withdraw their bid, staff recommends the contract be awarded to the second
28 lowest bidder, Argonaut Constructors. He noted that Argonaut Constructors bid is \$1.4M, 11%
29 above the engineer's estimate. Mr. McIntyre said that the District completed the evaluation of the bid
30 and received confirmation from the State Revolving Fund loan staff that Argonaut Constructors have
31 complied with bid documentation requirements. He stated that staff recommends the Board to allow
32 Bay Pacific Pipelines to withdraw their bid and award the contact to Argonaut Constructors.

1 Director Schoonover asked if Argonaut Constructors did good work and if they have ever
2 received any complaints. Mr. McIntyre answered that the District has checked references and that
3 Marin Municipal Water District has used Argonaut Constructors as well and have had good
4 experience with them.

5 On motion of Director Schoonover, seconded by Director Baker and unanimously carried, the
6 Board allowed Bay Pacific Pipelines to withdraw their bid and awarded the contract to Argonaut
7 Constructors and authorized the General Manager to execute an agreement with Argonaut
8 Constructors.

9 **APPROVE: RECYCLED WATER EXPANSION NORTH SERVICE AREA SEGMENT 2 PROJECT -**
10 **RANGER PIPELINE INC. CHANGE ORDER NUMBERS 11 AND 14 TO 22**

11 Mr. McIntyre reminded the Board that the last time the Board received an update was at the
12 joint meeting with Novato Sanitary District. He stated that at that time the construction manager from
13 the Covello Group gave a summary of the Segment 2 project. Mr. McIntyre informed the Board that
14 staff is requesting \$71,000 in change orders and if the Board had any questions on the various
15 change orders, there was documentation and back up provided in the agenda packet.

16 Director Schoonover asked if there were any plans for repaving Olive Avenue soon. Mr.
17 McIntyre stated that the District is anticipating the City of Novato to proceed with a paving restoration
18 project on Olive Avenue within the next year.

19 Director Fraites questioned change order 11 regarding contaminated soil and asked if the
20 District reported it. Mr. McIntyre stated that the actual testing of soil indicated that it did not exceed
21 state standards and could be disposed at Redwood Landfill.

22 On motion of Director Baker, seconded by Director Schoonover and unanimously carried, the
23 Board authorized the General Manager to execute Change Order Nos. 11 and 14 to 22.

24 **INFORMATION ITEMS**

25 **FIRST QUARTER FY 2012/13 – WATER QUALITY REPORT W/ BACTERIOLOGICAL**
26 **MONITORING REPORT**

27 Pablo Ramudo provided a first quarter water quality report stating that Stafford Lake water
28 was used as a source of drinking water for the first quarter of this fiscal year beginning on July 2nd.
29 He reported that there has been dominant algae present in Stafford Lake which caused some taste
30 and odor problems and were taken care of with the replacement of the granular activated carbon.
31 Mr. Ramudo noted that at the end of the first quarter the total organic carbon in the Stafford Lake
32 raw water was very high at 10.3 mg/L. He stated that the operators were able to remove 67-72% of
33 the total organic carbon and the majority of the removal was accomplished through optimized

1 coagulation and filtration. Mr. Ramudo informed the Board that there were no coliform positive
2 samples during this quarter in Novato.

3 Mr. Ramudo stated that Pt. Reyes raw water quality was good throughout the quarter. He
4 informed the Board that treatment was optimal throughout the quarter and the water quality was
5 good. He said there was no iron or manganese detected in the treated water.

6 Mr. Ramudo noted that there were no total coliform bacteria present in the Deer Island
7 Recycled Water plant water.

8 **QUARTERLY PROGRESS REPORT – OPERATIONS/MAINTENANCE**

9 Robert Clark provided a first quarter progress report for the Operations/Maintenance
10 Department and said that the operators have been helping the construction and maintenance crews
11 as planned.

12 Mr. Clark informed the Board that Recycled Water production was down slightly from the
13 previous year averaging 338,090 gallons per day. Mr. Clark stated that in Pt. Reyes, the District is
14 operating with only one well pump for most of the summer to maintain storage and meet demands
15 and to keep salinity intrusion down. He said that in Oceana Marin, the pilot testing for algae control
16 has finished, trying a new product which did not work. He noted that the District is continuing to have
17 algae growth and will stick with cooper sulfate treatments to prevent violations.

18 Mr. Clark said that the maintenance crew has had a lot of work getting the solar system
19 started up this period. He stated that the Electrical Mechanical technicians performed a flow test on
20 the Gallagher well and found decreased flow with an increase in drawdown. Mr. Clark stated that the
21 Cross Connection Control crew is busy with the Recycled Water start up and that Eric Kurfirst has
22 almost completed all test procedures for 77 commercial users. Mr. Clark stated that the Building and
23 Grounds crew is planning the annual STRAW project, scheduled for December 7th, focus on
24 planting and erosion control at the base of the solar field. He stated that the fleet is being prepared
25 for winter including testing of all emergency generators and pump systems.

26 **QUARTERLY PROGRESS REPORT - ENGINEERING DEPARTMENT**

27 Drew McIntyre provided the Board with the first quarter progress report for the Engineering
28 Department. He provided the Board photographs of Pt. Reyes Well #3 and a sample of the sewer
29 pipe lining being used in Oceana Marin.

30 Mr. McIntyre stated that the Novato Recycled Water Expansion Project is forecast to exceed
31 the capital improvement projects budget. He continued to state that there are a total of 34 projects
32 originally budgeted for FY 2012/13 and three projects had been added, combined with six carryover

1 projects from FY 2011/12, totaling 43 projects for this fiscal year. He said that the three new projects
2 are: PB replacements near Loma Verde, replacement of an old cast iron 12-inch pipe that ruptured
3 on Sunset Parkway, and City Measure A-PB replacement services throughout Novato.

4 Mr. McIntyre informed the Board that in West Marin project expenditures are currently
5 projected to be within the original budget. He noted that the District is carrying over the tank seismic
6 upgrade. Mr. McIntyre said that Pt. Reyes Well #3 drilling is completed and the District is doing
7 development work and the new well is producing 300 gallons per minute. He stated that there is
8 some final work that needs to be completed, placing a concrete pad and having the District's crew
9 tie in the piping work in the next couple of weeks.

10 **WATER CONSERVATION QUARTERLY UPDATE (JULY-SEPTEMBER 2012)**

11 Drew McIntyre presented the Board with a quarterly update on Water Conservation. He
12 stated that the overall numbers are fairly steady compared to prior years and there have been no
13 significant changes. He stated that the District continues to work with Sonoma County Water
14 Agency on Proposition 84 funding for rebates and to utilize support staff on Water Smart Home
15 Survey Projects. Mr. McIntyre said that overall expenditures continue to be below budget and the
16 Board would hear more details from Ryan Grisso at the mid-year report.

17 **NOVATO (GROSSI) CREEK EROSION CONTROL CLEAN-OUT**

18 Doug Moore provided a PowerPoint presentation on the Novato Creek sediment dams clean
19 out. He stated that the District construction crews excavated the sediment behind two dams tributary
20 to Stafford Lake. One on the Jim Grossi Ranch from which approximately 800 cubic yards (cy) of
21 sediment were removed; and the other near Indian Valley Golf Course (Vineyard Road) where 15 cy
22 of sediment were removed..

23 Director Rodoni asked where the District takes the sediment. Doug Moore answered that Jim
24 Grossi takes most of the sediment to spread around his property.

25 Mr. DeGabriele stated that Bob Lewis likes the material because of the good, workable
26 qualities and the District has supplied it to Vineyard Road and Stafford Lake Park for maintenance.

27 **RECYCLED WATER SOUTH SERVICE AREA CONSTRUCTION CONTRACT - PHASE 1B AND** 28 **IMPACT ON MEADOW PARK HAMILTON COMMUNITY UPDATE**

29 Mr. DeGabriele provided the Board with an update regarding the impact of the Recycled
30 Water construction on Meadow Park in the Hamilton Community. He informed the Board that he and
31 Drew McIntyre met with the HOA representatives and walked the entire project identifying the areas
32 and authorized the landscape contractor to do testing of their irrigation stations to make sure all
33 connections are in place. He stated that the cost for this would be \$5,000.

1 Mr. DeGabriele said that the majority of the damage will be the Recycled Water Phase 1B
2 contractor's responsibility but he will have an entire evaluation for the Board at the first meeting in
3 December. He informed the Board that regarding the next phase of the project the District is going to
4 recommend a different public outreach approach. He opined that it is important for the District to
5 take positive steps to insure there is not a repeat occurrence and that the customers are satisfied.

6 Director Rodoni suggested that the District look at a project manager to do the public
7 outreach. Mr. DeGabriele said that the District will research this option and has already talked to
8 Data Instincts who is the public outreach firm for the North Bay Water Reuse Authority.

9 **WAC/TAC MEETING**

10 Mr. DeGabriele provided a summary of the Water Advisory and Technical Advisory
11 Committee meeting that he and Director Rodoni attended. He stated that Mark Bramfitt has resigned
12 from the Valley of the Moon Board and can no longer serve as Water Advisory Committee Vice
13 Chair and that Krishna Kumar announced he will no longer be Technical Advisory Vice Chair. Mr.
14 DeGabriele noted that a summary was given on the Santa Rosa Groundwater Master Plan and that
15 the committee recognized Miles Ferris retiring after 27 years from City of Santa Rosa.

16 **NBWA MEETING**

17 Director Fraites informed the Board that there was an interesting presentation on the history
18 of Novato Creek.

19 Mr. DeGabriele agreed with Director Fraites about the presentation and stated that he would
20 send a link to the other directors. He stated that Harry Seraydarian updated the group on the Bay
21 Area Integrated Regional Water Management Plan and informed the Board that he has continued to
22 keep the Gallagher Well project for IRWMP funding alive. He stated that they are trying to do
23 everything necessary but probably will make a determination in December which projects will
24 proceed.

25 **MISCELLANEOUS**

26 The Board received the following miscellaneous items: Disbursements, Purchase of
27 Replacement Meter Reading Devices, Comments Honoring Congresswoman Lynn Woolsey Upon
28 her retirement from Congress- October 23, 2012, Marin County Winter & Spring Storm
29 Preparedness 2012/2013 Season, and Press Release - Water For People.

30 The Board also received the following news articles: MMWD seeks applicants for seat, Mill
31 Valley man tapped for state regional water board, Novato Sanitary District reaches \$344,000
32 settlement over spills, Novato Creek work to be funded by EPA fund, Novato bike park fund grows,
33 Dry Creek 'fishway' project aims to restore salmon habitat, Novato Advance- 25 Years Ago October

1 1987 and David Behar resigns from MMWD board.

2 **CLOSED SESSION**

3 In accordance with Government Code Section 54957.6; Conference with Labor Negotiators;
4 District's Designated Representatives – Chris DeGabriele and David Bentley; Employee
5 Organization – North Marin Water District Employee Association.

6 **OPEN SESSION**

7 Upon returning to regular session at 9:14 p.m., President Petterle stated that during the
8 closed sessions the Board had discussed the issues and no reportable action had been taken.

9 **ADJOURNMENT**

10 President Petterle adjourned the meeting at 9:15 p.m.

11 Submitted by

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Katie Young
Acting District Secretary

NORTH MARIN WATER DISTRICT
MONTHLY PROGRESS REPORT FOR October 2012
November 20, 2012

1.

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

Month	FY12/13	FY11/12	FY10/11	FY09/10	FY08/09	13 vs 12	
							%
July	389	371	379	360	419		5%
August	396	373	368	367	417		6%
September	346	347	358	335	393		0%
October	283	249	278	233	313		14%
FYTD Total	1,415	1,340	1,384	1,294	1,542		6%

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

Month	FY12/13	FY11/12	FY10/11	FY09/10	FY08/09	13 vs 12	
							%
July	9.8	9.2	9.9	10.0	11.8		6%
August	9.7	9.4	9.9	10.6	11.9		3%
September	8.3	8.7	9.2	9.6	10.2		-5%
October	7.4	6.5	7.8	6.9	9.8		14%
FYTD Total	35.3	33.9	36.8	37.1	43.7		4%

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

Month	FY12/13	FY11/12	FY10/11	FY09/10	FY08/09	13 vs 12	
							%
July	49	115	109	152	131		-58%
August	83	126	108	150	128		-34%
September	72	77	112	155	117		-6%
October	88	113	111	80	81		-22%
FYTD Total	291	431	440	537	458		-32%

Recycled Water Production - in Million Gallons - FY to Date

Month	FY12/13	FY11/12	FY10/11	FY09/10	FY08/09	13 vs 12	
							%
July	11.2	11.0	11.9	12.0	13.6		2%
August	10.5	12.2	11.2	12.9	13.6		-14%
September	8.5	9.6	9.5	10.2	10.9		-11%
October	0.0	0.0	2.6	2.6	6.4		-
FYTD Total	30.2	32.8	35.2	37.7	44.5		-8%

2. Stafford Lake Data

	October Normal	October 2011	October 2012
Rainfall this month	0.0 Inches	1.9 Inches	1.91 Inches
Rainfall this FY to date	0.0 Inches	1.9 Inches	1.92 Inches
Lake elevation*	187.1 Feet	181.7 Feet	178.5 Feet
Lake storage**	925.4 MG	534.4 MG	410.2 MG

* Spillway elevation is 196.0 feet

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

Temperature (in degrees)

	<u>Minimum</u>	<u>Maximum</u>	<u>Average</u>
October 2011 (STP)	31	88	59
October 2011 (Novato)	40	99	69
October 2012 (STP)	49	107	66
October 2012 (Novato)	48	115	70

3. Number of Services

October 31	Novato Water			Recycled Water			West Marin Water			Oceana Marin Swr		
	FY13	FY12	Incr %	FY13	FY12	Incr %	FY13	FY12	Incr %	FY13	FY12	Incr %
Total meters installed	20,747	20,742	0.0%	9	3	200%	819	818	0.1%	-	-	-
Total meters active	20,491	20,477	0.1%	4	2	100%	776	772	0.5%	-	-	-
Active dwelling units	23,941	23,869	0.3%	0	0	-	811	805	0.7%	227	227	0.0%

4. Oceana Marin Monthly Status Report (October)

Description	FY 12-13	FY 11-12
Effluent Flow Volume (MG)	488,136	503,841
Irrigation Field Discharge (MG)	662,000	637,000
Treatment Pond Freeboard (ft)	5.7	3.4
Storage Pond Freeboard (ft)	6.2	6.9

5. Developer Projects Status Report (October)

Job No.	Project	% Complete	% This month
2756	Circle Bank	97	2
2754	Hamilton Elementary	95	3
2765	NSD Del Oro Lagoon	95	40

District Projects Status Report - Const Dept (October)

Job No.	Project	% Complete	% This month
6217.00	Pacheco Tank Cl2 Mixing	90	0

Employee Hours to Date, FY 12/13

As of Pay Period Ending October 30, 2012
Percent of Fiscal Year Passed = 33%

Developer Projects	Actual	Budget	% YTD Budget	District Projects	Actual	Budget	% YTD Budget
Construction	609	1,694	36	Construction	913	3,815	24
Engineering	163	1,393	12	Engineering	1,828	3,855	47

6. Safety/Liability

Lost Days	Industrial Injury with Lost Time			Liability Claims Paid	
	OH Cost of Lost Days (\$)	No. of Emp. Involved	No. of Incidents	Incurred (FYTD)	Paid (FYTD) (\$)
FY through Oct 13	0	0	0	1	2217
FY through Oct 12	0	0	0	0	0

