



NORTH MARIN WATER DISTRICT
AGENDA - REGULAR MEETING
 September 3, 2019 – 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 , August 20, 2019								
	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								
		<div><div>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.</div><table><thead><tr><th>Consent - Approve Water Agreement</th><th>Type</th><th>DU</th><th>EU</th></tr></thead><tbody><tr><td>5. Novato Unified School District (NUSD) – Grounds Maintenance and Operations (GMO) Facility – APN 157-980-07</td><td>GVT</td><td>0</td><td>2</td></tr></tbody></table><div>Resolution</div> <div>6. Consent - Approve: ACWA Region 1 Board Election (2020-2021)</div><div>7. Consent - Approve: Daniel MacDonald AIA Architects, Inc. - Consulting Services Agreement — Lynwood Pump Station Motor Control Center</div></div>	Consent - Approve Water Agreement	Type	DU	EU	5. Novato Unified School District (NUSD) – Grounds Maintenance and Operations (GMO) Facility – APN 157-980-07	GVT	0	2
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		ACTION CALENDAR								
		<table><thead><tr><th></th><th>Type</th><th>DU</th><th>EU</th></tr></thead><tbody><tr><td>8. Approve: Low Pressure Water Service Agreement - Bahia Heights, Misty Road, Novato – APN 143-272-07</td><td>SF</td><td>9</td><td>9</td></tr></tbody></table> <div>Resolution</div> <div>9. Approve: Response to Sonoma County 2018-19 Civil Grand Jury Report – Will There be Water After an Earthquake?</div>		Type	DU	EU	8. Approve: Low Pressure Water Service Agreement - Bahia Heights, Misty Road, Novato – APN 143-272-07	SF	9	9
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All times are approximate and for reference only.
 The Board of Directors may consider an item at a different time than set forth herein

(Continued)

Est. Time	Item	Subject
	INFORMATION ITEMS	
	10.	Public Communications Plan Presentation
	11.	FY 18-19 Water Conservation Year End Report
	12.	FY18-19 - Engineering Department Year End Report
	13.	WAC/TAC Meeting – August 5, 2019
	14.	MISCELLANEOUS Disbursements – Dated August 22, 2019 Disbursements – Dated August 29, 2019 <u>News Articles:</u> Marin outage hits 61K customers – PACIFIC GAS & ELECTRIC Novato Chamber of Commerce to Host Election Forum Lawsuit challenges MMWD fee Marin IJ Editorial - Housing goals, Coast Guard plan a good fit Novato Police chief selected as interim manager Marin Schools - Pension debt load detailed in report
	15.	CLOSED SESSION: In accordance with California Government Code Section 54957 for Public Employee Performance Evaluation (One), Title: General Manager
7:30 p.m.	16.	ADJOURNMENT

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DRAFT
NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
August 20, 2019

CALL TO ORDER

President Jack Baker 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, Auditor-Controller Julie Blue and Chief Engineer Rocky Vogler.

District employees Robert Clark (Operations/Maintenance) and Tony Arendell (Construction/Maintenance Superintendent) were also in attendance.

MINUTES

On motion of Director Petterle, seconded by Director Joly the Board approved the minutes from the August 6, 2019 meeting as presented by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

GENERAL MANAGER'S REPORT

Potter Valley Project

Mr. McIntyre announced he will attend the Eel Russian River Commission (ERRC) meeting in Ukiah this Friday in reference to the Potter Valley Project. He stated this is a quarterly meeting and all the topics are related to the Potter Valley Relicensing Project.

Marin Sanitary District Managers Meetings

Mr. McIntyre apprised the Board he has been attending monthly meetings with managers from other Marin special district's that provide wastewater treatment. He added that these meetings have been a good resource for local special district topics such as LAFCo, Public Safety Power Shutdown, Public Outreach, Emergency Preparedness, and waste water treatment issues/regulations.

32 Director Baker asked if there were over twenty special districts for water and/or
33 wastewater treatment including West Marin. Mr. McIntyre replied that he is not sure of the total
34 number but there are many, and this group includes six East Marin sanitary districts providing
35 wastewater treatment and disposal.

36 Interactive Election Map

37 Mr. McIntyre advised that Board that work continues with the demographers and IT to
38 develop an interactive election map on our website. He added this map will allow our customers
39 to zoom in for a detailed street map to help identify Division boundaries.

40 Director Baker asked if we are working with Marin Map. Mr. McIntyre replied that IT is
41 currently just working with our demographers. Director Baker asked if Marin Map was still the
42 key site for County mapping functions, or were there others. Mr. McIntyre replied that Marin
43 Map is still active.

44 **OPEN TIME**

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

47 **STAFF/DIRECTORS REPORTS**

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

50 Mr. Clark reported on the recent PG&E power outage in Novato and how the shutdown
51 impacted the District. Mr. Clark stated that power went out at 11:00 p.m. and came back on
52 around 1:30 a.m. Mr. Clark added he and Mr. McIntyre have been working with safety
53 consultant Dave Jeffries who is a safety planner and is contracted with the City of Novato and
54 Novato Fire Protection District to work on emergency planning. He added Mr. Jeffries will also
55 be providing consulting services to train our staff over four sessions in September on
56 emergency planning. Director Joly asked if we were taking into consideration that some of the
57 staff may not be able to get to District headquarters. Mr. McIntyre confirmed, adding that a
58 similar exercise was done with Mr. Jeffries in 2015 when training for a dam failure event.
59 Director Baker asked who Mr. Jeffries worked for in the past. Mr. McIntyre replied he used to
60 work for the Novato Police Department.

61 Mr. Vogler announced that the second and final SCWA aqueduct shut down occurred
62 today near Kastania and the South Petaluma Blvd. Hwy. 101 overpass and there were no

63 issues. He added that in preparation for the work, we topped off all of our storage tanks, noting
64 both Ghilotti Construction and Caltrans worked on the project and everything went smoothly.
65 Director Baker asked if the shutdown affected both us and MMWD. Mr. Vogler replied that we
66 informed MMWD that they could not take any water during that time.

67 Director Joly thanked Mr. Vogler for preparing the hard copies of the Master Plan for the
68 Board. Mr. Vogler reaffirmed that the Board should submit any questions they have to him by
69 September 3rd and depending on the extent of the questions we may adopt the Master Plan at
70 the subsequent meeting. Director Fraites stated that there was an incredible amount of
71 information in the report and thanked Mr. Vogler and staff for doing a fantastic job. Director Joly
72 agreed.

73 Mr. Vogler also mentioned that NMWD was awarded a \$900,000 grant from CalOES and
74 FEMA for hazard mitigation work on the Oceana Marin Ponds. He added the work would consist
75 of armoring the berms around both of the ponds so we don't have significant erosion during
76 storms. Director Joly stated that this is great news.

77 **MONTHLY PROGRESS REPORT**

78 The Monthly Progress Report for July was reviewed. Mr. McIntyre stated water
79 production in Novato is down 7% from one year ago. In West Marin, water production is down
80 13% from July one year ago. Recycled Water production is up 21% from one year ago.
81 Stafford Treatment Plant production is down 14% from one year ago. Mr. McIntyre noted that
82 Stafford Lake is at 75% of capacity, which is 58% above last year's storage. In Oceana Marin,
83 the treatment pond free board levels look good and irrigation discharge occurred. Under
84 Safety/Liability we currently have 124 days without a lost time injury.

85 Mr. McIntyre also advised the Board that over the last three months we have had leaks
86 in the Bel Marin Keys area, adding that Mr. Vogler is investigating and also checking with
87 Novato Sanitary District to see if they are having any settlement issues. Director Baker noted
88 that this area has been a problem for decades. Mr. McIntyre concurred. Director Joly asked if
89 there is an HOA or organization out there that we notify and asked if there were any customer
90 complaints. Mr. Arendell replied that we notify each impacted customer and there were no
91 complaints. Director Baker asked if the breaks were only on Montego Key and Mr. McIntyre
92 replied that we also had a repair on Del Oro Lagoon. Director Baker asked if Novato Sanitary
93 District has both gravity and pressure sewer lines in the area. Mr. Vogler replied yes, and
94 added he made outreach to the NSD Assistant General Manager to look at their records.

95 Director Fraites stated that on the road to Stafford Treatment Plant he noticed there is a

96 repair that needs to be done near the Leveroni Creek culvert and asked when that work will
97 start. Mr. Vogler replied that it is in the permit process phase now and it should start next year.
98 Director Joly asked if we have another wet year, will we have some erosion issues. Mr. Vogler
99 replied that it should not jeopardize the access road, but we still want to get the work done soon.

100 Mr. McIntyre reported on the Summary of Complaints and Service Orders. The Board
101 was apprised that the total number is down 16% from July one year ago. He noted an increase
102 in-house generated work orders due to staff creating tags to investigate potential leaks based
103 on AMI alerts. Director Joly stated he noticed two customer reports on strong chlorine odor,
104 which is what he experience recently. He noted Mr. Ramudo stated this was from Sonoma
105 County Water Agency's system not ours.

106 Ms. Blue reported on the July 2019 Investments, where the District's portfolio holds
107 \$18.9M earning a 2.40% average rate of return. Ms. Blue noted the LAIF rate is 2.38%. She
108 noted it was the second month in a row that the LAIF decreased and we will need to continue to
109 watch that.

110 Director Joly asked what we budgeted for Novato potable water sales this fiscal year.
111 Ms. Blue reported we budgeted 2.6 billion gallons for Novato for the year.

112 **PRELIMINARY FY 2018-2019 FINANCIAL STATEMENT**

113 The Quarterly Financial Statement for Fiscal Year 2018-2019 was presented by Ms.
114 Blue. She reviewed the Novato, West Marin, Oceana Marin, and Recycled Water budgets and
115 net income revenue. The District generated a net income of \$2.4M and noted at year end the
116 ratio of total cash to budgeted annual operating expense stood at 107%. Ms. Blue noted that
117 the auditors are here keeping staff busy and we will see final number in the future. Director Joly
118 stated that the preliminary report looks very good.

119 **CONSENT CALENDAR**

120 On the motion of Director Petterle, and seconded by Director Fraites the Board
121 approved the consent calendar by the following vote:

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

123 NOES: None

124 ABSTAIN: None

125 ABSENT: None

126 **WATER AGREEMENT BLUE BARN RESTAURANT, 819 GRANT AVENUE, APN 153-063-04**

127 The Board approved the Water Service Agreement for Blue Barn Restaurant, 819 Grant

Avenue in Novato. This agreement is for a restaurant renovation project that includes a building addition with outdoor patio at the rear of the building facing Cain Lane.

LEONARD CHARLES & ASSOCIATES – CONSULTING SERVICES AGREEMENT CEQA SERVICES WEST MARIN THM REMOVAL PROJECT

The Board authorized the General Manager to execute a Consulting Services Agreement with Leonard Charles and Associates for CEQA Services for the West Marin THM Removal Project. An Initial Study needs to be prepared to examine potential environmental impacts related to the proposed construction of a carbon adsorption system located at the PRE Tank 1 parcel to treat disinfection by-products.

ACTION ITEMS

CONTRACT AWARD FOR NMWD TRENCH RESTORATION PAVING – FY20

Mr. Arendell reported that out of eleven recently solicited paving contractors, McLellan was the only bidder for the NMWD project. He noted that McLellan has had an excellent working relationship with NMWD and they go out of their way to ensure that District paving needs are met. Mr. Arendell explained that bid pricing is up this year due to higher labor and material costs.

Director Baker asked if we have some of our crew inspecting when McLellan is paving. Mr. Arendell replied not typically. Director Baker asked if the valves are being properly raised and flush with the pavement. Mr. Arendell responded that McLellan does a good job. Mr. McIntyre added that District crews are now marking the valves with thermoplastic bands. He explained previously they use to paint on circles and they would need to go back and repaint them frequently. Mr. Arendell added that the new thermoplastic markings have an even width and are reflective which makes it easier to find in an emergency. Mr. Arendell noted that Marin Municipal Water District has been using this product for a long time and they last much longer.

Director Joly asked if since McLellan was the single supplier for paving, did we feel comfortable with the cost, and could we consider bringing some of this work in house. Mr. Arendell replied McLellan does a great job, the City and County never complain about them, and they have all the equipment to do the work. Director Grossi commented that no one wants to bid on the little jobs anymore. Director Fraites added that McLellan did a paving job on the private street he lives on and did an excellent job.

On the motion of Director Joly, and seconded by Director Fraites the Board approved the Contract Award for NMWD Trench Restoration Paving to W. K. McLellan Company by the following vote:

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

162 NOES: None
163 ABSTAIN: None
164 ABSENT: None

165 **AUTHORIZE VACUUM EXCAVATOR REPLACEMENT PURCHASE**

166 Mr. Clark explained that our crews use this type of equipment to dig holes. He added
167 they are especially useful when working in busy streets. Mr. Clark stated after reviewing bids
168 from three vendors, Ditch Witch had the highest ranking score with a positive rating on twelve of
169 the fourteen specific ranking criteria with a cost of \$116,500.

170 Director Grossi asked if we have ever had to use an outside firm in the past for these
171 services. Mr. Arendell replied that we never had to, and that our crews use this piece of
172 equipment several times a day. Director Grossi stated they are handy, faster and cheaper than
173 using a backhoe and remove the dirt quickly. Mr. Arendell added there is also a lot less
174 breakage of utilities. Director Baker stated Novato Sanitary has the same type of equipment,
175 and asked if it would be possible to share theirs. Mr. Arendell responded that Novato Sanitary
176 uses a different type of machine. Director Joly stated that this appears to be an essential piece
177 of equipment that we use on a regular basis and asked about the maintenance and warranty.
178 Mr. Clark replied it has a warranty, and with the last vacuum we performed most of the
179 maintenance during the last five years.

180 On the motion of Director Grossi, and seconded by Director Joly the Board approved the
181 vacuum excavator replacement purchase by the following vote:

182 AYES: Director Baker, Fraites, Grossi, Joly, Petterle
183 NOES: None
184 ABSTAIN: None
185 ABSENT: None

186 **BUDGETED FY20 CHERRY HILL TANK NO. 2 RECOAT AND REHABILITATION –**
187 **APPROVE BID ADVERTISEMENT**

188 Mr. Vogler stated the scope of the project is to recoat and rehabilitate the 0.2 million
189 gallon Cherry Hill Tank No. 2 including complete interior recoat and exterior over-coat,
190 installation of a new mixing system, improvements to comply with current AWWA guidelines
191 and roof rafter repairs if and where required. He added that staff hopes to advertise this week

and have a contractor on board by early October, with a projected completion in 120 days. Mr. Vogler stated the cost of work is estimated at \$320,000.

On the motion of Director Petterle, and seconded by Director Fraites the Board approved the bid advertisement for the budgeted FY20 Cherry Hill Tank No. 2 Recoat and Rehabilitation by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATION ITEMS

POTTER VALLEY PROJECT RELICENSING UPDATE – FERC ACCEPTANCE OF NOTICE OF INTENT

Mr. McIntyre gave an update on the Potter Valley Relicensing project. He reported that staff continues to work with our legal counsel to ensure that NMWD stays both informed and engaged in the process. He added PG&E states that they will continue to own and operate the Project until a new license is issued or the Project is decommissioned. Mr. McIntyre added multiple efforts are currently underway to ensure that the retail water contractors are actively involved during Feasibility Study preparation. Mr. McIntyre stated that Valley of the Moon Water District uses the same legal firm as us and we are sharing legal fees to be as cost effective as possible.

Director Grossi asked how much of a role will NMWD play in this as we move forward. Mr. McIntyre replied that his role, as TAC chair, allows us to be very informed and involved through this process. Director Joly asked what is significant for the water contractors. Mr. McIntyre replied that water supply reliability and costs are the two drivers. He added that a new regional entity to operate PVP could be looking at tens of millions of dollars in costs and that the water supply component associated with PVP will need to be monetized. He added all water contractors should only have to pay costs proportional to the benefits they receive. Director Fraites stated that he understands there are thirty three tribe organizations involved and asked what their involvement is. Mr. McIntyre replied that Federal and State funding is key for the financial viability of a regional entity to operate PVP and this will require having the support of the tribes to be successful.

NBWA MEETING – JULY 12, 2019

Director Fraites reviewed the NBWA Meeting for July 12, 2019. He discussed the One

Water program which is made up of several agencies working together to save water and noted NMWD has been working with Novato Sanitary District and Las Gallinas Valley Sanitary District to provide recycled water to our customers. He added the San Francisco Bay Authority received funding for projects to help with water quality around the bay and the surrounding areas.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements – Dated August 8, 2019 and Disbursements – Dated August 15, 2019.

The Board received the following news articles: How will the Potter Valley Project impact Cloverdale?; County prepares for PG&E fire prevention blackouts; North Marin should reduce water into creek; Water district addresses Stafford lake release; MMWD picks nonprofit to livestream meetings; Wildfire prevention parcel tax pondered; PG&E losses surge over wildfire costs, bankruptcy; North Marin shifts elections to by-district; Field for November election almost set and County closer to buying in West Marin.

Director Joly, referring to the August 15th disbursements, asked how the three new generators, purchased at a cost of \$132,804 will be used and if more purchases will be required. Mr. Clark replied that these purchases are part of the Public Safety Power Shutdown response plan presented to the Board earlier this summer. He added that we will reevaluate our needs at the end of this fire season noting that equipment rental companies are now getting on board and have more portable generators available to rent

ADJOURNMENT

President Baker adjourned the meeting at 7:15 p.m.

Submitted by

Theresa Kehoe
District Secretary

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MEMORANDUM

To: Board of Directors August 30, 2019
From: Rocky Vogler, Chief Engineer *RV*
Subject: Water Service Agreement – Novato Unified School District (NUSD) – Grounds,
Maintenance and Operations (GMO) Facility – APN: 157-980-07
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RECOMMENDED ACTION: The Board approve authorization of this agreement.

FINANCIAL IMPACT: None: Developer Funded

Novato Unified School District (NUSD) proposes to construct a 10,800 sq ft Grounds, Maintenance and Operations (GMO) facility at the corner of State Access Road and C Street (see attached map). The facility will include office space, parts/equipment storage and shop space.

New water facilities include 5 feet of 6-inch welded steel pipe, 8 feet of 2-inch copper lateral, a 6-inch fire service and a 1.5-inch meter. A 1.5-inch RPP back flow prevention device will be required for the 1.5-inch meter. A temporary 5/8-inch water service was installed in April 2019 for domestic water use during construction of the project. This meter will be killed once the new 1.5-inch meter is in service. No landscaping will be installed as part of this project. These facilities will receive normal pressure water from Zone 1. The project has a projected water demand of 2 EDUs.

Sewer service is provided by the Novato Sanitary District.

As has been customary with previous public agency projects, North Marin Water District will invoice the Novato Unified School District for payment of actual costs as costs are incurred.

Environmental Document Review

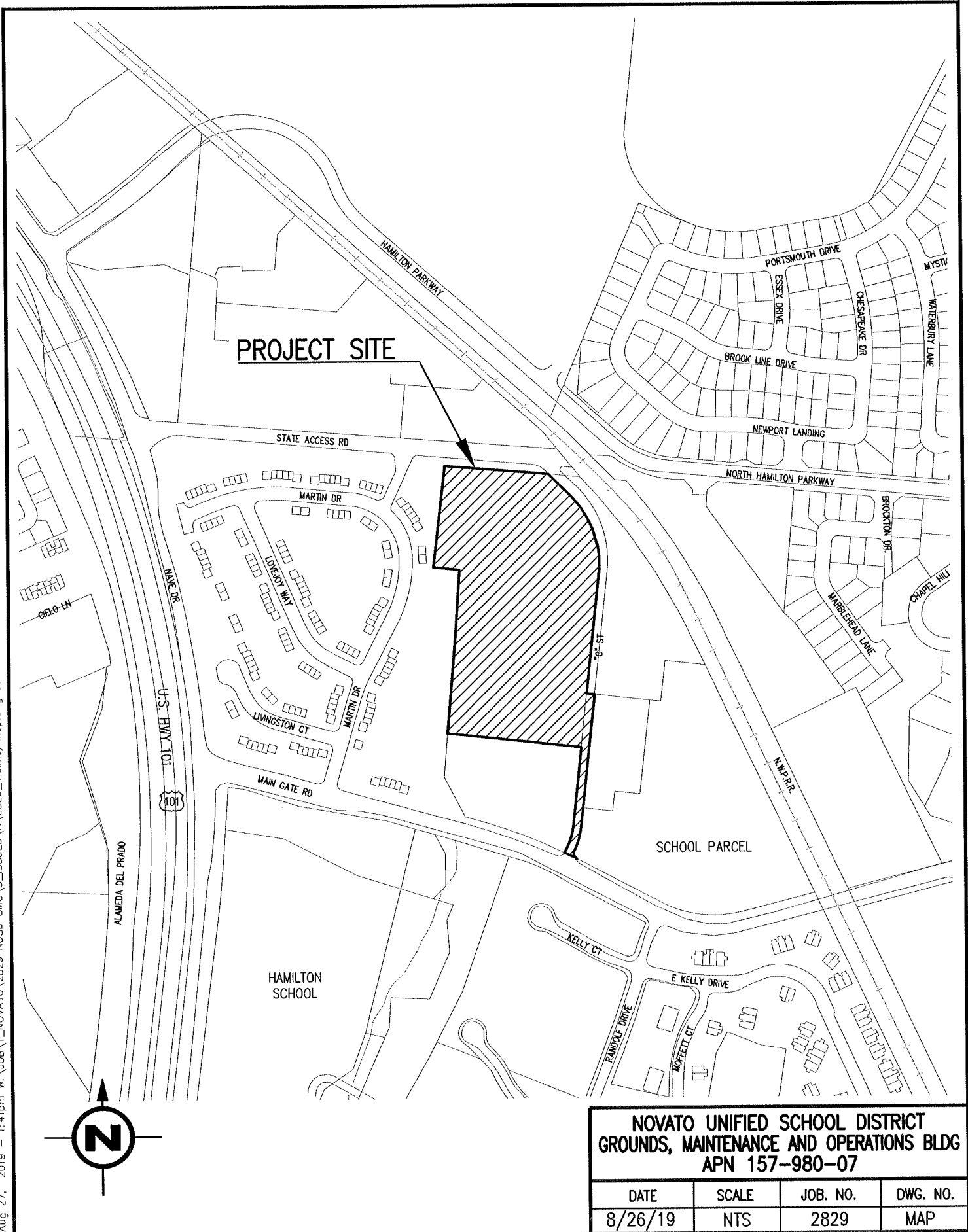
NUSD Board approved the Initial Study (IS) / Mitigated Negative Declaration (MND) on June 18, 2019.

RECOMMENDATION:

That the Board approve authorization of this agreement.

Approved by GM *[Signature]*

Date 8/30/19



**NOVATO UNIFIED SCHOOL DISTRICT
 GROUNDS, MAINTENANCE AND OPERATIONS BLDG
 APN 157-980-07**

DATE	SCALE	JOB. NO.	DWG. NO.
8/26/19	NTS	2829	MAP

RESOLUTION NO. 19-
AUTHORIZATION OF EXECUTION
OF
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
WITH
NOVATO UNIFIED SCHOOL DISTRICT – GMO FACILITY

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 Novato Unified School District, a School District, providing for the installation of water distribution facilities to provide domestic water service to that certain real property known as 971 C Street, Novato, Marin County Assessor's Parcel Number 157-980-07, 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 3rd day of September, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

(SEAL)

Theresa Kehoe, Secretary
North Marin Water District

PART ONE
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
FOR
NOVATO UNIFIED SCHOOL DISTRICT – GMO FACILITY

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 _____, 2019, by and between NORTH MARIN WATER DISTRICT, herein called "District," and NOVATO UNIFIED SCHOOL DISTRICT, A School District, 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 157-980-07 and the project known as NOVATO UNIFIED SCHOOL DISTRICT GMO FACILITY, consisting of one (1) lot for government 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; and

WHEREAS, the Applicant is the owner of real property in the District commonly known as Marin County Assessor's Parcel 157-980-07; and

WHEREAS, the project total water demand is 2 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 5 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 2829.001, entitled, "NOVATO UNIFIED SCHOOL DISTRICT - GMO FACILITY", 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 5 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 (Included in Estimated District Costs).....	One 1 1/2-inch @	\$	0.00	\$	0.00
Fire Service Bypass Meters.....	One 5/8-inch @	\$	0.00	\$	0.00
Reimbursement Fund Charges	One @	\$	1,540.00	\$	1,540.00
Facilities Reserve Charges.....	Two @	\$	28,600.00	\$	57,200.00

Subtotal - Initial Charges..... \$ 58,740.00

Estimated District Costs

Pipe, Fittings & Appurtenances.....	\$	11,967.00
District Construction Labor.....	\$	21,773.00
Engineering & Inspection.....	\$	2,482.00
Bulk Materials.....	\$	1,985.00

Subtotal -Estimated District Costs..... \$ 38,207.00

TOTAL ESTIMATED WATER FACILITIES COSTS..... \$ 96,947.00

(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. 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 **\$96,947**. If the Applicant provides the two (2) year irrevocable letter of credit, the District shall immediately draw down Initial Charges and shall draw upon the remaining funds guaranteed by the letter at any time the District deems appropriate to recover the Estimated District Costs which normally will be at least thirty (30) days prior to the anticipated start of construction for the ordering of materials to be furnished by the District.

Estimated Installation Costs

Installation By District: Due to the proprietary nature of construction required to install said facilities, the District reserves the right to install the facilities utilizing District construction forces. The Applicant shall either pay to the District the total Estimated Installation Costs set forth in Section 4 hereof in the amount of **\$38,207** 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.

6. 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.

7. New construction in the District's Novato service area is required to be equipped with high efficiency water conserving equipment and landscaping as specified in Regulation 15 sections e. and f. This project includes no provision for irrigation water. Any future addition of landscaping will necessitate separate connection to the District's recycled water system and all applicable fees paid.

8. 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 5 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.

9. 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.

