

**NORTH MARIN  
WATER DISTRICT**

**NORTH MARIN WATER DISTRICT  
AGENDA - REGULAR MEETING  
December 20, 2011 – 7:30 p.m.  
District Headquarters  
999 Rush Creek Place  
Novato, California**

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<b>Est. Time</b>	<b>Item</b>	<b>Subject</b>
7:30 p.m.	<b>CALL TO ORDER</b>	
	1. <b>APPROVE MINUTES FROM REGULAR MEETING</b> , December 6, 2011	
	2. <b>GENERAL MANAGER'S REPORT</b>	
	3. <b>OPEN TIME: (Please observe a three-minute time limit)</b>	
		This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.
	4. <b>STAFF/DIRECTORS REPORTS</b>	
	5. <b>MONTHLY PROGRESS REPORT</b>	
		<b>ACTION CALENDAR</b>
	6. <b>Approve:</b> Renewal of Port Sonoma Marina Temporary Water Service Agreement <b>Resolution</b>	
	7. <b>Approve:</b> Change Order No. 3 – Environmental Science Associates (ESA) for Environmental Support Services Contract (Recycled Water South Service Area)	
8:00 p.m.	<b>INFORMATION ITEMS</b>	
	8. Increase in Senior Accountant FTE and Pipeworker Promotion	
	9. STP Solar Project - PWRPA Power	
	10. <b>MISCELLANEOUS</b>	
		Disbursements Annual Sick Leave Buy Back Direct Deposit of Vendor Payments
		<u>News Articles:</u> Endangered Russian River coho Salmon No Drought Fears Yet Good News for Foodshed Salinity Notice
8:30 p.m.	11. <b>ADJOURNMENT</b>	

All times are approximate and for reference only.

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

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**DRAFT**  
**NORTH MARIN WATER DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**OF THE BOARD OF DIRECTORS**  
December 6, 2011

6 **CALL TO ORDER**

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

12 J. T. Wick (representing Port Sonoma Marina), Novato residents Ed Grundstrom, Susan  
13 Stompe, Hank Barner, Lisa Free and District employees Robert Clark (Operations/Maintenance  
14 Superintendent), Doug Moore (Construction/Maintenance Superintendent) and Katie Young  
15 (Administrative Assistant) were in the audience.

16 **REORGANIZATION OF BOARD**

17 **Election of President**

18 On motion of Director Rodoni and seconded by Director Fraites and unanimously carried,  
19 Director Petterle was elected President of the Board for the ensuing year.

20 **Election of Vice-President**

21 On motion of Director Rodoni and seconded by Director Baker and unanimously carried,  
22 Director Fraites was elected Vice-President of the Board for the ensuing year.

23 **Establishment of Meeting Times and Place**

24 On motion of Director Schoonover and seconded by Director Fraites and unanimously  
25 carried, the Board set the time and place of regular meetings to be the first and third Tuesday of  
26 each month at 7:30 p.m. at the District office, and that the Board will hold one meeting annually in  
27 West Marin with additional West Marin meetings to be scheduled on an as-needed basis.

28 **Establishes the Manner of Calling Special Meetings**

29 On motion of Director Rodoni and seconded by Director Baker and unanimously carried, the  
30 Board approved special meetings of the Board to be held as provided in Section 54956 of the  
31 Government Code.

1 Appointment of District Officers

2 On motion of Director Rodoni and seconded by Director Schoonover and unanimously  
3 carried, the following District officers were appointed for the ensuing year: Chris DeGabriele,  
4 General Manager; Renee Roberts, Secretary; David L. Bentley, Auditor-Controller; and Drew  
5 McIntyre, Chief Engineer.

6 Confirm Board Meeting Schedule for 2012

7 On motion of Director Rodoni and seconded by Director Fraites and unanimously carried, the  
8 Board accepted the proposed meeting schedule for the 2012 calendar year with the understanding  
9 that the calendar may be adjusted as needed.

10 Committee Appointments

11 President Petterle stated that he will take committee appointments into consideration and will  
12 return to the Board with his recommendations.

13 **MINUTES**

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

16 **GENERAL MANAGER'S REPORT**

17 North Marin Water District Videos

18 Mr. DeGabriele informed the Board that Katie Young and Ryan Grisso are working with a  
19 Novato Public Access Television videographer preparing four short documentaries about the District  
20 for posting on the District's website and YouTube. He said the videos will cover an overview of the  
21 District, water supply, Stafford Treatment Plant operations and water quality. He said the District's  
22 out-of-pocket expense will be \$1,600 plus staff time and the process will begin on Thursday.

23 Director Rodoni stated that he assumed that the General Manager will review the final  
24 product and suggested that before posting the video, a peer review be conducted, possibly by  
25 someone from the water industry to insure that the video messages are clear.

26 Central California Coast Steelhead Recovery Plan

27 Mr. DeGabriele reported that in October 2010, the Board authorized the District to become a  
28 signatory to the Statement of Understanding regarding Central California Coast Steelhead  
29 Recovery. He said that by being signatory of the SOU the District has an opportunity to review and  
30 comment on the Draft Recovery Plan before it is released to the general public. He said that the  
31 two-volume plan covers an overview of the species, overall recovery strategy, reports on the

1 watersheds affected including a separate report on Novato Creek that lists potential actions to  
2 support recovery of steelhead. Mr. DeGabriele stated that there will be a meeting of Bay Area water  
3 agencies with the National Marine Fisheries Service (NMFS) to review the report. He said that he is  
4 setting up a meeting with NMFS representative to talk specifically about Novato Creek, and after the  
5 meeting he will report back to the Board.

6 **OPEN TIME**

7 President asked if anyone in the audience wished to bring up an item not on the agenda and  
8 the following items were discussed:

9 Ed Grundstrom addressed the Board and urged the Board to require Marin Municipal Water  
10 District (MMWD) pay half the cost including interest and principle of the \$8M loan for the Aqueduct  
11 Energy Efficiency Project recently secured by the District from Bank of Marin because MMWD is the  
12 one that will benefit and they should pay their share. He opined that North Marin has adequate  
13 water if not for MMWD and Novato ratepayers are paying higher rates to support water delivery to  
14 MMWD through the Novato Aqueduct.

15 **STAFF / DIRECTORS' REPORTS**

16 President Schoonover asked if staff or Directors wished to bring up an item not on the  
17 agenda and the following items were discussed:

18 **Plum Street Tank Recoating Project**

19 Drew McIntyre provided a brief update on the Plum Street Tank Recoating Project (part of  
20 the Recycled Water North Service Area project). He said that a greater than anticipated amount of  
21 corrosion was discovered inside the tank which will increase project costs. He stated that change  
22 orders to cover those costs for this work may come before the Board for approval soon.

23 **Point Reyes Homeowner Association**

24 Mr. Bentley reported that the Point Reyes Homeowner Association voted to reduce the  
25 monthly HOA dues by 28% which will save the District \$400 per month.

26 **Sonoma County Water Agency PRPA**

27 Mr. Bentley reported that the Sonoma County Water Agency advised that they do not have  
28 the authority to wheel the Power & Water Resources Pooling Authority (PWRPA) power to the  
29 District. He said the District can deal directly with the JPA but the fixed costs are approximately  
30 \$100,000 per meter to install necessary facilities. He said that he has reinitiated conversation with

1 Solar Power Partners and a written report on the project status will be presented at the next  
2 meeting.

3 Oath of Office

4 Renee Roberts announced that she administered the Oath of Office to Director Baker,  
5 Director Petterle, and Director Rodoni before tonight's meeting and that she will file the Certificates  
6 of Election and Oaths of Office with the Marin County Clerk.

7 Projects Update

8 Doug Moore reported on the retaining wall repair project at PRE Tank #2 and paving of  
9 South Novato Boulevard in the area of the main break.

10 **HEARING/APPROVE: RENEWAL OF PORT SONOMA MARINA TEMPORARY EXISTING**  
11 **WATER SERVICE AGREEMENT**

12 Drew McIntyre stated that every three years the Temporary Water Service Agreement for  
13 Port Sonoma Marina (Port Sonoma) is due for renewal and the request for renewal tonight is similar  
14 to what the Board has seen since 1978 when brackish water developed in the well on the property  
15 necessitating the request for water service from the District. He said that the current agreement  
16 expires December 31, 2011 and that staff has placed a hearing notice in the local paper advertising  
17 tonight's hearing and has mailed notices to various local parties and governmental agencies. He  
18 said that a graph charting the historical water use is included with the staff report and shows that  
19 water used by Port Sonoma as decreased to its lowest level ever within the last year. Mr. McIntyre  
20 stated that the agreement states that water service can be interrupted under emergency conditions  
21 and that water service has been interrupted by the District from time-to-time. He said that J.T. Wick  
22 from Port Sonoma is present to answer any questions.

23 Director Baker expressed his concern that this agreement has been renewed for the past  
24 thirty years and that it may be time for Port Sonoma to be more self-sufficient so that the District no  
25 longer provides water outside of its territory. He said that the drop in water use suggests that their  
26 wells are sufficient and are not so dependent on North Marin water and now may be the time to  
27 discontinue service. He suggested that a one or two year extension may be more reasonable.

28 Director Fraites asked Mr. Wick to talk about how dredge spoils are moved from the Port  
29 Sonoma to ranchland across Highway 37. Mr. Wick responded that Port Sonoma received approval  
30 from Sonoma County Planning Commission and materials are pumped from off-site hydraulic  
31 dredging locations directly into an intake pipe, which runs under Highway 37 and then dredge  
32 materials are deposited into cells on the ranchland.

1 Director Fraites asked if the brackish water used to convey the materials comes from the  
2 Marina and if there is concern about the effect the salty water has on the ranchland.

3 Mr. Wick responded that their practices have enhanced agriculture. He stated that there is  
4 high brackish groundwater in the area and that is why hay is the only crop that can be grown at that  
5 elevation. He said that the dredge material is dried, farmed and then is elevated so that higher  
6 value crops can be grown above the brackish groundwater.

7 Director Fraites asked Mr. Wick to confirm that District water would not be used to move the  
8 dredge materials. Mr. Wick confirmed that it would not.

9 Director Rodoni stated that there is no limitation on the amount of water Port Sonoma  
10 Marina can use and asked if there should be a limit under this contract as is it would trigger review  
11 of the agreement.

12 Mr. McIntyre responded that if there were a water shortage, Port Sonoma would be cut off  
13 because the contract is for a temporary water service. He said it is possible to put a quantity limit on  
14 the amount of water to avoid an increase in water use.

15 Mr. DeGabriele stated that the District has other outside service agreements in Sonoma  
16 County and the temporary service for Port Sonoma Marina is more restrictive; and the District has  
17 the right to curtail, interrupt or suspend deliveries at any time. He further stated that should a water  
18 shortage emergency be declared, water service to Port Sonoma pursuant to this agreement would  
19 be suspended. Mr. DeGabriele said that the District can identify quantity limits in the agreement.

20 Mr. Wick said that District water is used for backup to their larger well system and that the  
21 Port Sonoma would agree to limited water usage.

22 Director Petterle asked if there are any plans to change the use or develop the area.

23 Mr. Wick said that Port Sonoma is in discussions about acquisition of the property by  
24 Sonoma Land Trust for more passive use than what the existing zoning now allows.

25 Director Petterle opened the public hearing and hearing no comment, closed the public  
26 hearing.

27 There was additional discussion among the Board regarding agreement language  
28 addressing water use limitation. Director Rodoni suggested 4.4 million gallons/year water delivery  
29 threshold as that was the highest amount used since 1995.

1 It was the consensus of the Board that the agreement be revised to reflect a limitation of  
2 water delivery and that the revised agreement be brought back to the Board at the next meeting for  
3 review and consideration.

4 **ACTION CALENDAR**

5 **REQUEST FOR EXCEPTION TO BILL ADJUSTMENT POLICY – 165 SADDLE WOOD DRIVE**

6 Mr. Bentley stated that District customers Chris and Lisa Free received a bill for \$769 which  
7 is 137% of their water usage for the same billing period in the prior year. He said that they are  
8 requesting an exception to District Bill Adjustment Policy which states that the excess of 150% of  
9 normal is the threshold to qualify for a bill adjustment. Mr. Bentley advised that the Frees had a leak  
10 in their irrigation system.

11 Ms. Free addressed the Board and said that according to her calculation, the excess is  
12 147%, 3% less than the bill adjustment threshold.

13 Mr. Bentley explained that there was a difference in the number of days billed and that staff  
14 looks at the gallons per day used when considering a bill adjustment request. He added that either  
15 way it's calculated, it does not meet the threshold for a bill adjustment.

16 Director Rodoni commented that he would be comfortable granting an additional adjustment  
17 because if the leak was discovered a day later, the customer may have qualified for the adjustment.

18 Director Baker stated that the Board has been very consistent with other customers who  
19 have been close to the threshold and that he didn't see anything compelling to make an exception in  
20 this case.

21 On motion of Director Baker, seconded by Director Fraites, the Board voted to deny the Bill  
22 Adjustment by the following vote:

23 AYES: Directors Baker, Fraites, Schoonover

24 NOES: Director Rodoni, Petterle

25 ABSTAIN: None

26 ABSENT: None

27 Ms. Free left the meeting.

28 **REQUEST FOR ADDITIONAL BILL ADJUSTMENT – 2404 LAGUNA VISTA DRIVE**

29 Mr. Bentley stated that Jeanne Kraft received a water bill for \$500 and she requested and  
30 received a bill adjustment pursuant to District policy. He stated that Ms. Kraft is requesting an  
31 additional bill adjustment in the amount of \$100 because the field service representative who read



1 the meter as well as the field service representative who verified the read did not notify her. Mr.  
2 Bentley said that at the time her meter was read, the water had been used and the field service  
3 representatives found no evidence of a leak. He advised that Ms. Kraft's irrigation controller had  
4 malfunctioned due to a power outage and had defaulted to a longer run time.

5 Director Fraites asked Mr. Bentley to explain the field service protocol when discovering a  
6 high bill; Mr. Bentley explained the procedure.

7 On motion of Director Schoonover and seconded by Director Baker and unanimously  
8 carried, the Board denied the request for an additional bill adjustment.

9 **CONTRACT AMENDMENT FOR MILLER PACIFIC ENGINEERING GROUP**

10 Mr. McIntyre stated that the Board approved a General Services Agreement for  
11 miscellaneous geotechnical work with Miller Pacific Engineering Group (MPEG) for \$20,000 in June  
12 2011. He advised that since that time, MPEG has performed geotechnical services related to the  
13 Aqueduct Energy Efficiency Program and Recycled Water Expansion North Service Area project,  
14 leaving a balance on the contract of \$4,334. He further advised that it is anticipated that MPEG will  
15 perform geotechnical services for the Point Reyes Treatment Plant Solids Handling Facility and  
16 miscellaneous services for the South Novato Boulevard Main Break Repairs. Mr. McIntyre stated  
17 that although MPEG contract amount has not been totally expended, upcoming tasks make a  
18 contract amendment necessary.

19 On motion of Director Schoonover and seconded by Director Fraites, the Board unanimously  
20 authorized the General Manager to execute an amendment to Miller Pacific Engineering Group's  
21 General Services Agreement in the amount of \$10,000.

