



NORTH MARIN WATER DISTRICT

NORTH MARIN WATER DISTRICT AGENDA - REGULAR MEETING February 18, 2020 – 6:00 p.m. District Headquarters 999 Rush Creek Place Novato, California

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Est. Time	Item	Subject
6:00 p.m.	CALL TO ORDER	
	1. APPROVE MINUTES FROM REGULAR MEETING , February 4, 2020	
	2. GENERAL MANAGER'S REPORT	
	3. OPEN TIME: (Please observe a three-minute time limit)	
	This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.	
	4. STAFF/DIRECTORS REPORTS	
	5. MONTHLY PROGRESS REPORT	
	CONSENT CALENDAR	
	The General Manager has reviewed the following items. To his knowledge, there is no opposition to the action. The items can be acted on in one consolidated motion as recommended or may be removed from the Consent Calendar and separately considered at the request of any person.	
	Consent - Approve Water Agreement	<u>Type</u> <u>DU</u> <u>EU</u>
	6. 7711 Redwood Blvd. Landsea Homes Phase I (APN 125-580-016)	SF 80 56 Resolution
	7. Consent Approve: Selection of CPA Firm to Perform Annual Financial Audit	
	8. Consent Approve: Approval for Out of State Travel for AWWA D.C. Meeting	
	ACTION CALENDAR	
	9. Approve: Approval for Out-of-State Travel for Government Finance Officers Association (GFOA) Conference	
	10. Approve: Headquarters Upgrade Master Plan – Final Report	
	INFORMATION ITEMS	
	11. Second Quarter FY 19/20 - Water Quality Report	
	12. NBWA Meeting – February 7, 2020	
	13. MISCELLANEOUS	
	Disbursements – Dated February 6, 2020	
	Disbursements – Dated February 13, 2020	

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
		<u>News Articles:</u> Even after Oroville near-disaster, California dams remain potentially hazardous Workshop planned on water rate hike - NOVATO Dry forecast prompts early preparation for fire season City's revamped finance office gets new leader – NOVATO Novato considers tax hikes, fees to increase revenue - Novato
	14.	<i>CLOSED SESSION:</i> <i>In accordance with California Government Code Section 54957 for Public Employment, Title: Chief Engineer</i>
7:30 p.m.	15.	<i>ADJOURNMENT</i>

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DRAFT
NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
February 4, 2020

CALL TO ORDER

President Michael Joly called the regular meeting of the Board of Directors of North Marin Water District to order at 6:00 p.m. at the District Headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, Rick Fraites, James Grossi, Michael Joly, and Stephen Petterle. Also present were General Manager Drew McIntyre, District Secretary Terrie Kehoe, and Auditor-Controller Julie Blue. Chief Engineer Rocky Vogler was absent.

In the audience were consultant's Chris DeGabriele, Chris Noll and Scott Salge from Noll and Tam and District employee, Robert Clark (Operations/Maintenance Superintendent).

MINUTES

On motion of Director Baker, seconded by Director Petterle the Board approved the minutes from the January 21, 2020 meeting as presented with a minor change by the following vote:

AYES: Director Baker, Fraites, Grossi, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: None

GENERAL MANAGER'S REPORT

Mr. McIntyre announced that neither Mr. Vogler nor Mr. Arendell will be attending tonight's meeting.

Flood Control Zone 1 Advisory Board Meeting

Mr. McIntyre announced the he will be attending a Flood Control Zone 1 Advisory Board Meeting, tomorrow evening, February 5th. Director Baker asked if he was attending as an Advisory Board member and not as a representative of the water district. Mr. McIntyre confirmed.

Sonoma County Water Agency (SCWA) Cotati Aqueduct Metering Station Leak

Mr. McIntyre apprised the Board that SCWA recently discovered a corroded pipe segment within their Cotati aqueduct metering station. He explained they are requesting North Marin Water District and Marin Municipal Water District to limit their aqueduct delivery to no more than 6 MGD for a twenty-four hour test run on February 6th. Mr. McIntyre added the actual repair work is tentatively scheduled for late February or early March and will take several days to complete.

Director Baker asked if test run will affect the other contractors. Mr. McIntyre replied that the initial test run will only affect NMWD and MMWD. Director Baker commented that this could be a big deal, and asked if it is an isolated situation. Mr. McIntyre replied that all reports to date indicate the corroded segment is isolated to the meter station area only.

Novato Service Area Water Rate Study

Mr. McIntyre reminded the Board that on February 11th there will be a Special Meeting for the Novato Service Area Water Rate Study Workshop. He noted an ad ran on Sunday, February 2, in the Marin IJ and a press release was issued on February 3 and an updated social media push will occur February 5th. Mr. McIntyre added that the District is also planning on videoing the workshop so it will be available for remote access on our website. He stated that if we need a second workshop it will be held on February 25th, and if we need a larger venue we will have the meeting at the Novato Oaks Inn conference facility. Director Baker stated in the past we have used the Board Room at Novato Unified School District. Mr. McIntyre replied that we reached out to them, but their policy has changed and they do not rent out their room past 6 p.m. except if it is school business. Director Joly asked when the public will see the rate study. Mr. McIntyre replied that it will be posted on the website Wednesday, February 5th. Director Joly thanked Mr. McIntyre for his coordination efforts.

OPEN TIME

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

STAFF/DIRECTORS REPORTS

President Joly asked if staff or Directors wished to bring up an item not on the agenda and the following were discussed.

Ms. Kehoe reminded the Board and District Officers to complete their Ethics Training by April 1st and to submit any updates to the Emergency Contact List at their earliest convenience. She also reminded the Board to submit their Form 700's by April 1st and to provide any factual updates to their biographies which will be posted on our new website.

QUARTERLY FINANCIAL STATEMENT

Ms. Blue presented the Quarterly Financial Statement ending December 31, 2019. She noted that we are already half way through the fiscal year. Ms. Blue stated that on a seasonally adjusted basis the Operating Revenue came in at 7% under budget and Operating Expense came in 1% under budget. She noted that consumption for the fiscal year-to-date was 2% less than the prior

year at the same time and total operating revenue increased by 3%. Ms. Blue stated that the recycled water operating revenue and expenses are down which has to do with having to purchase potable water for recycled water during the Public Safety Power Shutdown. She added that West Marin and Oceana Marin are trending as expected and are on budget. Ms. Blue also noted that Capital Improvement Project expenditures are lower than what was projected through mid-year.

Director Joly commented that the report was tremendous and stated he noticed that CIP expenditures were only 18%. Mr. McIntyre replied that the primary drivers were slow starts to the Office Renovation, Lynwood Pump Station and Crest Pump Station design phases.

CONSENT CALENDAR

On the motion of Director Fraites, and seconded by Director Petterle the Board approved the following items on the Consent Calendar by the following vote:

AYES: Director Baker, Fraites, Grossi, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: None

CONTRACT AMENDMENT FOR CONSULTING SERVICES – RAUCH COMMUNICATIONS CONSULTANTS

The Board authorized the General Manager to amend the Consulting Services agreement with Rauch Communications in the amount of \$15,000. Although the original contract amount has not been completely expended, additional expenditures related to the Water Rate Study and Prop 218 notice make a contract amendment necessary.

CONTRACT AMENDMENT FOR ENGINEERING SERVICES –WHITE & PRESCOTT

The Board authorized the General Manager to amend the Consulting Services agreement with White and Prescott in the amount of \$30,000. Although the original contract amount has not been completely expended, planned expenditures coupled with the AEEP Easement and on-going Easement support make a contract amendment necessary.

ACTION ITEMS

CONTRACT AMENDMENT: THIRD PARTY COATING INSPECTION FOR CHERRY HILL TANK NO. 2 RECOAT AND REHABILITATION PROJECT – DB GAYA CONSULTING LLC

Mr. McIntyre explained that to ensure quality application of the tanks' protective coating system, extending the inspection services provided by DB Gaya are recommended. He stated that

the coating inspection level of effort estimated by DB Gaya in their original proposal was 200 hours and as of January 26th, 178 hours have been expended. Mr. McIntyre added that the combination of the original contract amount with DB Gaya (\$22,152) and the proposed amendment (\$10,000) is still less than the original inspection proposal by Brelje & Race (\$36,000).

On the motion of Director Petterle, and seconded by Director Baker the Board approved the General Manager to execute the amended contract for Third Party Coating Inspection for Cherry Hill Tank No. 2 Recoat and Rehabilitation Project with DB Gaya Consulting LLC by the following vote:

AYES: Director Baker, Fraites, Grossi, Joly, and Petterle

NOES: None

ABSTAIN: None

ABSENT: None

GALLAGHER RANCH STREAMBANK STABILIZATION PROJECT – APPROVE BID ADVERTISEMENT

Mr. McIntyre explained the Natural Resources Conservation Services' (NRCS) Emergency Watershed Protection (EWP) program has a restrictive timeline and we must move quickly through the design/permitting, bid and construction phases. He reminded the Board that details regarding permitting were provided during the January 21, 2020 meeting and that NRCS will provide 75% grant funding for construction plus a 7.5% allowance for design phases services for the project. He added that the engineer's construction cost estimate has increased \$58,000 now that final design is complete. He also announced to the Board that Marin Municipal Water District has agreed to contribute \$25,000 towards the project which will help offset costs. He added at the end of the day it will be the bids that will set the price of the project.

Director Grossi asked how confident staff felt with the engineer's estimate. Mr. McIntyre replied that we are using a design firm that specializes in this type of work and it is his understanding that the firm increased their estimate recognizing the heated construction market. He noted that this is a good time to go out to bid and he hopes there will be competitive bids. Director Grossi commented that WRA is a very experienced firm.

On the motion of Director Baker, and seconded by Director Fraites the Board approved bid advertisement for the Gallagher Ranch Streambank Stabilization Project by the following vote:

AYES: Director Baker, Fraites, Grossi, Joly, and Petterle

NOES: None

128 ABSTAIN: None

129 ABSENT: None

130 **PROPOSED FY 20/21 BUDGET REVIEW SCHEDULE**

131 Ms. Blue presented the proposed FY 20/21 Budget Review Schedule. She stated that the
132 schedule is very similar to last year, with the review of the Capital Project and Equipment Budget
133 Schedules in early May; and review of the Operations, Maintenance and Capital Budgets in late
134 May. Ms. Blue stated on June 2nd we will continue to review the budgets and on June 16th we will
135 go to Board for approval of the Novato and Recycled Water Budgets; on June 23rd the West Marin
136 Water Budget and the Oceana Marin Sewer Budget.

137 Director Grossi asked how this will fit in with the new Water Rate Study we are working on.
138 Ms. Blue replied that it fits in well.

139 On the motion of Director Petterle, and seconded by Director Baker the Board approved the
140 proposed FY 20/21 Budget Review Schedule by the following vote:

141 AYES: Director Baker, Fraites, Grossi, Joly, and Petterle

142 NOES: None

143 ABSTAIN: None

144 ABSENT: None

145 **PROPOSED FY 20/21 RATE HEARING SCHEDULE**

146 Ms. Blue presented the proposed FY 20/21 Rate Hearing Schedule noting that it is similar to
147 what we have seen in the past except for one major change. She stated that we will be moving the
148 Novato rate increase from June 1st to July 1st so it will be in line with the budget and also the Oceana
149 Marin and West Marin rate increase dates. Ms. Blue stated it will make much more sense this way
150 and this was one of the changes discussed in the Water Rate Study. .

151 Director Joly asked for confirmation that when we will hold a special meeting on February
152 11th for the Water Rate Study Workshop, another special meeting on February 25th; and then accept
153 the Water Rate Study on March 3rd will the final decision on rates occur on June 16th Ms. Blue
154 confirmed.

155 On the motion of Director Fraites, and seconded by Director Petterle the Board approved the
156 FY 20/21 Rate Hearing Schedule by the following vote:

157 AYES: Director Baker, Fraites, Grossi, Joly, and Petterle

158 NOES: None
159 ABSTAIN: None
160 ABSENT: None

161 **INFORMATION ITEMS**

162 **HEADQUARTERS UPGRADE MASTER PLAN – ADMINISTRATIVE DRAFT**

163 Mr. McIntyre introduced our consultant Chris DeGabriele who has worked on the upgrade
164 plan from conception in early 2016 when he was the District's General Manager. Mr. McIntyre also
165 introduced Chris Noll and Scott Salge from Noll and Tam who have been under contract since 2016
166 to develop a Headquarters Upgrade Master Plan. Mr. McIntyre noted that Noll & Tam worked during
167 2016-2017 to gather information, interview District staff and evaluate various project site constraints
168 and zoning restrictions. He stated that Noll and Tam initially prepared five conceptual plans that
169 were later narrowed down to two options. Mr. McIntyre added that at the May 2, 2017 meeting, the
170 Board selected Option A, Renovation & Addition as the preferred alternative. He noted that
171 beginning in 2019 Noll & Tam prepared the Master Plan report and updated the cost estimate to
172 address budget constraints. Mr. McIntyre added that the consultants and staff worked on a
173 reduction in space for the new laboratory building (Addition) and an updated renovation plan for the
174 Administration building from what was originally contemplated.

175 Mr. McIntyre also noted that they are also proposing to phase the project to meet cash flow
176 constraints. Mr. McIntyre asked the Board to receive the presentation from Noll and Tam and
177 provide initial comments. Mr. McIntyre added the approval of the Final District Headquarters
178 Upgrade Master Plan is scheduled for the February 18th meeting and all comments and/or questions
179 are due by February 12th.

180 Mr. Salge presented the Administrative Draft for the Headquarters Upgrade Master Plan to
181 the Board. The Directors has several questions about the temporary office space, phasing plan,
182 flooding issues and the size of the new laboratory. Director Joly asked if the \$18.4 M estimated total
183 project cost included flood mitigation and roof costs. Mr. DeGabriele responded that the roof
184 replacement is part of a separate budget. He added that the flood mitigation is not to address sea
185 level rise but drainage, and at this time we are still waiting for the City of Novato's Flood Report. Mr.
186 DeGabriele noted that the year 2027 was selected because that year \$4.3M of indebtedness will come
187 off the books, and added we could even wait until 2030 when more debt comes off. Director Joly
188 replied that this explanation was very helpful as he wondered why it was phased like that and was
189 glad to know we are being mindful of the debt. Mr. Salge added that the Administration Office is

three feet higher than the Corporation Yard building.

Director Petterle stated that the landscape should be a showplace. Mr. Salge replied that the landscape will be educational and informative showcasing drought resistant plants. He added that the site analysis will need dust and sound mitigation from the 101 corridor and the SMART train. Director Fraites commented that the graphics on the diagrams need to be sharper because they are difficult to read. Director Joly stated that it looks like we are changing the orientation of the building entrance. Mr. Salge confirmed that the entrance will be on the west side. Director Joly stated he is worried about where the cars will be parked and pedestrian safety, and he would like to see what the schematic looks like when design is underway.

Director Joly inquired about the triangular part of the lot and its use. Mr. Clark replied that it is used for construction spoils and materials, spare pipe and landscape. Mr. Salge added that they need to consider a fifty foot set back from Rush Creek to any building on the site, and the existing building is very close to the line, but we are grandfathered in.

Director Fraites asked if we will have vehicle charging stations, noting that would be great and if so what phase would that occur. Mr. Salge replied that per code we will need to provide charging stations and that it won't happen until we have the renovation of the building and infrastructure in place. Director Fraites asked if the District will have electric vehicles in the future. Mr. Clark replied, yes, in fact we have one charging station set up now for one of our employees.

Mr. Salge stated that in phase one the plan is to build the lab, a natural gas generator for emergency power so then we can transition the old lab to the new lab and make sure it is certified without interruption. Director Joly asked how much of the \$14.7M in phase one and phase two is the cost of the lab. Mr. Salge replied that it is broken down in the summary, and that \$6.5M was for the lab but also includes standby power additions, new site work, utilities, mobilization, and other costs. Director Joly inquired if those costs are in order to have the lab, should we consider outsourcing laboratory testing. Mr. Clark replied that we have looked at that a couple of times in the past, but we would be unable to get the results back within twenty-four hours or less. He added if we outsource laboratory service our water quality testing will take longer, and we pride ourselves in providing good customer service and good quality water. Mr. McIntyre noted that some of the testing we do is for real time monitoring of Stafford Lake raw water conditions that are imperative for providing operators the information they need to ensure optimum Stafford Treatment plant performance. Mr. Joly thanked staff for explaining and replied that he now understands that in order for us to do our mission and provide a safe product to our customers it is essential that we have an in house lab. Director Baker stated that Novato Sanitary District upgraded their laboratory not too

223 long ago and asked if staff had any conversations with them on what they might have done
224 differently. Mr. DeGabriele replied that when staff started this project in 2016 they took a tour of
225 several agencies that had recently reconstructed their labs. He reminded the Board that NMWD
226 provides some testing services for Novato Sanitary District, and that timing is an important aspect
227 when it comes to customer service, if we diminish this it will have an impact on our reputation.

228 Director Joly asked if there will be enough parking to meet our needs since we have over fifty
229 employees. Mr. Salge responded that it will meet our standards and there will be more parking than
230 what is currently provided, however the number of public parking spaces will be the same. Director
231 Grossi asked if we could take out the island and restripe it in order to provide more parking. Mr.
232 McIntyre noted that that part of the street belongs to the City of Novato. Director Joly asked if the
233 project will be reviewed by the City officials for permitting and also the Novato Police Department.
234 Mr. McIntyre noted that this project will be processed under full city permit review and the City is
235 aware of our project. Director Joly stated he mentioned Novato Police because workplace security
236 is a growing risk issue and it is important for the staff that the building is secure. Director Joly asked
237 about seismic safety. Mr. Salge replied that the building is a wood structure with steel support which
238 is good for the retrofit. Director Baker stated that he was concerned about the parking for the
239 customers that pay their bills, and when people are backing out of the parking lot, and would also
240 like to see the City reconfigure the island area. Director Petterle commented that we want to be sure
241 that we have good clear signage. Mr. Salge added, good striping and light as well.

242 Director Fraites asked about ADA compliance issues. Mr. Salge confirmed that
243 modifications will bring the building up to full ADA compliance.

244 Director Grossi asked if any thought was being giving to a lease back approach, adding that
245 this project may be too small for this option. Mr. Salge stated that the lab work is very specific and
246 they need someone who understands the work and that some renovation work is complicated.
247 Director Joly asked if they will be at the February 18th meeting when it will be on the agenda to
248 accept the Master Plan. Mr. McIntyre replied that no additional presentation is planned and the
249 meeting on the 18th will be to approve the Master Plan as presented subject to any additional Board
250 comments by February 12th. Director Petterle noted that it is especially helpful to have this Master
251 Plan completed in sync with the ongoing rate study work. Mr. McIntyre agreed, noting that the
252 headquarters renovation work is front and center in the rate study. Director Joly added that we need
253 to keep it transparent. Ms. Blue commented that the financing will take some time and staff will
254 need to explore the various options. Director Joly thanked Mr. Salge and Mr. Noll for their in depth
255 presentation.