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

NORTH MARIN WATER DISTRICT
"District"

ATTEST:

Jack Baker, President

Theresa Kehoe, Secretary

(SEAL)

Novato Unified School District
"Applicant"

(SEAL)

Michael Woolard PE, Executive Director
of Facilities

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

6

MEMORANDUM

To: Board of Directors
From: Drew McIntyre, General Manager 
Subject: ACWA Region 1 Board Election (2020-2021)
t:\gm\acwa\2019\nisclacwa ballot memo.doc

August 30, 2019


RECOMMENDED ACTION: Authorize General Manager to Vote for ACWA Region 1 Nominating Committee's Recommended Slate

FINANCIAL IMPACT: None

Attached is the Association of California Water Agencies (ACWA) Region 1 Board Ballot with the recommended slate of officers for the upcoming two-year term (2020-2021). Also attached is an email from ACWA describing the election rules and regulations and a map of the ACWA Regions. The General Manager was the chair of the Nominating Committee this year and recommends that the Board authorize the General Manager to vote for the Nominating Committee's recommended slate.

RECOMMENDATION

Board authorize General Manager to concur with ACWA Region 1 Nominating Committee's recommended slate and sign the ACWA Region 1 Ballot.

Approved by GM Date 8/30/19

REGION 1 Board Ballot

2020-2021
TERM

CLEAR FORM



**Please return completed
ballot by September 30, 2019**

E-mail: regionelections@acwa.com
Mail: ACWA
910 K Street, Suite 100
Sacramento, CA 95814

General Voting Instructions:

- 1 You may either vote for the slate recommended by the Region 1 Nominating Committee or vote for individual region board members. Please mark the appropriate box to indicate your decision.
- 2 Please complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

Nominating Committee's Recommended Slate

- ☐ I concur with the Region 1 Nominating Committee's recommended slate below.

CHAIR:

- **Brad Sherwood**, Community & Government Affairs Manager, Sonoma Water

VICE CHAIR:

- **Jennifer Burke**, Water Director, City of Santa Rosa

BOARD MEMBERS:

- **Tamara Alaniz**, General Manager, Brooktrails Township Community Services District
- **Alan Gardner**, General Manager, Valley of the Moon Water District
- **Dennis Mayo**, Director, McKinleyville Community Services District
- **J. Bruce Rupp**, Board Secretary/Treasurer, Humboldt Bay Municipal Water District
- **Vacant**

Individual Board Candidate Nominations

- ☐ I do not concur with the Region 1 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

CANDIDATES FOR CHAIR: (CHOOSE ONE)

- ☐ **Brad Sherwood**, Community & Government Affairs Manager, Sonoma Water
- ☐ **Dennis Mayo**, Director, McKinleyville Community Services District

CANDIDATES FOR VICE CHAIR: (CHOOSE ONE)

- ☐ **Jennifer Burke**, Water Director, City of Santa Rosa
- ☐ **Brad Sherwood**, Community & Government Affairs Manager, Sonoma Water

CANDIDATES FOR BOARD MEMBERS: (MAX OF 5 CHOICES)

- ☐ **Tamara Alaniz**, General Manager, Brooktrails Township Community Services District
- ☐ **Jennifer Burke**, Water Director, City of Santa Rosa
- ☐ **Alan Gardner**, General Manager, Valley of the Moon Water District
- ☐ **Dennis Mayo**, Director, McKinleyville Community Services District
- ☐ **J. Bruce Rupp**, Board Secretary/Treasurer, Humboldt Bay Municipal Water District
- ☐ **Brad Sherwood**, Community & Government Affairs Manager, Sonoma Water

AGENCY NAME

AUTHORIZED REPRESENTATIVE

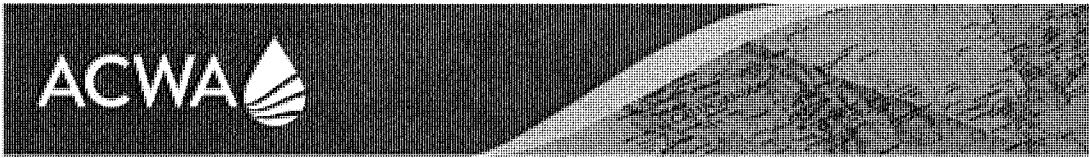
DATE

Drew McIntyre

From: ACWA Region Elections <regionelections@acwa.com>
Sent: Tuesday, August 20, 2019 9:45 AM
Subject: Reminder! ACWA Region 1 Voting Underway
Attachments: Region 1 2020-2021 Election Ballot.pdf

Reminder that the voting window for the ACWA Region 1 Board closed on September 30. Please reach out to ACWA with any questions you have.

Thank you.



Sent via email August 1, 2019

TO: ACWA REGION 1 MEMBER AGENCY BOARD PRESIDENT AND GENERAL MANAGER

Ballot for Region 1 Board Election for the 2020-2021 Term

It is time to elect the 2020-2021 ACWA Region 1 Chair, Vice Chair and board members who will represent and serve the members of Region 1. Attached, you will find the official ballot which includes the Region 1 Nominating Committee's recommended slate as well as individual candidates running for the Region 1 Board.

Your agency is entitled to cast only one vote. Please review the attached ballot and have your agency's authorized representative cast its vote for the slate as recommended by the Region 1 Nominating Committee or cast its vote for an individual Region 1 chair, vice chair and three to five board members.

**2020-2021 ACWA Region 1 Ballot is located HERE.
Region 1 Rules and Regulations are located HERE.**

Submit the electronic ballot to ACWA by September 30, 2019.
(Ballots received after September 30 will not be accepted.)

REMEMBER, YOUR VOTE IS IMPORTANT. Region 1 Board members are elected to represent the issues, concerns and needs of your region. The Region 1 chair and vice chair will serve on ACWA's board of directors for the next two-year term beginning January 1, 2020. Additionally, the newly elected chair and vice chair will make the Region 1 committee appointment recommendations to the ACWA president for the 2020-2021 term. Also, either the chair or vice chair will hold a seat on the ACWA Finance Committee.

If you have questions, please contact your Regional Affairs Representative, Brian Sanders, at brians@acwa.com or call 916-441-4545.

Thank you for your careful consideration and participation in the Region 1 election process.

REGION MAP

www.acwa.com



ACWA
 Association of California Water Agencies

Rev. 6/12/18

ACWA Member Directory 2018

17

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MEMORANDUM

To: Board of Directors August 30, 2019
From: Rocky Vogler, Chief Engineer *RV*
Re: Daniel MacDonald AIA Architects, Inc. – Consulting Services Agreement –
Lynwood Pump Station Motor Control Center
R:\Folders by Job Nol6000 jobs\6112 Lynwood PS\6112_24\2018\8-30-19 BOD Memo Dan Macdonald Arch.doc

RECOMMENDED ACTION: Authorize General Manager to execute consulting services agreement with Daniel MacDonald AIA Architects, Inc.

FINANCIAL IMPACT: \$17,565 (with contingency). Included in FY2020 CIP Budget

Background

The Lynwood Pump Station Motor Control Center upgrade project commenced in 2009 with the purchase of a motor control center (MCC) and a simple above ground pump station shed design. The General Manager subsequently determined this type of modification and the associated aesthetics were not appropriate for that location and the project was put on hold.

In 2015 Daniel Macdonald Architects (DMA) was hired to develop a design that was more compatible with the existing architecture of the pump station. When the preliminary design was substantially completed the estimated cost for construction was greater than the amount in the FY15/16 budget and the project was again placed on hold. Due to the more complex design, staff determined that the construction work could no longer be performed in-house, and in FY19 a revised project description and scope was developed with the intent to prepare a biddable set of plans and specifications so that the project could be publicly bid. Staff hired GHD to perform the work to create the required details for a biddable design. The efforts by GHD have been substantially completed and we now need to go back to the 2016 design team that includes DMA to address a few details and specifications for the completion of the design.

Consulting Agreement

DMA is a local architectural firm based in Novato. DMA prepared the original preliminary design for the project, and is now tasked with completing the design. The agreement, scope and proposed fee are provided in Attachment A. The scope of work includes a framing plan, coordination with structural engineers, preparation of steel panel

Approved by GM Date 8/30/19

diagrams including a schedule suitable for bidding, and revised details for concrete, steel gate and drainage.

Financial Impact

DMA's cost estimate for architectural consulting services of \$14,665 is to be paid from FY 2020 CIP funds budgeted for this project.

RECOMMENDATION

That the Board authorize the General Manager to execute a consulting services agreement with Daniel Macdonald AIA Architects, Inc. for the Lynwood Pump Station Motor Control Center project for a not to exceed fee of \$14,565, plus a contingency of \$3,000.

AGREEMENT FOR CONSULTING SERVICES

The following is an agreement between **North Marin Water District**, hereinafter "**NMWD**", and **Daniel Macdonald Architects, Inc.**, hereinafter, "**Consultant**".

WHEREAS, Consultant is a duly qualified consulting firm, experienced in designing commercial structures,

WHEREAS, in the judgment of the Board of Directors of the NMWD, it is necessary and desirable to employ the services of the Consultant for the Lynwood Pump Station Motor Control Center project.

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

PART A -- SPECIFIC PROVISIONS:

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

- a. The scope of work and fee amount covered by this agreement shall be that specified in the proposal dated June 11, 2019 and included in Attachment A of this agreement.
- b. The fee for the work shall utilize the fee schedule included in Attachment A of this agreement and shall not exceed \$14,565 without prior written authorization by NMWD.

PART B -- GENERAL PROVISIONS

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

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

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

- a. With respect to design professional services provided under this agreement, Consultant shall assume the defense of and defend NMWD, its directors, officers, agents, and employees in any action at law or in equity to the extent that liability is claimed or alleged to arise out of, pertain to, or relate to, either directly or indirectly, the intentional or willful misconduct, recklessness, or negligent act, error, or omission of Consultant (or any person or organization for whom Consultant is legally liable) in the performance of the activities necessary to perform the services for District and complete the task provided for herein. In addition, Consultant shall indemnify, hold harmless, and release NMWD, its directors, officers, agents, and employees from and against any and all actions, claims, damages, disabilities or expenses, including attorney's fees and witness costs, that may be asserted by any person or entity including the Consultant, to the extent arising out of, pertaining to, or relating to, the negligent acts, errors or omissions, recklessness, or intentional or willful misconduct of the Consultant (or any consultant or subcontractor of Consultant) in connection with the activities necessary to perform the services and complete the task provided for herein, but excluding liabilities due to the sole negligence or willful misconduct of NMWD.
- b. With respect to all services other than design professional services provided under this agreement, Consultant shall indemnify, hold harmless, release and defend NMWD, its agents and employees from and against any and all actions, claims, damages, disabilities or expenses, including attorney's fees and witness costs that may be asserted by any person or entity, including the Consultant, arising out of or in connection with the activities necessary to perform those services and complete the tasks provided for herein, but excluding liabilities due to the sole negligence or willful misconduct of NMWD.

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

4. PROSECUTION OF WORK: The execution of this agreement shall constitute the Consultant's authority to proceed immediately with the performance of this contract. Performance of the services hereunder shall be completed by December 31, 2019, provided, however, that if the performance is delayed by earthquake, flood, high water or other Act of God or by strike, lockout or similar labor disturbance, the time for the Consultant's performance of this contract shall be extended by a number of days equal to the number of days the Consultant has been delayed.

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

North Marin Water District
P.O. Box 146
Novato, CA 94948
Attention: Rocky Vogler

Consultant:
Daniel Macdonald AIA Architects, Inc.
1595 Grant Ave, Suite 200
Novato, CA 94945

and when so addressed, shall be deemed given upon deposit in the United States Mail, postage prepaid. In all other instances, notices, bills and payments shall be deemed given at the time of actual

delivery. Changes may be made in the names and addresses of the person to whom notices, bills and payments are to be given by giving notice pursuant to this paragraph.

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

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

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

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

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

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

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

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

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

12. EXTRA (CHANGED) WORK: Extra work may be required. The Consultant shall not proceed nor be entitled to reimbursement for extra work unless it has been authorized, in writing, in

advance, by NMWD. The Consultant shall inform the District as soon as it determines work beyond the scope of this agreement may be necessary and/or that the work under this agreement cannot be completed for the amount specified in this agreement. Said review shall occur before consultant incurs 75% of the total fee approved for any phase of the work. Failure to notify the District shall constitute waiver of the Consultant's right to reimbursement.

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

14. INSURANCE REQUIREMENTS FOR CONSULTANTS

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

Minimum Scope of Insurance

Coverage shall be at least as broad as:

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

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

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

Verification of Coverage

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

Subcontractors

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

Self-Insured Retentions

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

Other Insurance Provisions

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

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

Acceptability of Insurers

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

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

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

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

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

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

**NORTH MARIN WATER DISTRICT
"NMWD"**

Dated: _____

Drew McIntyre, General Manager

**DANIEL MACDONALD AIA ARCHITECTS, INC.
"CONSULTANT"**

Dated: _____

Daniel Macdonald



Daniel Macdonald AIA Architects, Inc.

1595 Grant Avenue Suite 200 Novato California 94945 (415)899-0050 FAX(415)899-0055

11 June 2019

Robert E. Clark
Operation/Maintenance Superintendent
North Marin Water District
999 Rush Creek Place
P.O. Box 146
Novato, California 94948

Subject: **Owner/Architect Agreement
North Marin Water District
Lynwood Pump Station Addition Modifications
Additional Service No. 3 (REVISED)**

Dear Robert,

Thank you for the opportunity to submit this *Owner/Architect Agreement* for architectural services in regard to new:

**North Marin Water District
Lynwood Pump Station Addition Modifications
Novato, California
Additional Services No. 3 (REVISED)**

Description

- A. For the purposes of this Agreement the parties shall be as follows:
Architect: *Daniel Macdonald AIA Architects, Inc. (DMAIA)*
Owner: *North Marin Water District (NMWD)*
- B. The intent of this agreement is for the Architect to provide the following Additional Services:
☐ Revisions to Drawings and Coordination of Consultants

More specifically the Architect agrees to perform the following Additional Services:

Scope of Work

Task 1: Revisions to Drawings and Coordination of Consultants

- A. Based upon information provided by the Owner, the Architect shall revise the Construction Documents as follows:
1. Revise dimensioning on plans to facilitate field layout, including a framing plan.
 2. Provide Corten steel panels diagrams, including a panel schedule suitable for bidding purposes.
 3. Provide plan indicating extent and location of concrete slabs and walkways including reinforcing details.
 4. Provide details of steel gate.
 5. Revise drawings to route rainwater away from pump station.
- B. Coordinate drawings by structural engineer and detailing consultant.
- C. Revise plans to include common border and title block provided by Owner.

Schedule

- A. The Owner and Architect are aware that many factors outside the Architect's control may affect the Architect's ability to complete the services to be provided under this Agreement. The Architect's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the work. The Owner agrees that the Architect is not responsible for damages arising directly or indirectly from any delays for causes beyond the Architect's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes, weather disruption, national disasters, fires, riots, war or other emergencies, acts of God, failure of any governmental agency to act in a timely manner, failure of performance by the Owner or the Owner's contractor's or consultants, or discovery of any hazardous substances or differing site conditions. If the delays resulting from any such causes increase the cost or time required by the Architect to perform its services in an orderly and efficient manner, the Architect shall be entitled to an equitable adjustment in the schedule and/or compensation.
- B. Based upon Owner's timely approval process and the timely progress of work by all consultants, it is estimated that the time frame for Task 1 shall be four (4) weeks.

Compensation

- A. See attached Architect's Hourly Rate Schedule (Exhibit A). Hourly Rate Schedule may be revised on an annual basis.
- B. Compensation shall be on a fixed fee or hourly basis as estimated below:

<i>Principal</i>	<i>Projects Director</i>	<i>Project Architect</i>	<i>CAD Draftsperson</i>	<i>Total Hours</i>	<i>Estimated Fee</i>
Task 1: Revisions to Drawings and Coordination of Consultants (Hourly Estimate)					
7	40	0	72	119	\$14,565

Other Provisions

- A. All provision of the original Agreement shall remain in place.

Signature page follows:

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MEMORANDUM

To: Board of Directors

August 30, 2019

From: Rocky Vogler, Chief Engineer Subject: Low Pressure Water Service Agreement – Bahia Heights, Misty Road, Novato
APN 143-272-07

R:\Folders by Job No\2800 Jobs\2820 Bahia Heights\2820 BOD Memo.doc

RECOMMENDED ACTION: Approve authorization of this agreement**FINANCIAL IMPACT: None (Developer funded)**

The Bahia Heights project proposes to construct 9 single family homes upon an 8.7-acre vacant parcel located on an extension of Misty Court, off of Topaz Drive (see attached map). Zone 1 normal pressure water could only be provided to three lots below the elevation of 60 feet. The balance of the nine lots (6) will be low pressure as per agreement.

Zone 1 water facilities required include 420 ft of 8-inch PVC main, 60-feet of 6-inch PVC pipe, 20 feet of welded steel pipe, 2 new domestic fire hydrants and nine (9) 1.5-inch meters. One of the two hydrants (located between elevations 75'-80') is estimated to receive flows less than the Novato Fire Protection District (NFPD) requirement (1500 gpm at 20 PSI). NFPD approved the lower flow hydrant (est. 700 gpm at 20 psi), and requires that this hydrant be painted with cap colors indicating a low flow hydrant. Additionally, NFPD requires all homes within the subdivision to meet higher fire sprinkling standards including 1.5-inch meters instead of typical 1-inch meters. Lots 1, 2 and 9 will receive Zone 1 normal pressure water service while the other six lots (3 thru 8) will receive Zone 1 low pressure water service. The agreement will be recorded at the County of Marin Recorder's office to alert home buyers of the encumbrance for maintaining individual booster pump systems for low pressure lots. Total water demand is 9 equivalent dwelling units (9 homes @ 1 EDU each).

Providing low pressure service to multiple lots within a subdivision is somewhat atypical for the District. During the design phase, the developer worked to secure easements from private property owners abutting Zone 2 on Laguna Vista Drive, which would have allowed the extension of a Zone 2 water main along a cross-country alignment to serve this project. However, the property owners were not amenable, and the developer contacted the City of Novato to obtain easements from the City along a slightly different alignment. Using the City's property adjacent to Laguna Vista Drive for the proposed extension of Zone 2 water main would have necessitated an installation in challenging steep terrain. District staff determined that this would not represent a viable option since the future risk associated with that alignment was difficult to justify. Consequently, the extension of Zone 1 service to the project became the preferred alternative. Previously, in 1992, the Board

approved a similar project for provision of low pressure service to six homes in the Cherry Court Estates subdivision.

Sewer service will be provided by the Novato Sanitary District. The Precise Development Plan, Tentative Subdivision Map and Design Review for this project were approved by the City of Novato on March 27, 2018.

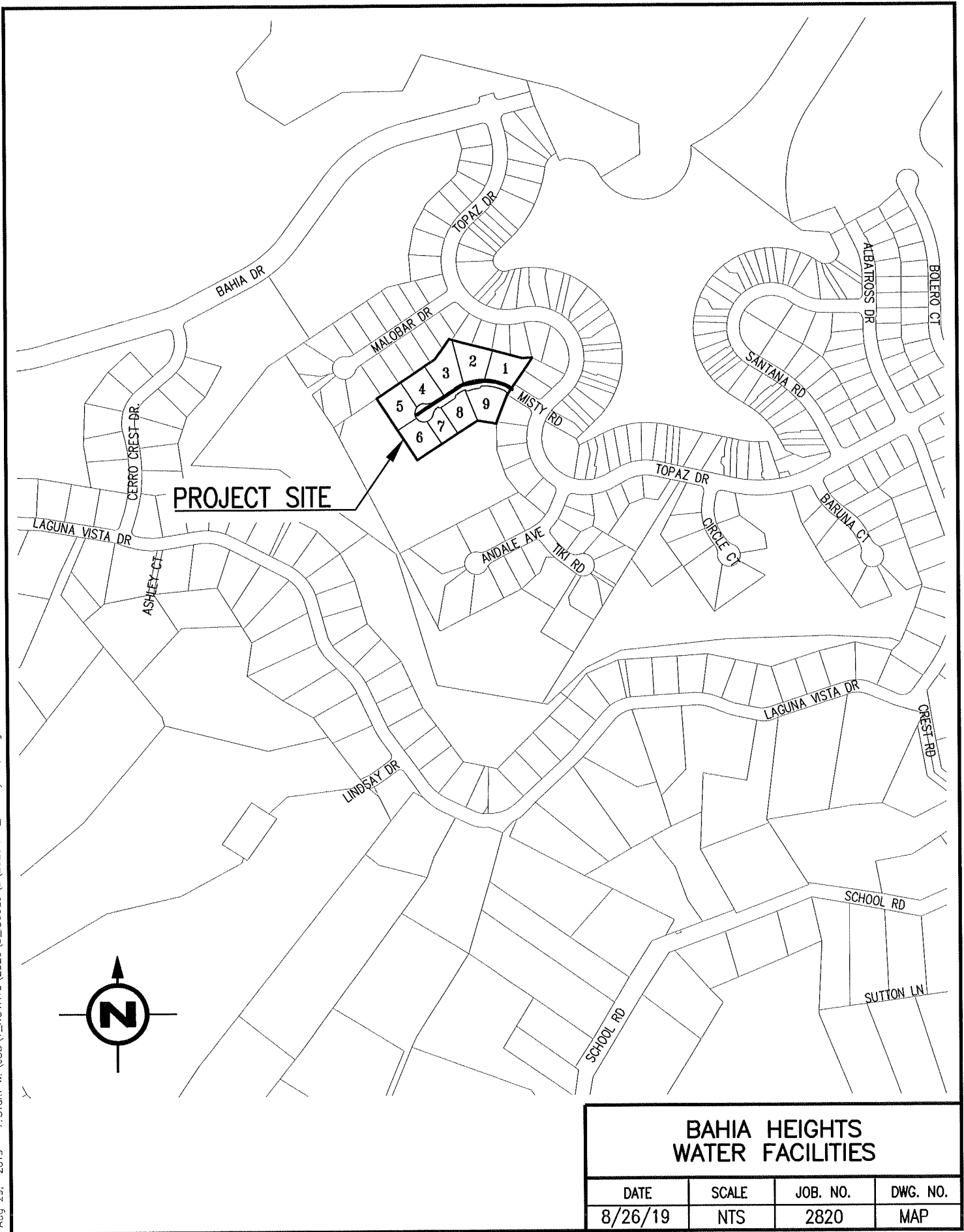
Environmental Document Review

On March 27, 2018, the City of Novato approved a Negative Declaration for the Bahia Heights project.

RECOMMENDATION:

That the Board approve authorization of this agreement.

Aug 29, 2019 -- 7:31am W:\JOB\1_NOVATO\2820\3_ISSUED\8\2820.001_Vicinity Map.dwg User: SDOVE



BAHIA HEIGHTS WATER FACILITIES

DATE	SCALE	JOB. NO.	DWG. NO.
8/26/19	NTS	2820	MAP

RESOLUTION NO. 19-
AUTHORIZATION OF EXECUTION
OF LOW PRESSURE
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
WITH
RHCA INVESTMENT LP – BAHIA HEIGHTS

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 RHCA Investment LP, the applicant, providing for the installation of water distribution facilities to provide domestic water service to that certain real property known as Misty Road, Marin County Assessor's Parcel Number 143-272-07, 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 3rd day of September, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

(SEAL)

Theresa Kehoe, Secretary
North Marin Water District

PART ONE
LOW PRESSURE
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
FOR
BAHIA HEIGHTS

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 _____, 2019, by and between NORTH MARIN WATER DISTRICT, herein called "District," and RHCA INVESTMENT LP, A Limited Partnership, 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 143-272-07 and the project known as BAHIA HEIGHTS, 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; and

WHEREAS, the Applicant is the owner of real property in the District commonly known as Misty Road, Novato (Marin County Assessor's Parcel 143-272-07); and

WHEREAS, the proposed project's estimated average day peak month water demand is nine (9) 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 2820.001 – 1 2820.002, entitled, "BAHIA HEIGHTS WATER FACILITIES", 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 (Included in Estimated District Costs)	Nine 1 1/2-inch @	\$ 0.00	\$ 0.00
Reimbursement Fund Charges (Upsize from 1" to 1.5" per NFPD req.).....	Nine 1 1/2-inch @	\$ 1,055.00	\$ 9,495.00
Facilities Reserve Charges.....Nine @	\$ 28,600.00	\$ 257,400.00
Subtotal - Initial Charges.....			\$ 266,895.00

Estimated District Costs

Pipe, Fittings & Appurtenances.....	\$ 22,019.00
District Construction Labor.....	\$ 17,158.00
Engineering & Inspection.....	\$ 9,741.00
Bulk Materials.....	\$ 3,048.00
Subtotal –Estimated District Costs.....	\$ 51,966.00

Estimated Applicant Installation Costs

Installation Labor.....	\$ 58,880.00
Contractor Furnished – Pipe Fittings & Appurtenances.....	\$ 8,541.00
Bulk Materials.....	\$ 13,806.00

Subtotal- Estimated Applicant Installation Costs..... \$ 81,227.00

TOTAL ESTIMATED WATER FACILITIES COSTS..... \$ 400,088.00

(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 **\$8,541**. 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 **\$318,861**. 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 **\$81,227** conditioned upon installation of the facilities and furnishing of bulk materials and a maintenance bond in the amount of **\$20,307** 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 **\$81,227** 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.

10. Low pressure water service will be rendered to lots 3, 4, 5, 6, 7, and 8 in accordance with District Regulation 11 entitled "Low Pressure Service." The Applicant shall install and maintain individual private water pressure systems equipped with a low suction pressure shutoff controls for services to said lots as required to provide adequate and normal water pressure to the lots in accordance with Regulation 11 and District specifications prior to occupancy of any structures, and shall inform the buyers by providing a copy of this agreement prior to any final sales transaction. The Applicant shall submit plans and specifications for said private pressure system(s) to the District for approval prior to the installation. Said private pressure system(s) shall not be a part of the District's water system and the maintenance and operation shall be the responsibility of the property owner.

a. The Applicant acknowledges and agrees that low pressure water service to be provided by the District pursuant to this Agreement is for aforementioned single lots on the parcel comprising the Applicant's land. The Applicant further acknowledges and agrees that water to be provided by the District for any future subdivided lots on this parcel shall require necessary water facilities construction to provide normal pressure service.