22 **RECYCLED WATER NORTH SERVICE AREA EXPANSION - SEGMENT 2 PROJECT: AWARD**  
23 **CONSTRUCTION CONTRACT**

24 Mr. McIntyre stated that this item is for the award of the contract for the fourth and final  
25 segment for the Recycled Water North Service Area Expansion Project that includes installation of  
26 approximately 10,000 feet of 12-inch pipeline along Olive Avenue, Redwood Boulevard and Wood  
27 Hollow Drive (extending to Fireman's Fund). He advised that thirteen prime contractors attended  
28 the mandatory pre-bid meeting and eight bids were received ranging from \$1.6 Million to \$2.6  
29 Million. He further advised that Ranger Pipelines had the low bid of \$1,559,000 to perform the  
30 horizontal directional drilling. Mr. McIntyre informed the Board that the Covello Group, Construction  
31 Manager for the project, performed the bid analysis of the three lowest bidders and determined that  
32 Ranger Pipelines' construction bid was responsive and responsible. He stated that a question was  
33 raised about Ranger's subcontractor's experience with fusible PVC pipe, the material specified in

1 the contract documents. He said that based upon further evaluations, staff and the Covello Group  
2 are confident that this contractor has the necessary experience with directional drilling; the supplier  
3 of the material will fuse the pipe. Mr. McIntyre said that staff consulted with District legal counsel  
4 and confirmed that the District's opinion was sound and he conveyed this information to the sub-  
5 contractor that had raised the question.

6 Mr. McIntyre advised that although the contractor's bid for this segment is under the  
7 estimate, in aggregate the entire project still exceeds the engineers cost estimate. He referred to  
8 the project cost summary that shows a \$6M gap and that staff has increased the State Revolving  
9 Loan amount to bridge this gap.

10 Director Schoonover asked if Ranger Pipelines had done work with the District in the past  
11 and Mr. McIntyre responded no, but that the Covello Group determined that they had very good  
12 references; they are a large company headquartered in San Francisco.

13 Director Baker expressed concern that Ranger Pipelines' bid is much lower than the next  
14 four bids.

15 Mr. McIntyre stated that there is a 10% variance between the first and second low bid. He  
16 said that Ranger Pipelines has been in business for many years, qualified to do the work and their  
17 references have checked out.

18 On motion of Director Schoonover, and seconded by Director Rodoni and unanimously  
19 carried, the Board approved the award of the Segment 2 pipeline construction contract to Ranger  
20 Pipelines and authorized the General Manager to execute an agreement with Ranger Pipelines.

21 **APPROVE: PT. REYES WELL #3 REHABILITATION – ENVIRONMENTAL CLEARANCE**

22 Mr. McIntyre stated that the Board was apprised in September that Well No. 3 in Point  
23 Reyes Station has experienced further deterioration of the well casing resulting in significantly  
24 reduced production. He said that staff is moving forward with the rehabilitation of the well at a cost  
25 of \$80,000. He said it was apparent that more extensive environmental permitting work would be  
26 required; and since the well is located on the US Coast Guard property, the District has to go  
27 through the federal National Environmental Protection Act (NEPA) in addition to submitting  
28 application to the County of Marin for a drilling permit. He said that the County has confirmed that  
29 the District needs to work directly with the California Coastal Commission (CCC) since the project is  
30 on federal property that lies within the Local Coastal Plan. Mr. McIntyre advised that the  
31 environmental review period by US Coast Guard may take two to three months and the CCC's  
32 review period may take up to six or seven months. He said that in order to get the process  
33 accelerated it is important to perform the required environmental compliance tasks as quickly as

1 possible to facilitate installation of the replacement well. He said it is staff's recommendation to  
2 enter into a contract with Leonard Charles & Associates (LCA) to perform the necessary  
3 environmental studies work. He said that LCA has a proven track record with the District, and the  
4 firm is contracted to perform site assessment for the CEQA study for the Point Reyes Treatment  
5 Plant Solids Handling Facility; therefore, LCA can visit both project sites at the same time, thus  
6 saving the District money. He said that once the environmental work is completed, District staff will  
7 submit the application to the California Coastal Commission and try to meet with its Executive  
8 Director to demonstrate the importance of the project and speed up the process. Mr. McIntyre  
9 advised that the amount of the proposed agreement is above and beyond the \$80,000 estimated  
10 construction costs.

11 Director Rodoni asked why the Coastal Commission has oversight on federal property and  
12 Mr. McIntyre stated that the federal government has agreed to follow the Coastal Permit Act of 1972.

13 On motion of Director Rodoni, seconded by Director Fraites and unanimously carried, the  
14 Board authorized the General Manager to execute an agreement with Leonard Charles and  
15 Associates in the amount of \$19,250 for Pt. Reyes Well #3 Rehabilitation NEPA and CEQA  
16 documentation.

17 **INFORMATION ITEMS**

18 **NMWD SELF-ASSESSMENT**

19 Mr. DeGabriele stated that at the November 1 Board meeting, the Board authorized staff to  
20 conduct a self-assessment consistent with the Effective Utility Management Tool and that the Board  
21 agreed to also participate. He said that there are ten Attributes on which to rate the current  
22 conditions at the District on a scale of 1 to 5, number 1 meaning "Effective, systematic approach and  
23 implementation; consistently achieve goals"; and number 5 meaning "no system for addressing this."  
24 He said that the second step of the Assessment is to rank each Attribute from 1 through 10, with  
25 number 1 being the most important and number 10, the least important. The Board completed the  
26 self-assessment.

27 **TAC MEETING – DECEMBER 5, 2011**

28 Mr. DeGabriele provided a summary of the Technical Advisory Committee meeting held  
29 yesterday, December 5, 2011. He reported that Sonoma County Water Agency is beginning its  
30 annual meter rehabilitation and replacement program wherein all meters used for delivery are pulled  
31 and replaced and the old meter is recalibrated. He further reported that Brown & Caldwell has been  
32 selected to update the annual allocation model and will propose a summer period allocation model.  
33 Mr. DeGabriele stated that the monthly report for the Biological Opinion update is included with his

1 summary and the TAC will request SCWA to provide an update on the first mile demonstration  
2 project at the January TAC meeting. He said that there will be a Water Conservation Subcommittee  
3 meeting on January 9 immediately following the TAC meeting and is expecting to see the final  
4 Sonoma-Marín Saving Water Partnership Annual Report.

5 **NORTH BAY WATERSHED ASSOCIATION MEETING – DECEMBER 2, 2011**

6 Director Baker provided a brief report on the North Bay Watershed Association meeting.

7 **MISCELLANEOUS**

8 The Board received the following miscellaneous information: Disbursements, NMWD  
9 Contract with McLellan for Paving Jobs, Coho Salmon Numbers on the Rise in Sonoma.

10 The Board also received the following news articles: Pages from the Past, Longest-Serving  
11 Marin Public Official Honored and Salinity Notices.

12 President Petterle adjourned the meeting at 9:06 p.m.

13 Submitted by

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Renee Roberts  
District Secretary

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**NORTH MARIN WATER DISTRICT**  
**MONTHLY PROGRESS REPORT FOR November 2011**  
 December 16, 2011

1.

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

Month	FY11/12	FY10/11	FY09/10	FY08/09	FY07/08	12 vs 11 %
July	371	379	360	419	417	-2%
August	365	368	367	417	416	-1%
September	347	358	335	393	374	-3%
October	250	278	233	313	268	-10%
November	184	164	176	173	208	12%
<b>FYTD Total</b>	<b>1,517</b>	<b>1,547</b>	<b>1,471</b>	<b>1,715</b>	<b>1,682</b>	<b>-2%</b>

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

Month	FY11/12	FY10/11	FY09/10	FY08/09	FY07/08	11 vs 10 %
July	9.2	9.9	10.0	11.8	11.5	-7%
August	9.4	9.9	10.6	11.9	11.5	-5%
September	8.7	9.2	9.6	10.2	9.8	-5%
October	6.5	7.8	6.9	9.8	7.4	-16%
November	5.3	4.9	5.6	7.2	6.9	7%
<b>FYTD Total</b>	<b>39.2</b>	<b>41.8</b>	<b>42.6</b>	<b>50.8</b>	<b>47.1</b>	<b>-6%</b>

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

Month	FY11/12	FY10/11	FY09/10	FY08/09	FY07/08	11 vs 10 %
July	115	109	152	131	131	6%
August	126	108	150	128	121	17%
September	77	112	155	117	106	-32%
October	113	111	80	81	75	2%
November	106	95	0	0	30	11%
<b>FYTD Total</b>	<b>537</b>	<b>536</b>	<b>537</b>	<b>458</b>	<b>462</b>	<b>0%</b>

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

Month	FY11/12	FY10/11	FY09/10	FY08/09	FY07/08	11 vs 10 %
July	11.0	11.9	12.0	13.6	13.4	-8%
August	12.2	11.2	12.9	13.6	12.7	9%
September	9.6	9.5	10.2	10.9	9.4	1%
October	0.0	2.6	2.6	6.4	2.7	-
November	0.0	0.0	0.0	0.0	0.0	-
<b>FYTD Total</b>	<b>32.8</b>	<b>35.2</b>	<b>37.7</b>	<b>44.5</b>	<b>38.2</b>	<b>-7%</b>

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**2. Stafford Lake Data**

	<b>November Normal</b>	<b>November 2010</b>	<b>November 2011</b>
Rainfall this month	3.2 Inches	2.3 Inches	1.1 Inches
Rainfall this FY to date	5.1 Inches	4.3 Inches	4.6 Inches
Lake elevation*	187 Feet	179.6 Feet	179.1 Feet
Lake storage**	925 MG	450.4 MG	545 MG

\* Spillway elevation is 196.0 feet

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

**Temperature (in degrees)**

	<b>Minimum</b>	<b>Maximum</b>	<b>Average</b>
Nov 2010	28	86	53
Nov 2011 (STP)	39	80	55
Nov 2011 (Novato)	37	83	57

**3.**

<b>November 30</b>	<b>Novato Water</b>			<b>Recycled Water</b>			<b>West Marin Wtr</b>			<b>Oceana Marin Swr</b>		
	FY12	FY11	Incr %	FY12	FY11	Incr %	FY12	FY11	Incr %	FY12	FY11	Incr %
Total meters installed	20,743	20,737	0.0%	3	3	0.0%	818	815	0.4%	-	-	-
Total meters active	20,473	20,457	0.1%	2	3	-33%	772	769	0.4%	-	-	-
Active dwelling units	23,866	23,852	0.1%	0	0	-	805	802	0.4%	227	226	0.4%

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

<b>Description</b>	<b>FY 10-11</b>	<b>FY 11-12</b>
Effluent Flow Volume (Gal)	550,000	482,460
Irrigation Field Discharge Gal)	699,000	662,000
Treatment Pond Freeboard (ft)	7.5	5.7
Storage Pond Freeboard (ft)	4.4	6.2

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

<b>Job No.</b>	<b>Project</b>	<b>% Complete</b>	<b>% This month</b>
2704	100 Toby Lane, Ritchey Residence	100	1
2793	Novato Sanitary District- Lea Drive	100	1
2744	North Bay Korean American Presbyterian Church	99	2
2751	Buck Institute Fire Service	98	3
2756	Circle Bank	85	5
2754	Hamilton Elementary	70	20
2743	Warner Creek Senior Housing	90	40

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

<b>Job No.</b>	<b>Project</b>	<b>% Complete</b>	<b>% This month</b>
7067	So. Novato Blvd/Rowland Main Break Repair	100	5
7123.07	Del Oro PB Replacement	50	45
8716.08	City Paving Coordination	42	8

**Employee Hours to Date, FY 11/12**

As of Pay Period Ending November 30, 2011

Percent of Fiscal Year Passed = 42%

<b>Developer Projects</b>	<b>Actual</b>	<b>Budget</b>	<b>% YTD Budget</b>	<b>District Projects</b>	<b>Actual</b>	<b>Budget</b>	<b>% YTD Budget</b>
Construction	787	1,800	44	Construction	1,553	4,944	31
Engineering	358	1,393	26	Engineering	2,463	5,564	44

6. **Safety/Liability**

	Industrial Injury with Lost Time			Liability Claims Paid		
	Lost Days	OH Cost of Lost Days (\$)	No. of Emp. Involved	No. of Incidents	Incurred (FYTD)	Paid (FYTD) (\$)
FY through Nov 11	0	0	0	0	1	1,700
FY through Nov 10	0	0	0	0	4	2,286

Days without a lost time accident through November 30, 2011 = 265 days

7. **Energy Cost**

FYE		October			Fiscal Year-to-Date thru October		
		Kwh	¢/Kwh	Cost/Day	Kwh	¢/Kwh	Cost/Day
2012	Stafford TP	97,827	16.6¢	\$560	376,609	16.6¢	\$520
	Pumping	99,340	15.3¢	\$474	690,029	14.5¢	\$813
	Other*	36,198	20.2¢	\$244	162,957	21.0¢	\$286
		233,365	16.6¢	\$1,383	1,229,595	16.0¢	\$1,613
2011	Stafford TP	103,500	16.7¢	\$577	395,700	16.9¢	\$549
	Pumping	123,529	14.1¢	\$483	667,386	14.5¢	\$818
	Other*	35,850	21.1¢	\$261	179,379	20.9¢	\$310
		262,879	16.1¢	\$1,321	1,242,465	16.2¢	\$1,704
2010	Stafford TP	91,500	16.9¢	\$499	455,400	16.1¢	\$601
	Pumping	65,038	15.8¢	\$257	590,114	15.3¢	\$712
	Other*	36,783	20.3¢	\$257	182,676	20.2¢	\$313
		193,321	17.2¢	\$1,038	1,228,190	16.3¢	\$1,659

\*Other includes West Marin Facilities

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8. **Water Conservation Update (November)**

	Month of November 2011	FY to Date	Program Total to Date
High Efficiency Toilet (HET) Rebate (\$150 each)	17	87	2,273
Retrofit Certificates Filed	21	106	4,289
Cash for Grass Rebates Paid Out	3	24	473
Washing Machine Rebates	29	127	5,714
Water Smart Home Survey	14	146	1,503

# NORTH MARIN WATER DISTRICT

## Summary of Complaints & Service Order November 2011

Prepared: 12/09/11

<u>Type</u>	<u>Nov-11</u>	<u>Nov-10</u>	<u>Action Taken November 2011</u>
<b><u>Consumers' System Problems</u></b>			
Consumer Service Line Leaks	22	16	Notified Customer
Meter Leak Consumer's Side	0	0	~
House Plumbing	0	0	~
Noisy Plumbing	0	1	~
Seepage or Other	0	0	~
House Valve / Meter Off	2	2	Turned Back On
Nothing Found	3	5	Notified Customer
Low Pressure	1	0	PRV failed. Consumer to call plumber.
High Pressure	1	1	PRV failed. Consumer to call plumber.
Water Waster Complaints	0	0	~
<b>Total</b>	<b>29</b>	<b>25</b>	
<b><u>Service Repair Reports</u></b>			
Register Replacements	0	0	~
Meter Replacement	0	7	~
Meter Box Alignment	0	0	~
Meter Noise	0	0	~
Dual Service Noise	0	0	~
Box and Lids	0	9	~
Water Off/On Due To Repairs	3	4	Notified Customer
Misc. Field Investigation	1	1	Notified Customer
<b>Total</b>	<b>4</b>	<b>21</b>	
<b><u>Leak Complaints</u></b>			
Main-Leak	0	1	~
Mains-Nothing Found	0	0	~
Mains-Damage	0	0	~
Service- Leak	9	12	Repaired
Services-Nothing Found	3	1	Notified Customer
Service-Damaged	0	0	~
Fire Hydrant-Leak	1	0	Repaired
Fire Hydrants-Nothing Found	0	2	~
Fire Hydrants-Damaged	1	1	Repaired
Meter Replacement	0	1	~
Meters-Leak	0	0	~
Meters-Nothing Found	0	0	~
Meters Damaged	0	0	~
Washer Leaks	3	10	Replaced
<b>Total</b>	<b>17</b>	<b>28</b>	
<b><u>High Bill Complaints</u></b>			
Consumer Leaks	9	14	Notified Customer
Meter Testing	0	0	~
Meter Misread	1	3	Notified Customer
Nothing Found	22	41	Notified Customer
Projected Consumption	0	0	~
Excessive Irrigation	0	1	Notified Customer
<b>Total</b>	<b>32</b>	<b>59</b>	