256 **FISCAL YEAR 2019-20 MID-YEAR PROGRESS REPORT – OPERATIONS/MAINTENANCE**

257 Mr. Clark presented the Operations/Maintenance Fiscal Year 2019-20 mid-year progress
258 report. He reported on the safety incidents and safety trainings events, in addition to summarizing
259 the Operations and Maintenance Department activities. He stated our safety incidents have been
260 the lowest in a long time, two incidents and one recordable incident. Mr. Clark added that staff has
261 been doing a great job with tailgate safety meetings. Mr. Clark stated that Stafford Treatment Plant
262 had high production levels in the first half of the fiscal year and we are keeping our fingers crossed
263 that we get more rain in March. He added in Point Reyes they have confirmed now that the meter
264 readings are accurately reporting the true amount of water being used since the meters were
265 repaired. Mr. Clark stated in Oceana Marin it has been quiet, not a lot of work out there at this time.
266 He announced that Dan Garrett one of our Treatment Plant Operators now has his Wastewater
267 Grade 2 Operators Certificate and is the Operator-in-Charge, and that Roy Foster is the Operator-in-
268 Training. Director Baker asked if it takes a while to get certified because of our size. Mr. Clark
269 confirmed.

270 **TAC MEETING – JANUARY 6, 2020**

271 Mr. McIntyre presented the minutes of the January 6th TAC Meeting.

272 **MISCELLANEOUS**

273 The Board received the following miscellaneous items: Disbursements – Dated January 23,
274 2020, Disbursements – Dated January 30, 2020, NBWA Meeting – February 7, 2020, Information -
275 FY20 2nd Quarter Labor Cost Report, Reimbursement Program 2019 and Increase in Directors'
276 Compensation

277 Director Baker commented that there are some good speakers scheduled for the NBWA
278 meeting and it might be of interest to our directors.

279 **ADJOURNMENT**

280 President Joly adjourned the meeting at 7:58 p.m.

281 Submitted by

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283
284
285 Theresa Kehoe

286 District Secretary
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NORTH MARIN WATER DISTRICT
MONTHLY PROGRESS REPORT FOR *January 2020*
February 18, 2020

Item #5

1.

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

Month	FY19/20	FY18/19	FY17/18	FY16/17	FY15/16	20 vs 19 %
July	317.2	341.1	331.0	310.3	227.2	-7%
August	283.8	300.9	303.0	299.6	235.2	-6%
September	280.5	255.0	292.4	302.3	210.0	10%
October	281.0	265.6	273.7	202.8	298.6	6%
November	222.7	170.1	163.9	143.8	145.4	31%
December	141.2	157.8	152.1	147.6	145.1	-10%
January	111.9	114.7	130.6	120.8	129.8	-2%
FYTD Total	1,638.3	1,605.1	1,646.6	1,527.1	1,391.5	2%

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

Month	FY19/20	FY18/19	FY17/18	FY16/17	FY15/16	20 vs 19 %
July	8.9	10.2	9.5	7.9	6.6	-13%
August	8.4	9.9	8.8	7.4	7.0	-16%
September	7.8	9.5	8.4	6.4	6.4	-18%
October	7.3	8.3	7.9	5.2	6.5	-11%
November	6.7	7.3	5.4	4.2	4.7	-7%
December	4.8	5.7	5.1	3.7	3.9	-15%
January	4.1	5.0	4.5	3.6	3.7	-16%
FYTD Total	48.1	55.8	49.6	38.4	38.9	-14%

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

Month	FY19/20	FY18/19	FY17/18	FY16/17	FY15/16	20 vs 19 %
July	67.7	78.6	112.6	69.9	107.6	-14%
August	100.5	79.3	81.5	90.4	79.4	27%
September	115.0	60.5	122.7	96.9	38.3	90%
October	98.4	74.5	102.3	93.9	49.5	32%
November	99.2	0.0	53.6	63.8	58.3	-
December	0.0	0.0	0.0	0.0	0.0	-
January	0.0	0.0	0.0	0.0	0.0	-
FYTD Total	480.7	292.9	472.6	415.0	333.0	64%

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

Month	FY19/20	FY18/19	FY17/18	FY16/17	FY15/16	20 vs 19 %
July	36.5	30.2	27.7	27.1	21.3	21%
August	33.3	30.6	26.1	26.0	26.2	9%
September	29.7	33.5	25.0	23.5	15.7	-12%
October	26.6	20.1	19.1	8.3	15.8	32%
November	10.8	12.7	2.5	1.2	3.2	-14%
December	0.5	1.5	0.8	0.4	0.8	-63%
January	0.6	0.9	1.0	0.3	0.2	-38%
FYTD Total*	138.0	129.4	102.2	86.8	83.2	7%

*Excludes potable water input to the RW system: FY20=1.7 MG; FY19=19.8 MG; FY18=15.35MG; FY17=1.4MG; FY16=7.4MG

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2. Stafford Lake Data

	January Average	January 2019	January 2020
Rainfall this month	5.73 Inches	7.28 Inches	1.89 Inches
Rainfall this FY to date	15.80 Inches	15.97 Inches	15.54 Inches
Lake elevation*	188.3 Feet	191.9 Feet	190.5 Feet
Lake storage**	877 MG	1104 MG	1016 MG

* Spillway elevation is 196.0 feet

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

Temperature (in degrees)

	Minimum	Maximum	Average
January 2019 (Novato)	35	76	57
January 2020 (Novato)	38	77	55

3. Number of Services

January 31	Novato Water			Recycled Water			West Marin Water			Oceana Marin Swr		
	FY20	FY19	Incr %	FY20	FY19	Incr %	FY20	FY19	Incr %	FY20	FY19	Incr %
Total meters installed	20,748	20,745	0.0%	97	96	1.0%	791	790	0.1%	-	-	-
Total meters active	20,544	20,532	0.1%	92	93	-1.1%	783	782	0.1%	-	-	-
Active dwelling units	24,076	24,071	0.0%	-	0	-	833	832	0.1%	234	234	0.0%

4. Oceana Marin Monthly Status Report (January)

Description	January 2019	January 2020
Effluent Flow Volume (MG)	0.799	0.590
Irrigation Field Discharge (MG)	0.299	0.746
Treatment Pond Freeboard (ft)	6.6	6.7
Storage Pond Freeboard (ft)	8.4	7.9

5. Developer Projects Status Report (January)

Job No.	Project	% Complete	% This month
1.2807.00	Hamilton Cottages (Hamilton Parkway)	95	0
1.2817.03	College of Marin – New Miwok Center	6	0
1.2816.00	Oakmont Senior Living (Novato Blvd.)	97	0
1.2821.00	Atherton Place (Redwood Blvd.)	95	1
1.2824.00	Park-A-Pup (Redwood Blvd.)	95	0
1.2823.00	Avesta (Hamilton Parkway.)	90	5
1.2795.00	McPhails (HWY 101 at SR 37)	65	5
1.2828.00	Jonas Center (COM)	6	1
1.2820.00	Bahia Heights (Topaz Dr. at Misty Ct.)	3	1
1.2829.00	NUSD GMO Facility (C-Street)	75	73
1.2834.00	20 Leveroni Court	95	95

District Projects Status Report - Const. Dept. (January)

Job No.	Project	% Complete	% This month
1.6112.24	Lynwood Pump Station MCC	16	1
2.6263.20	Replace PRE Tank 4A	6	1
1.7150.00	San Mateo Tank Inlet/Outlet	10	3
1.7007.13	DCA Replacement	15	10
1.7123.26	PB Replace MCCE	80	75
1.7183.00	Replace Plastic 4-inch –Scown Lane	7	2

Employee Hours to Date, FY 19/20

As of Pay Period Ending January 31, 2020
Percent of Fiscal Year Passed = 58%

Developer Projects	Actual	Budget	% YTD Budget	District Projects	Actual	Budget	% YTD Budget
Construction	1,801	1,400	129%	Construction	1,242	3,740	33%
Engineering	1,043	1,504	69%	Engineering	1,267	3,096	41%

6. Safety/Liability

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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) (\$)
9	\$568	1	0	0	\$0
6	\$2,160	1	1	7	\$8,476

FY 20 through January

FY 19 through January

Days without a lost time accident through January 31, 2020 11 Days

7. Energy Cost

FYE	kWh	January ¢/kWh	Cost/Day	Fiscal Year-to-Date thru January kWh	¢/kWh	Cost/Day
2020 Stafford TP	34,008	21.0¢	\$231	535,823	18.8¢	\$470
Pumping	66,458	22.9¢	\$507	906,389	23.4¢	\$995
Other*	38,874	18.9¢	\$245	333,844	25.7¢	\$403
	139,340	21.3¢	\$982	1,776,056	22.4¢	\$1,868
2019 Stafford TP	27,615	20.7¢	\$184	383,404	20.1¢	\$358
Pumping	64,425	20.3¢	\$423	663,964	20.7¢	\$635
Other*	41,370	21.5¢	\$287	324,316	24.9¢	\$374
	133,410	20.8¢	\$894	1,371,684	21.5¢	\$1,367
2018 Stafford TP	27,912	19.7¢	\$178	379,261	19.5¢	\$344
Pumping	76,604	20.2¢	\$484	903,718	21.1¢	\$891
Other*	35,417	22.4¢	\$256	303,417	25.2¢	\$361
	139,933	20.7¢	\$918	1,586,396	21.5¢	\$1,596

*Other includes West Marin Facilities

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8. Water Conservation Update

	Month of January 2020	Fiscal Year to Date	Program Total to Date
High Efficiency Toilet (HET) Rebates	3	82	4131
Retrofit Certificates Filed	9	112	6354
Cash for Grass Rebates Paid Out	1	9	930
Washing Machine Rebates	0	6	6803
Water Smart Home Survey	35	118	3865

9. Utility Performance Metric

SERVICE DISRUPTIONS (No. of Customers Impacted)	January 2020	January 2019	Fiscal Year to Date 2020	Fiscal Year to Date 2019
PLANNED				
Duration Between 0.5 and 4 hours	11	7	29	48
Duration Between 4 and 12 hours			96	83
Duration Greater than 12 hours				
UNPLANNED				
Duration Between 0.5 and 4 hours		6	51	41
Duration Between 4 and 12 hours			12	
Duration Greater than 12 hours				1
SERVICE LINES REPLACED				
Polybutylene		7	40	67
Copper (Replaced or Repaired)	3		6	5

(1) Replaced broken B.O. valve at end of Tamalpais Avenue, 11 planned 2 hrs

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Orders January 2020

2/12/2020

Type	Jan-20	Jan-19	Action Taken January 2020
<u>Consumers' System Problem</u>			
Service Line Leaks	42	58	Notified Consumer
Noisy Plumbing	1	0	Notified Consumer
House Valve / Meter Off	11	9	Notified Consumer
Nothing Found	6	22	Notified Consumer
Low Pressure	3	0	Toilet fill valve restricts flow-advised to replace valve. Pressure @ 25-30 PSI. Advised to replace valves. Pressure dropped @ 24 PSI with hose on. Repairs pending.
High Pressure	0	3	~
Total	63	92	
<u>Service Repair Reports</u>			
Meter Replacement	1	5	Replaced
Meter Box Alignment	0	2	Repaired
Box and Lids	1	3	Repaired
Water Off/On Due To Repairs	6	11	Notified Consumer
Misc. Field Investigation	12	7	Notified Consumer
Total	20	28	
<u>Leak NMWD Facilities</u>			
Service- Leak	1	7	Repaired
Services-Nothing Found	0	1	Notified Consumer
Fire Hydrant-Leak	3	2	Repaired
Meter Replacement	0	1	Repaired
Meter Leak	1	0	Repaired
Meters-Nothing Found	0	1	Notified Consumer
Washer Leaks	0	1	Repaired
Total	5	13	
<u>High Bill Complaints</u>			
Consumer Leaks	1	4	Notified Consumer
Meter Testing	0	1	~
Meter Misread	2	1	Notified Consumer
Nothing Found	2	4	Notified Consumer
Total	5	10	
<u>Low Bill Reports</u>			
Meter Misread	0	0	
Stuck Meter	0	0	
Nothing Found	0	0	
Projected Consumption	0	0	
Minimum Charge Only	0	0	
Total	0	0	
<u>Water Quality Complaints</u>			
Taste and Odor	0	0	
Color	0	0	
Turbidity	0	0	
Suspended Solids	0	0	
Other	0	0	
Total	0	0	
TOTAL FOR MONTH:	93	143	-35%

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Orders January 2020

2/12/2020

Type	Jan-20	Jan-19	Action Taken January 2020	
<u>Fiscal YTD Summary</u>			<u>Change Primarily Due To</u>	
Consumer's System Problems	471	492	-4%	Decrease In Nothing Found.
Service Repair Report	139	164	-15%	Decrease In Water Off/On Due to Repairs
Leak NMWD Facilities	104	129	-19%	Decrease In Service Leaks.
High Bill Complaints	65	189	-66%	Decrease In Nothing Found.
Low Bills	0	3	-100%	Decrease in Meter Misreads.
Water Quality Complaints	15	18	-17%	Decrease in Turbidity.
Total	<u>794</u>	<u>995</u>	<u>-20%</u>	

"In House" Generated and Completed Work Orders

<u>Check Meter:</u> possible consumer/District leak, high bill, flooded, need read, etc.	160	138
<u>Change Meter:</u> leaks, hard to read	29	31
<u>Possible Stuck Meter</u>	3	0
<u>Repair Meter:</u> registers, shut offs	5	0
<u>Replace Boxes/Lids</u>	15	3
<u>Hydrant Leaks</u>	1	0
<u>Trims</u>	7	0
<u>Dig Outs</u>	1	4
	<u>221</u>	<u>176</u>

Bill Adjustments Under Board Policy: January 20 vs. January 19

Jan-20	40	\$10,733
Jan-19	19	\$4,830

Fiscal Year vs Prior FY

FY 19/20	201	\$54,223
FY 18/19	222	\$65,780

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MEMORANDUM

To: Board of Directors

February 14, 2020

From: Julie Blue, Auditor-Controller *JB*
Nancy Holton, Senior Accountant *NH*

Subj: Auditor-Controller's Monthly Report of Investments for January 2020

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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 \$23,578,726 and a market value of \$23,612,307. During January the cash balance increased by \$249,927. The market value of securities held increased \$33,581 during the month. The ratio of total cash to budgeted annual operating expense stood at 136%, up 2% from the prior month.

At January 31, 2020, 62% of the District's Portfolio was invested in California's Local Agency Investment Fund (LAIF), 24% in Time Certificates of Deposit, 9% in US Treasury Notes, 4% in the Marin County Treasury, and 1% retained locally for operating purposes. The weighted average maturity of the portfolio was 100 days, compared to 104 days at the end of December. The LAIF interest rate for the month was 1.97%, compared to 2.04% the previous month. The weighted average Portfolio rate was 2.13%, compared to 2.19% the previous month.

Investment Transactions for the month of January are listed below:

1/2/2020 LAIF	US Bank	\$250,000.00	Trsf from LAIF account
1/7/2020 US Bank	LAIF	\$375,000.00	Trsf to LAIF account
1/10/2020 Sallie Mae Bank	US Bank	\$249,739.33	TCD Matured
1/10/2020 US Bank	LAIF	\$400,000.00	Trsf to LAIF account
1/16/2020 US Bank	Morgan Stanley Bank	\$247,000.00	Purchase 1.75% TCD due 1/18/22
1/17/2020 LAIF	US Bank	\$150,000.00	Trsf from LAIF account
1/17/2020 LAIF	US Bank	\$110,000.00	Trsf from LAIF account
1/23/2020 LAIF	US Bank	\$325,000.00	Trsf from LAIF account
1/27/2020 US Bank	LAIF	\$200,000.00	Trsf to LAIF account

NORTH MARIN WATER DISTRICT
AUDITOR-CONTROLLER'S MONTHLY REPORT OF INVESTMENTS
January 31, 2020

Type	Description	S&P Rating	Purchase Date	Maturity Date	Cost Basis ¹	1/31/2020 Market Value	Yield ²	% of Portfolio
LAIF	State of CA Treasury	AA-	Various	Open	\$14,597,584	\$14,623,426	1.97% ³	62%
Time Certificate of Deposit								
TCD	Discover Bank	n/a	2/13/18	2/24/20	247,000	247,000	2.35%	1%
TCD	Wells Fargo Bank	n/a	3/28/18	3/30/20	248,000	248,000	2.55%	1%
TCD	Citibank	n/a	4/11/18	4/13/20	246,000	246,000	2.55%	1%
TCD	UBS Bank	n/a	5/30/18	6/1/20	249,000	249,000	2.70%	1%
TCD	Enerbank	n/a	6/18/18	5/18/20	249,000	249,000	2.75%	1%
TCD	BMW Bank	n/a	6/15/18	6/15/20	246,000	246,000	2.75%	1%
TCD	Bank of America	n/a	8/15/18	8/17/20	246,000	246,000	2.75%	1%
TCD	Ally Bank	n/a	9/28/18	9/28/20	246,000	246,000	2.80%	1%
TCD	Barclays Bank	n/a	11/14/18	11/16/20	246,000	246,000	3.00%	1%
TCD	CIT Bank	n/a	12/17/18	12/17/20	246,000	246,000	3.00%	1%
TCD	Reliance Bank	n/a	1/11/19	1/11/21	249,000	249,000	2.70%	1%
TCD	Iberia Bank	n/a	1/25/19	1/25/21	246,000	246,000	2.70%	1%
TCD	Merrick Bank	n/a	2/8/19	2/8/21	249,000	249,000	2.60%	1%
TCD	Eaglebank	n/a	3/15/19	3/15/21	249,000	249,000	2.60%	1%
TCD	Central Bank	n/a	4/18/19	4/19/21	249,000	249,000	2.40%	1%
TCD	Morgan Stanley Private Bank	n/a	5/23/19	5/24/21	247,000	247,000	2.40%	1%
TCD	TIAA Bank	n/a	1/18/19	7/19/21	246,000	246,000	2.75%	1%
TCD	Capital One Bank NA	n/a	8/21/19	8/23/21	247,000	247,000	1.85%	1%
TCD	Capital One Bank USA	n/a	9/6/19	9/7/21	247,000	247,000	1.75%	1%
TCD	Goldman Sachs Bank USA	n/a	10/11/19	10/12/21	247,000	247,000	1.70%	1%
TCD	Flagstar Bank	n/a	11/15/19	11/15/21	247,000	247,000	1.75%	1%
TCD	Synovus Bank	n/a	12/9/19	12/9/21	247,000	247,000	1.65%	1%
TCD	Morgan Stanley Bank	n/a	1/16/20	1/18/22	247,000	247,000	1.75%	1%
					\$5,686,000	\$5,686,000	2.43%	24%
US Treasury Notes								
Treas	2.250%	n/a	7/26/18	3/31/20	999,496	1,000,994	2.55%	4%
Treas	2.750%	n/a	3/5/19	9/30/20	1,001,416	1,007,656	2.76%	4%
					\$2,000,912	\$2,008,650	2.66%	9%
Other								
Agency	Marin Co Treasury	AAA	Various	Open	\$1,045,095	\$1,045,095	2.22%	4%
Other	Various	n/a	Various	Open	249,136	249,136	0.41%	1%
TOTAL IN PORTFOLIO					\$23,578,726	\$23,612,307	2.13%	100%

Weighted Average Maturity = **100 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.

