



NORTH MARIN WATER DISTRICT
AGENDA - REGULAR MEETING
 December 1, 2015 – 7:00 p.m.
 District Headquarters
 999 Rush Creek Place
 Novato, California

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

Est. Time 7:00 p.m.	Item	Subject
	CALL TO ORDER	
	1. REORGANIZATION OF BOARD:	
	1. Election of President	
	2. Election of Vice President	
	3. Establishment of Meeting Times and Place	
	4. Establishes the Manner of Calling Special Meetings	
	5. Appointment of District Officers	
	6. Confirm Board Meeting Schedule for 2016	
	7. Committee Appointments	
	2. APPROVE MINUTES FROM REGULAR MEETING , November 17, 2015	
	3. GENERAL MANAGER'S REPORT	
	4. 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.	
	5. STAFF/DIRECTORS REPORTS	
	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: Resolution of Appreciation for Vernon Stafford	Resolution
	7. Consent – Approve: Resolution of Appreciation for Sue Kessler	Resolution
	8. Consent – Approve: Resolution of Appreciation for Harry Seraydarian	Resolution
	9. Consent – Approve: Consulting Services Agreement with Retiring Employee	
	ACTION CALENDAR	
	10. Approve: Consulting Services Agreement Russell Mitchell and Associates	

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)

INFORMATION ITEMS

11. Draft Annual Report
12. California Water Board Considering Extension of Emergency Drought Regulations
13. Novato Watershed Program – Policy Advisory Committee Meeting - November 19, 2015
14. Marin Bay Waterfront Adaptation Vulnerability Evaluation Meeting – November 23, 2015
15. NBWA Meeting – December 4, 2015

16. **MISCELLANEOUS**

Disbursements

NMFS Multi-Species Recovery Plan – Comment Period Extended

News Articles:

Capriola appointed interim Novato city manager after hot debate

Learn about North Marin's conservation help

Obituary – Donna Lee Brand


17. **CLOSED SESSION:** In accordance with California Government Code Section 54957 for Public Employee Performance Evaluation (One), Title: General Manager

8:30 p.m.

18. **ADJOURNMENT**

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MEMORANDUM

To: Board of Directors
From: Katie Young, District Secretary 
Subj: Reorganization of Board of Directors in an Election Year
t:\bod\annual reorg\reorganization election 2015.doc

November 25, 2015

Following is an outline of procedures that may be followed at the December 1, 2015 meeting to meet the requirements of the County Water District Law and the California Election Code concerning organization of the Board of Directors after the election of Directors. Since there was no contested Board election this fall, reorganization is not required. However, the Board has traditionally (since 1971) reorganized every year.

The current President calls the meeting to order. He may conduct the nominations or may instruct the Secretary to assume the Chair.

The Secretary states that the Oaths of Office have been administered to Directors Baker, Petterle and Rodoni and will be filed with the Marin County Clerk in accordance with Section 30510 of the Water Code and Section 23556 of the Elections Code.

1. Election of President. Nominations are received for the office of President of the Board. Directors vote on nominated candidates for President.
2. Election of Vice President. The elected President assumes the Chair and presides over the election of Vice President. Nominations are received for the office of Vice President of the Board. Directors vote on the nominated candidates for Vice President.
3. Establishment of Meeting Times and Place. By motion, the Board establishes the time and place of holding its regular meetings: first and third Tuesdays of each month at 7:00 p.m. at District office, with one meeting to be held in West Marin at a place to be determined.
4. Establishing the Manner of Calling Special Meetings. By motion, the Board establishes the manner of calling special meetings (under provisions of Section 54956 of the Government Code).
5. Appointment of District Officers. By motion, the Board appoints a General Manager, Secretary, Auditor, and Chief Engineer and any other officers necessary and convenient to the District.
6. Confirmation of Board Meeting Schedule for 2016. By motion, the Board accepts the proposed meeting dates for the upcoming calendar year with the understanding that the calendar may be adjusted as needed.
7. Committee Appointments. Board review committee appointments recommended by the President.

NMWD BOARD OF DIRECTORS
OFFICER ROTATION

Year	President	Vice President
2016	John Schoonover	Steve Petterle
2017	Steve Petterle	Rick Fraites
2018	Rick Fraites	Dennis Rodoni
2019	Dennis Rodoni	Jack Baker
2019	Jack Baker	John Schoonover
2020	John Schoonover	Steve Petterle



**NORTH MARIN
WATER DISTRICT**

2016 SCHEDULE
NORTH MARIN WATER DISTRICT
BOARD OF DIRECTORS MEETINGS

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

MONTH	DATE	TIME
January	5	7:00 p.m.
	19	7:00 p.m.
February	2	7:00 p.m.
	16	7:00 p.m.
March	1	7:00 p.m.
	15	7:00 p.m.
April	5	7:00 p.m.
	19	7:00 p.m.
May	3	7:00 p.m.
	17	7:00 p.m.
June	7	7:00 p.m.
	21	7:00 p.m.
	28 (Point Reyes)	7:00 p.m.
July	19	7:00 p.m.
August	2	7:00 p.m.
	16	7:00 p.m.
September	6	7:00 p.m.
	20	7:00 p.m.
October	4	7:00 p.m.
	18	7:00 p.m.
November	1	7:00 p.m.
	15	7:00 p.m.
December	6	7:00 p.m.
	20	7:00 p.m.

All Board meetings are typically held the first and third Tuesday of the month at the District's headquarters, 999 Rush Creek Place, Novato, except one meeting to be scheduled in West Marin (and any others on an 'as-needed' basis).

If you would like information regarding agenda items, please contact District Secretary Katie Young at (415) 761-8921.

**NORTH MARIN WATER DISTRICT
BOARD OF DIRECTORS
COMMITTEES/ASSOCIATION ASSIGNMENTS
2016**

<u>Committee</u>	<u>NMWD Representative(s)/Alternate</u>
<u>North Bay Watershed Association</u> 1 meeting per month – Friday 9:30 a.m. – 11:30 a.m. Petaluma / Novato	Jack Baker/Rick Fraites
<u>Public Policy Facilitating Committee</u> (Russian River Biological Assessment/Opinion) 1 meeting per quarter – Friday 9:00 a.m. – Noon Santa Rosa/Ukiah	Steve Petterle/Dennis Rodoni
<u>Water Advisory Committee</u> 1 meeting per quarter – Monday 9:00 a.m. – Noon Santa Rosa	Dennis Rodoni/Jack Baker
<u>Novato Watershed Program Policy Advisory Committee</u> To be determined	Jack Baker/Rick Fraites
<u>North Bay Water Reuse Authority</u> 1 meeting per quarter – Monday 9:30 a.m. Novato Sanitary District Monday, 1/25 Monday, 4/25 Monday, 7/25 Monday, 10/24	John Schoonover/Jack Baker
<u>Recycled Water Subcommittee</u> As needed	John Schoonover/Jack Baker

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DRAFT
NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
November 17, 2015

CALL TO ORDER

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

CSW/Stuber-Stroeh employee Dennis Rinehart, Novato Dermatology Owners Kimberly and Matt Fredrickson, Dave Pierce Contractor for Novato Dermatology, Novato Resident Mike Jolly, District employees Pablo Ramudo (Water Quality Supervisor), Robert Clark, (Maintenance/Operations Superintendent) and Tony Arendell (Construction/Maintenance Superintendent) were in the audience.

MINUTES

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

AYES: Directors Baker, Fraites, Petterle and Schoonover

NOES: None

ABSENT: Director Rodoni

ABSTAIN: None

GENERAL MANAGER'S REPORT

Novato Watershed Program Policy Committee

Mr. DeGabriele advised the Board that this Thursday the Novato Watershed Program Policy Committee will meet at the Marin County Civic Center to review recommended project alternatives, cost estimates for those projects and discuss a possible election timeline. He noted that he's not certain if that would be a bond measure, tax or property assessment.

East Marin Shoreline Sea Level Rise

Mr. DeGabriele informed the Board that next Monday the County is hosting the first meeting to discuss sea level rise vulnerability assessment for the east Marin shoreline. He reminded the

1 Board that he has been participating in the C-SMART TAC addressing West Marin sea level rise
2 over the past two years.

3 Letter to the City of Novato about Office Relocation

4 Mr. DeGabriele provided a copy of the letter sent to the City of Novato requesting earnest
5 money for the District to continue to wait and defer the remodel for the District administration
6 building as the City continues to look for a potential District relocation site.

7 **OPEN TIME**

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

10 **STAFF/DIRECTORS REPORTS**

11 President Baker asked if staff or Directors wished to bring up an item not on the agenda and
12 the following items were discussed:

13 Robert Clark advised the Board that the final aqueduct shutdown for the remaining
14 Aqueduct Energy Efficiency tie-ins is scheduled this Thursday and is expected to last 16 hours in
15 duration. He stated that the tie-ins are up stream on the Sonoma County Water Agency side and
16 staff is prepared.

17 Mr. McIntyre advised the Board that Marin LAFCo authorized outside water services for Yee
18 and Fontes on Landing Way in South Petaluma at their meeting last Thursday. He stated that this
19 enables the District to enter into outside service agreements with Yee and Fontes and the District
20 can clean up the irregular service historically provided by an adjacent property owner.

21 Mrs. Young reminded the Board that the District Holiday Party is scheduled for December
22 19th at McInnis Park Club Restaurant and retirements of Vernon Stafford and Sue Kessler will also
23 be celebrated at that time.

24 **MONTHLY PROGRESS REPORT**

25 Mr. DeGabriele provided the Board with the October Monthly Progress Report. He stated
26 that water production in Novato during October was up 12% from last year but down 21% from
27 October 2013, which is the State Water Resources Control Board metric. He noted that since June
28 2015, water production is down 31% on a cumulative basis compared to same period in 2013. He
29 stated that in West Marin, water production in October was up compared to one year ago but down
30 compared to 2013, and is currently down 12% for the fiscal year. He informed the Board that
31 Stafford Lake storage is just about average at 33% capacity, Lake Mendocino is at 57% and Lake
32 Sonoma at 68%. Mr. DeGabriele stated that in Oceana Marin the treatment and storage ponds look

1 good going into the winter months and that the Summary of Complaints and Service Orders show
2 consumer system problems almost tripled due to consumer leaks. He stated that high bill complaints
3 are down and the year to date complaints are down 12%.

4 Mr. Bentley provided the Board with the Monthly Report of Investments for October. He
5 stated that at the end of October the District had a cash balance of \$12.3M and the weighted
6 average portfolio rate was 0.57%.

7 **ACTION CALENDAR**

8 **WATER SERVICE AGREEMENT – NOVATO DERMATOLOGY**

9 The Board approved an agreement for water service to the Novato Dermatology Office at
10 867 Diablo Ave. The property has historically been served with a 5/8" water service and used two
11 equivalent dwelling units of supply. New facilities include a new 1 1/2" domestic service, one
12 commercial fire hydrant, and a 4" fire service. The existing 5/8 water service will be converted and
13 dedicated to irrigation. Estimated cost of the project is \$55,851.

14 On motion of Director Petterle, seconded by Director Schoonover, the Board approved
15 authorization of the agreement with Novato Dermatology by the following vote:

16 AYES: Directors Baker, Fraites, Petterle and Schoonover

17 NOES: None

18 ABSENT: Director Rodoni

19 ABSTAIN: None

20 **ENGINEERING CONSULTING SERVICES CONTRACT (RECYCLED WATER CENTRAL**
21 **SERVICE AREA) – BENNETT TRENCHLESS ENGINEERS**

22 Mr. McIntyre advised the Board that with the Recycled Water Central Area Expansion
23 Project staff is requesting to hire an outside consultant to help with the pipeline project. He stated
24 that Bennett Trenchless Engineers would be hired to assist design of the 500 ft. long 12" pipe line
25 extension from Entrada Drive to the existing Norman Tank. He noted that trenchless horizontal
26 drilling is expected to be used to minimize environmental and property impacts in this area. Mr.
27 McIntyre informed the Board that Bennett specializes in this work and assisted the District's
28 contractor for the 16" second feed to Ammo Hill installed in 2009.

29 President Baker asked how deep the drilling would be. Mr. McIntyre stated that initially the
30 drilling would be 10ft but may be as deep as 20ft depending on the geology of the land. President
31 Baker asked to be kept apprised about this project.

1 On motion of Director Fraites, seconded by Director Schoonover, the Board authorized the
2 General Manager to enter into a consulting engineering services agreement with Bennett
3 Trenchless Engineers in the amount of \$40,000 plus a \$5,000 contingency by the following vote:

4 AYES: Directors Baker, Fraites, Petterle and Schoonover

5 NOES: None

6 ABSENT: Director Rodoni

7 ABSTAIN: None

8 **WITHDRAWAL REQUEST OF PROPOSED REZONING AT NMWD VACANT TANK SITE**

9 Mr. DeGabriele reminded the Board of the request the District made to the City of Novato
10 regarding the rezoning of the District properties at the Rosalia and Spinosa tank sites as part of the
11 City's General Plan update. He informed the Board that City of Novato staff recommends that the
12 District merge the parcels at both tank sites and perfect the easement at the Spinosa tank site prior
13 to any rezoning. He stated that staff believes that decisions on development potential should be
14 made at the time a development proposal is received by the city, not now and that staff does not
15 believe the District can perfect the easement to the Spinosa site at 42 this time.

16 On motion of Director Petterle, seconded by Director Fraites, the Board authorized staff to
17 inform the City of Novato that the District is withdrawing the request for rezoning at the Rosalia and
18 Spinosa vacant tank site by the following vote:

19 AYES: Directors Baker, Fraites, Petterle and Schoonover

20 NOES: None

21 ABSENT: Director Rodoni

22 ABSTAIN: None

23 **INFORMATION ITEMS**

24 **OPERATIONS/MAINTENANCE – FIRST QUARTER 2015/16 UPDATE**

25 Robert Clark provided the Board with the First Quarter FY15/16 update. He stated that staff
26 maintained a safe work environment. He advised the Board that employees who worked with air
27 compressors, backhoes, maintenance tools and operation equipment received their annual hearing
28 test. He stated that there was one employee who had a noticeable change in his hearing test from
29 the prior year and it was discussed how to better protect his hearing.

30 Mr. Clark advised the Board that the Maintenance Department had 12% of unplanned
31 activities in the quarter and is looking to perfect the asset management program and balance the

1 maintenance work load in order to complete more projects. He informed the Board that next year
2 staff will be getting more involved with the maintenance practices and with the backflow program,
3 having a period of shutdown for the larger customers so that staff can perform the annual testing.

4 Mr. Clark praised the Electrical/Mechanical Department stating that they made great efforts
5 with the Aqueduct Energy Efficiency Projects telemetry, cathodic protection and Windhaven pump
6 station installation during the period.

7 Mr. Clark advised the Board that the Recycled Water Fill Station operated during the first
8 quarter from July through the end of October. He informed the Board that he will provide a full report
9 to the Board including the cost, how much water was given away, etc. after he sits down with all staff
10 involved. He opined that the customers loved the extra source of water.

11 **FIRST QUARTER FY15/16 – WATER QUALITY REPORT**

12 Pablo Ramudo provided the Board with the First Quarter FY15/16 Water Quality Report. He
13 stated that for the Novato Water System, Stafford Lake was used throughout the first quarter. He
14 stated that there was a lot of algae seen and new species which, at times, clogged the filter. He
15 advised the Board that chemist Marc Reischmann has trained himself to identify algae which has
16 been a tremendous help. Mr. Ramudo informed the Board that treatment plant staff were having
17 difficulty removing manganese from the water and there were several periods when STP was shut
18 down to help address the issue. Mr. Ramudo advised the Board that there were no taste and odor
19 problems in the quarter and the GAC was replaced in June. He stated that out of 248 distribution
20 system samples taken, 2 were positive with coliform. He advised the Board that the positive coliform
21 results are likely from less monitoring and rechlorination of chlorine at tank sites. He noted that the
22 chlorine drop off is due to lower water production.

23 Mr. Ramudo stated that in the Point Reyes Water System, Gallagher Well was used for more
24 than 50% of the water supply. He stated that there was less salinity intrusion and the District was
25 able to keep the salinity and resulting bromide out of the system which kept the disinfection by-
26 products down. He advised the Board that there were no positive coliforms and corrosion has gone
27 down. He stated that since the District has had no exceedance of lead and copper above the action
28 level, the State Division of Drinking Water removed the order for increased frequency of monitoring
29 and relieved the District of performing a corrosion control study.

30 President Baker asked if there were aggressive problems with corrosion. Mr. Ramudo
31 responded that in Pt. Reyes there is a lot of older plumbing containing brass with lead and copper
32 and corrosion leaches out at a higher rate.

1 Mr. Ramudo advised the Board that Deer Island produced water in July for 20 days and that
2 there were very low bacteria levels.

3 **SUSTAINABLE GROUNDWATER MANAGEMENT ACT IN SONOMA COUNTY**

4 Mr. DeGabriele informed the Board that he attended the Petaluma Valley Basin workshop
5 on November 9th. He stated that Petaluma Valley is undergoing a USGS groundwater study similar
6 to that conducted in Sonoma Valley and the Santa Rosa Plain. He advised the Board that the
7 purpose of the meeting was to get public input on how to form Groundwater Sustainability Agencies.
8 Mr. DeGabriele provided the Board with basic information about the North Bay Water District stating
9 that it is a land owner voting district and votes are based on the assessed value of the land. North
10 Bay Water District desires to represent agricultural interest in the Petaluma and Sonoma Valley
11 basins.

12 President Baker asked what the boundaries of the North Bay Water District were. Mr.
13 DeGabriele stated that he included a map in the agenda packet but the approximate boundary is
14 west of the Petaluma River and South by San Pablo Bay and then is shaped in a "U" which follows
15 Lakeville Highway to Highway 12.

16 Mr. DeGabriele stated that it was evident to him in attending the meeting that the District is a
17 big partner with the Sonoma County Water Agency but is on the sidelines with respect groundwater
18 management. He stated that he desires to make sure the Water Agency knows that the District is
19 interested and will show up and monitor what's going on and that the District is looking at how the
20 District can become a partner in the future with the potential for groundwater storage and recovery.

21 **CALIFORNIA WATER BOARD CONSIDERING EXTENSION OF EMERGENCY DROUGHT**
22 **REGULATIONS**

23 Mr. DeGabriele provided an update to the Board regarding the California State Water
24 Resources Control Board consideration of extending the Emergency Drought Regulations. He
25 stated that since early October he has been working with City of Santa Rosa and other agencies
26 advocating for a regional approach to compliance with the conservation measures. He informed the
27 Board that there is a public workshop on December 7th and the deadline to submit comments is
28 December 2nd. Mr. DeGabriele advised the Board that he prepared a draft letter that has been
29 circulated to other Sonoma Marin Saving Water Partners for their use to comment on this issue. He
30 stated that a larger group is including state wide entities who are advocating for not only a regional
31 approach but asking that any savings from June through February be carried over to the next period
32 and suggestions on guidance to report water production with bill periods that are different. He noted
33 that the letter requests that the State start asking agencies for available water storage with the intent

1 that areas with sufficient storage should not be required to conserve as much as those with less
2 storage. He informed the Board that he would keep them apprised of new information.

3 **MISCELLANEOUS**

4 The Board received the following miscellaneous items: Disbursements, Bill Payment
5 Options, Summary of 2015 Stafford Lake Fish Survey, NBWA Conference 2016 – Save the Date,
6 Marin County Flood Control and Water Conservation District – Winter is Coming..., and Farewell
7 Event for City Manager Michael S. Frank.

8 The Board also received the following news articles: Marin residents reach overall state
9 mandated water saving goals, Legal Notice – Notice of Intent to circulate petition, Marin Municipal
10 water bills set to soar 27 percent, State expected to relax on pollution standards, Public Notice -
11 Notice Inviting Proposals, Anti-fluoridation forces to gather signatures to get issue on Marin ballot,
12 and El Nino still on track to deliver deluges, new report says.

13 The Board received the following news article at the Board meeting: Governor extends
14 California water-saving measures in drought.

15 Mr. DeGabriele advised the Board that on the Disbursement list that was emailed to the
16 Directors today had a sponsorship for the NBWA Conference in April 2016.

17 Director Fraites stated that the article about Marin Municipal was very interesting and made
18 the District look good.

19 **CLOSED SESSION**

20 President Baker adjourned the Board into closed session at 8:08 p.m. in accordance with
21 Government Code Section 54957 for Public Employee Performance Evaluation (One), Title: General
22 Manager.

23 **OPEN SESSION**

24 Upon returning to regular session at 8:54 p.m., President Baker stated that during the closed
25 session the Board had discussed the issue and no reportable action had been taken.

26 **ADJOURNMENT**

27 President Baker adjourned the meeting at 8:55 p.m.

28 Submitted by
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32 Katie Young
33 District Secretary
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MEMORANDUM

To: Board of Directors
From: Chris DeGabriele, General Manager *CD*
Subj: Resolution of Appreciation for Vernon Stafford
t:\gm\bod misc 2015\resolution stafford.docx

November 25, 2015

RECOMMENDED ACTION: Board Approve the Resolution of Appreciation to Vernon Stafford

FINANCIAL IMPACT: None

Vernon Stafford is retiring at the end of this calendar year after 29 years of employment with North Marin Water District. However his last official day working was November 19th and his retirement will be recognized at the District's Holiday Party on December 19th. Thus it is appropriate to convey appreciation for Vernon's years of service to the District and adopt the attached resolution of appreciation.

RECOMMENDATION: Board adopt the resolution of appreciation to Vernon's retiring after 29 years of employment with North Marin Water District.

Approved by GM *CD*
Date *11/25/2015*

**RESOLUTION 15-XX
NORTH MARIN WATER DISTRICT
RESOLUTION OF APPRECIATION
TO
VERNON STAFFORD**

WHEREAS:

- Vernon Stafford was hired on April 28, 1986 as journeyman level Treatment Plant Operator II for North Marin Water District.
- Vernon joined North Marin with extensive experience in water distribution/treatment plant operations and with a California Water Plant Operator Grade III Certificate.
- Vernon was promoted to Senior Treatment Plant Operator in 1989.
- Vernon played an instrumental role in guiding the District through the studies, design, construction and start-up of the new Stafford Lake Water Treatment Plant which will benefit the community of Novato for generations to come.
- Vernon is the consummate treatment plant operator and has mastered both the science and art of treatment operations by not over reacting, breaking problems down into manageable tasks, and thinking creatively to achieve the best possible outcome with the tools at hand.
- It's noted that Vernon avoided formal performance reviews deftly, there being only two such forms in his personnel file both with very positive accolades.
- On December 31, 2015 Vernon Stafford will retire from North Marin Water District with nearly 30 years of service to enjoy life with family and friends. Vernon's helpful demeanor and extensive knowledge of water treatment operations will be sorely missed.

THEREFORE BE IT RESOLVED:

- That the Board of Directors of North Marin Water District hereby commends and expresses its appreciation to Vernon Stafford for his years of dedicated and loyal service to the customers of North Marin Water District.