# NORTH MARIN WATER DISTRICT

## Summary of Complaints & Service Order November 2011

Prepared: 12/09/11

<u>Type</u>	<u>Nov-11</u>	<u>Nov-10</u>	<u>Action Taken November 2011</u>
<b><u>Low Bill Reports</u></b>			
Meter Misread	1	0	Notified Customer
Stuck Meter	0	0	~
Nothing Found	1	0	Notified Customer
Projected Consumption	0	0	~
Minimum Charge Only	0	0	~
<b>Total</b>	<b>2</b>	<b>0</b>	
<b><u>Water Quality Complaints</u></b>			
Taste and Odor	0	3	~
Color	2	1	<b>Customer reported dirty colored water. (Laurie Ct)</b> Construction company used nearby fire hydrant causing released of sediment into the system. Suggested flushing line.
			<b>Customer reported yellow water in Brita Filter. (Mildenhall St)</b> Coloring in pitcher was due to algae growth. Recommended cleaning pitcher with mild bleach solution.
Turbidity	0	0	~
Suspended Solids	0	0	~
Other	0	4	~
<b>Total</b>	<b>2</b>	<b>8</b>	
<b>TOTAL FOR MONTH:</b>	<b>86</b>	<b>141</b>	<b>-39%</b>
<b><u>Fiscal YTD Summary</u></b>			
Consumer's System Problems	192	137	40% Increase In Consumer Line Leaks
Service Repair Report	41	84	-51% Decrease In Replaced Box & Lid
Leak Complaints	144	150	-4% Decrease In Fire Hydrant Leaks
High Bill Complaints	211	349	-40% Decrease In Nothing Found
Low Bills	5	3	67% Increase In Stuck Mtr & Nothing Fnd
Water Quality Complaints	23	25	-8% Decrease In Other
<b>Total</b>	<b>616</b>	<b>748</b>	<b>-18%</b>

# NORTH MARIN WATER DISTRICT

## Summary of Complaints & Service Order November 2011

Prepared: 12/09/11

<u>Type</u>	<u>Nov-11</u>	<u>Nov-10</u>	<u>Action Taken November 2011</u>
<b><u>"In House" Generated and Completed Work Orders</u></b>			
<b><u>Check Meter:</u></b> possible consumer/District leak, high bill, flooded, need read, etc.	201	242	
<b><u>Change Meter:</u></b> leaks, hard to read	9	19	
<b><u>Possible Stuck Meter</u></b>	2	8	
<b><u>Repair Meter:</u></b> registers, shut offs	0	0	
<b><u>Replace Boxes/Lids</u></b>	6	10	
<b><u>Hydrant Leaks</u></b>	0	0	
<b><u>Trims</u></b>	22	75	
<b><u>Dig Outs</u></b>	38	109	
<b><u>Letters to Consumer:</u></b> meter obstruction, trims, bees, gate access, etc.	0	4	
<b><u>Misc:</u></b> locate meter, get meter number, cross connection follow ups, kill service, etc.	0	0	
	<u>278</u>	<u>467</u>	

### Bill Adjustments Under Board Policy:

#### November 11 vs. November 10

Nov-11	42	\$11,518
Nov-10	25	\$7,230

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

11/12 FYTD	150	\$35,939
10/11 FYTD	136	\$39,641

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## MEMORANDUM

To: Board of Directors

December 16, 2011

From: David L. Bentley, Auditor-Controller

Subj: Auditor-Controller's Monthly Report of Investments for November 2011

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**RECOMMENDED ACTION:** Information

**FINANCIAL IMPACT:** None

At month end the District's Investment Portfolio had an amortized cost value (i.e., cash balance) of \$13,164,458 (which includes an \$8 million loan from Bank of Marin acquired in October to pay for the Aqueduct Energy Efficiency Project) and a market value of \$13,187,900. During November the cash balance increased by \$112,922. For the fiscal year, the cash balance increased \$8,790,487.

The market value of securities held decreased by \$286 during the month. The ratio of total cash to budgeted annual operating expense, excluding the \$7,283,419 unexpended balance of the Bank of Marin loan, stood at 48%, up 1% from the prior month. This compares to the District's target ratio of 90%, or \$11 million.

At November 30, 2011, 91% of the District's Portfolio was invested in California's Local Agency Investment Fund (LAIF), and 8% in a Time Certificates of Deposit placed in a Novato bank. The weighted average maturity for the portfolio was 43 days, compared to 46 days at the end of last month. The LAIF interest rate for the month was 0.40%, compared to 0.39% in the previous month. The weighted average Portfolio rate was 0.46%, compared to 0.45% in the previous month. The District earned \$10,548 in interest revenue during November with 49% earned by Novato Water and the balance distributed to the other improvement districts.

State Controller John Chiang's November report on California's financial position stated: "While November's totals came in 9 percent above projections, they did not erase the fact that we are still running \$1 billion behind in revenues and \$2 billion ahead in expenditures." Regardless of ... the midyear cuts ... enacted [in December], the Legislature faces a tremendous fiscal challenge when it returns to session."

The State ended last fiscal year with a deficit of \$8.2 billion. The cumulative cash deficit now stands at \$21.5 billion. The deficit is being covered with \$16.1 billion of internal borrowing (temporary loans from special funds) and \$5.4 billion of external borrowing.

**NORTH MARIN WATER DISTRICT  
AUDITOR-CONTROLLER'S MONTHLY REPORT OF INVESTMENTS  
November 30, 2011**

Type	Description	S&P Rating	Purchase Date	Maturity Date	Cost Basis <sup>1</sup>	11/30/2011 Market Value	Yield <sup>2</sup>	% of Portfolio
<b>LAIF</b>	State of CA Treasury	A	Various	Open	\$12,044,116	\$12,066,369	0.40% <sup>3</sup>	91%
<b>Time Certificate of Deposit</b>								
TCD	Bank of Marin	n/a	6/3/11	6/3/13	\$1,000,000	\$1,000,000	1.00%	8%
<b>Other</b>								
Agency	Marin Co Treasury	AA+	Various	Open	\$232,663	\$232,663	0.45%	2%
Bond	Olema G.O. Bond	A+	5/31/91	1/1/15	14,595	15,785	5.00%	0%
Other	Various	n/a	Various	Open	(126,917)	(126,917)	0.00%	-1%
<b>TOTAL IN PORTFOLIO</b>					<b>\$13,164,458</b>	<b>\$13,187,900</b>	<b>0.46%</b>	<b>100%</b>

Weighted Avg. Maturity = **43 Days**

LAIF: State of California Local Agency Investment Fund.

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

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

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

<sup>1</sup> Original cost less repayment of principal and amortization of premium or discount.

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

<sup>3</sup> Earnings are calculated daily - this represents the average yield for the month ending November 30, 2011.

<b>Interest Bearing Loans</b>	Loan Date	Maturity Date	Original Loan Amount	Principal Outstanding	Interest Rate
Black Point Partners-BPGL	6/30/06	2/28/24	\$3,612,640	\$2,651,223	2.40%
Employee Housing Loans (8)	Various	Various	1,441,785	1,441,785	Contingent
Employee Computer Loans (9)	Various	Various	13,300	7,349	1.97% (avg)
<b>TOTAL INTEREST BEARING LOANS</b>			<b>\$5,067,725</b>	<b>\$4,100,357</b>	

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



6

**MEMORANDUM**

To: Board of Directors

December 16, 2011

From: Drew McIntyre, Chief Engineer *DM*

Subject: Renewal of Port Sonoma Marina Temporary Water Service Agreement  
r:\folders by job no\2000 jobs\2095\2095 public hearing board memo 12.16.2011.doc

**RECOMMENDED ACTION:** Approve the attached resolution authorizing the President and Secretary to sign the Agreement for Temporary Water Service to Certain Land in Sonoma County for the period of January 1, 2012 through December 31, 2014

**FINANCIAL IMPACT:** None

Port Sonoma is provided temporary water service from a 1 ½-inch meter on Harbor Drive (see map in Attachment A). A public hearing was held at the December 6<sup>th</sup> Board Meeting to consider renewal of the Port Sonoma Temporary Water Service Agreement. The staff memo from that meeting is provided as Attachment B. At the December 6 Board meeting, no action was taken and staff was directed to revise the Temporary Water Service Agreement to: (1) include language that would put an annual limit on the amount of water to be delivered, and (2) include language that would give the District the ability to terminate said agreement should water delivered exceed the annual cap. The Staff has modified the Temporary Water Service Agreement to reflect Board direction as indicated in Attachment C (in both mark-up and final form).

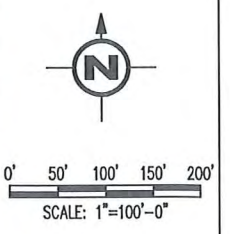
The aforementioned changes in the Temporary Water Service agreement place a total annual water limit cap of three (3) million gallons per year and also stipulates that the District may terminate this agreement if the annual amount delivered is in excess of the cap (usage to be reviewed on an annual basis).

**RECOMMENDATION**

Approve the attached resolution authorizing the President and Secretary to sign the revised Agreement for Temporary Water Service to Certain Land in Sonoma County for the period of January 1, 2012 through December 31, 2014.



Dec 15, 2011 3:12pm W:\JOB\MISC\Presentation\petaluma\_river.dwg User: ACANTILLER



**ATTACHMENT A**

NO.	DATE	REVISION	BY	APP.
<b>NORTH MARIN WATER DISTRICT</b> NOVATO, CALIFORNIA				
<b>PORT SONOMA MARINA</b> <b>WATER FACILITIES</b>				
DES	DR	CH	SCALE	: 1"=100'-0"
AC	AC		DATE	: 12/12/11
APPROVED: CHIEF ENGINEER			SHEET NO.	: 1 OF 1 SHEETS
R.E. C40936			SERVICE AREA	1 JOB.NO. 2095 NO.001



MEMORANDUM

To: Board of Directors December 2, 2011  
From: Drew McIntyre, Chief Engineer   
Subject: Public Hearing - Renewal of Port Sonoma Marina Temporary Water Service Agreement  
r:\folders by job no\2000 jobs\2095\2095 public hearing board memo 12.2011.doc

**RECOMMENDED ACTION:** Approve the attached resolution authorizing the President and Secretary to sign the Agreement for Temporary Water Service to Certain Land in Sonoma County for the period of January 1, 2012 through December 31, 2014

**FINANCIAL IMPACT:** None

North Marin Water District serves water to the Port Sonoma Marina from a 1½ -inch meter located on the west side of the Petaluma River near the Highway 37 bridge. Port Sonoma is not located within the District service territory but is supplied water pursuant to an "outside water agreement." The original temporary service agreement enacted in 1978 resulted when a well serving the property developed a brackish water problem.

The Port Sonoma temporary water service agreement is subject to review and renewal at three-year intervals. The renewal process includes review of water demand by the facility and prohibits resale of water or use of water for purposes other than permitted by Sonoma County in the Use Permit governing development and use of Port Sonoma. Water may not be resold or conveyed off the property.

The current temporary water service agreement expires on December 31, 2011 and the management of Port Sonoma Marina has requested renewal of the agreement for another three-year term (Attachment A). The Harbormaster, Brian Swedberg, who will attend the public hearing, is not requesting changes in the level of service provided.

Staff placed a notice (Attachment B) in the Novato Advance advertising the hearing regarding this temporary service and mailed the notice to the attached mail list (Attachment C). Attachment D is a historical chart of water use.

In 2005, legal counsel reviewed the agreement and recommended inclusion of paragraph 8 clarifying that if the Board of Directors determines pursuant to Water Code sec. 350 et seq. that a "water shortage emergency condition" exists, water service will be discontinued because there could be no surplus at that time.

RECOMMENDATION

Approve the attached resolution authorizing the President and Secretary to sign the Agreement for Temporary Water Service to Certain Land in Sonoma County for the period of January 1, 2012 through December 31, 2014.

Listed below is a chronology of Port Sonoma Water Service Agreements:

**ATTACHMENT B**

Agreement Date	Customer	Comments	Agreement Expiration Date
1 10/4/78	Shellmaker, Inc	Original Agreement	10/4/81
2 5/14/82	Shellmaker, Inc	-	5/14/85
3 2/7/84	Shellmaker, Inc	Assigned to Eric J. Almquist et al	5/14/85
4 6/6/84	Eric J. Almquist et al	New Agreement	12/31/86
5 12/23/85	Eric J. Almquist et al	Assigned to Granite Const. Co.	12/31/86
6 12/31/86	Granite Const. Co	New Agreement	12/31/89
7 7/7/87	Granite Const. Co	Assigned to Fathom Investors	12/31/89
8 1/6/89	Fathom Investors	Reassigned to Granite Const. Co.	12/31/89
9 1/1/90	Port Sonoma-Marin	New Agreement	12/31/92
10 1/1/93	Port Sonoma-Marin	New Agreement	12/31/95
11 1/17/95	Port Sonoma-Marin	Assigned to Desert Aggregates, Inc	12/31/95
12 1/1/96	Desert Aggregates, Inc	New Agreement	12/31/98
13 1/1/99	Desert Aggregates, Inc	New Agreement	12/31/01
14 1/1/02	Port Sonoma Assoc LLC	New Agreement	12/31/04
15 1/1/04	Port Sonoma Assoc. LLC	New Agreement	12/31/07
16 1/1/08	Port Sonoma Assoc. LLC	New Agreement	12/31/11
17 1/1/2012	Port Sonoma Assoc. LLC	New Agreement	12/31/14
18 <u>now</u>			

RESOLUTION NO. 011-  
AUTHORIZATION OF EXECUTION  
OF  
AGREEMENT FOR TEMPORARY WATER SERVICE  
WITH  
PORT SONOMA ASSOCIATES L.L.C.

---

BE IT RESOLVED by the Board of Directors of NORTH MARIN WATER DISTRICT that the President and Secretary of this District be and they hereby are authorized and directed for and on behalf of this District to execute that certain AGREEMENT FOR TEMPORARY WATER SERVICE TO CERTAIN LAND IN SONOMA COUNTY between this District and PORT SONOMA ASSOCIATES L.L.C., a Delaware Limited Liability Company, to provide temporary water service to that certain real property designated as "the Sonoma Land, " SONOMA COUNTY, CALIFORNIA.

\* \* \*

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the 6th day of December, 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

(SEAL)

---

Renee Roberts, Secretary  
North Marin Water District

**AGREEMENT FOR TEMPORARY WATER SERVICE  
TO CERTAIN LAND IN SONOMA COUNTY**

THIS AGREEMENT, made and entered into this first day of January 2012, by and between the NORTH MARIN WATER DISTRICT, a public corporation herein called the "District," and PORT SONOMA ASSOCIATES, LLC, a Delaware Limited Liability Company, herein called the "Customer."

The parties hereto agree as follows:

1. The purpose of this agreement is to set forth the terms and conditions under which the District will furnish a temporary water supply for use on certain land ("the Sonoma land") situated in the unincorporated southwestern portion of Sonoma County and outside the territory of the District. The boundaries of the Sonoma land are delineated on the map marked "Exhibit A" which is attached hereto and incorporated herein and consist of Sonoma County Assessor's Parcels 068-140-26 and 068-140-22.

2. All the water furnished by the District hereunder shall be put to beneficial use on the Sonoma land in connection with the uses thereof that are from time to time approved and authorized by use permit issued by the County of Sonoma. At the present time the authorized uses are the Port Sonoma Marina and ancillary facilities and the operations of the W. K. McLellan Co.