Agency: STP State Revolving Fund Loan Reserve.

Other: Comprised of 5 accounts used for operating purposes. US Bank Operating Account, US Bank STP SRF Loan Account, US Bank FSA Payments 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 January 31, 2020.

Interest Bearing Loans	Loan Date	Maturity Date	Original Loan Amount	Principal Outstanding	Interest Rate
StoneTree Golf Loan	6/30/06	2/28/24	\$3,612,640	\$0	2.40%
Marin Country Club Loan	1/1/18	11/1/47	\$1,265,295	\$1,186,071	1.00%
Employee Housing Loans (2)	Various	Various	525,000	525,000	Contingent
TOTAL INTEREST BEARING LOANS			\$5,402,935	\$1,711,071	

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

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MEMORANDUM

To: Board of Directors

February 7, 2020

From: Drew McIntyre, General Manager
Avram Pearlman, Associate Engineer

Subject: Water Service Agreement – 7711 Redwood Blvd, LandSea Homes, APN: 125-580-016

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RECOMMENDED ACTION: The Board approves authorization of this agreement.**FINANCIAL IMPACT:** None: Developer Funded

The project is located at 7711 Redwood Blvd (see attached map). The current development proposes construction of 80 townhome style condominium units on a four acre site in 14 separate buildings. Common area irrigation demands will be served with recycled water and a 1.5 inch dedicated irrigation meter. New water facility construction will also include offsite water main installation for potable Zone 2 and recycled water along Redwood Blvd.

High pressure Zone 2 water will be provided for the project. Water facilities required for this project include 860 feet of 12 inch PVC pipe, 1,780 feet of 8 inch PVC pipe, 30 feet of 8 inch steel pipe for under crossings, 40 feet of 6 inch fire hydrant laterals and eighty (80) 1.5 inch domestic meters with 2 inch copper laterals. Recycled water facilities will include 2,100 feet of 12 inch PVC pipe and 30 feet of 6 inch PVC pipe, one 1.5 inch meter and two additional stub outs. These stub outs are for Phase 2. Phase 2 fixed charges will be collected during Phase 2 of the project.

There will be a total of four fire hydrants installed onsite. Due to lack of truck access the Novato Fire Protection District has required a 4 head, 13D sprinkler system be installed in each home. To meet the 4 head, 13D calculation 1.5 inch meters are provided instead of 1 inch meters. Estimated pressure for finished floor elevations will be between 123 and 133 PSI. To mitigate the high pressure NMWD will require applicant/owner to install and maintain individual pressure reducing valves conforming to NMWD Standard 28.

Total water demand is 56 Equivalent Dwelling Units (EDUs), 80 condominium units @ 0.6 EDUs and 8 EDUs for the recycled water irrigation. The water service agreement will be recorded at the County to inform the residents regarding high pressure service and prohibiting private irrigation connections to the recycled water system. The project will pay Facilities Reserve Charges (FRCs) for 56 EDUs.

Sewer service will be provided by the Novato Sanitary District.

Environmental Document Review

On July 18, 2019 the City of Novato approved a Negative Declaration for the LandSea Homes project.

RECOMMENDATION:

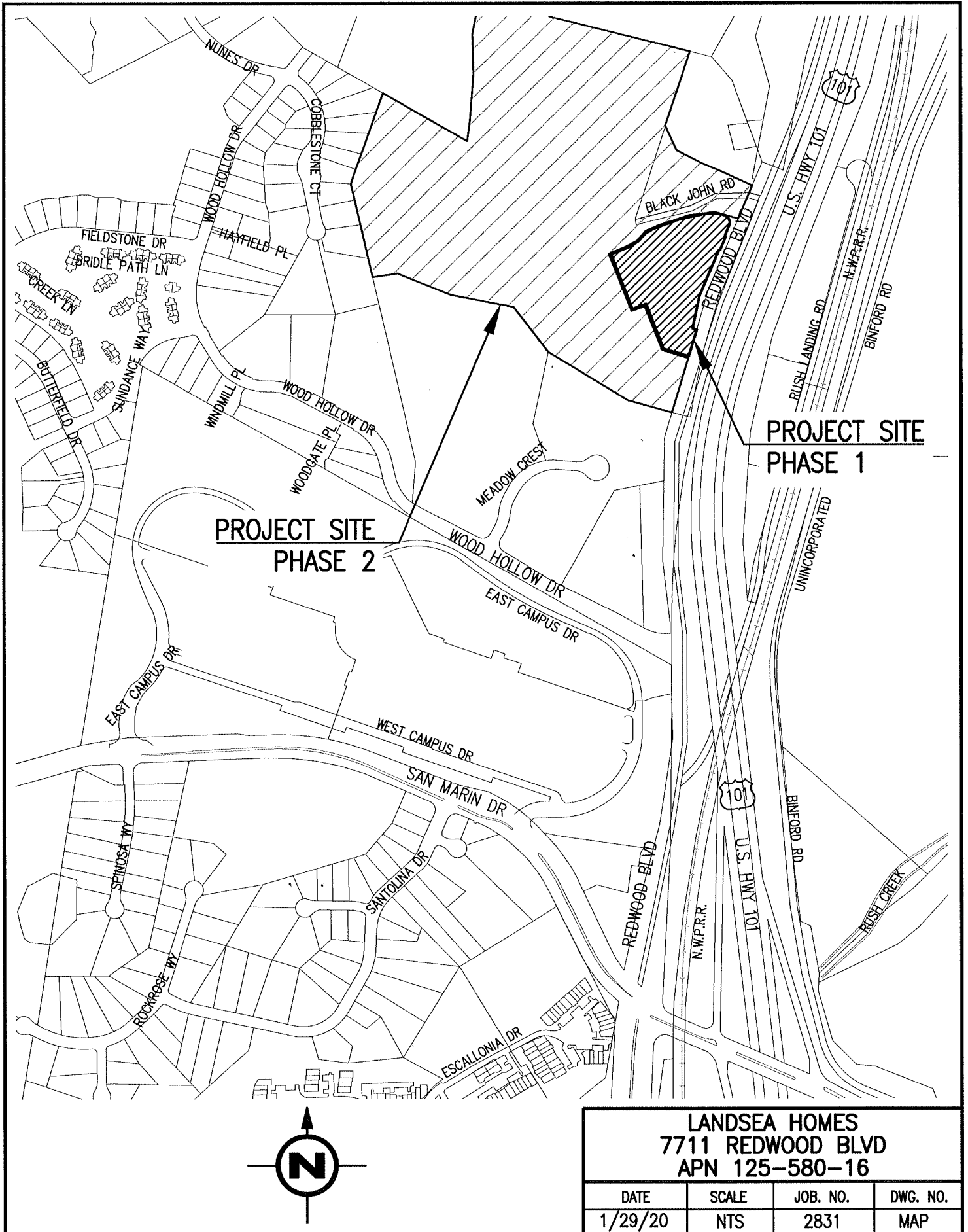
That the Board approve authorization of this agreement.

Approved by GM



Date

2/20/20



RESOLUTION NO. 20-
AUTHORIZATION OF EXECUTION
OF HIGH PRESSURE
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
WITH
LANDSEA HOMES – PHASE I

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 LS Novato LLC, an applicant, providing for the installation of water distribution facilities to provide domestic water service to that certain real property known as 7711 Redwood Boulevard, Novato, Marin County Assessor's Parcel Number 125-580-16, 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 18th day of February, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

(SEAL)

Theresa Kehoe, Secretary
North Marin Water District

PART ONE
HIGH PRESSURE
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
FOR
LANDSEA HOMES – PHASE I

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 _____, 2020, by and between NORTH MARIN WATER DISTRICT, herein called "District," and LS NOVATO, A Limited Liability Company, herein called "Applicant."

WHEREAS, the Applicant, pursuant to District Regulation 1, the State of California Subdivision Map Act and all applicable ordinances of the City of Novato and/or the County of Marin, has pending before the City or County a conditionally approved Tentative Subdivision Map, Precise Development Plan, Tentative Parcel Map or other land use application for the real property in the District commonly known as Marin County Assessor's Parcel Number 125-580-16 and the project known as LANDSEA HOMES-PHASE I, consisting of one (1) lot for residential development; and

WHEREAS, prior to final approval by the City or County of a Subdivision Map, Precise Development Plan, Parcel Map or other land use application and recording of a final map for the project, the Applicant shall enter into an agreement with the District and complete financial arrangements for water service to each lot, unit or parcel of the project;

WHEREAS, the Applicant is the owner of real property in the District commonly known as 7711 Redwood Boulevard, Novato (Marin County Assessor's Parcel 125-580-16); and

WHEREAS, this agreement contains terms and conditions pursuant to which the Applicant will be able to obtain water service for the initial residential components and common facilities of the Phase I project, but an additional agreement or agreements will be necessary prior to commencement of water service to any additional residential components of the future project denoted as Phase 2; and

WHEREAS, the proposed project's total water demand is fifty six (56) EDUs; and

NOW THEREFORE, the parties hereto agree as follows:

1. The Applicant hereby applies to the District for water service to said real property and project and shall comply with and be bound by all terms and conditions of this agreement, the District's regulations, standards and specifications and shall construct or cause to be constructed the water facilities required by the District to provide water service to the real property and project. Upon

acceptance of the completed water facilities, the District shall provide water service to said real property and project in accordance with its regulations from time to time in effect.

2. 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 6 of this agreement.

3. 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 2831.001 – 1.283.011, entitled, "LANDSEA HOMES", 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. grant or cause to be granted to the District without cost and in form satisfactory to the District all easements and rights of way shown on Exhibit "A" or otherwise required by the District for the facilities.

c. 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 6 hereof.

4. 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 material estimate).....	Eighty 1 1/2-inch @	\$	0.00	\$	0.00
Meter Charges (Recycle) (Included in material estimate).....	One 1 1/2-inch @	\$	0.00	\$	0.00
Reimbursement Fund Charges (Domestic).....	Eighty 1 1/2-inch @	\$	1,055.00	\$	84,400.00
Reimbursement Fund Charges (Recycle).....	Zero 1 1/2-inch @	\$	0.00	\$	0.00
Facilities Reserve Charges (80 condos domestic).....	Eighty @	\$	17,200.00	\$	1,376,000.00
Facilities Reserve Charges (Irrigation 8 EDUs RW).....	Eight @	\$	28,600.00	\$	228,800.00
Credit for Existing Facilities Reserve Charges.....	Zero @	\$	28,600.00	\$	0.00

Subtotal - Initial Charges..... \$1,689,200.00

Estimated District Costs

District Pipe, Fittings & Appurtenances.....	\$	174,889.00
District Construction Labor.....	\$	84,063.00
Engineering & Inspection.....	\$	55,958.00
Bulk Materials (crushed rock, imported backfill, concrete, reinforcing steel, paving materials, etc.).....	\$	7,134.00

Subtotal –Estimated District Costs..... \$ 322,044.00

Estimated Applicant Installation Costs

Installation Labor..... \$ 373,415.00
Contractor Furnished – Pipe Fittings & Appurtenances..... \$ 134,051.00
Bulk Materials (crushed rock, imported backfill, concrete, reinforcing steel, paving materials, etc.)..... \$ 323,214.00

Subtotal- Estimated Applicant Installation Costs..... \$ 830,680.00

TOTAL ESTIMATED WATER FACILITIES COSTS..... \$2,841,924.00

(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.)

5. In addition to the Initial Charges, Estimated District costs and Contributions, and Estimated Applicant Installation costs set forth in Section 4 above, the Applicant shall furnish at no cost to the District all PVC pipe (4-inch diameter and larger), valves and water line fittings shown on Exhibit "A" or otherwise required by the District. The quantities, type and quality of said materials shall be approved by the District prior to purchase by the Applicant and shall conform to District standards as stated and shown on Specifications (15100 Valves, 15056 Pipeline Fittings, 15064 Polyvinyl Chloride (PVC) Pressure Pipe) marked as Exhibit "B" attached hereto and made a part hereof and as otherwise may be required. (For purposes of recording, Exhibit "B" is not attached but is on file in the office of the District.) The cost of said materials is estimated to be **\$134,051**. The District reserves the right to reject and prohibit installation of all nonconforming materials furnished by the Applicant.

6. 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 4 hereof in the amount of **\$2,011,244**. 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

Alternate No. 1 – Installation By Applicant: If the Applicant elects to install the facilities or hire a private contractor to install the facilities, the Applicant shall provide financial guarantees satisfactory to the District in the form of a performance bond in the amount of **\$830,680** conditioned upon installation of the facilities and furnishing of bulk materials and a maintenance bond in the amount of **\$207,670** conditioned upon payment of the cost of maintaining, repairing, or replacing the facilities during the period of one (1) year following completion of all the facilities and acceptance by the District. Performance and maintenance bonds shall be executed by a California admitted surety insurer with a minimum A.M. Best rating of A-VII. In lieu of posting bonds, the Applicant may provide an irrevocable letter or letters of credit payable at sight at a financial institution in the Novato area guaranteeing funds in the same amounts. All financial guarantees shall be provided by the Applicant rather than the contractor. The Applicant or contractor, whichever performs the work, shall be properly licensed therefore by the State of California and shall not be objectionable to the District.

Alternate No. 2 – Installation By District: If the Applicant requests the District to install the facilities and the District consents to do so, the Applicant shall either pay to the District the total Estimated Installation Costs set forth in Section 4 hereof in the amount of **\$830,680** 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.

7. The applicant shall not resell any water furnished pursuant to this agreement. If multiple services from a single connection to the District's system through a master meter are allowed pursuant to District Regulation 4(b) the Applicant shall not submeter the individual services. The District's bills for water measured by a master meter shall be paid by the Applicant or a responsible homeowner's association. If a rental unit served through a master meter is converted into a separately owned unit the District may require the installation of a separate connecting main and meter for water service to the unit at the cost of the owner of the unit.

8. The District has determined that recycled water will be supplied for common area irrigation and requires that the Applicant's irrigation system be designed to use recycled water per District regulations and specifications. Provisions shall be made, as directed by the District, to allow for connection of Applicant's irrigation system to the recycled distribution system. No private residential irrigation plumbing shall be connected to the recycled water system.

9. High pressure water service will be rendered to all 80 units of the 7711 Redwood Boulevard Water Facilities in accordance with District Regulation 12 entitled "High Pressure Service". The Applicant shall install a private pressure regulating device for each service to said lots as required by local ordinances and plumbing codes prior to occupancy of any structures, shall inform the buyer or buyers of said lots of the water service conditions herein described, and shall provide each buyer a copy of this agreement prior to any final sales transaction. Said private pressure regulating devices shall be in accordance with District Standard 28 but shall not be a part of the District's water system. The maintenance and operation of said devices shall be the responsibility of the property owners.

10. 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.

11. 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.

12. 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 6 hereof prior to expiration of six (6) months from the date of this agreement, all Initial Charges and estimated costs set forth in Section 4 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.

13. 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 4 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.

14. In the event of sale of this parcel, the Applicant shall provide to the buyer(s) a copy of this Agreement so that there is complete disclosure of the limited nature of the water service. In addition, upon execution of this Agreement, District shall have it recorded.

15. 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"

NOTARIZE:

Michael Joly, President

Theresa Kehoe, Secretary

(SEAL)

LS NOVATO LLC
A Limited Liability Company
"Applicant"

(SEAL)

Mark Chamberlain, Vice President

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

February 14, 2020

From: Julie Blue, Auditor-Controller *JB*
Nancy Holton, Accounting Supervisor *NH*Subj: Selection of CPA Firm to Perform Annual Financial Audit
t:\finance\audit\audit20\audit proposals\bod request for fedak & brown audit contract renewal.doc.docx

RECOMMENDED ACTION: Approve Auditor-Controller to renew the agreement with Fedak & Brown for a three-year period

FINANCIAL IMPACT: \$54,380 over three-year period (FY2020 through F2022)

The District last solicited audit proposals in 2016. At that time, the Board authorized the Auditor-Controller to enter into a four-year agreement with Fedak & Brown LLP to perform the annual financial audit of the District for fiscal years 2016 through 2019. Staff has been satisfied with the audit services provided and the overall experience has been positive. The firm has been extremely organized, responsive, supportive, and thorough. They have provided services in a proficient and efficient manner and work well with the Accounting staff. Last year's audit by Fedak & Brown LLP was performed for \$17,270.

Fedak & Brown LLP have audited many water districts similar in size to NMWD, and are experienced in water district issues. They have been supportive and helpful in the implementation of GASB 68 and 75 changes (pension and Other Post-Employment Benefits), and the completion of the annual Comprehensive Annual Financial Report (CAFR). They are familiar with Sage 100, the accounting software used by staff, and have been proactive in providing suggestions for process improvements. The continuity in the audit firm has been helpful during the recent transitions within the accounting department.

Fedak & Brown LLP have submitted a reasonable proposal with minimal cost escalation for audit services for FY 19/20 through FY 21/22. The cost of the first year of the extension is \$17,500 which is 10% lower than the closest priced proposal received in 2016 and only 1.3% higher than the prior year's audit cost. In order to assure our customers an economical and objective audit examination we recommend that Fedak & Brown continue to perform audit services for the District.

RECOMMENDATION:

Authorize the Auditor-Controller to renew the agreement with Fedak & Brown LLP to perform the annual financial audit of the District for a three-year period subject to annual review for a fee not to exceed \$17,500 for FY 19/20, \$18,120 for FY 20/21, \$18,760 for FY 21/22, with an option to extend the contract for two additional year through FY 23/24.

