



NORTH MARIN WATER DISTRICT
AGENDA - REGULAR MEETING
 October 1, 2019 – 6:00 p.m.
 District Headquarters
 999 Rush Creek Place
 Novato, California

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Est. Time	Item	Subject
6:00 p.m.	CALL TO ORDER	
	1.	APPROVE MINUTES FROM REGULAR MEETING , September 17, 2019
	2.	GENERAL MANAGER'S REPORT
	3.	OPEN TIME: (Please observe a three-minute time limit)
	This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.	
	4.	STAFF/DIRECTORS REPORTS
	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.	
	5.	Consent - Approve: PRE Tank 4A Replacement Project - Approve Bid Advertisement
	6.	Consent - Approve: 2018 Novato Water System Master Plan – Acceptance of Final Report
	7.	Consent - Approve: Approval for President Baker to attend the Association of California Water Agencies (ACWA) Fall Conference in San Diego CA December 4-6, 2019
	8.	Consent - Approve: Auditor-Controller's Statement of Investment Policy
	9.	Consent - Approve: Disposal of Surplus Equipment
	10.	Consent - Approve: First Amended Reimbursement Agreement with Sonoma County Water Agency for the North Marin Water District Water Conservation Program
	11.	Consent - Approve: Base Salary Schedule Revision
	ACTION CALENDAR	
	12.	Approve: Public Communications Strategy and Plan
	13.	Approve: WRA Consulting Engineering Services Agreement – Design Services for Lagunitas Creek Slope Stabilization Upstream of Gallagher Ranch Bridge

All times are approximate and for reference only.

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

(Continued)

Est. Time	Item	Subject
	14.	Approve: Cherry Hill Tank No. 2 Recoat and Rehabilitation Project – Award Construction Contract to Paso Robles Tank, Inc.
	15.	Approve: GHD – Consulting Engineering Services Agreement (Oceana Marin Treatment and Storage Pond Rehab)
		INFORMATION ITEMS
	16.	Initial Review – Set Salary, Terms and Conditions of Employment – General Manager
	17.	FY 18/19 - Operations/Maintenance 4 th Quarter Report
	18.	MISCELLANEOUS Disbursements - Dated September 26, 2019 Water Rate Study Schedule Update Three-Month Outlook Temperature and Precipitation Probability <u>News Articles:</u> New call to rein in pensions in Marin Affordable housing plan gets boost – WEST MARIN PSPS Local Partners Handout - Local Response and Preparedness for the PG&E Public Safety Power Shutoff Wildfire safety agency formed Chief has talks with city about top post
	19.	CLOSED SESSION: Conference with Labor Negotiators California Government Code Section 54957.6. Agency for designated representatives: Drew McIntyre, Julie Blue. Employee Organization: NMWD Employee Association
	20.	CLOSED SESSION: In accordance with California Government Code Section 54957 for Public Employment, Title: Human Resource/Safety Manager
8:30 p.m.	21.	ADJOURNMENT

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DRAFT
NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
September 17, 2019

CALL TO ORDER

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

Claire Knoles and Kayla Swenson (Kiosk), District employees Tony Arendell (Construction/Maintenance Supervisor), Robert Clark (Operations/Maintenance), Ryan Grisso (Water Conservation Coordinator), Pablo Ramudo (Water Quality Supervisor) and Lia Solar (Engineering Services Representative) were also in attendance.

MINUTES

On motion of Director Fraites, seconded by Director Petterle the Board approved the minutes from the September 3, 2019 meeting by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

GENERAL MANAGER'S REPORT

Mr. McIntyre welcomed NMWD Engineering Services Representative Lia Solar, and explained that Ms. Solar has been cross training with Ms. Kehoe in case Ms. Blue, Engineering Secretary, is unable to back up the District Secretary. Director Baker commented that cross training is always a good idea.

Public Safety Power Shutoff (PSPS)

Mr. McIntyre announced that staff continues to participate in PSPS planning with the City of Novato, Novato Fire Protection District, Novato Sanitary District, Novato Unified School District, the Humane Society and Sutter Hospital. He stated that the local agencies are working

to maximize coordination in the event of an emergency power shutdown including common media messaging, impact assessment and sharing of resources.

Director Joly asked when the next PSPS meeting will be. Mr. McIntyre replied the next one is on September 26th.