3. All water furnished hereunder shall be delivered, received, used and paid for in accordance with the District's regulations from time to time in effect. The Customer shall comply with all applicable regulations.

4. All water furnished hereunder shall be metered and delivered to the Customer at the District's existing 1 1/2-inch meter in Marin County near State Highway 37 Bridge across the Petaluma River (Point of Delivery). The Customer shall pay for all water delivered at the District's rates from time to time in effect for water service outside the territory of the District.

5. The Customer shall be responsible for the carriage and handling of the water delivered hereunder from and beyond the point of delivery. Customer acknowledges that District does not warrant the quality, quantity or pressure for water delivered beyond the Point of Delivery. The Customer shall make said water available for use on the Sonoma land by the Port Sonoma Marina and ancillary facilities and the W. K. McLellan Co. The Customer shall not meter or resell the water delivered to W. K. McLellan Co., but may install meters on its water distribution system for the purpose of determining leaks or waste of water.

6. If the Sonoma land is subdivided, water furnished hereunder shall thereafter be used only on the remainder parcel designated in accordance with Section 66424.6 of the Government Code of California.

7. The District reserves the right to curtail, interrupt or suspend deliveries of water hereunder to the extent necessary to meet the reasonable needs of water users within the territory of the District in the event of a water shortage as determined by the District.

8. If the District Board of Directors determines that a water shortage emergency condition exists, delivery of water to the customer will be suspended.

9. Customer acknowledges that District does not provide sufficient volumes of water for fire protection purposes. Customer agrees to indemnify and hold the District free from loss, damage, defense costs or expenses for not providing storage for or volumes of fire protection water. Consequently, Customer agrees to maintain such water storage on site as from time to time may be required by the responsible fire protection agency having jurisdiction.

10 This agreement shall terminate on December 31, 2014, unless, prior to that date, it is extended by written agreement of the parties. Upon termination of this agreement, the District shall be under no obligation to furnish water service for use on the Sonoma land.

11. Should the Customer default in the performance of, or breach, any provision, term or condition of this agreement, and fail to cure such default or breach within thirty days after notice thereof, the District, in addition to all other remedies available to it, may forthwith terminate delivery of water to the Customer and/or to the Sonoma land.

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

IN WITNESS WHEREOF, the parties hereto have subscribed their names the day and year first above written.

NORTH MARIN WATER DISTRICT  
a Public Corporation

\_\_\_\_\_  
Dated

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

ATTEST:  
(SEAL)

\_\_\_\_\_  
Dated

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

PORT SONOMA ASSOCIATES  
L.L.C.  
a Delaware Limited Liability Company

(SEAL)

\_\_\_\_\_  
Dated

\_\_\_\_\_  
President

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Treasurer

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

This agreement must be executed by the Applicant and delivered to the District within thirty (30) days after it is authorized by the District's Board of Directors. If this agreement is not signed and returned within thirty days, it shall automatically be withdrawn and void.

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



# COUNTY ASSESSOR'S PARCEL MAP

68-14



68  
13

Parcel Map No. 4704  
BR. 233 pg. 16, Rec. 4/30/76

R/S 291/36

STATE HIGHWAY No 8

532°55'W  
4092.65

R/S 335E/23

224.62 AC

15

N.W.P. RR.

Parcel 26: Pol. A, 310.21 AC, R/S 405-1, 2.00 AC, SBE 853-49-20 PARC. I, 1102 AC.

Parcel 24: 2.98 AC

Parcel 2: 25 AC

Ag. Pre. 2-345  
92-18604

267.10 AC.

4

Sanoma County  
Marin County

25 AC.

136-017  
136  
5  
25 AC.

Duncan Slough

San

Pablo

Bay

EXHIBIT "A"

***PORT SONOMA MARINA***

***270 SEARS POINT ROAD***

***PETALUMA CA. 94954***

***(707)-778-8055 FAX: (707)-778-2084***

---

David Bentley  
North Marin Water District  
P.O. Box 146  
Novato, CA. 94948

October 19, 2011

Re: Renewal of Temporary Water Service

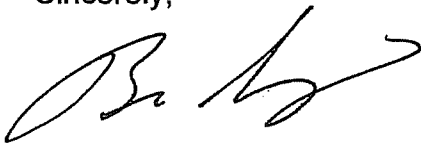
Dear Mr. Bentley,

Port Sonoma Associates LLC., Requests continuation of our temporary water service agreement dated January 1, 2008

It is our understanding that the present agreement expires on December 31, 2011

Please call me at the marina office, if you have any questions.

Sincerely,



Brian Swedberg  
Harbormaster, Port Sonoma Marina  
707-592-3104 cell

## NOTICE OF PUBLIC HEARING

Date: December 6, 2011 (Tuesday)

Time: 7:30 p.m.

To be held by: North Marin Water District

Location: 999 Rush Creek Place, Novato, California

Subject: Consider renewal of Port Sonoma's existing water service agreement

North Marin Water District serves water to Port Sonoma from a 1 1/2-inch meter located on the west (Novato) side of the Petaluma River near the Highway 37 Bridge. Port Sonoma is not located within the territory of the District but is supplied water pursuant to an "outside service agreement." The agreement prohibits resale of water. The agreement also prohibits use of water for purposes other than those permitted by Sonoma County in the Use Permit governing development and use of Port Sonoma. The water service agreement expires on December 31, 2011.

You are invited to submit written comments regarding renewal of the water service agreement and/or appear at the December 6, 2011 hearing and give direct testimony to the Board of Directors. The existing meter size and agreement terms are proposed to be extended for a three-year period. Should you have additional questions or wish to receive a copy of the proposed agreement please call (415) 897-4133. The agreement was initially approved on June 6, 1984 and was last renewed on January 1, 2008.

Renee Roberts  
District Secretary  
North Marin Water District

November 23, 2011

	Company	Attention	Address	City State Zip
1.	Novato Advance		PO Box 8	Novato, CA 94948
2.	Association of Bay Area Govt		P.O. Box 2050	Oakland, CA 94604
3.	Black Point Improvement Club	Hank Barner	PO Box 267	Novato, CA 94948
4.	Port Sonoma-Marina	Brian Swedberg, Manager	270 Sears Point Road	Petaluma, CA 94952
5.	Novato Fire Protection District	Chief Marc Revere	95 Rowland Way	Novato, CA 94945
6.	City of Novato	Attn: Michael Frank, City Manager	75 Rowland Way, #200	Novato, CA 94945
7.	City of Petaluma	Attn: John C. Brown, City Manager	11 English	Petaluma, CA 94952
8.	Fire Marshal	Sonoma County Dept of Fire	2300 County Center, #221 A	Santa Rosa, CA 95401
9.	Marin Independent Journal		4000 Civic Center Dr, #301	San Rafael, CA 94903
10.	Marin Conservation League	Susan Stompe	1623 5 <sup>th</sup> Ave., Suite A	San Rafael, CA 94901
11.	Marin County Board of Supervisors	Judy Arnold	3501 Civic Center, Room 329	San Rafael, CA 94903
12.	Marin County LAFCO	Attn: Peter Banning, Executive Director	555 Northgate Dr. #230	San Rafael, CA 94903
13.	Marin County Community Dev	Attn: Brian Crawford	3501 Civic Center Dr., #308	San Rafael, CA 94903
14.	Novato Community Dev. Dept	Attn: Dave Wallace	75 Rowland Way, #200	Novato, CA 94945
15.	Sonoma Co Board of Supervisors	Attn: Eflen Carrillo	575 Administration Drive	Santa Rosa, CA 95401
16.	Sonoma County LAFCO	Attn: Richard Bottarini, Exec. Director	575 Administration Drive	Santa Rosa, CA 95401
17.	Sonoma County Permit & Resource Management		2550 Ventura Ave	Santa Rosa, CA 95403
18.	Sonoma County Water Agency	Attn: Grant Davis, General Manager	P.O. Box 11628, 404 Aviation Dr.	Santa Rosa, CA 95406
19.	Ted Lehmann	W.K. McLellan Company	254 Sears Point Road	Petaluma, CA 94954
20.	Moose Boats		254 Sears Point Road	Petaluma, CA 94954

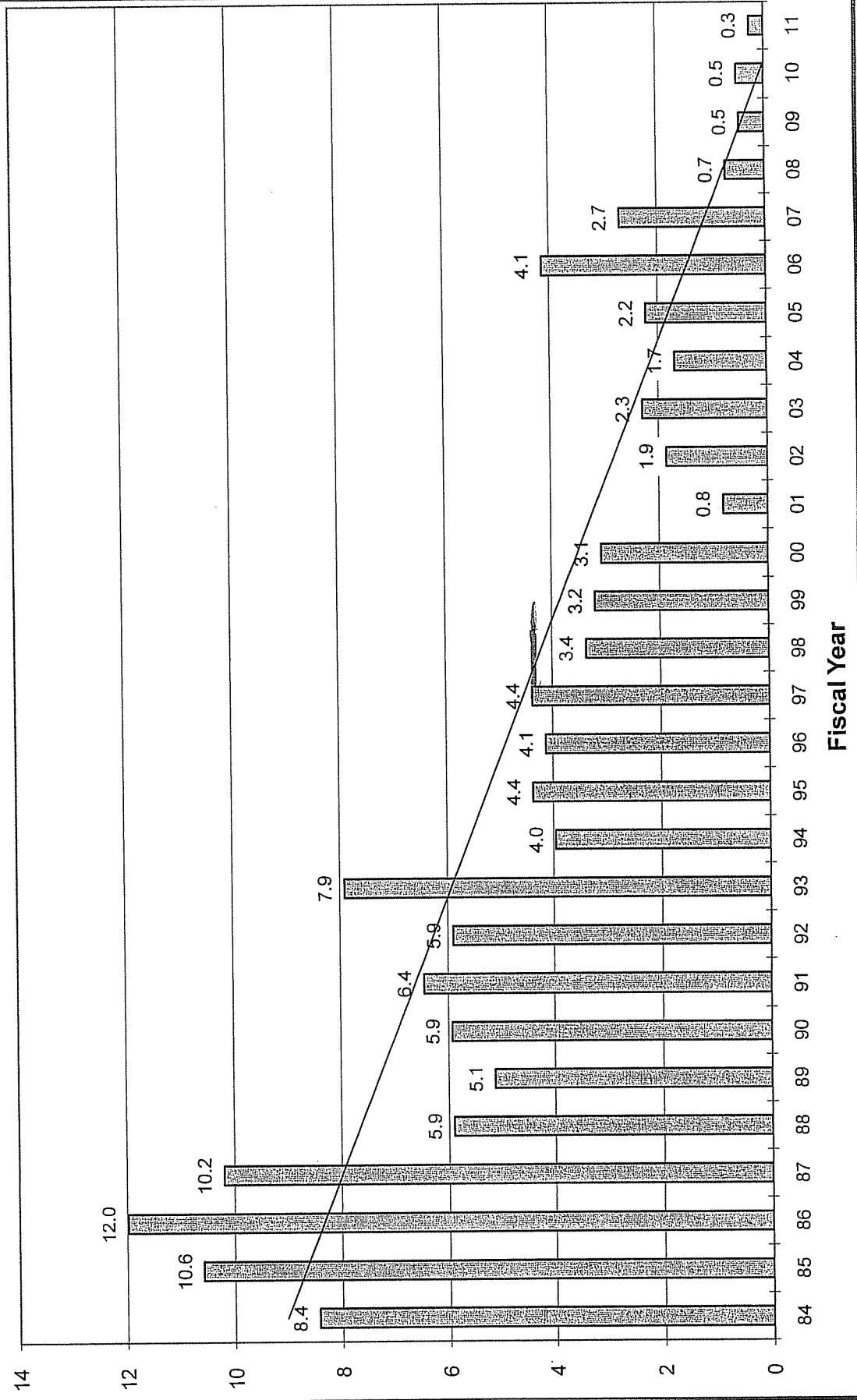
**Notice mailed November 18, 2011**

11/30/11

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### Port Sonoma Marina Annual Water Use - 28 Year History

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**AGREEMENT FOR TEMPORARY WATER SERVICE  
TO CERTAIN LAND IN SONOMA COUNTY**

THIS AGREEMENT, made and entered into this first day of January 2012, by and between the NORTH MARIN WATER DISTRICT, a public corporation herein called the "District," and PORT SONOMA ASSOCIATES, LLC, a Delaware Limited Liability Company, herein called the "Customer."

The parties hereto agree as follows:

1. The purpose of this agreement is to set forth the terms and conditions under which the District will furnish a temporary water supply for use on certain land ("the Sonoma land") situated in the unincorporated southwestern portion of Sonoma County and outside the territory of the District. The boundaries of the Sonoma land are delineated on the map marked "Exhibit A" which is attached hereto and incorporated herein and consist of Sonoma County Assessor's Parcels 068-140-26 and 068-140-22.

2. All the water furnished by the District hereunder shall be put to beneficial use on the Sonoma land in connection with the uses thereof that are from time to time approved and authorized by use permit issued by the County of Sonoma. At the present time the authorized uses are the Port Sonoma Marina and ancillary facilities and the operations of the W. K. McLellan Co.

3. All water furnished hereunder shall be delivered, received, used and paid for in accordance with the District's regulations from time to time in effect. The Customer shall comply with all applicable regulations.

4. All water furnished hereunder shall be metered and delivered to the Customer at the District's existing 1 1/2-inch meter in Marin County near State Highway 37 Bridge across the Petaluma River (Point of Delivery). The Customer shall pay for all water delivered at the District's rates from time to time in effect for water service outside the territory of the District.

5. The Customer shall be responsible for the carriage and handling of the water delivered hereunder from and beyond the point of delivery. Customer acknowledges that District does not warrant the quality, quantity or pressure for water delivered beyond the Point of Delivery. The Customer shall make said water available for use on the Sonoma land by the Port Sonoma Marina and ancillary facilities and the W. K. McLellan Co. The Customer shall not meter or resell the water delivered to W. K. McLellan Co., but may install meters on its water distribution system for the purpose of determining leaks or waste of water.

~~6. If the Sonoma land is subdivided, water furnished hereunder shall thereafter be used only on the remainder parcel designated in accordance with Section 66424.6 of the Government Code of California.~~ The Customer acknowledges and agrees that water delivered to the Sonoma land through this temporary water service agreement will not exceed a maximum annual amount of three (3) million gallons.

7. Each year following the date of this agreement the District shall review the annual amount of water delivered. The District reserves the right to terminate this Agreement if said annual amount of water delivered pursuant to this agreement is in excess of the maximum annual amount specified in Paragraph 6.

8. ~~If the Sonoma land is subdivided, water furnished hereunder shall thereafter be used only on the remainder parcel designated in accordance with Section 66424.6 of the Government Code of California.~~

9. The District reserves the right to curtail, interrupt or suspend deliveries of water hereunder to the extent necessary to meet the reasonable needs of water users within the territory of the District in the event of a water shortage as determined by the District.

10.8. If the District Board of Directors determines that a water shortage emergency condition

exists, delivery of water to the customer will be suspended.

11.9. Customer acknowledges that District does not provide sufficient volumes of water for fire protection purposes. Customer agrees to indemnify and hold the District free from loss, damage, defense costs or expenses for not providing storage for or volumes of fire protection water. Consequently, Customer agrees to maintain such water storage on site as from time to time may be required by the responsible fire protection agency having jurisdiction.

12.40 This agreement shall terminate on December 31, 2014, unless, prior to that date, it is extended by written agreement of the parties. Upon termination of this agreement, the District shall be under no obligation to furnish water service for use on the Sonoma land.