BE IT FURTHER RESOLVED:

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

Dated at Novato, California
December 1, 2015

John Schoonover, President
North Marin Water District

* * * * *

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the First Day of December 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

Katie Young, District Secretary
North Marin Water District


(SEAL)

7

MEMORANDUM


To: Board of Directors

November 25, 2015

From: Chris DeGabriele, General Manager Subj: Resolution of Appreciation for Sue Kessler
t:\gm\bod misc 2015\resolution kessler.docx**RECOMMENDED ACTION: Board Approve the Resolution of Appreciation to Sue Kessler****FINANCIAL IMPACT: None**

Sue Kessler is retiring at the end of this calendar year after 15 years of employment with North Marin Water District. Her retirement will be recognized at the District's Holiday Party on December 19th. Thus it is appropriate to convey appreciation for Sue's years of service to the District and adopt the attached resolution of appreciation.

RECOMMENDATION: Board adopt the resolution of appreciation to Sue's retiring after 15 years of employment with North Marin Water District.

Approved by GM Date 11/29/2015

**RESOLUTION 15-XX
NORTH MARIN WATER DISTRICT
RESOLUTION OF APPRECIATION
TO
SUSAN KESSLER**

WHEREAS:

- Susan Kessler was employed by the District on August 23, 2000 as a Clerk Typist II;
- On September 19, 2002 Sue was promoted to Administrative Assistant and on August 1, 2008 to Operations/Maintenance Technical Assistant II;
- Sue has undertaken many special projects, including producing the safety newsletter, editing and producing the WellSpring employee newsletter, applicant solicitation for new hires at NMWD, updating the Emergency Operations Plan and most recently guiding the Maintenance staff to greater productivity;
- Sue 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;
- Sue has maintained a sense of humor which has been much enjoyed over the past 15 years;
- Sue was featured in the March 8, 2007 Press Democrat articles about workforce housing in the North Bay and resides with her family and feline friends in a Meadowpark home at Hamilton Field in Novato;
- In February 2015, Sue was struck by a vehicle and injured tragically, shortening her career with NMWD;
- On December 31, 2015, Sue Kessler 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 Sue Kessler 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 Sue its sincere good wishes for a happy and well-deserved retirement filled with all the good things of life.

Dated at Novato, California
December 1, 2015

John Schoonover, President
North Marin Water District

* * * * *

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on Tuesday, December 1st of 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

Katie Young, District Secretary
North Marin Water District

(SEAL)

8

MEMORANDUM

To: Board of Directors

November 25, 2015

From: Chris DeGabriele, General Manager

CD

Subj: Resolution of Appreciation for Harry Seraydarian

t:\gm\bod misc 2015\resolution harry.docx

RECOMMENDED ACTION: Board Approve the Resolution of Appreciation for Harry Seraydarian

FINANCIAL IMPACT: None

Harry Seraydarian is retiring at the end of this calendar year after serving as the North Bay Watershed Association Executive Director since 2004.

RECOMMENDATION: Board adopt the resolution of appreciation for Harry Seraydarian.

Approved by GM

CD

Date

11/25/2015

**RESOLUTION 15-XX
RESOLUTION OF APPRECIATION
THE BOARD OF DIRECTORS OF
NORTH MARIN WATER DISTRICT
TO RETIRING NBWA EXECUTIVE DIRECTOR
HARRY SERAYDARIAN**

WHEREAS: North Marin Water District has been a member of the North Bay Watershed Association (NBWA) since 2001, a group of 16 regional and local public agencies located throughout Marin, Sonoma, and Napa counties and adjacent to North San Pablo/San Francisco Bay; and

WHEREAS: NBWA facilitates partnerships across jurisdictional and political boundaries to address common issues and promote stewardship of the North Bay watershed resources; and

WHEREAS: Harry Seraydarian was appointed NBWA Executive Director in July 2004; and

WHEREAS: Harry has ably served as NBWA Executive Director with keen insight, good humor and respect for all; and

WHEREAS: As NBWA Executive Director, Harry represented the NBWA and NorthBay region with great success within the Bay Area Integrated Regional Water Management Planning group; and

WHEREAS: On December 31, 2015, Harry Seraydarian will retire from the North Bay Watershed Association Executive Director position.

NOW, THEREFORE, BE IT RESOLVED: That the Board of Directors of North Marin Water District hereby commends and expresses its appreciation to Harry Seraydarian for his many years of dedicated and loyal service and for the leadership he has demonstrated; and

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 Harry Seraydarian sincere good wishes for a happy and well-deserved retirement filled with all the good things of life.

* * * * *

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the 1st day of December 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Katie Young, District Secretary
North Marin Water District


(SEAL)

9

MEMORANDUM

To: Board of Directors

November 25, 2015

From: Chris DeGabriele, General Manager 

Subject: Consulting Services Agreements with Retiring Employee

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RECOMMENDED ACTION: Board authorize General Manager to enter into Consulting Service Agreement with Vernon Stafford

FINANCIAL IMPACT: Up to \$50,000 in FY2016/17

Attached is a proposed Consulting Services Agreement for Vernon Stafford to provide consulting services as may be required at the Stafford Lake and Point Reyes Station Water Treatment plants. Vernon has agreed to return to NMWD on occasion to assist with the Treatment Plant production and training of new hires. Agreements of this nature have been used in the past for individuals who have retired from the District, and we have retained their services on an interim and limited basis as needed to insure that institutional knowledge is fully transferred and that we may tap into their expertise as needed. Typically agreements of this type have a duration is up to one year as reflected in the draft agreement. This agreement has a delayed term start to comply with the PEPRA separation requirements.

RECOMMENDATION

Board authorize General Manager to enter into consulting services agreement with Vernon Stafford.

Approved by GM Date 11/25/2015

**NORTH MARIN WATER DISTRICT
AGREEMENT TO PROVIDE CONSULTING SERVICES**

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

1. Consultant shall work independently and provide advice, consultation and services as regards District facilities primarily at Stafford Lake and Point Reyes Water Treatment Plants. The initial scope of work entails water treatment plant shift operation to be scheduled by NMWD's Treatment/Distribution Supervisor.
2. At no expense to Consultant, District shall provide Consultant with use of a desk, telephone, tools, and materials as may be required. Use of said equipment and materials shall be strictly limited to work performed in connection with Paragraph 1 above.
3. The District's Operations/Maintenance Superintendent or his designee 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 \$50 per hour. District will pay consultant not more frequently than twice per month, based on its regularly scheduled Board meetings. 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/construction 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 960 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 July 1, 2016 and shall continue in full force for a period of one year.

Date

Chris DeGabriele, General Manager
North Marin Water District

Date

Vernon Stafford
Consultant

10

MEMORANDUM

To: Board of Directors

Date: November 25, 2015

From: Drew McIntyre, Chief Engineer

Subject: Russell D. Mitchell & Associates, Inc. – Consulting Services Agreement

R:\RECYCLED WATER\Onsite Retrofit Project\RMA Agreement\2015\RMA FY15_16 genl servs contract agmt 12-1-15 BOD memo.doc

RECOMMENDED ACTION:

Authorize the General Manager to execute a Consulting Services Agreement between NMWD and Russell D. Mitchell & Associates, Inc. with a not-to-exceed limit of \$175,000.

FINANCIAL IMPACT:

\$175,000 (included in FY16 CIP budget)

Attached is an agreement for Russell D. Mitchell & Associates, Inc. (RMA) to provide design services for the Recycled Water Central Service Area Expansion – Onsite Retrofits Project. RMA has a proven track record with the District of providing high quality design services at reasonable cost for the Recycled Water North and South Service Area – Onsite Retrofits. RMA had previously been selected in a request for proposals process for Task 2 of the Recycled Water Onsite Retrofit Design project for North and South Area expansions in 2012 (which included design of 18 sites). RMA's proposal for that project was substantially lower than competing proposals. RMA provided excellent and reliable service at a very reasonable cost, compared to others during the previous project and has continued to provide ongoing support to District staff with complicated onsite recycled water retrofit feasibility determinations and as needed retrofit design work. RMA has a unique expertise in solely performing irrigation design work and has actually completed many of the original irrigation designs at some of the sites the District intends to retrofit in the Central Area expansion.

A summation of contract billings for RMA retrofit design services since 2012 is provided as follows:

TABLE 1

Contract Issuance Year	Billing Years	Total Billings
2012	2012-2015	\$126,285

A cost breakdown for the 2012 contract is summarized as follows:

TABLE 2

2012 Contract Amount	\$112,000
Change Orders	\$25,000
Total Authorized	\$137,000
Total Billings thru 2015	\$126,285
Contract Balance	\$10,485

The total billings under the 2012 contract are \$126,285 leaving a balance of \$10,485 on the contract. One of the first task orders to be funded through this Agreement will be for the Recycled Water Central Service Area Expansion – Onsite Public Retrofits. This first task order will be approximately \$40,000. A second task order will follow for private onsite retrofits.

RECOMMENDATION

Authorize the General Manager to execute a Consulting Services Agreement between NMWD and Russell D. Mitchell & Associates, Inc. with a not-to-exceed limit of \$175,000.

AGREEMENT FOR CONSULTING SERVICES

The following is an agreement between **North Marin Water District**, hereinafter "**NMWD**", and **Russell D. Mitchell & Associates**, hereinafter, "**Consultant**".

WHEREAS, Consultant is a duly qualified consulting firm, experienced in performing recycled water onsite retrofit design work.

WHEREAS, in the judgment of the Board of Directors of the NMWD, it is necessary and desirable to employ the services of the Consultant for the Recycled Water Central Service Area Onsite Retrofit project.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

PART A -- SPECIFIC PROVISIONS:

1. DESCRIPTION OF SERVICES AND PAYMENT: Except as modified in this agreement, the services to be provided and the payment schedule are:

- a. The scope of work and fee amount covered by this agreement shall be that specified on a task by task basis.
- b. The fee for the work shall be on a time and expense (T & E) basis utilizing the fee schedule included in Attachment A of this agreement and shall not exceed \$175,000 without prior written authorization by NMWD.

PART B -- GENERAL PROVISIONS

1. ASSIGNMENT/DELEGATION: Except as above, neither party hereto shall assign, sublet or transfer any interest in or duty under this agreement without written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.

2. STATUS OF CONSULTANT: The parties intend that the Consultant, in performing the services hereinafter specified, shall act as an independent contractor and shall have the control of the work and the manner in which it is performed. The Consultant is not to be considered an agent or employee of NMWD, and is not entitled to participate in any pension plan, insurance, bonus or similar benefits NMWD provides its employees.

3. INDEMNIFICATION: NMWD is relying on the professional ability and training of the Consultant as a material inducement to enter into this agreement. The Consultant hereby warrants that all its work will be performed in accordance with generally accepted professional practices and standards, as well as the requirements of applicable federal, state and local laws, it being understood that neither acceptance of the Consultant's work by NMWD nor Consultant's failure to perform shall operate as a waiver or release.

- a. With respect to professional services under this agreement, Consultant shall assume the defense of and defend NMWD, its directors, officers, agents, and employees in any action at law or in equity in which liability is claimed or alleged to arise out of, pertain to, or relate to, either directly or indirectly, the intentional or willful misconduct, recklessness, or negligent act, error, or omission of Consultant (or any person or

organization for whom Consultant is legally liable) in the performance of the activities necessary to perform the services for District and complete the task provided for herein. In addition, Consultant shall indemnify, hold harmless, and release NMWD, its directors, officers, agents, and employees from and against any and all actions, claims, damages, disabilities or expenses, including attorney's fees and witness costs, that may be asserted by any person or entity including the Consultant, arising out of, pertaining to, or relating to, the negligent acts, errors or omissions, recklessness, or intentional or willful misconduct of the Consultant (or any consultant or subcontractor of Consultant) in connection with the activities necessary to perform the services and complete the task provided for herein, but excluding liabilities due to the sole negligence or willful misconduct of NMWD.

- b. With respect to all other than professional services under this agreement, Consultant shall indemnify, hold harmless, release and defend NMWD, its agents and employees from and against any and all actions, claims, damages, disabilities or expenses, including attorney's fees and witness costs that may be asserted by any person or entity, including the Consultant, arising out of or in connection with the activities necessary to perform those services and complete the tasks provided for herein, but excluding liabilities due to the sole negligence or willful misconduct of NMWD.

This indemnification is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for the NMWD or its agents under workers' compensation acts, disability benefit acts or other employee benefit acts.

4. PROSECUTION OF WORK: The execution of this agreement shall constitute the Consultant's authority to proceed immediately with the performance of this contract. Performance of the services hereunder shall be completed by December 31, 2016, provided, however, that if the performance is delayed by earthquake, flood, high water or other Act of God or by strike, lockout or similar labor disturbance, the time for the Consultant's performance of this contract shall be extended by a number of days equal to the number of days the Consultant has been delayed.

5. METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS AND MAKING PAYMENTS: All notices, bills and payment shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

North Marin Water District
P.O. Box 146
Novato, CA 94948
Attention: Ryan Grisso

Consultant:
Russell Mitchell & Associates, Inc.
2760 Camino Diablo
Walnut Creek, CA 94597
Attn: Chris Mitchell

and when so addressed, shall be deemed given upon deposit in the United States Mail, postage prepaid. In all other instances, notices, bills and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills and payments are to be given by giving notice pursuant to this paragraph.

6. MERGER: This writing is intended both as the final expression of the agreement between the parties hereto with respect to the included terms of the agreement, pursuant to

California Code of Civil Procedure Section 1856 and as a complete and exclusive statement of the terms of the agreement. No modification of this agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

7. SEVERABILITY: Each provision of this agreement is intended to be severable. If any term of any provision shall be determined by a court of competent jurisdiction to be illegal or invalid for any reason whatsoever, such provision shall be severed from this agreement and shall not affect the validity of the remainder of the agreement.

8. TERMINATION: At any time and without cause the NMWD shall have the right in its sole discretion, to terminate this agreement by giving written notice to the Consultant. In the event of such termination, NMWD shall pay the Consultant for services rendered to such date.

9. TRANSFER OF RIGHTS/OWNERSHIP OF DATA: The Consultant assigns to NMWD all rights throughout the work in perpetuity in the nature of copyright, trademark, patent, and right to ideas, in and to all versions of any plans and specifications, reports and document now or later prepared by the Consultant in connection with this contract.

The Consultant agrees to take such actions as are necessary to protect the rights assigned to NMWD in this agreement, and to refrain from taking any action which would impair those rights. The Consultant's responsibilities under this contract will include, but not be limited to, placing proper notice of copyright on all versions of any plans and specifications, reports and documents as NMWD may direct, and refraining from disclosing any versions of the reports and documents to any third party without first obtaining written permission of NMWD. The Consultant will not use, or permit another to use, any plans and specifications, reports and document in connection with this or any other project without first obtaining written permission of NMWD.

All materials resulting from the efforts of NMWD and/or the Consultant in connection with this project, including documents, reports, calculations, maps, photographs, computer programs, computer printouts, digital data, notes and any other pertinent data are the exclusive property of NMWD. Re-use of these materials by the Consultant in any manner other than in conjunction with activities authorized by NMWD is prohibited without written permission of NMWD.

Consultant shall deliver requested materials to NMWD in electronic format including but not limited to engineering calculations, plans (AutoCad, current edition) and specifications (MS Word, current edition).

10. COST DISCLOSURE: In accordance with Government Code Section 7550, the Consultant agrees to state in a separate portion of any report provided NMWD, the numbers and amounts of all contracts and subcontractors relating to the preparation of the report.

11. NONDISCRIMINATION: The Consultant shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition or physical handicap.

12. EXTRA (CHANGED) WORK: Extra work may be required. The Consultant shall not proceed nor be entitled to reimbursement for extra work unless it has been authorized, in writing, in advance, by NMWD. The Consultant shall inform the District as soon as it determines work beyond the scope of this agreement may be necessary and/or that the work under this agreement cannot be completed for the amount specified in this agreement. Said review shall occur before consultant incurs 75% of the total fee approved for any phase of the work. Failure to notify the District shall constitute waiver of the Consultant's right to reimbursement.

13. CONFLICT OF INTEREST: The Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Consultant further covenants that in the performance of this contract no person having any such interest shall be employed.

14. INSURANCE REQUIREMENTS FOR CONSULTANTS

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontractors.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Commercial General Liability coverage
2. Automobile Liability
3. Workers' Compensation insurance as required by the State of California.
4. Professional Liability insurance appropriate to the consultant's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability (including operations, products and completed operations.): **\$1,000,000** per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: **\$1,000,000** per accident for bodily injury and property damage.
3. Workers' Compensation Insurance: as required by the State of California.
4. Professional Liability, **\$1,000,000** per occurrence.

Verification of Coverage

Consultant shall furnish the District with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. The District reserves the right to require at any time complete and certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

Subcontractors

Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor to the District for review and approval. All coverage for subcontractors shall be subject to all of the requirements stated herein.

Self-Insured Retentions

Any self-insured retentions must be declared to and approved by the District. At the option of the District, either: the insurer shall reduce or eliminate such self-insured retentions as respects the District, its officers, officials, employees and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the District (such as a surety bond) guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The District, its officers, officials, employees, and volunteers are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Consultant.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the District.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

15. DISPUTE RESOLUTION: Any dispute or claim in law or equity between District and Consultant arising out of this agreement, if not resolved by informal negotiation between the parties, shall be mediated by referring it to the nearest office of Judicial Arbitration and Mediation Services, Inc. (JAMS) for mediation. Mediation shall consist of an informal, non-binding conference or conferences between the parties and the judge-mediator jointly, then in separate caucuses wherein the judge will seek to guide the parties to a resolution of the case. If the parties cannot agree to mutually acceptable member from the JAMS panel of retired judges, a list and resumes of available mediators numbering one more than there are parties will be sent to the parties, each of whom will strike one name leaving the remaining as the mediator. If more than one name remains, JAMS arbitrations administrator will choose a mediator from the remaining names. The mediation process shall continue until the case is resolved or until such time as the mediator makes a finding that there is no possibility of resolution.

At the sole election of the District, any dispute or claim in law or equity between District and Consultant arising out of this agreement which is not settled through mediation shall be decided by neutral binding arbitration and not by court action, except as provided by California law for judicial review of arbitration proceedings. The arbitration shall be conducted in accordance with the rules of Judicial Arbitration Mediation Services, Inc. (JAMS). The parties to an arbitration may agree in writing to use different rules and/or arbitrators.

16. BILLING AND DOCUMENTATION: The Consultant shall invoice NMWD for work performed on a monthly basis and shall include a summary of work for which payment is requested. The invoice shall state the authorized contract limit, the amount of invoice and total amount billed to date. The summary shall include time and hourly rate of each individual, a narrative description of work accomplished, and an estimate of work completed to date.

17. REASONABLE ASSURANCES: Each party to this agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise, with respect to performance of either party, the other may, in writing, demand adequate assurance of due performance and until the requesting party receives such assurance may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of the party with respect to performance under this agreement but also conduct with respect to other agreements with parties to this agreement or others. After receipt of a justified demand, failure to

provide within a reasonable time, not to exceed 30 days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance.

18. PREVAILING WAGE REQUIREMENTS: Prevailing Wage Rates apply to all Consultant personnel performing work under the Agreement for which wage determinations have been made by the Director of Industrial Relations pursuant to California Labor Code Sections 1770–1782,. Consultant shall comply with all applicable prevailing wage labor code requirements.

**NORTH MARIN WATER DISTRICT
"NMWD"**

Dated: _____

Chris DeGabriele, General Manager

**RUSSELL D. MITCHELL & ASSOCIATES, INC.
"CONSULTANT"**

Dated: _____

Chris Mitchell

RMA FEE SCHEDULE						
	Irrigation Design	Principal Irrigation Consultant	Associate Irrigation Consultant	Irrigation Draftsman	Sub Total Hours	Sub Total Cost
	Hourly Rate:	\$150.00	\$95.00	\$65.00		

11

MEMORANDUM

November 25, 2015

To: Board of Directors

From: Katie Young, District Secretary



Subj: Draft Annual Report

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RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: None at this time

Attached is the Draft Annual Report for Fiscal Year 2014-2015 for your review. Please submit comments for incorporation into the annual report to me by Friday, December 5, 2015. After which comments will be incorporated or addressed with the Board, the General Manager will review and the finished product will be submitted for approval at the December 15th Board meeting.



North Marin Water District Annual Report FY 2014-2015



NORTH MARIN WATER DISTRICT

BOARD OF DIRECTORS

Jack Baker, served since 1983
Rick Fraites, served since 2003
Steve Petterle, served since 2001
Dennis Rodoni, served since 1995
John Schoonover, served since 1984

OFFICERS

Chris DeGabriele, General Manager, appointed 1995
Katie Young, District Secretary, appointed 2012
David L. Bentley, Auditor-Controller, appointed 1987
Drew McIntyre, Chief Engineer, appointed 1998

DEPARTMENT MANAGERS

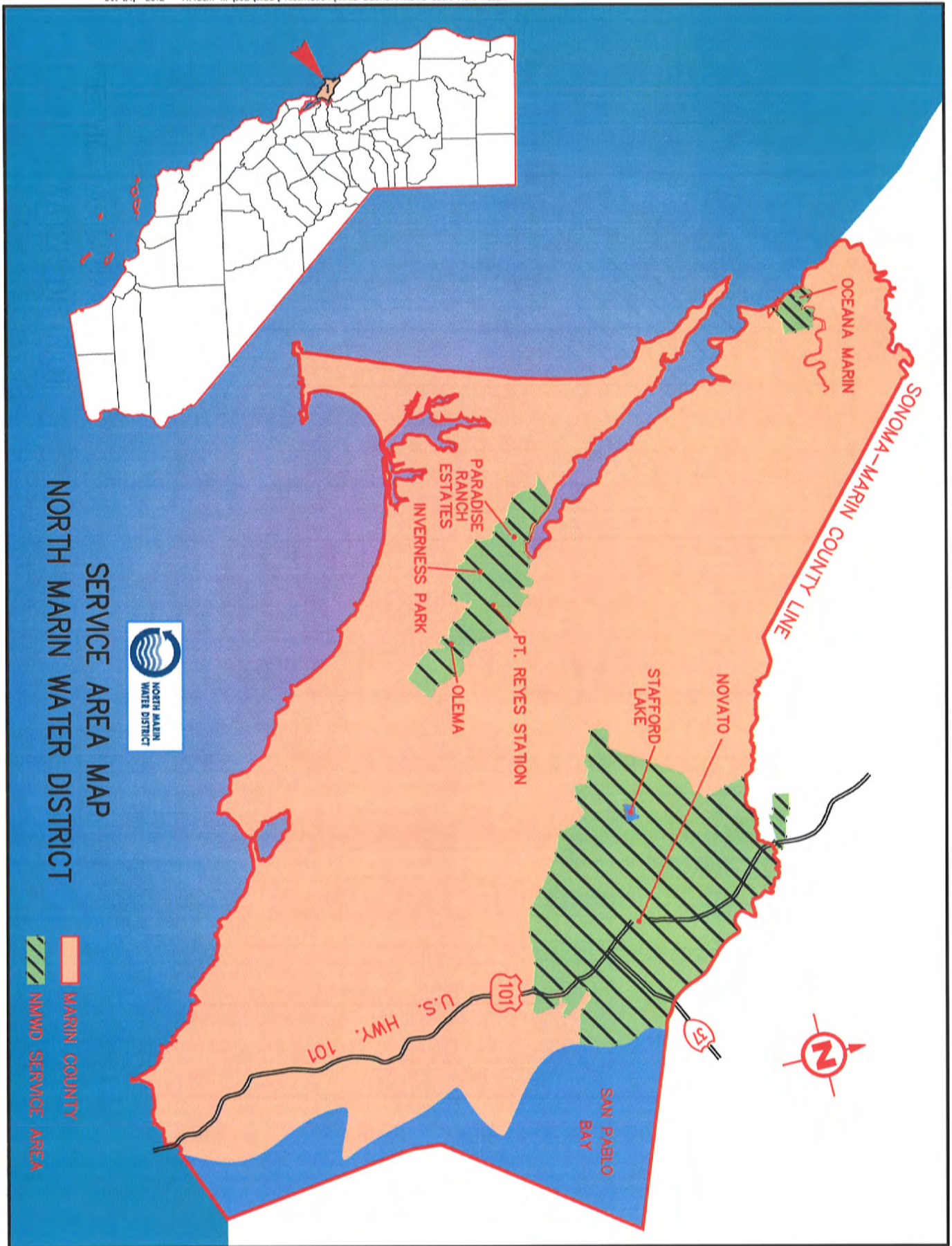
Administration & Finance	David L. Bentley
Construction/Maintenance	Tony Arendell
Engineering	Drew McIntyre
Operations/Maintenance	Robert Clark

MISSION STATEMENT

We provide an adequate supply of safe, reliable and high quality water and deliver reliable and continuous sewer service to our customers at reasonable cost consistent with good conservation practices and minimum environmental impact.

