



NORTH MARIN WATER DISTRICT
AGENDA - REGULAR MEETING
 September 19, 2017 – 7:00 p.m.
 District Headquarters
 999 Rush Creek Place
 Novato, California

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

Est. Time	Item	Subject
7:00 p.m.	CALL TO ORDER	
	1.	CLOSED SESSION: In accordance with California Government Code Section 54957 for Public Employment, Titles: Auditor-Controller
	2.	APPROVE MINUTES FROM REGULAR MEETING , September 5, 2017
	3.	GENERAL MANAGER'S REPORT
	4.	OPEN TIME: <i>(Please observe a three-minute time limit)</i> This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.
	5.	STAFF/DIRECTORS REPORTS
	6.	PUBLIC HEARING/ADOPT Consider Proposed Revisions to Water Conservation Resolutions and Regulations Resolutions
	7.	MONTHLY PROGRESS REPORT
	CONSENT CALENDAR The General Manager has reviewed the following items. To his knowledge, there is no opposition to the action. The items can be acted on in one consolidated motion as recommended or may be removed from the Consent Calendar and separately considered at the request of any person. Water Service Agreement 8. Consent – Approve: 1305 Grant Ave – Fire Service Resolution 9. Consent – Approve: Recruitment Firm Agreement 10. Consent – Approve: Salary Schedule Revision	
	ACTION CALENDAR	
	11.	Approve: Amend the 2017 General Consulting Services Agreement with GHD
	12.	Approve: Water Master Plan Hydraulic Modeling and CIP Development – Kennedy/Jenks Consultants
	INFORMATION ITEMS	

All times are approximate and for reference only.

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

13. RW Central Expansion update No. 3
14. FY 17 - Operations/Maintenance Year End Report
15. Fourth Quarter FY 16/17 - Water Quality Quarterly Report w/Quarterly Bacteriological Monitoring Report
16. Draft Board of Directors Manual (Policy No. 14)
17. Stafford Treatment Plant Chlorine Gas Incident Review
18. FY17 Residential Consumption Status Report
19. NBWA Meeting – September 8, 2017

20. ***MISCELLANEOUS***

Disbursements

Status Report – New Answering service

2018 Medical Plan Cost Increase

Salinity Notices

News Articles:

SB623 Becomes 2 year bill

County forms Coast Guard working groups

Highway 37 toll floated to hasten flood fixes, repairs'

Chlorine gas leak at Novato water treatment plant contained

Novato voters to consider flood protection tax

- 8:45 p.m. 21. ***ADJOURNMENT***

1

2

DRAFT
NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
September 5, 2017

CALL TO ORDER

President Petterle called the regular meeting of the Board of Directors of North Marin Water District to order at 7:00 p.m. at the District Headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, Rick Fraites, James Grossi, Michael Joly, and Stephen Petterle. Also present were General Manager Drew McIntyre, District Secretary Katie Young, Auditor-Controller David Bentley and Chief Engineer Rocky Vogler.

District employees Ryan Grisso (Water Conservation Coordinator) and Tony Arendell (Construction/Maintenance Superintendent) were in the audience.

CLOSED SESSION

President Petterle adjourned the Board into closed session at 7:01 p.m. in accordance with Government Code Section 54957 for Public Employment, Titles: Auditor-Controller, Assistant Auditor-Controller, and Accounting/Human Resources Supervisor.

OPEN SESSION

Upon returning to regular session at 7:30 p.m., President Petterle stated that during the closed session the Board had discussed the issue and no reportable action had been taken.

MINUTES FROM REGULAR MEETING – AUGUST 15, 2017

On motion of Director Baker, seconded by Director Joly the Board approved the minutes from the regular meeting on August 15, 2017 as presented by the following vote:

AYES: Director Baker, Fraites, Joly, and Petterle

NOES: None

ABSTAIN: Director Grossi

MINUTES FROM SPECIAL MEETING – AUGUST 22, 2017

On motion of Director Baker, seconded by Director Joly the Board approved the minutes from the Special Meeting on August 22, 2017 as presented by the following vote:

AYES: Director Baker, Fraites, Joly, and Petterle

NOES: None

ABSTAIN: Director Grossi

1 **MINUTES FROM SPECIAL MEETING – AUGUST 29, 2017**

2 On motion of Director Baker, seconded by Director Joly the Board approved the minutes
3 from the Special Meeting on August 29, 2017 as presented by the following vote:

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

5 NOES: None

6 ABSTAIN: Director Grossi

7 **GENERAL MANAGER'S REPORT**

8 **Annual Patio BBQ**

9 Mr. McIntyre informed the Board that staff held the annual patio barbeque lunch last
10 Thursday for all employees and acknowledged Arthur Cantiller who will be retiring on September 6th
11 after 12 years of service. He noted that several service awards were given including David Bentley
12 being recognized for his 30 years of service.

13 **NBWA Meeting**

14 Mr. McIntyre reminded Director Fraites of the North Bay Watershed Association meeting
15 scheduled for Friday, September 8th.

16 **Monning Bill**

17 Mr. McIntyre provided an update on Senate Bill 623 which proposes a tax on local water
18 agencies to fund a state program to ensure safe drinking water for all Californians. He reported that
19 the measure has been referred back to committee and will be re-visited in 2018.

20 **OPEN TIME**

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

23 **STAFF/DIRECTORS REPORTS**

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

26 Director Baker advised staff and the Board that he rode the SMART train and had a good
27 experience, hoping it will be successful. He noted that he will miss the next two Board meeting.
28 Director Baker advised the Board that there will be a meeting with the Sonoma County Water
29 Agency's Interim GM Mike Thompson and suggested the two new Directors might benefit attending
30 the meeting.

1 **CONSENT CALENDAR**

2 Director Joly requested that item 11 be removed from the Consent Calendar for discussion.

3 On the motion of Director Fraites, seconded by Director Baker the Board approved items 8-
4 10 and 12 on the consent calendar by the following vote:

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

6 NOES: None

7 **OUT-OF-STATE TRAVEL FOR ROBERT CLARK AND STACIE GOODPASTER TO ATTEND CA-**
8 **NV AWWA FALL 2017 CONFERENCE**

9 The Board approved out-of-state travel for Robert Clark and Stacie Goodpaster to attend the
10 AWWA Fall 2017 in October in Reno, NV.

11 **OUT-OF-STATE TRAVEL FOR GENERAL MANAGER TO ATTEND CA-NV AWWA FALL 2017**
12 **CONFERENCE**

13 The Board approved out-of-state travel for General Manager, Drew McIntyre to attend the
14 AWWA Fall 2017 in October in Reno, NV.

15 **SET PUBLIC HEARING TO CONSIDER REVISIONS TO WATER CONSERVATION**
16 **RESOLUTIONS AND REGULATIONS**

17 The Board set a public hearing for Tuesday, September 19th to consider revisions to water
18 conservation resolutions and regulations.

19 **THIRD PARTY LABOR COMPLIANCE INSPECTION FOR SAN MATEO TANK REHABILITATION**
20 **PROJECT – RGM AND ASSOCIATES**

21 Director Joly requested this item be removed from consent for discussion.

22 Director Joly asked for an explanation for why the District needs to pay \$19K for this service.

23 Mr. Vogler explained that it is an insurance policy for the District to verify conformance with
24 State labor laws. He stated that public contracting labor laws are becoming more a more
25 complicated as time goes on and District staff does not have the personal available to ensure
26 compliance.

27 On motion of Director Baker, seconded by Director Joly, the Board approved the General
28 Manager to execute an agreement with RGM and Associates for \$16,660 with a contingency of
29 \$2,000 by the following vote:

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

31 NOES: None

1 **ACCOUNTING/HUMAN RESOURCES SUPERVISOR RECRUITMENT**

2 The Board approved recruitment of the Accounting/Human Resources Supervisor which will
3 be posted tomorrow, September 6th and close on Wednesday, September 20th at 5 p.m.

4 **ACTION CALENDAR**

5 **ENTERPRISE ASSET MANAGEMENT CONSULTING SERVICES - SOFTRESOURCES**

6 Mr. Vogler advised the Board that the Engineering and Operations' departments are
7 interested in procuring an Enterprise Asset Management (EAM) software program. He noted that the
8 District does not possess the relevant software expertise to be able to accurately assess and
9 compare competing EAM programs provided by various software vendors.

10 Mr. Vogler advised the Board that the District has been considering implementing EAM for
11 years, and has included language to this effect in the last few iterations of water master plans
12 developed for the Novato service area. He noted that given the work the District has completed over
13 the last several years to develop a working GIS model of our distribution systems, the ability to
14 leverage an appropriately selected EAM program is both relevant and timely.

15 Mr. Vogler stated that SoftResources would interview staff and evaluate EAM options to best
16 fit the District's needs. He stated that they would provide the District with a presentation on which
17 system would work best for the District and would provide support to staff in the decision making.

18 On motion of Director Joly, seconded by Director Baker, the Board authorized the General
19 Manager to execute an agreement with SoftResources Software Consulting for software selection
20 consulting services with a not to exceed limit of \$42,600 plus an approved contingency reserve of
21 \$8,000 by the following vote:

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

23 NOES: None

24 **DEBT MANAGEMENT POLICY**

25 Mr. Bentley reminded the Board that at the August 3rd meeting the Board reviewed a draft
26 Debt Management Policy which Senate Bill 1029 (SB 1029), effective January 1, 2017, requires all
27 local agencies to adopt prior to the issuance of new debt. He advised the Board that the policy draft
28 incorporates minor edits suggested by bond counsel (Jones Hall) and District legal counsel.

29 Mr. Bentley advised the Board that the District currently has \$27.7 million in debt
30 outstanding, and the 5-year financial plan included in the adopted FY18 budget includes \$27.5
31 million in additional debt with the following projected projects: Recycled Water Central, Advanced

1 Metering, Admin Office Remodel, West Marin Water Solids Handling and the West Marin Treatment
2 Plant Rehabilitation.

3 Mr. Bentley advised the Board that it is a policy goal of the District to protect ratepayers and
4 constituents by utilizing conservative financing methods and techniques so as to obtain the highest
5 practical credit rating. He noted that this self-imposed 1.5 coverage ratio goal, while laudable, could
6 limit the District's ability to issue new debt.

7 Director Fraites asked how many more years the District will need to incorporate a 5% rate
8 increase. Mr. Bentley stated that in the 5-year financial plan projects a 5% rate increase each year
9 until FY2022.

10 Mr. McIntyre advised the Board that the 5-year financial plan and projected rate increase is
11 reviewed every year.

12 Director Joly stated that the District needs to be aware of the debt being created and the
13 constant raise of District rates.

14 Mr. McIntyre reminded the Board that approving the debt management policy does not
15 approve any of the project projects to move forward, that it is just setting the policy.

16 On motion of Director Joly, seconded by Director Baker, the Board approved Board Policy
17 #47 - Debt Management by the following vote:

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

19 NOES: None

20 **RESPONSE TO CIVIL GRAND JURY REPORT – THE BUDGET SQUEEZE – HOW WILL MARIN**
21 **FUND ITS PUBLIC EMPLOYEE PENSIONS?**

22 Mr. Bentley advised the Board that the Marin County Civil Grand Jury has requested 48
23 public agencies to respond to this report and only 12 of the 48 have actually responded. He advised
24 the Board that the District was requested to respond to three recommendations. Mr. Bentley
25 provided the Board with a background history of CalPERS and stated that the solution lies in the
26 State legislature.

27 On motion of Director Joly, seconded by Director Fraites, the Board approved the proposed
28 response to the Marin County Civil Grand Jury Report – *the Budget Squeeze- How Will Marin Fund*
29 *its Public Employee Pensions* by the following vote:

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

31 NOES: None

1 **INFORMATION ITEMS**

2 **WATER CONSERVATION YEAR END REPORT (JULY 2016 THROUGH JUNE 2017)**

3 Ryan Grisso, Water Conservation Coordinator provided the Board with a Year End Report.
4 He stated that participation in rebates is down for the year with the exception of the Water Smart
5 Home Survey. He advised the Board that overall toilet and clothes washer rebates are down and in
6 the future staff might look to adjust or sunset the rebate program. He stated that Cash for Grass is
7 down but over 50,000 sq/ft of lawn was replaced. He noted that a new interesting trend is the wifi
8 based smart controllers for landscaping and he is hoping to connect smart controllers with the AMI
9 system. Mr. Grisso stated that the fall and spring *WaterLine* was distributed along with Facebook
10 updates. He advised the Board that the budget was down due to less staffing, although he hired a
11 new Water Conservation Technician in May.

12 **YEAR END PROGRESS REPORT –ENGINEERING DEPARTMENT**

13 Mr. Vogler provided a Year End Progress Report for the Engineering Department, stating
14 that 61% of the Novato water projects were completed and came in under budget by \$7M. He noted
15 that the savings was primarily due to unexpended funds for the AMI and the office refurbishment
16 projects. Mr. Vogler stated that engineering hours were budgeted at 1,500 for developer projects
17 and 4,000 for District CIP's, expending 53% of developer hours and 89% of CIP hours.

18 **GRANT AVENUE BRIDGE PIPE REPLACEMENT PROJECT**

19 Mr. Vogler provided a brief update on the Grant Avenue Bridge Pipe Replacement Project.
20 He stated that the existing pipeline has provided good service to the District but with the City of
21 Novato completing a widening of the bridge on Grant Ave, the District is moving forward to complete
22 the replacement. He stated that District crews will be replacing a cast iron pipe with a 12 inch welded
23 steel pipe. He advised the Board that the work will commence on September 5th and take
24 approximately two weeks to complete. Mr. Vogler advised that District staff is coordinating this work
25 with the City of Novato and has had electronic signs and traffic control in place to help minimize
26 disruption.

27 Director Baker asked about the location of the existing pipe supported underneath the
28 bridge. Mr. Vogler responded that the pipe is suspended from the bridge with pipe hangers and is
29 not in the flow line of the creek.

30 Director Grossi asked if there were plans to raise the pipeline more. Mr. Vogler replied that
31 they do not have any plans to alter the structure of the bridge.

1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
20

Mr. McIntyre provided a recap of the WAC/TAC meeting on August 7th and stated that water production for the Sonoma Marin Saving Water Partnership is down 21% for the month of June compared to 2013.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements, Board of Director Classes, Water Agencies Testify Against Bill to Establish California's First-Ever Water Tax, Marin county Fish and Wildlife Commission, and Press Release- NMWD Board Appoints New Director.

The Board also received the following news articles: Sonoma-Marin train announces start date for commuters, Novato's Hanna Ranch hotel-commercial plan draws praise, concerns, and Water Board Remind the Public to be Aware of Harmful Algal Blooms this Holiday Weekend.

ADJOURNMENT

President Petterle adjourned the meeting at 8:37 p.m.

Submitted by

Katie Young
District Secretary

3

4

5

6

MEMORANDUM

To: Board of Directors September 15, 2017

From: Drew McIntyre, General Manager 
 Ryan Grisso, Water Conservation Coordinator 

Subject: Public Hearing - Proposed Revisions to Water Conservation Resolutions and Regulations
v:\memos to board\water conservation requirements 2017 public hearing.doc

RECOMMENDED ACTION: Approve revisions to Resolutions and Regulations for water conservation requirements in Novato and West Marin Service Areas consistent with revised State requirements.

FINANCIAL IMPACT: None at this time

On April 7, 2017, Governor Brown lifted the Drought State of Emergency with Executive Order B-40-17 (Order) (Attachment 1). Although the Order rescinded most of the previous Executive Orders issued by the Governor, Executive Order B-37-16 (Making Water Conservation a California Way of Life) (Attachment 2), remained in effect except as modified by the current Order. Most notably the Order directs the State Water Resources Control Board (Water Board), to continue development of permanent prohibitions on wasteful use of water and requirements for reporting water use by urban agencies.

In response to the Governor's Order, on April 26, 2017, the State Board adopted Resolution No. 2017-0024 (Attachment 3), partially repealing regulations for statewide urban water conservation by modifying Article 22.5 (California Code of Regulations, Title 23, sections 863, 864, and 865). The State Board left in effect specific prohibited water use actions along with continued monthly water use reporting to the State.

To comply with Executive and State Board Orders in the past, the NMWD Board approved two resolutions containing water use prohibitions compliant with the State Board Order for Novato (Resolution# 14-18, on August 5, 2014, revised April 19, 2015 and May 17, 2016) and West Marin (Resolution# 15-04, on May 19, 2015, revised May 17, 2016) Service Areas.

This year, staff recommends that NMWD continue compliance with the current State Board Order by revising Resolution 14-18 (Attachment 4), in track changes form, for the Novato Service Area and Resolution 15-04 (Attachment 5), in track changes form, for the West Marin Service Area. In addition to revising these two Resolutions, staff also recommends some minor revisions to Regulation 15 (Novato) and Regulation 17 (West Marin) to add water waste and non-essential use prohibitions from the State Board Order, not currently included in the Regulations. Regulation 15 (Attachment 6) and Regulation 17 (Attachment 7) have been modified in track changes form, for your review and approval.

The public hearing date was approved at the September 5, 2017 Board Meeting and a notice was published in the Marin IJ on September 15, 2017 (Attachment 8).

RECOMMENDATION

After closing the public hearing, approve the third revised Resolution #14-18, second revised Resolution #15-04, revised Regulation 15, and revised Regulation 17 to comply with the Executive and State Board Orders in 2017.

Executive Department

State of California

EXECUTIVE ORDER B-40-17

WHEREAS California has endured a severe multi-year drought that has threatened the water supplies of communities and residents, devastated agricultural production in many areas, and harmed fish, animals and their environmental habitats; and

WHEREAS Californians responded to the drought by conserving water at unprecedented levels, reducing water use in communities by more than 22% between June 2015 and January 2017; and

WHEREAS the State Water Resources Control Board, the Department of Water Resources, the Department of Fish and Wildlife, the Office of Emergency Services, and many other state agencies worked cooperatively to manage and mitigate the effects of the drought on our communities, businesses, and the environment; and

WHEREAS the State provided 66,344,584 gallons of water to fill water tanks for communities suffering through drought-related water shortages, outages, or contamination, and provided emergency assistance to drill wells and connect communities to more robust water systems; and

WHEREAS the State took a number of important actions to preserve and protect fish and wildlife resources, including stream and species population monitoring, fish rescues and relocations, infrastructure improvements at trout and salmon hatcheries, and infrastructure to provide critical habitat for waterfowl and terrestrial animals; and

WHEREAS the State established a Statewide Water Efficiency and Enhancement Program for agricultural operations that provides financial assistance for the implementation of irrigation systems that save water; and

WHEREAS water content in California's mountain snowpack is 164 percent of the season average; and

WHEREAS Lake Oroville, the State Water Project's principal reservoir, is 101 percent of average, Lake Shasta, the federal Central Valley Project's largest reservoir, is at 110 percent of average, and the great majority of California's other major reservoirs are above normal storage levels; and

WHEREAS despite winter precipitation, the effects of the drought persist in areas of the Central Valley, including groundwater depletion and subsidence; and

WHEREAS our changing climate requires California to continue to adopt and adhere to permanent changes to use water more wisely and to prepare for more frequent and persistent periods of limited water supply; and

14

WHEREAS increasing long-term water conservation among Californians, improving water use efficiency within the State's communities and agricultural production, and strengthening local and regional drought planning are critical to California's resilience to drought and climate change.

NOW, THEREFORE, I, EDMUND G. BROWN JR., Governor of the State of California, in accordance with the authority vested in me by the Constitution and statutes of the State of California, do hereby **TERMINATE THE JANUARY 17, 2014 DROUGHT STATE OF EMERGENCY** for all counties in California except the Counties of Fresno, Kings, Tulare, and Tuolumne.

I FURTHER ORDER THAT:

1. The orders and provisions contained in my April 25, 2014 Emergency Proclamation, as well as Executive Orders B-26-14, B-28-14, B-29-15, and B-36-15 are rescinded.
2. The orders and provisions contained in Executive Order B-37-16, **Making Water Conservation a California Way of Life**, remain in full force and effect except as modified by this Executive Order.
3. As required by the State Emergency Plan and Government Code section 8607(f), the Office of Emergency Services, in coordination with other state agencies, shall produce an after-action report detailing the State's response to the drought and any lessons learned in carrying out that response.

MAINTAINING CONSERVATION AS A WAY OF LIFE

4. The State Water Resources Control Board (Water Board) shall continue development of permanent prohibitions on wasteful water use and requirements for reporting water use by urban water agencies, and to provide a bridge to those permanent requirements, shall maintain the existing emergency regulations until they expire as provided by the Water Code. Permanent restrictions shall prohibit wasteful practices such as:
 - Hosing off sidewalks, driveways and other hardscapes;
 - Washing automobiles with hoses not equipped with a shut-off nozzle;
 - Using non-recirculated water in a fountain or other decorative water feature;
 - Watering lawns in a manner that causes runoff, or within 48 hours after measurable precipitation; and
 - Irrigating ornamental turf on public street medians.
5. The Water Board shall rescind those portions of its existing emergency regulations that require a water supply stress test or mandatory conservation standard for urban water agencies.

6. The Department of Water Resources (Department) shall continue work with the Water Board to develop standards that urban water suppliers will use to set new urban water use efficiency targets as directed by Executive Order B-37-16. Upon enactment of legislation, the Water Board shall adopt urban water use efficiency standards that include indoor use, outdoor use, and leaks as well as performance measures for commercial, industrial, and institutional water use. The Department shall provide technical assistance and urban landscape area data to urban water suppliers for determining efficient outdoor use.
7. The Water Board and the Department shall continue to direct actions to minimize water system leaks that waste large amounts of water. The Water Board, after funding projects to address health and safety, shall use loans from the Drinking Water State Revolving Fund to prioritize local projects that reduce leaks and other water system losses.
8. The Water Board and the Department shall continue to take actions to direct urban and agricultural water suppliers to accelerate their data collection, improve water system management, and prioritize capital projects to reduce water waste. The California Public Utilities Commission is requested to work with investor-owned water utilities to accelerate work to minimize leaks.
9. The Water Board is further directed to work with state agencies and water suppliers to identify mechanisms that would encourage and facilitate the adoption of rate structures and other pricing mechanisms that promote water conservation.
10. All state agencies shall continue response activities that may be needed to manage the lingering drought impacts to people and wildlife. State agencies shall increase efforts at building drought resiliency for the future, including evaluating lessons learned from this current drought, completing efforts to modernize our infrastructure for drought and water supply reliability, and shall take actions to improve monitoring of native fish and wildlife populations using innovative science and technology.

CONTINUED DROUGHT RESPONSE IN FRESNO, KINGS, TULARE, AND TUOLUMNE COUNTIES

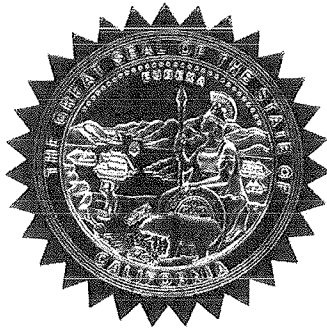
11. The Water Board will continue to prioritize new and amended safe drinking water permits that enhance water supply and reliability for community water systems facing water shortages or that expand service connections to include existing residences facing water shortages.
12. The Department and the Water Board will accelerate funding for local water supply enhancement projects and will continue to explore if any existing unspent funds can be repurposed to enable near-term water conservation projects.
13. The Water Board will continue to work with local agencies to identify communities that may run out of drinking water, and will provide technical and financial assistance to help these communities address drinking water

shortages. It will also identify emergency interconnections that exist among the State's public water systems that can help these threatened communities. The Department, the Water Board, the Office of Emergency Services, and the Office of Planning and Research will work with local agencies in implementing solutions to those water shortages.

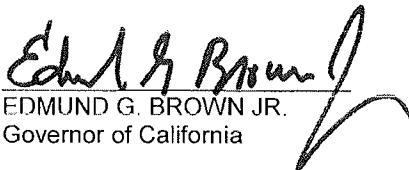
14. For actions taken in the Counties of Fresno, Kings, Tulare, and Tuolumne pursuant to directives 11–13, the provisions of the Government Code and the Public Contract Code applicable to state contracts, including, but not limited to, advertising and competitive bidding requirements, as well as Division 13 (commencing with section 21000) of the Public Resources Code and regulations adopted pursuant to that Division, are hereby suspended. These suspensions apply to any actions taken by state agencies, and for actions taken by local agencies where the state agency with primary responsibility for implementing the directive concurs that local action is required, as well as for any necessary permits or approvals required to complete these actions.
15. California Disaster Assistance Act Funding is authorized until June 30, 2017 to provide emergency water to individuals and households who are currently enrolled in the emergency water tank program.
16. State departments shall commence all drought remediation projects in Fresno, Kings, Tulare, and Tuolumne Counties within one year of the date of this Executive Order.

This Executive Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.


I FURTHER DIRECT that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.



IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 7th day of April 2017.


EDMUND G. BROWN JR.
Governor of California

ATTEST:


ALEX PADILLA
Secretary of State

Executive Department

State of California

EXECUTIVE ORDER B-37-16 MAKING WATER CONSERVATION A CALIFORNIA WAY OF LIFE

WHEREAS California has suffered through a severe multi-year drought that has threatened the water supplies of communities and residents, devastated agricultural production in many areas, and harmed fish, animals and their environmental habitats; and

WHEREAS Californians responded to the drought by conserving water at unprecedented levels, reducing water use in communities by 23.9% between June 2015 and March 2016 and saving enough water during this period to provide 6.5 million Californians with water for one year; and

WHEREAS severe drought conditions persist in many areas of the state despite recent winter precipitation, with limited drinking water supplies in some communities, diminished water for agricultural production and environmental habitat, and severely-depleted groundwater basins; and

WHEREAS drought conditions may persist in some parts of the state into 2017 and beyond, as warmer winter temperatures driven by climate change reduce water supply held in mountain snowpack and result in drier soil conditions; and

WHEREAS these ongoing drought conditions and our changing climate require California to move beyond temporary emergency drought measures and adopt permanent changes to use water more wisely and to prepare for more frequent and persistent periods of limited water supply; and

WHEREAS increasing long-term water conservation among Californians, improving water use efficiency within the state's communities and agricultural production, and strengthening local and regional drought planning are critical to California's resilience to drought and climate change; and

WHEREAS these activities are prioritized in the California Water Action Plan, which calls for concrete, measurable actions that "Make Conservation a California Way of Life" and "Manage and Prepare for Dry Periods" in order to improve use of water in our state.

NOW, THEREFORE, I, EDMUND G. BROWN JR., Governor of the State of California, in accordance with the authority vested in me by the Constitution and statutes of the State of California, in particular California Government Code sections 8567 and 8571, do hereby issue this Executive Order, effective immediately.

IT IS HEREBY ORDERED THAT:

The orders and provisions contained in my January 17, 2014 Emergency Proclamation, my April 25, 2014 Emergency Proclamation, Executive Orders B-26-14, B-28-14, B-29-15, and B-36-15 remain in full force and in effect except as modified herein.

State agencies shall update temporary emergency water restrictions and transition to permanent, long-term improvements in water use by taking the following actions.

USE WATER MORE WISELY

1. The State Water Resources Control Board (Water Board) shall, as soon as practicable, adjust emergency water conservation regulations through the end of January 2017 in recognition of the differing water supply conditions across the state. To prepare for the possibility of another dry winter, the Water Board shall also develop, by January 2017, a proposal to achieve a mandatory reduction in potable urban water usage that builds off of the mandatory 25% reduction called for in Executive Order B-29-15 and lessons learned through 2016.
2. The Department of Water Resources (Department) shall work with the Water Board to develop new water use targets as part of a permanent framework for urban water agencies. These new water use targets shall build upon the existing state law requirements that the state achieve a 20% reduction in urban water usage by 2020. (Senate Bill No. 7 (7th Extraordinary Session, 2009-2010).) These water use targets shall be customized to the unique conditions of each water agency, shall generate more statewide water conservation than existing requirements, and shall be based on strengthened standards for:
 - a. Indoor residential per capita water use;
 - b. Outdoor irrigation, in a manner that incorporates landscape area, local climate, and new satellite imagery data;
 - c. Commercial, industrial, and institutional water use; and
 - d. Water lost through leaks.

The Department and Water Board shall consult with urban water suppliers, local governments, environmental groups, and other partners to develop these water use targets and shall publicly issue a proposed draft framework by January 10, 2017.

3. The Department and the Water Board shall permanently require urban water suppliers to issue a monthly report on their water usage, amount of conservation achieved, and any enforcement efforts.

ELIMINATE WATER WASTE

4. The Water Board shall permanently prohibit practices that waste potable water, such as:
 - Hosing off sidewalks, driveways and other hardscapes;
 - Washing automobiles with hoses not equipped with a shut-off nozzle;
 - Using non-recirculated water in a fountain or other decorative water feature;
 - Watering lawns in a manner that causes runoff, or within 48 hours after measurable precipitation; and
 - Irrigating ornamental turf on public street medians.
5. The Water Board and the Department shall direct actions to minimize water system leaks that waste large amounts of water. The Water Board, after funding projects to address health and safety, shall use loans from the Drinking Water State Revolving Fund to prioritize local projects that reduce leaks and other water system losses.
6. The Water Board and the Department shall direct urban and agricultural water suppliers to accelerate their data collection, improve water system management, and prioritize capital projects to reduce water waste. The California Public Utilities Commission shall order investor-owned water utilities to accelerate work to minimize leaks.
7. The California Energy Commission shall certify innovative water conservation and water loss detection and control technologies that also increase energy efficiency.

STRENGTHEN LOCAL DROUGHT RESILIENCE

8. The Department shall strengthen requirements for urban Water Shortage Contingency Plans, which urban water agencies are required to maintain. These updated requirements shall include adequate actions to respond to droughts lasting at least five years, as well as more frequent and severe periods of drought. While remaining customized according to local conditions, the updated requirements shall also create common statewide standards so that these plans can be quickly utilized during this and any future droughts.
9. The Department shall consult with urban water suppliers, local governments, environmental groups, and other partners to update requirements for Water Shortage Contingency Plans. The updated draft requirements shall be publicly released by January 10, 2017.

10. For areas not covered by a Water Shortage Contingency Plan, the Department shall work with counties to facilitate improved drought planning for small water suppliers and rural communities.

IMPROVE AGRICULTURAL WATER USE EFFICIENCY AND DROUGHT PLANNING

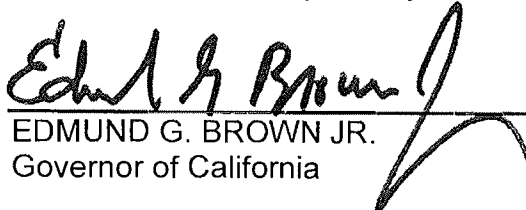
11. The Department shall work with the California Department of Food and Agriculture to update existing requirements for Agricultural Water Management Plans to ensure that these plans identify and quantify measures to increase water efficiency in their service area and to adequately plan for periods of limited water supply.
12. The Department shall permanently require the completion of Agricultural Water Management Plans by water suppliers with over 10,000 irrigated acres of land.
13. The Department, together with the California Department of Food and Agriculture, shall consult with agricultural water suppliers, local governments, agricultural producers, environmental groups, and other partners to update requirements for Agricultural Water Management Plans. The updated draft requirements shall be publicly released by January 10, 2017.

The Department, Water Board and California Public Utilities Commission shall develop methods to ensure compliance with the provisions of this Executive Order, including technical and financial assistance, agency oversight, and, if necessary, enforcement action by the Water Board to address non-compliant water suppliers.

This Executive Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

I FURTHER DIRECT that as soon as hereafter possible, this order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this order.

IN WITNESS WHEREOF I have
hereunto set my hand and caused the
Great Seal of the State of California to
be affixed this 9th day of May 2016.


EDMUND G. BROWN JR.
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State

**STATE WATER RESOURCES CONTROL BOARD
RESOLUTION NO. 2017-0024**

**TO PARTIALLY REPEAL A REGULATION FOR
STATEWIDE URBAN WATER CONSERVATION**

WHEREAS:

1. On January 17, 2014, Governor Edmund G. Brown Jr. issued Proclamation No. 1-17-2014 (January 2014 Proclamation) declaring a drought State of Emergency to exist in California due to severe drought conditions presenting urgent problems to drinking water supplies, cultivation of crops, and threatening the survival of animals and plants that rely on California's water resources. The January 2014 Proclamation called on all Californians to voluntarily reduce their water usage by 20 percent;
2. On April 25, 2014, Governor Edmund G. Brown Jr. issued an Executive Order (April 2014 Proclamation) to strengthen the State's ability to manage water and habitat in drought conditions, calling on all Californians to redouble their efforts to conserve water. The April 2014 Proclamation noted that the severe drought conditions presented urgent challenges across the State, including water shortages in communities and for agricultural production, increased wildfires, degraded habitat for fish and wildlife, threat of saltwater contamination, and additional water scarcity. The April 2014 Proclamation also suspended the environmental review required by the California Environmental Quality Act to allow certain actions, including State Water Resources Control Board (State Water Board) rulemaking pursuant to Water Code section 1058.5, to take place as quickly as possible;
3. On May 5, 2015, in response to Executive Order B-29-15, the State Water Board adopted Resolution No. 2015-0032 and a regulation pursuant to Water Code section 1058.5 that, among other things, required a mandatory 25 percent statewide reduction in potable urban water use between June 2015 and February 2016. To implement the Executive Order, the regulation placed each urban water supplier in a conservation tier, ranging between 4 and 36 percent, based on residential per capita water use for the months of July – September 2014. The State Water Board extended and revised the emergency regulation in 2016 (Resolution No. 2016-0007) to better consider a range of factors that contribute to water use, including climate, growth, and investment in local drought resilient supplies;
4. On May 9, 2016, Governor Brown issued Executive Order B-37-16, calling for the State Water Board to adjust emergency water conservation regulations through the end of January 2017 in recognition of the differing water supply conditions across the state. To implement the Executive Order, the State Water Board adopted, by Resolution No. 2016-0029, revised regulations to allow individual suppliers to self-certify that there would be no supply shortfall assuming three additional dry years. The self certification "stress test" allowed many suppliers to self-certify that there would be no supply shortfall, even after three additional drought years;

5. From June 2015 through February 2017, urban water suppliers reduced statewide potable water usage 22.5 percent compared to 2013, through the significant efforts of the suppliers and their customers. Conservation has generally exceeded requirements set by individual urban water suppliers using the stress test approach. Cumulative water savings since June 2015 has reached 2.6 million acre-feet of water, which is enough water to supply approximately 13 million Californians for one year;
6. Many California communities have faced and continue to face social and economic hardship due to this drought. Groundwater basins remain critically low in some areas, causing community and domestic wells to go dry. The rest of us can make adjustments to our water use, including landscape choices that conserve even more water;
7. In many areas, 50 percent or more of daily water use is for lawns and outdoor landscaping. Outdoor water use is generally discretionary, and many irrigated landscapes will survive while receiving a decreased amount of water. Furthermore, some landscape watering practices and other discretionary water uses can be considered wasteful or unreasonable both during and outside of drought conditions;
8. Water conservation is the easiest, most efficient, and most cost-effective way to quickly reduce water demand and extend supplies, providing flexibility for all California communities. Water can be conserved even when it's raining, by turning off outdoor irrigation when the weather is providing adequate irrigation;
9. Transparent water use data, education, and enforcement against water waste are key tools in efficient water use. When conservation becomes a social norm in a community, the need for enforcement is reduced or eliminated;
10. Appropriate messaging is necessary to help make water conservation a California way of life as we move out of one of the most severe droughts in recorded California history. Public awareness and readily accessible conservation tips are critical to achieving local, regional, and statewide conservation goals. The Save Our Water campaign, run jointly by the Department of Water Resources (DWR) and the Association of California Water Agencies, is an excellent resource for conservation information and messaging that is integral to effective drought response and efficient water use (<http://saveourwater.com>). And while efficient water use is necessary, it is important to properly water trees, which improve air quality, provide shade, and enhance aesthetic value. Excellent information on tree irrigation and care during drought can be found at www.saveourwater.com/trees;
11. The California Constitution declares, at article X, section 2, that the water resources of the state must be put to beneficial use in a manner that is reasonable and not wasteful. Relevant to the current drought conditions, the California Supreme Court has clarified that "what may be a reasonable beneficial use, where water is present in excess of all needs, would not be a reasonable beneficial use in an area of great scarcity and great need. What is a beneficial use at one time may, because of changed conditions, become a waste of water at a later time." (*Tulare Dist. v. Lindsay Strathmore Dist.* (1935) 3 Cal.2d 489, 567);

12. Water Code section 1058.5 grants the State Water Board the authority to adopt regulations pursuant to the emergency rulemaking process during a declared drought emergency in order to: “prevent the waste, unreasonable use, unreasonable method of use, or unreasonable method of diversion, of water, to promote water recycling or water conservation, to require curtailment of diversions when water is not available under the diverter’s priority of right, or in furtherance of any of the foregoing, to require reporting of diversion or use or the preparation of monitoring reports”;
13. Water Code section 1058.5 also provides that an emergency regulation adopted under that section “is deemed repealed immediately upon a finding by the board that due to changed conditions it is no longer necessary for the regulation to remain in effect”;
14. By State Water Board Resolution No. 2012-0061, the State Water Board has delegated to the Executive Director “the authority to conduct and supervise the activities of the State Water Board...” including, but not limited to amending or revising emergency regulations previously adopted by the Board;
15. By “Resolved” paragraph number 4 of Resolution No. 2017-0004 the State Water Board directed the Executive Director to consider promptly modifying or repealing the regulation consistent with Water Code section 1058.5 and State Water Board Resolution No. 2012-0061 if the Governor lifts the declaration of a drought state of emergency;
16. On April 7, 2017, the Governor issued Executive Order B-40-17, directing the State Water Board to rescind portions of its existing emergency regulations that require a water supply stress test or mandatory conservation standard for urban water agencies. EO B-40-17 also directs the State Water Board to continue development of permanent prohibitions on wasteful water use, permanent requirements for reporting water use by urban water agencies, and to continue the portions of the emergency regulations that prohibit certain wasteful water practices and require water use reporting as a bridge until permanent requirements are in place;
17. On April 7, 2017, in accordance with directives in EO B-37-16, the State Water Board, Department of Water Resources, Department of Food and Agriculture, California Public Utilities Commission, and the California Energy Commission, released a final report titled “Making Water Conservation a California Way of Life.” The report describes a proposed framework for developing new water use efficiency standards, urban water use targets, and enhanced urban and agricultural water management planning requirements;
18. The state-mandated conservation standards developed by the State Water Board are no longer necessary under current conditions as determined by the Governor in EO B-40-17. Continued prohibition of wasteful and/or unreasonable water use practices and continued availability of transparent water use data are, however, prudent to address water supply needs and the lingering impacts of prolonged drought, and to provide a bridge to permanent rules for making water conservation a California way of life as identified in EO B-37-16 and EO B-40-17; and
19. This action does not constitute a new rulemaking and shall not have any effect on the dates for automatic expiration of the remaining portions of the regulation not repealed by this resolution.

THEREFORE BE IT RESOLVED THAT:

1. The State Water Board repeals portions of California Code of Regulations, title 23, sections 864.5, 865 and 866, as appended to this resolution, pursuant to Water Code section 1058.5;
2. State Water Board staff will submit the revised text of the regulation to Office of Administrative Law (OAL) pursuant to California Code of Regulations, title 1, section 100 for OAL to review and file with the Secretary of State to update the text of the regulation; and
3. If, during the OAL review process, State Water Board staff, the State Water Board, or OAL determines that minor corrections to the language of the regulation or supporting documentation are needed for clarity or consistency, the State Water Board Executive Director or the Executive Director's designee may make such changes.