13.14. Should the Customer default in the performance of, or breach, any provision, term or condition of this agreement, and fail to cure such default or breach within thirty days after notice thereof, the District, in addition to all other remedies available to it, may forthwith terminate delivery of water to the Customer and/or to the Sonoma land.

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

IN WITNESS WHEREOF, the parties hereto have subscribed their names the day and year first above written.

NORTH MARIN WATER DISTRICT  
a Public Corporation

ATTEST:  
(SEAL)

\_\_\_\_\_  
Dated

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

\_\_\_\_\_  
Dated

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

PORT SONOMA ASSOCIATES  
L.L.C.  
a Delaware Limited Liability Company

(SEAL)

\_\_\_\_\_  
Dated

\_\_\_\_\_  
President

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Treasurer

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

This agreement must be executed by the Applicant and delivered to the District within thirty (30) days after it is authorized by the District's Board of Directors. If this agreement is not signed and returned within thirty days, it shall automatically be withdrawn and void.

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

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IN WITNESS WHEREOF, the parties hereto have subscribed their names the day and year first above written.

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a Public Corporation

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(SEAL)

\_\_\_\_\_  
Dated

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

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Dated

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Renee Roberts, Secretary

PORT SONOMA ASSOCIATES  
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(SEAL)

\_\_\_\_\_  
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\_\_\_\_\_  
Dated

\_\_\_\_\_  
Treasurer

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

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## MEMORANDUM

To: Board of Directors December 16, 2011  
From: Drew McIntyre, Chief Engineer *DM*  
Subject: Approve: Change Order No. 3 - Environmental Science Associates (ESA)  
for Environmental Support Services Contract (Recycled Water South Service Area)  
Z:\Folders by Job No\7000 jobs\7127\ESA RW CEQA Work\Board Memos\7127 ESA Change Order No. 3 BOD MEMO 12-11.doc

**RECOMMENDED ACTION:** The Board authorize the General Manager to execute Change Order No. 3 to ESA to perform additional CEQA permit-related tasks for the Recycled Water South Service Area project in the amount of \$20,000.

**FINANCIAL IMPACT:** \$20,000 increase (already included in FY11-12 Improvement Project Recycled Water Budget)

### Background

At the July 20, 2010 meeting, the Board was advised that the District was entering into an agreement with ESA to prepare an addendum to ESA's original North Bay Water Reuse Authority (NBWRA) Environmental Impact Report (EIR) for the Novato North Service Area State Revolving Fund (SRF) loan application. The amount of ESA's original contract for the North Service Area addendum was not to exceed \$20,000. At the December 7, 2010 meeting, the Board approved Change Order No. 1 to ESA to perform additional CEQA and permit related tasks for both the North and the South Service Area Recycled Water. With the approval of Change Order No. 1, \$5,000 of additional fees were added to the North Service Area for a total of estimated North Service Area costs of \$25,000 and \$30,000 was allocated for the South Service Area addendum preparation and permitting tasks. The total authorized ESA contract ceiling limit after Change Order No. 1 was \$55,000.

At the July 23, 2011 meeting, the Board approved Change Order No. 2 for \$35,000 to perform optional South Service Area permitting tasks not originally authorized by Change Order No. 1. Change Order No. 2 was prepared after the South Service Area project had progressed from a conceptual level to final detail design level. As a result, the permitting requirements were better defined and more extensive than what had been originally authorized by Change Order No. 1 in December 2010.

### Change Order No. 3

A tabulation of ESA's actual expenditures versus budget for both addendum preparation and permit related services is shown in Attachment 1. From this tabulation it can be seen that Wetlands Delineation/Nationwide Permit 404 costs are approximately \$14,000 over budget and are the primary reason that ESA is requesting Change Order No. 3 for additional an \$20,000. This extra effort is primarily related to the following unforeseen tasks:

- Additional environmental analysis for the revised Reservoir Hill Tank water inlet pipeline alignment and tank overflow line.

- Additional cultural resources consultation associated with the revised Reservoir Hill water tank piping.
- Development of Purple Needlegrass treatment plan for integration into the design specifications (Purple Needlegrass was not originally expected to be found in the Reservoir Hill construction area).

Note: a contract for the South Service Area environmental monitoring services will be brought to the Board at a future date (estimated contract value less than \$30,000).

#### RECOMMENDATION

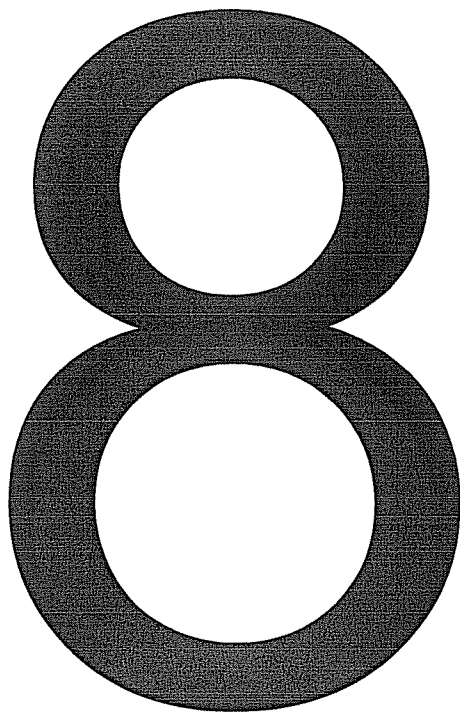
The Board authorize the General Manager to execute Change Order No. 3 to ESA to perform additional CEQA permit-related tasks for the Recycled Water South Service Area project in the amount of \$20,000.

NMWD Recycled Water Expansion Project

SUMMARY OF ESA CONTRACT/CHANGE ORDERS

Task	Name	Original Contract July 1, 2010	Change Order #1 Feb. 16, 2011	Change Order #2 July 23, 2011	Total Authorized Amount	Expended To-Date	Total Remaining
<b>NORTH SERVICE AREA 206088.02 - NMWD File No. 56055.00</b>							
1.0	General Support/Response to Inquiry	\$15,000.00	\$5,000.00	\$0.00	\$20,000.00	\$21,462.62	-\$1,462.62
2.0	Coordinate Section 106 Response	\$5,000.00		\$0.00	\$5,000.00	\$3,589.20	\$1,410.80
	<i>North Service Area Subtotal</i>	\$ 20,000	\$ 5,000	-	\$ 25,000	\$25,051.82	-\$51.82
<b>SOUTH SERVICE AREA 206088.04 - NMWD File No. 56056.00</b>							
1.1	Prepare Addendum for Novato South Project	\$0.00	\$13,000.00	\$5,000.00	\$18,000.00	\$21,685.09	-\$3,685.09
1.2	Coordinate with SWRCB	\$0.00	\$2,000.00		\$2,000.00	\$1,976.25	\$23.75
1.3	Wetland Delineation/ 404 Nationwide Permit	\$0.00	\$10,000.00	\$15,000.00	\$25,000.00	\$39,010.02	-\$14,010.02
1.4	RWCB 401 WQC	\$0.00	\$5,000.00		\$5,000.00	\$8,511.25	-\$3,511.25
1.5	CDFG LSA	\$0.00		\$5,000.00	\$5,000.00	\$4,744.15	\$255.85
1.6	Section 106 APE Modification	\$0.00		\$10,000.00	\$10,000.00	\$5,443.36	\$4,556.64
	<i>South Service Area Subtotal</i>	\$0.00	\$30,000.00	\$35,000.00	\$65,000.00	\$81,370.12	-\$16,370.12
<b>TOTAL ESA BUDGET</b>		<b>\$20,000.00</b>	<b>\$35,000.00</b>	<b>\$35,000.00</b>	<b>\$90,000.00</b>	<b>\$106,421.94</b>	<b>-\$16,421.94</b>

Z:\Folders by Job No\6000 jobs\6055\ESA\Contract Status Update\_12-14-11.xls\Contract Summary



## MEMORANDUM

To: Board of Directors

December 16, 2011

From: Chris DeGabriele, General Manager 

Subject: Increase in Senior Accountant FTE and Pipeworker Promotion  
t:\gm\staff\2011\sr accountant increase and pipeworker promotion.doc

**RECOMMENDED ACTION:** Information

**FINANCIAL IMPACT:** \$17,000 (Sr. Accts) and \$4,300 (Pipeworkers) in FY 12 Budget

The Auditor-Controller and the Accounting/Human Resources Supervisor have requested an increase in the Senior Accountant FTE (Full-time Equivalent) to accommodate the workload generated by the various grants and loans (ARRA Grants, SRF loans, WaterSmart Grant, Prop 84 Grant, Water Conservation Grant, AEEP loan). This adds 0.25 FTE or ten hours per week total to be allocated to the two Senior Accountant positions effective January 1, 2012. Staff has considered alternatives including: 1) hiring temporary help, 2) not do something that the Senior Accountants currently do, 3) redistribute the current work among available staff and 4) increase the Senior Accountant hours. We believe the additional work can best be handled, and most cost effectively, by redistributing the current work and increasing the Senior Accountant hours temporarily until June 30, 2013. Projected costs over this and the next fiscal year is \$51,000 (\$17,000 in the current budget and \$34,000 to be budgeted in FY13). The temporary increase in FTE will bring total staffing to 52.5, which is the staff level included in the budget and authorized by the Board for FY 2012.

Additionally, the Construction/Maintenance Superintendent has requested promotion for two Assistant Pipeworker positions to be elevated to the Pipeworker position effective January 1, 2012. Peter Castellucci has taken on responsibilities of the previous Maintenance Foreman position. He is currently at his 24-month Assistant Pipeworker salary step and is recommended to be moved to the 6-month Pipeworker step, a 5% increase. Castellucci was hired in October 2006 and advanced to the Assistant Pipeworker position in November 2009.

Additionally, Cory Reed is currently at the 24-month Assistant Pipeworker step and will be eligible to receive his merit step in March 2012. Mr. Reed recently passed his D-2 test for Distribution Certification at the next level and is recommended to be promoted to the 18-month step Pipeworker position, a 10% increase. Reed was hired in May 2005, and advanced to the Assistant Pipeworker position in September 2008.

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## MEMORANDUM

To: Board of Directors  
From: David L. Bentley, Auditor-Controller  
Subj: Information - STP Solar Project - PWRPA Power  
t:\aclword\stp solar proj\project initiation.docx

December 16, 2011

### **RECOMMENDED ACTION: Information Only**

### **FINANCIAL IMPACT: None at this time**

At the November 1 meeting staff received Board authorization to pay PG&E a \$10,000 application fee to maintain NMWD's standing in the California Solar Initiative rebate queue. The CSI rebate is the incentive that makes the proposed STP solar project financially feasible. The application fee was paid to maintain the District's solar power purchase option while we explored an attractive offer from Sonoma County Water Agency to wheel Power and Water Resources Pooling Authority (PWRPA - a Joint Powers Authority) power to NMWD.

SCWA has now advised that, after conferring with PWRPA counsel, the agency does not have authority to wheel PWRPA power to NMWD. To obtain the attractive PWRPA pricing, the District must purchase power directly from PWRPA, and pay a yet to be determined fixed percentage of the "cost of intervening facilities and overheads and allocations", which amounts to about \$125,000 annually for SCWA. The District's power consumption history was forwarded to PWRPA to obtain a pricing proposal. However, staff is not confident that the PWRPA pricing, once the annual fixed cost is included, will remain attractive. Therefore, we have moved ahead with the Stafford Solar Project as previously approved by the Board. Should PWRPA eventually offer an attractive proposal, we can consider purchasing power for the Lynwood and San Marin pump stations.

Staff renewed contact with SPG Solar (the Novato contractor selected by bid proposal to install the panels) and the financing company, NRG Energy (NRG acquired Solar Power Partners of Larkspur in November). SPG will perform the final geotechnical work to determine the extent of erosion control required and the type of piers and foundations to be installed. NRG is reviewing the Power Purchase Agreement, though they have assured us that no changes in the pricing or terms are anticipated. The District will install an access road to the site (approximately \$10,000) prior to construction. Installation of the solar panels will take 60-90 days.

Finally, San Diego Gas & Electric was recently joined by SCE and PG&E in a CPUC rate application to implement an additional charge applicable to solar customers. If approved, the proposal would reduce the District's projected return on investment by an estimated 40%. The CPUC will issue a scoping memo in January which will give an indication of their initial direction. Staff will draft a letter to the CPUC in opposition to the proposed new charge for Board consideration in January.

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## DISBURSEMENTS - DATED DECEMBER 7, 2011

Date Prepared: 12/06/11

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 11/30	\$126,885.97
P/R*	Employees	Final Paycheck (Jones)	221.62
EFT*	US Bank	Federal & FICA Taxes PPE 11/30 & Final Check for Jones	44,113.76
1	Alpha Analytical Labs	Lab Testing (Novato, Pt Reyes & STP)	2,274.00
2	American Family Life Ins	November Employee Contrib for Accident, Disability & Cancer Ins	3,471.90
3	AT&T	Telephone Charges: Leased Lines (\$364), Local (\$0.30) & Minimum (\$642)	1,006.18
4	Baker, Jack	Nov Director's Fee (\$200) & North Bay Watershed Assoc Meeting - 11/4 (\$100)	300.00
5	Bay Area Barricade Service	18" Broom Heads (4)	62.94
6	Business Card	Internet Pymt fee (\$107), Publication: AWWA C654-03 Disinfection of Wells (\$50), Shovels (2), Lodging-ACWA Conf (DeGabriele) (\$179), Air Fare-ACWA Conf (DeGabriele) (\$229), Headset w/Volume Control (\$47) (Roberts), Display Ads: Recycled Water So Phase 1B (\$634) & So Novato Blvd Paving Notice (\$47) & Parking	1,312.43
7	State of California	State Tax & SDI PPE 11/30 & Final Check for Kyle Jones	9,316.43
8		Cafeteria Plan - Uninsured Medical Reimbursement	227.80
9	C.J. Welding	Install 8"X10" Long Pipe w/Reinforcing Plate w/8" Flange to Side of 19" Pipe for Cold Tap (\$807) & Weld 2 ea 18" Flanges to Pipe (\$1,710) (Hamilton School)	2,517.50

Seq	Payable To	For	Amount
10	CSW/Stuber-Stroeh Engineering	Prog Pymt #8: Aqueduct Energy Efficiency Project (Balance Remaining on Contract \$138,024)	2,804.28
11	DLT Solutions	AutoCAD Software Subscription Renewal for Engineering (12/20/11-12/20/12) (Budget \$2,700)	2,674.13
12	Electrical Equipment	Replacement Motor for Pump 3 @ San Marin	7,499.34
13	Fisher Scientific	Granulated Cylinder (Lab)	54.92
14	Fraites, Rick	Nov Director's Fee	200.00
15	Ghilotti Construction	Prog Pymt #1: Construct the Recycled Water North Segment 3 Project (\$96,261) (Balance Remaining on Contract \$1,446,143) & Prog Pymt #3: Construct the Recycled Water North Segment 1 Project (\$29,652) (Balance Remaining on Contract \$11,673)	125,913.28
16	Giusti, Nicholas	Novato "Washer Rebate" Program	50.00
17	Grainger	Duct Wire (2) (\$80), Duct Wire Covers (2) & Heat Shrink Tubes (5) (\$169)	263.52
18		Cafeteria Plan - Child Care Reimbursement	208.33
19	Idexx Laboratories	Colilert Media (400) (\$1,276) & Vessels (2) (\$188) (Lab)	1,464.53
20	Instrument Technology	Replacement Metal Detector (Castellucci)	389.58
21	ITRON Service Center	December Maintenance for Handheld Meter Reading Devices	131.64
22	JMB Construction	Refund Pymt for Plans/Specs - Not Bidding on Project	95.00
23		Vision Reimbursement	135.12
24		Vision Reimbursement	57.30
25	Kemira Water Solutions	Ferric Chloride (10.10 tons)	7,469.76
26	Lofrano, Valerie	Novato "Washer Rebate" Program	50.00
27	Maestretti, Jimmy	Catering for Holiday Party	3,672.00

