



**NORTH MARIN WATER DISTRICT**  
**AGENDA - REGULAR MEETING**  
 December 20, 2016 – 7:00 p.m.  
 District Headquarters  
 999 Rush Creek Place  
 Novato, California

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Est. Time	Item	Subject
7:00 p.m.		<b>CALL TO ORDER</b>
	1.	<b>APPROVE MINUTES FROM REGULAR MEETING</b> , December 6, 2016
	2.	<b>GENERAL MANAGER'S REPORT</b>
	3.	<b>OPEN TIME: (Please observe a three-minute time limit)</b>
		This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.
	4.	<b>STAFF/DIRECTORS REPORTS</b>
	5.	<b>MONTHLY PROGRESS REPORT</b>
		<b>CONSENT CALENDAR</b>
		The General Manager has reviewed the following items. To his knowledge, there is no opposition to the action. The items can be acted on in one consolidated motion as recommended or may be removed from the Consent Calendar and separately considered at the request of any person.
		<b>Consent - Approve Water Agreement</b> <span style="float: right;"><u>Type</u> <u>DU</u> <u>EU</u></span>
	6.	<b>Consent – Approve:</b> Eucalyptus Ave Fire Hydrant WSA
	7.	<b>Consent – Approve:</b> Tank Industry Consultants – Consulting Services Agreement
	8.	<b>Consent – Approve:</b> Letter of Intent to Participate in the Marin County Multi-Jurisdictional Local Hazard Mitigation Planning Process
	9.	<b>Consent – Approve:</b> Review and Reaffirm Regulation 1(c)(5) – Initial Charges for Affordable Housing
	10.	<b>Consent – Approve:</b> Revision to Regulation 4(b)(5) – Multiple Service
		<b>ACTION CALENDAR</b>
	11.	<b>Approve:</b> Recycled Water Expansion Central Service Area (Norman Tank) – Reject Bid, Approve Advertisement for New Bids
	12.	<b>Approve:</b> AMI Notice of Exemption
	13.	<b>Approve:</b> AMI Pilot Project

All times are approximate and for reference only.

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

Est. Time	Item	Subject
	14.	<b>Approve:</b> Accept Director Rodoni's Resignation and Approve Filing Board Vacancy
	15.	<b>Approve:</b> Resolution of Appreciation for Director Rodoni
		<b>INFORMATION ITEMS</b>
	16.	Comments to the State on "Making Water Conservation a Way of Life in California"
	17.	LAFCo Special District Member Call for Nominations: Four-Year Term
	18.	NBWRA Meeting – December 19, 2016
	19.	<b>MISCELLANEOUS</b> Disbursements
		<u>News Articles:</u>
		Donald Trump forces a California water deal without lifting a finger 50 Years Ago – December 1966
8:30 p.m.	20.	<b>ADJOURNMENT</b>

**1**



1 NOES: None

2 Establishes the Manner of Calling Special Meetings

3 On motion of Director Schoonover, seconded by Director Baker, the Board approved special  
4 meetings of the Board to be held as provided in Section 54956 of the Government Code by the  
5 following vote:

6 AYES: Directors Baker, Fraites, Petterle, Rodoni, Schoonover

7 NOES: None

8 Appointment of District Officers

9 On motion of Director Schoonover, seconded by Director Baker, the following District officers  
10 were appointed for the ensuing year: Chris DeGabriele, General Manager; Katie Young, District  
11 Secretary; David L. Bentley, Auditor-Controller; and Drew McIntyre, Chief Engineer by the following  
12 vote:

13 AYES: Directors Baker, Fraites, Petterle, Rodoni, Schoonover

14 NOES: None

15 Confirm Board Meeting Schedule for 2017

16 On motion of Director Schoonover, seconded by Director Baker, the Board accepted the  
17 proposed meeting schedule for the 2016 calendar year with the understanding that the calendar  
18 may be adjusted as needed by the following vote:

19 AYES: Directors Baker, Fraites, Petterle, Rodoni, Schoonover

20 NOES: None

21 Committee Appointments

22 President Petterle stated that he will take committee appointments into consideration and will  
23 return to the Board with his recommendations at a future meeting.

24 **MINUTES**

25 On motion of Director Fraites, seconded by Director Baker the Board approved the minutes  
26 from the previous meeting as presented by the following vote:

27 AYES: Director Baker, Fraites, Petterle, Rodoni and Schoonover

28 NOES: None

29

1 **GENERAL MANAGER'S REPORT**

2 **ACWA Conference**

3 Mr. DeGabriele advised the Board that he and Drew McIntyre attended the ACWA  
4 Conference last Wednesday and Thursday. He noted that David Bentley also attended from  
5 Tuesday to Friday and Pablo Ramudo attended on Tuesday and Wednesday. He informed the  
6 Board that the Conference was very topical and it highlighted Sonoma County Water Agency's work  
7 with the SCRIPPS Institute, DWR, NOAA and others on atmospheric rivers research including the  
8 Forecast Informed Reservoir Operations effort at Lake Mendocino. He advised that there was also a  
9 timely presentation on the Water Conservation Framework that he will discuss on tonight's agenda  
10 (Item #13) and informed the Board that the District was awarded the Region 1 Outstanding Outreach  
11 Participation award.

12 **District Holiday Party**

13 Mr. DeGabriele reminded the Board that the District holiday party is this Saturday at the  
14 Petaluma Elks Lodge.

15 Director Rodoni inquired about the status of the potential Chief Engineer candidate. Mr.  
16 DeGabriele replied that the candidate has accepted and signed an offer letter, that his medical  
17 physical and drug screening is scheduled this week, and that the public disclosure can occur  
18 subsequent to successful completion of those remaining items.

19 **OPEN TIME**

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

22 Novato Resident, Mike Joly congratulated Director Petterle and Director Fraites for taking on  
23 the Board leadership roles for the next year.

24 **STAFF / DIRECTORS' REPORTS**

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

27 Drew McIntyre advised that only one bid had been received for the Norman Tank  
28 Rehabilitation Project which is part of the Recycled Water Central Service Area Expansion. He  
29 stated that five prime contractors and over 10 total contractors had taken out plans for the project so  
30 staff was disappointed that only one bid was received. He informed the Board that the bid  
31 documents are now being reviewed and other potential bidders contacted to determine the

1 reasoning for the limited response. He noted that current indications are that the limited number of  
2 specialty tank contractors are very busy in Southern California at this time.

3  
4 Director Baker inquired about the Recycled Water Central Service Area Expansion Project  
5 pipeline routing. Mr. McIntyre replied that the West Project is now under construction using both  
6 open cut and trenchless techniques depending on the location and that the pipeline crossing Inn  
7 Marin will be installed with trenchless methods and the fused pipe for that installation is now stored  
8 along the CalTrans bike path. Mr. McIntyre also advised that the District website has information on  
9 the project and a link to a regularly updated project blog.

10 **CONSENT CALENDAR**

11 On the motion of Director Schoonover, seconded by Director Baker the Board approved the  
12 following items on the consent calendar by the following vote:

13 AYES: Director Baker, Fraites, Petterle, Rodoni and Schoonover

14 NOES: None

15 **GRAZING LEASE AGREEMENTS LEVERONI/GROSSI**

16 The Board approved new grazing lease agreements with Leveroni and the Grossi Dairy.  
17 Leveroni leases 27 acres enabling 26 animal months of grazing and the Grossi Dairy leases 2  
18 parcels totaling 119 acres for 105 animal months of grazing. The lease agreements extend through  
19 October 31, 2018.

20 **FINAL ANNUAL REPORT**

21 The Board approved the final annual report for Fiscal Year 2015/16.

22 **INFORMATION ITEMS**

23 **FIRST QUARTER FY 16/17 – WATER QUALITY REPORT**

24 Mr. Ramudo provided the Board with the First Quarter FY16/17 Water Quality Report. He  
25 stated that Stafford Lake water was used as a source of drinking water throughout the first quarter.  
26 Water quality was monitored on a weekly basis for chemical and mineral components as well as  
27 microbiological activity. He advised the Board that algae from the raw water intake were identified  
28 and enumerated and that algae numbers were high as is typical in the summer months. He noted  
29 that there were no complaints of taste and odor attributable to algae compounds during the quarter.  
30 Mr. Ramudo stated that monitoring for the compounds responsible for objectionable tastes and  
31 odors showed that the raw water concentration of geosmin was above the threshold for odor (10  
32 nanograms per liter) for most of the quarter. He advised the Board that the removal of the  
33 compounds was really effective with new granular activated carbon (GAC) installed.

34 Director Fraites asked if the GAC loses its capacity over time. Mr. Ramudo said that staff can

1 see its effectiveness and a certain level will trigger the need for replacement. He stated that the  
2 material reaches a steady state of taste and odor removal and that GAC usually lasts a year to 18  
3 months.

4 Director Rodoni asked that the SRT report come back to the Board and that any  
5 inaccuracies therein be corrected.

6 Mr. Ramudo advised the Board that of 233 samples collected in the Novato System for  
7 compliance with the Total Coliform Rule none were positive for coliform bacteria and the disinfection  
8 byproducts were very low for the quarter and well within standards of the Stage 2 Disinfection By-  
9 Product Rule.

10 Mr. Ramudo informed the Board that in the West Marin Water System water was primarily  
11 sourced from Gallagher Well which was supplemented with water from the Coast Guard wells during  
12 times of higher demand. He stated that treatment was optimal throughout the quarter and finished  
13 water quality was good and that Iron and Manganese removal was excellent; neither of the metals  
14 were detected in the treated water. He advised the Board that there were 22 samples collected for  
15 routine monitoring and compliance with the total coliform rule and none of the samples were positive  
16 for coliform bacteria. Mr. Ramudo stated that chlorine residual concentrations throughout the Pt.  
17 Reyes distribution system were good and that disinfection byproducts decreased from last quarter  
18 and were relatively low.

19 Mr. Ramudo advised the Board that another round of lead and copper monitoring at  
20 customer taps was completed in July. He stated that the results were good with both lead and  
21 copper concentrations at the 90<sup>th</sup> percentile falling below the federal action level. He noted that lead  
22 was detected in two homes as a result of lead leaching from household plumbing fixtures. He  
23 advised the Board that staff performed extensive testing for these customers in an effort to help  
24 them correct plumbing issues that are contributing to lead leaching into the water in their homes.

25 Mr. Ramudo advised the Board that in California the potable water service permit will be  
26 amended to include required lead testing at up to 5 locations of schools in the District. He advised  
27 the Board that staff offered this testing to Novato Unified but they did not respond to the offer. He  
28 stated that water districts must comply within 90 days and that the order will be issued December  
29 20<sup>th</sup>.

30 Director Fraites asked if the State will be notifying the schools. Mr. Ramudo replied that the  
31 State has informed water systems and they will inform the schools beginning December 20<sup>th</sup>. Mr.  
32 DeGabriele advised that the District is being more proactive and going to write to the school district  
33 to assure the district that North Marin is ready and able to perform the testing.



1 **NBWRA BOD UPDATE**

2 Mr. McIntyre provided a summary of the North Bay Water Reuse Authority meeting and  
3 stated that they are trying to get the budget amended to assure required funding is available through  
4 the rest of the fiscal year. He stated that there are differences of opinions on new allocations and  
5 that increasing Phase 1 member agencies costs could be an option. Mr. McIntyre stated that costs  
6 that are currently being proposed are no more for the District than those previously budgeted and  
7 staff recommends the Board vote in the affirmative for the budget augmentation.

8 **NBWA MEETING – DECEMBER 2, 2016**

9 Director Baker advised the Board that he attended the North Bay Watershed Association  
10 meeting on December 2<sup>nd</sup> and that the presentation regarding Pharmaceuticals and Contaminants  
11 of Concern was very interesting and resulted in some spirited questioning and dialogue among the  
12 NBWA members.

13 **TAC MEETING – DECEMBER 6, 2016**

14 Mr. DeGabriele provided the Board with a summary of the Technical Advisory Committee  
15 meeting held yesterday. He stated that the water supply on the Russian River is in good shape and  
16 that there was conversation on the water conservation framework. He informed the Board that the  
17 Sonoma County Water Agency is looking into how to get approval for Forecast Informed Reservoir  
18 Operations and may broaden the outreach with other states.

19 Mr. DeGabriele informed the Board that Laurie Gallian was not reelected to City of Sonoma  
20 Council and was the Vice-Chair of WAC and that in February they will vote for new Vice-Chair.

21 **INFORMATION REGARDING APPOINTMENT TO FILL PROSPECTIVE NMWD BOARD**  
22 **VACANCY**

23 Mr. DeGabriele provided the Board with information regarding an appointment to fill the  
24 upcoming District Board Vacancy. He stated that Director Rodoni, has been elected to the Marin  
25 County Board of Supervisors, and intends to resign from the NMWD Board at the December 20<sup>th</sup>  
26 meeting. He stated that once the Board accepts Director Rodoni's resignation they will have 60 days  
27 to appoint a successor. He noted that the successor will serve until the next District election in  
28 November 2017 and whoever is elected next November will serve the remaining period (2 years) of  
29 Director Rodoni's current term.

30 President Petterle requested that more time be provided for the potential Board Vacancy  
31 candidate interviews and suggested a special meeting be scheduled for January 31.

32

1 **PUBLIC REVIEW DRAFT: MAKING WATER CONSERVATION A CALIFORNIA WAY OF LIFE**

2 Mr. DeGabriele provided the Board with a PowerPoint presentation provided at the ACWA  
3 Conference regarding the framework for Making Water Conservation A California Way of Life. He  
4 advised the Board that the State of California is proposing to set water budgets for each retail water  
5 supplier based on local water supply conditions, landscape area and population. He noted that it's  
6 very comprehensive and a top down approach which will be implemented over the next two years  
7 with full compliance expected by 2025. He advised that the intent is to drive down per capita  
8 consumption even further from the current 20% reduction by year 2020. Mr. DeGabriele informed  
9 the Board that comments on the framework are due by December 19<sup>th</sup> and the State Board is  
10 expected to finalize the proposal by January 10<sup>th</sup>.

11 **MISCELLANEOUS**

12 The Board received the following miscellaneous information: Disbursements, AMI Pilot  
13 Program Letter, ACWA Outreach Winner, and Katie Young HR Management Certificate.

14 President Petterle offered his congratulations to Katie Young on completing the classwork  
15 and obtaining her HR Management Certificate. The other Board members concurred  
16 wholeheartedly.

17 The Board received the following news articles: Novato water meter reader fakes data,  
18 customers' bill spike, North Marin apologizes for water bill errors, Dam bypass spells victory for  
19 Russian River salmon, and Lazy water district employee fired.

20 Director Baker inquired about the response to the meter reader incident. Mr. DeGabriele  
21 stated that customers were pleased to know the District took responsibility and were more  
22 understanding as a result. He stated that the front office staff did a marvelous job fielding calls and  
23 assuring customers that there bills would be adjusted.

24 The Board also received the following miscellaneous item at the meeting: Wiley Price &  
25 Radulovich LLP Notice of Fee Increase. Certificates of Excellence for laboratory proficiency testing.  
26 Review of Public Review Draft Memo.

27 Mr. Ramudo advised the Board that the certificates they received at tonight's meetings were  
28 a reflection of the District laboratory's work complying with the quality assurance program. He stated  
29 that 100% of the blind samples were accurate for all constituents.

30

1 **ADJOURNMENT**

2 President Petterle adjourned the meeting at 8:26 p.m.

3 Submitted by

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5

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7

8

Katie Young  
District Secretary

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**4**

**5**

**NORTH MARIN WATER DISTRICT**  
**MONTHLY PROGRESS REPORT FOR November 2016**  
 December 20, 2016

1.

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

Month	FY16/17	FY15/16	FY14/15	FY13/14	FY12/13	17 vs 16 %
July	345	227	319	385	389	52%
August	330	235	301	360	396	40%
September	315	210	276	332	346	50%
October	222	299	221	313	283	-26%
November	152	145	173	229	166	4%
<b>FYTD Total</b>	<b>1,364</b>	<b>1,116</b>	<b>1,289</b>	<b>1,618</b>	<b>1,580</b>	<b>22%</b>

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

Month	FY16/17	FY15/16	FY14/15	FY13/14	FY12/13	17 vs 16 %
July	7.9	6.6	8.6	9.3	9.8	20%
August	7.4	7.0	8.5	9.3	9.7	6%
September	6.4	6.4	7.8	8.5	8.3	-1%
October	5.2	6.5	5.4	8.0	7.4	-21%
November	4.2	4.7	4.6	6.8	5.2	-11%
<b>FYTD Total</b>	<b>31.1</b>	<b>31.2</b>	<b>34.9</b>	<b>41.9</b>	<b>40.5</b>	<b>0%</b>

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

Month	FY16/17	FY15/16	FY14/15	FY13/14	FY12/13	17 vs 16 %
July	70	108	83	98	49	-35%
August	90	79	61	83	83	14%
September	97	38	26	56	72	153%
October	94	50	0	82	88	90%
November	64	58	8	5	64	10%
<b>FYTD Total</b>	<b>415</b>	<b>333</b>	<b>178</b>	<b>323</b>	<b>355</b>	<b>25%</b>

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

Month	FY16/17	FY15/16	FY14/15	FY13/14	FY12/13	16 vs 15 %
July	27.1	21.3	21.8	27.6	11.2	27%
August	26.0	26.2	26.0	26.2	10.5	-1%
September	23.5	15.7	19.2	18.6	8.5	50%
October	8.3	15.8	9.4	15.8	0.0	-47%
November	1.2	3.2	3.7	6.4	0.0	-62%
<b>FYTD Total*</b>	<b>86.2</b>	<b>82.2</b>	<b>80.0</b>	<b>94.5</b>	<b>30.2</b>	<b>5%</b>

\*Excludes potable water input to the RW system: FYTD17=0.0MG; FYTD16=6.9MG; FYTD15=6.9MG; FYTD14=4.0MG.

**2. Stafford Lake Data**

	November Average	November 2015	November 2016
Rainfall this month	3.21 Inches	0.99 Inches	3.66 Inches
Rainfall this FY to date	4.93 Inches	1.05 Inches	7.78 Inches
Lake elevation*	181.5 Feet	179.6 Feet	181.1 Feet
Lake storage**	526 MG	450 MG	511 MG

\* Spillway elevation is 196.0 feet

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

**Temperature (in degrees)**

	Minimum	Maximum	Average
November 2015 (Novato)	33	82	56
November 2016 (Novato)	41	84	60



**3. Number of Services**

November 30	Novato Water			Recycled Water			West Marin Water			Oceana Marin Swr		
	FY17	FY16	Incr %	FY17	FY16	Incr %	FY17	FY16	Incr %	FY17	FY16	Incr %
Total meters	20,780	20,757	0.1%	48	48	0.0%	787	785	0.3%	-	-	-
Total meters active	20,532	20,516	0.1%	44	44	0.0%	783	777	0.8%	-	-	-
Active dwelling units	23,976	23,977	0.0%	0	0	-	828	824	0.5%	231	229	0.9%

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

Description	November 2015	November 2016
Effluent Flow Volume (MG)	0.377	0.625
Irrigation Field Discharge (MG)	0	0
Treatment Pond Freeboard (ft)	6.6	3.0
Storage Pond Freeboard (ft)	3.9	6.8

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

Job No.	Project	% Complete	% This month
1.2774.00	Mt. Burdell Place	95	5
1.2783.00	Redwood Blvd. Chevron Car Wash	95	5
1.2792.00	Mendocino Lane	100	5
1.2798.00	7473 Redwood Blvd. Shell Station Remodel	85	80

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

Job No.	Project	% Complete	% This month
1.6112.24	Lynwood PS Motor Control	10	0
1.7145.00	Zone A Pressure Improvements	90	10
1.8737.05	Plum St. Meter Relocations	100	5
8.7167.00	Oceana Marin Dosing Siphon Repairs	75	70

**Employee Hours to Date, FY 16/17**

As of Pay Period Ending November 30, 2016  
 Percent of Fiscal Year Passed = 42%

Developer Projects	Actual	Budget	% YTD Budget	District Projects	Actual	Budget	% YTD Budget
Construction	667	1,400	48%	Construction	1,112	4,658	24%
Engineering	262	1,480	18%	Engineering	1,665	4,032	41%

**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 17 through November	29	\$15,584	2	2	4	\$2,275
FY 16 through November	0	0	0	0	3	\$31,798

Days without a lost time accident through November 30, 2016 = 118 days

## 7. Energy Cost

FYE	November			Fiscal Year-to-Date thru November		
	Kwh	¢/Kwh	Cost/Day	Kwh	¢/Kwh	Cost/Day
2017 Stafford TP	41,128	19.2¢	\$263	301,751	18.9¢	\$373
Pumping	64,005	20.7¢	\$456	651,488	20.3¢	\$871
Other*	34,982	23.1¢	\$288	219,812	25.7¢	\$373
	140,115	20.8¢	\$973	1,173,051	21.0¢	\$1,618
2016 Stafford TP	44,701	18.7¢	\$278	289,765	18.3¢	\$347
Pumping	89,939	16.7¢	\$485	583,529	17.7¢	\$683
Other*	36,868	20.7¢	\$232	202,707	24.6¢	\$330
	171,507	18.1¢	\$1,001	1,076,001	19.2¢	\$1,365
2015 Stafford TP	40,177	18.1¢	\$242	309,339	17.7¢	\$358
Pumping	93,928	16.1¢	\$504	685,123	16.7¢	\$760
Other*	35,044	19.7¢	\$223	207,400	22.9¢	\$312
	169,148	17.3¢	\$977	1,201,861	18.0¢	\$1,427

\*Other includes West Marin Facilities

## 8. Water Conservation Update

	Month of November 2016	Fiscal Year to Date	Program Total to Date
High Efficiency Toilet (HET) Rebate (\$100 each)	18	107	3,644
Retrofit Certificates Filed	23	115	5,668
Cash for Grass Rebates Paid Out	8	39	865
Washing Machine Rebates	2	28	6,730
Water Smart Home Survey	39	215	2,735

## 9. Utility Performance Metric

<b>SERVICE DISRUPTIONS (No. of Customers Impacted)</b>	<b>November 2016</b>	<b>November 2015</b>	<b>Fiscal Year to Date 2017</b>	<b>Fiscal Year to Date 2016</b>
<b>PLANNED</b>				
Duration Between 0.5 and 4 hours	39 (35)*	1	94	59
Duration Between 4 and 12 hours			3	6
Duration Greater than 12 hours				
<b>UNPLANNED</b>				
Duration Between 0.5 and 4 hours	2	5	30	53
Duration Between 4 and 12 hours	15*		16	57
Duration Greater than 12 hours			1	
<b>SERVICE LINES REPLACED</b>				
Polybutylene	10	5	52	65
Copper (Replaced or Repaired)	0	1	11	6

\*Maintenance of valves

# NORTH MARIN WATER DISTRICT

## Summary of Complaints & Service Orders November 2016

12/9/2016

Type	Nov-16	Nov-15	Action Taken November 2016
<b><u>Consumers' System Problem</u></b>			
Service Line Leaks	13	6	Notified Consumer
Meter Leak Consumer's Side	0	0	~
House Plumbing	0	0	~
Noisy Plumbing	0	0	~
Seepage or Other	0	0	~
House Valve / Meter Off	0	0	~
Nothing Found	8	1	Notified Consumer
Low Pressure	0	0	~
High Pressure	0	0	~
Water Waster Complaints	0	0	~
<b>Total</b>	<b>21</b>	<b>7</b>	
<b><u>Service Repair Reports</u></b>			
Register Replacements	0	0	~
Meter Replacement	0	0	~
Meter Box Alignment	0	0	~
Meter Noise	0	0	~
Dual Service Noise	0	0	~
Box and Lids	0	0	~
Water Off/On Due To Repairs	12	7	Notified Consumer
Misc. Field Investigation	0	0	~
<b>Total</b>	<b>12</b>	<b>7</b>	
<b><u>Leak NMWD Facilities</u></b>			
Main-Leak	0	1	~
Mains-Nothing Found	0	0	~
Mains-Damage	0	0	~
Service- Leak	9	4	Repaired
Services-Nothing Found	1	2	Notified Consumer
Service-Damaged	0	0	~
Fire Hydrant-Leak	0	0	~
Fire Hydrants-Nothing Found	0	0	~
Fire Hydrants-Damaged	0	0	~
Meter Replacement	0	0	~
Meters-Nothing Found	0	0	~
Meters Damaged	0	0	~
Washer Leaks	2	3	Replaced
<b>Total</b>	<b>12</b>	<b>10</b>	
<b><u>High Bill Complaints</u></b>			
Consumer Leaks	11	12	Notified Consumer
Meter Testing	0	0	~
Meter Misread	6	2	Notified Consumer
Nothing Found	127	19	Notified Consumer
Projected Consumption	0	0	~
Excessive Irrigation	0	0	~
<b>Total</b>	<b>144</b>	<b>33</b>	

# NORTH MARIN WATER DISTRICT

## Summary of Complaints & Service Orders November 2016

12/9/2016

Type	Nov-16	Nov-15	Action Taken November 2016
<b><u>Low Bill Reports</u></b>			
Meter Misread	0	0	~
Stuck Meter	0	0	~
Nothing Found	0	1	~
Projected Consumption	0	0	~
Minimum Charge Only	0	0	~
<b>Total</b>	<b>0</b>	<b>1</b>	

### **Water Quality Complaints**

Taste and Odor	3	1	<p><b><i>Customer reported bad taste in water. (Stonehaven Ct)</i></b> Refrigerator tubing was causing the taste &amp; odor. Replaced tubing &amp; bad taste diminished.</p> <p><b><i>Customer reported odd smell in water. (Diablo Ave)</i></b> Odor was due to chlorine from STP supply. Lab called back 11/29/16 after STP off for the season. Customer no longer noticed odd smell.</p> <p><b><i>Customer reported musty smell in towels. (Creekview Ct)</i></b> Odor was most likely due to the front loading washer. Customer was advised on how to clean lint trap. All test results normal.</p>
Color	0	2	~
Turbidity	0	0	~
Suspended Solids	0	0	~
Other	1	0	<p><b><i>Customer requested lead and copper testing (Bay Canyon Rd)</i></b> Neither were detected. Customer was notified of results.</p>
<b>Total</b>	<b>4</b>	<b>3</b>	
<b>TOTAL FOR MONTH:</b>	<b>193</b>	<b>61</b>	<b>216%</b>

### **Fiscal YTD Summary**

Consumer's System Problems	189	196	-4%	Decrease In House Valve/Meter Off
Service Repair Report	65	51	27%	Increase In Water Off/On For Repairs
Leak NMWD Facilities	95	114	-17%	Decrease In Service Lks-Nothing Found
High Bill Complaints	378	134	182%	Increase In Nothing Found
Low Bills	1	1	0%	~
Water Quality Complaints	19	16	19%	Decrease In Taste and Odor
<b>Total</b>	<b>747</b>	<b>512</b>	<b>46%</b>	

### **Change Primarily Due To**

# NORTH MARIN WATER DISTRICT

## Summary of Complaints & Service Orders November 2016

12/9/2016

<u>Type</u>	<u>Nov-16</u>	<u>Nov-15</u>	<u>Action Taken November 2016</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.	385	222	
<b><u>Change Meter:</u></b> leaks, hard to read	5	8	
<b><u>Possible Stuck Meter</u></b>	0	0	
<b><u>Repair Meter:</u></b> registers, shut offs	0	0	
<b><u>Replace Boxes/Lids</u></b>	0	7	
<b><u>Hydrant Leaks</u></b>	0	0	
<b><u>Trims</u></b>	10	63	
<b><u>Dig Outs</u></b>	32	85	
<b><u>Letters to Consumer:</u></b> meter obstruction, trims, bees, gate access, etc. get meter number, kill service, etc.	0	0	
	<hr/> 432	<hr/> 385	

### Bill Adjustments Under Board Policy:

#### November 16 vs. November 15

Nov-16	115	\$40,337
Nov-15	16	\$3,331

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

16/17 FYTD	264	\$94,197
15/16 FYTD	97	\$22,550

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## MEMORANDUM

To: Board of Directors

December 16, 2016

From: David L. Bentley, Auditor-Controller 

Subj: Auditor-Controller's Monthly Report of Investments for November 2016

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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 \$14,532,909 and a market value of \$14,520,981. During November the cash balance increased by \$1,040,305 due primarily to receipt of customer payments for their summer water bills. The market value of securities held decreased \$11,928 during the month. The ratio of total cash to budgeted annual operating expense stood at 96%, up 6% from the prior month.

At November 30, 2016, 39% of the District's Portfolio was invested in California's Local Agency Investment Fund (LAIF), 27% in Time Certificate of Deposit, 14% in Federal Agency Securities, 7% in US Treasury Notes, 4% in Corporate Medium Term Notes, and 5% in the Marin County Treasury. The weighted average maturity of the portfolio was 242 days, compared to 205 days at the end of October. The LAIF interest rate for the month was 0.68%, compared to 0.65% the previous month. The weighted average Portfolio rate was 0.81%, compared to 0.78% the previous month. Including interest paid by The Bay Club on the StoneTree Golf Recycled Water Facilities Loan, the District earned \$13,604 in interest revenue during November, with 57% earned by Novato Water, 30% earned by Recycled Water (by virtue of the StoneTree Golf Loan) and the balance distributed to the two West Marin districts.

**NORTH MARIN WATER DISTRICT  
AUDITOR-CONTROLLER'S MONTHLY REPORT OF INVESTMENTS  
November 30, 2016**

Type	Description	S&P Rating	Purchase Date	Maturity Date	Cost Basis <sup>1</sup>	11/30/2016 Market Value	Yield <sup>2</sup>	% of Portfolio
<b>LAIF</b>	State of CA Treasury	AA-	Various	Open	\$5,711,479	\$5,712,742	0.68% <sup>3</sup>	<b>39%</b>
<b>Time Certificate of Deposit</b>								
TCD	Goldman Sachs	n/a	12/10/14	12/12/16	248,000	248,000	1.00%	2%
TCD	First Niagara Bank	n/a	4/30/15	5/1/17	249,000	249,000	0.75%	2%
TCD	Discover Bank	n/a	5/6/15	5/8/17	248,000	248,000	0.85%	2%
TCD	Capital One Bank	n/a	6/10/15	6/12/17	248,000	248,000	0.90%	2%
TCD	Flagship Cmnty Bank	n/a	6/24/15	6/24/17	249,000	249,000	0.75%	2%
TCD	American Express Bank	n/a	7/8/15	7/10/17	248,000	248,000	1.15%	2%
TCD	Capital One National Assoc	n/a	8/5/15	8/7/17	248,000	248,000	1.20%	2%
TCD	American Express Centurion	n/a	10/7/15	10/10/17	248,000	248,000	1.20%	2%
TCD	BMW Bank	n/a	12/14/15	12/11/17	248,000	248,000	1.20%	2%
TCD	Wells Fargo Bank	n/a	3/23/16	3/23/18	248,000	248,000	1.10%	2%
TCD	Mercantil Commerce Bank	n/a	6/17/16	6/15/18	248,000	248,000	1.00%	2%
TCD	Customers Bank	n/a	6/24/16	6/25/18	248,000	248,000	1.20%	2%
TCD	Merrick Bank	n/a	7/19/16	7/19/18	249,000	249,000	1.00%	2%
TCD	BMO Harris Bank	n/a	8/18/16	8/17/18	248,000	248,000	1.05%	2%
TCD	Ally Bank	n/a	10/4/16	9/28/18	248,000	248,000	1.15%	2%
TCD	Everbank	n/a	11/17/16	11/15/18	248,000	248,000	1.20%	2%
					<b>\$3,971,000</b>	<b>\$3,971,000</b>	<b>1.03%</b>	<b>27%</b>
<b>US Treasury Notes</b>								
Treas	1,000 - 1.00%	n/a	11/17/16	12/31/18	1,006,760	1,005,039	1.05%	7%
					<b>\$1,006,760</b>	<b>\$1,005,039</b>	<b>1.05%</b>	<b>7%</b>
<b>Federal Agency Securities</b>								
FICO	0.86% MTN	n/a	4/22/16	5/11/18	1,004,505	999,974	0.86%	7%
FNMA	0.875% MTN	n/a	7/19/16	7/19/18	998,933	992,389	0.97%	7%
					<b>\$2,003,437</b>	<b>\$1,992,364</b>	<b>0.91%</b>	<b>14%</b>
<b>Corporate Medium Term Notes</b>								
MTN	General Electric Capital	AA+	3/18/16	5/15/17	\$640,718	\$640,321	0.76%	4%
					<b>\$640,718</b>	<b>\$640,321</b>	<b>0.75%</b>	<b>4%</b>
<b>Other</b>								
Agency	Marin Co Treasury	AA+	Various	Open	\$737,007	\$737,007	0.32%	5%
Other	Various	n/a	Various	Open	462,508	462,508	0.50%	3%
<b>TOTAL IN PORTFOLIO</b>					<b>\$14,532,909</b>	<b>\$14,520,981</b>	<b>0.81%</b>	<b>100%</b>

Weighted Average Maturity = 242 Days

LAIF: State of California Local Agency Investment Fund.

TCD: Time Certificate of Deposit, Treas: US Treasury Notes with maturity of 5 years or less.

FHLB: Federal Home Loan Bank, FICO: Financing Corporation, FNMA: Federal National Mortgage Association

Agency: STP State Revolving Fund Loan Reserve.

MTN: Medium Term Note - Maturity of 5 years or less.

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

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

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

3 Earnings are calculated daily - this represents the average yield for the month ending November 30, 2016.

<b>Interest Bearing Loans</b>	Loan Date	Maturity Date	Original Loan Amount	Principal Outstanding	Interest Rate
StoneTree Golf Loan	6/30/06	2/28/24	\$3,612,640	\$1,660,218	2.40%
Employee Housing Loans (5)	Various	Various	934,200	934,200	Contingent
<b>TOTAL INTEREST BEARING LOANS</b>			<b>\$4,546,840</b>	<b>\$2,594,418</b>	

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

6



## MEMORANDUM

To: Board of Directors  
From: Drew McIntyre, Chief Engineer   
Subject: Water Service Agreement – Eucalyptus Avenue Fire Hydrant (APN 132-211-48)  
r:\folders by job no\2800 jobs\2801\2801 memo.doc

December 16, 2016

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

**FINANCIAL IMPACT: None: Developer Funded**

The Eucalyptus Avenue Fire Hydrant Project proposes to install a single fire hydrant adjacent to Thomas Ct., Novato (see attached vicinity map). The water main and water services to the properties on Thomas Ct were established per Job 1823 in 1979. Although a water service lateral was installed for 2 Thomas Ct. (APN 132-211-48), the lot remains vacant and connection fees will be due when the lot is developed. The current owner of the vacant lot desires installation of a new fire hydrant per Novato Fire Protection District requirements in advance of selling said lot to a potential buyer. Once the vacant lot at 2 Thomas Ct. is ready for development, the new owner will be required to pay all application connection fees in effect at that time.

New Zone 2 water facilities required include less than 10 feet of 6-inch PVC hydrant lateral, and one (1) residential fire hydrant. There is no new water demand since the project is solely for fire protection purposes.

Environmental Document Review

The project is categorically exempt from requirements of the California Environmental Quality Act pursuant to Section 15303, Class 3 of the CEQA guidelines.

RECOMMENDATION:

That the Board approve authorization of this agreement.

Approved by GM CD  
Date 12/16/2016

RESOLUTION NO. 16-  
AUTHORIZATION OF EXECUTION  
OF  
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT  
WITH  
FRANK REBELO JR. AND ERIN S. REYNOLDS

---

BE IT RESOLVED by the Board of Directors of NORTH MARIN WATER DISTRICT that the President and Secretary of this District be and they hereby are authorized and directed for and on behalf of this District to execute that certain water service facilities construction agreement between this District and Frank Rebelo Jr. and Erin S. Reynolds, individuals, providing for the installation of water distribution facilities to provide fire protection water service to that certain real property known as 2 THOMAS COURT, Marin County Assessor's Parcel Number 132-211-48, NOVATO, CALIFORNIA.

\* \* \*

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the 20th day of December, 2016, by the following vote:

AYES:

NOES:

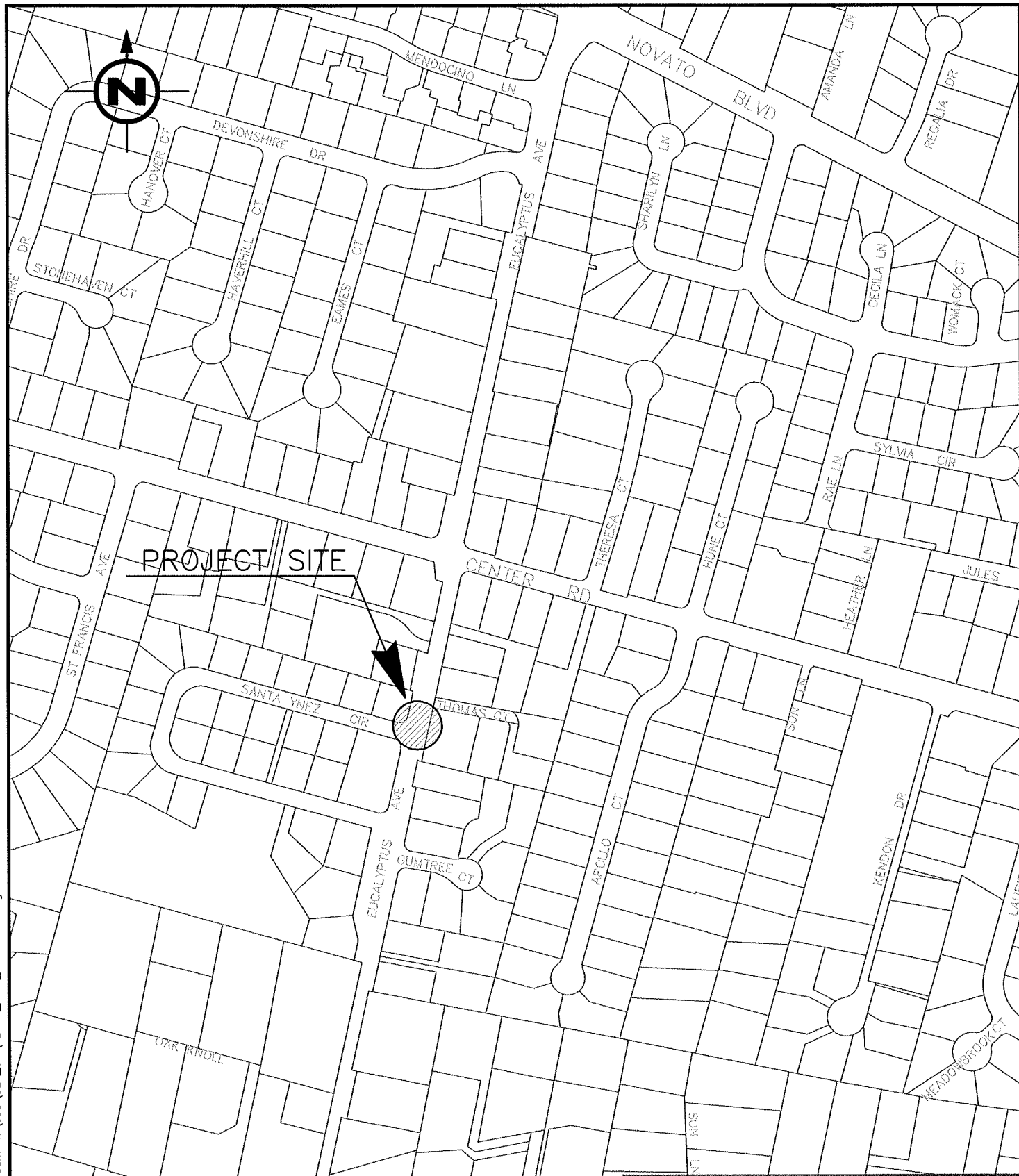
ABSENT:

ABSTAINED:

(SEAL)

---

Katie Young, Secretary  
North Marin Water District



PROJECT SITE

EUCALPTUS AVE. - THOMAS CT.  
FIRE HYDRANT

DATE	SCALE	JOB.NO.	DWG.NO.
12/06/16	NTS	2801	MAP

PART ONE  
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT  
FOR  
EUCALYPTUS AVENUE FIRE HYDRANT

---

*THIS AGREEMENT*, which consists of this Part One and Part Two, Standard Provisions, attached hereto and a part hereof, is made and entered into as of \_\_\_\_\_, 2016, by and between NORTH MARIN WATER DISTRICT, herein called "District," and FRANK REBELO JR. AND ERIN S. REYNOLDS, Individuals, herein called "Applicants."

*WHEREAS*, the Applicant is the owner of real property in the District commonly known as 2 Thomas Court, Novato (Marin County Assessor's Parcel 132-211-48): and

*WHEREAS*, the Applicant desires installation of a fire hydrant on Eucalyptus Avenue to comply with Novato Fire Protection requirements for future development of said property: and

*WHEREAS*, the Applicant acknowledges that connection fees have not yet been paid for development of said property and will be due when said property is developed at District rates in effect at that time.

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

1. Prior to the District issuing written certification to the City, County or State that financial arrangements have been made for construction of the required water facilities, the Applicant shall complete such arrangements with the District in accordance with Section 4 of this agreement.

2. Prior to release or delivery of any materials by the District or scheduling of either construction inspection or installation of the facilities by the District, the Applicant shall:

a. deliver to the District vellum or mylar prints of any revised utility plans approved by the City or County to enable the District to determine if any revisions to the final water facilities construction drawings are required. The proposed facilities to be installed are shown on Drawing No. 1 2801.001, entitled, "EUCALYPTUS AVENUE FIRE HYDRANT", a copy of which is attached, marked Exhibit "A", and made a part hereof. (For purposes of recording, Exhibit "A" is not attached but is on file in the office of the District.)

b. deliver to the District a written construction schedule to provide for timely withdrawal of guaranteed funds for ordering of materials to be furnished by the District and scheduling of either construction inspection or construction pursuant to Section 5 hereof.

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

**Initial Charges**

Meter Charges (Domestic) (Included in Estimated District Costs) .....	@	\$	0.00	\$	0.00
Reimbursement Fund Charges .....	@	\$	0.00	\$	0.00
Facilities Reserve Charges.....	@	\$	0.00	\$	0.00
<b>Subtotal - Initial Charges.....</b>				<b>\$</b>	<b>0.00</b>

**Estimated District Costs**

Pipe, Fittings & Appurtenances.....	\$	3,545.00
District Construction Labor.....	\$	11,641.00
Engineering & Inspection.....	\$	1,234.00
Bulk Materials.....	\$	3,193.00
<b>Subtotal –Estimated District Costs.....</b>	<b>\$</b>	<b>19,613.00</b>

**Estimated Applicant Installation Costs**

Installation Labor.....	\$	0.00
Contractor Furnished – Pipe Fittings & Appurtenances.....	\$	0.00
Bulk Materials.....	\$	0.00
<b>Subtotal- Estimated Applicant Installation Costs.....</b>	<b>\$</b>	<b>0.00</b>

**TOTAL ESTIMATED WATER FACILITIES COSTS..... \$ 19,613.00**

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

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

**Initial Charges and Estimated District Costs**

The Applicant shall either pay to the District or provide a two (2) year irrevocable letter of credit in form satisfactory to the District and payable at sight at a financial institution in the Novato area the sum of Initial Charges and Estimated District Costs as set forth in Section 3 hereof in the amount of **\$19,613**. If the Applicant provides the two (2) year irrevocable letter of credit, the District shall immediately draw down Initial Charges and shall draw upon the remaining funds guaranteed by the letter at any time the District deems appropriate to recover the Estimated District Costs which normally will be at least thirty (30) days prior to the anticipated start of construction for the ordering of materials to be furnished by the District.

## Estimated Installation Costs

Installation By District: Due to the proprietary nature of construction required to install said facilities, the District reserves the right to install the facilities utilizing District construction forces. The Applicant shall either pay to the District the total Estimated Installation Costs set forth in Section 4 hereof in the amount of **\$19,613** or shall include such amount in the irrevocable letter of credit provided for the Initial Charges and Estimated District Costs set forth first above. The District shall draw upon installation funds guaranteed by the letter at any time the District deems appropriate which normally will be at least thirty (30) days prior to the anticipated start of construction.

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

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

6. New construction in the District's Novato service area is required to be equipped with high efficiency water conserving equipment and landscaping specified in Regulation 15 sections e. and f.

7. All estimated costs set forth in this agreement shall be subject to periodic review and revision at the District's discretion. In the event the Applicant has not completed financial arrangements with the District in accordance with Section 4 hereof prior to expiration of six (6) months from the date of this agreement, all Initial Charges and estimated costs set forth in Section 3 hereof shall be revised to reflect then current District charges and estimates. In the event the Applicant has not secured final land use approval for the project from the City of Novato or County of Marin, recorded a final map and diligently commenced construction of improvements required by those agencies and the District prior to expiration of one (1) year from the date of this agreement, the District may, at its option, either retract financial certifications issued to City, County and State agencies and terminate this agreement or require amendment of this agreement and review of all Initial Charges and estimated costs contained herein. The Applicant shall pay any balance due upon demand or furnish a guarantee of such payment satisfactory to the District.

8. All extensions of time granted by the City of Novato or the County of Marin for the Applicant to comply with conditions of land use approval or to construct improvements pursuant to a subdivision improvement agreement shall require concurrent extensions of this agreement and shall be

cause for review and revision of all Initial Charges and estimated costs set forth in Section 3 hereof. The Applicant shall apply to the District for extension of this agreement prior to approval of the Applicant's requests for such extensions by either the City of Novato or the County of Marin.

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

**NORTH MARIN WATER DISTRICT**  
"District"

**ATTEST:**

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

\_\_\_\_\_  
Katie Young, Secretary

(SEAL)

**FRANK REBELO JR.**  
**ERIN S. REYNOLDS**  
Individuals  
"Applicants"

(SEAL)

\_\_\_\_\_  
Frank Rebelo Jr.

\_\_\_\_\_  
Erin S. Reynolds

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

*This agreement must be executed by the Applicant and delivered to the District within thirty (30) days after it is authorized by the District's Board of Directors.*

*If this agreement is not signed and returned within thirty days, it shall automatically be withdrawn and void. If thereafter a new agreement is requested, it shall incorporate the Initial Charges (connection fees) and cost estimates then in effect.*

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



7

## MEMORANDUM

To: Board of Directors Date: December 16, 2016  
 From: Drew McIntyre, Assistant General Manager/Chief Engineer  
 Subject: Tank Industry Consultants – Consulting Services Agreement  
R:\NON JOB No ISSUES\Consultants\TIC\TIC genl servs contract agmt 12\_16\_16 BOD memo.doc

**RECOMMENDED ACTION:** Authorize the General Manager to execute a General Services Agreement for Consulting Services between NMWD and Tank Industry Consultants

**FINANCIAL IMPACT:** \$30,000

Attached is a General Services Agreement with Tank Industry Consultants (TIC) to provide professional consultation for coating/corrosion engineering and inspection. Previously, the Board had authorized a similar contract with KTA-Tator in September, 2016 however we were unsuccessful in coming to an agreement regarding the District's contract liability language therefore staff recommends moving forward with a contract with TIC. TIC is a nationwide consulting firm that specializes solely in water storage tanks. They have an office in Sacramento and a reference check with some of their California clients (California American Water, East Bay Municipal Water District, and California Water Service) was positive. To best meet project demands, a General Services Agreement is desired with individual task orders on a job-by-job basis.