Emergency Operations Center Training

Mr. McIntyre stated key staff are currently participating in EOC training at the District Dave Jeffries, a local public safety consultant, is providing the training and the fourth and final session will focus on a table top exercise. He also added that these sessions have been a good refresher and will continue on a periodic basis.

National Resources Conservation Service (NRCS)

Mr. McIntyre reminded the Board that in May the Board approved submission of a grant request to the National Resources Conservation Service for creek erosion mitigation work at the Gallagher Ranch Bridge to protect our water pipeline suspended from the bridge. He announced that we recently received notification from NRCS of approval of a 75% federal grant for this project. He noted that since this is an emergency grant the timeline is fast paced and we will need to hire a consultant for design and permitting. Mr. McIntyre stated he hopes to have more information at the October 1st meeting in order to move forward.

Director Grossi asked if there was any way to get additional local or state funding to address erosion concerns. Mr. McIntyre replied that there may be future funding opportunities at a later date through MALT, but no other local or state funding sources are known to be available for this project.

WAC Potter Valley Ad Hoc Subcommittee Meeting

Mr. McIntyre reported that he and Director Baker will be attending a WAC Potter Valley Project Ad Hoc subcommittee meeting on September 19th to review a draft resolution to be presented for action at the October 7th Special WAC/TAC meeting. He stated the resolution includes a Statement of Interests to maintain continued successful collaboration with SCWA and to ensure we continue to be informed and engaged in the development of the Feasibility Study between now and next April, 2020.

Regional Water Supply Resiliency Study

Mr. McIntyre announced that on Friday, September 20th, he, Robert Clark and Rocky Vogler will be attending a kickoff meeting with SCWA's consultant (Jacobs) working on the Regional Water Supply Resiliency Study.

OPEN TIME

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

67 **STAFF/DIRECTORS REPORTS**

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

70 Mr. Clark apprised the Board about a recent fire on the watershed. He noted that it was
71 caused by a tree that fell and knocked down a power line. Mr. Clark stated an inspection was
72 done, and Mr. Ramudo checked the water quality for any fire retardants and at this time there is
73 no issue in the watershed.

74 Director Grossi stated the fire was behind the third tee of the golf course, and could
75 have spread over the hill quickly. Director Baker asked how fire suppression was done. Mr.
76 Ramudo stated that there was a crew on the ground and aircraft. Director Grossi added that he
77 saw them hauling water out of Stafford Lake and he saw eight or nine county fire trucks on
78 Novato Blvd. Director Petterle asked how many acres were burned. Mr. Clark replied,
79 somewhere between two or three. He also reminded the Board of the recent lease agreement
80 that was granted to PG&E on District land below Stafford Treatment Plant as a staging area for
81 their helicopters, noting they used that area during this fire. Director Grossi stated that PG&E
82 recently leased some of their land too.

83 Mr. Vogler announced he received feedback from Directors Baker and Joly on the
84 Novato Water Master Plan and barring any additional requests he plans to bring it back to the
85 Board for approval on the October 1st agenda. Director Fraites asked a question about how
86 Asbestos Cement Pipe (ACP) deteriorates in our system. Mr. Vogler replied that calcium
87 leaches out of the cement, but the asbestos stays intact. He added if the water is aggressive in
88 the pipes or if ground water is conducive to leaching of calcium it could affect the pipes. Mr.
89 Vogler stated that when a pipeline is replaced a cross section of the old pipe is tested to
90 determine how much material is left, adding that most breaks are caused by the ground settling.
91 Mr. Ramudo added that the District regularly tests for asbestos in our water and we never find it.

92 **MONTHLY PROGRESS REPORT**

93 Mr. McIntyre provided the Board with the Monthly Progress Report for August. He stated
94 that water production in Novato is down 7% from one year ago. In West Marin, water production
95 is down 16% from August one year ago. Recycled Water production is up 9% from one year
96 ago. Stafford Treatment Plant production is up 22% from one year ago and Mr. McIntyre noted
97 that August production was at a five year high. Stafford Lake is at 65% of capacity, Lake
98 Sonoma is at 92% and Lake Mendocino is at 116%. Mr. McIntyre informed the Board that in

Oceana Marin, treatment plant pond free board levels look good heading into the winter season. He discussed the Developer Projects Labor Hours Report, noting that Construction is at 62% and Engineering is at 19% year to date. Under Safety/Liability we currently have 155 days without a lost time injury. On the Summary of Complaints and Service Orders, Mr. McIntyre apprised the Board that total numbers are down 22% from August one year ago.