BOARD MEETINGS

Regular Board meetings are held on the first and third Tuesday of each month at 7:00 p.m. Meetings are normally held at North Marin Water District headquarters, 999 Rush Creek Place, Novato. For meeting agendas, contact the District Secretary at 415-761-8921 or visit the website at www.nmwd.com



MESSAGE FROM THE GENERAL MANAGER ... *Chris DeGabriele*

The North Marin Water District (North Marin) carries out its Mission with a highly-motivated and competent staff empowered to conduct the District's business by placing customer needs and welfare first. Each day, District employees strive to carry out their work mindful of these basic principles: Good Water, Good Service, Good Value, and A Safe Place to Work. This annual report updates customers on the North Marin accomplishments in Fiscal Year (FY) 2015 and provides a snapshot of our current efforts and financial performance.



The Russian River water delivery system from Sonoma County Water Agency (SCWA) typically provides 80% of Novato's water supply, but continues to have limited capacity in summer months. Rainfall in FY 2015 totaled 26.19", just under average and the fourth consecutive low rainfall year. Governor Brown's drought declaration for all California continued and mandatory restrictions on outdoor water were imposed by the State Water Resources Control Board, requiring a 24% reduction in Novato Water Production compared to the same periods in 2013. Water was available in the Russian River system for fish, agriculture and urban deliveries. North Marin's Stafford Lake water treatment plant was utilized to augment Russian River supplies with local water supply and the Deer Island, Novato Sanitary and, Las Gallinas recycled water treatment facilities delivered highly-treated recycled water to irrigate Stone Tree Golf Course and North Marin's expanded recycled water distribution system in north and south Novato.

Good progress continued on the Aqueduct Energy Efficiency Project where the North Marin Aqueduct is now upsized to 42" diameter and in service from Redwood Landfill to San Antonio Creek Road. The remainder of the AEEP and aqueduct upsizing is expected to be completed in the fall of 2015.

SCWA continues focus on the Biological Opinion for water supply in the Russian River watershed issued by the National Marine Fisheries Service laying out the requirements to preserve, protect and restore the fisheries over the next 15 years and maintain the existing Russian River water supply. Additionally, state legislation passed in November 2009 (SB7X-7) will force a 20% reduction in per capita water use by 2020. North Marin must achieve more

water conservation and expansion of recycled water to further stretch our local source of supply in future years.

In West Marin, dry year (July through October 2014) water supply conditions on Lagunitas Creek prevailed and customers in both Novato and West Marin experienced water restrictions in response to the drought. The Gallagher Well Pipeline project was completed, principally with grant funding, connecting the West Marin water system to the upstream Gallagher Well which is free from any salinity intrusion.

In June 2015, a 3% water rate increases became effective. At \$688 per year, the cost of water service for a typical Novato single family home using 107,700 gallons of water a year is at the median of bay area urban area water purveyors (see chart page 18). Water remains a good value for Novato customers.

WATER SUPPLY

STAFFORD LAKE – Local Source Provides 20% of North Marin’s Supply

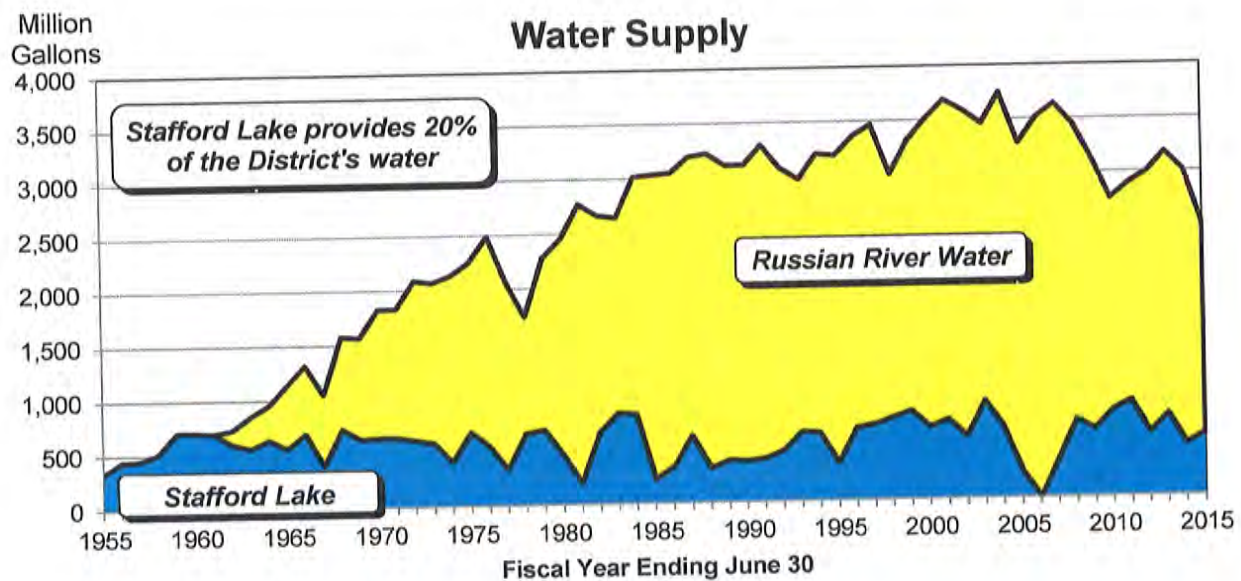
Stafford Lake lies four miles west of downtown Novato and collects the runoff from 8.3 square miles of watershed land adjacent to the upper reaches of Novato Creek. The lake has a surface area of 230 acres and holds 4,450 acre-feet or 1,450 million gallons (MG) of water. Water from Stafford Lake is fed into the 6 million gallons per day (MGD) treatment plant located just below the dam. In FY 2015, 1,759 acre feet (573 MG) of water was produced from the new Stafford Lake Water Treatment Plant.

RUSSIAN RIVER – Provides 80% of North Marin’s Annual Supply

Russian River water originates from both the Eel River and the Russian River watersheds northeast of the City of Ukiah (Lake Mendocino) and west of Healdsburg (Lake Sonoma). The Coyote Dam and Lake Mendocino impounds the Eel River diversions and winter runoff from the local watershed. Warm Springs Dam and Lake Sonoma impound winter runoff from the Dry Creek and Warm Springs local watersheds. Lakes Mendocino and Sonoma combined can store 367,500 acre feet to meet the regions’ water supply needs, which totaled 45,868 acre feet in FY 2015. Releases from the lakes flow to a point about 10 miles upstream of Guerneville (see map on page 17 of this report), where six deep Ranney Collector wells draw river water that has been filtered through 60 to 90 feet of natural sand and gravel to perforated pipes located at the bottom of each well. The thick layer of sand and gravel through which the water must pass before reaching the intake pipes provides a highly-efficient, natural filtration

process which, with chlorination treatment, produces a clear, potable, bacteria-free water. This water is then fed directly into the SCWA aqueduct system.

In FY 2015, North Marin received 6,067 AF (1,928 MG) of Russian River water. North Marin has an agreement in place with SCWA to provide sufficient supply and meet Novato's current and future water supply needs. There continues to be competing interests for Russian River water, principally to protect steelhead and salmon listed as threatened or endangered species under the Endangered Species Act.



ADMINISTRATION

The Administration Department is comprised of the Administrative Services, Consumer Services, Finance, Human Resources and Information Systems divisions.

Consumer Services is responsible for the accurate and timely meter reading and



Alicia

billing, rendering and accounting for 142,000 bills annually. During the year, field staff responded to 1,207 customer calls for water service assistance and received a 91% positive response from customers pertaining to the service rendered.

- The Conservation Incentive Rate, enacted in Novato in June 2004 and focused on residential water use exceeding 1,845 gallons per day, continued to prove successful in reducing water demand. Residential consumption in the targeted tier was down 80% in FY 2015 compared to FY 2003. Less than 1% of residential customers used in excess of 1,845 GPD sometime during the fiscal year. In addition to reducing consumption, the incentive rate has generated \$724,000 in additional revenue since inception, which funds are dedicated to further promote water conservation measures in Novato.
- In January 2007 a Conservation Incentive Tier Rate (CITR) was implemented in Novato. The new tier rate is applicable to residential water use between 615 and 1,845 gallons per day. About 17% of residential customers used in excess of 615 GPD sometime during the year (83% of residential customers never used more than 615 gallons per day). The CITR is designed to further encourage high-use residential customers to review and tighten-up their landscape irrigation practices. FY2015 water use within the CITR range had declined 56% compared to FY2006.
- In February, the District's 2015 Urban Area Water Cost Comparison (see chart on page 18) showed that North Marin's cost of water service was at the median of the seventeen urban agencies serving the greater San Francisco Bay Area. The annual cost for water service to a typical single-family home in Novato was \$688/yr.

The Finance Department is responsible for general accounting and budgeting, payroll, purchasing, treasury management, risk management, materials inventory and human resources. The accounting staff renders a full financial statement monthly with extensive cost-accounting detail allowing District managers to closely monitor revenue and expenditures relative to the adopted budget.

The Government Finance Officers Association (GFOA) has awarded the District a Certificate of Achievement for Excellence in Financial Reporting for our comprehensive annual financial report (CAFR) for fiscal year ended June 30, 2014. This is the sixth consecutive year the District has received this award. The GFOA states that this Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The following staff members made significant contributions to this CAFR: Chris DeGabriele, David Bentley, Dianne Landeros, Nancy Holton, and Nancy Williamson.

Fiscal Year 2015 financial highlights include:

- The District, on a consolidated basis, received 94% of budgeted operating revenue and expended 98% of budgeted operating expenditures, resulting in a net income of \$1,050,000. \$16 million (82%) of the Improvement Project Budget was expended. During the year the District received \$9.1 million in Capital Contribution from CalTrans and \$1.3 million in grant proceeds to finance its capital improvement projects program, and ended the year with a cash balance of \$14.2 million, decrease of \$608,000 from the prior year.
- Novato potable water consumption decreased 17% from the prior year. Stafford Treatment Plant produced 573 MG (1,759 AF), up 22% from the prior year. The net income of \$1.3 million fell short of \$1.9 million budgeted net income, and compares to a net income of \$1.0 million the prior year.
- The Novato Sanitary District and Las Gallinas Valley Sanitary District combined to produce 148 MG of Recycled Water, down 6% from the prior year. The fiscal year net loss of \$371,000 exceeded the \$303,000 budgeted loss.
- West Marin Water consumption was down 18% from the prior year. The \$118,000 net income compares to a budgeted net income of \$196,000 and to net income of \$134,000 the prior year. West Marin Water ended the fiscal year with a cash balance of \$1.1 million. A 5% increase applicable to West Marin water customers was approved effective July 1, 2015.

- Oceana Marin Sewer's net income of \$27,000 compares to a budgeted loss of \$30,000 and to net income of \$28,000 the prior year. Oceana Marin ended the year with a \$344,000 cash balance.

NMWD's Finance Department

Nancy, Dianne, Nancy, Connie, Shawn & David



ENGINEERING

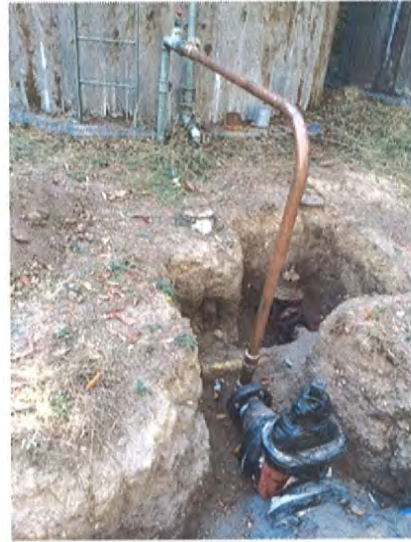
The Engineering Department consists of professional and technical staff that oversee the planning, permitting, design, construction and project management of water supply, treatment, transmission and distribution facilities necessary to serve North Marin's customers in Novato and West Marin. Engineering functions for wastewater-related facilities are also provided by the Engineering Department to support North Marin's wastewater collection, treatment and disposal system in Oceana Marin. Property owners or developers desiring new water service or an upgrade to their existing service are assisted by the Engineering Department pursuant to North Marin regulations.



In the Novato service area, the Engineering Department oversaw the majority of thirty-seven projects with a combined fiscal year total expenditure of \$14,682,300. Of these thirty-seven projects, twenty-four were completed within the budget year. Some of the significant projects included the Marin Sonoma Narrows B3 / Aqueduct Energy Efficiency Project (pictured above), the Stafford Treatment Plant 18" Transmission Line Condition Assessment, (pictured to the left) and the Atherton Tank Recoat/Mixing System project. (cover photo)



In the West Marin service area, including Oceana Marin, the Engineering Department oversaw seven of the twelve projects with combined fiscal year total expenditures of \$1,314,400. The most significant projects in West Marin were the construction of the Gallagher Well Pipeline Project and the Upsize of the 4" Pipe from Bear Valley Tanks. (pictured to the right)



Gallagher Well Pipeline Project

WATER CONSERVATION

North Marin Water District maintains a comprehensive and innovative Water Conservation Program aimed at both residential and non-residential customers (commercial and large landscape). Each program element is analyzed to assure that it will efficiently produce long-lasting water savings mutually worthwhile to the customer and the District. The District's water use efficiency programs saved approximately 411 million gallons of water during FY 2015.



Elena at NMWD Drought "Drive Up"

Residential activities include residential water use surveys (364, pictured to the right) high-efficiency washing machine (HEW) rebates (155 paid), high-efficiency toilet (HET) replacements (352 rebates paid), a Cash-for-Grass Program (turf removal rebate - 133 rebates paid), Conservation Incentive Tier Rates, flapper rebates, weather-based irrigation controller rebates, landscape efficiency rebates, a plumbing retrofit-on-resale program (toilets, showerheads, and bathroom sink faucets) and rainwater collection and gray water rebates. This past year Hot Water Circulation and Pool Cover rebates were added to the program along with the "Lawn Be Gone" program aimed at sheet mulching overlays. Water conservation programs for non-residential customers include



HET rebates, high-efficiency washing machine rebates, and free water audits/surveys. Large landscape customers are provided landscape water budgets comparing actual use to calculated use based on local weather data and landscape area. Large landscape audits and landscape efficiency upgrade rebates are also offered to mixed-use accounts and dedicated metered sites.

The public outreach program includes a School Education Program (in cooperation with SCWA), the “*WaterLine*” newsletter (sent in spring and fall), bill inserts, and text, newspaper advertisements and articles, and a variety of other customer outreach events and campaigns. The District maintains an interactive website where customers can look at everything from a graph of their water use history, to water use efficiency rebate information and can even pay their water bill. The District also maintains and regularly updates a Facebook page. The outreach program is designed to increase customer participation in the various conservation programs offered by the District and to increase customer awareness and stewardship of the water resource.

Finally, the District requires new development to meet some of the most stringent water-use efficiency standards in the nation, including: installation of a high-efficiency washing machine (HEW), high-efficiency toilets (HETs), weather-based irrigation controllers, a maximum of 800 square feet of turf for new residential development and no turf for new commercial development, soil amendment and mulching requirements, drip or other subsurface irrigation for all irrigated non-turf areas, and other landscape irrigation efficiency measures consistent with the state model Water Efficient Landscape Ordinance.



Weather-based Irrigation Controllers

OPERATIONS AND MAINTENANCE DEPARTMENT

The Operations and Maintenance Department is comprised of three groups –Operations, Maintenance and Water Quality – which work together to provide Novato and West Marin customers with good water and good service at good value while continuing to provide a safe place to work. Along with these groups, the O&M Technical Assistant provides document control for the Cross Connection Control, Maintenance Management and Asset Management programs, as well as managing the District's Recycled Water Monitoring Reports.

OPERATIONS

The Operations Group is comprised of five Distribution and Treatment Operations staff who work closely with Water Quality Group, sharing the responsibility of monitoring the Stafford Lake watershed and working cooperatively with landowners, the Indian Valley Golf Course and the Marin County Parks and Open Space District.



Stafford Treatment Plant

The Operations Group manages the potable water supply and distribution systems for Novato and West Marin communities. In Novato, this department balances the tasks of treating and distributing water from Stafford Lake and imported Russian River water while maintaining appropriate water storage and pressure levels to reliably meet all water system demands and fire protection requirements.

In Novato, the group managed storage of 28 million gallons (MG) of potable finished water in 35 tanks through four hydraulic pressure zones with 27 pump stations. There is 1 million gallons of recycled water storage and 8 miles of distribution mains providing 44 customer sites with recycled water from the Novato and the Las Gallinas Valley Sanitary Districts.

In West Marin, the group operates the Lagunitas Creek wells and Point Reyes Treatment Plant. Water is supplied through 6 pump stations and 13 storage tanks to Point Reyes Station, Olema, Inverness Park, Paradise Ranch Estates, and Bear Valley. Additionally, the department oversees the wastewater collection and treatment operations in Oceana Marin.

Operations activities and accomplishments during 2014-15 included 11 improvement projects, 4 major maintenance tasks during the winter shutdown and over 750 routine maintenance tasks throughout the year.



Vernon and Jeff

Work performed to complete the Gallagher well pipeline and start up testing, lake taste and odor investigation, STP flushing connection, STP Transmission line inspection, AEEP startup operations, GAC replacement and filter optimization were key to the continued high quality water that the group provides. The continued drought has limited the water production operation at the Stafford Lake Treatment Plant.

MAINTENANCE

The Maintenance Group is comprised of Electrical/Mechanical, Building/Grounds, Fleet, and Distribution Cross Connection and Control staff and is responsible for all maintenance tasks throughout the Novato, West Marin and Oceana Marin service areas.

Maintenance works closely with Operations to ensure proper operation of Treatment and Distribution equipment for continuous service to our customers. In Novato, this equipment includes the Stafford Treatment plant, Deer Island Recycled Water Treatment Plant, 27 pump stations, 35 tanks, 13 pressure regulators, 2,300 cross connection devices, 2,600 hydrants and 3,900 valves.

In West Marin, the Maintenance group maintains the Lagunitas Creek wells, Point Reyes treatment plant, 13 tanks and 6 pump stations in West Marin at Point Reyes Station, Olema, Inverness Park, Paradise Ranch Estates, and Bear Valley. Additionally, the group maintains the collection and wastewater treatment operations in Oceana Marin.

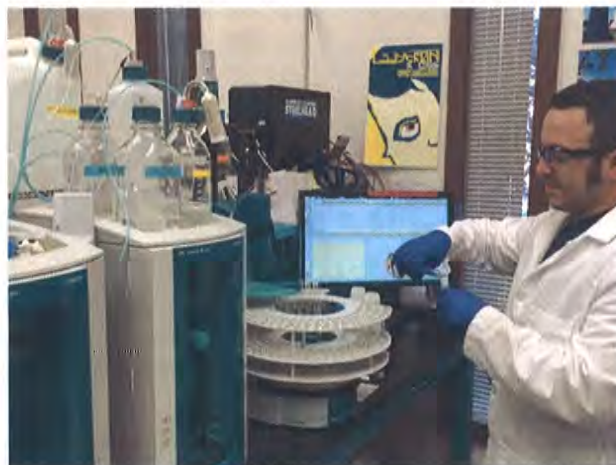


Kent

Maintenance accomplishments during 2014-15 included 13 facilities improvement projects and over 500 routine maintenance tasks. Staff continued to execute the day-to-day activities while performing projects on the remote telemetry unit upgrades and radio communication links at Oceana Marin, and Deer Island Recycled Water Treatment Plant. Improvement projects also included aqueduct energy efficiency telemetry, Gallagher Well start-up, cathodic protection replacements, the facilities security enhancements, and upgrades to tank overflow alarms.

WATER QUALITY

The Water Quality Group is comprised of chemists and lab technicians providing oversight to all aspects of North Marin operations to ensure that water quality is protected, using a multi-barrier approach. Surveillance and monitoring is performed at multiple points from source to tap. North Marin's laboratory performs thousands of water quality tests each year (as required under state and federal drinking water regulations) to



Marc

support the work performed by other District departments. Annually, a water quality report is sent to all District customers in both Novato and West Marin. In addition, Water Quality staff responds to customer calls with specific information on water quality.



Sarah

Water Quality accomplishments during the 2015 fiscal year include taking on increased support work for the Novato Sanitary District Laboratory sampling efforts. Development of a new method for the rapid analysis of several mineral constituents, we'll be seeking certification from the State of California for this method in 2016. During the year, Water Quality staff closely monitored Stafford Lake identifying the diverse algal species to better understand the precursors to the taste and odor. Dozens of species of algae are present throughout the year in high numbers, including five species of cyanobacteria, six species of green algae and diatoms, and one protozoan.

CONSTRUCTION/MAINTENANCE DEPARTMENT

The Construction/Maintenance Department installs, repairs and replaces water main



pipelines and their appurtenances (valves, hydrants, services and meters, etc.) in upgrading and maintaining our facilities. The

Construction/Maintenance Department may be contracted by developers to install new water mains, services, fire hydrants and fire services. In

addition, staff upgrades $\frac{3}{4}$ " service lines to 1" to comply with the Novato Fire Protection District's requirements for sprinklers in new building construction. Staff is on call at all times and may be the first to respond to emergencies such as service leaks, main breaks, or knocked-over hydrants. Construction/Maintenance staff work hand-in-hand with the public and developers to install high-quality and reliable facilities to serve North Marin customers.