The first task order to be funded under this agreement will be for coating evaluation and structural assessment services associated with the FY16 and FY17 CIP San Mateo Tank Rehabilitation project.

RECOMMENDATION

Authorize the General Manager to execute a General Services Agreement for Consulting Services between NMWD and Tank Industry Consultants with a not-to-exceed limit of \$30,000.

Approved by GM CD

Date 12/16/2016

## **AGREEMENT FOR CONSULTING SERVICES**

The following is an agreement between **North Marin Water District**, hereinafter "**NMWD**", and **Tank Industry Consultants (TIC)**, hereinafter, "**Consultant**".

**WHEREAS**, Consultant is a duly qualified consulting firm, experienced in water tank design and rehabilitation engineering.

**WHEREAS**, in the judgment of the Board of Directors of the NMWD, it is necessary and desirable to employ the services of the Consultant to provide miscellaneous engineering services.

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

### **PART A -- SPECIFIC PROVISIONS:**

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

- a. The scope of work and fee amount covered by this agreement shall be that specified on a task by task basis.
- b. The fee for the work shall be on a time and expense (T & E) basis utilizing the fee schedule included in Attachment A of this agreement and shall not exceed \$30,000 without prior written authorization by NMWD.

### **PART B -- GENERAL PROVISIONS**

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

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

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

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

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

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

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

**4. PROSECUTION OF WORK:** The execution of this agreement shall constitute the Consultant's authority to proceed immediately with the performance of this contract. Performance of the services hereunder shall be completed by December 31, 2018, provided, however, that if the performance is delayed by earthquake, flood, high water or other Act of God or by strike, lockout or similar labor disturbance, the time for the Consultant's performance of this contract shall be extended by a number of days equal to the number of days the Consultant has been delayed.

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

North Marin Water District  
P.O. Box 146  
Novato, CA 94948  
Attention: Drew McIntyre

Consultant:  
Tank Industry Consultants  
7740 W. New York Street  
Indianapolis, IN 46214  
Attention: Gregory "Chip" Stein

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

**6. MERGER:** This writing is intended both as the final expression of the agreement between the parties hereto with respect to the included terms of the agreement, pursuant to California Code of Civil Procedure Section 1856 and as a complete and exclusive statement of the terms of the agreement. No modification of this agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

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

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

**9. TRANSFER OF RIGHTS/OWNERSHIP OF DATA:** The Consultant shall issue a no cost license to NMWD for all rights throughout the work in perpetuity in the nature of copyright, trademark, patent, and right to ideas, in and to all versions of any plans and specifications, reports and document now or later prepared by the Consultant in connection with this contract.

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

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

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

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

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

**12. EXTRA (CHANGED) WORK:** Extra work may be required. The Consultant shall not proceed nor be entitled to reimbursement for extra work unless it has been authorized, in writing, in advance, by NMWD. The Consultant shall inform the District as soon as it determines work beyond the scope of this agreement may be necessary and/or that the work under this agreement cannot be

completed for the amount specified in this agreement. Said review shall occur before consultant incurs 75% of the total fee approved for any phase of the work. Failure to notify the District shall constitute waiver of the Consultant's right to reimbursement.

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

#### **14. INSURANCE REQUIREMENTS FOR CONSULTANTS**

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

##### **Minimum Scope of Insurance**

Coverage shall be at least as broad as:

1. Commercial General Liability coverage
2. Automobile Liability
3. Workers' Compensation insurance as required by the State of California.
4. Professional Liability insurance appropriate to the consultant's profession.

##### **Minimum Limits of Insurance**

Consultant shall maintain limits no less than:

1. General Liability (including operations, products and completed operations.): **\$1,000,000** per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: **\$1,000,000** per accident for bodily injury and property damage.
3. Workers' Compensation Insurance: as required by the State of California.
4. Professional Liability, **\$5,000,000** per occurrence.

##### **Verification of Coverage**

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

##### **Subcontractors**

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

##### **Self-Insured Retentions**

Any self-insured retentions must be declared to and approved by the District. At the option of the District, either: the insurer shall reduce or eliminate such self-insured retentions as respects

the District, its officers, officials, employees and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the District (such as a surety bond) guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

### **Other Insurance Provisions**

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

1. The District, its officers, officials, employees, and volunteers are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Consultant.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the District.
4. The insurance limits and coverage required by Part B, Section 14, **INSURANCE REQUIREMENTS FOR CONSULTANTS**, do not in any way limit the liability *or other obligations* of the Consultant under Part B, Section 3, **INDEMNIFICATION**, or otherwise except to the extent of payments actually made by the insurers pursuant to such insurance policies.

### **Acceptability of Insurers**

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

### **No Limitation**

The requirements of this Agreement as to insurance and acceptability to District of insurers and acceptability to District of insurers and insurance to be maintained by Consultant and its Subcontractors are not intended to, and shall not in any manner, limit or qualify the liabilities, or the defense and indemnification obligations of Consultant and its Subcontractors hereunder. Nothing in the preceding sentence shall be construed to expand the defense and indemnification obligations of Consultant and its Subcontractors hereunder beyond the limits specified above under the heading '**Minimum Limits of Insurance.**'

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

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

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

**17. REASONABLE ASSURANCES:** Each party to this agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise, with respect to performance of either party, the other may, in writing, demand adequate assurance of due performance and until the requesting party receives such assurance may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of the party with respect to performance under this agreement but also conduct with respect to other agreements with parties to this agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, not to exceed 30 days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance.

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

**NORTH MARIN WATER DISTRICT  
"NMWD"**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chris DeGabriele, General Manager

**TANK INDUSTRY CONSULTANTS  
"CONSULTANT"**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



8

MEMORANDUM

ITEM #8

To: Board of Directors Date: December 16, 2016  
From: Drew McIntyre, Assistant General Manager/Chief Engineer  
Subject: Approve Letter of Intent to Participate in the Marin County Multi-Jurisdictional Local Hazard Mitigation Planning Process

R:\NON JOB No ISSUES\Hazard Mitigation Plan\Approve Participation in LHMP Process BOD MEMO Dec 2016.doc

**RECOMMENDED ACTION:** That the Board authorize the General Manager to sign the enclosed Letter of Intent.

**FINANCIAL IMPACT:** In-house labor commitment only. Future costs related to a vulnerability analysis for Oceana Marin are not known at this time.

Background

At the July 19, 2016 meeting, the Board was apprised that staff was exploring options for potential Federal Emergency Management Agency (FEMA) funding for some of the Oceana Marin Capital Improvement Projects identified in the 2015 Master Plan Update (prepared by Nute Engineering). Since that time, Ed Nute and I met with Mr. Tom Jordan, Marin County Sheriff's Office Emergency Services Coordinator in September, 2016 which led to my attendance at the Marin County Local Hazard Mitigation Plan Public Workshop at the City of Novato Council Chambers on November 3, 2016. The purpose of the workshop was to kick-off Marin County's Multi-jurisdictional Local Hazard Mitigation Plan (MCM LHMP) project which includes participation from each of the municipalities and interested special districts. In the past, the county and municipalities have developed their own Hazard Mitigation Plans (updates are required every five years). This new multi-jurisdictional approach minimizes duplication of efforts, maximizes economy of scale and is encouraged by FEMA Region IX and State of California Office of Emergency Services (CalOES) staff. Due to the number of special districts, the county will most likely have one representative from each discipline (i.e., water, sanitation, etc) on the County-wide planning team.

The MCM LHMP is being prepared in compliance with the federal Disaster Mitigation Act of 2000 which ensures eligibility to apply for Pre-Disaster Mitigation (PDM) federal grant monies administered through the CalOES office. There is a growing interest in PDM grants as they only require a 25% local match and now cover sea level rise. PDM grants are awarded on a competitive basis and require an approved Local Hazard Mitigation Plan. Furthermore, any NMWD PDM grant request would need to be submitted as a sub-application through Marin County. Said sub-application approach requires that NMWD participate in the MCM LHMP process.

RECOMMENDATION

That the Board authorize the General Manager to sign the enclosed Letter of Intent to participate in Marin County's Multi-Jurisdictional Local Hazard Mitigation Planning process

Approved by GM CD  
Date 12/16/2016

December 13, 2016

Sheriff Robert Doyle  
Marin County Sheriff's Office  
1600 Los Gatos Drive, #200  
San Rafael, California 94903

Re: "Statement of Intent to Participate" as Participating Jurisdiction in Marin County Multi-Jurisdictional Hazard Mitigation Planning

Dear Sheriff Doyle:

In accordance with the Federal Emergency Management Agency's (FEMA) Local Mitigation Plans requirements, under 44 CFR §201.6, which specifically identify criteria that allow for multi-jurisdictional mitigation plans, the North Marin Water District (NMWD) is submitting this letter of intent to confirm that NMWD has agreed to participate in the Marin County Multi-jurisdictional Hazard Mitigation Planning effort.

Further, as a condition to participating in the mitigation planning; NMWD agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6 and to provide such cooperation as is necessary and in a timely manner to the County to complete the plan in conformance with FEMA requirements. The plan will comply with California AB 2140 through integration with the Marin Countywide Plan safety element and the municipalities' general plans. County staff on the MCM LHMP planning team are responsible for ensuring County compliance with AB 2140, and a representative of NMWD is responsible for ensuring compliance for their jurisdiction.

NMWD understands that it must engage in the following planning process, as more fully described in FEMA's Local Mitigation Planning Handbook (2013), including, but not limited to:

- Identification of hazards unique to the jurisdiction and not addressed in the master planning document;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- The formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction;
- Demonstration that there has been proactively offered an opportunity for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.);
- Documentation of an effective process to maintain and implement the plan;
- Formal adoption of the Multi-jurisdictional Hazard Mitigation Plan by the jurisdiction's governing body (each jurisdiction must officially adopt the plan); and

- Documentation of participation in the NFIP, continued compliance with NFIP requirements, and address NFIP insured structures that have been repetitively damaged by floods.

Therefore, with a full understanding of the funding obligations incurred by an agreement between the Lead Jurisdiction and the Participating Jurisdiction, I, Chris DeGabriele, commit North Marin Water District to the Marin County Multi-jurisdictional Local Hazard Mitigation Planning effort.

Executed this \_\_\_\_ day of \_\_\_\_\_, 2016

Sincerely,

Chris DeGabriele  
General Manager

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## MEMORANDUM

To: Board of Directors  
From: Chris DeGabriele, General Manager  
Subj: Regulation 1(c)(5) – Initial Charges for Affordable Housing  
t:\gmbod misc 2016\reg 1c5.docx

December 16, 2016

**RECOMMENDED ACTION:** Review and Reaffirm Regulation 1(c)(5)

**FINANCIAL IMPACT:** None

In 2006, the District added Regulation 1(c)(5) to comply with Senate Bill 1087, which amended the California Government Code and the Water Code requiring that public agencies providing water or sewer service prioritize said service to developments that include housing units affordable to lower income households. At that time, the Board considered options for compliance with the new legislation and decided that payment of initial charges deferred over time was the preferred approach. The statute added by SB1087 also requires public agencies providing water or sewer service to adopt the written policy every five years. No changes are proposed at this time and the District's legal counsel advises that the Regulation is in conformance with Legislative mandates.

**RECOMMENDED ACTION:**

The Board review and reaffirm District Regulation 1(c)(5) – Initial Charges for Affordable Housing.

Approved by GM CD

Date 12/16/2016

## NORTH MARIN WATER DISTRICT

### REGULATION 1 NEW SERVICE CONNECTIONS

#### a. Application for Service and Processing

Application for service must be made to the District in writing on the District's form by the property owner or his/her authorized agent. Applications must be supported by data as required by the District, such as a map and/or legal description of the property to be served, a description or plan showing intended water fixtures, a plan showing lawn and garden areas and an estimate of amount of water to be used. The size of the meter and service connection will be determined by the District.

Applications requiring a single service having a meter size equal to or less than one and one-half inch will be processed in the order of the date the application is received provided all requirements of the District are met. All other applications will be processed in the order of the date the application is received provided the Applicant meets all District requirements within 30 days of said date. If District requirements are not met within said 30 days, the application shall be null and void and must be resubmitted to the District except that:

the General Manager may extend the 30-day period if failure to comply with District requirements is due to workload limits of the District.

Receiving an application shall in no way represent a commitment or agreement by the District to serve water. Said commitment will be made only at the time service actually commences or when the District executes a service extension agreement whichever shall first occur. In the case of a service extension agreement, the commitment of the District to supply water shall be limited to the number of connections to be installed pursuant thereto and in accordance with the terms thereof. Additional requirements for recycled water service are included in Regulation 18.

#### b. Conditions Precedent to Service

Water service will be provided subject to:

- (1) The existence of a main of adequate capacity and pressure abutting the property to be served, or the construction of adequate mains, pumps and storage facilities under the provisions of Part B of these Regulations;
- (2) The advance payment of the District's initial charge for service as provided in Regulation 1 c.; and
- (3) Compliance with the other applicable provisions of these regulations.

#### c. Initial Charges for Service

Prior to commencement of service the Applicant shall pay an initial charge for service which shall be the total of the meter charge, the service line charge, the reimbursement fund charge and the facilities reserve charge computed as set forth below. "Est." means the actual cost of the service line as estimated by the District; "d.u." means dwelling unit. The Reimbursement Fund Charge shall not apply to recycled water service. Applications for a single service connection having a meter size equal to or less than one and one-half-inch shall pay a meter charge and a service line charge as set forth below. Applications requiring more than one meter or requiring a meter size greater than one and one-half-inch shall pay a meter charge and a service line charge based on the actual cost of said meter and service line installation(s) incurred by the District.

(2) West Marin Service Area – Effective January 1, 2009

<u>Meter Size (Inches)</u>	<u>Meter Charge</u>	<u>Service Line Charge</u>	<u>Reimbursement Fund Charge</u>
	(1)	(2)	(3)
5/8	\$60	\$3,500	\$1,950
1	120	3,500	4,950
1-1/2	300	3,500	7,200
2	Est.	Est.	14,700
3	Est.	Est.	21,900
4	Est.	Est.	34,200

Effective

12/03/13

Facilities  
Reserve  
Charge

Single family detached residences and duplexes (each d.u.).....	\$22,800
Townhouses and condominiums (3 units or more) (each d.u.).....	13,700
Mobile home (each d.u.).....	8,000
Apartment houses - 5 units or more, (each d.u.).....	8,900
Second (accessory) d.u. on a parcel in undivided ownership.....	8,000
d.u. with kitchen or kitchenette whose occupants receive regular meals from central kitchen/dining facility on site .....	6,100
d.u. without kitchen facilities and landscape .....	4,900
Non-residential uses and master metered residential uses with a history of water consumption: the District shall determine equivalent single family d.u.'s by its estimate of gallons per day of potential water use on the average day of the maximum month divided by 270 (each equivalent single family d.u.).....	22,800

Also see Regulation 29.

(3) Charge for Annexation - All Service Areas

In addition to the other charges specified, no property shall be annexed to an improvement district unless an annexation fee is paid. The annexation fee shall be equal to the total revenue from tax on land (not improvements) that the District would have received had the property to be annexed been within the improvement district from the date of its formation, plus an amount equal to the interest revenue the District would have received on said tax revenue.

(4) Single Service Connection Requests - Deposit Requirement for Water-Saving Devices and Restrictions

A \$500 deposit must be paid to the District before a single water service connection is provided to assure compliance with all Water-Saving Devices and Restrictions for New Development pursuant to Regulation 15.e and 17.e. Upon inspection that requirements for all Water-Saving Devices and Restrictions have been met, the \$500 deposit will be refunded to the applicant.



- (ii) Sprinkler head spacing that is not greater than 50% of the diameter of the precipitation pattern thrown by the sprinkler head (i.e., head-to-head spacing) at the minimum delivery pressure available at the site based on field measurements or pressure data supplied by the District. This 50% diameter spacing requirement can be varied provided the requirements of Section 1(f)(2)(c)(ix) are met.
  - (iii) Sizing and layout of pipe laterals and selection and grouping of sprinkler heads and nozzles in a manner which assures that the pressure requirement of each sprinkler head is achieved.
  - (iv) Separation of valves such that valves serving turf sprinklers do not include sprinklers irrigating non-turf landscape which has a different water requirement.
  - (v) A valve in every head may be required by the District to control drain down and optimize distribution control.
  - (vi) Control of all turf valves by an automatic controller capable of programming each valve for the following variables:
    - (1) Irrigation days,
    - (2) Minimum of three independently scheduled start times per irrigation day
    - (3) Minutes of run time per start time cycle.
  - (vii) Controller shall contain a water budgeting feature which permits the same incremental percentage change in all run times (up or down) by changing the water budget setting, thus permitting easy irrigation scheduling as a function of changes in evapotranspiration demand.
  - (viii) Controller shall accommodate a rain shut-off feature which automatically shuts down irrigation when it is raining.
  - (ix) The irrigation distribution system shall be designed to achieve a lower quartile distribution uniformity of at least 80%. This distribution uniformity shall be verified after installation by field precipitation tests performed by a competent expert selected by the District and paid for by the applicant public agency. In the event said uniformity is not achieved, the applicant public agency shall make changes to the system until subsequent tests by said expert, and also paid for by the applicant agency, demonstrate achievement of said distribution uniformity. The lower-quartile uniformity coefficient, an approximation of overall irrigation system uniformity, shall be determined by sampling the precipitation pattern or "footprint" of the irrigation system with catch cans. The coefficient is determined by arraying the resulting data expressed as inches per catch can (or volume of water in can if cans are of uniform size) in descending order of magnitude, determining the mean of the lower one fourth of the catch-can data, and dividing it by the mean value for all of the cans.
- (d) In designing the irrigation system, the applicant agency shall conduct field tests to determine typical infiltration rates for the sub-turf soil. Design precipitation

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## MEMORANDUM

To: Board of Directors  
From: Chris DeGabriele, General Manager *CD*  
Subj: Revision to Regulation 4(b)(5) – Multiple Service  
t:\gm\bod misc 2016\reg 4b5.docx

December 16, 2016

**RECOMMENDED ACTION:** Board approved Revision to Regulation 4(b)(5)

**FINANCIAL IMPACT:** None

Senate Bill 1069 becomes effective on January 1 and requires the District to change the methodology of collecting Facilities Reserve Charges for accessory dwelling units. For accessory dwelling units that are contained within the existing space of a single family residence or accessory structure, the District will not be allowed to collect any FRC except where a separate meter is provided. To eliminate the instance where a project proponent may build a new separate accessory structure and later convert it to an accessory dwelling unit, District staff proposes Regulation 4(b)(5) be modified to prohibit service through a single connection to two separate dwelling units on a parcel and undivided ownership constructed prior to December 31, 2016.

**RECOMMENDED ACTION:**

The Board approve the revision to Regulation 4(b)(5).

Approved by GM *CD*

Date *12/16/2016*

**DRAFT**  
**NORTH MARIN WATER DISTRICT**  
**REGULATION 4**  
**MULTIPLE SERVICE**

a. General

Except as otherwise expressly authorized by this regulation, a single service connection shall serve no more than one separate dwelling unit (including townhouse and condominium units) or one separate commercial, agricultural or industrial enterprise.

b. Multiple Service

Unless requested by the Applicant to separately meter each dwelling unit or other point of use, if separate service connections present substantial mechanical problems or extraordinary expense as conclusively determined by the District, service through a single connection may be allowed to any of the following:

- (1) a duplex, triplex, or apartment building in undivided ownership;
- (2) a commercial or industrial building in undivided ownership;
- (3) a building or group of buildings owned or exclusively occupied by a public entity or entities;
- (4) a condominium project served under a contract between the District and a responsible owners' association;
- (5) Two separate dwelling units on a parcel in undivided ownership constructed prior to December 31, 2016 (see Regulation 54 e. and Regulation 1 c.).

c. Subdivision of Ownership

If the ownership of a structure receiving service through a single service connection pursuant to subsection b.(1) of this regulation is subdivided, service will be continued without requiring new service connections and payment therefor, provided service is furnished under a contract between the District and a responsible owners' association.

d. Charges for Multiple Service

The District will not render separate statements to each dwelling unit or enterprise served by a single meter. The party in whose name the service is registered will be responsible for all charges for all services through the meter.

e. Connections Prior to April 7, 1962

The preceding subsections of this regulation shall not apply to dwellings which have been continuously served through a single service connection installed prior to April 7, 1962. The minimum and quantity rates for each dwelling unit so served shall be computed as though each unit were served with a meter of the size installed on the single service connection as though the quantity delivered to each unit were the quantity of the water measured by the installed meter divided by the number of dwelling units connected thereto.

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## MEMORANDUM

To: Board of Directors  
 From: Drew McIntyre, Assistant General Manager/Chief Engineer  
 Carmela Chandrasekera, Associate Engineer  
 Subject: Recycled Water Expansion Central Service Area (Norman Tank) - Reject Bid and Approve Advertisement for New Bids

December 16, 2016



R:\Folders by Job No\6000 jobs\6058\BOD Memos\6058.50 RWC Norman Tank Reject Bid and Re Advertise BOD Memo 12-16.doc

**RECOMMENDED ACTION:**

1. Reject Piazza Construction Bid for \$881,436
2. Approve advertisement for new bids

**FINANCIAL IMPACT:** \$5,000 for in-house labor and third party consultants

### Background

The Norman Tank Rehabilitation project includes surface preparation and complete recoating of interior and exterior surfaces and associated rehabilitation work on the District's 50' diameter, 35' tall, 500,000 gallon capacity welded steel recycled water storage tank<sup>1</sup>. Associated rehabilitation work includes but is not limited to installation of an exterior spiral stair and stairway security enclosure, inside ladder and platform, shell manway, roof hatch, sample tap, inlet/outlet pipe modifications, screen replacement, cathodic protection system, other project components and appurtenances and tank foundation and rock anchors installation. The project also includes modification of existing yard piping and related appurtenances at a second tank site (Plum Street Tank)<sup>1</sup>. The Board authorized advertisement for bids on the above referenced project on September 20, 2016. The advertisement date for this project was September 23, 2016 with a bid opening on November 22, 2016. The District advertised the project in the Marin IJ and posted the project on [www.ebidboard.com](http://www.ebidboard.com). Sixteen (16) contractors, including fourteen (14) prime contractors, attended the mandatory pre-bid meeting on October 18, 2016. The bid period was for approximately eight (8) weeks and included two addenda. One bid was received (see below).

	CONTRACTOR	BID
1.	Piazza Construction, Penngrove, CA	\$881,436

The Engineer's Estimate was \$770,000. The sole bid by Piazza Construction was \$881,436 or \$121,436 (14.5%) above the engineer's estimate.

### Bid Evaluation

A bid evaluation (Attachment 1) was performed by The Covello Group (Covello), the District's construction manager for the Central Service Area recycled water projects. The attached analysis shows that Piazza Construction complied with all but one of the bidding

<sup>1</sup> Existing surplus potable water storage re-purposed for recycled water storage

requirements: it failed to submit the required financial information within five days of the bid opening.

### Options

There are two options before the Board:

Option 1 – Award the contract to Piazza Construction or

Option 2 – Reject Piazza Construction’s bid and re-advertise the project

Although the District has the authority to waive the bid irregularity regarding omission of financial information and award the project to Piazza Construction (Option 1), staff is recommending that the project be rebid in an effort to try and obtain more bidders (Option 2). As Covello’s attached report notes, outreach to potential bidders indicates that there was a particularly high volume of tank construction/maintenance projects out for bid during the September-November timeframe and many of the District’s typical tank rehabilitation contractors opted to not bid the Norman Tank project at the last minute. Having only one bidder is unusual for the District and a survey of the Plan Holders indicates that there were no reported ambiguities in the Plans and Specifications. In fact, most of the project is very similar in scope and design to that of a previous tank rehabilitation project in 2011 (i.e., Plum Street) with the exception that Norman Tank requires a new concrete ring wall foundation with seismic rock anchors. It should be noted that there is always a possibility that rebidding the project will result in higher bid prices. However, it is staff’s belief that the overall project schedule has sufficient time to allow for rebidding the project with the hope that more competition could result in bids more favorable to the District.

### RECOMMENDATION

That the Board:

1. Reject Piazza Construction’s Bid for \$881,436
2. Approve advertisement for new bids



December 12, 2016

Mr. Drew McIntyre  
North Marin Water District  
999 Rush Creek Place  
Novato, CA 94948

Subject: Bid Review  
Project: Recycled Water Expansion — Central Service Area Norman Tank Project  
Project No: 5 6058.50

Dear Mr. McIntyre:

One sealed bid for the Project was received and opened on November 15, 2016, at 3:00pm. The bid was received from Piazza Construction in the amount of \$881,436. The bid was \$121,436 above the Engineer's Estimate (EE) of \$760,000.

**Number of Bids Submitted:** Receiving only one bid was a surprise, especially considering there appeared to be substantial bidder interest, based on the amount of plan holders and the pre-bid conference was well attended. Several contractors that were plan holders who attended the pre-bid conference were contacted after the bid opening to determine their reasons for not submitting a bid. The primary reason for non-submittal was the fact that the contractors were too busy. In fact, one contractor noted that it was the busiest period for tank work in recent memory.

Another reason is that some of the contractors were more interested in being subcontractors and not necessarily eager to be the prime contractor on the Project. The Project consists of disciplines with significant percentages of work, which may affect the contractors' desire to be the prime contractor.

Receiving one bid is atypical, yet within the past several months, recent projects bid by the County of Marin, Ross Valley Sanitary District and the City of Sausalito received only one (1) bid.

In our experience we recall one instance when the public agency awarded a contract for which only one bid was received. The \$25 million bid was \$5 million over the EE and \$2 million over the agency's budget. In this instance, the public agency was familiar with the contractor and was able to pre-negotiate a deductive change order prior to award that reduced the contract amount within budget.

**Prices for Base Bid Items:** The Base Bid Schedule consisted of 15 bid items; 13 were lump sum, and two (2) bid items were unit price. Since there was one bid, the only comparison available is the Bid as compared to the Engineers Estimate. Bid Item No. 3 "Install tank ring wall foundation, tank anchors, rock anchors, etc." had the largest variance between the Bid and EE. The EE estimate was \$100,000 and the Bid amount was \$193,245. This \$93,245 difference accounts for approximately 77% of the bid variance. In fact, when removing Bid Item 3 from the comparison between the EE and Bid, there is only a 3.6% difference, which is considered nearly negligible in the current industry bidding climate.

Our understanding is that the EE for Bid Item 3 was primarily based on similar foundation work on the District's Crest Tank. The foundation work includes cast-in-place concrete and other specialty work, such as rock anchors and welded tank anchoring. The major differences related to foundation work between the Norman Tank and Crest Tank is that Crest was a new tank and Norman is a retrofit of an



existing steel tank. As one example of these differences, the foundation for the Norman Tank will require excavation beneath the existing tank to construct the concrete foundation. Another example are the structural anchoring/rock anchors required to be installed connected to and/or adjacent to the existing Norman Tank. This type of work is difficult to bid/estimate and the contractor's risk is greater working beneath and adjacent to an existing tank. It is likely these conditions affected the contractor's bid for this Work.

**Bid Forms:** As verified by District staff and presented in the attached spreadsheet, Piazza submitted all required bid forms at the time of bid.

**SRF Documentation:** As verified by District staff, Piazza provided the required EPA DBE Subcontractor Utilization Forms and Good Faith Documentation. No exceptions were noted.

**Bidder Experience:** Piazza submitted documents that substantiate that they have the necessary experience and qualifications to perform the Work. Piazza has performed similar construction for both Marin Municipal Water District and the City of Santa Rosa; reference checks concluded that based on their agencies experience, Piazza is a capable contractor that submitted reasonable bids, performed good work and was not claims oriented. Also, NMWD has experience with Piazza and had similar comments on their qualifications.

**Licenses and Public Works Registration Numbers:** Piazza and all of their listed subcontractors have active licenses and are in good standing. Similarly, all of their Public Works Contractor Registration, Numbers are current. The table lists their licenses and registration numbers:

Contractor	License	Registration	Work Percentage
Piazza	406456	100008021	40
Olympus & Assoc.	777677	100007287	34
Crosno	835288	100006959	11
Sacramento Drilling	759193	100004496	5
Cal-Con Pumping	962387	100013903	4
Cantarutti Electrical	639809	100017441	3
West Coast Reinforcing	859902	100021087	3

**Safety Qualifications:** Piazza provided three (3) years (2104, 2015 and 2016) Experience Modification Rates (EMR) to demonstrate their Safety Qualifications. Piazza's three (3) year average EMR is 0.78, which is less than the 1.00 maximum specified by the Contract. Thus, Piazza meets the minimum safety requirements for the Project.

**Financial Qualifications:** The District has no record of Piazza submitting the required financial information within five (5) days of the bid opening.

The Financial Qualifications, Section 00420 D. C., also required the contractors to provide information related to claims filed against the bidder and claims filed by the bidder within the last five (5) years. Piazza noted on the bid form that the requested claim information is not applicable at this point in time. The District could consider asking its Legal Counsel to review claim related databases to which they may have access, to verify Piazza's claims history over the past five (5) years.

**Material Suppliers:** Piazza listed various material manufacturers and suppliers. It has not been verified that Piazza's listed manufacturers comply with District requirements and it is suggested that the District confirm their acceptability.

**Conclusions:**

1. Based on our review, Piazza is a responsible bidder. They did not submit their Financial Qualifications and their bid can be considered non-responsive.
2. Receiving only one bid raises a concern. One of the primary goals of the Pubic Contract Code is to receive competitive bids for public work. Receiving a single bid does not represent competitive bid results.

It is our understanding that the bidding climate has cooled over the past month and rebidding the Project could result in additional bidders.

3. Rebidding the Project would likely have minimal impact on the overall Central Service Area recycled water deliveries. The Schedule for Norman Tank requires intricate coordination with the West Pipeline Contract, which is responsible for installing the pipe connecting Norman Tank to the recycled water distribution system. As a result of this coordination requirement, Addendum No. 2 was issued on Norman Tank, increasing the duration by 45 days, from 180 days to 225 days. If the Project were to be rebid, the coordination may be lessened and a return to the 180 duration is possible, based on further schedule evaluation and the status of the West Pipeline Contract progress.
4. The primary risk to the District in rebidding the Project is that there is no guarantee that future bids will be lower than the one bid received in November 2016.

Based on the factors above, we recommend rebidding the Project. The one risk of potentially receiving higher bids are outweighed by the other factors that encourage the potential positive outcomes of rebidding the Project.

Sincerely,

**Covello**

Gary Skrel, PE  
Project Manager



Gary Skrel, PE  
Project/Construction Manager

12

## MEMORANDUM

To: Board of Directors  
 From: David L. Bentley, Auditor-Controller  
 Subject: AMI Notice of Exemption  
t:\aclword\amibod memo re filing notice of exemption.doc

December 16, 2016

**RECOMMENDED ACTION:** Approve Filing Attached Notice of Exemption

**FINANCIAL IMPACT:** None – Information

Staff recommends the Board approve filing the attached Notice of Exemption for the Advanced Metering Information (AMI) project. The AMI pilot project is next up on the agenda for Board approval.

AMI is included in the District's FY17/FY18 Capital Improvement Projects Budget. The AMI project involves installation of digital water meters and data transmission infrastructure to enhance water use data collection for analysis and billing. The digital technology will provide improvements in customer service, staff efficiency, and water conservation efforts. The project is scheduled to be completed over a two fiscal-year period. A pilot project to assess the viability of the technology in Novato is proposed to be conducted beginning this winter. Assuming the technology proves effective and reliable, and funding is secured, full implementation of AMI would commence next summer.

The State Water Resources Control Board provides low-interest State Revolving Fund (SRF) financing for AMI projects. A component of the SRF financing application is completion of a CEQA review. Staff has utilized the services of GHD to assess the environmental impact of the proposed AMI project. GHD reviewed the project and concluded:

The project qualifies for Class 1, Class 3, and Class 11 exemptions under Sections 15301, 15303, and 15311 of the CEQA Guidelines. The environmental review and documentation reported did not identify any significant effects that would occur from the project, and the exceptions listed in Section 15300.2 of the CEQA Guidelines were found not to apply to the project.

Although the project is exempt and does not require any further environmental action, staff recommends that the District file a Notice of Exemption with the County of Marin at this time. The Notice of Exemption is provided as Attachment A. GHD's CEQA Review is also provided as Attachment B.

**RECOMMENDATION**

Approve filing the attached Notice of Exemption

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: Marin
3501 Civic Center Dr, Room #247
San Rafael, CA 94903

From: (Public Agency): North Marin Water District
PO Box 146
Novato, CA 94949
(Address)

Project Title: North Marin Water District Advanced Metering Information (AMI) Pilot Project

Project Applicant: North Marin Water District

Project Location - Specific:
The project is located throughout the District's Novato service area

Project Location - City: Novato Project Location - County: Marin

Description of Nature, Purpose and Beneficiaries of Project:
The District proposes to retrofit about 200 water meters and install antennas on District-owned facilities in Novato as a pilot project to improve data collection and customer service, support water conservation.

Name of Public Agency Approving Project: North Marin Water District

Name of Person or Agency Carrying Out Project: North Marin Water District

- Exempt Status: (check one):
[ ] Ministerial (Sec. 21080(b)(1); 15268);
[ ] Declared Emergency (Sec. 21080(b)(3); 15269(a));
[ ] Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
[X] Categorical Exemption. State type and section number: Sec 15301, 15303, and/or 15311
[ ] Statutory Exemptions. State code number:

Reasons why project is exempt:
Work performed is for the minor alterations of existing public facilities involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination.

Lead Agency
Contact Person: David Bentley Area Code/Telephone/Extension: 415.761.8909

- If filed by applicant:
1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? [ ] Yes [ ] No

Signature: Date: Title: Auditor-Controller

[X] Signed by Lead Agency [ ] Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code. Date Received for filing at OPR:
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.



December 14, 2016

To: David Bentley, Drew McIntyre

From: Pat Collins

Tel: 707-523-1010

Subject: North Marin Water District Advanced Metering Information (AMI) Project – Review for CEQA Exemption

This memorandum provides a brief description of the project and identifies the California Environmental Quality Act (CEQA) exemptions for which the project qualifies. No significant environmental effects of the project have been identified, and the exceptions listed in Section 15300.2 of the CEQA Guidelines were found not to apply to the project. In summary, the project qualifies for Class 1, Class 3, and Class 11 exemptions under Sections 15301, 15303, and 15311 of the CEQA Guidelines.

#### **Description of Project**

##### ***Project Objectives***

The District proposes to install advanced water meter infrastructure to improve data collection regarding water use and water billing. These advanced technologies would provide improvements in customer service, increase staff efficiency, and support water conservation and planning efforts. In particular, the project objectives are:

- Reduce water losses by quickly notifying customers of leaks and helping identify distribution system and service line leaks;
- Reduce greenhouse gas emissions from vehicle trips for meter reading and the water loss savings;
- Provide monthly billing to increase feedback to customers and facilitate monthly payments;
- Provide customers with easy access to their consumption data to facilitate increased water conservation;
- Improve the effectiveness of customer service representatives in dealing with customers by providing detailed consumption histories, better analytical tools, and assisting customers in locating leaks;
- Increase safety for the District's employees who at times are exposed to unfriendly dogs and other unsafe situations when reading meters;
- Provide better data for improved forecasting, facilities planning, and rate setting;
- Eliminate field visits for re-reading and customer move-ins and move-outs;
- Assist in managing peak demands and enable improved system modelling that could help ensure capital projects are optimally designed and timed.



### ***Project Location and Setting***

The project is located throughout the District's Novato service area wherever existing or future water meters are located. Twenty-six antennas are proposed to collect data from water meters and send it to District offices (see Figure 1, Regional Location, and Figure 2, Antenna Locations). Each antenna would be located on land where the District owns existing facilities. The sites are described in more detail under Section 1.4.2, Antennas, below.

### ***Detailed Project Description***

#### **Water Meter Replacement or Retrofit**

The District proposes to replace or retrofit all existing water meters in the Novato service area for residences, irrigation, commercial, and industrial uses. Older water meters would be replaced; newer water meters would be retrofitted. In either case, all work would occur within the existing water meter box, and no ground disturbance would be required. The water meter changes would allow meters to be read remotely. The water meters would transmit data over encrypted low-power radio frequencies to the 26 antenna locations. The data would then be transmitted to the District offices via a cellular network. Photos of a standard water meter within the meter box, both before and after the retrofit, are shown in Figure 3.

#### **Antennas**

Twenty-six antennas would be installed throughout the Novato service area to receive data from the water meters. The antennas would be located as indicated in Table 1. At 22 of the sites, the antenna would be affixed to the top of an existing water tank owned by the District with a data collector attached to the top. To obtain sufficient signal for reliable operation, these antennas would extend from 10 to 26 feet above the existing water tank. The remaining four antenna sites would also be located on District facilities (Cherry Hill Pump Station, Deer Island Treatment Plant, the District Administrative Offices, and the Cabro Court Pump Station) extending 12 to 24 feet above the existing facility.

A photo of a similar antenna is provided in Figure 4, Antenna – Example View. Photos of each site with a story pole for the antenna are provided in Appendix A.

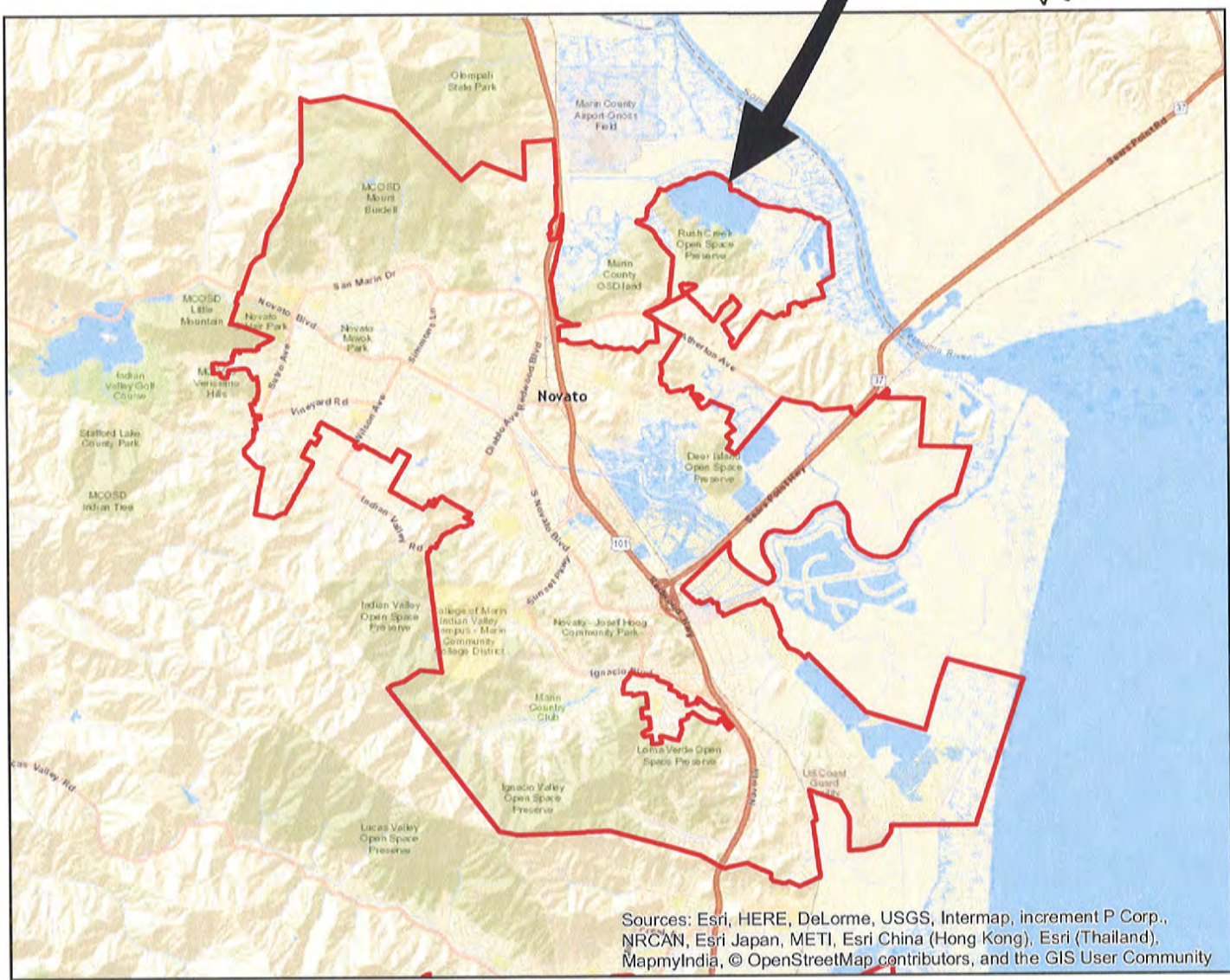
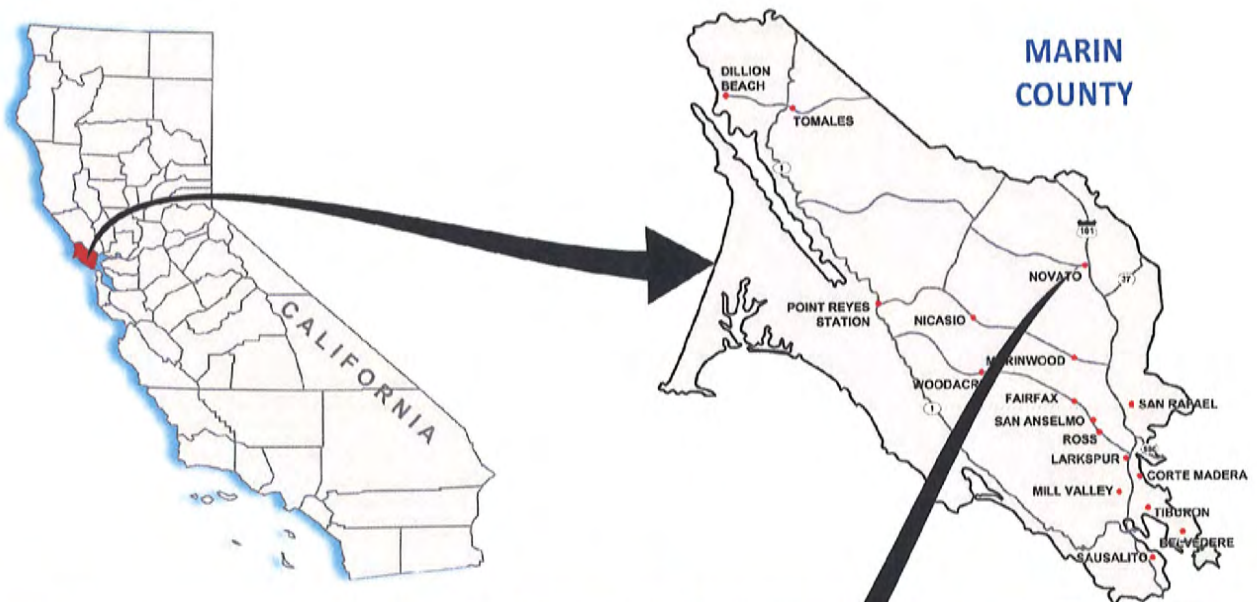
Electric power would be supplied from existing utilities that are already available at each site, except at the Loma Verde Tank, where power would be supplied by a small solar panel attached to the antenna pole.