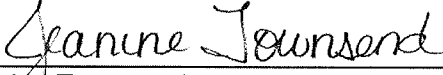
THEREFORE BE IT FURTHER RESOLVED THAT:

4. The State Water Board shall continue to work with DWR, the Public Utilities Commission, and other agencies to support urban water suppliers' actions to implement rates and pricing structures to incentivize additional conservation while protecting low-income ratepayers, as required by directive eight in the Governor's April 1, 2015 Executive Order and Assembly Bill 401 (2015). The Fourth District Court of Appeal's Decision in *Capistrano Taxpayer Association Inc. v. City of San Juan Capistrano* (G048969) does not foreclose the use of conservation-oriented rate structures, and conservation-oriented rate structures are an important tool to promote ongoing conservation and meet the water efficiency standards set forth in Executive Order B-37-16;
5. Nothing in the remaining text of the regulation precludes a local agency from exercising its authority to adopt more stringent conservation measures, and local agencies retain the enforcement discretion in enforcing the remaining text of the regulation to the extent authorized. Local agencies are encouraged to develop their own progressive enforcement practices to help make water conservation a California way of life;
6. The State Water Board calls upon all homeowners' associations to support and cooperate with water suppliers' and their residents' efforts to conserve water in community apartment projects, condominium projects, planned developments, and stock cooperatives statewide and to take reasonable steps to encourage efficient outdoor water use practices and locally-water efficient landscapes;
7. The State Water Board commends wholesale water agencies that have set aggressive conservation targets for their retail water suppliers and who have invested heavily in subsidizing efficiency measures such as turf and toilet rebates, recycled water production, and other potable water augmentation measures;

8. The State Water Board commends water suppliers that have made investments to boost drought-resistant supplies, such as advanced treated recycled water and desalination. Those investments help to make communities more resilient in the face of drought and the Board is committed to moving towards a more resilience-based approach to emergency water conservation and in any permanent measures going forward;
9. The State Water Board commends the many water suppliers that have taken steps and made systemic changes that have led to them surpassing their 20x2020 conservation targets as well as their emergency conservation targets. Long-term conservation efforts are critical to maintaining economic and social well-being, especially in light of the impacts of climate change on California's hydrology;
10. During the declared drought emergency, heightened conservation that extends urban resilience was both necessary and effective at reducing dramatic economic impacts of the drought. The State Water Board's focus is on making water conservation a California way of life and encouraging efficient use of all water;
11. The California Water Action Plan calls for making conservation a way of life, increasing regional water self-reliance, and expanding storage capacity, among other actions. Long-term water security will depend on implementing a range of actions and the State Water Board recognizes that these actions must advance in a complementary manner such that one action does not impede the progress of another. The State Water Board recognizes that conservation requirements implemented in response to critical drought conditions differ from those actions needed to optimize urban water use efficiency and build resilience over the long-term. Resilience to drought requires a combination of water efficiency and the development of new sustainable supplies, such as recycling, stormwater capture and re-use, local storage to capture water in wet years for use in dry years, and other actions. However, the effect of climate change on California weather patterns and snowpack will undoubtedly put increased pressure on the water supply and pose greater risk for extreme weather conditions, including longer and more severe droughts. It is imperative that State agencies and water suppliers have the information and mechanisms needed to best respond to critical drought emergencies and that all sources of urban water be used efficiently over the long-term. Staff is directed to continue working with the Department of Water Resources, the Department of Food and Agricultural, the Energy Commission, and the Public Utilities Commission to carry out the directives in Executive Order B-37-16, by taking actions to facilitate a transition to permanent, long-term improvements to water use.

CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted by the State Water Resources Control Board's Executive Director on April 26, 2017.



Jeanine Townsend
Clerk to the Board

ADOPTED TEXT OF EMERGENCY REGULATION

Article 22.5. Drought Emergency Water Conservation.

Sec. 863. Findings of Drought Emergency.

(a) The State Water Resources Control Board finds as follows:

(1) On January 17, 2014, the Governor issued a proclamation of a state of emergency under the California Emergency Services Act based on drought conditions;

(2) On April 25, 2014, the Governor issued a proclamation of a continued state of emergency under the California Emergency Services Act based on continued drought conditions;

(3) On April 1, 2015, the Governor issued an Executive Order that, in part, directs the State Board to impose restrictions on water suppliers to achieve a statewide 25 percent reduction in potable urban usage through February, 2016; require commercial, industrial, and institutional users to implement water efficiency measures; prohibit irrigation with potable water of ornamental turf in public street medians; and prohibit irrigation with potable water outside newly constructed homes and buildings that is not delivered by drip or microspray systems;

(4) On November 13, 2015, the Governor issued an Executive Order that directs the State Board to, if drought conditions persist through January 2016, extend until October 31, 2016 restrictions to achieve a statewide reduction in potable usage;

(5) On May 9, 2016, the Governor issued an Executive Order that directs the State Board to adjust and extend its emergency water conservation regulations through the end of January 2017 in recognition of the differing water supply conditions for many communities;

(6) The drought conditions that formed the basis of the Governor's emergency proclamations continue to exist in portions of the state, and snowpack and reservoir conditions for the end of the water year remain subject to significant change; and

(7) The Governor's proclamation remains in effect, drought conditions may persist or continue locally through the end of the water year, and additional action by both the State Water Resources Control Board and local water suppliers will likely be necessary to prevent waste and unreasonable use of water and to further promote conservation.

Authority: Section 1058.5, Water Code.

References: Article X, Section 2, California Constitution; Sections 102, 104, 105, and 275, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.

Sec. 864. End-User Requirements in Promotion of Water Conservation.

(a) To prevent the waste and unreasonable use of water and to promote water conservation, each of the following actions is prohibited, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency:

(1) The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;

(2) The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;

(3) The application of potable water to driveways and sidewalks;

(4) The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system;

(5) The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall;

(6) The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased;

(7) The irrigation with potable water of ornamental turf on public street medians; and

(8) The irrigation with potable water of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development.

(b) To promote water conservation, operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language.

(c) Upon this subdivision taking effect, all commercial, industrial and institutional properties that use a water supply, any portion of which is from a source other than a water supplier subject to section 864.5 or 865 of this article, shall either:

(1) Limit outdoor irrigation of ornamental landscapes or turf with potable water to no more than two days per week; or

(2) Target potable water use reductions commensurate with those required of the nearest urban water supplier under section 864.5 or, if applicable, section 865. Where this option is chosen, these properties shall implement the reductions on or before July 1, 2016.

(d) The taking of any action prohibited in subdivision (a) or, (e), or (f), or the failure to take any action required in subdivision (b) or (c), is an infraction punishable by a fine of up to five hundred dollars (\$500) for each day in which the violation occurs. The fine for the infraction is in addition to, and does not supersede or limit, any other remedies, civil or criminal.

(e)(1) To prevent the waste and unreasonable use of water and to promote water conservation, any homeowners' association or community service organization or similar entity is prohibited from:

(A) Taking or threatening to take any action to enforce any provision of the governing documents or architectural or landscaping guidelines or policies of a common interest development where that provision is void or unenforceable under section 4735, subdivision (a) of the Civil Code; or

(B) Imposing or threatening to impose a fine, assessment, or other monetary penalty against any owner of a separate interest for reducing or eliminating the watering of vegetation or lawns during a declared drought emergency, as described in section 4735, subdivision (c) of the Civil Code.

(2) As used in this subdivision:

(A) "Architectural or landscaping guidelines or policies" includes any formal or informal rules other than the governing documents of a common interest development.

(B) "Homeowners' association" means an "association" as defined in section 4080 of the Civil Code.

(C) "Common interest development" has the same meaning as in section 4100 of the Civil Code.

(D) "Community service organization or similar entity" has the same meaning as in section 4110 of the Civil Code.

(E) "Governing documents" has the same meaning as in section 4150 of the Civil Code.

(F) "Separate interest" has the same meaning as in section 4185 of the Civil Code.

(3) If a disciplinary proceeding or other proceeding to enforce a rule in violation of subdivision (e)(1) is initiated, each day the proceeding remains pending shall constitute a separate violation of this regulation.

(f) To prevent the waste and unreasonable use of water and to promote water conservation, any city, county, or city and county is prohibited from imposing a fine under any local maintenance ordinance or other relevant ordinance as prohibited by section 8627.7 of the Government Code.

Authority: Section 1058.5, Water Code.

References: Article X, Section 2, California Constitution; Sections 4080, 4100, 4110, 4150, 4185, and 4735, Civil Code; Section 8627.7, Government Code; Sections 102, 104, 105, 275, 350, and 10617, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.

~~Sec. 864.5. Self-Certification of Supply Reliability for Three Additional Years of Drought.~~

~~(a) To prevent the waste and unreasonable use of water and to meet the requirements of the Governor's May 9, 2016 Executive Order, each urban water supplier shall:~~

~~(1) Identify and report no later than June 22, 2016, on a form provided by the Board, the conservation standard that the supplier will be required to meet under this section;~~

~~(2) Identify and report no later than June 22, 2016, on a form provided by the Board, the data and underlying analysis relied upon by the supplier to determine the conservation standard reported pursuant to this subdivision including, but not limited to, identification of each source of supply the supplier intends to rely on and the quantity of water available under that source of supply given the assumptions of this section;~~

~~(3) Certify, no later than June 22, 2016, that the conservation standard reported pursuant to this subdivision is based on the information and assumptions identified in this section;~~

~~(4) Post, within two weeks of submittal to the board, the data and underlying analysis relied upon by the supplier to determine the conservation standard reported pursuant to this subdivision to a publicly accessible webpage; and~~

~~(5) Beginning June 1, 2016, reduce its total potable water production by the percentage identified as its conservation standard in this section each month, compared to the amount used in the same month in 2013.~~

~~(b) Each urban water supplier's conservation standard pursuant to this section shall be the percentage by which the supplier's total potable water supply is insufficient to meet the total potable water demand in the third year after this section takes effect under the following assumptions:~~

~~(1) The next three years' precipitation is the same as it was in water years 2013-2015;~~

~~(2) No temporary change orders that increase the availability of water to any urban water supplier are issued in the next three years;~~

~~(3) The supplier's total potable water demand for each of the next three years will be the supplier's average annual total potable water production for the years 2013 and 2014;~~

~~(4) The supplier's total potable water supply shall include only water sources of supply available to the supplier that could be used for potable drinking water purposes;~~

~~(5) Each urban water supplier's conservation standard shall be calculated as a percentage and rounded to the nearest whole percentage point.~~

~~(c) The Board will reject conservation standards that do not meet the requirements of this section.~~

~~(d) Beginning June 1, 2016, each urban water supplier shall comply with the conservation standard it identifies and reports pursuant to this section.~~

~~(e) Compliance with the conservation standard reported pursuant to this section shall be measured monthly and assessed on a cumulative basis through October 2017.~~

~~(f) If a wholesaler and all of its urban water supplier customers agree, in a legally-binding document, those suppliers and wholesaler may submit to the board, in lieu of the individualized self-certified conservation standard applicable pursuant to section 864.5 or section 865, an aggregated conservation standard, with all supporting documentation required for individualized self-certified conservation standards by section 864.5.~~

~~(g) Each urban water wholesaler shall calculate, to the best of its ability, and no later than June 15, 2016, the volume of water that it expects it would deliver to each urban water supplier in each of the next three years under the assumptions identified in subdivision (b), and post that calculation, and the underlying analysis, to a publicly-accessible webpage.~~

~~(h) Submitting any information pursuant to this section that the person who submits the information knows or should have known is materially false is a violation of this regulation, punishable by civil liability of up to five hundred dollars (\$500) for each day in which the violation occurs. Every day that the error goes uncorrected constitutes a~~

separate violation. Civil liability for the violation is in addition to, and does not supersede or limit, any other remedies, civil or criminal.

~~(i) Any urban water supplier that does not comply with this section shall comply with the applicable conservation standard identified in section 865.~~

~~(j) Notwithstanding the deadlines specified in subdivision (a), an urban water supplier may, no later than March 15, 2017, resubmit the material specified in subdivision (a) if that supplier has experienced a change in its baseline water supply conditions.~~

~~(k) Notwithstanding the deadlines specified in subdivision (a), an urban water supplier that did not comply with subdivision (a) may, no later than March 15, 2017, submit the material specified in subdivision (a).~~

~~(l) An urban water supplier that submits the information required by subdivision (a) in accordance with subdivision (j) or (k) shall, beginning March 1, 2017, reduce its total potable water production by the percentage identified as its conservation standard in this section each month, compared to the amount used in the same month in 2013.~~

Authority: — Section 1058.5, Water Code.

References: — Article X, Section 2, California Constitution; Sections 102, 104, 105, 275, 350, 1846, 10617 and 10632, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.

Sec. 865. Mandatory Actions by Water Suppliers.

(a) As used in this article:

(1) “Distributor of a public water supply” has the same meaning as under section 350 of the Water Code, except it does not refer to such distributors when they are functioning solely in a wholesale capacity, but does apply to distributors when they are functioning in a retail capacity.

~~(2) “R-GPCD” means residential gallons per capita per day.~~

~~—— (3) “Total potable water production” means all potable water that enters into a water supplier’s distribution system, excluding water placed into storage and not withdrawn for use during the reporting period, or water exported outside the supplier’s service area.~~

~~—— (4) “Urban water supplier” means a supplier that meets the definition set forth in Water Code section 10617, except it does not refer to suppliers when they are functioning solely in a wholesale capacity, but does apply to suppliers when they are functioning in a retail capacity.~~

~~—— (5) “Urban water wholesaler” means a wholesaler of water to more than one urban water supplier.~~

~~—— (6) “Water year” means the period from October 1 through the following September 30. Where a water year is designated by year number, the designation is by the calendar year number in which the water year ends.~~

(b) In furtherance of the promotion of water conservation each urban water supplier shall:

(1) Provide prompt notice to a customer whenever the supplier obtains information that indicates that a leak may exist within the end-user's exclusive control.

(2) Prepare and submit to the State Water Resources Control Board by the 15th of each month a monitoring report on forms provided by the Board. The monitoring report shall include the amount of potable water the urban water supplier produced, including water provided by a wholesaler, in the preceding calendar month and shall compare that amount to the amount produced in the same calendar month in 2013. The monitoring report shall specify the population served by the urban water supplier, the percentage of water produced that is used for the residential sector, descriptive statistics on water conservation compliance and enforcement efforts, the number of days that outdoor irrigation is allowed, and monthly commercial, industrial and institutional sector use. The monitoring report shall also estimate the gallons of water per person per day used by the residential customers it serves.

~~(c)(1) To prevent the waste and unreasonable use of water and to meet the requirements of the Governor's May 9, 2016 Executive Order, each urban water supplier that fails to identify a conservation standard as required under section 864.5, or that has a conservation standard rejected by the Board under section 864.5, shall reduce its total potable water production by the percentage identified as its conservation standard in this section. Each urban water supplier's conservation standard considers its service area's relative per capita water usage.~~

~~———— (2) Each urban water supplier whose average July-September 2014 R-GPCD was less than 65 shall reduce its total potable water production by 8 percent for each month as compared to the amount used in the same month in 2013.~~

~~———— (3) Each urban water supplier whose average July-September 2014 R-GPCD was 65 or more but less than 80 shall reduce its total potable water production by 12 percent for each month as compared to the amount used in the same month in 2013.~~

~~———— (4) Each urban water supplier whose average July-September 2014 R-GPCD was 80 or more but less than 95 shall reduce its total potable water production by 16 percent for each month as compared to the amount used in the same month in 2013.~~

~~———— (5) Each urban water supplier whose average July-September 2014 R-GPCD was 95 or more but less than 110 shall reduce its total potable water production by 20 percent for each month as compared to the amount used in the same month in 2013.~~

~~———— (6) Each urban water supplier whose average July-September 2014 R-GPCD was 110 or more but less than 130 shall reduce its total potable water production by 24 percent for each month as compared to the amount used in the same month in 2013.~~

~~———— (7) Each urban water supplier whose average July-September 2014 R-GPCD was 130 or more but less than 170 shall reduce its total potable water production by 28 percent for each month as compared to the amount used in the same month in 2013.~~

~~———— (8) Each urban water supplier whose average July-September 2014 R-GPCD was 170 or more but less than 215 shall reduce its total potable water production by 32 percent for each month as compared to the amount used in the same month in 2013.~~

~~———— (9) Each urban water supplier whose average July-September 2014 R-GPCD was 215 or more shall reduce its total potable water production by 36 percent for each month as compared to the amount used in the same month in 2013.~~

~~———— (d)(1) Beginning June 1, 2015, each urban water supplier that does not submit a self-certification in compliance with section 864.5 shall comply with the conservation~~

standard specified in subdivision (e), with any modifications to the conservation standard pursuant to subdivision (f) applying beginning March 1, 2016.

——— (2) Compliance with the requirements of this subdivision shall be measured monthly and assessed on a cumulative basis through October 2017.

——— (e)(1) Each urban water supplier that provides potable water for commercial agricultural use meeting the definition of Government Code section 51201, subdivision (b), may subtract the amount of water provided for commercial agricultural use from its potable water production total, provided that any urban water supplier that subtracts any water provided for commercial agricultural use from its total potable water production shall:

——— (A) Impose reductions determined locally appropriate by the urban water supplier, after considering the applicable urban water supplier conservation standard specified in subdivision (e), for commercial agricultural users meeting the definition of Government Code section 51201, subdivision (b) served by the supplier;

——— (B) Report its total potable water production pursuant to subdivision (b)(2) of this section, the total amount of water supplied for commercial agricultural use, and shall identify the reduction imposed on its commercial agricultural users and each recipient of potable water for commercial agricultural use;

——— (C) Certify that the agricultural uses it serves meet the definition of Government Code section 51201, subdivision (b); and

——— (D) Comply with the Agricultural Water Management Plan requirement of paragraph 12 of the April 1, 2015 Executive Order for all commercial agricultural water served by the supplier that is subtracted from its total potable water production.

——— (2) Submitting any information pursuant to subdivision (e)(1)(B) or (C) of this section that is found to be materially false by the Board is a violation of this regulation, punishable by civil liability of up to five hundred dollars (\$500) for each day in which the violation occurs. Every day that the error goes uncorrected constitutes a separate violation. Civil liability for the violation is in addition to, and does not supersede or limit, any other remedies, civil or criminal.

(f) In consideration of the differences in climate affecting different parts of the state, growth experienced by urban areas and significant investments that have been made by some suppliers towards creating new, local, drought-resilient sources of potable water supply, an urban water supplier's conservation standard identified in subdivision (e) shall be reduced by an amount, not to exceed eight (8) percentage points total, as follows:

(1) For an urban water supplier whose service area evapotranspiration (ET_o) for the months of July through September exceeds the statewide average evapotranspiration, as determined by the Board, for the same months by five (5) percent or more, the supplier's conservation standard identified in subdivision (e) shall be reduced:

(A) By two (2) percentage points if the supplier's service area evapotranspiration exceeds the statewide average by five (5) percent or more but less than ten (10) percent;

(B) By three (3) percentage points if the supplier's service area evapotranspiration exceeds the statewide average by ten (10) percent or more but less than twenty (20) percent;

(C) By four (4) percentage points if the supplier's service area evapotranspiration exceeds the statewide average by twenty (20) percent or more.

(D) Statewide average evapotranspiration is calculated as the arithmetic mean of all urban water suppliers' service area default evapotranspiration values for the months of July through September. Default service area evapotranspiration will be based on the California Irrigation Management System (CIMIS) ETo Zones Map zone for which the supplier's service area has the greatest area of overlap. In lieu of applying its default service area evapotranspiration, a supplier may use specific data from CIMIS stations within its service area that have at least a five-year period of record, or a three-year continuous period of record, to identify a more specifically applicable evapotranspiration for its service area. If no CIMIS station exists within the supplier's service area, a weather station of comparable accuracy, meeting the preceding period of record requirements, may be used. To qualify for the in-lieu climate adjustment, the supplier shall submit the following data to the Board by March 15, 2016 for each station: station ID; station location; and monthly average evapotranspiration, in inches per month, for July, August, and September for either the five-year period of record or the three-year continuous period of record.

(2) To account for water efficient growth experienced in the state since 2013, urban water suppliers' conservation standards shall be reduced by the product of the percentage change in potable water production since 2013 and the percentage reduction in potable water use required pursuant to subdivision (c), rounded to the nearest whole percentage point. Change in potable water production since 2013 shall be calculated as the sum of the following:

(A) The number of additional permanent residents served since January 1, 2013, multiplied by the average residential water use per person for that supplier's service area during the months of February through October, 2015, in gallons; and

(B) The number of new commercial, industrial and institutional connections since January 1, 2013, multiplied by the average commercial, industrial and institutional water use per connection for that supplier's service area during the months of February through October, 2015, in gallons.

(C) To qualify for the growth credit the supplier shall submit to the Board the following data by March 15, 2016: the number of additional permanent residents served since January 1, 2013 and the number of new commercial, industrial and institutional connections since January 1, 2013.

(3) For an urban water supplier that supplies, contracts for, or otherwise financially invests in, water from a new local, drought resilient source of supply, the use of which does not reduce the water available to another legal user of water or the environment, the conservation standard identified in subdivision (c) shall be reduced:

(A) By one (1) percentage point if the supplier's qualifying source of supply is one (1) percent or more but less than two (2) percent of the supplier's total potable water production;

(B) By two (2) percentage points if the supplier's qualifying source of supply is two (2) percent or more but less than three (3) percent of the supplier's total potable water production;

(C) By three (3) percentage points if the supplier's qualifying source of supply is three (3) percent or more but less than four (4) percent of the supplier's total potable water production;

~~(D) By four (4) percentage points if the supplier's qualifying source of supply is four (4) percent or more but less than five (5) percent of the supplier's total potable water production;~~

~~(E) By five (5) percentage points if the supplier's qualifying source of supply is five (5) percent or more but less than six (6) percent of the supplier's total potable water production;~~

~~(F) By six (6) percentage points if the supplier's qualifying source of supply is six (6) percent or more but less than seven (7) percent of the supplier's total potable water production;~~

~~(G) By seven (7) percentage points if the supplier's qualifying source of supply is seven (7) percent or more but less than eight (8) percent of the supplier's total potable water production;~~

~~(H) By eight (8) percentage points if the supplier's qualifying source of supply is eight (8) percent or more of the supplier's total potable water production.~~

~~(I) To qualify for this reduction the supplier must certify, and provide documentation to the Board upon request demonstrating, the percent of its total potable water production that comes from a local, drought-resilient source of supply developed after 2013, the supplier's investment in that local, drought-resilient source of supply, and that the use of that supply does not reduce the water available to another legal user of water or the environment. To qualify for this reduction an urban water supplier shall submit the required certification to the Board by March 15, 2016.~~

~~(J) Certifications that do not meet the requirements of subdivision (f)(3)(I), including certifications for which documentation does not support that the source of supply is a local, drought-resilient source of supply, the use of which does not reduce the water available to another legal user of water or the environment, will be rejected. Submitting a certification or supporting documentation pursuant to subdivision (f)(3)(I) that is found to be materially false by the Board is a violation of this regulation, punishable by civil liability of up to five hundred dollars (\$500) for each day in which the violation occurs. Every day that the error goes uncorrected constitutes a separate violation. Civil liability for the violation is in addition to, and does not supersede or limit, any other remedies, civil or criminal.~~

~~(4) No urban water supplier's conservation standard pursuant to this section shall drop below eight (8) percent as a consequence of the reductions identified in this subdivision.~~

~~(g) To prevent waste and unreasonable use of water and to promote water conservation, each distributor of a public water supply that is not an urban water supplier shall:~~

~~(1) Provide prompt notice to a customer whenever the supplier obtains information that indicates that a leak may exist within the end-user's exclusive control.~~

Authority: Section 1058.5, Water Code.

References: Article X, Section 2, California Constitution; Sections 102, 104, 105, 275, 350, 1846, 10617 and 10632, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.

~~Sec. 866. Additional Conservation Tools.~~

~~———(a)(1) To prevent the waste and unreasonable use of water and to promote conservation, when a water supplier does not meet its conservation standard required by section 864.5 or section 865 the Executive Director, or the Executive Director's designee, may issue conservation orders requiring additional actions by the supplier to come into compliance with its conservation standard.~~

~~———(2) A decision or order issued under this article by the Board or an officer or employee of the Board is subject to reconsideration under article 2 (commencing with section 1122) of chapter 4 of part 1 of division 2 of the Water Code.~~

~~———(b) The Executive Director, or his designee, may issue an informational order requiring water suppliers, or commercial, industrial or institutional properties that receive any portion of their supply from a source other than a water supplier subject to section 864.5 or 865, to submit additional information relating to water production, water use or water conservation. The failure to provide the information requested within 30 days or any additional time extension granted is a violation subject to civil liability of up to \$500 per day for each day the violation continues pursuant to Water Code section 1846.~~

~~———(c) Orders issued under previous versions of this section shall remain in effect and shall be enforceable as if adopted under this version. Changes in the requirements of this article do not operate to void or excuse noncompliance with orders issued before those requirements were changed.~~

Authority: ~~—— Section 1058.5, Water Code.~~

References: ~~—— Article X, Section 2, California Constitution; Sections 100, 102, 104, 105, 174, 186, 187, 275, 350, 1051, 1122, 1123, 1825, 1846, 10617 and 10632, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.~~

RESOLUTION 14-18 ~~THIRD~~ REVISED

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH MARIN WATER DISTRICT
IMPLEMENTING THE STATE WATER RESOURCES CONTROL BOARD'S MANDATE ON
URBAN WATER SUPPLIERS TO ACTIVATE MANDATORY RESTRICTIONS ON WATER
USE.

WHEREAS, pursuant to California Water Code Section 102, all water in the state is the property of the people of the state; and

WHEREAS, the State Resources Control Board (State Board) is the agency tasked with issuing and monitoring permits to urban water suppliers and others to appropriate water statewide and determining the amount, purpose, place and beneficial use of that water. The North Marin Water District (District) is the beneficiary of multiple State Board permits which authorize the appropriation of waters of the state; and

WHEREAS, Water Code Section 10617 defines "urban water supplier" as a supplier for municipal purposes that serves 3,000 customers or more than 3,000 acre feet annually. Pursuant to Section 10617, the District is an urban water supplier; and

WHEREAS, on January 17, 2014, Governor Brown declared a Drought State of Emergency; and

WHEREAS, on July 15, 2014, the State Board adopted Article 22.5 entitled "Drought Emergency Water Conservation Regulations" (California Code of Regulations, Title 23, ~~S~~sections 863, 864, and 865) which ~~makes-made~~ drought related findings and imposed ~~ds~~ mandatory requirements on urban water suppliers state-wide; and

WHEREAS, on March 17, 2015 and May 5, 2015 the State Board amended and re-adopted the Drought Emergency Water Conservation Regulations for an additional 270 days, and

WHEREAS, on May 9, 2016 the State Board ~~proposed revisions~~revised to the Drought Emergency Water Conservation Regulations which remained in effect through February 28, 2017; and-

WHEREAS, on April 7, 2017 the Governor lifted the Drought Emergency with Executive Order B-40-17; and

WHEREAS, on April 26, 2017, in response to the Governor's Order, the State Board adopted Resolution No. 2017-0024, partially repealing regulations for Statewide urban water conservation by modifying Article 22.5 (California Code of Regulations, Title 23, sections 863, 864, and 865).

WHEREAS, Section 863 of Article 22.5 made ~~the following~~ factual findings related to the ~~current~~ previous state of drought in California and the Governor's previous proclamations of emergency ~~related thereto;~~

~~1. On January 17, 2014, the Governor proclaimed a state of emergency under the California Emergency Services Act (Act) based on drought conditions;~~

~~2. On April 25, 2014, the Governor issued a proclamation of continued state of emergency under the Act based on continued drought conditions existing statewide;~~

~~3. On April 1, 2015, the Governor issued an Executive Order directing the State Board to impose restrictions to achieve a statewide 25% reduction in potable urban water use through February 2016;~~

~~4. On May 9, 2016, the Governor issued an Executive Order that directs the State Board to adjust and extend its emergency water conservation regulations through the end of January 2017 in recognition of the differing water supply conditions for many communities.~~

~~5. The drought conditions forming the base of the Governor's proclamations still exist in portions of the State;~~

~~6. The present year rainfall in Novato to date is 80% of average and normal conditions prevail on Lagunitas Creek and the Russian River.~~

~~7. The drought conditions may continue in the future and additional action by both the State Water Resources Control Board and local water suppliers may be necessary to further promote conservation.~~

WHEREAS, Section 864 of Article 22.5 promotes conservation by prohibiting the following outdoor activities, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency;

1. The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
2. The use of a hose that dispensed potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
3. The application of potable water to driveways and sidewalks;
4. The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculation system;
5. The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall; and

6. The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased;
7. The irrigation with potable water of ornamental turf on public street medians.
8. The irrigation with potable water of any landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development.
9. To promote water conservation, operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language.

WHEREAS, Section 865 of Article 22.5 requires urban water suppliers state-wide to:

1. Provide prompt notice to a customer whenever the supplier obtains information that indicates that a leak may exist within the end-users exclusive control;
2. Prepare and submit to the State Board by the 15th of each month a monitoring report that includes the amount of potable water produced, including potable water provided by a wholesaler, in the preceding calendar month compared to the amount produced in the same calendar month in 2013 and estimate the gallons of water per person per day used by the residential customers it serves. The monitoring report shall specify the population served by the urban water supplier, the percentage of water produced that is used for the residential sector, descriptive statistics on water conservation compliance and enforcement efforts, and the number of days that outdoor irrigation is allowed and monthly commercial, industrial and institutional sector use.

NOW, THEREFORE, THE BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

~~1. The District's existing Regulation 15, section b. (Water Conservation—Novato Service Area), contains prohibitions on a portion of those uses contained in Section 864 of Article 22.5, and remains in effect.~~

1. In response to the prohibitions remaining in the revised Section 8645 in Article 22.5, the Board directs staff to implement those water conservation measures prohibiting waste and non-essential uses of water as noted in the revised Section 864, ~~and listed above~~. In addition, the Board leaves in full force and effect Regulation 15, Section b. These will ensure continued water conservation and compliance with the remaining mandates contained in Article 22.5. Enforcement will be in accordance with existing provisions of Regulation 15, Section b (4)

2.

~~3.2.~~ The Board directs staff to comply with the reporting requirements noted ~~in~~ remaining in the revised Section 865 ~~of~~ Article 22.5.

4.3. The provisions of this Resolution shall remain in effect as long as Article 22.5 remains in effect or until this Resolution is rescinded or modified by the Board.

* * * * *

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 ~~seventeenth-nineteenth~~ of ~~May-September~~ 2017~~6~~, by the following vote:

AYES: ~~Directors Baker, Fraites, Petterle, Rodoni and Schoonover~~

NOES: None

ABSENT: None

ABSTAINED: None

Katie Young, District Secretary
North Marin Water District

(SEAL)

y:\resolutions\draft revised 14-18 for 2017_legal.docx\\nmwds\server1\administration\board\resolutions\2016\revised-14-18-on-0516.docx

RESOLUTION 15-04 **SECOND** REVISED

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH MARIN WATER DISTRICT
IMPLEMENTING THE STATE WATER RESOURCES CONTROL BOARD'S MANDATE ON
URBAN WATER SUPPLIERS TO ACTIVATE MANDATORY RESTRICTIONS ON WATER
USE.**

WHEREAS, pursuant to California Water Code Section 102, all water in the state is the property of the people of the state; and

WHEREAS, the State Resources Control Board (State Board) is the agency tasked with issuing and monitoring permits to urban water suppliers and others to appropriate water statewide and determining the amount, purpose, place and beneficial use of that water. The North Marin Water District (District) is the beneficiary of multiple State Board permits which authorize the appropriation of waters of the state; and

WHEREAS, Water Code Section 10617 defines "urban water supplier" as a supplier for municipal purposes that serves 3,000 customers or more than 3,000 acre feet annually. Pursuant to Section 10617, the District's West Marin Service area is not considered an urban water supplier; and

WHEREAS, on January 17, 2014, Governor Brown declared a Drought State of Emergency; and

WHEREAS, on July 15, 2014, the State Board adopted Article 22.5 entitled "Drought Emergency Water Conservation Regulations" (California Code of Regulations, Title 23, ~~S~~sections 863, 864, and 865) which ~~makes-made~~ drought related findings and imposes mandatory requirements on urban water suppliers state-wide; and

WHEREAS, on March 17, 2015 and May 5, 2015 the State Board amended and re-adopted the Drought Emergency Water Conservation Regulations for an additional 270 days, and

WHEREAS, on May 9, 2016, the State Board ~~proposed revisions to~~revised the Drought Emergency Water Conservation Regulations which remained in effect through February 28, 2017; and-

WHEREAS, on April 7, 2017, the Governor lifted the Drought Emergency with Executive Order B-40-17; and

WHEREAS, on April 26, 2017, in response to the Governor's Order, the State Board adopted Resolution No. 2017-0024, partially repealing regulations for Statewide urban water conservation by modifying Article 22.5 (California Code of Regulations, Title 23, Sections 863, 864, 865); and

WHEREAS, Section 863 of Article 22.5 made ~~the following~~ factual findings related to the ~~current~~ previous state of drought in California and the Governor's previous proclamations of emergency; and related thereto:

- ~~1. On January 17, 2014, the Governor proclaimed a state of emergency under the California Emergency Services Act (Act) based on drought conditions;~~

- ~~2. On April 25, 2014, the Governor issued a proclamation of continued state of emergency under the Act based on continued drought conditions existing statewide;~~
- ~~3. On April 1, 2015, the Governor issued an Executive Order directing the State Board to impose restrictions to achieve a statewide 25% reduction in potable urban water use through February 2016;~~
- ~~4. On May 9, 2016, the Governor issued an Executive Order that directs the State Board to adjust and extend its emergency water conservation regulations through the end of January 2017 in recognition of the differing water supply conditions for many communities;~~
- ~~5. The drought conditions forming the base of the Governor's proclamations still exist in portions of the State;~~
- ~~6. The present year rainfall in West Marin is above average and normal year conditions prevail on Lagunitas Creek;~~
- ~~7. The drought conditions may continue in the future and additional action by both the State Water Resources Control Board and local water suppliers may be necessary to further promote conservation.~~

WHEREAS, Section 864 of Article 22.5 promotes conservation by prohibiting the following outdoor activities, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency;

1. The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
2. The use of a hose that dispensed potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
3. The application of potable water to driveways and sidewalks;
4. The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculation system;
5. The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall; and
6. The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased;

7. The irrigation with potable water of ornamental turf on public street medians.
8. The irrigation with potable water of any landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development.
9. To promote water conservation, operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language.

WHEREAS, Section 865 of Article 22.5 requires water suppliers not considered to be urban water suppliers state-wide to:

1. Provide prompt notice to a customer whenever the supplier obtains information that indicates that a leak may exist within the end-users exclusive control.
- ~~2. Submit a report by December 15, 2016, on a form provided by the State Water Resources Control Board, that identifies total potable water production, by month, from December, 2015 through November 2016, total water production, by month, for the same in 2013, and any actions taken by the supplier to encourage or require its customers to conserve water.~~

NOW, THEREFORE, THE BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

- ~~1. The District's existing Regulation 17, section b. (Water Conservation—West Marin Service Area), contains prohibitions on a portion those uses contained in Section 864 of Article 22.5, and remains in effect.~~
- 2.1. In response to the prohibitions remaining in revised Section 864 in Article 22.5 the Board directs staff to implement those water conservation measures prohibiting waste and non-essential use of water as noted in the revised Section 864 ~~and listed above~~. In addition, the Board leaves in full force and effect Regulation 17, Section b. Enforcement will be in accordance with existing enforcement provisions of Regulation 17, Section b.
- 3.2. The Board directs staff to comply with the reporting requirements noted remaining in the revised Section 865, Section (g)(2) of Article 22.5, if applicable to the West Marin Service Area.
- 4.3. The provisions of this Resolution shall remain in effect as long as Article 22.5 remains in effect or until this Resolution is rescinded or modified by the Board.

* * * * *

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 ~~seventeenth-nineteenth~~ of ~~May-September~~ 2017~~6~~, by the following vote:

AYES: ~~Directors Baker, Fraites, Petterle, Rodoni and Schoonover~~

NOES: None

ABSENT: None

ABSTAINED: None

Katie Young, District Secretary
North Marin Water District

(SEAL)

[y:\resolutions\drought_resolution west marin 15-04 revised 0516.docx\inmwserver1\administration\board\resolutions\2016\drought-resolution west marin-15-04-revised-0516.docx](#)

DRAFT
NORTH MARIN WATER DISTRICT
REGULATION 15
WATER CONSERVATION - NOVATO SERVICE AREA

A. Purpose

The purpose of this regulation is to assure that water resources available to the District are put to reasonable beneficial use, that the instream values of Novato Creek and the Russian River are preserved to the maximum possible extent and that the benefits of the District's water service extend to the largest number of persons.

B. Waste of Water Prohibited

- (1) Customers shall not permit any water furnished by the District for the following nonessential uses:
 - (a) The washing of sidewalks, walkways, driveways, parking lots and other hard surfaced areas by direct hosing when runoff water directly flows to a gutter or storm drain, except as may be necessary to properly dispose of flammable or other dangerous liquids or substances, wash away spills that present a trip and fall hazard, or to prevent or eliminate materials dangerous to the public health and safety;
 - (b) The escape of water through breaks or leaks within the customers' plumbing or private distribution system for any substantial period of time within which such break or leak should reasonably have been discovered and corrected. It shall be presumed that a period of seventy-two (72) hours after the customer discovers such a break or leak or receives notice from the District, is a reasonable time within which to correct such break or leak, or, as a minimum, to stop the flow of water from such break or leak;
 - (c) Irrigation in a manner or to an extent which allows excessive run-off of water or unreasonable over-spray of the areas being watered. Every customer is deemed to have his/her water system under control at all times, to know the manner and extent of his/her water use and any run-off, and to employ available alternatives to apply irrigation water in a reasonably efficient manner;
 - (d) Washing cars, boats, trailers or other vehicles and machinery directly with a hose not equipped with a shutoff nozzle;
 - (e) Water for non-recycling decorative water fountains;
 - (f) Water for new non-recirculating conveyor car wash systems;
 - (g) Water for new non-recirculating industrial clothes wash systems;
 - (h) Water for single pass coolant systems;
 - (i) Potable water for outdoor landscaping during or within 48 hours of measurable rainfall;
 - (j) Potable water on ornamental turf in public street medians;
 - (k) Drinking water other than on request in eating or dining establishments;

(l) Water for the daily laundering of towels and linens in hotels and motels without offering guests the option of choosing not to have daily laundering;

- (2) Exempt Water Uses. All water use associated with the operation and maintenance of fire suppression equipment or employed by the District for water quality flushing and sanitation purposes shall be exempt from the provisions of this section. Use of water supplied by a private well or from a recycled water, gray water or rainwater utilization system is also exempt.
- (3) Variances. Any customer of the District may make written application for a variance. Said application shall describe in detail why Applicant believes a variance is justified.
 - (a) The General Manager of the District may grant variances for use of water otherwise prohibited by this section upon finding and determining that failure to do so would cause an emergency condition affecting the health, sanitation, fire protection or safety of the Applicant or public; or, cause an unnecessary and undue hardship on Applicant or public, including but not limited to, adverse economic impacts, such as loss of production or jobs.
 - (b) The decision of the General Manager of the District may be appealed to the Board of Directors by submitting a written appeal to the District within fifteen (15) calendar days of the day of the General Manager's decision. Upon granting any appeal, the Board of Directors may impose any conditions it determines to be just and proper. Variances granted by the Board of Directors shall be prepared in writing and the Board of Directors may require the variance be recorded at Applicant's expense.
- (4) Enforcement. Depending on the extent of the water waste, the District may, after written or verbal notification to customer and after a reasonable time to correct the violation as solely determined by the District, take some or all of the following actions:
 - (a) Telephone the customer to inform of the water waste violation including a specified period of time to correct the violation;
 - (b) Personal contact with the customer at the address of the water service. If personal contact is unsuccessful, written notice of the violation including a date that the violation is to be corrected may be left on the premises with a copy of the notice sent by certified mail to the customer;
 - (c) The District may install a flow-restricting device on the service line;
 - (d) The District may cause termination of water service and the charge for same shall be billed to the customer. Except in cases of extreme emergency as solely determined by the General Manager of the District, service shall not be reinstated until verified by the District that the violation has been corrected and all outstanding charges have been paid.
 - (e) The District may impose a penalty, in an amount approved by the Board from time to time, to be assessed on the customer water bill.