During FY 2014/15, North Marin Water District's Construction crews has replaced several water service laterals prior to both City of Novato and Marin County paving projects, on Atherton Ave, Atherton oaks, Laguna Vista, Canyon Road, Summit and Elderberry. Crews assisted in the inspection of the 18" transmission main to Stafford Treatment Plant. Crews are also replaced a failing 2" PVC main with a new 4" PVC mains on Ashley Ct (pictured above). District Crew's installed the valves and piping at the Point Reyes Treatment Plant for the Gallagher pipe line.

.The Novato Blvd Pipe Replacement from Rowland Blvd to Sunset Pkwy (photo at right) was the Construction Crew's biggest job this year. Crews installed approximately 240' feet of new 12" PVC water main by open trench and assisted the contractor in the pipe bursting of 900' of 12 "cast iron Main and pulling 900' of 12" PVC main in its place.



District Crew's relocated services at 5th and Grant from the back of the building to the street and abandoned a 1950's galvanized main that ran in back of the building and helped with the shut downs and assisted the AEEP contractor when needed.



NMWD "Crew"

LAKE MENDOCINO

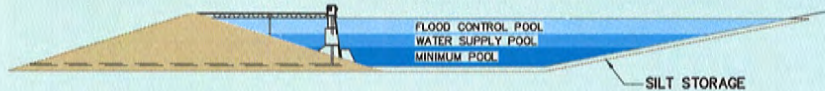
RESERVOIR-

WATER SUPPLY POOL	70,000 A.F.
FLOOD CONTROL POOL	48,000 A.F.
SILT STORAGE	4,500 A.F.
TOTAL	122,500 A.F.

LAKE PILLSBURY 86,388 A.F.

RESERVOIR-
WATER STORAGE CAPACITY

TYPICAL MULTIPURPOSE RESERVOIR OF THE RUSSIAN RIVER PROJECT



LAKE SONOMA

RESERVOIR-

WATER SUPPLY POOL	212,000 A.F.
FLOOD CONTROL POOL	130,000 A.F.
MINIMUM POOL	13,000 A.F.
SILT STORAGE	26,000 A.F.
TOTAL	381,000 A.F.

Legend

- Stream Channels used for Public Water Supply
- Water Transmission Pipelines
- North Marin Transmission Pipeline
- Collectors (Pumping Plants)
- Wells
- Booster Stations
- Storage Tanks



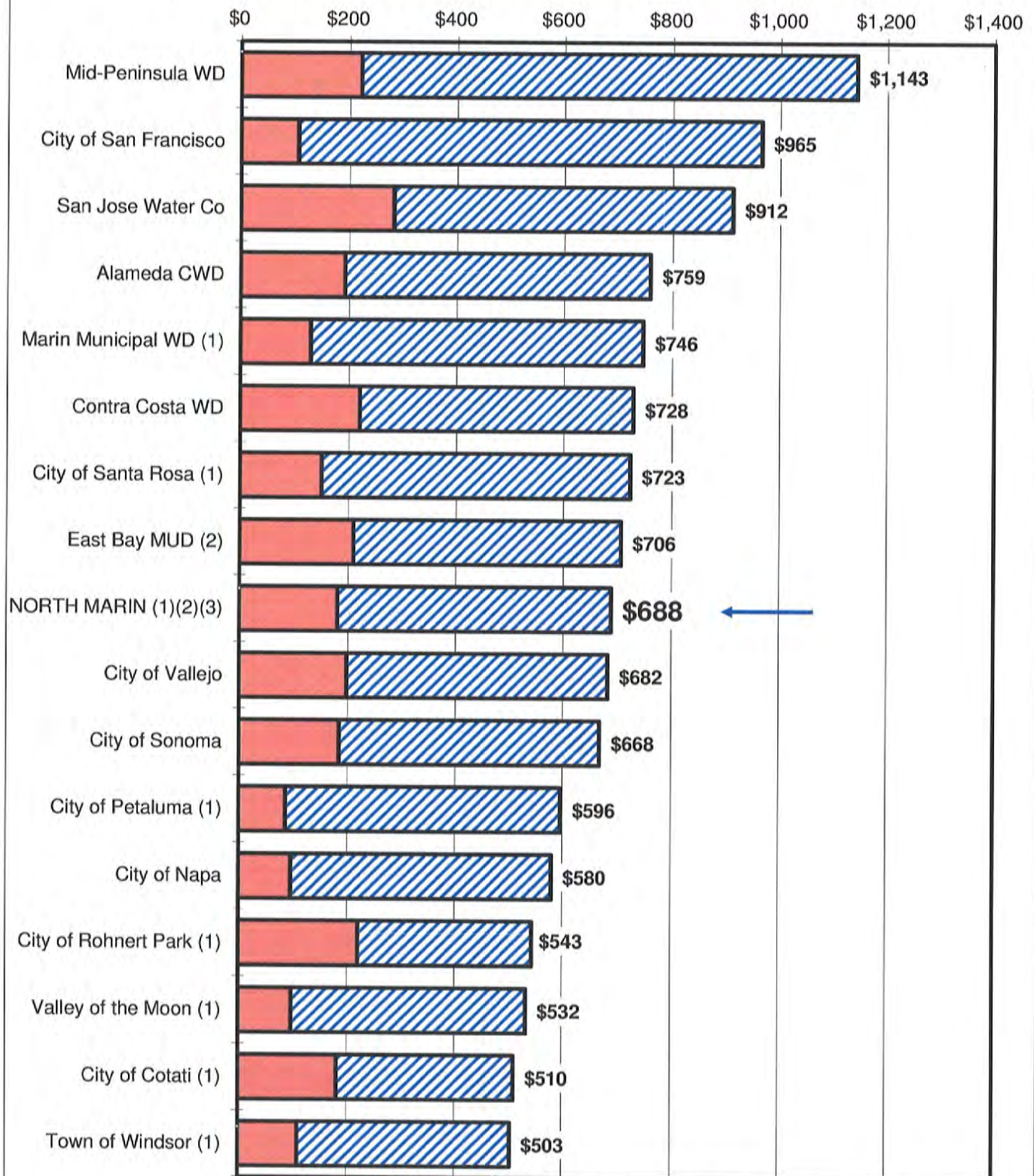
SONOMA COUNTY WATER AGENCY

Disclaimer
This map document and associated data are distributed for informational purposes only "AS IS" at the published scale and provided without warranty of any kind expressed or implied. The positional accuracy of the data is approximate and not intended to represent survey map accuracy. The Sonoma County Water Agency assumes no responsibility arising from use of this information.

Russian River Water System

2015 URBAN AREA TOTAL ANNUAL WATER COST COMPARISON

Typical Detached Single-Family Home Annual Consumption = 107,700 Gallons



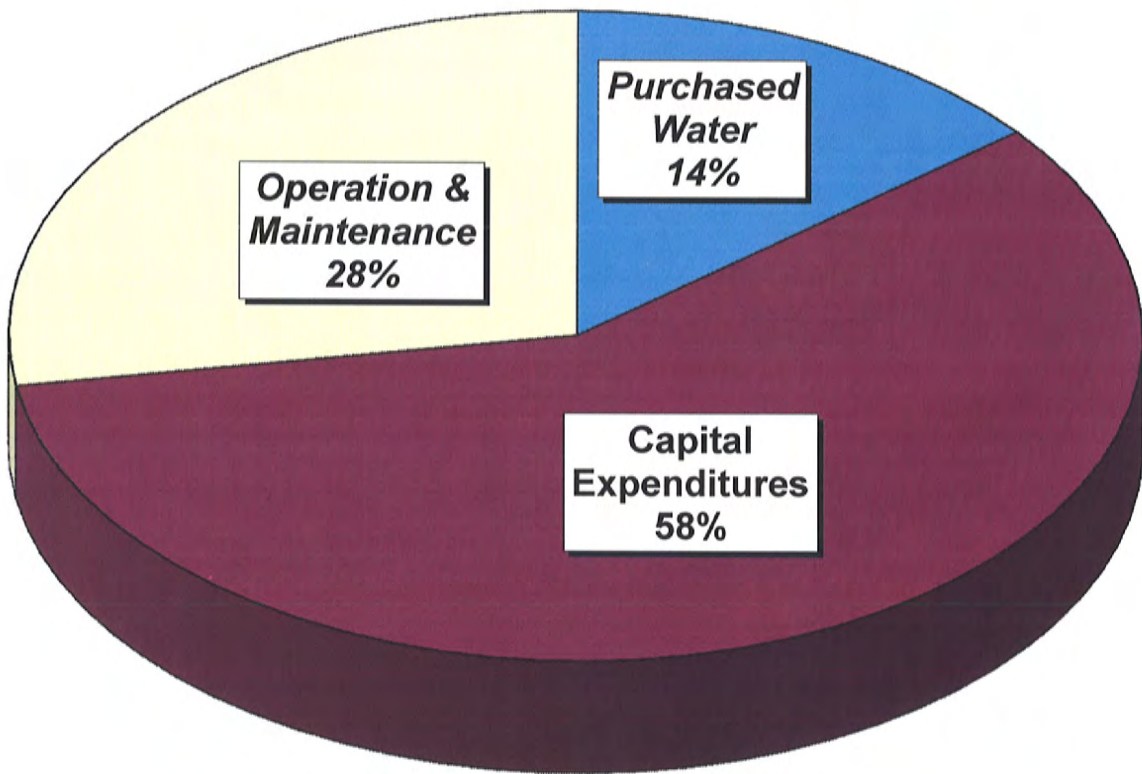
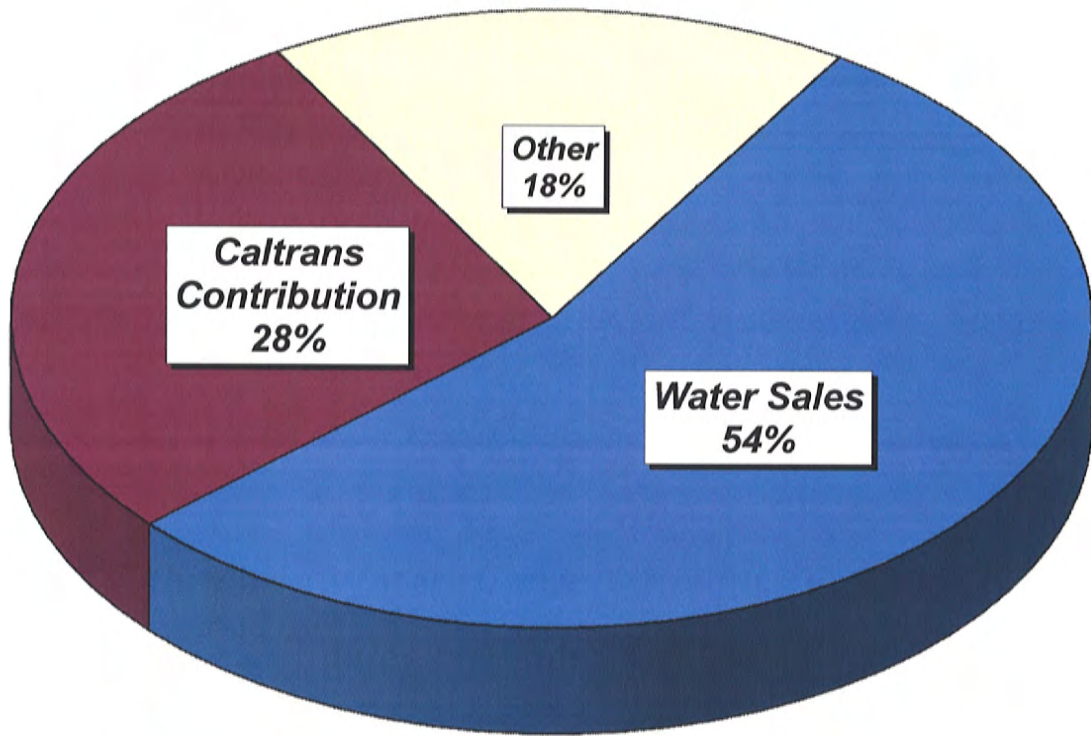
LEGEND

■ Service ■ Commodity

(1) Sonoma County Water Agency Prime Contractor.
 (2) Based on weighted average commodity charge - all zones.
 (3) Excludes West Marin rates and charges.

North Marin Water District - Fiscal Year 2014-15

Source of Funds: \$32.2 Million



Use of Funds: \$32.2 Million

SUMMARY FINANCIAL INFORMATION

June 30, 2015

NET ASSETS

	Total	Novato Water	Novato Recycled	West Marin Water	Oceana Marin Sewer
Assets					
Cash & Investments	14,187,765	11,580,918	1,122,184	1,140,462	344,201
Receivables & Other Assets	8,819,163	6,258,119	2,449,848	108,703	2,493
Construction-in-Progress	17,055,763	16,471,107	251,219	323,139	10,298
Property, Plant & Equipment (net)	94,420,619	69,552,229	18,587,093	5,449,461	831,836
Total Assets	\$134,483,310	\$103,862,373	\$22,410,344	\$7,021,765	\$1,188,828
Liabilities					
Current Liabilities	\$6,613,101	\$5,682,381	\$792,398	\$124,262	\$14,060
Long-Term Debt	39,714,940	27,456,207	11,294,820	963,913	-
Total Liabilities	\$46,328,041	\$33,138,588	\$12,087,218	\$1,088,175	\$14,060
Net Assets					
Invested in Capital Assets	\$111,750,092	\$92,096,709	\$12,374,516	\$6,127,297	\$1,151,570
Restricted & Designated Reserves	9,624,191	6,843,180	1,594,919	1,138,577	47,515
Earned Surplus	(33,219,015)	(28,216,105)	(3,646,310)	(1,332,284)	(24,316)
Net Assets	\$88,155,268	\$70,723,784	\$10,323,125	\$5,933,590	\$1,174,769

REVENUE & EXPENSE

Operating Revenue	\$18,081,318	\$16,414,448	\$744,094	\$735,772	\$187,004
Operating Expense	16,509,384	14,825,092	870,943	630,865	182,484
Operating Income/(Loss)	\$1,571,934	\$1,589,356	(\$126,849)	\$104,907	\$4,520
Non-Operating Revenue/(Expense)	(521,411)	(313,011)	(243,999)	13,087	22,512
Net Income/(Loss)	\$1,050,523	\$1,276,345	(\$370,848)	\$117,994	\$27,032

CASH FLOW

Net Income/(Loss)	\$1,050,523	\$1,276,345	(\$370,848)	\$117,994	\$27,032
Add Back Depreciation	3,183,725	2,507,124	471,674	155,067	49,860
Cash Generated	\$4,234,248	\$3,783,469	\$100,826	\$273,061	\$76,892

Other Sources/(Uses)

Connection Fees	\$801,600	\$763,600	-	\$22,800	15,200
Capital Asset Acquisition	(13,625,826)	(12,046,675)	(264,758)	(1,279,605)	(34,789)
Principal Paid on Debt	(1,686,522)	(1,021,892)	(598,605)	(66,025)	-
Grant Proceeds	1,259,625	81,713	-	1,177,912	-
Caltrans Capital Contributon	7,070,554	7,070,554	-	-	-
Connection Fee Transfer	0	(688,916)	688,916	-	-
Working Capital & Miscellaneous	1,338,080	1,090,832	143,453	99,791	4,004
Total Other Sources/(Uses)	(\$4,842,489)	(\$4,750,784)	(\$30,994)	(\$45,127)	(\$15,585)
Net Cash Generated/(Used)	(\$608,242)	(\$967,315)	\$69,832	\$227,934	\$61,307

CHARACTERISTICS OF SERVICE AREAS

Statistics (at June 30, 2015)	Water		Sewer	Total
	Novato Potable & RW	West Marin Service Area	Oceana Marin	
Service Area (Square Miles)	75	24	1	100
Active Connections	20,542	778	229	21,549
Dwelling Units	23,962	825	229	25,016
Estimated Population	61,300	1,700	400	63,400
Average Household Size (People)	2.6	2.1	1.9	2.5
FTE Employees	51.7	-	-	51.7
Fire Hydrants	2,640	168	-	2,808
Miles of Pipeline	326	25	5	357
Storage (million gallons)	38.4	1.0	-	39.4

Annual Water Volumes (MG) (FY2014-15)

Russian River Water Purchases	1,928			1,928
Stafford Water Treatment Plant	573			573
Recycled Water	148			148
Point Reyes Water Treatment Plant		70		70
Oceana Marin Wastewater Treatment			6	6
Total Water Production	2,649	70	6	2,725
RR Water Wheeled to MMWD	2,333			2,333

Annual Budget - FY2015-16

Operating Revenue	\$18,938,000	\$784,000	\$196,000	\$19,918,000
Connection Fees/Misc	9,430,000	77,000	64,000	9,571,000
Grant Proceeds	0	0	0	0
Contribution (To)/From Reserves	1,119,000	92,000	(36,000)	1,175,000
Total Sources	\$29,487,000	\$953,000	\$224,000	\$30,664,000
Operating Labor	\$6,184,000	\$218,000	\$64,000	\$6,466,000
Other Operating Expense (less Deprec)	7,902,000	272,000	105,000	8,279,000
Capital Expenditures	12,919,000	305,000	40,000	13,264,000
Debt Service & Other Expenditures	2,482,000	158,000	15,000	2,655,000
Total Outlays	\$29,487,000	\$953,000	\$224,000	\$30,664,000

Annual Water/Sewer Cost (FY2014-15)

to Typical Single-Family Detached Residence

Service Charge	\$30.00/2 mo.	\$30.00/2 mo.	\$68.00/mo.
Annual Consumption (Typical)	107,600 gal	59,500 gal	
Wt'd Avg Water Rate / 1,000 gal ¹	\$4.72	\$7.88	

Typical Annual Cost:

Service Charge	\$180	\$180	\$816
Commodity Charge	\$508	\$469	\$0
Allocated Tax ²	\$0	\$58	\$211
Total Annual Cost	\$688	\$707	\$1,027

Notes

1 FY15 weighted average commodity rate. Rates vary by elevation zone to reflect different energy, pumping and storage costs. Novato rates ranged from \$4.46 to \$6.17 per 1,000 gallons, and in West Marin from \$7.61 to \$12.69. Average excludes tier rate charges as typical residential consumption is below tier threshold.

2 FY15 allocated share of Marin County 1% ad valorem tax per active connection. Tax is collected by the County and allocated by formula to the West Marin districts.

HISTORICAL STATISTICS

Fiscal Year Ending June 30:		<u>2015</u>	<u>2013</u>	<u>2011</u>	<u>2009</u>
Active Services	-Novato Water	20,498	20,492	20,464	20,416
	-Novato Recycled	44	17	3	3
	-West Marin Water	778	776	770	760
	-Oceana Marin Sewer	229	227	227	225
Total Active Services		21,549	21,512	21,464	21,404

Full-Time Equivalent (FTE) Employees	51.7	50.5	50.5	58.3
FTE Employees per 1,000 Active Services	2.4	2.3	2.4	2.7
FTE Employees per \$1M Capital Assets	0.33	0.37	0.42	0.51
Miles of Pipeline	357	350	346	343
Storage (MG)	39.4	39.4	37.9	37.9

Water Production (MG)

Point Reyes Treatment Plant	70	83	79	99
Stafford Treatment Plant	573	755	884	623
Recycled Water	148	58	55	75
Russian River Water Purchases	1,928	2,423	2,013	2,731
Total Water Production	2,719	3,319	3,031	3,528
Wheeled to Marin Municipal WD	2,333	1,919	1,748	2,447

Novato Service Area Average Day Potable Water Production (MG)

Annual	6.9	8.7	7.9	8.5
Peak Month	10.3	12.8	12.2	13.6
Peak Week	11.3	13.7	12.7	15.7
Peak Day	13.7	14.4	14.2	17.4

Financial History

Source of Funds					
Water Sales	\$17,492,130	\$17,543,511	\$13,443,983	\$12,154,775	
Investment Earnings	134,464	96,683	143,278	353,392	
Tax Revenue	94,398	90,336	96,768	103,631	
Grant Proceeds	1,259,624	1,761,450	287,494	0	
Connection Fees	801,600	876,350	387,610	945,914	
Loan Proceeds	0	4,265,184	335,811	844,545	
Other Sources	11,761,694	1,281,102	594,656	903,800	
Reserves	608,242	478,875	2,149,073	2,993,758	
	<u>\$32,152,152</u>	<u>\$26,393,491</u>	<u>\$17,438,673</u>	<u>\$18,299,815</u>	

Use of Funds					
Purchased Water	\$4,545,345	\$5,205,519	\$4,015,679	\$3,838,298	
Operation & Maintenance	8,780,314	7,940,826	7,862,934	9,418,827	
Debt Service	2,534,473	2,118,314	1,613,712	832,562	
Capital Expenditures	16,192,913	9,005,790	3,649,953	3,853,883	
Other Uses	99,107	2,123,042	296,395	356,245	
	<u>\$32,152,152</u>	<u>\$26,393,491</u>	<u>\$17,438,673</u>	<u>\$18,299,815</u>	


Where We Stand					
Assets	\$134,483,310	\$125,911,331	\$96,881,570	\$99,279,913	
Liabilities	46,328,041	44,795,910	23,588,114	24,996,737	
Net Assets	<u>\$88,155,269</u>	<u>\$81,115,421</u>	<u>\$73,293,456</u>	<u>\$74,283,176</u>	

12

MEMORANDUM

To: Board of Directors

November 25, 2015

From: Chris DeGabriele, General Manager Subj: California Water Board Considering Extension of Emergency Drought Regulations
t:\gm\swrcb\memo re emergency regulation updated.docx**RECOMMENDED ACTION:** Information Only**FINANCIAL IMPACT:** None

On November 13, 2015, Governor Brown issued an Executive Order that the State Water Resources Control Board extend until October 31, 2016, restrictions to achieve a statewide reduction in urban potable water usage if drought conditions persist through January 2016. The SWRCB will receive input on the potential extension and modification of the existing Emergency Regulation for Statewide Urban Water Conservation at an informational workshop to be held on December 7th. Comments sent by NMWD are included for your information as Attachment 1. Other Sonoma Marin Saving Water Partnership partners have been encouraged to send similar comments.

Since early October, I have been working with the City of Santa Rosa and other Water Agencies in the Sacramento, Orange County and San Diego County area developing a further refined regional compliance option for the Emergency Regulations. Recall that the District advocated for such provision under the Sonoma Marin Saving Water Partnership umbrella in April of this year, prior to enactment of the current Emergency Regulations. Attachment 2 is a copy of the broader coalition's letter to the SWRCB on this topic.