**Table 1. Antenna Locations and Heights**

<b>Antenna Locations</b>	<b>Existing Facility</b>	<b>Height of Existing Facility</b>	<b>Additional Height of Antenna above Existing Facility</b>
1	Air Base Tank	30	16
2	Atherton Tank	34	15
3	Black Point Tank	27	14
4	Center Road Tank	35	11
5	Cherry Hill #1 Tank	26	13
6	Crest #2 Tank	50	16
7	Dickson Tank	35	14
8	Garner Tank	28	10
9	Half Moon Tank	18	12
10	Loma Verde Tank	30	10
11	Lynwood #1 Tank	33	13
12	Nunes Tank	25	25
13	Pacheco Valley Tank	27	12
14	Palmer Tank	33	13
15	Ponti Tank	26	22
16	Reservoir Hill Solar Panel	24	10
17	San Andreas Tank	26	23
18	San Mateo Way Tank	34	26
19	Sunset Tank	38	14
20	Trumbull Tank	26	12
21	Wild Horse Valley 3 <sup>rd</sup> Tank	34	12
22	Winged Foot Drive Tank	34	16
23	Cherry Hill Pump Station	0	14
24	Deer Island Treatment Plant	16	12
25	North Marin District Office	20	24
26	Cabro Court Pump Station	10	14





Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Paper Size 8.5" x 11" (ANSI A)

0 4,000 8,000 2,000 N

Feet

Map Projection: Lambert Conformal Conic  
Horizontal Datum: North American 1983  
Grid: NAD 1983 StatePlane California II FIPS 0402 Feet



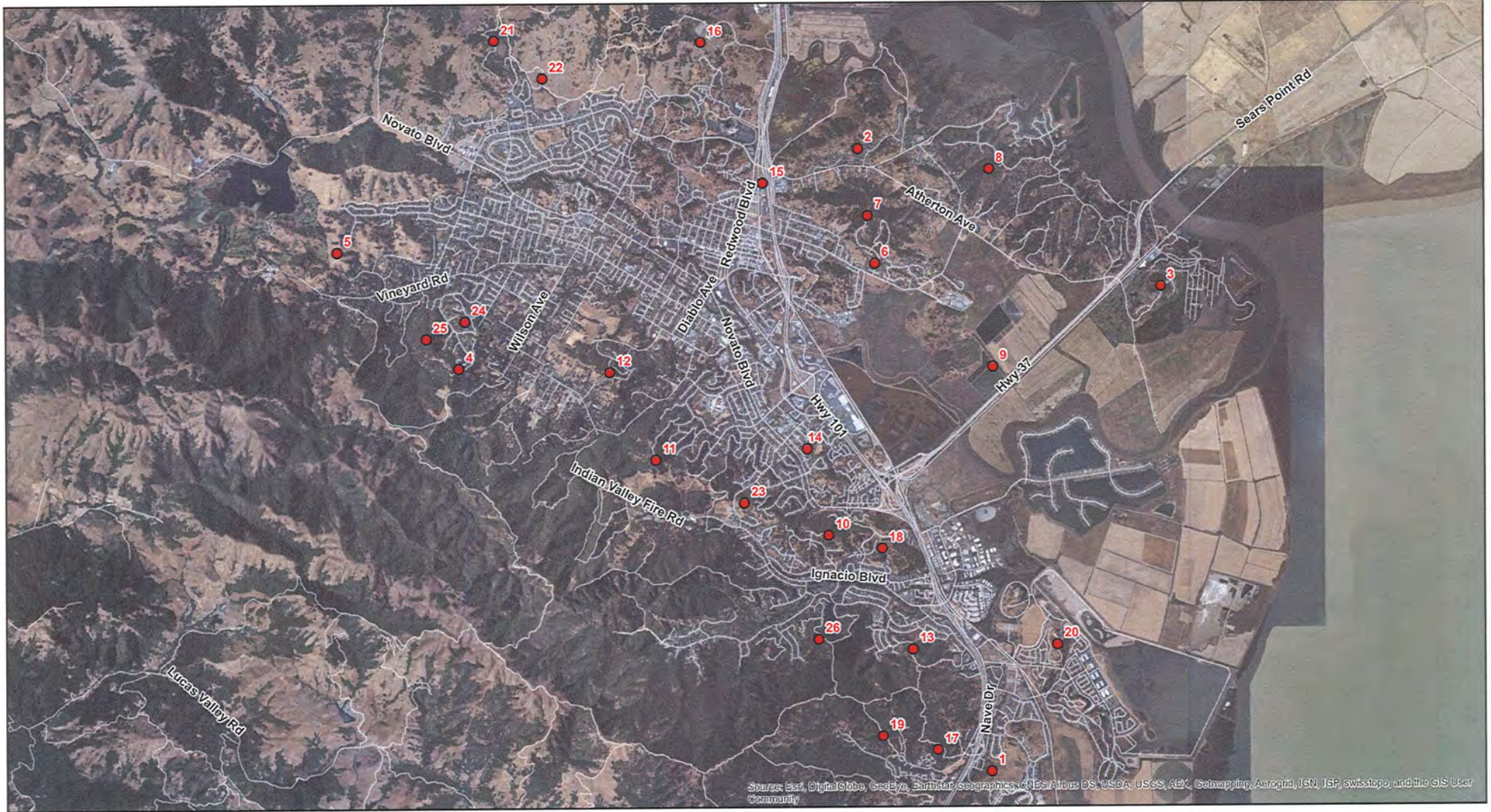
North Marin Water District  
AMI Project

Job Number 11125195  
Revision  
Date 14 Dec 2016

Vicinity Map

Figure 1

2235 Mercury Way Suite 160 Santa Rosa CA 95407 USA T 707 523 1010 F 707 527 8679 E santarosa@ghd.com W www.ghd.com  
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 Data source: Data Custodian, Data Set Name/File, Version/Date. Created by: mremillard



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroX, Geomatics, AeroGRID, IGN, JSP, swisstopo, and the GIS User Community

Paper Size 11" x 17" (ANSI B)  
 0 1,000 2,000 3,000 4,000  
 Feet



- Antenna Locations
- 10 See Table 1 for name & heights of antennas



North Marin Water District  
 AMI Project

Job Number 11125195  
 Revision  
 Date 13 Dec 2016

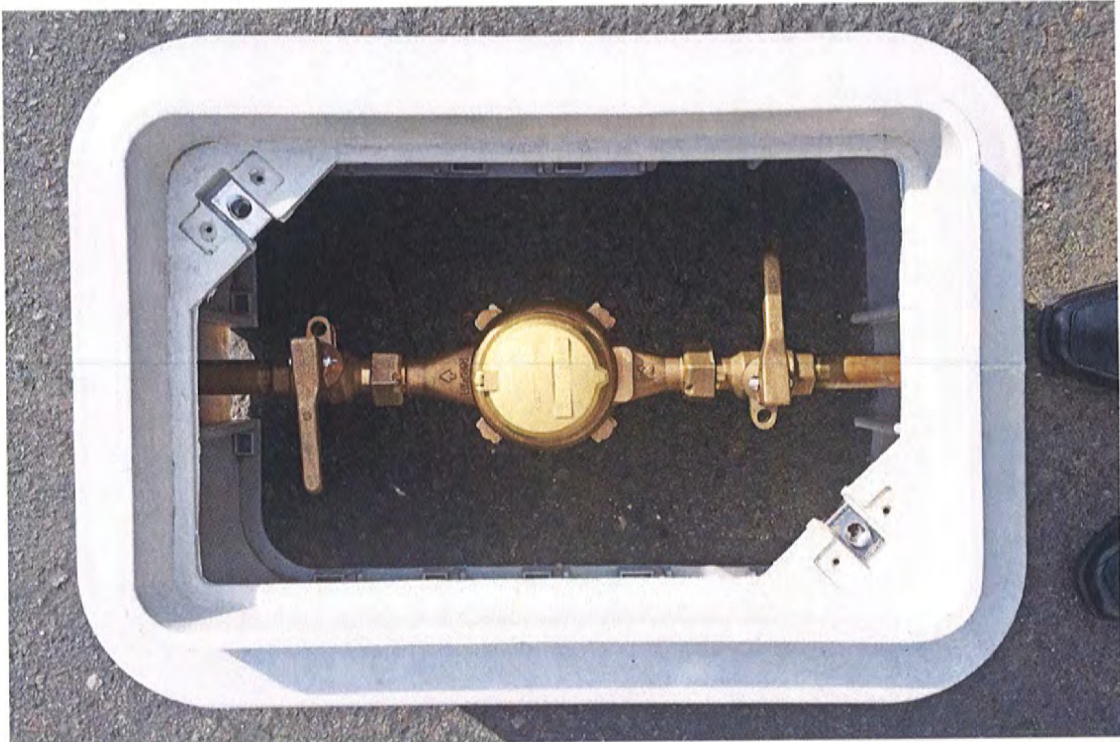
Antenna Locations

Figure 2

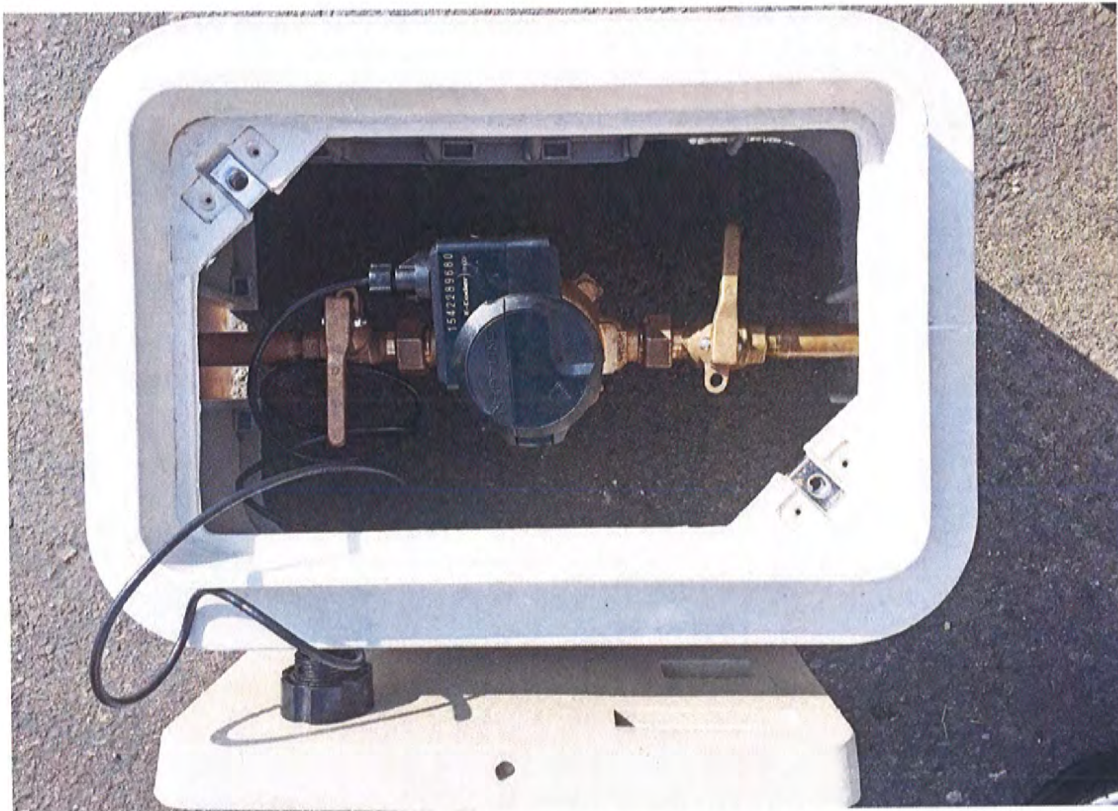
Map Projection: Lambert Conformal Conic  
 Horizontal Datum: NAD 1983 2011  
 Grid: NAD 1983 2011 StatePlane California III FIPS 0403 FT US

lightweightGIS/Carta Rosa/Projects/1111125195 NMWD AMI CSDA Assistance/01-GIS/Map/Figure 2 - Antenna Locations.mxd  
 © 2012. While every care has been taken to prepare this map, GHD (and DATA CUSTODIAN) make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and cannot accept liability and responsibility of any kind (whether in contract, tort or otherwise) for any expenses, losses, damages and/or costs (including indirect or consequential damages) which are or may be incurred by any party as a result of the map being inaccurate, incomplete or unusable in any way and for any reason.  
 Data source: Data Custodian, Data Set Name/Title, Version/Date. Created by: rmm/MLB

2235 Mercury Way Suite 150 Santa Rosa CA 95407 USA T 707 523 1010 F 707 527 8679 E santarosa@ghd.com W www.ghd.com



Existing Standard Water Meter with Lid Removed



Proposed Replaced or Retrofitted Water Meter with Lid Removed



North Marin Water District  
AMI Project

Job Number | 11125195  
Revision |  
Date | Dec 2016

Water Meter Photos  
Before and After Retrofit

Figure 3



North Marin Water District  
AMI Project

Job Number 11125195  
Revision  
Date Dec 2016



Example Antenna Photo

Figure 4



### **Project Implementation and Construction**

Replacement or retrofitting of water meters is expected to require approximately eight months starting in May 2017. This would involve the installation of a data collection module on each water meter throughout the Novato service area.

Installation of the antennas is anticipated to begin in January 2017. Actual construction activities are expected to last no more than a day at each site. Construction activities would occur during the day between 8:00 a.m. and 5:00 p.m. on non-holiday weekdays. A 2-inch diameter steel pole would be attached to the side of the existing water tank or other facility with clamps or via welding. The antenna would be affixed to the top of the steel pole with clamps, as shown in the following photo.



Each site would be accessed from public roadways. Construction trips would be limited to the work hours described above. The work crew at each site is expected to be two individuals. Construction vehicles and equipment would be limited to employee vehicles, a delivery truck, and a lift. No ground disturbance would be required. No tree removal would be required.

A small materials laydown area would be within the paved bounds of each antenna site.

### **Maintenance and Operation**

Once installed and operational, active work time at each water meter and antenna site is expected to be limited to occasional equipment checks and maintenance. As it is a passive system (i.e., no moving apparatus), no additional noise is expected to be generated by project operation, with the exception of unscheduled maintenance. It is anticipated that scheduled antenna maintenance would be incorporated into the existing quarterly visits to each facility where an antenna will be located, thus no additional vehicle trips would be required.



### ***Required Permits or Approvals***

Actions that may be required for the project include project approval by the District's Board of Directors. In addition, the District is applying for funding from the State Revolving Loan Fund (SRF), which is managed by the State Water Resources Control Board.

No other permits or approvals would be required.

### **Review for CEQA Exemption**

The project was reviewed pursuant to the CEQA Guidelines to determine if it qualifies under a class of projects which have been determined in the Guidelines as not to have a significant effect on the environment and which may be exempted. The project meets the criteria for a Categorical Exemption under any one of three classes of exemptions: CEQA Guidelines Section 15301 (Class 1, Existing Facilities), 15303 (Class 3, New Construction or Conversion of Small Structures), and Section 15311 (Class 11, Accessory Structures), which include:

- *Minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination (15301)*
- *Construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures (15303)*
- *Construction or placement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities (15311).*

### ***Section 15300.2 Exceptions***

Section 15300.2 of the CEQA Guidelines includes a list of circumstances in which a categorical exemption cannot be used. The following paragraphs provide an evaluation of the project against each of the applicable exceptions, including significant effects due to project location, cumulative impacts, unusual circumstances, scenic highways, hazardous waste sites, and historical resources.

*Locations.* CEQA Guidelines Section 15300.2(a) specifies that Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located – a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply in all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies. No such areas, such as an Alquist-Priolo Earthquake Fault zone or critical habitat pursuant to the federal Endangered Species Act, are known to occur at the location of the project. Therefore, the locations exception under Section 15300.2(a) does not apply to the project.

*Cumulative Impact.* CEQA Guidelines Section 15300.2(b) specifies that a categorical exemption shall not be used when the cumulative impact of successive projects of the same type in the same place over time is significant. No cumulative projects of a similar nature or with similar overlapping



impacts are known within the project area. Therefore, the cumulative impact exception under Section 15300.2(b) does not apply to the project.

Significant Effect from Unusual Circumstances. CEQA Guidelines Section 15300.2(c) specifies that a categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances. No unusual circumstances have been identified.

All project construction activity would occur within existing water meter boxes (water meter replacement or retrofit) or on existing facilities and paved surfaces (antenna installation). For antenna installation, a small materials laydown area would be within the paved bounds of each antenna site. No ground disturbance would be required. No tree removal would be required. Project operations would utilize existing roadways and existing District facilities. The project footprints include no vernal pools, wetlands, creeks, rivers, riparian zones, ponds, lakes, marshes, or other open water bodies at the site, nor any grasslands, woodlands, open forests, or agricultural fields.

The unusual circumstances exception under Section 15300.2(c) does not apply to the project.

Scenic Highways. CEQA Guidelines Section 15300.2(d) specifies that a categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a State scenic highway. There are no State-designated scenic highways in the project area or in Marin County (Caltrans 2016a, Caltrans 2016b). Therefore, the project would not result in damage to a scenic resource within a highway officially designated as a State scenic highway. The scenic highways exception under Section 15300.2(d) does not apply to the project.

Hazardous Waste Sites. CEQA Guidelines Section 15300.2(e) specifies that a categorical exemption shall not be used for a project located on a site which is included on a list compiled pursuant to Section 65962.5 of the Government Code. The concern with hazardous waste sites is the potential to create a significant hazard to the public or the environment, particularly through the disturbance, upset, or release of hazardous materials through project implementation. However, the project would not involve any ground or earth disturbance. All project construction activity would occur within existing water meter boxes (water meter replacement or retrofit) or on existing facilities and paved surfaces (antenna installation). For antenna installation, a small materials laydown area would be within the paved bounds of each antenna site. No ground disturbance would be required. Therefore, the project does not have the potential to disturb or encounter hazardous materials on any sites that may be included on a list compiled pursuant to Section 65962.5 of the Government Code. The hazardous waste sites exception under Section 15300.2(e) does not apply to the project.

Historical Resource. CEQA Guidelines Section 15300.2(f) specifies that a categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource. The CEQA Guidelines define a historical resource as: (1) a resource listed in the California Register of Historical Resources; (2) a resource included in a local register of



historical resources, as defined in the California Public Resources Code (PRC) Section 5020.1(k), or identified as significant in a historical resource survey meeting the requirements of PRC Section 5024.1(g); or (3) any object, building, structure, site, area, place, record, or manuscript that a lead agency determines to be historically significant or significant in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military, or cultural annals of California, provided the lead agency's determination is supported by substantial evidence in light of the whole record.

A records search at the Northwest Information Center of the California Historical resources Information System on December 12 and 13, 2016 was performed for all 26 antenna sites to ascertain if known historic resources, either from the historic period or archaeological sites, occur within a one-quarter mile radius of the proposed antenna sites. Several archaeological sites and one historic district were identified on or near the antenna sites. Installation of the antennas would not cause ground disturbance and would not adversely affect either the archaeological sites or the Historic District directly. The Reservoir Hill antenna site is located within the Hamilton Field Historic District. The potential visual effect of the antenna on the Historic District was evaluated and found not to adversely affect the significance of the Historic District. Thus, the historic resources exception under Section 15300.2(f) does not apply to the project.

#### ***Additional Environmental Evaluations***

*Aesthetics.* The aesthetic impacts of the antennas would be very small, because the antennas have a very small visual mass with a diameter of 2 inches and a height from 10 to 26 feet above the existing public water facilities; because they would be similar types of equipment as the facilities to which they are attached and therefore would blend in with the surroundings; and because most of the locations are already screened from public view or located far from adjacent property lines. This finding is confirmed by the photos in Appendix A which show story poles at each of the antenna locations. The aesthetics impact would not be significant.

*Electromagnetic Field Radiation.* Implementation of the project would replace or retrofit existing water meters for residences, irrigation, commercial, and industrial uses. The water meters would transmit data over encrypted low power radio frequencies to the proposed antenna locations. In turn, the antennas would transmit the data to the District's administrative offices via standard cell phone transmission.

Transmission of data from the upgraded water meters would operate at low power and on the radio frequency (RF) band of the electromagnetic field (EMF) spectrum, commonly known as RF EMF. In general, the methods of data transmittal by such meters and other forms of telecommunications (television, radio, cell phones, satellite) utilize non-ionizing RF EMF. Remote-read meters do not emit or utilize ionizing radiation. RF emissions from remote-read meters are intermittent; such meters typically transmit 1-5 percent of the time.





The meters proposed for AMI project would comply with the Federal Communications Commission's (FCC's) exposure guidelines. Exposure to the emissions from a remote-read meter is greatly reduced by the following factors (Texas 2012):

- The intensity of RF EMF is reduced exponentially with greater distance from the emitting device;
- The shielding provided by the meter enclosure;
- The home's building materials further weaken the field strength;
- The meter antenna orientation inhibits the inward direction of the field pattern; and
- RF EMF emissions are only intermittent; a remote-read meter typically transmits 1 – 5 percent of the time.

As a result of concerns about the wireless technology employed by remote-read meters, the California state legislature commissioned the California Council on Science and Technology (CCST) to perform a study. CCST is an independent, not-for-profit 501(c)(3) corporation established in 1988 by the California legislature. It is designed to offer expert advice to the state government and to recommend solutions to science- and technology-related policy issues. In January 2011, CCST evaluated the health impacts of radio frequency transmissions from remote-read meters, which was authored by a project team that consulted with over two dozen experts and sifted through more than one hundred articles and reports (CCST 2011). The report identified four key findings:

- Wireless meters, when installed and properly maintained, result in much lower levels of RF exposure than many existing common household electronic devices, particularly cell phones and microwave ovens;
- The current FCC standard provides an adequate safety factor against known thermally induced health impacts of existing common household electronic devices and remote-read meters;
- To date, scientific studies have not identified or confirmed negative health effects from potential non-thermal impacts of RF emissions such as those produced by existing common household electronic devices and remote-read meters; and
- Not enough is currently known about potential non-thermal impacts of radio frequency emissions to identify or recommend additional standards for such impacts.

Therefore, impacts from RF EMF emissions would be very small and not significant.

### **Conclusion**

The project qualifies for Class 1, Class 3, and Class 11 exemptions under Sections 15301, 15303, and 15311 of the CEQA Guidelines. The environmental review and documentation reported above did not identify any significant effects that would occur from project, and the exceptions listed in Section 15300.2 of the CEQA Guidelines were found not to apply to the project.



## References

- Anthropological Studies Center. 2016. AMI Project Cultural Resources Study. December.
- California Council on Science and Technology. 2011. Health Impacts of Radio Frequencies from Smart Meters. April.
- Caltrans. 2016a. List of Officially Designated State Scenic Highways. Website:  
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- Caltrans. 2016b. California Scenic Highway mapping System. Sonoma County. Website:  
[http://www.dot.ca.gov/hq/LandArch/16\\_livability/scenic\\_highways/](http://www.dot.ca.gov/hq/LandArch/16_livability/scenic_highways/). Accessed December 7, 2016
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**APPENDIX – PHOTOS OF ANTENNA SITES WITH STORY POLES**

# 1. Air Base Tank



View 500 feet Distance

# 1. Air Base Tank



View 700 feet Distance from Marin Valley Drive

## 2. Atherton Tank

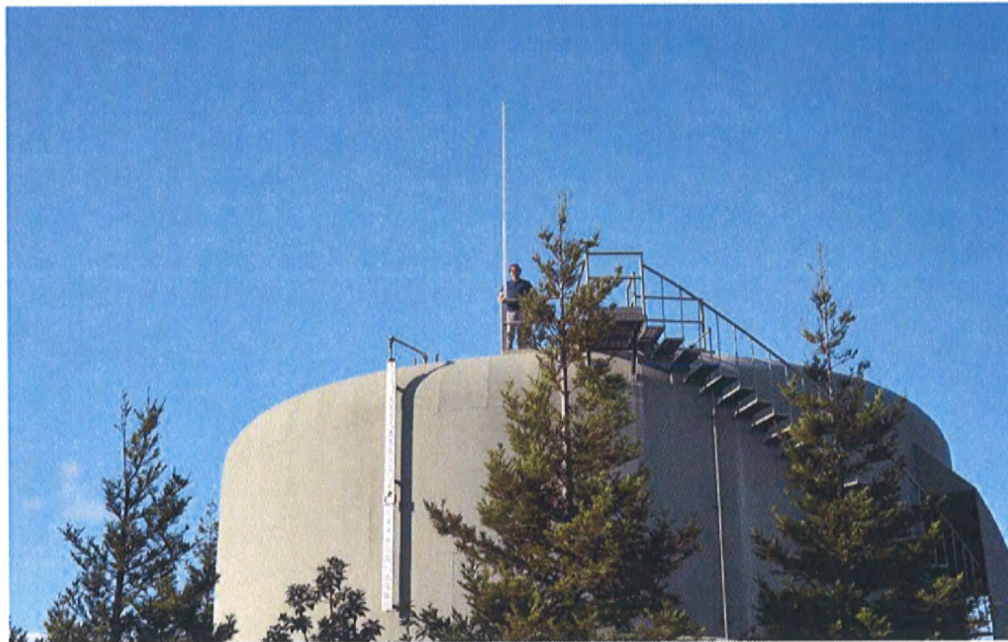


View 150 feet from back fence of 25 Morning Star Ct. Two story house approx. 300 feet distance

### 3. Black Point Tank



70 Feet distance from 68 Stone Tree Ln

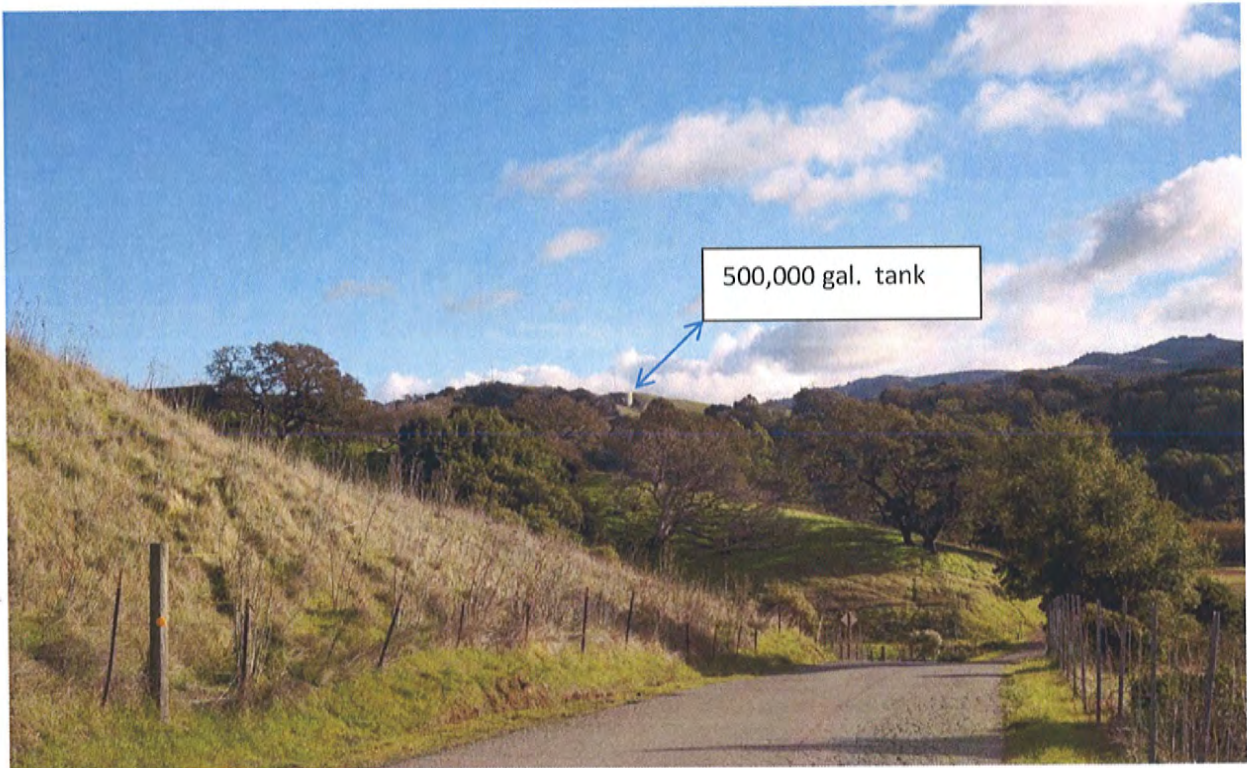


60 Feet distance from 64 Stone Tree Ln

## 4. Center Road Tank



300 foot distance top of south ridge



500,000 gal. tank

4,400 feet distance from Indian Valley Golf Course Access Road. Tank also blends into background viewed from Verissimo neighborhood.



## 5. Cherry Hill Tank #1



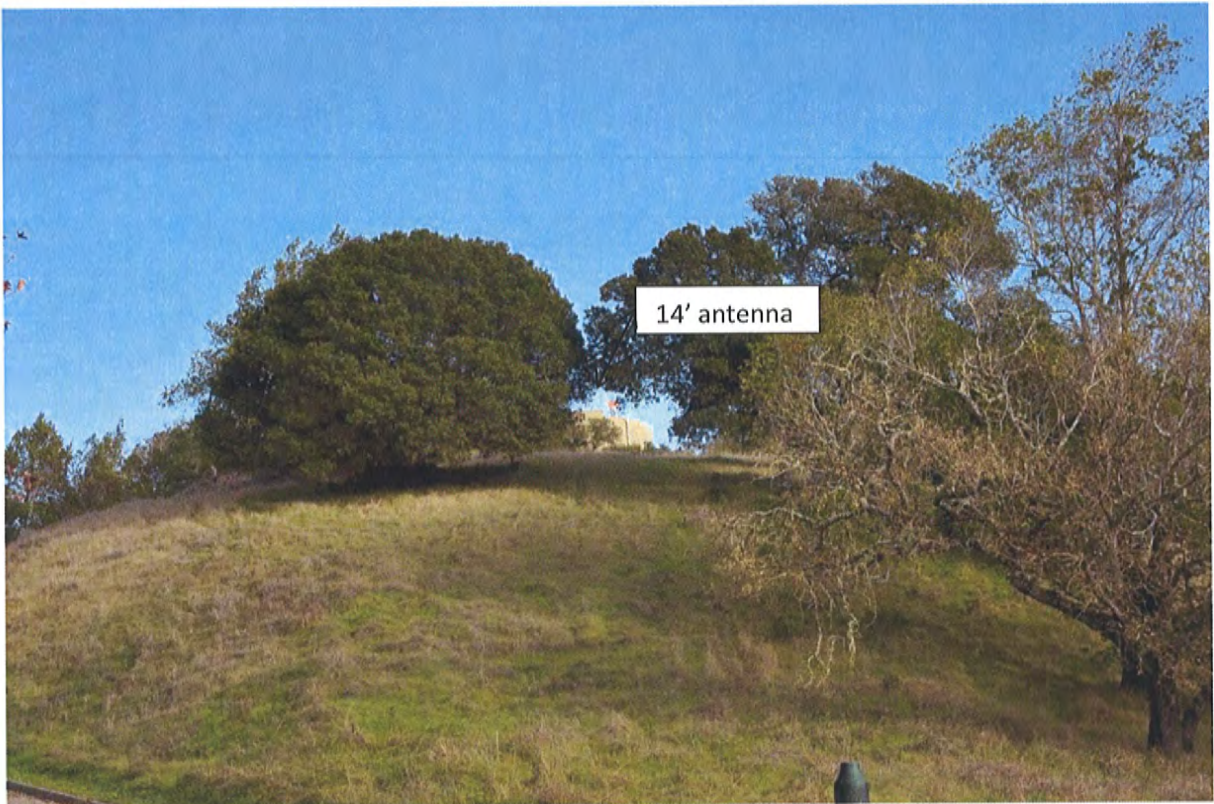
70 feet distance from 98 Robinhood Dr. Tree foliage camouflages antenna.

## 6. Crest Tank #2



450 feet distance from end of Lindsay Ct. Far-off distance and tree foliage hides antenna.

## 7. Dickson Tank

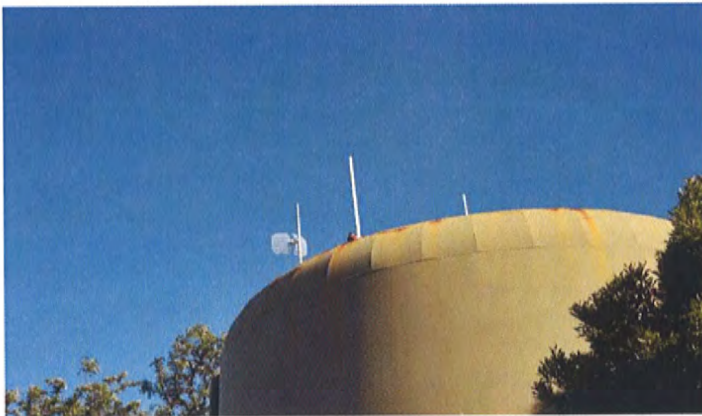


500 feet distance from end of Karla.

## 8. Garner Tank



60 feet distance from center of Garner drive cul-de-sac



70 feet from 116 Garner Dr.



80 feet down access driveway towards 120 Garner Dr.

## 9. Half Moon Tank



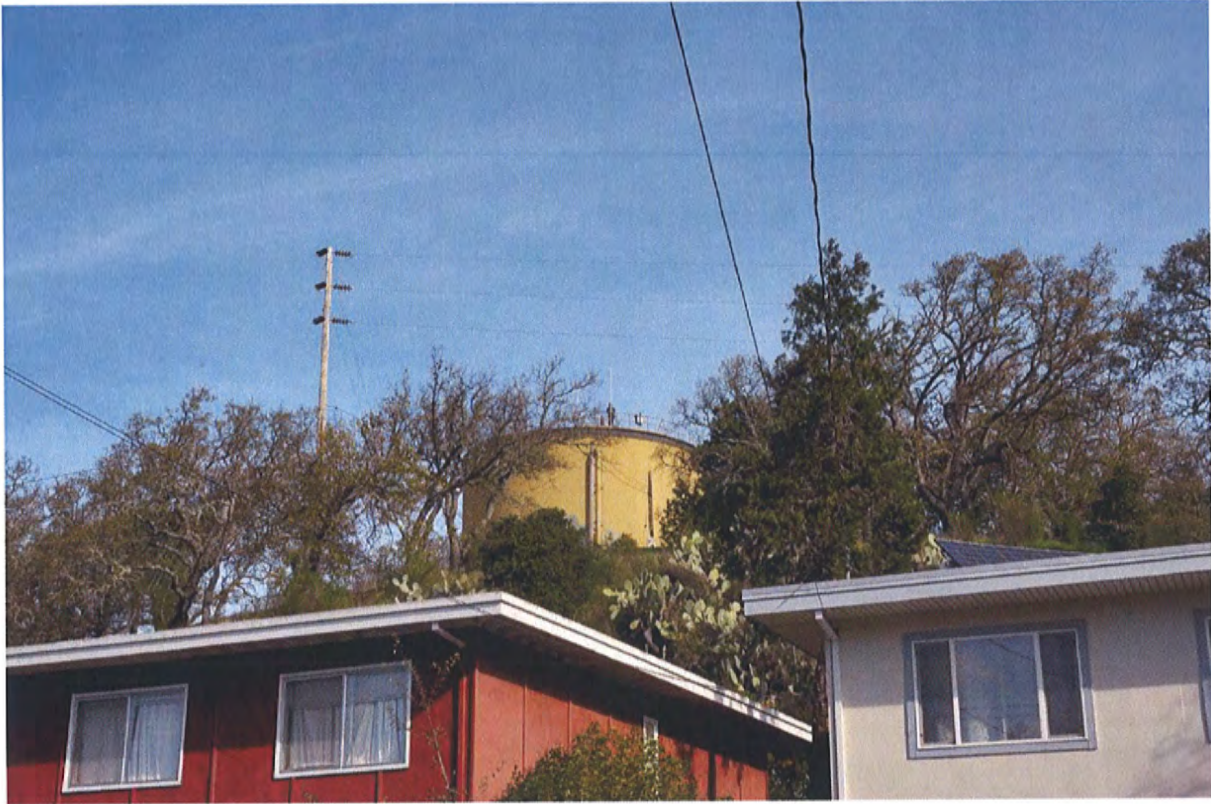
45 feet distance in front of 95 Half Moon Rd.

## 10. Loma Verde Tank



150 feet distance from top ridge. Closest home 500 feet distance. Antenna well hidden in tree foliage.

## 11. Lynwood Tank #1



300 feet distance front 1241 Lynwood Dr.

## 12. Nunes Tank



View from bottom of parking area and office buildings for the Buck Center. Antenna cannot be seen from any vantage point.



### 13. Pacheco Valley Tank



12 feet antenna 400 & 700 feet distance from any structures. Proposed antenna will not be visually perceptible.

## 14. Palmer Tank



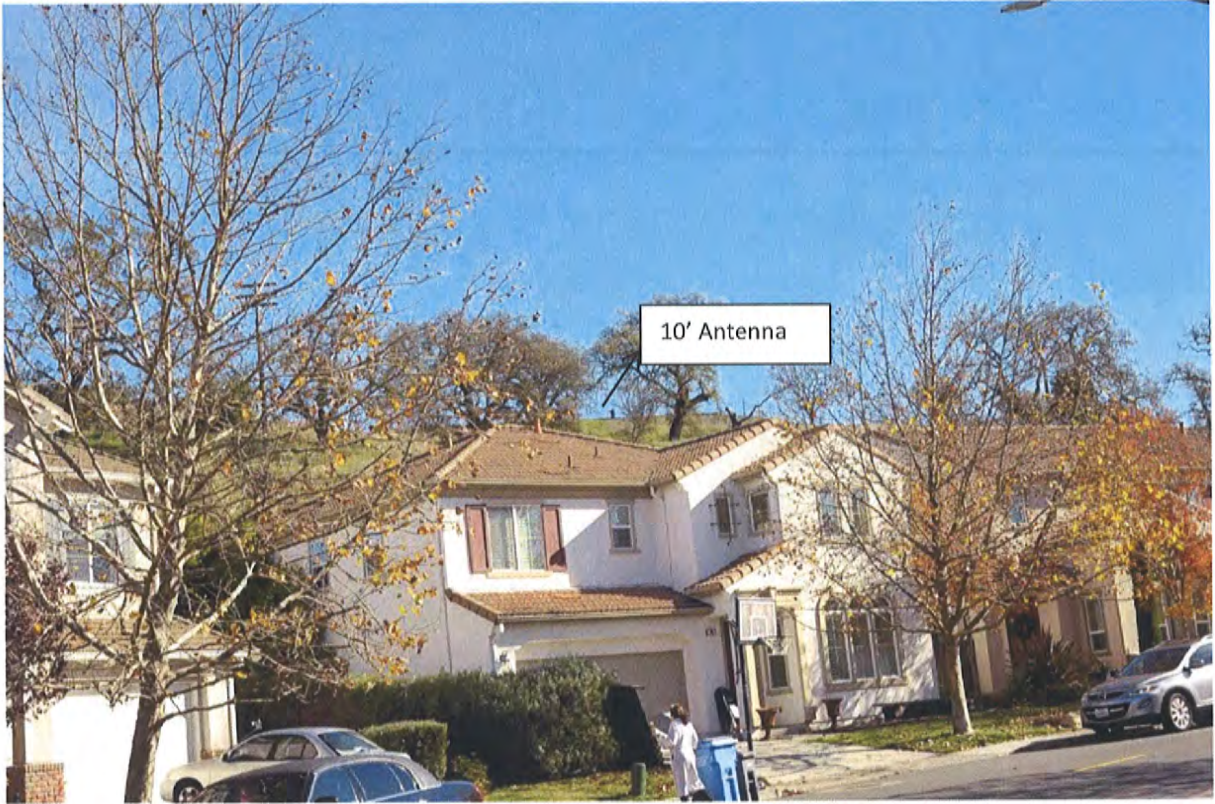
170 feet distance from back fence 20 Rowe Ranch Rd.

## 15. Ponti Tank



View 50 feet distance. Closest residences 600 & 800 feet distance. Antenna likely imperceptible from closest residence.

## 16. Reservoir Hill Tank



600 feet distance at intersection Portsmouth Dr & Chesapeake Dr.

## 17. San Andreas Tank



Proposed antenna 600 feet to nearest residence and will not be visible from any residential neighborhood.

## 18. San Mateo Tank

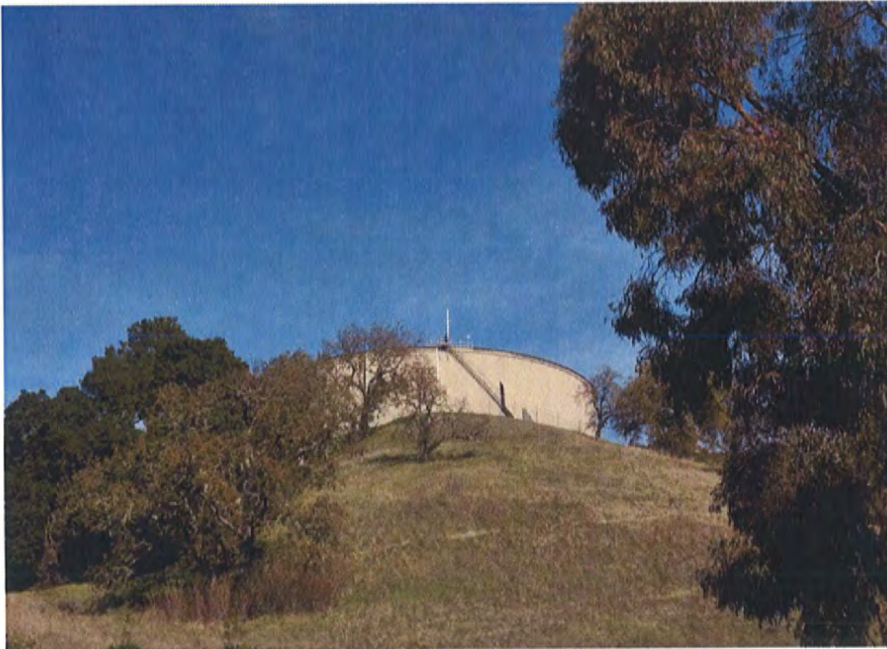


500 distance from back fence 20 San Domingo.

## 19. Sunset Tank



200 feet distance from back fence of 20 Oak View Ct.



500 feet distance from San Jose Middle School off Sunset Blvd.

## 20. Trumbull Tank



Main impact from backyard of 72 Blanca Dr. 200 feet distance. 3-4 adjacent homes will have diminishing visual influence.



## 21. Wild Horse Valley Tank

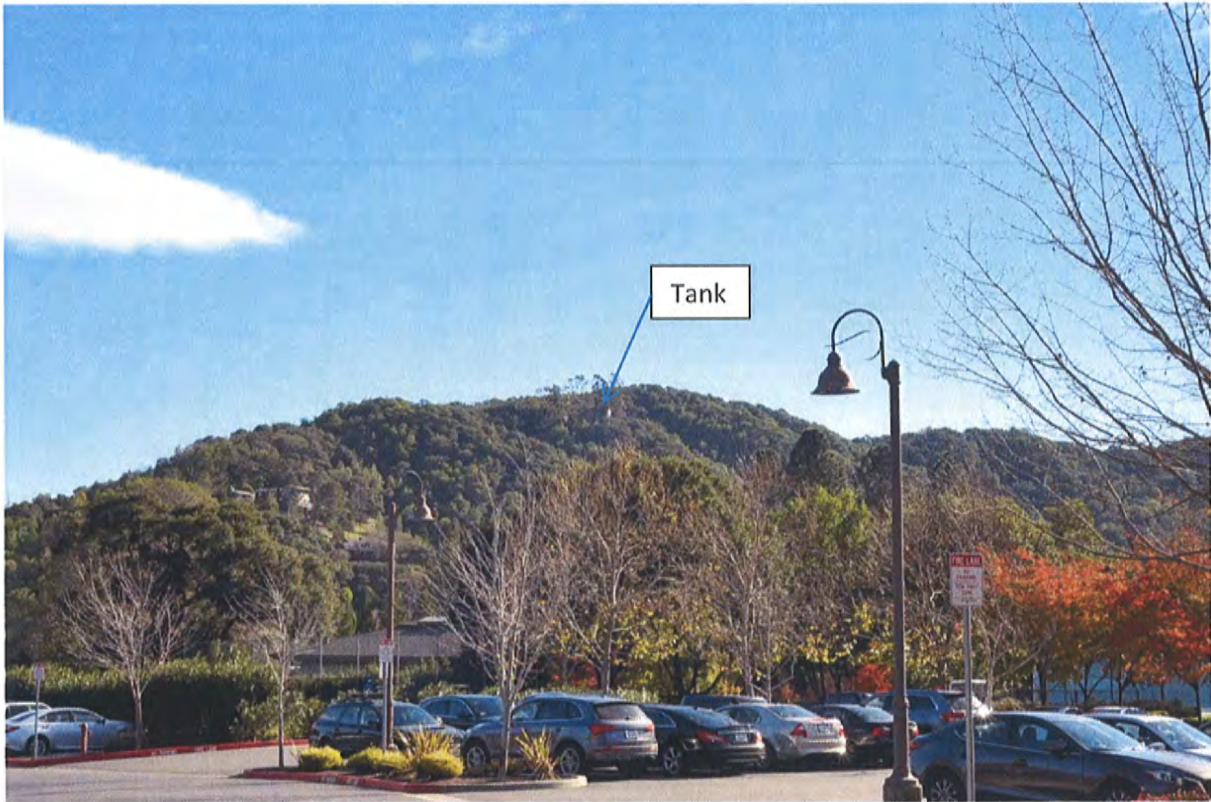


Proposed antenna visibility to closest residences at 600 and 1,000 feet will be imperceptible.



Mature trees, foliage and long distance minimize view of tank & proposed antenna.

## 22. Winged Foot Tank



View from Marin Country Club.



Proposed antenna hidden by tree growth in front of tank.

## 23. Cherry Hill Pump Station



70 Distance from RobinHood Dr. Antenna 14 feet above roof.

## 24. Deer Island RW Plant



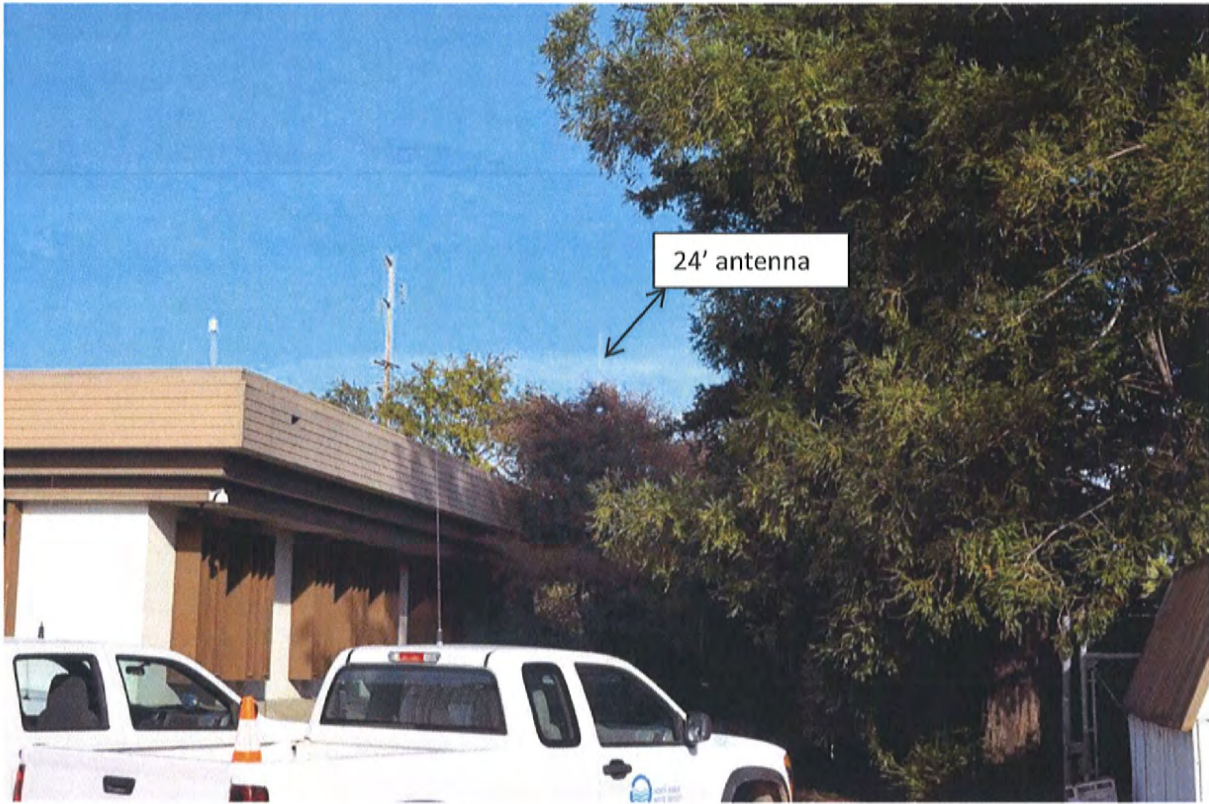
200 feet distance looking south towards hwy 37. Antenna 12 feet above roof.