Days without a lost time accident through October 30, 2012 = 292 days

7. Energy Cost

FYE		September			Fiscal Year-to-Date thru September		
		Kwh	¢/Kwh	Cost/Day	Kwh	¢/Kwh	Cost/Day
2013	Stafford TP	56,457	17.0¢	\$175	132,231	17.7¢	\$184
	Pumping	214,387	11.8¢	\$975	420,643	12.8¢	\$655
	Other*	31,052	23.9¢	\$225	82,192	22.0¢	\$187
		<u>301,897</u>	<u>14.0¢</u>	<u>\$1,367</u>	<u>635,066</u>	<u>15.0¢</u>	<u>\$1,058</u>
2012	Stafford TP	82,528	16.8¢	\$434	180,055	16.7¢	\$330
	Pumping	130,959	14.8¢	\$719	313,924	14.6¢	\$505
	Other*	39,608	21.3¢	\$291	83,496	21.3¢	\$197
		<u>253,095</u>	<u>16.5¢</u>	<u>\$1,491</u>	<u>577,475</u>	<u>16.2¢</u>	<u>\$997</u>
2011	Stafford TP	92,100	17.0¢	\$558	197,700	17.0¢	\$365
	Pumping	123,985	15.1¢	\$1,042	337,538	14.3¢	\$589
	Other*	45,544	21.0¢	\$320	93,640	21.1¢	\$215
		<u>261,629</u>	<u>16.8¢</u>	<u>\$1,912</u>	<u>628,878</u>	<u>16.2¢</u>	<u>\$1,182</u>

*Other includes West Marin Facilities

8. Water Conservation Update (October)

	Month of October 2012	Fiscal Year to Date	Program Total to Date
High Efficiency Toilet (HET) Rebate (\$150 each)	16	82	2498
Retrofit Certificates Filed	44	147	4604
Cash for Grass Rebates Paid Out	4	17	505
Washing Machine Rebates	21	78	5977
Water Smart Home Survey	10	91	1351

9. Utility Performance Metric (October)

SERVICE DISRUPTIONS	October	FYTD
PLANNED		
Duration Between 0.5 and 4 hours	0	0
Duration Between 4 and 12 hours	10	10
Duration Greater than 12 hours	0	0
UNPLANNED		
Duration Between 0.5 and 4 hours	3	3
Duration Between 4 and 12 hours	0	0
Duration Greater than 12 hours	0	0

SERVICE LINES REPLACED	October	FYTD
Polybutylene	7	7
Copper (Replaced or Repaired)	3	3

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Order October 2012

Prepared: 11/09/12

<u>Type</u>	<u>Oct-12</u>	<u>Oct-11</u>	<u>Action Taken October 2012</u>
<u>Consumers' System Problems</u>			
Service Line Leaks	22	21	Notified Consumer
Meter Leak Consumer's Side	0	0	~
House Plumbing	0	0	~
Noisy Plumbing	0	0	~
Seepage or Other	0	0	~
House Valve / Meter Off	6	5	Turned Back On
Nothing Found	13	6	Notified Consumer
Low Pressure	0	1	~
High Pressure	0	1	~
Water Waster Complaints	0	0	~
Total	41	34	
<u>Service Repair Reports</u>			
Register Replacements	0	0	~
Meter Replacement	5	0	Replaced
Meter Box Alignment	0	0	~
Meter Noise	0	0	~
Dual Service Noise	0	0	~
Box and Lids	1	0	Replaced
Water Off/On Due To Repairs	7	5	Notified Customer
Misc. Field Investigation	1	4	Notified Customer
Total	14	9	
<u>Leak NMWD Facilities</u>			
Main-Leak	0	0	~
Mains-Nothing Found	0	0	~
Mains-Damage	0	0	~
Service- Leak	6	15	Repaired
Services-Nothing Found	3	2	Notified Customer
Service-Damaged	0	0	~
Fire Hydrant-Leak	1	1	Repaired
Fire Hydrants-Nothing Found	0	0	~
Fire Hydrants-Damaged	0	0	~
Meter Replacement	0	0	~
Meters-Leak	0	0	~
Meters-Nothing Found	0	0	~
Meters Damaged	0	0	~
Washer Leaks	3	8	Replaced
Total	13	26	
<u>High Bill Complaints</u>			
Consumer Leaks	22	15	Notified Customer
Meter Testing	0	0	~
Meter Misread	7	1	Notified Customer
Nothing Found	44	21	Notified Customer
Projected Consumption	0	0	~
Excessive Irrigation	5	4	Notified Customer
Total	78	41	

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Order October 2012

Prepared: 11/09/12

Type	Oct-12	Oct-11	Action Taken October 2012
<u>Low Bill Reports</u>			
Meter Misread	0	0	~
Stuck Meter	0	0	~
Nothing Found	0	0	~
Projected Consumption	0	0	~
Minimum Charge Only	0	0	~
Total	0	0	
<u>Water Quality Complaints</u>			
Taste and Odor	0	6	~
Color	0	0	~
Turbidity	0	0	~
Suspended Solids	1	0	Customer reported white particles in the water. (Silvio Ln) Failed dip tube from aging water heater. Gave customer information regarding dip tube problems in water heaters.
Other	0	3	~
Total	1	9	
TOTAL FOR MONTH:	147	119	24%

Fiscal YTD Summary

Consumer's System Problems	187	163	15%	Increase In Nothing Found
Service Repair Report	61	37	65%	Increase In Water Off/On Due to Repairs
Leak Complaints	110	127	-13%	Decrease In Service Line Leak
High Bill Complaints	275	179	54%	Increase In Nothing Found
Low Bills	1	3	-67%	Decrease In Nothing Found
Water Quality Complaints	19	12	58%	Increase in Taste & Odor
Total	653	521	25%	

Change Primarily Due To

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Order October 2012

Prepared: 11/09/12

<u>Type</u>	<u>Oct-12</u>	<u>Oct-11</u>	<u>Action Taken October 2012</u>
<u>"In House" Generated and Completed Work Orders</u>			
<u>Check Meter:</u> possible consumer/District leak, high bill, flooded, need read, etc.	212	243	
<u>Change Meter:</u> leaks, hard to read	8	11	
<u>Possible Stuck Meter</u>	0	4	
<u>Repair Meter:</u> registers, shut offs	0	0	
<u>Replace Boxes/Lids</u>	7	8	
<u>Hydrant Leaks</u>	0	0	
<u>Trims</u>	10	65	
<u>Dig Outs</u>	61	72	
<u>Letters to Consumer:</u> meter obstruction, trims, bees, gate access, etc.	0	0	
<u>Misc:</u> locate meter, get meter number, cross connection follow ups, kill service, etc.	0	0	
	<hr/> 298	<hr/> 403	

Bill Adjustments Under Board Policy:

October 12 vs. October 11

Oct-12	64	\$24,563
Oct-11	31	\$6,683

Fiscal Year to Date vs. Prior FYTD

12/13 FYTD	169	\$53,914
11/12 FYTD	108	\$24,421

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MEMORANDUM

To: Board of Directors

November 16, 2012

From: David L. Bentley, Auditor-Controller

Subj: Auditor-Controller's Monthly Report of Investments for October 2012

t:\aclword\invest\13\investment report 1012.doc

RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

At month end the District's Investment Portfolio had an amortized cost value (i.e., cash balance) of \$10,244,255 and a market value of \$10,254,854. During October the cash balance increased by \$2,665,261. For the fiscal year, the cash balance decreased \$265,137. The market value of securities held increased by \$2,521 during the month. The ratio of total cash to budgeted annual operating expense, excluding the \$6,667,789 unexpended balance of the Bank of Marin loan, stood at 29%, up 22% from the prior month. This compares to the District's target ratio of 90%, or \$11 million. To date, \$5,933,217 has been advanced for the recycled water expansion project pending receipt of grant and SRF Loan funds.

At October 31, 2012, 77% of the District's Portfolio was invested in California's Local Agency Investment Fund (LAIF), and 12% in Time Certificate of Deposits placed in banks. The weighted average maturity for the portfolio was 39 days, compared to 58 days at the end of last month. The LAIF interest rate for the month was 0.34%, compared to 0.35% the previous month. The weighted average Portfolio rate was 0.39%, compared to 0.44% the previous month. Including interest paid by Black Point Partners on the StoneTree Golf Club Recycled Water Facilities Loan, the District earned \$27,210 in interest revenue during October with 79% earned by Novato Water and the balance distributed to the other improvement districts.

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

"October's numbers were positive, due in large part to strong income tax receipts. More importantly, total year-to-date revenue is spot-on with the budget's projection.

The State ended the last fiscal year with a cash deficit of \$9.6 billion. As of October 31, that cash deficit totaled \$24.7 billion, and is being covered with \$14.7 billion of internal borrowing (temporary loans from special funds) and \$10 billion of external borrowing."

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

Type	Description	S&P Rating	Purchase Date	Maturity Date	Cost Basis ¹	10/31/2012 Market Value	Yield ²	% of Portfolio
LAIF	State of CA Treasury	A	Various	Open	\$7,865,596	\$7,875,189	0.34% ³	77%
Time Certificate of Deposit								
TCD	Bank of Marin	n/a	6/3/11	6/3/13	\$1,000,000	\$1,000,000	1.00%	10%
TCD	Ally Bank	n/a	9/28/12	10/1/14	248,000	248,000	0.85%	2%
					<u>\$1,248,000</u>	<u>\$1,248,000</u>	<u>0.97%</u>	<u>12%</u>
Other								
Agency	Marin Co Treasury	AA+	Various	Open	\$333,705	\$333,705	0.22%	3%
Bond	Olema G.O. Bond	A+	5/31/91	1/1/15	11,213	12,219	5.00%	0%
Other	Various	n/a	Various	Open	785,742	785,742	0.00%	8%
					<u>\$10,244,255</u>	<u>\$10,254,854</u>	<u>0.39%</u>	<u>100%</u>

Weighted Avg. Maturity = 39 Days

LAIF: State of California Local Agency Investment Fund.

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

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

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

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

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

3 Earnings are calculated daily - this represents the average yield for the month ending October 31, 2012.

<u>Interest Bearing Loans</u>	Loan Date	Maturity Date	Original Loan Amount	Principal Outstanding	Interest Rate
Black Point Partners-BPGL	6/30/06	2/28/24	\$3,612,640	\$2,462,401	2.40%
Employee Housing Loans (8)	Various	Various	1,441,785	1,441,785	Contingent
Employee Computer Loans (7)	Various	Various	13,264	4,279	1.67% (avg)
TOTAL INTEREST BEARING LOANS			<u>\$5,067,689</u>	<u>\$3,908,465</u>	

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

MEMORANDUM

To: Board of Directors

November 16, 2012

From: Chris DeGabriele, General Manager *CD*

Subject: Consulting Services Agreement with Retiring Employee
\\nmwdsrv1\administration\finance\memos\bod dowden consulting service agreement.docx

RECOMMENDED ACTION: Approve Consulting Services Agreement with Retiring Accounting Clerk

FINANCIAL IMPACT: Not-to-Exceed \$10,000

Attached is a proposed Consulting Services Agreement with Mary Ann Dowden to provide payroll and accounts payable services as may be required from time-to-time subsequent to her retirement. Agreements of this nature have been used in the past for individuals who have retired from the District.

In Mary Ann Dowden's case, her services are needed to perform the Payroll and Accounts Payable functions during her replacement's, Connie Filippi, Family Medical Leave, which is anticipated to end by December 31, 2012, and to assist thereafter as needed.

RECOMMENDATION

Board authorize General Manager to enter into consulting services agreement with Mary Ann Dowden.

Approved by GM *CD*
Date *11/16/2012*

DRAFT
NORTH MARIN WATER DISTRICT

AGREEMENT TO PROVIDE DISTRICT PAYROLL & ACCOUNTS PAYABLE CONSULTING SERVICES

The North Marin Water District, hereinafter called "District" and Mary Ann Dowden hereinafter called "Consultant," do agree as follows:

1. Consultant shall work independently and provide payroll and accounts payable services, which may be required by the District Auditor-Controller from time to time regarding the Accounting Clerk II position. The work may entail liaison with other District departments, providing information on the payroll and accounts payable systems.
2. At no expense to Consultant, District may provide Consultant with use of a desk, telephone, tools, and materials. Use of said equipment and materials shall be strictly limited to work performed in connection with Paragraph 1 above.
3. The District's Auditor-Controller will be the District's representative to authorize Consultant work and shall provide direction and guidance to the Consultant.
4. Consultant agrees to hold District harmless and indemnify District against any damage arising out of work performed under this agreement.
5. Consultant will invoice the District for work on a weekly basis at the rate of **\$40.00** per hour. Minimum Charge for requested office visit will be four hours. District will pay consultant not more frequently than twice per month. Only productive hours may be billed. Productive hours are defined strictly as hours covering work described in Paragraph 1. Consultant agrees to pursue the work covered by this agreement in a workmanlike manner.
6. Consultant acknowledges that this agreement for consulting services in no way imparts or vests Consultant with employment status with the District. As required by law, the District will report payments made to Consultant to the Internal Revenue Service. Consultant shall be solely responsible for any self-employment taxes, estimated income tax payments, etc.
7. Total hours invoiced by the Consultant under this agreement shall not exceed 250 hours.
8. The District may, at its sole discretion and option, terminate this agreement at any time.
9. The term of this agreement shall commence on December 1, 2012, and shall continue in full force until November 30, 2013.

Date: _____

Chris DeGabriele, General Manager
North Marin Water District


Date: _____

Mary Ann Dowden
Consultant

MEMORANDUM

To: Board of Directors

November 16, 2012

From: Chris DeGabriele, General Manager 

Subject: Consulting Services Agreement with Retiring Employee
t:\gm\agreements\consultants\bod roberts consulting service memo.docx

RECOMMENDED ACTION: Approve Consulting Services Agreement with Retiring District Secretary/Administrative Secretary

FINANCIAL IMPACT: Not-to-Exceed \$13,750

Attached is a proposed Consulting Services Agreement with Renee Roberts to provide District secretarial services as may be required from time-to-time subsequent to her retirement. Agreements of this nature have been used in the past for individuals who have retired from the District.

In Renee's case, her services may be needed to assist Katie Young as she transitions to her new role as District/Administrative Secretary. It is anticipated that any services required from Renee would end by December 31, 2013.

RECOMMENDATION

Board authorize General Manager to enter into consulting services agreement with Renee Roberts.

Approved by GM CD

Date 11/16/2012

DRAFT
NORTH MARIN WATER DISTRICT

AGREEMENT TO PROVIDE DISTRICT AND ADMINISTRATIVE SECRETARIAL CONSULTING SERVICES

The North Marin Water District, hereinafter called "District" and Renee Roberts hereinafter called "Consultant," do agree as follows:

1. Consultant shall work independently and provide District/Administrative Secretarial services, which may be required by the District General Manager from time to time. The work may entail liaison with other District departments.
2. At no expense to Consultant, District may provide Consultant with use of a desk, telephone, tools, and materials. Use of said equipment and materials shall be strictly limited to work performed in connection with Paragraph 1 above.
3. The District's General Manager will be the District's representative to authorize Consultant work and shall provide direction and guidance to the Consultant.
4. Consultant agrees to hold District harmless and indemnify District against any damage arising out of work performed under this agreement.
5. Consultant will invoice the District for work on a weekly basis at the rate of **\$55.00** per hour. Minimum Charge for requested office visit will be four hours. District will pay consultant not more frequently than twice per month. Only productive hours may be billed. Productive hours are defined strictly as hours covering work described in Paragraph 1. Consultant agrees to pursue the work covered by this agreement in a workmanlike manner.
6. Consultant acknowledges that this agreement for consulting services in no way imparts or vests Consultant with employment status with the District. As required by law, the District will report payments made to Consultant to the Internal Revenue Service. Consultant shall be solely responsible for any self-employment taxes, estimated income tax payments, etc.
7. Total hours invoiced by the Consultant under this agreement shall not exceed 250 hours.
8. The District may, at its sole discretion and option, terminate this agreement at any time.
9. The term of this agreement shall commence on January 1, 2013, and shall continue in full force until December 31, 2013.