Ms. Blue reported on the August 2019 Investments, where the District's portfolio holds \$19.5M earning a 2.40% average rate of return. Ms. Blue noted the LAIF rate is 2.34%.

Director Joly noted the negative number in the Novato and West Marin Potable water production and since August was a hot month he found this odd. Mr. McIntyre replied that he expected water sales to be higher in August as well and commented that it is difficult to predict water consumption trends. He added that August water use for many other North Bay water agencies are below that of 2018. Mr. McIntyre also commented that production meter problems in West Marin last year could be a factor with reported lower water production in West Marin. Director Joly stated he noticed in FY 16 to FY 19 water use plateaued, and thought reduced water sales could be a result of rising rates.

Director Joly commented that world bonds are now a negative interest rate. Ms. Blue replied that the District is also looking at other treasury notes. Director Joly pointed out the 113% increase and asked what is making it bounce up so high. Ms. Blue said that it is often due to timing, and indicated that she will provide further explanation when next month's investment report is brought to the Board for review.

ACTION ITEMS

WEBSITE DEVELOPMENT PROJECT

Mr. Grisso presented a website development proposal from Novato based Kiosk. Mr. Grisso reported that Kiosk will focus on upgrading the website; making it more modern, ADA compliant and mobile friendly. He added he felt Kiosk was a good fit for NMWD as they have worked with other government agencies in the area and understand our needs. Director Grossi asked if the website was developed in-house or by a consultant. Ms. Knoles replied 100% in-house. Director Joly commented that he found the memo and the presentation to be good and asked if the new website will be up and running in December. He also inquired about the annual fee, and asked if that was typical. Mr. Grisso replied that the target completion date is the end of this year and that the annual hosting fee is typical and we will need maintenance too; adding staff will be there if we need help. Mr. Petterle said he would like better photos of District Board members. Ms. Grisso replied that is part of the plan.

On the motion of Director Petterle, and seconded by Director Joly the Board approved

the Website Development Project by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATION ITEMS

INITIAL REVIEW - PUBLIC COMMUNICATION STRATEGY AND PLAN

Mr. Grisso introduced Claire Knoles and Kayla Swenson from Kiosk. Mr. Grisso gave an overview on the Public Communications Strategy and Plan and referred to the earlier presentation by Kiosk at the last meeting. He commented that the objective of the Plan is to increase customer input and engagement. Mr. Grisso added the final plan will be presented on October 1st for approval.

Director Petterle stated he was pleased with what he saw, and pleased with the discussion he had with Ms. Knoles. Director Joly asked about the breakdown of the \$70,000. Mr. Grisso replied that around \$30,000 is for the website, and the balance is for the implementation plan. Mr. McIntyre reminded the Board that this will be over a two year implementation period. Director Joly commented that it is also good to help support Novato based companies.

FOURTH QUARTER FY 18/19 – WATER QUALITY REPORT

Mr. Ramudo updated the Board on the FY 18-19 Water Quality Report. He reported that the water served to the communities of Novato and Point Reyes met all federal and state water quality standards during the fourth quarter of the fiscal year 2018-2019. Mr. Ramudo stated Stafford Lake was used as a local water supply in this quarter and water quality was great, noting it was the first extended period we did not have blue green algae make up the majority of algae in the lake. He added that water from SCWA has a little higher chlorine level due to their compliance with the ground water rule, however we have had few complaints about it and it protects us from water borne diseases. Director Joly stated that he wished he better understood the sodium and chloride numbers from STP, and asked how they relate to imported water from the aqueduct. Mr. Ramudo explained that we have moderately higher sodium levels from Stafford when compared with the SCWA supply, which is similar to the Gallagher Well ground water supply that is low in sodium. Mr. Ramudo added that we have an agreement to notify our West Marin customers if the sodium levels are above 50mg, but that is not the case in Novato. Director Joly stated he drinks a lot of water and asked if he should be concerned about the sodium. Mr. Ramudo replied it is not a dietary concern; it is a very low amount.

Mr. Ramudo continued the discussion noting the main issue in Point Reyes is salinity intrusion at the Coast Guard Wells. He noted during the quarter salinity levels in West Marin dropped, as did bromide, and believes it was in part due to the effort to flush the Coast Guard wells and continued use of the Gallagher Well water.