## 24. Deer Island RW Plant

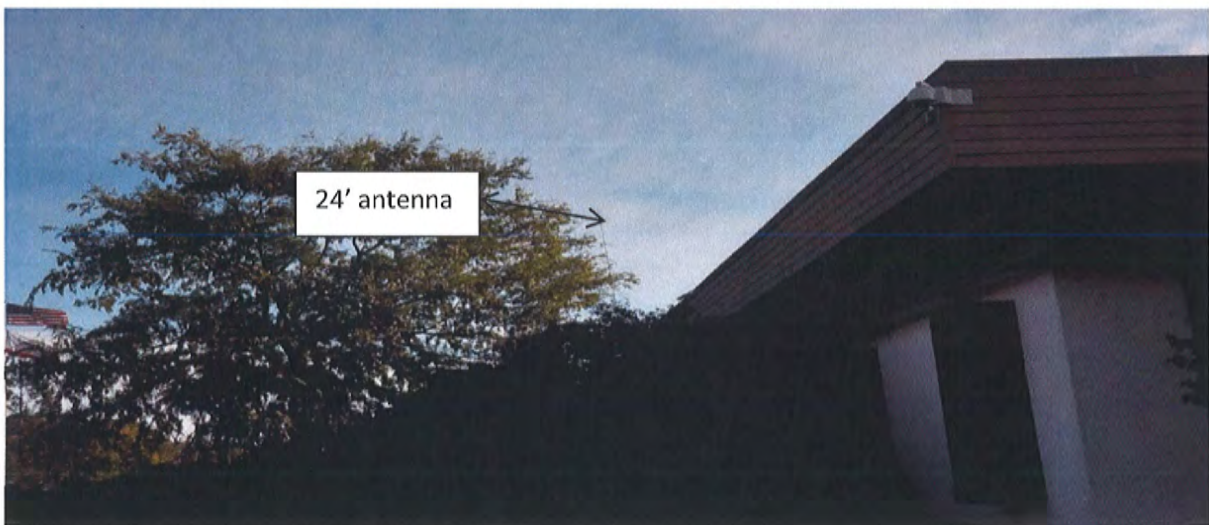


400 feet distance looking north. Hwy 37

## 25.NMWD Administration Office



100 feet distance from construction yard parking.



West side of office 80 feet distance from parking lot.

## 26.Cabro Court Pump Station



300 feet distance from 106 Cabro Ct . Antenna 14 feet above roof line.

13



## MEMORANDUM

To: Board of Directors  
 From: David L. Bentley, Auditor-Controller  
 Subj: AMI Pilot Project  
t:\aclword\ami\approve pilot project.docx

December 16, 2016

**RECOMMENDED ACTION: Approve****FINANCIAL IMPACT: \$590,000 (\$537,000 + 10% Contingency)**

In February 2016 the Board authorized the District to move forward with an Advanced Meter Information (AMI) Pilot Project with the guidance of the consulting firm Utiliworks. Four proposals to install AMI throughout the Novato Service Area were received in July, and after panel interviews with each of the 4 firms the District selected Equarius Ferguson as both the low cost and most responsive vendor.

Staff has worked with Equarius Ferguson to refine the scope of work (attached), and a pilot-project plan has been developed. The pilot project will involve installation of 10 meters in each of 20 different "difficult to read" areas, plus the homes of Directors and six staff members, to test the effectiveness of the technology within Novato's rolling topography.

Twenty-six antennas will be installed on District facilities (primarily water storage tanks) located throughout Novato to receive hourly consumption data from the 200 digital meters. The consumption data will then be forwarded to the District office over a cellular network for analysis and billing. The pilot project will include installation of analytics software for District use, as well as software to allow customer access to their water use data over the internet.

Equarius Ferguson AMI Install	\$502,000
District Staff & IT Consultant	35,000
10% Contingency	53,000
	<u>\$590,000</u>

If, after testing the system for a few months, all of the various components are found to successfully work together as advertised, and after financing is secured, the Board will be asked to authorize installation of digital meters throughout the Novato Service Area. Through November 2016 \$166,000 has been expended on the project. The total AMI cost is estimated at \$5.5 million.

**RECOMMENDATION:**

Authorize Staff to enter into agreements with Equarius Ferguson and NMWD's IT consultant to install facilities to conduct a pilot project of the AMI technology as described above in the Novato Service Area for a cost not-to-exceed \$590,000.

**NMWD Statement of Work**

1. **Project overview.** The overall AMI implementation involves the following sub-phases:
  - Integration of Neptune N\_Sight PLUS Software and MDM on In-House Server.
  - Proof of Concept (Alpha and Beta) phase to include meter quantities as called out in Table 2 (page 15).
  - Training to be conducted as specified by the RFP Response dated 7/21/2016 and Table 3 (pages 16 and 17). Contractor to provide up to 80 hours of training during the implementation phase and within three months of system acceptance.
  - Until the Acceptance Test Plan has been prepared and approved by all parties, the UAT/SAT requirements are as stated by the RFP Response dated 7/21/2016 and Table 4 (pages 18).
  - Work with District and Core Utilities to integrate AMI system with CIS System. (NMWD responsible for Core Utilities Work Order).
  - Work with District and Core Utilities to integrate WaterSmart Customer Engagement Portal software. (NMWD responsible for Core Utilities Work Order).
  - Delivery and Installation of 26 Neptune Gateway data collectors. Gateway antennas must not interfere with existing communication located at installation sites (see table 1 installation sites). Information data sheet and FAQ addressing public safety concern of frequency transmission to be provided by Equarius.
  - (5,080) 2" and smaller meters will be fully replaced with equivalent sized Neptune AMI PD Meters of the same lay length:
    - (4,146) 5/8" x 3/4" PD Meters
    - (2) 3/4" x 3/4" PD Meters (confirm)
    - (795) 1" PD Meters
    - (76) 1 1/2" PD Meters
    - (61) 2" PD Meters
  - (18) 3" and larger Badger meters will be retrofit with a competitive encoded register and Neptune AMI radio as follows:
    - (14) 3" Compound Meters
    - (2) 4" Compound Meters
    - (1) 6" Compound Meter
    - (1) 6" x 8" Compound Meter
  - (15,622) 2" and smaller existing Badger meters will be retrofit with a new Neptune AMI Register/Radio (assumes that identified meters for retrofit are Badger Recordall meters which are able to be retrofit) as follows:
    - (11,156) 5/8" x 3/4" Badger Recordall Meters
    - (14) 3/4" x 3/4" Badger Recordall Meters
    - (3,883) 1" Badger Recordall Meters
    - (372) 1 1/2" Badger Recordall Meters
    - (197) 2" Badger Recordall Meters
    - Badger E-Z Read Meters cannot be retrofit and must be fully replaced

- (81) 3" and larger existing Badger meters will be retrofit with a new Badger HRE Register and Neptune AMI Radio (assumes that identified Badger Compound meters can be retrofit with a Badger HRE register) as follows:
  - (66) 3" Badger Compound Meters (only a few of these are compound)
  - (8) 4" Badger Compound Meters
  - (5) 6" Badger Compound Meter
  - (1) 8" Badger Compound Meter
- Commercial fire-service detector check meters are 5/8" x 3/4" meters and will be fully replaced or retrofit with a Neptune AMI radio. The quantity of these meters is already included in the figures above.
- (10,214) Meter Box Lid Replacements as follows:
  - (7,651) Armorcast Polymer FL09XP Lids
  - (2,339) Christy Fibrelyte FL16P Lids
  - (224) Christy Fibrelyte FL30P Lids
  - Other sizes of lids to be procured and replaced by District
- (10,222) Plastic Vinyl Meter Box Lids will be drilled by Equarius. District responsible for drilling holes in (72) existing steel meter box lids installed over 2" and larger meters.
- (2) Trimble Handhelds and Beltclip Receivers will be included in order to datalog 96-days of hourly information from each meter in the field, as may be requested by customers / District customer service.
- Training will be held for approximately 10-15 staff from multiple disciplines on installation of the AMI Radio, upgrading of the existing meters, use of the handheld data collectors, installation and use of software, and customer billing under the new data management system. The District will be given a list of staff that should attend the training (by job function), as well as any materials necessary for the training. All training costs are included in this scope of work.
- For the purposes of this Statement of Work (SOW), an MIU (Meter Interface Unit) or endpoint is called out as an AMI Radio.

## **2. Installation types and sequence.**

A master list (to be defined at a later time) of customer accounts will be provided to Contractor in electronic format (exported from the CIS). These accounts have been broken into two groups. The first group is the existing Badger Recordall Meters identified to be retrofit that only require a new Neptune integrated register/radio. The second group is the meters that have been identified for full replacement.

Contractor shall conduct meter installations and retrofits by billing route. Installations shall be performed based on geographic proximity and logistics as determined by District in discussion with Contractor.

- ## **3. Installation schedule.**
- The parties agree that the schedule for completion of the Work is intended to be substantially completed by 12/31/2017. POC is expected to be completed by 4/30/2017. District and Contractor shall establish an overall schedule for installation of the entire project upon contract approval. On the third workday of each week, Contractor shall provide District an updated schedule of where work is planned for the following

week.

4. **Work hours.** Contractor shall maintain normal work hours, which shall be from 7am - 5pm, Monday through Friday, except District's observed holidays. With permission of District, work during non-normal workhours is an option. Contractor shall coordinate with the District any communications with the District's customers prior to commencing any work.
5. **Weekly reports.** No later than 12:00 PM (noon) each Wednesday, Contractor shall transmit to District the completed work orders performed during the previous work week. Such data shall be transmitted electronically as a flat file, with comma delimited text. Flat file to be provided at route completion may be adopted.
6. **District's Staff** Joe Kelly is designated as District's Project Manager and shall ensure compliance with this Scope of Work and the project specifications. David Bentley is designated at the Project Sponsor and District Representative who will handle items that need to be escalated with the District.
7. **Contractor's Staff**
  - **Project Manager. Wes Hughes is designated as** Contractor's Project Manager and shall have the authority to handle and resolve any disputes or contract issues with the District.
  - **Installation Manager.** Contractor shall designate an Installation Manager, who shall be responsible for managing the installation on a day-to-day basis on behalf of Contractor and for seeing that all installations are carried out in a professional manner and in compliance with the procedures required by the District, and all other applicable local, state and federal regulations (such as OSHA). The Installation Manager (to be onsite full-time) shall be experienced in supervising meter installation contracts, and be familiar with applicable regulations and safe and proper installation procedures.
  - **Training of employees.** All employees of Contractor who will be installing meters must be trained in meter installation and in reading meter registers.
  - **Uniforms and identification.** Contractor's field personnel shall wear easily recognizable uniforms, and have proper identification at all times. Contractor shall be responsible for supplying all appropriate personal protective equipment including but not limited to safety vests, safety shoes and reflective vests.
8. **Items to be supplied by Contractor:**
  - **General.** Contractor shall supply the following components and aspects of installation: overall project management; training and direct supervision of installers; problem solving and complaint handling if received from District's customers; inspection, testing and quality control.
  - **Tools and materials.** Contractor shall furnish all supplies, materials, tools and equipment necessary for the successful and timely completion of all fully functional meters and AMI installations under this contract. All  $\frac{3}{4}$ " and 1" meters will have black rubber gaskets and 1-1/2" and 2" meters will have drop in gaskets with bolts being Grade 2 (316 Stainless Steel).

- **Vehicles.** Contractor shall be responsible for all vehicles it uses on the project. Contractor shall provide installation service vehicles on site stocked with common fittings and supplies needed for normal service restoration and/or replacement. Contractor vehicles, including private vehicles used for the work, shall have the company and District logos with telephone number prominently displayed on both sides of the vehicle.
- **Parking.** Contractor shall minimize parking problems and avoid blocking any streets with its vehicles. Contractor shall be responsible for all parking violations.
- **Local office.** The District has identified two sites that can be utilized as staging points (999 Rush Creek Place and 3015 Novato Blvd). Contractor shall utilize these sites as the base of its operations for the duration of the installation effort. Up to twelve personal vehicles belonging to employees of Contractor can be parked at 3015 Novato Blvd during the work day. Contractor may utilize a trailer storage facility located at 3015 Novato Blvd, but shall be responsible for securing and insuring any and all such trailer storage facilities. Contractor may utilize additional temporary facilities such as trailers or cargo boxes at 3015 Novato Blvd but shall not erect any permanent facilities on the property. Removed meters and spoils are to be returned to 999 Rush Creek.
- **Field communications.** District requires that contractor field installers be equipped with cellular phones or radios so that problems or questions can be addressed immediately. Each crew must have immediate access to a mobile phone so that the Installation Manager can be contacted if needed. District to be provided with a contact list that contains contractor names and mobile phone numbers.

## 9. Account and data installation scheduling

**9.1. Account data file.** Prior to the start of the installations, District will provide Contractor with an electronic file containing the information necessary to create work orders for meter/AMI installation. For each meter, the data file will indicate:

- Badger Recordall Meters sized 2" and smaller– a retrofit Neptune AMI register/radio only is required
- Badger non-Recordall Meters sized 2" and smaller - the meter must be fully replaced
- Meters sized 3" and larger – a competitive encoder register and Neptune radio are required for the retrofit
- Meter Address
- Meter Size
- Register Serial Number
- Most Recent Meter Read

**9.2. Residential Customer Notification.** When installing a new meter, Contractor shall attempt to make prior contact with all residents to notify them that their water will be turned off during installation. If no one is present at the residence the day of installation, and the water is not running, Contractor may proceed with the work, but must leave a notice of the completed work on the residence's front door upon completion. If no one is present but the water is running, Contractor shall leave a notice for customer to contact Contractor for a scheduled time of installation.

**10. Installation procedures**

**10.1. Installation Responsibilities.** These are identified in Section 11.

**10.2. Work order processing.** Via a test confirmed by District, Contractor shall be responsible for ensuring that all data transferred to and from District's information systems is properly working before commencing any meter or radio installations.

**10.3. Work order data.** The Installation Manager will provide work orders to installers. Each work order will include at a minimum, the customer's address, account number, existing register number, meter make, model and size, and recent meter reading. Contractor desires that all work order data be electronic.

**10.4. Site conditions.** Before, or at the time of installation, the installer, under the direct supervision of the Installation Manager, shall inspect the existing water meter setting, including piping and shut-off valves. If the installer determines that conditions are such that damage to the existing piping would result, the Installation Manager shall so inform District within three business (3) days, and shall not attempt the installation until the site is inspected by a District representative. Contractor shall postpone installation at that site until District authorizes Contractor to proceed with the work. Contractor shall report on a daily basis any plumbing irregularities including but not limited to: meters installed backwards, disconnected meters, and taps located before a meter. No additional cost for returning to the site will be incurred by the District.

**10.5. Vacant Lot.** Locations where there is a meter box with a lock, no meter, or what appears to be a vacant lot Contractor will skip and note on work order.

**10.6. Repairs of service lines/Pit boxes/Lids/etc..** At its option, District may authorize Contractor to make any necessary repairs to service lines or piping within 3' downstream of meter, provided District approves such repairs at a rate of \$100.00 to Contractor prior to the repairs being done. In the event such additional work requires a license not required for a standard meter installation, then the District will be responsible for engaging the services of a contractor to perform such work. If existing condition of service line was adequate and Contractor breaks it within 3' downstream of the meter, Contractor must make sufficient repairs at their own expense.

**10.7. Meter replacement.** Contractor shall ensure that the meter at the service location matches the work order, if there is no meter located at a property or set inside of existing meter box, Contractor will not install any meter and note the address (if necessary). Contractor shall check for running water prior to commencing meter change out, and if water is running shall leave a notice on customer's door to contact Contractor for a scheduled installation. If water is not running, Contractor shall then replace the meter, using new gaskets or washers. Old meters shall be put in the boxes that the new meters are provided in and be delivered to 999 Rush Creek Place. Disposal of old meters will be handled by the District.

**10.8. Verifying service working.** Contractor shall flush water line after installing a new meter to ensure the meter is registering properly and to verify service restoration to the premises. Any location where flushing cannot be accomplished shall be reported to District. Contractor will coordinate with District customers prior to meter installation on having access to hose bibs for flushing.

**10.9. Valves.** During installation, Contractor shall shut off customer's water at the curb stop valve. At no time shall Contractor use a crimping device to restrict water flow. If the outside control valve is not visible or inoperable, Contractor shall notify District to rectify the control problem.

**10.10. Dirt or water around meter.** Contractor shall be responsible for removing and properly disposing of any dirt in order to access a meter in a meter pit or vault. If a water meter box or vault is flooded so that the meter is fully or partially submerged, the installer must pump out the box before changing the meter. Contractor must ensure that the water service is not in any way contaminated, even intermittently, by standing water in the meter vault or box. Dirt and spoils are to be delivered to the 999 Rush Creek Place location.

**10.11. Service/House line and related damage.** Contractor shall be responsible for all repairs within three (3) feet downstream of the meter, which will include any service lines, meter couplings, angle meter valves, and service fittings it damages due to installer negligence at its sole cost and expense, unless Contractor has reported (prior to commencement of a given installation) a condition of antiquated or inferior plumbing to District such that needed repairs can be performed by District and/or the service/customer line break is outside of the parameter of the meter box. Any damage done by Contractor inside the area and scope of the work of the contract shall be repaired or replaced as directed at no additional cost to District. Such plumbing work other than the replacement of a water meter must be inspected by District. If Contractor notices an existing leak on customer side of the meter, Contractor shall notify the District and District's customer and proceed to next installation. Once the leak has been repaired Contractor will return to complete the installation at the previous address. No extra charge to the District will be incurred for returning to the site.

**10.12. Landscape and related damage.** Contractor shall be responsible for replacing any existing landscaping, ground cover, grass, plants, shrubs, and/or trees which are damaged during construction, as determined solely by the District, within 48 hours at its sole cost and expense.

**10.13. <Left Intentionally Blank>**

**10.14. Completed work orders.** Completed work orders shall include the following information:

- Service address
- GPS coordinates
- meter size and meter type
- verification or correction of existing meter and account information
- Meter body serial number (retrofits only)
- old register serial number
- final reading on old meter
- new meter number
- new meter register number
- AMI Radio ID number
- reading on new meter register
- date and time of installation
- name of installer

- description of any problems encountered or repairs made

All information requested on the work order must be completely filled out for the installation to be considered complete and eligible for payment. An electronic copy of all the work order information must be provided to District on a weekly basis. Contractor to perform QA/QC on all (100%) of the installation data/pictures.

## **11. Contractor Installation Responsibilities**

**11.1** Contractor shall be responsible for the creation and deployment of a website specifically for the water meter replacement and endpoint (AMI Radio) installations. This website will incorporate online scheduling, FAQ's, and installer photos.

**11.2** Contractor shall provide a Call Center and a Toll-Free number that commercial customers can call to schedule installation appointments, to ask questions concerning the project, or to report problems concerning installations. The Call Center incorporates an automatic call distribution system capable of receiving and queuing calls, routing calls to waiting agents, and collection and reporting data on call volumes, waiting times, and durations of the call. The Call Center is staffed 24/7. Contractor will also offer an online scheduling feature which is very convenient to commercial customers and District Staff.

**11.3** Contractor will use its proprietary inventory management system to provide 100% accountability of assigned material at all times.

**11.4** Contractor will supply an automated installation information management process, so that little or no information has to be captured or entered manually. This will include an export file that the District can utilize to automatically upload the information into the District's Billing Software. (Note: Any charges for the District Billing Company to accept an automated file are the District's responsibility.) All up-to-date installation information, along with live installer tracking, is available to District staff via a secure website.

**11.5** Contractor will perform background checks (to include drug screening) for all staff that will perform installation work on the project. District reserves the right to remove any Contractor staff from interface with customers or District staff.

**11.6** The Contractor management team will be responsible for all work orders. Each work order will include at a minimum: customer address, account number, existing register serial number, meter size, geo-positioning, AMI Radio ID number, and new meter number. Contractor will also be responsible to note and not install a meter at any addresses or account numbers that did not have an existing meter located in the existing meter box.

**11.7** Contractor shall capture GPS positioning from the meter pit with 3 meter accuracy using geo-positioning software. All GPS data will link to the District's GIS database and be provided in a shape file. The following information will be included in the geo-coded data:

- a. Water meter account number



- b. Address
- c. New Meter Serial Number
- d. New AMI Radio Serial Number

**11.8** Contractor will be responsible for a minimum of four (4) photographs of each installation – Existing Meter, Final Reading, New Register Serial number and Meter box (to include surroundings). Additional photographs will be taken when necessary and prudent. The pictures will be labeled by account # and posted to an FTP Site for District retrieval.

**11.9** Contractor will strive to leave the installation site in a clean and neat condition, equal to or better than the original condition of the site.

**11.10** Upon initial installation of the AMI Radio, the installer shall electronically verify that the AMI Radio is transmitting from the street.

**11.11** Should Contractor receive a call or complaint from a customer or the District regarding an installation, Contractor will immediately log the call, including caller's name, address, account number (if available), date and time of call, nature of problem, and the action taken. All complaints shall be forwarded to the District's project liaison by noon of the following day from the time of the complaint.

## **12. Standard Meter Installation Requirements**

**12.1** Meters will be located in outside meter boxes (pits) or vaults with adequate access, or if access is restricted, Contractor will be able to obtain access from the property owner within one week of request during normal business hours;

**12.2** <Left Intentionally Blank>

**12.3** No additional labor or groundwork will be needed to access meters for removal and replacement of asphalt or concrete slag;

**12.4** Existing meter locations and depths do not require confined space entry;

**12.5** <Left Intentionally Blank>

**12.6** Contractor will not be required to repair or replace pipe due to corrosion, existing damage, plumbing irregularities, substandard conditions, or existing connections not in conformity to current building codes and shall notify District of any such existing situations;

**12.7** Water meters are on setters or equipped with standard meter connections that can be reused during meter installation;

**12.8** Meter exchanges are like-for-like with the exact same lay length with no additional plumbing nor fittings required;

**12.9** Existing meter boxes must be in good condition, allowing enough room for replacement of the existing meter. Standard requirements are 6" on all sides of residential meter/connections and 12" on all sides of commercial meter/connections.

Meter box lid clearance height must also be at least 3" from top of new meter. If the dimensions don't meet this standard, or the installation is not feasible, the District will be notified to make the necessary repairs. Intension is always to attempt the installation if possible

**12.10** Existing meter boxes or meter vaults will be used and curb stops and valves are in working condition;

**12.11** The Contractor presumes they will be able to find the meter box at the specified physical address within 5 minutes or less. If meter box cannot be located by Contractor, a District Field Service representative shall be contacted before leaving. This may require that the Contractor is provided with accurate meter box location notes or that meter box locations are marked with blue paint/blue flags, once meter has been located, Contractor will return to the previous meter to complete installation. No additional cost will be incurred by the District for Contractor returning to a site.

### **13. Non-Standard Meter Installation**

**13.1** In the event Contractor determines that any meter installation is not a standard meter installation, the Contractor will immediately bring the matter to the attention of the District's representative who will inspect the condition and advise Contractor on how to proceed. If additional work is requested by District, such work will be completed at an agreed hourly rate of \$ 100.00 plus materials (to be billed in 15 minute increments). In the event such additional work requires a license not required for a standard meter installation, then the District will be responsible for engaging the services of a contractor to perform such work prior to Contractor proceeding with the meter installation.

### **14. Quality Control**

**14.1. Response to complaints.** Should District receive a call or complaint from a customer regarding installation, District will contact the Installation Manager to report the complaint. Contractor shall contact the customer via telephone within two (2) hours of notification by District and shall resolve the complaint within the same work day.

**14.2. Improper installations.** Contractor shall be responsible for replacing any meter improperly installed. Contractor shall repair any damage to couplings, threads, unions or meters by use of improper tools or cross threading by Contractor.

**14.3. Leaks after installation.** Contractor shall be responsible, at no additional cost to District, for correcting any leaks at the valves, couplings or service/house lines within three (3) feet downstream of the meter, attributed to defects in workmanship for a period of one year from the date of acceptance of the installation by District.

**14.4. Handling of old meters.** Contractor will be responsible for the secure handling of old meters and shall return old meters to 999 Rush Creek Place. District will be responsible for the scrapping of all old meters.

**14.5. Installation control and audit procedures.** Contractor shall submit to District for review and approval its proposed system for ensuring that all data pertaining to installation is correctly recorded during installation, and that all data transferred to District's Customer Information System (the "CIS") is accurate. Prior to any installations, Contractor shall describe procedures to District designed to eliminate any

opportunities for a meter or radio to be associated in the CIS with the wrong address or account number.

**14.6. Acceptance of work.** An installation will not be accepted by District for payment until the work order has been turned into District and the information necessary to update the customer account record on the CIS has been conveyed to District.

**14.8. Delivery of Product.** District will accept and be invoiced for delivered meter, retrofit radio products and lids. Ownership of that product will be transferred to Contractor where it will be housed in Contractor's containers which will be rented and insured by Contractor.

**14.9. Contractor Invoices.** Invoices from Contractor shall contain information on work completed by route and sequence number. The invoice shall also include the quantity, by type, of installations (full installation versus retrofit). Invoices will be submitted to District on a monthly basis and contain installation detail by meter (for hourly work). Payment terms are net 30 days from receipt of invoice by Contractor. Phased delivery of product will be planned so that delivered product will be installed and operational within 45 days of receipt.

**14.10. Daily QA/QC Requirements.** The Installation Manager shall review the progress of the work on a daily basis (see page 50 of 140 in RFP Response). All abnormal installations including backwards meters and non-communication between the register and the AMI Radio shall be identified and scheduled for immediate correction. The Installation Manager shall keep reports of all such abnormal installations and a summary report regarding these issues shall be transmitted to District on a weekly basis.

**14.11. Regular meetings with District.** The Contract Manager shall meet with District personnel periodically and not less than twice monthly to update them on progress of the installations.

**14.12. Installation warranties.** All installation work, including materials used in the installation performed under this Agreement, shall be guaranteed against defects in workmanship for a period of one year from the date of acceptance of the installation by District.

## **15. Fixed Network Design Services**

Contractor shall conduct a comprehensive site survey and be responsible for a proper Fixed Network design to ensure sufficient coverage for each AMI Radio. Contractor shall provide quality assurance services to ensure that the Fixed Network infrastructure is properly sized, installed, and configured. The Contractor will be responsible for procuring the Gateways and installing them at the provided locations. Contractor shall provide maintenance and support for the Gateways during the implementation. Fixed Network Design Services include the following components:

**15.1** District is responsible for providing necessary information to Contractor in order to design the correct number of Gateways required in the field, covering the District's Novato service area.

**15.2** Contractor is responsible for determining the number of Gateways, including

redundant Gateways, needed to ensure 98.5% of the Endpoint units will transmit through the District's Fixed Network within a 72-hour reporting window. The parties acknowledge that up to 1.5% of the endpoints may not be read automatically via the AMI system due to limitations of coverage and circumstances beyond both parties control. The AMI system will identify the meters that are not communicating, and the District shall utilize mobile receiver devices provided by Contractor to collect data from these endpoints. In the event that 98.5% of reads are not being achieved, contractor will add additional gateways or network hardware at no cost to the District.

**15.3** Contractor shall confirm the availability and ability to comply with FCC's regulations for the use of District's Fixed Network, including the acquisition of any required radio frequency licenses. District will have no additional RF licensing costs.

**15.4** Contractor shall provide a map (PDF format), showing where these Gateways would be installed in the District's service territory.

**15.5** The quantity, location, and installation antenna height for each of the Gateway collectors is shown in Table 1. These locations and antenna heights have been accepted by District and any changes in locations and/or heights may affect coverage, schedule, and contract costs. The District warrants and represents that it has/will have the rights and/or has secured the necessary permissions, including easements, to mount the Gateway collectors in these locations, with the antennas at the stated heights, as described in Table 1.

**15.6** In the event that the installation of a Gateway Collector interferes and/or inversely impacts the District's existing SCADA System, the Contractor will find a suitable solution/alternative in coordination with the District

## **16. Obligations of the District**

**16.1** Provide weekly updates to the water billing database. This includes uploading field installation data into the billing system and exporting current customer and meter information into the Contractor's installation database.

**16.2** Provide cooperation to enable Contractor to timely access the locations where Gateway collectors are to be installed, including without limitation entering leases with utility companies.

**16.3** Provide cooperation to enable Contractor to timely access all meter locations.

**16.4** <Intentionally Left Blank>

**16.5** Integrate AMI meter reads into the current and future billing system.

**16.6** Provide a dedicated person to address installation issues that fall under the District's responsibility.

**16.7** Provide for timely review of project schedules and submittals, with review period not to exceed 5 business days unless the parties expressly agree otherwise.

**16.8** Provide access to buildings where Work is to be performed, with 3 business day advance notice of Contractor's work schedules, including coordination with building

occupants and the District.

**16.9** Provide escorts as required in secure areas so as not to delay the Work.

**16.10** Provide assistance for electrical utility shutdowns of sections of the facilities that may be required. Contractor will coordinate with site management personnel to minimize disturbances.

**16.11** Provide remote access to District's N\_Sight Plus software so that system operation performance can be identified throughout the installation implementation.

**16.12** Instruct Billing Software providers to work with Contractor for data integration.

**17. Acceptance of Routes**

**17.1** For the purposes of this Article, a "Route", also known as Meter Read Route, is defined as a group of meters in a geographical area which are read via AMI in a specific sequence. This Project includes 72 distinct Routes. In addition, the Project includes installation of the data collectors in the quantities and at the locations shown in Table 1.

**17.2** When Contractor believes that a portion of the Work, such a Route, or the installation of the Collectors, is substantially complete, Contractor will submit to the District a Certificate of Substantial Completion which will identify the portion of the Work substantially completed and shall be subject to the following:

- (a) If the District concurs that the Work identified in the Certificate of Substantial Completion is substantially complete, the District will sign the Certificate and return it to Contractor;
- (b) A Certificate of Substantial Completion may include, as an attachment to it, a punch list prepared by Contractor;
- (c) If the District does not concur that the Work identified in the Certificate of Substantial Completion is Substantially Complete, then, within ten (10) business days of receiving the Certificate, the District shall notify Contractor in writing of the reasons it believes the Work is not Substantially Complete;
- (d) If Contractor disagrees with the District as to whether the Work is Substantially Complete, the parties will meet and try to reach an amicable resolution of the disagreement; if no such resolution is achieved, Contractor shall notify the District of a dispute and such dispute shall be resolved in accordance with Section 17.4 hereof;
- (e) If, within five (5) business days of receiving the Certificate of Substantial Completion the District fails to sign the Certificate, and within the same period the District's Representative does not deliver to Contractor a written notice of the reasons the District believes that the Work identified in the Certificate is not substantially complete, then in the mutual interests of the Project proceeding in a timely manner, the District will be deemed to have agreed to, signed and returned the Certificate of Substantial Completion.

**17.3** After the District signs and returns, or is deemed to have signed and returned to Contractor the Certificate of Substantial Completion for all the Work included in the Project, and after Contractor corrects and completes all of the items on all of the punch lists, if any, Contractor will submit to the District a Certificate of Final Completion which shall be subject

to the following:

- (a) If the District concurs that all of the items on all of the punch lists have been completed or corrected, the District will indicate its final acceptance of the Work by signing the Certificate of Final Completion and returning it to Contractor;
- (b) If the District does not concur that all of the items on all of the punch lists have been completed or corrected, then the District shall, within ten (10) business days of receiving the Certificate of Final Completion, identify the items that, it believes, were not completed or corrected;
- (c) If Contractor disagrees that the items identified by the District have not been completed or corrected, the parties will meet and try to reach an amicable resolution of the disagreement; if no such resolution is achieved, Contractor shall notify the District of a dispute and such dispute shall be resolved in accordance with section 17.4 hereof;
- (d) If, within ten (10) business days of receiving the Certificate of Final Completion, the District fails to sign that Certificate, and, within the same period the District's Representative does not deliver to Contractor a written notice identifying the items on the punch lists that, the District believes, were not completed or corrected, then the District will be deemed to have agreed to and signed and returned the Certificate of Final Completion.

**17.4** Any disputes concerning the Substantial Completion or the Final Completion of the Work will be resolved by submitting the issue to a third party, mutually acceptable, professional engineering firm with an office in the San Francisco Bay area.

## **18. Change Management Process**

In the event that it may become necessary to amend this Scope of Work, this change management process shall apply:

**18.1** Change Initiation. Either party may initiate a proposed change by completing the Change Request form. The initiator of the proposed change provides the completed form to the other party's Project Manager.

**18.2** Change Review and Approval. The Project Managers of the two parties are responsible for the following:

**18.2.1** Tracking the change requests

**18.2.2** Evaluating the change requests

**18.2.3** Negotiating and approving the approved change request

**18.2.4** Filing the change request as an addition to the Scope of Work

**18.2.5** Implementing the approved change requests

## **19. WaterSmart Customer Engagement Portal**

Contractor has contracted with WaterSmart to implement a customer engagement program for the District. The program is comprised of the following elements, which are explained in more detail below:

- District Analytics Dashboard: Analytics, customer support tools and Program performance data for District staff
- Customer Portal: Additional engagement and information for account owners
- Alerts: Leak and high usage alerts (if selected)
- Single Sign On (SSO): We support SSO (Single Sign On) using the SAML2 protocol, as well as Facebook Connect. For SAML2 and OAUTH integrations, the District must be capable of acting as a compliant Identity Provider (IdP). WaterSmart has experience working to implement SSO with cities that use InfoSend systems as several of our customers utilize these products. We have the capability to easily integrate this data with your District website.

As a software-as-a-service (SaaS) provider, WaterSmart will provide all major program elements to the District:

- Program setup and initialization, including data collection;
- Hosting of WaterSmart Customer Portal and Utility Analytics Dashboard;

District is responsible for providing WaterSmart key program inputs including account information, regular feeds of meter data, and logos and contact information. District will also be responsible for timely feedback and input on key program elements during initialization. District will maintain responsibility as the primary contact for customer inquiries and technical assistance.

WaterSmart and District shall each designate a single person as Program Manager for the program. All District decisions shall be channeled through the District Program Manager. In addition, District shall designate a Data contact who is responsible for providing the data indicated below.

This scope of work and agreement cover services rendered over term of the agreement. The exact timing of program launch and duration of services may vary depending on District resource levels, data availability, and other unforeseeable events. WaterSmart will endeavor to adhere to the proposed schedule. District's responsiveness and prompt provisioning of necessary program inputs is also critical to schedule adherence.

### **Utility Analytics Dashboard**

The Utility Analytics Dashboard provides District staff insights on customer engagement and water use efficiency, both on an aggregate level and for individual customer accounts. The Utility Analytics Dashboard includes data for all customer classes whose data is provided to WaterSmart. WaterSmart will host the Utility Analytics Dashboard and will be responsible for all maintenance and security. The District may use the Utility Analytics Dashboard to create individualized, separate logins for as many District staff as it wishes.

### **Customer Portal**

The WaterSmart Customer Portal, available to customers through a mobile and web interface, allows the District to engage with its customers, deliver targeted, personalized messages about their water use, alert them about potential leaks, inform them about rebate programs, and educate them on the value of water. The Portal features an integrated customer survey to gather important customer details related to occupancy, appliance age, water use behavior, and other important metrics. Users or managers of multiple units, such as homeowners associations and commercial organizations, can also see a combined view of all consumption data in a unified view. WaterSmart will host the Customer Portal and will be responsible for all maintenance and security.

### **Alerts and Notifications**

WaterSmart can provide alerts to residential customers to notify of a potential leak, or to notify a customer that they have reached a self-selected consumption threshold. Alerts and notifications can be sent through multiple channels -- email, SMS text message, or automated voice call. Customers must opt-in through the Customer Portal to receive alerts via SMS text message or automated voice call.

### **Group Messenger**

If selected (specified in Program at a Glance), Group Messenger is a module within the Utility Analytics Dashboard that allows the District to send targeted, personalized messages to groups of customers quickly. The District can select from preloaded message templates or create their own, and select recipients quickly from preloaded lists, as well as exclude certain recipients. Group Messenger tracks message delivery times, click and open rates, and other engagement metrics.





**Table 1 – Collector Locations and Antenna Heights:**

	Name	Location	Latitude	Longitude	Elev(ft)	TankHgt(ft)	AntHgtTop(ft)	AntHgtAbvTank
1	Air Base Tank	4Asset1	38.046226	-122.529332	251	30	46	16
3	Atherton	4Asset3	38.120255	-122.551393	130	34	49	15
4	Black Point	4Asset4	38.104572	-122.504958	170	27	41	14
6	Center Road	4Asset6	38.10681	-122.630074	512	35	46	11
7	Cherry Hill #1	4Asset7	38.1123	-122.54971	412	26	39	13
10	Crest #2	4Asset10	38.11808	-122.53138	291	50	66	16
11	Dickson	4Asset11	38.0741	-122.55473	390	35	49	14
12	Garner	4Asset12	38.08269	-122.58113	456	28	38	10
13	Half Moon	4Asset13	38.09307	-122.58838	460	18	30	12
14	Loma Verde	4Asset14	38.060753	-122.541598	290	30	40	10
15	Lynwood #1	4Asset15	38.084352	-122.55824	135	33	46	13
18	Nunes Tank	4Asset18	38.13257	-122.57552	390	25	50	25
20	Pacheco Valley	4Asset20	38.04864	-122.53757	317	27	39	12
21	Palmer Tank	4Asset21	38.07266	-122.54659	130	33	46	13
23	Ponti	4Asset23	38.05019	-122.54593	412	26	48	22
24	Reservoir Hill	4Asset24	38.06164	-122.51971	138	24	34	10
25	San Andreas	4Asset25	38.13229	-122.60687	530	26	49	23
26	San Mateo Way	4Asset26	38.12788	-122.5995	328	34	60	26
27	Sunset	4Asset27	38.07776	-122.56756	288	38	52	14
28	Trumbull	4Asset28	38.098839	-122.610484	285	26	38	12
29	Wild Horse Valley 3rd	4Asset29	38.09666	-122.616295	496	34	46	12
32	Winged Foot Drive	4Asset32	38.0617	-122.55595	509	34	50	16
44	Cherry Hill PS	4Asset44	38.10668	-122.54851	53	0	14	14
46	Deer Island	4Asset46	38.094575	-122.53026	7	16	28	12
48	North Marin WD Office	4Asset48	38.11591	-122.56572	15	20	44	24
49	Cabro Court	4Asset49	38.09314	-122.61127	432	10	24	14

Table 2 – Proof of Concept (POC) Meter Counts:

Size	Meter Summary		Total
	Retrofit	Replace	
0.625	83	40	123
0.75	1	0	1
1	63	8	71
1.5	4	3	7
2	1	1	2
	152	52	204

Table 3 – Summary of Training Curriculum:

## NMWD Training Curriculum

### AMI Infrastructure (RFP Response, 7/11/2016, Page 11 of 140)

#### Meter Equipment (RFP Response, 7/11/2016, Page 31 of 140)

- 1 Training to be provided for customer service and in-house technical support personnel.
- 2 Training to consist of overall system management and routine operation.
- 3 Training will take place at District facilities.
- 4 Neptune recommends this training be offered to all staff involved with the AMI system including PC Operators, supervisors, field crews and IT personnel.
- 5 System configuration documentation will be provided for technical support personnel.
- 6 Standard training documentation will be provided by Neptune.
- 7 Training will consist of:
  - AMI Endpoints
    - How it works
    - Features and functionality
    - Installation
    - Troubleshooting
  - Field Training
    - Basic Operation of Handhelds and mobile devices
    - Meter reader practice time in the field
    - Troubleshooting
  - Host Software Training
    - General System Overview
    - Terminology
    - How the system interfaces to the CIS Billing System
    - Managing routes
    - Loading and unloading field collection devices
    - System Health Dashboards
    - Customer Service Menu
    - Event Maintenance
    - Using and Creating Groups
    - Mapping Module (optional)
    - Table Maintenance
    - Generating Reports
    - Sending readings to the billing system

### Manage and Install AMI Endpoints (RFP Response, 7/11/2016, Page 36 of 140)

- 1 Training will consist of:
  - AMI Endpoint configuration, installation and GPS coordinates (including interfacing with the meter)
  - Installation and configuration of Encoder registers

Handheld units  
Over the Air (OTA) updates to endpoints and collectors  
Alarm and event management  
Headend Portal

**MDM Software and Integration (RFP Response, 7/11/2016, Page 66 of 140)**

- 1 Training to be provided for customer service and in-house technical support personnel.
- 2 Training to consist of overall system management and routine operation.
- 3 Training will take place at District facilities.
- 4 Neptune recommends this training be offered to all staff involved with the AMI system including end-point installers, Database Administrators, Customer Service Representatives and in-house technical support personnel.
- 5 System configuration documentation will be provided for technical support personnel.
- 6 Standard training documentation will be provided by Neptune.
- 7 Training will consist of:
  - Hardware components, maintenance and care
  - Proper installation procedures
  - Capturing successful install data from the end-point
  - Completion of Work orders

**N\_SIGHT R900 Customer Service Representative Training:**

System Overview  
Reading Cycle Operation  
Generating Meter Reading, exception, diagnostic and special reports including system health monitoring  
Review all read cycle operations  
Questions and Answers  
Practice time on cycles for all operators  
Record inquiry, data entry and similar routine operations  
Routine and ad hoc report generation

**N\_SIGHT R900 Server Administration Training:**

System Overview  
Component Overview  
Emails, Event Alarms, Diagnostics  
Backup Requirements and Procedures  
System Monitoring  
Record inquiry, data entry and similar routine operations  
Routine and ad hoc report generation  
Interfacing with other systems and programs

Table 4 – Summary of UAT/SAT Criteria:

**NMWD SAT / UAT Criteria**

- 1 Shall comply with Attachment I (AMI System Requirements) of the RFP Response (pages 24 - 30 of 140) Requirement IDs 1 thru 134 where stated compliance (vendor response) is of 'Current Base' or 'Modification'.
- 2 Shall comply with Attachment II (MDM System Requirements) of the RFP Response (pages 76 - 78 of 140) Requirement IDs 1 thru 57 where stated compliance (vendor response) is of 'Current Base'.
- 3 MDM Acceptance Requirements as called out in the RFP Response (page 65 of 140)
  - a. Application functionality is confirmed to be substantially as described in product documentation, Vendor's response to the functional requirements checklist (items 1 & 2 above), the Analysis Report and any subsequent approved Change Requests based on test scripts developed during analysis and assembly.
  - b. Interfaces are tested and confirmed to perform substantially as specified in the Analysis Report
  - c. Procedures are run to initially populate the MDMS database for testing
  - d. Vendor provides onsite and online End User training sessions
  - e. Acceptance testing is conducted according to the Acceptance Test Plan (to be developed and approved by both NMWD and the Contractor)
  - f. Trial cutovers are performed as appropriate (see Acceptance Test Plan)
  - g. Final Hardware platform requirements for live operations are installed
  - h. Contingency and Cutover /Rollout plans are finalized (see Acceptance Test Plan)
  - i. The system will be deemed to have passed the Acceptance Test at the earlier of (a) when all acceptance criteria defined in the Acceptance Test Plan have been satisfied, or (b) the District puts the complete system into commercial use.

**14**

## MEMORANDUM

To: Board of Directors

December 16, 2016

From: Chris DeGabriele, General Manager 

Subject: Accept Director Rodoni's Resignation and Approve Filling Board Vacancy

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**RECOMMENDED ACTION:** Accept Director Rodoni's Resignation and Approve Filling Board Vacancy**FINANCIAL IMPACT:** None at this time

Director Rodoni's election to the Marin County Board of Supervisors will require his resignation from the District Board of Directors as an individual cannot hold two elected positions consecutively. Director Rodoni intends to offer his resignation at the December 20, 2016 meeting and a vacancy will exist when the Board accepts that resignation.

Attachment 1 is a summary, outlining statutory requirements and process to consider regarding an appointment by the Board to fill the vacancy. This summary is based on previous legal guidance and was also provided as information for the Board at the December 6, 2016 meeting.

Actions taken tonight should include:

1. Accept Director Rodoni's resignation and declare a vacancy on the Board effective December 20, 2016.
2. Authorize staff to notify the County of Marin of the Board's intent to appoint a replacement to fill the vacancy.
3. Set a special meeting at 7pm on January 31, 2017 to conduct candidate interviews.
4. Approve the tentative timeline shown below to fill the vacancy.
5. Authorize the notice being placed in the Point Reyes Light, Novato Advance and Marin Independent Journal soliciting letters of interest and resumes from residents of the District who are interested in serving on the Board.
6. Approve a press release to the same three newspapers regarding the Board vacancy.

Regarding the process for selection of a successor, past practice at North Marin Water District has been to notice the vacancy in the local newspapers (Novato Advance, Marin Independent Journal, Point Reyes Light) and post the notice at District headquarters, Novato city hall, Novato library and at the Point Reyes Station and Oceana Marin post offices (Attachment 4). The notice will also be posted on the District website. The notice will recognize the date of the vacancy, the fact that the appointee will serve until the next scheduled general election and solicit letters of interest and resumes from registered voters of the District who are interested in serving. We propose to also issue a press release (Attachment 5). In the past the solicitation has been held open for a period of approximately one month and interviews with applicants have been held at either a regular or special meeting of the Board in open session. Should the solicitation result in an overwhelming number of applicants a screening can be performed to reduce the number to be interviewed. A special meeting is proposed on January 31, 2017 to hold interviews.



A tentative timeline for the process follows:

December 20, 2016	Announce vacancy occurred December 20, 2016
December 21, 2016	Issue public notice of vacancy and solicit letters of interest for appointment via press release and on the nmwd website
January 20, 2016	Deadline to submit letters of interest for appointment
January 23-27, 2016	Individual screening of applicants
January 31, 2017	Special Meeting to hold interviews

**RECOMMENDATION:**

1. Accept Director Rodoni's resignation and declare a vacancy on the Board effective December 20, 2016.
2. Authorize staff to notify the County of Marin and County of Sonoma of the Board's intent to appoint a replacement to fill the vacancy.
3. Set a special meeting at 7pm on January 31, 2017 to conduct candidate interviews (Attachment 3).
4. Approve the tentative timeline shown above to fill the vacancy.
5. Authorize the notice being placed in the Point Reyes Light, Novato Advance and Marin Independent Journal soliciting letters of interest and resumes from registered voters residing in the District who are interested in serving on the Board.
6. Approve a press release to the same three newspapers regarding the Board vacancy.

**APPOINTMENT TO FILL NORTH MARIN WATER DISTRICT BOARD VACANCY  
CREATED BY RESIGNATION OF DIRECTOR DENNIS RODONI**

**SUMMARY**

1. Government Code section 1780 (a) requires notice to county election officials within 15 days of notice of a vacancy or of effective date of vacancy.
2. The effective date of the vacancy is important, because that is the first date on which the Board's authority to appoint a replacement arises. Sixty days after that date, if the Board of Directors has not appointed a successor, the authority to do so is automatically transferred to the Board of Supervisors. Director Rodoni advises he intends to resign from the Board at the December 20, 2016 meeting. An "Action" item in open session for "Acceptance of Resignation of Director Dennis Rodoni" will be agendaized at that meeting." The action item would establish the effective date of the acceptance of resignation, and therefore would determine when the vacancy actually starts. This occasion could also be the time when the other Directors make their "farewell" comments to Director Rodoni in a public meeting.
3. No process is specified by law for how the Board is to choose a successor. The following comments are not "prioritized."
  - The Board can decide how it will announce the opportunity to seek consideration as a candidate to fill out the unexpired term to be vacated upon the effective date of Director Rodoni's resignation. The Board also can decide what process it will follow - e.g., written application forms might be used, or letters of interest might be solicited. Discussion of these issues must be done in public session.
  - The Board should decide on whether, and if so how, it will conduct interviews of candidates for appointment. This discussion, and the interviews themselves, must be conducted in open public session, since closed sessions may only be held for the purpose of discussing appointment of an employee - members of legislative bodies are expressly excluded from the definition of "employee."
  - Technically, if the Board delegates responsibility to a two-Director ad hoc committee, that committee could meet without having to comply with the notice and open meeting requirements of the Brown Act. However, use of such a committee approach could

give rise to questions regarding trust within the community and within the Board itself.