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November 17, 2015

Commentletters@waterboards.ca.gov

Jeanine Townsend, Clerk to the Board
State Water Resources Control Board
1001 I Street
Sacramento, CA 95814

Subject: Comment Letter – Urban Water Conservation Workshop

Dear Chair Marcus and Members of the State Board:

Thank you for the opportunity to provide input on the potential extension and modification of the current Emergency Regulations for Statewide Urban Water Conservation (Emergency Regulations) if drought conditions persist into 2016. North Marin Water District (NMWD) serves approximately 62,000 people in northern Marin County, principally in the vicinity of Novato California. To date, since June 2015, NMWD customers have reduced water consumption 475 million gallons, resulting in a 31% cumulative savings compared to the same period in 2013, and exceeding the State mandated Conservation Standard of 24%.

In response to questions included in the Notice of Public Workshop NMWD offers the following:

1. What elements of the existing Emergency Regulation, if any, should be modified in an extended Emergency Regulation?
 - a. NMWD asks that the addition of a Regional Compliance Option to the current Emergency Regulation framework be included. NMWD is a member of the Sonoma Marin Saving Water Partnership (SMSWP) which advocated for a regional compliance approach in its' April 22, 2015 letter to the State Board staff. A more expanded Regional Compliance Option proposal has now been forwarded to the State Board staff from a broader coalition of water agencies who currently have formed alliances to comply with SBx7-7 requirements. This recent Regional Compliance Option proposal was presented to State Board staff on October 26, 2015 during an informal workgroup meeting. The Regional Compliance Option will achieve the same water savings as the participating individual water agencies. This

- option does not require any changes to individual water agency Conservation Standards, baselines or reported production figures and relies on voluntary participation from individual water agencies that choose to form a multiagency region to reach compliance with the State Water Resources Control Board's emergency regulation.
- b. NMWD also asks that water production savings exceeding the Conservation Standards for a region or individual agency during the June 2015 through February 2016 period be "rolled over" and credited to the region or individual agency during any extension period. We ask that any proposed extension period, prospectively beginning on March 1, 2016, not restart from a perspective of no conservation savings to-date when a region or individual agency has ended the original measurement period with cumulative savings exceeding its Conservation Standard.
2. What additional data, if any, should the State Water Board be collecting through the Emergency Regulation and how would it be used?
 - a. For future compliance evaluation purposes, NMWD requests State Board staff guidance to help standardize the methods used to account for bimonthly billing cycles and different number of days in each billing cycle. Water production information from water wholesalers are not always consistent between years because the wholesaler billing period does not always coincide with calendar month as now required for reporting. This request will provide more accurate data for comparison between current year and baseline year monthly reporting.
 - b. For future applicability of the Conservation Standard for a region or individual agency, NMWD suggests the State Board collect available water storage information for that region or agency monthly.
 3. How should the State Water Board account for precipitation after January 2016 in its implementation of any extension of the Emergency Regulation?
 - a. NMWD requests that any extension of Emergency Regulation beyond February 2016 include a trigger for regions or individual agencies based on a nexus between the mandated conservation standard and

current local water supply conditions. One way to do so is by reviewing the available water supply information monthly as suggested in response 2.b. above. The State Board can consider scaling back the applicable Conservation Standard when sufficient water supply as determined by reported water storage levels are sufficient to meet the region or agency needs. We suggest the State Board consider a 4% Conservation Standard when a region or agency has available water storage at or above 90% of the water supply pool for surface water reservoirs, on April 1, 2016. The Conservation Standard for a region or agency could be proportionately higher if water storage levels on April 1 are below 90%.

Once again, thank you for the opportunity to comment.

Sincerely,



Chris DeGabriele
NMWD General Manager



November 23, 2015

Mr. Max Gomberg
Environmental Program Manager
Office of Research, Planning and Performance
State Water Resources Control Board
1001 I Street
Sacramento, CA 95814

Subject: Emergency Regulation Regional Compliance Option

Dear Mr. Gomberg:

We appreciate the opportunity to provide input on refinements to the current Emergency Regulation for possible inclusion in any future emergency regulations. We understand the current Emergency Regulation may be extended beyond February 2016 in response to the ongoing drought emergency. We are proposing the addition of a regional compliance option to the current Emergency Regulation framework. The regional compliance option will achieve the same water savings as the participating individual water agencies. This option does not require any changes to individual water agency conservation standards, baselines or reported production figures and relies on voluntary participation from individual water agencies that choose to form a multiagency region to reach compliance with the State Water Resources Control Board's emergency regulations.

The regional compliance option works by gathering a group of water agencies united by similar water sources, a wholesale agency or other local factors and calculating required water savings for each participating agency (based on 2013 baseline production and State Water Resources Control Board assigned individual water agency conservation standards). The calculated water savings from each water agency is combined into a regional figure. The baseline production data from each water agency is also combined into a regional figure. The resulting relationship between the regional baseline production and the regional water savings creates the regional conservation standard. The participating water agencies then work towards collectively meeting the regional conservation standard. If the region collectively meets the regional conservation standard, all the participating water agencies are deemed successful at complying with the Emergency Regulation. If the region does not meet the regional conservation standard, the region is deemed not successful and the participating water agencies are still held accountable to their individual State Water Resources Control Board assigned water conservation standard.

We believe the regional compliance option provides additional benefits that help alleviate the drought both now and in the future by promoting regional collaboration to achieve assigned conservation standards. For example, a regional conservation standard allows water agencies to leverage resources for joint conservation programs, strategically implement specific conservation actions for increased cost effectiveness, develop consistent regional public outreach messaging and collectively fund media ad buys to communicate to customers.

Regional collaboration to meet conservation standards is already being successfully implemented in many parts of the state through SBx7-7. Currently there are 9 regional alliances representing 87 urban water retailers that have formed per Water Code Section 10608.28(a) for this purpose. We are

requesting to extend this regional option to implementing the Emergency Regulation utilizing the same methodology for forming regions for SBx7-7. Existing regional alliances that formed for SBx7-7 compliance may choose to submit documentation of their existing regional alliance for the purpose of meeting the Emergency Regulation on a regional basis. Additionally new regions may be formed specifically for the purpose of meeting Emergency Regulation compliance by providing letters of support from individual water agencies to the State Water Resources Control Board and appointing a regional entity to provide monthly regional reporting to the State Water Resources Control Board.

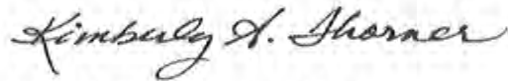
In summary, the regional compliance option delivers the same water savings that would be achieved by individual water agencies. No water savings will be lost. In fact, there is potential for additional savings with a regional approach. This option also improves flexibility for compliance with the Emergency Regulation and builds regional partnerships that will be beneficial to the state of California beyond the drought. Furthermore this proposal would support, not compromise any other potential revisions to the future emergency regulations as this refinement does not decrease water savings. Other potential revisions include "roll-over" savings from one regulatory period to another when an individual water agency exceeds their water conservation standard. These "roll-over" savings can and should be incorporated into the overall regional target.

Please review the full proposal below for more details and let us know if you have any questions or comments.

Sincerely,



John Woodling, Executive Director
Regional Water Authority



Kimberly Thorner, General Manager
Olivenhain Municipal Water District



Dana Frieauf, Water Resources Manager
San Diego County Water Authority



Allen Carlisle, CEO/General Manager
Padre Dam Municipal Water District



Carlos Lugo, General Manager
Helix Water District



Tom Kennedy, General Manager
Rainbow Municipal Water District



Greg Thomas, General Manager
Rincon del Diablo Municipal Water District



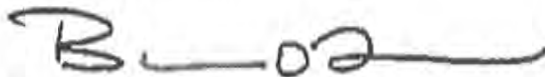
Jim Peifer, Policy and Legislation Manager
City of Sacramento Department of Utilities



Dennis Lamb, General Manager
Vallecitos Water District



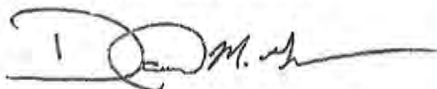
Wendy Chambers, General Manager
Carlsbad Municipal Water District



Bill O'Donnell, General Manager
San Dieguito Water District



Grant Arant, General Manager
Valley Center Municipal Water District



David Guhin, Director of Santa Rosa Water & Vice
Chair Technical Advisor Committee to Sonoma
County Water Agency (on behalf of the Sonoma-
Marin Saving Water Partnership)

C: Caren Trgovcich, Chief Deputy Director

Eric Oppenheimer, Director of the Office of Research, Planning and Performance

**Emergency Regulation
Regional Compliance Proposal
November 23, 2015**

Purpose:

To provide an option for regional compliance with Emergency Regulation conservation standards that will achieve the same amount of water savings as individual water agency conservation standards.

Guiding Principles:

- Provide an opportunity for regions to work together to achieve water savings and demonstrate compliance with the Emergency Regulation.
- Regional compliance is a voluntary approach. Water agencies would not be required to form a region nor participate in a regional alliance.
- Provide an additional compliance option. If the region is successful at meeting the Regional Conservation Standard, all water agencies in the region would be deemed successful. If the region is unsuccessful at meeting the Regional Conservation Standard, each water agency would need to meet its' individual conservation standard.
- To the extent possible, use existing water code and framework identified for regional alliance development for SBx7-7.
- The formation of a region would only be for the purposes of complying with the Emergency Regulation.

Regional Compliance Benefits:

- Maintains original conservation standards assigned to each individual water agency
- Allows for consistent messaging throughout the region
- Allows water agencies to leverage resources
- Provides for economies of scale for conservation implementation
- Allows for regional collaboration
- Improves flexibility for compliance with the Emergency Regulation
- Uses existing state law for regional formation

Regional Formation Criteria and Geographic Scope:

Allow regions to form based on the criteria for forming a SBx7-7 regional alliance, per Water Code Section 10608.28 as follows:

Section 10608.28.

(a) An urban retail water supplier may meet its urban water use target within its retail service area, or through mutual agreement, by any of the following:

(1) Through an urban wholesale water supplier.

(2) Through a regional agency authorized to plan and implement water conservation, including, but not limited to, an agency established under the Bay Area Water Supply and Conservation Agency Act (Division 31 (commencing with Section 81300)).

- (3) Through a regional water management group as defined in Section 10537.
- (4) By an integrated regional water management funding area.
- (5) By hydrologic region.
- (6) Through other appropriate geographic scales for which computation methods have been developed by the department.

(b) A regional water management group, with the written consent of its member agencies, may undertake any or all planning, reporting, and implementation functions under this chapter for the member agencies that consent to those activities. Any data or reports shall provide information both for the regional water management group and separately for each consenting urban retail water supplier and urban wholesale water supplier.

Regions can form in two ways as follows:

- Provide documentation to the State Water Resources Control Board of existing regional alliances formed per Water Code Section 10608.28(a). Currently there are 9 regional alliances representing 87 water agencies that have formed per Water Code Section 10608.28(a).
- Submit letters of support from each participating water agency to form a region for the purpose of regional compliance with the Emergency Regulation.

Region formation timeline and composition:

- Regions would need to submit documentation to the State Water Resources Control Board regarding their interest in regionally complying with the Emergency Regulation within two months of the date the Emergency Regulation goes into effect.
- Once a region is formed and accepted by the State Water Resources Control Board for purposes of regionally complying with the Emergency Regulation, the members of the region cannot change and the region must remain in place until the end date of the Emergency Regulation.

Regional Calculation and Water Savings:

- Each individual water agency would calculate their required water savings using their assigned individual conservation standard, weighted by June through February 2013 water production data. All individual water agency data would then be consolidated to calculate a Regional Conservation Standard. Please see the excel spreadsheet entitled "SWRCB Template" for more clarification on calculating the Regional Conservation Standard.
- The Regional Conservation Standard would provide the same amount of water savings as each individual water agency conservation standard.

Group Leadership and Compliance Assessment:

- Regions interested in regional compliance would designate a lead agency to submit the Regional Conservation Standard and monthly progress on that standard on behalf of the regional members to the State Water Resources Control Board for acceptance.
- Each individual water agency would continue to report their individual monthly water use data to the State Water Resources Control Board.

Accountability and Enforcement:

- If the region meets the Regional Conservation Standard, each individual water agency in a region would be deemed successful at complying with the Regional Conservation Standard.
- If the region does not meet the Regional Conservation Standard, each individual water agency in a region would need to meet its individual conservation standard.
- If the region does not meet the Regional Conservation Standard and the individual water agency in the region does not meet its individual conservation standard, the individual water agency would be subject to enforcement action by the State Water Resources Control Board as outlined in the Emergency Regulation.

Additional proposed changes to the Emergency Regulation:


- This proposal would support any other potential revisions to the Emergency Regulation. Additional potential revisions to the Emergency Regulation can and should be incorporated into the overall Regional Conservation Standard calculation.

13

MEMORANDUM

To: Board of Directors

November 25, 2015

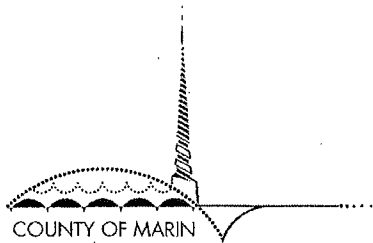
From: Chris DeGabriele, General Manager 

Subj: Novato Watershed Program Policy Advisory Committee Meeting – November 19, 2015

t:\gm\bd misc 2015\novato watershed program policy memo.docx**RECOMMENDED ACTION:** Information Only**FINANCIAL IMPACT:** None at this time

Attached is the agenda for the Novato Watershed Program Policy-Advisory Committee meeting held November 19th (Attachment 1). Directors Baker and Fraites attended along with myself. Project alternatives were reviewed as shown on Attachment 2. Preliminary cost estimates for the short-term alternatives range from \$18 to \$25M. The program manager intends to conduct polling to determine the community appetite for funding of such improvements.

The Policy Advisory Committee suggested that the polling and potential ballot language be available for the November 2016 election. A draft schedule for the process is included as Attachment 3. The next steps are to review of the final modeling results in December. A draft alternative assessments report to be completed in January will be presented to the Zone 1 Flood Control Advisory Committee. A community meeting would then be held in February to discuss options.



Novato Watershed Program-Policy Advisory Committee

11/19/2015

Marin Civic Center, Public Works Conference Room # 304

3:00-4:00pm

<http://www.marinwatersheds.org/novato.html>

Invitees:

Marin County Board of Supervisors, District 5: Judy Arnold

Novato City Council: Eric Lucan

Flood Zone #1 Advisory Board: Diet Stroh and Ernie Ganas

North Marin Water District: Jack Baker and Rick Fraites

Novato Sanitary District: Bill Long

Marin County Public Works: Raul Rojas, Craig Tackabery, Scott Lyle, Liz Lewis, Laurie Williams, Roger Leventhal

Novato Public Works: Russ Thompson

Outcome: Review status of work and provide feedback on process

Introductions

Welcome, Supervisor Arnold

Program Update

- Alternatives Assessment Report-(*Draft in Dec/Jan; Final due Feb 2016*)
- Flood Control Z1 AB meeting-*formerly* December 3, 2015
now being rescheduled to Jan 2016
- Community Meeting #2 (*rescheduled from 12/9 to Jan/Feb 2016*)
- Election Discussion: Timing and Options

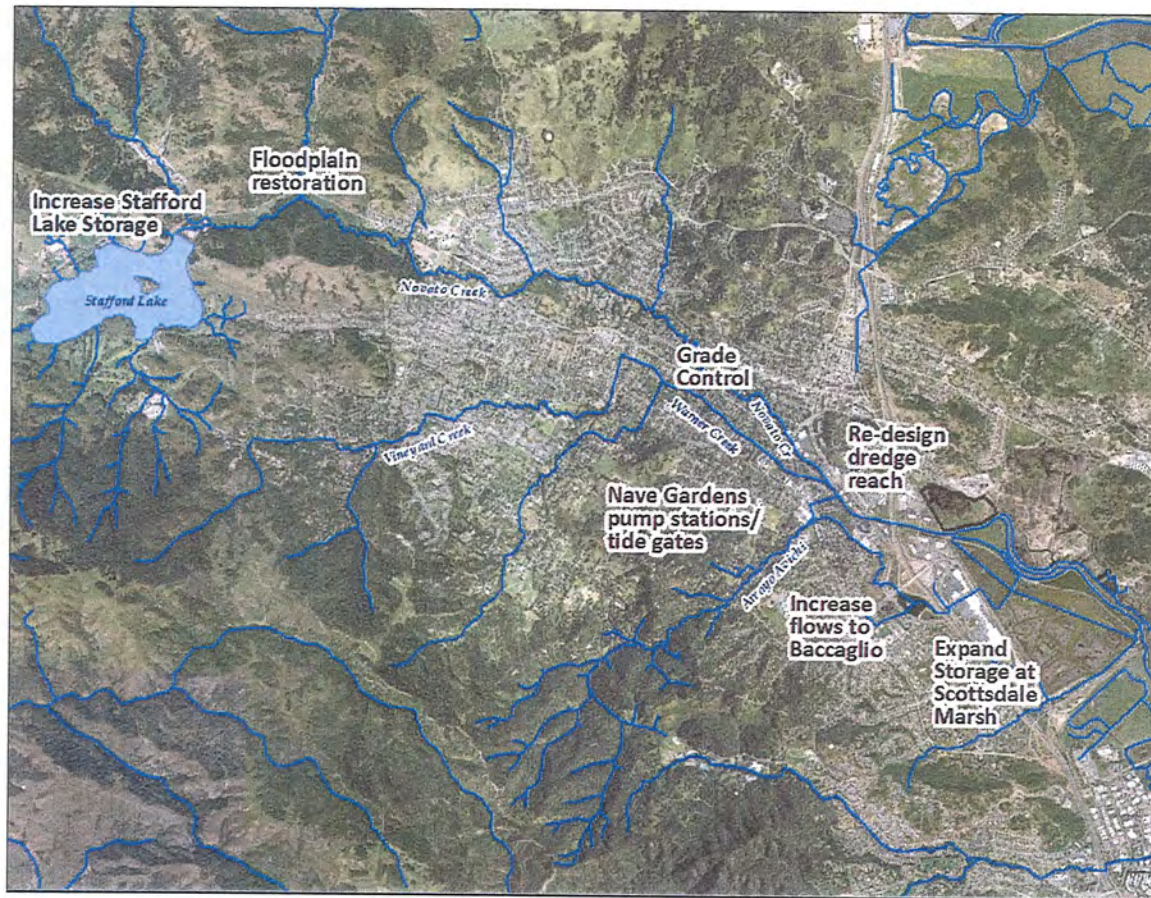
Flood Control Zone #1 Activities

- Grant Awards

Grant Agency	Amount
CA DWR Integrated Water Resources Management Program	\$1,500,000
CA DWR Local Levee Evaluation	\$403,331
CA DWR Flood Emergency Response	\$30,000
US Environmental Protection Agency	\$275,000
Total	\$2,208,331

Project Alternatives

UPPER NOVATO CREEK

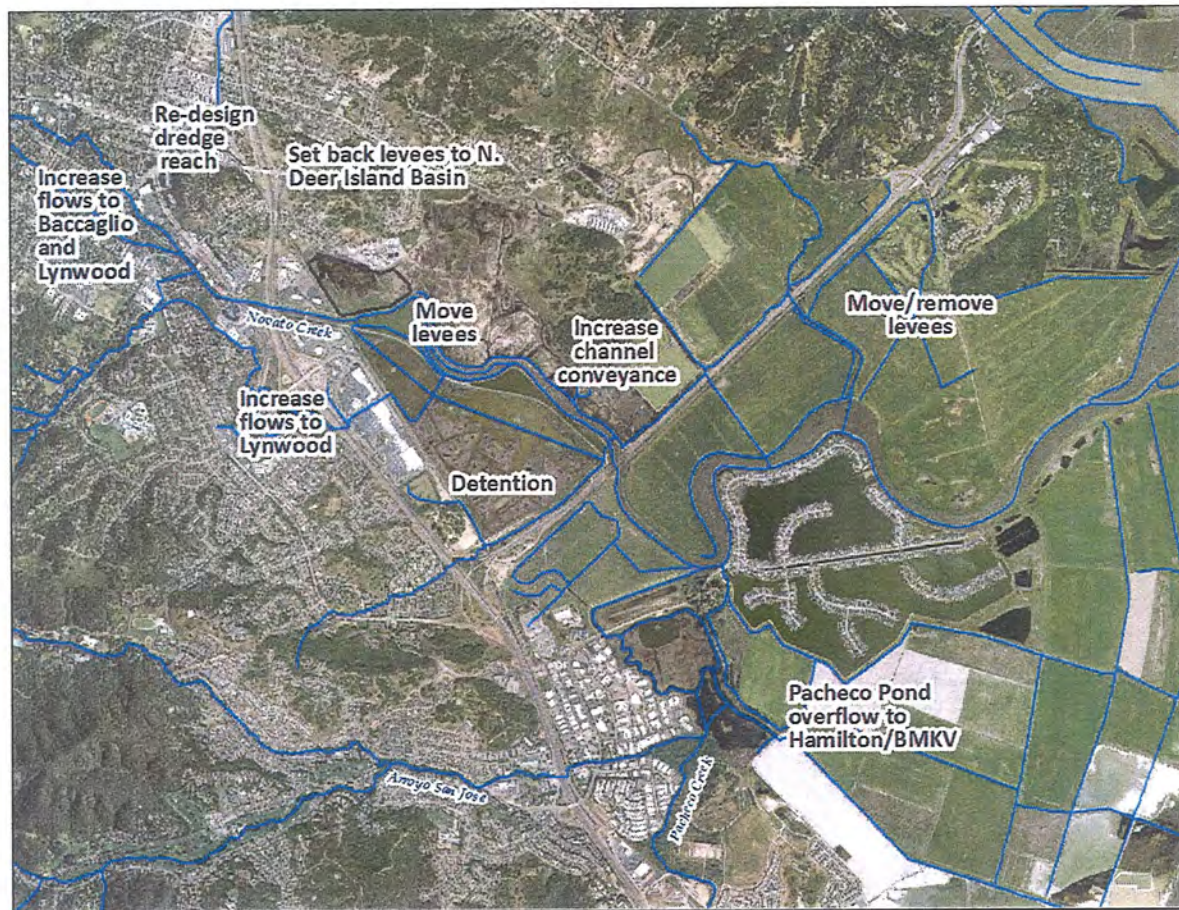


Marin County Watershed Program
Department of Public Works
www.marinwatersheds.org