Mr. Ramudo noted recent articles in the media about public awareness of contaminants in the water, one of which is the rising concern over toxins produced by blue green algae. An additional chemical of concern is PFAS which are manmade chemicals like Teflon and some others previously used for firefighting suppression. He also commented that the District has been getting more calls from the public concerned about their dogs drinking from local creeks and Stafford Lake and asked if they can get sick from drinking Stafford Lake water. He noted that dogs are not allowed around the lake, but people still ask.

2018 STRATEGIC PLAN – 1 YEAR REVIEW

Mr. McIntyre gave an update on the current status of the 2018 Strategic Plan. He explained that this report focuses on the first year review of the 2018 Strategic Plan which consists of six major goals. Mr. McIntyre added that all of the objectives scheduled for 2018 have been completed or are in progress with the exception of the expanded participation in Supervisor Training offered by Sonoma County. He noted that this program is currently undergoing an update and will be up and running soon. Director Baker asked if it is a courtesy to us that they let us participate. Mr. McIntyre replied that if there are any open seats, they offer them to us for a small fee. Director Baker asked if any of our other colleagues participate in the program. Director Petterle asked where the classes were held. Mr. McIntyre replied that they are held at the Sonoma County Office in Santa Rosa. Director Fraites asked in regards to the emergency planning goal, can we add the PG&E PSPS Training. Mr. McIntyre replied yes. Director Joly asked in reference to the benefits of transferring the District owned fire service to commercial owned fire services, will the Board hear more on this subject. Mr. McIntyre confirmed.

NBWA MEETING – SEPTEMBER 6, 2019

Director Fraites updated the Board on the current NBWA Meeting that occurred on September 6, 2019. He stated the organization itself is doing a strategic plan and review. Director Fraites stated the last meeting was at the Napa Sanitation District. He remarked that it was a fabulous plant and their district worked with the developer to provide assistance and keep the cost down.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements – Dated

September 5, 2019, Disbursements – Dated September 12, 2019 and FY 20 Water Conservation and Public Outreach Budget Detail.

The Board received the following news articles: Blackout warning system unveiled – Alerts; School board mulls map choices – NOVATO ELECTION; Fire officials step up push for joint agency – Fire PREVENTION; Fire district board doubles meetings pay – NOVATO; Wiener proposed legislation to limit PG&E shutoffs; PG&E's plan to exit bankruptcy has nearly \$18 billion for fire claims; and Novato City Hall shake-up widens.

Director Baker provided an informational draft on the August 2019 Marin County Operational Area, Electrical System De-Energization Response Plan.

CLOSED SESSION

President Baker adjourned the Board into closed session at 6:56 p.m. in accordance with Conference with Legal counsel – Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (one case).

CLOSED SESSION

President Baker called the Board into the second closed session at 7:40 p.m. in accordance with California Government Code Section 54957 - Public Employee Performance Evaluation (One), Title: General Manager.

OPEN SESSION

Upon returning to regular session at 8:20 p.m., President Baker stated that during the closed session the Board had discussed the issue and no reportable action had been taken.

ADJOURNMENT

President Baker adjourned the meeting at 8:20 p.m.

Submitted by

Theresa Kehoe
District Secretary

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MEMORANDUM

To: Board of Directors
 From: Rocky Vogler, Chief Engineer *RV*
 Subj: PRE Tank 4A Replacement Project - Approve Bid Advertisement
R:\Folders by Job No\6000 jobs\6263.20 PRE Tank 4A\BOD Memos\BOD Memo Auth to Advertise 9-27-19.doc

Date: September 27, 2019

RECOMMENDED ACTION: Board Authorize Advertisement of the PRE Tank 4A Replacement Project

FINANCIAL IMPACT: \$550,000 (included in FY20 CIP budget)

Background

The Paradise Ranch Estates Tank 4A Replacement project consists of the design and construction of a 125,000 gallon cast-in-place circular concrete tank to replace the existing aging 50,000 gallon redwood tank and the 25,000 gallon redwood tank destroyed in the 1995 Mt. Vision fire. The project includes additional fire flow storage to satisfy Marin County fire protection goals and is consistent with the Board approved 2001 West Marin Long Range Plan and subsequent 2014 West Marin Water System Master Plan. The tank is located at the end of Drakes View Drive. (See site plan provided in Attachment A).