- Once the Board makes an appointment, it should be made effective within 60 days after the date of the vacancy.
4. Appointment of a successor requires an affirmative vote of 3 Directors.
  5. The appointed successor will hold the office until the next general election of the District (November 2017) and the seat will be “up” at the 2017 election. Whoever is elected in 2017 will serve only the two remaining years of the unexpired term. If the appointed successor runs in the 2017 election, Elections Code section 13107 requires that he/she would have to be identified on the ballot in ballot materials as an “appointed incumbent.”
  6. Regarding the process for selection of a successor, past practice at North Marin Water District has been to notice the vacancy in the local newspapers (Novato Advance, Marin Independent Journal, Point Reyes Light) and post the notice at District headquarters, Novato city hall, Novato library and at the Point Reyes Station and Oceana Marin post offices. The notice would also be posted on the District’s website. The notice would recognize the date of the vacancy, the fact that the appointee will serve until the next scheduled general election and solicit letters of interest and resumes from residents of the District who are interested in serving. We would also issue a press release. In the past the solicitation has been held open for a period of approximately one month and interviews with applicants have been held at either a regular or special meeting of the Board in open session. Should the solicitation result in an overwhelming number of applicants a screening can be performed to reduce the number to be interviewed.

A tentative timeline for the process follows:

December 21, 2016

Ms. Lynda Roberts  
Marin County Registrar of Voters  
P.O. Box "E"  
San Rafael, CA 94913

Subject: North Marin Water District Board Vacancy

Dear Ms. Roberts:

North Marin Water District Board of Directors has received a letter of resignation from Director Dennis J. Rodoni. The Board accepted Director Rodoni's resignation at the December 20, 2016 regular meeting. Government Code Section 1780 statutory timeline requirements to fill the vacancy now begin. The North Marin Water District Board intends to conduct a public solicitation and appoint a successor to fill the vacant seat. This letter provides notice of the vacancy pursuant to the Government Code requirements.

Sincerely,

Chris DeGabriele  
General Manager

cc:  
Mr. Robert M. Maddow  
Bold, Polisner, Maddow, Nelson and Judson  
500 Ygnacio Valley Road, #325  
Walnut Creek, Ca 94596

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**ATTACHMENT 2**

December 21, 2016

Mr. William F. Rousseau  
Sonoma County Registrar of Voters  
435 Fiscal Dr.  
Santa Rosa, CA 95403

Subject: North Marin Water District Board Vacancy

Dear Mr. Rousseau:

North Marin Water District Board of Directors has received a letter of resignation from Director Dennis J. Rodoni. The Board accepted Director Rodoni's resignation at the December 20, 2016 regular meeting. Government Code Section 1780 statutory timeline requirements to fill the vacancy now begin. The North Marin Water District Board intends to conduct a public solicitation and appoint a successor to fill the vacant seat. This letter provides notice of the vacancy pursuant to the Government Code requirements.

Sincerely,

Chris DeGabriele  
General Manager

cc:  
Mr. Robert M. Maddow  
Bold, Polisner, Maddow, Nelson and Judson  
500 Ygnacio Valley Road, #325  
Walnut Creek, Ca 94596

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**ATTACHMENT 2**

### **NOTICE OF SPECIAL MEETING**

Notice is hereby given that a Special Meeting of the North Marin Water District Board of Directors will be held on Tuesday, January 31, 2017 at 7:00 p.m., at the District office, 999 Rush Creek Place, Novato CA.

The purpose of the special meeting is to interview and make appointment to fill a vacancy on the Board.

Katie Young  
District Secretary  
North Marin Water District

Dated: December 21, 2016

Cc:  
NMWD Directors  
NMWD Department Heads  
Attorney Robert Maddow, Bold and Polisner, et al  
Novato Advance  
Marin Independent Journal  
Point Reyes Light  
Current Agenda Notice List

## NOTICE

Effective December 20, 2016, a vacancy exists on the Board of Directors of North Marin Water District due to the resignation of Director Dennis Rodoni. The Board will appoint a successor who will serve until the next general election of the District scheduled for November 2017. Any registered voter residing within the District and interested in the post is invited to contact the District Secretary at (415) 897-4133. The area of the District generally includes the greater Novato area and the Point Reyes Station, Olema, Bear Valley, Inverness Park, Paradise Ranch Estates and Oceana Marin areas of West Marin. Applicants are requested to submit a letter of interest by January 20, 2017 and describe their experience, educational background and previous public service and outline why they are interested in serving on the Board of Directors. The Board of Directors will review the letters of interest and interview applicants at an open public meeting to be scheduled. The meeting will be held at the District headquarters located at 999 Rush Creek Place, Novato, California. The Board will make an appointment to fill the vacancy at an open public meeting to be held no later than February 18, 2017.

Katie Young  
District Secretary  
North Marin Water District

Dated: December 21, 2016

**Notices re vacancy mailed to:**

Novato City Hall  
922 Machin Ave.  
Novato, CA 94945

Novato Public Library  
1720 Novato Blvd.  
Novato, CA 94947

Point Reyes Station Post Office  
11260 Highway One  
Point Reyes, CA 94956

Postmaster  
Dillon Beach Post Office  
Dillon Beach, CA 94929

Luana Penasco  
Oceana Marin Association  
c/o Sharp Properties Services  
P.O. Box 2803  
Novato, CA 94948

Also posted at District headquarters  
Ads in the Novato Advance, Point Reyes Light, Marin Independent Journal

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December 21, 2016

## **PRESS RELEASE**

### **North Marin Water District**

**Contact: Katie Young, District Secretary (415) 897-4133**

The North Marin Water District is seeking applicants for a vacancy on the Board of Directors. The successful applicant will serve until the next general District election, scheduled for November 2017. The Board will review letters of interest and interview applicants at an open public meeting held at the District headquarters, 999 Rush Creek Place, Novato. The Board will make an appointment to fill the vacancy at an open public meeting to be held no later than February 18, 2017.

Applicants must be registered voters residing within the District service area which includes the greater Novato area and the Point Reyes Station, Olema, Bear Valley, Inverness Park, Paradise Ranch Estates and Oceana Marin areas in West Marin. Applicants are requested to submit a letter of interest describing their experience, educational background and previous public service and outline why they are interested in serving on the Board of Directors. Any qualified interested party is invited to contact the District Secretary, Katie Young, at (415) 897-4133, prior to 5:00 p.m., January 20, 2017.

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ATTACHMENT 5

15

## MEMORANDUM

To: Board of Directors

December 16, 2016

From: Chris DeGabriele, General Manager 

Subj: Resolution of Appreciation for Dennis J. Rodoni

I:\gm\2016 misc\resolution rodoni.docx

**RECOMMENDED ACTION:** Board Approve the Resolution of Appreciation to Dennis J. Rodoni

**FINANCIAL IMPACT:** None

Director Dennis Rodoni is resigning on December 20<sup>th</sup> after 21 years of service on the North Marin Water District Board. He was elected to the Board of Directors on November 7, 1995 and has served as the President of the Board during the following periods: 1999, 2003, 2008 and 2013. We want to extend our good wishes to Director Rodoni for continued success as Marin County Supervisor and for many happy and productive years filled with all the good things of life.

**RECOMMENDATION:** Board adopt the resolution of appreciation to Dennis resigning after 21 years of service with North Marin Water District Board of Directors.

**DRAFT**  
**Resolution 16-XX**

**North Marin Water District**  
Resolution of Appreciation  
To  
**Dennis J. Rodoni**

**WHEREAS:**

- Dennis J. Rodoni was elected to the Board of Directors of North Marin Water District on November 7, 1995 and has served continuously for the past 21 years as a member of the Board of Directors.
- Director Rodoni served as President of the Board during the following periods: 1999, 2003, 2008, and 2013.
- Director Rodoni has served diligently and conscientiously on the Board of Directors as the District met the needs of the Novato and West Marin communities which benefited significantly from his accumulated experience and business expertise as well as his integrity, dedication and spirit of cooperation.
- Director Rodoni saw the continued growth of the District's highly regarded water conservation program and supported various programs to cost effectively and efficiently conserve water while maintaining a reasonable cost of service.
- Director Rodoni saw the District meet the needs of rural West Marin customers by consolidating the financial books of improvement districts which serve water in Point Reyes Station, Olema and Paradise Ranch Estates.
- Director Rodoni was instrumental in acquiring a portion of the Giacomini Ranch senior water right to preserve reliability of the West Marin community's water supply.
- Director Rodoni urged development and implementation of the West Marin Master Plan, which projects now completed, included the Gallagher Well pipeline that was funded principally with State of California Safe Drinking Water Grant proceeds, and which projects have improved the quality and reliability of water delivery and water quality to West Marin customers.
- Director Rodoni ably represented the District on the Water Advisory Committee to Sonoma County Water Agency and served as Vice Chair (2013) and Chairman (2014 and 2015).
- During his tenure Director Rodoni has contributed to the District's financial strength by husbanding human resources, carefully scrutinizing capital investments and operating policies

and striving for responsible balance between revenue generation and cost containment. As a result of his efforts, District water rates remain reasonable, while the District's financial strength has increased.

**THEREFORE BE IT RESOLVED:**

That the Board of Directors of North Marin Water District hereby expresses its sincere appreciation and commends Dennis J. Rodoni for his years of devoted public service and his invaluable and numerous contributions to North Marin Water District and the Novato and West Marin communities; and

**BE IT FURTHER RESOLVED:**

That the Board of Directors, on behalf of the staff, officers and Directors of the North Marin Water District, extend their good wishes to Dennis J. Rodoni's for continued success as Marin County Supervisor and for many happy and productive years filled with all the good things of life.

Dated at Novato, California  
December 20, 2016

---

Stephen Petterle, President  
North Marin Water District

\* \* \* \* \*

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the twentieth day of December 2016 by the following vote:

AYES:  
NOES:  
ABSTAINED:  
ABSENT:

---

Katie Young, District Secretary  
North Marin Water District


(SEAL)

16

## MEMORANDUM

To: Board of Directors

December 16, 2016

From: Chris DeGabriele, General Manager 

Subj: Comments to the State Water Resources Control Board and Department of Water Resources on "Making Water Conservation a California Way of Life."

t:\gmt2016 misc\memo to board re framework comments.docx

**RECOMMENDED ACTION:** Information Only

**FINANCIAL IMPACT:** None at this Time

Attached please find three (3) draft letters commenting on the State's framework for implementing the Governor's Executive Order B37-16 "Making Water Conservation a California Way of Life." Comment letter one (Attachment 1) is from the District, two (Attachment 2) from Sonoma Marin Saving Water Partnership and three (Attachment 3) from the Association of California Water Agencies. All three letters were based on the ACWA Draft. Sonoma Marin Saving Water Partnership letter was tailored toward partnership interests and the North Marin letter tailored solely toward our Novato and West Marin service area interests.

The comment letters must be submitted by Monday, December 19<sup>th</sup>, if you have any concerns you can contact me by noon on Monday to relay them to me, and I will try to address them as best I can. There will not be any further time to influence the ACWA or SMSWP letters however.

The schedule for the State Board to consider the revisions to the framework and submittal to the Governor is likely on January 18<sup>th</sup>. State Board does have a meeting on January 4<sup>th</sup>. However, I believe that meeting too soon to make any substantive changes to the framework. At this point in time, there is no agenda yet posted for either the January 4<sup>th</sup> or January 18<sup>th</sup> State Board meeting. As I learn more I will inform the Board.



DRAFT: 12/19/2016

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

**PHONE**  
415.897.4133

**FAX**  
415.892.8043

**EMAIL**  
info@nmwd.com

**WEB**  
www.nmwd.com

VIA EMAIL: [wue@water.ca.gov](mailto:wue@water.ca.gov); [commentletters@waterboards.ca.gov](mailto:commentletters@waterboards.ca.gov)

December 19, 2016

The Honorable Felicia Marcus, Chair  
State Water Resources Control Board  
1001 I Street, 24th Floor  
Sacramento, CA 95814

The Honorable Mark Cowin, Director  
California Department of Water Resources  
P.O. Box 942836, Room 1115-1  
Sacramento, CA 94236-0001

SUBJECT: North Marin Water District Comments on "Making Water Conservation a California Way of Life" November 2016 Public Review Draft

Dear Chair Marcus and Director Cowin:

The North Marin Water District (NMWD or District) offers the below comments on the subject Public Review Draft. NMWD provides retail water service to 20,579 accounts principally to the community of Novato and the surrounding unincorporated area of northern Marin County. The water supply for this service area is from our local Stafford Lake (Novato Creek) and the Russian River, supplemented with Recycled water from both Novato Sanitary District and Las Gallinas Valley sanitary District. NMWD also provides retail water service to the small coastal communities at the base of Tomales Bay in West Marin County (780 accounts), via a separate small water system with Lagunitas Creek as the source of supply is. We appreciate the opportunities that the State has offered to provide input in this process and continue to be committed to helping define a successful framework to help NMWD prepare for and respond to future droughts, and to promote long-term water use efficiency.

While we are largely supportive of the initial recommendations in the Draft Report, we cannot support any policy that allows the State Agencies sole decision making authority in determining future water-use budgets, prohibitions or performance measures. Such authority would usurp the responsibility of NMWD's locally elected decision makers who are responsive to the individual customers we serve. We believe the new water-use target setting effort is a complicated process and any resulting water savings for the District cannot yet be determined. We ask that development of the water-use budgets include a local formal stakeholder involvement process, allowing for input on technical, administrative and political considerations to hopefully avoid potential unintended consequences.

To that end, we are concerned that the uncertainty associated with unknown future conservation regulations will serve as a significant *disincentive* for the



expansion of sustainable recycled water in Novato, and we strongly believe that this would be an unwise direction for California to take. As such, several of our comments are aimed at addressing recycled water development while maintaining water-use efficiency principles.

NMWD supports the enforcement of water-use efficiency targets in 2025, the transition to a five-year drought planning sequence based on local historical hydrology adjusted with climate change projections in the Urban Water Management Plan, and the additional components proposed for the Water Shortage Contingency Plans – communication plan, specific compliance and exemption procedures, monitoring and reporting protocols and a regular review process. We also believe that providing State agencies with our annual supply and demand assessments will facilitate better understanding of hydrologic conditions at NMWD.

We have identified the following areas of continued concern, which we look forward to resolving with the Executive Order (EO) agencies in the final report (the citations in each comment refer to the relevant section(s) of the Public Review Draft).

### **Using Water More Wisely**

#### **Section 2.1 Emergency Conservation Regulations for 2017**

- As the State Water Resources Control Board (SWRCB) considers extending the emergency regulation in January/February 2017, they must consider that many parts of the state, including NMWD, are not experiencing emergency drought conditions due to improved hydrologic conditions and development of drought resilient supplies. The SWRCB should rescind the emergency conservation regulations for those areas with adequate supplies, including NMWD, and focus on those communities that require assistance in meeting the water demands of their local community. The SWRCB could continue its “stress test” demand reduction measures for areas in which supplies are inadequate in 2017 to meet normal demands.

#### **Section 2.2 Permanent Prohibition of Wasteful Practices**

- We request that the EO agencies include language to exempt residents from these prohibitions in the case of a public health or safety emergency and that uniform definitions of “measurable rainfall” and “street medians” be provided. We also ask that it be made clear in Section 2.2.4 that it will be the responsibility of local agencies to enforce these new regulations.
- We request that the EO agencies include language to exempt Urban Retail Water Suppliers from permanent monthly reporting during periods when shortage conditions are not in effect. (See comments herein regarding Section 3.2 Water Shortage Contingency Plans).
- We request that any mandatory reporting of water production include the number of days in the meter read cycle so that any comparison with past data is normalized over a consistent time period.

## Section 3.1 New Water Use Targets

### *General*

- Alternative Target-setting Approach (Sections 3.1.1 and 3.1.2.) We continue to request that the State include optional approaches to the strengthened standards target-setting process that build on the elements of SB x7-7, as is directed by the EO. Expansion of the State agencies' water budget based proposal to provide for alternative target-setting approaches that can be customized to unique local conditions, would be equally effective in reducing water use and would allow for alternative methods to reducing water demands that may be more cost-effective to implement. This is particularly important for smaller water agencies such as NMWD that lack resources or capacity to implement water budget programs. NMWD is also a member of the regional Sonoma Marin Saving Water Partnership and believes that a regional compliance approach should be allowed as an option.
- No Impact on Water Rights. The new water use efficiency program requirements must not adversely affect water rights held by NMWD on Novato Creek and Lagunitas Creek and must explicitly recognize the ability to use the conserved water, pursuant to Water Code Section 1011. These provisions are already contained in Water Code Sections 10608 et seq. (SB x7-7), and must be maintained in any modifications thereto or in any new Water Code language to implement the Executive Order. We ask that language be added to the executive summary and introduction clearly stating the state's intent to preserve water rights as the elements of the Executive Order are implemented.
- Sustainable Water Management. When setting water use standards, it is imperative for the EO agencies to recognize that water conservation by itself is not going to result in a resilient supply that can manage severe shortage situations, which the state is likely to face in the future. As described in Governor Brown's California Water Action Plan, an integrated and sustainable approach must include both water use efficiency and local supply development. When considering lowering the standards on water use, the state must take into account local efforts in developing drought resilient supplies, as mentioned in section 4.2.2 of the Public Review Draft.

### *Indoor and Outdoor Standards*

- Water Use Efficiency Standards and Reporting (Section 3.1.3.) We support the proposal to establish 55 gallons per capita per day (GPCD) as the initial indoor use standard and the use of MWELo standards in place when landscapes were installed as the outdoor use standard for residential properties when using the proposed method for determining compliance with the new efficiency targets in 2025. The landscape standard should be applied to all irrigable areas of parcels within the urban retail water supplier's service area.

NMWD has been aggressively implementing lawn removal since 1989 when former manager John Nelson initiated the nation's first ever "Cash for Grass" Program. This program has resulted in over 1 million square feet of turf removed and replaced with low water use landscaping. In addition, since 1989, NMWD has taken aggressive action towards promoting low water use landscaping in new development (through both incentives and mandates). For these water conservation actions to be properly accounted for in the future water budgets, the landscape area measurements should include all irrigable areas, especially where low water use landscapes have been installed, and include the mulched areas between plants.

We support reporting on compliance with the 2025 targets in the 2025 Urban Water Management Plan. We do not support annual reporting on targets either before or after the 2025 Plan. Finally, while we are open to considering lower water use standards for residential customers in future years, we insist that any such consideration be inclusive of a public stakeholder process.

- Indoor Standards Workgroup (Section 3.1.3.) Similar to the Landscape Area Measurement Workgroup, which is to assist the state in developing the outdoor irrigation standard, the EO agencies should form an Indoor Standards Workgroup to assist the state in evaluating the data and research to be utilized in determining the 2025 indoor standard. As part of this effort, the EO agencies must conduct a scientific evaluation to identify potential impacts on wastewater systems and recycled water/potable reuse production before the proposed indoor water use standard is modified below 55 GPCD.
- Landscape Area Measurement Data (Section 3.1.3.) We request that the State provide either the detailed, verified landscape data for every parcel in NMWD's service area or provide the funding to perform this analysis. A significant amount of data and technical assistance, as well as dedication of precious fiscal resources, will be required to implement these standards. The process and methods to obtain and disseminate the data will need to be transparent and technically sound in order to ensure credibility with the public.

In lieu of using state-supplied landscape data, NMWD should be allowed to use self-supplied landscape and evapotranspiration data of equivalent or superior quality to develop targets. The self-supplied data could address unique local conditions. Any landscape data provided by NMWD would be required to incorporate landscape area assumptions and definitions consistent with those used in the state-supplied data set.

We urge the State to take a deliberate and iterative approach in development of the landscape data that includes verification of accuracy by an independent third party and allows sufficient time to test the proposed standards and make refinements as necessary. In this regard, any delay in the availability of verified landscape data should be reflected in compliance deadlines for water suppliers.

- Variations (Section 3.1.3.) We request that the EO agencies develop and implement a variance process to allow for the establishment of indoor and outdoor water use standards according to an urban retail water supplier's unique local conditions. We ask that the draft framework include the development of variances and a variance process through a collaborative effort with water industry stakeholders.
- Recycled Water (Section 3.1.3.) The recycling and reuse of water is considered an efficient use of supplies and therefore should be removed from the water production calculations for determining compliance with 2025 targets, consistent with SB x7-7 (as is noted on pages 3-2 and 3-3 of the report). This approach will ensure incentives for the continued development of recycling and potable reuse projects, which are critical to a resilient and sustainable water supply future for California.

We appreciate that the State wants to ensure that all water, including recycled water, is used efficiently. However, there are already strict prohibitions on recycled water producers, distributors and end users to prevent the release of recycled water into the environment. Including areas irrigated with recycled water in the outdoor water use target effectively applies a second set of runoff prohibitions. This would be a disincentive to expanding the use of recycled water to offset potable water for irrigation. NMWD has converted many areas irrigated originally with potable water to recycled water, enabling a reduction in potable water use and increasing local reliability of water supply. The current accounting for recycled water by the State promotes the expansion of recycled water into urban areas. This is essential to making the very expensive recycled water conversions cost effective. The SWRCB Recycled Water Policy (RW Policy, effective April 25, 2013) adopted goals for California to increase the use of recycled water over 2002 levels by at least one million acre-feet per year (afy) by 2020 and by at least two million afy by 2030. Included in the RW Policy goals is the "substitution of as much recycled water for potable water as possible by 2030." Any disincentive to expanding the use of recycled water will make the RW Policy goals unreachable.

#### *Commercial and Industrial Performance Standards*

- Commercial, Industrial, and Institutional (CII) Performance Measures (Section 3.1.3.) We support the exemption of CII water uses from volumetric targets. We conceptually support the establishment of performance measures for the CII sector but recommend that a CII workgroup with representative members from a broad spectrum of industries be engaged in the establishment of performance measures rather than by dictate in this report. Participation by industry along with water supplier representatives will help ensure Performance Measures are appropriate, effective and result in efficient water use without impairing economic activity. NMWD is the retail water supplier for many companies affiliated with the North Bay Life Science Alliance. These pharmaceutical companies depend upon a reliable, high quality water supply. Further, we believe the stakeholder process is essential for achieving long-

term support of Conservation as a Way of Life in the CII sector. The development of Performance Measures should build on the CII taskforce report completed in 2013. We also request the language concerning audits be revised to read:

*Work with willing CII customers to conduct representative water-use audits or water management plans for CII accounts over a specified size, volume, or percentage threshold or an equivalent measure determined by the CII workgroup.*

#### *Water Loss*

- Water Loss Requirements (Sections 2.3.3 and 3.1.3.) The Draft describes the requirements of SB 555 and the actions planned by DWR, CPUC and the SWRCB in Section 2.3.3, including potential loss standards and enforcement tools. We do not support also including water loss requirements in overall efficiency targets, as doing so creates an unnecessary, redundant and potentially conflicting compliance requirement.

#### *Implementation and Enforcement*

- Legislative Role in Updates to Water Use Targets (Section 3.1.3.) Any revisions of the standards and CII performance measures beyond the 2025 compliance period must only be implemented through future legislation. The role of the legislature in crafting and refining California's water use policies and water use efficiency standards is critical, as is the role of the legislature in providing agency oversight and accountability.
- Enforcement Measures (Section 3.1.4.) The consequences for a water supplier that fails to meet its 2020 water use efficiency standard now consists of that water supplier becoming ineligible for State grant and/or loan funding. Water Code Section 10608.56 includes additional provisions that condition the imposition of such sanctions. We believe that these sanctions provide adequate incentive for water suppliers to achieve the water use efficiency standards proposed in the Public Review Draft and that any other financial penalties or enforcement processes would be unnecessary and counterproductive.
- Timeline Feasibility (section 4.3.) The EO agencies have proposed a significant number of important tasks to be completed between 2017 and 2018. We request that the state provide additional details on specific timelines and hold a workshop to ensure the schedule is realistic by seeking input from water suppliers regarding the possible impacts/constraints on staff and budget.

## Eliminating Water Waste

### Section 2.2 Monthly Reporting and Permanent Prohibition of Wasteful Practices

- Existing Authority (Section 2.2.3.) The Public Review Draft notes that the EO agencies plan to implement monthly reporting requirements and permanent water use prohibitions through existing authority. We request that the State provide more detailed information about the specific statutes that provide this authority.
- Stakeholder Input (Section 2.2.3.) A stakeholder workgroup should be formed as part of the rulemaking process to ensure the reports submitted monthly serve a meaningful purpose to the state and public and that the statewide permanent prohibitions are appropriate for communities throughout the state.

## Strengthening Local Drought Resilience

### Section 3.2 Water Shortage Contingency Plans

- Water Shortage Contingency Plan, Recommendation **Updated Contents of the Urban Water Management Plans** (Section 3.2.3.) In order to acknowledge the benefit of developing drought resilient, hydrologically independent supplies consistent with the California Water Action Plan, we request that the following be added below 2. *Evaluation Criteria*:
  - e) *Drought resilient, hydrologically independent supplies such as potable reuse, recycled water and desalination are considered fully reliable under all historical drought hydrology and plausible climate change effects.*
- Water Shortage Contingency Plan, Recommendation, **Contents of the Water Shortage Contingency Plans** (Section 3.2.3.) This section should be clarified to acknowledge that in some cases where water suppliers have in place or may invest in drought resilient, hydrologically independent supplies, these agencies may in fact not experience shortages under drought conditions. In light of this, we recommend the following language be added to 4. *Shortage Levels. Evaluation Criteria*:
  - o *Water suppliers with a substantial portfolio of drought resilient, hydrologically independent base supplies may not experience shortage conditions due to drought or climate change. Water suppliers with validated, reliable, base water supplies of this type shall only be required in WSCPs to address shortage levels up to the maximum percentage that can be feasibly caused by dry hydrologic conditions.*

- Additional Dry Year Analyses (Section 3.2.3). We do not support the State's proposal to require "one or more <additional> dry years" to be analyzed as part of the annual water budget forecast. We would support an analysis of one additional dry year in the forecast, if conditions require a water supplier to implement its water shortage contingency plan.
- Water Shortage Contingency Plans (page 3-13). It must be made clear that should an agency implement its defined shortage response actions (SRA's) that effectively move the agency out of a shortage condition, then there is no need for the agency to declare an emergency, or be considered to be in an emergency shortage condition by the DWR or SWRCB.
- Drought Planning for Small Water Suppliers and Rural Communities, Recommendations (Section 3.3.3.) NMWD's West Marin service area has only 780 accounts and is considered a small water system, has already established its' own water shortage contingency plan and should retain the flexibility to maintain authority to implement that plan and coordinate with the County of Marin and not be subject to a new duplicative countywide effort.

Thank you for the opportunity to comment. We look forward to continued collaboration with staff of the State agencies to develop a framework by the January 2017 deadline that meets the objectives of the EO while preserving local water supplier authority and providing flexibility in implementation.

Sincerely,

Chris DeGabriele  
 General Manager  
 North Marin Water District

Cc:

The Honorable State Senator Mike McGuire, District 2  
 The Honorable Assemblyman Marc Levine, District 10  
 The Honorable Frances Spivy-Weber, Vice Chair, State Water Resources Control Board  
 The Honorable Dorene D'Adamo, Member, State Water Resources Control Board  
 The Honorable Steven Moore, Member, State Water Resources Control Board  
 The Honorable Tam Doduc, Member, State Water Resources Control Board  
 Ms. Kim Craig, Deputy Cabinet Secretary, Office of Governor Edmund G. Brown Jr.  
 Mr. Tom Howard, Executive Director, State Water Resources Control Board  
 Mr. Eric Oppenheimer, Chief Deputy Director, State Water Resources Control Board  
 Mr. Gary B. Bardini, Deputy Director, Integrated Water Management, Department of Water Resources  
 Mr. Kamyar Guivetchi, Manager, Statewide Integrated Water Management, Department of Water Resources



DRAFT: 12/19/2016

VIA EMAIL: [wue@water.ca.gov](mailto:wue@water.ca.gov); [commentletters@waterboards.ca.gov](mailto:commentletters@waterboards.ca.gov)

December 19, 2016

The Honorable Felicia Marcus, Chair  
State Water Resources Control Board  
1001 I Street, 24th Floor  
Sacramento, CA 95814

The Honorable Mark Cowin, Director  
California Department of Water Resources  
P.O. Box 942836, Room 1115-1  
Sacramento, CA 94236-0001

SUBJECT: Sonoma Marin Saving Water Partnership Comments on "Making Water Conservation a California Way of Life" November 2016 Public Review Draft

Dear Chair Marcus and Director Cowin:

The Sonoma Marin Saving Water Partnership (SMSWP or Partnership) offer the below comments on the subject Public Review Draft. SMSWP members include the Cities of Cotati, Petaluma, Rohnert Park, Santa Rosa, Sonoma, Town of Windsor, and the Marin Municipal, North Marin and Valley of the Moon Water District's, Cal-American Water (Larkfield-Wikiup) and Sonoma County Water Agency. We would like to express our ongoing appreciation for the opportunities that the State has offered to provide input in this process. We continue to be committed to helping define a successful framework to help California prepare for and respond to future droughts, and to promote the long-term efficiency of water use. We would like to collaborate with you and your colleagues in the Brown Administration to craft a legislative package that we can all support.

While we are largely supportive of the initial recommendations in the Draft Report, we cannot support any policy that allows the State Agencies sole decision making authority in determining future water-use budgets, prohibitions or performance measures. Such authority would usurp the responsibility of decision makers who are locally elected by registered voters and responsive to the individual customers within the jurisdictions we serve. We believe the new water-use target setting effort is a complicated process and any resulting water savings for the Partnership or its' individual members cannot yet be determined. Development of the water-use budgets must include a formal stakeholder involvement process, allowing for local input on technical, administrative and political considerations to hopefully avoid potential unintended consequences.





The conservation framework must take into account the One Water policy perspective, seeking a balanced and integrated approach to sustainable water management. Water sustainability and drought resilience must be measured in terms of BOTH water-use efficiency and the development of new supplies and storage.

To that end, we are concerned that the uncertainty associated with unknown future conservation regulations will serve as a significant *disincentive* for the development of new sustainable supply sources (including recycled water) and storage by local agencies, and we strongly believe that this would be an unwise direction for California to take. As such, several of our comments are aimed at improving incentives for new supply development while maintaining water-use efficiency principles.

SMSWP has identified the elements of the Public Review Draft that we support and which we believe will improve water management in the future; and we have provided specific feedback aimed at improving the proposal. We support the enforcement of water-use efficiency targets in 2025, the transition to a five-year drought planning sequence based on local historical hydrology adjusted with climate change projections in the Urban Water Management Plan, and the additional components proposed for the Water Shortage Contingency Plans – communication plan, specific compliance and exemption procedures, monitoring and reporting protocols and a regular review process. We also believe that providing State agencies with our annual supply and demand assessments will facilitate better understanding of hydrologic conditions throughout the state.

We have identified the following areas of continued concern, which we look forward to resolving with the Executive Order (EO) agencies in the final report (the citations in each comment refer to the relevant section(s) of the Public Review Draft).

### **Using Water More Wisely**

#### Section 2.1 Emergency Conservation Regulations for 2017

- As the State Water Resources Control Board (SWRCB) considers extending the emergency regulation in January/February 2017, they must consider that many parts of the state are not experiencing emergency drought conditions due to improved hydrologic conditions, development of drought resilient supplies, or both. The SWRCB should rescind the emergency conservation regulations for those areas with adequate supplies, and focus on those communities that require assistance in meeting the water demands of their local community. The SWRCB could continue its “stress test” demand reduction measures for areas in which supplies are inadequate in 2017 to meet normal demands.

#### Section 2.2 Permanent Prohibition of Wasteful Practices

- We request that the EO agencies include language to exempt residents from these prohibitions in the case of a public health or safety emergency and that uniform



definitions of “measurable rainfall” and “street medians” be provided. We also ask that it be made clear in Section 2.2.4 that it will be the responsibility of local agencies to enforce these new regulations.

- We request that the EO agencies include language to exempt Urban Retail Water Suppliers from permanent monthly reporting during periods when shortage conditions are not in effect. (See comments herein regarding Section 3.2 Water Shortage Contingency Plans).
- We request that any mandatory reporting of water production include the number of days in the meter read cycle so that any comparison with past data is normalized over a consistent time period.

### Section 3.1 New Water Use Targets

#### *General*

- Alternative Target-setting Approach (Sections 3.1.1 and 3.1.2.) We continue to request that the State include optional approaches to the strengthened standards target-setting process that build on the elements of SB x7-7, as is directed by the EO. Expansion of the State agencies' water budget based proposal to provide for alternative target-setting approaches that can be customized to unique local conditions, would be equally effective in reducing water use and would allow for alternative methods to reducing water demands that could be more cost-effective for some agencies to implement. This is particularly important for water agencies that lack resources or capacity to implement water budget programs, or for water agencies that would benefit from this additional flexibility. SMSWP also believes that a regional compliance approach should be allowed as an option.
- No Impact on Water Rights. The new water use efficiency program requirements must not adversely affect water rights or contracts held by water suppliers in California, and must explicitly recognize the ability of water suppliers to use or transfer the conserved water, pursuant to Water Code Section 1011. These provisions are already contained in Water Code Sections 10608 et seq. (SB x7-7), and must be maintained in any modifications thereto or in any new Water Code language to implement the Executive Order. We ask that language be added to the executive summary and introduction clearly stating the state's intent to preserve water rights as the elements of the Executive Order are implemented.
- Sustainable Water Management. When setting water use standards, it is imperative for the EO agencies to recognize that water conservation by itself is not going to result in a resilient supply that can manage severe shortage situations, which the state is likely to face in the future. As described in Governor Brown's California Water Action Plan, an integrated and sustainable approach must include both water use efficiency and local supply development. When considering lowering the standards on water use, the state



must take into account local efforts in developing drought resilient supplies, as mentioned in section 4.2.2 of the Public Review Draft.

### *Indoor and Outdoor Standards*

- Water Use Efficiency Standards and Reporting (Section 3.1.3.) We support the proposal to establish 55 gallons per capita per day (GPCD) as the initial indoor use standard and the use of MWELo standards in place when landscapes were installed as the outdoor use standard for residential properties when using the proposed method for determining compliance with the new efficiency targets in 2025. The landscape standard should be applied to all irrigable areas of parcels within the urban retail water supplier's service area. We support reporting on compliance with the 2025 targets in the 2025 Urban Water Management Plan. We do not support annual reporting on targets either before or after the 2025 Plan. Finally, while we are open to considering lower water use standards for residential customers in future years, we insist that any such consideration be inclusive of a public stakeholder process.
- Indoor Standards Workgroup (Section 3.1.3.) Similar to the Landscape Area Measurement Workgroup, which is to assist the state in developing the outdoor irrigation standard, the EO agencies should form an Indoor Standards Workgroup to assist the state in evaluating the data and research to be utilized in determining the 2025 indoor standard. As part of this effort, the EO agencies must conduct a scientific evaluation to identify potential impacts on wastewater systems and recycled water/potable reuse production before the proposed indoor water use standard is modified below 55 GPCD.
- Landscape Area Measurement Data (Section 3.1.3.) We request that the State provide to water suppliers either the detailed, verified landscape data for every parcel in a water agency that chooses to use the water use efficiency compliance method defined in the Public Review Draft or provide the funding for the local agency to perform this analysis. A significant amount of data and technical assistance, as well as dedication of precious fiscal resources, will be required to implement these standards. The process and methods to obtain and disseminate the data will need to be transparent and technically sound in order to ensure credibility with the public and local decision makers.

In lieu of using state-supplied landscape data, water suppliers should be allowed to use self-supplied landscape and evapotranspiration data of equivalent or superior quality to develop targets. Additional landscape data provided by water suppliers could be used to address unique conditions in a service area such as agricultural land or to provide updated landscape area reflecting service area growth. Any landscape data provided by the water supplier would be required to incorporate landscape area assumptions and definitions consistent with those used in the state-supplied data set. We urge the State to take a deliberate and iterative approach that includes verification of accuracy by an



independent third party and allows sufficient time to test the proposed standards and make refinements as necessary. In this regard, any delay in the availability of verified landscape data should be reflected in compliance deadlines for water suppliers.

- Variiances (Section 3.1.3.) We request that the EO agencies develop and implement a variance process to allow for the establishment of indoor and outdoor water use standards according to a urban retail water supplier's unique local conditions, such as providing more water than the average for large animals, swamp coolers, home food production, etc. We ask that the draft framework include the development of variiances and a variance process through a collaborative effort with water industry stakeholders.
- Recycled Water (Section 3.1.3.) The recycling and reuse of water is considered an efficient use of supplies and therefore should be removed from the water production calculations for determining compliance with 2025 targets, consistent with SB x7-7 (as is noted on pages 3-2 and 3-3 of this report). This approach will ensure incentives for the continued development of recycling and potable reuse projects, which are critical to a resilient and sustainable water supply future for California.

We appreciate that the State wants to ensure that all water, including recycled water, is used efficiently. However, there are already strict prohibitions on recycled water producers, distributors and end users to prevent the release of recycled water into the environment. Including areas irrigated with recycled water in the outdoor water use target effectively applies a second set of runoff prohibitions on these areas. This would be a disincentive to expanding the use of recycled water to offset potable water for irrigation. Furthermore, when urban retail water agencies receive credit for converting irrigated areas to recycled water, it promotes the expansion of recycled water into urban areas. This is essential to making the very expensive recycled water conversions cost effective. The SWRCB Recycled Water Policy (RW Policy, effective April 25, 2013) adopted goals for California to increase the use of recycled water over 2002 levels by at least one million acre-feet per year (afy) by 2020 and by at least two million afy by 2030. Included in the RW Policy goals is the "substitution of as much recycled water for potable water as possible by 2030." Any disincentive to expanding the use of recycled water will make the RW Policy goals unreachable.

#### *Commercial and Industrial Performance Standards*

- Commercial, Industrial, and Institutional (CII) Performance Measures (Section 3.1.3.) We support the exemption of CII water uses from volumetric targets. We conceptually support the establishment of performance measures for the CII sector but recommend that a CII workgroup with representative members from a broad spectrum of industries be engaged in the establishment of performance measures rather than by dictate in this report. Participation by industry along with water supplier representatives will help ensure Performance Measures are appropriate, effective and result in efficient water use



without impairing economic activity. Further, we believe the stakeholder process is essential for achieving long-term support of Conservation as a Way of Life in the CII sector. The development of Performance Measures should build on the CII taskforce report completed in 2013. We also request the language concerning audits be revised to read:

*Work with willing CII customers to conduct representative water-use audits or water management plans for CII accounts over a specified size, volume, or percentage threshold or an equivalent measure determined by the CII workgroup.*

#### *Water Loss*

- Water Loss Requirements (Sections 2.3.3 and 3.1.3.) The Draft describes the requirements of SB 555 and the actions planned by DWR, CPUC and the SWRCB in Section 2.3.3, including potential loss standards and enforcement tools. We do not support also including water loss requirements in overall efficiency targets, as doing so creates an unnecessary, redundant and potentially conflicting compliance requirement.

#### *Implementation and Enforcement*

- Legislative Role in Updates to Water Use Targets (Section 3.1.3.) Any revisions of the standards and CII performance measures beyond the 2025 compliance period must only be implemented through future legislation. The role of the legislature in crafting and refining California's water use policies and water use efficiency standards is critical, as is the role of the legislature in providing agency oversight and accountability.
- Enforcement Measures (Section 3.1.4.) The consequences for a water supplier that fails to meet its 2020 water use efficiency standard now consists of that water supplier becoming ineligible for State grant and/or loan funding. Water Code Section 10608.56 includes additional provisions that condition the imposition of such sanctions. We believe that these sanctions provide adequate incentive for water suppliers to achieve the water use efficiency standards proposed in the Public Review Draft and that any other financial penalties or enforcement processes would be unnecessary and counterproductive.
- Timeline Feasibility (section 4.3.) The EO agencies have proposed a significant number of important tasks to be completed between 2017 and 2018. We request that the state provide additional details on specific timelines and hold a workshop to ensure the schedule is realistic by seeking input from water suppliers regarding the possible impacts/constraints on staff and budget.



## Eliminating Water Waste

### Section 2.2 Monthly Reporting and Permanent Prohibition of Wasteful Practices

- Existing Authority (Section 2.2.3.) The Public Review Draft notes that the EO agencies plan to implement monthly reporting requirements and permanent water use prohibitions through existing authority. We request that the State provide more detailed information about the specific statutes that provide this authority.
- Stakeholder Input (Section 2.2.3.) A stakeholder workgroup should be formed as part of the rulemaking process to ensure the reports submitted monthly serve a meaningful purpose to the state and public and that the statewide permanent prohibitions are appropriate for communities throughout the state.

## Strengthening Local Drought Resilience

### Section 3.2 Water Shortage Contingency Plans

- Water Shortage Contingency Plan, Recommendation **Updated Contents of the Urban Water Management Plans** (Section 3.2.3.) In order to acknowledge the benefit of developing drought resilient, hydrologically independent supplies consistent with the California Water Action Plan, we request that the following be added below 2. *Evaluation Criteria*:
  - e) *Drought resilient, hydrologically independent supplies such as potable reuse, recycled water and desalination are considered fully reliable under all historical drought hydrology and plausible climate change effects.*
- Water Shortage Contingency Plan, Recommendation, **Contents of the Water Shortage Contingency Plans** (Section 3.2.3.) This section should be clarified to acknowledge that in some cases where water suppliers have in place or may invest in drought resilient, hydrologically independent supplies, these agencies may in fact not experience shortages under drought conditions. In light of this, we recommend the following language be added to 4. *Shortage Levels, Evaluation Criteria*:
  - o *Water suppliers with a substantial portfolio of drought resilient, hydrologically independent base supplies may not experience shortage conditions due to drought or climate change. Water suppliers with validated, reliable, base water supplies of this type shall only be required in WSCPs to address shortage levels*



*up to the maximum percentage that can be feasibly caused by dry hydrologic conditions.*

- Additional Dry Year Analyses (Section 3.2.3). We do not support the State's proposal to require "one or more <additional> dry years" to be analyzed as part of the annual water budget forecast. We would support an analysis of one additional dry year in the forecast, if conditions require a water supplier to implement its water shortage contingency plan.
- Water Shortage Contingency Plans (page 3-13). It must be made clear that should an agency implement its defined shortage response actions (SRA's) that effectively move the agency out of a shortage condition, then there is no need for the agency to declare an emergency, or be considered to be in an emergency shortage condition by the DWR or SWRCB.
- Drought Planning for Small Water Suppliers and Rural Communities, Current Status (Section 3.3.1.) While SGMA implementation will be important to future water supplies in California, and sustainable groundwater management will be a key element of preparing for and responding to future droughts, we believe the Draft mischaracterizes the authority and responsibility of GSAs relative to Drought Planning for Small Water Suppliers and Rural Communities. We believe that drought planning for specific water systems and assurance of future water supplies is beyond the scope of SGMA, and recommends this reference (p 3-16, second column, lines 5-11) be removed from the document. While GSAs must consider the interests of all water users, they do not have an explicit obligation for water supply reliability to any user.
- Drought Planning for Small Water Suppliers and Rural Communities, Recommendations (Section 3.3.3.) We support the effort to improve drought planning for small and rural water suppliers but do not recommend adding additional requirements to Groundwater Sustainability Plans without appropriate and necessary stakeholder input. We request the coordination language be revised to read:
  5. *Coordination – Work with stakeholders to develop opportunities to coordinate SGMA efforts and drought planning. Evaluate options for reflecting drought planning and responses in Groundwater Sustainability Plans.*
- Drought Planning for Small Water Suppliers and Rural Communities, Recommendations (Section 3.3.3.) SMSWP members currently operate three Small water systems. Those small water systems which have already established their own shortage plans should retain the flexibility to maintain that authority to implement their shortage plans and coordinate with their respective water wholesaler or County and not be subject to a new duplicative countywide effort.



Thank you for the opportunity to comment. We look forward to continued collaboration with staff of the State agencies to develop a framework by the January 2017 deadline that meets the objectives of the EO while preserving local water supplier authority and providing flexibility in implementation.

Sincerely,

Chris DeGabriele  
General Manager  
North Marin Water District  
Chair Technical Advisory Committee to  
SCWA

Cc:

The Honorable State Senator Mike McGuire, District 2  
The Honorable Assemblyperson Cecilia M. Aguiar-Curry, District 4  
The Honorable Assemblyman Marc Levine, District 10  
The Honorable Assemblyman Jim Wood, District 2  
The Honorable Frances Spivy-Weber, Vice Chair, State Water Resources Control Board  
The Honorable Dorene D'Adamo, Member, State Water Resources Control Board  
The Honorable Steven Moore, Member, State Water Resources Control Board  
The Honorable Tam Doduc, Member, State Water Resources Control Board  
Ms. Kim Craig, Deputy Cabinet Secretary, Office of Governor Edmund G. Brown Jr.  
Mr. Tom Howard, Executive Director, State Water Resources Control Board  
Mr. Eric Oppenheimer, Chief Deputy Director, State Water Resources Control Board  
Mr. Gary B. Bardini, Deputy Director, Integrated Water Management, Department of Water Resources  
Mr. Kamyar Guivetchi, Manager, Statewide Integrated Water Management, Department of Water Resources



DRAFT: 12/14/2016

VIA EMAIL: [wue@water.ca.gov](mailto:wue@water.ca.gov); [commentletters@waterboards.ca.gov](mailto:commentletters@waterboards.ca.gov)

December 19, 2016

The Honorable Felicia Marcus, Chair  
State Water Resources Control Board  
1001 I Street, 24th Floor  
Sacramento, CA 95814

The Honorable Mark Cowin, Director  
California Department of Water Resources  
P.O. Box 942836, Room 1115-1  
Sacramento, CA 94236-0001

SUBJECT: Comments on "Making Conservation a California Way of Life" November 2016 Public Review Draft

Dear Chair Marcus and Director Cowin:

The undersigned water suppliers and associations comprise designated members of the Urban Advisory Group (UAG) convened by the State to provide input on the framework for implementation of Executive Order B-37-16 (EO) and additional participants in the recent stakeholder outreach process. Many of us submitted a joint comment letter and detailed recommendations dated October 18, 2016, and we include that package with this letter, as it continues to be germane to the Public Review Draft. We would also like to draw your attention to a comment letter being submitted today from the American Water Works Association, California-Nevada Chapter, which pertains to portions of the Public Review Draft.

We would like to express our ongoing appreciation for the opportunities that the State has offered to provide input in this process. We continue to be committed to helping define a successful framework to help California prepare for and respond to future droughts, and to promote the long-term efficiency of water use. We would like to collaborate with you and your colleagues in the Brown Administration to craft a legislative package that we can all support.

While we are largely supportive of the initial recommendations in the Draft Report, we cannot support any policy that allows the State Agencies carte blanche in determining future water-use budgets, prohibitions or performance measures. We believe all new water-use target setting efforts must include a formal stakeholder involvement process, allowing for input on technical considerations and the potential for unintended consequences.