Date: _____

Chris DeGabriele, General Manager
North Marin Water District


Date: _____

Renee Roberts
Consultant

MEMORANDUM

To: Board of Directors

November 16, 2012

From: Chris DeGabriele, General Manager 

Subj: Resolution of Appreciation for Renee Roberts
t:\gmbod misc 2012\resolution roberts.docx

RECOMMENDED ACTION: Board Approve the Resolution of Appreciation to Renee Roberts

FINANCIAL IMPACT: None

Renee Roberts is retiring at the end of this calendar year after 22 years of employment with North Marin Water District. However her last official day working will be December 12th and her retirement will be recognized at the District's Holiday Party on December 1st. Thus it is appropriate to convey appreciation for Renee's years of service to the District and adopt the attached resolution of appreciation.

RECOMMENDATION: Board adopt the resolution of appreciation to Renee Roberts retiring after 22 years of employment with North Marin Water District.

DRAFT
North Marin Water District
Resolution of Appreciation
To
Renee Roberts

WHEREAS:

- Linda Renee Roberts was employed by the District on January 13, 1990 and worked part time first at the “front counter” as Cashier/Receptionist;
- On August 16, 1991 Renee was promoted to Account Credit Clerk II and on July 1, 1998 to Engineering Secretary;
- On July 1, 2005 Renee was appointed as Secretary to the Board of Directors, an Officer of the District pursuant to the California Water Code, and served as the District’s Administrative Secretary to the General Manager, in which capacity she has competently performed for the past 7 ½ years;
- Renee has faithfully and with great expertise and goodwill performed the duties of District Secretary earning the confidence and admiration of the General Manager, the District Directors and many District Staff;
- Renee has embraced technological developments implemented by the District and new skills required as her job duties transformed from position to position and always provided her best effort to become exemplary in her duties;
- Renee has undertaken many special projects, including the following:
 - Planning and carrying out special District events such as the Deer Island Recycled Water Facility Dedication (2007), Stafford Lake Water Treatment Plant Christening (2006), Stafford Lake Solar Energy Project Unveiling (2012), and Recycled Water North and South Dedications (2012); and
 - Scheduling, noticing and maintaining an “even keel” during contentious public hearings for emergency water conservation and water rate increase including delivery of complex Proposition 218 notices and recording protests; and
 - Updating and implementing an effective and efficient Records Retention Policy; and
 - Outlining and coordinating ethics training for the Board of Directors as mandated by state statute; and
 - Compiling the NMWD 2010 Urban Water Management Plan and its electronic submittal

to the State of California Department of Water Resources; and

- Updating the District logo and compiling a standards manual for the new NMWD “brand”; and
- Updating and maintaining the NMWD Website, and voice-over for the telephone “on-hold” water conservation message.
- Renee has presented a friendly, helpful and always professional demeanor to customers, co-workers and all other persons who contact the District. She has pursued her work in a businesslike fashion and has gained a reputation for excellence, reliability and honesty; ever mindful of the best interests of the District’s customers;
- Renee has maintained a sense of humor which has been much enjoyed over the past 22 years by her co-workers and members of the Board. Her prior experience at the Haight- Ashbury Free Medical Clinic likely aided in her dealing with the NMWD “characters” encountered in the course of her work.
- On December 31, 2012, Renee Roberts will officially retire from the North Marin Water District.

THEREFORE BE IT RESOLVED:

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

BE IT FURTHER RESOLVED:

That the Board of Directors, on behalf of the staff, officers and Directors of the North Marin Water District, extend to Renee its sincere good wishes for a happy and well-deserved retirement filled with all the good things of life.

Dated at Novato, California
November 20, 2012

Steve Petterle, President
North Marin Water District

MEMORANDUM

TO: Board of Directors

November 16, 2012

FROM: Drew McIntyre, Chief Engineer



RE: Approve: Consulting Services Contract to Data Instincts:
Public Outreach for Recycled Water South Service Area Project

R:\Folders by Job No\6000 jobs\6056\Board Memos\Data Instincts Public Outreach BOD Memo 11-12.doc

RECOMMENDED ACTION: That the Board authorize the General Manager to execute a Public Outreach Contract with Data Instincts for an amount not to exceed \$40,000.

FINANCIAL IMPACT: \$40,000 (already included in latest Recycled Water South Cost Estimate provided to the Board)

BACKGROUND

At the November 5, 2012 Board meeting, the General Manager provided an update on the Recycled Water South Service Area construction and recommended that the Board consider a contract for public outreach in response to upcoming construction associated with the Phase 2 construction project. The public outreach consultant would assist NMWD to be proactive in responses to the local community including residences, businesses, schools, etc. A key aspect of the outreach services would be to provide timely information to community members throughout the Phase 2 construction process. The outreach consultant would also develop public outreach materials, establish an email notification system/construction hotline and provide information for timely updates to NMWD's website. As part of this effort, the outreach consultant would attend project construction meetings twice a month to stay current with the project.

Selection of Public Outreach Consultant

The attached scope of work and cost estimate has been prepared by Data Instincts at the request of NMWD staff. Data Instincts is currently the public outreach consultant used by North Bay Water Reuse Authority (NBWRA). Data Instincts has performed similar services for the City of Santa Rosa, Redwood City and other bay area utilities. As a member of NBWRA, NMWD is already paying a portion of Data Instincts' services related to general NBWRA activities. As such, it is a natural extension of their current services to provide site specific public outreach for the Recycled Water South Service Area project. The contract, if approved, would be based on time and expense billings with a not to exceed limit of \$40,000. Data Instincts' services would start in December and be completed by July 2013. At the request of Director Rodoni, staff did consider the option to incorporate public outreach with the construction management services contract. It is staff's belief that having a public outreach consultant independent from the construction manager is desirable for the upcoming Phase 2

because it: 1) is not a regular service provided by the construction manager and 2) an experienced and well defined direct communication path between NMWD and the affected community will be realized.

RECOMMENDATION

That the Board authorize the General Manager to execute a Public Outreach Contract with Data Instincts for an amount not to exceed \$40,000.



Public Outreach Consultants
239 Windsor River Road, Windsor, CA 95492
Tel: 707.836.0300 Fax: 707.836.0842

November 13, 2012

**Public Outreach in Support of
Novato Recycled Water South Service Area Expansion Program**

Scope of Work

Data Instincts, the Consultant, (DI) will assist and provide guidance to North Marin Water District the (NMWD) with public outreach services in response to upcoming construction associated with the *Novato Recycled Water South Service Area Expansion Program*. Activities and materials produced will assist NMWD to be proactive and responsive to stakeholders, residents, businesses, schools, local commuters and the media. Reliable communications and educational tools can be as vital to a project's success as a reliable recycled water system itself.

A strong public information program will provide the following:

- Ensure the community is well informed throughout implementation of the project.
- Facilitate and encourage the project team's receptiveness and timely response to community concerns that may arise during construction. Guide the project team in integrating and assimilating responsive efforts and actions.
- Provide timely information to community members about the upcoming construction process. Describe sequence of construction, how traffic impacts will be managed, and how they can be kept informed during the process.
- Establish NMWD as a reliable and credible source of project information.

Task 1 - Review and evaluate affected project area, develop outreach approach and make recommendations to NMWD staff

Estimate for this Task: \$4,500

Gather input from various potentially affected businesses and residents in the construction area to shape the best informational approach to meet the needs of these constituents. Utilize interviews, small information gathering sessions, and one-on-one discussions. Acquire business cards to develop an email broadcast system (See Task 2). These efforts will gain insight into concerns and needs, test approaches, and provide a higher degree of understanding of sensitivities. Recommended approaches will be conveyed to NMWD staff and the selected contractor.

Task 2 – Develop and create public outreach materials and notification systems

Estimate for this Task: \$6,000

Provide design and support for production of outreach materials in various formats. Review existing outreach materials and suggest improvements with input from staff. Provide services for production coordination, creative direction, copywriting, preparation of maps, presentation materials and handouts for informing business and residents of upcoming construction activities.

These may involve a variety of media, including but not limited to the following:

- Postcards/Fliers /Handouts
- Brochure
- Fact Sheets
- Frequently Asked Questions (FAQ's)
- Adaptable Web Pages
- Utility Bill Inserts
- Email Broadcasts
- Social Media (Facebook, Twitter, etc.)
- Speakers Bureau/Presentations

Establish an email broadcast notification system

Manage permission-based email broadcast and distribution of messages as needed. All outreach materials will include the option to request to be included in the email notification system. Periodic emails will be distributed to notify and keep residents, businesses and local media informed of construction activities. Names and email addresses will not appear in broadcasts to respect privacy.

Establish a construction hotline number to address construction questions and concerns.

During construction, DI will establish and maintain a project hot-line phone number that may be called if questions or complaints about construction impacts arise. The number will be included in notices given to affected persons during construction. Complaints will be logged and calls routed to appropriate project members; NMWD Staff, Contractor, Construction Manager or Resident Engineer.

Update Web Site Project Information

DI will coordinate with staff to maintain current comprehensive Web content covering construction impacts from the Novato Recycled Water South Service Area Expansion Program. This content will utilize existing pages of the NMWD web site at: www.nmwd.com and will be updated as frequently as needed to be relevant to actual construction activities in progress. This content will be developed specifically to keep residents, commuters, and businesses informed about potential impacts in their area, establishing a one-stop resource for construction-related information. Web pages are a convenient way for citizens and businesses to view all relevant notices and schedules and maps in a timely and responsive manner that meets community expectations for information about construction activities. The website URL address shall be included in all notices sent to affected residents and businesses.

Task 3 – Implement outreach program throughout construction period (Dec 2012 – July 2013) ***Estimate for this Task: \$24,000***

In particular, the Consultant (DI) shall:

- Distribute outreach materials developed in Task 2.
- Respond to inquiries received via hot line calls, emails and mail.
- Assist the NMWD in contacting and communicating with affected businesses and residents who express concerns, as needed.
- Assist the NMWD with media relations as may be needed.
- Support project team efforts for information gathering/sharing for troubleshooting or solving challenges that may arise during construction.
- Manage incoming telephone inquiries from potential customers, key stakeholders and special interest groups of the project areas.
- Manage permission-based email broadcast customer and community group lists and distribution of messages as needed.
- Work with the NMWD staff to maintain and provide support for project related Web page content development as needed.
- Manage consistent graphic presentation of all NMWD outreach materials.
- Coordinate any printing and mailing services consistent with NMWD practices for securing printing and mail services. Costs for printing and postage of outreach materials are not included. Providers of any such services shall be paid directly by the NMWD.

Task 4 – Attend Project Construction Meetings ***Estimate for this Task: \$5,500***

DI will attend Project Construction Meetings twice monthly from Dec 2012 through July 2013 and as deemed necessary to stay current with project information. Other Project Management tasks may be included as need arises. DI will attend meetings, consultations and conferences related to public information and notification outreach materials. Includes meetings and conferences with NMWD staff, public officials, and team members, members of the media, potentially impacted individuals and interest groups.

Estimate for Tasks 1-4: If determined necessary; time and materials, *not to exceed \$40,000* through July 31, 2013.

Tasks	FY2012/13
Task 1: Evaluate & recommend approach	\$4,500
Task 2: Develop & create outreach materials	\$6,000
Task 3: Implement outreach program	\$24,000
Task 4: Meetings and conferences	\$5,500
Contingency	\$0
TOTAL	\$40,000



RATES FOR SERVICES

As of June 2012

Principal	\$170
Associate	\$135
Interviewers/ Research Analysis	\$125
Copy Writing	\$100
Graphics – Print	\$90
Graphics – Web/PowerPoint	\$110
Print Media Coordination	\$90
Web Traffic Mgmt/Database Mgmt	\$85
Clerical Support	\$65
Data Entry	\$55 (Goldmine Trained)
Copies	\$0.10 per page
Postage	at cost
Overnight mail	at cost
Mileage for personal car	\$X.XX Fed rate per mile

For communications pieces that are to be professionally printed, Data Instincts will provide materials in the appropriate format; recommend printing services; and interact with and deliver materials to print vendors. However, it is our policy that the client pays directly for such services as printing, list rentals, mail processing fees, postage and media related expenses. Focus groups, In-depth Interviews, and Telephone Surveys will be billed separately with estimates provided in advance.

Multi- or bi-lingual translations, as needed, for handouts/brochures and other information sources will be extra. Consultant will utilize local or client resources whenever possible for these purposes.

Data Instincts bills for actual work performed on a monthly basis, and shall supply summary reports delineating each task, the budgeted amount, amount expended in the billing period, and cumulative expended totals.

Data Instincts carries over a \$1,000,000 in General Liability with The Hartford insurance company. Representation is with Cook, Disharoon & Greathouse of Oakland, California. Policy number is 57DBALD2227. A certificate verifying insurance shall be submitted when required.

Tax ID number is 90-0005625.

MEMORANDUM

To: Board of Directors

November 16, 2012

From: Chris DeGabriele, General Manager 

Subject: Ballot for Sonoma-Marine County Farm Service Agency Committee Election
t:\gmlbod misc 2012\fsa committee election.doc

RECOMMENDED ACTION: Board consider casting a ballot for the Sonoma-Marine County Farm Service Agency Committee

FINANCIAL IMPACT: None

The District has received an official ballot for the subject election (Attachment 1). Candidates are Mark L. Pomi and Ted McIssac. A newsletter provided by the Farm Service Agency is included as Attachment 2 and includes biographies for Mr. Pomi and Mr. McIssac. The boundary of the area this committee member will represent is shown on Attachment 3. The ballot is due by December 3, 2012.

This is the first time I can recall receiving a ballot for the FSA Committee. Fact sheets about the FSA Committee election are included as Attachment 4. More information and an overview of the 2012 County Committee Elections can be found at the following website: www.fsa.usda.gov/elections. State political subdivisions or state agencies are eligible to vote along with agricultural producers of legal voting age participating in FSA programs. The latest FSA newsletter, dated November 2012, is included for more information at Attachment 5.

I have contacted Tito Sasaki, advisor to the committee, and Stacy Carlson, County of Marin Agricultural Commissioner to request information on the committee and candidates. As I see it, the Board has three options:

- 1) Cast no vote
- 2) Vote for Mr. Pomi, or
- 3) Vote for Mr. McIssac

RECOMMENDATION:

Board vote for Ted McIssac since he resides in/adjacent to our service area.

IMPORTANT INFORMATION - READ CAREFULLY

This is your official ballot for voting in the County (COC) FSA Committee election. Vote for a farmer or rancher of your choice to represent you on the County FSA Committee. The ballot lists the names of the candidates, and has space where you can write in another if you desire. If you know of eligible voters who did not receive a ballot, please inform them that they should request a ballot from this office. If you have questions on eligibility to vote or to hold office, please contact this office. The COC answers questions on election procedures, and on eligibility to vote or hold office.