11. 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.

12. 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.

13. 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.

14. 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.

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"

NOTARIZED:

Jack Baker, President

Theresa Kehoe, Secretary

(SEAL)

RHCA Investment LP
"Applicant"

(SEAL)

Jay Ryder, 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.**

9

MEMORANDUM

To: Board of Director

August 30, 2019

From: Drew McIntyre, General Manager



Subj: Response to Sonoma County 2018-19 Civil Grand Jury Report – Will There be Water After an Earthquake?

t:\gmtbod misc 2019\so county grand jury response memo 8-30-19.doc

RECOMMENDED ACTION: Approve Response**FINANCIAL IMPACT:** None at this time

On June 14, 2019, the District received a copy of the above referenced report issued to the Sonoma County Water Agency (Agency) by the Sonoma County Civil Grand Jury (Attachment 1). The Agency submitted a response to the Grand Jury findings and recommendations on August 12, 2019 (Attachment 2). In part, the Agency's response noted that its response did not include responses to finding F8 and recommendation R5 because those responses are to be provided by the Agency's Water Contractors (see Page 2 in Attachment 2).

As a Water Agency Contractor, North Marin Water District is required to provide a response to finding F8 and recommendation R5 by September 12, 2019 (90 days after initial receipt of the report). A draft response, reviewed by legal counsel, is attached for Board consideration (Attachment 3).

RECOMMENDATION

That the Board approve the proposed response to the Sonoma County Grand Jury Report.

WILL THERE BE WATER AFTER AN EARTHQUAKE?

Sonoma County Residents Face Big Challenges

SUMMARY

When the next earthquake arrives, will we have enough water? Engineers say our water supplies will probably be disrupted after a major earthquake. In Sonoma County, most people rely on water supplied by Sonoma Water (formerly known as the Sonoma County Water Agency) to nine city contractors and special districts, and they, in turn, deliver water to residents, businesses, and organizations within their areas. The Sonoma County Civil Grand Jury has investigated how well-prepared Sonoma Water is to respond to a major earthquake. Our report seeks to answer this crucial question: What plans and resources are in place in the event of a major earthquake, to provide drinking water to residents of the county who receive water from Sonoma Water?

The Russian River is the primary source of water for Sonoma County and northern Marin County. Sonoma Water supplies 90% of the pressurized water used in nine contracting cities and water agencies (Santa Rosa, Windsor, Cotati, Rohnert Park, Petaluma, City of Sonoma, Valley of the Moon Water District, Marin Municipal Water District, North Marin Water District) that together serve over 600,000 customers. Water flows through a network of pumps, pipes, and valves to its final destination in our homes, hospitals, schools, and businesses.

Sonoma Water projects that a minor earthquake (5.0 or less) will not impair water supply operations or services, and will not present immediate danger to the health and welfare of the public. However, in 1969 an earthquake of similar intensity along the Healdsburg fault destroyed 101 structures. Further development and expanded population since then suggest that damage would be more severe if the same jolt were to hit us today. Most certainly, a stronger earthquake here or nearby is likely to impair water operations and services, impacting both the public and the agency's employees. Quakes of this size are felt by most people, and damage could be extensive.

Consequences anticipated from a major earthquake include:

- Fires
- Power failures
- Building/structure damage
- Water and wastewater leaks/spills/interruption of service or quality
- Impassable roads
- Congested telephone and cell service
- Injuries and Deaths

Sonoma Water estimates that after an earthquake of magnitude 7.0 or higher, damage to their aqueduct and/or pumping stations could be restored within 3 days to 2 weeks. However, this estimate depends on the availability of equipment and crews, and will vary with earthquake severity and location. During repairs to the piped system, stored water from various tanks and reservoirs may provide water for approximately 36 hours. City contractors will activate pumps

from local ground water wells to maintain tank levels, attempting to sustain the water flow and keep the system pressurized, but these sources do not have sufficient capacity to satisfy the full system demand.

In 2008, Sonoma Water conducted a natural hazard assessment which led to a Local Hazard Mitigation Plan (LHMP). Sonoma Water prepared the plan to secure water supply facilities, and to seek funding from federal and state agencies to help pay for upgrades. The plan has been updated several times since then. The main thrust of that plan was the seismic upgrading of the Santa Rosa Aqueduct, the pipeline originating at pumped wells along the Russian River.

In anticipation of breaks due to seismic activity, Sonoma Water has installed a series of isolation valves that enable the flow of water to be cut off and rerouted, contributing to the resiliency embedded in the system. Seismic stabilization columns have been inserted into the riverbank soil adjacent to wells in order to mitigate liquefaction (the phenomenon that causes soil to lose strength and stiffness). Further system improvements are anticipated as funding is made available.

Sonoma Water has developed a priority transmission plan to “triage” the delivery of water after a powerful quake. Using a guiding principal of public safety and fire suppression, the agency would:

- Notify water contractors
- Give public notice
- Isolate water losses
- Maintain water pressure
- Prioritize crew response
- Employ mutual aid and equipment from other water agencies as needed
- Maintain power with PG&E and/or generators
- Provide flow using water storage tanks, reservoirs, and rerouted flows

The Sonoma County Civil Grand Jury acknowledges the research, effort and time that various entities within the county have put towards the formation, implementation, and ongoing evaluation of preparedness plans. The Grand Jury recommends that Sonoma Water implement the highest priority mitigation measures; improve coordination and training with other water districts; and educate water users on their risks and individual responsibilities for earthquake preparedness. We recommend continuing research, improvement, and attentiveness to earthquake preparedness by Sonoma Water, city water contractors, private districts, and residential households.

BACKGROUND

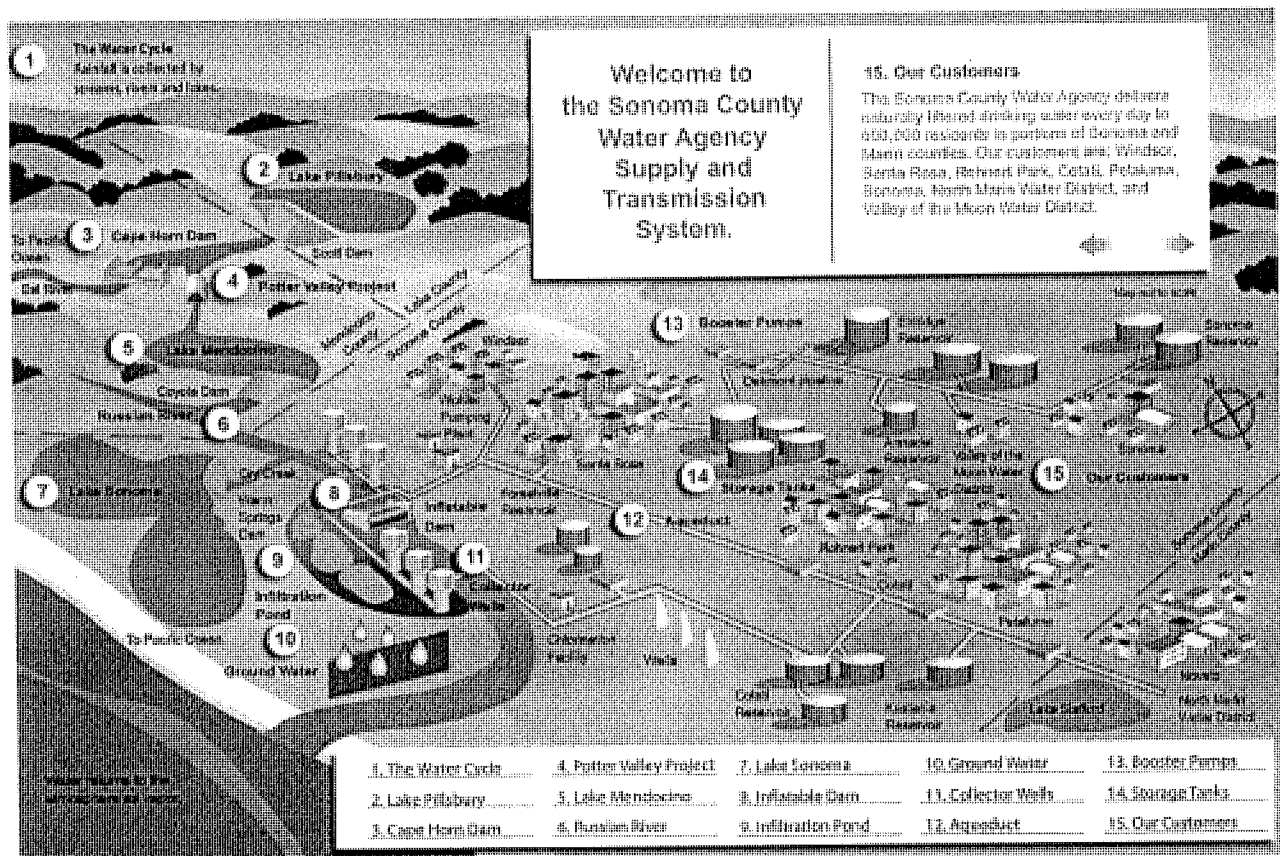
The Sonoma County Civil Grand Jury has investigated the risk of a major earthquake in Sonoma County and the effect that it could have on residents, due to impacts on water supplies. Sonoma County is located in an area subject to multiple natural hazards. Historically, we have been impacted by floods, wildfires, landslides mudflows, and earthquakes. Due to our proximity to

the San Andreas and other faults, our county has a high earthquake risk. A detailed map of earthquake faults and areas of liquefaction is searchable at sonomacounty.ca.gov.

Although many Sonoma County residents live outside urban areas and rely on water from private wells, even more people depend on water from the Russian River. Sonoma Water operates and sustains the water transmission system. The mission of Sonoma Water is to “effectively manage the water resources in our care for the benefit of people and the environment through resource and environmental stewardship, technical innovation, and responsible fiscal management.”

Sonoma Water’s supply system is made up of transmission pipelines (aqueducts), collector wells, booster pump stations, storage tank reservoirs, an inflatable dam, and other facilities that allow the agency to supply water for drinking and firefighting, manage flood risk, and maintain health and key watersheds. The agency also manages two major reservoirs which store water behind dams owned by the Army Corps of Engineers.

The Sonoma Water system contains 108 miles of mainline pipe and 18 water storage locations, all of which need ongoing maintenance. Day-to-day operations supply contractors at any flow rate they demand up to the contract limit. System pumping rates under normal conditions typically range from 49 to 69 mgd (million gallons per day). Operations are standardized at 60-110 pounds per square inch pressure, using booster pumps as needed.



(Source: Sonoma Water)

In 2000, the federal government enacted the Disaster Mitigation Act which incorporated earlier disaster legislation. The Act was a precursor to the current Federal Emergency Management Agency (FEMA). In addition to assistance when emergencies occur, the legislation supports pre-disaster planning and hazard mitigation. FEMA requires a Local Hazard Mitigation Plan (LHMP) to qualify for pre-disaster mitigation grant funds. Sonoma Water's first LHMP was developed in 2008. As a foundation for that, the County developed a Natural Hazard Reliability Assessment. Since 2008, Sonoma Water has updated the LHMP to address the various risks, first in 2013 and again in 2018.

Sonoma Water is carrying out plans to decrease the vulnerability of the water system to earthquakes and other hazards, and to remain operable after an earthquake. The location, intensity and timing of an earthquake cannot be predicted, but the risks can be estimated. Earthquakes are a recurring event in our county. Some earthquakes cause extensive damage while others do little harm. The factors that determine how destructive an earthquake can be include: location, magnitude, depth, and distance from the epicenter, local geological conditions, secondary effects, and architecture. Examples of secondary effects are: In the event of an earthquake with soil liquefaction, landslides could occur and cause damage to adjacent structures. If the quake occurred in the middle of a populated area, a low magnitude quake with a shallow epicenter could still cause moderate damage.

Critical components of the water system include collector wells, aqueducts, and storage tanks. Damaged water pipelines could drain the system rapidly causing water shortages. Facilities most likely to be affected significantly are those within the Rodgers Creek Fault zone. That fault cuts across the Santa Rosa aqueduct and could significantly impact those water systems. Additionally, the Bennett Valley fault crosses the aqueduct that goes to Sonoma and the Oakmont pipeline.

How significant the impacts of a major earthquake are to our water supply depends on how rapidly the water systems can be repaired. In the event of a major earthquake, some or all of the people in Sonoma County could be faced with poor water quality and with water shortages ranging from brief interruptions and rationing, to complete curtailment for extended periods. Good preparations can lessen the destruction and loss of life that often go with similar events.

Sonoma Water: Its Background, Responsibilities, and Significance

Sonoma Water was established in 1949 by the California Legislature as a special district called the Sonoma County Water Agency, to provide flood protection and water supply services. It is a separate legal entity created under California law, having specific limited purposes and powers and separate sources of funding. Legislation enacted in 1995 added the treatment and disposal of wastewater to the agency's responsibilities. The Sonoma County Board of Supervisors serves as the agency's Board of Directors.

Sonoma Water maintains a water transmission system that provides naturally filtered Russian River water to more than 600,000 residents in Sonoma County and portions of Marin County. The Agency, a water wholesaler, sells potable water primarily to nine cities and special districts that in turn sell drinking water to their residents. These contactors are: the cities of Santa Rosa,

Rohnert Park, Cotati, Petaluma, Sonoma, and the town of Windsor, Valley of the Moon Water District, Marin Municipal Water District, and North Marin Water District.

Recommendations for protecting the water supplies in the event of an earthquake are consistently among the highest priorities in the hazard mitigation plans for both Sonoma Water and the utilities that deliver water to consumers. The Grand Jury assessed the priorities and evaluated how rapidly progress is being made, and what options exist for reducing the risks more rapidly.

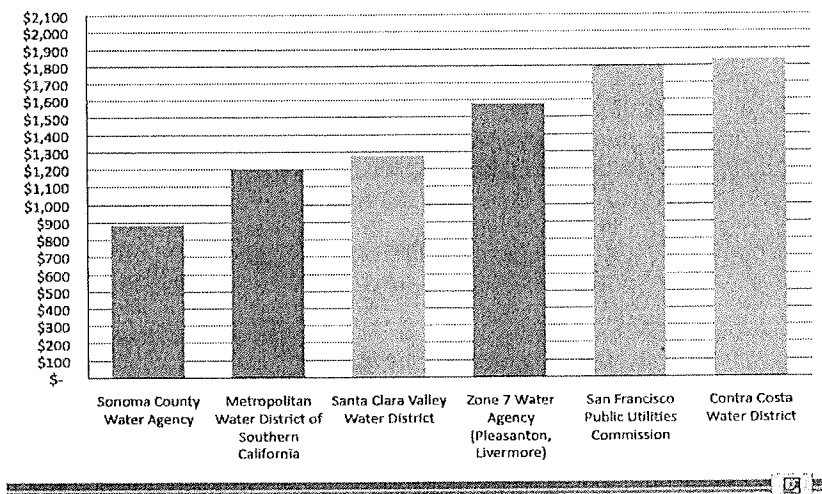
Funding for Hazard Mitigation

A FEMA-approved Local Hazard Mitigation Plan is required to apply for federal hazard mitigation funding from FEMA, and it must be updated every 5 years. Sonoma Water has updated its LHMP every 5 years since 2008, most recently in 2013 and again in early 2018 when it was submitted to Cal-OES and FEMA. Meeting the FEMA deadlines has made the agency eligible for federal grants.

Sonoma Water has an annual Capital Projects Plan (CPP) to accomplish mitigation actions, programmed work and necessary maintenance. As mitigation actions are achieved, the implementation schedule and planning budget estimates for the next tier of actions are

developed. When considering funding sources, currently Sonoma Water has one of the lower rates in California.

2018 Wholesale Water Rates Per Acre-Foot



Sonoma Water FY 18-19
Proposed Budget and Rates:

Presentation to the City of Sonoma

Adoption and updating the LHMP has been successful: Substantial grant funds have been applied to seismic improvements for the water system. Twelve funding agencies and numerous grant programs are listed in their LHMP 2018 report. Sonoma Water continues to identify external funding sources for further mitigation.

METHODOLOGY

The Sonoma County Civil Grand Jury conducted the following investigations:

- Interviewed and observed staff members of Sonoma Water and staff from several water contractors.
- Reviewed Sonoma Water's website, documents from their website, their 2018 Local Hazard Mitigation Plan, and their EOP (Emergency Operations Plan); the City of Santa Rosa's 2017 Local Hazard Mitigation Plan, web information, and EOP; and the City of Sonoma's web information, water division information on the web site, and their EOP.
- Read multiple references on earthquakes and water issues.
- Toured Sonoma Water's multiple storage yards, Santa Rosa City water storage yard, and City of Sonoma water storage yard.
- Observed collector wells, pumps, inflatable dam, booster station, storage tanks, SCADA communications, switchyard, emergency generators, chlorination facility, and pH adjustment facility.

DISCUSSION

This investigation used several projections and scenarios to aid in analyzing the preparedness of the water systems in Sonoma County. In Northern California, earthquakes occur frequently. Most are below 2.0 on the Richter scale and pose no danger to the public and life supporting infrastructures. Larger earthquakes have occurred in the Bay Area. The Napa quake in 2014 was 6.0, the Loma Prieta quake in 1989 was 6.9, the Santa Rosa quake in 1969 was 5.7, and the 1906 San Francisco quake was 7.8.

Over 600,000 people in Sonoma and Marin Counties receive water from the Russian River system, delivered through Sonoma Water and local water utilities. Some local water systems supplement the Russian River water with water pumped from underground aquifers. None of these water systems has sufficient underground water supply capacity to meet its regular local water demand without the Russian River supply. Examination of earthquake and repair scenarios indicate that water supply interruptions in some areas could be significantly longer than three days, and local reserves could be depleted by then.

Imagine the following scenario: *At 2 o'clock in the morning tomorrow, a 7+ earthquake occurs on the Rogers Creek fault. The epicenter is near Glen Ellen, California. The quake causes a lateral motion that breaks the aqueduct's main pipe, leaving a complete offset of the pipe. At the break, the full volume of the aqueduct's water is released. Due to the offset, multiple sections of the pipe are damaged; water quickly erodes the soil surrounding the pipe. The pipe is at the Eldridge pump station and the water release has moved the pumps and housing structures from their foundations. The pump station damage causes the main PG&E circuit breaker to switch*

off. No outside help can be expected; the water districts for San Francisco and the East Bay have called in all their employees to evaluate their own water systems.

Sonoma Water would mobilize staff to assess damage throughout the county. Isolation valves could be closed to stop the loss of water flows at the break sites. Ground water pumps could be initiated to maintain tank storage levels, thus supplying continued pressure to viable pipelines for fire suppression and public safety. If a section of pipe is unusable, above ground hoses can be attached into a viable section to run the water flow above ground. Mobile water treatment units could be brought into service to provide some relief, while local contractors may be asked to supply bottled water. Sonoma Water employees are mandated emergency responders, however some live outside the service area and may not be able to respond immediately.

Vulnerabilities to the Sonoma Water infrastructure are known and have been prioritized. The California Emergency Services Act requires urban water agencies (which track and shape state and federal water policy) to provide a catastrophic supply interruption plan. Sonoma Water, under the Act, developed its EOP. “The EOP outlines standard operating procedures (SOPs) for all levels of emergencies, from minor to major disasters and are coordinated with the water contractors EOPs”. (California Urban Water Management Plan, 2015)

The Civil Grand Jury has found that not all Sonoma Water contractors have EOPs and none have specific SOPs. Sonoma Water has their own EOP and some SOPs. The Grand Jury is recommending that Sonoma Water and its contractors coordinate their EOPs and SOPs for all water interruption events. The SOPs should be updated annually or whenever there are changes to procedures and updated logs should be included in the SOPs. The SOPs should be available 24/7/365 to Sonoma Water and all contractors and should contain:

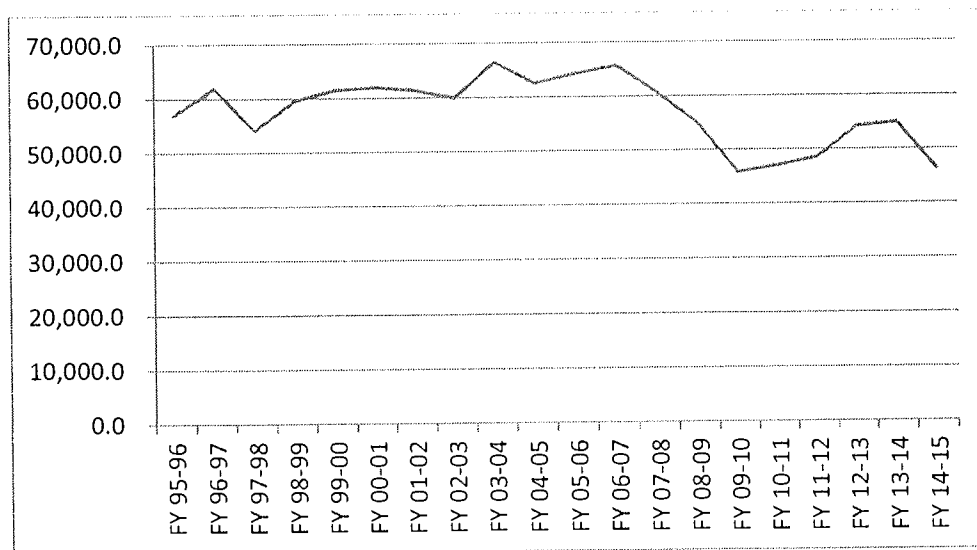
- Contact information
- A list of supplies
- Locations of supplies
- Outside Mutual Aid resources
- SOPs available on a website, in manuals, and in emergency vehicles

Over the last decade there have been efforts to move Emergency Management Planning away from addressing individual disasters towards an All-Hazard Management plan. The All-Hazard model takes a task and breaks it down into an emergency plan in which all employees follow a standard protocol. On reviewing this plan with Sonoma Water’s emergency plans, the goal is to have current utilities incorporate the All-Hazard concepts into their existing emergency preparedness. The All-Hazards model does not focus on the incidents that cause the problems, it focuses on addressing the consequences, such as loss of power. As the concepts are new and not yet fully implemented, the Grand Jury believes that Sonoma Water should continue their current approach in progress, to disasters, including the above recommendations, and continue to evaluate the newer All-Hazard consequences Model while retaining its current approach.

Technical Data

Sonoma Water is authorized to withdraw up to 75,000 acre-feet of water from the Russian River annually. In recent years, the water volume actually withdrawn has been considerably less, with per capita consumption of water declining in response to public relations efforts and citizen cooperation to conserve. In fiscal year 2015-16, for example, reported water deliveries for the year were 39,905 acre-feet. With population growth, more water and more conservation may both be necessary in the future. In anticipation of future demands, the district has acquired upstream access along the river where other extraction wells could be installed adjacent to the river.

Acre-foot of water – the volume of water necessary to cover one acre of surface area to a depth of one foot. Equal to 43,560 cubic feet, or 325,851 gallons.



Water Delivered by Sonoma Water, acre-feet per year
(Source: Sonoma Water)

The extraction wells filter the supply, avoiding intake water treatment other than preventive chlorination. These Ranney type wells extract water from the aquifer with direct connection to a surface water source, in this case the Russian River (https://en.wikipedia.org/wiki/Ranney_collector). The wells are housed in three caissons at Wohler Bridge and three at Mirabel. Each caisson houses two matched turbine pumps. The combined pumping capacity of wells at Wohler Bridge and Mirabel exceeds system requirements, providing redundant capacity for normal servicing and emergency events.

Power is purchased from PG&E and delivered at 60kV (kilovolts) to the water district's switchyard where it is stepped down for pumping and other electrical uses at Wohler Bridge and Mirabel.

During peak water use in the summer, the wells at Mirabel could draw down too much water if operating alone. The solution is an inflated rubber dam that allows water to be pumped to adjacent spreading basins, where it filters back into the Ranney wells.

Water storage tanks in strategic locations along the aqueduct and contracting communities are used to balance system flows, sustain system pressures, and provide backup supplies for emergencies. Tank maintenance (re-coating) throughout the system is about three years behind the optimal schedule. Re-coating takes the tanks out of service for an extended period up to a year, reducing storage capacity.

Local Hazard Mitigation Projects

Beginning with the first LHMP in 2008, Sonoma Water has participated in successive hazard mitigation efforts which are cited as contributing to a stronger water supply system. By 2012, several projects had already been completed. To date, Sonoma Water has completed more than 32 projects ranging in cost from \$71,000 to 12.7 million dollars.

Some of the completed projects include:

- providing 14 isolation valves to over 90 miles of transmission pipeline for seismic mitigation
- implementing Mirabel site seismic improvements
- mitigating Santa Rosa Aqueduct seismic hazards over Rogers Creek Fault Crossing
- procuring large diameter flexible hose to deploy for emergency use
- procuring stockpile material for use in emergency
- developing a dedicated Emergency Operations Center
- installing additional UPS (uninterrupted power supply) units at each facility to prolong communications.

The total cost for the 32 projects was greater than 63.28 million dollars; additional projects are in progress at this time.

Hazard Risks and Water Shortage

Sonoma Water estimates that after a 7.0+ earthquake, potential damages to aqueducts and/or pumping stations would be restored within three days. Sonoma Water projects it has a day and a half of stored water available during the repair period. The contracting cities have similar water storage and well capacity to cover needs during repairs.

Three days is an optimistic estimate. Other factors and experience point to more extended water outages. Sonoma Water recently estimated that if emergency repairs to their River Diversion System (RDS) were needed, the restoration could take 2-3 weeks.