The conservation framework must take into account the One Water policy perspective, seeking a balanced and integrated approach to sustainable water management. Water sustainability and drought resilience must be measured in terms of BOTH water-use efficiency and the development of new supplies and storage.

To that end, we are concerned that the uncertainty associated with unknown future conservation regulations will serve as a significant *disincentive* for the development of new sustainable supply sources and storage by local agencies, and we strongly believe that this would be an unwise direction for California to take. As such, several of our comments are aimed at improving incentives for new supply development while maintaining water-use efficiency principles.

Similar to the approach we took in October, we have identified the elements of the Public Review Draft that we support that we believe will improve water management in the future, and we have provided specific feedback aimed at improving the proposal. We support the enforcement of water use efficiency targets in 2025, the transition to a five-year drought planning sequence in the Urban Water Management Plan, and the additional components proposed for the Water Shortage Contingency Plans – communication plan, specific compliance and exemption procedures, monitoring and reporting protocols and a regular review process. We also believe that providing State agencies with our annual supply and demand assessments will facilitate better understanding of hydrologic conditions throughout the state.

We have identified the following areas of continued concern, which we look forward to resolving with the Executive Order agencies in the final report (the citations in each comment refer to the relevant section(s) of the Public Review Draft).

### **Using Water More Wisely**

#### Section 2.1 Emergency Conservation Regulations for 2017

- As the State Water Resources Control Board (SWRCB) considers extending the emergency regulation in January/February 2017, they must consider that many parts of the state are not experiencing emergency drought conditions due to improved hydrologic conditions, development of drought resilient supplies, or both. The SWRCB should rescind the emergency conservation regulations for those areas with adequate supplies, and focus on those communities that require assistance in meeting the water demands of their community. The SWRCB could continue its “stress test” demand reduction measures for areas in which supplies are inadequate in 2017 to meet normal demands.

#### Section 2.2 Permanent Prohibition of Wasteful Practices

- We request that the EO agencies include language to exempt residents from these prohibitions in the case of a public health or safety emergency and that uniform definitions of “measurable rainfall” and “street medians” be provided. We also ask that it be made clear in Section 2.2.4 that it will be the responsibility of local agencies to enforce these new regulations.

#### Section 2.4 Process for Determining Cost-Effectiveness of Water Conservation and Energy Efficiency

- It is stated in this section that the cost-effectiveness of potential appliance standards is based on the value of the water or energy saved, the effect on product efficacy for the consumer, and the life-cycle cost of complying with the standard to the consumer. The California Energy Commission (CEC) assesses the cost effectiveness of a proposed appliance standard by surveying and comparing the cost and operation of compliant and non-compliant appliances. Any increased costs must be offset by water and energy savings due to the increase in appliance

efficiency. We call on the CEC to include potential wastewater system impacts as a valid life-cycle cost associated with indoor appliances when conducting its cost-effectiveness analysis. "

### Section 3.1 New Water Use Targets

#### *General*

- Alternative Target-setting Approach (Sections 3.1.1 and 3.1.2.) We continue to request that the State include optional approaches to the strengthened standards target-setting process that build on the elements of SB x7-7, as is directed by the EO. Expansion of the State agencies' water budget based proposal to provide for alternative target-setting approaches that can be customized to unique local conditions, would be equally effective in reducing water use and would allow for alternative methods to reducing water demands that could be more cost-effective for some agencies to implement. This is particularly important for water agencies that lack resources or capacity to implement water budget programs, or for water agencies that would benefit from this additional flexibility. We also believe that a regional compliance approach should be allowed as an option.
- No Impact on Water Rights. The new water use efficiency program requirements must not adversely affect water rights or contracts held by water suppliers in California, and must explicitly recognize the ability of water suppliers to use or transfer the conserved water, pursuant to Water Code Section 1011. These provisions are already contained in Water Code Sections 10608 et seq. (SB x7-7), and must be maintained in any modifications thereto or in any new Water Code language to implement the Executive Order. We ask that language be added to the executive summary and introduction clearly stating the state's intent to preserve water rights as the elements of the Executive Order are implemented.
- Sustainable Water Management. When setting water use standards, it is imperative for the EO agencies to recognize that water conservation by itself is not going to result in a resilient supply that can manage severe shortage situations, which the state is likely to face in the future. As described in Governor Brown's California Water Action Plan, an integrated and sustainable approach must include both water use efficiency and local supply development. When considering lowering the standards on water use, the state must take into account local efforts in developing drought resilient supplies, as mentioned in section 4.2.2 of the Public Review Draft.

#### *Indoor and Outdoor Standards*

- Water Use Efficiency Standards and Reporting (Section 3.1.3.) We support the proposal to establish 55 gallons per capita per day (GPCD) as the indoor use standard and the use of MWELO standards in place when landscapes were installed as the outdoor use standard for residential properties, when using the proposed method, for determining compliance with the new efficiency targets in 2025. The landscape standard should be applied to irrigable areas of parcels. We support reporting on compliance with the 2025 targets in the 2025 Urban Water Management Plan. We do not support annual reporting on targets either before or after the 2025 Plan. Finally, while we are open to considering lower water use standards for residential

customers in future years, we insist that any such consideration be inclusive of a public stakeholder process.

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In lieu of using state-supplied landscape data, water suppliers should be allowed to use self-supplied landscape data of equivalent or superior quality to develop targets. Additional landscape data provided by water suppliers could be used to address unique conditions in a service area such as agricultural land or to provide updated landscape area reflecting service area growth. Any landscape data provided by the water supplier would be required to incorporate landscape area assumptions and definitions consistent with those used in the state-supplied data set. We urge the State to take a deliberate and iterative approach that includes verification of accuracy by an independent third party and allows sufficient time to test the proposed standards and make refinements as necessary. In this regard, any delay in the availability of verified landscape data should be reflected in compliance deadlines for water suppliers.

- Variances (Section 3.1.3.) We request that the EO agencies develop and implement a variance process to allow for the establishment of indoor and outdoor water use standards according to a water supplier's unique conditions, such as providing more water than the average for large animals, swamp coolers, home food production, etc. We ask that the draft framework include the development of variances and a variance process through a collaborative effort with water industry stakeholders.
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- Water Loss Requirements (Sections 2.3.3 and 3.1.3.) The Draft describes the requirements of SB 555 and the actions planned by DWR, CPUC and the SWRCB in Section 2.3.3, including potential loss standards and enforcement tools. We do not support also including water loss requirements in overall efficiency targets, as doing so creates an unnecessary, redundant and potentially conflicting compliance requirement.
- Reporting, Compliance Assistance and Enforcement (Section 2.3.4.) We support submittal of validated water loss audit reports to the California Department of Water Resources (DWR) by October 1, 2017 as is already required by law. However, we do not support the provision to disqualify agencies that do not submit these reports by that date from eligibility for DWR grants and loans.

### *Implementation and Enforcement*

- Legislative Role in Updates to Water Use Targets (Section 3.1.3.) Any revisions of the standards and CII performance measures beyond the 2025 compliance period must only be implemented through future legislation. The role of the legislature in crafting and refining California's water use policies and water use efficiency standards is critical, as is the role of the legislature in providing agency oversight and accountability.
- Enforcement Measures (Section 3.1.4.) The consequences for a water supplier that fails to meet its 2020 water use efficiency standard consist of that water supplier becoming ineligible for State grant funding. Water Code Section 10608.56 includes additional provisions that condition the imposition of such sanctions. We believe that these sanctions provide adequate incentive for water suppliers to achieve the water use efficiency standards proposed in the Public Review

Draft and that any other financial penalties or enforcement processes would be unnecessary and counterproductive.

- Timeline Feasibility (section 4.3.) The EO agencies have proposed a significant number of important tasks to be completed between 2017 and 2018. We request that the state provide additional details on specific timelines and hold a workshop to ensure the schedule is realistic by seeking input from water suppliers regarding the possible impacts/constraints on staff and budget.

## Eliminating Water Waste

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- Existing Authority (Section 2.2.3.) The Public Review Draft notes that the EO agencies plan to implement monthly reporting requirements and permanent water use prohibitions through existing authority. We request that the State provide more detailed information about the specific statutes that provide this authority.
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### Section 3.2 Water Shortage Contingency Plans

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  - *Water suppliers with a substantial portfolio of drought resilient, hydrologically independent base supplies may not experience shortage conditions due to drought or*

*climate change. Water suppliers with validated, reliable, base water supplies of this type shall only be required in WSCPs to address shortage levels up to the maximum percentage that can be feasibly caused by dry hydrologic conditions.*

- Additional Dry Year Analyses (Section 3.2.3). We do not support the State’s proposal to require “one or more <additional> dry years” to be analyzed as part of the annual water budget forecast. We would support an analysis of one additional dry year in the forecast, if conditions require a water supplier to implement its water shortage contingency plan.
- Water Shortage Contingency Plans (page 3-13). It must be made clear that should an agency implement its defined shortage response actions (SRA’s) that effectively move the agency out of a shortage condition, then there is no need for the agency to declare an emergency, or be considered to be in an emergency shortage condition by the DWR or SWRCB.
- Drought Planning for Small Water Suppliers and Rural Communities, Current Status (Section 3.3.1.) While SGMA implementation will be important to future water supplies in California, and sustainable groundwater management will be a key element of preparing for and responding to future droughts, we believe the Draft mischaracterizes the authority and responsibility of GSAs relative to Drought Planning for Small Water Suppliers and Rural Communities. We believe that drought planning for specific water systems and assurance of future water supplies is beyond the scope of SGMA, and recommends this reference (p 3-16, second column, lines 5-11) be removed from the document. While GSAs must consider the interests of all water users, they do not have an explicit obligation for water supply reliability to any user.
- Drought Planning for Small Water Suppliers and Rural Communities, Recommendations (Section 3.3.3.) We request that the framework clarify that those small water systems which have already established their own shortage plans should retain the flexibility to maintain the authority to implement their shortage plans and coordinate with their respective water wholesaler or County and not be subject to a new duplicative countywide effort.
- Drought Planning for Small Water Suppliers and Rural Communities, Recommendations (Section 3.3.3.) We support the effort to improve drought planning for small and rural water suppliers but do not recommend adding additional requirements to Groundwater Sustainability Plans without appropriate and necessary stakeholder input. We request the coordination language be revised to read:

5. *Coordination – Work with stakeholders to develop opportunities to coordinate SGMA efforts and drought planning. Evaluate options for reflecting drought planning and responses in Groundwater Sustainability Plans.*

Thank you for the opportunity to comment. We look forward to continued collaboration with staff of the State agencies to develop a framework by the January 2017 deadline that meets the objectives of the EO while preserving local water supplier authority and providing flexibility in implementation.

Sincerely,

Cc:

The Honorable Frances Spivy-Weber, Vice Chair, State Water Resources Control Board  
The Honorable Dorene D'Adamo, Member, State Water Resources Control Board  
The Honorable Steven Moore, Member, State Water Resources Control Board  
The Honorable Tam Doduc, Member, State Water Resources Control Board  
Ms. Kim Craig, Deputy Cabinet Secretary, Office of Governor Edmund G. Brown Jr.  
Mr. Tom Howard, Executive Director, State Water Resources Control Board  
Mr. Eric Oppenheimer, Chief Deputy Director, State Water Resources Control Board  
Mr. Gary B. Bardini, Deputy Director, Integrated Water Management, Department of Water Resources  
Mr. Kamyar Guivetchi, Manager, Statewide Integrated Water Management, Department of Water Resources




17

MEMORANDUM

To: Board of Directors

December 16, 2016

From: Chris DeGabriele, General Manager 

Subject: LAFCO Special District Member Call for Nominations

t:\gm\lafco\bod memo lafco regular 2016.doc

Marin LAFCO is calling for nominations for a Regular Special District Member (attached). The term of office is four years and commences on May 1, 2017. Nominations can be received up to January 31, 2017. The nomination form and nominee qualifications are included with the attachment.



# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

## CALL FOR NOMINATIONS

December 13, 2016

**TO:** Presiding Officers  
Independent Special Districts in Marin County

**FROM:** Keene Simonds, Executive Officer

**SUBJECT:** **Call for Nominations |  
Four-Year Term as Regular Special District Member**

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 states the composition of Local Agency Formation Commissions (LAFCOs) shall include seven regular members divided between county (two), city (two), special district (two), and public (one) representation. Each represented category has one alternate. Appointments for the county, city, and special district seats are made by the board of supervisors, city selection committee, and the special district selection committee, respectively. LAFCOs – importantly and through their Executive Officers – are also authorized to conduct an election for special district members should they independently determine a meeting of the special district selection committee is infeasible.

### A. Call for Nominations

Marin LAFCO respectfully calls for nominations among all 30 independent special districts in Marin County to serve as a regular voting member on the Commission. The term of office is four years and commences on May 1, 2017. Additional information pertinent to the nomination process follows.

#### Eligibility Criteria

Any elected or appointed member of an independent special district in Marin County may be nominated to serve as a special district representative on Marin LAFCO.

#### Authorized Nominations

Only the presiding officer or his or her alternate as designated by the governing board are authorized to nominate a special district member to serve on Marin LAFCO.

#### Form of Nominations

Nominations should be submitted by letter or email identifying the nominee and their special district along with qualification statements and/or related background materials. Emails should be directed to [ksimonds@marinlafco.org](mailto:ksimonds@marinlafco.org).

**Administrative Office**  
Keene Simonds, Executive Officer  
1405 Los Gatos Drive, Suite 200  
San Rafael, California 94903  
T: 415-448-5877 E: [staff@marinlafco.org](mailto:staff@marinlafco.org)  
[www.marinlafco.org](http://www.marinlafco.org)

Judy Arnold, Regular  
County of Marin  
Damon Conolly, Regular  
County of Marin  
Kate Sears, Alternate  
County of Marin

Carla Condon, Vice Chair  
Town of Corte Madera  
Sashi McEntee, Regular  
City of Mill Valley  
Matthew Brown, Alternate  
City of San Anselmo

Jack Baker, Regular  
North Marin Water District  
Craig K. Murray, Regular  
Las Gallinas Valley Sanitary  
Lew Kious, Alternate  
Almonte Sanitary District

Jeffrey Blanchfield, Chair  
Public Member  
Chris Burdick, Alternate  
Public Member

Nomination Allowances/Limitations

Only one nomination can be made by the presiding officer or their alternate per each independent special district. Nominations can be drawn from within the governing board or from another independent special district in Marin County.

Nomination Deadline

All nominations must be submitted to Marin LAFCO by email or standard mail no later than January 31, 2017. Nominations received after this date will be returned.

**B. Post Nomination Steps**

Following the close of the nomination period Marin LAFCO will issue rank-choice ballots to all 30 independent special districts by certified mail on February 7, 2017. The ballots will identify all nominees and include any supporting materials provided to Marin LAFCO during the nomination process. Presiding officers or their alternates shall return signed ballots to Marin LAFCO by email (scan) or standard mail no later than March 28, 2017. Ballots received after this date will be returned.

At least 16 signed ballots need to be received by the referenced date to achieve the necessary quorum. Should a quorum be achieved Marin LAFCO staff will proceed to count the ballots on March 31, 2017 with the ability of any interested parties to observe. Any nominated candidate receiving over 50% of “1” choice votes will be elected. If no one receives a majority, the candidate with the least “1” choice votes will be eliminated and their votes will be redistributed among the remaining candidates. This process will continue until a candidate is elected. Attached is a flowchart summarizing the process.

**C. More Information**

All questions and related inquiries regarding the election process should be directed to Keene Simonds at 415-448-5877 or [ksimonds@marinlafco.org](mailto:ksimonds@marinlafco.org).

Attachments:

- 1) Flowchart on Special District Election Process with Timelines
- 2) Listing of All Independent Districts in Marin County
- 3) Marin LAFCO Procedures on Special District Elections



# Special District Election to Seat a Regular Member

Regular Member | Four-Year Term | Commences on May 1, 2017

Attachment One

## Step One

### Nominations

**December 13, 2016 to  
January 31, 2017**

Marin LAFCO calls for nominations among all 30 independent special districts on **December 13<sup>th</sup>**.

Presiding officers or their designees are authorized to submit nominations on the behalf of their special districts.

Nominations shall include statements and or related materials regarding candidates' qualifications.

Nominations must be submitted to Marin LAFCO by email or standard mail by **January 31<sup>st</sup>**.

## Step Two

### Balloting

**February 7, 2017 to  
March 28, 2017**

Marin LAFCO issues rank-choice ballots to all 30 independent special districts by certified mail on **February 7<sup>th</sup>**.

It is strongly encouraged - though not required - each special district assign a ranking preference to each candidate (i.e., "1", "2", "3" etc.) on their ballot.

Presiding officers or their designees are authorized to submit signed ballots on behalf of their special districts.

Signed ballots must be returned to Marin LAFCO by email (scan) or standard mail by **March 28<sup>th</sup>**.

## Step Three

### Election Count

**March 31, 2017**

At least 16 signed ballots must be received by Marin LAFCO to achieve the necessary quorum status.

Marin LAFCO staff will tally the ballots on **March 31<sup>st</sup>**. Anyone from the public is invited to observe the count.

Any nominated candidate receiving over 50% of "1" choice votes will be elected. If no one receives a majority, the candidate with the least "1" choice votes will be eliminated and their votes will be redistributed among the remaining candidates. This process will continue until a candidate is elected.

**Marin County  
Independent Special Districts  
(Alphabetical Order)**

1. Almonte Sanitary District
2. Alto Sanitary District
3. Bel Marin Key Community Services District
4. Bolinas Fire Protection District
5. Bolinas Public Utility District
6. Homestead Valley Sanitary District
7. Inverness Public Utility District
8. Kentfield Fire Protection District
9. Las Gallinas Valley Sanitary District
10. Marin City Community Services District
11. Marin County Resource Conservation District
12. Marin Healthcare District
13. Marin Municipal Water District
14. Marinwood Community Services District
15. Muir Beach Community Services District
16. North Marin Municipal Water District
17. Novato Fire Protection District
18. Novato Sanitary District
19. Richardson Bay Sanitary District
20. Ross Valley County Sanitary District 1
21. Sausalito-Marín City Sanitary District
22. Sleepy Hollow Fire Protection District
23. Southern Marin Fire Protection District
24. Stinson Beach Fire Protection District
25. Stinson Beach Water District
26. Strawberry Recreation District
27. Tamalpais Community Services District
28. Tiburon Fire Protection District
29. Tiburon County Sanitary District 5
30. Tomales Village Community Services District

**B. Procedures for Selection of Special District Members**

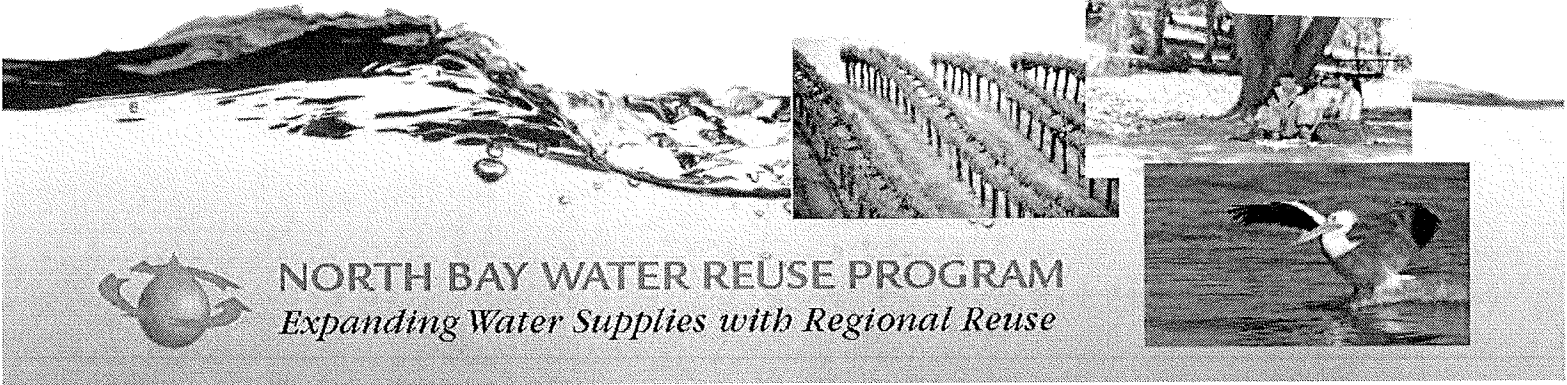
Government Code §56332(c)(1) provides for selection of regular and alternate special district members by a mail ballot process when the Executive Officer determines that a meeting of the Special District Selection Committee is not feasible. Meetings of the Marin County Special District Selection Committee have previously failed to reach a quorum, indicating the infeasibility of Selection Committee meetings. Accordingly, it is the policy of Marin LAFCO to conduct selection proceedings of regular and alternate special district members by a mail ballot process consistent with the procedures outlined below.

1. The Executive Officer shall initiate the mail ballot selection process for special district members 180 days prior to the pending expiration of the term of a special district member or immediately upon notification the eligibility of a special district member on Marin LAFCO will end prior to the expiration of his or her term.
2. The Executive Officer shall initiate the mail ballot process by distributing to each independent special district a call for nominations, including a schedule of the selection process and a copy of this policy. Nominations must be submitted in writing by special district governing boards within 60 days of the date of the call for nominations. The submittal of a nomination must include a statement of the candidate's qualifications. With the prior concurrence of any special district, the Executive Officer may transmit these materials to and receive nominations from that special district by electronic mail.
3. Within five working days of the close of the nomination period, the Executive Officer shall distribute by certified mail one ballot to each independent special district. The distribution of ballots shall include a statement of qualifications for each candidate on the ballot.
4. Ballots may be submitted by mail or facsimile or electronic mail within 60 days of distribution of the ballots. A majority of independent special district must cast ballots to select a special district member. Selection shall be made by majority of votes cast and a majority of independent special districts in Marin County.
5. Ballots cast by each special district must bear the signature of the district's presiding officer. If the presiding officer is unavailable, the district board may authorize another member of the board to cast the district's vote. Ballots may be returned to the Marin LAFCO office by mail or by facsimile or electronic mail.
6. All ballots and other records of each selection process shall be retained in the Marin LAFCO office for at least four years and shall be immediately available for public inspection.

7. When more than two candidates are nominated, the ballot form shall provide for selection by majority of votes cast through an "instant runoff" as follows:
  - a) Each district casting a vote shall rank the candidates in order of their preference. District boards would simply indicate a "1" next to their first choice, a "2" next to their second choice, a "3" next to their third choice etc.
  - b) In counting the votes by the Executive Officer, all first choice votes are counted. If any candidate receives over 50 percent of the first choice votes, that candidate is selected as special district member.
  - c) If no candidate receives a majority, then the candidate with the fewest "1" votes is eliminated. The ballots of the supporters of the eliminated candidate are then transferred to whichever of the remaining candidates they marked for their second choice. This process shall be continued until one candidate receives a majority and is selected as special district member.
8. Should a vacancy occur during a special district member's term of office, a new appointment shall be made for the unexpired term of the special district member or alternate member according to the process above.



18



**NORTH BAY WATER REUSE PROGRAM**  
*Expanding Water Supplies with Regional Reuse*

**BOARD OF DIRECTORS MEETING**

**AGENDA**

**Monday, December 19, 2016**  
**9:30 AM**

**Novato Sanitary District**  
**500 Davidson Street, Novato, CA 94945**

Members and Consultants unable to attend in person may call in: Phone: +1 (602) 567-4030  
 Access code: 2231; <https://Conferencing.brwncaid.com/conference/2231>

1. **Call to Order (1 minute)**
2. **Roll Call (1 minute)**
3. **Public Comment (3 minutes)**  
 (Any member of the public may address the Board at the commencement of the meeting on any matter within the jurisdiction of the Board. This should not relate to any item on the agenda. It is the policy of the Authority that each person addressing the Board limit their presentation to three minutes. Non-English speakers using a translator will have a time limit of six minutes. Any member of the public desiring to provide comments to the Board on an agenda item should do so at the time the item is considered. It is the policy of the Authority that oral comments be limited to three minutes per individual or ten minutes for an organization. Speaker's cards will be available in the Boardroom and are to be completed prior to speaking.)
4. **Introductions (2 minutes)**
5. **Board Meeting Minutes of October 24, 2016 (2 minutes)**  
 (The Board will consider approving the minutes from the October 24, 2016 Board meeting.)
6. **Report from the Chair (10 minutes)**  
 (The Chair will report on the following items.)
  - 6.a Consultant Progress Reports
  - 6.b Financial Reports
  - 6.c Recognize Supervisor Keith Caldwell's Contributions

**Action**  
**Pages 5 – 8**

**Information and Discussion**  
**Pages 11 – 18**  
**Pages 19 – 28**  
**Page 29**

**North Bay Water Reuse Authority • c/o Sonoma County Water Agency, 404 Aviation Boulevard, Santa Rosa, CA 95403**  
**707-235-8965 • NBWRA.org**

Las Gallinas Valley Sanitary District • Napa County • Napa Sanitation District • North Marin Water District  
 City of Petaluma • Marin County • Novato Sanitary District • Sonoma County Water Agency  
 Sonoma Valley County Sanitation District • Marin Municipal Water District • City of American Canyon

- Information and Discussion**  
Pages 30 – 31
7. **Board Information Requests (2 minutes)**  
(The Board will be provided with a brief update on their information requests.)
- Discussion and Action**  
Pages 32 – 43
8. **FY2016/17 Budget Amendments (10 minutes)**  
(The Board will consider the recommended FY 2016/17 Budget Amendments.)
- Information**  
Pages 44 – 57
9. **Program Development, Federal, and State Advocacy Update (10 minutes)**  
(The Board will be updated on Program Development, Federal and State Advocacy activities.)
- Information**  
Pages 58 – 62
10. **Engineering, Environmental, and Public Involvement Services Report (10 minutes)**  
(The Board will be provided with an update on the following activities.)
- Feasibility Study Report
- Discussion**  
Pages 63 – 64
11. **Items for Future Discussion and Action (5 minutes)**
- Information**  
Page 65
12. **Comments from Chair and Board Members (5 minutes)**  
(The Chair and Board members may make brief announcements or reports on his or her own activities, pose questions for clarification, and/or request that items be placed on a future agenda. Except as authorized by law, no other discussion or action may be taken.)
- Page 66
13. **Adjournment (1 minute)**

**Next Board Meeting**  
**Monday, January 23, 2017, 9:30 A. M., Novato City Hall**

(In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a Board meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the Program Manager at (510) 410-5923. Notification of at least 48 hours prior to the meeting or time when services are needed will assist in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service. A copy of all the documents constituting the agenda packet is available for public inspection prior to the meeting at 500 Davidson Street, Novato, CA 94945. Any person may request that a copy of the agenda or the agenda packet be mailed to them for a fee of \$.10 per page plus actual mailing costs. If you wish to request such a mailing, please contact Chuck Weir, Weir Technical Services, 3026 Ferndale Court, Pleasanton, CA 94588, 510-410-5923, [chuckweir@sbcglobal.net](mailto:chuckweir@sbcglobal.net). The agenda for each meeting is also available on-line at [www.nbwra.org](http://www.nbwra.org) and will be available at the meeting.)

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Sonoma Valley County Sanitation District • Marin Municipal Water District • City of American Canyon

# NBWRA Board Meeting

December 19, 2016



**NORTH BAY WATER REUSE PROGRAM**  
*Expanding Water Supplies with Regional Reuse*

## Today's Agenda

- ◆ Items 1-5: Meeting Business
- ◆ Item 6: Report from the Chair
- ◆ Item 7: Board Information Requests
- ◆ Item 8: FY 2016/17 Budget
- ◆ Item 9: Program Development, Federal and State Advocacy
- ◆ Item 10: Engineering, Environmental Services and Public Outreach
- ◆ Item 11: Items for Future Discussion and Action
- ◆ Item 12: Comments from Chair and Board Members
- ◆ Item 13: Adjourn

**North Bay Water Reuse Authority  
Board of Directors Meeting  
Minutes  
October 24, 2016**

**1. Call to Order**

Chair Rabbitt called the meeting to order at 9:38 a.m. on Monday, October 24, 2016 at the Novato City Hall Council Chambers, 901 Sherman Avenue, Novato, CA. Consultants and others who were unable to attend participated via telephone, 1 (602) 567-4030, or 1 (888) 227-0011, access code 2231; <https://Conferencing.brwncaid.com/conference/2231>

**2. Roll Call**

<b>PRESENT:</b>	David Rabbitt, Chair	Sonoma County Water Agency
	Bill Long, Vice Chair	Novato Sanitary District
	Keith Caldwell	Napa County
	Susan Gorin	Sonoma Valley County Sanitation District
	Jack Gibson	Marin Municipal Water District
	Rabi Elias	Las Gallinas Valley Sanitary District
	Dan St. John	City of Petaluma
	John Schoonover	North Marin Water District

**ABSENT:** Marin County, Napa Sanitation District

**OTHERS**

<b>PRESENT:</b>	Chuck Weir, Program Manager	Weir Technical Services
	Jack Baker	North Marin Water District
	Kevin Booker	Sonoma County Water Agency
	Ginger Bryant	Bryant & Associates
	Jill Chamberlain	Brown and Caldwell
	Anne Crealock	Sonoma County Water Agency
	Grant Davis	Sonoma County Water Agency
	David Graves	Napa Sanitation District
	Ryan Grisso	North Marin Water District
	Steve Hartwig	City of American Canyon
	Pam Jeane	Sonoma Valley County Sanitation District
	Sandeep Karkal	Novato Sanitary District
	Susan McGuire	Las Gallinas Valley Sanitary District
	Mark Millan	Data Instincts
	Phil Miller	Napa County
	Pilar Oñate-Quintana	The Oñate Group
	Larry Russell	Marin Municipal Water District
	Mike Savage	Brown and Caldwell
	Brad Sherwood	Sonoma County Water Agency
	Jake Spaulding	Sonoma County Water Agency
	Leah Walker	City of Petaluma

**3. Public Comments**

There were no comments from the public

**4. Introductions**

Introductions were not made.

**5. Board Meeting Minutes of September 19, 2016.**

A motion by Director Schoonover, seconded by Director Caldwell to approve the September 19, 2016 minutes as amended was approved with one abstention.

**6. Report from the Chair****a. Consultant Progress Reports**

The Board reviewed the consultant progress reports for September 2016.

**b. Financial Reports**

The Board reviewed the Financial Reports for the period ending September 30, 2016.

**c. Future NBWRA Meeting Dates**

The Board reviewed the proposed meeting dates for 2017.

**7. Board Information Requests**

Chair Rabbitt provided an update to the Membership Brochure development. It is intended to include: program information, costs on general membership, study and project funding. A draft is expected by the end of the year.

**8. FY2016/17 Budget Amendments**

Chair Rabbitt provided a summary. He indicated that there an audit of the funding received and final projects built for Phase 1. Susan McGuire asked about the revised costs since some funds were reallocated among agencies. Jake Spaulding indicated that the revised costs would be available at the next meeting.

Director Elias asked for an explanation of the cost sharing changes. He also expressed concerns with costs moving forward to FY17/18 and beyond. Mike Savage gave a summary of the proposed changes to cost sharing for Phase 2. He explained the changes in engineering cost sharing as well as general cost sharing as outlined in the packet. The proposal includes the September 2016 cost sharing method for FY14/15 and FY15/16, and new cost sharing method for FY16/17, which is more consistent with project costs. Director Caldwell expressed concern with the revised cost sharing. The return to Napa Sanitation District is approximately equal to their costs. He indicated that their staff would need to analyze the new proposal. He also expressed concern that there is no longer an opportunity for the Technical Advisory Committee (TAC) to resolve these issues prior to bring them to the Board. He suggested that the TAC meet to resolve the cost sharing issues. He also noted that his last meeting would be in December. Other Directors also expressed concerns with costs and agreed that the TAC should develop a recommendation for the Board. Director Gorin stressed the need to continue to work in a collaborative manner. Grant Davis thanked Director Caldwell for his long service to the region and NBWRA. Chair Rabbitt agreed that the TAC needs to discuss the cost sharing issues.

A motion by Director Schoonover, seconded by Director Gorin, to continue the FY2016/17 Budget Amendments to the December 19, 2016 meeting with review and recommendation by the TAC was unanimously approved.

**9. Program Development, Federal, and State Advocacy Update**

Ginger Bryant provided a summary of Program Development and Federal Advocacy, including a summary of the September 20-22, 2016 trip to Washington D.C., impact of the election on legislation, and that Reclamation is seeking comments on the new WaterSMART Grant Program Criteria.

Pilar Oñate-Quintana provided a summary of State Advocacy activities, including the veto of SB1328 (Greenhouse Gas Reduction Fund). Approval of AB2022 (allows bottling of advanced purified water for educational purposes), and the anticipated reintroduction of Hertzberg's Bill to reduce wastewater discharges to the ocean and bays. She also discussed State Water Board funding opportunities.

**10. Engineering, Environmental, and Public Involvement Services Report**

Mark Millan discussed progress on updating 4 page overview and preparing a one-sheet brochure for potential new members. They are also working on a presentation for U.S. Mayors Water Council being held in Napa on Nov 2 & 3, 2016. He also noted State Water Board public comment period on draft feasibility report on Direct Potable Reuse ends October 25, 2016. Lastly he listed dates for several upcoming conferences that may be of interest to NBWRA participants.

Mike Savage provided a summary of the efforts to develop additional projects for the Phase 2 Feasibility Study. They have identified \$19.8M in projects. Three are in American Canyon and one is through Marin Municipal water District. They are developing costs for the agencies to participate in Phase 2 and plan on having an update at the December 19, 2016 meeting. He also updated the study schedule and budget process.

**11. Items for Future Discussion and Action**

Chair Rabbitt gave a brief summary of ongoing budget discussions, the consulting team's General Membership tasks and budgets are being reviewed, these include: Meetings and Communications, Public Involvement, Program Manager, Program Development, Federal and State Advocacy, and Program Administration (*SCWA*). The outcomes from this review will be discussed at the December and January meetings.

**12. Comments from Chair and Board Members**

Director Long inquired about the involvement of other contractors with Sonoma County Water Agency.

**13. Adjournment**

Chair Rabbitt adjourned the meeting at 11:41 a.m. The next meeting will be Monday, December 19, 2016 at 9:30 a.m. at Novato City Hall Council Chambers.

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

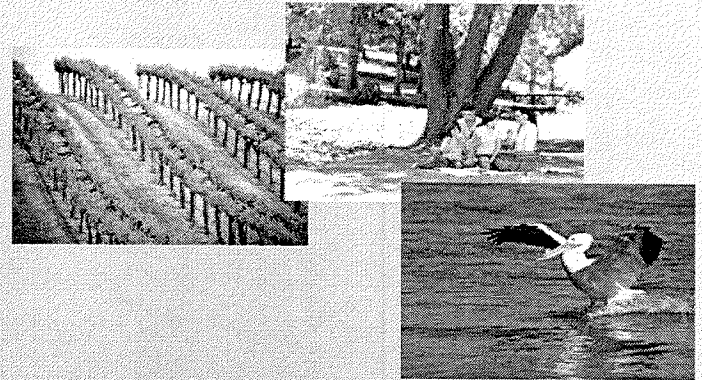


Charles V. Weir  
Program Manager

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# Report from the Chair

## Item 6



## NBWRA Reports

- See Packet for:
  - Consultant Activity Reports
  - Financial Report
- Recognize Supervisor Caldwell for his service to NBWRA

**North Bay Water Reuse Authority  
Program Development, Federal and State Advocacy  
October 2016 Activity Summary's**

**Bryant & Associates ~ Program Development**

- Participated in Program Management, Federal and State Advocacy Management Call
- Board Meeting: prepared information for and participated in planning calls, webmeetings and work sessions
- Prepared for and attended Board meeting
- Prepared for and attended federal funding information meeting with SCWA
- Prepared for and attended contract workplan review meetings with the Chair, Onate Group and TFG
- Prepared and submitted comments on WaterSMART Grant criteria
- Prepared and submitted requested information re: White House Water Summit Report
- Activities in coordination with The Ferguson Group:
  - Coordinated on information needs re Phase 2 authorization fix
  - Coordinated on activities and progress on Drought Legislation

**The Ferguson Group ~ Federal Advocacy**

- **Planning Meeting with Chairman Rabbitt.** Roger Gwinn met with Chairman Rabbitt and Ginger Bryant to discuss the Authority's federal priorities for the upcoming calendar year, 2017 with the intention of TFG working to develop a broader set of potential funding sources, beyond the Bureau of Reclamation's Title XVI program. If requested, TFG will provide the Authority with a report with expanded and recommended funding sources including, but not limited to, the Environmental Protection Agency, the United States Department of Agriculture, the Corps of Engineers, and the Economic Development Administration.
- **Drought Legislation.** Meetings were held with House and Senate negotiators on the drought legislation. Work continued on key components advocated by the Authority: RIFIA, an expansion of WaterSMART grants and Title XVI reform to allow currently unauthorized projects to compete for Title XVI competitive construction dollars. Work continued on revisions to the RIFIA proposal to expand the WIFIA language in WRRDA 2014 to include Reclamation. Work also continued with the office of Rep. Jeff Denham, who introduced a free-standing financing proposal modelled after the RIFIA provisions of previously introduced bills.
- **Phase 2 Authorization.** Work continued on options to address the Phase 2 authorization ambiguities. TFG followed up on meetings with Reclamation and continued discussions with senior advisors to the Deputy Secretary of the Department of the Interior and key program administrators in Reclamation's Policy and Administration Office in Denver, CO.

**The Onate Group ~ State Advocacy**

- Provided update to Board in person during October Board meeting. (Also prepared relevant slides related to Board update.)
- Participated in October 25 CASA-led meeting re: Hertzberg/ocean discharge. Participated in an October 27 West Basin-requested call re: a DPR definition-related proposal (initially presented as a potential counter to SB 163).
- Discussed potential scope changes (if desired by Board) with Chair and Program Development manager.
- Coordinated and provided response re: Asm. Dodd staff inquiry.

**North Bay Water Reuse Authority  
Program Development, Federal and State Advocacy  
November 2016 Activity Summary's**

**Bryant & Associates ~ Program Development**

- Participated in Program Management, Federal and State Advocacy Management Call
- Board Meeting: prepared information for and participated in planning calls, webmeetings in preparation for December Board meeting
- Prepared for and attended TAC worksession on budget and cost allocations
- Prepared for and attend meeting with Reclamation and SCWA regarding drought projects and water supply planning
- Activities in coordination with The Ferguson Group:
  - Coordinated on information needs re Phase 2 authorization fix
  - Coordinated on activities and progress on Drought Legislation

**The Ferguson Group ~ Federal Advocacy**

- **Drought Legislation.**—Meetings were held with House and Senate negotiators on the drought legislation. Work continued on key components advocated by the Authority: RIFIA, an expansion of WaterSMART grants and Title XVI reform to allow currently unauthorized projects to compete for Title XVI competitive construction dollars. TFG attended meetings with the House Leadership, the Offices of Senators Boxer and Feinstein as well Senate and House Committees regarding the RIFIA proposal to expand the WIFIA language in WRRDA 2014 to include Reclamation. Work also continued with the offices of key House Members regarding options for moving forward on financing and other components of drought relief in the new Congress.
- **Phase 2 Authorization.**—Work continued on options to address the Phase 2 authorization ambiguities. TFG followed up on meetings with Reclamation and continued discussions with senior advisors to the Deputy Secretary of the Department of the Interior and key program administrators in Reclamation's Policy and Administration Office in Denver, CO, regarding the Phase 2 authorization issues.

**The Onate Group ~ State Advocacy**

- Updated NBWRA staff about agenda topics for WateReuse's annual legislative/regulatory planning meeting at Irvine Water District.
- Attended in-person-only WateReuse meeting at Irvine Water District on November 2.
- Provided summary information re: meeting to NBWRA consultants/staff.
- Began discussions with NBWRA consultants/staff/leadership regarding NBWRA legislative/Capitol meetings in 2016 (re: introductory meetings, ocean discharge issue, etc.)



## AGREEMENT FOR ENGINEERING, ENVIRONMENTAL, AND PUBLIC OUTREACH SERVICES FOR NORTH BAY WATER REUSE AUTHORITY

ACTIVITIES: OCTOBER 1, 2016 THROUGH OCTOBER 31, 2016

### TASK 1 WORKSHOPS/PUBLIC OUTREACH/MGT

#### 1.1 Workshops

- Conference calls, meetings, and materials preparation for October 24, 2016 Board of Directors meeting
- Presentation developed regarding calculations, analysis and summaries of Program cost allocation methods
- Development of a memorandum to the TAC summarizing the cost allocation methods
- Attendance at October 24, 2016 Board of Directors meeting

#### 1.3 Public Involvement

- Phone calls with project team members for collaboration on preparation of upcoming Board Workshop and Meetings.
- Attend Board meeting.
- Updating and maintaining relevant program content and news articles on project web site.
- Provide project information to Board members as requested.
- Prepare PowerPoint for Chair for Nov 2nd presentation at US Mayors Water Council being held in Napa on Nov 3
- Updating 4 page overview and preparing one-sheet brochure for potential new members

#### 1.4 Administration

- Performed project invoicing and developed activities report

### TASK 2 TITLE XVI FEASIBILITY STUDY/REPORT

- Addressed Member Agency comments on the Draft Feasibility Report.
- Responded to Member Agency questions on various Sections, including updates to projects discussed in Section 5.
- Ran cost allocation analysis based on various methods considered and compared to previous methods used.

Activities cover the following subtasks:

- Task 2.4 Analysis of Alternatives

### TASK 3 ENVIRONMENTAL EVALUATION

#### 3.1 Environmental Constraints Analysis

- No Activity

Activity Report 26, October 2016

3.2 Environmental Compliance – NEPA/CEQA

- No Activity

**TASK 4 FINANCIAL CAPABILITIES DETERMINATION**

- No Activity

**TASK 5 PHASE 2 GRANT APPLICATION AND MANAGEMENT**

- Reviewed current status of Program and costs

**TASK 6 PHASE 1 SERVICES**

6.1 Program Support and Coordination

- No Activity

6.2 State Grant Support

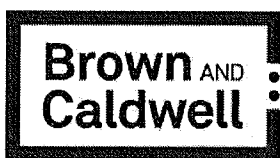
- No Activity

6.3 Federal Grant Support

- Analysis of all grant applications and development of summary sheets and a summary table of grants, their descriptions, and their costs to prepare for Phase 1 Program reviews or audits

Additional Services

- No Activity



## AGREEMENT FOR ENGINEERING, ENVIRONMENTAL, AND PUBLIC OUTREACH SERVICES FOR NORTH BAY WATER REUSE AUTHORITY

**ACTIVITIES: NOVEMBER 1, 2016 THROUGH NOVEMBER 30, 2016**

### **TASK 1 WORKSHOPS/PUBLIC OUTREACH/MGT**

#### **1.1 Workshops**

- Meeting for Program review and review of BC Team costs with SCWA staff & NBWRA Board Chairman.
- Conference calls, meetings, and materials preparation for November 14, 2016 special additional TAC meeting
- Presentation developed regarding calculations, analysis and summaries of Program cost allocation methods
- Development of a memorandum to the TAC summarizing the cost allocation methods
- Attendance at November 14, 2016 special TAC meeting
- Separate Webmeeting/Conference Calls with each Member Agency to discuss the assumptions, scenarios and calculations for potential cost allocation methods
- Additional communication with SVCSD regarding additional scenarios for cost allocation to be evaluated
- Communication with MMWD and American Canyon regarding potential addition to Phase 2 of the NBWRP

#### **1.3 Public Involvement**

- Phone calls with project team members for collaboration on preparation of upcoming Board Workshop and Meetings.
- Updating and maintaining relevant program content and news articles on project web site.
- Provide project information to Board members as requested.
- Updating 4 page overview and preparing one-sheet brochure for potential new members
- Coordinate web updates and Mail Chimp email system for distributing program and project related information

#### **1.4 Administration**

- Performed project invoicing and developed activities report

### **TASK 2 TITLE XVI FEASIBILITY STUDY/REPORT**

- Review materials on American Canyon and MMWD recycled water projects
- Update cost spreadsheet to include American Canyon and MMWD recycled water projects
- Finalizing report sections
- Ran additional cost allocation analysis based on various methods considered and compared to previous methods used.



Activity Report 27, November 2016

Activities cover the following subtasks:

- Task 2.4 Analysis of Alternatives

### **TASK 3 ENVIRONMENTAL EVALUATION**

3.1 Environmental Constraints Analysis

- No Activity

3.2 Environmental Compliance – NEPA/CEQA

- No Activity

### **TASK 4 FINANCIAL CAPABILITIES DETERMINATION**

- No Activity

### **TASK 5 PHASE 2 GRANT APPLICATION AND MANAGEMENT**

- Reviewed current status of Program and costs

### **TASK 6 PHASE 1 SERVICES**

6.1 Program Support and Coordination

- No Activity

6.2 State Grant Support

- No Activity

6.3 Federal Grant Support

- Analysis of all grant applications and development of summary sheets and a summary table of grants, their descriptions, and their costs to prepare for Phase 1 Program reviews or audits

Additional Services

- No Activity

Weir Technical Services  
Program Management Services for North Bay Water Reuse Authority (FY 2014/2015, FY  
2015/2016, FY 2016/2017)

Sonoma County Water Agency Order Number 7630A1

**October 2016 Progress Report**

**2.1 Task 1: Authority Board of Directors (Board) and Technical Advisory Committee (TAC) Meeting Management**

- Drafted October 24, 2016 Board agenda and sent to Chair for Review. Revised same based on comments received from Chair. Sent final to member agencies for Brown Act posting.
- Reviewed Chair PowerPoint for Agenda and sent email detailing various issues.
- Prepared and distributed October 24, 2016 Board agenda packet.
- Reviewed various news articles distributed by Outreach consultant.
- Updated distribution lists.

**2.2 Task 2: Financial Management**

- Updated consultant cost tracking spreadsheet and reconciled Agency Trust worksheet for FY15/16.
- Reviewed and responded to various questions from member agencies regarding budget and cost sharing.
- Sent email to Chair recommending process for TAC review of budget and cost allocations. Reviewed Chair email to TAC assigning responsibility to B&C.
- Reviewed B&C's cost allocation memo.

**2.3 Task 3: Project Support and Review**

- No activity was conducted on this task during the reporting period.

**2.4 Task 4: Program Planning**

- Prepared and submitted September 2016 Invoice for Program Management services. Updated accounting files.

**2.5 Task 5: Governance Issues**

- No activity was conducted on this task during the reporting period.