Voting in Person:

If you are voting in person instead of mailing this ballot, go to the following voting location:

SONOMA-MARIN COUNTY FSA OFFICE
1301 REDWOOD WAY, STE. 190
PETALUMA CA 94954

Counting the Ballots:

Ballots will be counted in public at the following time, date, and location:

SONOMA-MARIN COUNTY FSA OFFICE
1301 REDWOOD WAY, STE. 190
PETALUMA CA 94954
12-10-2012 1:00 PM

Completing your Ballot Correctly: You must comply with the following requirements in order for your ballot to be counted:

Step 1. Vote for only 1 candidate.

Step 2. Sign in the voter signature area provided on the address label on the Ballot Return Envelope. **Voting by proxy is prohibited. This includes powers of attorney. DO NOT REMOVE THE ADDRESS LABEL!**

Step 3. If mailing your ballot it must be postmarked by the Election Date printed in Item 1 on your ballot. If voting in person, you must vote by the Election Date.

Step 4. Apply postage on the return envelope. The post office will not deliver without postage.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.



↑ **Separate Ballot Along Dotted Line** ↑

FSA-669 (6-22-12)

OFFICIAL BALLOT FOR FSA COMMITTEE ELECTIONS

Check the box next to the name of the person you are voting for; even if there is only 1 name listed. Or "write-in" the name of any other eligible farmer or rancher that you are voting for.

MARK L POMI

TED MCISAAC

1. ELECTION DATE:
12-03-2012

2. MAILED TO VOTER
11-05-2012

3. STATE CODE
06

4. COUNTY CODE
097

5. COC
1

6. LAA
1



NEWSLETTER



County Committee Elections

November 2012

Sonoma-Marin County

FSA Office
1301 Redwood Way Ste
190
Petaluma, CA 94954
707-664-8593 phone
707-794-7902 fax
www.fsa.usda.gov/CA

Hours

Monday - Friday
8:00 a.m. - 4:30 p.m.

COC Scheduled Meeting
2nd Tuesday at 10:00 am

County Committee

Richard Grossi, LAA1
Chairperson
Phil Dolcini, LAA3
Vice Chairperson
Jeff Jones, LAA 4
Member
Diane Starkey LAA 5
Member,
Victoria Mulas, LAA 2
Member
Tito Sasaki,
Advisor

Sonoma/Marin County Staff

Lisa V. Velasquez
County Executive Director
lisa.velasquez@usda.gov

Cecilia Medina
Program Technician
ana.medina@ca.usda.gov

Farm Loan Officer
Karrl Bartolomei
karrl.bartolomei@ca.usda.gov

The election of responsible agricultural producers to FSA county committees is important to ALL farmers and ranchers with large or small operations. It is crucial that every eligible producer take part in this election because county committees are a direct link between the farm community and the U.S. Department of Agriculture.

Committee members are a critical component of the day-to-day operations of FSA. They help deliver FSA farm programs at the local level. Farmers who serve on committees help decide the kind of programs their counties will offer. They work to make FSA agricultural programs serve the needs of local producers.

COC Election Ballots on the Way

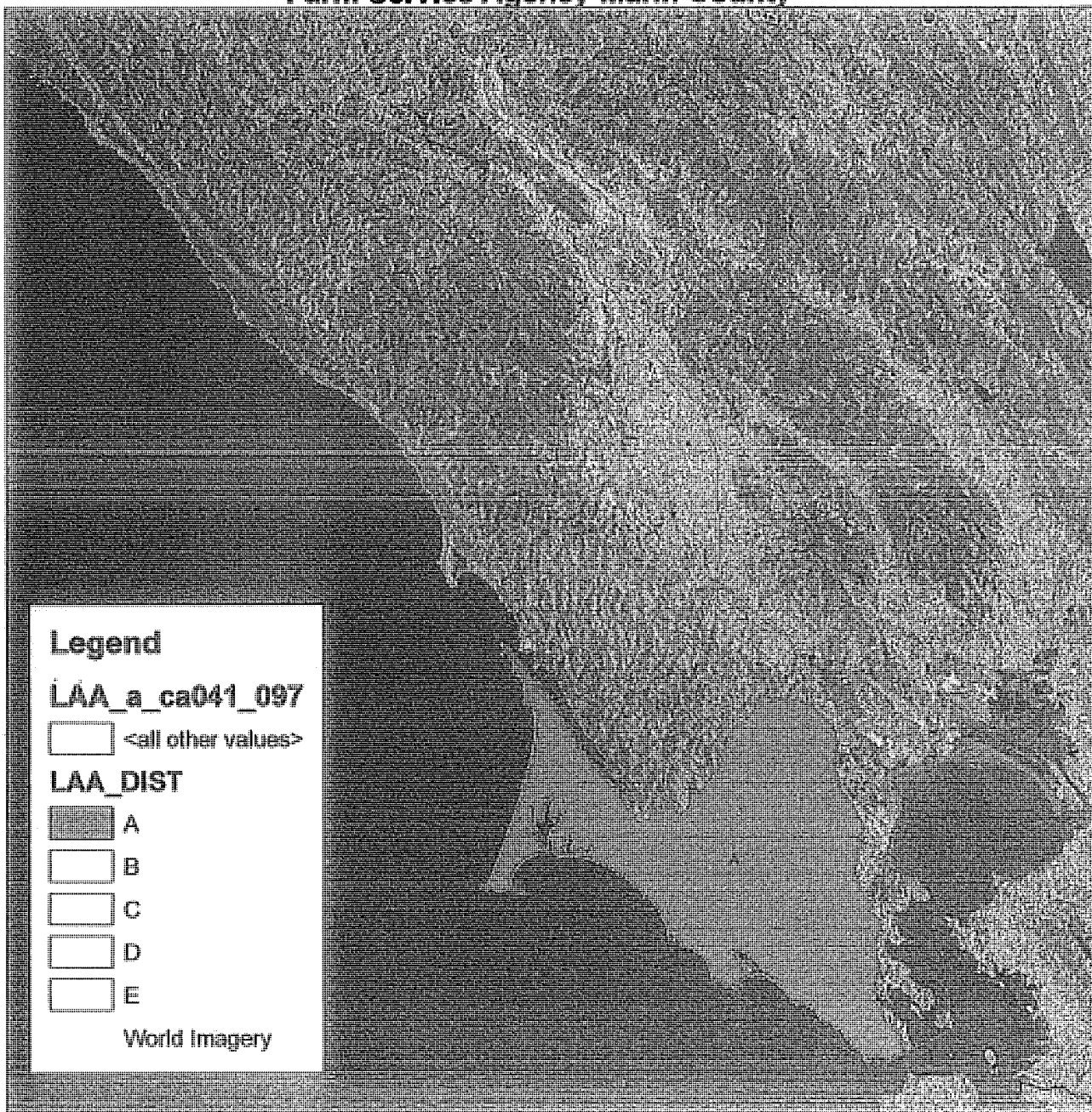
Watch your mailbox for your official county office committee election ballot starting early November. Ballots will be mailed to all eligible voters on Nov. 5, 2012. If you don't receive a ballot, contact our office at 707-664-8593 ext 2. Completed and signed ballots must

Biographies:

Nominees in LAA 1

Mark Pomi - Farms an organic, 504 acre pasture ranch. He also runs replacement organic dairy heifers and beef cattle. Mark is a fourth generation farmer / rancher. Marin County Farm Bureau Member and MALT. Mark's wife, two kids and parents still live and work on the ranch.

Ted McIsaac-Resides in Olema, Marin County. Mr. McIsaac has a cow - calf beef operation of about 175 pairs and has been farming 40+ years. Being a 4th generation farmer Ted is active as a Farm Bureau Member, serves on the steering committee for Pt Reyes Seashore Association. Mr. Mc Isaac has also served 10 years as a Director for the local RCD Board. Active in FSA / & NRCS programs for many years conserving riparian areas, improving wildlife and providing erosion control. Mr. Mc Isaac also has been involved in RCD projects. If elected, he promises to do his best to serve on the board if elected.



LAA 1 (District A)

The Boundaries of District "A" are, west of Hwy 101, south of Petaluma-Point Reyes Rd through "D" St. to Lakeville to Hwy 101, North of the Golden Gate Bridge, East of the Pacific Ocean. Also includes the residents of the Point Reyes Peninsula. (Pierce Point and Sir Francis Drake)

Disclaimer: Wetland identifiers do not represent the size, shape or specific determination of the area. Refer to your original determination (CPA-026 and attached maps) for exact wetland boundaries and determinati



FACT SHEET

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY

March 2012

FSA County Committee Election

Overview

The election of agricultural producers to Farm Service Agency (FSA) county committees is important to ALL farmers and ranchers, whether beginning or long-established with large or small operations. It is crucial that every eligible producer participate in these elections because FSA county committees are a link between the agricultural community and the U.S. Department of Agriculture (USDA).

County committee members are a critical component of the operations of FSA. They help deliver FSA farm programs at the local level. Farmers and ranchers who serve on county committees help with the decisions necessary to administer the programs in their counties. They work to ensure FSA agricultural programs serve the needs of local producers.

County committees provide local input on:

- Commodity price support loans and payments
- Conservation programs
- Incentive, indemnity and disaster payments for some commodities
- Emergency programs
- Payment eligibility

FSA county committees operate within official

regulations designed to carry out federal laws. County committee members apply their judgment and knowledge to make local decisions.

Election Period

June 15, 2012 – The nomination period begins. Request nomination forms from the local USDA Service Center or obtain online at <http://www.fsa.usda.gov/elections>

Aug. 1, 2012 – Last day to file nomination forms at the local USDA Service Center

Nov. 5, 2012 – Ballots mailed to eligible voters

Dec. 3, 2012 – Last day to return voted ballots to the USDA Service Center

Jan. 1, 2013 – Newly elected county committee members take office.

Who Can Vote

Agricultural producers of legal voting age may be eligible to vote if they participate or cooperate in any FSA program. A person who is not of legal voting age but supervises and conducts the farming operations of an entire farm also may be eligible to vote. Members of American Indian tribes holding agricultural land are eligible to vote if voting requirements are met. More

information about voting eligibility requirements can be found in the FSA fact sheet titled "FSA County Committee Election - Eligibility to Vote and Hold Office as a County Committee Member." Producers may contact their local USDA Service Center for more information.

Nominations

To become a nominee, eligible individuals must sign nomination form FSA-669A. The form includes a statement that the nominee agrees to serve if elected. This form is available at USDA Service Centers and online at <http://www.fsa.usda.gov/elections>.

Nomination forms for the 2012 election must be postmarked or received in the local USDA Service Center by close of business on Aug. 1, 2012.

Agricultural producers who participate or cooperate in an FSA program may be nominated for candidacy for the county committee. Individuals may nominate themselves or others as a candidate. Additionally, organizations representing minority and women farmers or ranchers may nominate candidates. Nomination forms are filed for the county committee of the office that administers a producer's farm records.

FACT SHEET

FSA COUNTY COMMITTEE ELECTION

March 2012

Don't Miss Out on Voting

Ballots will be mailed to voters by Nov. 5, 2012, and must be returned to the FSA county office or postmarked by Dec. 3, 2012. Eligible voters must contact their local FSA county office before the final date if they did not receive a ballot.

Uniform Guidelines

USDA issued uniform guidelines for county committee elections to help ensure that FSA county committees fairly represent the agricultural producers of a county or multi-county jurisdiction, especially minority and women producers. Minorities are African-Americans, American Indians or Alaska Natives, Hispanics, Asians, Native Hawaiian or other Pacific Islanders. The guidelines govern the FSA county committee election process and are designed to increase participation of minorities and women.

The following are just some of the specifics of the guidelines that are now in effect:

- If no valid nominations are filed, the Secretary of Agriculture may nominate up to two individuals to be placed on the ballot.
- County committees must annually review local administrative area boundaries to ensure the fair representation of minority and women producers in their county or multi-county

jurisdictions.

- FSA county offices shall actively locate and recruit eligible candidates identified as minority and women farmers and ranchers as potential nominees for the county committee elections through outreach and publicity, including the development of partnerships with community-based organizations.

To read the guidelines in their entirety, visit the County Committee Elections page at <http://www.fsa.usda.gov/elections>.

In addition to minority and women producers, USDA strongly encourages beginning farmers to actively seek a position on a county committee.

Role of Advisors

In addition to elected members, FSA county committees may also include advisors. Advisors are appointed to county committees in counties or multi-county jurisdictions that have significant numbers of minority or women producers and lack such members on FSA county committees. Advisors play an important role by providing diverse viewpoints and by representing the interests of minorities and women in decisions made by county committees. FSA state committees officially appoint advisors who are recommended by county committees or community-based organizations.

For More Information

For more information about FSA county committees, visit a local FSA or USDA Service Center or the website at <http://www.fsa.usda.gov/elections>.

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FACT SHEET

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY

March 2012

FSA County Committee Election - Eligibility to Vote and Hold Office as a County Committee Member

Prospective Voter Requirements

A person who meets the requirements in No. 1 or No. 2 below, as well as No. 3, is eligible to vote.

1. Be of legal voting age and have an interest in a farm or ranch as either:

- An individual
- The authorized representative of an entity

2. Not of legal voting age, but supervises and conducts the farming operations of an entire farm.

3. Participates or cooperates in any U.S. Department of Agriculture (USDA) Farm Service Agency (FSA) program that is provided for by law.

Discrimination Prohibited

USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal or because all or part of an individual's income is derived from any public assistance program.

Types of Eligible Voters

1. Individual Voter

An individual voter is someone who meets one or more of the following:

- Is eligible to vote in one's own right
- Is a partner of a general partnership
- Is a member of a joint venture

2. Nonindividual Voter

A nonindividual voter is a legal entity, such as a:

- Corporation, estate, trust, limited partnership or other business enterprise, excluding general partnerships and joint ventures
- State, political subdivision of a state or any state agency

Only the designated representative may cast a vote for the entity.

3. Interpretation of Voting Eligibility for Spouses in Community Property States

In community property states, the spouse of an eligible voter is eligible to vote.

4. American Indian Tribal Lands

Every member of an American Indian tribe is considered a landowner if the land in question is tribally owned or held in trust for the tribe by the United States. Members of American Indian tribes holding agricultural land are eligible to vote if voting requirements are met.

Voting Eligibility

1. Local Administrative Areas

A county or multi-county jurisdiction served by a county committee is divided into three to 11 Local Administrative Areas (LAA). Each LAA is represented by one member on the county committee. A person may only vote in one LAA in which he or she participates or cooperates in FSA programs or programs administered by FSA.

2. Multiple Farm Interests in Same County or Area

Eligible voters who participate or cooperate in FSA programs on separate farms in more than one LAA in the same county or multi-county jurisdiction may only cast one ballot. Such voters must choose only one LAA in which they wish to cast their ballots.

FACT SHEET

FSA County Committee Election - Eligibility to Vote and Hold Office as a County Committee Member

March 2012

3. Multi-County Jurisdictions

Eligible voters with separate farming interests in more than one county or committee jurisdiction are eligible to vote in the election conducted for each jurisdiction's committee. Voting is limited to one LAA in which farming interests are located. Only one vote may be cast in each county or multi-county jurisdiction.

Eligibility to Hold Office

To hold office as a county committee member, a person must meet each of the basic eligibility requirements described below:

1. Participate or cooperate in a program administered by FSA
2. Be eligible to vote in a county committee election
3. Reside in the LAA in which the person is a candidate

NOTE: In special cases, this requirement may be waived. Check with the local FSA office.