Initial work on the project began in 2011 with partial preparation of CEQA documentation by Leonard Charles and Associates, however that work was halted at the District's request. Funds for the project were subsequently re-budgeted for design and construction in FY16 and FY17 respectively, and CEQA work was resumed in 2017. Project design commenced in 2017, and additional work to secure a Coastal Permit was also initiated. At the June 26, 2018 meeting, the Board held a public hearing, adopted a Mitigated Negative Declaration, approved the project, and authorized staff to file a Notice of Determination with the Marin County Clerk.

The project is located in the Coastal Zone and District staff originally applied for a Coastal Permit in February 2018. The Coastal Permit hearing was held on September 13, 2018 and the Deputy Zoning Administrator of the County of Marin approved the Coastal Permit. State Water Resources Control Board (SWRCB) staff reviewed and approved the project plans and the application for the West Marin water system permit amendment as required for new tanks over 100,000 gallon storage capacity. A final inspection to be conducted after construction completion by the SWRCB staff will complete the SWRCB permit amendment process. At the September 18, 2018 meeting, the Board approved bid advertisement for the project.

On September 24, 2018, attorneys for the Young family (25 and 26 Buck Point Road) filed an appeal against the District's project, citing issues with public noticing, visual prominence and environmental impacts. Although County staff supported the District's position, the Marin County Planning Commission upheld Young's appeal at the October 22, 2018 hearing date. Consequently, the District appealed the Planning Commission's decision, and the County Board of Supervisor's upheld the District's appeal at the December 18, 2018 meeting. On January 29,

Approved by GM *[Signature]*

Date *9/27/19*

2019, the District was informed by the California Coastal Commission (CCC) that the Young's appealed the project. At the February 5, 2019 Board meeting, staff informed the Board of the CCC appeal and advised that the current bid solicitation would be would canceled and the project re-bid in October 2019. With the assistance of District counsel, on April 5, 2019, the District ultimately reached a settlement agreement with the Young's.

Plans and specifications for the new 125,000-gallon tank were recently completed by the design consultant GHD Inc. and District staff, and are ready for bidding. The following project schedule identifies key dates, including the proposed advertising date:

SCHEDULE

Advertise Project	October 11, 2019
Pre-bid Meeting (tentative)	October 22, 2019
Bid Opening	November 5, 2019
Board Authorization of Award	November 19, 2019
Notice of Award	November 20, 2019
Contractor Notice to Proceed	December 3, 2019
Construction Complete	August 14, 2020

Project Description and Costs

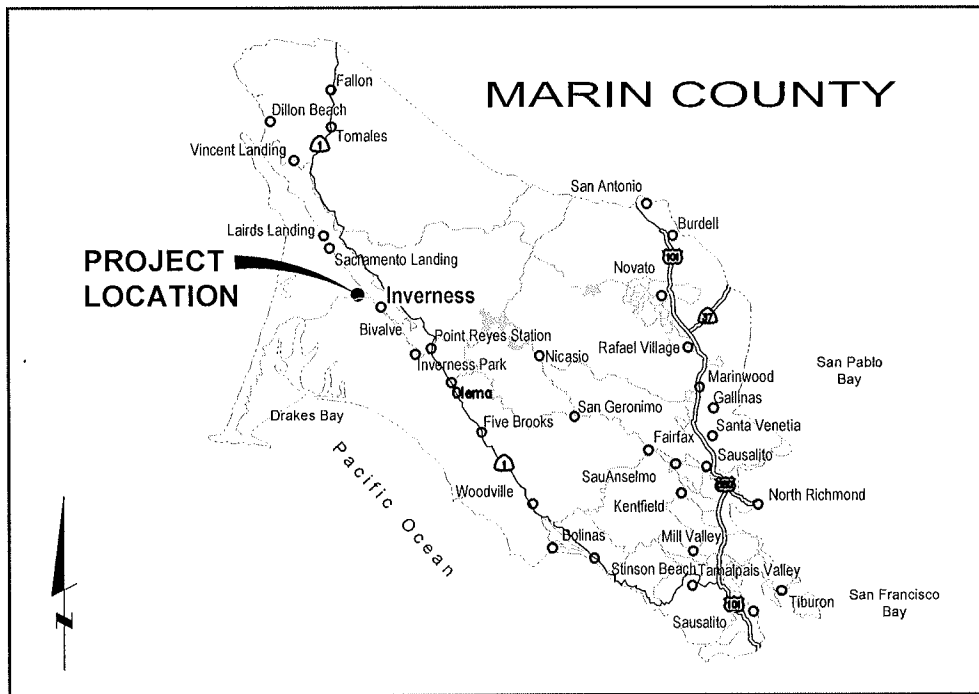
The scope of work for this project includes construction of a 125,000-gallon above ground cast-in-place concrete potable water storage tank and appurtenances, including excavation, site grading and piping improvements. The new tank will be approximately 21 feet in height, measured from surrounding grade. The inside diameter of the new tank will be 32 feet.