Weir Technical Services  
Program Management Services for North Bay Water Reuse Authority (FY 2014/2015, FY  
2015/2016, FY 2016/2017)

Sonoma County Water Agency Order Number 7630A1

**November 2016 Progress Report**

- 2.1 Task 1: Authority Board of Directors (Board) and Technical Advisory Committee (TAC) Meeting Management**
- Distributed information on EPA meeting in San Francisco related to RIFIA.
  - Drafted October 24, 2016 Board minutes and revised based on comments received.
  - Completed reservation form for use of Novato City Hall in 2017 and submitted to City staff. Reviewed completed permit for 2017 meetings and forwarded to Agency staff.
  - Traveled to and from office to Novato to attend TAC meeting on November 14, 2016.
  - Email review and response with member agency staff member regarding 2017 meeting schedule.
- 2.2 Task 2: Financial Management**
- Reviewed B&C Budget memos to Board and TAC.
  - Emailed B&C with correct program management costs for FY15/16 and FY16/17.
  - Reviewed Agency costs for FY2015/16 and proposed costs for FY16/17.
- 2.3 Task 3: Project Support and Review**
- No activity was conducted on this task during the reporting period.
- 2.4 Task 4: Program Planning**
- Prepared and submitted October 2016 Invoice for Program Management services. Updated accounting files.
- 2.5 Task 5: Governance Issues**
- No activity was conducted on this task during the reporting period.

North Bay Water Reuse Authority  
 Consultant Cost Tracking  
 Fiscal Year 2014/15 through Fiscal Year 2016/17

Dec-16

Only FY2014/15 and FY2015/16 have been approved

	Sep-16	Oct-16	Nov-16	FY14/15 Final	FY15/16 YTD	FY16/17 YTD	3 FY Total	Amount Remaining	Percent Remaining	Approved 5/19/14	Approved 4/27/15	Approved 4/25/16	Proposed
Phase 1 Support										FY2014/15	FY2015/16	FY2016/17	3-Year Total
Grant Applications and Management - CDM Smith				20,122	-	-	20,122	49,682	39.75%	125,000	-	-	-
Grant Applications and Management - B&C	-	5,184	576	36,495	72,241	6,018	114,754	82,865	41.93%	72,628	77,998	46,993	197,619
Program Development (40% of \$190,200 total) - Bryant	7,221	6,168	6,413	81,743	76,346	31,928	190,018	38,222	16.75%	76,080	76,080	76,080	228,240
Federal Advocacy (30% of \$88,000 total) - TFG sub to Bryant	2,564	2,567	3,199	27,979	32,042	13,843	73,864	53,336	41.93%	26,400	50,400	50,400	127,200
<b>Total Costs for Phase 1 Support</b>	<b>9,785</b>	<b>13,919</b>	<b>10,187</b>	<b>166,340</b>	<b>180,629</b>	<b>51,789</b>	<b>398,759</b>	<b>174,423</b>	<b>31.54%</b>	<b>175,108</b>	<b>204,478</b>	<b>173,473</b>	<b>553,059</b>

Note: CDM Smith had an agreement for \$125,000 that spanned more than one fiscal year and ran through June 30, 2015.

Note: \$24,000 moved from B&C approved FY2015/16 budget and added to TFG (FY16/17 too but not from B&C) per modification to Bryant agreement. Split 30% P1 and 70% P2.

Note: June 2015 also includes a charge from ESA of \$2948.75 for environmental analysis not included in the totals above. It was charged to a previously approved agreement and budget.

Phase 2 Support										FY2014/15	FY2015/16	FY2016/17	3-Year Total
Program Development (60% of \$190,200 total) - Bryant	10,832	9,253	9,619	112,885	114,519	47,893	275,296	67,064	19.59%	114,120	114,120	114,120	342,360
Federal Advocacy (70% of \$88,000 total) - TFG sub to Bryant	5,982	5,989	7,463	59,228	74,765	31,280	165,272	43,528	20.85%	61,600	85,600	61,600	208,800
<b>Total Costs for Phase 2 Support</b>	<b>16,814</b>	<b>15,242</b>	<b>17,083</b>	<b>172,112</b>	<b>189,284</b>	<b>79,172</b>	<b>440,568</b>	<b>110,591</b>	<b>20.07%</b>	<b>175,720</b>	<b>199,720</b>	<b>175,720</b>	<b>551,160</b>

Note: See note above regarding B&C, Bryant, and TFG.

Phase 2 Feasibility Study - Three Years										FY2014/15	FY2015/16	FY2016/17	3-Year Total
Engineering, Environmental, and Outreach Services - B&C	47,548	36,242	44,764	460,660	874,799	201,099	1,536,558	1,258,202	45.02%	823,335	907,636	1,063,789	2,794,760
SCWA Administration, Grants, and EIR/EIS	9,120	14,599	9,148	32,013	41,447	41,688	115,147	284,853	21.70%	116,836	132,205	150,958	400,000
<b>Total Costs for Study</b>	<b>56,669</b>	<b>50,841</b>	<b>53,913</b>	<b>492,673</b>	<b>916,245</b>	<b>242,787</b>	<b>1,408,919</b>	<b>1,785,841</b>	<b>58.67%</b>	<b>940,171</b>	<b>1,039,841</b>	<b>1,214,747</b>	<b>3,194,760</b>
<b>Total Costs for Phase 2</b>	<b>73,483</b>	<b>66,083</b>	<b>70,995</b>	<b>664,786</b>	<b>1,105,530</b>	<b>321,959</b>	<b>2,092,274</b>	<b>263,179</b>	<b>11.17%</b>	<b>1,115,891</b>	<b>1,239,561</b>	<b>1,390,467</b>	<b>3,745,920</b>

Joint Use										FY2014/15	FY2015/16	FY2016/17	3-Year Total
Program Management - Weir	4,119	3,320	2,469	46,917	51,582	20,940	119,439	102,061	46.08%	70,500	75,500	75,500	221,500
State Advocacy - The Onate Group (Sub to Bryant)	3,700	3,700	3,700	36,000	36,000	18,500	90,500	25,900	22.25%	36,000	36,000	44,400	116,400
SCWA Administration	10,928	12,410	4,997	73,702	152,302	35,533	261,537	143,463	45.63%	135,000	135,000	135,000	405,000
<b>Total Costs for Joint Use</b>	<b>18,747</b>	<b>19,430</b>	<b>11,165</b>	<b>156,619</b>	<b>239,884</b>	<b>74,973</b>	<b>471,476</b>	<b>271,424</b>	<b>50.98%</b>	<b>241,500</b>	<b>246,500</b>	<b>254,900</b>	<b>742,900</b>

Note: Weir costs for July - September 2014, \$10,650, are under prior agreement through Sept. 30, 2014.

Note: \$8,400 added to State Advocacy for FY16/17.

Total Costs										FY2014/15	FY2015/16	FY2016/17	3-Year Total
Weir	4,119	3,320	2,469	46,917	51,582	20,940	119,439	102,061	46.08%	70,500	75,500	75,500	221,500
Bryant & Associates	30,299	27,677	30,394	308,725	333,672	143,443	785,841	237,159	23.18%	314,200	362,200	346,600	1,023,000
Brown & Caldwell	47,548	41,426	45,340	494,736	947,040	207,117	1,648,893	1,343,486	44.90%	895,963	985,634	1,110,782	2,992,379
CDM Smith	-	-	-	20,122	-	-	20,122	29,560	23.65%	-	-	-	-
SCWA Administration, Grants, and EIR/EIS	10,928	27,009	14,145	105,715	193,749	59,280	358,744	446,256	55.44%	251,836	267,205	285,958	805,000
<b>Total Costs for NBWRA</b>	<b>92,894</b>	<b>99,431</b>	<b>92,348</b>	<b>956,093</b>	<b>1,526,043</b>		<b>2,482,136</b>	<b>2,128,962</b>	<b>42.23%</b>	<b>1,532,499</b>	<b>1,690,539</b>	<b>1,818,840</b>	<b>5,041,879</b>

Note: CDM Smith costs not included in fiscal year totals as they were previously approved in prior fiscal years.

North Bay Water Reuse Authority  
Monthly Project Cost Summary  
as of December 15, 2016

**TOTAL FY 16/17 PROJECT COSTS**

Project	Consultant	Original Budget	Amend	Revised Budget	Original Contract	Amend	Total Contract	Uncommitted	Total Expenses	Remaining	% Avail.
Program Management	Weir Technical Services	95,900	-	95,900	133,650	-	133,650	(37,750)	18,471	115,179	86.2%
Planning, Engineering and Funding Management	B&C	1,569,404	-	1,569,404	1,517,532	-	1,517,532	51,872	72,802	1,444,731	95.2%
Program Development and Federal Funding	Bryant & Associates	350,761	-	350,761	318,361	-	318,361	-	112,869	205,491	64.5%
SCWA Administration	SCWA	518,483	-	518,483	518,483	-	518,483	-	77,693	440,790	85.0%
<b>TOTAL BUDGET</b>		<b>\$ 2,534,548</b>	<b>\$ -</b>	<b>\$ 2,534,548</b>	<b>\$ 2,488,026</b>	<b>\$ -</b>	<b>\$ 2,488,026</b>	<b>\$ 46,522</b>	<b>\$ 281,836</b>	<b>\$ 2,206,191</b>	<b>88.7%</b>

Uncommitted indicates either a contract has not been issued, an existing contract has not yet been amended per approved NBWRA FY Budgets, or funds have been released from contract.

1. Carryover from FY15/16 included

**FY14/15 & 15/16 Agreement Rollovers**

Project	Consultant	Original Budget	Amend	Carryover	Original Contract (remaining)	Amend	Total Contract	Uncommitted	Total Expenses	Remaining	% Avail.
Program Management (Joint Use)	Weir	58,150	-	58,150	58,150	-	58,150	-	18,471	39,679	68.2%
Planning, Engineering and Funding Management PHASE 1	B&C	20,309	-	20,309	20,309	-	20,309	-	258	20,051	98.7%
Planning, Engineering and Funding Management PHASE 2	B&C	386,441	-	386,441	386,441	-	386,441	-	72,544	313,898	81.2%
Program Development and Federal Funding PHASE 1	Bryant & Associates	(4,683)	-	(4,683)	(4,683)	-	(4,683)	-	-	(4,683)	100.0%
Program Development and Federal Funding PHASE 2	Bryant & Associates	8,844	-	8,844	8,844	-	8,844	-	-	8,844	100.0%
SCWA Administration Phase 2	SCWA	186,483	-	186,483	186,483	-	186,483	-	41,116	145,368	78.0%
SCWA Administration Joint Use	SCWA	46,042	-	46,042	46,042	-	46,042	-	36,578	9,464	20.6%
<b>TOTAL BUDGET</b>		<b>\$ 701,586</b>	<b>\$ -</b>	<b>\$ 701,586</b>	<b>\$ 701,586</b>	<b>\$ -</b>	<b>\$ 701,586</b>	<b>\$ -</b>	<b>\$ 168,966</b>	<b>\$ 532,620</b>	<b>75.92%</b>

1. G&A discrepancy is due to FY15/16 error that is pending correction

**Phase 1**

Project	Consultant	Original Budget	Amend	Revised Budget	Original Contract	Amend	Total Contract	Uncommitted	Total Expenses	Remaining	% Avail.
Grant Applications and Management	B&C	46,993	-	46,993	46,993	-	46,993	-	-	46,993	100.0%
Program Development & Federal Advocacy	Bryant & Associates	102,480	-	102,480	102,480	-	102,480	-	35,800	66,680	65.1%
<b>TOTAL BUDGET</b>		<b>\$ 149,473</b>	<b>\$ -</b>	<b>\$ 149,473</b>	<b>\$ 149,473</b>	<b>\$ -</b>	<b>\$ 149,473</b>	<b>\$ -</b>	<b>\$ 35,800</b>	<b>\$ 113,673</b>	<b>76.05%</b>

**Phase 2**

Project	Consultant	Original Budget	Amend	Revised Budget	Original Contract	Amend	Total Contract	Uncommitted	Total Expenses	Remaining	% Avail.
Engineering, Environmental, and Outreach Services	B&C	1,115,661	-	1,115,661	1,063,789	-	1,063,789	51,872	-	1,063,789	100.0%
Program Development & Federal Advocacy	Bryant & Associates	199,720	-	199,720	175,720	-	175,720	24,000	62,270	113,450	64.6%
Administration - Grants and EIR/EIS	SCWA	150,958	-	150,958	150,958	-	150,958	-	-	150,958	100.0%
<b>TOTAL BUDGET</b>		<b>\$ 1,466,339</b>	<b>\$ -</b>	<b>\$ 1,466,339</b>	<b>\$ 1,390,467</b>	<b>\$ -</b>	<b>\$ 1,390,467</b>	<b>\$ 75,872</b>	<b>\$ 62,270</b>	<b>\$ 1,328,197</b>	<b>95.52%</b>

**Joint Use**

Project	Consultant	Original Budget	Amend	Revised Budget	Original Contract	Amend	Total Contract	Uncommitted	Total Expenses	Remaining	% Avail.
Program Management	Weir	37,750	-	37,750	75,500	-	75,500	(37,750)	-	75,500	100.0%
State Funding / State Outreach	Bryant & Associates	44,400	-	44,400	36,000	-	36,000	-	14,800	21,200	58.9%
Admin Agency Services	SCWA	135,000	-	135,000	135,000	-	135,000	-	-	135,000	100.0%
<b>TOTAL BUDGET</b>		<b>\$ 217,150</b>	<b>\$ -</b>	<b>\$ 217,150</b>	<b>\$ 246,500</b>	<b>\$ -</b>	<b>\$ 246,500</b>	<b>\$ (37,750)</b>	<b>\$ 14,800</b>	<b>\$ 231,700</b>	<b>94.00%</b>

Total FY16/17 Budget for all Phases	\$1,832,962
Total including rollovers from FY16/17 & amendments	\$2,488,026

2016/17 Budget Allocations

PHASE 1									
<i>Approved by Board May 19, 2014 Reapproved FY 15/16 on April 27, 2015 Reapproved FY 16/17 on April 25, 2016</i>									
Total Budget	Las Gallinas Sanitary District	Napa Sanitation District	Novato Sanitary District	Sonoma Valley County Sanitation District	Sonoma County Water Agency	Napa County	North Marin Water District		
% Share of Benefit (3rd Amended MOU)	7.239%	31.894%	8.611%	27.473%	3.571%	3.571%	17.640%		
<b>BUDGETED EXPENSE ITEM</b>									
Grant Applications and Management - B&C	\$ 46,993	\$ 3,402	\$ 14,988	\$ 4,047	\$ 12,910	\$ 1,678	\$ 1,678	\$ 8,290	
Program Development (40% of total) - Bryant	\$ 76,080	\$ 5,507	\$ 24,265	\$ 6,551	\$ 20,901	\$ 2,717	\$ 2,717	\$ 13,420	
Federal Advocacy (30% of total) - TFG sub to Bryant	\$ 26,400	\$ 1,911	\$ 8,420	\$ 2,273	\$ 7,253	\$ 943	\$ 943	\$ 4,657	
Contingency - included in consultant costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL CONSULTANT BUDGET</b>	<b>\$ 149,473</b>	<b>\$ 10,820.00</b>	<b>\$ 47,675</b>	<b>\$ 12,871.00</b>	<b>\$ 41,064.00</b>	<b>\$ 5,338.00</b>	<b>\$ 5,338.00</b>	<b>\$ 26,367.00</b>	

PHASE 2										
<i>Approved by Board May 19, 2014 Reapproved FY 15/16 on April 27, 2015 Reapproved FY 16/17 on April 25, 2016</i>										
Total Budget	Las Gallinas Sanitary District	Napa Sanitation District	Novato Sanitary District	Sonoma Valley County Sanitation District	Sonoma County Water Agency	Napa County	North Marin Water District	City of Petaluma	Marin Municipal Water District	
% Share of Benefit (3rd Amended MOU)	0.000%	35.188%	26.682%	3.911%	10.886%	0.000%	0.000%	23.333%	0.000%	
<b>BUDGETED EXPENSE ITEM</b>										
Program Development (60% of total) - Bryant	\$ 114,120	\$ -	\$ 40,156	\$ 30,449	\$ 4,464	\$ 12,423	\$ -	\$ 26,628	\$ -	
Federal Advocacy (30% of total) - TFG sub to Bryant	\$ 85,600	\$ -	\$ 30,121	\$ 22,840	\$ 3,348	\$ 9,318	\$ -	\$ 19,973	\$ -	
Engineering, Environmental, and Outreach Services - B&C	\$ 1,115,661	\$ -	\$ 392,575	\$ 297,677	\$ 43,638	\$ 121,450	\$ -	\$ 260,321	\$ -	
SCWA Administration - Grants and EIR/EIS	\$ 150,958	\$ -	\$ 53,119	\$ 40,278	\$ 5,905	\$ 16,433	\$ -	\$ 35,224	\$ -	
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL CONSULTANT BUDGET</b>	<b>\$ 1,466,339</b>	<b>\$ -</b>	<b>\$ 515,970</b>	<b>\$ 391,244</b>	<b>\$ 57,355</b>	<b>\$ 159,624</b>	<b>\$ -</b>	<b>\$ 342,146</b>	<b>\$ -</b>	

Joint Use										
<i>Approved by Board May 19, 2014 Reapproved FY 15/16 on April 27, 2015 Reapproved FY 16/17 on April 25, 2016</i>										
Total Budget	Las Gallinas Sanitary District	Napa Sanitation District	Novato Sanitary District	Sonoma Valley County Sanitation District	Sonoma County Water Agency	Napa County	North Marin Water District	City of Petaluma	Marin Municipal Water District	
% Share of Benefit (3rd Amended MOU)	12.500%	12.500%	12.500%	12.500%	12.500%	12.500%	12.500%	12.500%	0.000%	
<b>BUDGETED EXPENSE ITEM</b>										
Program Management - Weir	\$ 37,750	\$ 4,719	\$ 4,719	\$ 4,719	\$ 4,719	\$ 4,719	\$ 4,719	\$ 4,719	\$ -	
State Advocacy - The Onate Group (Sub to Bryant)	\$ 44,400	\$ 5,550	\$ 5,550	\$ 5,550	\$ 5,550	\$ 5,550	\$ 5,550	\$ 5,550	\$ -	
SCWA Administration	\$ 135,000	\$ 16,875	\$ 16,875	\$ 16,875	\$ 16,875	\$ 16,875	\$ 16,875	\$ 16,875	\$ -	
Contingency - included in consultant costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL CONSULTANT BUDGET</b>	<b>\$ 217,150</b>	<b>\$ 27,143</b>	<b>\$ 27,144</b>	<b>\$ 27,144</b>	<b>\$ 27,144</b>	<b>\$ 27,144</b>	<b>\$ 27,144</b>	<b>\$ 27,143</b>	<b>\$ 27,144</b>	<b>\$ -</b>

Totals - As Budgeted										
<i>Approved by Board May 19, 2014 Reapproved FY 15/16 on April 27, 2015 Reapproved FY 16/17 on April 25, 2016</i>										
Total Budget	Las Gallinas Sanitary District	Napa Sanitation District	Novato Sanitary District	Sonoma Valley County Sanitation District	Sonoma County Water Agency	Napa County	North Marin Water District	City of Petaluma	Marin Municipal Water District	
Total Phase 1 FY13/14	\$ 149,473	\$ 10,820	\$ 47,675	\$ 12,871	\$ 41,064	\$ 5,338	\$ 5,338	\$ 26,367	\$ -	
Total Phase 2 FY13/14	\$ 1,466,339	\$ -	\$ 515,970	\$ 391,244	\$ 57,355	\$ 159,624	\$ -	\$ 342,146	\$ -	
Total Joint Phase FY13/14	\$ 217,150	\$ 27,143	\$ 27,144	\$ 27,144	\$ 27,144	\$ 27,144	\$ 27,143	\$ 27,144	\$ -	
<b>Total Phase 1, 2 and Joint FY13/14</b>	<b>\$ 1,832,962</b>	<b>\$ 37,963</b>	<b>\$ 590,789</b>	<b>\$ 431,259</b>	<b>\$ 125,563</b>	<b>\$ 192,106</b>	<b>\$ 32,482</b>	<b>\$ 53,510</b>	<b>\$ 369,290</b>	<b>\$ -</b>

Notes:  
\$1 added/subtracted to correct rounding issues

North Bay Water Reuse Authority  
 July 1, 2016 to Date Transaction Summary  
 as of December 15, 2016  
 PHASE 1

Item No. 6.b

Date	Description	Amount	
	Beginning Balance	112,416.92	b
7/28/2016	LGVSD - Phase I Fee (WTRN-20)	5,410.00	d
9/12/2016	County of Napa - Phase I Fee (WTRN - 18)	2,669.00	d
7/28/2016	Napa San - Phase I Fee (WTRN-17)	23,838.00	d
7/27/2016	NMWD - Phase I Fee (WTRN-19)	13,184.00	d
8/23/2016	SCWA - Phase I Fee (WTRN-21)	2,669.00	d
7/28/2016	Novato San - Phase I Fee (WTRN-16)	6,436.00	d
8/23/2016	SVCSD - Phase I Fee (WTRN-22)	20,532.00	d
8/24/2016	Bryant & Associates July 2016	(8,675.87)	p ba3
9/15/2016	Bryant & Associates August 2016	(8,603.77)	p ba3
9/16/2016	Brown & Caldwell Invoice 11273606	(258.00)	p bc2
10/12/2016	Bryant & Associates September 2016	(9,784.86)	p ba3
11/14/2016	Bryant & Associates October 2016	(8,735.16)	p ba3
<b>Current NBWRA Balance</b>		<b>151,097.26</b>	
<b>PENDING</b>			
	Bryant & Associates Correction	7,200.00	ba2
	Bryant & Associates November 2016	(9,611.42)	ba3
	Brown & Caldwell Invoice 11280312	(5,184.00)	bc2
	Brown & Caldwell Invoice 11281805	(576.00)	bc2
<b>Projected Balance</b>		<b>151,097.26</b>	

Las Galinas	Napa	Novato	SVCSD	SCWA	Napa County	North Marin Water Dist.
4,562.59	37,338.88	6,394.06	31,452.01	4,749.72	4,603.75	23,315.91
5,410.00					2,669.00	
	23,838.00					13,184.00
		6,436.00		2,669.00		
			20,532.00			
(628.03)	(2,767.12)	(747.09)	(2,383.51)	(309.85)	(309.85)	(1,530.42)
(622.81)	(2,744.12)	(740.88)	(2,363.70)	(307.28)	(307.28)	(1,517.70)
(18.68)	(82.29)	(22.22)	(70.88)	(9.21)	(9.21)	(45.51)
(708.31)	(3,120.82)	(842.58)	(2,688.18)	(349.46)	(349.46)	(1,726.04)
(632.32)	(2,786.03)	(752.19)	(2,399.80)	(311.97)	(311.97)	(1,540.88)
<b>7,362.43</b>	<b>49,676.50</b>	<b>9,725.10</b>	<b>42,077.95</b>	<b>6,130.95</b>	<b>5,984.98</b>	<b>30,139.36</b>
521.20	2,296.40	620.00	1,978.04	257.14	257.14	1,270.08
(695.76)	(3,065.51)	(827.65)	(2,640.53)	(343.27)	(343.27)	(1,695.45)
(375.26)	(1,653.41)	(446.40)	(1,424.19)	(185.14)	(185.14)	(914.45)
(41.70)	(183.71)	(49.60)	(158.24)	(20.57)	(20.57)	(101.61)
<b>7,362.43</b>	<b>49,676.50</b>	<b>9,725.10</b>	<b>42,077.95</b>	<b>6,130.95</b>	<b>5,984.98</b>	<b>30,139.36</b>

NBWRA Reconciliation		
Beginning Balance	112,416.92	b
Deposits	74,738.00	d
Interest Earnings	-	i
Payments	(36,057.66)	p
<b>Total</b>	<b>151,097.26</b>	

LG	Napa	Nov	SV	SCWA	Napa County	North Marin
4.87%	32.88%	6.44%	27.85%	4.06%	3.96%	19.95%
4,562.59	37,338.88	6,394.06	31,452.01	4,749.72	4,603.75	23,315.91
5,410.00	23,838.00	6,436.00	20,532.00	2,669.00	2,669.00	13,184.00
-	-	-	-	-	-	-
(2,610.16)	(11,500.38)	(3,104.96)	(9,906.06)	(1,287.77)	(1,287.77)	(6,360.55)
<b>7,362.43</b>	<b>49,676.50</b>	<b>9,725.10</b>	<b>42,077.95</b>	<b>6,130.95</b>	<b>5,984.98</b>	<b>30,139.36</b>

NBWRA Obligations							
Vendor	Encumbrances		Paid to date	Adjustments	Balance	Expires	% Spent
B&C FY15/16	20,309.01	bc2	258.00	-	20,051.01	6/30/2017	1%
B&C FY16/17	46,993.00	bc3	-	-	46,993.00	6/30/2017	0%
Bryant & Associates FY15/16	(4,683.21)	ba2	-	-	(4,683.21)	6/30/2017	0%
Bryant & Associates FY16/17	102,480.00	ba3	35,799.66	-	66,680.34	6/30/2017	35%
<b>Total</b>	<b>165,098.80</b>		<b>36,057.66</b>	<b>-</b>	<b>129,041.14</b>		
	<u>Unencumbered</u>		<u>Spent</u>	<u>Misc.</u>	<u>Balance</u>		<u>% Spent</u>
Admin Agency Services	-	a	-	-	-		#DIV/0!
Contingency	-		-	-	-		#DIV/0!
<b>Total</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>		
Miscellaneous Expenses		m	-	-	-		
	<u>Scheduled costs</u>		<u>Expenses</u>	<u>Adjustments</u>	<u>Balance</u>		<u>% Spent</u>
<b>Total</b>	<b>165,098.80</b>		<b>36,057.66</b>	<b>-</b>	<b>129,041.14</b>		<b>22%</b>

Carryover from LFY  
 Carryover from LFY  
 \* Discrepancy due to 24,000 TFG amendment invoice error. Correction in process to move all 24,000 to PH 2 instead of 70/30 split

**North Bay Water Reuse Authority**  
**July 1, 2016 to Date Transaction Summary**  
as of December 15, 2016  
**PHASE 2**

Item No. 6.b

Date	Description	Amount	
	Beginning Balance	1,045,700.19	b
7/28/2016	Napa San - Phase II Fee (WTRN-17)	244,637.00	d
8/23/2016	SCWA - Phase II Fee (WTRN-21)	75,683.00	d
7/28/2016	Novato San - Phase II Fee (WTRN-16)	185,501.00	d
8/22/2016	Petaluma - Phase II Fee (WTRN-14)	162,222.00	d
8/23/2016	SVCS D - Phase II Fee (WTRN-22)	27,194.00	d
8/24/2016	Bryant & Associates July 2016	(15,173.35)	p
8/26/2016	Salary/Assn Chgs Applied	(8,820.21)	p
9/13/2016	Salary/Assn Chgs Applied	(9,086.06)	p
9/13/2016	Equipment Usage Charges	(34.40)	p
9/15/2016	Bryant & Associates August 2016	(15,040.93)	p
9/16/2016	Brown & Caldwell Invoice 11273606	(33,669.27)	p
10/7/2016	Salary/Assn Chgs Applied	(5,185.67)	p
10/12/2016	Brown & Caldwell Invoice 11275196	(38,874.30)	p
10/12/2016	Bryant & Associates September 2016	(16,813.70)	p
10/20/2016	Salary/Assn Chgs Applied	(9,413.19)	p
11/4/2016	Salary/Assn Chgs Applied N4	572.05	p
11/4/2016	Salary/Assn Chgs Applied N5	(1,109.15)	p
11/14/2016	Bryant & Associates October 2016	(15,241.65)	p
11/23/2016	Salary/Assn Chgs Applied N4	(3,229.63)	p
12/1/2016	Salary/Assn Chgs Applied N4	(4,809.42)	p
<b>Current NBWRA Balance</b>		<b>1,716,943.63</b>	
<b>PENDING</b>			
	Bryant & Associates Correction	(7,200.00)	ba2
	Bryant & Associates November 2016	(17,082.55)	ba3
	Brown & Caldwell Invoice 11277970	(47,548.46)	bc2
	Brown & Caldwell Invoice 11280312	(36,242.26)	bc2
	Brown & Caldwell Invoice 11281805	(44,764.48)	bc2
<b>Projected Balance</b>		<b>1,564,105.88</b>	

Las	City of						Marin Muni Water Dist.
	Galinas	Napa	Novato	SVCS D	SCWA	Petaluma	
647.63	367,010.05	278,448.23	41,371.53	113,988.04	243,587.08	647.63	
	244,637.00			75,683.00			
		185,501.00			162,222.00		
			27,194.00				
	(5,339.15)	(4,048.50)	(593.49)	(1,651.75)	(3,540.45)		
	(3,103.63)	(2,353.38)	(344.99)	(960.16)	(2,058.05)		
	(3,197.17)	(2,424.31)	(355.39)	(989.10)	(2,120.08)		
	(12.10)	(9.18)	(1.35)	(3.74)	(8.03)		
	(5,292.56)	(4,013.17)	(588.31)	(1,637.34)	(3,509.55)		
	(11,847.44)	(8,983.53)	(1,316.94)	(3,665.20)	(7,856.16)		
	(1,824.72)	(1,383.62)	(202.83)	(564.51)	(1,209.99)		
	(13,678.97)	(10,372.32)	(1,520.53)	(4,231.81)	(9,070.67)		
	(5,916.35)	(4,486.18)	(657.65)	(1,830.32)	(3,923.20)		
	(3,312.28)	(2,511.60)	(368.19)	(1,024.71)	(2,196.41)		
	201.29	152.63	22.38	62.27	133.48		
	(390.28)	(295.94)	(43.38)	(120.74)	(258.80)		
	(5,363.18)	(4,066.73)	(596.16)	(1,659.19)	(3,556.39)		
	(1,136.43)	(861.72)	(126.32)	(351.57)	(753.58)		
	(1,692.32)	(1,283.23)	(188.12)	(523.55)	(1,122.20)		
<b>647.63</b>	<b>603,204.27</b>	<b>457,547.34</b>	<b>67,627.04</b>	<b>187,059.13</b>	<b>400,210.58</b>	<b>647.63</b>	
	(2,533.51)	(1,921.08)	(281.62)	(783.78)	(1,680.00)		
	(6,010.95)	(4,557.91)	(668.17)	(1,859.59)	(3,985.93)		
	(16,731.20)	(12,686.73)	(1,859.82)	(5,176.07)	(11,094.64)		
	(12,752.81)	(9,670.04)	(1,417.58)	(3,945.29)	(8,456.53)		
	(15,751.59)	(11,943.92)	(1,750.92)	(4,873.01)	(10,445.05)		
<b>647.63</b>	<b>549,424.20</b>	<b>416,767.66</b>	<b>61,648.93</b>	<b>170,421.39</b>	<b>364,548.44</b>	<b>647.63</b>	
<b>LG</b>	<b>Napa</b>	<b>Nov</b>	<b>SV</b>	<b>SCWA</b>	<b>Petaluma</b>	<b>MMWD</b>	
0.038%	35.132%	26.649%	3.939%	10.895%	23.309%	0.038%	

NBWRA Reconciliation	
Beginning Balance	1,045,700.19
Deposits	695,237.00
Interest Earnings	-
Payments	(23,993.56)
	<u>1,716,943.63</u>

647.63	367,010.05	278,448.23	41,371.53	113,988.04	243,587.08	647.63
-	244,637.00	185,501.00	27,194.00	75,683.00	162,222.00	-
-	-	-	-	-	-	-
-	(8,442.78)	(6,401.89)	(938.49)	(2,611.91)	(5,598.50)	-
<u>647.63</u>	<u>603,204.27</u>	<u>457,547.34</u>	<u>67,627.04</u>	<u>187,059.13</u>	<u>400,210.58</u>	<u>647.63</u>



North Bay Water Reuse Authority  
 July 1, 2016 to Date Transaction Summary  
 as of December 15, 2016  
 PHASE 2

Item No. 6.b

Vendor	NBWRA Obligations						% Spent	
	Encumbrances		Paid to date	Adjustments	Balance	Expires		
B&C FY15/16	386,441.11	bc2	72,543.57	-	313,897.54	6/30/2017	19%	Carryover from LFY
B&C FY16/17	1,063,789.00	bc3	-	-	1,063,789.00	6/30/2017	0%	
Bryant & Associates FY15/16	8,843.94	ba2	-	-	8,843.94	6/30/2017	0%	Carryover from LFY
Bryant & Associates FY16/17	175,720.00	ba3	62,269.63	-	113,450.37	6/30/2017	35%	
Total	1,634,794.05		134,813.20	-	1,499,980.85			
	Unencumbered		Spent	Misc.	Balance		% Spent	
Admin Agency Services FY14/15 - 15/16	186,483.28	a2	41,115.68	-	145,367.60		22%	Carryover from LFY
Admin Agency Services FY16/17	150,958.00	a3	-	-	150,958.00		0%	
Total	337,441.28		41,115.68	-	296,325.60			
Miscellaneous Expenses		m	-					
	Scheduled costs		Expenses	Adjustments	Balance		% Spent	
Total	1,972,235.33		175,928.88	-	1,796,306.45		9%	

**North Bay Water Reuse Authority**  
**July 1, 2016 to Date Transaction Summary**  
**as of December 15, 2016**  
**Joint Use**

Item No. 6.b

Date	Description	Amount		Las						North Marin	City of
				Galinas	Napa	Novato	SVCS	SCWA	Napa County	Water Dist.	Petaluma
	Beginning Balance	142,772.49	b	22,160.92	22,161.92	22,162.92	(8,650.08)	22,160.92	22,161.92	22,161.92	18,452.05
7/27/2016	NMWD - JU Fee (WTRN-19)	15,406.00	d								
7/28/2016	LGVSD - JU Fee (WTRN-20)	15,406.00	d	15,406.00							
7/28/2016	Napa San - JU Fee (WTRN-17)	15,406.00	d							15,406.00	
7/28/2016	Novato San - JU Fee (WTRN-16)	15,407.00	d		15,406.00						
8/8/2016	Reimburse charges in err	503.20	p a2	62.90	62.90	62.90	62.90	62.90	62.90	62.90	62.90
8/8/2016	Xtelesis Corporation	(16.25)	p a2	(2.03)	(2.03)	(2.03)	(2.03)	(2.03)	(2.03)	(2.03)	(2.03)
8/19/2016	Weir Technical Services SCWA 07-16	(7,720.00)	p w2	(965.00)	(965.00)	(965.00)	(965.00)	(965.00)	(965.00)	(965.00)	(965.00)
8/19/2016	Weir Technical Services SCWA 07-16 (Expenses)	(89.56)	p w2	(11.20)	(11.20)	(11.20)	(11.20)	(11.20)	(11.20)	(11.20)	(11.20)
8/22/2016	Petaluma - JU Fee (WTRN-14)	15,406.00	d								
8/23/2016	SCWA - JU Fee (WTRN-21)	15,407.00	d					15,407.00			
8/23/2016	SVCS - JU Fee (WTRN-22)	15,407.00	d								15,406.00
8/24/2016	Bryant & Associates July 2016	(3,700.00)	p ba3	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)
8/26/2016	Salary/Assn Chgs Applied	(7,634.83)	p a2	(954.35)	(954.35)	(954.35)	(954.35)	(954.35)	(954.35)	(954.35)	(954.35)
8/26/2016	Equipment Usage Charges	(43.00)	p a2	(5.38)	(5.38)	(5.38)	(5.38)	(5.38)	(5.38)	(5.38)	(5.38)
8/30/2016	Xtelesis Corporation	(7.70)	p a2	(0.96)	(0.96)	(0.96)	(0.96)	(0.96)	(0.96)	(0.96)	(0.96)
9/12/2016	County of Napa - JU Fee (WTRN - 18)	15,407.00	d								
9/13/2016	Salary/Assn Chgs Applied	(7,544.02)	p a2	(943.00)	(943.00)	(943.00)	(943.00)	(943.00)	15,407.00		
9/15/2016	Bryant & Associates August 2016	(3,700.00)	p ba3	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)
9/20/2016	Weir Technical Services SCWA 08-16	(3,160.00)	p w2	(395.00)	(395.00)	(395.00)	(395.00)	(395.00)	(395.00)	(395.00)	(395.00)
9/20/2016	Weir Technical Services SCWA 08-16 (Expenses)	(63.72)	p w2	(7.97)	(7.97)	(7.97)	(7.97)	(7.97)	(7.97)	(7.97)	(7.97)
9/23/2016	Correction - CA WaterReuse Conference Reg	(500.00)	p a2	(62.50)	(62.50)	(62.50)	(62.50)	(62.50)	(62.50)	(62.50)	(62.50)
9/26/2016	Salary/Assn Chgs Applied	(2,884.22)	p a2	(360.53)	(360.53)	(360.53)	(360.53)	(360.53)	(360.53)	(360.53)	(360.53)
10/4/2016	D. Rabbitt Travel costs	(267.10)	p a2	(33.39)	(33.39)	(33.39)	(33.39)	(33.39)	(33.39)	(33.39)	(33.39)
10/7/2016	Salary/Assn Chgs Applied	(8,072.52)	p a2	(1,009.07)	(1,009.07)	(1,009.07)	(1,009.07)	(1,009.07)	(1,009.07)	(1,009.07)	(1,009.07)
10/12/2016	Bryant & Associates September 2016	(3,700.00)	p ba3	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)
10/17/2016	NBWRA meeting provisions	(70.35)	p a2	(8.79)	(8.79)	(8.79)	(8.79)	(8.79)	(8.79)	(8.79)	(8.79)
10/20/2016	Equipment Usage Charges	(35.64)	p a2	(4.46)	(4.46)	(4.46)	(4.46)	(4.46)	(4.46)	(4.46)	(4.46)
10/20/2016	Salary/Assn Chgs Applied	(3,669.28)	p a2	(458.66)	(458.66)	(458.66)	(458.66)	(458.66)	(458.66)	(458.66)	(458.66)
10/21/2016	Room rental 9/14/16 meeting	(265.00)	p a2	(33.13)	(33.13)	(33.13)	(33.13)	(33.13)	(33.13)	(33.13)	(33.13)
11/1/2016	Weir Technical Services SCWA 09-16	(3,920.00)	p w2	(490.00)	(490.00)	(490.00)	(490.00)	(490.00)	(490.00)	(490.00)	(490.00)
11/1/2016	Weir Technical Services SCWA 09-16 (Expenses)	(198.54)	p w2	(24.82)	(24.82)	(24.82)	(24.82)	(24.82)	(24.82)	(24.82)	(24.82)
11/4/2016	Salary/Assn Chgs Applied	(3,182.32)	p a2	(397.79)	(397.79)	(397.79)	(397.79)	(397.79)	(397.79)	(397.79)	(397.79)
11/4/2016	Equipment Usage Charges	(68.80)	p a2	(8.60)	(8.60)	(8.60)	(8.60)	(8.60)	(8.60)	(8.60)	(8.60)
11/14/2016	Bryant & Associates October 2016	(3,700.00)	p ba3	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)
11/18/2016	Meeting Provisions	(0.86)	p a2	(0.11)	(0.11)	(0.11)	(0.11)	(0.11)	(0.11)	(0.11)	(0.11)
11/18/2016	Meeting Provisions	(5.29)	p a2	(0.66)	(0.66)	(0.66)	(0.66)	(0.66)	(0.66)	(0.66)	(0.66)
11/18/2016	Meeting Provisions	(9.49)	p a2	(1.19)	(1.19)	(1.19)	(1.19)	(1.19)	(1.19)	(1.19)	(1.19)
11/23/2016	Salary/Assn Chgs Applied	(1,729.75)	p a2	(216.22)	(216.22)	(216.22)	(216.22)	(216.22)	(216.22)	(216.22)	(216.22)
12/1/2016	Salary/Assn Chgs Applied	(1,062.95)	p a2	(132.87)	(132.87)	(132.87)	(132.87)	(132.87)	(132.87)	(132.87)	(132.87)
12/8/2016	Xtelesis Corporation	(11.50)	p a2	(1.44)	(1.44)	(1.44)	(1.44)	(1.44)	(1.44)	(1.44)	(1.44)
12/9/2016	Weir Technical Services SCWA 10-16	(3,200.00)	p w2	(400.00)	(400.00)	(400.00)	(400.00)	(400.00)	(400.00)	(400.00)	(400.00)
12/9/2016	Weir Technical Services SCWA 10-16 (Expenses)	(119.66)	p w2	(14.96)	(14.96)	(14.96)	(14.96)	(14.96)	(14.96)	(14.96)	(14.96)
<b>Current NBWRA Balance</b>		<b>206,175.34</b>		<b>28,835.78</b>	<b>28,836.78</b>	<b>28,838.78</b>	<b>(1,974.22)</b>	<b>28,836.78</b>	<b>28,837.78</b>	<b>28,836.78</b>	<b>25,126.91</b>
<b>PENDING</b>											
	Bryant & Associates November 2016	(3,700.00)	ba3	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)	(462.50)
	Weir Technical Services SCWA 11-16	(2,400.00)	w2	(300.00)	(300.00)	(300.00)	(300.00)	(300.00)	(300.00)	(300.00)	(300.00)
	Weir Technical Services SCWA 11-16 (Expenses)	(68.72)	w2	(8.59)	(8.59)	(8.59)	(8.59)	(8.59)	(8.59)	(8.59)	(8.59)
<b>Projected Balance</b>		<b>200,006.62</b>		<b>28,064.69</b>	<b>28,065.69</b>	<b>28,067.69</b>	<b>(2,745.31)</b>	<b>28,065.69</b>	<b>28,066.69</b>	<b>28,065.69</b>	<b>24,355.82</b>
				LG	Napa	Nov	SV	SCWA	Napa County	North Marin	Petaluma
				13.986%	13.987%	13.988%	-0.958%	13.987%	13.987%	13.987%	12.187%
				22,160.92	22,161.92	22,162.92	(8,650.08)	22,160.92	22,161.92	22,161.92	18,452.05
				15,406.00	15,406.00	15,407.00	15,407.00	15,407.00	15,407.00	15,406.00	15,406.00
				-	-	-	-	-	-	-	-
				(8,731.14)	(8,731.14)	(8,731.14)	(8,731.14)	(8,731.14)	(8,731.14)	(8,731.14)	(8,731.14)
				28,835.78	28,836.78	28,838.78	(1,974.22)	28,836.78	28,837.78	28,836.78	25,126.91

NBWRA Reconciliation	
Beginning Balance	142,772.49
Deposits	133,252.00
Interest Earnings	-
Payments	(69,849.15)
Balance	206,175.34

North Bay Water Reuse Authority  
 July 1, 2016 to Date Transaction Summary  
 as of December 15, 2016  
 Joint Use

Item No. 6.b

Vendor	NBWRA Obligations			Balance	Expires	% Spent
	Encumbrances	Paid to date	Adjustments			
Weir Technical Services FY15/16	58,150.43	w2 18,471.48	-	39,678.95	6/30/2017	32%
Weir Technical Services FY16/17	75,500.00	w3 -	-	75,500.00	6/30/2017	0%
Bryant & Associates FY16/17	36,000.00	ba3 14,800.00	-	21,200.00	6/30/2017	41%
Total	169,650.43	33,271.48	-	136,378.95		
	Unencumbered	Spent	Misc.	Balance		% Spent
Admin Agency Services FY15/16	46,041.77	a2 36,577.67	-	9,464.10		79%
Admin Agency Services FY16/17	135,000.00	a3 -	-	135,000.00		0%
Unallocated funds	64,595.89	ua -	-	64,595.89		0%
Contingency	-	c -	-	-		#DIV/0!
Total	245,637.66	36,577.67	-	209,059.99		
Miscellaneous Expenses		m -	-			
	Scheduled costs	Expenses	Adjustments	Balance		% Spent
Total	415,288.09	69,849.15	-	345,438.94		17%

Carryover from LFY  
 \* Currently 75,500 is encumbered for FY16/17.  
 Will need to extend agreement and modify encumbrance if goes to 4th year

Carryover from LFY

**North Bay Water Reuse Authority  
July 1, 2016 to Date Transaction Summary  
as of December 15, 2016  
Discretionary**

Item No. 6.b

<u>Date</u>	<u>Description</u>	<u>Amount</u>		
7/1/2016	Beginning Balance	35,663.57	b	
7/28/2016	County of Marin - Associate Fee (WTRN-13)	5,000.00	d	
7/28/2016	American Canyon - Associate Fee (WTRN-12)	5,000.00	d	
8/22/2016	MMWD - Associate Fee (WTRN-15)	5,000.00	d	
9/23/2016	WateReuse 2016 Conf Sponsorship (Correction)	(500.00)	p	ua

<b>Current NBWRA Balance</b>	<b>50,163.57</b>
<i>PENDING</i>	

<b>Projected Balance</b>	<b>50,163.57</b>
--------------------------	------------------

NBWRA Reconciliation	
Beginning Balance	35,663.57
Deposits	15,000.00
Interest Earnings	-
Payments	(500.00)
<b>Balance</b>	<b>50,163.57</b>

Combined	Marin Muni		
	Water Dist.	Marin County	City of American Canyon
35,663.57	16,884.62	15,000.00	10,000.00
5,000.00		5,000.00	
5,000.00			5,000.00
5,000.00	5,000.00		
(500.00)			
<b>50,163.57</b>	<b>21,884.62</b>	<b>20,000.00</b>	<b>15,000.00</b>

<b>50,163.57</b>	<b>21,884.62</b>	<b>20,000.00</b>	<b>15,000.00</b>
------------------	------------------	------------------	------------------

MMWD	Marin County			AM
35,663.57	16,884.62	15,000.00	10,000.00	
15,000.00	5,000.00	5,000.00	5,000.00	
-	-	-	-	
(500.00)	-	-	-	
<b>50,163.57</b>	<b>21,884.62</b>	<b>20,000.00</b>	<b>15,000.00</b>	

EXPENSES NOT ALLOCATED TO SPECIFIC ENTITIES IN THIS ACCOUNT

<u>Vendor</u>	NBWRA Obligations					<u>% Spent</u>
	<u>Encumbrances</u>	<u>Paid to date</u>	<u>Adjustments</u>	<u>Balance</u>	<u>Expires</u>	
<u>N/A</u>						
Total	-	-	-	-		
<u>Project</u>	<u>Unencumbered</u>	<u>Spent</u>	<u>Misc.</u>	<u>Balance</u>		<u>% Spent</u>
Admin Agency Services (Unallocated)	-	500.00	-	(500.00)		#DIV/0!
Admin Agency Services (Room Rental)	-	-	-	-		#DIV/0!
Federal Congressional Tour	-	-	-	-		#DIV/0!
State Congressional Tour	-	-	-	-		#DIV/0!
Total	-	500.00	-	(500.00)		
Miscellaneous Expenses						
		-				
	<u>Scheduled costs</u>	<u>Expenses</u>	<u>Adjustments</u>	<u>Balance</u>		<u>% Spent</u>
Total	-	500.00	-	(500.00)		#DIV/0!