C. Use of Water Saving Devices

Each customer of the District is urged to install water efficient devices that meet or exceed EPA WaterSense standards, including but not limited to showerheads, sink aerators and toilets.

D. Water-Saving Fixtures/Devices/Equipment

NMWD Regulation 15, adopted 8/76

Revised: 7/85, 5/86, 4/4/89, 4/18/89, 7/89, 8/89, 6/90, 2/91, 3/92, 5/92, 12/99, 6/00, 10/00, 10/01, 07/02, 04/04, 05/05, 05/06, 7/08, 12/09, 01/16

DRAFT
NORTH MARIN WATER DISTRICT
REGULATION 17
WATER CONSERVATION - WEST MARIN SERVICE AREA

A. Purpose

The purpose of this regulation is to assure that water resources available to the District are put to reasonable beneficial use, that the in-stream values of Lagunitas Creek are preserved to the maximum possible extent and that the benefits of the District's water service extend to the largest number of persons.

B. Waste of Water Prohibited

- (1) Customers shall not permit any water furnished by the District for the following nonessential uses:
 - (a) The washing of sidewalks, walkways, driveways, parking lots and other hard surfaced areas by direct hosing when runoff water directly flows to a gutter or storm drain, except as may be necessary to properly dispose of flammable or other dangerous liquids or substances, wash away spills that present a trip and fall hazard, or to prevent or eliminate materials dangerous to the public health and safety;
 - (b) The escape of water through breaks or leaks within the customers plumbing or private distribution system for any substantial period of time within which such break or leak should reasonably have been discovered and corrected. It shall be presumed that a period of seventy-two (72) hours after the customer discovers such a break or leak or receives notice from the District, is a reasonable time within which to correct such break or leak, or, as a minimum, to stop the flow of water from such break or leak;
 - (c) Irrigation in a manner or to an extent which allows excessive run off of water or unreasonable over spray of the areas being watered. Every customer is deemed to have his water system under control at all times, to know the manner and extent of his water use and any run off, and to employ available alternatives to apply irrigation water in a reasonably efficient manner;
 - (d) Washing cars, boats, trailers or other vehicles and machinery directly with a hose not equipped with a shutoff nozzle; and
 - (e) Water for non-recycling decorative water fountains.
 - (f) Water for new non-recirculating conveyor car wash systems; and
 - (g) Water for new non-recirculating industrial clothes wash systems.
 - (h) Water for single pass coolant systems.
 - (i) Potable water for outdoor landscaping during or within 48 hours of measurable rainfall;
 - (j) Potable water on ornamental turf in public street medians;

- (k) Drinking water other than on request in eating or dining establishments;
- (l) Water for the daily laundering of towels and linens in hotels and motels without offering guests the option of choosing not to have daily laundering;

- (2) Exempt Water Uses. All water use associated with the operation and maintenance of fire suppression equipment or employed by the District for water quality flushing and sanitation purposes shall be exempt from the provisions of this section. Use of water supplied by a private well or from a recycled water, gray water or rainwater utilization system is also exempt.
- (3) Variances. Any customer of the District may make written application for a variance. Said application shall describe in detail why applicant believes a variance is justified.
 - (a) The General Manager of the District may grant variances for use of water otherwise prohibited by this section upon finding and determining that failure to do so would cause an emergency condition affecting the health, sanitation, fire protection or safety of the applicant or public; or, cause an unnecessary and undue hardship on applicant or public, including but not limited to, adverse economic impacts, such as loss of production or jobs.
 - (b) The decision of the General Manager of the District may be appealed to the Board of Directors by submitting a written appeal to the District within fifteen (15) calendar days of the day of the General Manager's decision. Upon granting any appeal, the Board of Directors may impose any conditions it determines to be just and proper. Variances granted by the Board of Directors shall be prepared in writing and the Board of Directors may require the variance be recorded at applicant's expense.
- (4) Enforcement. Depending on the extent of the water waste the District may take some or all of the following actions:
 - (a) Telephone the customer to inform of the water waste violation including a specified period of time to correct the violation;
 - (b) Personally contact the customer at the address of the water service. If personal contact is unsuccessful, written notice of the violation including a date that the violation is to be corrected will be sent by certified mail to the customer;
 - (c) Install a flow-restricting device on the service line;
 - (d) Cause termination of water service and the charge for same shall be billed to the customer. Except in cases of extreme emergency as solely determined by the General Manager of the District, service shall not be reinstated until verified by the District that the violation has been corrected and all outstanding charges have been paid.
 - (e) Any customer who fails to repair a significant leak or otherwise eliminate waste of water within twenty days after becoming aware of it or receiving written notice from the District shall pay a penalty charge equal to ten times the commodity charge for the amount of water estimated by the District to have been wasted or \$50 whichever is greater.

7

NORTH MARIN WATER DISTRICT
MONTHLY PROGRESS REPORT FOR August 2017
September 19, 2017

1.

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

Month	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14	18 vs 17 %
July	331	310	227	319	385	7%
August	300	300	235	301	360	0%
FYTD Total	631	610	462	620	745	4%

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

Month	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14	18 vs 17 %
July	9.5	7.9	6.6	8.6	9.3	19%
August	8.8	7.4	7.0	8.5	9.3	19%
FYTD Total	18.3	15.4	13.6	17.1	18.6	19%

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

Month	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14	18 vs 17 %
July	113	70	108	83	98	61%
August	81	90	79	61	83	-10%
FYTD Total	194	160	187	144	181	21%

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

Month	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14	18 vs 17 %
July	27.7	27.1	21.3	21.8	27.6	2%
August	26.1	26.0	26.2	26.0	26.2	0%
FYTD Total*	53.7	53.1	47.6	47.8	53.8	1%

*Excludes potable water input to the RW system: FY18=0.8MG; FY17=0.0MG; FY16=1.3MG; FY15=4.5MG; FY14=1.6MG

2. Stafford Lake Data

	August Average	August 2016	August 2017
Rainfall this month	0.05 Inches	0 Inches	0.01 Inches
Rainfall this FY to date	0.06 Inches	0 Inches	0.01 Inches
Lake elevation*	185.0 Feet	186.5 Feet	186.8 Feet
Lake storage**	694 MG	772 MG	792 MG

* Spillway elevation is 196.0 feet

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

Temperature (in degrees)

	Minimum	Maximum	Average
August 2016 (Novato)	52	96	71
August 2017 (Novato)	55	109	73

3. Number of Services

August 31	Novato Water			Recycled Water			West Marin Water			Oceana Marin Swr		
	FY18	FY17	Incr %	FY18	FY17	Incr %	FY18	FY17	Incr %	FY18	FY17	Incr %
Total meters installed	20,779	20,768	0.1%	54	48	12.5%	789	787	0.3%	-	-	-
Total meters active	20,550	20,533	0.1%	51	44	15.9%	781	781	0.0%	-	-	-
Active dwelling units	24,005	23,976	0.1%	0	0	-	831	827	0.5%	231	230	0.4%

4. Oceana Marin Monthly Status Report (August)

Description	August 2016	August 2017
Effluent Flow Volume (MG)	0.462	0.493
Irrigation Field Discharge (MG)	0.323	0
Treatment Pond Freeboard (ft)	7.5	7.6
Storage Pond Freeboard (ft)	8.5	6.9

5. Developer Projects Status Report (August)

Job No.	Project	% Complete	% This month
1.2783.00	Redwood Blvd. Chevron Car Wash	100	1
1.2807.00	Hamilton Cottages	5	5

Employee Hours to Date, FY 17/18

As of Pay Period Ending August 31, 2017
Percent of Fiscal Year Passed = 17%

Developer Projects	Actual	Budget	% YTD Budget	District Projects	Actual	Budget	% YTD Budget
Construction	0	1,400	0%	Construction	413	4,920	8%
Engineering	99	1,404	7%	Engineering	507	4,000	13%

6. Safety/Liability

FY 18 through August

FY 17 through August

Days without a lost time accident through August 31, 2017 = 56 days

Industrial Injury with Lost Time				Liability Claims Paid	
Lost Days	OH Cost of Lost Days (\$)	No. of Emp. Involved	No. of Incidents	Incurred (FYTD)	Paid (FYTD) (\$)
1	\$336	1	1	0	\$0
10	\$5,440	1	1	0	\$0

7. Energy Cost

FYE	August			Fiscal Year-to-Date thru August		
	Kwh	¢/Kwh	Cost/Day	Kwh	¢/Kwh	Cost/Day
2018 Stafford TP	72,354	19.2¢	\$448	156,120	19.2¢	\$483
Pumping	164,964	20.6¢	\$1,135	343,672	20.5¢	\$1,139
Other*	50,589	27.2¢	\$458	100,623	26.7¢	\$434
	287,907	21.4¢	\$2,056	600,415	21.2¢	\$2,089
2017 Stafford TP	69,611	18.6¢	\$418	143,886	18.6¢	\$433
Pumping	153,535	20.2¢	\$1,035	317,576	20.2¢	\$1,033
Other*	47,046	26.0¢	\$408	95,495	26.3¢	\$411
	270,191	20.8¢	\$1,875	556,956	20.8¢	\$1,901
2016 Stafford TP	73,348	18.1¢	\$427	147,747	18.1¢	\$430
Pumping	134,594	17.7¢	\$746	248,939	18.1¢	\$740
Other*	44,989	25.5¢	\$370	83,878	25.8¢	\$361
	252,931	19.2¢	\$1,568	480,564	19.5¢	\$1,533

*Other includes West Marin Facilities

8. Water Conservation Update

	Month of August 2017	Fiscal Year to Date	Program Total to Date
High Efficiency Toilet (HET) Rebates	7	22	3,757
Retrofit Certificates Filed	39	61	5,892
Cash for Grass Rebates Paid Out	1	2	887
Washing Machine Rebates	0	3	6,760
Water Smart Home Survey	36	59	2,964

9. Utility Performance Metric

SERVICE DISRUPTIONS (No. of Customers Impacted)	August 2017	August 2016	Fiscal Year to Date 2018	Fiscal Year to Date 2017
PLANNED				
Duration Between 0.5 and 4 hours	13	16	19	27
Duration Between 4 and 12 hours		3	3	3
Duration Greater than 12 hours				
UNPLANNED				
Duration Between 0.5 and 4 hours	9	13	11	14
Duration Between 4 and 12 hours		1		1
Duration Greater than 12 hours		1		1
SERVICE LINES REPLACED				
Polybutylene	10	22	20	28
Copper (Replaced or Repaired)		2	0	8

MEMORANDUM

To: Board of Directors

September 15, 2017

From: David L. Bentley, Auditor-Controller 

Subj: Auditor-Controller's Monthly Report of Investments for August 2017

t:\acl\word\invest\17\investment report 0817.doc

RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

At month end the District's Investment Portfolio had an amortized cost value (i.e., cash balance) of \$11,335,744 and a market value of \$11,323,626. During August the cash balance increased by \$971,455. The market value of securities held decreased \$12,117 during the month. The ratio of total cash to budgeted annual operating expense stood at 73%, up 6% from the prior month.

At August 31, 2017, 24% of the District's Portfolio was invested in California's Local Agency Investment Fund (LAIF), 26% in Time Certificates of Deposit, 18% in Federal Agency Securities, 18% in US Treasury Notes, and 7% in the Marin County Treasury. The weighted average maturity of the portfolio was 237 days, compared to 262 days at the end of July. The LAIF interest rate for the month was 1.08%, compared to 1.05% the previous month. The weighted average Portfolio rate was 1.01%, compared to 1.00% the previous month. Including interest paid by The Bay Club on the StoneTree Golf Recycled Water Facilities Loan, the District earned \$22,067 in interest revenue during August, with 78% earned by Novato Water, 14% earned by Recycled Water (by virtue of the StoneTree Golf Loan) and the balance distributed to the two West Marin districts.

NORTH MARIN WATER DISTRICT
AUDITOR-CONTROLLER'S MONTHLY REPORT OF INVESTMENTS
August 31, 2017

Type	Description	S&P Rating	Purchase Date	Maturity Date	Cost Basis ¹	8/31/2017 Market Value	Yield ²	% of Portfolio
LAIF	State of CA Treasury	AA-	Various	Open	\$2,723,266	\$2,721,022	1.08% ³	24%
Time Certificate of Deposit								
TCD	American Express Centurion	n/a	10/7/15	10/10/17	\$248,000	\$248,000	1.20%	2%
TCD	BMW Bank	n/a	12/14/15	12/11/17	248,000	248,000	1.20%	2%
TCD	Wells Fargo Bank	n/a	3/23/16	3/23/18	248,000	248,000	1.10%	2%
TCD	Mercantil Commerce Bank	n/a	6/17/16	6/15/18	248,000	248,000	1.00%	2%
TCD	Customers Bank	n/a	6/24/16	6/25/18	248,000	248,000	1.20%	2%
TCD	Merrick Bank	n/a	7/19/16	7/19/18	249,000	249,000	1.00%	2%
TCD	BMO Harris Bank	n/a	8/18/16	8/17/18	248,000	248,000	1.05%	2%
TCD	Ally Bank	n/a	10/4/16	9/28/18	248,000	248,000	1.15%	2%
TCD	Everbank	n/a	11/17/16	11/15/18	248,000	248,000	1.20%	2%
TCD	Investors Bank	n/a	12/16/16	12/17/18	248,000	248,000	1.35%	2%
TCD	Capital One Bank	n/a	7/14/17	7/19/19	247,000	247,000	1.70%	2%
TCD	Capital One NA	n/a	8/9/17	8/9/19	247,000	247,000	1.70%	2%
					\$2,975,000	\$2,975,000	1.24%	26%
US Treasury Notes								
Treas	1,000 - 1.375%	n/a	11/17/16	12/31/18	\$1,004,326	\$1,001,250	1.05%	9%
Treas	1,000 - 1.50%	n/a	1/10/17	2/28/19	1,003,967	1,002,734	1.23%	9%
					\$2,008,293	\$2,003,984	1.14%	18%
Federal Agency Securities								
FICO	0.86% MTN	n/a	4/22/16	5/11/18	\$1,011,001	\$1,007,724	0.85%	9%
FNMA	0.875% MTN	n/a	7/19/16	7/19/18	999,417	997,129	0.97%	9%
					\$2,010,418	\$2,004,853	0.91%	18%
Other								
Agency	Marin Co Treasury	AAA	Various	Open	\$844,687	\$844,687	0.58%	7%
Other	Various	n/a	Various	Open	774,080	774,081	0.41%	7%
TOTAL IN PORTFOLIO					\$11,335,744	\$11,323,626	1.01%	100%

Weighted Average Maturity = **237 Days**

LAIF: State of California Local Agency Investment Fund.

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

FICO: Financing Corporation, FNMA: Federal National Mortgage Association

Agency: STP State Revolving Fund Loan Reserve.

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

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

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

³ Earnings are calculated daily - this represents the average yield for the month ending August 31, 2017.

Interest Bearing Loans	Loan Date	Maturity Date	Original Loan Amount	Principal Outstanding	Interest Rate
StoneTree Golf Loan	6/30/06	2/28/24	\$3,612,640	\$1,483,202	2.40%
Employee Housing Loans (5)	Various	Various	934,200	934,200	Contingent
TOTAL INTEREST BEARING LOANS			\$4,546,840	\$2,417,402	

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

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Orders August 2017

9/12/2017

Type	Aug-17	Aug-16	Action Taken August 2017
<u>Consumers' System Problem</u>			
Service Line Leaks	23	31	Notified Consumer
Meter Leak Consumer's Side	0	1	~
House Plumbing	0	0	~
Noisy Plumbing	0	0	~
Seepage or Other	0	0	~
House Valve / Meter Off	7	4	Notified Consumer
Nothing Found	11	16	Notified Consumer
Low Pressure	0	1	~
High Pressure	0	0	~
Water Waster Complaints	0	0	~
Total	41	53	
<u>Service Repair Reports</u>			
Register Replacements	0	0	~
Meter Replacement	6	3	Replaced
Meter Box Alignment	0	0	~
Meter Noise	0	0	~
Dual Service Noise	0	0	~
Box and Lids	1	0	Replaced
Water Off/On Due To Repairs	4	12	Notified Consumer
Misc. Field Investigation	2	0	Notified Consumer
Total	13	15	
<u>Leak NMWD Facilities</u>			
Main-Leak	0	0	~
Mains-Nothing Found	0	0	~
Mains-Damage	0	0	~
Service- Leak	10	19	Repaired
Services-Nothing Found	1	2	Notified Consumer
Service-Damaged	0	0	~
Fire Hydrant-Leak	4	2	Repaired
Fire Hydrants-Nothing Found	0	0	~
Fire Hydrants-Damaged	0	0	~
Meter Replacement	0	0	~
Meter Leak	0	0	~
Meters-Nothing Found	0	0	~
Meters Damaged	0	0	~
Washer Leaks	12	7	Repaired
Total	27	30	
<u>High Bill Complaints</u>			
Consumer Leaks	13	14	Notified Consumer
Meter Testing	0	0	~
Meter Misread	0	11	~
Nothing Found	78	46	Notified Consumer
Projected Consumption	0	0	~
Excessive Irrigation	0	0	~
Total	91	71	

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Orders August 2017

9/12/2017

Type	Aug-17	Aug-16	Action Taken August 2017
<u>Low Bill Reports</u>			
Meter Misread	0	1	~
Stuck Meter	1	0	Replaced
Nothing Found	0	0	~
Projected Consumption	0	0	~
Minimum Charge Only	0	0	~
Total	1	1	
<u>Water Quality Complaints</u>			
Taste and Odor	0	3	~
Color	0	0	~
Turbidity	0	0	~
Suspended Solids	1	0	Customer reported particles in the water from the kitchen tap. (Bloom Ln) Particles appear to be deteriorating rubber near or in the kitchen tap. Customer was notified.
Other	3	0	Customer reported residue after boiling water. (Tara Ln) Hardness level was usual for NMWD supply. Customer was notified of results. Customer requested testing after their water line was replaced. (Wilson Ave) All results were normal for NMWD supply. Customer was notified of results. Customer reported black residue after water dries on the counter. (Pizarro Ave) No source of residue found in the water supplied. Customer was notified of results.
Total	4	3	
TOTAL FOR MONTH:	177	173	2%
<u>Fiscal YTD Summary</u>			
Consumer's System Problems	75	93	-19% Decrease In Consumer Service Line Leak
Service Repair Report	25	25	0% ~
Leak NMWD Facility	40	50	-20% Decrease In Service Line Leaks
High Bill Complaints	128	103	24% Increase In Nothing Found
Low Bills	1	1	0% ~
Water Quality Complaints	7	6	17% Increase In Other
Total	276	278	-1%

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Orders August 2017

9/12/2017

Type	Aug-17	Aug-16	Action Taken August 2017
<u>"In House" Generated and Completed Work Orders</u>			
<u>Check Meter:</u> possible consumer/District leak, high bill, flooded, need read, etc.	306	242	
<u>Change Meter:</u> leaks, hard to read	1	7	
<u>Possible Stuck Meter</u>	0	0	
<u>Repair Meter:</u> registers, shut offs	0	0	
<u>Replace Boxes/Lids</u>	0	0	
<u>Hydrant Leaks</u>	0	0	
<u>Trims</u>	6	12	
<u>Dig Outs</u>	26	32	
<u>Letters to Consumer:</u> meter obstruction, trims, bees, gate access, etc. get meter number, kill service, etc.	0	0	
	339	293	

Bill Adjustments Under Board Policy:

August 17 vs. August 16

Aug-17	39	\$12,700
Aug-16	13	\$4,340

Fiscal Year vs Prior FY

17/18 FY	58	\$23,353
16/17 FY	25	\$9,274

t:\cons srv\complaint report\complain 18.xls\aug17

8

MEMORANDUM

To: Board of Directors
From: Rocky Vogler, Chief Engineer *RV*
Subject: Water Service Agreement – 1305 Grant Avenue –Fire Service
r:\folders by job not\2600 jobs\2810 1305 grant ave fs\2810 bod memo.doc

September 15, 2017

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

The 1305 Grant Avenue project is a tenant improvement to an existing 6,214 square foot (SF) building, on a 7,155 SF parcel – APN 141-281-11 (see attached map). Domestic water service is currently being provided from the existing 5/8-inch meter (Service No. 5629) and will remain in service. This agreement will provide a new 4-inch fire protection service to the existing building.

New water facilities required include 5 feet of 4-inch PVC main, 5 feet of steel main, and one 4-inch fire service. The building will receive normal pressure Zone 1 water. Future water demand is estimated to be one equivalent dwelling unit (EDU). This water service was installed November 21, 1960 to serve the commercial building. Per Regulation 1, review of the historical water use for this service has established an entitlement of one EDU based on average annual demand over the first ten years of service. This project will add no new water demand.

Sewer service is provided by the Novato Sanitary District.

Environmental Document Review

The 1305 Grant Avenue project was determined to be categorically exempt by the City of Novato per Section 15301, Class 1 (existing structures).

RECOMMENDATION:

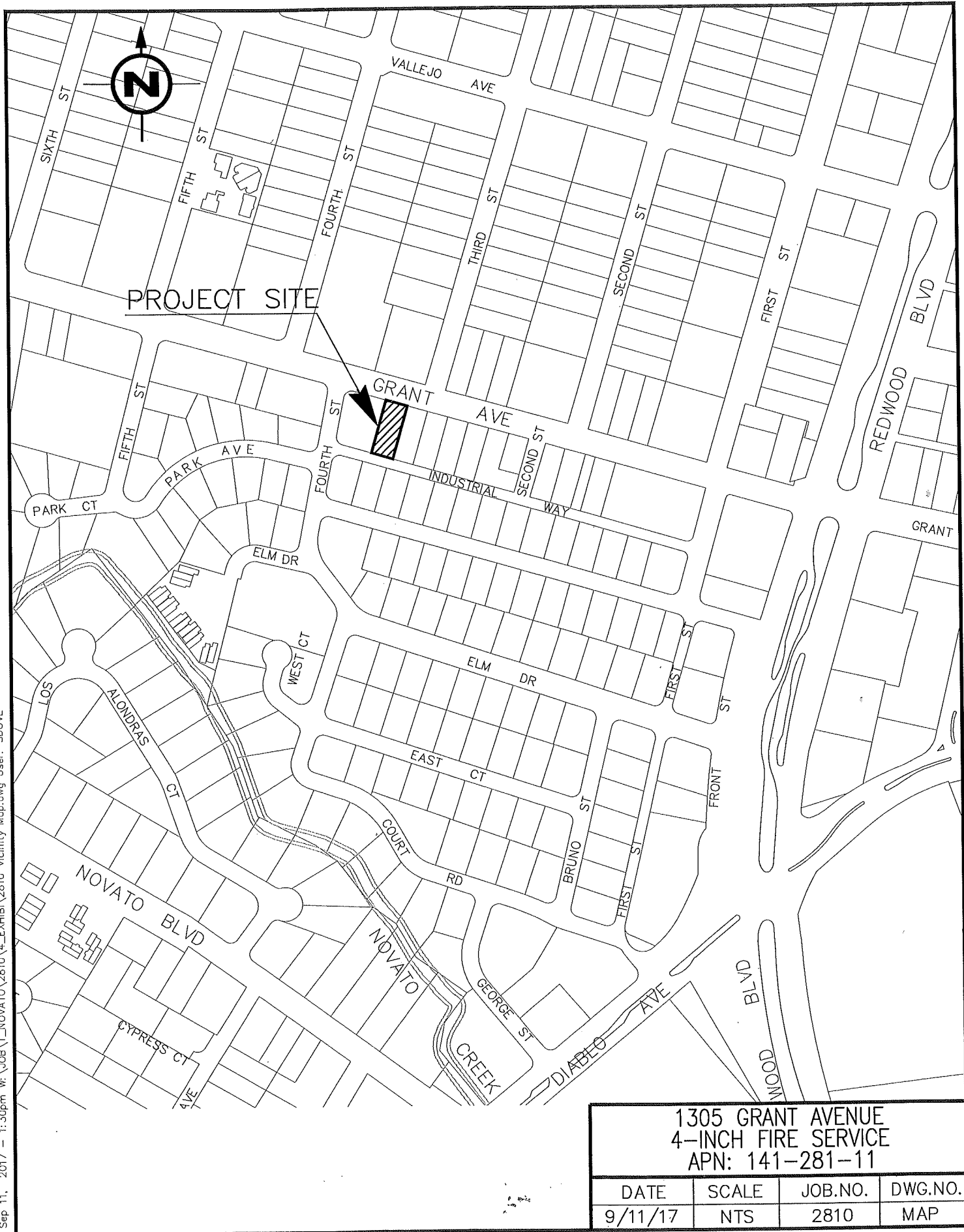
That the Board approve authorization of this agreement.

Approved by GM

ZD

Date

9/15/17



1305 GRANT AVENUE
4-INCH FIRE SERVICE
APN: 141-281-11

DATE	SCALE	JOB.NO.	DWG.NO.
9/11/17	NTS	2810	MAP

RESOLUTION NO. 17-
AUTHORIZATION OF EXECUTION
OF
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
WITH
GRANT BUILDING INVESTMENT, LLC

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 Grant Building Investment, LLC, a limited partnership, providing for the installation of water distribution facilities to provide domestic water service to that certain real property known as 1305 Grant Avenue, Marin County Assessor's Parcel Number 141-281-11, 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 19th day of September, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

(SEAL)

Katie Young, Secretary
North Marin Water District

PART ONE
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
FOR
1305 GRANT AVENUE – FIRE SERVICE

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 _____, 2017, by and between NORTH MARIN WATER DISTRICT, herein called "District," and GRANT BUILDING INVESTMENT, LLC, 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 141-281-11 and the project known as 1305 GRANT AVENUE – FIRE SERVICE, consisting of one (1) lot for commercial development; and

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

WHEREAS, the Applicant is the owner of real property in the District commonly known as 1305 Grant Avenue, Novato (Marin County Assessor's Parcel 141-281-11); and

WHEREAS, the District established water service to the 1305 Grant Ave. property (141-281-11) on November 21, 1960 for a 5/8-inch meter; and

WHEREAS, the ten year average historical use establishes entitlement of one EDU per Regulation 1, and;

WHEREAS, future water use is estimated to not exceed one EDU, 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 2810.001, entitled, "1305 GRANT AVENUE – 4" FIRE SERVICE", 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 (Domestic) (Included in Estimated District Costs)One 5/8-inch @	\$	0.00	\$	0.00
Meter Charges (Bypass Meter) (Included in Estimated District Costs).	...One 5/8-inch @	\$	0.00	\$	0.00
Reimbursement Fund Charges (Domestic)One 5/8-inch @	\$	420.00	\$	420.00
Facilities Reserve Charges.....One @	\$	28,600.00	\$	28,600.00
Credit for Existing Services <\$420.00>RFC, <\$28,600> FRC..@	\$	<29,020.00>	\$	<29,020.00>

Subtotal - Initial Charges..... \$ 0.00

Estimated District Costs

Pipe, Fittings & Appurtenances.....	\$	7,811.00
District Construction Labor.....	\$	10,763.00
Engineering & Inspection.....	\$	2,746.00
Bulk Materials.....	\$	4,015.00

Subtotal –Estimated District Costs..... \$ 25,335.00

Estimated Applicant Installation Costs

Installation Labor.....	\$	0.00
Contractor Furnished – Pipe Fittings & Appurtenances.....	\$	0.00
Bulk Materials.....	\$	0.00

Subtotal- Estimated Applicant Installation Costs..... \$ 0.00

TOTAL ESTIMATED WATER FACILITIES COSTS..... \$ 25,335.00

(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 **\$25,335**. 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 **\$25,335** 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. The applicant shall not resell any water furnished pursuant to this agreement. If multiple services from a single connection to the District's system through a master meter are allowed pursuant

to District Regulation 4(b) the Applicant shall not submeter the individual services. The District's bills for water measured by a master meter shall be paid by the Applicant or a responsible homeowner's association. If a rental unit served through a master meter is converted into a separately owned unit the District may require the installation of a separate connecting main and meter for water service to the unit at the cost of the owner of the unit.

7. 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.

8. 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.

9. The District has determined that recycled water may be supplied for irrigation in the future

10. 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.

11. 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.

12. 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:

Stephen Petterle, President

Katie Young, Secretary

(SEAL)

GRANT BUILDING INVESTMENT, LLC
A Limited Partnership
"Applicant"

(SEAL)

Miles Jones, 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 Directors
From: David L. Bentley, Auditor-Controller
Subj: Recruitment Firm Agreement
t:\ac\word\personnel\ac recruitment\recruitment firm approval.docx

September 15, 2017

RECOMMENDED ACTION: Approve**FINANCIAL IMPACT: \$27,500**

The Auditor-Controller plans to retire in May 2018. The Board has directed staff to commence recruitment of a successor. Marin Municipal Water District was recently successful in utilizing the services of executive search firm Ralph Anderson and Associates to recruit a new Manager of Administrative Services & Treasurer (CFO) and a Human Resources Manager. Ralph Anderson is headquartered in Rocklin and specializes in high-level local government recruitment (City Manager, General Manager, CFO, etc.)

Ralph Anderson will develop a recruitment brochure and, due to the high cost of living in Marin, will primarily target California agencies. They will market the position, screen the applicants and guarantee a suitable successor. The agreement stipulates that Ralph Anderson be the exclusive recruiter.

The goal is to have a successor candidate on-board in January.

RECOMMENDATION

Authorize the Auditor-Controller to enter into an agreement with Ralph Anderson and Associates to recruit a successor Auditor-Controller for a fee not-to-exceed \$27,500.

Approved by GM

Date


9/15/17

10

MEMORANDUM

To: Board of Directors
 From: David L. Bentley, Auditor-Controller
 Subj: Salary Schedule Revision

September 15, 2017

t:\acl\word\personnel\mou\board approve effective 100117.docx

RECOMMENDED ACTION: Approve

FINANCIAL IMPACT: 2.7% Salary Increase Effective October 1, 2017
1.6% (\$127,000) FY18 Labor Cost Increase

The San Francisco Bay Area All Urban Consumers Price Index (CPI-U) increased 3.0% over the twelve months ending August 31, 2017. In accordance with the Memorandum of Understanding with the North Marin Water District Employee Association (MOU), effective each October 1 through 2017, as approved by the Board on December 18, 2012, employees will receive a cost of living adjustment equal to the percentage change in the CPI-U, less 0.3%. Accordingly, the total salary increase effective October 1, 2017, calculates to 2.7%.¹

Title 2 of the California Code of Regulations, section 570.5, requires that the pay schedule of every CalPERS agency be approved and adopted by the agency's governing body pursuant to public meeting law. The District's Salary Schedule, revised per the MOU, is attached for your review and approval.

Salaries for unrepresented employees, which include the Auditor-Controller, Chief Engineer, District Secretary, and Accounting/HR Supervisor, but excluding the General Manager, are also proposed to be increased consistent with the terms of the Employee Association MOU by the same 2.7% rate, consistent with the action of the Board on December 18, 2012, when the MOU was originally approved, and said increases are incorporated in the attached salary schedule.

The total labor cost increase includes the cost of benefits, some of which are a percentage of salary (e.g., CalPERS, Social Security, workers' compensation, etc.). The October 1 salary increase will result in a FY 2017/18 labor cost increase of \$127,000 (1.6%). The FY18 adopted budget included a projected labor cost increase of 1.8%, so no budget augmentation is required.

RECOMMENDATION:

Approve the updated District Salary Schedule to be effective October 1, 2017.

¹ SF Bay Area All Urban Consumers Index at 8/31/17 = 275.893; at 8/31/16 = 267.864; $275.893 / 267.864 = 3.00\%$.
 $(1.0300 - 0.003) = 1.027 - 1 = 2.7\%$.

Approved by GM

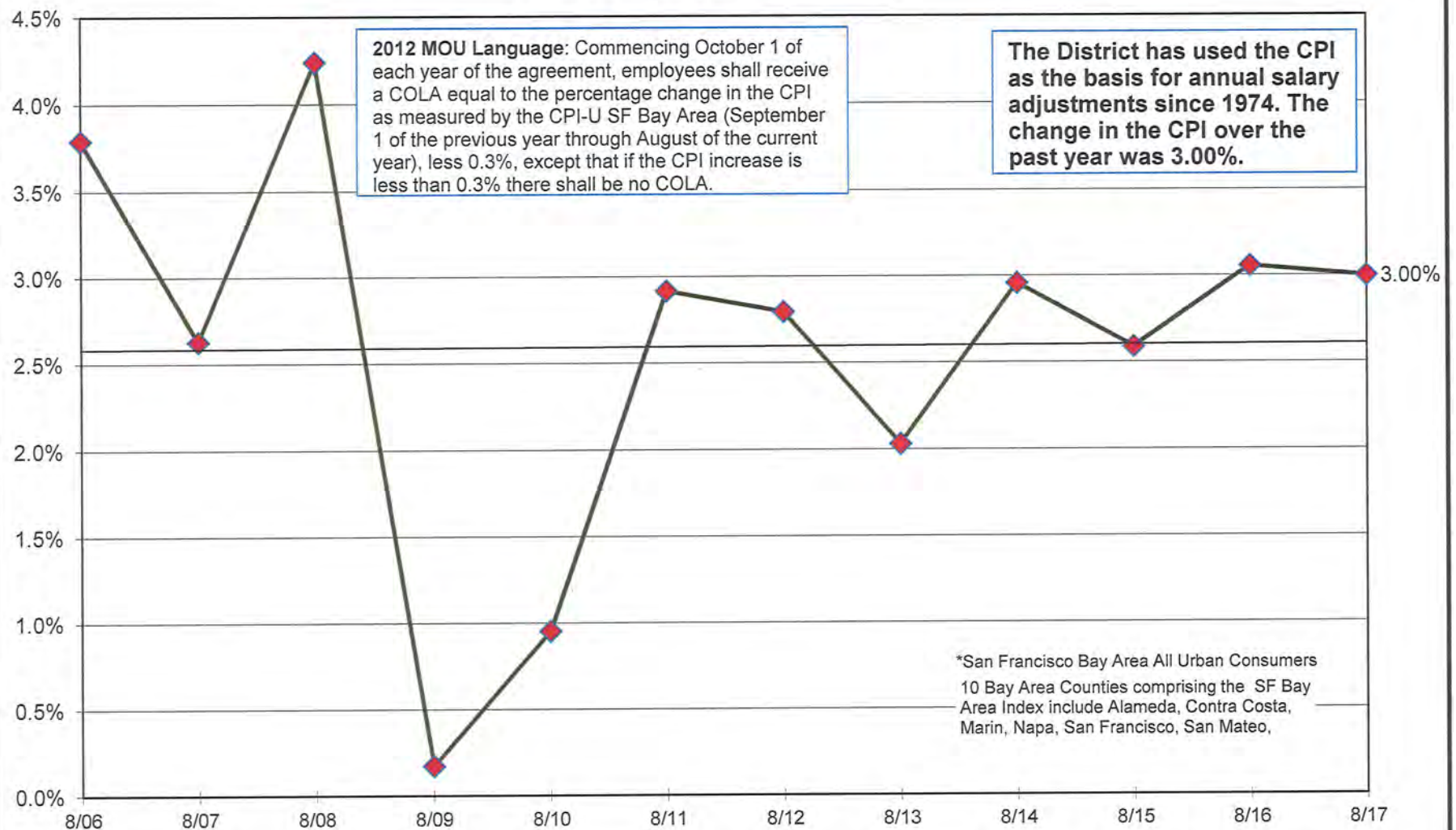
Date


 9/15/17

9/14/17

t:\ac\excel\cpi\82-84 base.xls\82-84 base

Consumer Price Index*
10 Year History
Year-Over-Year Rate of Change



NORTH MARIN WATER DISTRICT

h:\excel\personnel\salary schedule\salary sched 18.xlsx\sal sched

Employee Monthly Salary Ranges and Job Classifications

9/14/17

Effective October 1, 2017

JOB CLASSIFICATION	Beg	6 Mo	18 Mo	24 Mo	Merit
<u>ADMINISTRATION DEPARTMENT</u>					
Receptionist/Cashier	4,450	4,673	4,907	5,152	5,410
Account/Credit Clerk II	4,913	5,159	5,417	5,688	5,972
Accounting Clerk II	4,913	5,159	5,417	5,688	5,972
Field Service Representative	4,950	5,197	5,457	5,730	6,016
Storekeeper/Safety Coordinator	5,477	5,751	6,039	6,341	6,658
Consumer Services Supervisor	6,943	7,290	7,654	8,037	8,439
Senior Accountant	7,250	7,612	7,993	8,393	8,813
District Secretary	7,552	7,930	8,326	8,742	9,179
Accounting/HR Supervisor	9,000	9,450	9,922	10,418	10,939
Auditor-Controller	12,007	12,607	13,237	13,899	14,594
General Manager	16,666	16,666	16,666	16,666	16,666
<u>CONSTRUCTION / MAINTENANCE DEPARTMENT</u>					
Laborer	4,159	4,367	4,585	4,814	5,055
Pipe Worker Assistant	4,729	4,965	5,213	5,474	5,748
Pipe Worker	5,477	5,751	6,039	6,341	6,658
Heavy Equipment Operator	5,574	5,853	6,146	6,453	6,776
Distribution Maintenance Foreman	6,519	6,845	7,187	7,546	7,923
Pipeline Foreman	6,519	6,845	7,187	7,546	7,923
Construction/Maintenance Superintendent	9,183	9,642	10,124	10,630	11,162
<u>ENGINEERING DEPARTMENT</u>					
Engineering Secretary	5,114	5,370	5,639	5,921	6,217
Engineering Services Rep	5,596	5,876	6,170	6,479	6,803
Engineering Technician IV	6,661	6,994	7,344	7,711	8,097
Water Conservation Coordinator	8,665	9,098	9,553	10,031	10,533
Associate Civil Engineer	8,939	9,386	9,855	10,348	10,865
Chief Engineer	11,078	11,632	12,214	12,825	13,466

NORTH MARIN WATER DISTRICT

h:\excel\personnel\salary schedule\salary sched 18.xlsx\sal sched

Employee Monthly Salary Ranges and Job Classifications

9/14/17

Effective October 1, 2017

JOB CLASSIFICATION	Beg	6 Mo	18 Mo	24 Mo	Merit
<u>OPERATIONS / MAINTENANCE DEPARTMENT</u>					
Program Assistant I	4,490	4,714	4,950	5,197	5,457
Building & Grounds Maint Tech I	4,950	5,197	5,457	5,730	6,016
Cross Connection Control Tech I	4,816	5,057	5,310	5,575	5,854
Assist Water Distrib & TP Operator	5,020	5,271	5,535	5,812	6,103
Apprentice Electrical/Mechanical Tech	5,127	5,383	5,652	5,935	6,232
Program Assistant II	5,457	5,730	6,016	6,317	6,633
Auto/Equipment Mechanic	5,477	5,751	6,039	6,341	6,658
Chemist I	5,701	5,986	6,285	6,599	6,929
Cross Connection Control Tech II	5,854	6,147	6,454	6,777	7,116
Electrical/Mechanical Technician	6,017	6,318	6,634	6,966	7,314
Treatment Plant Operator	6,249	6,561	6,889	7,233	7,595
Water Distrib & Treatment Plant Operator	6,249	6,561	6,889	7,233	7,595
Senior Electrical/Mechanical Tech	6,519	6,845	7,187	7,546	7,923
Senior Treatment Plant Operator	6,718	7,054	7,407	7,777	8,166
Sr. Water Distrib & TP Operator	6,955	7,303	7,668	8,051	8,454
Chemist II	6,955	7,303	7,668	8,051	8,454
Senior Chemist	7,649	8,031	8,433	8,855	9,298
Maintenance Supervisor	7,755	8,143	8,550	8,977	9,426
Distrib & Treatment Plant Supervisor	8,413	8,834	9,276	9,740	10,227
Water Quality Supervisor	9,133	9,590	10,070	10,573	11,102
Operations/Maintenance Superintendent	10,270	10,784	11,323	11,889	12,483

11

MEMORANDUM

TO: Board of Directors
 FROM: Rocky Vogler, Chief Engineer *RV*
 Robert Clark, Operations Superintendent
 SUBJ: Amend Contract with GHD (General Consulting Services Agreement)
R:\NON_JOB No ISSUES\Consultants\GHD (aka Winzler & Kelly)\FY17-18\9-19-17 GHD BOD memo.doc

September 15, 2017

RECOMMENDED ACTION: That the Board authorize the General Manager to amend the 2017 General Consulting Services Agreement with GHD

FINANCIAL IMPACT: Additional \$32,000 (No budget augmentation required)

BACKGROUND

On February 21, 2017, the Board approved a \$30,000 general services consulting agreement with GHD for various current and future tasks requiring engineering-related services. The current list of tasks that have commenced and their associated budgets include the following:

Cathodic Protection Design Review for Hwy 101 Crossing	\$1,320
CEQA Documentation Assistance for San Mateo Tank 24" Inlet/Outlet	\$14,176
Amount Remaining	\$14,504

During the winter of 2016-2017, storm damage occurred at the District's Oceana Marin wastewater treatment ponds, access road, as well as several other locations. The California Office of Emergency Services (Cal OES), in conjunction with FEMA, responded on a statewide level by making public assistance grant funding available for agencies that experienced related storm damage to their facilities. The application process was competitive, and required agencies to provide detailed documentation to support their individual claims. This funding was based purely on restoring agency facilities to original (pre-storm) condition, and did not provide a nexus for improving facilities to a "better than original condition" in an effort to mitigate risk based on similar events occurring in the future. The District was notified that it will receive approximately \$250,000 in grant funds to restore multiple District assets to condition that pre-dated the 2016-17 storm events.