Water Sources:

On average, Sonoma Water supplies 90-95% of the water required by the nine contracting cities and local water agencies; the rest of the water, supplied from local wells, is not sufficient to sustain full flow needs.



■ Russian River ■ Other ■ ■

According to FEMA,

“People have been encouraged to maintain an emergency supply of water. This has been widely interpreted as a recommendation to keep a three –day supply of water on hand. However, after a major earthquake that probably will not be enough. FEMA is recommending that you have enough water for each member of your family, to meet their needs for two weeks.”

Emergency relations officers within the county recommend that every household keep enough water for a week, and even that amount might not be enough. The East Bay MUD projects repair estimates of 1-2 weeks, and a significant period of water shortage. Estimates from the Los Angeles basin noted that it might take months to complete repairs to their three main aqueducts. They added that that shortfall could become a major issue for potable water, reduction of fire protection and sanitation operations with public health consequences. In 2015, Southern California’s Shakeout 2 Scenario, an earthquake practice drill, showed a “significant vulnerability in the conveyance system where pipes and other components cross or are located close to the San Andreas Fault. Major damage to the water system could leave the most affected areas without running water for up to 6 months.”

Sonoma Water’s optimistic estimate of three days is conditional on the availability of suitable repair parts, aqueduct pipe, joints, pumps and valves. The Grand Jury has surveyed the supply of repair parts around the aqueduct and found the inventory of emergency supplies is sparse and the inventory list is incomplete and out-of-date.

The 2018 California State Hazard Mitigation Plan noted that “based on the most recent earthquake forecast model for California, the USGS and other scientists estimate a 72% probability that at least one earthquake of magnitude 6.7 or greater, capable of causing widespread damage, will strike the San Francisco Bay Area before 2044.” While damage from an earthquake varies considerably from one scenario to another, people need to maintain personal emergency water supplies for substantially more than 3 days. “Despite the County efforts to reduce risks, no amount of planning or mitigation can prevent disasters from occurring or eliminate the risks of such events all together. The County’s actions may help to reduce the risks and impacts these hazards pose to life, property and the economy. While the Hazard Mitigation Plan seeks to identify opportunities for reasonable mitigation actions, each individual has a responsibility to be aware of the potential hazards where they live and to minimize their own household’s vulnerability.” (Sonoma County Hazard Mitigation Plan, October 2016)

Emergency Policies, Systems, and Program Weaknesses

In the event of an emergency, Sonoma Water activates an Emergency Operations Center (EOC) subordinate to the Sonoma County EOC. Sonoma Water serves the interests of citizens, drawing water from about 60 small, independent water systems scattered throughout the County. Sonoma Water EOC maintains contact with its operations through a Supervisory Control and Data Acquisition (SCADA), with the ability to dispatch corrective action if the water supply is disrupted. Procuring a mobile operations center with full SCADA capabilities is listed on the

2018 mitigation action sheet, but has not been implemented. Improvements in the SCADA system have been discussed but not implemented.

The ability of Sonoma Water and any utility to respond to failures depends on the rapid availability of qualified repair personnel, either on-staff or from mutual aid support. To be successful, advanced training and coordination is necessary.

For several years Sonoma Water has been working on their Emergency Plans, and completed the Continuity of Operations Plan (COOP) in June 2018. The COOP is a plan to continue essential governmental functions across a wide range of emergencies. The Emergency Response Plan has been replaced by the Sonoma Water Emergency Operations Plan, completed in 2017.

Water Agency Contractors' Emergency Actions

The Civil Grand Jury researched two cities to inform the public regarding the emergency response on the part of a sample of city water contractors, one with a large population and one with a smaller population.

City of Santa Rosa

The City has developed their own LHMP, Emergency Operations Plan Annex, and Urban Water Management Plan. Santa Rosa takes delivery from Sonoma Water at 60 psi (pounds per square inch). The water transmission system operates within zones and sectionalizing valves to permit failure isolation. If needed, a City well on Farmers Lane and Sonoma Avenue could provide water. The main water line down Sonoma Avenue was installed with flex couplings to allow for movement during earthquakes.

Restoration of water deliveries in Santa Rosa after an earthquake requires operating personnel to drive along the major pipelines, identify failures and fix them, or call a team for repairs. The Santa Rosa Water Department Operations Center (DOC), and The City of Santa Rosa Emergency Operations Center locate and acquire additional resources as necessary. Water emergencies might be addressed by third party contractors to import water or obtain bottled water, and then distribute the water through point of dispensing centers (PODs). Health and safety, as well as fire protection are prioritized.

Santa Rosa water workers (cross trained and certified in water and wastewater operations) are on mandated duty during emergencies. Most of the City workers live locally, with some living as far away as Ukiah. The standard work mode is for a two-person field crew team to follow water supply routes and report leaks to the DOC/EOC. At the DOC/EOC, the operations are logged on in conjunction with Geographic Information System (GIS) displays and hard copy map books.

The City of Santa Rosa Water and Wastewater group conducted earthquake drills from 1984 onward, believing earthquakes posed the most extreme risk. Those drills helped with the fires of October 2017, even though the drills were for an earthquake. In the past, none of the simulation drills were jointly done with Sonoma Water. The Santa Rosa Emergency Operations Plan lacks coordination with the other water contractors.

In Santa Rosa, if there were a sustained water shortage following an earthquake, people would be urged to shelter in place if possible, or relocate to one of the emergency centers such as Finley Park or a Place to Play, where tent camping might be an option. Back-up water delivery modes for Santa Rosa City include POD hose taps, milk trucks, bottled water, private wells, and additional wells for use during emergencies.

Santa Rosa Water has had no cross training with other organizations, although it does anticipate mutual aid through the California Master Mutual Aid Agreement. The City of Santa Rosa participates in Sonoma Water's Water Advisory Committee (WAC) and Technical Advisory Committee (TAC) meetings with other contractors to share information.

City of Sonoma

Water supplies in the City of Sonoma rely on Sonoma Water, supplemented by city wells especially during peak periods, drought, and emergencies. The City's water operations could get by for about two weeks if cut off entirely from Sonoma Water. They would rely on conservation, rationing, city well water, and whatever water remained in the city water tanks. This may require a work-around of any break in the line, using what is available, including hoses. Data from the City's water management plan suggests there is an expectation that consumers could get by on a 15-20% reduction of normal water flows for a limited time.

The City has backup materials on hand in their corporate yards for emergency repairs. The water supply line diameters are smaller than the Sonoma Water aqueduct. The smaller diameter pipes are more readily available. The water supply depends on electricity for pumping capacity, so the City of Sonoma has back-up emergency generators if needed.

The City of Sonoma has no LHMP but is considering other funding options. They have an updated EOP available on-line. The City is seeking a contract with a consulting engineering firm to conduct a risk assessment based on an emergency involving water. The City does outreach to their customers through their web site under Emergency Preparedness. The City of Sonoma participates in mutual aid contracts under the California Master Mutual Aid Agreement developed under the California Emergency Services Act. The City of Sonoma, along with the other eight contractors, participates with Sonoma Water's WAC and TAC advisory committees.

Sonoma Water System - Actions during an Emergency

Sonoma Water has a direct-to-consumer public information program aimed at water conservation, and is proud that their efforts have reduced average per-capita water consumption. In the absence of a similar campaign to bolster earthquake awareness and preparation, that responsibility is currently assumed unevenly by the retailing contractors/utilities.

Sonoma Water holds periodic coordination meetings with the nine water contractors, through the WAC and TAC committees. Sonoma Water does not conduct joint emergency training sessions with these contractors, but may contact them for help if needed. Sonoma Water has larger diameter transmission pipes than the water retailers, and skilled personnel versed in handling

them. Due to the larger diameter pipeline sizes, Sonoma Water staff would be the most available and best qualified to take care of most issues. Joint exercises would provide specialized training to the nine water contractors.

Emergency preparations include stockpiling spare pipe and valves at scattered corporate yards, including those at Wohler Bridge and Mirabel. Sonoma Water relies on good vendor relations to fill emergency needs if their inventory is not already on hand. Portable, flexible 12" hose line is available to bypass water outages. Problems with collector wells could create a special issue needing expert help from outside of Sonoma Water.

In addition to seismic events, the Local Hazard Mitigation Plan continues to address floods, droughts, wildfires, and sea-level changes - all exacerbated by climate change.

Throughout this investigation, the Civil Grand Jury has been impressed with the expertise, education and dedication of the staff at Sonoma Water and its contractors.

FINDINGS

F1. Sonoma County relies primarily on the Russian River for drinking water which may be disrupted in the event of a major earthquake.

F2. Sonoma County relies primarily on a single wholesale provider for its water. Sonoma Water, which delivers water under contract to cities and water districts in Sonoma County and northern Marin County, may be without sufficient resources to meet all emergency needs.

F3. In the event of a major earthquake, water supplies are likely to be significantly disrupted for extended periods of days or weeks, although reduced water supplies may be provided through alternative means. Full recovery of systems could take longer.

F4. Measures implemented by Sonoma Water to reduce the risk of critical water shortages following a major earthquake have relied heavily upon state and federal grant funds, but implementation has fallen behind the schedules proposed in the LHMP. A more rapid reduction of risks could be achieved through water rate adjustments.

F5. Consistent with FEMA recommendations, residents need to maintain their own emergency source of water to meet their personal needs for more than the three days frequently stated by officials.

F6. More public outreach is needed to educate water users to their risks and individual responsibility for earthquake preparedness.

F7. Coordination between Sonoma Water and its contractors needs to improve by increasing training exercises, mutual aid training, and systems information exchange.

F8. Because operating pressures must be maintained throughout the system, water contractors have limited ability to curtail non-essential water uses without compromising availability of water for critical applications such as fire suppression and hospital use.

F9. Sonoma Water's planning for earthquake response, supplies, repairs, and restoration of water depends significantly on institutional repair knowledge concentrated in a few long-term employees, but lacks adequate documentation such as manuals for standard operating procedures.

F10. Sonoma Water's estimate of three days to return to service following an earthquake is conditional on the availability of suitable repair parts, aqueduct pipe, joints, pumps and valves. The Grand Jury found the inventory of emergency supplies is sparse and the inventory list is incomplete and out-of-date.

F11 Sonoma Water and its water contractors maintain a well-designed system and have made significant progress in mitigating earthquake risks. Ongoing efforts are needed to reduce remaining risks.

RECOMMENDATIONS

The Sonoma County Civil Grand Jury recommends that:

R1 Sonoma Water review and establish viable options for accelerating how rapidly the highest-priority mitigation measures are being funded and implemented, by December 31, 2019. (F3, F4)

R2 Sonoma Water maintain inventory lists with current goals for items, quantities, locations, and sourcing; and improve stockpiling accordingly, by December 31, 2019. (F10)

R3 Sonoma Water and water contractors derive and publicize more realistic outage periods and provide updated information to the public, by December 31, 2019. (F5, F6)

R4 Sonoma Water improve coordination with water contractors, including field exercises, by December 31, 2019. (F7)

R5 Water contractors study options for making local systems more adaptable under emergency conditions - such as dedicated supply loops, digitally monitored metering, or automatic shut-down valves, by December 31, 2019. (F8)

R6. Sonoma Water prepare and maintain one or more SOPs (Standard Operating Procedures) for the restoration of water deliveries specifically for an earthquake; SOPs should be updated annually or whenever there are changes to procedures, by December 31, 2019. (F9)

REQUIRED RESPONSES

Pursuant to Penal Code sections 933 and 933.05, the Grand Jury requires responses as follows:

R1, R2, R3, R4, R6- Sonoma Water

R5 Water Contractors: Santa Rosa, Rohnert Park, Cotati, Petaluma, Sonoma, Windsor, Valley of the Moon Water District, Marin Municipal Water District, and North Marin Water District

GLOSSARY

ABAG – Association of Bay Area Governments
CAL-OES – California Office of Emergency Services
DOC – Department Operations Center
EOC – Emergency Operations Center,
EOP- Emergency Operations Plan
FEMA – Federal Emergency Management Agency
LHMP – Local Hazard Mitigation Plan
PG&E – Pacific Gas and Electric
POD – Point of Dispensing site, for water
SCWA – Sonoma County Water Agency/ Sonoma Water/SW
SCADA – Supervisory Control and Data Acquisition
SOP- Standard Operating Procedure
TAC – Sonoma Water’s Technical Advisory Board
USGS – United States Geological Survey
WAC – Sonoma Water’s Water Advisory Board

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City of Santa Rosa and City of Sonoma

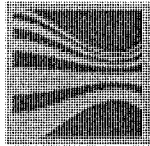
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**Sonoma
Water**

CF/0-0-1 Grand Jury (ID 33)

August 12, 2019

Hand-Deliver

The Honorable Gary Nadler
Presiding Superior Court Judge
Hall of Justice
600 Administration Drive
Santa Rosa, CA 95403

RE: Sonoma County Water Agency Response to Sonoma County Civil Grand Jury 2018-2019 Final Report

Dear Honorable Judge Nadler,

The Sonoma County Water Agency (Sonoma Water) respectfully submits the following responses regarding recommendations and findings in the 2018-2019 Sonoma County Civil Grand Jury Final Report ("Report"). Please also find attached the completed Response to Grand Jury Report Form. We appreciate the diligent work of the Grand Jury to understand and advise on issues critical to our local communities, such as this year's review of Sonoma Water's readiness to continue providing water if faced with a major earthquake. Sonoma Water also appreciates the Grand Jury's recognition of the significant resources Sonoma Water and its water contractors have invested in strengthening the water transmission system to mitigate the potential effects of a major earthquake, as well as other potential natural hazards.

As recognized in the Report, and as stated below, Sonoma Water and its water contractors have invested substantially in efforts to protect Sonoma Water's water supply infrastructure against natural disaster events, including a severe earthquake. Following an extensive four-year vulnerability assessment and development of its first Local Hazard Mitigation Plan in 2008, Sonoma Water established its eligibility to receive federal hazard mitigation funding and has since successfully secured over \$12 million in grant funds with additional funding of nearly an equal amount that is pending approval. Of this nearly \$24 million in grant funding, approximately \$13 million is specifically designated to protect the water transmission system against the risks of an earthquake. Implementation of risk reduction projects is being actively pursued as funds are available, including to-date, the completion of some of our highest priority seismic mitigation projects and continuing progress on several additional high priority projects. A locally funded, Regional Water Supply Resiliency Study is also underway that will assist Sonoma Water and its water contractors to identify potential opportunities to mitigate system vulnerabilities, including associated seismic risks, through the shared resources of these regional water supply partners across Sonoma Water's service area. Sonoma Water is committed to make its water supply infrastructure increasingly resilient in the face of multiple natural hazard threats.

Sonoma Water's responses below address findings F1-F7 and F9-F11, as well as recommendations R1-R4 and R6 of the portion of the Report entitled, "Will There Be Water After An Earthquake?" Please note that responses to finding F8 and recommendation R5 are not included from Sonoma Water, as those responses are to be provided by Sonoma Water's contractors.

FINDINGS

FINDING F1:

Sonoma County relies primarily on the Russian River for drinking water which may be disrupted in the event of a major earthquake.

Response: Sonoma Water agrees with this finding.

The Russian River is the primary source of drinking water for much of Sonoma County, including the predominant portion of the most urbanized areas of the County. There are multiple public water systems whose water supply is reliant on the Russian River, and in the event of a major earthquake, temporary service disruptions could occur. The public should anticipate the possibility of service disruptions and make appropriate preparations in advance. To assist the public in this regard, Sonoma Water will be collaborating with the water contractors and appropriate emergency management entities to develop and make available consistent guidance.

As a point of clarification, it should be noted also that a significant segment of the County population is not reliant on the Russian River for its drinking water supply and instead relies upon groundwater sources, for which the susceptibility to the effects of a major earthquake could vary. Non-Russian River water users are generally those users who: (1) are not located along the Russian River corridor, or (2) do not receive water from Sonoma Water or its water contractors.

FINDING F2:

Sonoma County relies primarily on a single wholesale provider for its water. Sonoma Water, which delivers water under contract to cities and water districts in Sonoma County and northern Marin County, may be without sufficient resources to meet all emergency needs.

Response: Sonoma Water agrees with this finding.

Sonoma Water provides wholesale drinking water from the Russian River to approximately 600,000 customers and businesses in Sonoma and Marin Counties. Sonoma Water's service area generally covers much of the urbanized portions of these counties and provides a significant portion of the water supply for the predominant majority of the resident population. The water supply for customers who receive their drinking water from the cities of Santa Rosa, Rohnert Park, Cotati, Petaluma, Sonoma, Town of Windsor as well as Valley of the Moon,

North Marin, and Marin Municipal Water Districts, and a limited number of other surplus customers, is wholly or partially reliant on Sonoma Water's infrastructure for water delivery.

Though Sonoma Water is implementing measures to protect its infrastructure to ensure continued water service, temporary service disruptions could occur following a major earthquake. Not all risk can be feasibly eliminated, but Sonoma Water is well prepared to make repairs and restore service in a timely manner for an array of potential damage incidents. For a severe earthquake event, the extent of damage could however exceed Sonoma Water's capacity and available resources to make timely repairs. Under these circumstances, Sonoma Water is prepared to draw upon external resources to assist in the restoration of water service to minimize the duration and potential for extended service disruptions. Vendor resources and/or resources provided by other governmental entities and associations, such as California Water/Wastewater Agency Response Network (CalWARN), California Utility Emergency Association, and through California's Master Mutual Aid Act are some of the external resources Sonoma Water would engage to accelerate the restoration of water service.

In addition, Sonoma Water is currently engaged with the water contractors in evaluating natural hazard vulnerabilities and associated risk mitigation at a regional scale. The Regional Water Supply Resiliency Study, currently underway, will seek to identify potential opportunities to coordinate water supply operations and share water resources with and among the water contractors as part of disaster response. The ability to optimize the management of regional resources to benefit local communities will only decrease reliance on the other aforementioned third party resources for restoring water service following a major earthquake.

FINDING F3:

In the event of a major earthquake, water supplies are likely to be significantly disrupted for extended periods of days or weeks, although reduced water supplies may be provided through alternative means. Full recovery of systems could take longer.

Response: Sonoma Water agrees with this finding.

A massive seismic event will likely result in significant damage and thus service interruptions for any water system (or any infrastructure for that matter). While the timing of occurrence, location and duration of such events and resulting extended service disruptions cannot be forecasted or predicted, we agree there is potential for extended outages and/or periods of impaired water supply following a major earthquake. The risk of extended service disruption is not anticipated for less severe earthquakes. For catastrophic circumstances resulting from severe earthquakes, Sonoma Water would rely not only on its internal and regional resources, but also state, federal and potentially international mutual aid resources for interim emergency health and safety water supply until the necessary system repairs can be made.

FINDING F4:

Measures implemented by Sonoma Water to reduce the risk of critical water shortages following a major earthquake have relied heavily upon state and federal grant funds, but implementation has fallen behind the

schedules proposed in the LHMP. A more rapid reduction of risks could be achieved through water rate adjustments.

Response: Sonoma Water disagrees partially with this finding.

Sonoma Water's implementation of seismic hazard mitigation projects identified in our Local Hazard Mitigation Plan has since 2008 predominantly relied upon grant funding provided by the Federal Emergency Management Agency (FEMA), administered through the California Office of Emergency Services (California OES). The availability of funds is not always certain and can vary depending on a number of factors. When funds are available, grants are awarded on a competitive basis. Sonoma Water has been highly successful in securing grant funds to implement multiple seismic hazard mitigation projects. However, the schedule of funding availability, the selection of candidate projects, and the completion of federal environmental compliance documentation by FEMA are just some of the factors that increase the uncertainty of implementation schedules for projects that rely on this funding. Water rate adjustments is one approach that may provide opportunity to implement seismic risk reduction measures more rapidly by reducing the uncertainty of funding availability and timing. However, funding uncertainty is not the only factor that can affect implementation of seismic mitigation measures. Many of these projects are often reliant on other processes that can contribute to delays, such as the need to secure and comply with multiple permits, comply with the requirements of the California Environmental Quality Act (CEQA), acquire right-of-way, and prioritize among numerous other important risk mitigation projects (e.g. regulatory, climate, aging infrastructure, etc.)

FINDING F5:

Consistent with FEMA recommendations, residents need to maintain their own emergency source of water to meet their personal needs for more than the three days frequently stated by officials.

Response: Sonoma Water agrees with this finding.

Currently, FEMA emergency preparedness websites such as www.ready.gov and federal publications on disaster readiness still recommend to individuals and families a minimum of three days of food and water in their personal disaster kits. Sonoma Water agrees consistent public outreach and education is needed to help our community prepare for longer than 72 hours.

FINDING F6:

More public outreach is needed to educate water users to their risks and individual responsibility for earthquake preparedness.

Response: Sonoma Water agrees with this finding.

Public outreach and education on individual and family disaster preparedness is an area identified by the County of Sonoma for improvement. Sonoma Water agrees that more can be done to coordinate and share those messages with the public and the importance of adequately preparing family disaster kits based on the local risk of earthquakes and other natural hazards. Sonoma Water is committed to supporting this area of improvement.

FINDING F7:

Coordination between Sonoma Water and its contractors needs to improve by increasing training exercises, mutual aid training, and systems information exchange.

Response: Sonoma Water agrees with this finding.

Sonoma Water is committed to supporting local and regional communities and partnering agencies during emergency response to disasters. Sonoma Water's commitment to building emergency capabilities during emergencies is reflected in our partnerships, trainings, exercises, and mutual aid deployments. Trainings hosted by Sonoma Water are open to other local governments and invitations to participate are sent to the water contractors.

Sonoma Water has provided mutual aid staff and equipment resources during the 2015 Valley Wildfire in Lake County, the 2018 Mendocino Complex wildfires, and during the 2017 October Complex Wildfires Sonoma Water provided mutual aid staff and equipment resources to County of Sonoma emergency operations and to the City of Santa Rosa Water Department during response and recovery. Mutual aid and requests for assistance are facilitated under the terms of various Sonoma Water emergency mutual aid agreements and associations including California Utility Emergency Association, California Water and Wastewater Agency Response Network, Regional Flood Control mutual aid agreement, and the California Master Mutual Aid Agreement. Increasing Sonoma Water's local knowledge of water and wastewater mutual aid options and processes may be a desirable area of joint trainings with water contractors.

Sonoma Water and the water contractors routinely coordinate on issues related to water supply. Joint efforts with the water contractors, such as the current Regional Water Supply Resiliency Study, is one example of our mutual collaboration. This multi-phase study will enhance the understanding of Sonoma Water and each retailer's system in regards to emergency response operations and resilience to natural hazard events. In particular, the study will identify associated opportunities for risk mitigation at a regional scale, through shared resources and coordinated operations following a disaster event.

FINDING F9:

Sonoma Water's planning for earthquake response, supplies, repairs, and restoration of water depends significantly on institutional repair knowledge concentrated in a few long-term employees, but lacks adequate documentation such as manuals for standard operating procedures.

Response: Sonoma Water disagrees partially with this finding.

The operational and maintenance staff at Sonoma Water are highly skilled and licensed professionals in the water and wastewater industry standards. Under an existing and unique training program, field staff are rotated and cross-trained intentionally to support all the operational, maintenance, and repair needs of both the water and wastewater systems. This cross-training significantly enhances Sonoma Water's flexibility and capability to respond to a disaster event. There is a certain dependency however on managers with long term institutional knowledge to plan, coordinate, and manage repairs to the water system. Those processes may lack sufficient documentation and Sonoma Water recognizes this as an opportunity for improvement.

FINDING F10:

Sonoma Water's estimate of three days to return to service following an earthquake is conditional on the availability of suitable repair parts, aqueduct pipe, joints, pumps and valves. The Grand Jury found the inventory of emergency supplies is sparse and the inventory list is incomplete and out-of-date.

Response: Sonoma Water disagrees partially with this finding.

Sonoma Water's Earthquake Response Plan estimates between three days and up to two weeks for some repairs depending on the earthquake location and severity. Due to the size, scale, high cost, and general impracticality of maintaining some parts and equipment, like certain pumps, Sonoma Water may not purchase and store long-term some components of its system. In a disaster, expedited emergency procurement using vendors, contracts, and mutual aid resources is a strategy for acquiring the additional resources to complete emergency repairs that may take longer than three days to complete. The coordination of these emergency procurement deliveries would be assisted by the California Utility Emergency Association for which Sonoma Water is an active member. During the repairs and restoration process, Sonoma Water would collaborate with the water contractors to continue water deliveries using system redundancies, alternate water supplies, and various operational strategies.

Existing inventory lists of parts and equipment needed for repairs are individually managed by Sonoma Water's W. A. Coordinators. This individualized basis of management lacks consistency. An updated assessment of current stockpiles and a consistent inventory management system are recognized areas of improvement for Sonoma Water.

FINDING F11:

Sonoma Water and its contractors maintain a well-designed system and have made significant progress in mitigating earthquake risks. On-going efforts are needed to reduce remaining risks.

Response: Sonoma Water agrees with this finding.

While it is of course impossible to eliminate all water supply related risks associated with natural hazards, such as a major earthquake, Sonoma Water remains committed to continuing efforts to further enhance the resilience of its water supply and transmission system and collaborating with the water contractors in their pursuits to do

the same. In addition to the on-going implementation of risk mitigation projects, the aforementioned Regional Water Supply Resiliency Study, a collaborative effort between Sonoma Water and the water contractors, is a recent example of continuing coordinated efforts being pursued to further reduce earthquake risks to the local water supply.

RECOMMENDATIONS

RECOMMENDATION R1:

Sonoma Water review and establish viable options for accelerating how rapidly the highest-priority mitigation measures are being funded and implemented, by December 31, 2019.

Response: The recommendation has not yet been implemented, but will be implemented in the future.