4. A person must not have been:

- Removed or disqualified from the office of county committee member, alternate or employee
- Removed for cause from any public office or have been convicted of fraud, larceny, embezzlement or any other felony

- Dishonorably discharged from any branch of the armed services

People uncertain about their eligibility to vote in the county committee election should contact their local FSA office. Affirmation of eligibility to vote must be determined in order for a vote to count in an election.

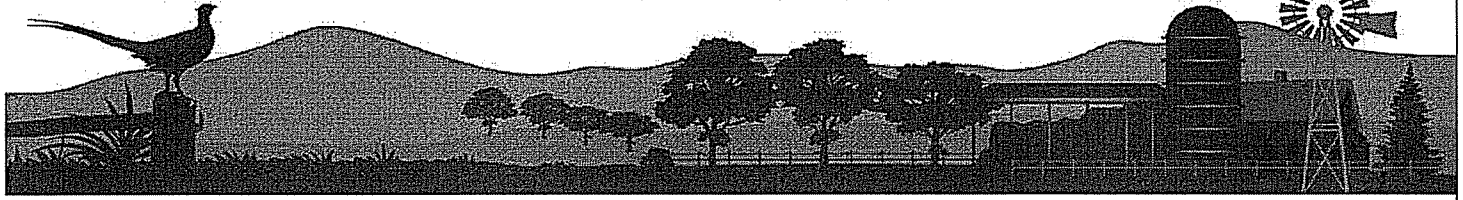
Any candidate may request that all voted ballots for an individual county committee election be returned to the respective FSA state office in lieu of being returned to the FSA county office. This request must be in writing and submitted to the local FSA county executive director prior to the announced end of the nomination period.

During the election period, individuals not receiving a ballot in the mail may obtain a ballot directly from their FSA county office. The ballot must be cast on or before the election deadline.

For More Information

For more information about FSA county committees, visit a local FSA or USDA Service Center or the website at <http://www.fsa.usda.gov/elections>.

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November 2012

**Sonoma-Marin
County
FSA Office**

1301 Redwood Way Ste
190
Petaluma, CA 94954
707-664-8593 phone
707-794-7902 fax
www.fsa.usda.gov/CA

Hours

Monday - Friday
8:00 a.m. - 4:30 p.m.

COC Scheduled Meeting
2nd Tuesday at 10:00 am

County Committee

Richard Grossi, LAA1
Chairperson
Phil Dolcini, LAA3
Vice Chairperson
Jeff Jones, LAA 4
Member
Diane Starkey LAA 5
Member,
Victoria Mulas. LAA 2
Member
Tito Sasaki,
Advisor

**Sonoma/Marin County
Staff**

Lisa V. Velasquez
County Executive Director
lisa.velasquez@usda.gov

Cecilia Medina
Program Technician
ana.medina@ca.usda.gov

Farm Loan Officer
Karri Bartolomei
karri.bartolomei@ca.usda.gov

2011 Supplemental Revenue Assistance Program (SURE)

The sign-up period for the 2011 crop year Supplemental Revenue Assistance Payments (SURE) program will open October 22, 2012.

Please call for your packet, to determine if you are eligible to participate. Once you are determined that you will qualify, you will be called for an appointment to sign your application. Contact the office at 707-664-8593.

Under the 2008 Farm Bill, SURE authorizes assistance to farmers and ranchers who suffered crop losses caused by natural disasters occurring through September 30, 2011.

To be eligible for SURE, a farm or ranch must have at least a 10-percent production loss on a crop of economic significance; a policy or plan of insurance under the Federal Crop Insurance Act or the Noninsured Crop Disaster Assistance Program (NAP) for all economically significant crops; and have been located in a county that was declared a primary disaster county or contiguous county by the Secretary of Agriculture. Without a Secretarial Disaster Designation, individual producers may be eligible if the actual production on the farm is less than 50 percent of the normal production due to a natural disaster.

Producers considered socially disadvantaged, a beginning farmer or rancher, or a limited resource farmer may be eligible for SURE without a policy or plan of insurance or NAP coverage.

Farmers and ranchers interested in signing up must do so before the **June 7, 2013** deadline. For more information on the 2011 SURE program, visit any FSA county office or www.fsa.usda.gov/sure

USDA Makes Changes To Help With Drought Crisis

The Risk Management Agency (RMA) has announced another helpful change that livestock producers will appreciate. For the 2012 crop year, RMA will allow haying and grazing of cover crops without affecting the insurability of planted 2013 spring crops. This means farmers and ranchers can plant a cover crop without foregoing crop insurance coverage in 2013, thus giving producers another opportunity to grow needed forage and feed for this fall and winter. However, before making any plans to plant crop cover, producers should consult with their insurance agent.

Another change was the commitment from the Farm Service Agency (FSA) to change the emergency loan program so that farmers and ranchers are eligible to apply earlier in the disaster recovery process. With this change, producers are no longer required to wait until the end of the production cycle to obtain a loan. That means livestock producers needing assistance today to offset increased feed costs don't have to wait.

For more information on this program or other issues, just contact the FSA office located in your local USDA Service Center.

Preventing Fraud

The Farm Service Agency supports the Risk Management Agency in the prevention of fraud, waste and abuse of the Federal Crop Insurance Program. FSA has been, and will continue to, assist RMA and insurance providers by monitoring crop conditions throughout the growing season. FSA will continue to refer all suspected cases of fraud, waste and abuse directly to RMA. Producers can report suspected cases to the FSA office, RMA, or the Office of the Inspector General.

Staff Changes:

Debbie Castle, Program Technician in Petaluma is no longer working in the Petaluma Office, she has moved on to a new position as a County Executive Director in New Haven, CT. We all wish her well.

NAP Loss Filing

The CCC-576, Notice of Loss, is used to report failed acreage and prevented planting and may be completed by any producer with an interest in the crop. Timely submission of a Notice of Loss is required for all crops including grasses. For losses on crops covered by the Non-insured Crop Disaster Assistance Program (NAP) and crop insurance, you must file a CCC-576 in the FSA County Office within 15 days of the occurrence of the disaster or when losses become apparent.

If filing for prevented planting, an acreage report and CCC-576 must be filed within 15 calendar days of the final planting date for the crop.

County Committee Elections

Watch your mailbox for your official county office committee election ballot starting early next month. Ballots will be mailed to all eligible voters on Nov. 5, 2012. If you don't receive a ballot, contact our office at 707-664-8593 ext 2. Completed and signed ballots must be returned to the county office by close of business on Dec.3, 2012.

Hispanic and Women Discrimination Claims

Hispanic and women farmers and ranchers who allege discrimination by the USDA in past decades can file claims between September 24, 2012 and March 25, 2013.

Hispanic and women farmers who believe they have faced discriminatory practices from the USDA must file a claim by March 25, 2013 in order to have a chance to receive a cash payment or loan forgiveness. The opening of this claims process is part of USDA's ongoing efforts to correct the wrongs of the past and ensure fair treatment to all current and future customers.

The process offers a voluntary alternative to litigation for each Hispanic or female farmer and rancher who can prove that USDA denied their applications for loan or loan servicing assistance for discriminatory reasons for certain time periods between 1981 and 2000

As announced in February 2011, the voluntary claims process will make available at least \$1.33 billion for cash awards and tax relief

payments, plus up to \$160 million in farm debt relief, to eligible Hispanic and women farmers and ranchers. There are no filing fees to participate in the program.

The Department will continue reaching out to potential Hispanic and female claimants, around the country to get the word out to individuals who may be eligible for this program so they have the opportunity to participate.

Call center representatives can be reached at 1-888-508-4429. Claimants must register for a claims package (by calling the number or visiting the website) and the claims package will be mailed to claimants. All those interested in learning more or receiving information about the claims process and claims packages are encouraged to attend meetings in your communities about the claims process and contact the website or claims telephone number.

Website: www.farmerclaims.gov

Phone: 1-888-508-4429

Claims Period: September 24, 2012 - March 25, 2013.

Independent legal services companies will administer the claims process and adjudicate the claims. Although there are no filing fees to participate and a lawyer is not required to participate in the claims process, persons seeking legal advice may contact a lawyer or other legal services provider.

Sonoma-Marin Harvest Guide

The Farm Service Agency is distributing copies of our Harvest Guide at outreach events and other opportunities. The Harvest Guide promotes producers that have established a brand name available in stores or who direct market their crops to the public as part of the "Know your Farmer, Know your food" campaign. We are continuously updating the information in the Harvest Guide and if you would like to be included please contact the Sonoma-Marin FSA and ask for more information (707)- (664-8593).

FSA Farm Loans

The Farm Service Agency is committed to providing family farmers with loans to meet their farm credit needs. If you are having trouble getting the credit you need for your farm, direct and guaranteed loans are currently available. Ask your lender about an FSA loan guarantee if you've had a setback and your lender is reluctant to extend or renew your loan.

Farm ownership loans or farm operating loans may be obtained as direct loans for a maximum of up to \$300,000. Guaranteed loans have a maximum limit of \$1,214,000. The one-time loan origination fee charged on FSA guaranteed farm ownership and operating loans is 1.5 percent of the guaranteed portion of the loan. To find out more about FSA loan programs, contact the county office staff.

Youth Loans

FSA makes loans to rural youths to establish and operate income-producing projects in connection with 4-H clubs, FFA and other agricultural groups. Projects must be planned and operated with the help of the organization advisor, produce sufficient income to repay the loan and provide the youth with practical business and educational experience. The maximum loan amount is \$5000.

Stop by the county office for details and help preparing and processing the application forms. The FSA staff can help you with questions you may have about a particular program.

AFIDA – Foreign Investor Disclosure

Any foreign person who acquires, transfers or holds any interest, other than a security interest, in agricultural land in the United States is required by law to report the transaction no later than 90 days after the date of the transaction. They must file Agricultural Foreign Investment Disclosure Act (AFIDA) reports with the FSA county office that maintains reports for the county where the land is located.

For AFIDA purposes, agricultural land is

defined as any land used for farming, ranching or timber production, if the tracts total 10 acres or more. For more information regarding AFIDA and FSA programs, contact the FSA office near you or visit the USDA Web site at <http://www.usda.gov>.

2012 DCP Final Payments

DCP payments for 2012 will be issued after Oct. 1, 2012. These payments will be deposited directly into participating producers' bank accounts. If there are any unearned payments, Commodity Credit Corporation will automatically subtract those amounts from the October Direct and Counter-Cyclical Program payments.

2013 Reporting of Fall Seeded Crops

All producers are reminded that the acreage reporting dates for fall seeded crops has changed, beginning with the crop planted for 2013 harvest. The new acreage reporting date is December 15, 2012. This applies to all fall seeded crops including winter wheat. Please call our office at 707-664-8593 ext 2 for an appointment to certify your fall seeded crops.

2013 Farm Reconstitutions

At FSA, farms are "constituted" to group all tracts having the same owner and the same operator under one farm serial number. When changes in ownership or operation take place, a

farm reconstitution is necessary. If an owner or operator cannot agree about program participation, like in the case of DCP program, then producers should inquire about a reconstitution of the farm at the local FSA office.

The reconstitution – or recon – is the process of combining or dividing farms or tracts of land based on the farming operation. Remember, to be effective for the current year, recons must be requested by August 1, 2013, for farms enrolled in specific programs.

Dates to Remember	
October 8, 2012	Federal Holiday. FSA Offices are closed.
October 22, 2012	2011 SURE Sign Up Begins
November 12, 2012	Federal Holiday. FSA Offices are closed.
November 22, 2012	Federal Holiday. FSA Offices are closed.
December 1, 2012	Last day to pay NAP fees for onions
December 1, 2012	Last day to pay NAP fees for grazing crops (including native pasture or rangeland) and hay (including grass hay; mixed hay; grain hay; etc.)
December 1, 2012	Last day to pay NAP fees for honey
December 3, 2012	Last day to return COC election ballots to the County Office
December 15, 2012	Last day to complete acreage reports for perennial forage, regardless of use (including clover, timothy grass, orchard grass; perennial rye, etc)
December 15, 2012	Last day to pay NAP fees for asparagus, artichokes, herbs, strawberries, cane berries, fruit tree and nut tree crops
December 25, 2012	Federal Holiday. FSA Offices are closed.
January 1, 2013	Federal Holiday. FSA Offices are closed.
January 2, 2013	Last day to complete acreage/hive or colony report for honey.
January 15, 2013	Last day to complete acreage reports for citrus, avocados, strawberries and sugar beets.
January 31, 2013	Last day to pay NAP fees for apples.
March 1, 2013	Last day to pay NAP fees for annually planted spring crops.
March 15, 2012	Last day to complete acreage reports for fall-seeded wheat, oats, barley, alfalfa seed, fruit tree crops and nut tree crops.

2013 NAP Fee Waiver if you qualify as a Limited Resource Producer

Limited resource producers may request a waiver of service fees. To qualify for an administrative service fee waiver, the producer must meet both of the following criteria:

- earn no more than \$100,000 gross income in farm sales from each of the previous two years (to be increased starting in FY 2009 to adjust for the inflation using price paid by farmer index as compiled by the National Agricultural Statistics Service (NASS);
- have a total household income at or below the national poverty level for a family of four, or less than 50 percent of county median household in both of the previous two years.

Limited resource producer status can be determined using the USDA Limited Resource Farmer and Rancher Online Self Determination Tool at <http://www.lrftool.sc.egov.usda.gov/tool.asp> The automated system calculates and displays adjusted gross farm sales per year and the higher of the national poverty level or county median household income.


Call the office to see if you qualify 707-664-8593.

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MEMORANDUM

To: Board of Directors

November 16, 2012

From: Chris DeGabriele, General Manager 

Subj: Bay Area Integrated Regional Water Management Plan Update
t:\gm\bod misc 2012\bay area irwmp 111612.doc

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: None at this time

The Bay Area Integrated Regional Water Management Plan (IRWMP) is a nine county effort to coordinate and improve water supply reliability, protect water quality, manage flood protection, maintain public health standards, protect habitat and watershed resources, and enhance the overall health of the Bay.

The Bay Area IRWMP was formed in response to the State of California's move to fund water related projects on a regional basis, rather than to individual agencies, beginning with Proposition 50 in 2002. The Bay Area region is coincident with the San Francisco Bay Regional Water Quality Control Board Boundary and is shown on the attached map. The North Bay sub region includes all or part of the counties of Marin, Sonoma, Napa, and Solano.

On September 7th entities with projects to be included in the Bay Area IRWMP were to make project submittals. 315 projects were submitted by the deadline. Three NMWD projects were submitted: the Gallagher Well and Pipeline Project (\$1.6M), Marin Country Club Recycled Water Expansion (\$4.4M) and the Central Area Recycled Water Expansion (included with the North Bay Water Reuse Authority (NBWRA) submittal- \$100M). In the North Bay sub region 97 projects were submitted and 43 of those were in Marin County. The projects were scored and ranked and placed in tiers. Tier one includes the top 50 ranked projects, tier two includes the next 50 projects, and tier three includes the remainder. The NBWRA project was ranked number one overall. The remaining two NMWD projects were ranked in tier three.

On October 31st entities interested in seeking grant funding were urged to fill out a short questionnaire and submit the project for inclusion in the Bay Area IRWMP grant application recognizing that money (anywhere from \$2500 to \$25,000) may be needed from the proposing entity to fund the consultant developing the application. The consultant is the San Francisco Estuary Partnership and within the next six weeks the Bay Area IRWMP Coordinating Council will develop the recommended project list to include in the application.