A subsequent funding program has been initiated by the same governmental agencies listed above, but this time the funding will address improving assets beyond original constructed condition in order to mitigate future infrastructure failure. Staff internally evaluated a wide range of potential District projects, and prioritized several of them based on existing condition, damage incurred by recent weather-related events, as well as anticipated future damage under similar/worse natural disaster type conditions. The application process contained multiple steps, the first requiring the District to submit a Notice of Intent (NOI) for each individual project listed below.

- Oceana Marin Force Main and Lift Station Upgrade (Est. \$1.9M)
- Oceana Marin Treatment Pond Rehab (Est. \$1.4M)
- Oceana Marin Kailua Way Collection System Upgrade (Est. \$1.1M)
- Olema Pump Station Foundation Water Proofing (Est. \$90k)
- Stafford Dam Armoring Retrofit (Est. \$1.1M)

On July 28, 2017, the District was notified that the NOIs submitted for these projects were approved, and that the District was now eligible to submit a formal grant funding application for each project. The current round of funding available through CalOES/FEMA is very competitive, with approximately three times as much funding being requested for various agency projects across the State versus the funding amount available. Staff has discussed the overall strategy for submitting project applications and has also received feedback from CalOES. Staff has also consulted with GHD regarding application preparation and strategy, and have concluded that the District will have a better chance to receive funding by submitting applications for only the first two projects listed above. In addition, the District's limited ability to fund capital projects in Oceana Marin further prioritizes both the Force Main/Lift Station Upgrade as well as the Treatment Pond Rehab projects. Recipients of grant funding will be required to provide a 25% local funding match, which is included in the total project costs listed above.

The formal applications that must be submitted to CalOES by November 1, 2017, are complicated and lengthy, and staff requires assistance from an engineering consulting firm who has experience with similar grant applications as well as expertise in environmental compliance. Staff requested that GHD provide a scope of services and fee (see Attachment 1) to assist the

District with these applications. Utilizing the remaining balance (\$14,500) of the original agreement amount results in an additional funding request of \$32,000 to cover the scope of work associated with preparation of two formal grant funding applications. Although the scope of work provided by GHD includes three projects (two located at Oceana Marin and one for the Stafford dam), the District is only moving forward with two grant applications, one for each of the Oceana Marin projects. The fee proposed by GHD for providing grant assistance is approximately \$23,000 per project, for a total of \$46,000. Since the District currently has \$14,500 available under the current general consulting services agreement, the amount being requested by staff is an additional \$32,000.

The requested funding for this work was not included in the current FY17/18 budget. However, based on recommendations provided earlier this year by the District's consultant responsible for evaluating Oceana Marin's disposal system, the project to construct an 8th Disposal Trench (project no. 8.7163.00) will not be required. Funding in the current FY17/18 budget for the 8th Disposal Trench will be used instead to fund the grant application assistance by GHD.

RECOMMENDATION

That the Board authorize the General Manager to amend the general consulting services agreement in the additional amount of \$32,000.



September 14, 2017

Mr. Rocky Vogler, Chief Engineer
North Marin Water District
999 Rush Creek Place
PO Box 146
Novato, CA 94948

Re: Scope of Services for Hazard Mitigation Grant Program Application Assistance

Dear Rocky,

This Scope of Services is for assistance with the preparation of three Hazard Mitigation Grant Program (HMGP) applications for submittal to the California Office of Emergency Services (CalOES). The North Marin Water District (District) completed a Notice of Intent (NOI) for multiple projects, and was invited to submit full applications on five projects. Three of the accepted NOIs are proposed for full application development, including the Oceana Marin Force Main Replacement and Pump Station Upgrade Project, Oceana Marin Treatment and Storage Pond Repair Project, and Stafford Dam Armoring Project. This scope is for assisting the District with the preparation and submittal of the complete HMGP applications for the three projects.

The following Tasks outline this Scope of Services:

Task 1 – Preliminary Benefit Cost Analysis

A threshold criteria for HMGP Project eligibility is the project must have a benefit cost ratio of greater than 1. GHD proposes to work with District staff to document benefits for each project, and run them through FEMA's Benefit Cost Analysis Software ver. 3.5. Benefits are often framed in terms of avoided damages for mitigation projects. Damages that may be avoided by one or more projects are anticipated to include loss of wastewater service, repair costs, staff time, beach contamination, flooding, road closures, and potential loss of life with a dam failure. This preliminary analysis includes coordination with the District on event history, historic damage data, maintenance costs, hazard event recurrence, population data, average day traffic data, and other costs associated with accounting for damage costs if any of the proposed projects were to fail as a result of a hazard event. The District will also provide preliminary project capital and operations and maintenance costs for all three projects for input into the model for calculation of the benefit cost ratio. The goal of the preliminary analysis is determine if the project meets the cost effectiveness criteria which would then lead the team to develop the full application.

Task 1 Deliverable – Draft BCA Model Export File

GHD Inc.
718 Third Street Eureka CA 95501 USA
T 1 707 443 8326 F 1 707 444 8330 E eureka@ghd.com W www.ghd.com

Task 2 – Finalize BCA Analysis

Once the projects are determined to be cost effective with a benefit cost ratio greater than 1, the benefit cost analysis will be finalized. This will include preparation of a Benefit Cost Analysis Report that will document the sources of data and assumptions made in the preparation of the benefit cost analysis. The report will be uploaded into the model for support. GHD will also export the final benefit cost analysis model files for attaching to the application and print the benefit cost analysis software report in PDF format for attaching to the application. Lastly, GHD will use the information developed as part of the cost benefit analysis to complete the cost effectiveness section of the application.

Task 2 Deliverables – Benefit Cost Analysis Report, Final BCA Model Export File, BCA model summary export report in PDF format, HMGP Part I Application Section VI Benefit/ Cost Effectiveness

Task 3 – Scope, Schedule, and Budget Support

An important part of a successful HMGP application is consistency between the scope, schedule, and budget that are incorporated into the grant application. The District will supply a draft project scope of work, detailed costs, and schedule to GHD. Under this task, GHD will review the documents provided by the District and develop a detailed scope of work meeting the requirements of the HMGP. GHD will also review the proposed project costs, and align them with the scope items for consistency and insert them into the HMGP required excel format. GHD will also work with the District to develop the project schedule and ensure that it aligns with the project scope and budget. It is assumed that the District will develop the budget narrative that supports the costs included in the budget.

Task 3 Deliverables – HMGP Part I Application Sections IV Work Schedule, Section V Cost Estimate, and Section III.E Scope of Work

Task 4 – Environmental Questionnaire

As the HMGP is funded with federal dollars, consistency with federal environmental laws is part of the evaluation of projects. Under this task, GHD will complete the Cal OES and FEMA environmental questionnaires covering the follow federal acts:

- National Historic Preservation Act
- Archaeological Resources Preservation Act
- Endangered Species Act, Fish & Wildlife Coordination Act, and Wilderness Act
- Farmland Protection Policy Act
- Clean Water Act, Rivers and Harbors Act, Wild and Scenic Rivers Act, and Executive Order 11990 (Protection of Wetlands)
- Executive Order 11988 (Floodplain Management)
- Coastal Zone Management Act

- RCRA and CERCLA
- Executive Order 12898, Environmental Justice for Low Income and Minority Populations

A California Natural Diversity Database search and California Native Plant Society Database search will be completed for each of the project sites, and used to support the environmental section of the HMGP application. A separate environmental technical memo will be prepared to address each of the environmental laws and attached to the application.

Also under this task, responses will be provided for the extraordinary circumstances section of the application. Lastly, the three project alternatives (proposed project, no project, and alternate project) will be written up in the application.

Task 4 Deliverables – HMGP Part II Application Sections I Regulations, Section II Environmental Checklist, Section III FEMA Environmental Checklist, and Section IV Alternatives

Task 5 – Draft HMGP Application

Under this task, GHD will compile the draft application incorporating information provided by the District and the sections developed in the tasks above. In addition, under this task, GHD will complete Part I Section III items 16 B-G and 18 of the HMGP application. GHD will provide a complete draft copy of the application for District review. The District will provide a consolidated set of comments preferably in word track changes.

Task 5 Deliverables – Complete Draft HMGP including Main Application in MS Word Format, Budget in MS Excel Format, Benefit Cost Analysis Model Export File

Task 6 – Final HMGP Application

Under this task, GHD will incorporate the District's comments into the final applications, and prepare the final application package. One complete application package consists of the following documentation provided in a 3-ring binder large enough to hold all of the contents:

- A table of contents for the application and attachments.
- A printed copy of the application.
- A printed copy of any documents referred to in the application (e.g., maps, environmental or historical reports, etc.). All attachments must be clearly labeled and listed in a table of contents.
- A CD which includes electronic versions of the items listed in the previous bullet points AND the BCA in .zip file format. Electronic versions of all printed documents and attachments must be included on the CD.

GHD will submit two copies of the application to Cal OES and one to the District.

Task 6 Deliverables: Three complete copies of the application package

General Assumptions/Exclusions

- District will provide an electronic version of the application with the following sections completed: Part I Section II Items 1-10, Section III Items 11-16A, 17, 19, Section VII, and Section VIII.
- District will provide detailed project budgets for the 3 projects.
- District will provide a draft scope of work for each project.
- District will provide for each of the 3 projects, vicinity map, site map, area of potential effect map, and detailed drawings and figures to support the project description and scope of work.
- District will provide completed studies to support the scope of work.
- District will provide a minimum of 3 photos of each project site per HMGP requirements.
- District will assist in the development of alternatives to the proposed project and no project for each of the three applications.
- District will provide requested information in a timely manner to keep the application process on schedule.
- District will develop required authorizing representative resolution.
- District will provide the necessary authorization signatures.

Schedule

GHD is available to begin work on this scope of work upon receipt of a signed Professional Services Authorization from the District. We will complete this work and submit the final application before the required Wednesday November 1 postmark deadline. GHD will provide the Draft applications on approximately October 20th for District review and comment. It is assumed that the District will provide one set of consolidated comments back to GHD by October 26, so the finished applications can be postmarked by the November 1, 2017 due date.

Professional Service Fee

GHD will provide the above described scope of services at our standard labor rates. The estimated fee for each of the project applications by task is shown below.

	Oceana Marin Force Main Replacement and Pump Station Upgrade	Oceana Marin Treatment and Storage Pond Repair	Stafford Dam Armoring
Task 1 – Preliminary Benefit Cost Analysis	\$6,670	\$6,670	\$6,670
Task 2 – Finalize BCA Analysis	\$4,570	\$4,570	\$4,570
Task 3 – Scope, Schedule, and Budget Support	\$3,610	\$3,610	\$3,610
Task 4 – Environmental Questionnaire	\$3,940	\$3,940	\$3,940
Task 5 – Draft HMGP Application	\$2,660	\$2,660	\$2,660
Task 6- Final HMGP Application	\$1,500	\$1,500	\$1,500
TOTAL	\$22,950	\$22,950	\$22,950

As always, we appreciate the opportunity to assist you on this project. Please do not hesitate to call me if you have any questions.

Sincerely
GHD Inc



Rebecca Crow, P.E.
Project Manager

DIRECT LABOR COST ESTIMATING SHEET



PROJECT NAME: NMWD-HMGP Application Assistance

PROJECT MANAGER: Rebecca Crow

Prepared by: Rebecca Crow

PROJECT ENGINEER: Joyce Cheung

Date: 14-Sep-17

TASK		LABOR COSTS							SUB-TOTAL	BUDGET (Rounded)
		<u>Culick</u> \$260	<u>Crow</u> \$175	<u>Cheung</u> \$155	<u>Planner</u> \$140	<u>Biologist</u> \$125	<u>Clerical</u> \$80	<u>Consum</u> \$6		
1) Preliminary Benefit Cost Analysis	(hr)	1	6	32			2	40		
	(\$)	\$260	\$1,050	\$4,960	\$0	\$0	\$160	\$240	\$6,670	\$6,670
2) Finalize BCA Analysis	(hr)	1	6	20			0	26		
	(\$)	\$260	\$1,050	\$3,100	\$0	\$0	\$0	\$156	\$4,566	\$4,570
3) Scope, Schedule, and Budget Supp	(hr)	1	4	16				28		
	(\$)	\$260	\$700	\$2,480	\$0	\$0	\$0	\$168	\$3,608	\$3,610
4) Environmental Questionnaire	(hr)	0	4	8	6	8		26		
	(\$)	\$0	\$700	\$1,240	\$840	\$1,000	\$0	\$156	\$3,936	\$3,940
5) Draft HMGP Application	(hr)	0	4	12				16		
	(\$)	\$0	\$700	\$1,860	\$0	\$0	\$0	\$96	\$2,656	\$2,660
6) Final HMGP Application	(hr)	0	2	6			2	10		
	(\$)	\$0	\$350	\$930	\$0	\$0	\$160	\$60	\$1,500	\$1,500
TOTAL		3	26	94	6	8	4	146	\$22,936	\$22,950
		\$780	\$4,550	\$14,570	\$840	\$1,000	\$320	\$876		

12

MEMORANDUM

To: Board of Directors Date: September 15, 2017
From: Rocky Vogler, Chief Engineer 
Subject: Approve Kennedy/Jenks Consultants – Consulting Engineering Services Agreement
(2017 Water Master Plan Update)
R:\NON JOB No ISSUES\Consultants\Kennedy Jenks\KJ WMP BOD Memo Sept 2017.doc

RECOMMENDED ACTION: That the Board authorize the General Manager to execute an agreement with Kennedy/Jenks Consultants for the 2017 Water Master Plan Update

FINANCIAL IMPACT: \$80,000 plus \$10,000 contingency included in the FY17/18 budgets

Background

The Novato Water System Master Plan was most recently updated in 2012. The primary purpose of the Master Plan is to evaluate the hydraulic efficiency (using models) of the District's distribution system under both current and future demand scenarios in an effort to establish specific locations where pipe replacement/upsizing is required. In addition, anecdotal information is provided by construction and operations staff to highlight assets that have required abnormally high levels of maintenance/repair, and may warrant inclusion into development of a Capital Improvement Program (CIP) that is prepared with each update to the Master Plan. Previous iterations of the Master Plan including 2012 were prepared, in part, by Mark Soldati of GHD who has since retired. These efforts were conducted based on using a patchwork of individually constructed partial hydraulic models in an effort to understand hydraulic efficiency under various demand scenarios, but without the ability to assess interrelated pressure zone impacts.

For the past several years, the District has been working to create a consolidated model of both the Novato and West Marin Water Systems using a Geographic Information System (GIS) format. The GIS system for the Novato area has now been completed, and can be leveraged to build a new consolidated hydraulic model of the entire system. The proposed model which will contain all of the pipes, storage tanks and pump stations will allow staff to more fully understand the hydraulic interaction between various pressure zones under varying demand conditions as well as incorporating important information like pipe age and material in an effort to develop a comprehensive CIP that is targeted and makes best use of District funding for capital projects.

Consulting Agreement

Kennedy/Jenks (K/J) is recommended to provide consulting engineering services to utilize the District's GIS to create a consolidated hydraulic model for the Novato Service Area, and prepare (with District input) a 10-year CIP. K/J is an experienced design and consulting firm. They have a proven track record developing hydraulic models and preparing water master plans. Their scope includes:

- Task 1 – Project Management
- Task 2 – Document Existing System
- Task 3 – Demand Analysis
- Task 4 – Evaluate Storage and Pumping
- Task 5 – Prepare Hydraulic Model
- Task 6 – Hydraulic Evaluation
- Task 7 – Capital Improvement Plan

The K/J proposal including scope of work, fee estimate and schedule is provided in Attachment 1. K/J's proposed scope of work includes both preparation of a hydraulic model and assistance in developing the 2017 Novato Service Area Water Master Plan Update. The total consulting services cost estimate is \$79,921. The completed hydraulic model and associated capital improvement program is scheduled for February 2018. This information will be utilized to develop the FY19 capital project budget as well as subsequent budgeting for related projects.

Financial Impact

K/J's cost estimate for \$79,921 was included in the FY17/18 budgets. In addition, excess funding from project 1.4063 (Novato Asset Management Study) is available to cover any contingencies up to the requested \$10,000.

RECOMMENDATION

That the Board authorize the General Manager to execute an agreement with Kennedy/Jenks Consultants for preparation of a consolidated model of the Novato Service Area water model and assistance with development of the 2017 Master Plan for a not to exceed fee of \$80,000 plus a contingency of \$10,000.

Kennedy/Jenks Consultants
Engineers & Scientists

200 Fourth Street, Suite 210
Santa Rosa, CA 95401
707-526-1064
FAX: 707-293-1173

September 14, 2017

Rocky Vogler, P.E.
District Engineer
North Marin Water District
999 Rush Creek Place
Novato, CA 94948

Subject: Letter Proposal
Water Master Plan Update – Novato Service Area

Dear Mr. Vogler:

This letter and associated exhibits comprise Kennedy/Jenks' proposal to assist the District with updating a water master plan for the Novato service area. Our proposed scope of work (Exhibit A) provides a task breakdown and our understanding of the role that K/J will fulfill in support of the District's project. We have based our scoping language and level of effort based on our verbal conversations, and a review of the previous master plan that was prepared in 2012.

We recommend a not-to-exceed fee budget of \$79,921, which would be invoiced monthly based on our current fee schedule (Exhibit D). A breakdown of hours and fee budget are provided in Exhibit B, attached. Additionally, we have identified an additional optional task to perform tests and evaluate pump condition (or use previous test results). Our proposed level of effort (i.e. fee) assumes a 'unit cost' to test up to three pump stations, which includes the cost to rent a tachometer and vibration meter for one month. Additional pump stations could be tested for the same unit cost, less the incremental cost for instrument rental.

The project would be managed locally out of Kennedy/Jenks Santa Rosa office. I would serve as project manager and principal in charge of the work.

The work can be completed over a period of approximately 6 months. A Gantt chart showing task breakdown and associated dates is provided in Exhibit C, attached. The following table summarizes the durations planned for each task.

Client/Address: North Marin Water District
999 Rush Creek PI
Novato, CA 94945

Contract/Proposal Date: 29 August 2017

Schedule of Charges

January 1, 2017

PERSONNEL COMPENSATION

Classification	Hourly Rate
Engineer-Scientist-Specialist 1.....	\$130
Engineer-Scientist-Specialist 2.....	\$155
Engineer-Scientist-Specialist 3.....	\$170
Engineer-Scientist-Specialist 4.....	\$185
Engineer-Scientist-Specialist 5.....	\$200
Engineer-Scientist-Specialist 6.....	\$225
Engineer-Scientist-Specialist 7.....	\$250
Engineer-Scientist-Specialist 8.....	\$270
Engineer-Scientist-Specialist 9.....	\$290
CAD-Technician	\$105
Senior CAD-Technician	\$120
CAD-Designer	\$145
Senior CAD-Designer	\$160
Project Administrator	\$120
Administrative Assistant	\$100
Aide.....	\$75

In addition to the above Hourly Rates, a four percent Communications Surcharge will be added to Personnel Compensation for normal and incidental copies, communications and postage.

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- Consultants, soils engineers, surveyors, contractors, and other outside services.
- Rented vehicles, local public transportation and taxis, travel and subsistence.
- Project specific telecommunications and delivery charges.
- Special fees, insurance, permits, and licenses applicable to the work.
- Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

If prevailing wage rates apply, the above billing rates will be adjusted as appropriate.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2017 through December 31, 2017. After December 31, 2017, invoices will reflect the Schedule of Charges currently in effect.

Rocky Vogler, P.E.
North Marin Water District
September 14, 2017
Page 2

Task Name	Duration	Approximate Completion Date
Task 1 – Project Management	21 weeks	2/23/18
Task 2 – Document Existing System	3 weeks	10/20/17
Task 3 – Demand Analysis	3 weeks	11/10/17
Task 4 – Evaluate Storage & Pumping	3 weeks	12/1/17
Task 5 – Update Model	4 weeks	12/29/17
Task 6 – Hydraulic Evaluation	3 weeks	1/19/18
Task 7 – Capital Improvement Plan	5 weeks	2/23/18

I look forward to discussing the District's project with you at your earliest convenience. Please feel free to call me anytime with your questions or concerns.

Very truly yours,
KENNEDY/JENKS CONSULTANTS



Rod Houser, P.E., BCEE
Project Manager | Vice President

EXHIBIT A – SCOPE OF WORK

NOVATO SERVICE AREA WATER MASTER PLAN UPDATE

Understanding

North-Marin Water District (District) has requested Kennedy/Jenks Consultants ("Consultant") to provide engineering services to assist with updating the District's master plan for North Marin Water District's Novato Service Area. The District last prepared its water master plan in 2012. Since that time the District has updated its water system mapping, which is now maintained in GIS format. One of the main drivers of this project is to leverage the new GIS mapping to prepare a new hydraulic model that covers the entire Novato service area, thereby eliminating the need to rely on a patchwork of smaller/incomplete models. This effort is part of the District's larger strategy to develop a new asset management platform.

Over the last several years the District has also expanded their recycled water infrastructure, and this is believed to have resulted in some potable-water offsets. Accordingly, the District's potable-water pumping, storage and distribution systems need to be reevaluated to ensure that the system can keep pace with current and future needs. This also provides an opportunity for the District to reevaluate some of the previously recommended projects to ensure they still provide the best overall rate-payer value in light of the changed demands.

The final product will be a series of technical memoranda that consist of the following elements:

- Potable water demand forecasts using the latest Urban Water Management Plan. Forecasts will include validation of peaking factors for peak-hour and maximum-day demands
- Evaluation of pumping of storage systems
- Evaluation of the existing potable-water distribution system to identify hydraulic bottlenecks
- Summary evaluation of pipe age and materials
- Preparation of the District's 5-year Capital Improvement Program (CIP) for the water system. The CIP shall differentiate between replacement projects and growth-related projects.

We further understand that the District will be completing several sections of the master plan, and will take the lead in compiling the various sections into a single document, essentially following the format and content of the 2012 master plan. For Kennedy/Jenks' part, we plan to prepare the technical memoranda as though they were draft sections of the larger master-plan document. For purposes of estimating level of effort, we assume that each TM will be submitted in draft form for the District's review. Kennedy/Jenks will resubmit the TM after addressing the District's review comments and reformatting the document using the District's master-plan template.

Scope of Work

The project scope of work consists of the following tasks:

Task 1 - Project Management

Consultant will perform project management and coordination to ensure that the final Report meets the District's requirements. This task includes budget and schedule tracking, project coordination NMWD, project kickoff, preparation of the Project Work Plan, internal team meetings, meetings with the District, and project *QA/QC*. Level of effort for this task assumes that the project will be completed by mid-February, 2018.

EXHIBIT A – SCOPE OF WORK

NOVATO SERVICE AREA WATER MASTER PLAN UPDATE

Task 2 -Document Existing Distribution System

Distribution system layouts, pipe sizes, pipe material and installation years will be modelled from the District's existing model files (GIS & EPANET). Additionally, pump performance and reservoir/tank data will be augmented from client provided data (as-built drawings, nameplate data, well drawdown tests, and other historical production data). K/J understands that the District maintains accurate data for existing facilities, and that we will rely on this data to perform our engineering analysis of the system.

Meet with water system operators to review operational parameters such as reservoir level setpoints, and pump controls. Operator feedback will also be used to get an understanding of known problems such as pipeline tuberculation, leaks, and inoperative equipment.

DISTRICT-PROVIDED DATA

The District will provide the following data for Consultant's use:

- production records for each source and service connected to the system;
- as-built drawings and operational data for each reservoir, well, control valve and pump station;
- pump curves for all pumps
- consumption data for all metered connections;
- AutoCAD or GIS maps of the water system, topography, and land use areas (i.e. R-1, R-3, C-1, etc.);
- hydrant test data;
- District staff will identify all normally closed valves in the distribution system.
- copies of water supply agreements / contracts
- copy of current General Plan.
- copy of latest Urban Water Management Plan

SITE VISITS

A single site visits is planned for Task 1

DELIVERABLE:

- *Technical Memorandum 1 -Inventory of data gathered and relationship to model and Hydraulic System Schematic.*

Task 3 -Demand Analysis

The spatial distribution of demands will be estimated by prorating recent historical production values based on street address. This will be accomplished by geocoding historical water billing records, then aggregating those demands around model nodes. Future demands will be estimated by extrapolating existing demands at a rate consistent with District planning information.

Diurnal curves for time varying demands will be synthesized from estimated daily usage patterns and other readily available physical data. These curves will be used to determine peak-hour demands. Maximum-day peaking factors will be estimated from recorded monthly (and daily, if available) production data.

EXHIBIT A – SCOPE OF WORK

NOVATO SERVICE AREA WATER MASTER PLAN UPDATE

Fire flow requirements (i.e. minimum required flow and duration) for each land-use type will be established based on AWWA standards, California Building Code, common practice, and input from City of Novato's Fire Marshall. Taken together with domestic demands, these fire flows will form the basis of hydraulic design for each land-use type. In addition, this effort will be used to develop the fire protection storage component for each pressure zone in the distribution system.

One conference call is planned with District staff to review key assumptions related to supply and demand issues.

DISTRICT-PROVIDED DATA

- Complete potable water production data over three years of record
- assessor's parcel map in GIS shapefile format (*.shp) with associated metadata
- electronic customer billing records indexed by street address
- current and future land use mapping in GIS shapefile format (*.shp) with associated metadata

DELIVERABLE:

- *Technical Memorandum 2- System Demand Analysis*

Task 4- Evaluate Storage and Pumping Requirements

Compare firm capacity of each pump station against the demand from the zone(s) they serve. For purposes of estimating level of effort, we assume that the pump-station and storage capacity evaluation will be completed for the following planning scenarios:

- 2018 (current)
- 2025
- 2030
- 2035
- 2040

Pump-station capacity will be based on the nameplate rating of the installed pumps, and assuming the largest single unit is out of service.

DELIVERABLE:

- *Technical Memorandum 3- System Demand Analysis*

DISTRICT-PROVIDED DATA

- As-built records for each pump station and reservoir
- Factory performance curves for all pumps
- Pump-test data (if available)

Task 5- Develop New Hydraulic Model

Create a new hydraulic model using the District's newly developed GIS mapping of the distribution system. Consultant will use as-built drawings and other District-furnished records for this purpose.

EXHIBIT A – SCOPE OF WORK

NOVATO SERVICE AREA WATER MASTER PLAN UPDATE

For purposes of estimating the level of effort required Consultant assumes that the existing GIS mapping will be imported into a WaterCAD model for analysis. Elevations of all nodes are already provided in the GIS mapping.

The model will be calibrated against the District's hydrant tests. The District will perform all hydrant testing in accordance with AWWA standards. Node flows and roughness coefficients will be adjusted to maximize agreement between modeled performance and field data. Once the calibration and analysis are complete, the model will be converted back to EPANET format prior to submitting to the District.

For purposes of estimating level of effort, service laterals and hydrant laterals will not be modelled. Interior piping at pump stations will be based on as-built records for two typical pump stations that essentially mirror designs from the remaining facilities.

CLIENT PROVIDED DATA

- Hydrant test data for use in calibrating the hydraulic model.

DELIVERABLE:

- *Technical Memorandum 4- Calibration Results*

Task 6- Hydraulic Evaluation

Use the updated model developed under Task 5 to evaluate the District's sources of supply, storage, and distribution piping. The evaluation will identify and rank hydraulic restrictions in the existing system under current and future conditions. Ranking of restrictions will be based on the severity of the hydraulic losses, in addition to the age and material of the pipeline.

Meet with District staff to determine specific scenarios to be modeled. For budgeting purposes, we are planning to analyze up to twelve scenarios: present and future peak-hour (2); present and future maximum-day with fire flows (2); and up to eight (8) additional scenarios to be determined in consultation with the District.

Prepare color-coded maps showing static pressure for each scenario to identify the hydraulically weakest areas of the network. Extended period simulations will be performed for present and future average-days to analyze reservoir turnover and identify operational weaknesses.

DELIVERABLE:

- *Technical Memorandum 5 --System Performance Summary*

Task 7- Prepare Capital Improvement Program

Consultant will prepare a 10-year CIP based on the findings identified in the previous tasks. Projects will be prioritized based on modelled capacity deficiencies, age/condition of existing infrastructure, and anecdotal information provided by District staff. A basis of design and budgetary cost allowance will be established for each CIP project, along with the current ENR cost index. The CIP will separately identify water storage and distribution projects. Those projects will be categorized as replacement projects and growth-related projects.

EXHIBIT A – SCOPE OF WORK

NOVATO SERVICE AREA WATER MASTER PLAN UPDATE

SITE VISITS

- Meet once with the District's representatives to identify planning priorities and conceptual project feasibility

DELIVERABLE

- *Technical Memorandum No. 6- Capital Improvement Plan*

Task 8- Asset Condition and Performance Assessment (*additional optional task*)

Complete the following activities at each of three (3) pump stations:

- Use existing flow and pressure instrumentation to complete a performance test for each pump. Compare test results against factory performance curves to assess hydraulic performance
- Record power delivered to each motor to determine specific energy (kWh/Mgal) and wire-to-water efficiency
- Measure pump vibration and compare against Hydraulic Institute standards

ASSUMPTIONS

- All performance tests will be performed over a period not to exceed three (3) weeks, corresponding to the term of instrument rental agreement.
- Level of effort assumes that tests can be completed at three (3) pump stations over an 8-hour work day

DISTRICT-FURNISHED SERVICES

- Operator and electrician to assist Consultant with pump tests.

DELIVERABLES

- Technical Memorandum No. 7 – Pump Station Condition Assessment

Exhibit B - Proposal Fee Estimate

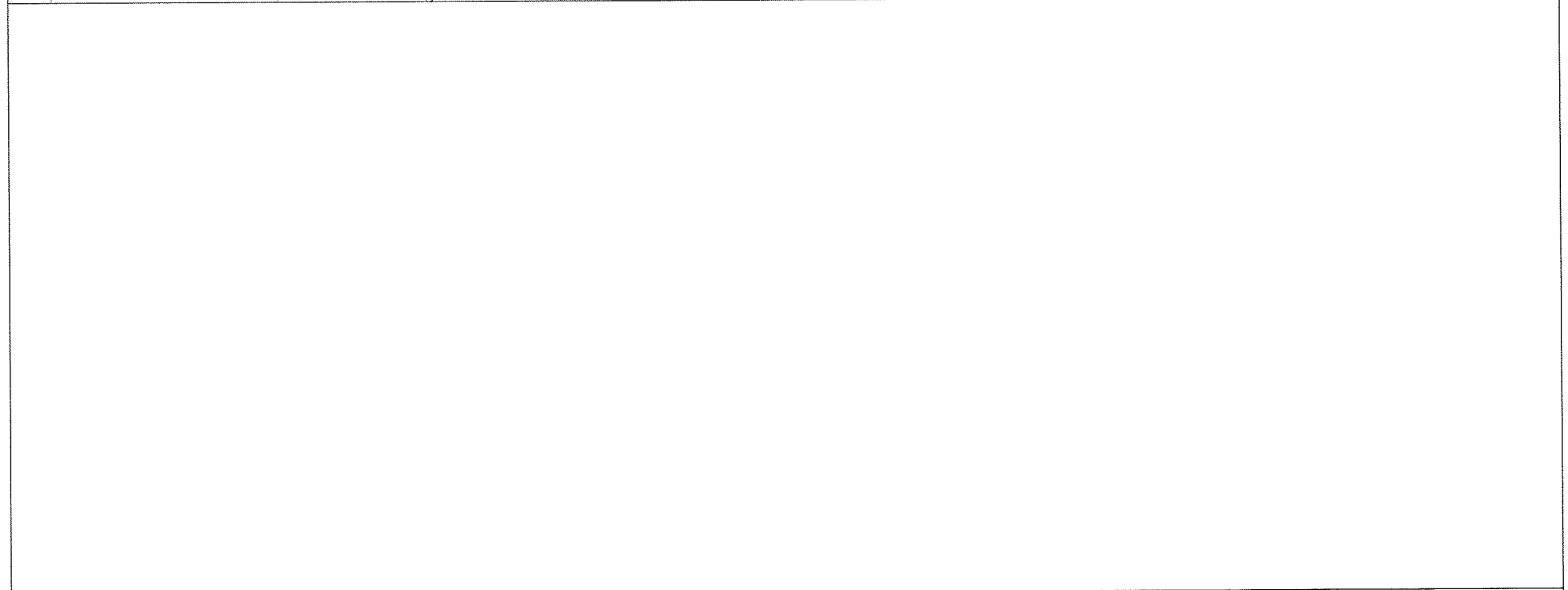
Kennedy/Jenks Consultants

CLIENT Name: North Marin Water District
 PROJECT Description: Water Master Plan Update - City of Novato
 Proposal/Job Number: _____ Date: 9/14/2017

January 1, 2017 Rates	Eng-Sci-8 R. Houser	Eng-Sci-7	Eng-Sci-5	Eng-Sci-3 L. McCrae	Sr. GIS M. Osorio	Sr. CAD-Tech	Proj. Admin. J. Aquino	Total	KJ Labor	KJ Comm. Charges	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Classification:								Hours	Fees	4%	Fees	10%				Fees
Hourly Rate:	\$270	\$250	\$200	\$165	\$165	\$120	\$120									
Communications Surcharge - Subtotal	0	0	0	0	0	0	0	0	\$0	\$3,061	\$0	\$0	\$0	\$0	\$3,061	\$3,061
Task 1 - Project Management - Subtotal	32	0	0	10	0	0	10	52	\$11,490	\$0	\$100	\$10	\$11,490	\$0	\$110	\$11,600
Task 2 - Document Existing Distribution System - Subtotal	8	0	0	24	4	0	0	36	\$6,780	\$0	\$100	\$10	\$6,780	\$0	\$110	\$6,890
Task 3 - Demand Analysis - Subtotal	4	0	0	40	12	0	0	48	\$8,340	\$0	\$0	\$0	\$8,340	\$0	\$0	\$8,340
Task 4 - Evaluate Storage & Pumping Requirements - Subtotal	4	0	0	40	0	0	0	44	\$7,680	\$0	\$0	\$0	\$7,680	\$0	\$0	\$7,680
Task 5 - Update & Calibrate District's Hydraulic Model - Subtotal	8	0	0	60	0	0	0	68	\$12,060	\$0	\$0	\$0	\$12,060	\$0	\$0	\$12,060
Task 6 - Hydraulic Evaluation - Subtotal	8	0	0	60	0	0	0	68	\$12,060	\$0	\$0	\$0	\$12,060	\$0	\$0	\$12,060
Task 7 - Prepare Capital Improvement Plan - Subtotal	8	0	0	80	0	8	0	104	\$18,120	\$0	\$100	\$10	\$18,120	\$0	\$110	\$18,230
All Phases Total	80	0	0	314	20	8	10	420	\$76,530	\$3,061	\$300	\$30	\$76,530	\$0	\$3,391	\$79,921
Task 8 - Asset Condition and Performance Assessment (for 3 pump stations)	4	0	0	12	0	0	0	16	\$3,060	\$122	\$1,100	\$110	\$3,060	\$0	\$1,210	\$4,270

EXHIBIT C - SCHEDULE
CITY OF NOVATO
WATER MASTER PLAN UPDATE

ID	Task Name	Duration	Start	2018					
				4th Quarter			1st Quarter		
				Oct	Nov	Dec	Jan	Feb	Mar
1	Task 1 - Project Management	21 wks	Mon 10/2/17						
2	Task 2 - Document Existing System	3 wks	Mon 10/2/17						
3	Task 3 - Demand Analysis	3 wks	Mon 10/23/17						
4	Task 4 - Evaluate Storage & Pumping	3 wks	Mon 11/13/17						
5	Task 5 - Update Model	4 wks	Mon 12/4/17						
6	Task 6 - Hydraulic Evaluation	3 wks	Mon 1/1/18						
7	Task 7 - Capital Improvement Plan	5 wks	Mon 1/22/18						



Project: novato WMP schedule Date: Tue 9/12/17	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline
	Split		External Tasks		Inactive Summary		Manual Summary		Progress
	Milestone		External Milestone		Manual Task		Start-only		Finish-only
	Summary		Inactive Task		Duration-only		Finish-only		Finish-only

13

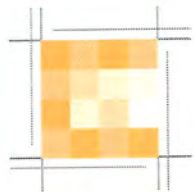
MEMORANDUM

To: Board of Directors

Date: September 15, 2017

From: Rocky Vogler, Chief Engineer *RV*Subject: Recycled Water Central Service Area – Progress Report No. 3
(Covello Group)R:\Folders by Job No\6000 jobs\6058 RW Central\Construction Management\BOD Memos\6058 Covello Progress Report No 3 BOD Memo 9-19-17.doc**RECOMMENDED ACTION:** Information only**FINANCIAL IMPACT:** None, information only

An oral presentation will be provided by Mr. J.D. Brosnan, Construction Manager, with The Covello Group, regarding current pipeline installation work as part of NMWD's progress on the Recycled Water Central Service Area Expansion project. Attached is the third Construction Manager's Progress Report for Board review in preparation of the presentation provided by The Covello Group.