Sonoma Water fully supports efforts to implement seismic hazard mitigation measures, including acceleration of the highest-priority measures identified in its Local Hazard Mitigation Plan (LHMP). Since 2003, Sonoma Water has diligently pursued identification of its water supply system's potential vulnerabilities to major earthquakes, as well as flood, wildfire, drought, and a range of other natural hazards. Sonoma Water and its water contractors have made substantial investment in both assessing these vulnerabilities and implementing measures to reduce the risk of service outages. In 2007, Sonoma Water completed an exhaustive science-based Natural Hazard Reliability Assessment of its water transmission system, identifying numerous mitigation measures to address potential vulnerabilities, including measures to address ten (10) of the highest priority vulnerabilities that posed the greatest risk to the ability to provide continuous wholesale water supply service during and after a major earthquake. These highest seismic risk priority measures were included in Sonoma Water's 2008 LHMP. This comprehensive assessment was conducted in coordination with Sonoma Water's contractors. As discussed further below, Sonoma Water engaged the water contractors in a long-term financial planning process to discuss the priorities for various projects associated with: (1) addressing risk from natural hazards (seismic and flooding), (2) maintenance, (3) compliance with the 2008 Biological Opinion for water supply operations on the Russian River, issued by the National Marine Fisheries Service ("Biological Opinion"), and other regulatory requirements, and (4) meeting future water demand. While not all risk can be feasibly eliminated, to date, Sonoma Water has expended significant funding to complete or initiate several of the highest priority projects as described below:

- In 2013, Sonoma Water completed construction of the Santa Rosa Aqueduct Crossing at Rodgers Creek Fault – the single highest priority project identified in the LHMP. This project was designed to reduce the risk of pipeline rupture at the one location where Sonoma Water's transmission system is traversed by the Rodgers Creek Fault.
- In 2014, Sonoma Water completed ground improvements for the River Diversion System (RDS) to protect against the damaging effects of seismically-induced liquefaction in the vicinity of the production pumping facilities along the Russian River.

- In 2017, Sonoma Water completed construction of the isolation valves project, whereby Sonoma Water has enhanced the resiliency of the water transmission system and lowered the potential for uncontrolled releases of water by increasing the points of isolation in the system – allowing greater opportunity to isolate damaged portions of the system more rapidly, reducing damage, and restoring service in timely fashion following an earthquake.
- Several other of these highest priority projects are in progress. Designs and environmental compliance work have been completed to a 90% stage for two (2) Russian River-Cotati Intertie mitigation projects for aqueduct crossings at the Russian River and Mark West Creek to reduce the risk of liquefaction induced damage to this aqueduct. The design of the Santa Rosa Creek crossing project has also recently commenced this year. All three of these high priority seismic mitigation projects are scheduled to complete construction by 2021.
- Measures have also been initiated with the implementation of the Advanced Metering Infrastructure (AMI) project to enhance Sonoma Water’s real-time flow monitoring capabilities at selected service turnouts along the transmission system. Improved flow monitoring at key turnouts will ultimately allow Sonoma Water to more rapidly assess where earthquake damage may be more prevalent within its service area and thus better inform operational decisions and priorities following an earthquake event.
- Initial planning efforts to address liquefaction related vulnerabilities to three identified collector well facilities (Collectors 3, 5, and 6) have been conducted, revealing that no feasible options are readily identifiable and additional alternatives need to be evaluated. Sonoma Water, in coordination with the water contractors, is currently initiating a broader regional water supply reliability study that will consider how this and other natural hazard vulnerabilities may be mitigated across Sonoma Water’s service area.
- In addition to these highest priority projects, other efforts have also been implemented or are currently proceeding to further protect Sonoma Water’s ability to reliably supply water following a major natural hazard event. Seismic retrofits at Sonoma Booster Pump Station #1 and Ralphine Tanks, installation of a standby power generator at Sonoma Water’s administrative building, and electrical resiliency upgrades at the Ely Booster Pump Station are some of these additional measures currently being pursued.

As previously mentioned, many of these highest priority seismic mitigation projects have advanced with substantial funding support from federal hazard mitigation grants administered through FEMA. Since the development of the first LHMP in 2008, Sonoma Water has successfully competed to secure over \$12 million in FEMA grant funds to implement natural hazard mitigation projects. Another \$5.76 million has been conditionally awarded pending completion of federal environmental compliance regulations, and an additional \$5.8 million has received California OES recommendations for FEMA funding, and is currently pending FEMA approval. Of this nearly \$24 million in hazard mitigation grant funding, more than half (approx. \$13 million) specifically addresses improvements to the water supply system to mitigate the risk of damage resulting from a major earthquake. Additional local funding, derived from the sale of water, is used to complement the grant funds. FEMA typically requires this local “match” funding to be no less than 25% of the grant amount.

Prior to commencing any of the hazard mitigation measures identified in the original LHMP, Sonoma Water and the water contractors weighed options for funding the implementation of seismic hazard mitigation projects in

conjunction with other necessary programs. Funding options regarding seismic hazard mitigation projects were considered and discussed with the water contractors through the Water Advisory Committee (WAC) and the consensus amongst Sonoma Water and the water contractors was to pursue grant funding as the primary basis for funding. This approach balanced the need for seismic mitigation projects with the need for other projects, such as regulatory required projects to comply with the Biological Opinion, as well as other operational needs affecting water rates. Sonoma Water appreciates the Grand Jury's acknowledgment of the successes of this program and the benefits it has provided toward helping to reduce seismic related risks to our region's water supply.

Sonoma Water also acknowledges that while the program has made significant strides toward seismic risk reduction for the highest priority projects, progress has not kept pace with the initial implementation schedule identified in the LHMP. The technical complexities and increased costs of these projects, combined with the uncertainties of grant funding schedules have added to the schedule challenges. Notwithstanding these challenges, Sonoma Water supports the Grand Jury's recommendation to review options for accelerating the funding and implementation of the seismic mitigation projects. In addition, Sonoma Water is nearing completion of a Climate Adaptation Plan which, similar to the aforementioned Natural Hazard Reliability Assessment, will result in the identification of the highest priority climate-risk vulnerabilities (i.e., wildfires, drought, flood, and sea-level rise) and corresponding mitigation projects to reduce these risks. Sonoma Water believes that these mitigation projects should also be included in updating overall project priorities assessment.

As most options for increasing funding are likely to rely to some degree upon more significant water rate increases into the future, close coordination with the water contractors is essential to establish feasibility. In support of the Grand Jury's recommendation, Sonoma Water will present options for accelerating the highest priority seismic risks hazard mitigation projects to the WAC's Technical Advisory Committee (TAC) during preparation of the Fiscal Year 20/21 budget. Additional time beyond the Grand Jury's recommended date is required based on the annual budget schedule for the water transmission system. To be completed by June 30, 2020.

RECOMMENDATION R2:

Sonoma Water maintain inventory lists with current goals for items, quantities, locations, and sourcing; and improve stockpiling accordingly, by December 31, 2019. (F10)

Response: The recommendation has not yet been implemented, but will be implemented in the future.

Under Sonoma Water's current practice, it has procured and maintained an inventory of emergency equipment and supplies needed to ensure rapid response to emergency repairs of the water supply systems and recently demonstrated this capability in 2014 during an emergency repair of the Cotati Aqueduct that was damaged by a contractor. The emergency supplies are procured and individually managed by Sonoma Water's W.A. Coordinators. Knowledge, inventory maintenance, sourcing, and documentation currently varies by coordinator. To improve inventory management, Sonoma Water will select, implement, and train staff on a consistent inventory management system by December 31, 2019 that includes: item description and use, quantities, location, sourcing, tracking, maintenance, and primary point of contact.

In addition to the inventory management system improvements, Sonoma Water will review existing vulnerabilities and likely emergency repair sites against current emergency inventory. Any identified gaps of available supplies or equipment that are required to meet anticipated repairs will be procured, budgeted, or specific operational procedures will be developed to identify the means by which such supplies and equipment are to be procured in the event of an emergency. Sonoma Water will develop and implement a system that will be used to evaluate our existing emergency inventory against our system vulnerabilities by December 31, 2019.

RECOMMENDATION R3:

Sonoma Water and water contractors derive and publicize more realistic outage periods and provide updated information to the public, by December 31, 2019. (F5, F6)

Response: The recommendation has not yet been implemented, but will be implemented in the future.

Following the October 2017 Sonoma Complex Wildfires, the County of Sonoma created a new Department of Emergency Management and hired several new positions. During County Operational Area coordination meetings and working groups, consistent public messaging, warnings, alerts, etc. have been identified as an area of improvement before, during and after disasters. Sonoma Water, the County of Sonoma, public safety agencies, and water contractors are all committed to these goals.

In support of those efforts, Sonoma Water will collaborate with the Sonoma County Department of Emergency Management, the County Health Department, Cities ("Operational Area Partners") and water contractors on local risks and water outages that may be longer than 72 hours. Specifically, Sonoma Water will:

1. Develop, in partnership with Operational Area Partners and water contractors, consistent public information and recommendations for emergency water supplies. To be completed by December 31, 2019
2. Expand Sonoma Water's public website to include education information on water outages and public emergency water storage recommendations consistent with Operational Area Partners and water contractors by December 31, 2019.

RECOMMENDATION R4:

Sonoma Water improve coordination with water contractors, including field exercises, by December 31, 2019. (F7)

Response: The recommendation has not yet been implemented, but will be implemented in the future.

Sonoma Water and the water contractors routinely coordinate on issues related to water supply. The WAC and TAC meetings are two of the key forums through which this coordination occurs, but other avenues of collaboration and information exchange, such as the regular Operations Coordination meetings with representation from each water contractor, are also utilized. Joint efforts such as the Regional Water Supply

Resiliency Study that is currently underway is another example of mutual collaboration. This multi-phase study will enhance the understanding of Sonoma Water and each retailer's systems in regards to natural hazard resilience and identify potential opportunities for risk mitigation at a regional scale through shared operational information and resources.

Collaboration between Sonoma Water and the water contractors is also demonstrated during the implementation of certain capital improvement and maintenance repair projects. During the planning and execution phases of these projects, Sonoma Water staff engage with the affected water contractors to ensure coordination among the agencies, activation of alternate water supplies, and preparation of contingency plans. These planned events and the operational coordination simulate the field level coordination that would occur during emergency response.

Sonoma Water also participates in regional and county-wide joint training and exercises, such as the Urban Shield Regional exercises, water-sector specific trainings, and emergency operations center position training. In addition to participating in joint training, Sonoma Water has pursued training funds and hosted numerous FEMA approved training courses since 2013. The majority of these trainings were regional and included invitations to the water contractors and other local government agencies. Some of the most notable joint trainings include:

- Elected Official Training Course
- Emergency Operations Center (EOC) Section Training Course - earthquake scenario
- Incident Command System (ICS) 100, 200, 700 & 800 Combined Course
- ICS 300 Course, specific to Water and Wastewater Agencies
- EOC Water Sector Unit Leader Training Course, hosted by Petaluma water contractor

Emergency preparedness training and exercises specific to local systems and with the water contractors are listed as priorities in the Sonoma Water Strategic Plan and Water Supply Strategies Action Plan. To support the joint training and exercises with the water contractors, Sonoma Water will continue to pursue funding opportunities for collective emergency response training and exercises. Sonoma Water will partner with the water contractors to incorporate our existing planned water system shut downs and operational collaborations as joint field training and exercise opportunities in the plan described below. These additional efforts will improve emergency response and coordination among the agencies.

Sonoma Water, in partnership with the water contractors, will initiate the development of an emergency training and coordination plan to describe the additional joint training, exercises, field exercises, and funding sources needed to increase readiness, collaboration, and emergency response capabilities. Draft plan to be completed by December 31, 2019.

RECOMMENDATION R6:

Sonoma Water prepare and maintain one or more SOPs (Standard Operating Procedures) for the restoration of water deliveries specifically for an earthquake; SOPs should be updated annually or whenever there are changes to procedures, by December 31, 2019. (F9)

Response: The recommendation has not yet been implemented, but will be implemented in the future.

Sonoma Water has developed over thirty emergency response plans and procedures that guide emergency response and recovery efforts. Some guide response to a specific facility or type of disaster while others are

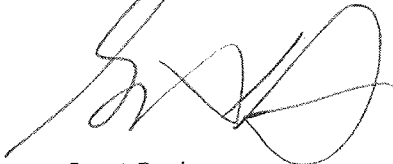
broad in nature and intended to apply to all hazards, as recommended by FEMA and California OES. These plans guide response to localized emergencies at Sonoma Water, as well as, Sonoma Water's response to larger, less frequent disasters impacting the county or region. The importance of these emergency plans and their continuous improvement is reflected in Sonoma Water's culture, strategic plans, budgeting, and dedicated staffing resources. The cross training of field staff described in our Finding F9 response is an acknowledgement that cross training of staff is critical to ensure continuity in the absence of some staff following a significant disaster. The Grand Jury review did highlight an area of dependency on the knowledge of some long term managers and Sonoma Water agrees that some additional documentation and training will support improvements in response and recovery capabilities when using alternate staffing.

As part of the continuous efforts for improvement, Sonoma Water utilizes past disaster examples to help shape and inform its emergency response protocols. Unfortunately, there have been numerous disasters in northern California over the last seven years. Following the 2014 Napa Earthquake, Sonoma Water, the water contractors, and water utilities across the state attended presentations and heard lessons learned from both the County of Napa emergency management and the City of Napa's water department. During a presentation at the WAC/TAC for Sonoma Water and its water contractors, one of those lessons learned was the successful use of mutual aid resources to assist with the rapid repair and restoration of their water distribution systems. While Sonoma Water was already well prepared to request and receive mutual aid resources through existing agreements and emergency organizations, the unique field coordination of personnel, mutual aid, and equipment contractors Napa described was identified by Sonoma Water for review and inclusion in its response strategies. Sonoma Water continues its commitment to reviewing and improving emergency response plans and procedures.

In response to the Grand Jury's recommendation, Sonoma Water staff will review and identify the decisions, processes, and actions needed for restoration of water deliveries following an earthquake and where SOPs may be missing to ensure timely restoration. Sonoma Water will develop one or more SOPs needed to facilitate the restoration of water deliveries following an earthquake, including the coordination and use of outside resources from government agencies, mutual aid associations, or general contractors. To be completed by June 30, 2020. Additional time beyond the Grand Jury's recommended date is needed to ensure adequate review and coordination with water contractors or other external entities, depending on the measures identified in the SOP(s) to be developed.

Sonoma Water appreciates this opportunity to consider opportunities to further protect the local water supply in the event of a major earthquake and looks forward to implementing the measures described herein. If you should need further clarification or have additional questions, please contact me at 547-1911.

Sincerely,

A handwritten signature in black ink, appearing to read 'Grant Davis', written over a horizontal line.

Grant Davis
General Manager

CC: Ronald Chestnut, Foreperson
Sonoma County Civil Grand Jury

Sonoma County Water Agency Board of Directors
David Rabbitt, Chairman
Susan Gorin
Shirlee Zane
James Gore
Lynda Hopkins

Sheryl Bratton
Sonoma County Administrator

Deva Marie Proto
Sonoma County Clerk

TAC Members
Drew McIntyre, North Marin Water District
Jennifer Burke, City of Santa Rosa
Craig Scott, City of Cotati
Kent Carothers, City of Petaluma
Mary Grace Pawson, City of Rohnert Park
Colleen Ferguson, City of Sonoma
Toni Bertolero, Town of Windsor
Alan Gardner, Valley of the Moon Water District
Michael Ban, Marin Municipal Water District

September XX, 2019

The Honorable Judge Gary Nadler
Sonoma County Superior Court
600 Administration Drive
Santa Rosa, CA 95403

Dee Schweitzer, Foreperson
Sonoma County Civil Grand Jury
PO Box 5109
Santa Rosa, CA 95402

Re: Sonoma County 2018-19 Civil Grand Jury Report – Will There be Water After an Earthquake?

Dear Judge Nadler/Foreperson Schweitzer:

North Marin Water District (NMWD) receives the majority (~75%) of its water from the Sonoma County Water Agency (Agency). The remainder of NMWD's water supply is from its local Stafford Lake water supply and a modest amount of recycled water developed in cooperation with Novato and Las Gallinas Valley Sanitary Districts.

Following is NMWD's response to the referenced 2018-19 Sonoma County Civil Grand Jury Report – Will There be Water After an Earthquake?

Finding F8: *Because operating pressures must be maintained throughout the system, water contractors have limited ability to curtail non-essential water uses without compromising availability of water for critical applications such as fire suppression and hospital use.*

Response: North Marin Water District agrees with this finding.

Recommendation R5: *Water contractors study options for making local systems more adaptable under emergency conditions such as dedicated supply loops, digitally monitored metering or automatic shut-down valves by December 31, 2019.*

Response: Recommendation R5 has not yet been implemented, but will be implemented in the future. Key regional elements will be implemented by Spring 2020. Various local efforts to improve and/or study options for additional system resiliency are anticipated to be complete by December 31, 2019.

Local System Integration with Regional Wholesaler

NMWD fully supports the Grand Jury's recommendation to study options for making our local public water supply system more adaptable for emergency conditions. Although the water systems of Agency and its retail customers are already inter-connected, additional integration improvements are possible, especially in times of water shortage. By leveraging the collective water resources and infrastructure of the Agency and its nine retail customers, there could be opportunities to improve water supply reliability and resiliency through better integrated water resources planning and management.

To this end, the NMWD and the eight other retail water contractors are funding a Regional Water Supply Reliability Study ("Regional Reliability Study") coordinated by the Agency. The Regional Reliability Study was initiated in February of this year when the Agency engaged the services of Jacobs Engineering Group to evaluate strategies and water supply projects to improve integrated water resources management and make the service area more resilient to potential short term (e.g., earthquakes) and long-term (e.g. sustained drought) water shortages.

The Regional Reliability Study will identify opportunities to enhance coordination and partnerships between the NMWD, Agency and the eight other water contractors for improved regional integrated water supply emergency planning. It is anticipated that this Study will be completed by Spring 2020.

Local System Resiliency

In addition to purchasing wholesale water from the Agency, the NMWD has local water supplies that are used to meet the demands of our customers and operates a water system that is substantially looped and incorporates significant (37 million gallons) local gravity storage in 31 storage tanks located throughout the service area. In addition, the District has various inter-tie locations with Marin Municipal Water District that allow both water districts to utilize their respective water systems in a coordinated and beneficial manner. Some of the recent and future near term activities related to improving local

water supply resiliency include:

- Installation of an automatic shutdown valve at the aqueduct inter-tie location between NMWD and the Agency. This valve was installed in 2015.
- Complete integration of Automatic Meter Infrastructure (AMI) meters throughout the Novato Water system service area that provides the District with real time information regarding water usage. This project has been underway over the last two years and should be fully completed by October 31, 2019.
- Improved coordination with the City of Novato, Novato Fire District and other local agencies for sharing of resources and training for emergency events such as earthquakes and power outages. Local agencies have been meeting since July of this year to develop an action plan for major power outages that could occur after an earthquake or other emergency event. This action plan should be completed by September 30, 2019.
- Purchase of additional standby generators to backup power to the District's 26 booster pump stations and the Stafford Water Treatment Plant in the event of a utility power interruption. This work is ongoing and should be complete by December 31, 2019.
- FY20-FY21 budgeted Local Water Supply Enhancement Study to identify ways to improve local water supply resiliency. This study should be complete within the next two years.
- Update of NMWD's Emergency Operations Plan (EOP) that addresses various possible emergencies including earthquakes and power failures. This update and related training is already underway and should be complete by December 31, 2019.

North Marin Water District appreciates this opportunity to discuss efforts to further enhance local water supply resiliency in the event of a major emergency such as an earthquake and looks forward to implementing the measures described above.

Sincerely,

Director Jack Baker
Board President

CC: Grant Davis, GM, Sonoma County Water Agency

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Response to Grand Jury Report Form

Report Title: WILL THERE BE WATER AFTER AN EARTHQUAKE?

Report Date: June 14, 2019

Response by: Jack Baker Title: Board President

Agency/Department Name: North Marin Water District

FINDINGS:

I (we) agree with the findings numbered: F8

I (we) disagree wholly or partially with the findings numbered:

(Attach a statement specifying any portions of the findings that are disputed with an explanation of the reasons.)

RECOMMENDATIONS: _____

Recommendations numbered: _____

have been implemented.

(Attach a summary describing the implemented actions.)

Recommendations numbered: R5 _____

have not yet been implemented but will be implemented in the future.

(Attach a timeframe for the implementation.)

Recommendations numbered: _____

require further analysis. _____

(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the Grand Jury report.)

Recommendations numbered: _____

will not be implemented because they are not warranted or are not reasonable.

(Attach an explanation.)

Date: September XX, 2019 Signed: _____

Number of pages attached: 4

10

MEMORANDUM

To: Board of Directors
From: Ryan Grisso, Water Conservation Coordinator *RG*
Subject: Public Communications Plan Presentation
V:\Memos to Board\Public Outreach Strategy and Plan Presentation.doc

August 30, 2019

RECOMMENDED ACTION: Information only

FINANCIAL IMPACT: Information only

As a result of the North Marin Water District 2018 Strategic Plan, a series of goals were developed. Goal 2, Customer Engagement and Service, focused on increased communication with customers to improve public understanding and support for District policies and to facilitate customer input and engagement. To accomplish this goal, development of an annual public communications (or public outreach plan), including a strategy for more effective social media outreach was recommended. This Public Communications Plan was intended to be more detailed and strategic than the yearly memo that had been previously provided to the Board documenting upcoming public outreach activities.

To help develop a more comprehensive and strategic communications plan, staff solicited the services of Kiosk, a local Novato full service marketing firm with extensive project experience. Their local public entity outreach projects included assistance with the City of Novato's recent public outreach efforts including the City's Communications Strategy and Plan, the Visit Novato campaign, Novato Proud Initiative and the ShopLocalNovato.com project. Kiosk developed a scope of services which included a review of current communication channels/materials, interviews with staff (and select Board members via a Board Ad Hoc Subcommittee), customer focus groups, development of strategies/objectives, and messaging framework compiled in a public communications plan. At the February 19, 2019 Board meeting, the General Manager was authorized to enter into an agreement with Kiosk to create the Public Communications Plan.

Kiosk has completed a draft Public Communications Plan and will present their findings and recommendations to the Board (Attachment 1) and be available for questions and feedback. The final Public Communications Plan and recommended actions items will be presented to the Board at a future meeting for approval.