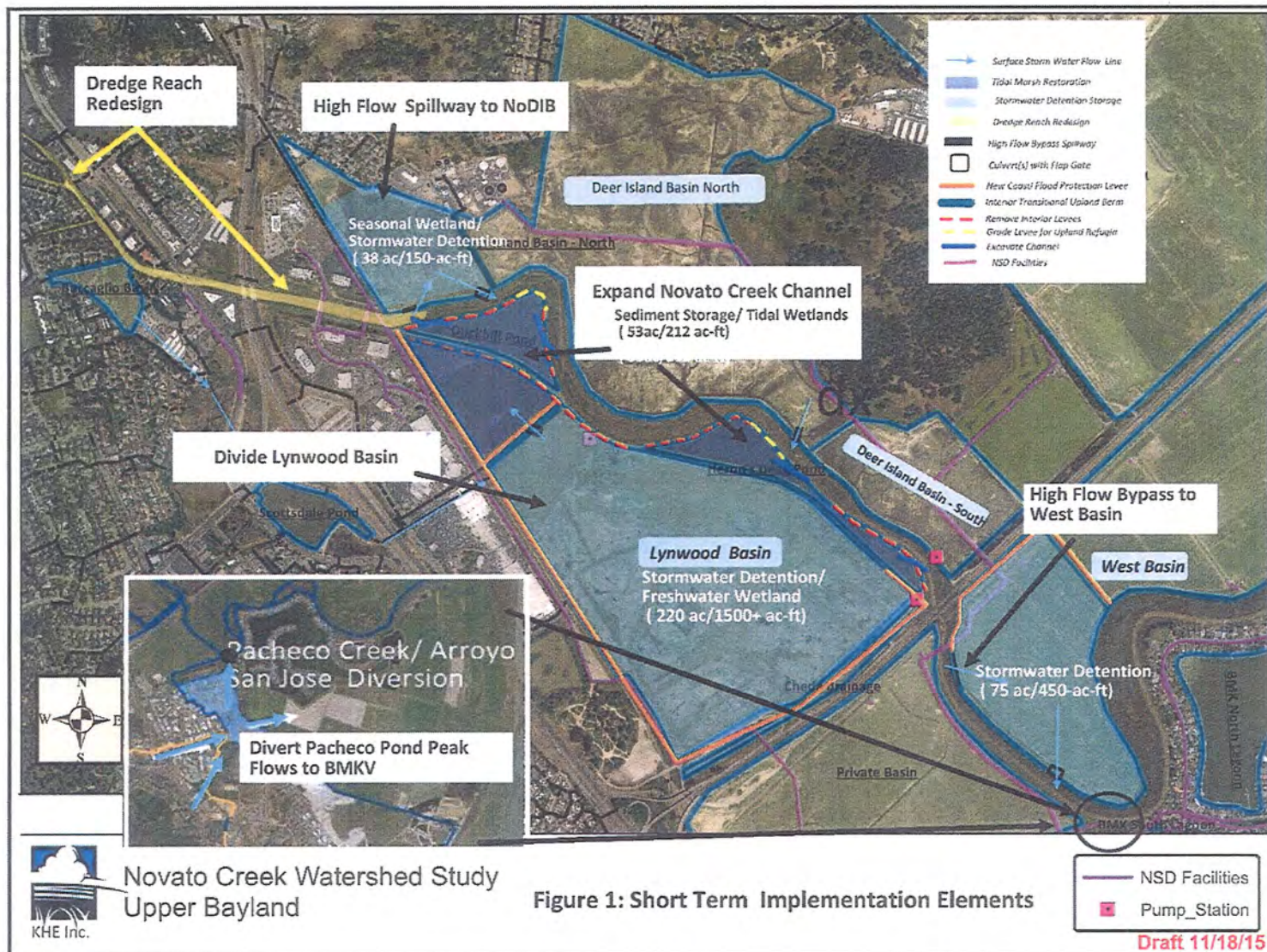
Slide 4

Project Alternatives

NOVATO CREEK AND BAYLANDS



Marin County Watershed Program
Department of Public Works
www.marinwatersheds.org



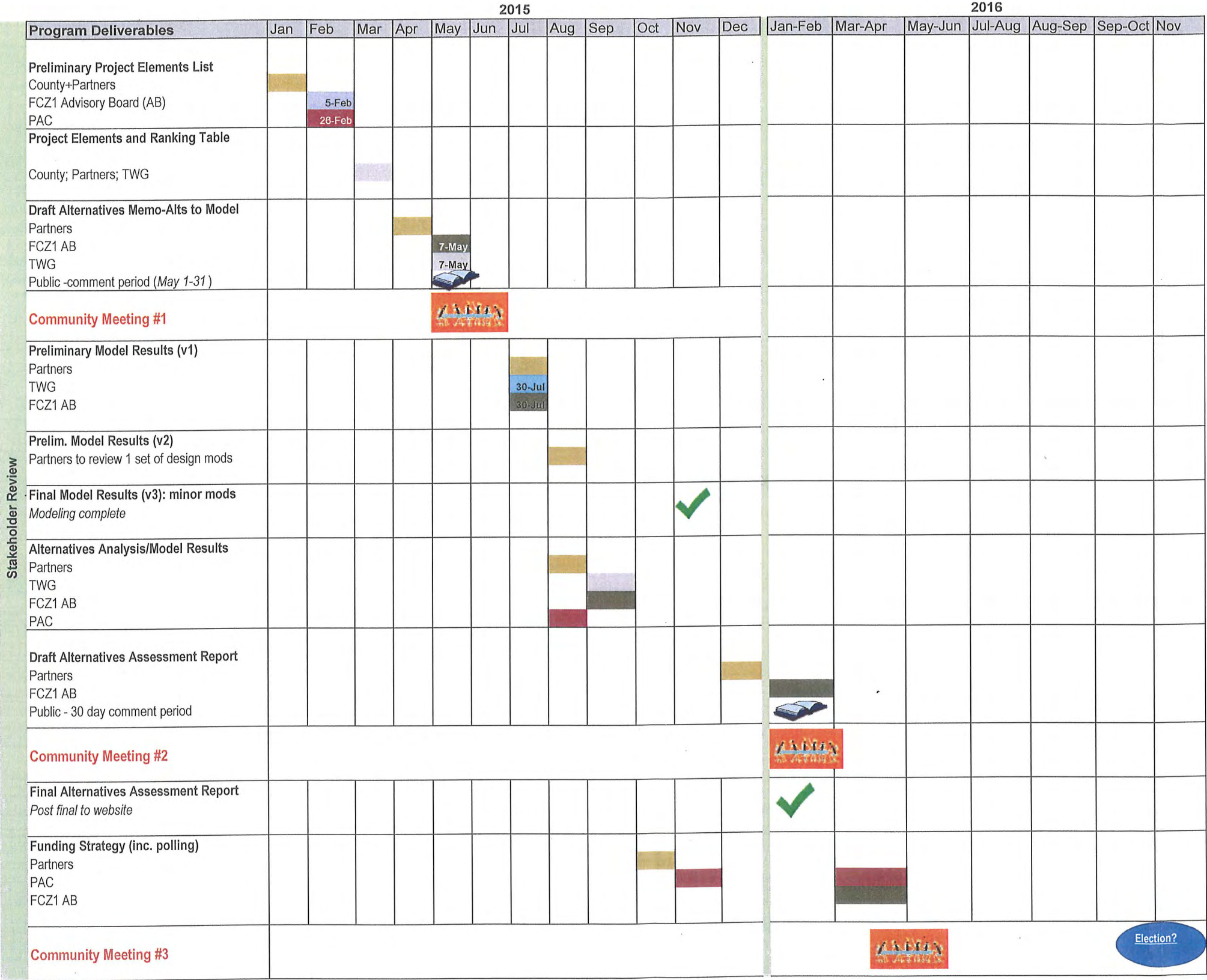
DRAFT Costs-Concept Level

NOVATO CREEK AND BAYLANDS SUMMARY

Short Term Alternative	Low cost est.	High cost est.
Re-design Dredge Reach/Sed Mgmt	2,570,000	3,855,000
Spillway and High Flow Bypass to No. Deer Island Basin	2,000,000	2,500,000
Expand Novato Creek-Remove interior south levee (@duckbill and heron's beak pond	2,251,000	2,813,750
Divide Lynwood Basin (70% stormwater/30% tidal)	6,206,000	9,309,000
Spillway and Stormwater Basin for High Flow Bypass to West Basin	4,785,000	5,981,250
Preliminary Cost Total	\$17,812,000	\$24,459,000



Novato Watershed Program-Stakeholder Timeline 2015-16



Legend

Partners	
AB	
TWG	
PAC	

14

MEMORANDUM

To: Board of Directors

November 25, 2015

From: Chris DeGabriele, General Manager 

Subj: Marin Bay Waterfront Adaptation Vulnerability Evaluation Meeting – November 23, 2015
t:\gm\2015 misc\baywave memo.docx

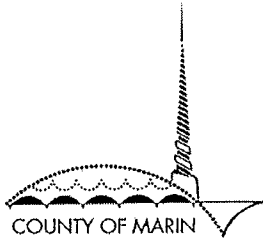
RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: None

Attached is an agenda and brief overview of the Bay Waterfront Adaptation Vulnerability Evaluation (BayWAVE). The technical group met on Monday, November 23rd. The majority of the conversation centered around the appropriate sea-level rise model to be used in the vulnerability assessment. In the end, the group recommended to use the same model as had been used in the West Marin C-SMART process.

Also enclosed is a draft project scope for Phase 1 of the BayWAVE activity. You will note (page 7 of Attachment 2) that three groups are being proposed: 1) the executive steering committee 2) the policy group and 3) the technical group. Funding for this effort is coming from the State Coastal Conservancy and the County. It is currently on an 18-month schedule, as identified on the last page of Attachment 2.

I will keep the Board apprised as progress continues.



MARIN BAYWAVE PROJECT
**BAY WATERFRONT ADAPTATION
VULNERABILITY EVALUATION**

Technical Group Meeting

Agenda

Monday, November 23rd from 1:00-2:30 p.m.

Marin County Civic Center, Room 410B

1. Introductions

2. Overview of BayWAVE

BayWAVE scope, schedule, deliverables

Review of the Technical Group's role

3. What is a Vulnerability Assessment?

Introduction to the process used in CSMART

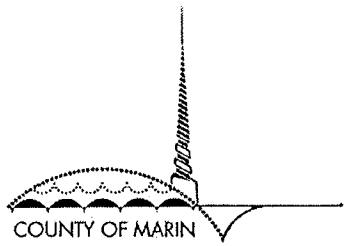
4. BayWAVE Model Selection and Scenarios

Review sea level rise models and discuss possible inundations scenarios

Discussion on a process for decision making

Decision needed: Recommend a model and set of scenarios for the Vulnerability Assessment

5. Review Schedule and Next Steps



MARIN BAYWAVE PROJECT BAY WATERFRONT ADAPTATION VULNERABILITY EVALUATION

ABOUT THE PROJECT

Marin County ranks second of the nine Bay Area Counties for projected risk of impacts from sea level rise (SLR) flooding and storms, with potential losses of \$8.5 billion worth of buildings and contents on the bay shoreline¹. Flooding associated with high tides and storms already impacts infrastructure and disrupts people's lives on a recurring basis. These impacts are expected to increase in frequency and severity as sea level rise accelerates. Projected SLR also threatens serious impact to Marin's wetlands, creeks, beaches, other natural resources.

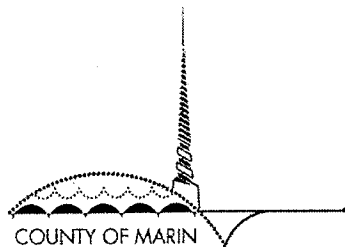
BayWAVE is a focused vulnerability assessment (VA) of the eastern Marin shoreline from the Golden Gate Bridge to the northern end of Novato. BayWAVE will evaluate the extent of impacted assets, assess the sensitivity and adaptability of selected assets and work with the local cities and towns to plan implementation of adaptation strategies. The fundamental goal of the BayWAVE project is to increase awareness and preparation for future SLR impacts by using this coordinated, multi-jurisdictional assessment.

BayWAVE is early actions to begin the adaptation planning along the shoreline. Early action items include coordination with Local Hazard Mitigation Planning on flood warnings, an adaptation toolkit to explain how the various engineering tools work and where they are appropriate on the shoreline, and lastly, several ongoing feasibility studies to integrate flood protection, sea level rise, and habitat in Novato, Santa Venetia, and Richardson Bay will be highlighted as demonstration projects with the intention to implement projects in the near-term.

BayWAVE is the first phase of an anticipated long-term planning effort. A second phase is expected to continue planning and response based on the Vulnerability Assessment. With guidance from elected officials throughout Marin, advice and collaboration from professional staff across the governmental spectrum, and informed participation of Marin's citizens, County staff dedicated to this project will achieve that goal by completing the tasks outlined below over the next 18 months.

Visit www.MarinSLR.org for information and to sign up for updates.

¹ Pacific Institute. 2009. The Impacts of Sea-Level Rise on the California Coast.



MARIN BAYWAVE PROJECT BAY WATERFRONT ADAPTATION VULNERABILITY EVALUATION

Marin BayWAVE (Marin Bay Waterfront Adaptation Vulnerability Evaluation): Phase I

DRAFT Project Scope

September 30, 2015

PROJECT OVERVIEW

Marin County ranks second of the nine Bay Area Counties for projected risk of impacts from sea level rise (SLR) flooding and storms, with potential losses of \$8.5 billion worth of buildings and contents on the bay shoreline¹. Flooding associated with high tides and storms already impacts infrastructure and disrupts people's lives on a recurring basis. These impacts are expected to increase in frequency and severity as sea level rise accelerates. Projected SLR also threatens serious impact to Marin's wetlands, creeks, beaches, other natural resources.

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TASK 1- SLR MODEL SELECTION AND SCENARIO DEVELOPMENT

1.1 Evaluate Available SLR Inundation Models and Recommend Model for Vulnerability Assessment

There are several sea level rise inundation models and each one has its own particular advantages and disadvantages for use in a vulnerability assessment along the Eastern Marin shoreline. Under this task, staff will review the most commonly used models in San Francisco Bay to assess their applicability for the vulnerability assessment in Task 3. Currently the USGS CoSMos model underlying the *Our Coast Our Future* (OCOF) online display tool contains perhaps the most comprehensive list of various scenarios of SLR and storm events, however, other models such as NOAA and FEMA based may provide different advantages.

The first step will be to review the range of available models available for SF Bay for use in the vulnerability assessment. Two or three models will be run and results plotted at two to three locations of known flooding in eastern Marin County to compare the various model outputs to assess differences. The recommended model will be the best combination of scenarios, modeled processes, and accuracy of the underlying topography. We will build upon model review work conducted by Climate Central (<http://coastaladaptation.org/liftingthefog/which-tool-is-right-for-me/>) to assess the advantages and disadvantages of various models. A summary memo outlining the advantages and disadvantages of various models, and the basis for selection of SLR model for the eastern Marin shoreline will be included under the Task 1.2.2 submittal described below.

While no model is perfect, the goal of this task is to document the selection of the SLR inundation model for the subsequent work.

Task deliverable(s): Evaluation of models

Schedule: October 2015

1.2 Develop SLR Coastal Inundation Scenarios for Vulnerability Assessment

Staff will evaluate a range of direct coastal flooding and storm scenarios using the selected SLR model to assess a wide range of impacts and to make a recommendation for up to three scenarios for use in Task 3. We anticipate developing SLR/bay storm combinations roughly coinciding with near term, medium term, and long term projections. Riverine flooding extents will be based on the available FEMA flood maps (Q100 floods against an existing MHHW downstream boundary condition) as a first cut assessment of the extent of riverine flooding under 100-year flood flow conditions. No new riverine modeling will be conducted under this scope.

Task deliverable(s): Select up to three SLR/bay storm combinations plus existing FEMA 100-year flood extents for creeks

Schedule: October 2015

1.3 Prepare recommendations (Basis memo)

The basis for selecting the inundation model (Task 1.1) and scenarios of SLR (Task 1.2) will be sent out for review to gain input on the scenarios selected. Uncertainties and risks inherent in future predictions of SLR will be summarized for the memo.

At this time, the technical group will determine the reaches for the full Vulnerability Assessments and make any suggested changes to the boundaries (See Task 3 for more on the reaches and Task 4 below for more on the technical group).

Task deliverable(s): Basis memo for model and scenario selection

Schedule: November 2015

Outreach: Input from local cities, towns, and agencies about the SLR scenarios and model before the memo is complete in October/November. Outreach will occur through the Technical Group members. At this time, get feedback on the shoreline reach breakdown to be used in the Vulnerability Assessment and Early Action tasks.

TASK 2- COLLABORATION WITH RELATED PROGRAMS

2.1 Update Inventory of Ongoing and Completed SLR Activities Relevant to Marin County.

The Marin County SLR team has previously identified a number of programs in Marin County and surrounding area that are developing information and activities that share common ground with the proposed Vulnerability Assessment. This inventory will be updated and the specific areas will be identified where data and technical approaches could be shared, activities integrated, with the objective of maximizing potential collaboration and cooperation toward a coherent, comprehensive and inclusive program.

The partial inventory of related programs is available on the MarinSLR website at http://www.marincounty.org/~media/files/departments/cd/planning/slr/130310_ongoing-marin-related--adaptation-studies_2015.pdf?la=en. This list will be maintained and updated as needed. Major program milestones and deliverables will be summarized with each program.

The Marin Countywide Watershed Program is currently active in the Southern Marin, Gallinas, and Novato watersheds. The Watershed Program is partnering with local cities and towns, flood control zones, water and sanitary districts, and stakeholders to provide a watershed perspective for flood protection and alternative development. BayWAVE will integrate with ongoing efforts of the Marin Countywide Watershed Program. The Watershed Program currently works in the Southern Marin, Gallinas, and Novato Watersheds with feasibility studies under development in Bothin Marsh, McInnis Marsh, and the Novato Baylands, respectively. These projects will provide flood protection, habitat enhancement, beneficial sediment reuse, and adaptation to rising tides. The projects developed as part of the Watershed Program could be some of the first implementation projects planned for the shoreline when the feasibility studies are complete and funding is realized.

2.2 Collaborate with Other Similar Programs in the Region and Elsewhere.

Collaborate with other groups doing SLR planning and adaptation work to share information and ideas, and, where possible, divide labor to work more efficiently. Other SLR programs in the region, state, nation and the world are addressing issues similar to those facing Marin. Work on climate resilience is being conducted in San Mateo, San Francisco, Alameda, Contra Costa and Santa Clara Counties, among other areas. This work is being supported by a several agencies and organizations, including the Bay Conservation and Development Commission's Adapting to Rising Tides Program, (BCDC's ART Program) which is leading efforts in Alameda and Contra Costa Counties; and county sustainability divisions which are leading efforts in Santa Clara, San Mateo, Sonoma and San Francisco.

Task deliverable(s): Monthly County Public Works and Community Development Agency staff meetings to coordinate on local and regional SLR planning efforts.

Schedule: Monthly from November 2015 until March 2017

Outreach: Information about ongoing efforts will be updated and posted online at www.MarinSLR.org for the public and to increase the usefulness of these internal meetings.

TASK 3- PRELIMINARY VULNERABILITY ASSESSMENT (VA)

Under this task, the BayWAVE program will conduct a vulnerability assessment consisting of the tasks described below, in order to establish an initial understanding of the potential SLR conditions Marin County will face in the future. Given the length of the shoreline, we anticipate dividing up the analysis by either by political or shoreline characteristic boundaries or some combination of both.

3.1 Exposure Assessment

Staff will prepare maps of SLR inundation for each scenario across the eastern Marin shoreline. Using the MarinMap GIS database, we will develop maps and tables of critical utilities and infrastructure impacted by SLR. Other asset types such as homes, businesses, natural areas, recreational sites, etc. will be grouped and reviewed as data allows. We will use GIS to prepare maps showing the extent and depth of flooding for each scenario and the impacted assets within each reach.

3.2 Sensitivity and Adaptive Capacity Assessment

The sensitivity and adaptive capacity assessments will follow the Exposure Assessment to document the degree to which exposed assets and functions would be able to function or make adjustments to climate change. Assets and functions that are greatly impaired by SLR have a *high* sensitivity, whereas assets that are minimally impaired by the same change in sea level have a *low* sensitivity. Assets with the existing ability to respond successfully to sea level rise have *high* adaptive capacity, and those without have *low* adaptive capacities. Interviews with asset managers (the officials or individuals responsible for each asset) using the structure *Vulnerability Assessment Tool* to evaluate the degree to which assets and functions are sensitive to SLR and storm impacts such as flooding, inundation, saltwater intrusion, erosion, etc. Under this sub-task, interviews will be conducted with all significant asset managers. Private property owners will not be contacted.

3.3 Summary of Potential Infrastructure Impacts

The impacted infrastructure within each reach will be classified and analyzed by type and sector (i.e. transportation, housing water, power, etc.). Staff will work with the various asset managers, in the towns, cities and agencies to assess and describe the economic, environmental and community consequences and the comparative magnitude of such consequences (to be qualitatively grouped into high, medium, and low impacts). Since sea level will be increasing over time, the timing and sequence of when these impacts transition from nuisance, to significant, to severe, will also be evaluated and presented.

Impacts may occur at the individual asset scale (a specific risk to a business or a group of residences), while others manifest at a community level (the disruption of an electrical substation that cuts power to a wide area), or at combinations in between. Issue statements will be prepared to provide succinct descriptions of the nature and interrelationship of these impacts to set the stage for analyzing potential adaptations. The goal of this task is to tell the story of sea level rise impacts under various stages of sea level rise in a way that visually communicates the issue to prepare communities for the next phase of the project of adaptation planning and help inform flood management policy of Marin jurisdictions.

Task deliverable(s): Identify sea level rise exposure by reach using maps. Assess sensitivity and adaptive capacity for assets and summarize potential infrastructure impacts by type and sector.

Schedule: November to February for internal GIS work, then outreach from March through June. Write up the Vulnerability Assessment summary in July for review in

Outreach: Convene the Executive Steering Committee and Technical Group to preview results and to prepare for asset manager input in March, then meet with asset managers from March through June.

TASK 4- PUBLIC AND AGENCY INVOLVEMENT

4.1 Executive Guidance and Management

Early countywide coordination for sea level rise is a critical piece of the adaptation and resiliency along the many miles of Marin County's shoreline. Sea level rise won't be held back by political boundaries or property lines so an approach unlike any other is needed to be responsive and resilient. This planning effort will bring cities, towns, agencies, and the various staff and departments within to the table to discuss sea level rise impacts, assets, and adaptation measures. This requires a robust framework of partners, communication, and many levels of staff to deliver a useful product. The relationships, data, and

structure developed for this program will undoubtedly assist with planning long past the Vulnerability Assessment as changing scenarios and data will require new action.

Important Note: This structure extends ONLY to the management of the Vulnerability Assessment work under this scope. It does not apply to any implementation actions. Future decisions regarding implementing adaptation measures will be made by participating jurisdictions individually or in partnership. It is intended that adaptation measures identified through this project will increase effectiveness through protection of multiple assets spanning spatial/temporal scales, producing mutual benefit to jurisdictions working together.

Executive Steering Committee

The Executive Steering Committee would provide direction and guidance to project staff and the staff of their respective jurisdictions. The committee would consist of two members of the county Board of Supervisors, three elected officials representing the city and town councils, and a representative each from city and county staff. The Executive Steering Committee will determine meeting dates for the Policy Group as tasks are completed.

Policy Group

The Policy Group consists of elected officials representing each municipality in East Marin. The group includes two members of the Marin County Board of Supervisors and one city council member from each participating city and town. Each of the Committee members is expected to support the project by:

1. Working with other members of the Committee to help support the project;
2. Communicating progress to their own Councils/Board and constituents;
3. Carrying information, ideas, and concerns from their hometown constituents into the collaborative process.