The existing Tank 4B will remain in operation until the new tank passes mandatory District inspection, leak test and disinfection. Once the new tank meets all District and SWRCB requirements, it will be filled and placed into service by District staff. The existing Tank 4B will subsequently be decommissioned and removed by District staff (not part of this contract). Prior to tank construction, District staff will also perform work related to relocating existing utilities in conflict with the contractor's site work.

The updated engineer's construction cost estimate for this project is \$383,000 (see Attachment B). An updated total project cost estimate will be provided to the Board at the time of bid award.

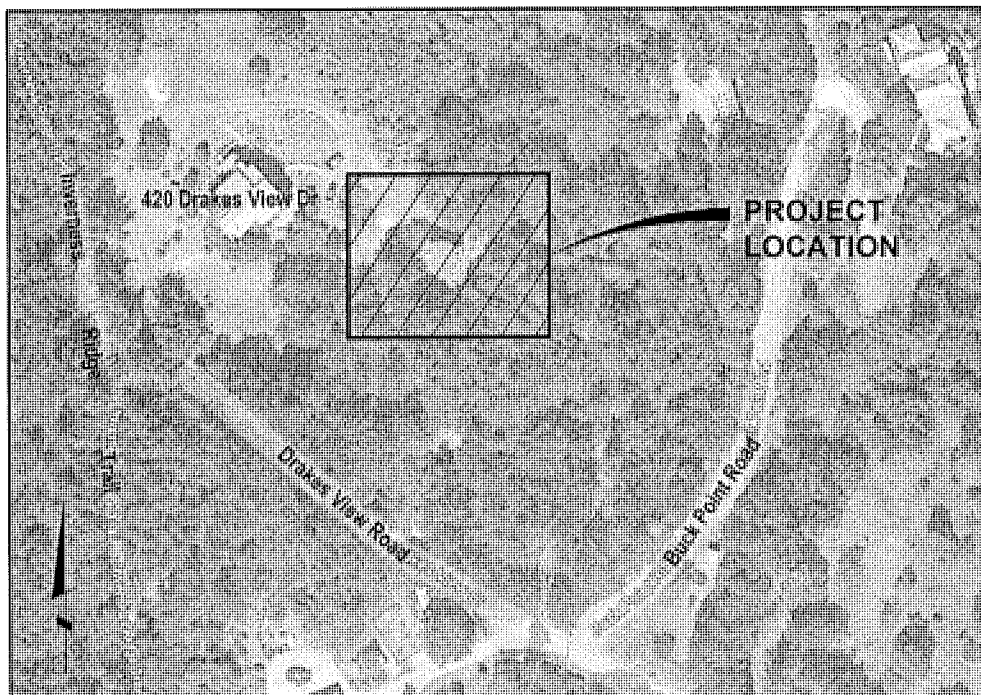
RECOMMENDATION

Board authorize bid advertisement of the PRE Tank 4A Replacement Project.



VICINITY MAP

N.T.S.



LOCATION MAP

N.T.S.

ATTACHMENT A

PRE TANK 4A REPLACEMENT
APN 114-120-09

DATE	SCALE	JOB.NO.	DWG.NO.
9/12/18	NTS	6263.20	MAP

**NORTH MARIN WATER DISTRICT
WATER SYSTEM IMPROVEMENTS/SPECIAL PROJECTS
PROJECT SUMMARY**

COMPLETED BY: David Jackson UPDATED BY: Carmela Chandrasekera
 DATE: 3/30/2015 DATE: 9/23/2019
 SERVICE AREA: ☐ NOVATO ☒ WEST MARIN ☐ OCEANA MARIN