Approved by GM *DM*Date *2/14/20*

8

MEMORANDUM

To: Board of Directors
From: Robert Clark, Operations/Maintenance Superintendent *RC*
Drew McIntyre, General Manager *DM*
Subject: Approval for Out of State Travel for AWWA D.C. Meeting
x:\maint sup\2020\memo oos travel final.docx

February 14, 2020

RECOMMENDED ACTION: Approve Out of State Travel**FINANCIAL IMPACT:** None (Trip Costs Funded by AWWA)

On December 20, 2018, the President signed the Agriculture Improvement Act of 2018, commonly known as the Farm Bill. Over the past year I have been working with the CA-NV Section of the AWWA on efforts to promote the funding opportunities in the bill. To date I have spent 15-20 hours in meetings, plan development and presenting to section participants at the 2019 Spring and Fall Annual conferences.

During this time I have worked closely with Tim Worley (past Executive Director CA-NV AWWA) and Joy Eldredge (City of Napa Deputy Utilities Director) along with several folks from AWWA, EPA, USDA, NRCS and Local RCD's. The AWWA Office of Government Affairs is conducting a face to face meeting in Washington DC and has agreed to fund the travel of the various regional source water quality representatives. Ms. Eldredge is not able to attend and has asked if I could attend in her place. This would mean that I would travel Monday March 2nd through Thursday March 5th, missing three days of work.

For your review I have included an outline of the AWWA program and draft agenda.

RECOMMENDATION:

Approve out of state travel for the Operations/Maintenance Superintendent to attend AWWA D.C. Meeting for source water protection grant funding.

Approved by GM *DM*
Date *2/20/20*



**American Water Works
Association**

Dedicated to the World's Most Important Resource®

Government Affairs Office
1300 Eye Street NW
Suite 701W
Washington, DC 20005-3314
T 202.628.8303
F 202.628.2846

Working with the NRCS for Source Water Protection

Why work with the Natural Resources Conservation Service (NRCS)?

On December 20, 2018, the President signed the Agriculture Improvement Act of 2018, commonly known as the Farm Bill. That date marked the culmination of an extensive, long-term, and successful effort by AWWA to make source water protection a priority within U.S. Department of Agriculture conservation programs – and to designate significant funding towards those efforts.

Under the new Farm Bill, ten percent of spending on Conservation Title programs is to be directed to source water protection, *providing at least \$4 billion over the next 10 years*. These programs assist farmers, ranchers, and forest landowners protect and enhance environmental outcomes that have benefits both on and off-farm. Moreover, there is now a directive for USDA to work closely with utilities to identify and prioritize areas that need source water protection.

In addition to the funding and prioritization successes, AWWA was also successful in gaining utilities a seat at the table in the state and local groups that decide how, where, on what, and how much of the conservation funds go toward SWP. The NRCS administers most of USDA's conservation programs and working with the Agency is vital if utilities wish to address nonpoint sources such as nutrients, sediment, and chemicals.

In order to assure the successful deployment of these funds to protect source waters, utilities need to come to the table locally with NRCS state technical committees and local work groups to help discuss and prioritize source water protection needs. In-depth information can be found in [USDA Tools to Support Source Water Protection](#) on [AWWA's Source Water Protection resource page](#).

Background on NRCS

The NRCS was created in the 1930s to bring the Dust Bowl under control and restore the Nation's agricultural productivity. Concurrent with the Agency's creation was the establishment of local Soil and Water Conservation Districts who help provide direction to the NRCS. Today there are some 11,000 NRCS employees in 3,000 small offices around the country; most of which are co-located with local soil and water conservation districts.

If you need more information, contact your state NRCS office, or Adam Carpenter (acarpenter@awwa.org) or Tracy Mehan (tmehan@awwa.org) at AWWA

NRCS is a technical agency with engineers, agronomists, biologists, soil scientists and a host of other scientific disciplines. NRCS employees provide direct technical and financial assistance to farmers, ranchers and forest land owners. Most work occurs on private lands, which make up 70% of the land area in the lower 48 states.

NRCS is decentralized and organized in each state with a State Office, Area Offices, and multiple Field Offices (generally one in each county). NRCS also has offices on Tribal lands.

Opportunities for Engagement

For utilities interested in engaging with the NRCS, there are four key individuals to contact:

1. State Conservationist – responsible for all NRCS activities in the state;
2. Assistant State Conservationist for Programs – responsible for all NRCS programs;
3. Area Conservationist – responsible for operations and programs in a multi-county area;
4. District Conservationist – responsible for the Agency's work, usually within a county.

NRCS office contact info: <https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/contact/states/>.

When contacting the State Office, explain your interest and ask what the Agency is doing for SWP in your area. Also inquire about becoming a member of the State Technical Committee and/or a Local Work Group. NRCS also has Tribal Conservation Advisory Councils. These committees are established under law and provide official ways to influence NRCS decisions. Members of State Technical Committees and Local Work Groups come from a wide variety of natural resource and agricultural interests and include representatives from Federal and State natural resource agencies, Indian Tribes, agricultural groups, environmental organizations, and agricultural producers. The committee meets regularly to provide information, analysis, and recommendations to USDA officials, who strongly consider their advice.

Utilities wanting to participate as members on a State Technical Committee may submit requests to the State Conservationist explaining their interest and relevant credentials. To become a member of the Local Work Group, contact the District Conservationist in your county.

State Technical Committee Role:

- Provide information, analysis, and recommendations to USDA on conservation priorities and criteria for natural resources conservation activities and programs, including application and funding criteria, recommended practices, and program payment percentages.
- Identify emerging natural resource concerns and program needs.
- Recommend conservation practice standards and specifications and program policy.
- Review and make recommendations ensure State priorities are being addressed locally.
- Assist with public outreach and information efforts and identify educational and producer needs.

Local Work Group Role

- Help identify program funding needs, resource concerns, and conservation practices at the local level;
- Recommend program application and funding criteria, eligible practices, limits on practice payments, and payment rates;
- Participate in multicounty coordination; and
- Assist with public outreach and information efforts and identify training needs

Local Champions on Source Water Protection through USDA Programs

AWWA DC Office (1300 I St NW, Suite 701W, Washington DC 20005)

March 3-4, 2020, Strawman draft agenda

March 3 (Overview and Discussions with NRCS and EPA):

Room available at 10am: Come early if available to network, catch up, trade stories one-on-one, etc.

12pm: Working lunch, welcome introductions, overview of key Farm Bill provisions (*Tracy Mehan, AWWA*)

1pm: Existing progress and work plan – what have AWWA and partners done so far and what is planned? (*Adam Carpenter, AWWA*)

2pm: NRCS implementation of source water protection provisions to date and planned: priority areas, NWQI, and others (*Martin Lowenfish, NRCS*)

3pm: Source Water Protection resources and partnering opportunities (*Karen Wirth, EPA*)

4pm: Key Stories from participants (what has gone well, what could be improved, etc.)

- Connecting with state conservationists
- Working with state technical committees
- Developing priority source water areas
- Working with partners on existing/ongoing programs
- Working with partners in developing new projects (NWQI areas, RCPP, etc.)

5:30pm: End for the day

6:30pm: Dinner (location TBD, close to hotel)

March 4 (Lessons Learned and Next Steps):

8am: Breakfast and summary/recap of day 1

9am: Brainstorming – Where do we go from here?

- What else needs to happen for SWP through Farm Bill programs to “take off”?
- What are the current barriers?
- What are the key opportunities?

10am: Outreach plan

- What should AWWA be doing now to help?
- How can AWWA and members continue to engage sections?
- How can AWWA and members continue to engage NRCS?
- Are we missing any key steps?

11am: Action Plan: What else should we all focus on for the next year? What does each group need to know/do?

12pm: Lunch and opportunity to connect individually (end as needed / ready)

9

MEMORANDUM

To: Board of Directors

February 14, 2020

From: Julie Blue, Auditor-Controller JB

Subj: Approval for Out-of-State Travel for Government Finance Officers Association (GFOA) Conference

t:\finance\memos\bod gfoa out of state travel sr acct.doc

RECOMMENDED ACTION: Approve Out-of-State Travel to Attend GFOA Conference

FINANCIAL IMPACT: Approximately \$1,900 (Included in FY20 Training Budget)

The Government Finance Officers Association (GFOA) offers an annual four-day conference covering a wide range of financial topics. This year's conference is being held in New Orleans from May 17 through May 20, 2020. The District's outside auditors of Fedak & Brown LLP strongly encourage staff's participation in GFOA trainings. The conference schedule consists of eleven sessions covering topics that include Note Disclosures, Transparency, Benefits, Cyber Issues, Actuarial Reports, Federal Grants, GASB Changes and more. The cost includes the conference fee, airfare, transportation, lodging, and meals.

RECOMMENDATION

Approve out-of-state travel authorization for the Senior Accountant to attend the GFOA 2020 Annual Conference.

10

MEMORANDUM

To: Board of Directors

February 14, 2020

From: Drew McIntyre, General Manager 
Robert Clark, Operation/Maintenance Superintendent 

Subj: Headquarters Upgrade Master Plan – Final Report
t:\gm\bod misc 2020\memo noll & tam 02142020.docx

RECOMMENDED ACTION: Board approve the Headquarters Upgrade Master Plan

FINANCIAL IMPACT: None at this time

The Administrative Draft of the 2020 Headquarters Upgrade Master Plan was distributed to the Board as part of the February 4, 2020 Agenda packet and the Board received a presentation from Noll & Tam during said meeting. At the time of the February 4th meeting, staff solicited additional comments on the Administrative Draft and requested any final comments be provided to staff no later than February 12, 2020. No additional comments were received and staff initiated preparation of the final report.

The final report has been completed and is attached. Staff requests that the Board approve the 2020 Headquarters Upgrade Master Plan final report. Once the Master Plan is approved, staff will include the proposed project in the capital projects plan and financing/rate studies now on-going.

RECOMMENDATION

That the Board approve the 2020 Headquarters Upgrade Master Plan final report.

-FINAL-

NORTH MARIN WATER DISTRICT

Administration Headquarters Upgrade Project

NMWD Job No. 1.6501.44

NORTH MARIN WATER DISTRICT HEADQUARTERS UPGRADE MASTER PLAN

February 14, 2020



-FINAL-

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I. EXECUTIVE SUMMARY

Noll & Tam Architects has been retained by North Marin Water District (NMWD) to conduct a study of their existing administration and corporation yard facilities. The primary goal of the study is to establish a path towards upgrading a mid 1960's facility to current District needs and providing future generations of service to north Marin County. The study is comprised of the following elements:

- Existing space programming assessment / Future facility needs assessment
- Analysis of existing building conditions to assess building replacement or renovation
- Review of universal accessibility conditions and code compliance for California Building Code Chapter 11B, Equivalent to the Americans with Disabilities Act (ADA)
- Facility replacement, expansion and upgrade strategies with associated cost estimates

For the initial round of masterplan study in 2017, Noll & Tam presented two Headquarters project options and developed estimated total project costs for each. Option A proposed a renovation and addition approach, constructing an addition to the south of the existing Administration building to house a new water quality lab, operations and construction departments. Additionally, Option A proposed to renovate the existing building and infill the existing entrance area to provide additional square footage to meet program needs. The 2017 estimated total project cost for Option A was \$16.2mil. Option B in the 2017 study was a proposal to remove the existing administration building and construct a new facility to house all district departments including the water quality laboratory. The total project cost for Option B was estimated at \$22.8 mil. Based on the District's desire to re-use the existing building and construction budget constraints the District Board of Directors approved Option A "Renovation & Addition" as the preferred alternative.

In 2019 Noll & Tam was requested by the District to provide an update to the Headquarters masterplan preferred alternative to establish a project scope and phasing strategy to meet the budgetary concerns of the District. The needs assessment was revisited and through refinement of program use areas and test fitting the water quality lab program spaces a reduced program scope document was established. In addition, Noll & Tam developed a project phasing and implementation plan that prioritizes the water quality lab construction as Phase 1 and then provides temporary housing on site for administration staff prior to renovating the existing building as Phase 2. The phasing approach also delays a portion of the building expansion as Phase 3 for the Operations and Construction departments until District debt obligations are paid in 2027. Currently the proposed project schedule anticipates a Phase 1 construction start in the spring of 2021 and all costs have been escalated to the midpoint of their respective phases. The total project costs for design and construction of the water quality lab, temporary housing and renovating the existing building are estimated at \$14.7mil.

Noll & Tam conducted surveys for all staff positions and conducted interviews of all primary department heads to develop a current needs document for each department. In general, there is not a significant proposed growth of staff space but instead a change to modern work-place requirements, incorporation of technology and a need for improved acoustic privacy. Additionally, to meet current Americans with Disabilities Act (ADA) access, all program spaces in the needs assessment include additional square footage allowances to achieve path of travel and access clearances. The area requiring the most significant improvement is the water quality laboratory, which is significantly undersized to efficiently perform the water testing required for the District. To maintain continuity of service, it is proposed to construct a laboratory addition, move lab services and then recover space in the existing administration building for other departments. In conducting the surveys the need for a new flexible conference room space came to the forefront. Programming of this space includes supporting the Board of Directors public meetings, providing and education/training room and in addition being an emergency-operations planning center.

To evaluate the existing building, Noll & Tam and their consulting team reviewed existing documentation, performed field exploration, and coordinated site walk interviews with facility staff to identify the current deficiencies and record the experience of facility staff maintaining the building. Overall the existing buildings are in good condition and have been well maintained throughout their years, but at almost 55 years in service, building systems have extended far beyond their prescribed life and there is opportunity to provide significantly improved mechanical equipment and high efficiency lighting in addition to general modernization of interior and exterior spaces. As part of the upgrade strategy Noll & Tam recommends focusing on providing quality ventilation air and daylighting to all office spaces.

The District headquarters were constructed 25 years prior to the adoption of Americans with Disabilities Act (ADA) in 1990 and the facility does not comply with the current federal law and fails to address primary access issues. These concerns include but are not limited to properly sized vehicle parking, accessible path of travel throughout the NMWD site/buildings and universal access for compliant public restroom facilities. Proposed renovation strategies incorporate access compliant components to serve the staff and public spaces of the Administration Building, lab and site access.

Having been built in the mid 20th century and after serving the District well for more than half a century, it is appropriate to bring the headquarters up to date and extend its life far into the 21st century. By addressing the accessibility, and programming deficiencies of the existing building, NMWD seeks to provide a significantly upgraded facility for current and future staff. Each part of the outlined strategy reflects the intent of the NWMD values statement for "Accountability, Integrity, Teamwork, Honesty, Respect".

II. PROJECT TEAM

Architect	Noll & Tam Architects / Scott Salge, Principal 729 Heinz Avenue, Suite 7 Berkeley, CA 94710 Tel. 510.542.2000
Structural Engineering	Estructure, Inc. / Maryann Phipps, SE 1144 65 th Street, Suite A Oakland, CA 94608 Tel. 510.235.3116
Civil Engineering	CSW ST2 / Kirk Bovitz, PE 45 Leveroni Court Novato, CA 94949 Tel. 415.883.9850
Landscape Architect	Quadriga Landscape Architecture / Christine Talbot, Principal 1415 21 st Street, Studio A Sacramento, CA 95811 Tel. 916.441.2129
Mechanical / Plumbing	Capital Engineering / Michael Minge, Principal 11020 Sun Center Drive, Suite 100 Rancho Cordova, CA 95670 Tel. 916.851.3500
Electrical	O'Mahony & Myer, Inc. / Pieter Colenbrander, Principal 4340 Redwood Highway, Suite 245 San Rafael, CA 94903 Tel. 415.492.0420
Cost Estimating Consultant	Mack 5 / Cynthia Madrid 1900 Powell Street, Suite 470 Emeryville, CA 94608 Tel. 510.595.3020

III. REFERENCE DOCUMENTS

Office Building for North Marin County Water District Construction Issue Set (Job No. 64.33) John S. Bolles, Architect San Francisco, CA	AUG 16, 1965
North Marin Water District – Miscellaneous corporation yard buildings plans (Job No. 9093) NMWD	NOV 3, 1972
North Marin Water District – Miscellaneous corporation yard improvement projects (Job No. 18428) NMWD	MAY 10, 1991
PHASE I ENVIRONMENTAL SITE ASSESSMENT NORTH MARIN WATER DISTRICT PROPERTY 999 RUSH CREEK PLACE (Job No. Unknown) Geologica, City of Novato Redevelopment Agency	OCT 17, 2007
LIMITED PHASE II SUBSURFACE INVESTIGATION NORTH MARIN WATER DISTRICT PROPERTY 999 RUSH CREEK PLACE (Job No. Unknown) Geologica, City of Novato Redevelopment Agency	OCT 18, 2007

IV. MEETINGS AND SITE VISITS

List of Meetings

Project Kickoff Meeting + Site Visit	January 01, 2017
Advisory Group Programming Meeting – Admin Bldg	February 10, 2017
Advisory Group Programming Meeting – Lab + Landscape	February 17, 2017
Needs Assessment Presentation	February 24, 2017
Conceptual Plan Presentation #1	March 31, 2017
Conceptual Plan Presentation #2	April 20, 2017
Board of Directors Presentation #1	May 2, 2017
Laboratory Programming Meeting Update	April 26, 2019
Advisory Group Programming Meeting – Program Update	April 26, 2019
Advisory Group Meeting – Master Plan Update	November 07, 2019
Board of Directors Presentation #2	February 4, 2020

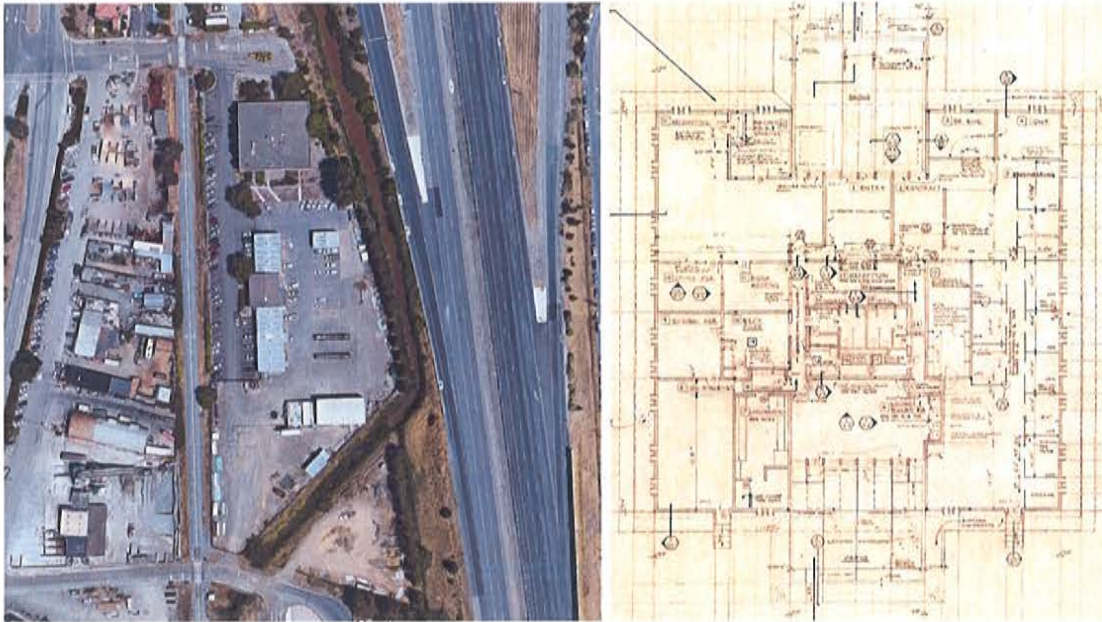
List of Advisory Group Members

North Marin Water District	
Drew McIntyre (DM)	General Manager
Robert Clark (RC)	Operations & Maintenance Superintendent
Pablo Ramudo (PR)	Water Quality Supervisor
Rocky Vogler (RV)	Chief Engineer
Tony Arendell (TA)	Construction Superintendent
Chris DeGabriele (CD)	Project Manager (Former NMWD General Manager)

V. BUILDING OVERVIEW

A. Site/Buildings & History

The original administration facility was designed in the mid-1960s by John S. Bowles Architects, and was completed in 1965. The building is sited to provide a "Front" entry face to the Rush Creek Place and on the south elevation provide access to the corporation yard facilities. Access from the front drive includes a formal "bridged" garden entry (formerly a water feature) connecting to an entry lobby. The western portion of the facility includes administrative offices, customer services/accounting functions and the water quality laboratory. The eastern portion of the building provides space for the engineering group, district operations, management and support staff. Opposite the lobby on the south side of the building there is a breakroom with kitchenette, which also serves as the meeting space for the District Board of Directors. The core of the building houses restrooms and electrical / mechanical spaces.