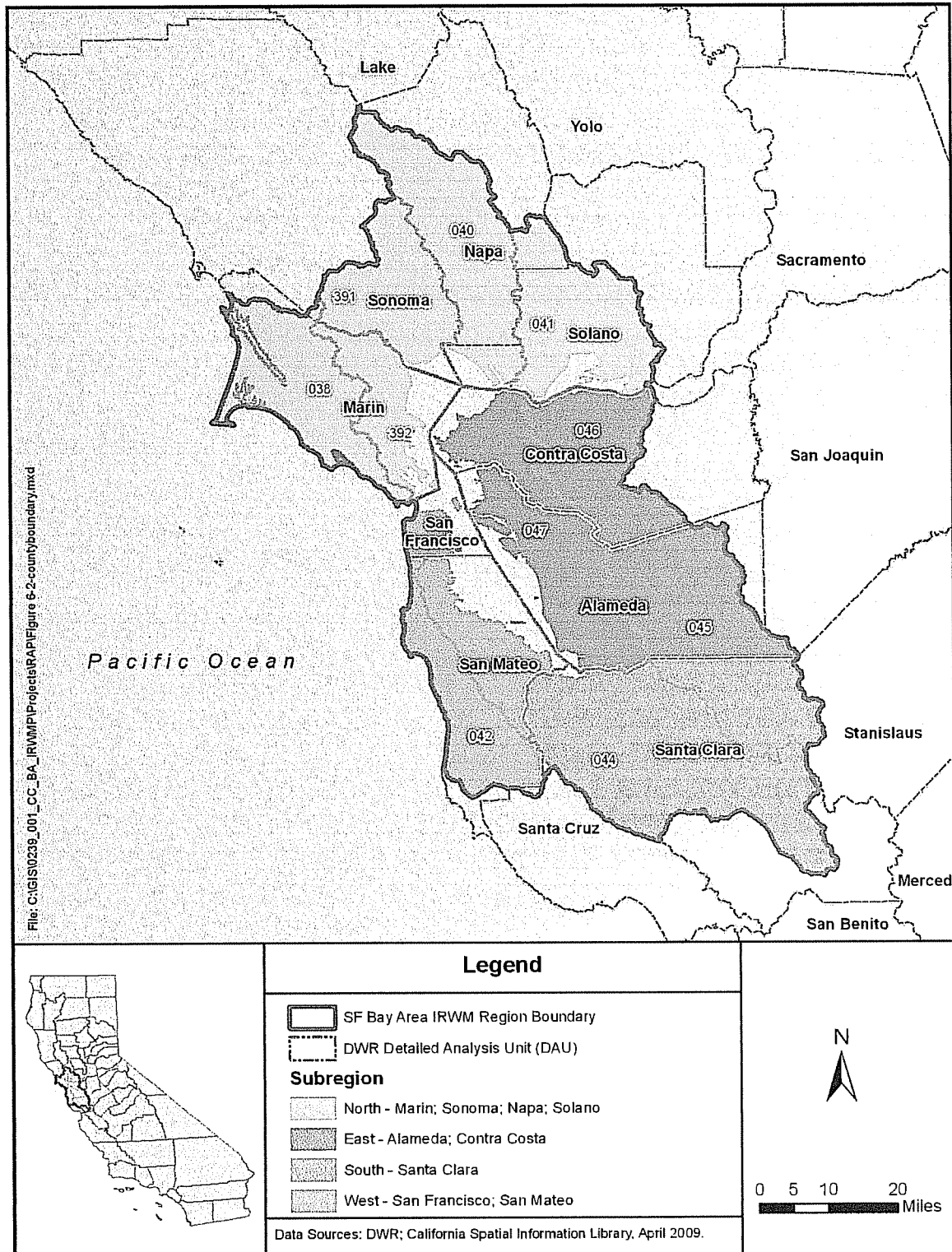
The total amount of grant funding possible for the Bay Area IRWMP will be \$20M and the likely maximum amount for the North Bay would be \$5M. Should the North Bay sub region

receive \$5M, a distribution based on an allocation formula previously used, would see \$1.4M come to Marin County projects. There are several policy decisions yet to determine how projects will be selected and included in the application and how funds will be allocated among the projects.

For right now I have requested the NMWD Gallagher Well and Pipeline project be included in the application. The STRAW project (Students and Teachers Restoring a Watershed) sponsor has requested to include one or more of their projects with the NMWD submittal and I have consented. The final application decision will be made by the Bay Area IRWMP Coordinating Council with consent of the project proponents and their agreement to fund the application submittal.

It's not likely that the NMWD Gallagher Well and Pipeline Project will be looked upon favorably enough to secure a significant amount of the potentially \$1.4M available, so even though the project continues to be on the list for consideration, I do not believe it's likely that funding will come from the next Proposition 84 implementation grant through the Bay Area IRWMP.

Figure 3-1 Sub-Regions in the San Francisco Bay Area





**NORTH MARIN
WATER DISTRICT**

VIA EMAIL

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

PHONE

415.897.4133

FAX

415.892.8043

EMAIL

info@nmwd.com

WEB

www.nmwd.com

November 9, 2012

Nadine Muller, Member
Marin County Civil Grand Jury
3501 Civic Center Drive, Room 275
San Rafael, CA 94903

Re: Grand Jury Request for Information re: Pension and OPEB Liabilities

Dear Ms. Muller:

Following are North Marin Water District's responses to the questions posed in your November 3 email to me.

1. Please send us the latest valuation that was prepared for your OPEB liabilities and the latest valuation for your pension plan. (Documents Attached)

2. Please share with us the OPEB disclosures and the pension plan disclosures from your audited financial statements including all related footnotes for each of the last three years.

Following is a link to the District's website where the disclosures and all related footnotes requested can be found:
<http://www.nmwd.com/about.php#NMWDFinancials>

3. Based on your last Fiscal Year End, please answer the following:

a. What was the percentage of your pension expense to your total budget?

$\$1,031,112/\$24,357,000 = 4\%$

b. What was the percentage of your OPEB expenses to your total budget?

$\$244,822/\$24,357,000 = 1\%$

c. What was the percentage of your pension expenses to your salaries and benefits?

$\$1,031,112/\$6,706,491 = 15\%$

d. What was the percentage of your OPEB expenses to your salaries and benefits?

$\$244,822/\$6,706,491 = 4\%$

DIRECTORS: JACK BAKER • RICK FRAITES • STEPHEN PETTERLE • DENNIS RODONI • JOHN C. SCHOONOVER

OFFICERS: CHRIS DEGABRIELE, General Manager • RENEE ROBERTS, Secretary • DAVID L. BENTLEY, Auditor-Controller • DREW MCINTYRE, Chief Engineer

Nadine Muller, Member
Marin County Civil Grand Jury
November 9, 2012
Page 2

4. *Who can we discuss these results with if we have additional questions?*

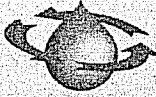
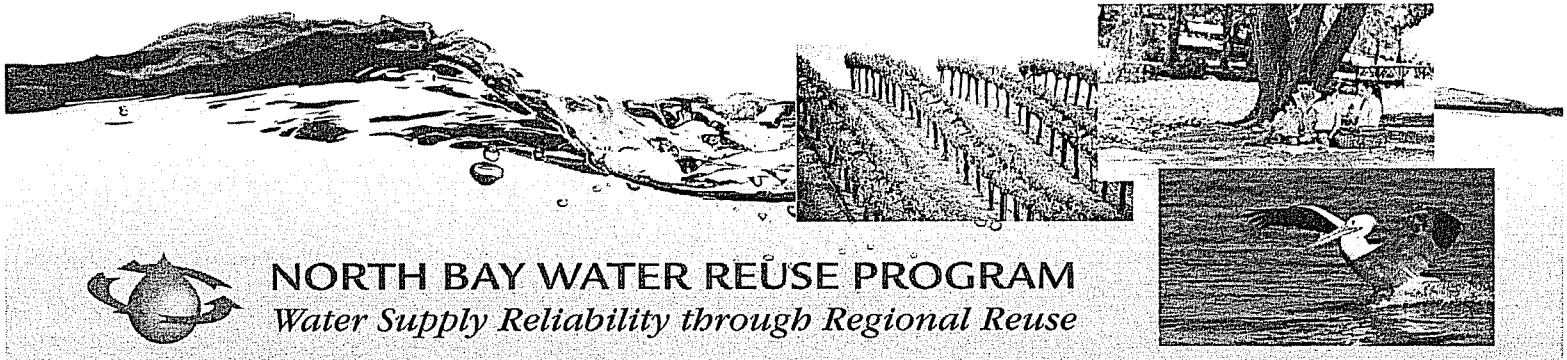
David L. Bentley, NMWD Auditor-Controller
415.897.4133 (dbentley@nmwd.com)

Sincerely,

A handwritten signature in cursive script that reads "Chris DeGabriele".

Chris DeGabriele
General Manager

Encl: as stated
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NORTH BAY WATER REUSE PROGRAM
Water Supply Reliability through Regional Reuse

BOARD OF DIRECTORS MEETING

AGENDA

Monday, November 19, 2012
9:30 A.M.

Novato Sanitary District
500 Davidson Street, Novato, CA 94945

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment**
 (Any member of the public may address the Board at the commencement of the meeting on any matter within the jurisdiction of the Board. This should not relate to any item on the agenda. It is the policy of the Authority that each person addressing the Board limit their presentation to three minutes. Any member of the public desiring to provide comments to the Board on an agenda item should do so at the time the item is considered. It is the policy of the Authority that oral comments be limited to three minutes per individual or ten minutes for an organization. Speaker's cards will be available in the Boardroom and are to be completed prior to speaking.)
- 4. Introductions**
- Action 5. Board Meeting Minutes of August 20, 2012**
 - a. Phase 1 Meeting Minutes**
 - b. Phase 2 Meeting Minutes**
 (The Board will consider approving the minutes from the August 20, 2012 Phase 1 and Phase 2 Board meetings.)
- Information 6. Report from the Program Manager**
 - 6.a Consultant Progress Reports**
 (The Board will review the Report from the Program Manager and Consultant Progress Reports.)
- Information 7. Consultant Cost Tracking through October 31, 2012**
 (The Board will review the Budget Summary for the period ending October 31, 2012.)

North Bay Water Reuse Authority • c/o Novato Sanitary District • 500 Davidson Street, Novato, CA 94945
707-235-8965 • NBWRA.org

Las Gallinas Valley Sanitary District • Napa County • Napa Sanitation District • North Marin Water District
 Novato Sanitary District • Sonoma County Water Agency • Sonoma Valley County Sanitation District

- Information 8. Phase 2 Issues**
a. Final Report – Phase 2 Project Definition Scoping Study Report
b. Proposed Final Phase 2 Scoping Study
(The Board will review the Final Report – Phase 2 Project Definition Scoping Study Report and the Proposed Final Phase 2 Scoping Study.)
- Action 9. Revised FY2012/13 Budget and Cost Allocations**
(The Board will consider a revised FY2012/13 Budget and Cost Allocations.)
- Action 10. Approval of the Administrative Agency to Contract with Weir Technical Services for Program Management Services**
(The Board will consider the approval of the Administrative Agency to contract with Weir Technical Services for Program Management Services.)
- Action 11. Authorization to Apply for the 2013 WaterSMART Construction Grant**
(The Board will consider authorizing the submittal of an application for the 2013 WaterSMART Construction Grant.)
- Information 12. American Recovery and Reinvestment Act and Title XVI Projects and Schedule Updates**
(The Board will review the American Recovery and Reinvestment Act and Title XVI Projects and Schedule Updates.)
- Information 13. Federal Funding Update**
(The Board will be updated on the status of Federal funding.)
- Information 14. State Funding, Legislative Update, Water Bond, and Department of Water Resources Integrated Regional Water Management Program Activity**
(The Board will be updated on the status of State funding and related issues.)
- Information 15. EIR/EIS Issues Update**
(The Board will be updated on the status of EIR/EIS Issues.)
- Information 16. Outreach Program Update**
(The Board will be updated on the Outreach Program.)
- 17. Adjournment**

<p>Next Board Meeting Monday, January 28, 2013, 9:30 A. M.</p>

(In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a Board meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the Program Manager at (510) 410-5923. Notification of at least 48 hours prior to the meeting or time when services are needed will assist in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service. A copy of all the documents constituting the agenda packet is available for public inspection prior to the meeting at 500 Davidson Street, Novato, CA 94945. Any person may request that a copy of the agenda or the agenda packet be mailed to them for a fee of \$.10 per page plus actual mailing costs. If you wish to request such a mailing, please contact Chuck Weir, RMC, 2001 N. Main Street, Suite 400, Walnut Creek, CA 94596, 510-410-5923, cweir@rmcwater.com. The agenda and the agenda packet for each meeting are also available on-line at www.nbwra.com and will be available at the meeting.)

**North Bay Water Reuse Authority • c/o Novato Sanitary District • 500 Davidson Street, Novato, CA 94945
707-235-8965 • NBWRA.org**

Las Gallinas Valley Sanitary District • Napa County • Napa Sanitation District • North Marin Water District
Novato Sanitary District • Sonoma County Water Agency • Sonoma Valley County Sanitation District

MEMORANDUM

To: Board of Directors

November 16, 2012

From: David L. Bentley, Auditor-Controller

Subj: Update - Bill Payment Options

t:\cons srv\claps\aps memo 12.docx

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT:

- APS saves the District \$14,000 annually, and saves each APS customer \$3.00 annually (\$11,400 cumulatively)
- Email bills save the District \$3,300 annually
- Credit card payments cost the District \$7,500 annually

In May 1997 the District commenced the Automatic Payment Service (APS) program. The goal was to attract 8% (1,700) of District customers to pay their bill by direct debit through their checking account. There are now 3,816 customers (18%¹) that participate, up 143 from one year ago. We continue to see more customers pay online through their bank, and by credit card via the District website. A message on the bill encourages customers to sign-up for APS.

Staff originally calculated the APS bank charge to be 16.7¢ per bill. Using actual bank charges and participants today, the current rate per transaction, is 5.2¢², or \$1,200³ annually. The District's average cost to process a paper check is 68¢. Thus APS eliminates over \$14,000⁴ annually in check processing cost. APS also saves each participating customer the cost of a 5¢ check and 45¢ postage six times per year (\$3.00).

In November of 2002 the District began collecting email addresses from customers desiring to have their bill delivered over the internet. Now 1,125 customers receive their bill via email only, an increase of 226 from one year ago. The email bill eliminates the cost of paper statements, envelopes, printing and postage, which costs \$2.94⁵ per account annually, saving the District \$3,300 per year.

Finally, in response to customer demand, in August of 2006 the District provided the option to pay the water bill by credit card. Over 1,800 customers now pay by credit card, with payment on the District's website accounting for over 80% of the transactions. The net cost of a credit card transaction averages 70¢ per payment, which comes to a little over \$7,500⁶ per year to provide this service.

¹ 10/31/12 active accounts = 21,498 (Novato: 20,491; RW: 4; WM Water: 776; OM 227)

² \$7/mo flat charge divided by 6 batches (4 water + 2 payroll) X 4 APS/mo X 12 months = \$56 divided by 22,896 (3,816 APS customers X 6 transactions/year) = 0.24¢ + 5.0¢/transaction = 5.24¢/transaction.