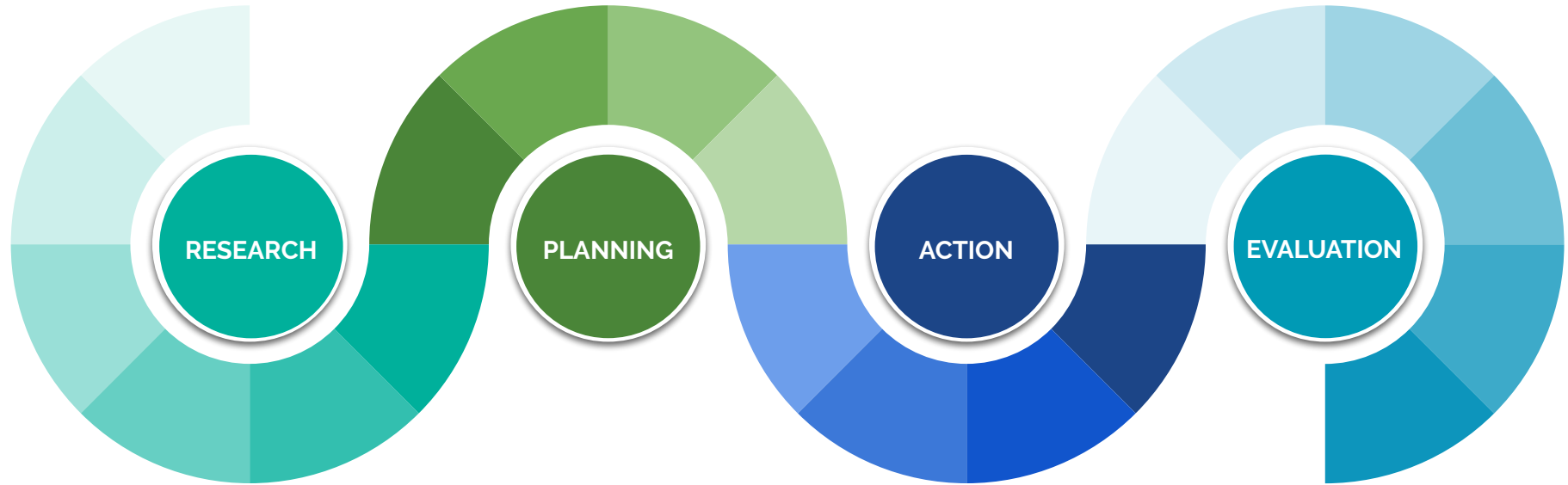
NORTH MARIN WATER DISTRICT

Communications & Outreach Strategy 2019/2020

Draft V 1.0
July 2019

Attachment 1

Communications Review - Process Summary



Research

- Situational Analysis
- Communications Audit
- Audience Analysis
- Stakeholder Interviews
- Customer Focus Groups
- Best-in-Class Research
- Peer Organization Research

Planning

- Findings Analyzed
- Key Insights Derived
- Strategy Development
- Plan Development
- Recommendations

Action

- Present to Board
- Plan Approval
- Implementation Proposal
- Outreach Support Materials
- Plan Roll-out
- Initiatives Launched

Evaluation

- Measurement and Review
- Evaluation of Performance
- Adjustments to Plan

Research & Outreach Conducted



Information
gathering



Outreach
analysis and
web audit



Audience
analysis



Website
review



Best
practices
research



Stakeholder
interviews



Focus
groups

Project Deliverables






NORTH MARIN
WATER DISTRICT

RESEARCH FINDINGS

Common Theme



The quality of communications: brand, website, flyers, social media posts - needs to reflect the same high quality of the water and service

Key Themes from Research & Outreach

Customers are
keen for more
and better
information

NMWD.com
website refresh
is a priority

Communications
need to reinforce
quality & positivity

Increased social
media support is
also a priority

NMWD's brand
needs to be
updated & used
consistently

NMWD staff are
well regarded:
our people can
be a focal point

Tools & Channels: Opportunities

There are several communications tools and channels that are currently being underutilized by the district, and these are key opportunities:

Website must be accessible to all (W3C / ADA Section 508 compliant)

Twitter can be set up as an additional platform

Short videos can be produced for key communication initiatives

Improved website Search Engine Optimization will increase online reach

Increased use of existing social media channels (Instagram, Facebook, NextDoor)

Email updates and Water Lines e-Newsletter will increase reach

More frequent utilization of messaging area on bills

Key website and printed information should be available in Spanish language

Phase Two: NMWD events can build awareness and education

Facebook Live could be used at Board Meetings	Better promotion of initiatives "I only read my bill"	Increase access to information in Spanish	More/ better FAQs	More frequent updates - keep it fresh	Updated brand - refresh logo	Preview Meeting info on social media	Feature NMWD people on the website and in ads
Invest in + increase social media engagement	Flyers available at garden centers and libraries with water saving tips	Facebook Likes campaign to increase reach	Sign up for e-Newsletter option	InfoSend section is confusing to customers	Establish messaging that can be used consistently	HOA Awards program - water smart HOA	Employee profiles/ images to humanize the organization
Annual contest for Water Conserving Garden of the Year (encouraging)	Faster response to news items, e.g. State issues	Leaflets / flyers at Garden Centers	Feedback form	More frequent updates - keep it fresh	Brand needs to be used more consistently (Brand Guidelines)	Business 'Awards' program: Water Smart Business (badge/ cert)	More focus on good news stories; water quality
NMWD staff and board to present at more clubs and events, e.g. Rotary	Tell us WHY rates are going up - more transparency	Create an email database of landscape gardeners	Feedback form	More frequent updates - keep it fresh	Branded PowerPoint template to use at talks	HOA / Property Manager's annual mailer with relevant content	Annual meetings with community groups to build trust
Public Workshop - fiscal issues & sustainability	Infographics to communicate accomplishments	Water Lines to be laid out via email	Feedback form	More frequent updates - keep it fresh	Water Quality report needs re-styling	Water Treatment Plant tours (ties into Open House idea)	Treatment updates, like the geosmin story
Website tool to show water usage compared to neighbors/ district avg	"Did you know...?" social media snackable stats	Recruitment ads on social media	Feedback form	More frequent updates - keep it fresh	Annual Report	Infographics to communicate cost of water vs store-bought	Testimonials: Customer quotes for social
More public outreach events + piggy back partner events	Updated videos - "I'd love to see the water treatment plant"	Sharing beautiful drought-tolerant landscape ideas on social media	Feedback form	More frequent updates - keep it fresh	Public input from public?	More promotions around rebates	Web recommendations: CTAs on homepage (10 things you can do)
NMWD open house or Water Festival on World Water Day	Provide tips on bills for saving water and lowering bill	More resources for communications	Feedback form	More frequent updates - keep it fresh	Annual Survey of whole district - with incentive	Visualization of Pablo's annual water quality report	Make the website ADA compliant and accessible to all
"I'd rather have an email than printed news" - provide option	Improve website UI/ UX - investment in website	One email address for customer queries (not 3)	Tips for conserving water	Help set up of Google Analytics to measure use	Calls with high water users to better understand needs	Bigger push on the Water Smart Surveys	Publish Customer Survey results (anonymized) on social media
New homeowner information pack	More information online Better experience online	Add Twitter as a social media platform for updates	Better links to SMSWP	Communicate key NMWD goals	New photography to convey what NMWD does	Opportunity for experts (e.g. Pablo) to talk at conferences	Media coverage alerts should go to the Board





NORTH MARIN
WATER DISTRICT

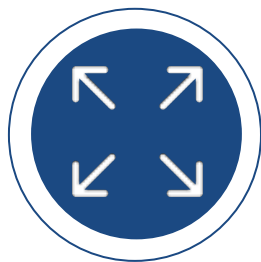
STRATEGY

Communications Objectives



RECOGNITION

Improve our brand identity, and use it more consistently to increase awareness



REACH

Reach more of our customers and improve access to information



EDUCATE

Educate & inform our customers and provide helpful, relevant, timely information



ENGAGE

Engage our customers, increase feedback and build awareness of our initiatives



BUILD TRUST

Build and expand the community's trust in the District, customers and voters

Our Audiences

North Marin Water District's Key Audiences for communications purposes are:



Core Audiences	Residential Customers (approximately 61,000*)
	Business Customers (approx 2,500*)
	HOAs and Property Managers (approx 500*)
	Employees (internal)
Secondary Audiences	Landscape companies and contractors
	Media (newspapers, online news sites, magazines, TV and radio shows etc)
	Local, Regional, and State agency partners
	Community groups

* Source: 2010 Census Data and City of Novato



Key Communication Principles

- 1 Accessible** to all persons in our community, in terms of language, availability and technology
- 2 Accurate** communications that state facts clearly, and provide contact details, next steps and actions
- 3 Actionable** communications that move our audiences towards action, mobilizing our customers
- 4 Credible & Transparent** being trusted, coordinating with partners, and speaking with one voice
- 5 Recognizable** making the North Marin Water District brand and communications consistent
- 6 Relevant** tailoring comms for our audiences. Ensuring comms are aligned with our mission and strategic goals
- 7 Timely** frequent, regular, well-prepared scheduled comms; responding quickly to situations and emergencies
- 8 Understandable** using plain language, avoiding acronyms, telling stories, making communications visual

Communications Framework

MISSION

“Our mission is to meet the expectations of our customers in providing potable and recycled water and sewer services that are reliable, high-quality, environmentally responsible, and reasonably priced”

VISION FOR THE FUTURE

“We strive to optimize the value of services we provide to our customers and continually seek new ways to enhance efficiency and promote worker and customer engagement and satisfaction””

COMMUNICATIONS OBJECTIVES



RECOGNITION
Improve brand & use consistently



REACH
Reach more customers and improve access



EDUCATE
Educate & inform; provide relevant info



ENGAGE
Engage our customers, increase feedback



GROW TRUST
Grow trust from the community & customers

8 KEY PRINCIPLES

Accessible | Accurate | Actionable | Credible and Trusted | Recognizable | Relevant | Timely | Understandable

COMMUNICATIONS PLAN

Initiatives | Actions | Channels | Measurement



NORTH MARIN
WATER DISTRICT

PLAN HIGHLIGHTS

Plan Approach

Phase One: 2019/2020

Establish Tools & Materials
Ensure Consistency
Regular Cadence

Phase Two: 2020/2021

Establish Events
Outreach Initiatives
Extended Reach

Phase One Highlights: 2019/2020

KEY COMMUNICATIONS AND OUTREACH INITIATIVES 2019/2020

Make the NMWD website ADA compliant and accessible to all	Standardize the NMWD brand + new photography	Greater investment in social media
New and improved outreach support materials/ templates	Increase access to information in Spanish	Focus of credible and positive news
Send Water Lines as an e-newsletter to increase reach	Regular news stories on new website, shared out via social	Community partnerships

Phase Two Highlights: 2020/2021

KEY COMMUNICATIONS AND OUTREACH INITIATIVES 2020/2021

Water Festival on World Water Day (March 2021)	Annual Customer Surveys to assess needs	New Initiatives, e.g. Waterwise Business Scheme
Increased visibility at community group meetings/ HOA meetings	Flyers distributed via community organizations and garden centers	Annual contest for Eco-Friendly Water Conserving Garden of the Year
Video record Board Meetings - make available online	Videos to showcase our services, staff, quality and expertise	Monthly Search Engine Optimization to improve access and outreach



NORTH MARIN
WATER DISTRICT

CALENDAR

12-month Activity Calendar

In collaboration with NMWD staff, a 12-month Calendar has been developed to map out activities, initiatives and events by week.

[illegible]



NORTH MARIN
WATER DISTRICT

NEXT STEPS

Next Steps

Board Feedback

Board Adoption
of the Strategy/
Plan
(09/17 Meeting)

Staff Presents
Implementation
Proposal
(10/01 Meeting)

Board Approval of
Implementation
Proposal
(10/01 Meeting)



NORTH MARIN
WATER DISTRICT

Questions &
Feedback?



**NORTH MARIN
WATER DISTRICT**

THANKS!

11

MEMORANDUM

To: Board of Directors

August 30, 2019

From: Ryan Grisso, Water Conservation Coordinator *RG*

Subject: FY 19 Water Conservation Year End Report

V:\Memos to Board\Quarterly Reports\Year End Report 18_19\Water Conservation FY 2018_2019 Year End Report.docx

RECOMMENDED ACTION: Information**FINANCIAL IMPACT:** None**Water Conservation and Public Outreach Summary**

This memo provides an update on water conservation and public outreach activities implemented during Fiscal Year 2018/2019 (FY 19). Water Conservation participation numbers for FY 19 and the previous two fiscal years are summarized in Table 1 below.

Table 1: Year End Water Conservation Program Participation (July through June: 2016 - 2019)

Program	FY 17	FY 18	FY 19
Water Smart Home Surveys	385	301	245
Water Smart Commercial Surveys	10	4	2
High Efficiency Toilet Replacements (Residential)	211	147	172
High Efficiency Toilet Replacements (Commercial)	3	3	3
Retrofit on Resale (Dwellings Certified)	278	249	174
High Efficiency Washing Machine Rebates	55	24	16
Cash for Grass Rebates	59	18	18 ⁽¹⁾
Water Smart Landscape Rebates	8	4	8
Water Smart Irrigation Controller Rebates	11	15	19
New Development Approvals (Residential)	36	24	19
New Development Approvals (Commercial)	23	16	22
Large Landscape Audits (measured by number of accounts)	0	9	10

(1) Cash for Grass participants removed 33,392 square feet of turf versus 14,227 in FY 18 and 51,432 in FY 17.

Water Conservation Programs

Water Smart Home Survey (WSHS) Program: This program provides the customer with an in-depth analysis of both their indoor and outdoor water use with water efficient recommendations for customers to implement. The WSHS Program also provides staff with an opportunity to present applicable rebate programs for which the participating customer may be eligible. Participation has decreased this year with 245 WSHSs completed, however this level is consistent with the yearly participation historical average.

In addition to the WSHS program, the District has worked with Rising Sun Energy Center to implement the Green House Call Program since 2007. The Green House Call Program,

jointly funded by energy and water providers, is offered to homeowners and renters throughout the bay area. The program checks homes for energy and water efficiency and provides personalized recommendations for further savings (focusing mainly on indoor conservation). In FY 19, 153 Green House Calls were performed by Rising Sun Energy Center in the Novato Service Area.

Water Conservation Fixture Distribution: The District continues to distribute water conserving fixtures at the front counter of the District Administration Building, on service calls and WSHSs, and at various public outreach events. Fixtures include 1.5 to 1.75 gallons per minute (GPM) showerheads, 1.0 and 0.5 GPM sink aerators, hose nozzles (when available) and other related items. The District also offers commercial establishments installation of 0.5 GPM sink aerators on all hand-washing sinks when conducting a Water Smart Commercial Survey.

High Efficiency Toilet (HET) Replacement Program: The District provides \$100 rebates for residential and commercial customers, for purchase and installation of qualified HETs (1.28 gallons per flush) and \$150 rebates for customers installing Ultra High Efficiency Toilets (1.1 gallons per flush or less, meeting the Maximum Performance “Premium” rating). During FY 19, the District

Commercial Water Conservation Program: The Commercial Water Conservation Program currently contains the HET Rebate Program (previously covered in the High Efficiency Toilet Replacement Program), Water Smart Commercial Survey (WSCS), and a High Efficiency Clothes Washing Machine Rebate. In FY 19, staff completed 2 WSCSs and rebated 3 HETs. rebated 172 residential toilets (9 of which were UHET).

Retrofit on Resale: The District currently requires toilets (1.6 gallons per flush or less), showerheads (2.0 gallons per minute) and bathroom sink aerators (1.5 gallons per minute) to be certified by the seller before the close of escrow on any property sold in the District Novato and West Marin service areas. Toilet rebates are available and fixtures (showerheads and sink aerators) are available free to customers to help ease compliance with this requirement. In FY 19, the District received water conservation certificates for 174 properties sold in the District Novato and West Marin service areas.

High Efficiency Clothes Washer Rebate Program: The District currently offers rebates for qualified high efficiency clothes washing machines through the Sonoma-Marin Saving Water Partnership High Efficiency Clothes Washer Program, with rebates paid directly by the District (\$50 rebate). In FY 19, the District rebated 16 clothes washing machines. Participation continues to be well below historical participation levels (with the absence of an energy provider

rebate in the market).

Cash for Grass Rebate Program: The District rebated 18 Cash for Grass projects, removing 33,392 square feet of irrigated turf in FY 19, for an average of 1,855 square feet per project. Cash for Grass program participation levels have remained below historical “pre-drought” participation levels. This is a trend throughout the State with other utilities experiencing similar decline in lawn removal participation. The large jump in square footage per participant removed this fiscal year was due to a large commercial project removing 13,000 square feet of lawn. In addition to the Cash for Grass participation, three customers also participated in the “Lawn be Gone” sheet mulching program which eliminated another 2,400 square feet of irrigated turf.

Water Smart Landscape Rebate Program: The District supplies rebates to customers for improving landscape water use efficiency. Rebates are provided for drip irrigation installations, multi-stream/low volume sprinkler retrofits, mulch, rain sensors and other efficient retrofits. In FY 19, the District rebated 8 projects.

Water Smart Irrigation Controller Rebate Program: Rebates are available for purchase, installation and activation of District approved Smart Irrigation Controllers (Smart Controllers) at a minimum level of \$200, or \$30 per active station, up to \$1,200. This rebate also extends to large landscape customers on a per meter basis. In FY 19 the District provided rebates for 19 qualified controllers. There has been an increase in the availability of reasonably priced mobile device-operated WiFi irrigation controllers, resulting in an increase in participation over the last few years.

New Development Requirements: The District’s New Development Requirements specify innovative and “state of the art” water efficiency measures for all new construction in both service areas. These requirements are enforced through water service agreements and the District’s sign-off requirement for all applicable final occupancy permits with the City of Novato Building Department and Marin County Building Department. In FY 19, staff inspected and approved 19 residential projects and 22 commercial projects.

Large Landscape Water Conservation Program: The Large Landscape Water Conservation Program consists of the Large Landscape Audit Program, the Large Landscape Budget Program, Water Smart Controller Rebate Program (previously covered in the Water Smart Irrigation Controller Rebate Program section) and the Large Landscape Water Smart Landscape Efficiency Rebate Program. All programs are aimed at assisting large landscape customers (dedicated irrigation and large mixed use meters) to become more water use efficient

in their landscape water management practices. Large landscape activities in FY 19 were focused on recycled water onsite retrofit conversions, and 10 water conservation audits/coverage tests were performed in FY 19. A total of 583 AF of recycled water was used in FY 19.

In addition to the District's Large Landscape conservation efforts, the Sonoma Marin Saving Water Partnership implemented Qualified Water Efficient Landscaper (QWEL) trainings throughout the year.

Public Outreach and Conservation Marketing

The Fall 2018 issue of "*Water Line*" was mailed out in November 2018. This issue updated customers on water supply and conservation achievements, updated progress on the recycled water expansion and AMI projects, and spotlighted the 2018 Strategic Plan development. The Spring 2019 issue of "*Water Line*" was mailed out to customers in May 2019 and focused on water supply for 2019, updated customers on the completion of the AMI project, announced the Board's transition to by-division elections and provided information on the Cash for Grass and Water Smart Home Survey Programs. These newsletters continue to be the main information distribution source for customers in each service area.

The District participated in a series of outreach events during the fiscal year including booths at the Tour of Novato, City Green Living Festival, and Eco-Friendly Garden Tour. This year the focus on our events was presenting the new AMI meters and advising customers on how to access their water consumption through the WaterSmart portal.

The District also actively maintains Facebook and Instagram pages with regular updates on water use efficiency, construction projects and other District activities. And the District maintains a NextDoor account and does targeted postings to service area designated neighborhoods regarding pertinent District information to that neighborhood.

Lastly, the District has hired Kiosk Creative Services to develop a comprehensive communications plan, consistent with the goals listed in the District's 2018 Strategic Plan. The plan will be presented to the Board in September 2019 with action items to follow at future Board meetings.

Water Conservation and Public Outreach Budget and Staffing

Table 2 summarizes and compares the year end budget expenditures between the last three fiscal years (FY 17, FY 18 and FY 19). The FY 19 expenditures were consistent with the past couple years, but well below budget as program participation continues at lower levels for Cash for Grass, toilet rebates, and other conservation programs (a similar trend also

experienced by other local water utilities). Expenditures are expected to increase in FY 20 with enhanced customer engagement resulting from a potential new website design project and implementation of the recommendations from the communications plan.


Table 2: Water Conservation and Public Outreach Expenditures (July 2017-June 2019)

	FY17	FY 18	FY 19
Total Budget	\$410,000	\$440,000	\$380,000
Actual Expenditures	\$339,287	\$308,707	\$325,209

Staffing: Water Conservation is currently staffed by one full time Water Conservation Coordinator. The District has also partnered with Sonoma County Water Agency through the Sonoma-Marin Saving Water Partnership to implement some of the District Water Conservation Programs including the WSHS program.

12

MEMORANDUM

To: Board of Directors
 From: Rocky Vogler, Chief Engineer 
 Subject: FY18-19 – Engineering Department Year End Report
R:\CHIEF ENG\VOGLER\BUDGETS\FY 18-19\Eng Dept Perf Recap-4th Qtr 18-19.doc

Date: August 30, 2019

The purpose of this memo is to provide a year-end status report to the Board on the District's performance in completing budgeted FY18-19 Capital Improvement Projects (CIP). The following information supplements the progress report summary provided to the Board each month.

SUMMARY

<u>Service Areas</u>	<u>Project Costs (\$)</u>		<u>% Complete</u>		<u>Earned Value (\$)</u>	
	Budget (\$)	Actual (\$)	Planned	Actual	Planned	Actual
Novato Water	5,760,000	3,292,435	79	63	4,593,000	3,167,669
Novato Recycled	120,000	97,000	100	100	120,000	97,000
West Marin	1,890,000	562,650	73	61	768,000	481,194
TOTAL	7,770,000	3,952,085	84	55	5,481,000	3,745,863

The above project costs show that actual respective CIP expenditures for Novato Water and Recycled Water Service Areas were 57% and 81% of the approved FY18-19 budgets (versus respective mid-year forecasts of 72% and 109%). With respect to West Marin (including Oceana Marin), CIP expenditures were 30% of the approved FY18-19 budget value (versus a mid-year forecast of 40%).

Performance Status for Capital Improvement Projects

The attached tables and figures summarize the District's year-end performance in completing FY18-19 Capital Improvements Projects. This review encompasses all District CIP's in both Novato and West Marin.

A total of 31 projects were originally budgeted in FY18-19 for the Novato, West Marin and Oceana Marin service areas (see Attachments A and B). 18 projects were added, 3 were carried over and 4 projects were deferred or dropped resulting in an adjusted budget total of 48 projects (versus 41 projects in the prior fiscal year). Of these 48 Capital Improvement Projects, 29 are under the lead responsibility of the Engineering Department for completion (20 in Novato and 9 in West Marin). The remaining projects are under the responsibility of the other departments: Maintenance (1), Operations (15) and Administration (3).

At year end, 26 of the 48 projects scheduled for completion in FY18-19 have been completed by all departments. When broken down by service areas, 17 of the Novato CIPs have been completed and 9 West Marin CIPs have also been finished.

Novato Service Area Project Costs Variances

Of the 17 FY18-19 Novato Water CIPs that were completed, all but two projects (i.e. 88%) were completed at or below original budget.

Novato Recycled Water Service Area Project Costs Variances

As shown in Attachment B, all of the Novato Recycled Water projects are within the original budgets.

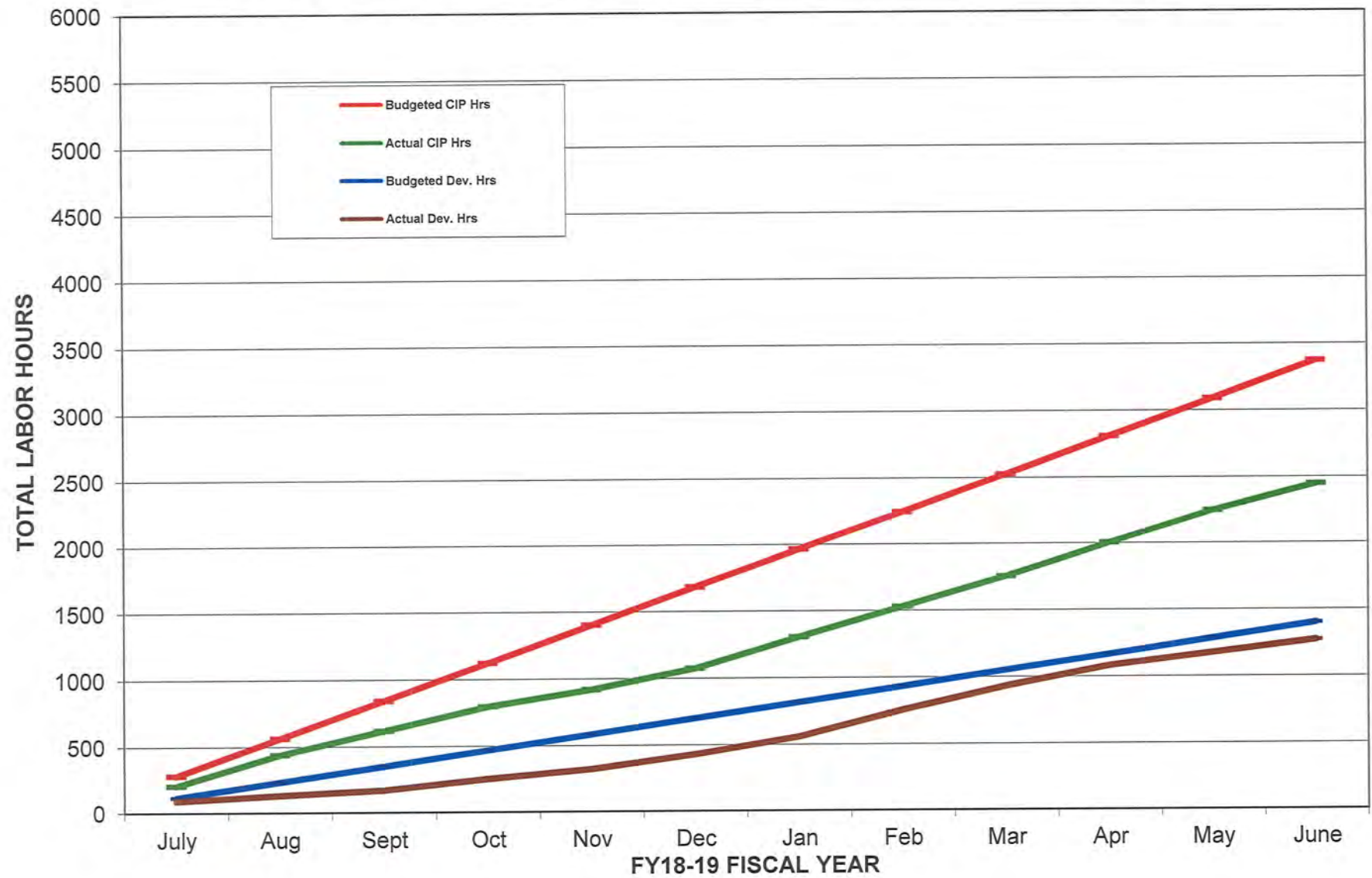
West Marin Service Area (including Oceana Marin) Project Costs Variances

All but one of the FY18-19 West Marin projects were completed at or below the original budget.

Engineering Department Labor Hours

The Engineering Department provides a multitude of functions supporting overall operation, maintenance and expansion of water facilities. The major work classifications are: (1) General Engineering, (2) Developer Projects and (3) District (i.e., CIP) Projects. Out of the approximately 14,900 engineering labor hours available annually (less Conservation), the FY18-19 labor budget for Developer Projects and District Projects is 1,404 (9% of total) and 3,370 (23% of total), respectively. A chart of actual hours expended versus budgeted hours for both Developer and District projects during FY18-19 is provided in Attachment C. At the end of the fourth quarter, actual engineering labor hours expended for Developer work was 1,274 hours (versus 706 in FY17-18). With respect to District Projects, 2,448 engineering labor hours have been expended (versus 2,939 in FY17-18) on Capital Improvement Projects.