B. Building Overviews

Area:

Administration Building: 8,650 Gross SF

Stories:

- 1 Story, Main Administration Building
- 1 Story for primary Corporation Yard Buildings, Maintenance shops, Warehousing
- 2 Story Construction Department and Caretaker apartment Building

Construction Type:

Main Administration Building: Code Construction Type V, 0 HR; non-sprinklered
Building Occupancy Classifications: B (Business/Office) / A3 (Assembly Room)
The original building was designed under the following codes: UBC 1961 or 1964
Minor renovation or maintenance work has been performed under separate codes.

Main Administration Building Systems

Foundations: Concrete slab on grade with isolated and continuous spread footings.
Local column footings and spread footings at shear wall lines.

Vertical Structure: Wood framing and plywood sheer walls, Steel tube/pipe interior columns.

Roof Structure: Primary Glulam beams, 2x wood purlins, plywood decking.

Corporation Yard Structures

Foundations: Concrete slab on grade, Local column footings and tie-beams.

Vertical Structure: Prefabricated steel bents/frames and metal panel siding.

Roof Structure: Steel bents/frames, steel purlins and sheet metal roof decking.

C. Conceptual Cost Study

The conceptual cost study is based on the final concept plans and narratives as provided by the consultant team, as well as a priority phasing document to illustrate primary and future phases. The scope of proposed work has been categorized into construction trade divisions which identify the type of work. See appendix for project cost model and construction cost document.

D. Logistical Considerations

Construction of this project should be coordinated with any deferred major maintenance of the site and corporation yard areas. Scheduling for any construction related shutdowns and utility upgrades would minimize disruptions to the operations of the overall facility.

Renovation of the existing building will require temporary surge space for any displaced District staff. See proposed phasing plans and estimate of costs for temporary surge space. Flooding impact at the corporation yard have been proposed to be addressed by the District under a separate contract.

E. Notes on the Regulatory Process

The building was constructed under the jurisdiction of the City of Novato Planning/ Building Departments which remains the Authority Having Jurisdiction (AHJ) for plan review and construction inspection. It is assumed that the project will be permitted under the 2019 California Building Code which will have an effective date of January 1, 2020. As part of entitlement approvals, the building and changes to the site use permit must comply with the City of Novato Zoning/Planning and additional County of Marin oversight for riparian buffer zones. Flood control district and stormwater assessment for project approval process falls under the authority of City of Novato municipal code for water course protection. Fire protection and fire access approvals require plan review by the Novato Fire Protection District.

F. California Environmental Quality Act (CEQA)

Under Article 19, Section 15301 of the CEQA Guidelines, the project is likely to be identified under a Class 2 exemption. The exemption shall apply because the addition will be less than 50 percent of the floor area of the structure before the addition.

“(e) Additions to existing structures provided that the addition will not result in an increase of more than:

(2) 10,000 square feet if:

(A) The project is in an area where all public services and facilities are available to allow for maximum development permissible in the General Plan and

(B) The area in which the project is located is not environmentally sensitive.”

Categorical exemptions will require final acceptance from City of Novato and local authorities having jurisdiction over project area. Preliminary review with City of Novato staff indicates that a Class 2 exemption is an acceptable approach for categorizing the proposed project.

VI. CODE SUMMARY & ACCESS COMPLIANCE

A. Code Update Clarifications

Existing Administration Building Area: 8,650 Gross Square Feet (SF)
Area Limits for 2016 CBC: See code summary for "Allowable Building Area"

Code update for: Type V, 1 HR; Fully sprinklered, fire resistive substitution for 1 hr.
Exception is no longer part of the current code. Substitution will be part of "Grandfathering" of previous codes.

B. Prevailing California Building Code & Historic Reference Code

The Code Analysis provided as a part of this Facilities Assessment is based on the currently prevailing 2016 California Building Code (CBC), which has been adopted by the State of California effective January 2017. It should be noted that the 2019 California Building Code becomes effective January 1, 2020. It is presumed that a construction project for North Marin Water District will be permitted under this Code and will need to be reviewed for any changes between 2016 and 2019 codes.

There have been no changes in the use of the building since its construction, and minimal modifications to its original design. The following analysis summarizes the significant differences between the originally approved building, and current 2016 CBC requirements.

C. Code Summary & Access Compliance

Basis of Code Summary: California Building Code, 2016 Edition

Building Construction Type

Existing Administration Building (1961-64 UBC)	1965 - Type V, 0 HR (A Less Concentrated, B Office Occupancy)
Equivalent Type per CBC 2016	2016 -Type V B (A3, B Occupancy, B Lab Occupancy)

Fire Suppression Sprinkler System	Non-sprinklered
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Fire Alarm System	Building is monitored with local fire / smoke detection devices, manual fire alarm pull stations
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Occupancies	No change in occupancy is proposed CBC 303.4, A-3 (Large Conference Room) and 304.1 B (Office) , 304.1 B (Laboratory testing & research)
--------------------	---

Building Area

Existing Administration Building: 8,650 Gross SF
Proposed Building Area: 13,200 SF with addition

Allowable Building Area

Type V B, Based on B: 2 story, 9,000 SF per story
Maximum Frontage Increase of 6,750 SF

Total Area of 15,750 SF per building story

(Proposed Building Area of 13,200 SF will be in compliance with allowable areas)

Allowable Building Height Above Grade

2016 CBC Chapter 5 Table 504.3
Basic Allowable Height in Feet
(Type V-B / S)

40' Allowable Building Height
(Existing building is in compliance)

Allowable Number of Stories

2016 CBC Chapter 5 Table 504.4
Basic Allowable Stories
(Type V-B / S)

2 Stories allowed
(Existing building is in compliance)
Sprinklers not required for story increase

Area Modifications

Sprinkler Protection and Frontage
Increases

Frontage increase required for larger allowable floor areas.
Sprinklers not required for area increase

Fire Resistant Rating Requirements

CBC Table 601

Type V - B

Fire Resistive Rated Construction

Non-compliant condition per allowed code exception in previous UBC codes.

Primary Structural Frame: 0 hour
Bearing Exterior Walls: 0 hour (exterior and interior)
Nonbearing Partitions: 0 hour (exterior and interior)
Floor, including supporting beams and joists: 0 hour
Roof including supporting beams and joists: 0 hour

Allowable Openings

CBC Chapter 7 Table 705.8

Project study does not include analysis of opening protection as all structures are more than 30' from exterior enclosures or adjacent buildings.

Occupant Load

Occupant load data is based on original building configuration

No significant changes in occupant loading are proposed. Typical Business/Office occupancy load of 150 gross SF/occupant. $13,200 / 150 = 88$ occ.

Exiting and Egress

Existing Exiting and Egress requirements are assumed to have been adequate at time of approval. No reduction to existing exit paths is proposed. Exit paths to be revised to suit building expansion and alternate paths to right of way shall be provided.

Accessibility

CBC 11B-206 Accessible Routes
11B-206.2.4 Spaces and elements

Accessible Path of Travel. Where accessibility is provided to comply with current code, the paths of travel to those elements are to be made accessible.

Clarification Note: Existing building is non-compliant and requires compliant accessible paths to all primary components of site and building.

Restroom facilities

CBC 11B-601 Plumbing Elements and Facilities

Where accessibility is provided to comply with current code, the restrooms for served elements are to be made accessible.

Clarification Note: All existing restroom facilities, drinking fountains are non-compliant and will require significant renovation or replacement.

Plumbing Fixture Calculations

Per CPC Table 422.1

88 Occupants

Men: 2 Water closets, 1 Urinal, 1 Lavatory

Women: 3 Water closets, 1 Lavatory

VII. NEEDS ASSESSMENT & PROGRAMMING

A. Needs Assessment Overview

The program assessment was conducted through surveys individual interviews and an iterative process to develop a final program document. Program documentation includes all identified spaces, square footage of each program element and desired adjacencies. Note: Original programming document (2017 shown below) has been revised in 2019 to provide potential program reduced areas (shown in red) to address budgetary concerns.

Goals for a renovated administration building:

- Natural light & well ventilated spaces
- Mitigation of noise from adjacent freeway, SMART Train and industrial neighbors
- Co-location of NMWD staff to facilitate communication and community work place
- Provide offices, conference rooms, and open office space to suit individual departments
- Barrier free facilities with current universal access accommodations to meet the ADA guidelines
- Planning for digital archiving and a reduced paper office
- Meet new energy efficiency standards
- Provide infrastructure and space for emergency operations center

This section includes a summary of the content from surveys and Interviews. See the appendix documents for individual surveys and the program documentation.

NORTH MARIN WATER DISTRICT - NEEDS STUDY

Program Departments	Number of Staff	Total Area by Department	Reduced SQFT See Individual Tabs	Primary Adjacencies	Existing Space	Existing Building Area (Excludes Warehousing and equip storage)	New Lab, Existing Renovation, Partial OPM maintain yard building for construction + archives
Administration	15	2,556 sqft	(168)	Engineering, Public	Admin Building Total	8,320	8,320
Engineering	9	2,942 sqft	(486)	Admin, Ops & Maintenance, Construction			
Lab	5	3,440 sqft	(884)	Ops Superintendent, Engineering			3,440
Ops & Maintenance	12	1,638 sqft	(75)	Construction, Engineering	Space at 1st floor	360	
Construction	14	2,059 sqft	0	Ops & Maintenance, Engineering	Space at 1st floor	2,376	
Shared Spaces	0	5,760 sqft	(2,318)	Admin & Eng & Ops, includes Archives	Archives at 2nd floor	1,440	760
Total (Building)	55	18,395 sqft (Gross)	(3,923) sqft			12,496	12,520
Total Reduced SQFT	55		12,488	sqft (Excludes Construction Group & Portion of Operations / Maintenance)			
Corporation yard (See individual sheet)		20,143 sqft (site and building area)					
PARKING CALCULATIONS	OFFICE SPACE	13,027 sqft		1 SPACE PER 275 SQFT		47 spaces	
	WAREHOUSE	9,500 sqft		1 SPACE PER 1,500 SQFT		6 spaces	
				TOTALS		53 spaces	

Summary page of program document, see appendix

B. Program Development & Department Priorities

Public Facilities & Board of Directors Space:

- Provide an appropriately sized board room with up to-date audio / video systems
- Provide flexible room for Emergency Operations Center (EOC) with appropriate technology and communications systems
- Training / Education space for internal staff and public outreach
- Enhanced connection between the Entrance Garden, lobby and reception
- Provide barrier free access to all public spaces and dedicated restrooms
- Clear security design for reception to control visitors to administration and engineering

Administrative Department:

- Provide enhanced collaborative and conference spaces for a variety of group sizes
- Consolidate filing and storage spaces
- Provide acoustic controls between departments to support concentration for tasks at hand
- Create community focused workplace through “Hub” spaces and shared conference rooms

Engineering Department:

- Improve adjacencies to facilitate communication of Engineering, field supervisors and construction group
- Flexible co-working space for informal group meetings
- Create a common “Library” to support the engineering, operations and maintenance and construction departments
- Filing and storage approach to allow daily access to documents

Operations & Maintenance Department:

- Consolidate filing areas and “Library” storage
- Create an OPS conference room to support Emergency operations team planning
- Create a Mud room for department, including lockers and storage for field equipment
- New technology space for servers, SCADA equipment and radios with dedicated conditioning
- Provide improved site lighting and security for the facility

Water Quality Lab:

- Existing and new lab to maintain continuous operation and comply with the Environmental Laboratory Accreditation Program (ELAP).
- Update lab facilities to modern standards
- Provide dedicated stations to support separation of incompatible process and to provide an efficient workflow
- Layout, equipment and finish materials, to support contamination control

- Separate lab functions and office workstations
- Team office environment to promote collaboration with associated departments

Construction Department:

- Provide acoustic control to other administration functions
- Durable and cleanable materials
- Upgraded locker and shower facilities for large “Fireman” style lockers and accessible restrooms
- Improved/Larger video displays to provide access to digital maps and plans
- Space for staff to sleep during long shifts or overnight repairs

Corporation Yard & Site Facilities:

- Consolidation of construction materials, racked storage and moving sand/gravel to back lot
- Covered protection for materials to reduce UV exposure
- Provide dedicated vehicle washing station to suit largest apparatus
- Provide dirt and dust management at yard entries
- Canopies for maintenance vehicles
- Common Areas: Lunch room, utility room, server room

C. Corporation Yard & Site Stormwater Management

- A. Chapter 19 of the City of Novato Design Municipal Code requires a 50’ distance from the top of the Rush Creek bank to establish a buffer zone on the existing site. The existing building is in compliance with this buffer and there are no proposed change to the current areas of improvement in the 50’ buffer zone. See selected portion of the referenced municipal code section for management of water in stream buffer zones provided below:

“19.35.060 - Watercourse Protection Standards and Design Criteria.

Proposed developments, uses, alterations or encroachments within or near watercourses shall comply with the following standards and design criteria:

A. Stream Buffer Zone. A Stream Buffer Zone shall be established for preservation, restoration or enhancement of riparian vegetation and adjacent upland habitat. The Stream Buffer Zone shall include adjacent upland habitat for sensitive species and wildlife migration, as well as, providing for filtration of sediment and contaminants in storm runoff and allow infiltration of rainfall to maintain an adequate water budget to support the riparian and wetland habitat. Upland buffers shall consist of grasses and native shrubs to be maintained in a natural state.

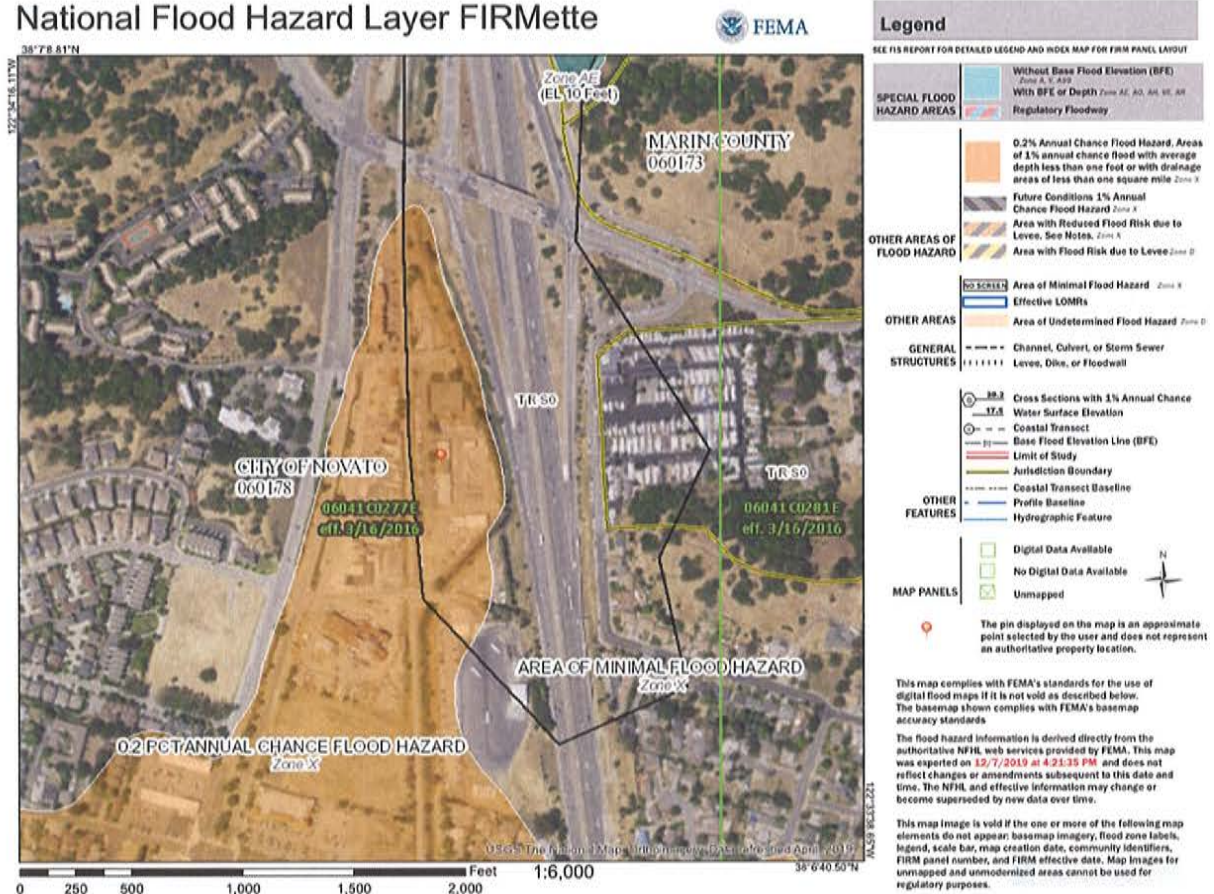
1. Removal of existing riparian vegetation shall be avoided to the maximum extent feasible and limited to the minimum amount necessary, except for exotic, invasive species or other vegetation identified on an approved SMP.
2. Grading, fill, earthwork, or soil compaction, within the Stream Protection Zone shall be avoided or minimized to the maximum extent feasible. During

construction, protective fencing shall be installed along existing riparian vegetation to include a buffer area extending beyond the dripline of the tree canopy to protect the root structure. The extent of the buffer area shall be determined based upon the tree species. If encroachment within the root zones of significant trees cannot be avoided, then a certified arborist shall be retained to provide recommendations for less damaging construction practices and long-term maintenance."