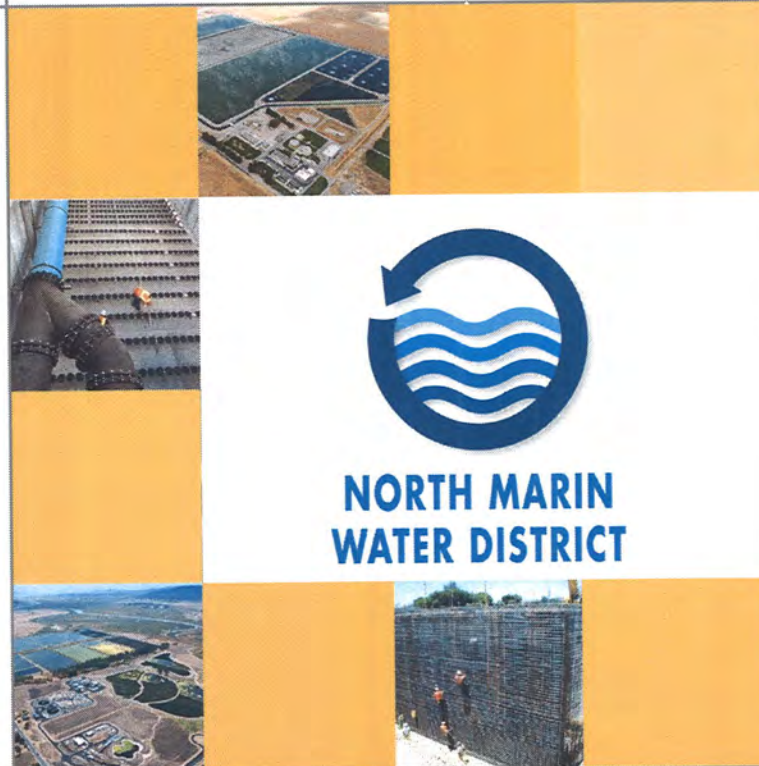


COVELLO
CONSTRUCTION MANAGEMENT PLUS

Novato Central Service Area Recycled Water Expansion

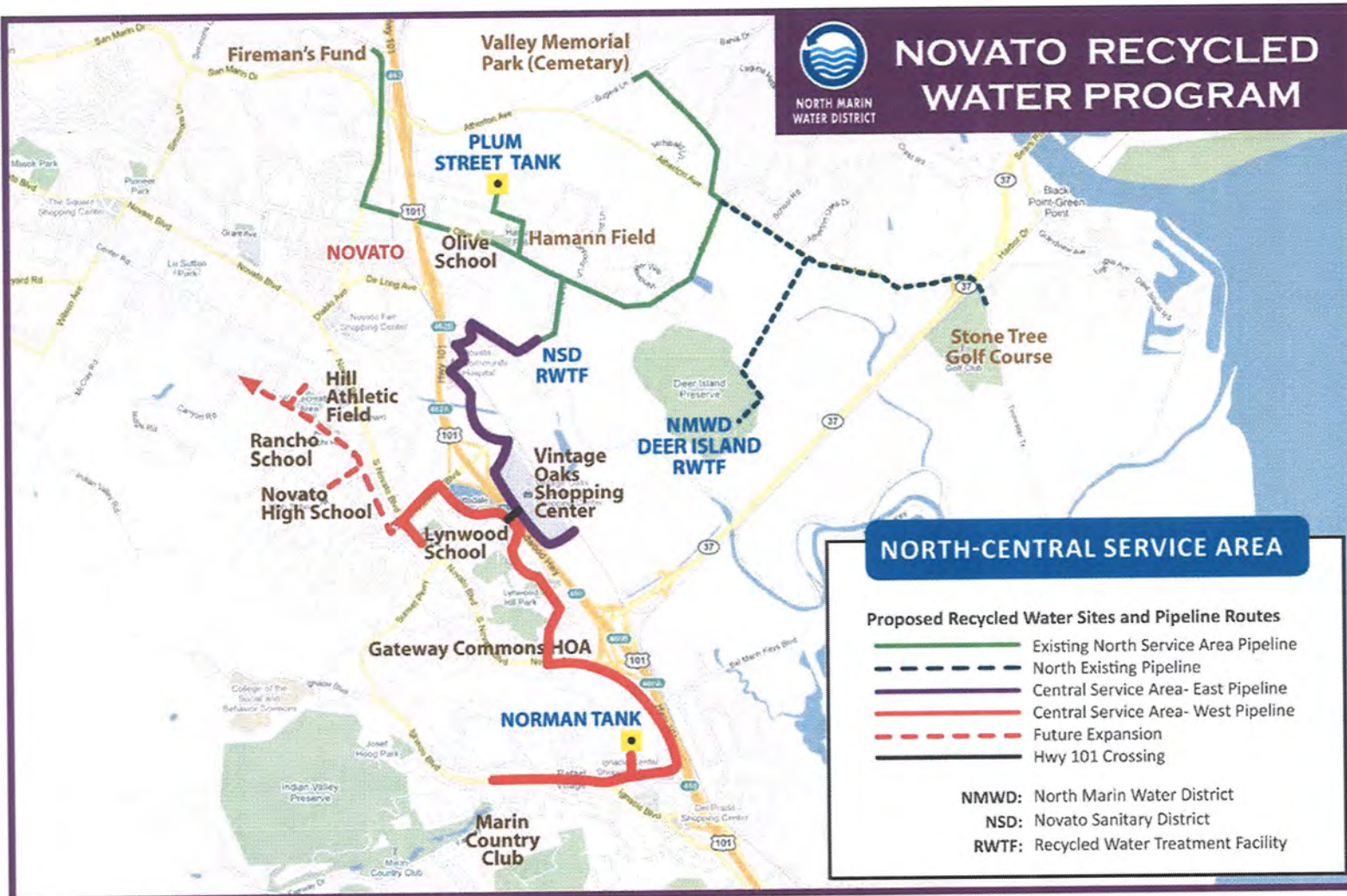
Update for the Board of Directors
September 19, 2017

J.D. Brosnan,
Construction Manager



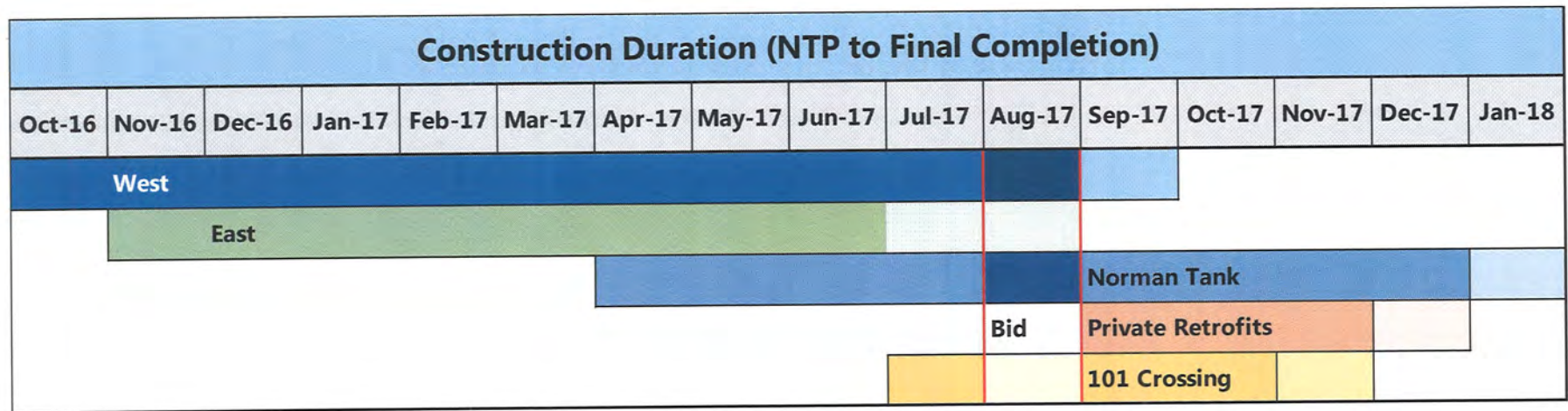
- Central Service Area Summary
- Schedule Update
- Work Summary
- Outreach
- Challenges
- Photos





Schedule Update

August 30, 2017



Schedule Update

Project Percent Complete Breakdown					
Project	Duration (Days)	Days Expended	Time	Production	\$
West *	327	327	100%	100%	89%
East	240	240	100%	100%	75%
Norman Tank Rehabilitation	225	121	54%	0%	0%
Highway 101 Crossing	120	64	53%		
Private On-Site Retrofits	90	0	0%		

* 25 Weather Days through 8/19/17

Production Summary: All Central RW Pipelines

Central Service Area RW Pipeline Production Summary	West	East	101 Crossing	TOTAL	
Length Planned	19,690	10,350	500	30,540	LF
Length Installed as of 8/30/17	19,690	10,350	-	30,040	LF
% Complete	100%	100%	0%	98%	

Production Summary WEST

<i>Central Service Area RW</i> WEST Production Summary	16-Inch HDPE	12-inch PVC	12-Inch FPVC	8-Inch PVC	TOTAL	
Length Planned	500	17,254	1,470	466	19,690	LF
Length Installed as of 8/30/17	500	17,254	1,470	466	19,690	LF
% Complete	100%	100%	100%	100%	100%	

Production Summary EAST

<i>Central Service Area RW EAST Production Summary</i>	16-Inch Steel	16-Inch PVC	12-Inch PVC	8-Inch PVC	TOTAL	
Length Planned	750	7,300	2,300	-	10,350	LF
Length Installed as of 8/30/17	750	7,300	2,300	-	10,350	LF
% Complete	100%	100%	100%	N/A	100%	

Production Summary 101 Crossing

<i>Central Service Area RW</i> 101 Crossing	16-Inch PVC	24-Inch Steel Casing
Length Planned	500	450
Length Installed as of 8/30/17	0	0
% Complete	0%	0%

Outreach

NMWD Recycled Water Central Expansion Project

The NMWD Central Expansion Project Blog is intended as a community outreach tool, to keep the public informed with construction activities, status and information.

PAGES

[Home](#)

[West Project](#)

[East Project](#)

[Norman Tank Rehabilitation Project](#)

[Highway 101 Crossing Project](#)

[Contact Us](#)

[What to Expect](#)

BLOG ARCHIVE

▼ 2017 (36)

▼ August (2)

[Week of August 21, 2017](#)

[Week of 8/18/17](#)

► July (3)

► June (2)

► May (5)

► April (4)

WEDNESDAY, AUGUST 30, 2017

Week of August 21, 2017

Highway 101 Crossing Project Public Notice



PUBLIC NOTIFICATION OF RECYCLED WATER PIPELINE AND STORAGE CONSTRUCTION

The North Main Water District (the District) is constructing important improvements to the recycled water distribution system that will be visible from your neighborhood.

As a resident of Redwood Blvd., you will see Anvil Builders mobilize equipment and materials to a small patch of land adjacent to the east side of the street between Redwood Blvd. and Highway 101. The Contractor will need to excavate a large pit to use a trenchless method called guided boring to install a new recycled water pipeline beneath Highway 101. This will be the critical link to the Central Service Area's new recycled water infrastructure. Construction is expected to last approximately 14 weeks.

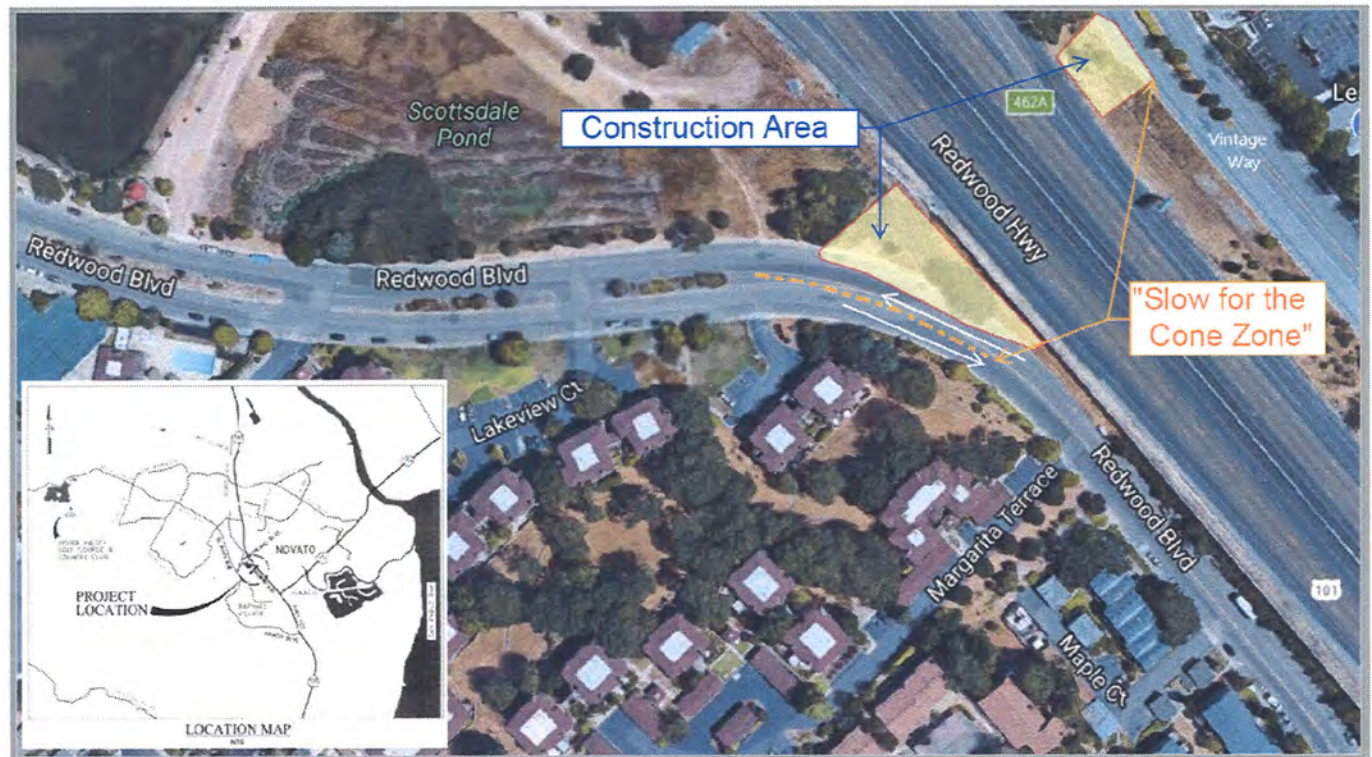
The Contractor will close the shoulder and set up a work zone to allow two-way traffic. They will need to modify the east shoulder with movable barricades to facilitate worker and public safety. Access to your driveways will be accommodated at all times, or special arrangements will be made for your access. There will be no disruption to normal services including mail and garbage. Emergency vehicle access will be available at all times.



Outreach

Public Notice of Recycled Water Pipeline and Storage Construction, cont.
Page 2

Figure 1. Highway 101 Project Location and Work Zone



Challenges

- Hard Rock Excavation
 - East vs. West
- Weather
- Public Complaints
- East Project
 - Utility Damage
 - Labor Compliance
 - AC Quantities
- Sharing the Norman Tank Site
- West Project Norman Tank HDD Potential Claim
 - Contractor Request = \$100,000 for Differing Site Condition
 - Pending Result \$0.00 Additional Cost





Novato Creek
Bridge



East Project – Final Tie In at
force balanced flex joint

West Project Final Paving
S. Novato Blvd. at Rowland Blvd.



West Project Norman HDD Reaming Head



Norman Tank Rock
Anchor Drilling

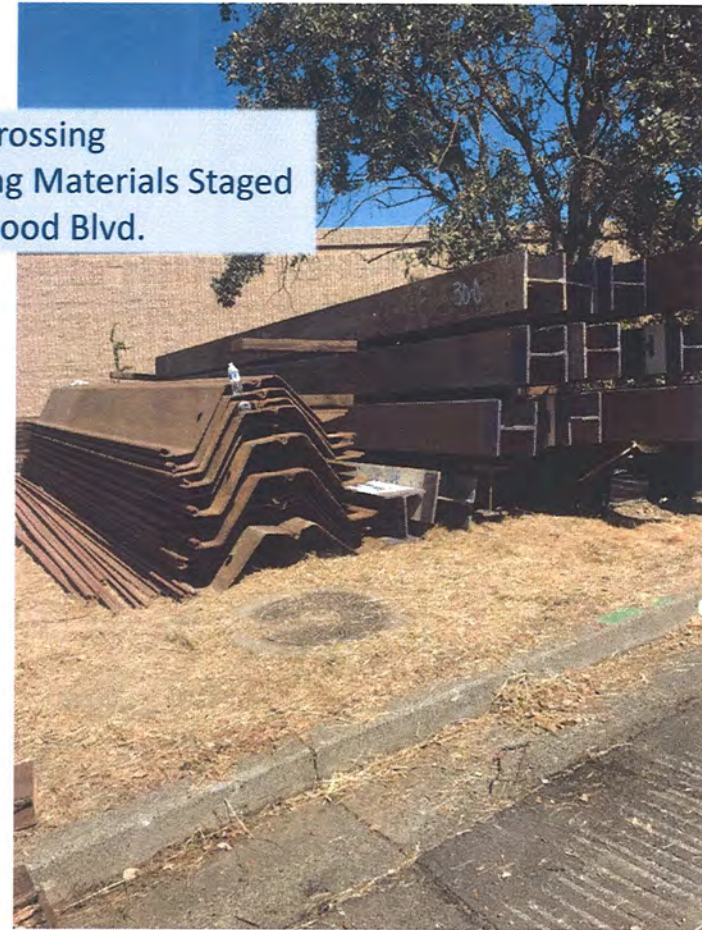


Norman HDD
Pipe Pull Back

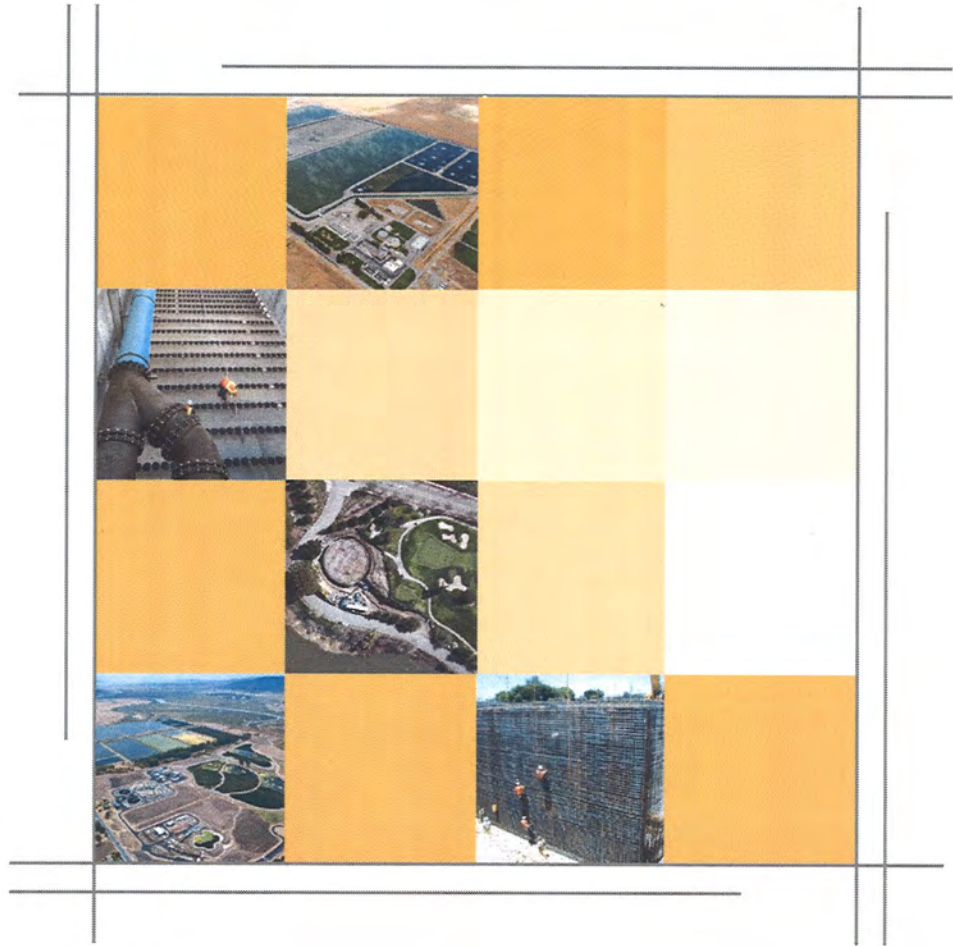




Highway 101 Crossing
Drill Rig & Sheet Pile Shoring Materials Staged
Adjacent to Redwood Blvd.



Questions?



14

MEMORANDUM

To: Board of Directors
From: Robert Clark, Operations / Maintenance Superintendent *RC*
Subject: FY16/17 Operations / Maintenance 4th Quarter Report
X:\MAINT SUP\2017\BOD\Q4 16-17 O&M Update.docx

September 15, 2017

RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

Safety Summary

Completed confined space training for all field staff.

Operations Summary

Operations activities and accomplishments during FY16/17 included completion of three improvement projects (San Marin pump can rehabilitation, Point Reyes TP green sand filter media replacement and Stafford Lake back feed dechlorinating system), Distribution system flushing program and scheduled tank cleaning were completed by the end of April. Two major maintenance projects during the winter shutdown at the Stafford Treatment Plant include the rebuild of the sludge dewatering equipment and the removal and repair of the underdrain on Filter Number 2. Operations staff also completed just over 700 routine maintenance tasks throughout the year with less than 10% unplanned tasks.

Stafford Production

- Spring production season began March 15, 2017. Production for the spring and early summer resulted in 341 MG of treated water and with the fall production of 415 a total fiscal year production of 756 MG was achieved (our goal was 750 MG).
- Spring 2017 lake water quality was much improved over the past few years due to an exceptional wet weather winter providing nearly two lake volumes to flush the lake during the winter 2017 storms.

Novato Water System Flows

- Novato production was down for the period this FY compared to the same period last year, likely due to heavy winter rain continuing into the spring, average daily production was 5.7 MGD, with a peak day demand of 11.5 MGD.
- Recycled water total production for the period was 61.4 MG, up 15% from the April-June period last year. Operation of the Deer Island RW plant began in August.

West Marin System Flows, Demands and Storage

- West Marin average daily production was 224,057 gallons per day with a peak day demand of

403,980 gallons – 7% higher than the same period last year.

- The demands continued to allow for single-well operation until mid-June when we began to blend the Coast Guard and Gallagher wells to increase production and help reduce salinity intrusion.

Oceana Marin

- During the period, force main pump flow averaged 17,798 gallons per day with a peak of 39,740 gallons. The total discharge to the irrigation field increased compared to previous years, leaving a freeboard of 7.1 feet at the end of June.
- FEMA funds have become available for winter storm recovery efforts for the Pond berm, Pond Road and cleanup efforts.

Water Quality Summary

Staff continued to support the activities for contract lab services to Novato Sanitary District. Other activities this year included installation of a new LIMS program for the lab operation and continued work on the Stafford Lake sanitary survey.

Maintenance Summary

The Electrical / Mechanical staff will have two of the senior members retire within the next eight months. We had a position open for an Electrical/Mechanical Technician and had three viable candidates apply during the period. Accomplishments during FY16/17 include six facility improvement projects and over 500 routine maintenance tasks with just under 30% unplanned tasks. The four year recycled water permit updates for 42 customer sites were completed.

Electrical / Mechanical

- After a year on the job Ben Ielmorini, has demonstrated a high proficiency of knowledge and skills for the maintenance of the Districts Electrical / Mechanical systems and has obtained his Class "A" driver's license and is scheduled to take his Water Distribution Grade 2 exam.
- Completed Main Office building PG&E service repairs after an inspection found corroding service connections were causing intermittent power fluctuations.
- Completed the installation of new programmable logic controllers at the Oceana Marin North Street lift station and Diablo Hill pump station.
- Installed new 2.4 Powerbeam communication network radios at Hayden, San Andres, Upper Wild Horse pump stations, Aqueduct valve pit and the Nunes and Trumbull tank sites.

- Completed annual flow meter inspections and calibrations as part of the revised water loss program and waste discharge permit requirements. Meters tested include Kastania, Ignacio, Stafford Treatment plant, Point Reyes Treatment Plant and the Oceana Marin lift station.

Cross-Connection Control (CCC)

- Four new recycled water onsite retrofit inspections were completed for Novato Horsemen's, Lynwood School and the Shell and Chevron gas stations at the North end of Redwood Boulevard.
- During our annual training for local third-party plumbing / backflow testing, contractors were invited to submit proposals to perform annual device testing services, three have been chosen to perform work this summer on testing backflow devices in batches of 100.
- The District has 2300 backflow devices with a goal to complete annual tests each year. For various reasons, 148 tests were not completed this year. Some of the older four inch and larger units cannot be readily isolated for testing, some customer owned device failures were not repaired by the customer before the end of year close out, and some are on special customer testing programs that were not completed on time (we are working with NUSD to improve their management of the program).

Building and Grounds


- Completed annual inspection of the landscape plantings and irrigation for the Stafford Lake solar field, Leveroni creek bank restoration, Palmer tank, Center road tank and Amaroli tank project sites. Staff removed invasive plants and made minor irrigation repairs; otherwise, all plantings are maturing nicely.
- Completed the exterior painting of the 25 Giacomini residence.
- Staff is looking into bird netting to restrict swallows from building nests at Stafford Lake Treatment plant and 25 Giacomini residence and pigeons from roosting at the main office and yard facilities.

Fleet Operations

- Fleet Mechanic, Jeff Watkins, has obtained his Class "A" driver's license and has begun to cross train with the cross control technician on backflow device testing.
- Received and outfitted two new vehicles for the fleet, a Nissan Frontier pick-up for the Field Service Representatives, a Ford F350 for the Electrical / Mechanical crew and a Bobcat track loader for the Construction crews.

15

MEMORANDUM

To: Board of Directors
From: Pablo Ramudo, Water Quality Supervisor 
Subject: Fourth Quarter FY 16/17 – Water Quality Report
P:\LAB\WQ Supv\WQ Reports\2017\4rd Qtr FY17 WQ Rpt.doc

September 15, 2017

RECOMMENDED ACTION: Information**FINANCIAL IMPACT:** \$0

The water served to the communities of Novato and Point Reyes met federal and state primary and secondary water quality standards during the fourth quarter of fiscal year 2016-2017.

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

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

NOVATO SYSTEM**Source Water: Stafford Lake**

Stafford Lake water was used as a source of drinking water throughout the quarter. Water quality was monitored on a weekly basis for chemical and mineral components as well as microbiological activity.

Algae and plankton from the raw water intake were identified and enumerated. Total algae numbers were considerably lower than past years during the same period and there were no large blooms recorded.

Total Organic Carbon (TOC), which for the past several years had been increasing to record highs, fell to record lows. This was likely due to the high rates of precipitation during the winter and spring which resulted in a large volume of water flowing into and through the lake, likely flushing nutrients and organics out along with it.

Treatment Performance: Stafford Treatment Plant

Total organic carbon removal was well above the 35% requirement of the Enhanced Surface Water Treatment Rule for April and June; no TOC removal was required in May due to the low concentration in the raw water (<2.0 mg/L). Finished water TOC concentrations were below the District's goal of 2.0 mg/L for the entire quarter, ranging between 0 and 1.5 mg/L.

Distribution System: Novato

Of the 242 routine samples collected for compliance with the Total Coliform Rule. There was one coliform positive sample this quarter from the sample station representing the zone served by the Eagle Drive hydropneumatic tanks. Chlorine in this sample was adequate and 3 follow-up samples showed no presence of coliform bacteria.

Chlorine residual concentrations throughout our distribution system were good. Average disinfection by-product concentrations were moderate and within standards.

POINT REYES SYSTEM

Source Water:

Coast Guard Wells

Raw water quality was good throughout quarter. Levels of constituents associated with salt water intrusion were moderate throughout the quarter; these constituents were present in higher concentrations in Well 2 than in Well 4. Chloride ranged from 20 – 41 mg/L while sodium ranged from 37 -61 mg/L. Bromide ranged from 99 - 152 ug/L.

Gallagher Well

Raw water quality was good throughout the quarter. Levels of constituents associated with salt water intrusion were very low as this well is located outside of the reach of tides.

Treatment Performance: Point Reyes Treatment Plant

Treatment was optimal throughout the quarter and finished water quality was excellent. Iron and manganese were not detected in treated water.

Distribution System: Point Reyes

Of 23 routine samples collected for compliance with the Total Coliform Rule, there were no coliform positive samples this quarter. Chlorine residual concentrations throughout our distribution system were good.

Disinfection byproduct concentrations were low and well below the maximum contaminant level.

NOVATO RECYCLED WATER

Deer Island Recycled Water Facility

The Deer Island plant did not produce water during the quarter.



North Marin Water District- 4th Quarter FY2016 / 2017

Bacteriological Quality Monitoring

Novato: 242 Samples Analyzed. 1 sample positive for coliform bacteria.
 Point Reyes: 23 Samples analyzed. No samples positive for coliform bacteria.

Chemical Quality Monitoring


Constituent	Units	Maximum Contaminant level	SCWA North Marin Aqueduct	Stafford Treatment Plant	Point Reyes Treatment Plant
Conductivity	umhos/cm	900 *	315	285	323
TDS	mg/L	500 *	207	176	213
Hardness	mg/L	-	131	78.7	82.6
Alkalinity	mg/L	-	152	57.1	126
Calcium	mg/L	-	25.1	15.3	11.0
Magnesium	mg/L	-	17.1	10.1	13.8
Copper	mg/L	1.0*	ND	ND	ND
Iron	mg/L	0.3*	ND	ND	ND
Manganese	mg/L	0.05 *	ND	ND	ND
Zinc	mg/L	5.0 *	ND	ND	ND
Sodium	mg/L	-	21.3	23.9	41.1
Chloride	mg/L	250 *	6.64	47.5	25.7
Sulfate	mg/L	250 *	14.3	8.09	9.95
Fluoride	mg/L	2.0 (1.4-2.4)	0.0917	0.106	0.0964
Nitrite as N	mg/L	1.0	ND	ND	ND
Nitrate as N	mg/L	10	0.3323	0.0893	0.0536
pH	pH units	8.5 *	8.25	8.32	7.24
Turbidity	NTU	5	0.09	0.07	0.14
Color	PCU	15	<2.5	<2.5	<2.5
Free Chlorine	mg/L	4.0	0.92	1.29	0.71
Total Chlorine	mg/L	4.0	1.03	1.39	0.83
Temperature	° C	-	16.4	18.4	14.0
Odor	TON	3	<1	<1	<1

*Indicates secondary drinking water standard

ND = Not Detected
 NA = Not Analyzed

16

MEMORANDUM

To: Board of Directors
From: Katie Young, District Secretary 
Subject: Draft Board of Directors Manual (Policy No. 14)
t:\bod\board of directors manual\misc documents\bod memo 0917.doc

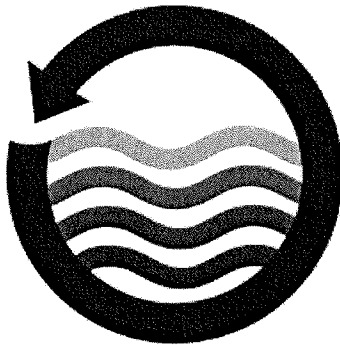
September 15, 2017

RECOMMENDED ACTION – Information Only

FINANCIAL IMPACT - None

Attached for your review is a draft of Policy No. 14 Board of Directors Manual. The November 2011 edition has been updated based on a review by me, the Auditor-Controller and the General Manager. Please return your comments to me or the General Manager on or before October 11, 2017.

BOARD OF DIRECTORS MANUAL



NORTH MARIN WATER DISTRICT

Draft

September 2017

Revised

~~November 2011~~

INTRODUCTION AND PURPOSE	1
BOARD OF DIRECTORS.....	1
Election and Term of Office	1
Duties of the Board of Directors	1
Annual Reorganization of the Board	1
Duties of President and Vice President	1
Conflict of Interest	1
Compensation	2
Liability Coverage.....	3
Individual Board Member Interaction with Staff.....	3
AGENDAS.....	3
Non-Agenda Items	4
BOARD MEETINGS.....	4
Regular Meetings	4
Special Meetings.....	5
Emergency Meetings.....	5
Closed Sessions	5
Robert's Rules of Order.....	5
Brown Act.....	5
Quorum and General Voting.....	6
Disbursement Authorization	6
PUBLIC RECORDS	6
OFFICERS OF THE BOARD	7
General Manager	7
Secretary.....	7
Auditor-Controller	7
Chief Engineer	7
DISTRICT COUNSEL.....	7
DISTRICT ORGANIZATION.....	8
Office of the General Manager	9
Administration	9
Construction/Maintenance.....	9

Engineering including Water Conservation	9
Operations/Maintenance including Water Quality	11
REGULATIONS AND POLICIES	12
Regulations	12
Board-Approved Policies	12
Employee Handbook	14
Memorandum of Understanding with North Marin Water District Employees Association	14
Other Information	15
EMERGENCY PLANNING	15
DISTRICT INFORMATION	16
Mission Statement.....	16
Vision Statement	16
Boundary Map.....	16
Enabling Act.....	17
Service Area	17
Service Functions.....	17
HISTORICAL OVERVIEW OF DISTRICT.....	17
WATER SUPPLY BACKGROUND INFORMATION	19
Novato.....	19
West Marin Services	20

INTRODUCTION AND PURPOSE

This information is compiled to assist incumbent and newly elected directors with general information and specific authorities regarding their role to oversee policies and management of North Marin Water District (NMWD) and to provide a brief overview of NMWD.

BOARD OF DIRECTORS

Election and Term of Office

NMWD elections are held every two years (in ~~odd~~ even years), for staggered four-year terms. Directors are elected “at large” by all registered voters within the NMWD service territory.

Duties of the Board of Directors

The Board is the governing body of NMWD. The NMWD Board is charged with full jurisdiction over all water works necessary for the acquisition, treatment, sale, and distribution of water served to NMWD customers and is responsible for the collection and disposal of sewage in the ~~West Marin-Oceana~~ Marin sewer system.

Among other duties, the Board has authority to acquire or sell real property, to construct and operate facilities, to purchase equipment and enter into contracts. The Board establishes NMWD missions and goals and adopts policies and strategies to meet these ends. The Board adopts regulations for administration of NMWD water and sewer service, approves an annual budget, fixes water and sewer rates, hires the General Manager and establishes compensation for all NMWD employees.

Annual Reorganization of the Board

Traditionally, the Board is reorganized at the first meeting in December of each year. Newly elected members are seated (if applicable), and the President and Vice-President are elected for the ensuing year. Appointments to vacancies are effective when made.

Duties of President and Vice-President

The President of the Board of Directors has the same rights and obligations as other members of the Board. Additionally, the President's duties are: to open the meeting session by taking the chair and calling the members to order; to announce the business in the order in which it is to be acted upon (typically pursuant to a posted agenda); to recognize members entitled to the floor; to state and to put to vote all questions which are regularly moved; sign contracts on behalf of NMWD; and perform other duties imposed by the Board.

In the absence of the President, the Vice-President will perform the duties of the President. If the President and Vice-President of the Board are both absent, the Secretary General Manager will act as administrative chairperson of the meeting.

Conflict of Interest

The Political Reform Act of 1974 requires public officials and designated employees (as identified in NMWD's Conflict of Interest code and ~~provided on companion CD~~) to disclose financial interests which could cause a conflict of interest. Public officials may be required to disqualify themselves from making, participating in, or attempting to influence any decision which will affect their financial or economic interest. This provision includes those items public officials are required to report on the Form 700, Fair Political Practices Commisison “Statement of Economic Interest.” The reporting provisions of the law are outlined in the Conflict of Interest forms. These forms are provided to the Board for completion on a calendar-year basis. Board

members and designated employees shall file their statements with the Secretary of NMWD who will make the statements available for public inspection and reproduction.

Ethics Training

Directors are required to take ethics training every two years pursuant to AB 1234. No-cost online training is available on the Fair Political Practices Commission website: www.fppc.ca.gov. Note that there is a minimum 2-hour training requirement before taking the accompanying FPPC website test. After completing the test, Directors must print out and sign the "Online Proof of Participation Certificate" and return it to the District Secretary for filing.

Compensation

Each director shall receive compensation in an amount not-to-exceed ~~one hundred two hundred and nineteen~~ dollars (\$~~219~~400) per day for each day's attendance at meetings of the Board or for each day's service rendered as a director by prior approval of the Board. Said amount shall be escalated on January 1 based on the change in the consumer price index. ~~Such service~~ Service rendered shall include: attendance at special Board meetings or subcommittee meetings; attendance at workshops/seminars relevant to District activities; attendance at meetings with other public entities where District interests are subject to consideration. Furthermore, compensation shall not exceed a total of six (6) days in any calendar month; and any Director shall have the option to decline compensation for attending any special meetings or other activities relevant to the District's interest.

When a Director is authorized by prior approval of the Board to attend a meeting out of the immediate area (beyond a 100 mile radius from the NMWD service territory), the Director may request reimbursement of actual and necessary expenses for travel, meals, lodging and meeting registration, as applicable, in lieu of the ~~standard \$100 per day~~daily compensation noted above.

Actual and necessary expenses shall remain within IRS Publication 463 guidelines, except that lodging for conferences or an organized educational activity shall not exceed the maximum group rate published by the conference or activity sponsor. Expenses shall be documented with receipts and attached to the ~~submitted~~ reimbursement voucher submitted.

Procedure:

Compensation for meetings of the Board, including special meetings, will be presented paid on ~~on the disbursement list of the first meeting~~ payday of the month following the month of attendance, as is currently the practice.

Compensation for attendance at committee meetings or other meetings attended on behalf of the Board will only be authorized after that Board member has submitted a voucher, provided by Accounting staff with justification to the Auditor-Controller.

Voucher Format:

~~_____ I attended the [describe meeting and purpose of attendance] on [date] and wish to be compensated as provided under the Board compensation policy.~~

~~/signature/ _____ /date/~~

~~_____ Vouchers must be submitted no later than eight (8) calendar days prior to the Board meeting for inclusion in the disbursement package and may be submitted electronically (email/facsimile).~~

Liability Coverage

NMWD maintains Public Officials Errors and Omissions Liability coverage that insures the NMWD Board and Officers against claims made against them for "breach of duty" occurring through negligence, error or unintentional omission.

Individual Board Member Interaction with Staff

The Board delegates operations, short-term system maintenance, and repair decisions to the General Manager, reserving to itself review and approval of long-term replacement and improvement projects.

All communication between the Board and staff shall be coordinated through the General Manager.

Interactions with NMWD staff should be professional and courteous. Board members are not employees of NMWD and are to refrain from direct involvement in day-to-day operations, and other areas, which are the responsibility of the General Manager and staff. These include:

- "Dropping in" at NMWD facilities to gather information from staff regarding operations.
- Conducting surveys and research on behalf of NMWD staff.
- For reasons of liability, Board members shall not operate, maintain, service or test any of NMWD's physical plant or equipment under any conditions.

Board members are not permitted to use District office facilities or office equipment unless it is needed required for specific NMWD business.

AGENDAS

~~Agendas are posted and agenda packets are posted on the District website delivered to Board members on the Friday before the regularly scheduled Board meeting. The agenda packet is also posted on the District website the Friday before the scheduled meeting.~~ All Board business is conducted at the Board meeting. Historically, the Board has refrained from delegating work to Board committees preferring to analyze policy matters and make decisions sitting as a whole Board.

Any person may request a copy of the agenda of any meeting of the Board. Currently, NMWD notifies approximately nineteen~~fifteen~~ people who routinely get a copy of the agenda sheet only via email with a link to the entire packet as posted on the District website. The list includes special interest groups, newspapers and individuals. Additionally, a binder containing the current agenda packet is available at the front counter for public inspection.