Job No. <u>2.6263.2</u>		Title: <u>PRE Tank No. 4A Replacement</u>						
Facility No. <u>6263</u>				Facility Type (Pipelines, Pump Stations, etc.): <u>Storage Tank</u>				
Description: Replace the previously existing 25,000 gallon redwood tank (which burned down during the Mt. Vision fire) with a new tank, capacity approximately 125,000 gallons. The existing 50,000 gallon tank to be decommissioned once the new tank is in operation Project Justification: The burned redwood tank needs to be replaced. The larger size tank is required to provide additional fire protection and emergency water storage capacity.								
	Baseline Cost Estimate	(03/15)	Updated (9/19)	Expended to Date	Baseline Schedule	Start	Finish (Est.)	Finish (Actual)
1	Project Dev.	\$10,000		\$13,625	Project Dev.	2010		
2	Design	\$28,000		\$90,721	Design			
3	Permitting (CEQA)	\$22,000		\$39,592	Permitting			
4	Legal			\$3,381	Procurement			
5	Easements			\$1,920	Construction			
6	Engineering Labor (planning design, permitting)			\$96,273	Project Closeout		2020	
	Expenses prior to 9/23/19		\$245,512					
7	Tank Construction Contract	\$310,000	\$383,000					
8	Misc. Yard Piping	\$17,000	\$17,000					
9	Elect./Mech.	\$6,000	\$6,000					
10	Const. Admin.	\$17,000	\$17,000					
11	Project Closeout	\$2,000	\$2,000					
12	SubTotal	\$412,000	\$670,512					
13	Project Contingency	\$82,000	\$67,000					
	Percentage	20%	10%					
	Total	\$494,000	\$737,512	\$245,512				

Notes: Tank Construction costs based on Concrete (Cast in Place) Tank
Project started in 2010 - Updated costs with ENR Construction Cost Index (3/11 to 3/15) = 10.3%
 Prior expenses:
 Project development -mapping (1,485), survey (9,990)
 Design - GHD (90,721)
 Permits (39,592) - CEQA and Coastal Permit - LCA (20,720), MPEG (6,280), County Fees (11,221)
 Legal (3,381)
 Easements - W&P (1,920)
 Projected expenditure in FY2020 = \$737,512 - \$245,512 = \$492,000

6

MEMORANDUM

To: Board of Directors Date: September 27, 2019
From: Rocky Vogler, Chief Engineer *RV*
Subject: 2018 Novato Water System Master Plan – Acceptance of Final Report
R:\Folders by Job No\7000 jobs\7039.02 Novato WMP\Board Agenda Items\2018 Final Master Plan BOD Memo.doc

RECOMMENDED ACTION: Board Accept the 2018 Novato Water System Master Plan Update Final Report.

FINANCIAL IMPACT: None.

BACKGROUND

The Administrative Draft of the 2018 Novato System Master Plan Update was distributed to the Board at the August 6, 2019 meeting where staff highlighted the critical elements and provided key background information on the Plan. At the time of the August 6 meeting, staff solicited additional comments on the Administrative Draft prior to finalization and requested any final comments be provided to staff no later than September 20, 2019. With passage of the September 20 deadline, the review comment period was closed and staff initiated preparation of the final report.

The final report has been completed and a copy can be downloaded from the website. Hard copies will be made available upon request. The administrative draft was reviewed by all department heads, General Manager, Chief Engineer and the Directors. All appropriate review comments have been incorporated into the final report.

PATH FORWARD

Staff requests that the Board accept the 2018 Novato Water System Master Plan Update Final Report. If there are any additional comments that result in corrections to the document, those specific pages can be modified and the old page(s) replaced with the new page(s) as appropriate. The 2018 Water System Master Plan Update will continue to serve as a guideline and blueprint for Novato potable water system planning. As has been customary, the Plan will be updated approximately every five years.

Please note that acceptance of the final report does not constitute approval or acceptance of any specific project or idea contained in the report. Any capital improvement project identified in the Plan must be approved and budgeted separately through the annual District budgeting process. Accordingly, any new expenditures will be approved through the regular annual District budget preparation process.

RECOMMENDATION

That the Board accept the 2018 Novato Water System Master Plan Update final report.