"G. *Urban Runoff and Stormwater Discharges.* Any project subject to the requirements of this Division shall incorporate best management practices into the SMP to address potential for long-term water quality impacts related to urban runoff and stormwater discharges including the following, as appropriate:"

- B. Per Federal flood hazard map: NMWD site is primarily located in "Zone X" with the 0.2% annual chance of flood zoning as shown in attached diagram. NMWD proposes to address flood mitigation issues under a separate project. See Civil assessment section for proposed mitigation approach.

National Flood Hazard Layer FIRMette



D. Zoning & Planning

The North Marin Water District site is zoned for LIO, Light Industrial Office. There is no proposed change to current zoning or current use permit.

Maximum developed FAR (Floor Area Ratio) is 0.4. With a building expansion, the site remains below this maximum floor area / Site coverage ratio.

Parking Requirements

Parking count based on City of Novato parking criteria:

Office Space: 13,027 SF / 1 space per 275 SF = 47 parking spaces
Warehouse Space: 9,500 SF / 1 space per 1,500 SF = 6 parking spaces
Total of 53 Parking Spaces

Bicycle Parking Space per City of Novato: 10% of total parking spaces = 6 bicycle spaces (rounded up from 5.4 spaces)

Accessible & EV Charging per CBC Chapter 11B:

Accessible parking spaces PER 11B-208.2: 3 spaces required
(Includes one van accessible space and 2 standard accessible spaces)

Electric Vehicle Charging Stations: 2 Stations required per 11B-228.3.2.1
(Note for renovation projects this requirement should be confirmed by the Authority having jurisdiction (AHJ))

Parking Note: Further review regarding required parking and coordination with the City of Novato will be addressed in the next phase of project design.

VIII. EXISTING FACILITY ASSESSMENT

Building & Site Assessment Summary

A. Architectural Narrative & Recommendations

B. Structural Summary & Recommendations

C. Civil Engineering Summary & Recommendations

D. Landscape Summary & Recommendations

E. Mechanical, Electrical & Plumbing Summary & Recommendations

A. Existing building systems are assumed to be replaced in their entirety.

F. Assessment Exclusions

A. Tier 2 Structural System Analysis or Calculations

a. Inspections of structural elements for corrosion or other damage.

b. Seismic analysis, beyond informing Client of potential upgrades or analysis that would be triggered by the proposed renovations.

c. Destructive Testing Exploration.

d. Testing of structural materials.

B. Buildings and building systems not impacted by the proposed renovation areas.

C. Hazardous materials assessment and abatement study.

A. Architectural Recommendations

Noll & Tam conducted an overview of the existing building construction and existing access conditions. In addition, Noll & Tam reviewed the provided documentation to determine components of the building as it was constructed. There was no destructive testing performed, so building components are assumed to match the original design drawings.

Exterior Materials and Finishes:

The exterior walls are primarily painted cement plaster over wood studs. Portions of walls are stained and/or have developed cracked plaster conditions. Additionally, there is deteriorated paint for the entire perimeter of the building and roof projections. Window systems are wood framed with 1/4" single pane glazing, with deep projection frames.

Recommendations:

Provide a continuous exterior insulation system and replace exterior finishes. Replace and expand windows to provide additional daylighting and improved thermal control.

Roofing, Eaves & Drains:

Roofing is primarily low slope, with built-up roofing system over plywood decking and minimal roof insulation. Per comments by staff, there is localized seasonal roof leaking. Existing roof is crickets to roof drains. Primary roof drains are internal to building and overflow drains scupper at perimeter parapet.

Recommendations:

Per review with NMWD management has proposed to replace the current roof under a separate contract prior to phase 2 work commencing. Additionally, it is proposed to provide overflow drains that daylight at grade.

Interior Finishes & non-bearing structure:

Interior walls are typically 2x wood framing, finished primarily in gypsum board and paint. There is localized vinyl surfaced gypsum board and locations of sheet wood paneling. Ceilings are typically lay-in 2x4 acoustic ceiling tiles with 2x4 lighting fixtures.

Recommendations:

All finishes should be assessed for hazardous content and generate a proposed abatement program. With the proposed significant renovation it is recommended to remove and properly dispose of all interior finishes and lighting systems. Wood paneling can be salvaged for reuse.

Universal Accessibility:

Parking and ramp to entry bridge: Entry paving and bridge are original to 1965, there is no designated accessible path from parking to the entry door. In addition, there is no drive aisle protection for those crossing from the parking. Ramping to the entry is too steep and requires and overall max 5% in direction of travel.

Entry Doors: Opening force for existing exterior doors is greater than allowed by code.

Hallways and interior doors: Generally hallways and doors are too narrow and doors do not allow for proper pull/push side clearances for path of travel access.

Restrooms and kitchen/breakroom facilities: Fixtures in the restrooms and kitchen sinks have insufficient clearances and in most cases the fixture types do not allow for code required dimensions and will have to be replaced. Restrooms do not have sufficient area to provide access to the room and fixtures.

Drinking Fountains: Existing drinking fountains will require replacement with a code compliant hi-lo fountain.

Secondary Entries: South side entries have inadequate landings and stairs, limiting access to those locations. In most cases doors will need to be level with existing floors or ramp down to existing paving.

Thermal Comfort:

There is potentially no existing batt type insulation at exterior walls and at the roof deck has minimal insulation above the plywood deck. Windows are wood frame with single pane glazing.

Recommendations:

To create a more effective envelope and minimize heat/cooling transfer to the exterior, it is recommended to replace all windows with thermally broken frame and insulated glazing units, provide code compliant insulation at exterior envelope and provide air permeable vapor resistant membrane at all exterior walls.

B. Structural Narrative & Recommendations



A site visit was performed on Feb 16, 2017. This summary describes the existing structural system, and possible deficiencies. Structural implications of proposed improvements will be assessed separately when a conceptual plan and project approach is developed.

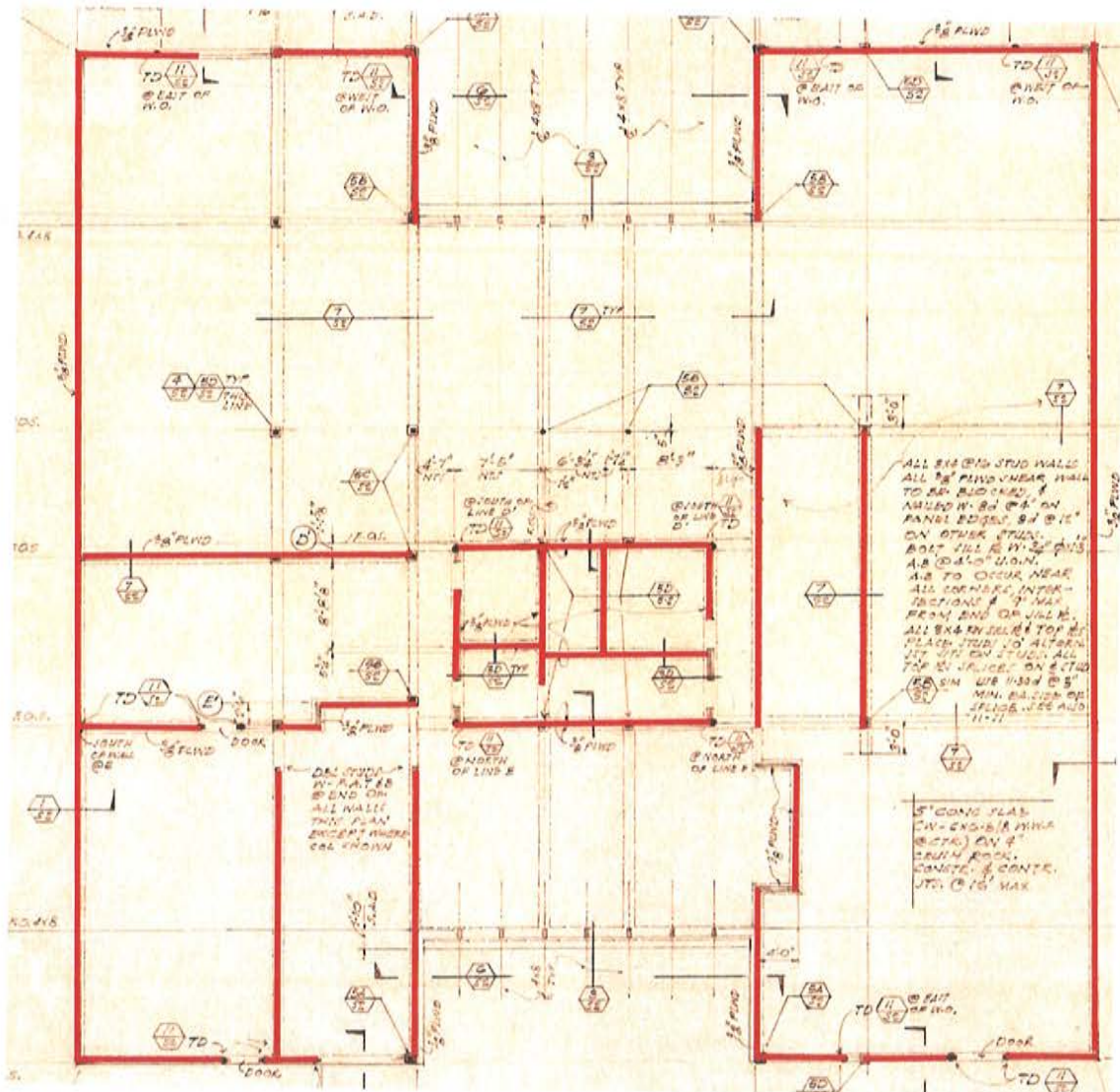
Existing conditions: 1965 Building

- The building is in overall good condition
- Construction includes adequate plywood shear walls
- No decay or distress observed for visible structural members
- Good seismic performance expected from existing structure
- No requirements or triggers for seismic upgrade if there are no changes to the structural system

Recommendations

Overall, the existing 1965 building remains in good condition with the following deficiencies/recommendations noted:

- More efficient use of the building will likely require removal of interior walls.
- Structural alterations will require seismic evaluation and modifications for code compliance (CBC Part 10, Section 403).
- Removal of interior walls in some locations can be compensated by additional interior wall(s) at other locations, strengthening of existing walls, or a combination.
- Removal of interior bearing walls will require added beams and posts, with possible foundation work.
- Perform an ASCE 41 Tier 2 evaluation of the structure to verify compliance of the seismic system with Life Safety standards. Further action and recommendations would follow from that study prior to the completion of the construction documentation.



Walls highlighted in red are designated as shearwalls



Existing conditions

- Utility constraints on west side of building (30" NMWD water line & 36" MMWD water line)
- Flooding in Yard during large rain events
- Non-Compliant Accessible parking
- On-Site parking and drive aisles are difficult to maneuver

- Resolve Drainage issues: Clean out debris from drainage structures. Install or repair flap gates at pipe outfalls. Install berms at breached creek locations.
- Resolve parking and circulation issues: Restripe parking stalls on west side of building to be 90 degree stalls. Provide on-site accessible parking stalls. Provide accessible path of travel from parking lot to main entry.
- Incorporate on-site stormwater management sustainability features.

D. Landscape Narrative & Recommendations



A site visit was performed on Feb 24, 2017 by Christine Talbot from Quadriga. This summary describes the existing site amenities and deficiencies.

Existing condition Assessment:

- SMART train and 101 flank the Site creating noise and dust
- Aging landscape and irrigation systems
- Outdoor spaces don't meet the needs of the employees and visitors
- Visitor Wayfinding and ADA access is minimal
- Large expanse of asphalt paving creates heat and drainage challenges
- Security issues and visibility- campers along creek

Project/site opportunities

- Existing Redwood tree screening along Eastern edge of property can be expanded.
- Open areas may be used for demonstration gardens.
- New building configurations can help define courtyard space and provide noise mitigation.
- Views to hills to the West.
- Assess recycled water availability to serve facility.
- Utilize/expand creek vegetated edge for stormwater management.

Proposed approach

- Discuss programming goals for demonstration with Conservation Manager.
- Prepare schematic options (bubble diagrams) for placement of program items that respond to building schemes.
- Provide imagery and narrative to describe schematic options.
- Review with North Marin Water District for goals and implementation.
- Prepare final recommendations.

E. Mechanical, Electrical & Plumbing Narrative & Recommendations

Noll & Tam conducted an overview of the existing mechanical, electrical, and plumbing (MEP) systems at NMWD. The summary below is to understand the condition of the existing MEP systems and prioritize the replacement or upgrade of systems as needed. All primary system are being proposed to be replaced in whole. See proposed supplemental recommendations for each system category below.

Mechanical: The existing mechanical systems consist of a single air handler unit (AHU) for the primary office space and is located in the mezzanine above the restroom area and evaporative condenser on the roof. Additionally, the water quality laboratory has a separate AHU to serve that portion of the building.

Recommendation:

The existing AHUs and primary mechanical systems are well past their service life and are recommended to be replaced, including air distribution and diffusers.

Electrical: The existing building and site utilizes three electrical services. Electrical service comes from a PG&E utility connection outside the main building to distribution panels at the first floor janitorial room and west exterior wall of the yard office. Lighting systems are locally controlled florescent fixtures.

Recommendation:

Per review with NMWD management team, it is recommended to provide new single electrical utility service from the street, connecting to a new distribution panel to serve the site, including the new laboratory, renovated administration building, future building expansion and corporation yard buildings. Additionally, it is proposed to provide a natural gas powered generator to provide an emergency power source to the facility. It is recommended to provide new electrical distribution, lighting fixtures and controls.

Plumbing: The existing plumbing systems are mostly original to the building. The newer plumbing components include upgraded existing domestic hot water systems. Plumbing fixtures do not meet the dimensional requirements or clearances of the current code.

Recommendation:

It is recommended to provide a replacement domestic hot water system. Additionally, plumbing fixtures, drinking fountains and all service sinks are proposed to be replaced. In addition new sanitary drains will be required to serve new restrooms at the Lab expansion and in the renovated existing building.

Fire Alarm System: The existing building is provided with localized detection devices.

Recommendation:

It is recommended to provide a fully addressable alarm system for the existing administration building and proposed expansion.

Fire Protection: Existing administration building is not currently protected with an automatic fire protection system.

Recommendation:

It is recommended to provide a fully automatic fire protection system for the existing administration building and proposed expansion. Fire protection system will require an additional street connection for fire water and detector check assembly.

IX. CONCEPTUAL PLANS & APPROACH

A. Site Diagrams



Existing site constraints



Areas of addition and Renovation

B. Conceptual Floor Plan



Proposed conceptual floor plan

C. Final Concept & Renderings

View from Entry



Birdseye view from entry



X. CONCEPTUAL SCHEDULE & COSTS

A. Project Scope Phasing & Project Cost

Estimated construction costs are based on a traditional "Design / Bid / Build" project delivery approach. Construction costs have been escalated to midpoint of construction based on proposed project schedule.

PHASE / SCOPE OF PROJECT	SQUARE FEET (APPROXIMATE)	PHASE COST
Phase 1 - New Building Addition New construction for the Water Quality Laboratory and associated utilities, additional temporary surge space and associated site work	3,219 SF	\$6.5 mil
Phase 2 - Renovation Existing Administration Building Significant renovation of the existing administration building, de-mobilize temporary surge space and associated site work	9,072 SF	\$8.2 mil
Total Phase 1 & 2 Project Cost		\$14.7 mil

Phase 3 – Expansion of the New Building Addition New office and work space for the Construction group and Operations & Maintenance departments, site work(Anticipated in 2027)	2,600 SF	\$3.7 mil
Total Phase 3 Project Cost		\$3.7 mil

Corporation Yard – Flood Mitigation NMWD Scope of work under separate Contract		TBD
Roof Replacement Project NMWD Scope of work under separate Contract		TBD

B. Project Milestone Schedule

See phase milestone dates in table below. Full preliminary schedule is provided in appendix documents.

Phase of Service	Start	End
Schematic Design	March 2020	June 2020
Design Development	June 2020	August 2020
Project Zoning / Development Approvals	August 2020	October 2020
Contract Documents	October 2020	February 2021
City of Novato Permitting	January 2021	March 2021
Project Bid and Contract Award	March 2021	May 2021

Construction Phase 1 - Duration	May 2021	May 2022
Construction Phase 2 – Duration	May 2022	March 2023
Project Closeout	February 2023	April 2023
Construction Phase 3 - Duration	June 2027	March 2028

C. Phasing Diagrams & Implementation Plan



Phase 1A – Water Quality Lab



Phase 1B – Water Quality Lab Certification



Phase 1C – Temporary Surge Space



Phase 1D – Administration Move-in



Phase 2A – Administration Renovation



Phase 2B – Administration Building Move-in



Phase 2D – Site work, Landscaping & Paving



Phase 3 – Expansion to Phase 1 Building Addition

XI. APPENDIX

A. Original Reference Drawings

1. Original Drawings (Select Reference Sheets) – 1965 Drawing Set – North Marin Water District

B. Needs Assessment & Program Document

1. Space Needs Surveys
2. Program Document, All Departments and Corporation Yard Areas
3. Lab Programming Update

C. Concept Plans, Diagrams, and Visualizations


1. Concept Plans for Renovation Scheme
2. Phasing Diagrams
3. Building and Site Renderings

D. Schedule & Cost Model & Construction Cost Estimate

1. Project Schedule (Dated 1/23/2020)
2. Cost Model (Dated 11/19/2019)
3. Construction Conceptual Cost Plan Estimate (Dated 10/22/2019)

11

MEMORANDUM

To: Board of Directors
From: Pablo Ramudo, Water Quality Supervisor 
Subject: Second Quarter FY 19/20– Water Quality Report
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February 14, 2020

RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

The water served to the communities of Novato and Point Reyes met federal and state primary and secondary water quality standards during the second quarter of fiscal year 2019-2020.

Following is a review of the activities and water quality issues in regards to:

- Source Water
- Treatment Performance
- Distribution System Water Quality
- Novato Recycled Water

NOVATO SYSTEM

Source Water: Stafford Lake

Stafford Lake water was used as a source of drinking water during the second quarter through November 27th. Water quality was monitored on a biweekly basis for chemical and mineral components as well as microbiological activity.