The agenda shall generally be in the following format (posting requirements are addressed in the "Board Meeting" section of this document):

- Date, time and location of meeting and information on how the public may review agenda materials and request any special accommodations needed.
- Meeting type (i.e., Regular or Special meeting)
- Call to Order
- Approval of minutes from previous meeting
- General Manager's Report

- Open Time - There is a three-minute time limit per issue brought up on this portion of the agenda. This section 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 NMWD. 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. Under the Brown Act, the Board may not take action on issues raised during Open Time, absent an "Emergency Situation" as defined below. The public may also express comments on agenda items at the time of Board consideration.
- Staff/ Directors Reports – Time for Staff or Directors to briefly report on an item not on agenda.
- Consent Calendar – Contains items the General Manager has reviewed, and to his knowledge, there is no opposition to the action. The items on the Consent Calendar 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 Board Member or Officer.
- Action Calendar – Items which require Board action
- Information Items – Items provided for Board information only; no action required
- Miscellaneous Information – Contains Disbursements, minor items of interest and news articles
- Adjournment

Non-Agenda Items

The Brown Act generally prohibits any action or discussion of items not on the posted agenda. However, there are three specific situations in which the Board can act on an item not on the agenda:

1. When a majority decides there is an "emergency situation" (as defined for emergency meetings).
2. When two-thirds of the members present (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action "came to the attention of the local agency (NMWD) subsequent to the agenda being posted."
3. When an item appears on the agenda of, and was continued from, a meeting held not more than five days earlier.

BOARD MEETINGS

Regular Meetings

Regular Board meetings are held on the first and third Tuesday of each month at 7:00~~30~~ p.m. Meetings are held at NMWD headquarters, 999 Rush Creek Place, Novato, except for one meeting each year in Point Reyes Station. In addition, the Board has typically scheduled two to three special meetings per year. Regular meetings may be continued to a later date by adjournment to a date certain.

Agendas for regular meetings must be posted at least 72 hours before a regular meeting in a location freely accessible to members of the public and must state the meeting time and

place and must contain a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.

Special Meetings

The President or a majority of the Board may call a special meeting. Written notice must be sent and received by each member of the Board and to each local newspaper of general circulation and radio or television station that has requested such notice in writing. The notice must state the time and place of the meeting and all business to be transacted or discussed. It must be posted at least 24 hours prior to the special meeting in a site freely accessible to the public. Media notice must be delivered by personal delivery, email, fax or by any other means that ensures receipt at least 24 hours before time of the meeting. The Board cannot consider business not identified in the notice.

Emergency Meetings

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement. However, each local newspaper of general circulation and radio or television station which has requested notice of special meetings shall be notified by the presiding officer of the emergency meeting, or designee thereof, at least one hour prior to the emergency meeting by telephone.

Closed Sessions

At times during Board meetings, the Board may adjourn into closed session to discuss personnel matters, matters related to attorney-client privilege, real property negotiations, existing litigation or anticipated litigation or other matters as set out in the Brown Act. If anyone other than the General Manager, District Staff, District Legal Counsel and the Board members will be present at the closed session, the Board President shall orally announce the name(s) of person(s) who will attend prior to the closed session and said announcement shall be recorded in the minutes.

Appropriate notice for closed session (listed on agenda with description) is still required, even if no action is contemplated during the closed session.

Robert's Rules of Order

NMWD utilizes the parliamentary procedure from Robert's *Rules of Order* for Board meeting protocol <http://www.rulesonline.com/>. ~~(provided on companion CD).~~

Brown Act

In compliance with the Ralph M. Brown Act (California Government Code Sections 54950-54962), all meetings of the NMWD Board of Directors are to be held in open session in California and the general public is permitted to attend. In order to ensure that all collective consensus are reached only in public meetings, Board members will refrain from participating in phone calls or e-mails that are: (1) directed to a majority of the Board members, (2) take a position or make commitments on matters yet to be decided by the Board, and/or (3) communicate his/her position on a matter pending before the Board to all other members of the Board.

Regular and Special meetings of the NMWD Board of Directors shall be held within the boundaries of the NMWD jurisdictional territory with certain exceptions.

For exceptions to open session and other meeting requirements, refer to the Brown Act <http://www.cacities.org/Resources/Open-Government>~~(provided on companion CD)~~.

Quorum and General Voting

A majority of the Board shall constitute a quorum for the transaction of business.

No resolution, motion or ordinance shall be passed or become effective without the affirmative votes of at least a majority of the members of the Board.

The Board shall act only by resolution, motion, or ordinance.

Except where action is taken by the unanimous vote of all directors present and voting, the ayes and noes shall be recorded upon the passage of all ordinances, resolutions, or motions and entered into the minutes of the Board.

Disbursement Authorization

Each week a disbursement listing is prepared and reviewed by both the Auditor-Controller and the General Manager. Once signed by the Auditor-Controller and the General Manager, the disbursement listing is emailed to the Directors on Tuesday asking that any comments be forwarded to the Auditor-Controller by the following Wednesday. If no comments are received, payments are mailed ~~disbursed on Thursday~~ Wednesday.

PUBLIC RECORDS

Under the California Public Records Act, "public records" must be available for public inspection. Requests for "public records" are subject to protocols and policy for avoiding undue burdens placed on NMWD staff and to recover the actual costs to NMWD of producing/copying public records for persons making such request. The policy is contained in the NMWD Policy Statement on Public Records, ~~(provided on companion CD)~~. (Board Policy No. 28)

In upholding individuals' rights to privacy, personnel files, medical files, or similarly related documents regarding public agency employees do not have to be disclosed, except as required by law.

All customer records are considered confidential and will not be released to the public. Requests made by a customer of NMWD for their own individual water consumption data or any other data compiled in connection with said customer's account will be released upon recitation by a customer of their account number or upon presentation of a driver's license or some other suitable form of suitable identification.

Exceptions for customer account information being released are:

- Customer records in aggregate ~~For~~ statistical analysis by NMWD staff.
- Requests made by any court or grand jury acting in a legal investigatory capacity.
- Requests made by the Novato Sanitary District for the purpose of computing sewer usage charges.

OFFICERS OF THE BOARD

General Manager

The General Manager serves at the pleasure of the Board and shall:

- Have full charge and control of the maintenance, operation and construction of the water and wastewater systems of the District
- Have full power and authority to employ and discharge all employees at pleasure (excluding the District Secretary, Auditor-Controller and Chief Engineer)
- Have full power to determine the duties of employees
- Set the compensation of employees subject to Board policy
- Represent the District at various public entities/private groups and perform other duties imposed by the Board
- Report to the Board in accordance with Board policy.

Secretary

An employee of NMWD shall be appointed to and hold the office of District Secretary. The Secretary is responsible for recording actions of the Board of Directors in regular or special meetings, preparing the agenda, attesting the signature of the President on documents, certifying resolutions, receiving and maintaining statements with the Fair Political Practices Commission, and performing other duties as directed by the Board of Directors.

Auditor-Controller

The Auditor-Controller shall install and maintain a system of auditing and accounting that shall completely, and at all times, show the financial condition of NMWD. Under administrative and Board direction, the Auditor-Controller is responsible for the supervision and direction of the general office, fiscal functions, accounting and personnel programs; advises and consults with the General Manager on financial matters; prepares the annual budget.

Chief Engineer

The Chief Engineer serves as an officer of NMWD and, under general administrative direction of the General Manager, is responsible for the direction of the engineering function of NMWD and performs engineering planning and design work, training, supervision and project management.

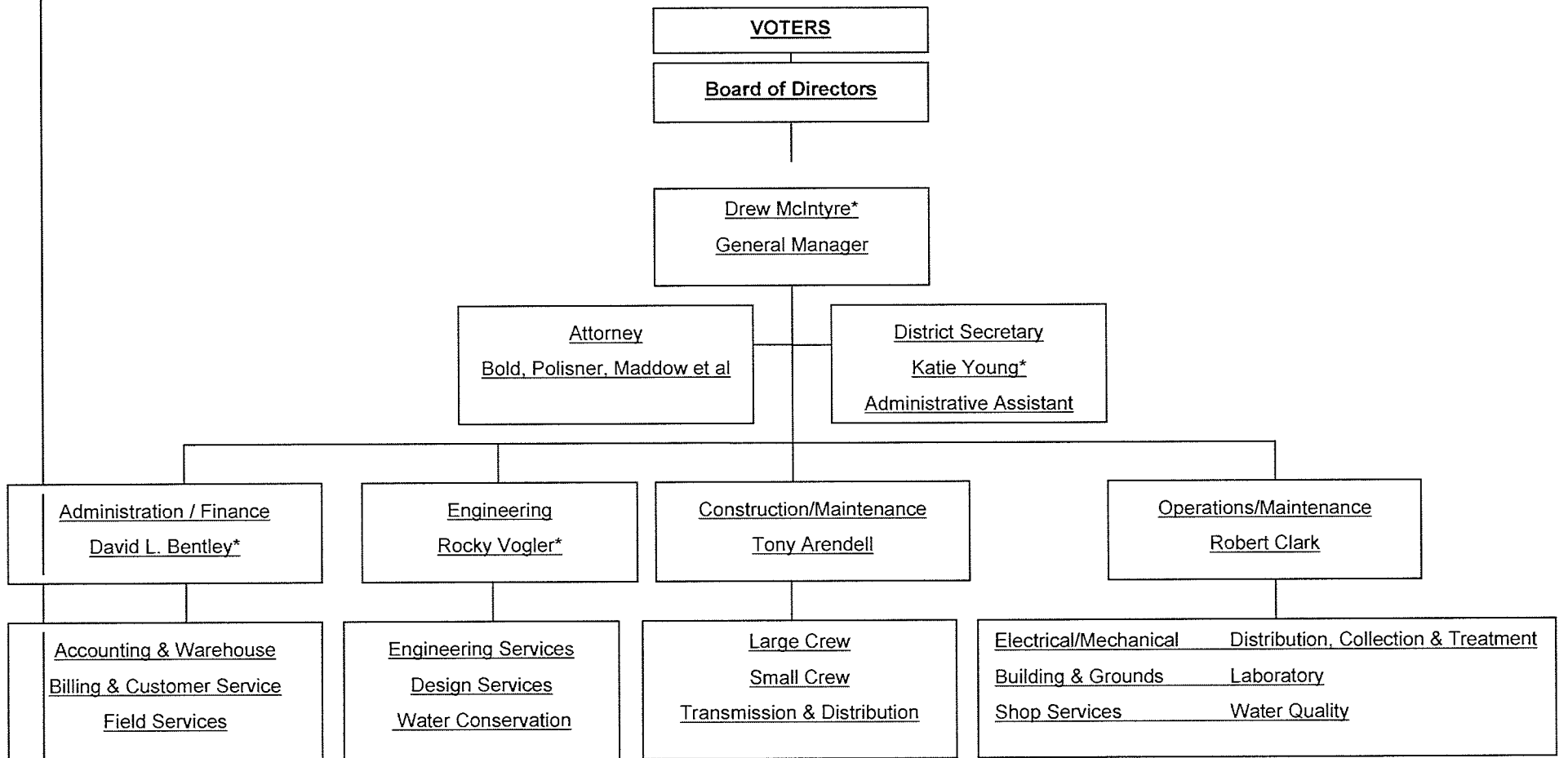
DISTRICT COUNSEL

NMWD employs outside legal counsel whose general duties are to advise the Board and General Manager regarding legal matters of concern. Currently this legal advice is provided by ~~Robert M. Maddow~~ the firm of Bold, Polisner, Maddow, Nelson and Judson.

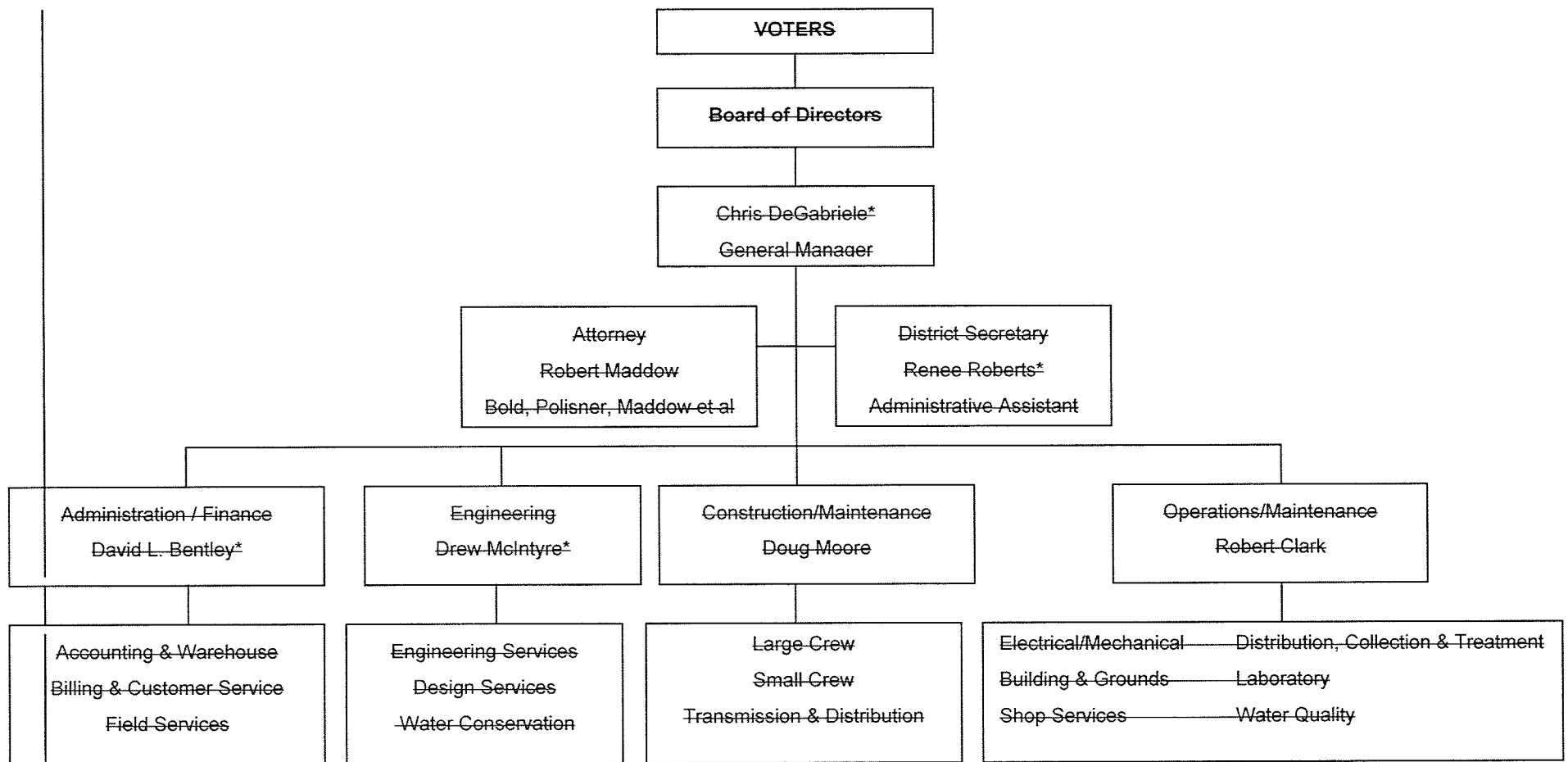
DISTRICT ORGANIZATION

North Marin Water District Organization Chart

2017



2011



*Also serves as District officer

Office of the General Manager

The General Manager is appointed by the Board of Directors to carry out the day-to-day activities of NMWD pursuant to the NMWD Regulations and Board Policies and has full responsibility for the maintenance, operation and construction of the NMWD water and wastewater systems and authority to determine employee duties to carry out these responsibilities. The District Secretary and four competent department managers of the Administrative, Construction/Maintenance, Engineering, and Operations/Maintenance Departments assist the General Manager in carrying out the NMWD activities.

The following is a brief outline of the responsibilities of each of the four NMWD departments:

Administration

The Administration Department is managed by the Auditor-Controller and is comprised of a Consumer Services section and an Accounting/Finance section.

Consumer Services Section

The Consumer Services Section is responsible for ~~reading for~~ obtaining water meters ~~meter data~~, responding to customer calls for service and assistance with their water service, creation and mailing of water bills, posting payments and maintaining customer accounts, and answering customer questions regarding their bill or water use.

Accounting/Finance Section

The Accounting/Finance Section is responsible for general accounting and budgeting, payroll, purchasing, financial investments, risk management, human resources and information systems.

Construction/Maintenance

The Construction/Maintenance Superintendent oversees the Construction/Maintenance Department which performs a variety of duties, principally related to the installation, repair and replacement of water ~~main~~-pipelines and their appurtenances (valves, hydrants, service pipelines and meters, etc.). The Construction/Maintenance Department also assists other divisions, especially Operations/Maintenance, in the upkeep of structures, grounds, storage tanks and pumping facilities.

The Construction/Maintenance Department is on-call at all times and may be the first to respond to emergency conditions such as service leaks, main breaks or ~~knocked-over~~ damaged hydrants. The Construction/Maintenance staff works hand-in-hand with the public and developers to install high-quality and reliable facilities to serve NMWD customers with good quality water.

The Transmission and Distribution section is responsible for maintenance of water distribution equipment and facilities including valves, hydrants, cross-connection prevention devices, fire detector check assemblies, and some meter maintenance. This section also responds to customer service leaks and repairs, fire-flow testing, system flushing and minor construction and repair works.

Engineering

The Chief Engineer manages the Engineering Department. The Department consists of a ~~small~~-professional and technical staff that oversees the planning, permitting, design, construction and project management of water supply, treatment, transmission and distribution

facilities necessary to serve NMWD's customers. Engineering functions for wastewater-related facilities are also provided by the Engineering Department to support the NMWD wastewater collection, treatment and disposal system in Oceana Marin (Dillon Beach area).

Property owners or developers desiring new water or wastewater service or an upgrade to their existing service area are served by the Engineering Department to meet their needs pursuant to NMWD regulations.

The Engineering Department maintains NMWD's comprehensive and innovative Water Conservation Program aimed at improving water use efficiency for residential and non-residential customers (commercial and large landscape). Each water conservation program element is analyzed to assure that it will efficiently produce long-lasting water savings mutually worthwhile to the customer and North Marin. The District's water conservation programs have saved approximately 4,4001,400 acre feet of water per year.

NMWD's water conservation public outreach program includes a school education program (in cooperation with SCWA), direct mail newsletters ~~(with a graph of actual customer usage mailed in the spring)~~ and a variety of other customer outreach campaigns, including social media outlets.

The District maintains a Urban Water Management ~~Shortage Contingency Plan for both Novato and West Marin for dry years (provided on companion CD).~~ It is on the District website.

Current Water Conservation Program Highlights:

- Residential High Efficiency Toilet Rebate: Up to \$10075 per qualified High Efficiency Toilet (HET)
- Commercial, Industrial, Institutional (CII) High Efficiency Toilet Rebate: Up to \$100 per qualified High Efficient Toilet (HET)
- Residential Clothes Washing Machine Rebate Program: \$50 per washer
- Cash for Grass: Up to \$400 per single family dwelling
- Smart Irrigation Controller Rebate Program: \$100 or \$3025 per active station up to \$1,200000 per controller whichever is greater
- Water Smart Landscape Rebate: 50% of cost of District-approved water efficient landscape equipment, maximum \$100
- Flapper credit: up to a \$5 credit on water bill for each flapper purchased
- Free showerheads and sink aerators
- Free Water Smart Home Surveys (residential water audit)
- Retrofit on Resale (toilets, showerheads and sink aerators)
- Water budgets for all large landscape dedicated irrigation accounts
- Free water audits for large landscape customers
- Free water audits for commercial, industrial and institutional (CII) customers
- ~~Screwdriver Maintenance Program~~
- Direct mail newsletter (twice a year)

- Pool cover rebate: 25% of the cost up to \$50
- Hot water recirculation system rebate: \$75 rebate for qualifying systems.
- Rainwater Harvesting Rebate: \$0.25 per gallon of storage up to \$150.
- Greywater Rebate: \$75 rebate for each qualifying fixture connected to an approved greywater system.

Operations/Maintenance including Water Quality

The Operations/Maintenance Department is managed by the Operations/Maintenance Superintendent and is comprised of the Operations Section, Maintenance Section and the Water Quality Section.

Operations Section

The Operations Section is supervised by the Distribution and Treatment Plant Supervisor and provides oversight to the operations to ensure reliable water is supplied to all customers. The Operations staff manages the water supply and distribution system for Novato and the West Marin communities. In Novato, this section balances the tasks of treating and distributing the water from local Stafford Lake supply as well as distributing imported (Russian River) water from the Sonoma County Water Agency while maintaining appropriate water storage levels to reliably meet all water system demands and fire protection requirements. In Novato, the division manages 37 million gallons of finished water in ~~30~~31 tanks through 4 hydraulic pressure zones and 25 pump stations.

West Marin responsibilities are similar: the Operations Section operates the Lagunitas Creek and Gallagher wells and the Point Reyes treatment plant which ~~supply~~supplies water to Point Reyes Station and the ~~other adjacent~~ West Marin communities. In West Marin, ~~1,028,000~~million gallons of finished water storage in 13 tanks, 7 pump stations in 5 different hydraulic pressure zones are managed.

The Operations Section also operates a wastewater collection and treatment system for the community of Oceana Marin adjacent to Dillon Beach.

Water Quality Section

The Water Quality Section is supervised by the Water Quality Supervisor and provides oversight to all aspects of NMWD operations to ensure that water quality is protected.

The Water Quality Section staff work with all other NMWD departments providing them with the laboratory services, information and tools to ensure the drinking water in the Novato and Point Reyes communities is of the highest possible quality.

Annually, a Water Quality Report is sent to all NMWD customers in Novato and West Marin. In addition, the Water Quality Section staff responds to customer calls with ~~more~~specific information on water quality.

The Operations and Water Quality sections share the responsibilities of monitoring safeguarding the watershed around Stafford Lake by monitoring the activities on the watershed and working cooperatively with landowners, ~~the Indian Valley Golf Course and the Marin County Parks and Open Space~~ in maintaining water quality in Stafford Lake.

Maintenance Section

The Maintenance Section is supervised by the Maintenance Supervisor and provides coordination for all the facilities maintenance activities. The Maintenance Section is divided into three groups to achieve optimum efficiency:

Electrical/Mechanical (E/M)

Staff in this group is responsible for operation and maintenance of all E/M systems, including motors, pumps, instrumentation and controls, telemetry, electrical power distribution, emergency generators, indoor/outdoor lighting, cathodic protection, regulating stations and hydro-pneumatic tanks. This section also supports the distribution system operations and provides maintenance services for the ~~Distribution Supervisory Control and Monitoring-Data Acquisition System (DCMSSCADA)~~, and facilitates repair and installation of radios, telephones and other communication equipment and systems.

Building and Grounds

The Building and Grounds group is responsible for the maintenance and cleanliness of District buildings, tank sites, pump stations and other facilities. This section keeps District facilities looking professional and free from environmental hazards. Responsibilities include outdoor activities for weed control, tree over-growth removal, graffiti removal, weatherproofing, painting, security audits and indoor activities for lighting management, smoke alarm tests, fire extinguisher inspections and ~~oversee management of~~ custodial services.

Fleet/Equipment

The Fleet/Equipment group is responsible for maintaining automobiles, light and medium duty trucks and construction equipment in a safe reliable condition. This includes Department of Transportation (DOT) inspection, ~~quarterly services and~~ annual maintenance services and emergency repairs in the shop and in the field.

REGULATIONS AND POLICIES

Regulations

There are four parts to NMWD's regulations: Part A (Water Service), Part B (Extension and Construction Water Distribution Facilities), Part C (Customer Accounting Regulations) and Part D (Sewer Service). The regulations are ~~available on the companion CD as well as on the~~ NMWD website at www.nmwd.com.

Board-Approved Policies

The following is a list of Board-approved policies. ~~Please request the~~ The District Secretary to Secretary will provide you copies of ~~any all policies you wish to receive~~. Note that Board-approved policies underwent Board review in ~~2013~~ 2006.

1. Accounting - AC Statement of Investment Policy
2. Accounting - Bill Adjustment Policy
3. Accounting - Bill Adjustment Policy re Natural Disasters ~~Storm Damage~~
4. Accounting - Collateral Requirements on Investments (combined with Policy No.1)
5. Accounting - Interdistrict Loan Policy
6. Accounting - Late Charge and Shut-Off Policy
- ~~Accounting - Leak Adjustment Policy~~

~~7. Accounting - Maintenance Accrual Fund and Liability Contingency Fund Reserve Fund Requirements~~
~~8. Accounting - Payment of Facilities Benefiting Non-Contiguous Areas Separate Financial Statements Maintenance for each Improvement District~~
~~9. 7 Accounting - Purchasing Policy~~
~~10. Accounting - Service Connection Fee or Charge Dispute Compromise Hearing~~
~~11. Accounting - West Marin Liability Contingency Fund Application for Water Improvement Districts~~
~~12. Attorney's Attendance at West Marin Meetings~~
~~13. Board of Directors Compensation and Procedure~~
~~14. Board of Directors Policy Manual (Separate Document)~~
~~15. Boot Policy (Waterproof/Rain) for Meter Readers/Field Service Rep (combined w/ Safety Boot Policy - Employee Handbook)~~
~~Computer Use Policy~~
~~16. Condemnation Policy Statement~~
~~Employer Assisted Housing Program for Employees of NMWD~~
~~17. Employer - Employee Relations Policy~~
~~18. Energy Self-Sufficiency Policy~~
~~19. Fluoridation - Policy Statement of North Marin County Water District on Senate Bill No. 211 Integrated/Multi-Benefit Water Resource Projects~~
~~20. Purchase of Winter Jackets Jackets - Winter Safety~~
~~21. Judicial Review Limitations~~
~~Marin County Civil Grand Jury Response~~
~~Meeting Room Policy~~
~~22. Mission / Vision Statement~~
~~23. NMWD MMWD re Extension of Service Outside Boundaries~~
~~24. North Marin Aqueduct Service~~
~~25. Novato-Petaluma Corridor Cooperative Planning for New Water Service Connections in the Corridor (Resolution 1230)~~
~~26. On-Call Policy and Stand-By Duty~~
~~Outside Employment~~
~~27. Public Access to Stafford Lake Shoreline Adjacent To Indian Valley Golf Course Lease~~
~~28. Public Records under Public Records Act Policy~~
~~29. Recognition at Retirement~~
~~30. Record Retention Policy (separate document)~~
~~Reserve Policy~~
~~Vehicle Replacement Policy~~
~~31. Recreation Policy (sunset 9/25/71)~~
~~32. Vehicle Take Home Policy~~

- 33. Warm Springs Dam Policy Statement (Resolution 83-10)
- 34. Wastewater-Disposal Sewer Service in West Marin (West Marin Sewer Policy Resolution 00-20)
- 35. Water Conservation Plan (Draft)
- 36. Accounting – Leak Adjustment Policy (see Bill Adjustment Policy No. 2)
- 37. Outside Employment
- 38. Use of NMWD Meeting Room Policy
- 39. Grand Jury Response
- 40. Computer Use Policy
- 41. Vehicle Replacement
- 42. Employer Assisted Housing Program for Employees of NMWD
- 43. Wireless Communication Facilities Lease Policy
- 44. Integrated/Multi-Benefit Water Resource Projects
- 45. Reserve Policy
- 46. Board Computer Use
- 47. Debt Management

Employee Handbook

This handbook has been revised and approved by the Board in April ~~2014~~2019 and is available on the companion CD posted on the District website

Memorandum of Understanding with North Marin Water District Employees Association

This MOU and Amendment is posted on the District website available on the companion CD.

Other Information

The following information is available on the District website at www.nmwd.com upon request:

Novato Water System Master Plan Update - 2012

West Main Long Range Plan

Urban Water Management Plan 20102015

Standard Specifications and Standard Drawings

Standard Water Agreement

EMERGENCY PLANNING

Each Director receives a copy of the District's Emergency Operations Plan which is updated from time-to-time. The Emergency Operations Plan has been prepared and promulgated to provide a plan of action in response to various emergencies that may involve NMWD or its facilities. The plan primarily addresses the possible emergencies of earthquake, electrical power failure, fire, flood, hazardous or toxic spills, potential water contamination, salinity intrusion (Pt. Reyes wells) vandalism and sabotage, vehicle or personnel accidents.

DISTRICT INFORMATION

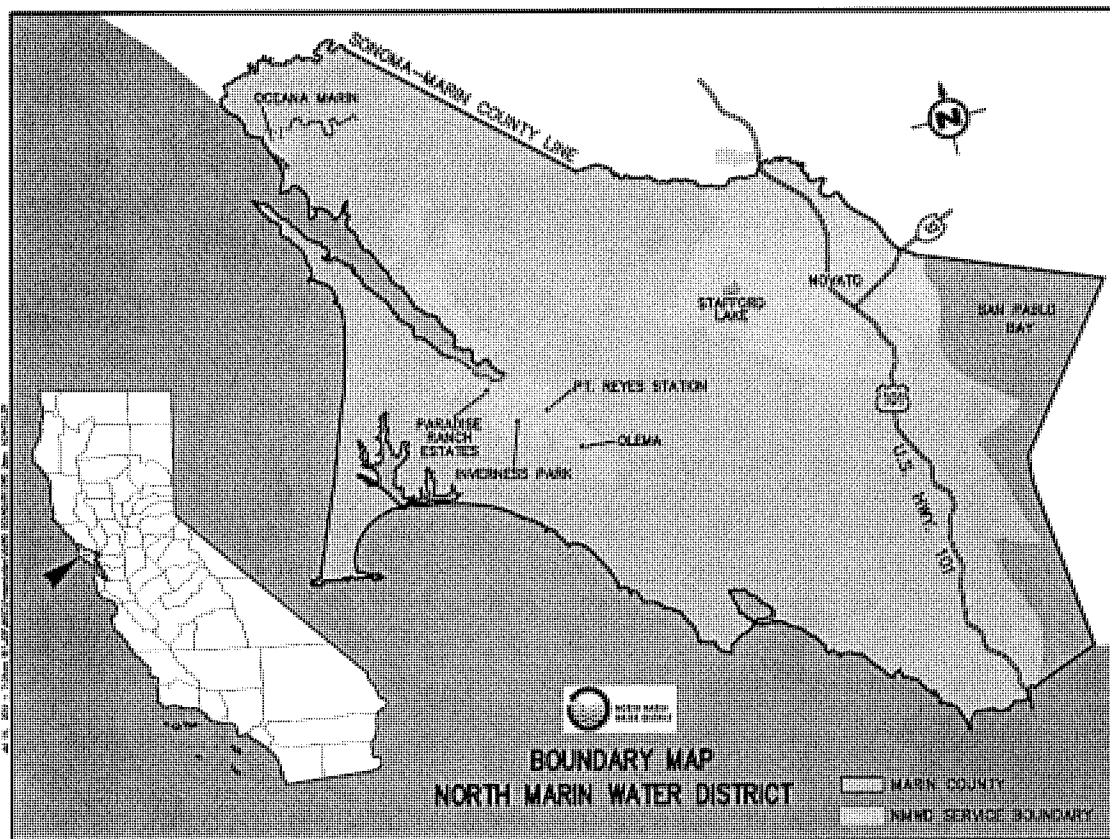
Mission Statement

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

Vision Statement

"We carry out our mission with a highly motivated and competent staff empowered to conduct the District's business by placing customer needs and welfare first. We seek continual dialogue from our staff, peers, and all those we serve so that we may continually improve service to our customers."

Boundary Map



Enabling Act

The District was formed by voter approval in April 1948 pursuant to the provisions of the County Water District Law (refer Water Code – Division 12). It is a “voter-run” district.

Service Area

The District serves a territory of approximately 100 square miles. Three improvement districts have been formed within this territory and provide either water or sewer service. Each improvement district has its own set of records, and its finances are independent. Within each improvement district, expansion of utility facilities is based on a “pay as you go” policy whereby the benefited developer or landowner pays for extension of all off-site and on-site service facilities necessary to provide service. Connection fees are set such that new growth pays the incremental cost to expand the basic utility plant allocable to such new growth. Existing customers do not subsidize new growth.

Service Functions

The District provides water service to the Greater Novato Area, West Marin (Point Reyes Station/Inverness Park/Olema, and Paradise Ranch Estates) and sewer service to Oceana Marin, a subdivision adjacent to Dillon Beach (the District provides no services in the Marshall area of West Marin). In addition, by formal agreement, the District transfers Russian River water to Marin Municipal Water District (~~Intertie Agreement available on the companion CD~~) and District and, in case of emergency, can serve water to Inverness Public Utility District. The District's Stafford Dam provides some incidental flood control benefits to the downstream Novato Creek drainage area although no operational facilities are included in the dam except for a slotted spillway that has the effect of reducing peak flood flows in Novato Creek created by rainfall on Stafford Lake watershed.

The District participates in the generation of hydroelectric energy at the Warm Springs Dam through its Master Water Supply Agreement with Sonoma County Water Agency and seven other contracting cities and districts in Sonoma County. ~~A copy of the Restructured Agreement for Water Supply is available on the companion CD.~~

HISTORICAL OVERVIEW OF DISTRICT

Prior to 1948, Novato water service was provided by the Novato Water Company, a privately owned public utility that for many years was operated by the Cain family and later sold to Al Tresch. By 1947, Novato was beginning to grow from the small agricultural community it had been, and with about 500 customers, the Novato Water Company was beginning to have serious water supply problems since its existing wells were not producing sufficient high-quality water to meet customer needs. The town fathers hosted a meeting in the fall of 1947 to ask Marin Municipal Water District to extend its transmission line that served Hamilton Field, to tie in and serve the community of Novato. MMWD was not interested~~declined to extend its transmission line~~ as its ~~board~~ Board saw no future growth potential in the Novato area.

A committee was then formed to move forward the idea of starting a water district for the Novato area. The matter was submitted to the voters and following voter approval in April 1948, the District was formed under the County Water District Law with voter authorization to purchase the Novato Water Company.

Some highlights of the ensuing years include:

- 1950's 1951 - Stafford Lake/Dam
 1952 - Stafford Treatment Plant
 1955 - Original office building on Vallejo Avenue built
- 1960's 1961 - North Marin Aqueduct connecting with Russian River system completed
 1963 - Lynwood Pump Station
 1963 - ~~Trumbull~~ Multiple Storage Tanks (storage increased from 2 MG to 16 MG)
 1965 - New (current site) office building on Rush Creek Place
- 1970's West Marin: North Marin provides water service in West Marin to about 700 customers in Point Reyes Station, Inverness Park, Olema and Paradise Ranch Estates. Sewerage service is provided to the community of Oceana Marin. NMWD's presence in West Marin ~~did not result~~ from NMWD pioneering services there, but by emergency needs or other overwhelming requests of West Marin these citizens and persuasive direction by others, ~~such as including~~ the County of Marin.
- West Marin Annexations ~~have been~~ include Oceana Marin (1969), Point Reyes Station (1970), Inverness Park (1970), Olema (1973), Tomales (1975) (De-annexed 1999), and Paradise Ranch Estates (1979).
- 1971 - Stafford Lake Park created
- 1974 - Master Agreement with Sonoma County Water Agency and Construction of Russian River – Cotati Intertie Project
- 1977 - Drought
- 1980's Innovative Water Conservation Programs initiated.
- 1983 - Warm Springs Dam/Lake Sonoma constructed
- 1984-85 - Stafford Dam Reconfiguration and Toe Drain Replacement
- 1990's 1991 - Supervisory Control and Data Acquisition system (SCADA)
- 1998 - Buck Tank (storage increased to 27.5 MG)
- 2000's 2002 – Amaroli Tank (4.5 MG). System storage increased to 32.5 MG.
- 2003 - Stafford Water Treatment Plant Reconstruction commences ~~of the Stafford Water Treatment Plant~~ to meet current and future water quality regulatory requirements and improve operating efficiency.
- 2006 - Recycled Water Project – (With the Novato Sanitary District) to deliver recycled water to irrigate the Stone Tree Golf Course.
- 2008 – Completion of the 500,000 gallon Center Road Tank, constructed to mitigate fire storage deficiencies in the west Novato area.
- 2009 – The Palmer Drive Tank is completed adding 3MG of first zone storage in southern Novato.
- 2011 – Expansion of the recycled water distribution system commences. Working in conjunction with Novato & Las Gallinas Sanitary Districts, the project ~~will provide~~ provides approximately 130MG of recycled water annually to large landscape customers in north and south Novato.
- 2015 – Completion of the \$23M Aqueduct Energy Efficiency Project in sync with

Caltran's Marin Sonoma Narrows (MSN) freeway widening project. The AEEP increased the diameter of portions of the North Marin aqueduct to eliminate the use of the existing Kastania Pump Station. The Project was implemented at the time that Caltrans paid for the District to relocate ~ 3.8 miles of the existing aqueduct that was in conflict with portions of the Caltrans MSN Project.

2016- Expansion of the Recycled Water Distribution System into the Central Service Area begins. Working in conjunction with Novato Sanitary District, the project will add an additional 65-100MG of recycled water annually to large landscape customers.

WATER SUPPLY BACKGROUND INFORMATION

Novato

Stafford Lake

Stafford Lake lies four miles west of downtown Novato and collects runoff from 8.3 square miles of watershed property located upstream at the upper tributary reaches to Novato Creek. Water from Stafford Lake is drawn-down by the intake tower and fed by gravity or by pumping (depending on the lake level) into the treatment plant located just below the dam. Chlorine dioxide is added to the raw lake water as it enters the contact chamber where most bacteria are killed. As the water enters the Actifloc filters, ferric chloride and polymers are added to improve coagulation. Multi-media filter beds consisting of anthrasite, granular garnet sand and gravel filter and discharge the water into a clearwell where chlorine is added for additional disinfection contact time. The clearwell water is then passed through Granular Activated Carbon (GAC) filter beds for taste and odor removal. The finished water is then given a final dose of chlorine and sent to the finished water clear well. As water enters the transmission system, sodium hydroxide is added to protect against corrosion by adjusting the pH (degree of acidity) of the water. At this point, the treatment process is complete and the water is on its way to the consumer.

Russian River System (Map attached)

Russian River water originates in Mendocino County and derives supply from both the Eel River and the Russian River watersheds. Eel River flows via Pacific Gas and Electric's diversion at Cape Horn dam feeding water through a 1.6-mile tunnel to the Potter Valley Powerhouse on the east fork of the Russian River. Just downstream of the powerhouse the Eel River diversion and winter runoff from the local watershed are impounded by Coyote Dam creating Lake Mendocino owned and operated the U.S. Corps of Engineers. Releases from Lake Mendocino are made during summer months and the channel of the Russian River carries the water downstream. Water is also released from Lake Sonoma and flows via Dry Creek to its confluence with the Russian River just downstream of Healdsburg. At a point about 10 miles upstream of Guerneville, water is collected by ~~five~~six Ranney water collectors. These deep wells collect river water which has been infiltrated through ~~60~~50 to ~~90~~60 feet of naturally deposited sand and gravel to perforated pipes radiating from the bottom of each well. The thick layer of sand and gravel through which the water must pass before reaching the perforated collector pipes provides a highly efficient natural filtration process which, with the addition of chlorine, produces a clear, potable, bacteria-free water. This water is then pumped directly into the aqueduct system. pH adjustment facilities (similar to those at Stafford Treatment Plant) reduce the corrosivity of Russian River water as it enters the transmission system. River diversion capacity is augmented by standby wells sited near the Sonoma County Water Agency's collectors.

Both Stafford Lake and Russian River supplies are essentially free of iron and manganese and characteristically exhibit moderate hardness levels (approximately 6 grains of hardness per gallon); and, therefore, use of home water softeners in the region is unnecessary.

To meet downstream water needs Warm Springs Dam which creates Lake Sonoma was constructed in the 1970's. It is located on Dry Creek, a major tributary of the Russian River joining the river at Healdsburg. Formally proposed for the first time in 1948 as a multipurpose project providing flood control, recreation, fish and wildlife and water supply benefits, the dam construction faced many setbacks. The U.S. Corps of Engineers finished major construction work on the dam in 1983 - too late to avoid water shortages experienced when the State was hit by the extreme dry years of 1976 and 1977. Although managing well in the first year, the second year of drought plunged the Russian River Water Contractors into 30% rationing.