³ 5.24¢ X 3,816 APS Customers X 6 transactions/year = \$1,200

⁴ (68¢ - 5.24¢) x 6 x 3,816) = \$14,370

⁵ 12.7¢/bill + 36.3¢ average postage rate = 49.0¢ x 6 = \$2.94/yr x 1,125 = \$3,308

⁶ 1,800 customers X 70¢ per transaction X 6 payments per year

DISBURSEMENTS - DATED NOVEMBER 8, 2012

Date Prepared: 11/7/12

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

Seq	Payable To	For	Amount
P/R*	Employees	Net Payroll PPE 10/31	\$120,861.95
EFT*	US Bank	Federal & FICA Taxes PPE 10/31	43,958.04
EFT*	State of California	State Tax & SDI PPE 10/31	8,345.66
1*	PERS Health Benefits	November Health Ins Premium (Employees \$48,020, Retirees \$10,932 & Employee Contrib \$6,870)	65,822.11
2	Able Tire & Brake	Tires (5) ('99 Forklift-\$518 & '09 Toyota Prius-\$466) & Wheel Alignment (2)	1,233.25
3	Alpha Analytical Labs	Lab Testing - Novato	240.00
4	American Family Life Ins	October Employee Contribution for Accident, Disability & Cancer Insurance	3,623.44
5	American Water Works Assoc	To Replace Cancelled Check (Wrong Remit Address)	3,487.00
6	Athens Administrators	October Workers' Comp Admin Fee	1,000.00
7	AT&T	Telephone Charges: Leased Lines	63.42
8	AT&T	Telephone Charges: Leased Lines (\$274), Local (\$92) & Minimum (\$787)	1,153.54
9	Bay Area Barricade Service	Pick Handles (2) & Decals: "High Pressure Water Line" & "Recycled Water" (60)	427.81
10	Bay Alarm Company	Quarterly Fire Alarm Monitoring Fee (STP)	306.75
11	Bold & Polisner	September Legal Services: Gustafson Ct Acquisition (\$37), Lagunitas Water Rights (\$371), Misc (\$19), NSD Joint Meeting (\$158), RW Exp No (\$167), RW Exp So (\$145) & SCWA (\$74)	972.00
12	Building Supply Center	Pipe & Fittings for Sump Pump @ OM Ponds	34.99

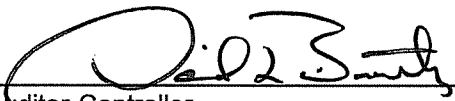
Seq	Payable To	For	Amount
13	Business Card	Frame (\$31), Internet Pymt Fee (\$118), Copy Picture (\$8), USB to Infrared Adapter (\$29), Ribbon, Farmers Almanac (\$12), 3-Part Cash Receipt Booklets (\$300), Name Tag (Petterle) (\$24) & Carbo Detect System (Determines Presence of Carbonation on Concrete Samples	774.53
14	CA Urban Water Conservation	Webinar Training for Compliance With New Water Conservation Leak Reporting Requirements (Bentley)	100.00
15	California Bank of Commerce	Prog Pymt #7 Retainer on Disney Construction Project	43,394.45
16	Calpico	Cadweld Shots (40)	97.22
17	Tammara Carr	Novato "Washer Rebate" Program	50.00
18	Case Excavating	Prog Pymt #1: OM Sewer Lining Project (Balance Remaining on Contract \$14,594)	124,775.28
19	CDW-Government	Replacement Color Printer (\$211) & Printer Cartridges (2) (Eng)	276.49
20	Costco Wholesale	Coffee, Coffee Supplies, Dish Soap & Upload 8X10 Print	133.39
21	F.N. Cuthbert	Gauges for Pressure Testing (12)	329.25
22	De Gabriele, Chris	Exp Reimb: October Mileage	122.10
23	Disney Construction	Prog Pymt #7: Construct Recycled Water South Phase 1B (Balance Remaining on Contract \$273,227)	390,550.05
24	Environmental Resource Assoc	Annual Performance Testing Study (for Lab Certification)	374.07
25	Environmental Express	Chlorite Standard (Lab)	41.81
26	Fisher Scientific	Iron (Lab)	11.61
27	Flowers, Glenda	Refund Overpayment on Account	107.84
28	Golden Gate Petroleum	Gasoline (\$4.46/gal) & Diesel (\$4.18/gal)	4,186.36
29	Graybar	Antenna Lead for Radio System	51.64
30	Hardy Diagnostics	Standard Method Agar (2)	159.99


Seq	Payable To	For	Amount
31	Home Depot	Bow Rake	35.71
32	HydroScience Engineers	Engineering Services: Design & Prepare Specifications for Pt Reyes TP Solids Handling Addition (Balance Remaining on Contract \$950)	3,980.00
33	Industrial Control Resources	Line Reactor Filter (STP)	496.77
34	Irrigation Association	Certification Renewal (Grisso) (1/13-12/13) (Budget \$110)	100.00
35	Jones, Laura	Engineering Support Services: Novato Water System Master Plan 2012 Update Project (Balance Remaining on Contract \$11,960)	3,120.00
36	Kaiser Foundation Health Plan	DMV/DOT Physical (Corda)	70.00
37		Cafeteria Plan - Uninsured Medical Reimbursement	54.01
38	Maltby Electric	2" Cap Conduit (\$43), Elbows & Copper Wire (500') (\$76)	141.42
39	Marin Landscape Materials	Concrete	368.91
40	Marin County Recorder	August & September Copy of Official Records (2)	14.00
41	Martrel Business Printing	Daily Cash Receipts for Front Counter (1,000)	225.20
42	McLellan Co, WK	Misc Paving: Novato Area (646 S.F.)	4,589.26
43	Connie Medeiros	Refund Overpayment on Closed Account	49.83
44	Northern Tool & Equipment	Remote Switch for Rear Hoist ('09 Peterbilt Cab)	89.99
45	North Marin Auto Parts	Remote Switch for Power Inverter, Air Filters (5) (\$242), Oil Filters (10) (\$94), Fuel Filter, Fuel Hoses (6), Metric Hex Nuts (12), Wiper Blades (6), Oil (18 qts) (\$93), Gaskets Wire (300') (\$94), Fan Belt Pulley (2) (\$120), Rags (60 lbs) (\$172), Fog Lamp, Trailer Light Plug, 6" Grinding Stone for Welding Shop, (\$26), Diagonal Cutters (\$25), Window Sun Shade & Wire Shield	1,048.62
46	Novato Disposal Service	October Trash Removal	413.20

Seq	Payable To	For	Amount
47	Nute Engineering	Engineering Services: Construction Review - O.M. (\$6,261) (Balance Remaining on Contract \$7), South Area Recycling Const (\$6,708) (Balance Remaining on Contract \$34,948)	12,969.00
48	Office Depot	Quarterly Office Supply Order: Wall Calendars (9) (\$96), Monthly Planners (3) (\$34), Daily Planners (11) (\$136), Refills (11) (\$107), Franklin Covey Calendar Starter Kit (Young) (\$60), Pens (125) (\$150), Folders (25), Cutting Mat, Tape, Chairmat (\$17), Post-its (\$57), Notebook, Highlighters (12), Waste Basket (2), Deposit Bags (200) (\$45), Card Stock (5 rms) (\$41), Binder (\$60), Rubberbands, Date Pen Set (Eng), Scissors, Hand Magnifier, Desk Pad, Envelopes (2,000) (\$53), Adhesive Labels 12,000) (\$82), Duster, Clasp Envelopes (100) (\$26) & Folders	1,444.97
49	Pace Supply	Ells (14) (\$288), Caps (8), PVC Adapters (18), PVC Bushings (4) & Couplings (9)	302.45
50	Pape Machinery	Hydraulic Hose	76.51
51	PERS Retirement System	Pension Contribution PPE 10/31/2012	44,839.86
52	Peterson, Jeff	Novato "Washer Rebate" Program	50.00
53	Pini Hardware	Poison Oak/Brush Killer (\$26), Light Bulbs, Adhesive Tape, 3" Scraper, 2" Clips, Reducer, Coupling, Nipple, White Vinegar (STP), Conduit, Ell, Fittings, Plumbing Parts for STP Filtration Units (\$64), Blank Plate/Door Handle (Lab), Sealer (\$43) & Light Bulbs for Server Room @ STP (\$37)	274.43
54		Cafeteria Plan - Uninsured Medical Reimbursement	95.00
55	Sebastopol Bearing & Hydraulic	Parts for Air Compressor	174.36
56	Shamrock Materials	Concrete & Rapid Set Concrete - Del Oro Lagoon, NSD Relocation (\$1,003)	1,408.27
57	Shirrell Consulting Services	October Dental Expense	7,451.00
58	Siemens Water Technologies	Service on Lab Deionized Water System	211.78

Seq	Payable To	For	Amount
59	Staples Business Advantage	Quarterly Office Supply Order: Binder Clips, Post-it Tape Flags (5 pk), Dymo Label Tape (2), Paper (12 rms) (\$99), Rubber Fingers (12) & Bubble Wrap (\$17)	163.98
60	United Parcel Service	Delivery Service: Finance Agreements for RW North Submittal, Submittal - MSN-B3, Meter Accuracy Test & Application for Pt Reyes WTP Solids Handling Costal Permit	47.65
61	URS Corporation	Prog Pymt #8: Construction Management Services for Recycled Water South Project (Balance Remaining on Contract \$275,230)	36,833.00
62	Verizon	Telephone Charges: Leased Lines	829.88
63	Verizon Wireless	September CIMIS Station Data Transfer Fee	23.34
64	VWR International	Buffer Solution (Lab)	52.17
65		Cafeteria Plan - Child Care Reimbursement	208.33
		TOTAL DISBURSEMENTS	<u>939,318.94</u>

The foregoing payroll and accounts payable vouchers totaling \$939,318.94 are hereby approved and authorized for payment.

 11/6/12
 Auditor-Controller Date

 11/6/2012
 General Manager Date

DISBURSEMENTS - DATED NOVEMBER 15, 2012

Date Prepared: 11/14/12

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

Seq	Payable To	For	Amount
1*	Strahm Communications	Postage for Fall 2012 Waterline	\$2,804.12
2	Ackerman, Gerald	Retiree Exp Reimb (Monthly Health Ins)	90.69
3	Arrighi, Cookie	Novato "Washer Rebate" Program	50.00
4	AT&T Mobility	Cellular Charges: Monthly (\$372) & Airtime (\$8) (16) (Final Bill)	380.13
5	Bacharach, Penny	Novato "Toilet Rebate" Program	100.00
6	Bay Area Barricade Service	Pick Head & Digging Bars (2)	92.17
7	Bernauer, Matt	Novato "Washer Rebate" Program	50.00
8	Bradbery, Ronald	Retiree Exp Reimb (Monthly Health Ins)	90.69
9	Bruce Enterprises	Restriping Road at Various Locations	750.00
10	Bundesen, Gerald	Retiree Exp Reimb (Monthly Health Ins)	779.57
11	Butti, Lou	Retiree Exp Reimb (Monthly Health Ins)	779.57
12	California State Disbursement	Wage Assignment Order (3)	1,518.50
13	Capitol Enquiry	2013 Pocket Directory & CA State Agency Directory (Young)	47.91
14	Centrisys	Clueber Grease (12 1lb Cartridges) (for Centrifuges Drum @ STP)	552.63
15	Covello Group	Progress Payment #16 & 17: Recycled Water Pipeline Expansion (Bal Remaining on Contract \$11,407)	84,685.11
16	CSW/Stuber-Stroeh Engineering	Prog Pymt #17: Aqueduct Energy Efficiency Project (Balance Remaining on Contract \$72,945)	8,586.87

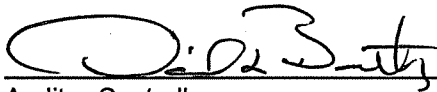
Seq	Payable To	For	Amount
17	Cummings Trucking	Rock (64 yds)	5,555.46
18	Curry Discount	Quarterly Toner Supply Order	1,916.23
19	Derby, Richard	Retiree Exp Reimb (Monthly Health Ins)	90.69
20	Diggs, James	Retiree Exp Reimb (Monthly Health Ins)	779.57
21		Vision Reimbursement	261.29
22	Evantec	Membrane Filters (1,000) (Lab)	299.90
23	Eyler, John	Retiree Exp Reimb (Monthly Health Ins)	90.69
24	FedEx Freight West	Delivery Service: Agreements for SPG Solar Project @ STP	46.05
25	Fisher Scientific	Chloride Standard (Lab)	27.93
26	Fraites, Rick	To Replace Cancelled Check (Lost)	300.00
27	Fremouw Environmental Svc	Recycle Used Oil & Parts Washer Sludge	150.00
28	Grainger	Outside Light Bulbs (6), Sand/Media Blast & Band Saw Blade for Welding Shop (\$62)	131.46
29	Graybar	Wireless Radio Set (RW So Retrofit)	1,526.84
30	Grim, Thomasin	Novato "Washer Rebate" Program	50.00
31		Cafeteria Plan - Child Care Reimbursement	416.66
32	Gurrola, Marie	Novato "Washer Rebate" Program	50.00
33	Hardy Diagnostics	Bacteria Culture (Lab)	79.24
34	Interstate Battery	Batteries ('06 Hose Reel Trailer & '08 F250) (\$272)	333.08
35	Johnstone, Daniel	Retiree Exp Reimb (Monthly Health Ins)	90.69
36	Journey Ford/Lincoln	Tire Pressure Sensor & Replacement Front Wheel Unit Bearings & Brake Rotors ('99 F350)	1,245.45
37	Kelly-Moore Paint	Paint & Drop Cloths	172.97

Seq	Payable To	For	Amount
38	Kemira Water Solutions	Ferric Chloride (9.9 tons)	7,321.84
39	LGVSD	NMWD Cost Share of RW Dedication Event	7,604.40
40	Lincoln Life	Deferred Compensation PPE 11/15	10,368.33
41		Cafeteria Plan - Child Care Reimbursement	416.66
42	Maggiora & Ghilotti	Prog Pymt #4: Construction Phase 1A for RW South Project (Balance Remaining on Contract \$27,081)	32,855.54
43	Maselli & Sons	Welding Couplings	81.00
44	Matchette, Tim	Retiree Exp Reimb (Monthly Health Ins)	230.18
45	McAghon, Andrew	October Sludge Removal (9 yds)	2,520.00
46	McLellan Co, WK	Misc Paving: Novato Area (546 S.F.)	4,800.81
47	Nationwide	Deferred Compensation PPE 11/15	1,025.00
48	Nave Motors	Towing Charge: Fan Belt Pulley Broke ('93 F250)	75.00
49	Nelson, John O.	Retiree Exp Reimb (Monthly Health Ins)	90.69
50	NMWD Employee Benefit Fund	Refund Employee Benefit Deductions (14 Employees) (Includes \$28 Interest)	700.00
51	North Bay Gas	Cutting Torch Repairs, Nitrogen (STP) & October Cylinder Rental	860.74
52	North Marin Water District	NMWD Assoc Dues - October	940.00
53	Novato Builders Supply	Water Stop Cement & 1/2" X 20' Rebar	40.64
54	Novato, City of	In-Lieu Fee for Cutting Moratorium Street (1208 Vallejo Ave)	500.00
55	Novato Chevrolet	Seat Cover & Pad ('06 Chevy Colorado) (\$275), Tail Gate Liner & Emissions Solenoid Hose & Harness ('08 Chevy Colorado) (\$186)	497.80
56	Nute Engineering	Engineering Services: South Area RW Const (Balance Remaining on Contract \$18,717)	16,230.36