Technical Group

The purpose of the technical group is to have a single liaison representing each City to:

1. Draw upon specific expertise within local agency staff to advise project staff and review project products.

2. Directly communicate, educate and engage their own jurisdiction's officials, staff and community in all aspects of the project.

Consideration will be given to adding key staff from special districts particularly affected by SLR issues to the Technical Group.

Schedule: Convene the Executive Steering Committee, Policy Group, and Technical Group for a kick off meeting in October 2015. Other meetings are shown with tasks throughout the project.

4.2 Involvement Strategy and Program Development

4.2.1 Engage decision-makers and staff

Utilize existing meetings to get information efficiently to the East Marin decision-makers and staff to foster a cooperative approach to sea level rise planning. Existing forums include: Marin County Council of Mayors and Councilmembers, Marin Watershed Program committees, North Bay Watershed Association, Marin County Stormwater Program's agency staff, MarinMap, and others. Continued outreach will occur with major milestones as needed to build support and gain input on the deliverables.

Task deliverable(s): A schedule of outreach and specific target meetings for deliverables will be developed with program deliverables.

Schedule: October 2015

4.3 Public Engagement

Outreach to the community will focus on engaging all segments of the community, including stakeholders with interests in sea level rise. The work will build upon and strategically integrate existing public education activities (funded by other sources) in the County and several cities. These include the innovative Marin OWL Project, which tests how interactive high-tech visualizations of future SLR could galvanize public consciousness of climate disruption; as well as the Youth Engaging in Sea-level-rise Science (YESS) project which is developing educational curriculum and involvement strategies for high school students, and the "Game of Floods", which has proven very effective in the county's coastal work.

4.3.1 Low-income area focus program

Since many of the areas particularly susceptible to the effects of SLR are in low income neighborhoods², existing engagement efforts with minority and underserved communities and the groups working with them, will be expanded, with a particular emphasis on involving students and youth. Focus on ShoreUp Marin and Youth Exploring Sea-level rise Science (YESS). Meetings will be summarized with outcomes and posted online.

4.3.2 Outreach to the public

The current www.MarinSLR.org website will be revamped to include information for the entire county. The site will host information for BayWAVE, the coastal SLR planning effort, Collaboration: Sea-level Marin Adaptation Response Team (CSMART), and be the place to direct residents, elected officials, and decision-makers to learn and engage in the SLR planning in Marin.

The general public in Marin is educated and engaged in the discussions of sea level rise impacts and adaptation measures. Presentations will be developed for groups and events to communicate with the public. Meeting summaries will be posted online. In addition, the existing SLR and Marin watershed websites, newsletters, and events will be used to keep the public informed and aware of deliverables as they become available.

Task deliverable(s): Update the www.MarinSLR.org website. Prepare information for the public (website content, fact sheets, presentations, etc.).

Schedule: Presentations will be given as requested in coordination with the outreach strategy to be developed in Task 4.2.1. Content for the www.MarinSLR.org website will be developed with individual tasks.

TASK 5- EARLY ACTION: FLOOD WARNINGS, ADAPTATION TOOLKIT, AND DEMONSTRATION PROJECT DEVELOPMENT

Task 5.1: Develop an Early Warning Strategy

Based upon results of the Vulnerability Assessment, this task will identify cost-effective flood warning and avoidance actions that can be implemented early in areas identified as significantly and regularly impacted under current or near-term tidal flooding conditions. This task will draw upon project work already being conducted to develop a list of potential actions and

² Association of Bay Area Governments. 2015. Stronger Housing, Safer Communities.

strategies to increase awareness and mitigate impacts from known locations of chronic flooding. Examples of actions will range from relatively easy to implement and lower cost options like warning and avoidance (i.e. lane closures and increased public notification of flooding on King Tide days) to coordination with the Office of Emergency Services (OES) to identify areas for common action, including strengthening preparations for near term effects in areas susceptible to climate change-associated flooding and other hazards. An Early Warning Strategy will be part of the Marin Multi-Jurisdictional Hazard Mitigation Plan and will outline actions that may be possible for near-term and chronic flooding. If complete in time for the draft report, it will be included as part of the Final Summary Report for this project as well.

Task deliverable(s): Coordinate with the Marin County Office of Emergency Services and the Marin Multi-Jurisdictional Hazard Mitigation Plan to develop an early warning strategy with actions to increase awareness and reduce impacts for current and near-term tidal flooding.

Schedule: Follow the Marin Multi-Jurisdictional Hazard Mitigation Plan schedule, currently anticipated for September 2016. Some initial input may be requested from the asset managers while completing the Vulnerability Assessment interviews from March through June.

Outreach: Meet with the Marin County OES team and asset managers.

5.2 Adaptation Toolkit

Experience and research have shown that it is important for government to identify potential solutions at the same time it introduces information about serious new problems that could affect people's lives. This subtask will provide the range of potential solutions along with a description of the general benefits and constraints of the various options to begin the education process for adaptation. A first-cut assessment of the eastern Marin shoreline will be conducted to discuss the applicability of various adaptation options along the shoreline.

To make the most of limited resources, work being done in comparable situations in other areas, including coastal Marin and work completed in the draft *Richardson Bay Shoreline Study* will be shared for BayWAVE, and efforts to address shared problems will be pursued.

5.2.1 Summarize available hard engineering adaptation tools

Develop fact sheets for each tool with graphics and photos to show how these tools work. Each sheet should have a rendering (like those from landscape architects) for context and a summary of benefits and constraints. Fact sheets should

note any related tools that must be considered with each tool (like pump stations with levees) and the limitations given the regulatory and natural resource concerns.

5.2.2 Summarize available soft engineering adaptation tools

Develop fact sheets for each tool with graphics and photos to show how these tools work. Each sheet should have a rendering (like those from landscape architects) for context and a summary of benefits and constraints. Fact sheets should note any related tools that must be considered with each tool (like pump stations with levees) and the limitations given the regulatory and natural resource concerns.

5.2.3 Summarize land use and policy considerations

Provide descriptions of potential non-structural alternatives that are available, their benefits and constraints, and applicability to Marin County.

Task deliverable(s): Develop fact sheets for each engineering adaptation tool. Develop a first-cut evaluation of appropriate locations for each tool.

Schedule: Toolkit to be developed over winter 2015-16. Evaluation of locations for tools will occur in time for inclusion with the draft project summary report.

Outreach: The toolkit will be shared with the Executive Steering Committee and Technical Group. It will be a highlight of presentations to the public in understanding the adaptation measures available for rising seas.

5.3 Demonstration Project Development

This task will summarize the outcomes of several significant efforts to prepare the Marin shoreline for adaptation to the impacts of sea level rise. The County has been a leader in SLR adaptation already implemented several studies and one completed pilot project that will pave the way for future adaptation efforts around the bay.

5.3.1 Bothin Marsh / Coyote Creek "Natural Levee"- Sediment Reuse Pilot Project Feasibility Study

The Flood Control District was recently given a \$25,000 grant by the North Bay Watershed Association (NBWA) to complete the Bothin Marsh Sediment Reuse and Wetlands SLR Enhancement Feasibility Study.

The project feasibility study will develop a site-specific plan to detail the ecological opportunities and impacts of placing dredged sediments along the back edge of the marsh. The Coyote Creek – Bothin Marsh pilot project is ideal because the volume of sediment from the Coyote Creek dredge is relatively low, (4,000 to 6,000 cubic yards) and the benefits marsh enhancement and flood attenuation are easy to monitor. Roads and infrastructure in this area currently experience flooding on high astronomical tides so this is a very visible location to test the viability of this approach. This study is expected to be completed in 2016.

Specific feasibility study elements include:

- Evaluation and mapping of site-specific ecology and habitat types.
- Development of dredge sediment placement locations to maximize habitat values (i.e. elevations and placement type) and provide flood protection now and with SLR along the back edge of the marsh for protection of infrastructure.
- Evaluation of dredge sediment placement engineering approaches (hydraulic, mechanical) to meet ecological and flood reduction goals.
- Preparation of conceptual and preliminary plans to meet project goals while protecting existing site resources.
- Work with the regulatory agencies that oversee permits to design a project that is feasible.
- Development of cost estimates for dredging and placement and monitoring for this type of project.
- Preparation and dissemination of a final report that can be used by other agencies and entities when assessing the feasibility of these types of projects and the beneficially reuse of dredge sediment.

5.3.2 Aramburu Island Constructed Beach Demonstration Project Monitoring

The Aramburu Island Constructed Beach Project was constructed in 2011 in Richardson Bay. It was the first sea level rise adaptation project constructed in San Francisco Bay to use coarse grained bay beaches as a natural approach to mitigate shoreline erosion. Visual observations have shown that the project has been successful in halting extensive shoreline erosion and is self-adjusting its elevation to mitigate sea level rise. The constructed habitat has also been very successful for bird usage including several threatened and endangered species, such as the snowy plover. The local Marin Audubon in Richardson Bay regularly monitors the site for bird usage and the results have been highly successful.

Surveys of the constructed beach pre- and post-storms will document changes to evaluate and promote the usefulness of constructed coarse grained beaches as an approach to adapt to sea level rise with significant habitat benefits.

5.3.3 Novato Creek Baylands (Flood Control 2.0 and IRWMP)

Marin County Department of Public Works (DPW) has been working for several years on flood control and sea level rise adaptation planning in the lower Novato Creek watershed. The Novato Creek Baylands contain large areas of diked, subsided baylands that could be restored to restore historic tidal marsh habitat to create wetlands that provide for attenuation of wave and buffering to the impacts of sea level rise as well as provide habitat for several threatened and endangered species of concern. In 2012, the Novato Creek Baylands project was selected to be one of three pilot projects included in a large EPA funded flood control and sea level rise adaptation program lead by the San Francisco Bay Joint Venture (SFBJV) and the San Francisco Estuary Institute (SFEI) to assist flood control agencies to design and operate their flood control channels called "Flood Control 2.0". Flood Control 2.0 provided design guidance to DPW as well as a vision plan for the baylands and is also preparing an economic evaluation for the cost and benefits for other approaches to flood protection under a rising sea level.

The Novato Baylands project was also selected as one of eight projects from around the entire San Francisco Bay for inclusion into a special "shoreline resiliency" sub-group as part of the 2015 SF Bay submittal to the California Department of Water Resources under their Integrated Regional Water Management (IRWM) grant submittal. The grant was submitted in August 2015 and is expected to be approved in October/November 2015.

5.3.4 McInnis Marsh

The McInnis Marsh restoration project will restore over 100 acres of diked former tidal marsh at the mouth of Gallinas Creek on lands owned by Marin County Parks. The project is in the early feasibility design phase and will use wetland as a natural adaptation approaches to combat sea level rise while providing critical habitat for a variety of threatened and endangered species. Feasibility study due by early 2016. Preliminary design work is expected to begin in 2016.

Task deliverable(s): Summarize the outcomes of feasibility studies at Bothin Marsh, McInnis Marsh, and the Novato Baylands. Identify next steps towards implementation and describe sea level rise adaptation. Summarize the lessons learned from coarse grained beach monitoring at Aramburu for usefulness as an approach to adapt to sea level rise while providing significant habitat benefits.

Schedule: September 2016

TASK 6- PROJECT SUMMARY REPORT AND RECOMMENDATIONS

The deliverables for each task will be summarized in a draft and final report. The report will make a set of recommendations for future phases of sea level rise adaptation planning and implementation, including a process for updating the information in the vulnerability assessment, identifying grant funding opportunities and working with the cities, towns, and various asset managers to prepare for short-, medium, and long-term adaptation efforts. This planning process is iterative and a key outcome of the BayWAVE project will be the discussions, tools, and coordination across the entire shoreline to prepare for a changing bay.

Task deliverable(s): Draft and final report.

Schedule: Draft report expected in November 2016 for internal review. Public review anticipated in January 2017. A final report is planned for March 2017.

Outreach: The Executive Steering Committee, Policy Group, and Technical Group will be convened to present the draft report. Presentations are expected with the public release of the draft report. A presentation will be made to the Marin County Board of Supervisors to accept the final report.

			2015				2016			2016			2016			2016			2017		
No.	Task Name	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	
1	SLR Model Verification and Scenario Development			*																	
1.1	Evaluate Available SLR Inundation Models and Recommend Model for Vulnerability Assessment		*																		
1.2	Develop SLR Coastal Inundation Scenarios for Vulnerability Assessment			*																	
1.3	Prepare recommendations (Basis memo)			*																	
2	Collaboration with Related Programs	Check MarinSLR.org for ongoing efforts																			
2.1	Update Inventory of Ongoing and Completed SLR Activities Relevant to the East Marin VA																				
2.2	Collaborate with Other Similar Programs in the Region and Elsewhere.																				
3	Preliminary Vulnerability Assessment											◇		◆							
3.1	Exposure Assessment																				
3.2	Sensitivity and Adaptive Capacity Assessment																				
3.3	Summary of Potential Infrastructure Impacts																				
4	Public and Agency Involvement																				
4.1	Program Guidance and Management (Executive Steering Committee)																				
4.2	Involvement Strategy and Program Development																				
4.3	Public Engagement																				
5	Early Action Program																				
5.1	Early Warning Strategy													*							
5.2	Adaptation Toolkit						*														
5.3	Demonstration Projects													*							
6	Project Summary Report and Recommendations														◇					◆	

	Work period
*	Intermediate deliverable
◇	Draft report
◆	Final report

15

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

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

Date: Friday, December 4, 2015

Time: 9:30 a.m. – 11:30 a.m.

Location: Petaluma (Lucchesi) Community Center
320 N. McDowell Boulevard
Petaluma, CA 94954

AGENDA

<u>Item</u>	<u>Recommendation</u>
1. Call to Order (Jack Gibson, Chair)	
2. Public Comment	
3. Approval of the Agenda (1 min.)	Approve
4. Approval of Minutes	Approve
5. Treasurer's Report (1 min.)	Accept
6. Game of Floods Preview (45 min.) Guest Speakers: Chris Choo and Roger Leventhal, Marin County	Information
7. Russian River Watershed Association Update (30 min.) Guest Speaker: Andy Rogers, RRWA	Information
8. 2016 Conference Update (15 min.) Harry Seraydarian	Information
9. Items of Interest	
10. Items for Next Agenda	

Next Meeting Information:

Next Meeting: January 8, 2016
Marin Community Foundation
5 Hamilton Landing, Suite 200
Novato, CA 94949

NORTH BAY WATERSHED ASSOCIATION

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

Date: November 6, 2015
Time: 9:30 a.m.
Location: Novato Sanitary District
500 Davidson Street
Novato, CA 94945

Directors Present: Directors present included:

<u>Board Member</u>	<u>Agency/Organization</u>	<u>Board Member</u>	<u>Agency/Organization</u>
Madolyn Agrimonti	City of Sonoma and Sonoma Valley County Sanitation District	Kathy Hartzell	Central Marin Sanitation Agency
Jack Baker	North Marin Water District	Juliana Inman	Napa County Flood Control and Water Conservation District
Keith Caldwell	Napa Sanitation District	Eric Lucan	City of Novato
Megan Clark	Las Gallinas Valley Sanitary District	Pamela Meigs	Ross Valley Sanitary District
Jack Gibson	Marin Municipal Water District	Brant Miller	Novato Sanitary District

Directors present represented 11 out of the 18 agencies signatory to the Association MOU.

Board Actions:

1. **Call to Order.** Jack Gibson, Chair, called the meeting to order at 9:36 a.m.
2. **Public Comment.** None.
3. **Approval of the Agenda.** (See Handout) The Board unanimously approved the agenda.
4. **Approval of the Minutes of the Board Meeting held October 2, 2015.** (See Handout) The Minutes of the Board Meeting held on October 2, 2015 were unanimously approved.
5. **Treasurer's Report.** (See Handout) The Treasurer's Report was accepted as presented by Harry Seraydarian.
6. **Flood 2.0 Update.** Caitlin Sweeney, San Francisco Estuary Partnership, provided a PowerPoint entitled: "Flood Control 2.0: Rebuilding Habitat and Shoreline Resilience through a New Generation of Flood Control Channel Design and Management. Caitlin began by explaining why the project was needed – Due to the increasing risks and economic costs of climate change and sea level rise, the significance to the Bay Ecosystem of flood control channels at the bay tidal fluvial interface, and the need to manage sediment and address aging infrastructure. She presented the goal of Flood 2.0 – Develop tools and a process for helping integrate habitat restoration and creation elements into flood risk management at the bay interface. Caitlin highlighted all the partners in the project and then displayed a visual of the project components. She then presented one of the components – a historic ecology synthesis and the categorization of interfaces between creeks and the bay with a comparison showing that many streams are now gone. Caitlin then explained another component – assessing the current dynamics of channel sediment. She then explained how the project is integrating historical information with channel typology to better manage sediment. This leads to SediMatch – a website to link sediment with beneficial reuse sites. Caitlin moved on to regulatory and economic analyses that will also be part of the project to answer the questions – How much will it cost and can it be permitted? Caitlin presented the implementation projects that are part of Flood 2.0 and focused on Novato Creek. She described the development of a long term conceptual vision with Marin County and science advisors and the recently completed historic ecology report. Caitlin described the "Regional Implementation Toolbox" (Fall 2016) which will include many of the components described. She ended with a summary of next steps for Flood 2.0 and a schedule for deliverables and highlighted a website with podcasts including Novato Creek – www.yourwetlands.org. The NBWA Board Members had several questions. How do you volunteer as a sediment donor? (There will be a public information campaign on the matching site and we will have a person respond.) How does this effort influence regulatory agencies? (Agencies looking at data needs or mitigation as additional efforts.) What is the URL for your website? (<http://www.sfestuary.org/our-projects/watershed-management/floodcontrol/>.) When will Novato Creek report be available? (http://www.sfei.org/sites/default/files/biblio_files/Flood%20Control_NovatoCreek%20073115_highres.pdf.)
7. **Watershed Health.** Dyan Whyte, Regional Water Quality Control Board, provided a PowerPoint entitled "Protecting Aquatic Ecosystem Function and Value" and began by presenting a visual describing the three components of monitoring and assessment: chemical (most collected), biological (second most collected) and physical (equally important). She then described the Surface Water Ambient Monitoring Program (SWAMP) goals and examples of types of monitoring and

a map of SWAMP sites in the Bay Area. Dyan focused on the North Bay and used the Petaluma River as an example of the type of monitoring done for nutrients and pathogens. She presented some sampling results for bacteria and described some of the monitoring challenges. Dyan then shifted to sediment and explained how sediment is both a pollutant and a resource and then presented the stream regulatory framework to protect beneficial uses. Dyan explained the importance of sediment size and also presented some of the tools available to address sediment (policies, permits, funding support). She provided several visuals to illustrate impaired stream areas (floodplain reduction, channel incision, dams and culverts) and then introduced the concept of sediment targets and how that relates to stream maintenance, briefly explaining substrate composition, spawning gravel permeability, streambed scour depth and pool filling. She highlighted some of the approaches to address channel capacity, hydraulic constriction, and roughness and the use of data to influence maintenance actions. Dyan then handed out the Baylands Goals Report summary and noted the importance of sediment for modern levee systems that anticipate sea level rise and allow for more habitat. Dyan ended by emphasizing the importance of collaboration with Bay Area flood control agencies and noted there would be a sediment matching workshop in the near future. The NBWA Board Members had a number of questions. Is five years the maximum for a permit? (Typically, yes, though reissuance is now easier.) What is the major regulatory impediment for Bahia? (Endangered Species Act, habitat for clapper rail complicates resolution.) Do you work with CA Dept. Fish & Wildlife? (Yes, coordinate on all permits; they defer to RWQCB on engineering issues; now have regional general permits.) Who is typical applicant? (Flood, water and open space districts, non-profits doing restoration.) Are there flood control districts moving sediment from one place to another? (Santa Clara Valley Water District and salt ponds.) Can you test surface water from landfill as a source of pollutants for Petaluma River affecting fish and mussels? (Groundwater wells are best indicators; pollutants not the issue with fish and mussels testing - testing flawed; TMDL will require looking at all sources.)

8. **NBWRA Update.** Keith Caldwell, Napa Supervisor provided a PowerPoint entitled "Update on the North Bay Water Reuse Program" and emphasized that the North Bay Water Reuse Authority has been funded for over five years and includes three counties and multiple agencies. He presented a list of members and noted that Petaluma and American Canyon had recently become members for Phase 2. He described the NBWRA "Approach" which includes Economies of Scale (cost share and agencies incrementally contribute) through a "regional" perspective and an emphasis on Multiple Benefits. Keith provided a summary of funding to date (over \$100m) and partners in addition to member agencies – US Bureau of Reclamation and Dept. of Water Resources. He then shifted to Phase 2 and emphasized the addition of seasonal storage and groundwater management. Keith then described proposed legislation: SB 1894 (Reclamation Efficiency Act of 2015 – "RE-Act") which would include grants for integrated projects for small scale storage. He also highlighted outreach efforts to generate support for RE-Act 2015. Keith ended with a list of "Study Sessions" that will look beyond Phase 2. The NBWA Board Members had several questions. Does the federal government like the North Bay partnership? (Yes, especially considering the steady burn rate with multiple projects.) Will storage be man-made? (Yes, including flood ponds-wetlands.) How do you assure shovel ready projects? (A master schedule used by the NBWRA Board and TAC.)

9. **San Francisco Bay Restoration Authority Request.** Harry Seraydarian referred to the request letter in the Board package and provided a PowerPoint. Harry provided some background on the San Francisco Bay Restoration Authority (SFBRA) and described the purpose – provide local match funds for projects to enhance shoreline habitat and provide flood protection. Harry explained the minimum request: \$1,000 and the use of funds: pre-election (non-campaign) costs for a 2016 regional ballot initiative and short term post passage costs. Harry highlighted the benefits of a local match under Prop 1 and noted the specific reference to SFBRA (with \$200m targeted with a 50% match) in a 2016 Bond proposal. Harry then presented options and recommended NBWA support at the \$1,000 level with the clarification that funds should only go for pre-election (non-campaign costs) – education. The NBWA Board unanimously approved the recommendation.

10. **Items of Interest.** None.

11. **Items for Next Agenda.**

- * Game of Floods Preview, Chris Choo, Marin County
- * Russian River Watershed Association Update, Andy Rogers, Russian River Watershed Association
- * 2016 Conference Update

Jack Gibson, Chair, adjourned the meeting at 11:28 a.m.