Seq	Payable To	For	Amount
28	Marin County Tax Collector	Annual Permit Fee (Hazardous Material Inventory Permit) (4)	6,341.00
29	Marin Reprographics	Color Prints - Recycled Water Expansion South Phase 1B (50)	379.76
30	McLellan, WK	Misc Paving: Novato Area (1,405 S.F.)	10,148.08
31		Wage Assignment Order	284.00
32	Novato Sanitary District	Revised Inter Agency Agreement for Recycled Water Between NSD & NMWD per Section D3 (Lease Fee 2009-10 & 2010-11)	40.00
33	Nute Engineering	Engineering Services: Hamilton Area Recycled Water Project (Balance Remaining on Contract \$10,282)	14,955.00
34	Osborn, Jo Ann	Novato "Washer Rebate" Program	50.00
35	Pace Supply	Ells (4), SS Nuts (69) (\$97), Caps (2), Couplings (11), Gaskets (12) (\$267) & Nipples (10)	470.96
36	PERS Retirement System	Pension Contribution PPE 11/30	43,068.07
37	NMWD Petty Cash	Petty Cash Reimbursement: Bridge Toll, Lab Supplies, Postage, Coffee Filters, Safety Snacks, Coffee, Mileage, Napkins & Plates for Holiday Party	105.78
38	Petterle, Stephen	Nov Director's Fee	200.00
39	Pipe, Mary Ann	Novato "Washer Rebate" Program	50.00
40	Point Reyes Light	Display Ad: Salinity Intrusion Into Pt Reyes Well Supply	30.00
41	Pumping Solutions	Replacement Air Pump (Construction)	1,362.00
42	Rawles, Jeff	Novato "Washer Rebate" Program	50.00
43	Ritchey, Thomas	Refund Excess Advance for Const Over Actual Job Cost (Ritchey Residence - 100 Toby Rd)	2,892.94
44	Roberts & Brune	6" Hydrant Bury	634.73
45	Rodoni, Dennis	Nov Director's Fee (\$200) & WAC Meeting - Nov 7 (\$100)	300.00

Seq	Payable To	For	Amount
46	Rowe, William	Novato "Toilet Rebate" Program	75.00
47	Salazar, Leslie	Novato "Washer Rebate" Program	50.00
48	Schoonover, John	Nov Director's Fee Less Deferred (\$150) & NBWRA Meeting - 11/14 (\$100)	250.00
49	Shirrell Consulting Services	December Dental Ins Adm Fee	293.80
50	Spitz, Sharon	Novato "Washer Rebate" Program	50.00
51	Taitz, Robert	Novato "Washer Rebate" Program	50.00
52	USA BlueBook	Lab Supplies for STP	143.62
53	Verizon California	Telephone Charges: (\$827) & Minimum (\$38)	864.81
54	Verizon Wireless	November CIMIS Station Data Transfer Fee (2)	18.96
55	Von Gunten, Marc	Novato "Washer Rebate" Program	50.00
56	VWR International	Phosphate Buffers (2) (\$81), Ampoule Logs (60) (\$241) (Lab) & Solution Pans (3) (\$112) (STP)	434.80
57	Water Education Foundation	Membership Dues (DeGabriele) (Budget \$110)	100.00
58	Wester, Nick	Novato "Washer Rebate" Program	50.00
59	Zenith Instant Printing	Business Cards (Bentley, Grisso & Landeros) (1,000)	158.29
<b>TOTAL DISBURSEMENTS</b>			<b><u>\$428,794.86</u></b>

The foregoing payroll and accounts payable vouchers totaling \$428,794.86 are hereby approved and authorized for payment.

  
Auditor-Controller

12/6/11  
Date

  
General Manager

12/6/2011  
Date

# NORTH MARIN WATER DISTRICT CHECK REQUEST

(Check Request form to be used only when payee cannot provide an invoice or statement)

<b>PAYEE:</b> BAKER, JACK 425 CORTE NORTE NOVATO, CA 94949	<b>DATE</b> 11/7/11  <b>TOTAL</b> 100.00
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**PURPOSE:** DIRECTOR'S FEE

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**CHARGE TO:**

<p><b>DISPOSITION OF CHECK</b></p> <p><input type="checkbox"/> MAIL TO PAYEE</p> <p><input type="checkbox"/> HOLD FOR</p> <p><input type="checkbox"/> OTHER</p> <p>REQUESTED BY _____</p> <p>APPROVED TO PAY BY _____</p> <p style="font-size: small;">\\NMWDSRV1\ADMINISTRATION\FORMS\CHECK REQUEST.DOC REV. 06/09</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="font-size: x-small;">Prepared By</th> <th style="font-size: x-small;">Accounting Review</th> </tr> <tr> <td style="text-align: center;">[Signature]</td> <td></td> </tr> </table>	Prepared By	Accounting Review	[Signature]		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="font-size: x-small;">POST DATE</th> <th style="font-size: x-small;">Vendor No.</th> </tr> <tr> <td style="text-align: center;">11/11</td> <td style="text-align: center;">BAKE01</td> </tr> </table>	POST DATE	Vendor No.	11/11	BAKE01	NORTH MARIN WATER DISTRICT										
	Prepared By	Accounting Review																			
	[Signature]																				
	POST DATE	Vendor No.																			
11/11	BAKE01																				
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Job Number	GL Account	Amount																			
	56001.01.11	100.00																			
<b>TOTAL</b>		100.00																			
	TOTAL <span style="float: right;">100.00</span>																				

# NORTH MARIN WATER DISTRICT CHECK REQUEST (DO NOT USE IF THERE IS A VENDOR INVOICE)

PAYEE: <u>Dennis J Rodoni</u>	DATE <u>11/10/11</u>
	AMOUNT: \$ <u>100.00</u>

PURPOSE:

After WAC meeting in Santa Rosa  
Monday November 7th

CHARGE TO:

### DISPOSITION OF CHECK

MAIL TO PAYEE

HOLD FOR

OTHER

JOB ACCOUNTING REVIEW

REQUESTED BY

APPROVED TO PAY BY

NMWD SRV1 ADMINISTRATION FORMS CHECK REQUEST.DOC REV 0510

Prepared By <u>DR</u>	Accounting Review	POST DATE <u>11/11</u>	Vendor No. <u>R00001</u>	
--------------------------	-------------------	---------------------------	-----------------------------	--

Invoice Number (OK Req'd) <u>C 100 11111</u>	Invoice (OK Req) Date <u>11/10/11</u>	Invoice (OK Req) Amount <u>100.00</u>
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NMWD Comment:  
WAC Meeting - 1007 (7/10)

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



# NORTH MARIN WATER DISTRICT CHECK REQUEST

(DO NOT USE IF THERE IS A VENDOR INVOICE)

PAYEE: JOHN SCHOONOVER	DATE: 11-14-11
	AMOUNT: \$100.00
PURPOSE: ATTENDANCE AT	
Date:	
NBWRD MTG AT NOVATO SAN DIST.	

**CHARGE TO:**

**DISPOSITION OF CHECK**

MAIL TO PAYEE

HOLD FOR OTHER

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JOB ACCOUNTING REVIEW

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REQUESTED BY

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APPROVED TO PAY BY

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\\NMWDSRV1\ADMINISTRATION\FORMS\CHECK REQUEST.DOC REV. 0510

Prepared By	Accounting Review	POST DATE	Vendor No
<i>[Signature]</i>		11/11	School



Invoice Number (CK Req ID)	Invoice (CK Req) Date	Invoice (CK Req) Amount
CKREQ 111611	11/14/11	100.00

**NMWD Comment**

NBWRD Meeting - 11/14

Job Number	GL Account	Amount
	56001-01-11	100.00
		100.00

## DISBURSEMENTS - DATED DECEMBER 14, 2011

Date Prepared: 12/13/11

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 (Sick Leave Buyback-8 employees)	\$13,848.73
EFT*	US Bank	Federal & FICA Taxes (Sick Leave Buyback-8 Employees)	2,639.94
1	Able Tire & Brake	Repair Tractor Tire ('09 John Deere Backhoe-\$97) & Tires (5) ('99 F350-\$750 & '02 Int'l 5-yd Dump Truck-\$936)	1,783.24
2	ACWA	Annual Dues (DeGabriele) (Budget \$17,425)	16,835.00
3	ADTS	Annual Drug & Alcohol Testing Compliance Program (10 employees) (Budget \$600)	650.00
4	All Star Rents	Air Compressor Rental (4 Hrs)	99.54
5	Athens Administrators	December Workers' Comp Admin Fee	1,000.00
6	Barrett, Teri	Novato "Washer Rebate" Program	50.00
7	Bayshore International	Rear Air Brake Hoses (4) ('99 Int'l 5-yd Dump Truck-\$42) Replacement Mirror ('91 Int'l 5-yd Dump Diesel-\$36) & Door Panel Retainers (18) ('02 Int'l 5-yd Dump Truck-\$32)	110.47
8	Bentley, David	Exp Reimb: December Mileage	21.65
9	State of California	State Tax & SDI Sick Leave Buyback (8 Employees)	349.84
10	Calif Contractors Supplies	2" Chip Brushes (288)	426.65
11	Camiccia, Don	Novato "Washer Rebate" Program	50.00
12		Cafeteria Plan - Uninsured Medical Reimbursement	333.00
13	CDW-Government	Trend Anti-Virus Software Renewal (11/9/11-11/8/12) (60 Licenses) (Budget \$1,170)	1,080.00

Seq	Payable To	For	Amount
14	Cerrudo Services	Refund Security Deposit on Hyd Meter Less Final Bill	370.66
15		Cafeteria Plan - Uninsured Medical Reimbursement	1,200.00
16	Charter Peterbilt	Fan Belt Tensioner & Fan Belt ('09 Peterbilt 335)	191.99
17	Cook Paging	December Pager Rental (2)	14.70
18		Vision Reimbursement	359.00
19	Costa, Tony	Novato "Washer Rebate" Program	50.00
20	Couacaud-Anderson, Jennifer	Novato "Washer Rebate" Program	50.00
21	Darcy, Robert	Novato "Washer Rebate" Program	50.00
22	Deatrick, Linda	Novato "Washer Rebate" Program	50.00
23	Electrical Supply of Santa Rosa	RTU Parts for Radio Conversion Project (Budget \$650)	548.89
24	Environmental Science Assoc	Prog Pymt #11 & #12: Environmental Support Services-Recycled Water Expansion Project-North (Balance Remaining on Contact \$27,005)	8,677.50
25	Fasteners Las Vegas	Pipe Threading Cutters (2) (\$144) & 18 Volt Battery Pack (6) (\$300)	444.34
26	Fisher Scientific	Bottles (12) (\$41), Weighing Paper (1,000) (\$42), Cleaner for Washing Tubes (\$54) & Culture Tubes (500) (\$195) (Lab)	333.60
27	Freeman, Rita	Novato "Toilet Rebate" Program	150.00
28	Furlong Brothers Construction	Rock for Road Repair @ Oceana View Blvd, Dillon Beach by Sewer Pond	643.01
29	Garcia, Pamela	Novato "Washer Rebate" Program	50.00
30	Golden Gate Petroleum	Gasoline (\$3.53/gal) & Diesel (\$3.97/gal)	4,495.57
31	Greenberg, Myron	Novato "Toilet Rebate" Program	300.00
32	Groeniger	Couplings (2) (\$260), Trans Couplings (2) (\$282), Brass Reducers (7) (\$40) & Splices (40) (\$548) (Less Credit Received \$690)	440.73

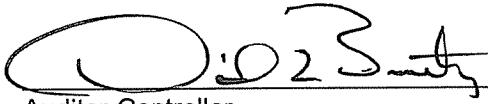
Seq	Payable To	For	Amount
33	Hach	Ammonia Electrode Solution (2), Calcium Indicator & Endo Ampules (3) (\$104) (Lab)	174.82
34	Hanley, Margaret	Novato "Washer Rebate" Program	50.00
35	Hardy Diagnostics	Criterion Medium (\$68) & Control Organisms (\$153) (Lab)	221.67
36		Vision Reimbursement	139.99
37	Interstate Battery	Battery ('93 F250)	129.55
38	Irish & Son's Welding	Weld 2-4" Off-Sets for Mexican Grill (\$420) & Weld 6" Off-Set @ Warner Creek Senior Housing (\$420)	840.00
39	Jansson, Ulla	Novato "Washer Rebate" Program	50.00
40	John's Dairy Equipment	Chlorine Pit Tabs (100 lbs)	378.00
41	Journey Ford/Lincoln	Cam Position Sensor ('05 Ford Ranger)	193.66
42	Kemira Water Solutions	Ferric Chloride (10.16 tons)	7,514.13
43	Larsengines	Chain Saw Chains (\$191), Chain Saw Files & Air Filters for Wacker	217.72
44	Larsen, Emily	Refund Alternative Compliance Reg 15 Deposit	315.00
45	Leach, Ron	Novato "Washer Rebate" Program	50.00
46	Lincoln Life	Deferred Compensation PPE 12/15	9,372.33
47		Cafeteria Plan - Child Care Reimbursement	208.33
48	Marin Landscape Materials	Concrete (\$589), Waddles (2) (\$54), Rebar, & Mason Mix	668.78
49	Marin County Treasurer	Semi-Annual Revenue Bond PR-6 Interest	2,500.00
50	Maselli & Sons	Fence Repair Panel for San Mateo Tank (\$62) & Swivel Casters (4) (\$51) (for Trans Jack in Shop)	113.67
51	MCC Control Systems	Program Modification for STP PLC's	1,345.00
52	McLellan, WK	Misc Paving: Novato Area (\$3,843) (535 S.F.) & Novato Blvd @ Rowland Night Paving (\$32,879)	36,722.67

Seq	Payable To	For	Amount
53	Michel, Jack	Novato "Toilet Rebate" Program	75.00
54	Morbitz, Oliver	Novato "Washer Rebate" Program	50.00
55	National Deferred	Deferred Compensation PPE 12/15	750.00
56	Nerviani, Kelly	Novato "Washer Rebate" Program	50.00
57	Neumann, Arden	Novato "Toilet Rebate" Program	75.00
58	North Marin Auto Parts	Oil Filters (7) (\$71), Angle Grinder for Shop (\$75), Air Filters (4) (\$70), Fuel Filter, Battery Cable Ends, Tire Patches (8), Clearance Marker Light Bar, Sun Shade, Rear Window Sun Deflector, Wiper Blades (8) (\$56), Battery (\$97) ('89 Forklift) , Motor Oil (42 qts) (\$225), Trans Filter (2) (\$106), Clearance Light Set, Shop Rags (20 lbs) (\$333), Hydraulic Jack Oil (1 qt), Trailer Plug & Door Turn Clips (5)	1,085.10
59	North Marin Water District SRF	STP Semi-Annual SRF Loan Payment	574,460.90
60	North Bay Gas	November Cylinder Rental	307.50
61	Novato Builders Supply	Side Boards, All Thread for Restraints, Nails, Stakes (25), Fence Boards (2), Acid, Iron, Water Stops (5) (\$81), Vault Lid (\$27) & Threaded Rod (\$24)	214.12
62	Novato Sanitary District	Refund Excess Advance for Construction Over Actual Job Cost (Lea Drive Meter)	1,276.56
63	Office Depot	Office Chair (Ortiz) (\$85), File Folders (25) & Adding Machine Tape (12 rolls)	112.43
64	O'Reilly Auto Parts	Car Wash (2 gals) & Anti-Freeze (6 gals )	140.96
65	Pace Supply	Gaskets (12), Nuts & Bolts (144 ea) (\$986), Meter Spuds (20), Tapping Sleeve (\$691), Ball Valves (2), Brass Nipples (39) (\$934), Valve Keys (8) (\$1,463), Couplings (11) (\$146), Bolts (9), Pipe (12') (\$115), Flanges (6), Adapter (\$622), Valves (2) (\$712), Meter Boxes (40) (\$956), Meter Lid, Nipples (14) (\$126), Couplings (15) (\$1,052) & Meter Spuds (20)	8,380.46