**Interest  
North Bay Water Reuse Authority  
as of December 15, 2016**

**FY2013/2014**

Period	Date Posted	Amount
1st Quarter	10/15/2013	\$ 1,335.43
2nd Quarter	1/15/2014	\$ 1,445.77
3rd Quarter	4/16/2014	\$ 1,034.70
4th Quarter	7/16/2014	\$ 590.63
<b>Total</b>		<b>\$ 4,406.53</b>

**FY2014/2015**

Period	Date Posted	Amount
1st Quarter	10/15/2014	\$ 1,849.53
2nd Quarter	1/15/2015	\$ 2,430.25
3rd Quarter	4/16/2015	\$ 2,256.57
4th Quarter	7/15/2015	\$ 1,682.38
<b>Total</b>		<b>\$ 8,218.73</b>

**FY2015/2016**

Period	Date Posted	Amount
1st Quarter	10/15/2015	\$ 1,631.68
2nd Quarter	1/15/2016	\$ 3,371.28
3rd Quarter	4/15/2016	\$ 3,509.54
4th Quarter	7/15/2016	\$ 3,407.03
<b>Total</b>		<b>\$ 11,919.53</b>

**FY2016/2017**

Period	Date Posted	Amount
1st Quarter	10/14/2016	\$ 4,111.97
2nd Quarter		
3rd Quarter		
4th Quarter		
<b>Total</b>		<b>\$ 4,111.97</b>



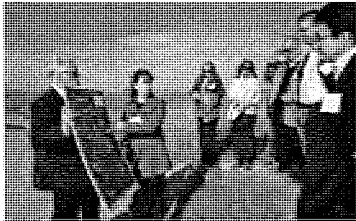
NORTH BAY WATER REUSE PROGRAM  
*Water Supply Reliability through Regional Reuse*

# Recognition of Contribution

*presented to*

## Keith Caldwell

For your outstanding contribution of time, dedication and leadership  
as a NBWRA Board Member.



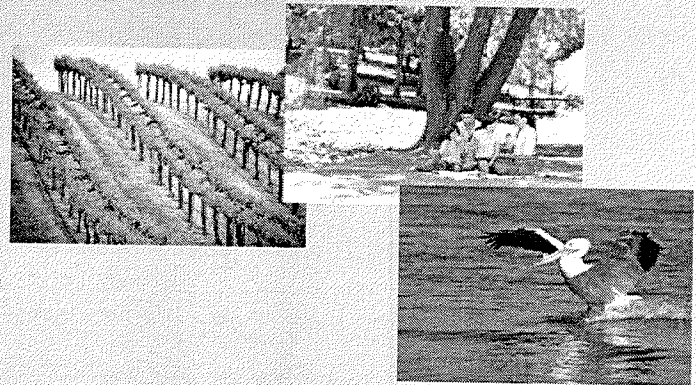
For leading efforts locally, in Washington DC and Sacramento to bring awareness to the NBWRA and secure funding to build improvements to the Napa Sanitation District facilities, deliver recycled water to the Milliken-Sarco-Tulocay region, the Napa-Sonoma Salt Marsh, Carneros Region Growers and the Los Carneros Water District.

December 19, 2016  
Date

David Rabbitt, Chair  
North Bay Water Reuse Program

# Board Information Requests

## Item 7



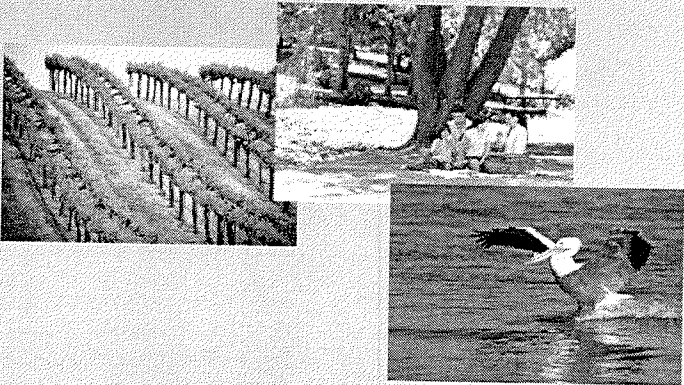
## Board Information Requests

- ◆ Request: Develop Membership Brochure
  - Include: Program information, costs on general membership, study and project funding
  
- ◆ Status: Items pending until Budget issues resolved
  - Revising Program Brochure and Membership Information to reflect Board Decisions



# NBWRA Budget

## Item 8



# **FY 16/17 Budget and Cost Allocation**

## Topics

- FY 16/17 Budget and Cost Allocation with Existing Agencies
- Addition of New Members Agencies

## **Budget and Cost Allocation with Existing Agencies**

## Budget to be Considered for Approval

<b>Table 1: 3-Year Budget, including Amendments</b>				
<b>Item</b>	<b>FY14/15</b>	<b>FY15/16</b>	<b>FY16/17</b>	<b>Total</b>
<b>Program Development</b>	\$190,200	\$190,200	\$190,200	\$570,600
<b>Federal Advocacy</b>	\$88,000	\$112,000	\$112,000	\$312,000
<b>State Advocacy</b>	\$36,000	\$36,000	\$44,400	\$116,400
<b>Program Manager</b>	\$70,500	\$75,500	\$37,750	\$183,750
<b>Administrator &amp; Fiscal Agent</b>	\$251,836	\$267,205	\$225,958	\$744,999
<b>Engineering &amp; Outreach</b>	\$895,963	\$985,634	\$1,125,293	\$3,006,890
<b>Total</b>	<b>\$1,532,499</b>	<b>\$1,666,539</b>	<b>\$1,735,601</b>	<b>\$4,934,640</b>

## Amended Budget

### Budget Remaining for Each Agency FY16/17

	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
Remaining Costs for FY16/17	\$10,691	-\$320,619	-\$161,641	\$384,330	\$174,913	\$19,961	\$7,419	\$115,841	\$0	\$0

### Basis of the Budget Remaining for FY16/17

	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
Sept 2016 w/ SVCSD mod (Current Agencies)	\$118,247	\$1,086,631	\$864,406	\$768,201	\$661,522	\$172,276	\$99,194	\$1,164,163	\$0	\$0
Phase 2 Study Grant Refund	\$0	\$120,128	\$98,609	\$69,917	\$62,739	\$0	\$0	\$98,609	\$0	\$0
Net Costs	\$118,247	\$966,503	\$765,798	\$698,284	\$598,783	\$172,276	\$99,194	\$1,065,555	\$0	\$0
Paid to Date	\$107,556	\$1,287,122	\$927,439	\$313,954	\$423,870	\$152,315	\$91,775	\$949,714	\$0	\$0
Remaining Costs for FY16/17	\$10,691	-\$320,619	-\$161,641	\$384,330	\$174,913	\$19,961	\$7,419	\$115,841	\$0	\$0

**Action: Consider Approving the FY 16/17 Amended Budget**



# What's Next: Addition of New Member Agencies

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**NORTH BAY WATER REUSE PROGRAM**  
*Expanding Water Supplies with Regional Reuse*



## Budget with New Agencies

Table 1: 3-Year Budget with New Agencies					
Item	FY14/15	FY15/16	FY16/17	Amendment	Total
Program Development	\$190,200	\$190,200	\$190,200		\$570,600
Federal Advocacy	\$88,000	\$112,000	\$112,000		\$312,000
State Advocacy	\$36,000	\$36,000	\$44,400		\$116,400
Program Manager	\$70,500	\$75,500	\$37,750		\$183,750
Administrator & Fiscal Agent	\$251,836	\$267,205	\$225,958		\$744,999
Engineering & Outreach	\$895,963	\$985,634	\$1,125,293	\$136,150	\$3,143,040
<b>Total</b>	<b>\$1,532,499</b>	<b>\$1,666,539</b>	<b>\$1,735,601</b>	<b>\$136,150</b>	<b>\$5,070,790</b>

## Amended Budget with New Agencies

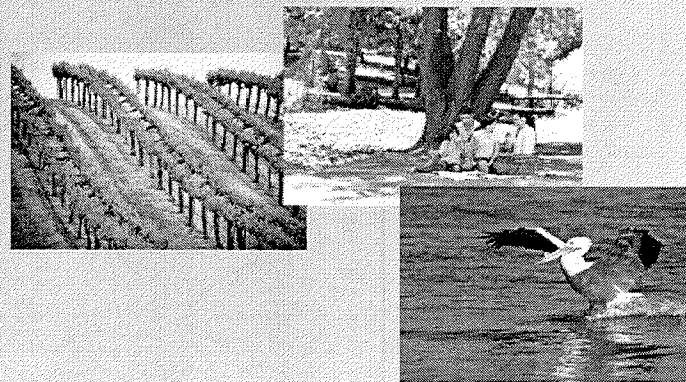
### Budget Remaining for Each Agency FY16/17

	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
Remaining Costs for FY16/17	\$5,612	-\$405,778	-\$243,227	\$319,161	\$100,839	\$14,882	\$2,339	-\$33,598	\$249,791	\$357,028

### Basis of the Budget Remaining for FY16/17

	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
Sept 2016 w/ SVCSD mod (Current Agencies)	\$113,168	\$986,081	\$769,523	\$692,524	\$577,642	\$167,197	\$94,114	\$1,001,427	\$274,464	\$394,652
Phase 2 Study Grant Refund	\$0	\$104,738	\$85,311	\$59,409	\$52,934	\$0	\$0	\$85,311	\$24,674	\$37,625
Net Costs	\$113,168	\$881,344	\$684,212	\$633,115	\$524,709	\$167,197	\$94,114	\$916,116	\$249,791	\$357,028
Paid to Date	\$107,556	\$1,287,122	\$927,439	\$313,954	\$423,870	\$152,315	\$91,775	\$949,714	\$0	\$0
Remaining Costs for FY16/17	\$5,612	-\$405,778	-\$243,227	\$319,161	\$100,839	\$14,882	\$2,339	-\$33,598	\$249,791	\$357,028

# Phase 1 Cost Reallocation



## Phase 1 Cost Reallocation

### 💧 Why needed:

- Phase 1 construction grants funds were reallocated to other members due to SVCSD reducing their projects
- As a result, Napa SD, Novato SD, NMWD, and LGVSD all received additional construction funds
- Associated administrative costs

### 💧 What will be finalized as a result of this reallocation:

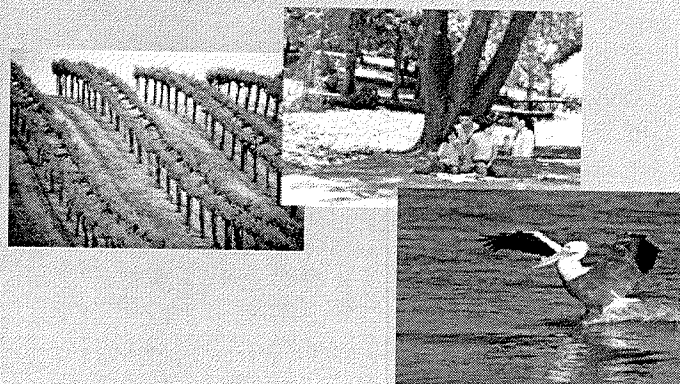
- Phase 1 costs through FY 14/15
- Phase 1 costs for FY 15/16 through 16/17

### 💧 Process:

- SCWA initiating determinations
- Presentation/discussion at January 2017 Board meeting
- Invoices will be sent upon approval

# Program Development, Federal and State Advocacy

## Item 9





# Program Development and Federal Advocacy



## Review: Drought Bill Provisions NBWRA has been Advocating

### 💧 Included in Senator Feinstein's Bill:

- RIFIA Loans funded at \$200M
- WaterSMART Grants for treatment, storage, distribution and water management projects funded at \$150M
- Title XVI eligibility for un-authorized Title XVI projects funded at \$200M
- De-authorization of USBR projects to provide budget offset to fund the above provisions

## What was Included in WIIN Act

- ◆ \$100M Increase in WaterSMART Funding
  - \$50M specifically for activities on the Colorado River
  - \$50M for expanded WaterSMART Grants:
    - We will need to be very involved in development of the grant criteria
    - FOA's likely Fall 2017
  
- ◆ RIFIA Was Not Included
  - Will likely be part of new Administrations Infrastructure Plan



## What was Included in WIIN Act

- 💧 \$50M for NEW Title XVI Program for Unauthorized Water Reuse and Recycling Projects
  - Existing study process applies
  - Adds priority criteria for drought, water supply, environmental, stakeholder driven, regional and multi-benefits projects
  - Adds Congressional review prior to grant award
  - New Program Criteria due to Congress in 180 Days
    - We will need to be very involved in development of the grant criteria
    - FOA's likely Fall 2017

## Title XVI and How We Proceed with Phase 2 Authorization

- ◆ New Title XVI Program for \$50M in grant assistance for unauthorized projects
- ◆ WIIN did not delete the existing Title XVI program
  - Funded at \$25M +/- annually
  - Requires program authorization
- ◆ Need to continue work with USBR Solicitor and Denver Policy regarding which Program to apply for construction grant assistance

## Additional Items in WIIN

- 💧 EPA has new authorities under WIFIA for drought impacts that included watershed benefits, storage and groundwater projects
  
- 💧 The Continuing Resolution (CR) to fund the Government expires on April 28, 2017
  - Will likely be new water legislation and 'fixes' attached to the full authorizations bill

## Information and Next Steps

- ◆ Rep. Cathy McMorris Rodgers (R-WA) has been nominated to head Department of Interior
- ◆ Watching for candidates for USBR Commissioner
- ◆ Developing comments on WaterSMART and Title XVI Program Criteria
- ◆ Working with USBR Denver Policy to determine best Title XVI Program for NBWRA Phase 2 construction



# State Advocacy



## State Advocacy

- ◆ New legislators sworn in December 5
- ◆ As reported, Republicans lost a key Orange County Senate seat; giving Democrats a 2/3 supermajority in both houses
- ◆ With a supermajority, Democrats have the ability to pass bonds, fees, taxes and constitutional amendments to go the ballot without a single Republican vote - they already had the ability to pass budgets on a majority vote

## First Day of New Legislature Brought Bond Introductions

- Both Senate Leader Kevin DeLeon and Assemblymember Eduardo Garcia introduced bond measures on December 5
- SB 5 (DeLeon) appears to be a Parks and Water hybrid
  - \$1.5 million for primarily parks and open space-related purposes
  - \$1.5 million for water-related purposes
  - **Including \$375 million for water recycling purposes consistent with the language of Proposition 1's recycled water/desal funding chapter**
  - \$375 million for the IRWM program
- AB 18 (Garcia) calls for \$3 billion that largely focused on Parks, Open Space and other related purposes

## Sen. Hertzberg – Ocean Discharge Reduction Mandate

- ◆ In anticipation of Sen. Hertzberg's efforts in the new session, discussions have begun with CASA led opposition coalition and WateReuse
  - Coalition members have indicated that they expect to maintain opposition positions on the issue of mandates
  - Some agencies may reevaluate positions depending on whether the mandate is lower (close to what they are meeting or expect to meet) or whether Hertzberg meaningfully modifies his proposal of last year



## Potential WateReuse Legislative Proposal on DPR

- WateReuse is internally discussing potential language to ensure state agency progress on DPR regulations
  - Follows last year's SWRCB's report to the Legislature: "Investigation on the Feasibility of Developing Uniform Water Recycling Criteria for Direct Potable Reuse"
  - Component of the proposal would strike existing statute's distinction between "direct potable reuse" and "indirect potable reuse" in favor of a consolidated definition for potable reuse
  - Proposal will be subject to ongoing discussion by WateReuse before it potentially moves forward in the Legislature.

## 2017 NBWRA Outreach – Please Stay Tuned

- Watch for proposed dates for NBWRA day in the State Capitol
- NBWRA may also wish to consider a tour for new area legislator – Assemblywoman Cecilia Aguilar-Curry – and her staff

# Engineering and Environmental Services and Public Outreach Services

## Item 10



# Feasibility Study Status Report

# Feasibility Report

- 🔹 Final Sections posted to SharePoint
- 🔹 Comment register also posted to SharePoint:
  - All comments and edits noted
  - Response to comments and edits noted

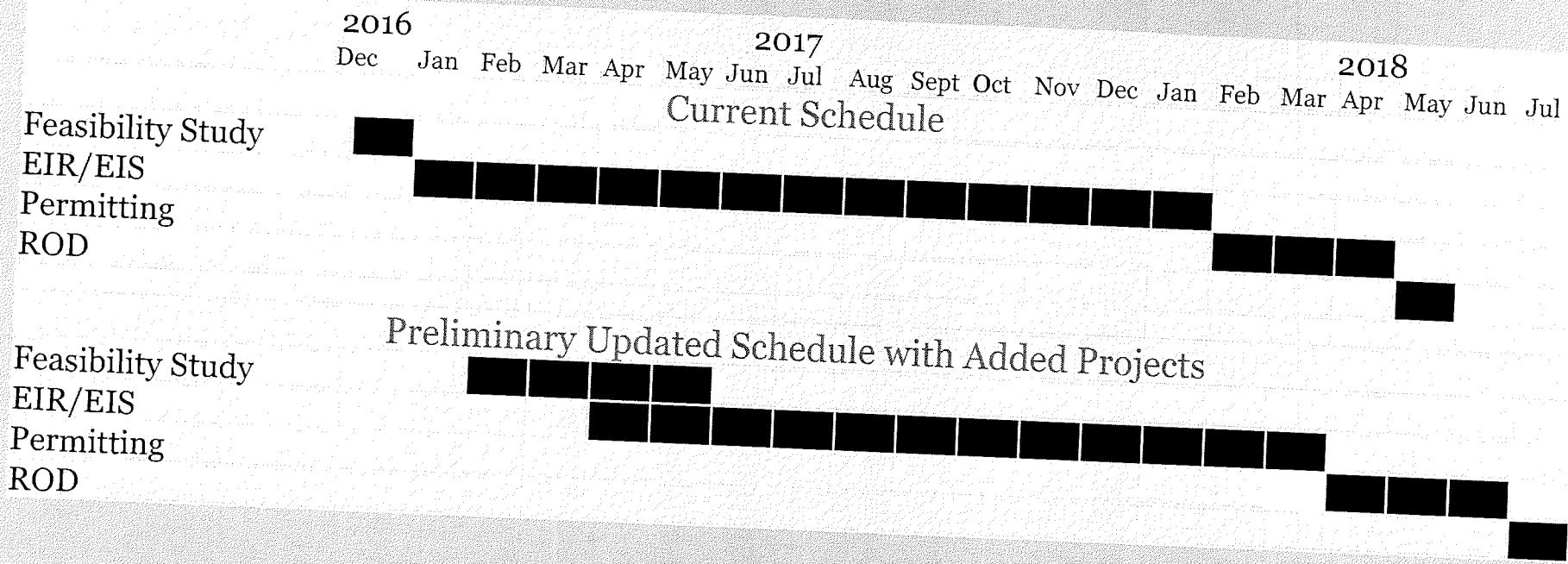
Project Number: 140001  
Date: 01/17/2016

Client Project		North Bay Water Reuse Authority Water 27 Feasibility Study Report		Comments	Response	Resolution / Response	Date
Item #	Client Project	Water reuse project	Section / Paragraph / Question	Comments	Response	Resolution / Response	Date
1.01	Feasibility	1.1.1.1	1.1.1.1.1	...	...	...	01/17/2016
1.02	Feasibility	1.1.1.1	1.1.1.1.2	...	...	...	01/17/2016
1.03	Feasibility	1.1.1.1	1.1.1.1.3	...	...	...	01/17/2016
1.04	Feasibility	1.1.1.1	1.1.1.1.4	...	...	...	01/17/2016
1.05	Feasibility	1.1.1.1	1.1.1.1.5	...	...	...	01/17/2016
1.06	Feasibility	1.1.1.1	1.1.1.1.6	...	...	...	01/17/2016
1.07	Feasibility	1.1.1.1	1.1.1.1.7	...	...	...	01/17/2016
1.08	Feasibility	1.1.1.1	1.1.1.1.8	...	...	...	01/17/2016
1.09	Feasibility	1.1.1.1	1.1.1.1.9	...	...	...	01/17/2016
1.10	Feasibility	1.1.1.1	1.1.1.1.10	...	...	...	01/17/2016
1.11	Feasibility	1.1.1.1	1.1.1.1.11	...	...	...	01/17/2016
1.12	Feasibility	1.1.1.1	1.1.1.1.12	...	...	...	01/17/2016
1.13	Feasibility	1.1.1.1	1.1.1.1.13	...	...	...	01/17/2016
1.14	Feasibility	1.1.1.1	1.1.1.1.14	...	...	...	01/17/2016
1.15	Feasibility	1.1.1.1	1.1.1.1.15	...	...	...	01/17/2016
1.16	Feasibility	1.1.1.1	1.1.1.1.16	...	...	...	01/17/2016
1.17	Feasibility	1.1.1.1	1.1.1.1.17	...	...	...	01/17/2016
1.18	Feasibility	1.1.1.1	1.1.1.1.18	...	...	...	01/17/2016
1.19	Feasibility	1.1.1.1	1.1.1.1.19	...	...	...	01/17/2016
1.20	Feasibility	1.1.1.1	1.1.1.1.20	...	...	...	01/17/2016
1.21	Feasibility	1.1.1.1	1.1.1.1.21	...	...	...	01/17/2016
1.22	Feasibility	1.1.1.1	1.1.1.1.22	...	...	...	01/17/2016

## Feasibility Study Report Changes for New Agencies

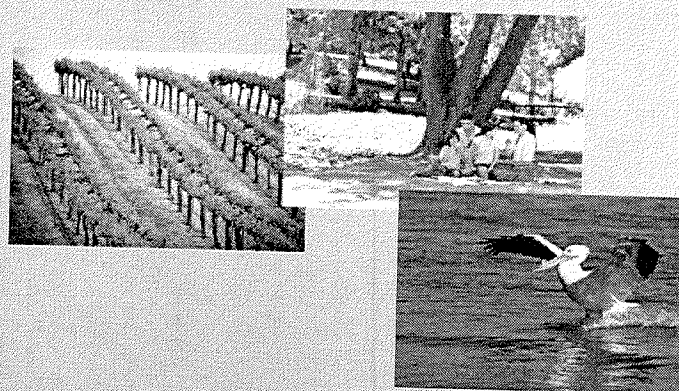
Feasibility Study Update with MMWD/CMSA and American Canyon (FY16/17)	
Title XVI Feasibility Study/Report	Description
Section 2 Problems and Needs	Add American Canyon water supply and demand with updates to 12 tables to include data. Review section 2.5 (Climate Change) to make sure no edits needed to cover American Canyon
Section 3 Water Reclamation Reuse and Needs	Add text for CMSA and American Canyon wastewater/recycled water; 5 table updates; brief description of Phase 2 Project
Section 4 Description of Alternatives	Revise to include process to add MMWD/CMSA and AC. Create rationale for addition of new agencies to the selection process. Redo the project scoring spreadsheet and tables
Section 5 Proposed Title XVI Program	Add description of projects, including costs; update Climate Change Vulnerability table for added projects
Section 6 Economic Analysis	LCC for added projects
Section 7 Environmental Consideration and Potential Effects	ESA to update with added projects
Section 9 Financial Capability of Sponsors	Need input from added agencies. Contact each agency
Sections 1, 8, and 10 Appendices	Update with discussion on added agencies

# Preliminary Updated Study Schedule



# Items for Future Discussion & Action

## Item 11



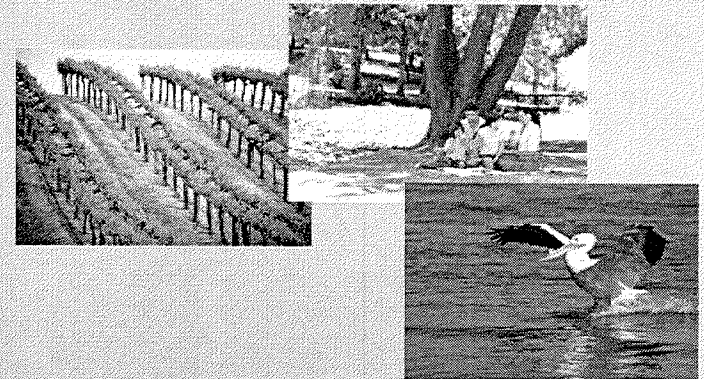


## January 23, 2017 Meeting

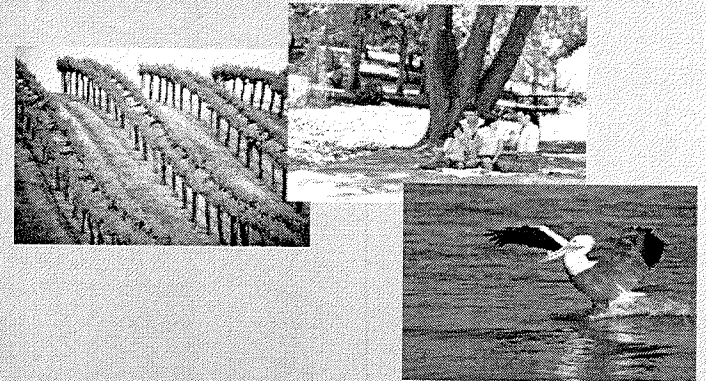
- ◆ Update on State and Federal Issues
  - State legislative issues
  - Federal administration
  - Federal legislation and funding opportunities
- ◆ Discussion on FY 17/18 Budget

# Comments from Chair and Board Members

## Item 12



# Adjourn



19

**DISBURSEMENTS - DATED DECEMBER 15, 2016**

Date Prepared 12/13/16

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

Seq	Payable To	For	Amount
P/R*	Employees	Net Payroll PPE 11/30/16 (\$140,982) & Sick Leave Buy-Back (\$14,167)	\$155,149.06
EFT*	US Bank	Federal & FICA Taxes PPE 11/30/16	\$62,260.44
EFT*	State of California	State Taxes & SDI PPE 11/30/16	\$11,505.64
EFT*	CalPERS	Pension Contribution PPE 11/30/16	\$35,007.62
1	101 Office Products	Quarterly Toner Supply Order	1,549.17
2	Alpha Analytical Labs	Lab Testing	18.00
3	Athens Administrators	Replenishment for Workers' Comp Checks Written (11/1/16 - 11/30/16)	339.47
4	AT&T	Leased Lines	682.01
5	AYS Engineering Group	Prog Pymt#3: Consultation, Monitoring, Soil Profiling & Testing for Oceana Marin Disposal Field Project (Balance Remaining on Contract \$19,548)	1,190.00
6	Bennett Trenchless Engineers	Prog Pymt#8: Entrada Drive to Norman Tank Horizontal Directional Drilling (Balance Remaining on Contract \$20,679)	2,730.00
7	Burr, Beverly	Novato "Toilet Rebate" Program	176.00
8	CDW-Government	Battery Backup for Bahia & Ponti Pump Station P/S	206.24
9	The Climate Registry	Annual Membership (Clark) (1/17-12/17) (Budget \$770)	750.00
10	Coholan, Annette	Novato "Washer Rebate" Program	50.00
11	Costco Wholesale	Flashlights (6)	121.31
12	Del Torre, Robert	Novato "Cash for Grass" Rebate Program	225.00
13	De Shazo, Emma	Novato "Toilet Rebate UHET" Program	300.00

Seq	Payable To	For	Amount
14	Diggs, James	Retiree Exp Reimb (December Health Insurance)	306.09
15	Eurofins Eaton Analytical	Lab Testing	600.00
16	Fallah, Khosrow	Novato "Washer Rebate" Program	50.00
17	Ferguson Waterworks	Elbows (4), Couplings (20) (\$120), Gaskets (2) & Double Check Valve (\$337)	472.20
18	Fisher Scientific	Reagent (Lab)	45.45
19	Ghilotti Construction	Progress Payment#1: RW Expansion Central Service Area (Balance Remaining on Contract \$5,782,651)	95,960.93
20	Good Shepherd Lutheran Church	Novato "Toilet Rebate" Program	100.00
21	Grainger	Hard Hats (5) (\$135), PVC Cement (12-8oz tubes, 2-32 oz tubes) (\$240), Reducers (8), Threaded Outlets (6) (\$238), Elbows (6), Adaptors (4), Nipples (5), Circuit Breakers, Panel for AMI Collector @ Main Office, Fluorescent Light Ballasts (12) (\$143), Aerosol Lubricant, 1/2" Pipes (3), Respirators (2) (\$59) 24" Level (\$61) & Combination Wrench	957.13
22	Hansel Auto Group	Diagnose Warning Light & Replace High Voltage Battery Pack ('05 Honda Civic)	3,110.43
23	Hardy Diagnostics	Bacterial Growth Medium (Lab)	480.66
24	Harrington Industrial Plastics	New Leach Field Control Valve (O.M.)	664.92
25	HERC Rentals	5 yd Dump Truck Rental (1 month)	2,001.00
26	Irish & Son Welding	Welding Services (Indian Valley & Shell Station)	1,125.00
27	Irrigation Association	Certification Renewal (1/17-12/17) (Grisso) (Budget \$100)	100.00
28	Jankowski, Ruth	Novato "Cash for Grass" Rebate Program	130.00
29	John's Dairy Equipment & Supply	Chlorine Tablets (100 lbs) (STP)	358.05
30	Kaiser Foundation Health Plan	DMV/DOT Physical (Reed)	115.00
31		Cafeteria Plan: Uninsured Medical Reimbursement	270.93


Seq	Payable To	For	Amount
32	Kessler, Susan	Retiree Exp Reimb (December Health Insurance)	315.28
33	LGVSD	Recycled Water Deliveries (7/1/16-9/30/16)	13,007.10
34	Marin County Tax Collector	Annual Permit Fee - Hazardous Material Inventory Annual Permit Fee (4)	6,375.00
35	Marinscope	Subscription Renewal (DeGabriele) (9/16 - 8/17) (Budget \$50)	49.00
36	Marin County Recorder	October Official Record Copy (4)	58.00
37	Marin Reprographics	Bond Prints (7 - 24" x 36") (\$313) & Binding	317.15
38	Marquand, Carolyn	Novato "Toilet Rebate" Program	200.00
39	McLellan, WK	Misc Paving (19 Locations)	15,418.55
40	McGrath, Thomas	Novato "Cash for Grass" Rebate Program	400.00
41		Cafeteria Plan: Uninsured Medical Reimbursement	114.00
42	Miller Pacific Engineering	Prog Pymt#4: Misc Backfill (Balance Remaining on Contract \$21,543)	1,471.60
43	Moore, Doug	Retiree Exp Reimb (December Health Insurance)	949.78
44	MSI Litho	Door Hanger "Notice to Interrupt Water Service" (1,000)	255.56
45	National Fire Protection Asso	Membership Dues (McIntyre) (Budget \$180) (1/17-12/17)	175.00
46	NMWD SRF Loan	STP State Revolving Fund Loan Principal & Interest	574,460.90
47	Novato Sanitary District	July Recycled Water Operating Expense	13,201.96
48	O'Reilly Auto Parts	Washer Fluids, Coolant, Brake Fluid, Brake Cleaner (\$70)	204.96
49	Prunuske Chatham	Prog Pymt#3: Provide Monitoring Report for Leveroni Creek Bank (Balance Remaining on Contract \$13,397)	2,225.28
50	Radio Shack	Replacement Payment. Original ACH Changed.	23.91


Seq	Payable To	For	Amount
51	Ravicz, Arthur & Patricia	Refund Excess Advance for Construction over Actual Job Cost	5,978.34
52	Sequoia Safety Supply	Anti Fog Glasses (12) & Lens wipes (400)	62.86
53	Sheehan, Richard	Novato "Cash for Grass" Rebate Program	400.00
54	Shirrell Consulting Services	December Dental Insurance Admin Fee	305.10
55	Shirrell Consulting Services	November Dental Expense	9,472.60
56	Sierra Chemical	Chlorine (200 lbs) (STP)	600.84
57	Sjoblom, Jeff	Exp Reimb: Safety Boots	200.00
58	Soiland	1 1/2" Drain Rock (51 tons) (\$1,096) & Asphalt (6 tons) (\$148)	1,244.10
59	State Water Resources Control	D1 Renewal Certification (5/17-5/20) (Budget \$70) (Roberto)	70.00
60	Stafford, Vernon	Retiree Exp Reimb (December Health	315.28
61		Cafeteria Plan: Uninsured Medical Reimbursement	62.00
62	Thatcher of California	Ferric Chloride (18 tons) (STP)	8,219.17
63	Thompson, Jennifer	Novato "Cash for Grass" Rebate Program	400.00
64	United Parcel Service	Delivery Services: Sent Pressure Data Loggers for Calibration	12.39
65	Verizon Wireless	Cellular Charges: Data (\$197), Airtime (\$107) (19) & Equipment (\$9)	296.21
66	Verizon Wireless	November CIMIS Station Data Transfer Fee	67.47
67	Villa, Clair	Novato "Cash for Grass" Rebate Program	400.00
68	VWR International	Membrane Filters for Coliform Test (Lab)	303.83
69	Water Components & Building	8" Cap	41.24



Seq	Payable To	For	Amount
70	Young, James	Novato "Toilet Rebate" Program	200.00
71	Zeidan, Samer	Novato "Washer Rebate" Program	50.00
<b>TOTAL DISBURSEMENTS</b>			<b><u>\$1,037,032.21</u></b>

The foregoing payroll and accounts payable vouchers totaling \$1,037,032.21 are hereby approved and authorized for payment.

 12/13/16  
 Auditor-Controller Date

 12/13/2016  
 General Manager Date

## DISBURSEMENTS - DATED DECEMBER 8, 2016

Date Prepared 12/6/16

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

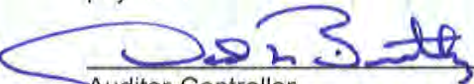
Seq	Payable To	For	Amount
1	AT&T	Internet Service @ PRTP	\$80.00
2	Breit, Adam	Exp Reimb: Safety Boots	200.00
3	Calif Board of Equalization	Water Right Fees (2-Novato Creek \$1,154 ) & (3-Lagunitas Creek \$500) (7/1/16-6/30/17)	1,653.88
4	CalPERS	Health Insurance Premium (Employees \$48,999, Retirees \$10,508 & Employee Contrib \$11,717)	71,225.01
5	CDW-Government	Trend Anti-Virus Software Renewal (Budget \$1,080)	1,080.00
6	Costco Membership	Annual Membership (DeGabriele) (1/17-12/17) (Budget \$110)	110.00
7	CWEA	Grade 2 Certification Renewal (Reischmann) (Budget \$90) (1/17-12/17)	88.00
8	Davenport, Colin	Exp Reimb: Safety Boots	200.00
9	DeGabriele, Chris	Exp Reimb: November Mileage	132.30
10	Dominguez, James	Novato "Washer Rebate" Program	50.00
11	Ronald & Patricia Eastman	Refund Excess Advance for Construction Over Actual Job Cost - 14 Winn Lane-Backflow	603.08
12	Evoqua Water Technologies	Service on Deionization System	328.75
13	Fastenal	Utility Knife & Hardware (\$523) (O.M. Storage Pond)	546.02
14	Ferguson Waterworks	Box Valves (10) (\$121), Box Lids (12) (\$207) & Box Covers (2)	454.91
15	Fisher Scientific	Tip Rack (Lab)	31.39
16	Galli, Lisa Ann	Refund Overpayment on Closed Account	30.49
17	Golden Gate Petroleum	Gasoline (\$2.09/gal) & Diesel (\$2.13/gal)	1,913.63


Seq	Payable To	For	Amount
18	Grainger	8" Shears, Head Lamps (3) (\$88), Couplings (7) & Marking Chalk (12-17oz cans) (\$63)	201.74
19	H & R Plumbing	Oceana Marin Manhole Rehabilitation (15)	27,000.00
20	Hach	Reagent (Lab)	35.68
21	IDI-Dupont	pH Probe (STP)	320.51
22	InfoSend	October Processing Fee for Water Bills (\$1,344) & Postage (\$3,744)	5,088.98
23	Jimmy's Catering	Catering Services for NMWD Holiday Party 2016	3,619.88
24		Vision Reimbursement	323.95
25		Vision Reimbursement	135.00
26	LeBrun, Kent	Exp Reimb: Safety Boots	200.00
27	Lincoln Life	Deferred Compensation PPE 11/30/16	13,810.74
28		Childcare Reimbursement	416.66
29	Maltby Electric	Replacement Circuit Breaker & Enclosure for Old Ranch Rd P/S	1,109.58
30	McMaster-Carr Supply	Air Filters for Electronic Equipment (2)	61.39
31	Michels	Refund Security Deposit on Hydrant Meter Less Final Bill	523.41
32	MSC Industrial Supply	Utility Pump (STP)	266.24
33	Nationwide Retirement Solution	Deferred Compensation PPE 11/30/16	1,580.00
34	Neopost USA	Postage Meter Rental	94.30
35	Nerviani's Backflow	Annual Backflow Testing	1,350.00
36	Novato Disposal Service	November Trash Removal	438.29
37	Novato Radiator	Flush & Clear Radiator ('04 Backhoe)	80.00
38	NSI Solutions	Quality Control Sample (Lab)	49.25
39	Office Depot	Monthly Planner, Storage Boxes (40) (\$152), "Sign Here" Tape Flags & Decaf Coffee (4-22 oz cans)	218.46

Seq	Payable To	For	Amount
40	Pace Supply	2" Copper Pipe (120) (\$1,273), PVC Elbows (8), Flange, Bushing & Meter Adaptors (2) (\$245)	1,581.58
41	Pape Machinery	Temp Sending Unit & "O" Ring Seal	35.60
42	Petaluma Elks Lodge #901	Rental of Hall for NMWD Holiday Party 2016	932.65
43	Peterson Trucks	Motor Oil (10 qts) (\$88), Air, Oil & Fuel Filters (\$229), Cabin Air Filters, Tow Hooks (2) (\$123), Bolts, Nuts, Washers & Diesel Engine Oil (10 gal) (\$164)	587.44
44	Petro Tech	New Fuel Hose & Swivel Fitting for Diesel Tank	234.10
45	Rader Excavating	Refund RW Load Security Deposit Less Charge for 5 RW Loads and 1 RW Truck Magnet	50.00
46	Ramudo, Pablo	Exp Reimb: Tickets to Novato Human Needs Fundraiser (2)	100.00
47		Childcare Reimbursement	208.33
48	RMC Water & Environment	Prog Pymt#3: Recycled Water Central Services Area (Balance Remaining on Contract \$43,240)	1,660.00
49	Ryder Novato Investments	Refund Excess Advance for Const Over Actual Job Cost-Walnut Meadows Subdivision	269.92
50	Sonoma County Water Agency	Conservation Program Support (7/1/16-9/30/16)	12,949.61
51	SPG Solar	October Energy Delivered Under Solar Services Agreement	9,136.30
52	Stanek, Cathy & James	Novato "Cash for Grass" Rebate Program	400.00
53	Staples Advantage	Annual Calendar Order (48) (\$367), Coffee (8-31oz cans) (\$80), Sugar (3-20oz cans), Coffee Filters (1,000), 2-Hole Punch, Calculator Ribbon, Paper Clip Holder, Pencil Holder & Copy Paper (Letter-60 reams) (\$236)	804.52
54	State Water Resources Control Board	Replacement Check. Original Amount Incorrect	80.00
55	State Water Resources Control Board	RW-N Seg 1-SRF Loan Principal & Interest	40,196.44
56	SWRCB Accounting Office	FY16 Large Water System Fee Final Payment (Total \$13,181) (7/1/15-6/30/16)	6,817.80

Seq	Payable To	For	Amount
57	Sweeney, Belmira Rodrigues	Novato "Toilet Rebate" Program	200.00
58	Tamagno Green Products	Sludge Removal (98 yds)	2,450.00
59	Thatcher of California	Ferric Chloride (10 tons) (STP) (Balance Remaining on Contract \$40,398)	4,347.77
60	Tuscher, Lisa	Novato "Cash for Grass Rebate" Program	400.00
61	United Rentals	Water Trailer Tank Hatch Cover	110.49
62	United Parcel Service	Delivery Services: Returned Erroneous Vault Key	9.55
63	USA BlueBook	Wooden Plugs (3)	42.44
64	US Postal Service	Meter Postage	1,000.00
65	Utiliworks Consulting	Prog Pymt#8: Oct AMI Consulting (Balance Remaining on Contract \$82,704)	10,403.75
66	Van Bebber Bros	3/8" Round Rod	10.83
67	Water Components & Bldg Supply	Stabilization Fabric to Put Under Roadway	486.87
68	White & Prescott	Prog Pymt#23: Crest Pump Station Site Plan (\$1,640), Prog Pymt#24: Center Road Topo (\$3,000) & Prog Pymt#25: Chevrolet Dealership Water Line Easement (\$1,080) (Balance Remaining on Contract \$17,280.00)	5,720.00
69	Wiley Price & Radulovich	Counsel Regarding Overtime Question	59.00
70	Zeichner, Alan	Novato "Toilet Rebate" Program	100.00
71	Zierolf's TASK of Northern CA	Clean Air Ducts, Furnace & Air Handling Unit in Main Office	6,800.00
		<b>TOTAL DISBURSEMENTS</b>	<b><u>\$243,836.51</u></b>

The foregoing payroll and accounts payable vouchers totaling \$243,836.51 are hereby approved and authorized for payment.

 \_\_\_\_\_  
 Auditor-Controller Date 12/6/16

 \_\_\_\_\_  
 General Manager Date 12/16/2016

**From:** Mark Millan <millan@datainstincts.com>  
**Sent:** Tuesday, December 13, 2016 8:19 AM  
**To:** Undisclosed Recipients  
**Subject:** Trump forces a California water deal without lifting a finger - SAC Bee 12/13/16

## **Donald Trump forces a California water deal without lifting a finger**

Observations on California and its politics

By Dan Walters , Sacramento Bee 12/13/16

California's politicians and pundits – including this one – have been busily speculating on what effect a Donald Trump presidency could have on a state that rejected him overwhelmingly.

Well, we saw the first major impact last week, without Trump even lifting a finger.

A compromise bill that, in effect, reallocates federally controlled water in California – much to the delight of farmers and the dismay of environmentalists – won final congressional approval Friday.

Hammered out by Sen. Dianne Feinstein and Bakersfield's Kevin McCarthy, the Republican leader of the House, it broke a half-decade-long political logjam over the issue, and there is little doubt that uncertainty over Trump's attitude was its driving force.

Feinstein obviously decided that a compromise now would be better than taking a chance on what the Republicans who control both houses of Congress and Trump might do on water once he was inaugurated.

"I believe these provisions are both necessary and will help our state," Feinstein said.

California's other senator, Barbara Boxer, denounced the Feinstein-McCarthy deal in her last major senatorial utterance before retiring.

"I think it is absolutely a horrible process, a horrible rider," Boxer said during Friday's debate. "It's going to result in pain and suffering among our fishing families."

The omnibus water bill, whose major provisions go way beyond California, would provide more water to San Joaquin farmers – and less to fish habitat in the Sacramento-San Joaquin Delta – and ease dam construction while providing funds for desalination and recycling projects.

Conceivably, it could affect how state politicians approach the water issue as well since the system that draws water from the Delta and delivers it to farmers and residential and commercial users as far south as San Diego is a joint federal-state apparatus.

Gov. Jerry Brown has championed boring twin tunnels beneath the Delta to carry Sacramento River water to the head of the California Aqueduct near Tracy, arguing that it would improve the Delta's fragile environment.

If the deal brings higher flows to farmers, it could bolster Brown's argument for the tunnels – especially since federal approval and money are needed to build them – or the case against them, as environmentalists seek more state water for Delta wildlife. It also could jump-start long-delayed water-storage projects.

We probably won't know how it plays out for years. Whatever its impact, though, the Feinstein-McCarthy deal demonstrates that the Bakersfield congressman will be a pivotal figure in the Trump-California relationship.

All of the handwringing and defiant, man-the-battlements rhetoric aside, California depends on Washington for tens of billions of dollars each year, particularly for health and welfare services, including 3.8 million additional Medi-Cal enrollees under Obamacare. It also routinely seeks "waivers" on how it spends that money.

The water deal indicates that McCarthy will be the go-to guy when California seeks favors from a president who will see the state as an enemy.

Read more here: <http://www.sacbee.com/news/politics-government/politics-columns-blogs/dan-walters/article120482658.html#storylink=cpy>

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### News Update



**707.836.0300**

You received this email because your address has been entered into a distribution list of individuals who are interested in updates regarding water issues.

Novato History Museum / Pages from the Past

# 1931: Boys asked not to shoot Mrs. S

## 85 YEARS AGO | DECEMBER 1931

Mrs. Frank Sturken has a pet squirrel which romps through the trees and grounds. She asks the boys and hunters not to shoot or hurt it, as Mrs. Sturken thinks a great deal of the little animal she raised.

Parking problems are not new. London had one as far back as 1660 notes the California State Automobile Association, citing an order issued in that year by Charles II, which read as follows: "Whereas the excessive number of hackney coaches in the city of London are found to be a common nuisance, the streets and highways being thereby made impassable and dangerous; "We command that no person or persons permit or suffer said coaches to stand or remain in any of the streets. "Given at our court at Whitehall the eighteenth day of October, 1660."

Colonel A.R. Paxton died suddenly at the Letterman Hospital, San Francisco. Being in poor health for some time, the Colonel went to the hospital recently for medical treatment. It was thought he was doing well, but the end came unexpectedly. Col. Paxton was born in Philadelphia on October 5, 1849. He entered the army in 1877 and served in Indian wars and the Spanish-American war

in both Cuba and the Philippines. About 20 years ago, Col. Paxton came to Novato. He built a concrete home on a knoll overlooking the valley, and here he engaged in horticulture, pears being the principal crop. He was a man of splendid education, firm and strict integrity.

## 75 YEARS AGO | DECEMBER 1941

Beginning last Monday morning, Frank Manzoni took over the duties of "day man" at the Novato Fire House. The post vacated by Joe Mendonca, who began that same day as a Mare Island employee, Manzoni is a veteran fireman, and should be able to handle the duties very capably.

## 50 YEARS AGO | DECEMBER 1966

The North Marin Water District board directors last night approved \$12,500 in district funds for that proposed engineering study for a future dam on Walker Creek in West Marin.

Pearcock Restaurant, specializing in Oriental dishes but also offering American food on the menu, will open officially Monday at 11 a.m. at 1624 Grant Avenue, near the corner of Seventh Street. Partners Walt Del Rose and Tom Horn plan to serve food from 11 a.m. until 10 p.m. every day except Sunday, when the hours

will be 4 p.m. to 10 p.m. Del Rose's wife, Jae Soon (also known as Soon, Ja), will manage the 800 square foot dining area, which can seat 53 people. The compact stainless steel kitchen occupies a little more than 200 square feet.

The best birthday celebration for a city is one that's arranged by an enthusiastic group of its citizens, the council readily agreed last night. So, come January 20, Novato's seventh birthday, there's going to be a celebration at the Community Clubhouse staged by citizen volunteers backed by last night's council authorization to spend up to \$500. Mayor Wayne Womack's selection as honorary chairman of the event is just about the only detail settled at this point, but supporters of the event showed no signs of anxiety about their ability to work out a happy program. City Manager John Baget observed that last year's sixth birthday commemoration had been arranged by the city without active participation by citizens and had not stimulated much interest. He said it was obvious that a city couldn't expect much success if it threw a party for itself.

## 25 YEARS AGO | DECEMBER 1991

Art Yee, owner of Art's Parts, Excel-

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