This multipurpose project includes a salmon hatchery for fish propagation and a water supply pool capable of storing 242,000 245,000 acre-feet. Yield from Lake Mendocino (70,000 acre-feet water supply pool) and Lake Sonoma is expected to meet the current and future water supply needs in the Russian River region. North Marin Water District fought hard for and consistently supported the Warm Springs project; and, on April 6, 1982, the Master Water Supply Agreement was amended to include repayment of the District's share of the Dam.

West Marin Services

Water

Commencing in 1967 the District, responding to petitions from local citizens and requests from the County of Marin, began providing water service to West Marin villages and communities. Improvement districts serving Point Reyes Station and Inverness Park were approved by 70% of the voters in those areas in November 1970 and two private water systems owned by James Downey were purchased and improved.

In June 1973, voters in Olema, by a 92% vote, approved addition of Olema to the system. Service to the headquarters of the Point Reyes National Seashore was included. In November 1979, 80% of the voters in Paradise Ranch Estates created yet another improvement district that was added to the Point Reyes area system.

Sewer

~~As for sewer service in West Marin, at~~ At the request of the County, the District agreed in 1969 to take on ownership and operation of the sewer system serving Oceana Marin, a 251-lot subdivision in Dillon Beach.

Under duress of ongoing "boil-water" orders, in June 1975, 89% of Tomales voters approved creating a sewer improvement district to build a system for the village of Tomales. In December 1997, the District initiated contract operations of the Tomales wastewater facilities at the request of the community. The Tomales customers then formed their own Community Services District and took over self-governance and operational control of the system, eliminating North Marin's involvement on November 1, 1999.

17

MEMORANDUM

ITEM #17

To: Board of Directors
From: Robert Clark, Operations / Maintenance Superintendent *RCC*
Subject: Stafford Treatment Plant Chlorine Gas Incident Review
x:\maint sup\2018\bod\stp cl incident report.docx

September 15, 2017

RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

On Friday September 8th the Stafford Treatment Plant operators performed a routine chlorine one ton container change out. Approximately thirty minutes after the change out a chlorine leak alarm activated and shutdown the Plant. Historically after these change out operations there has been a one in ten occurrence of a small chlorine gas leak. These leaks result from the lead gasket between the chlorine container valve and our vacuum regulator not properly seating due to the gasket material having a fine burr. When this occurs, the leaks are remedied by changing the gasket or applying additional force on the regulator connector per our standard operating procedures.

During the event on the September 8th it was determined that the container valve was not closing and during the remedy procedure gas was found to be releasing from the container valve. After consulting with the chlorine vendor, Operators were able to contain the leak by applying additional force on the regulator connector. All leak alarms were reset and the leak was contained. Because the chlorine vendor was unable to respond to pick up the container before Tuesday September 12th staff decided to involve the Marin County Hazardous Materials Team and Novato (HazMat) Fire Department (NFD) to assist in making a decision on how best to manage the failed container with the faulty valve.


Following our Chlorine Risk Management Plan (RMP), Staff called 911 to inform the NFD and HazMat Team. At no time was any of the gas released to atmosphere nor were any NMWD staff exposed to the harmful gas without the proper personal protective equipment. Therefore our RMP did not require us to inform any additional authorities. The 911 call was taken by the Marin County Sheriff and the dispatcher following their protocols informed NFD, HazMat team, California Office of Emergency Services, Marin County Office of Emergency Services, and Marin Certified Unified Program Administrator.

After reviewing the situation with the NFD and HazMat Team it was decided that the best plan would be to keep the container in use and resume Plant operations. NMWD was asked to maintain staff on site until the gas was completely consumed from the container. NMWD staff also developed a temporary staffing plan to operate the Plant continuously until the gas was consumed (which occurred on Friday, September 15). The Plant was restarted by 6:00 P.M. on September 8th and has been in continuous operations through the consumption of the container.

A press release was issued Friday evening to clarify actions taken by NMWD staff and explain that no chlorine gas had been released to atmosphere and no one was injured. Staff has performed a complete incident review and has asked for a debrief with the NFD and HazMat Teams for lessons learned from the coordinated efforts.

18

MEMORANDUM

To: Board of Directors
 From: David L. Bentley, Auditor-Controller 
 Subj: FY17 Residential Consumption Status Report
t:\aclword\memo\17\sf fy17 residential consumption.docx

September 15, 2017

RECOMMENDED ACTION: Information

FINANCIAL IMPACT: Declining Consumption Reduces Water Revenue

Summary

The tier rate structure has proven to be the most effective water conservation tool the District has implemented.

Total Residential Consumption

Residential consumption billed in FY17 was 1.7BG, up 6% from FY16, but down 34% from the peak year (FY04) (see Attachment A). FY17 saw the first uptick in residential consumption in the last 5 years, as the state mandated water use restrictions were lifted.

Median Residential Consumption

The Novato median single-family home consumption rose to 78,000 gallons last fiscal year, up 6,000 gallons from FY16. The average over the past 20 years is 113,000 gallons, with a high of 135,000 gallons registered in FY04, and the low of 72,000 registered in FY16. Of interest, the spread between mean and median consumption is trending downward about 2% annually, down from 22,000 gallons in FY03 (the year before the Conservation Incentive Rate was enacted) to 13,000 gallons last fiscal year (Attachment B). The decrease in the spread between the mean and median reflects the success of the District's rate structure and water conservation programs in reducing demand among high-use residential customers. FY17 median single-family home demand is down 42% from its FY04 peak.

The median consumption volume is used to calculate total annual water cost in the District's annual Urban Area Water Cost Comparison. For smoothing purposes, the exponential moving average¹ of the past five years median consumption is used to calculate "typical" single-family residential consumption. For Novato, "typical" consumption is now 86,600 gallons, down 4,300 gallons from one year ago. This decrease in water use decreases the annual water cost for the typical Novato customer by \$24 per year at current commodity rates.

¹ An exponential moving average is similar to a simple moving average, except that more weight is given to the latest data to reduce the lag. The exponential moving average is also known as "exponentially weighted moving average".

Conservation Incentive Rate

The Conservation Incentive Rate (CIR) is the surcharge applicable to residential water use that first appeared on bills rendered in May 2004. The surcharge adds \$8.90/1,000 gallons (178% to the Zone A base rate) to use exceeding 1,845 gallons per day (gpd). In FY03 (the year before the CIR implementation) 504 customers used more than 1,845 gpd in at least one billing period. In FY17 only 219 customers exceeded the CIR threshold – a 57% reduction. As shown graphically on Attachment C, total water use subject to the CIR fell from 60 MG in FY03 to 13 MG in FY17 – a 78% reduction.

To adjust for the reduction in overall water use and variations in weather, use above 1,845 gpd is also measured as a percentage of total residential water demand. Attachment D shows that water use subject to the CIR has fallen 71% since implementation. The CIR has clearly been an effective tool in reducing water demand among very high-use residential customers.

Conservation Incentive Tier Rate

The Conservation Incentive Tier Rate (CITR) first appeared on water bills rendered in March 2007. The CITR adds \$2.98/1,000 gallons (59% to the Zone A base rate) for use between 615 and 1,845 gpd. Note that the CITR price signal (\$2.98) is one third of the CIR price signal (\$8.90), therefore a reduced customer response is anticipated, and that is what we see. In FY06 (the year before the CITR implementation) 6,367 residential customers (35%) used water within the CITR range in at least one billing period. In FY17, 3,205 residential customers (17%) were subject to the CITR surcharge – a 50% reduction. Shown graphically on Attachment E, total water use subject to the CITR fell from 278 MG in FY06 (the year before implementation) to 109 MG in FY17 – a 61% reduction.

FY17 water use between 615 and 1,845 gpd as a percentage of total residential water demand has fallen 43% since implementation of the CITR (Attachment F). The CITR has also proven to be an effective tool in reducing water demand among high-use residential customers.

Demand Distribution

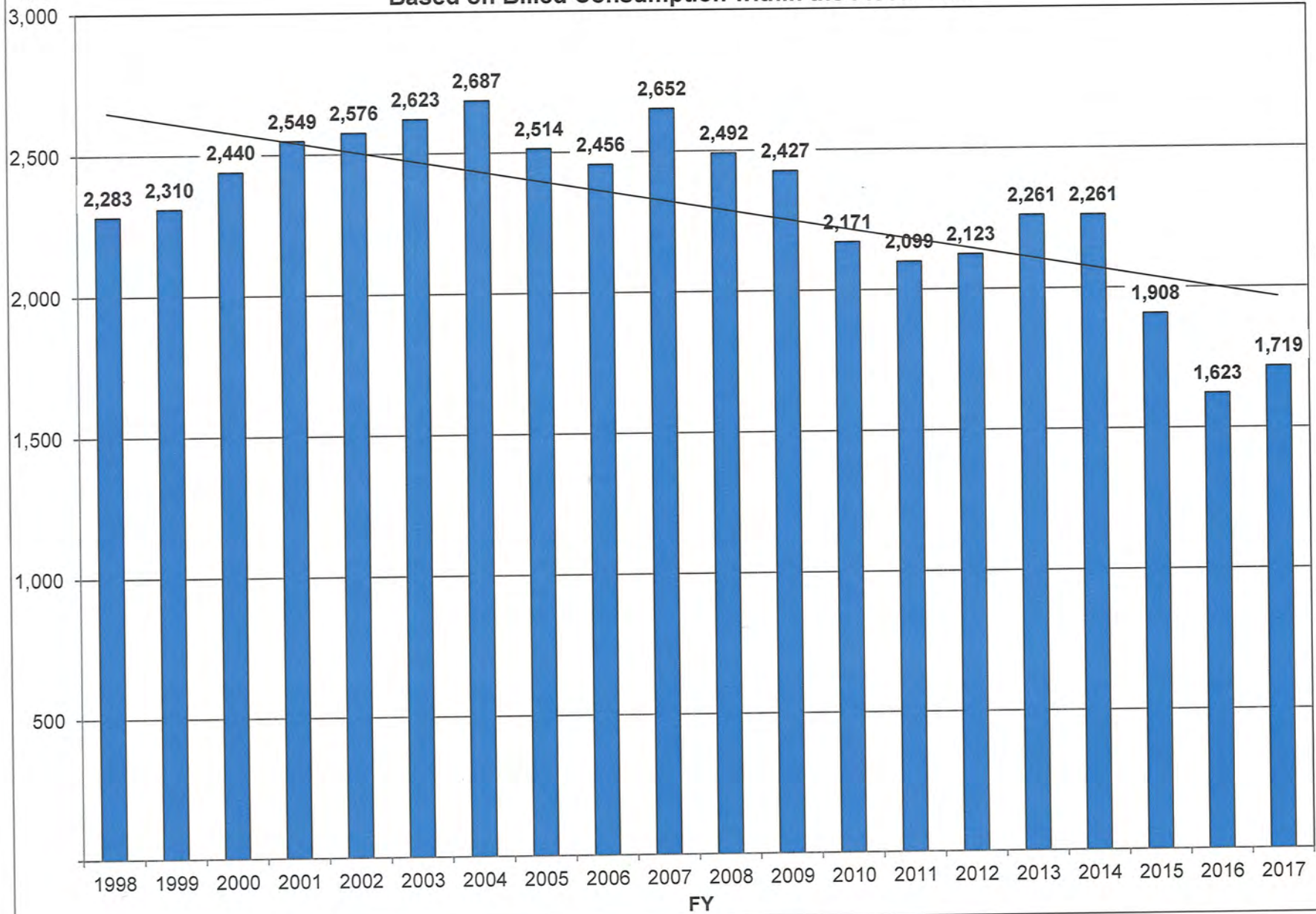
Finally, how has peak summer demand changed over the past 20 years? Attachment G shows that the District's conservation efforts have pushed the FY17 peak residential demand down appreciably. In FY97, 38% of customers peaked between 616 and 1845 gpd. In FY17, that number fell to 17%. Similarly, in FY97 3% of customers peaked at over 1,845 gpd. In FY17, only 1% of customers peaked at over 1,845 gpd.

9/7/17

t:\acexcel\wtr use\citr\citr fy97-17.xlsx\data

Total Novato Residential Water Use Based on Billed Consumption within the Fiscal Year

MG
3,000

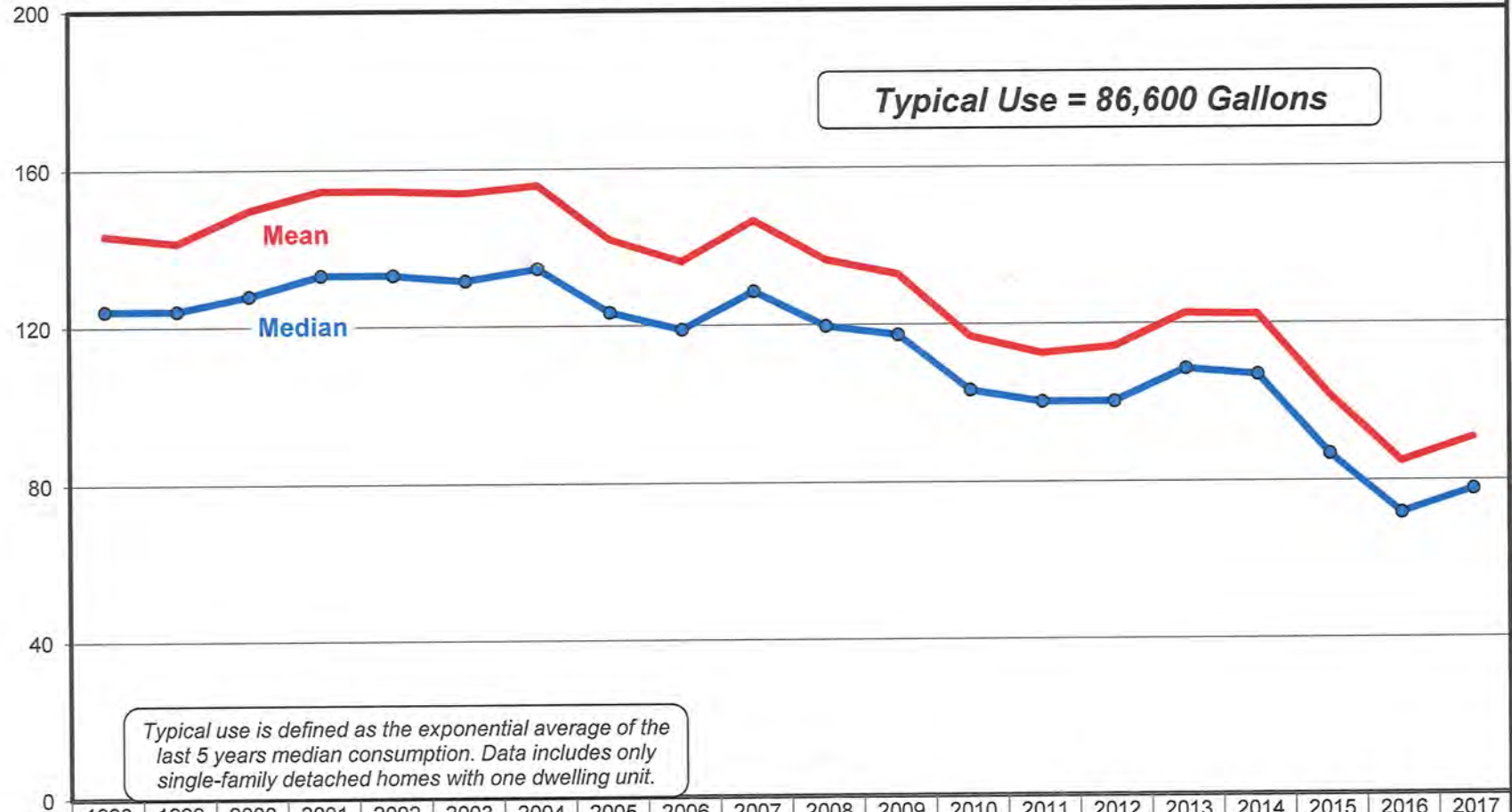


8/15/17

t:\ac\excel\wtr use\sf residential.xls\summary

Novato Residential Consumption **Mean & Median Annual Water Use** **20-Year History**

1,000
Gallons



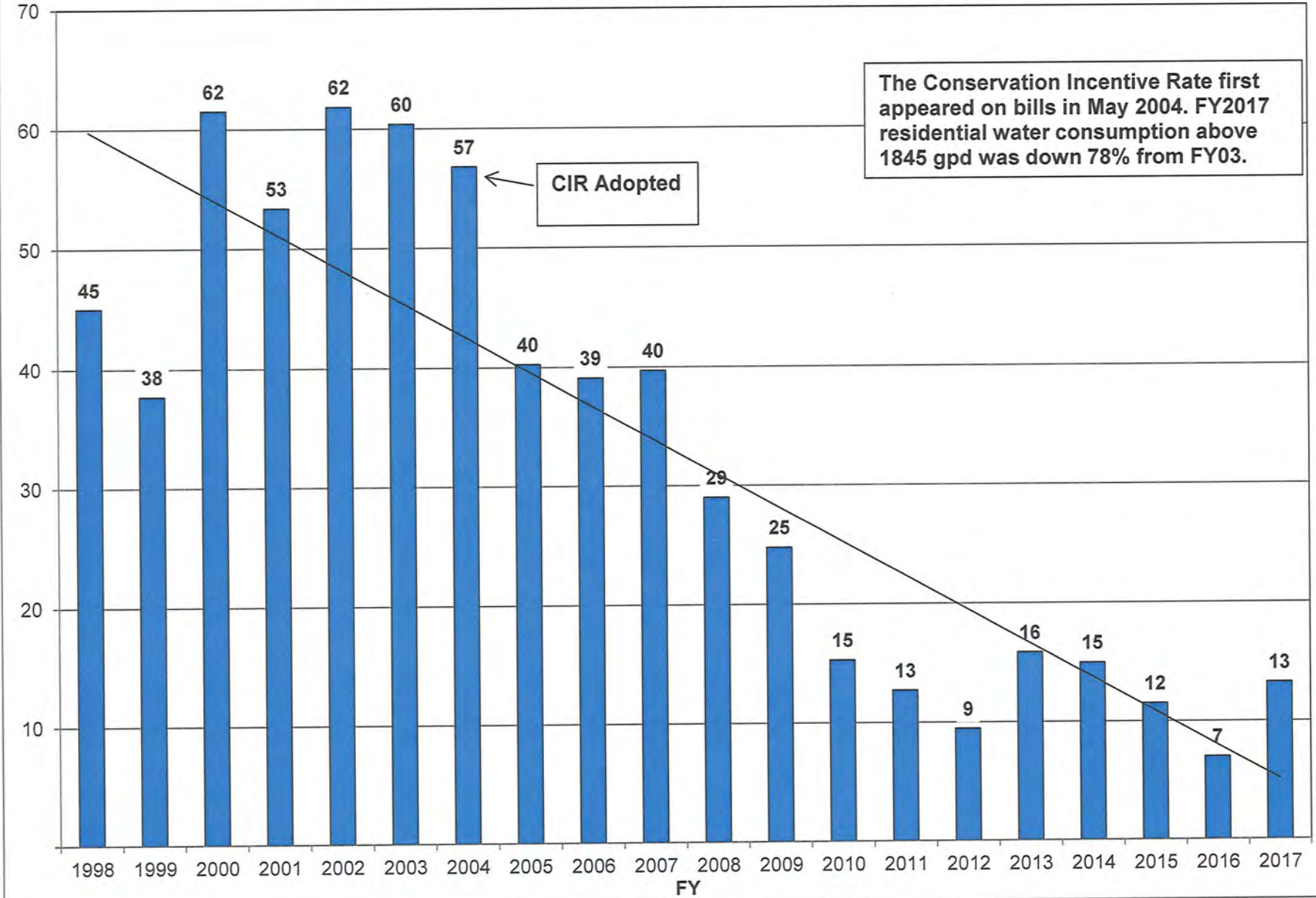
Fiscal Year Ending

9/7/17

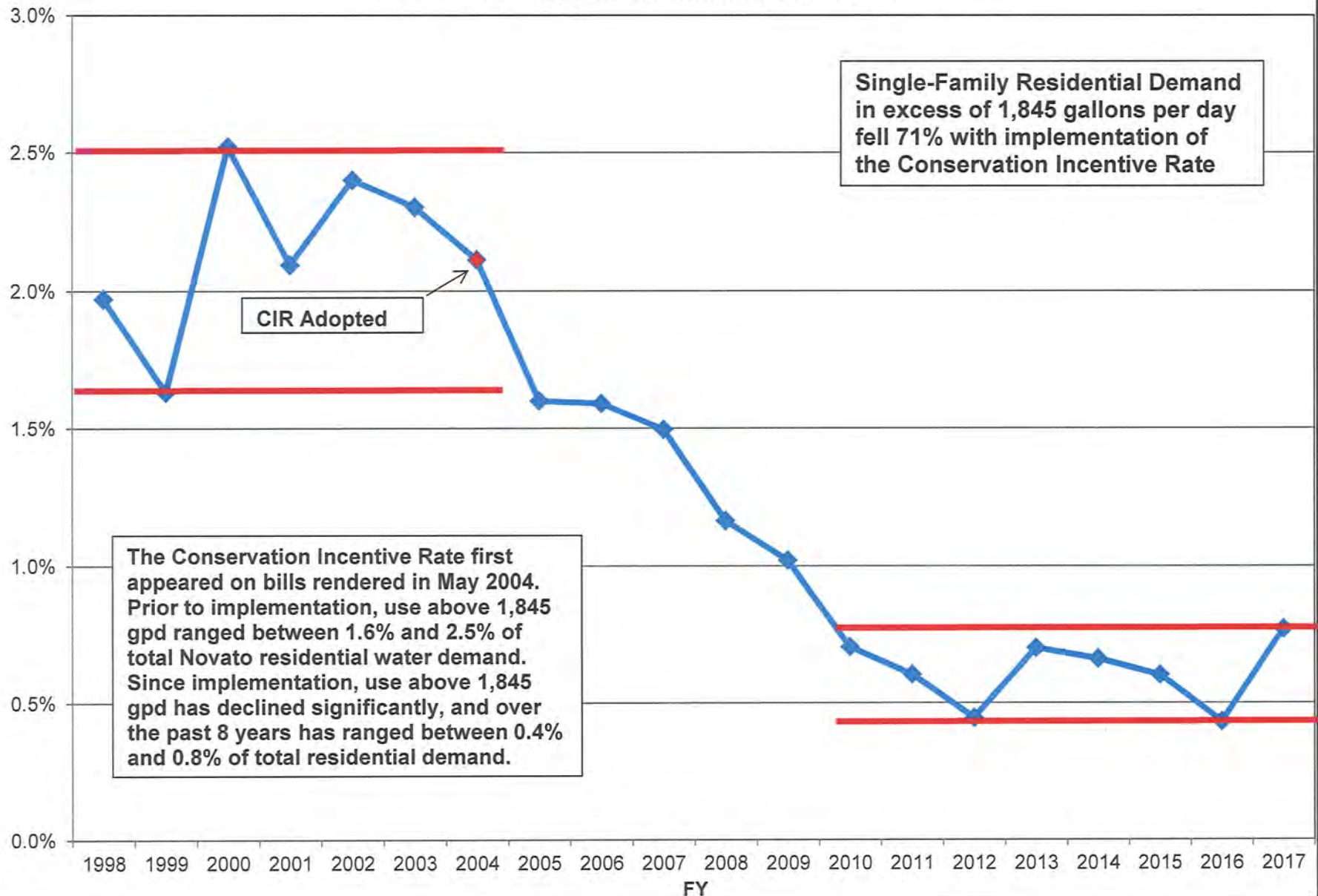
t:\ac\excel\wtr use\citr\citr fy97-17.xlsx\data

Novato Residential Use Exceeding 1,845 Gallons per Day **Million Gallons Consumed**

MG



Novato Residential Use in Excess of 1,845 Gallons per Day as a Percentage of Total Residential Use

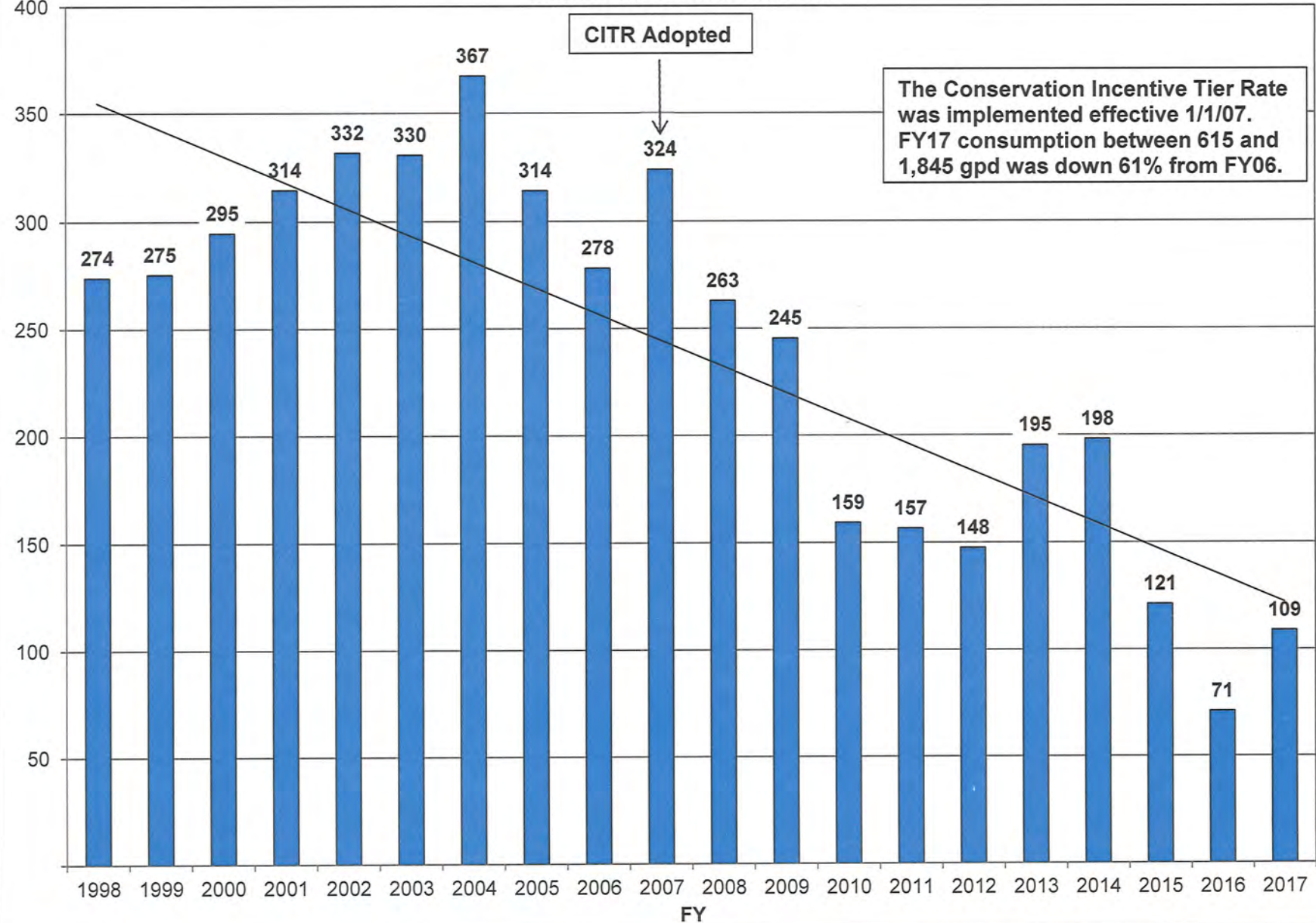


9/7/17

t:\acexcel\wtr use\citr\citr fy97-17.xlsx\data

Novato Residential Use Between 615 and 1,845 Gallons per Day Million Gallons Consumed

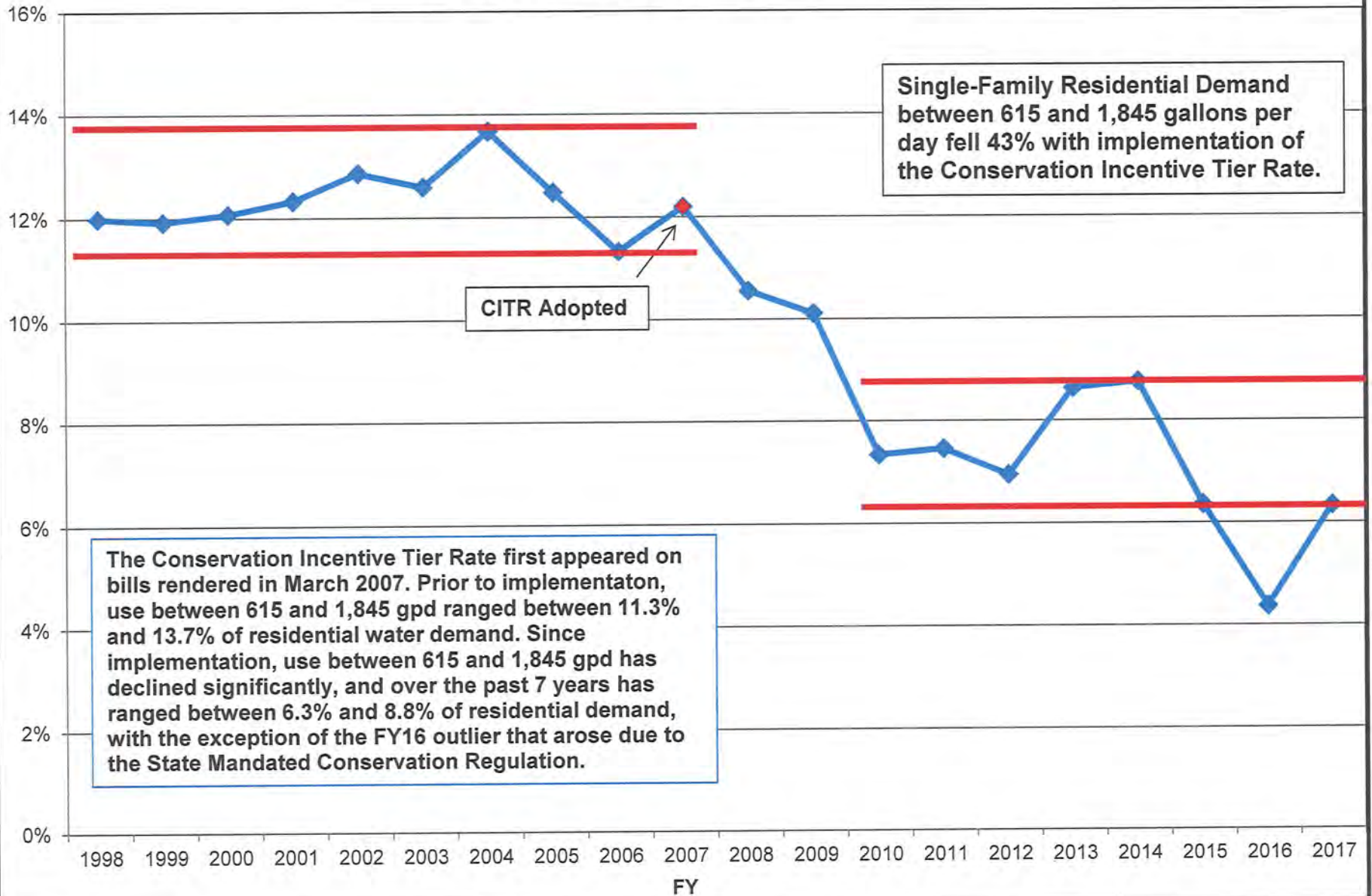
MG
400



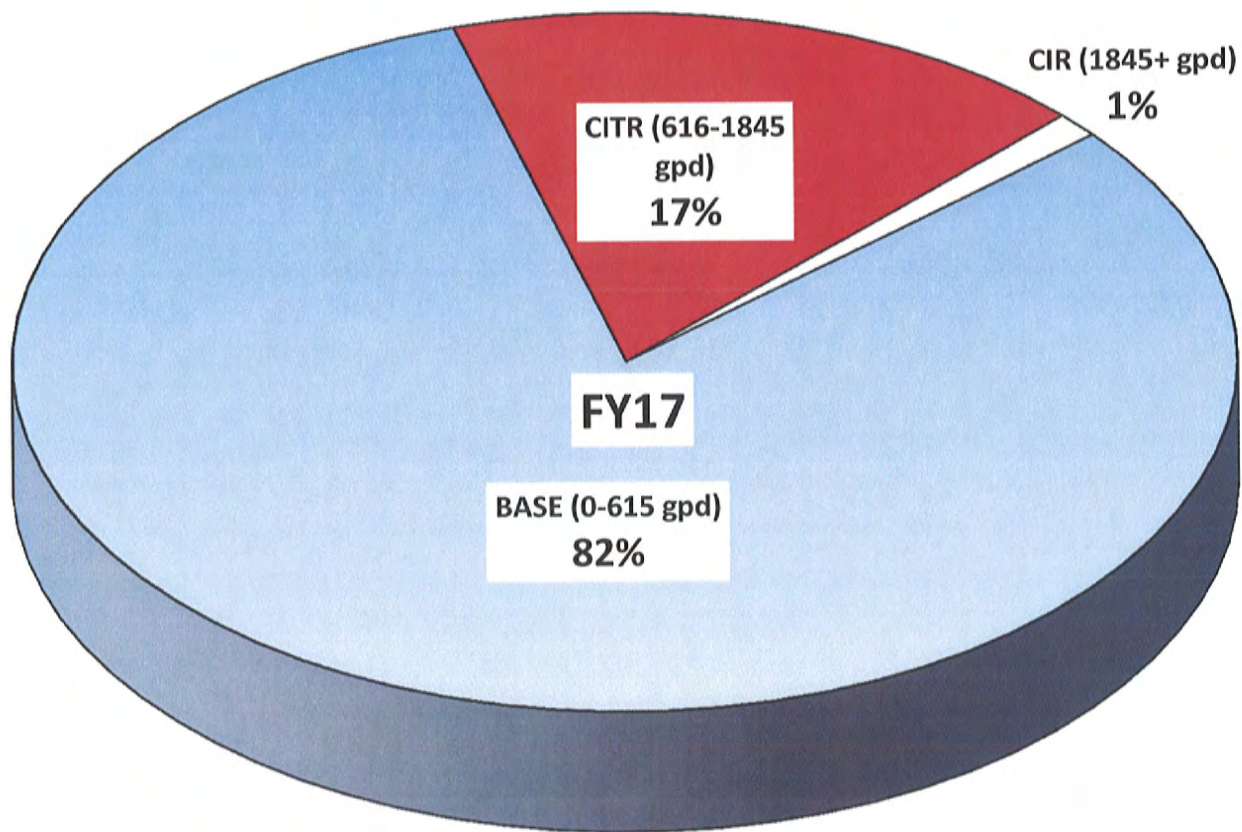
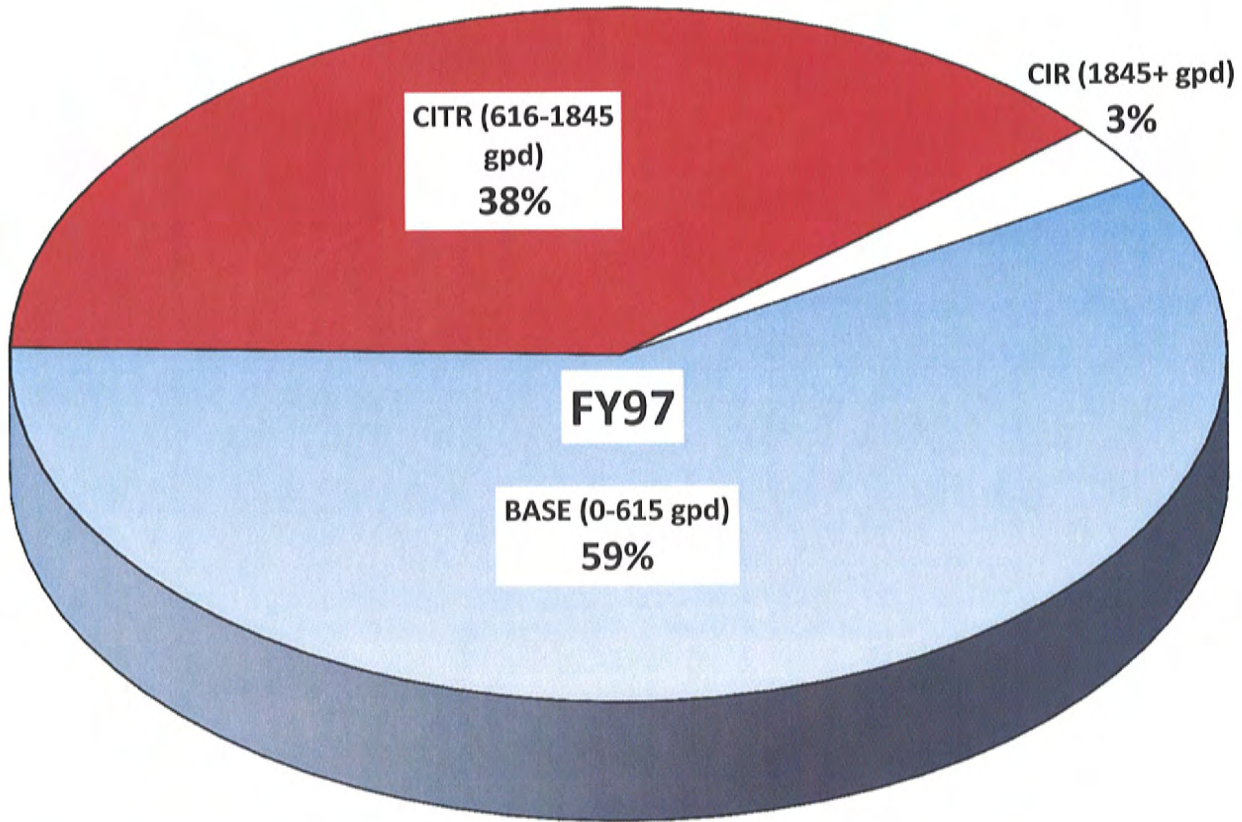
9/7/17

t:\acell\wtr use\citr\citr fy97-17.xlsx\data

Novato Residential Use Between 615 and 1,845 Gallons per Day as a Percentage of Total Residential Use



% of Residential Customer Demand by Tier FY97 vs FY17



19



North Bay Watershed Association

Board of Directors Meeting Notice

Sept. 8th, 2017

9:30 a.m. – 11:30 a.m.