SUBJECT TO BOARD APPROVAL

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

NEXT MEETING INFORMATION:

December 4 – Petaluma (Lucchesi) Community Ctr., 320 N. McDowell Blvd., Petaluma, CA 94954-Conf. Rm. 2
January 8 – Marin Community Foundation, 5 Hamilton Landing, Suite 200, Novato, CA 94949

**Northbay Watershed Association
Treasurer's Report
November 1 - November 24, 2015**

NOTE: Balances as of 11/24/15

Revenues:

Billings-Stewardship - General Benefits - 2016	178,304.03
NBWA 2016 Conference Sponsorships & Registrations	9,000.00
Total Revenues	<u>187,304.03</u>

Expenses:

Executive Director Professional Services	37,400.00
Admin Professional Fees & Expenses	-
Operating Expense - General Benefit - website, etc..	407.00
NCRCD - Landsmart on the Ground	10,863.80
NCRCD - LandSmart for Kid, Point Blue STRAW Program	5,333.72
Sonoma Ecology Ctr - Climate Readiness	-
Embassy Suites ~ NBWA Conference 2016	1,000.00
NBWA Conference 2016	
Contribution to CSU Stanislaus - Aquatic Invasive Species	5,000.00
Contribution to SFEP Conference	500.00
Total Expenses	<u>60,504.52</u>

Change this period	126,799.51
Fund Balance as of July 1, 2015	<u>\$ 142,883.32</u>
Fund Balance as of November 24, 2015	<u><u>\$ 269,682.83</u></u>

16

DISBURSEMENTS - DATED NOVEMBER 19, 2015

Date Prepared 11/17/15

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

Seq	Payable To	For	Amount
1	101 Office Products	Quarterly Toner Supply: Black (\$1,374) & Color (\$973-STP)	\$2,346.80
2	Aberegg, Michael	Drafting Services: Novato Dermatology - 867 Diablo Avenue	770.00
3	All Star Rents	Air Compressor Rental for Hydropneumatic Tank Servicing	124.94
4	Andris, Joseph	Refund Overpayment on Closed Account	123.05
5	AT&T	Leased & Voice Lines	595.05
6	Automation Direct	Spare Analog Input Card	249.00
7	Backflow Distributors	Freeze Bag for Fire Service	82.98
8	Bank of Marin	Bank of Marin Principal & Interest (Pymt 49 of 240)	46,066.67
9	Brown, Ren	Novato "Cash for Grass" Rebate Program	220.00
10	Buckeye Nursery	Landscape Maintenance (25 Giacomini Rd)	104.14
11	Cabeza-Olias, Emilio	Claim Settlement - Compensation for Sump Pump Installed to Discharge Water from Service Leak onto Customer Property	500.00
12	California State Lands Commission	Amendment to Lease for Pipeline Crossing at Novato Creek & Rowland Way (RW Expansion, Central Area)	2,025.00
13	California State Disbursement	Wage Assignment Order	859.87
14	Centrisys	Screw & Gearbox for Centrifuge @ STP	6,650.97
15		Cafeteria Plan: Uninsured Medical Reimbursement	612.00
16	Clipper Direct	Commuter Benefit Program (2)	156.00
17	Corda, Jeff	Safety Boots (Jeff Corda)	200.00
18	Cox, Darrell	Novato "Washer" Rebate Program	50.00

Seq	Payable To	For	Amount
19	Diggs, James	Retiree Exp Reimb (November Health Ins)	966.79
20	Fisher Scientific	Membranes (600) (Lab)	237.71
21	Forde, W.R., Associates	Refund for RW Load Security Deposit Less Charge for 16 Recycled Water Loads	20.00
22	Golden Gate Petroleum	Gas (\$2.48/gal) & Diesel (\$2.48/gal)	2,225.08
23	Grainger	Label Printer Kit (\$84) & PVS Ball Valve (20) (\$356) (STP)	440.23
24	Hach	Standards (\$274) & Rust Remover (\$195) (STP)	469.42
25	IEH Labs Biovir Laboratories	Water Suitability Testing for 2015 (Lab)	856.87
26	Irish & Son Welding	Welding Services (Bear Valley Pipeline Upsizing)	600.00
27	Irrigation Association	Certification Renewal (1/16-12/16) (Grisso) (Budget \$100)	100.00
28	Kelly-Moore Paint	Paint (14 gal) (25 Giacomini Rd)	484.97
29		Vision & Cafeteria Plan: Uninsured Medical Reimbursement	388.50
30	Kuhn, Richard	Novato "Toilet" Rebate Program	100.00
31	Lincoln Life	Deferred Compensation PPE 11/15/15	13,837.14
32	Marin Municipal Water District	Sponsorship of the NBWA 2016 Conference "Water Associate Level"	1,500.00
33	Marin County Recorder	Sept Official Copy of Records (25)	64.00
34	Marion Park Associates	Novato "Toilet" Rebate Program	200.00
35	Mello, John	Retiree Exp Reimb (November Health Ins)	895.35
36	Merritt, Kevin	Novato "Washer" Rebate Program	50.00
37	Moore, Doug	Retiree Exp Reimb (November Health Ins)	895.35
38	Nationwide Retirement Solution	Deferred Compensation PPE 11/15/15	1,900.00
39	North Bay Gas	CO2, Nitrogen (\$556) (2) & Oct Cylinder Rental	634.18

Seq	Payable To	For	Amount
40	Office Depot	Quarterly Office Supply Order: Calculator Ribbon, Calculator (\$87), Glue Sticks (2), Keyboard Pads (Engin), Wrist Pad, Pens (120) (\$82), Labels (4,500) (\$48), Note Pads (144) (\$89), Colored Paper (7 reams) (\$70), Keytag Rack, Adjustable Footrest (\$58), Correction Tape (20) (\$54) & Annual Calendar Order (\$657)	1,745.46
41	O'Sullivan, Denis	Refund Deposit/ New Development/ WC Restriction-Novato	1,000.00
42	Pace Supply	8" Clamps (4) (\$1,461) & Meter Gaskets (200)	1,514.71
43	Pacific Coast Engineering	Pave the Apron Around Atherton Tank	41,702.45
44	NMWD Petty Cash	Petty Cash Reimbursement: Bridge Toll (\$19), Safety Snacks (\$24) & Safety Bucks (4)	72.12
45	PG&E	Power: Buildings/Yard (\$4,400), Rectifier/Controls (\$429), Pumping (\$25,581), Treatment (\$111) & Other (\$107)	30,629.73
46	Pini Hardware	Cement (4oz), Jig Saw Blades (2), Threadlocker, Hose (25'), Misc Hardware, Conduit Elbows (4), Adapter, Star Cabinet, Lab Supplies (\$48), Faucet Kit (\$131), Carbon Monoxide Detector, Painting Supplies (\$92), Allergen Filter, Light Fixture, Smoke Alarm (5), Screen Door (25 Giacomini Rd), Backflow Testing Offset Screwdriver, Hose Bibs (2), Pipe Nipple, Pipe Caps (6), OM Pump Parts & Pipe Insulator for Fire Service By-Passes	615.60
47		Childcare Reimbursement	208.33
48	Schlegel, Krystalynn	Novato "Toilet" Rebate Program	100.00
49	Sequoia Safety Supply	Ibuprofen (700), Antibiotic Ointment (120), Safety Glasses (12) (\$42), Lens (2) & Bandages (400)	132.89
50	Shirrell Consulting Services	November Dental Insurance Admin. Fee	282.50
51	Sierra Chemical	Chlorine (2 tons) (STP)	988.33
52	Sinclair, Wilma	Novato "Toilet" Rebate Program	400.00
53	SWRCB	Wild Horse Valley Tank Overflow Fine (#2) (Total \$38,100)	14,000.00

Seq	Payable To	For	Amount
54	SWRCB	Water Distrib 2 Certification (Joe Corda) (Budget \$80) (12/15-12/18)	80.00
55	SWRCB	SRF Loan Principal & Interest-RW N-Plum Storage (Pymt #4)	29,413.76
56	TelePacific Communications	Oct Telephone Charge	621.85
57	Thatcher of California	Ferric Chloride (10 tons) (STP)	4,718.08
58	US Bank	Oct Safekeeping Fee - Treasury Securities	129.75
59	Van Bebber Bros	Shop Steel for Misc. Projects	252.44
60	Verizon California	Leased Lines	92.34
61	Verizon Wireless	Cellular Charges: Data (\$113) & Airtime (\$118) (19)	231.00
TOTAL DISBURSEMENTS			<u>\$217,533.40</u>

The foregoing payroll and accounts payable vouchers totaling \$217,533.40 are hereby approved and authorized for payment.


Auditor-Controller

4/16/15
Date


General Manager

4/16/2015
Date

DISBURSEMENTS - DATED NOVEMBER 25, 2015

Date Prepared 11/23/15

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

Seq	Payable To	For	Amount
P/R*	Employees	Net Payroll PPE 11/15/15	\$127,188.84
EFT*	US Bank	Federal & FICA Taxes PPE 11/15/15	50,913.51
EFT*	State of California	State Taxes & SDI PPE 11/15/15	9,171.69
EFT*	CalPERS	Pension Contribution PPE 10/31/15	32,916.68
EFT*	US Bank	October Bank Analysis Charge (Lockbox \$912, Credit Card Processing \$741 & Other \$741) (Less Interest Credit of \$621)	1,773.73
1	Aberegg, Michael	Drafting Services: Central Service Area East & Novato Dermatology - 867 Diablo Avenue (Balance Remaining on Contract \$18,025)	5,313.00
2	Alpha Analytical Labs	Lab Testing	275.00
3	American Family Life Ins	November Employee Contribution for Accident, Disability & Cancer Insurance	3,877.60
4	American Water Works Assoc	Membership Renewal (DeGabriele, McIntyre, Stompe, Clark & Ramudo) (1/1-12/31/16 - \$3,753) (Budget \$3,770) & Chandrasekera 1/1-12/31/16 -\$255) (Budget \$250)	4,008.00
5	AT&T	Leased Line	66.56
6	Backflow Distributors	Backflow Repair Parts	66.35
7	Banana Man's Water Trucks	Fill NMWD Residential RW Tank (58,000 gal)	1,920.00
8	Bay Area Barricade Service	Striping Paint (36-17oz cans)	173.14
9		Vision Reimbursement	143.96
10	Brown, Ann	Novato "Washer" Rebate Program	50.00
11	Calif Board of Equalization	Water Rights Fees: Lagunitas Creek (7/1/15 - 6/30/16- \$495) & Novato Creek (7/1/15 - 6/30/16 - \$1,114)	1,609.64

Seq	Payable To	For	Amount
12	California Water Service	September-November 2015 Water Service (O.M.) (OCCF)	143.07
13	Castell, Richard	Refund Overpayment on Closed Account	90.00
14		Vision & Cafeteria Plan: Uninsured Med Reimbursement	1,074.80
15	Cilia, Joe	Exp Reimb: Safety Boots	200.00
16	Cla-Val	Replacement Seat for 4" Regulating Valve (Atherton Regulator)	539.22
17	Comcast	November Office Internet Connection	149.02
18	Dickason, Steve & Cheryl	Refund Overpayment on Closed Account	13.51
19	Evoqua Water Technologies	Service on Deionization System (Lab)	224.50
20	Farwest Corrosion Control	Replacement Rectifier for Palmer Tank	3,442.63
21	Fedak & Brown	Final Financial Statement Audit FY15 (Balance Remaining on Contract \$0)	1,970.00
22	Fisher Scientific	Reagent & pH Probe (\$389) (Lab)	422.15
23	Fitton, Heidi	Novato "Toilet" Rebate Program	200.00
24	Fried, Robert	Novato "Washer" Rebate Program	50.00
25	Golden Gate Petroleum	Gas (\$2.48/gal)	742.81
26		Cafeteria Plan: Uninsured Medical Reimbursement	369.96
27	Grainger	Batteries (336), Electrical Tape (20) (\$100), Tape Measure (4) (\$75), Safety Cutter, Hallway Emergency Lights for the Front Office (2) & Thermostat Locking Covers	391.42
28		Vision Reimbursement	108.99
29	Hach	Ascorbic Acid Pillows (600), Solution Pan (4) & Reagents (9) (\$183)	477.52
30	Hall Dump Truck Service	Remove Dirt Spoils from NMWD Yard (180 yds)	3,240.00
31	Harrington Plastics	Replacement Peristaltic Metering Pump (O.M.)	1,947.35
32	Hickle, Dallas & Patti	Novato "Washer" Rebate Program	50.00

Seq	Payable To	For	Amount
33	Holmes, Lisa	Refund Overpayment on Closed Account	78.52
34	InfoSend	October Processing Fee for Water Bills (\$1,351) & Postage (\$3,995)	5,346.40
35	Irish & Son Welding	Welding Services (AEEP)	720.00
36		Vision Reimbursement	102.00
37	Koch, Hilmar & Katakami-Koch, Naoko	Refund Excess Advance for Construction Over Actual Job Cost-Koch Single Family Home	1,141.99
38	Littler, Joyce	Novato "Cash for Grass" Rebate Program	200.00
39	Maher, Barbara	Refund Overpayment on Closed Account	30.00
40	Maltby Electric	New Generator Receptacle for PRTP	882.24
41	McLellan, WK	Misc Paving (\$7,327 & Restriping (\$1,713) (18 Western)	9,039.70
42	McMaster-Carr Supply	Hitch Pins (6)	35.10
43	McPhail Fuel	Annual Tank Rental (25 Giacomini Rd)	65.10
44	McSweeney, B	Refund Overpayment on Closed Account	63.59
45	Mutual of Omaha	December Group Life Ins Premium	850.62
46	Neopost USA	Meter Rental	85.92
47	NMWD Employee Benefit Fund	Refund Employee Benefit Deductions (10 Employees) (Includes Interest)	491.68
48	Novato Disposal Service	October Trash Removal	432.54
49	Novato Chevrolet	Parts & Labor to Diagnose Faulty Starter & Transmission Problem ('04 Chevy 1500)	1,214.48
50	Open Spatial	GIS Software Annual License Fee, Start-up Training & Annual Support	11,960.00
51	Parkinson Accounting Systems	October Accounting Support (\$439) & Quarterly Support Contract (11/1/15 - 1/31/16) (\$1,500)	1,938.75
52	Pate, Barton	Refund Overpayment on Closed Account	103.86
53	PES Environmental	Groundwater Exploration @ Gallagher & Osborn Ranch (Balance Remaining on Contract \$52,861)	4,539.27

Seq	Payable To	For	Amount
54	Point Reyes Prop Mgmt Assn	November HOA Dues (25 Giacomini Rd)	75.05
55	Pollard Water	Copper Tube Adapter (3)	181.13
56	Rising Sun Energy Center	Recycled Water Audits (Water Smart Home Survey) (200)	4,400.00
57	Roy's Sewer Service	Pump Out Septic Tank (25 Giacomini Rd)	600.00
58	Shames, Kenneth	Refund Overpayment on Closed Account	34.43
59	Sonoma County Water Agency	October Contract Water	595,174.95
60	SPG Solar	October Energy Delivered Under Solar Services Agreement	9,594.71
61	SRT Consultants	Prog Pymt#8: Taste & Odor Control Strategy (Balance Remaining on Contract \$5,632)	3,495.00
62	Staples Advantage	Copy Paper-Letter Size (60 reams) (\$222), Annual Calendar Order (34) (\$375) & Mouse Cushion	618.25
63	State Water Resources Control	Annual Permit Fee - Waste Discharge Requirement (7/1-6/30/16) (2)	17,017.00
64	Stericycle Transportation Svcs	Hazardous Waste Disposal (Lab & STP)	237.50
65	Szluk, Peter	Novato "Washer" Rebate Program	50.00
66	Township Building Services	October Janitorial Services	1,822.84
67	Umana, Walter	Novato "Cash for Grass" Rebate Program	400.00
68	Vergara, Augustine	Refund Overpayment on Closed Account	111.70
69	Verizon California	Leased Lines	258.40
70	VWR International	Bottle Media (10) (\$140) & Chlorine (\$189) (Less Credit of \$197)	131.68
71	White & Prescott	Engineering Services: Valley Memorial Park Office (Balance Remaining on Contract \$16,365)	1,575.00

Seq	Payable To	For	Amount
72	Winzer	Bolts, Nuts, Washers & Wire Connectors for Auto Shop	250.42
73	Workforce Boots & Clothing	Safety Boots (Roberto)	194.84
TOTAL DISBURSEMENTS			<u>\$930,859.31</u>

The foregoing payroll and accounts payable vouchers totaling \$930,859.31 are hereby approved and authorized for payment.


Auditor-Controller

11/20/15
Date

for

 11/20/2015
General Manager Date

BOD MISC

Chris DeGabriele

From: Erin Seghesio - NOAA Affiliate <erin.seghesio@noaa.gov>
Sent: Tuesday, November 24, 2015 9:43 AM
To: Chris DeGabriele
Subject: Comment Period Extended

NMFS Mult Species Recovery Plan

Hi Chris,

I hope you received my phone message that I left last week. We have discussed the comment period extension further and have decided to go ahead with a formal 45 day extension. That will have the comments due on Jan. 18th. We have just started the extension process and I will let the rest of the SOU partners know shortly. Let me know if you would like to meet and discuss anything.

Thanks,
Erin

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Erin Seghesio, Natural Resource Specialist III
Contractor with Ocean Associates, Inc.
NOAA Fisheries
West Coast Region
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Santa Rosa, CA 95404
tel: 707-578-8515
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Capriola appointed interim Novato city manager after hot debate



Capriola

By Stephanie Weldy, Marin Independent Journal

POSTED: 11/18/15, 5:56 PM PST | UPDATED: 2 HRS AGO 10 COMMENTS

Despite pushback, including criticism about compensation and accusations of secret discussions, the Novato City Council tapped Assistant City Manager Cathy Capriola to serve as interim city manager.

In a session Tuesday that grew heated at times, Capriola was approved on a 4-1 vote to take over for Michael Frank, who leaves the job Dec. 31. Capriola, 51, who's served the city the past six years, will act in the position a minimum three months as the city searches for candidates to permanently fill the seat.

VIDEOS >> Watch videos created by Stephanie Weldy, including several from Tuesday's meeting.

"I believe I have the skills and temperament to lead the new council forward," Capriola said after her appointment. "I hope folks will give me

the chance to do that.”

Councilwoman Pat Eklund expressed vehement opposition to the selection of Capriola, saying the new council — to be seated Dec. 8 — should have a say in the matter. Eklund also argued that Capriola, who would be new to the position, should not be compensated at the same rate as Frank. Capriola will earn \$200,340 annually, in addition to a \$400 monthly automobile allowance, the same pay as Frank. As assistant city manager, she receives \$162,816 annually, plus \$1,525 each month in fringe benefits.

“You’re setting the floor already with this agreement,” Eklund said.

At one point, Eklund accused Mayor Jeanne MacLeamy of conspiring with Capriola and Assistant City Attorney Veronica Nebb.

“Several of us observed you coming out of a closed-door room with Veronica Nebb, the (assistant) city attorney, as well as with Cathy Carpriola,” Eklund asserted after the council broke for a recess. “I think it’s only fair for all of us to hear what was discussed in that meeting. And Veronica, I’m not even sure if that is legal. We, all council members, and the public should hear what the questions and the answers are and not just a small group.”

MacLeamy said she wanted to make sure Capriola was OK after a fiery discussion. The mayor said she brought Nebb in to ask if the terms of agreement, should Capriola be approved to the position, could be changed at that point. Nebb had responded they could be as long as Capriola accepted the modifications, the attorney explained.

Eklund continued to press what was discussed. “I can meet with whomever I want. I didn’t have three council members in there,” MacLeamy responded.

Councilwoman Denise Athas said she’d grown frustrated with Eklund veering off topic to make it appear as if council members convene in back rooms in an effort to make citizens suspicious.

“That’s not the way the city operates,” Athas said. “Frankly, I didn’t think we were a city who criticizes somebody in past judgment prior to even giving somebody a chance. We talk about small-town character. Small-town character to me means honesty, trust — it means support. And I think our city needs to give Cathy a chance. She’s done a great job.”

During the public comment session, Pam Drew, who will be sworn onto the council next month, echoed some of Eklund’s sentiments about

Capriola's compensation. But Councilwoman Madeline Kellner and MacLeamy argued the rate she'll be paid is average, and slightly on the lower end, for city managers in the region.

Advertisement

MacLeamy said

Capriola will provide stability to a council that will be largely uprooted next month with the departure of herself, Kellner and Frank. Athas added that the two new council members to be sworn in have never before served on a City Council and will require time to acclimate.

With only one more council meeting left this year, time is of the essence to select an interim city manager so that person can begin preparing, Councilman Eric Lucan said.

"I think when we look at the timing of the situation we're in, there's a compelling reason to appoint an interim city manager," Lucan said. "If we wait until the new council is seated, we couldn't take action — unless we called an emergency meeting — until Dec. 15. And unless all the stars aligned and we could appoint an interim city manager exactly on that day, that still only gives the interim city manager 15 days to transition with the city manager over Christmas and New Years. With the size of our city and with our budget, I don't think that's the appropriate thing for me to do to move the organization forward."

Capriola starts Jan. 1 and will be seated through April 1 unless her contract is extended. She has expressed interest in applying for the permanent post.

Learn about North Marin's conservation help

As a follow-up to Dick Spotswood's Nov. 15 column noting some water-saving tips from Australia, North Marin Water District customers are reminded that their district offers a wide array of water conservation rebates, incentives and programs including rebates for rain water catchment and graywater systems, lawn replacement and irrigation efficiency upgrades.

Please visit the NMWD website for program details at nmwd.com/conservation or call 761-8933 for more information.

— *Ryan Grisso, water conservation coordinator, North Marin Water District*

Marin IJ
Reader's Forum
11/20/15

Donna Lee Brand

Donna Lee Brand Donna was born in Franklin County, Iowa, to a farm stock family. Her family moved west when Donna was just two years of age, traveling in an old Model T. Settling in San Bernardino, CA, Donna grew up there. The youngest in her family, Donna had two older sisters and one older brother. Married before she finished high school, she became a full time homemaker and soon after started her family and had two sons, Terry and Stephen. Later Donna and her family relocated to the Mendocino Coast and settled near relatives. Following a divorce, Donna managed a dress shop in Point Arena where she met her future husband Don in 1972 and married a year later. Donna was a very attractive young woman, with a beguiling spirit. At the time they met Don was working as a construction engineer trying to get a nuclear power plant off the ground. After they were married the family relocated to Novato in 1973 where Don's next assignment with PG&E was in San Francisco. Novato remained the family home, where Ethan and Kristin were born. Donna and Don enjoyed forty-two years of happy married life together. Donna thoroughly enjoyed her home-making activities particularly in the kitchen. She loved to bake and was adventurous in trying new recipes with her large cookbook collection. Donna was fully involved in her children's lives, particularly her daughter's special needs activities. For over thirty years, she enjoyed both her "Coffee Klatch" friends and being a part of the Wild Horse Valley Girls, who celebrated one another's birthdays. Her P.E.O. sisters and her church family at the Presbyterian Church of Novato, where she served as a Deacon, were also very important to her. Donna and Don took numerous cruises. She treasured the piece of candy placed on her pillow and the adventure of exploring new destinations. Donna died at home after a four year battle with a rare brain disease called "Corticabasal Syndrome." She kept her positive spirit throughout the whole ordeal. Donna leaves behind her beloved husband, Don, four adult children, six grandchildren, and eight great grandchildren. The family would like to thank Hospice by the Bay for their support of Donna during her final days. Donna's life will be celebrated at a memorial service on Saturday December 5 at 11:00 a.m. at the Presbyterian Church of Novato.

Published in Marin Independent Journal from Nov. 25 to Nov. 29, 2015