Seq	Payable To	For	Amount
66	Pini Hardware	1" PVC Plug, Toilet Seat (Apt) (\$18), 28" Lopper (\$25), Hardware Supplies, Poison Oak Spray (64 oz) (\$41), Copper Tubing, Wire for Computer Cables, Paint Roller, Paint Tray Liners (6), Spare Keys for Amaroli Hill Tank Locks, Rodent Killer (\$22), Pipe Caps (4), Wire Rope, Fitting, Rust Remover & Swivel Hasp	205.85
67	Postmaster Novato Ca 94947	Annual "Caller Service" Fee (P.O. Box)	1,090.00
68		Cafeteria Plan - Child Care Reimbursement	192.84
69	Rental Solutions	Diagnostic Service for Air Compressor	459.32
70	Ritchie, Jane	Novato "Washer Rebate" Program	50.00
71	Sacramento Flow Control	Repair Kit for Fire Service	223.00
72	Scott's Office Equipment	Quarterly Maintenance Agreement on Engineering Copier (7/15/11 - 10/15/11)	672.66
73	Scott, Alanna	Novato "Toilet Rebate" Program	150.00
74	Sebastopol Bearing & Hydraulic	Pressure Washer Hose (\$161), Receiver Hitch (\$97) ('99 F250) & Rubber Gasket for Rear Door Seal ('03 Vacuum Excavator)	344.05
75	Seidel, Sylvia	Novato "Washer Rebate" Program	50.00
76	Shamrock Materials	Water Plug (2)	136.71
77	Shirrell Consulting Services	November Dental Expense	4,754.20
78	Sierra Chemical	Chlorine (2 tons)	1,013.33
79	Skezas, Amy	Novato "Grey Water Rebate" Program	450.00
80	Soiland	Fee for Asphalt Recycling (9.86 tons)	20.00
81	Staples Advantage	Note Pads (12) (\$36), Binder & Backrest (Young) (\$32)	73.28
82	Syar Industries	Asphalt (5.10 tons)	622.40
83	Terryberry	Service Awards (4)	497.80
84	United Parcel Service	Delivery Services: Sent Submittal & Drawings for Engineering	20.84

Seq	Payable To	For	Amount
85	UNUM Life Insurance	December Group Life Ins Premium	664.02
86	Van Bebber Bros	Protective Plate for '10 F150 Tailgate	340.29
87	Weeks Drilling & Pump	Development of a Test Well for the Pt Reyes Well Replacement (Budget \$4,000)	2,734.33
88	Winzler & Kelly	Engineering Services: Pt Reyes Well #3 Replacement	5,668.50
<b>TOTAL DISBURSEMENTS</b>			<b><u>\$726,314.82</u></b>

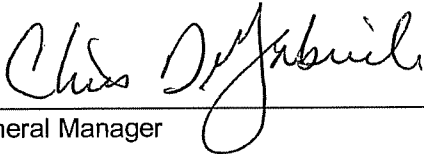
The foregoing payroll and accounts payable vouchers totaling \$726,314.82 are hereby approved and authorized for payment.



12/12/11

Auditor-Controller

Date



12/12/2011

General Manager

Date

## MEMORANDUM

To: Board of Directors  
From: David L. Bentley, Auditor-Controller  
Subj: Annual Sick Leave Buy-Back  
t:\ac\word\personnel\s\sick leave buyback 2011.docx

December 16, 2012

### **RECOMMENDED ACTION: Information Only**

### **FINANCIAL IMPACT: \$17,192 in 2011**

Employees accrue one day of sick leave each month. In 1970 the District adopted a policy to recognize employees who do not use much sick leave by allowing them to annually sell back unused sick leave in excess of 90 days at 50% of their pay rate. This buy-back policy provides an incentive for employees to use their sick leave benefit judiciously, and rewards those who do so, while simultaneously reducing the District's accrued sick leave liability.

In 2011 thirteen employees had accrued sick leave in excess of 90 days. Five chose to retain their accrued sick leave with the plan to convert it to additional service credit at retirement. Eight elected to convert their eligible sick leave to cash, at a District cost of \$17,192.



## NORTH MARIN WATER DISTRICT

### Cost Of Annual Sick Leave Buy-back Benefit

District policy allows buy-back of accrued sick leave in excess of 90 days @ 50% of value.

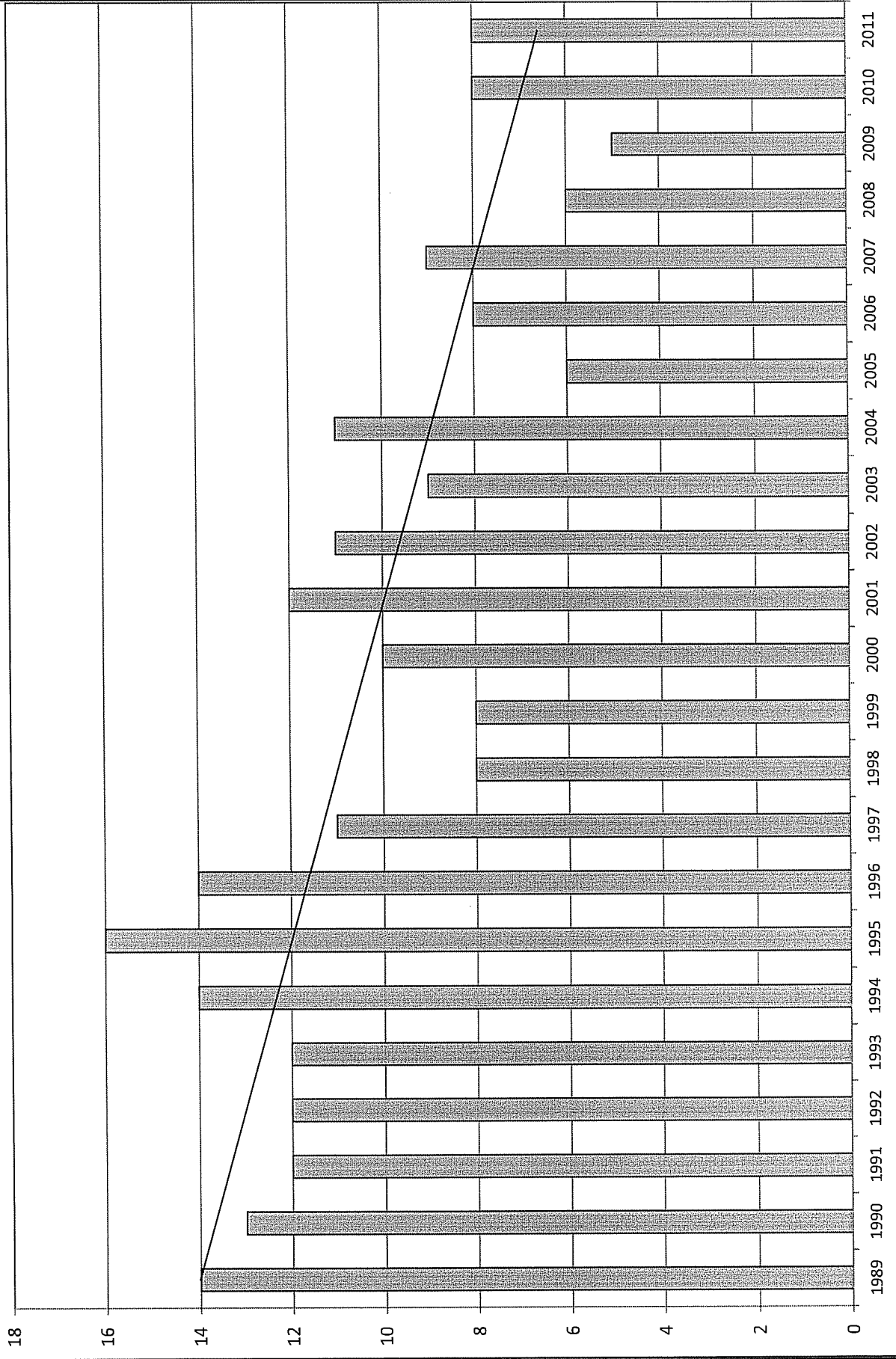
<b>Paid for Calendar Year</b>	<b>Gross (Base) Pay</b>	<b>FICA, W.C. + &amp; Unemp Ins <sup>1</sup></b>	<b>= Overhead Cost</b>	<b>% of Overhead Payroll <sup>1</sup></b>	<b>Days Purchased</b>	<b>Employees Participating</b>	<b>Cost per day</b>
1989	\$12,628	\$1,269	\$13,897	0.54%	145.5	14	\$95.51
1990	\$11,068	\$1,261	\$12,328	0.46%	126.0	13	\$97.84
1991	\$10,772	\$1,270	\$12,042	0.40%	104.2	12	\$115.52
1992	\$11,909	\$1,464	\$13,373	0.42%	116.4	12	\$114.88
1993	\$13,726	\$1,581	\$15,307	0.47%	130.9	12	\$116.95
1994	\$14,608	\$1,613	\$16,221	0.51%	151.5	14	\$107.07
1995	\$15,387	\$1,434	\$16,821	0.54%	160.6	16	\$104.76
1996	\$13,295	\$1,222	\$14,517	0.48%	140.0	14	\$103.69
1997	\$9,451	\$910	\$10,361	0.32%	93.2	11	\$111.20
1998	\$8,059	\$786	\$8,845	0.27%	73.8	8	\$119.93
1999	\$8,013	\$846	\$8,859	0.26%	74.8	8	\$118.51
2000	\$10,081	\$1,040	\$11,122	0.32%	91.0	10	\$122.16
2001	\$11,379	\$1,164	\$12,543	0.34%	95.9	12	\$130.78
2002	\$11,505	\$1,201	\$12,706	0.33%	94.4	11	\$134.57
2003	\$12,818	\$1,910	\$14,728	0.36%	88.5	9	\$166.46
2004	\$14,700	\$2,443	\$17,143	0.39%	113.8	11	\$150.63
2005	\$10,575	\$1,588	\$12,163	0.23%	66.0	6	\$184.29
2006	\$12,006	\$1,588	\$13,594	0.24%	78.3	8	\$173.62
2007	\$16,214	\$1,816	\$18,030	0.31%	95.8	9	\$188.30
2008	\$13,606	\$726	\$14,332	0.24%	69.5	6	\$206.22
2009	\$10,472	\$731	\$11,203	0.17%	61.6	5	\$181.81
2010	\$15,978	\$1,155	\$17,133	0.27%	84.5	8	\$202.68
2011	\$16,155	\$1,037	\$17,192	0.27%	83.9	8	\$204.96
<b>Average:</b>	<b>\$12,365</b>	<b>\$1,307</b>	<b>\$13,672</b>	<b>0.35%</b>	<b>101.7</b>	<b>10</b>	<b>\$141.41</b>

<sup>1</sup> Tax rates and payroll amounts used are from December of each respective year.  
Workers' comp rate used is average rate in effect.

12/13/11

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### Annual Sick Leave Buy-Back Number of Employees Participating



## MEMORANDUM

To: Board of Directors

December 16, 2011

From: Dianne Landeros, Accounting/HR Supervisor

Subj: Direct Deposit of Vendor Payments

t:\finance\memos\bod vendor direct deposit december 2011.docx

**RECOMMENDED ACTION:** Information

**FINANCIAL IMPACT:** Savings of \$0.77 per Payment Processed – Goal: \$1,350 annually

As described in the memo to the Board dated June 3, 2011 (attached), staff is now moving forward with contacting vendors to enroll in direct deposit of vendor payments. This program was implemented successfully for employees, retirees, and 3 Board members in May 2011.

Attached is a sample of the letter that will be mailed to regular, recurring vendors.

**DRAFT**

December 21, 2011

«Name»  
«Address\_1»  
«Address\_2»  
«City», «State» «Zip»

Re: Direct Deposit of Vendor Payments

The District will commence making direct deposit of payments to you effective February 1, 2012. You will receive an email notification of the deposit amount with a remittance advice detailing the reason for the payment attached. The payment will be electronically credited to your account the next banking day.

Your email account is required for this feature. Please complete the attached form and return it to NMWD Attention: Accounting Department. Please call (415-897-4133 ext 8370) or email me ([dlanderos@nmwd.com](mailto:dlanderos@nmwd.com)) if you have any questions.

Sincerely,  
Dianne Landeros

Accounting/HR Supervisor

Enclosure

DL

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## MEMORANDUM

To: Board of Directors  
From: Dianne Landeros, Accounting/HR Supervisor  
Subj: Direct Deposit of Disbursements  
t:\finance\memos\bod vendor direct deposit.docx

June 3, 2011

**RECOMMENDED ACTION:** Information

**FINANCIAL IMPACT:** \$0.77 per Payment Processed – Goal: \$1,350 annually

The District's accounting software now allows direct deposit of payments to vendors, directors, and employee expense reimbursements. This new feature, which is included in the latest version of our MAS90 Accounting Software just installed, has benefits for both the District and the payee. The District will save on check stock, postage, envelopes, and bank reconciliation time. The payee will receive an email notification of the deposit with a remittance advice attached. The payment will be electronically credited to the payee's account the next banking day (generally Thursday unless it is a holiday) after disbursement approval.

Participants may enroll in Direct Deposit for Disbursements by completing the attached form and returning it to the Accounting Department. Approximately, one week is required for processing. The District's goal is to reduce the 3,500 checks now issued annually by 50%.

BOB MISE

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## Endangered Russian River coho salmon making comeback

By **BOB NORBERG**  
THE PRESS DEMOCRAT

Published: Wednesday, December 14, 2011 at 1:45 p.m.

Efforts to bring coho salmon back from the brink of extinction in the Russian River watershed finally may be working as researchers report a significant increase in the number of fish in the river, Salmon Creek and their tributaries.

"This year there were large numbers of fish where we never saw them before," said Brittany Heck of the Gold Ridge Conservation District. "We did snorkeling in Salmon Creek and in some areas where we (once) saw 50, there were 250."



BETH SCHLANKER / The Press Democrat  
Ken Leister, a fisheries biologist with the U.S. Army Corps of Engineers, on Wednesday transfers coho salmon from a holding tank so they can be examined and sorted at the Warm Springs Hatchery near Lake Sonoma near Healdsburg

The numbers are encouraging, but the fate of the coho, a beautiful silver fish with a hologram of green and red colors on its flank, is still far from certain off the California coast and in state waterways.

"We are moving in the right direction, we are definitely seeing signs of recovery, but we are a long way from the end goal," said Ben White, manager of the coho breeding program at the Warm Springs hatchery northwest of Healdsburg.

The effort to save the coho, now a decade old, comes with a price tag in the millions of dollars to breed fish at the hatchery, create habitat in streams and creeks, and provide erosion control on more than 200 miles of rural roads.

The Sonoma County Water Agency alone has spend almost \$2 million studying and drawing plans to create habitat on Dry Creek to help coho survive the high flows necessary from Lake Sonoma to provide a domestic water supply for 600,000 Sonoma and Marin residents.

The creek work itself is expected to cost \$6 million to \$7 million a mile to put in rock and timber to create pools and eddies for the coho.