Algae from the raw water intake were identified and enumerated monthly. Algae numbers were moderate with good diversity. Fifteen species of algae were recorded in appreciable numbers. Seven genera had significant blooms including four types of cyanobacteria (blue-green algae) and one dinoflagellate capable of producing compounds which can affect taste and odor.

Treatment Performance: Stafford Treatment Plant

Total organic carbon (TOC) removal was excellent, well above the 35% requirement of the Enhanced Surface Water Treatment Rule. Operators were able to achieve 75-79% TOC removal with a finished water TOC concentration of around 1.5 mg/L, below the district's goal of a maximum 2.0 mg/L.

Distribution System: Novato

Of 242 samples collected for compliance with the Total Coliform Rule, none were positive for coliform bacteria. Disinfection byproducts were moderate during the quarter and well within standards of the Stage 2 Disinfection By-Product Rule. There were no complaints of taste and odor attributable to algae compounds during the quarter.

POINT REYES SYSTEM

Source Water: Coast Guard Wells

Raw water quality, by most measures, was good throughout the quarter, however water quality parameters affected by salt water increased. The sodium concentration increased from 74 to 190 mg/L and chloride increased from 180 to 710 mg/L. Bromide, the seawater constituent that has been responsible for the recent exceedances of trihalomethanes (THMs) above regulatory limits, increased from 0.63 to 2.5 mg/L, a new record high.

Source Water: Gallagher Well

Raw water quality was good throughout the quarter. Water quality parameters affected by saltwater are very low from this source and because the well is not prone to intrusion from seawater, concentrations of salts are very steady. Sodium was 10 mg/L, chloride was 12 mg/L, and the bromide concentration was 0.06 mg/L.

Treatment Performance: Point Reyes Treatment Plant

Treatment was optimal throughout the quarter and finished water quality was good. Iron and manganese removal was excellent; neither of the metals were detected in the treated water.

Water was primarily sourced from Gallagher Well which was supplemented with water from the Coast Guard wells during times of high demand. Water from the two sources is blended prior to treatment.

Distribution System: Point Reyes

There were 25 samples collected for routine monitoring and compliance with the total coliform rule, none tested positive for coliform bacteria. Chlorine residual concentrations throughout our distribution system were good.

Disinfection byproducts increased from the previous quarter but remained below the Maximum Contaminant Limit (MCL) and the running annual average at the location representing maximum system water age decreased. Higher disinfection byproducts in the Point Reyes system are a direct result of high bromide in water sourced from the two wells located within the former coast Guard housing property.

NOVATO RECYCLED WATER

Deer Island Recycled Water Facility

The Deer Island facility was off during the quarter.



North Marin Water District- 2nd Quarter FY2019 / 2020

Bacteriological Quality Monitoring

Novato: 242 Samples Analyzed. No samples positive for coliform bacteria
 Point Reyes: 25 Samples analyzed. No samples positive for coliform bacteria.

Chemical Quality Monitoring

Constituent	Units	Maximum Contaminant level	SCWA North Marin Aqueduct	Stafford Treatment Plant	Point Reyes Treatment Plant
Conductivity	umhos/cm	900 *	262	347	918
TDS	mg/L	500 *	166	184	478
Hardness	mg/L	-	105	96.1	292
Alkalinity	mg/L	-	119	83.0	103
Calcium	mg/L	-	20.2	18.0	44.9
Magnesium	mg/L	-	12.6	12.3	45.2
Copper	mg/L	1.0*	ND	ND	ND
Iron	mg/L	0.3*	ND	ND	ND
Manganese	mg/L	0.05 *	ND	ND	ND
Zinc	mg/L	5.0 *	ND	ND	ND
Sodium	mg/L	-	17.2	29.8	66.9
Chloride	mg/L	250 *	6.16	51.6	221
Sulfate	mg/L	250 *	11.1	7.5027	28.3
Fluoride	mg/L	2.0 (1.4-2.4)	0.0939	0.115	0.0893
Nitrite as N	mg/L	1.0	ND	ND	NA
Nitrate as N	mg/L	10	0.144	ND	NA
pH	pH units	8.5 *	8.25	8.49	6.94
Turbidity	NTU	5	0.11	0.08	0.08
Color	PCU	15	<2.5	<2.5	<2.5
Free Chlorine	mg/L	4.0	0.98	1.62	0.37
Total Chlorine	mg/L	4.0	1.05	1.83	0.49
Temperature	° C	-	16.6	16.0	15
Odor	TON	3	<1	<1	<1

*Indicates secondary drinking water standard

ND = Not Detected
 NA = Not Analyzed

12



North Bay Watershed Association

Board Meeting Notice

Feb. 7th, 2020

9:30 am–11:30 am
Novato Sanitary Dist.
500 Davidson Street
Novato, CA

Next Meeting

March 6th, 2020
Napa San. District
1515 Soscol Ferry Rd
Napa, Ca 94558

Board Meeting Agenda

- | | |
|--|----------|
| 1. Call to Order | 9:30 am |
| <i>Jack Gibson, Chair</i> | |
| 2. Public Comment | |
| 3. Approval of Agenda | 1 min. |
| <i>Action: Approve</i> | |
| 4. Approval of Minutes | 1 min. |
| <i>Action: Approve</i> | |
| 5. Treasure's Report | 1 min. |
| <i>Action: Accept</i> | |
| 6. Board Information Exchange | 9:45 am |
| 7. Response and Recovery:
Lessons from the 2017 North Bay Fires | 10:00 am |
| <i>Ben Horenstein, GM
Marin Municipal Water District</i> | |
| Ben, who was the Director of Water for the City of Santa Rosa, will review the City's experiences from his role managing the Water/ Wastewater/Storm Water systems during and after the natural disaster, along with "lessons learned" from the water utility perspective. | |
| 8. Update on Gov. Newsom's
Water Resilience Portfolio | 10:45 am |
| Released in January 2020, the Portfolio describes the state administration's proposed water priorities. Judy will provide Board copies of the main body of the plan and review key elements. Steve and Ben will comment on how they see the portfolio affecting North Bay water interests. | |
| <i>Judy Kelly, ED
Steve Moore, RVSD
Ben Horenstein, MMWD</i> | |
| 9. Announcements/Adjourn | 11:25 am |

Items for next meeting

13

DISBURSEMENTS - DATED FEBRUARY 6, 2020

Date Prepared 2/4/20

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:




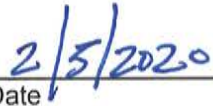
Seq	Payable To	For	Amount
1	Able Fence	New 12' Gate for OM Ponds	\$3,860.00
2	All Star Rents	Hand Held Drill	149.40
3	Alpha Analytical Labs	Lab Testing	50.00
4	American Family Life Ins	Jan AFLAC Employee Paid Benefit	3,137.93
5	Arendell, Tony	Exp Reimb: Team Building Class on 2/11/20	249.00
6	AT&T	Telephone (\$62), Fax (\$84), Leased Lines (\$140) & Data (\$279)	566.04
7	Backflow Distributors	Parts for Fire Services	529.55
8	Bay Area Barricade Service	Striping (36) (\$172), Marking Paint (24) (\$97) & Spray Chalk (36) (\$150)	419.46
9	Bearings & Hydraulics	'D' Rings for Equipment	46.62
10	Borges & Mahoney	Annual Maintenance of Chemical Feed Pumps (STP)	6,003.08
11	California Association of Mutual Water Companies	Annual Membership Dues (1/20-1/21) (JPrima Insurance)	500.00
12	DeGabriele, Chris	Prog Pymt#7: Consulting Services-Office Renovation (Balance Remaining on Contract \$38,400)	1,560.00
13	Environmental Science Assoc	Prog Pymt#5: NMWD San Mateo Tank Permitting Assistance (Balance Remaining on Contract \$13,541)	459.52
14	Evoqua Water Technologies	Service on Lab Deionization System	342.20
15	Fishman Supply	Nitrile Gloves (800) (Construction)	104.81

Seq	Payable To	For	Amount
16	Grainger	Plumbing Supplies (STP) (\$166), Emergency Lights (3) (\$77), Broom Handles (10) (\$86), Pull Rope for E/M Shop (\$137), Disposable Lens Cleaning Station, Air Tool Oil (\$109), Dispensing Bottles (12), Exit Signs for Maint Office (4) (\$117), Hole Saw Kit for E/M Shop (\$259) & Water Pump (\$227) (Bobcat Loader)	1,228.22
17	InfoSend	December Processing Fee for Water Bills (\$1,241), Postage (\$3,529) & December Monthly Support Fee (\$891)	5,661.31
18	Leighton Stone	Control Solenoid for STP Valve	117.63
19	Maltby Electric	Knock Out Plugs for Electric Boxes (50)	62.84
20	County of Marin-Planning Dept	Deposit for Coastal Permit Application Submittal for the Gallagher Ranch Streambank Stabilization Project	8,648.40
21	McMaster-Carr Supply	Intrusion Switches for Tanks (2)	261.89
22	Miller Pacific Engineering	Prog Pymt#11: Geotechnical Services San Mateo Tank (Balance Remaining on Contract \$36,007)	4,545.50
23	Mutual of Omaha	February Group Life Insurance	1,018.65
24	New Pig	Shoe Covers (125) (\$256) & All Purpose Wipes (2,250) (\$191)	446.92
25	Novato Sanitary District	November 2019 RW Operating Expense (\$18,588) & Sewer Service Charge for Stafford Lake Facility (\$2,253)	20,841.02
26	Office Depot	Copy Paper (11" x 17") (\$47), Index Card Guides (25) & Misc Office Supplies (\$110)	171.53
27	Pace Supply	Angle Meter Stops (17) (\$507), Gaskets (60) (\$383), Nipples (2), Valves (22) (\$186), Caps (6), Couplings (11) (\$1,272) & Hydrant Extensions (4) (\$302)	2,676.61
28	Pacific Coast Petroleum	Oil & Grease for Motors & Pump Maintenance @ STP	381.54
29	NMWD Petty Cash	Priority Mailing (\$14), Safety Snacks (\$73), Calendar (\$13) & Bridge Toll (\$6)	105.47

Seq	Payable To	For	Amount
30	Andy Poncia Fertilizer	Hauling of Stafford TP Sludge (62 loads)	12,400.00
31	Prunuske Chatham	Prog Pymt#4: Leveroni Creek Embankment Repair Project (Balance Remaining on Contract \$29,808)	419.08
32	R & B	Hydrant Bury (2)	499.10
33	Recology Sonoma Marin	January Trash Removal	510.80
34	Darlene D. Rhodes	Prog Pymt #6: HR Consulting Services (Balance Remaining on Contract (\$2,800)	1,006.25
35	Roth, Joan & Jeffrey	Refund of Deposit/New Development/WC Restriction-Novato	1,000.00
36	Scott Technology Group	Maintenance on Engineering Copier (10/16/19-02/20/20)	823.89
37	Shoemaker Structural	Weld Vacuum Trailer Hitch	250.00
38	Sigma Pneumatics	Paving Breaker for Const Crew	2,051.56
39	Skewes-Cox, Amy	Prog Pymt #5: Provide Initial Study/Mitigated Negative Declaration for Old Ranch Road Tank (Balance Remaining on Contract \$5,881)	770.00
40	Soiland	Asphalt Recycling (5 tons)	50.50
41	Township Building Services	Janitorial Supplies	491.69
42	Univar	Sodium Hypochlorite (200 gal) (O.M.)	1,609.07
43	Verizon Wireless	Cellular Charges: Data (\$809), Airtime (\$32) & iPads for Asset Management (\$200)	1,040.66
44	VWR International	Indicator Strips (Lab)	76.60
45	Waste Management	Green Waste Disposal	194.96
46	Wiley Price & Radulovich	December Legal Fees	270.00
47		Vision Reimbursement	41.21
48	Williamson, Matthew	Exp Reimb: Class A Permit Fee	82.00

Seq	Payable To	For	Amount
49	Winzer	Misc Hardware for Shop	539.39
		TOTAL DISBURSEMENTS	<u>\$88,271.90</u>

The foregoing payroll and accounts payable vouchers totaling \$88,271.90 are hereby approved and authorized for payment.

	
Auditor Controller	Date
	
General Manager	Date

DISBURSEMENTS - DATED FEBRUARY 13, 2020

Date Prepared 2/11/20

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 1/31/20 & Final Payout	\$157,430.80
EFT*	Internal Revenue Service	Federal & FICA Taxes PPE 1/31/20 & Final Payout	69,069.29
EFT*	State of California	State Taxes & SDI PPE 1/31/20 & Final Payout	14,815.45
EFT*	CalPERS	Pension Contribution PPE 1/31/20	38,986.83
EFT*	US Bank Card	AWWA Conference Registration: (\$499), Lodging Deposit (\$582), Airfare (\$149), Seed for Construction (\$49), Tax Filings & Forms (\$243), Tool Kit (\$704) (Maint), Tec Help Fleet Training (\$425) (Watkins), E-Pure Water Filters (\$385) (Lab), Stacking Chairs (\$868) (Const) & iPhone Case (\$84) (Const On-call)	3,989.30
1	Able Tire & Brake	Tire Repair ('08 Chevy Colorado), Tires (6) ('17 F350-\$508 & '10 F150-\$845) & Alignment (\$108)	1,493.75
2	All Star Rents	Propane (24 gal)	103.90
3	Athens Administrators	January Replenishment for Checks Written	373.00
4	Blue Earth Labs	Cleaning Product for Removal of Iron & Magnesium Stain Buildup (55 gal) (STP)	9,597.28
5	Blue, Julie	Exp Reimb: Transportation Expenses for CSMFO Conference in Anaheim, CA 1/29-1/31/20	132.93
6	Briones, Andrea	Refund Overpayment on Closed Account	433.55
7	Buck's Saw Service	Parts for String Trimmer & Chainsaw (\$73)	92.80
8	Burlingame Engineers	Replacement High Density Crosslinked Tank Assembly (6,115 gal) (STP)	29,949.00
9	California Air Resources Board	Registration Fees for 3 Generators ('19 Generac Mobile 45 KW)	2,415.00
10	Caltest Analytical Laboratory	Lab Testing	81.05

Seq	Payable To	For	Amount
11	Contractors State Lic Board	Contractor License Renewal (Arendell) (Budget \$750) (3/20-3/21)	225.00
12	Cummings Trucking	Sand (16 yds) (\$1,046) & Rock (33 yds) (\$1,423)	2,469.27
13	CWEA	Certification Renewal Fees (Nommsen) (Budget \$100) (4/20-3/21)	89.00
14	DataTree	January Subscription to Parcel Data Info	100.00
15	Diesel Direct West	Gasoline (774 gals)	2,528.67
16	Direct Line	February Telephone Answering Service	167.02
17	Electrical Equipment	Motor Starter for Treatment Pond Aerators	316.85
18	Enterprise FM Trust	Feb Monthly Lease Charges for Nissan Rouges (2), Frontier & F150 Vehicles (2)	2,380.16
19	Environmental Express	Hydrochloric Acid (Lab)	209.49
20	Ferguson Waterworks	6' Antenna Assy (3) (AMI)	478.24
21	Grainger	Hooks for 4 Trailers (\$480) ('07 Trailmax Trailer), Flashlight, Air Brake Fittings for Fleet (\$224), Chain for Trailer (\$442), 4" Couplers (2) (\$102), Switch for Lab Oven & Adjustable Hydrant Wrenches (3) (\$92)	1,375.96
22	Granite Construction	Refund Security Deposit on Hydrant Meter Less Final Bill	671.25
23	Green Point Nursery	Bushes for Yard (2)	140.73
24	Hach	Parts for STP pH Analyzer	94.06
25	Hopkins Technical Products	Plumbing Supplies (STP)	23.19
26	Lincoln Life	Deferred Compensation PPE 1/31/20	10,113.53
27	Daniel Macdonald AIA Architects	Prog Pymt #6: Review & Answer Questions for Lynwood P/S Motor Control (Balance Remaining on Contract \$12,775)	9,382.87
28	Maltby Electric	STP Lighting Parts	193.04
29	Marin, County of	Permit Fee for Gallagher Ranch Streambank Stabilization Project	220.00

Seq	Payable To	For	Amount
30	Marin Landscape Materials	Mason Mix (2), Crushed Rock (1 yd) (\$80), Wood Chips (2 yds) (\$65), Landscape Fabric (2 rolls) & Concrete (42 sacks) (\$305)	541.36
31	Marin County Ford	Service Parts ('17 F350) (\$102), Front End Parts ('10 F150) (\$266) & Fuel Pump Relay ('12 F250)	378.68
32	Nationwide Retirement Solution	Deferred Compensation PPE 1/31/20	1,995.00
33	North Marin Auto Parts	Service Parts ('08 Chevy Colorado-\$147, '10 F150-\$53), Fuel Lines (40') (\$58), Battery Terminals (4), Multi-Purpose Grease, Batteries (4) ('09 Peterbilt-\$310, '06 Int'l Crew Truck-\$310), Wiper Blades, Tire Pressure Sensor & Motor Oil (6 qts)	967.43
34	North Bay Gas	Carbon Dioxide (20 lbs) & December Cylinder Rental (\$98)	134.89
35	NMWD Employee Association	Association Dues (11/30/19-1/31/20)	1,210.00
36	Novato Builders Supply	Plywood & Posts for Ferric Tank (\$103), Rebar (3), Plywood (8 - 4' x 8') (\$490), Material for Bird Posts @ O.M. Ponds (\$44) & Concrete (4-80lb bags)	673.65
37	Office Depot	Copy Paper (100 reams) (\$358) & Miscellaneous Office Supplies (\$74)	432.72
38	O'Reilly Auto Parts	Fuel Stabilizer (24) (\$312) & Engine Fuel Cleaner (24) (\$390)	702.56
39	Pace Supply	Service Saddles (8) (\$639) Gaskets (5), Wedding Rings (5), 6" Fire Check Assembly (\$2,428) & 6" Repair Clamp (\$320)	3,420.25
40	Peterson Trucks	Air Check Valve ('15 Int'l Dump Truck)	41.51
41	Red Wing Shoe Store	Safety Boots (Kurfirfirst)	200.00
42		Vision Reimbursement	368.00
43	Staples Business Credit	Miscellaneous Office Supplies	243.81
44	Underground Construction	Refund Security Deposit on Hydrant Meter Less Final Bill	299.76
45	United Parcel Service	Delivery Services: Level Transmitter Sent for Repairs	31.80

Seq	Payable To	For	Amount
46	Verizon Wireless	SCADA (\$133), AMI Collectors (\$650) & CIMIS Station	797.79
47	Water Education Foundation	Annual Membership (McIntyre) (1/20-1/21) (Budget \$140)	150.00
48	Wine Country Balance	Clean & Calibrate Lab Balances	499.00
49	WRA	Prog Pymt#2 (\$23,608): & Prog Pymt #3: Design Phase Services for the Lagunitas Creek Slope Stabilization Project (\$19, 234) (Balance Remaining on Contract \$28,603)	42,842.68
		TOTAL DISBURSEMENTS	<u>\$416,073.15</u>

The foregoing payroll and accounts payable vouchers totaling \$416,073.15 are hereby approved and authorized for payment.