Seq	Payable To	For	Amount
57	Office Depot	3" Binder, Masking Tape (5), Rulers (4), Stapler, Tape & Chair Mat	73.85
58	O'Reilly Auto Parts	Car Wash, Degreaser & Chain Saw Bar Oil	98.18
59	Pacific Power Service	Replacement Radiator for O.M. Generator	2,447.05
60	San Jose Water Company	Test 12 5/8" Water Meters for Accuracy	600.00
61	Scott's Office Equipment	Quarterly Maintenance on Engineering Copier (7/16/12-10/15/12)	488.25
62	Sierra Chemical	Chlorine (2 tons)	1,013.33
63	Smail, John	Retiree Exp Reimb (Monthly Health Ins)	90.69
64	Sonosky, Norma	Retiree Exp Reimb (Monthly Health Ins)	90.69
65	SPG Solar	Energy Delivered Under Solar Services Agreement (9/15/12-9/30/12)	6,400.16
66	State Water Resources Control	Annual Permit Fee - Waste Discharge Requirement (7/1/12-6/30/13) (OM - \$12,394 & Novato - \$1,943)	14,337.00
67	Stompe, Brad	Exp Reimb: Water Distribution Operator Renewal (3/13-3/15) (Budget \$120)	105.00
68	Sutter Securities	Services Rendered in Preparing the District for Debt Issue to Finance Aqueduct Relocation Along Hwy 101 Between Petaluma & Novato	4,000.00
69	United Rentals	Parts for 35 lb Jackhammer	128.68
70	United Parcel Service	Delivery Service: RW So Finance Agmts, RW North Disbursement Requests & Meters to SJW for Testing	45.72
71	UNUM Life Insurance	November Group Life Ins Premium	685.73
72	US Bank	October Safekeeping Fee - Treasury Securities	23.25
73	Velloza, Richard	Retiree Exp Reimb (Monthly Health Ins)	90.69
74	Verizon Wireless	Cellular Charges: Monthly (\$121), Airtime (\$130) & Equipment Charges (\$566) (Change Providers from AT&T Mobility to Verizon Wireless 9/24) (19)	817.43

Seq	Payable To	For	Amount
75	Waste Management	Trash Dumping (7 yds of Misc Debris)	273.44
76	White & Prescott	Engineering Services: Corda Easement - Aqueduct Relocation (Balance Remaining on Contract \$9,605)	920.00
77	Willis, Janet	Novato "Toilet Rebate" Program	100.00
78	Winzer Corporation	Nuts, Bolts, Washers, Respirator Masks (20), Tie Wire (200'), Hand Cleaner (1 gal) & Flap Disc (10)	242.88
79		Cafeteria Plan - Child Care Reimbursement	208.33
		TOTAL DISBURSEMENTS	<u>208.33</u> <u>\$235,411.50</u>

The foregoing payroll and accounts payable vouchers totaling \$235,411.50 are hereby approved and authorized for payment.



Auditor-Controller

Date

11/12/12



General Manager

Date

11/12/2012



MOD MISC

HOUSE OF REPRESENTATIVES
WASHINGTON, D. C. 20515
LYNN C. WOOLSEY
SIXTH CONGRESSIONAL DISTRICT
CALIFORNIA

November 1, 2012

Chris DeGabrielle
North Marin Water District
PO Box 146
Novato, CA 94948-0146

Dear Mr. DeGabrielle:

Chris,

There are few words to express my sincere appreciation for your kind remarks during the reception event at the Marin Board of Supervisors this past Tuesday. It has been an honor and privilege to serve as your Representative, and to work with you on projects that benefit the people of the Sixth Congressional District.

Local elected officials, organizations, individuals and staff have been an important resource for me as I worked for this district in Washington, D.C. As a public servant the warm, generous and professional relationships that have supported me over the years have made our many successes possible.

I am deeply touched and appreciate the words, proclamations and gifts bestowed to me. I will value them as a reminder of our good work together.

Sincerely,

Lynn

Lynn Woolsey
Member of Congress

*Thank you,
Chris!
L*



**NORTH MARIN
WATER DISTRICT**

November 16, 2012

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

PHONE
415.897.4133

FAX
415.892.8043

EMAIL
info@nmwd.com

WEB
www.nmwd.com

Ken Ellison
County of Sonoma
Permit and Resource Management Department
25501 Ventura Avenue
Santa Rosa, CA 95403

Re: Notice of Preparation of Draft Environmental Impact Report and Notice of Scoping Meeting - Carneros Ranch Fill Project - Parcel No. 068-140-026 and 068-130-013

Dear Mr. Ellison:

Please be advised that Port Sonoma is not located within the territory of North Marin Water District (NMWD) and NMWD provides temporary water service to Port Sonoma pursuant to an Agreement for Temporary Water Service executed January 7, 2012 (attached). Said temporary agreement extends through December 31, 2014. NMWD serves water to Port Sonoma from a 1½" water meter located on the west (Novato) side of the Petaluma River near the Highway 37 Bridge.

The agreement prohibits use of water for purposes other than those permitted by the use permit issued by Sonoma County governing development and use of Port Sonoma and prohibits resale of water. The agreement limits the annual amount of water used to three million gallons and said use can only occur on Parcel No. 068-140-22 and 26. Water use contemplated by the subject project on Parcel 068-130-013 cannot rely on the temporary water service provided by NMWD.

Should you have any questions in regard to this comment, please contact me.

Sincerely,

Chris DeGabriele
General Manager

Enclosure: Agreement for Temporary Water Service

Cc: J.T. Wick for Berg Holdings

CD/rr

t:\gm\temporary water service\ellison letter re carneros ranch fill project port sonoma.doc

Richard Giacomini, prominent member of Marin ranching community, drowns in tragic accident

Posted:

marinij.com

Richard Giacomini, 71, of Point Reyes Station, a member of one of Marin's most prominent agricultural families, died after the pickup he was driving crashed and rolled into Nicasio Reservoir Monday night.

Witnesses told the California Highway Patrol that Giacomini weaved before crashing through a guardrail on Petaluma-Point Reyes Road. The pickup rolled several times before sinking into the reservoir at about 6 p.m.

Marin sheriff's deputies, county firefighters and the California Highway Patrol rushed to the scene and pulled Giacomini from the water. But attempts to resuscitate him failed and he was pronounced dead at about 6:30 p.m.

Authorities say they are still investigating the cause of the accident.

It was a particularly cruel twist of fate since 45 years earlier Giacomini's mother Louise Giacomini, met the same sad end. On Nov. 19, 1967, Giacomini's mother Louise, 56, died when the car she was driving with Giacomini's father, Waldo, left the road on a straight stretch of Petaluma-Point Reyes Road and rolled 200 feet down a rocky embankment into the reservoir.

Waldo Giacomini, who was a passenger in the car, escaped by breaking through the right front door window and swimming to shore.

As recently as 1996, Giacomini and his brother Robert Giacomini were farming their own acreages while helping their father operate the county's largest dairy operation, grazing 2,000 cows on 3,000 acres stretching over five ranches. They were assisted by Richard's two sons Rick and Ronnie.

When his father died in 2002, Richard Giacomini, then 61, was still running the home ranch and milking 400 cows. By then, however, the 550-acre ranch had been sold to the National Park Service for \$4.65 million.

Giacomini continued operating the ranch until 2007 when the park service began restoring the farmland to wetlands.

Despite the sale of the family farm, the Giacomini tradition of agricultural excellence continues in Marin.

Robert Giacomini's four daughters continue to manage his dairy ranch.

Marin County Agriculture Commissioner Stacy Carlson said, "The Giacomini family has a long history and is well recognized as a leader in the farming community."

Members of the Giacomini family were grieving Tuesday and were not available for comment. But Gina Ventresca, a waitress at the Pine Cone Diner, said that for her Richard Giacomini was like a member of the family.

Ventresca said Giacomini stopped by the diner every day to have coffee with his brother Robert and a few of his buddies.

"I've seen him every morning for 20 years; I've worked here 20 years," Ventresca said. "He had his routine. He'd drive by the Pine Cone first, head down to the ranch and pick up his paper, and then come back. He was always the first one here. He'd come in and sit in the exact same spot every day."

Ventresca said the Giacomini "coffee club" never ate breakfast. "They'd all just drink coffee and shoot the breeze for about an hour," she said, "then roll dice to see who was going to pay."

Ventresca said Giacomini was a "super cool guy" with a great sense of humor.

"It's really sad," she said. "We're all just talking about it now."

The patrons at the Pine Cone may recall that the Giacomini family isn't the only Marin family to lose their loved ones to the icy waters of Nicasio Reservoir.

In 1994, an Inverness couple was found dead in a pickup at the bottom of the reservoir.

Amelio Giambastiani, 79, and his wife Frances, 73, were reported missing after going out for a shopping trip to San Anselmo, and it was a week until investigators discovered that they had crashed into the reservoir.

Contact Richard Halstead via e-mail at rhalstead@marinij.com



That dog may cost you \$100,000 a day

By U-T San Diego Editorial Board

Monday, November 12, 2012

California's latest experiment in faith-based policymaking is being unleashed today on the San Diego public, as regional water-quality officials begin hearings on new regulations that seem crafted to turn most owners of a car, house or dog into criminals within a decade or so. We wish we were exaggerating.

Under the draft rules, ordinary homeowners may face six years in prison and fines of \$100,000 a day if they are deemed serial offenders of such new crimes as allowing sprinklers to hit the pavement, washing a car in the driveway, or, conceivably, failing to pick up dog poop promptly from their own backyards, let alone the sidewalk.

Cities throughout San Diego, south Orange and southwest Riverside counties must enforce the law, and set up 24-hour hot lines for people to report violations by their neighbors.

The new regulations even apply to firefighters, who would be forced to somehow capture and scrub the water running down the street from fire hoses and burning buildings, although the bureaucrats promise wiggle room for "emergency situations." We're at a loss to imagine the fire that doesn't present an emergency situation, but we're sure California's army of environmental lawyers will be glad to help cities figure that out in court.

The preposterous rules come from the earnest regulators at the San Diego Regional Water Quality Control Board, which is supposed to stop pollution of our waterways and beaches.

Without question, the agency, in collaboration with local officials, has made important progress over the years. San Diego Bay, once heavily polluted, has become significantly cleaner, though heavily polluted areas of the bay remain. The county's beaches routinely earn "A" grades from an environmental group that measures closures.

Such gains came the old-fashioned way. Cities improved their sewage treatment systems. Officials cracked down on businesses that chronically dumped raw sewage and chemicals into storm drain systems. Restaurants cover grease containers these days, and people rarely dump trash or radiator fluid into a street gutter.

But now state officials are falling into the common trap of modern regulatory regimes – seeking small, questionable improvements at costs that promise to sap billions of dollars from the local economy.

In hundreds of pages, the new regulations set targets that measure bacteria from animal waste during dry periods at local beaches, even as they note that wide variations in bacteria occur naturally in the

environment. And we could find no evidence from these officials that severe cuts in stormwater runoff will cause improvements in human or wildlife health. Indeed, nowhere do they bother to say why today's levels are considered bad for us.

To their credit, leaders of the city and county governments are beginning to protest the rules. Water-quality officials have promised to be flexible. Billions of dollars rest on that promise.

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BOD MISC



VALLEY OF THE MOON WATER DISTRICT

PRESS RELEASE

For Immediate Release

November 7, 2012

CONTACT:

Shari Walk

707.996.1037

swalk@vomwd.com

VOMWD appoints Mark Bramfitt as Interim General Manager

The Valley of the Moon Water District Board of Directors announces the appointment of Mark Bramfitt as VOMWD's new interim general manager. Bramfitt has extensive experience working in the utilities sector and in the energy efficiency business. He will take over at VOMWD in early December. VOMWD Board President Ron Prushko expressed the Board's unanimous support for Bramfitt saying that "Mark is an excellent choice for VOMWD as its interim general manager while we begin the search for a permanent general manager. We are delighted to have him join VOMWD in this new capacity."

In accepting the position, Bramfitt said, "I'm excited to serve the District and our customers in this new capacity as the board seeks a new manager. I especially look forward to working with the staff to continue our history of excellent service in the Valley."

Bramfitt currently provides consultancy services for the high tech and utility industries with a focus on energy efficiency opportunities related to data centers and information technology infrastructure. Previously he served PG&E for 25 years in various capacities. Bramfitt has a long history of community service. He has served on the VOMWD board, Sonoma County LAFCO, Sonoma Valley Groundwater Basin Advisory Panel, Sonoma Valley Citizens Advisory Commission, and Sonoma Valley Housing Affordability Advisory Group.

Bramfitt earned a bachelor of science degree in mechanical engineering and materials science engineering (double major program) from the University of California, Berkeley. He is also a registered professional mechanical engineer.

The current general manager Krishna Kumar is stepping down effective December 7, 2012. Kumar, who served the District for eight years, is taking over the same role at Marin Municipal Water District, headquartered in Corte Madera.

The Valley of the Moon Water District serves domestic water to about 23,000 persons in unincorporated areas of the Sonoma Valley through 6,800 service connections. About 88% of which are residential connections. The District's operating and capital budgets for the current fiscal year total approximately \$5 million.

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Las Gallinas Valley Sanitary District seeks board member

Posted:

marinij.com

The Las Gallinas Valley Sanitary District is seeking a board member after the resignation of longtime board member Larry Loder, who is moving out of the district. He was first elected in November 2001.

Candidates must live within the district's boundaries, which encompasses the northern part of San Rafael, as well as Lucas Valley, Marinwood, Santa Venetia and Terra Linda.

Applications are available at www.lgvsd.org and from district offices between 6:30 a.m. and 3 p.m. at 300 Smith Ranch Rd. Monday through Friday.

Applications are due by Dec. 4.

The appointee will be up for re-election in November 2013.

Board members are paid \$252.70 for up to six meetings per month per month and are eligible for a medical reimbursement of up to \$200 a month.

Bob miss

Richard Louis Giacomini



Richard Louis Giacomini Passed away unexpectedly November 12th, 2012 in Nicasio, CA, beloved husband of Darlene H. Giacomini of Point Reyes Station. Loving father of Lisa (Allan) Martinoni, Ron (Lisa) Giacomini and Rick (Jenny) Giacomini. Cherished grandfather of Eric, Melissa and Arika Martinoni, Jordan, Alex and Daltyn Giacomini. Dear brother of Bob (late Dean) Giacomini, Jeanette Giacomini, David (Gail) Giacomini and Pete (Dana) Valconesi. Brother-in-law of Dolores (Dan) Evans and Alfreida (Bob) Foehr. Also survived by a large family of nieces, nephews and cousins. Rich was born in Petaluma and was a lifetime resident of Point Reyes Station, he was 71 years of age. He was a lifetime dairyman in West Marin and an avid hunter. Rich was a member of Sacred Heart Catholic Parish, St. Helen's Church, Giacomini Hunting Club, Umbriago Duck Club, Sonoma County Trailblazers, Nicasio Druids, Petaluma Outdoorsman, Nicasio Parlor NSGW #183 and numerous other organizations. Visitation will be held Friday, November 16, 2012 from 11:00 AM to 5:00 PM at PARENT-SORENSEN MORTUARY & CREMATORY, Petaluma. The Vigil Service will be held on Friday at 7:00 pm at St. James Catholic Church, 125 Sonoma Mountain Parkway, Petaluma. Family and friends are also invited to attend the Funeral Mass, Saturday, November 17, 2012 at 11:00 AM at Sacred Heart Catholic Church, Olema. Private interment, Olema Cemetery. Memorials are preferred to Carousel Fund, 17 Buckeye Ct., Petaluma, CA 94952 or the Tomales Boosters Club, P.O.Box 45, Tomales, CA 94971.

Published in Marin Independent Journal on November 15, 2012