Dave Manning, a senior environmental specialist for the water agency, said the outlay is necessary to maintain the fishery and still be able to supply water and other services.

"The amount of money spent is substantial, but it doesn't approach the amount of money that could be spent" on other options, Manning said.

The coho salmon is on the federal endangered species list in California, with as few as three of the wild fish seen returning to spawn in the Russian River in 2004.

This year, with the spawning run just getting under way, 77 coho have been photographed swimming through the water agency fish ladders near Forestville, more than twice the number seen at this time last year.

The goal, however, is to have 6,000 fish returning to spawn each year, White said.



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"The couple hundred we will see is a long way from our goal, but it is also more fish than we have seen in the last 10 years. It is a step in the right direction," he said.

In surveys by University of California Cooperative Extension researchers equipped with snorkels, 5,375 juvenile coho were found in the Russian River and its tributaries between May and September. In comparison, there were 715 last year and 637 in the five prior years.

In Salmon Creek in far western Sonoma County and its tributaries, 880 juvenile fish were seen this year, double the number of last year.

The breeding program, run by the Army Corps of Engineers at the Don Clausen Hatchery, began in 2001 and now is headquartered in a sprawling red shed at the base of Warm Springs Dam.

Biologists on Wednesday were sorting through 600 adult coho raised in tanks, using ultrasound to determine whether females were ready for breeding and squeezing the flanks of males to gauge if they were prepared to fertilize the eggs.

The coho have been raised in captivity and will be selected genetically for breeding to reduce inbreeding.

The offspring, which are tagged for identification, will be released next year.

This year biologists released 175,000 juvenile salmon from previous breeding efforts into the Russian River, Salmon Creek and dozens of tributaries.

The program, which costs about \$700,000 a year, is supplemented by work done on coho habitat to enhance the survival rate of the juvenile fish, which will go to the ocean for 18 months before returning to spawn.

"It is great to have adult coho coming back, but if there is not habitat and the juvenile all die, it is not going to work in the long run," said Mariska Obedzinski of the UC Cooperative.

Over the past several years, the Sotoyome Conservation District has spent \$7 million in federal funds on several projects, including erosion control on 200 miles of roads, helping grape growers create off-stream reservoirs and other alternative frost-control measures and in creek habitat restoration.

The Gold Ridge Resource Conservation District has spent about \$1.5 million for studies and a pilot project to help residents and ranchers capture rainwater to replace water pumped from Salmon Creek.

BOD MISC

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## No drought fears yet

**Santa Rosa rainfall half of normal, but reservoirs' water supply above average**

By *RANDI ROSSMANN*  
THE PRESS DEMOCRAT

Published: Wednesday, December 14, 2011 at 4:01 a.m.

The calendar tells us it should be looking a lot like Christmas out there, but the North Bay's run of dry, cool and sunny weather invokes a mid-fall sensibility.

Since July, Santa Rosa has had about half the typical annual rainfall of 8.34 inches, only 4.15 inches as of Dec. 13.

"Our ground-water aquifers aren't filling up. The creeks aren't running like they should," Santa Rosa Fire Battalion Chief Mike Jones said.

The pattern produced temperatures below freezing on Tuesday and prompted firefighters to conduct a late-season controlled burn last week because the paltry rain totals.

That may change Thursday when showers are forecast to bring an end to the three-week dry spell and bring a little snow to the Sierra.

Clouds are due tonight. They'll bring a slight chance of showers by midnight and a strong chance of showers by Thursday morning, said Diana Henderson, a meteorologist for the National Weather Service.

"Not a dousing. It'll be quick. Friday it'll be back to partly cloudy," she said.

It's far too early to talk about drought-like troubles. Winter doesn't officially begin until next week. And a string of winter storms that began lining up in November 2010 and continued through the season made the 2010-2011 water year one of the wettest in decades.

That eases some of the pressure now. The lack of rain so far is not a concern in terms of the water supply, said Brad Sherwood, spokesman for the Sonoma County Water Agency.

Water levels at the agency's two main reservoirs, Lake Sonoma and Lake Mendocino, remain above average for this time of year, and the bulk of the year's rainfall doesn't come until February.

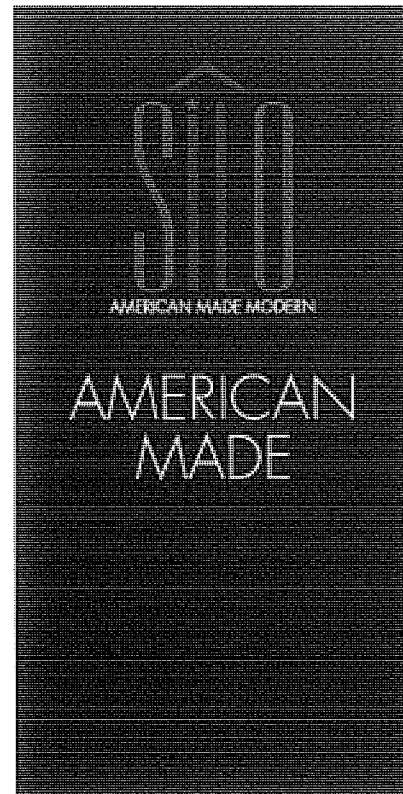
For those planning to spend the holidays in the Sierra, there is a chance for a white Christmas. The forecast this week included a 20 percent chance of snow on Thursday, with a high of 39 degrees around Lake Tahoe.

Beyond that, sunny skies are predicted through Monday.

This cold, dry weather was getting a little old for Santa Rosa Junior College student Matthew Hartley.

On Tuesday afternoon he was at Santa Rosa Ski and Sports with his girlfriend, who was looking at new ski boots. Hartley was hoping Thursday's storm would bring snow in the Sierra.

"We're going Friday," Hartley said. "Definitely."





While longing for last year's early snow season, Max McCormick, back-shop manager at the sporting goods store and a shop employee since 1999, said this year is more typical.

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"You can't compare it to last season. By this time we had 10 feet on the ground," he said.

Conditions at ski resorts Tuesday ranged from still closed to open with limited runs of man-made snow. Resort web cams showed some ski trails still available for hiking, some with thin layers of snow and rocks in view and others with thick white snow bases.

At Northstar ski resort near Lake Tahoe's north shore, 12 lifts were running Tuesday.

"We're not really worried about it yet. The snow-making has been fantastic," said spokeswoman Jennifer VanPernis. "It's one of the reasons we invest in snow-making equipment."

You can reach Staff Writer

Randi Rossmann at 521-5412 or [randi.rossmann@pressdemocrat.com](mailto:randi.rossmann@pressdemocrat.com).

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BOD MISC

# Locavore

## Foods of West Marin

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### RALPH GROSSI COMMUNITY CONVERSATION

# Good news for foodshed

By Robin Carpenter

It was bleacher room only as guests outnumbered chairs at the West Marin Community Conversation with Ralph Grossi, Steve Kinsey and David Lewis this past Sunday at the West Marin Community Gym. More than eighty attendees were treated to a thorough overview of trends and challenges in agriculture both globally and locally. Marin Agricultural Land Trust (MALT) co-founder, Phyllis Faber introduced honored guest, Ralph Grossi. "When we formed MALT, Ralph became our first Chair. When Peggy Rockefeller heard that there was an agricultural land trust this resonated with her and she called Ralph and said won't you come east and tell us about your land trust. They hired Ralph to be the first President of the American Farmland Trust (AFT) which was to help agriculture all over the country." Phyllis highlighted how much of an innovator Ralph was from the beginning of his career in agriculture with his installation of the first methane digester west of the

Mississippi. It was a great environmental choice and one that also made his cows the happiest girls in the county. According to Phyllis, "Not only did the digester provide electricity, it enabled them to wash their cow's teats with warm water."

Considering Ralph's years of protecting agricultural lands with MALT and his 23 years with AFT as well as other farmland advocacy work he has done, it's understandable why he brought such a valuable breadth of knowledge to the two hour conversation. Ralph shared with the group what he believes to be the coming trends that will have the most impact on agriculture. First and foremost the increased global demand for food and fiber being created by rapid population growth as well as the expansion of the middle class in emerging countries like China and India where their diets shift to heavier consumption of animal protein. Arable land can only increase by 5% so we must have an increase in productivity. This means

See • Planners page 14

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**10:00 PM GAN**

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**Sun - Dec 25**

**9:00 AM SUNDAY**

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## • Foodshed FROM PAGE NINE

greater opportunities for anyone involved in food production.

Two other global trends that bode particularly well for our area are growing attention to the quality and nutritional value of our food and an increased desire to eat locally. An excellent example of promoting local quality is Clover Stormetta. They only use milk from Marin and Sonoma dairies and they pay a premium above the state set milk price to their conventional milk producers and they pay at the top of the pricing scale for their organic producers.

Politically Ralph believes that new alliances will be forming between sustainable agriculture and people interested in nutrition and that this could be a great common ground that transcends party lines and could make a substantial difference in upcoming farm bills and policy.

David Lewis, Director of UCCE Marin, did a presentation on the Marin Agricultural Support Plan that was developed after 18 months of research, surveys and a Marin County Agricultural Summit that met last fall. It will be going before the Marin County Board of Supervisors on January 31st, 2012. Marin County Supervisor, Steve Kinsey, talked about his view of the key goals. At the heart of this plan, he believes is the need to embrace the protection of agriculture. "Marin County has had a core value to protect our environment that began with the 1906 purchase of Frank's Valley to protect Muir Woods and now we must commit to being equally passionate about protecting agriculture in our county." He stressed that the relationship between the environmental and agricultural communities had been excellent for many years and we need to reinvestigate this connection.

One of the top concerns expressed by the agricultural community in the plan

cumulative development impacts on salmon and steelhead trout habitat when it approved an EIR underlying an update of the county's general plan. The San Geronimo watershed hosts the last remaining wild run of coho salmon in Northern California. They are listed as "endangered" at both the state and federal levels.

The deadline to sue was extended into September 2010 while the County developed a Salmon Enhancement Plan. Updating the tree ordinance is a component of improving stream conditions. During the lawsuit 'hold,' the County imposed a moratorium on new construction in SCAs.

The Stewards was formed in 2009 by individuals furious with the moratorium. In February 2010 the moratorium expired and the Salmon Plan also was adopted. A revised tree ordinance was prepared for adoption in 2010 but Supervisors considered it too restrictive and sent it back to the County Planning Division for more work. SPAWN finally sued.

Back in 2010 the Stewards raised the specter of litigation over the tree ordinance. Last year the

SPAWN RESPONDS

released a statement Wednesday afternoon that is not entirely odds with the Stewards: The proposed changes to the tree ordinance reduce the number of trees that can be cut without a permit, but the ordinance simply has too many loopholes to be effective. Specifically, we believe that a meaningful, effective regulation must:

1. Allow for a fast, efficient and inexpensive process to allow cutting of trees at pose a safety hazard;

2. Be strengthened by requiring a permit for any native tree cutting

3. Not include an exemption for agricultural lands;

4. Hold tree-cutting companies accountable for any unpermitted tree removal it performs;

6. Have a strong public educational component; and

7. Provide a public comment process and create a citizen advisory committee.

## ree ordinance FROM PAGE THREE

### PAWN RESPONDS

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**The Citizen  
Pet Issue  
Returns**

**email your photos to  
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zen.com**

was for a stable and diverse meat processing facility in our foodshed. The community also acknowledged that our foodshed is Marin and Sonoma and that we should work more closely with Sonoma on shared infrastructure and commitment to having a strong foodshed. Steve Kinsey got a big round of applause when he announced that he had met with Sonoma County Supervisor David Rabbitt in the last two weeks to begin working on a joint resolution of both counties to make sure we have a meat processing plant in our foodshed that can meet the needs of both conventional and organic and deal with a diversity of animals. The last remaining slaughter house in the Bay Area is Rancho in Petaluma and Kinsey and Rabbitt have been speaking with them and local meat producers. I'll be covering that story in next week's issue.

Live quotes from the conversation can be heard on the KWRM West Marin Report two part series at [www.kwrm.org](http://www.kwrm.org) and the entire conversation will be aired on Wednesday the 14th and Monday the 26th from noon until 2p.m.

**Paternal the story of the**

2011.

**Fictitious Business Name Statement**

File No. 128046

The following person(s) is (are) doing business as: Caffè Oggi, 745 E. Blithedale Ave., Mill Valley, CA 94941. This business is conducted by a corporation: Italian Rosticceria Corporation, 745 E. Blithedale Ave., Mill Valley, CA 94941. This statement was filed with the County Clerk of Marin County on October 25, 2011, signed, O. Lobato, Deputy. Published in the Point Reyes Light November 23, December 1, 9, 15, 2011.

**CERTIFICATE OF ABANDONMENT OF FICTITIOUS BUSINESS NAME COUNTY OF MARIN ABANDONMENT NO. 304323 DATE OF ABANDONMENT: June 1, 2011**

File Date: October 31, 2011. The undersigned hereby certifies that the below listed person(s) or other entity heretofore conducting business under the following fictitious business name, certificate of which was filed on the date indicated in the stated county under the listed number,

THE COURT ORDERS that all persons interested in this matter shall appear before this court at the hearing indicated below to show cause, if any, why the petition for change of name should not be granted.

**NOTICE OF HEARING**

DATE: 01/4/2012

TIME: 9:00 AM DEPT. L

The address of the court is same as noted above: 3501 Civic Center Drive, San Rafael, CA 94913. A copy of this Order to Show Cause shall be published at least once each week for four successive weeks prior to the date set for hearing of the petition in the Point Reyes Light, a newspaper of general circulation in the County of Marin. Dated: November 22, 2011. Roy O. Chermus, Judge of the Superior Court. Kim Turner, Court Executive Officer, K. Main, Deputy. Published in the Point Reyes Light December 1, 8, 15, 22, 2011.

**Fictitious Business Name Statement**

File No. 128219

The following person(s) is (are) doing business as: EA Electric, 16 Pacheco Ave., Fairfax, CA 94930. This business is conducted by an individual: Eric Altshuler, 16 Pacheco Ave., Fairfax, CA 94930. This statement was filed with the County Clerk of

the County Clerk of Marin County on November 10, 2011, signed, O. Lobato, Deputy. Published in the Point Reyes Light December 8, 15, 22, 29, 2011.

**Fictitious Business Name Statement**

File No. 128253

The following person(s) is (are) doing business as: Xeno Linguistics, 260 Bungalow Ave., San Rafael, CA 94901. This business is conducted by an individual: Diana Slattery, 260 Bungalow Ave., San Rafael, CA 94901. This statement was filed with

is conducted by a limited liability company: Leadbetters Bake Shop, LLC, 2565 3rd St., Ste. 308, San Francisco, CA 94107. This statement was filed with the County Clerk of Marin County on November 15, 2011, signed, Gail Drury, Deputy. Published in the Point Reyes Light December 8, 15, 22, 29, 2011.

**Fictitious Business Name Statement**

File No. 128255

The following person(s) is (are) doing business as: 01: Leather Pillow Factory, 370 Calle de la Mesa, Novato,

**NOTICE**

Salinity intrusion into the Point Reyes well supply serving the West Marin communities of Point Reyes, Olema, Inverness Park, and Paradise Ranch Estates has occurred beginning on August 16, 2011 and has caused sodium levels to increase from background levels of 15-30 milligrams per Liter (mg/L). The table below lists most recent concentrations for sodium and chloride in the West Marin water supply:

Date	Sodium	Chloride	Units
12/13/2011	70	88	mg/l*
12/6/2011	54	89	mg/l*

\*milligrams per liter

Chris DeGabriele, General Manager  
North Marin Water District

Published in the Point Reyes Light, December 1, 2011

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Project Location: Val  
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Dr., Suite 100, Mont  
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information contact:  
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