Julie Blue

Auditor Controller

2/11/2020

Date

[Signature]

General Manager

2/11/2020

Date

BOARD OF DIRECTOR'S 1/31/20

t:\finance\pay\[bod payroll chart.xlsx]013120

JANUARY MEETINGS

		Baker	Fraites	Grossi	Joly	Petterle
Reg Meeting	1/7/2020	241.00	\$241.00	\$241.00	\$241.00	\$241.00
Reg Meeting	1/21/2020	241.00	\$241.00	\$241.00	\$241.00	\$241.00
*Extra Meeting			\$241.00	\$241.00	\$241.00	
Total		482.00	723.00	723.00	723.00	482.00

*North Bay
Watershed Assoc
Meeting on
1/3/20

*Rate Study
Committee on
1/4/20

*Rate Study
Committee on
1/4/20

Even after Oroville near-disaster, California dams remain potentially hazardous



Peter Fimrite Feb. 2, 2020 Updated: Feb. 2, 2020 6:47 p.m.



Water flows out of the damaged spillway at Oroville Dam in Oroville, Calif., on Tuesday, February 14, 2017. Photo: Scott Strazzante / The Chronicle 2017

An audit of 650 California dams considered hazardous found that only a small fraction have completed emergency plans required after the Oroville Dam spillway collapsed three years ago and forced the evacuation of nearly 200,000 people.

State Auditor Elaine Howle's recent report says only 22 of the at-risk dams have finalized their plans, which are supposed to include inundation maps and specify what they would do "to minimize loss of life and property."

Some 250 dam operators haven't even bothered to submit plans, and there is a major backlog of plans awaiting approval, the report, Assessment of High-Risk Issues, concluded. The deadline for owners of "extremely high hazard" dams to submit emergency plans was Jan. 1, 2018. Owners of "high hazard" dams had until Jan. 1, 2019.

The state regulates more than 1,200 dams and assigns each a hazard rating based on how much harm and damage might result if they failed. A little more than half — 650 — were rated "high or extremely high hazard."

The state Office of Emergency Services has approved only 5% of the 400 emergency plans it has received, even though the inundation maps were approved by water resources officials. Most were sent back for revisions, the report said.

The audit was also critical of the condition of many of the dams that do not yet have emergency plans. Of the 102 dams that are in “less-than-satisfactory” condition, 84 have been designated a significant hazard, meaning life or property would be at risk if they failed.

“Inadequately maintained dams or those not meeting standards, especially those whose failure could affect large populations, pose significant risks to California residents,” the report stated, using the Oroville Dam spillway collapse as an example. Department of “Water Resources data indicate that a majority of dams within the state with less-than-satisfactory condition ratings are in areas where they pose downstream hazard potential to life or property.”

Cal OES officials said they are committed to holding individual dam owners accountable and have done nothing wrong.

“The report operates on the incorrect premise that Cal OES has a backlog of emergency action plans,” said Brian Ferguson, the spokesman for the Office of Emergency Services. “Under statute, Cal OES has 60 days to review a completed EAP with approved inundation maps, and return it for revisions or approve. There are currently no EAPs under review at Cal OES that have failed to meet that 60-day deadline.”

Erin Mellon, the spokeswoman for the California Department of Water Resources, said significant progress has been made in dam safety since the Oroville incident.

“The Division of Safety of Dams is moving aggressively to reduce risks by inspecting dams and working with dam owners to meet the most rigorous standards in the nation and correct any deficiencies identified on an ongoing basis,” Mellon said in a statement. “In addition, DSOD is updating its inspection protocols to identify previously unknown dam safety risks and work with owners to mitigate those risks.”

Part of the problem, according to experts, is that many small dam owners don’t have the money to do expensive reports, let alone pay tens of thousands of dollars to make repairs.

The auditor noted that “there are no state-level programs that provide financial assistance to dam owners for repairing their dams and resolving deficiencies.”

Fixing the problems will take time and require patience, resources officials said.

The state spent \$1.1 billion rebuilding Oroville Dam’s two faulty spillways after heavy rains in February 2017 broke up the main spillway, forcing operators to use an emergency spillway, which poured water over a mostly barren hillside that quickly eroded.

A team of independent engineers blamed the failure on weakened concrete, poor drainage and a history of shoddy maintenance, including a failure to adequately review for problems. The Oroville failure raised concerns about the rest of California’s aging water infrastructure, prompting legislators to require dam operators to prepare the emergency plans.

Since the rebuild, Oroville Dam has moved from unsatisfactory, the worst ranking on the rating scale, to fair, which is the second highest behind satisfactory. It is still considered a “high hazard” dam, and its emergency plan is one of the 22 that have been approved.

Robert Bea, a professor emeritus of engineering and project management systems at UC Berkeley, said there have been major improvements — Oroville is one example — but the auditor’s report just confirms that infrastructure is still a problem

“I am very discouraged at this point,” Bea said. “Unfortunately, the failure to have learned constructively from the previous failures continues at this point. We’ve developed this sickening reactive approach to these failures — once it fails, fix it fast and return to business as usual.”

It’s not a new problem, as Bea points out. There are a total of 1,585 dams in the state, including private dams, and many of them are aging.

A 2017 Chronicle review of federal data found several dam-safety deficiencies in California. At that time, about a dozen state-monitored dams had gone more than two years between inspections, a year longer than it is normal.

And there have been other near failures.

The San Francisco Public Utilities Commission spent almost \$22 million in 2018 and 2019 repairing and reinforcing Moccasin Dam in Tuolumne County after a storm sent a torrent of water and debris into the reservoir, raising fears the 60-foot-tall earthen barrier would collapse.

Peter Fimrite is a San Francisco Chronicle staff writer. Email: pfimrite@sfchronicle.com Twitter: [@pfimrite](https://twitter.com/pfimrite)

NOVATO

**Workshop planned
on water rate hike**

The North Marin Water District is planning a public workshop next week on its proposed rate increases.

The district, which serves about 61,000 people in Novato and parts of West Marin, is seeking an overall revenue increase of 6%. It says most residential customers would pay about \$4 more per month.

The district says it needs the money to pay for system upgrades and higher costs for imported water. The district buys about 80% of its supply from the Sonoma County Water Agency, which gets water from the Russian River.

The workshop is scheduled for 6 p.m. Feb. 11 at the district headquarters at 999 Rush Creek.

Place in Novato.

Dry forecast prompts early preparation for fire season

We ather

MARIN WEATHER

Officials stepping up efforts with no rain likely in February

By Adrian Rodriguez

arodriguez@marinij.com @adrianrrodri on Twitter

Rain is unlikely this month in Marin, and with the already below-average rain totals for the year, the dry February could be signaling an early start to the fire season, officials said.

Marin County fire Chief Jason Weber said fire officials have already started the hiring process to recruit this year's seasonal fire crew. The crew typically starts work after June 1, but if the county stays dry, the team could be deployed as early as May, Weber said.

"I'm keeping my fingers crossed, hoping and praying for rain in March and April," Weber said. "But hope is not a good strategy. ... We've got to be prepared."

In a normal year, the federal weather gauge in Kentfield measures 36.88 inches of rain from October through the end of February, said Anna Schneider, a meteorologist with the National Weather Service. As of Tuesday, the rain total to date equaled 22.27 inches, and little to no rain is in sight, Schneider said.

"February is usually one of our wetter months," Schneider said, noting that the average rainfall is around 9.12 inches for the month in Marin. "If it continues to be this dry, we could see the fire season sooner than normal."

But federal forecasters are holding onto hope that March and April will bring showers, correcting the imbalance. In years past, those months have collectively brought the county more than 9 inches of rain.

"We have to wait and see how March shakes out," Schneider said. "We won't know how much rain is in store until we get it."

Bob Sinnott, acting chief of the San Rafael Fire Department, said the rain scarcity is another example of the California fire season getting longer.

"Currently, the vegetation is drying out and in many cases, it's ready to burn," he said.

Weber said the addition of seasonal firefighters allows extra focus on vegetation management at parks and open space. It also helps with home inspections to promote fire-resistant neighborhoods.

"With climate change, fire seasons are longer and more destructive," Weber said.

WEATHER»PAGE 2



On a warm winter day a couple stroll through McNears Beach Park in San Rafael on Tuesday. Forecasters predict a high of 76 degrees in San Rafael Wednesday.

PHOTOS BY SHERRY LAVARS — MARIN INDEPENDENT JOURNAL



Yolanda Lopez of Tiburon enjoys the pleasant day with her dog Ziggy at San Quentin Beach.

Dry forecast prompts early preparation for fire season

We ather

FROM PAGE 1

“Unfortunately, the reality is that this is the new normal.”

Weber said fire officials are betting on Measure C to pass on the March ballot to help fire prevention. The measure would levy an annual parcel tax of 10 cents per square foot per home, or \$75 per unit for multifamily properties, for 10 years. On average, homeowners would be charged \$210 per year.

The tax is expected to net \$19.3 million annually that would support the Marin Wildfire Prevention Authority, which was formed last year, to bolster countywide fire prevention programs.

This water year in California has been a roller coaster, Schneider said. The season got off to a dry start, but December brought an above-average rainfall total of 16.73 inches to Marin, according to the weather service. Typically, the month sees 9.91 inches, Schneider said.

However, January took a plunge, recording only 3.34 inches. The average is 9.13 inches for the first month of the year, according to the weather service.

On the bright side, Marin's reservoirs are in good shape, said Jeanne Mariani-Belding of the Marin Municipal Water District.

As of Monday, the district's reservoirs held 74,975 acre-feet of water, which is 94.23% of capacity. It is also 110.99% above the average for this date, which is 84.9% capacity.

At Lake Lagunitas, the district has measured 27.66 inches of rain from July 1 through Feb. 10, or about 82% of the average rainfall for the date. Much of that rain was recorded in December.

"The warmer, drier weather ahead is an important reminder to use water wisely and efficiently by doing things like adjusting irrigation systems to use only what you need, and checking for leaks," Mariani-Belding said.



Laura Psaila of Woodacre and her son Juju, 3, play alongside Alyson Pyrdek of Mill Valley and her son Huxley, 3, at McNears Beach Park in San Rafael on Tuesday.

SHERRY LAVARS — MARIN INDEPENDENT JOURNAL

City's revamped finance office gets new leader

Finance

NOVATO

By Will Houston

whouston@marinij.com @Will_S_Houston on Twitter

After a long vacancy, Novato has hired a new finance chief with about 20 years of experience in financial planning and improving city administrations.

Amy Cunningham will head the city's new finance department and will be responsible for managing the annual budget, debts, payroll, investment and revenues, among other tasks. Cunningham will begin her role on Feb. 18 and will be paid a starting annual salary of \$174,994.

"Amy brings a tremendous amount of financial and budgeting expertise to Novato," City Manager Adam McGill said on Tuesday. "I look forward to her leadership as we strengthen our finance department and continue to build trust with our community."

McGill's office highlighted Cunningham's past work in strengthening fiscal stability and maintaining public transparency.

Cunningham has worked in various administrative roles for Half Moon Bay, Walnut Creek, Moraga and Dublin. She holds a bachelor's degree in political science and a master's degree in public administration from California State University Hayward, now called CSU East Bay.

Cunningham also served on the board of the Municipal Management Association of Northern California and as co-chair of the Preparing the Next Generation initiative for the International City/County Management Association's state affiliate, according to the city manager's office. The initiative works to improve ways for local governments to attract and retain employees.

"My enthusiasm for public service has provided me with an in-depth understanding of the many facets of local government," Cunningham said. "I'm happy to be joining the city of Novato team and serving the Novato community and council."

Cunningham's hire is the latest among several administrative changes made by McGill, who pledged greater City Hall transparency after being appointed city manager last year.

Novato's last financial chief, Tony Clark, was hired in 2017 and left the position in 2018. The city was unsuccessful in recruiting a replacement for more than a year. City staff blamed the position's salary range, the local real estate market and the high cost of living in Marin County.

Following the administrative overhaul that led to McGill's appointment, the council voted to make changes to the financial manager position to make it more attractive.



Cunningham

City's revamped finance office gets new leader

Finance

FROM PAGE 3

tive. These changed the position from finance manager, which was under the administrative services department, to a finance director that heads a new finance department. The city also increased the annual salary 25%, from a maximum of \$139,596 under the former manager position.

Mayor Pro Tem Pat Eklund, who has been critical of the city's budgeting and financial planning in the past, said she is excited to have someone as experienced as Cunningham taking a long-term position.

"It's been awhile since we've had one and I think we really were able to get someone that is really going to help us in getting our record straight," Eklund said. "We have a lot of catch-up to do."

David Bentley, who was North Marin Water District's auditor-controller for 31 years, has been interim finance director since October. Bentley had come out of retirement to take the position and said he did not intend to seek a long-term appointment.

One of Bentley's last tasks in the position was providing a review of the city's five-year financial outlook, planning for the upcoming 2020-2021 budgeting process and discussing potential avenues for revenue growth at the council's Tuesday meeting.

Mayor Denise Athas said Tuesday that Bentley has done a "great job" in the intervening months, and that she's excited to have a longer term appointee with Cunningham's experience in the position.

"Rebuilding administrative departments in the past, (Cunningham) knows how to identify issues and deal with new policies," Athas said on Tuesday. "So I'm excited to see what she can do with the department."

Novato considers tax hikes, fees to increase revenue

Novato

FINANCIAL OUTLOOK

By Will Houston

whouston@marinij.com @Will_S_Houston on Twitter

Novato will need new revenue to maintain, let alone expand, current levels of service in the coming years in the face of rising costs, according to the city's latest financial forecast.

"The city does not have adequate funds to properly maintain city facilities, infrastructure, or replacing aging facilities, such as the police department," a staff summary states, "while necessary expenses such as construction and personnel costs continue to rise significantly."

Salary and benefit costs have grown at an annual 5.5% rate over the past five years, according to the report. The overall increase in the period included a 14.1% increase in pension expenses and a 7.9% increase in medical insurance costs.

On Tuesday, the City Council narrowed down a laundry list of potential revenue generators for city staff to research and bring back for future discussion.

Options favored by a majority of the council included raising the existing quartercent sales tax to a half-cent, increasing the transient occupancy tax rate from 10% to 12%, adopting solid waste franchise fees, selling city properties and utilizing the \$33 million Hamilton Trust fund.

"We're looking at some very different options here so we need to be realistic about what do we need, what are we looking for and the effort going into pursuing them," Councilwoman Susan Wernick said at Tuesday's meeting.

according to staff. Revenue estimates for other options either will require more research or may be difficult to predict, staff said.

While the council did not commit to any options on Tuesday, Councilman Eric Lucan urged caution about rushing any tax measure for the November ballot. The general election is already looking to be competitive, Lucan said, with potential measures such as the FASTER Bay Area one-cent sales tax, a split roll property tax reform measure and a multibilliondollar state climate resiliency bond being eyed.

"We are way behind if we are looking at potentially this November," Lucan said.

Council members and staff agreed more public outreach and polling should be done before considering tax hikes.

While a cannabis tax did not make it on to the council's list, Mayor Pro Tem Pat Eklund said any future polling should include a question about it in case there is support. As of now, the city plans to create community benefit agreements with any future cannabis businesses rather tax them to pay for improvements in the community.

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A sales tax hike would bring in an estimated \$2.7 million annually and a transient occupancy tax increase could bring in additional \$500,000,

Novato considers tax hikes, fees to increase revenue

Novato

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There was full council consensus on considering the transient occupancy tax increase and the sale of city property such as undeveloped parcels on Olive Avenue and Orange Avenue.

There was less overall enthusiasm for utilizing the Hamilton Trust fund, but Lucan made his pitch in favor of the option.

With the city facing a 7.6% average annual increase in pension costs in the upcoming five years — from \$5.3 million per year to \$7.6 million — Lucan said the city should assess the option of lending itself money from the trust to pay down the city's \$47 million unfunded accrued liability with CalPERS. Doing so could lower the city's annual debt payments, freeing up funds, he said. This would avoid the added costs if the city instead took out more pension obligation bonds to pay off the liability. "To me that's sort of a win-win. We get a better investment return and we don't lose anything out of it," Lucan said.

The state expects the city to pay \$3.2 million toward the unfunded liability this year and \$3.65 million in the upcoming fiscal year, according to interim finance director David Bentley.

Eklund said she was opposed to using the Hamilton Trust fund.

Five-year plan

The city's five-year financial plan shows Novato faces a \$200,000 deficit in the upcoming 2020-2021 fiscal year. But that's out of a nearly \$80 million budget, Bentley said.

trends and assumes that the city seeks to maintain a cash balance of \$50 million. Assumptions include staffing at about 209 full-time equivalents, a 3% salary increase per year, 4% property tax revenue growth, 2% sales tax growth and reduced expenses such as contract services.

The forecast was presented by Bentley through an interactive dashboard that allowed the council to change the parameters and see the financial implications.

"If you look hard at our costs, without additional revenue, we have an opportunity then to give employees a raise over and above the cost of living at 2.5%," Bentley told the council as an example of how the dashboard could be used.

Economic development in the city has the potential to cover rising costs, staff said.

The approval of the Wood Hollow Hotel and Residence Inn projects on Redwood Boulevard will bring in an estimated \$750,000 in tax revenue for the city after they are completed, Bentley said. Escrow closure by City Ventures for its townhome project on the Hamilton Commissary parcel, which is expected to occur later this month, would provide another \$5.5 million to the city, according to staff.

As the city begins its months-long budgeting process, Bentley presented other cost-saving options to the council. These included reducing legal fees, which Bentley said have averaged about \$860,000 annually.

The city could also reduce water meter sizes to reduce utility costs, especially with North Marin Water District currently reviewing rate increases that could increase city rates by 9.3%. Other proposed changes were implementing a purchase order system, reducing the size of the 300plus

“It’s going to be close to breaking even,” Bentley said Wednesday. “It could be the other direction. A lot can still happen over the next five months.”

page budget document and considering self-insurance for liability, property and workers compensation insurance.

The financial plan shows surpluses of less than \$1 million for the following four years.

The plan presents one scenario based on recent

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