Novato Sanitary District
500 Davidson, Novato, CA

Next Meeting

October 6, 2017

9:30 – 11:30

Westside Water Education Facility
SCWA [note: RSVP needed]

Board Meeting Agenda

- | | |
|---|---------|
| 1. Call to Order | 9:30 am |
| <i>Jack Gibson, Chair</i> | |
| 2. Public Comment | |
| 3. Approval of Meeting Summary | 1 min |
| <i>Approve</i> | |
| 4. Approval of Summary | 5 min |
| <i>Approve</i> | |
| 5. Treasure's Report | 1 min |
| <i>Accept</i> | |
| 6. Director's Report | 9:40 |
| <i>Information</i> | |
| 7. Final Stormwater Project Report | 9:50 |
| Rob Carson, Marin County
Presentation and Q and A | |
| 8. Petaluma Historic Hydrology Study | 10:30 |
| <i>Sean Baumgarten & Anya Starovoytov,
Sonoma Resource Conservation District</i> | |
| 9. Money Matters | 11:10 |
| <i>CA Water Bond and IRWMP Updates
Judy Kelly and Brad Sherwood</i> | |
| 10. Items of Interest | 11:25 |
| 11. Items for Next Agenda | |
| <i>Russian River Water Supply and Fish Ladder Tour
Westside Water Education Facility, 9703 Wohler Road,
Healdsburg</i> | |
| Note: transportation will be provided between sites, all
attendees [Board and Public] are asked to RSVP to
Sophie.HallamEames@scwa.ca.gov to ensure
transportation | |

20

DISBURSEMENTS - DATED SEPTEMBER 14, 2017**ITEM #20**

Date Prepared 9/12/17

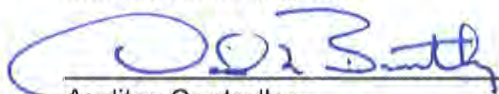
The following demands made against the District are listed for approval and authorization for payment in accordance with Section 31302 of the California Water Code, being a part of the California Water District Law:

Seq No.	Payable To	For	Amount
P/R*	Employees	Net Payroll PPE 8/31/17	\$139,259.80
EFT*	US Bank	Federal & FICA Taxes PPE 8/31/17	62,262.86
EFT*	State of California	State Taxes & SDI PPE 8/31/17	10,927.52
EFT*	CalPERS	Pension Contribution PPE 8/31/17	35,879.92
EFT*	CalPERS	Sept Health Insurance Premium (Employees \$48,780, Retirees \$10,508 & Employee Contribution \$10,788)	70,076.24
53629*	Marin County Open Space District	Deposit for Right of Entry to Repair the San Andreas Fire Road for San Andreas Drive to the San Mateo Tank Site	2,000.00
1	Alpha Analytical Labs	Lab Testing	678.00
2	Arrow Benefits Group	August Dental Admin Fee	316.40
3	Arrow Benefits Group	August Dental Expense	9,471.10
4	Athens Administrators	Replenish Workers' Comp Checks Written	8,027.58
5	AT&T	Leased Lines	664.02
6	Buckles-Smith	Spare Digital Input Module for Deer Island RW Treatment Plant	607.79
7	Clark, Robert E.	Exp Reimb: AWWA Conference & Registration in Reno, NV on 8/24/17	445.00
8	Corda, Jeff	Exp Reimb: Safety Boots	200.00
9	California Special Districts Association	District Secretary Conference 10/22-10/24 in Sacramento (Young)	575.00
10	CWEA	Membership Renewal (Bena) (10/17-9/18) (Budget \$180)	180.00
11	Dell Computers	Replacement Laptop PC (McIntyre)	1,914.52
12	Digital Prints & Imaging	AutoCad Conversion (Grant Ave Bridge)	260.70

Seq No.	Payable To	For	Amount
13	E&M	SCADA Software Driver Annual Support & Maintenance Agreement (Budget \$240)	237.62
14	Eudy, Ingeborg	Novato "Toilet Rebate" Program	100.00
15	Evoqua Water Technologies	Service on Deionization System	430.00
16	Fisher Scientific	Zinc, Buffers, Buffered Dilution Water, Pipettes (200) & Standards Standard (Lab)	426.48
17	Ghilotti Construction	Prog Pymt#10: RW Expansion Central Service Area West Project (Balance Remaining on Contract \$519,687)	161,449.89
18	Grainger	2" Flange, Safety Goggles (2), Dead Bolts for Tank Stair Doors (3) (\$215), IT Room A/C Plenum, Duct, Roof Tile & Flanges (\$863), Heat Shrink Tubing (\$72), Winch Rope Safety Blanket, Disposable Wipes (400) (\$133), Multi-Purpose Lubricant (12-16oz cans), Thread Sealant (12-8oz cans) (\$169) & Copper Anti-Seize Lubricant (10-8oz cans) (\$212)	1,805.00
19	High-Purity Standards	Standards (Lab)	292.95
20	ICF International	Prog Pymt#4 Consulting Services for Stealhead Habitat Survey in Upper Novato Creek (Balance Remaining on Contract \$10,613)	2,178.75
21	International Dioxide	Sodium Chlorite (44,360 lbs) (STP)	29,721.20
22	Kaiser Foundation Health Plan	DMV/DOT Physicals (Breit & Bergstrom) & Pre-Employment Physical (Dove)	295.00
23	Maltby Electric	Telemetry Cable (5,004') (\$5,438), Communication Cable (1,000') (\$367) & Electrical Supplies for Pt Reyes T.P. Well Level Sensors	5,945.44
24	McIntyre, Drew	Vision Reimbursement & Exp Reimb: CA-NV AWWA Fall '17 Conference Registration in Reno, NV (\$445)	496.00
25	Miller Pacific Engineering	Progress Pymt#11: PRE-Tank 4A Geotechnical Services (Balance Remaining on Contract \$13,284)	3,533.50
26	Noll & Tam Architects	Prog Pymt #9: NMD Headquarters Upgrade Master Plan (Balance Remaining on Contract \$49,074)	472.40

Seq No.	Payable To	For	Amount
27	North Bay Gas	Carbon Dioxide, Mig Welder Tips (10), Welding Fume Mask, Welding Protective Sleeves, Welding Gloves, Welding Fume Masks (2) (\$71), Respirators (2), 3 Way Stickers, Replacement Wire Feed Welder (\$1,319) & August Cylinder Rental (\$136)	1,698.21
28	Olin	Sodium Hydroxide (12 dry tons)	6,614.74
29	Pace Supply	Full Wrap Clamp Repair (2), Hydrant Cutters (4) (\$55), Flanges (3) & Double Check Fire Assembly Valves (4) (\$6,444)	6,833.83
30	Peterson Trucks	Glass for Passenger Door ('12 Int'l 5yd Dump Truck) (\$612), Air, Oil & Fuel Filters, Diesel Engine Oil (10 gals) (\$184) (Less Credit of \$518 for Returned Part)	483.63
31	Red Wing Shoe Store	Safety Boots (Cilia)	200.00
32	Reed, Corey	Childcare Reimbursement	208.33
33	Service Station Systems	Corp Yard Fuel Tank Inspection & Repair	3,043.00
34	Soiland	Asphalt Recycling (7 ton)	30.00
35	Steel Structures Painting Council	Membership Renewal (Vogler) (7/17-6/20) (Budgeted for One Year at \$100)	250.00
36	T & T Valve & Instrument	Pneumatic Valve Solenoid	142.85
37	Verizon Wireless	Cellular Charges: Data (\$125) & Airtime (\$295) (21)	420.15
38	Verizon Wireless	AMI Gateways (26) (\$623) & CIMIS Station Data Transfer Fee (2)	638.34
39	VWR International	pH Indicator Strips (600) Copper & Manganese Standards & Calibration Kit (Lab) (\$318)	563.23
40	Watersavers Irrigation	PVC Pipe & Fittings for Gallagher Well Sensor	27.19
		TOTAL DISBURSEMENTS	<u>\$572,284.18</u>

The foregoing payroll and accounts payable vouchers totaling \$572,284.18 are hereby approved and authorized for payment.



Auditor-Controller

Date

9/12/17



General Manager

Date

9/12/17



NORTH MARIN WATER DISTRICT
Director's Compensation Request
For Attendance at Meetings Other than District Board Meetings

BOARD MEMBER: JOHN BAKER

425 Corte Norte
Novato, CA 94949

DATE

8/15/17
(TODAY'S DATE)

I attended the WATER ADVISORY COMMITTEE @ Santa Rosa on 8/7/17
(NAME OF MEETING OR WORKSHOP) (DATE OF MEETING)

and wish to be compensated as provided under the Board Compensation Policy.



DIRECTOR SIGNATURE

FOR ACCOUNTING USE ONLY



APPROVED TO PAY BY

8/16/17
DATE

CHARGE TO: 56001-01-11

AMOUNT: \$ _____
(filled in by Accounting)

PAID PAY PERIOD ENDING ____/____/____



NORTH MARIN WATER DISTRICT
Director's Compensation Request
for Attendance at Meetings Other than District Board Meetings

BOARD MEMBER: JOHN BAKER

425 Corte Norte

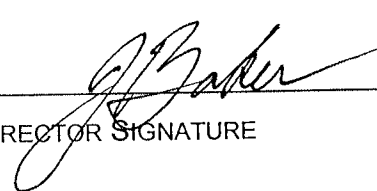
Novato, CA 94949

DATE

8/28/17
(TODAY'S DATE)

I attended the NO. BAY WATER REUSE AUTHORITY on 8/28/17
(NAME OF MEETING OR WORKSHOP) (DATE OF MEETING)

and wish to be compensated as provided under the Board Compensation Policy.



DIRECTOR SIGNATURE

FOR ACCOUNTING USE ONLY


APPROVED TO PAY BY

8/28/18
DATE

CHARGE TO: 56001-01-11

AMOUNT: \$ _____
(filled in by Accounting)

PAID PAY PERIOD ENDING ____/____/____

DISBURSEMENTS - DATED SEPTEMBER 7, 2017

Date Prepared 9/5/17

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


Seq	Payable To	For	Amount
1	Asbury Environmental Services	Used Oil Recycling	\$120.00
2	Athens Administrators	September Workers' Compensation Administration Fee	1,000.00
3	Automation Direct	PLC Cable & Fuse	53.50
4	Bay Area Barricade Service	Purple/White Stickers (High Pressure Waterline Markers) (20), Cone Signs (Slow/Arrow) (12)	228.64
5	Bentley, David L.	Exp Reimb: June & August Mileage	26.22
6	Borges & Mahoney	Shipping Fee on Returned Motor (STP)	300.00
7	Breit, Adam	Exp Reimb: Safety Boots	200.00
8	Calgon Carbon	Granular Activated Carbon Replacement @ STP (4,900 cu ft)	166,606.49
9	CPI International	Graphite Furnace for Testing Lead (Lab)	423.62
10	Cummings Trucking	Rock (33yds) (\$1,296) & Sand (32 yds) (\$1,754)	3,050.54
11	Fastenal	Latex Gloves (400) (Const & Maint)	74.83
12	Ferguson Waterworks	3/4" Box Lids, Elbows (3), Couplings (5) & Nipples (3)	239.84
13	Fisher Scientific	Hydrochlor (\$55), Autoclave Tape, Reagents (\$291) & Sample Bottles (6) (Lab)	438.68
14	Genterra Consultants	Prog Pymt#8: Stafford Dam Maintenance Plan (Balance Remaining on Contract \$11,613)	1,130.00
15	Golden Gate Petroleum	Gasoline (\$2.55/gal) & Diesel (\$2.43/gal)	1,812.25
16	Grainger	Grinding Discs, Cut-off Wheel, Combination Wrench (2) (\$118), Deadbolts for Doors on Tanks (6) (\$429), Safety Goggles, Bypass Pruner, "AA", "AAA" & "C" Batteries & Paint Brushes (4)	757.36

Seq	Payable To	For	Amount
17	Hach	Pump Tubing (STP)	72.02
18	Hoffman, Thomas	Novato "Toilet Rebate" Program	200.00
19	InfoSend	July Processing Fee for Water Bills (\$1,455) & Postage (\$4,002)	5,457.67
20	International Dioxide	pH Probe (STP)	323.64
21	Irish & Son Welding	Welding Services	780.00
22	Jochum, David and Maureen	Refund of Deposit/New Development/WC Restriction-Novato	1,000.00
23	KP Promotions	Semi-Annual Uniform Order	6,870.81
24	Lincoln Life Employer Serv	Deferred Compensation PPE 8/31/17	16,041.72
25	Marin County Parks	Refund Security Deposit on Hydrant Meter Less Final Bill	58.01
26	Marin County Superior Court	Fees to File Small Claim and Serve Defendants for Damages to Hydrant at 481 Indian Springs Road	120.00
27	Maselli & Sons	Weed Wacker Carburetor	68.11
28	May, Gary A.	Novato "Cash for Grass" Rebate Program	170.00
29	Mountain Cascade	Refund Security Deposit on Hydrant Meter Less Final Bill	116.87
30	MRC Global	12" Motorized Valve Operator (Aqueduct)	9,925.58
31	Nationwide Retirement Solution	Deferred Comp 8/31/17	1,000.00
32	Neopost USA	Postal Meter Rental (9/1-9/30/17)	94.08
33	Novato Disposal Service	August Trash Removal	442.76
34	Novato Lock	Replaced Lock Cylinder on IT Room to Match Master Key	90.55
35	Nozu, Takio	Refund of Deposit/New Development/WC Restriction-Novato	1,000.00
36	Pace Supply	18" Chain (\$1,398), Full Circle Clamps (2) (\$457), Valve, Adaptor (\$162), Elbow, Bushings (2) & Couplings (27) (\$1,498)	3,730.28

Seq	Payable To	For	Amount
37	Parkinson Accounting Systems	Quarterly Accounting Software Support (8/1-10/31/17)	1,500.00
38	Peterson Trucks	Pressure Regulating Valve & Diesel Engine Oil (10 gal) (\$160)	189.55
39	PG&E	Energy Bill for Aqueduct Cathodic Protection Station @ Redwood Landfill (3/16-7/17)	256.94
40	Piazza Construction	Prog Pymt#2: RW Expansion Central Service Area - Norman Tank Project (Balance Remaining on Contract \$723,188)	54,938.74
41	Piazza Construction Escrow Account	5% Retainer: Piazza Construction RW Central Norman Tank Project	2,891.51
42	Point Reyes Light	Display Ad: Salinity Intrusion into Point Reyes Well Supply (8/3 & 8/10/17)	171.00
43	Protection Engineering	Wraptite Paste (2-7lb cans)	92.30
44	Reed, Corey	Childcare Reimbursement	208.33
45	Sequoia Safety Supply	Brief Relief Urine Bags (100) (\$259), Nitrile Gloves (200), Ear Plugs, Lens Wipes (400), Sunscreen Pouches (50)	389.16
46	Shell	Tool Fuel (6 gal)	42.54
47	Southwest Valve	Repair Kit for San Marin P1 Discharge Valve	386.59
48	SPG Solar Facility	July Energy Delivered Under Solar Services Agreement	16,017.55
49	Thatcher Company of California	Ferric Chloride (10 tons) (STP)	4,139.16
50	Univar	Sodium Hypochlorite (2,000 gal) (STP)	1,134.92
51	US Bank	July Safekeeping Fee-Treasury Securities	110.25
52	US Postal Service	Meter Postage	1,000.00
53	Utiliworks Consulting	Prog Pymt#17: July AMI Project (Balance Remaining on Contract \$7,909)	370.00
54	Waste Management	Misc Debris (5 yds)	488.56

Seq	Payable To	For	Amount
55	Wiley Price & Radulovich	July Services: Counsel Regarding Limited Term Employment	82.50
		TOTAL DISBURSEMENTS	<u>\$308,433.67</u>

The foregoing payroll and accounts payable vouchers totaling \$308,433.67 are hereby approved and authorized for payment.

 9/5/17
 Auditor-Controller Date

 9/5/17
 General Manager Date

MEMORANDUM

To: Board of Directors
From: David L. Bentley, Auditor-Controller
Subj: Status Report - New Answering Service
t:\actword\memolanswering service status rpt.docx

September 15, 2017

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: None

In April, after soliciting proposals, the District transitioned to Direct Line answering service in Berkeley, in response to the Novato Police Department's notice that they would no longer provide after-hours answering service to NMWD. NPD dispatchers had provided this service to NMWD for a flat fee of \$200 per month since November of 2000. After approving Direct Line, Director Baker requested a status report on the new service in a few months.

The District Construction Superintendent reports that his crew loves the new service, particularly the ability to receive text messages stating the problem and the customer's name, address and phone number, alleviating the need to write down the information, and facilitating customer contact by simply touching the customer's phone number on the screen. Office staff also report that Direct Line provides a superior service. The receptionist logs-in to the Direct Line website first thing every morning to assess the calls that came in during the night, and take action on anything that may remain unresolved, as contrasted with NPD's weekly fax. Both the crew and office staff report that Direct Line personnel are very professional and helpful.

The cost of the new service is higher than anticipated. NPD reported 5-6 after-hours calls per week. Direct Line charges by the minute, and they are receiving about 12 calls per week. The reason for the increase is not clear. Perhaps some customers were inhibited from continuing their after-hours call when the automated phone message advised they were being transferred to the police department. Alternatively, perhaps NPD simply did not report inconsequential phone calls (e.g., questions about a water bill or requests to defer payment, etc.). Monthly charges are shown below. May's cost was high due to first month transition time on the phone as staff became acquainted with the new provider.

	<u>Monthly</u> ¹	<u>Overage (minutes)</u> ²	<u>Total Cost</u>
May	\$150	344	\$528
June	\$150	148	\$313
July	\$150	98	\$258
August	\$150	89	\$248

In summary, staff is pleased with the new service.

¹ Monthly charge includes 100 minutes

² \$1.10 per minute

MEMORANDUM

To: Board of Directors

September 15, 2017

From: David L. Bentley, Auditor-Controller

Subj: Information - 2018 Medical Plan Cost Increase

t:\aclword\personnel\health\health ins cost increase 2018.docx

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: \$59,000 (6%) Increase in 2018 Group Medical Insurance Contribution

CalPERS released the 2018 medical insurance premium amounts negotiated with its providers. The NMWD Employee Association MOU provides for a District contribution of up to \$3,830 per year to the CalPERS Health Plan. In addition, the District contributes \$137 plus 85% of the Kaiser Basic Medical Plan premium amount, based upon each employee's family status (single, couple, or two or more dependents), less \$3,830, into each employee's cafeteria plan account. Effective January 1, 2018, the Kaiser premium amount will increase 6.3%.

Twenty of the District's fifty-five employees have alternative medical insurance coverage and have opted-out of the District's group medical plan¹, saving the District \$76,612 in foregone medical insurance contributions to CalPERS. These employees will see an average increase of 8.2% in the District contribution to their cafeteria plan, which all have elected to receive as taxable income.

The District's 2018 medical insurance obligation for its active employees will be \$874,000, a \$56,000 increase (6.8%) from the current year². The FY18 budget projected a 5.5% increase. The 0.5% differential between the 6% actual increase and the 5.5% budgeted projection will be covered by vacancies in budgeted positions that have not been filled, and the 3-month period that new employees must wait for medical insurance coverage is available.

The District's 2018 cash outlay for retiree medical insurance will be \$170,000, a \$3,000 increase (1.9%) from the current year³. The District's 2012 labor agreement provides for a contribution toward retiree medical insurance. Retirees between age 55 and 65 with more than twelve years of service receive up to 85% of the Kaiser 2-party premium amount⁴. All other annuitants receive up to the amount contributed on behalf of employees (\$3,830). There are 33 annuitants participating in the District's group medical plan, unchanged from one year ago. Eighteen of the annuitants (or their survivors) retired prior to the 2005 labor agreement that enhanced the retirement plan to 2.5% at age 55 and capped the retiree medical benefit at \$3,830 per year. The District continues to honor the higher medical benefit amount promised to the eighteen pre-2005 annuitants who do not benefit from the enhanced retirement plan. The total outlay (employee plus retiree) will increase \$59,000 (6.0%).

¹ Employees who provide acceptable proof of alternative insurance for themselves and all dependents may use the Cafeteria Plan contribution for purposes other than supplemental medical insurance.

² Based on the current employee demographic.

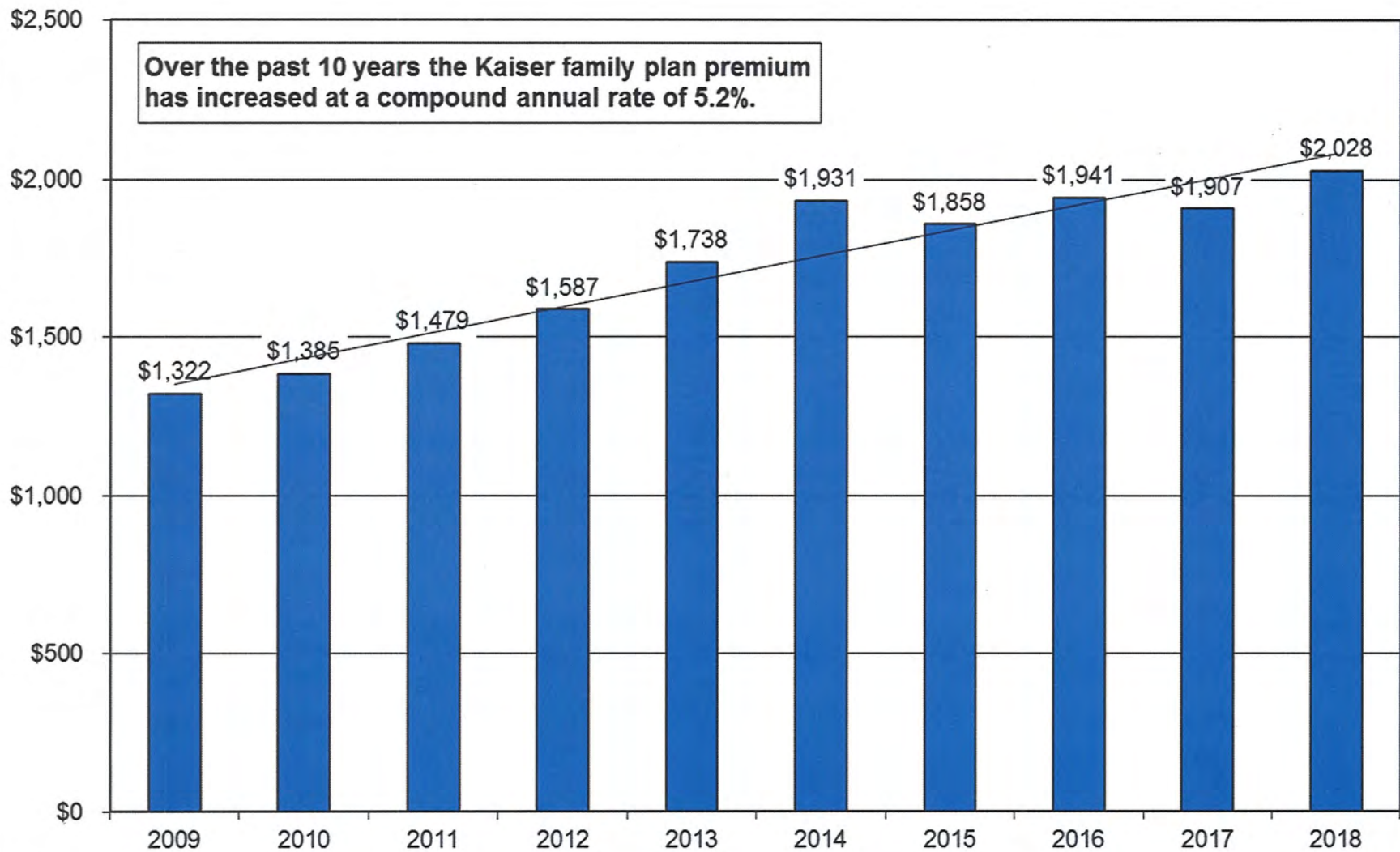
³ Based on the current retiree population.

⁴ One annuitant under age 65 who retired prior to the 2012 MOU receives 90% of the Kaiser premium amount.

9/8/17

t:\ac\excel\personnel\health\hlthhist.xls\hlthhist

CalPERS Kaiser Health Plan Monthly Family Premium



PROOF OF PUBLICATION (2015.5 CCP)

This space is for the County Clerk's Filing Stamp

STATE OF CALIFORNIA County of Marin

I am a citizen of the United States and a resident of the county aforesaid. I am over the age of eighteen years, and not a party to or interest in the above-entitled matter. I am the publisher of the Point Reyes Light, a newspaper of general circulation, printed and published in the town of Point Reyes Station, County of Marin and which newspaper has been adjudged a newspaper for general circulation by the Superior Court of the County of Marin, State of California, under the date April 26, 1949, Case Number 183007; that the notice of which annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates to wit:

9/7/17

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Date at Inverness, California, this

9/7/17

Signature

Proof of Publication

Notice:

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

Date	Sodium	Units
9/5/17	82	mg/L

*milligrams per liter

Drew McIntyre, General Manager
North Marin Water District

PROOF OF PUBLICATION (2015.5 CCP)

STATE OF CALIFORNIA County of Marin

I am a citizen of the United States and a resident of the county aforesaid. I am over the age of eighteen years, and not a party to or interest in the above-entitled matter. I am the publisher of the Point Reyes Light, a newspaper of general circulation, printed and published in the town of Point Reyes Station, County of Marin and which newspaper has been adjudged a newspaper for general circulation by the Superior Court of the County of Marin, State of California, under the date April 26, 1949, Case Number 183007; that the notice of which annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates to wit:

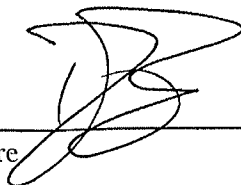
9/14/17

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Date at Inverness, California, this

9/14/17

Signature



This space is for the County Clerk's Filing Stamp

Proof of Publication

Notice:

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

Date	Chloride	Sodium	Units
9/5/17	--	82	mg/L
9/12/17	--	92	mg/L

*milligrams per liter

Drew McIntyre, General Manager
North Marin Water District

SB 623 BECOMES TWO-YEAR BILL

BY EMILY ALLSHOUSE SEP 6, 2017 WATER NEWS

On Sept. 1, the Assembly Appropriations Committee referred SB 623 by Sen. Bill Monning (D-Carmel) – a bill aimed at funding safe drinking water solutions for disadvantaged communities by proposing to establish the state's first tax on drinking water – to the Assembly Rules Committee as a two-year bill. The Assembly Rules Committee will assign the bill to the appropriate policy committees for hearings in 2018.

While ACWA has consistently agreed with the goal of providing funding assistance to disadvantaged communities that do not have access to safe drinking water, the association worked to oppose a statewide tax on drinking water because it is NOT the right approach to solving this key social issue for the state. ACWA continues to work to advance a more appropriate funding solution comprised of dollars from the state's General Fund, packaged together with ongoing federal safe drinking water funds, general obligation bond funds, and the proposed assessments related to nitrates in groundwater.

ACWA would like to thank the many member agencies that played an integral role in opposing this bill on both the legislative advocacy and external affairs fronts over the past several weeks. ACWA will continue to work on this bill during the interim, and there likely will be talks with the sponsors of SB 623. Work on the bill also will continue next year.

More information about ACWA's SB 623 opposition efforts is available to members in ACWA's Sept. 1 notification.

If you have any questions regarding SB 623, please contact Deputy Executive Director for Government Relations Cindy Tuck at (916) 441-4545.

County forms Coast Guard working group

By Anna Guth
08/31/2017

A working group comprised of 10 community representatives will meet for the first time in September to help navigate the county's purchase of the Coast Guard housing complex in Point Reyes Station.

The group's first job, said Leelee Thomas, the planning manager for the county's Housing and Federal Grants Division, is to provide some initial community outreach this fall. Down the road, it will provide feedback as the county drafts a request for proposals for a nonprofit group to either own or manage the property once the sale is final.

Ultimately, the group will help evaluate the proposals themselves.

"It's difficult to project how long it will take for the sale to go through, but our real estate department and myself are in the midst of discussions with the Coast Guard. We're in the appraisal process," Ms. Thomas said.

The county appointed representatives from the North Marin Water District, the Dance Palace Community Center, Shoreline Unified School District, West Marin Community Services, the West Marin Collaborative and other organizations, as well as from local businesses.

"We want the advice of the working group members, firstly, on how much community engagement is needed throughout this process," she said.

Shuttered last year, the Coast Guard housing complex located off First Street has been eyed by the Community Land Trust of West Marin as a prime site for affordable housing. The 30-acre property is comprised of around 36 townhomes, picnic areas, a tennis court, a pool and a path leading to West Marin School.

"The repurposing of the property has been talked about for a long time, so we are really happy that it is moving forward from a conceptual discussion to actual implementation," Drew McIntyre, North Marin Water District's general manager who is part of the working group, said. The district has wells and a treatment facility located on the property and hopes to acquire a portion of land rather than continuing to rely on easements, once the property transitions to a new owner.

Another voice in the new working group, Shoreline principal Matthew Nagle, said he is looking to advocate for West Marin families. "We've had a number of families leave our school because there's nothing close to affordable housing out here," he said. "This is an opportunity to be part of an effort to address that concern."

Highway 37 toll floated to hasten flood fixes, repairs



Traffic travels on Highway 37 in Novato in February after the road was raised to alleviate major flooding. Caltrans made more than \$5 million in emergency repairs in the area. (Alan Dep/Marin Independent Journal)

By Mark Prado, Marin Independent Journal

POSTED: 09/03/17, 5:30 PM PDT | UPDATED: 2 HRS AGO 78 COMMENTS

A Highway 37 toll of up to \$7 will be necessary to expedite major flood-prevention projects on the road, a consultant told transportation officials.

“It’s not just about the money, but what the money can buy,” Jose Luis Moscovich, executive vice president of Project Finance Advisory Limited, told the Transportation Authority of Marin board late last month.

ADVERTISING

The consultant is studying the financing of Highway 37 improvements for Marin, Sonoma, Napa and Solano counties. The 21-mile highway, part of which is in Novato, sustained major flooding last winter.

Long term, much of the road is at risk for submerging under a predicted sea-level rise of 6 feet by the end of the century. That has prompted a hard look at creating an elevated causeway for Highway 37 along the Sonoma and Solano segments.

That work also would widen the road from two to four lanes. While the Marin portion has two lanes in each direction, it narrows to one lane each way just past Sears Point.

Under traditional funding, it could be several decades before the work is done, and sea-level rise threatens that time frame.

“It is necessary to toll” in order to speed the project, Moscovich said.

Options include tolling by segments along three sections of the road or having one toll for the entire highway. Both tolls would be \$5.

Depending on the tolling configurations, between \$7.5 billion and \$12.5 billion could be raised over 50 years, according to the consultant. One option shows a \$7 toll.

Another option would bring in \$300 million over the 50-year time frame, but it was deemed insufficient to fund improvements.

The report concludes that tolling at least two lanes of traffic in one direction is needed to fund a viable project. About 40,000 vehicles a day use the highway.

“A toll is the only way to make improvements if we want it done now, but we need to go to the public,” said Judy Arnold, the Marin supervisor who represents the area.

The report also discusses what type of structures would need to be built to keep the highway from flooding. The simplest and least expensive is a levee-type embankment on which the highway would be built. The construction cost in 2022 would be \$1 billion.

A step up would be a slab bridge causeway at a cost of \$3 billion. A more sophisticated box girder causeway would cost \$3.4 billion. Those figures come from a 2016 study by University of California at Davis.

The projects could be built by a public agency, or there could be a public-private partnership or the highway could be privatized, according to the report.

“The questions are how to address congestion as well as sea-level rise impacts on route 37,” said Dianne Steinhauser, executive director of the Transportation Authority of Marin. “Lots is still up in the air.”

More acutely, Marin officials are looking for money to study the Marin segment. That segment of highway was closed for about three weeks because of flooding in late January and early February. Caltrans made more than \$5 million in emergency repairs and upgrades at the approaches to the Novato Creek bridge where a private levee breach occurred during king tides and steady rains, which combined to flood the highway. Caltrans has indicated that Highway 37 could suffer further flooding and

potential closures in the area.

The TAM board has voted to apply for grant funding to further study the segment in the short term.

“Part of the reason for the planning grant is to organize and develop a project for the section of Highway 37 that floods,” Steinhauser said.

Chlorine gas leak at Novato water treatment plant contained

By **Stephanie Weldy**, *Marin Independent Journal*

POSTED: 09/09/17, 4:02 PM PDT | UPDATED: 1 DAY AGO 0 COMMENTS

A chlorine gas leak at North Marin Water District's Stafford Lake water treatment plant prompted a hazardous material response on Friday afternoon.

The gas leak was reported around 4:20 p.m. at the water district's plant at 3015 Novato Blvd., near the lake's dam.

A small amount of chlorine gas leaked and was contained, shut down and neutralized before emergency crews arrived, said Novato fire Capt. Kyle Dague. Novato fire crews responded along with the Marin County Hazardous Materials Response Team.

Water district staff was replacing a cylinder carrying chlorine in a containment room, when they realized a sealing valve was not closing properly, officials said. "Less than one pound of chlorine" escaped before the leak was stopped, according to water district officials.

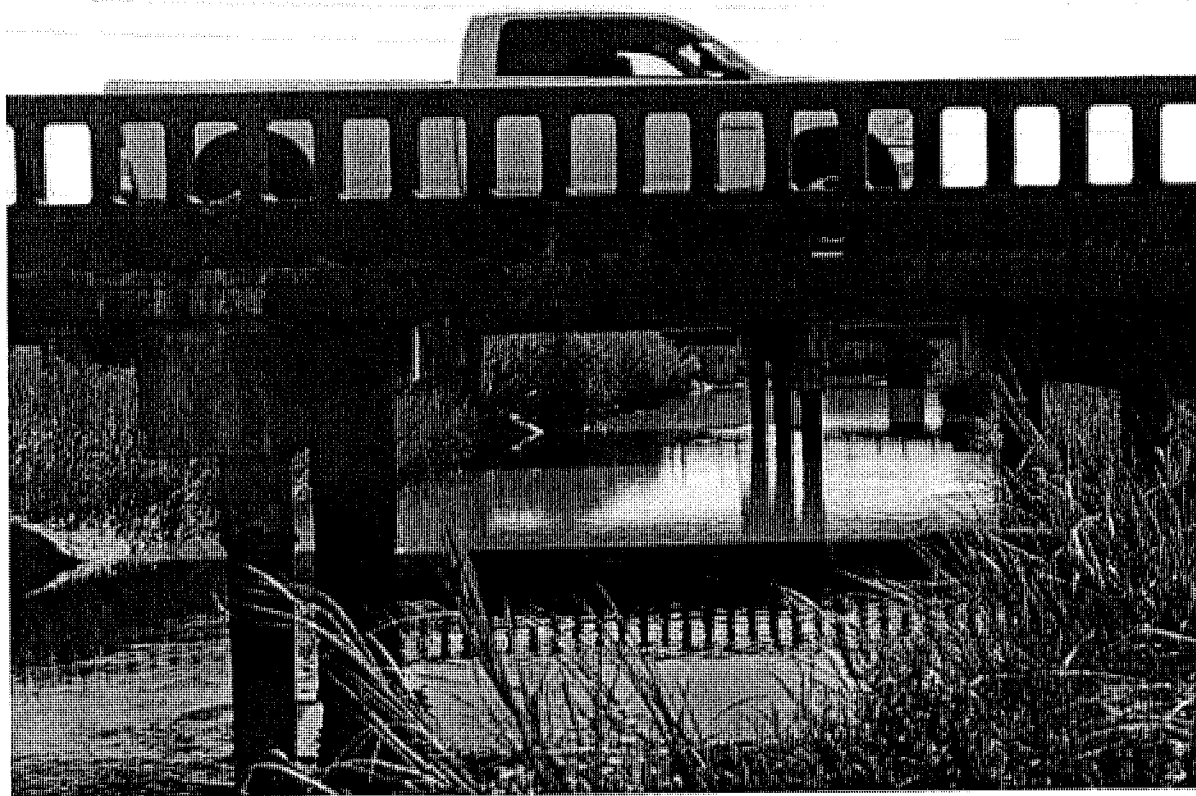
The leak was shut down and equalized through the containment room's automatic chlorine gas neutralization system, officials said.

Water district officials said the source of the leak was "an apparently faulty gasket seal on a gas storage cylinder."

The leak was determined not to pose any safety threat to the public.

Access to the Indian Valley Golf Course was restricted through evening hours.

Novato voters to consider flood protection tax



A vehicle drives over Novato Creek in Novato. Voters in the Novato area will be asked to approve an 18-year parcel tax to help pay for flood control projects. Robert Tong — Marin Independent Journal

By **Stephanie Weldy**, *Marin Independent Journal*

POSTED: 09/08/17, 6:11 PM PDT | UPDATED: 19 HRS AGO 62 COMMENTS

Nearly \$20 million would be generated for flood control projects if Novato voters support a Nov. 7 ballot measure that would add \$47 annually to property tax bills.

Measure E, an 18-year flood control tax, would accrue \$1.1 million per year for Marin County Flood Control Zone 1, a 45-square-mile area that includes Novato, Bel Marin Keys, Black Point, Green Point, Bahia, Ignacio, Pacheco Valle and Indian Valley.

"It's not a case of whether or not you want to pay for flooding," said Bill Long, chairman of the Marin County Flood Control Zone 1 advisory board. "You either pay now in the form of flood protection, or you pay later at a much higher cost if you don't provide for protection and you have to deal with the damage."

With two-thirds of voter support, residents in the flood control zone would be assessed \$47 a year per single-family home beginning July 1, 2018. Various assessments would be charged based on land use and parcel size. Farm and agricultural land would be assessed at \$30 per parcel, with multi-family residences starting at \$47 per quarter acre parcel and commercial and industrial land assessed starting at \$67 per quarter acre parcel.

Residents 65 and older, with an annual household income of no more than \$73,750, could qualify for an exemption.

MORE FUNDS NEEDED

The tax's yearly revenue would be in addition to the flood control zone's \$2 million in annual revenue from general property taxes and a property-owner approved maintenance assessment passed in 1984. The maintenance fee, for levee and creek upkeep, charges single-family homeowners \$9 a year, with varying assessments for other land uses.

County officials said existing funds are not enough to repair damage and to upgrade flood protection pumps and levees. They said the tax would supply more funds while also helping leverage up to \$10 million in state and federal grants.

The tax would be used to repair \$1.7 million in damages sustained during the storms last winter, officials said.

“There were two pump stations damaged in this past winter,” said Laurie Williams, a county senior watershed planner. “There were numerous locations on our levees that protect along Novato Creek that were also damaged.”

Other projects would include improving water flow in lower regions of Novato Creek by moving levees to widen it, allowing for more natural processes to help clear it of sediment.

“That would spread out water, allowing passage through downtown Novato,” Williams said, “and it would reduce water elevations in that general area, which could help Highway 37 at the crossing of Novato Creek.”

The resulting sediment movement also would build wetlands that would help protect against sea-level rise, officials said. About 100 acres of new tidal marsh is anticipated to be created with the sediment movement.

WATER FLOW

Another planned project is the opening of Deer Island Basin between Highways 101 and 37. The project is anticipated to improve water flow and move sediment downstream.

Another 20 percent of funding would be provided to Novato’s city staff for priority flood mitigation projects.

“Twenty percent of the money under the measure would go to the city for local stormwater problems,” said Long. “The city is responsible for local draining on streets and storm drains. They have a list of problems that the funding would help them, as well.”

Julia Lavaroni, of Novato, one of five residents behind the “Vote No on Novato Measure E” campaign, said flood protection should not fall on residents’ shoulders. She said that is especially true with the passing of the San Francisco Bay Restoration Authority’s Measure AA in June 2016. The tax was passed by voters of the nine-county Bay Area under the promise of raising \$500 million over 20 years for reducing the impact of sea-level rise with wetland restoration.

“It’s definitely redundant,” Lavaroni said of projects to be funded by Measure AA and the flood control zone’s Measure E.

Long said the claim was “absolutely false.”

“Measure AA is for bay restoration,” he said. “And included in bay restoration in a few places is shorefront flood protection, but it has no funding — no money for local flood control. That’s up to the individual communities, and in our case, that’s flood control zone 1 in Marin County.”

MEASURE AA CLAIM

Lavaroni said the opposition group also believes that between funding the flood control zone receives annually from property taxes, Measure AA and grants available from state and federal agencies, residents should not have to pull more money from their pockets, Lavaroni said.

“If that’s not enough, the bureaucrats should sharpen their pencils and prioritize safety over pet projects,” she said in an argument filed with the Marin County Registrar’s Office against the measure.

Lavaroni said she fully supports the flood protection projects that the flood control zone seeks to get underway, but funding for them should be found through other sources. She said although \$47 is not a lot of money for many to pay every year, it is excessive in a county that is already one of the most expensive in the state.

“This is the kind of thing that has real impact on people,” she said. “Forty-seven dollars for many people, probably most people is absorbable, but it does impact people who are on limited budgets. It’s unnecessary.”

But Tony Williams, head of the county’s flood control and water resources division, said it is critical residents address flooding sooner rather than later.

“We don’t want to be in this Oroville dam scenario, jumping on the disaster after the fact,” he said. “You want to try to get ahead of it, and to leverage these opportunities with grants — they don’t come for free. There are typically match efforts just to get them.”