ENGR. DEPT DEVELOPER & DISTRICT CAPTIAL IMPROVEMENT PROJECTS (CIPs)



ATTACHMENT C

FY 18-19
 CAPITAL IMPROVEMENTS PROJECTS

PROJECTS BUDGETED	NOVATO SERVICE AREA	WEST MARIN/ OCEANA MARIN	TOTAL
Original Budget	23	8	31
Added	10	8	18
FY 17-18 Carryover	2	1	3
Deferred/Dropped	3	1	4
Adjusted Budget	32	16	48

FY17-18 CARRYOVER

Date Brought to Board

Novato

PB Repl: Brooke/Robinhood/McIntosh/Charmaine/Timothy
 Recycled Water – Central On-Site Retrofit
 Stafford Spillway Repairs

First Quarter Report
 First Quarter Report

West Marin

OM Treatment Pond Rehab – 404 Grant

Second Quarter Report

DEFERRED/DROPPED

Novato

Automate Zone Valve (Slowdown Ct)
 Electronic Document Management System

Second Quarter Report
 Second Quarter Report

West Marin

None

PROJECTS ADDED

Novato

Bel Marin Keys / 101 On-Ramp Pipe Repair
 Montego Key Pipeline Replacement
 Other PB Replacements – Lanham Village (28)
 Novato Fair Shopping Center – Backflow
 STP – Bird Netting
 STP – SCADA Upgrade
 Wildhorse Valley Tank PG&E Service Relocation
 Other PB Replacements – Lamont Ave
 Indian Hills Pump Station Bypass
 Rockrose Pump Station Bypass
 Diablo Pump Station Bypass

First Quarter Report
 Second Quarter Report
 Second Quarter Report
 Third Quarter Report
 Third Quarter Report
 Third Quarter Report
 Third Quarter Report
 Fourth Quarter Report
 Fourth Quarter Report
 Fourth Quarter Report
 Fourth Quarter Report

West Marin

Lagunitas Creek Bridge Pipe Replacement
 PB Replacements: State Route One
 Olema Creek Bridge Pipe Replacement
 PRTP Security Fence
 PRTP Relocate Production Meter
 WM Brominated-TTHM Reduction
 Tahiti Way Lift Pumps Rebuild
 PB Replacements – Drakes View Dr (22)
 Gallagher Well Rehab 2019

First Quarter Report
 Second Quarter Report
 Second Quarter Report
 Third Quarter Report
 Third Quarter Report
 Third Quarter Report
 Third Quarter Report
 Fourth Quarter Report
 Fourth Quarter Report

NOVATO SYSTEM CAPITAL IMPROVEMENT PROJECTS SUMMARY FY18-19										
AS OF JUNE, 30 2019										
STATUS	DEPT	ITEM #	PROJECT NO.	DESCRIPTION	PROJECT COSTS		% COMPLETE		EARNED VALUE	
					Budget	Actual	Baseline	Actual	Planned	Actual
1. PIPELINE REPLACEMENTS/ADDITIONS										
C	Eng	1	1.a.1	Ridge Rd 6" ACP (8" @ 1,400')	\$140,000	\$64,959	100	100	\$140,000	\$64,959
C	Eng	2	1.a.2	Replace Shady Lane Service Saddles	\$100,000	\$26,823	100	100	\$100,000	\$26,823
	Eng	3	1.a.3	Other Main Replacements (60+ yrs old)	\$160,000	\$0	100	0	\$160,000	\$0
C	Eng	4	1.a.5	Bel Marin Keys/101 On Ramp Pipe Repair	\$0	\$48,379	100	100	\$0	\$48,379
PC	Eng	5	1.b.1	San Mateo 24" Inlet/Outlet Pipe	\$500,000	\$11,412	20	20	\$100,000	\$2,282
C	Eng	6	1.c.1	Country Lane 2" Plastic	\$150,000	\$157,243	100	100	\$150,000	\$157,243
C	Eng	7	1.c.2	PB Repl: Brooke/Robinhood/McIntosh/Charmaine/Timothy	\$0	\$26,642	100	100	\$0	\$26,642
C	Eng	8	1.c.4	Other PB Replacements - Lanham Village (28)	\$0	\$73,577	100	100	\$0	\$73,577
C	Eng	9	1.c.5	Other Relocations - Lamont Ave	\$0	\$5,147	100	100	\$0	\$5,147
C	Eng	10	1.d.2	Other Main Replacements - Montego Key	\$70,000	\$119,294	100	100	\$70,000	\$119,294
				SubTotal	\$1,120,000	\$533,476				
2. SYSTEM IMPROVEMENTS										
PC	Eng	11	2.a	DCA Repair/Replace	\$60,000	\$24,244	100	85	\$60,000	\$20,607
	Eng	12	2.b	Anode Installations	\$30,000	\$0	100	0	\$30,000	\$0
			2.c	Automate Zone Valve (Slowdown Ct.) - DELETED	\$100,000	\$0				
PC	Admin	13	2.d	AMI Retrofit	\$2,500,000	\$1,846,595	100	99	\$2,500,000	\$1,828,129
C	Eng	14	2.e	Asset Mgmt Software Procure/Implement	\$75,000	\$74,499	100	100	\$75,000	\$74,499
C	Ops	15	2.f	Facilities Security Enhancements	\$25,000	\$16,394	100	100	\$25,000	\$16,394
PC	Eng	16	2.g	Novato Fair Shopping Center Backflow	\$0	\$7,725	50	50	\$0	\$3,863
				SubTotal	\$2,790,000	\$1,969,457				
3. BUILDINGS, YARD, & S.T.P. IMPROVEMENTS										
			3.a.1	Electronic Document Management System - DEFER	\$140,000	\$0				
PC	Admin	17	3.a.2	Office/Yard Building Renovation	\$250,000	\$26,904	50	5	\$125,000	\$1,345
C	Eng	18	3.b.1	Coat Concrete Clearwells	\$590,000	\$560,137	100	100	\$590,000	\$560,137
PC	Ops	19	3.b.2	Other TP Improvements (Replace Ferric Tank)	\$50,000	\$8,946	50	15	\$25,000	\$1,342
			3.b.3	Stafford Spillway Repairs	\$0	\$0				
C	Ops	20	3.b.4	STP - Bird Netting	\$0	\$16,445	100	100	\$0	\$16,445
C	Ops	21	3.b.5	STP - SCADA Upgrade	\$0	\$6,174	100	100	\$0	\$6,174
				SubTotal	\$1,030,000	\$618,606				
4. STORAGE TANKS & PUMP STATIONS										
PC	Eng	22	4.a.1	Old Ranch Rd Tank Replace	\$60,000	\$24,098	100	85	\$60,000	\$20,483
	Maint	23	4.b.1	Hydropneumatic Tank Repairs	\$30,000	\$0	100	0	\$30,000	\$0
PC	Eng	24	4.b.2	Cherry Hill #2 Recoat	\$250,000	\$16,754	50	10	\$125,000	\$1,675
PC	Eng	25	4.c	Lynwood PS Motor Control Center	\$280,000	\$23,995	10	10	\$28,000	\$2,400
PC	Eng	26	4.d	Crest PS (design/const)/Reloc School Rd PS	\$200,000	\$69,592	100	80	\$200,000	\$55,674
C	Ops	27	4.e	Wildhorse Valley Tank PG&E Service Relocation	\$0	\$33,900	100	100	\$0	\$33,900
PC	Ops	28	4.f	Indian Hills PS Bypass	\$0	\$946	10	10	\$0	\$95
PC	Ops	29	4.g	Rockrose PS Bypass	\$0	\$901	10	10	\$0	\$90
PC	Ops	30	4.h	Diablo PS Bypass	\$0	\$710	10	10	\$0	\$71
				SubTotal	\$820,000	\$170,896				
				Novato Water Total	5,760,000	3,292,435	79	63	\$4,593,000	\$3,167,669
5. RECYCLED WATER FACILITY										
C	Admin	31	5.a	NBWRA Grant Program Administration	\$20,000	\$7,000	100	100	\$20,000	\$7,000
			5.b	Other RW Expenditures - 1390 Novato Blvd (DEFER)	\$0	\$0				
C	Eng	32	5.c	RW Central On-Site Retrofit	\$100,000	\$90,000	100	100	\$100,000	\$90,000
				Novato Recycled Total	\$120,000	\$97,000	100	100	\$120,000	\$97,000
				Total Novato	\$5,880,000	\$3,389,435	89	81	\$4,713,000	\$3,264,669
C - Completed										
PC - Partially completed										
				PROJECT FORECAST REVISED						
				Baseline projects with revised forecast budget increases (indicated by shaded box)	0.882352941					
				Baselined projects to be deferred (indicated in strikeout)						
				New projects added (indicated in bold)						
				Prior year projects carried over indicated in italics and brackets <>						

WEST MARIN CAPITAL IMPROVEMENT PROJECT SUMMARY FY18-19 AS OF JUNE 30, 2019										
STATUS	DEPT	ITEM #	PROJECT NO.	DESCRIPTION	PROJECT COSTS		% COMPLETE		EARNED VALUE	
					Budget	Actual	Baseline	Actual	Planned	Actual
			6. West Marin Water System							
			System Improvements							
PC	Eng	33	6.a	Replace PRE Tank #4A	\$625,000	\$36,188	20	20	\$125,000	\$7,238
PC	Eng	34	6.b	New Gallagher Well #2	\$90,000	\$8,132	20	10	\$18,000	\$813
C	Eng	35	6.c	PB Replace in Sync w/County Paving	\$50,000	\$1,455	100	100	\$50,000	\$1,455
			6.d	TP Solids Handling (DEFER)	\$550,000	\$7,525				
C	Ops	36	6.i	Relocation of Production Meter	\$10,000	\$20,039	100	100	\$10,000	\$20,039
C	Eng	37	6.e	PB Replacements - State Route One	\$0	\$14,199	100	100	\$0	\$14,199
PC	Eng	38	6.f	Lagunitas Creek Bridge Pipe Replacement	\$0	\$18,742	10	10	\$0	\$1,874
PC	Eng	39	6.g	Olema Bridge Pipe Replacement	\$0	\$1,010	10	10	\$0	\$101
PC	Eng	40	6.j	WM Brominated - TTHM Reduction	\$0	\$20,482	10	10	\$0	\$2,048
PC	Eng	41	6.k	PB Replacements - Drakes View Dr (22)	\$0	\$1,814	100	20	\$0	\$363
C	Ops	42	6.l	Gallagher Well Rehab 2019	\$0	\$2,654	100	100	\$0	\$2,654
C	Ops	43	6.m	P RTP Security Fence	\$0	\$4,623	100	100	\$0	\$4,623
				SubTotal	\$1,325,000	\$136,863				
			7. Oceana Marin Sewer System							
	Ops	44	7.a	Infiltration Repair	\$40,000	\$0	100	0	\$40,000	\$0
C	Eng	45	7.b	Pond Dredging & Solids Disposal	\$400,000	\$264,930	100	100	\$400,000	\$264,930
C	Ops	46	7.c	OM Treatment Pond Rehab - 404 Grant App (FEMA)	\$0	\$3,179	100	100	\$0	\$3,179
C	Ops	47	7.d	OM Treatment Pond Rehab - Storm Damage (FEMA)	\$125,000	\$135,710	100	100	\$125,000	\$135,710
C	Ops	48	7.d	Tahiti Way Lift Pumps Rebuild	\$0	\$21,968	100	100	\$0	\$21,968
				SubTotal	\$565,000	\$425,787				
				Total West Marin	\$1,890,000	\$562,650	73	61	\$768,000	\$481,194
				FY18-19 TOTAL	\$7,770,000	\$3,952,085	84	75	\$5,481,000	\$3,745,863
C - Completed				PROJECT FORECAST REVISED						
PC - Partially completed				Baseline projects with revised forecast budget increases (indicated by shaded box)						
				Baselined projects to be deferred (indicated in strikeout)						
				New projects added (indicated in bold)						
				Prior year projects carried over indicated in italics						

13

*DRAFT Minutes of Water Advisory Committee and Technical Advisory Committee
35 Stony Point Road, Santa Rosa, California
August 5, 2019

Attendees: Kristian Gray, City of Santa Rosa
Easter Ledesma, City of Santa Rosa
Ben Horenstein, Marin Municipal Water District
Jack Gibson, Marin Municipal Water District
Mary Grace Pawson, City of Rohnert Park
Jake MacKenzie, City of Rohnert Park
Colleen Ferguson, City of Sonoma
Toni Bertolero, Town of Windsor
Jon Foreman, Valley of the Moon Water District
Alan Gardner, Valley of the Moon Water District

Grant Davis, SCWA
Craig Scott, City of Cotati
Drew McIntyre, North Marin Water District
Jack Baker, North Marin Water District
Jennifer Burke, City of Santa Rosa
Victoria Fleming, City of Santa Rosa
Colin Close, City of Santa Rosa
Dave King, City of Petaluma
Kent Carothers, City of Petaluma

Staff: Lynne Roselli, SCWA
Pam Jeane, SCWA
Ann DuBay, SCWA
Barry Dugan, SCWA
Carrie Pollard, SCWA
Don Seymour, SCWA
Rocky Vogler, North Marin Water District
Mike Thompson, SCWA
Gregory Plumb, SCWA
Sandi Potter, Town of Windsor
Lucy Croy, Marin Municipal Water District
Elise Howard, City of Santa Rosa

Public Attendees: Brenda Adelman, RRWPC
Jim Downey, Penngrove/Kenwood Water District
Margaret DiGenova, California American Water
Bob Anderson, United Wine Growers
David Keller, FOER
Mark Millan, Former WAC Chair

1. Check-in
Dave King, WAC Vice Chair, called the meeting to order at 9:03 a.m.
2. Public Comments
No public comments
3. Recap from May 6, 2019 WAC TAC Meeting and Approval of Minutes
All in favor; unanimously approved.

4. Recap from July 8, 2019 TAC Meeting and Approval of Minutes (TAC)
Moved by Colleen Ferguson, City of Sonoma, seconded by Craig Scott; unanimously approved.
5. Water Supply Coordination Council
WAC Vice Chair Dave King reported the council met to review and set this agenda.
6. Sonoma Marin Saving Water Partnership
 - a. **Approve New Member – City of Healdsburg**
Carrie Pollard, Sonoma Water
In June the Water Conservation Subcommittee approved recommending Healdsburg as a new Partner. The SMSWP First Amended MOU allows new parties to join upon recommendation of the Subcommittee and approval by the TAC. Healdsburg City Council to meet August 5th to vote on this membership for approval.
Motioned by Alan Gardner, Valley of the Moon Water Dist., Second by Mary Grace Pawson, City of Rohnert Park; unanimously approved.
 - b. 2019 Water Production Relative to 2013 Benchmark
Drew McIntyre, NMWD - Refer to handout. Water use year to date is 24% below the 2013 baseline.
7. 2020 UWMP Water Demand/Water Conservation Forecast Development
Drew McIntyre, TAC Chair- Urban Water Master Plans must be updated every 5 years and the last update was in 2015. Similar to previous practices for the 2010 and 2015 updates, the retail water contractors have agreed to use one consultant to prepare a new water demand analysis and water conservation measures update for each contractor. City of Santa Rosa has agreed to be Administrative Agent and will issue a request of proposal. Expectation is to have a consultant start work in January, 2020.
8. Water Supply Conditions and Temporary Urgency Change Order
Pam Jeane - SCWA.
Water supply conditions this year are normal.
A Temporary Urgency Change Order was approved by the State Water Resources Control Board in June, and will remain in place until October 15, 2019. Currently operating under minimum stream flow requirements as established by Decision 1610. Change in minimum stream flow rates to the upper and lower stream in Healdsburg. Lake Mendocino, is at 89,000 ac-ft, well above the storage goal and water releases are almost 200 cfs.
Lake Sonoma storage is at 232,000 ac-ft and 95% full with releases of 110 cfs.
All stream flows are above minimum flow requirements.
9. Biological Opinion Status Update
Pam Jeane, SCWA. Refer to hand out.

Fish Flow Project- Work continues on responding to comments, mostly on adaptive management. It is expected that the Agency will recirculate the Draft EIR early 2020.

Dry Creek Habitat Enhancement Project-McCullough Construction began work on the final third of three sites in Reach 14. Also working on finalizing designs and permitting on the last of the remaining Phase III project work in Phase 5 and should be under construction in 2020. Continuing to collect data at all sites because of high flows this year. Some maintenance will be required. In July, 2,000 coho were released from the

hatchery into enhancements sites along Dry Creek Reach 4 which was constructed by the Army Corp of Engineers. Biologists are studying how they behave and utilize the enhancement sites

Sonoma Water and Army Corps are moving forward with Phases IV, V and VI which make up the last three miles of the required work under the Biological Opinion. Meeting with property owners and trying to address their concerns and various other issue regarding access. Construction at site will be 65% funded by Army Corps and Sonoma Water will fund 35% and expect to have construction in all 3 phases IV, V, and VI in 2021, 2022, and 2023, respectively.

Fish Monitoring- Fish trapping season has come to a close. Had an unusual year with not seeing very many Chinook along the main stem of the Russian River due to late rains and high winter flows. There has been a large number of Steelhead. Will continue snorkel and electrofishing surveys through October aimed at Dry Creek to survey coho salmon and steelhead.

Russian River Estuary Management Project-The 2019 management season started May 15 and ends October 15. Management Plan was completed in May. Staff are doing surveys and monitoring work for water quality and biological monitoring. There is an annual meeting scheduled August 28 from 6:00-7:30pm at the Jenner Community Center. Breach of the Estuary was scheduled for August 5 but the river self-breached at 8.5 ft. over the weekend.

10. Potter Valley Project Relicensing Update

Drew McIntyer TAC Chair, refer to hand out regarding the June 18th WAC Potter Valley Project Ad Hoc group. There may be a Special WAC meeting scheduled in September or October related to action on a PVP Guiding Principles Statement.

Pam Jeane, SCWA

Between now and April the Planning Agreement parties are working on a feasibility study to determine if there is a viable project in respect to taking over the Potter Valley Project.

New Partner – Round Valley Indian Tribe is expected to become a Planning Agreement partner.

FERC tentative accepted NOI plan, will receive a 2nd letter soon clarifying some questions about the notice of intent. Will be soliciting an RFQ within a month or so. The feasibility study is to 1) determine how to create a regional entity, 2) determine does it make sense to own and operate the project.

11. Regional Water Supply Resiliency Study Update

Don Seymour, SCWA.

3 phases to the project: 1) Develop a work plan and scoping of document, 2) development and implementation of a Decision Support Tool, 3) modification and maintenance of the Decision Support Tool and continue collaboration. Still in the first phase.

The Consultant selected for the work is Jacobs. Next week or so Jacobs will be scheduling one on one interviews with the Water Contractors to discuss local objectives and collect additional information.

12. Sonoma County Grand Jury Report

Drew McIntyre, NMWD

Retail water contractors will need to provide a response to Recommendation #5 from the Grand Jury Report. TAC members are working on a common response. Refer to handout.

Kent Gylfe, SWCA - Report had 11 findings and 9 recommendations. SCWA response expected before 60 day deadline (August 19). Report addresses:

- 1) Options to accelerate the implementation of seismic mitigation projects.
- 2) Improved public information regarding the duration of potential service outages that could occur following a major earthquake
- 3) Improved coordination with water contractors regarding emergency preparedness and training opportunities
- 4) Development of earthquake specific responses through standard operating procedures to help facilitate the restoration of services.
- 5) Improved processes for documenting and tracking inventory of stand by equipment and supplies for emergency purposes

A draft response is available to the TAC Ad hoc Committee and County Administrators Office and hoping to get comments back from both groups sometime this week.

13. SCWA Washington DC visit-

Grant Davis – SCWA

Recapped Washington DC efforts when developing forecasting and informed reservoir operations (FIRO). Recently, Senator Harris's office invited SCWA for a FIRO briefing on the Senate side which was conducted late July 2019. Number of questions on how FIRO will be replicated in the west.

Lake Mendocino needs to be thoroughly documented. Ultimate goal is to update and change water manual for Lake operation.

14. Integrated Regional Water Management Plan(s) Update

Grant Davis- SCWA

Good news to be shared soon regarding Petaluma's recycled Water project that was recommended for funding. North Coast IRWMP recently received \$4.25 million planning grant for fire prevention and vegetation management.

15. Items for Next Agenda (November 4, 2019 WAC/TAC Meeting)

Possible special WAC meeting in September

16. Check out

Meeting adjourned at 10:05am

14

DISBURSEMENTS - DATED AUGUST 22, 2019

Date Prepared 8/20/19

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:


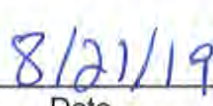


Seq	Payable To	For	Amount
P/R*	Employees	Net Payroll PPE 8/15/19	\$140,003.56
EFT*	Internal Revenue Service	Federal & FICA Taxes PPE 8/15/19	60,613.44
EFT*	State of California	State Taxes & SDI PPE 8/15/19	12,668.46
EFT*	CalPERS	Pension Contribution PPE 8/15/19	37,192.36
EFT*	US Bank	May Bank Analysis Charge (Lockbox \$912 & Other \$457, Less Interest \$206)	1,163.19
1	All Star Rents	Propane (21 gals) (STP)	69.43
2	Alpha Analytical Labs	Lab Testing	150.00
3	Athens Administrators	April Bill Review Fees	351.33
4	AT&T	Leased Lines	66.06
5	Bank of Marin	Bank of Marin Loan Principal & Interest (Pymt 94 of 240) Aqueduct Energy Efficiency Project	46,066.67
6	Blue, Julie	Exp Reimb: Mileage for Financial Management/HR Boot Camp for Special Districts in El Dorado Hills	119.48
7	Borges & Mahoney	Membrane (STP)	236.77
8	CDW-Government	Microsoft Exchange 2019 (86) (\$6,471), Microsoft Office Standard (70) & Professional (15) (\$25,563) & Supplies for Board Room Internet (\$214)	33,247.64
9	Charles Custom Welding	Welding Services for Oakmont Senior Center	520.00
10	Chase	JP Morgan/Chase Loan Interest (Pymt #3 of 30 - AMI Project)	58,570.26
11	Clipper Direct	Sept Commuter Benefit Program	462.00
12	Cole-Parmer Instrument	Counting Cell Sedwick Rafter (2) (Lab)	147.65

Seq	Payable To	For	Amount
13		Vision Reimbursement	352.00
14	Devine, Fred	Refund of Deposit/New Development/WC Restriction-Novato	1,000.00
15	Direct Line	August Telephone Answering Service	323.80
16	Eurofins Eaton Analytical	Lab Services for UCMR4 Monitoring	305.00
17	Fishman Supply	Brief Relief Urine Bags (200) & Bug Spray (50)	45.63
18	Fisher Scientific	Beaker (200) (Lab)	105.32
19	Frontier Communications	Leased Lines	1,431.41
20	Grainger	Sealant Tape (40), Fish Tape, Cooling Towels, Cooling Hat, Auto Drain (STP) (\$175), Adapters (50) (\$163), Pressure Gauge Fittings (6), Garden Hose Washers (30), Hose Bibbs (10), Kneeling Mats (4) (\$122), 3/4" Couplings (6) & 3/4" Pipe (4)	904.94
21	Guinther, O	Refund Overpayment on Open Account	285.40
22	Hach	Annual Service Contract for Hach Equipment at STP & PRTP	21,961.60
24	Holton, Nancy	Exp Reimb: Mileage & Meal for Financial Management Special District Class in El Dorado Hills	127.62
25	Industrial Vacuum Equipment	Hydraulic Cylinder Trailer Lift	707.80
26	Kane, Shawn	Exp Reimb: Electrolyte Drinks for the Crew During the Heat Wave	38.44
27	Lincoln Life	Deferred Compensation PPE 8/15/19	10,205.17
28	Maltby Electric	Double Throw Transfer Switch (10) (for Novato Pump Stations)	7,912.69
29	McLellan, WK	Misc Paving	47,469.52
30	Mettler-Toledo Rainin	Annual Pipette Calibration (3) (Lab)	293.20
31	Michael Baker International	Prog Pymt#3: Engineering Services to Prepare Additional Inundation Maps for Stafford Dam (Balance Remaining on Contract \$3,433)	4,752.00

Seq	Payable To	For	Amount
32	MSI Litho	Door Hangers: Notice to Consumer (1,000) & Envelopes (20,000) (\$1,539)	1,826.06
33	Nationwide Retirement Solution	Deferred Compensation PPE 8/15/19	1,995.00
34	Novato, City of	Reimbursement for City Staff Time for Processing Bahia Dr Property Sale for Booster Pump Station	21,659.21
35	On Line Resource	Can't Locate Account	156.04
36	Pace Supply	Gaskets (2), Corp Stops (3) (\$686), Bolts (600) (\$1,117), Tee, Adaptors (5), 12" Flange Tees (2) (\$1,033), Concrete Boxes (2), 1" Meter Connectors (6) (\$159), Fire Hydrant Extensions (2) (\$126) & Reducers (4)	3,500.14
37	PES Environmental	Consulting Services: Evaluate Potential Alternative Groundwater Supply Well Locations for Gallagher Wells Project (Balance Remaining on Contract \$59,187)	812.50
38	PG&E	Power: Bldgs/Yard (\$5,357), Rect/Controls (\$770), Pumping (\$45,863), Treatment (\$224) & Other (\$159)	52,373.31
40	R & B	Service Saddles (2), Couplings (2)	171.86
41	Red Wing Shoe Store	Safety Boots (Northen)	200.00
42	Rickey, Tom	Novato "Water Smart Landscape Efficiency Rebate Program-Residential	19.07
43	Ross, Cherie	Novato "Toilet Rebate" Program	400.00
44	Rotary Club of Novato-Sunrise	Annual Dues (McIntyre) (7/19-6/20) (Budget \$150)	162.00
45	Soiland	Asphalt Recycling (6 tons)	45.36
46	SPG Solar Facility	July Energy Delivered Under Solar Services Agreement	16,314.91
47	S-Scapes	Annual Backflow Testing Services for Customer Owned RP Devices	60.00

Seq	Payable To	For	Amount
48	SWRCB Accounting Office	Recycled Water Fees (7/1/17-6/30/18) (Related to Shut Down Test Required for Central Recycled Water Project at Lynwood Elementary School)	1,020.80
49	Steiner, Wendy	Novato "Toilet Rebate" Program	100.00
50	Stone, Anthony	Refund Overpayment on Closed Account	257.97
51	Township Building Services	July Janitorial Services	2,035.48
52	T & T Valve & Instrument	Solenoid for STP Valves	151.71
53	United Parcel Service	Delivery Services: Sent UCMRH Testing & Pipette Calibration (Lab)	122.45
54	USA BlueBook	Dispensers (2) (STP)	426.58
55	US Postal Service	Meter Postage	1,000.00
56	Verizon Wireless	AMI Gateways, SCADA & Novato CIMIS Station	658.36
57	VWR International	Spill Kit, Bromide, Standard (\$50) & Nitrate	124.91
58	Watkins, Jeff	Exp Reimb: Hotel for 2-Day Diagnostics Training Class for Diesel & Automotive Technicians in San Jose	291.73
59	Williamson, Nancy	Exp Reimb: Mileage & Meal for Financial Management for Special Districts on 8/8/19 in El Dorado Hills	131.37
TOTAL DISBURSEMENTS			<u>\$595,886.66</u>

The foregoing payroll and accounts payable vouchers totaling \$595,886.66 are hereby approved and authorized for payment.

	
Auditor-Controller	Date
	
General Manager	Date

DISBURSEMENTS - DATED AUGUST 29, 2019

Date Prepared 8/27/19

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
*90205	CalPERs	September Health Insurance Premium (Employees \$49,193, Retirees \$11,799 & Employee Contribution \$9,609)	\$70,601.41
*90206	CalPERS	Fees for GASB-68 Reports & Schedules	700.00
1	Alpha Analytical Labs	Lab Testing	385.00
2	American Family Life Ins	August AFLAC Employee Paid Benefit	3,009.05
3	Arrow Benefits Group	August Dental Admin Fee	282.50
4	A.S.T.I.	Annual Fire Service Testing (29)	2,780.00
5	Athens	August Monthly Fee	500.00
6	Aughney, Peter	Refund Overpayment on Closed Account	192.69
7	Bold & Polisner	Legal Fees (General \$1,848, Potter Valley Project \$1,323 & California Voting Rights Act \$1,827)	4,998.00
8	Core Utilities	Consulting Services: July IT Support (\$6,000), SCADA Programming (CG Wells & West Marin) (\$2,600), SCADA Maintenance (\$275), CORE Billing (\$350), Website Maintenance (\$525) & Water Smart & AMI Maintenance (\$475)	10,225.00
9	CWEA	Association Membership Renewal (Nommsen) (10/19-10/20) (Budget \$190)	192.00
10	Days Inn Novato	Novato "Water Smart Landscaping Efficiency Rebate" Program - Commercial	500.00
11	Diesel Direct West	Diesel (403 gals) & Gasoline (350 gals)	2,639.94
12	Draeger, Loree	Refund of Deposit/New Development/WC Restriction-Novato	1,000.00
13	Fedak & Brown	July Progress Billing (FY 19 Financial Audit)	250.00
14	Friedman's Home Improvement	Breaker for Hayden P/S	103.79

Seq	Payable To	For	Amount
15	Genterra Consultants	Prog Pymt#21: Dam Safety Consulting Services for STP (Balance Remaining on Contract \$29,706)	4,140.75
16	GHD	Prog Pymt#18: Water Tank 4A Replacement (Balance Remaining on Contract \$23,231)	2,520.00
17	Grainger	Drill Bit, Disposable Gloves (2,000) (STP) (\$322), Hard Hat, "AA" & "AAA" Batteries (360) (\$91), Adj Wrench, STP Sand Pump Bypass Parts (\$460), Tin Snip, Hand Truck (\$160) & Ball Valves (2) ('13 Vac Excavator Trailer) (\$79)	1,219.46
18	Hach	Phosphoric Acid Solution (5 gals) (\$317), Sodium Persulfate Solution (5 gals) (\$328) & Sulfite Reagent Pillows (200) (STP)	746.60
19	Hart, Stephen	Novato "Toilet Rebate Ultra High Efficiency Toilet" Program	300.00
20	HERC Rentals	Fuel Tank Rental (\$1,677) & Generator Rental to Power Pump Stations During Extended Power Outages (\$10,375)	12,052.77
21	Hildebrand Consulting	Prog Pymt#2: Water Rate Study (Balance Remaining on Contract \$36,575)	3,570.00
22	Idexx Laboratories	Quanti-Tray (100) (Lab)	261.17
23	Jakela	Replacement Payment. Original Payment Returned	681.18
24	Jones, Roberta	Refund Overpayment on Closed Account	37.08
25	Kaiser	DMV/DOT Physical (Breit)	115.00
26	Kiosk Creative	Prog Pymt#3: Communications Review Strategy & Plan 2019/2020 (Balance Remaining on Contract \$8,815)	2,400.00
27	Leighton Stone	Ashcroft Dura-gauge (3) (STP)	282.24
28	Maltby Electric	Conduit Connectors (145)	114.34
29	Marin IJ Processing Center	Classified Ads: NMWD Public Hearing No 5 - Public Notice & Ordinance 38 Summary	163.96
30	McIntyre, Drew	Exp Reimb: January Through July Mileage	824.76

Seq	Payable To	For	Amount
31	Mutual of Omaha	September Group Life Insurance Premium	965.90
32	Neopost USA	Postal Meter Rental (9/1/19-9/30/19)	124.43
33	Noll & Tam Architects	Prog Pymt#13: NMWD Headquarters Upgrade Master Plan (Balance Remaining on Contract \$12,829)	3,595.00
34	Novato Sanitary District	June 2019 RW Operating Expense	20,605.35
35	Office Depot	Toner	69.75
36	O'Reilly Auto Parts	Brake Cleaner & Car Wash	112.00
37	Pace Supply	Elbows (30) (\$470), Bushings (27) (\$113), Cap, Nipples (72) (\$428), Reducer, 2" Meter Stops (27) (\$3,143), Couplings (34) (\$2,599), Tees (7), Gaskets (10), Service Saddles (2) (\$121), Hydrant Extensions (14) (\$835), Copper Pipe (140') (\$1,586) & Angle Meter Stops (51) (\$2,685)	12,558.00
38	Pape Machinery Inc.	Bushings (4)	235.51
39	Peterson Trucks	Oil Cap	16.50
40	Point Reyes Prop Mgmt Assn	August HOA Dues (25 Giacomini Rd)	75.05
41	Rauch Communication Consultant	Prog Pymt#3: Consulting Services Outreach Support (Balance Remaining on Contract \$10,115)	1,079.00
42	R & B	1" Copper Pipe (2,400') (\$10,807), Plugs (4), Couplings (27) (\$2,069), Unions (5) Caps, Clamps (2) (\$623), PVC Pipe (200') (\$1,107) & Gate Valves (4) (\$1,779)	16,612.55
43	Rockwell Engineering & Equipment	Parts & Labor to Rebuild 2 PL 250 Pump Ends for OM Lift Station	9,488.88
44	Schunk, Peter	Novato "Toilet Rebate" Program	100.00
45	Service Station Systems	Annual Air Quality Testing & Repairs for Fuel Tanks (2)	2,132.51
46	Soiland	Asphalt Recycling (7 tons)	52.08
47	Sonoma County Water Agency	July Contract Water	717,619.52
48	Tamagno Green Products	Sludge Removal @ STP (83 yds)	2,490.00

Seq	Payable To	For	Amount
49	Uhlig, David	Refund Overpayment on Open Account	38.08
50	USA BlueBook	pH Probe Storage Solution (STP)	41.18
51	US Bank	July Safekeeping Treasury Securities	102.00
52	White & Prescott	Prog Pymt#4: Rosalia Tank Site (\$2,160), Prog Pymt#5: Old Ranch Road Tank Site (\$1,305) & Prog Pymt#6: AEEP Easement Support B2 Reach A (\$90) (Balance Remaining on Contract \$24,180)	3,555.00
53	West Yost & Associates	Prog Pymt#2: Addressing West Marin Brominated TTHM Reduction (Balance Remaining on Contract \$0) (\$12,150) & Prog Pymt#4: Perform STP Process Efficiency Improvement Study (Balance Remaining on Contract \$0) (\$5,226)	17,375.50
TOTAL DISBURSEMENTS			<u>\$936,832.48</u>

The foregoing payroll and accounts payable vouchers totaling \$936,832.48 are hereby approved and authorized for payment.

 Auditor-Controller	 Date
 General Manager	 Date

Marin outage hits 61K customers

Outage

PACIFIC GAS & ELECTRIC

Breakdown during heat wave prompts hundreds of 911 calls

By Adrian Rodriguez

arodriguez@marinij.com
[@adrianrrodri](#) on Twitter

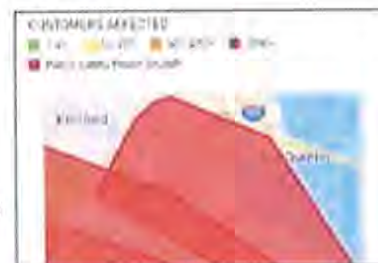
Tens of thousands of electricity customers lost power across Marin early Friday after PG& E repair work set off a massive outage, taxing first responders who were inundated with emergency calls.

More than 61,000 Pacific Gas and Electric Co. customers were hit by the outage, which was attributed to complications from emergency repairs at the Ignacio substation in Novato and work at a separate, unrelated PG& E project nearby.

“There was an issue with the set-up of the protective systems for the projects, which resulted in the outage,” PG& E spokeswoman Deanna Contreras said. “This was not a public safety power shutoff situation.”

Contreras said PG& E is inves-

OUTAGE»PAGE 4



The Pacific Gas & Electric outage website displays power failures across Marin late Thursday night. The outages continued for more than two hours.

M.PGE.COM — #OUTAGES

Marin outage hits 61K customers

Outage

FROM PAGE 1

Investigating the incident to determine what went wrong.

“Providing safe and reliable service is our top priority,” she said. “PG& E worked to restore service to customers as quickly as possible.”

the communications center received 68 emergency calls. On a typical night, the center receives 12, Schneider said.

The volume of non-emergency calls was even higher, at 217. On average, there are around 55 non-emergency calls during that hour, Schneider said.

The dispatch center takes calls for most Marin fire departments and several police departments. The sheriff’s office tweeted a

PG& E began using the planned outages last year with the authorization of the California Public Utilities Commission after findings indicated that its equipment sparked devastating wildfires. PG& E is expanding the outage practice to include not only distribution power lines but also the transmission lines that power the utility’s substations. That could mean larger, more widespread outages.

The outage hit around 11 p.m. Thursday with reports of lights out in Sausalito, Mill Valley, Belvedere, Tiburon, Corte Madera, San Rafael, Novato and West Marin. Power was restored around 1:29 a.m. Friday.

Novato resident Cathy Pagan said she had just switched on the TV news when the screen went black, her lights went out and fans stopped spinning.

"I have respiratory issues," she said. "It was so hot, I couldn't breathe, I couldn't sleep. It was terrible."

Marin's 911 system received more than 270 calls when it normally handles less than one-third of that, said sheriff's Sgt. Brenton Schneider.

Between 11 p.m. and midnight,

plea to residents to refrain from calling 911 unless there was an emergency.

Some residents did have actual emergencies, including those with medical equipment who rely on electricity to operate, Schneider said.

In those cases, fire crews were dispatched to provide the residents with a temporary generator.

"I think we were definitely overwhelmed but we had the staffing to deal with it," Schneider said. "Overall, I think it's a good lesson as this is going to happen more often with the planned shutoffs."

"While it wasn't a planned event, it was a good test run for what to expect as soon as it starts," he said.

Schneider recommended that residents prepare for planned power outages and look to resources provided by county health officials at bit.ly/31M16Up.

Residents are also encouraged to sign up for emergency alerts, including PG&E's wildfire safety shutoff alerts at bit.ly/2K27D60, and others from the sheriff's office and local police departments at AlertMarin.org and Nixle.com.

Saturday, 08/17/2019 Page .A01

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Field of candidates set for council race

NOVATO CHAMBER OF COMMERCE TO HOST ELECTION FORUM AUGUST 27

By Corey Pride

The candidates list in the races for Novato City Council is finally complete.

The extended filing period closed Aug. 14 for the seats in District 1, currently held by Councilwoman Pam Drew, and District 5, held by Councilman Josh Fryday. Neither councilmember is running for re-election.

In District 1 certified public accountant Jim Petray will compete against Planning Commissioner Susan Wernick. District 3 saw a couple last minute filings as sales manager Melissa Galliani and University of California, San Francisco retiree Amy Peele filed on Aug. 13 and 14 respectively. Galliani and Peele will compete against Realtor Marie Hoch, who filed weeks ago.

Mayor Eric Lucan (District 3) has been locked into competing against communication consultant Kevin Morrison since Aug. 8, the original filing deadline.

The Novato Chamber of Commerce is planning a Candidates Forum on Tuesday, August 27, at 8 a.m. at Ultragenyx Pharmaceuticals, 60 Leveroni Court building 64. Admission to the event is free.

The Novato City Council is in the middle of dealing with projected long-term budget deficits, establishing framework for the recreational sale of marijuana and revamping rules for downtown outdoor eating areas.

In the past few months the council has been

divided 3-2 on mostly issues involving the city's finances. Typically Fryday voted with Lucan and Councilwoman Denise Athas and Drew's vote would align with that of Councilwoman Pat Eklund. The possibility of tie votes will increase between now and the election because Fryday is slated to officially vacate his seat this month.

Fryday announced in July that Gov. Gavin Newsom appointed him chief service officer of the California Volunteers, a commission overseeing groups like Disaster Volunteering and Preparedness and AmeriCorps. He will start the new job in September.

This November will mark the first time Novato residents will choose councilmembers through a by-district system rather than the traditional at-large method.

The switch to by-district elections is to avoid a lawsuit threatened by Malibu attorney Kevin Shenkman in February through a letter sent to Novato and other California cities. In the letter Shenkman accuses cities who hold at-large elections of violating the California Voting Rights Act because it puts minorities, such as Latinos, at a disadvantage when running for office.

The election will also be the final time Novato holds its city council election in an odd-numbered year. Signed in 2015, the California Voter Participation Rights Act mandates that cities, school districts, community college districts and other districts hold elections on even years, when presidential and gubernatorial political races occur. As a result this year's winners will have five-year terms in office.

Lawsuit challenges MMWD fee

Lawsuit

MARIN COURTS

Maintenance charge called violation of state constitution

By Will Houston

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[@Will_S_Houston on Twitter](#)

The months-long fight over Marin Municipal Water District's controversial new fee on ratepayers is moving to the courthouse.

The Coalition of Sensible Taxpayers nonprofit corporation, known as COST, and four water ratepayers filed a 64-page complaint in Marin County Superior Court this week alleging the water district overstepped its authority and violated the state constitution

by approving the new capital maintenance fee earlier this year. The fee, which took effect in July, levies a fixed fee based on water meter size, with most ratepayers paying about \$164 or \$409 per year; however, the fee amount can range up to \$31,063 for 10-inch meters. The estimated \$241 million in fee revenue collected over the next decade is set to be used to repair and replace the district's aging pipes, pumps, water tanks and treatment plants as well as for fire preparedness.

In a lawsuit filed Tuesday, COST and the ratepayers — Doug Kelly of San Anselmo, Gloria Rashti and Mari Robinson of Mill Valley and Robert Rosenbluth of Tiburon — allege the capital maintenance fee and the increased watershed maintenance fee the water district also approved earlier this year violate the state constitution.

"The resulting fee scheme is arbitrary and capricious — and illegal," the COST board of directors wrote in a statement. "It places an unfair burden on residential ratepayers broadly, especially those who are low water users or have large meters."

The case seeks to invalidate the fee, refund all fee payments and

LAWSUIT >> PAGE 2



Horenstein

Lawsuit challenges MMWD fee

Lawsuit

reduce its reliance on bonds to fund capital projects. By paying for projects with cash, the district will ultimately save

needs of the county, especially in the face of climate change, increased fire risk and

FROM PAGE 1

prevent the district from collecting revenue. COST is asserting that the fee will need to go to a vote by ratepayers in order to be adopted.

Ben Horenstein, MMWD general manager, said the district will defend itself and that it's common for lawsuits to follow rate increases.

"It is unfortunate that ratepayer dollars will be used in addressing the claims made by COST," Horenstein said in a statement. "Most of the legal issues raised are issues that were raised and responded to during the rate setting process. They have been vetted by our financial and legal teams and we have a high level of confidence that we will prevail in this lawsuit. We take the rate setting process seriously and are dedicated to fairness in the process."

The district adopted the new fee in order to

ratepayers about \$90 per year they'd be paying to cover hundreds of millions of dollars in interest costs. The district plans to use its debt capacity for emergency situations. Responding to ratepayer complaints on the fee's immediate wallop on their wallets, the district Board of Directors adopted some carve-outs. These include reducing the fee by one tier for people who have larger meters solely for fire sprinklers or to keep adequate water pressure; waiving the fee for fire flow lines; splitting the fee payments on bimonthly water bills for the first two years and then transition to customers' property tax bills thereafter; and revisiting the fee after two years.

Larry Minikes, an MMWD Citizens Advisory Committee member who supported the fee increase, said he thinks the lawsuit is counterproductive to the

associated impacts such as tenuous insurance coverage.

"Infrastructure is not a tax or cost to us, it's an investment," he said. "It's incumbent on this generation to make that investment."

Kevin Haroff, an attorney and a member of the Larkspur City Council who opposed the fee along with the council, said he had similar concerns to COST's about the district's method of assessing the new fee.

"I agree with the views expressed by many that the district was not sufficiently open and transparent in the way in which it presented the proposed fee to the public in advance of its adoption," Haroff wrote in an email, "and I hope that the lawsuit will provide a forum to shed more light on how the district found itself in a position to have to raise fees in the way that it did."

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Housing goals, Coast Guard plan a good fit

Editorial

The Coast Guard housing complex at Point Reyes Station offers Marin an opportunity to preserve and possibly add to the local affordable housing supply.

The county is poised to purchase the property — 36 townhouses, a dining hall and tennis courts — on 32 acres that are walking distance to town. The estimated \$4.3 million price tag the federal government is asking for the property is a wise use of the county's housing trust fund, which stands at around \$8 million.

The sale of the property has been slowly wending its way through Congress and the federal bureaucracy.

Rep. Jared Huffman's legislative efforts put the county first in line as a potential buyer.

Supervisor Steve Kinsey was a champion of protecting the affordable housing and his successor Dennis Rodoni has carried on that goal. Both have worked closely with the Community Land Trust Association of West Marin — or CLAM — the homegrown nonprofit

that is ready to rehabilitate, own and manage the property.

The price tag the federal government is seeking should reflect the county's intent to keep the property as affordable housing. This is a sale that keeps the property in public use to meet an important community need.

As taxpayers are the clients on both sides of this deal, the public benefit should demand a fair and reasonable price.

Both understand the need for affordable housing for workers in West Marin. Rising real estate values and the conversion of longtime second units into short-term rentals have taken a toll on affordable housing across West Marin, forcing workers into longer commutes.

The opportunity that the Coast Guard housing affords to the county is a rarity.

Because it is already existing, the purchase and conversion to public housing shouldn't get bogged down in costly bureaucratic hurdles.

There will be some frontend costs, but hopefully agencies involved in the approval process won't saddle the county with prolonged studies and reviews that often become a huge impediment for such projects

The need for this housing is now. The housing is already there and, with some improvements, it can help fill a growing void in West Marin, where workers are needed by ranches, restaurants, parks, stores and other businesses.

County officials say the price tag under consideration is a good one.

What we know, for sure, is that there is a need for workforce housing in West Marin and saving this property for affordable housing is an opportunity the county needs to seize.

that are often on a leaner budget than profitdriven developments.

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NOVATO

Police chief selected as interim manager

By Will Houston

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Following the surprise ousting of city manager Regan Candelario, the new interim manager, police Chief Adam McGill, said his top priority will be working to restore public trust in the government.

"I'm committed to being as transparent as we possibly can, being honest and having the self awareness of some of the public perceptions of the city and the city government," McGill said Friday. "We'll be working hard to address those and provide ethical leadership to our community, to the council and to the employees."

After placing Candelario on paid administrative leave on Tuesday, the Novato City Council met in a marathon closed session hearing on Thursday afternoon to discuss the transition. Five hours later, the council announced that

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McGill

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it voted unanimously to appoint McGill to serve as interim city manager. McGill has about 28 years of public service experience in various police departments throughout the state.

"Adam has proven that he has the leadership skills and community focus needed to maintain and enhance the services provided to Novato residents and businesses and to work effectively with all city staff and the full council," Mayor Eric Lucan said after the council's meeting Thursday.

Councilwoman Pat Eklund said the city is "fortunate to have someone of Adam's integrity to support the city council during this transition."

The reasoning behind Candelario's firing remains unclear. Speaking Thursday, Mayor Pro Tem Denise Athas said the council appreciated Candelario's three years of service to the city, but said the council "decided to go a different direction."

Lucan declined to comment on Friday as to why the council decided to oust Candelario.



NOVATO POLICE DEPARTMENT PHOTO

Novato police Chief Adam McGill takes the oath of office from City Clerk Claudia Laughter in 2017. Regan Candelario, then the city manager, is at rear.

Candelario could not be reached for comment Friday.

McGill said he didn't know if anyone expected the council's action.

"The organization is shocked, but we're working through that with the employees and being mindful of the challenges that creates in a transition like this," McGill said. "I've been in public service a long time and I'm committed to helping the city as best I can and appreciate the council's support."

Candelario came under public scrutiny last month after the controversial employment histories of two city financial consultants came to light. One of the

consultants had recently been appointed interim finance manager for the city. Candelario fired both consultants shortly after, stating that the city relied on the consulting firms to conduct the background checks. The city was aware of some of the employment history, Candelario said, but not all aspects, though he didn't specify what those were.

While it is not common for Marin cities to appoint their police chiefs to lead their administrations, it is not unprecedented. The Sausalito City Council tapped police Chief Scott Paulin to replace ousted City Manager Dana Whitson in 2007. More recently,

Corte Madera Town Council appointed Central Marin Police Authority Chief Todd Cusimano to take over as town manager in 2016.

McGill will still retain his role as police chief, which he has held since 2017. To compensate him for this dual role, McGill will receive a 5% pay bump that will bring his annual salary up to about \$220,500.

While he might be working across the street in the city administrative offices more, McGill said he'll still be paying attention to what's going on in the police department. In the transition period, the department's "two fantastic captains" will ensure the community won't see any lapses in service, he said.

"There will be some long days and nights, but I'm fortunate to have a very strong leadership team at the police department and the officers and the staff," McGill said. "We have an exceptional team so I have every confidence they will continue to deliver top shelf service. I'm not going anywhere."

As to whether McGill plans to throw his hat in the ring to become the permanent city manager, McGill said it's premature to be thinking about that.

"There has been no com-

munication or discussions about moving forward with a permanent recruitment or replacement with anyone else," McGill said. "One day at a time here."

In an email on Friday, Assistant City Manager Michael Antwine said he has made a personal commitment to Lucan, Athas and McGill that he will "support them in every way possible and give them all of my support, energy and efforts to help the city of Novato and its wonderful residents through this current transition period."

The reshuffling of the city's top management comes as the council is set to go through its own changes. Councilman Josh Fryday is set to step down in September to take on the role of the state's chief service officer after being appointed by Gov. Gavin Newsom in mid-July. His seat will remain vacant until after the November election in which three candidates — Melissa Galliani, Marie Hoch and Amy Peele — are vying for the District 5 seat. Councilwoman Pam Drew has also not filed for reelection, with Jim Petray and Susan Wernick contending for the District 1 seat. Lucan is seeking a third term with Kevin Morrison challenging him.

Pension debt load detailed in report

MARIN SCHOOLS

By Keri Brenner

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Each Marin household is shouldering between \$1,000 and \$24,000 — or more in overlapping areas — in school district pension debt, according to a new report from Stanford University.

The Ross School District, for example, has the highest individual load to carry in Marin schools, with \$24,181 in pension debt per household. The lowest is the Marin County Office of Education, with \$1,005 per household. Someone living in Kentfield, a “feeder” elementary school district to the Tamalpais Union High School District, could be holding the \$10,715

pension debt from Kentfield, the \$4,991 from Tam Union, and a \$1,786 per-household unfunded pension liability from the College of Marin.

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Those are just a few examples from Stanford’s five-year-old online tool, PensionTracker.org. Pension Tracker has just added state retirement system data from all California school districts, including 18 districts in Marin (K-12 and College of Marin).

“We hadn’t covered school districts before,” said Stanford professor Joe Nation, who presided at a webinar Friday to release the new data. “So we now cover 3,400 total agencies in the state, including 1,700 school districts — and all of those in Marin.”

Pension debt refers to the so-called “unfunded liability,” or obligations for future pension payouts that are not currently in hand in local coffers. Those payouts are guaranteed and so will eventually have to be paid by taxpayers in some form or another, such as fee increases, bumps in parcel or property taxes, sales taxes or rate hikes, said Nation, who represented Marin in the state Assembly from 2000 to 2006. Nation, who is now project director for the Stanford Institute for

down to the local level.

“This has not yet peaked,” Nation said, referring to the rising mandatory rate of pension debt contributions to be made by state school districts.

The latter is the result of Assembly Bill 1469, passed in 2014, which “more than doubles the school district required contributions to the California State Teachers Retirement System or Cal-STRS, which is massively underfunded,” said Kenneth Broad of Mill Valley, a political activist, in a letter to the editor of the Independent Journal. “These mandated employer contributions ramp from 8.25% in 2014 to 19.1% in 2020, and remain at that elevated level for nearly three decades.”

“It seems logically inconsistent that California is banking record tax revenues, yet our schools are suffering cuts a full decade into a lengthy economic expansion,” Broad added. “How is this possible?”

Economic Policy Research, said Pension Tracker has just been updated to cover 2017 data — the latest year processed.

Including school districts to the existing data on local governments, water districts and other public agencies, California's total pension debt as of 2017 is \$1.052 trillion, or \$80,643 per household using a "market" assumption of a 3% rate of return.

Using an "actuarial" 7% rate assumption — the rate used by state retirement system agencies — the total public retirement debt is less, but still \$308.5 billion, or \$23,632 per household.

Nation said the "market" rate is generally thought to be more realistic, according to finance specialists.

Meanwhile, he said state efforts to curb the mounting pension costs are trickling

Broad, meanwhile, said on Monday he agrees with Nation and other Pension Tracker staff that "even more troubling is the assumption that stock and other investment markets earn 7% annually. If not, the budget situation will go from dire to dystopian — the cuts will truly be savage in the next recession."

Broad acknowledged that Gov. Gavin Newsom's budget this year offers school districts some help in paying down the pension debt. But, he said, "It's like a parent telling a child, 'I'll help you get out of credit card debt by paying your minimum monthly payment. It doesn't do anything to remedy the underlying problem.'" **"It seems logically inconsistent that California is banking record tax revenues, yet our schools are suffering cuts a full decade into a lengthy economic expansion. How is this possible?"**

— *Kenneth Broad, Mill Valley*

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