Approved by GM

Date


RV
9/27/19

7

MEMORANDUM

To: Board of Directors

September 27, 2019

From: Drew McIntyre, General Manager 

Subj: Approval for President Baker to attend the Association of California Water Agencies (ACWA) Fall Conference in San Diego CA December 4-6, 2019

t:\gm\hod misc 2019\acwa attendance.docx

RECOMMENDED ACTION: Approve Travel Authorization**FINANCIAL IMPACT:** Estimated \$2,052Background:

District Policy 13: "Directors Compensation and Procedure", states that expenses incurred by a Board member in connection with attending a meeting out of the immediate area are reimbursable, when authorized by prior approval of the Board.

President Baker wishes to attend the ACWA Fall Conference and requests that the Board approve reimbursement of his expenses.

ACWA conferences provide an excellent opportunity for Directors and staff to learn about California water issues. The cost breakdown is estimated as follows:

Conference Registration w/meals	\$725
Air Fare	\$470
Hotel (3 nights)	\$707
Misc. (Transportation, Meals)	<u>\$150</u>
Estimated Total	<u>\$2,052</u>

Recommendation:

Approve expense reimbursement for President Baker's attendance at the Association of California Water Agencies (ACWA) Fall Conference in San Diego, CA, December 4th through 6th.

Approved by GM Date 9/27/19

8

MEMORANDUM

To: Board of Directors

September 27, 2019

From: Julie Blue, Auditor-Controller *JB*

Subj: Approve Auditor-Controller's Statement of Investment Policy

\\nmwdsrv1\administration\aclword\invest\20\policy memo 2020.docx

RECOMMENDED ACTION: Approve the Investment Policy as Presented.**FINANCIAL IMPACT:** None

Following is the District's Statement of Investment Policy which is presented to the Board annually for review. There are no changes proposed in the Investment Policy from that approved by the Board last year:

NORTH MARIN WATER DISTRICT STATEMENT OF INVESTMENT POLICY

- 1) Investment of sinking fund or reserve money of the North Marin Water District shall be made in securities in which North Marin Water District is legally empowered to invest such funds in accordance with Section 53601 of the Government Code, taking into consideration the probable income as well as the probable safety of said funds, exercising the judgment and care, under the circumstances then prevailing, which individuals of prudence, discretion and intelligence exercise in the management of their own affairs, not in regard to speculation, but in regard to the permanent disposition of said funds.
- 2) As far as possible, all money shall be deposited for safekeeping in financial institutions insured by the Federal Deposit Insurance Corporation or may be invested as provided in Section 53635 of the Government Code, pertaining to local agency pooled money investments.
- 3) Money may be invested in the Local Agency Investment Fund in accordance with Section 16429.1 of the Government Code.
- 4) A minimum of 20% of the District's investment portfolio shall remain liquid (i.e., in demand deposit accounts or equivalent) at all times. In addition, the weighted average life of the portfolio shall not exceed 2½ years.
- 5) No investments shall be made in financial futures or financial option contracts that are otherwise allowed pursuant to Section 53601.1 of the Government Code.
- 6) Interest earned through investment of the pooled District treasury shall be credited to the various water, sewer, and reserve account funds in direct proportion to their percentage of the total District treasury.
- 7) Accounts shall be maintained in North Marin Water District accounting records to record the reserve and inactive funds invested at all times in accordance with the State Controller's chart of accounts as authorized by Section 53891 of the Government Code.
- 8) Reserve fund account balances shall be maintained separately and shall reflect at all times the balance in each reserve fund in a manner consistent with generally accepted accounting practices.
- 9) Depositories having custody of North Marin Water District funds shall be directed to forward copies of all correspondence concerning North Marin Water District funds to the Auditor-Controller of North Marin Water District. In the Auditor-Controller's absence, the General Manager of the District shall serve as Treasurer. In addition to the Auditor-Controller, the General Manager and a Senior Accountant shall be signatories on all investment accounts maintained by the District. Banking Institutions shall require authorization from two signatories to execute any non-recurring wire transfer.

October 12, 2018

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Approved by GM *JB*Date *9/27/19*

10) Verification that moneys have been on deposit at all times and collateralized in amounts equal to or in excess of funds designated by the Board of Directors as reserve funds shall be made in the annual audit of records.

11) The Auditor-Controller shall render a monthly investment report to the Board.

12) Criteria for selecting investments and the absolute order of priority shall be: (a) safety, (b) liquidity, (c) yield.

13) No more than two-thirds of District deposits in a depository shall be collateralized by non-government guaranteed mortgage backed securities, with the remainder to be backed by government guaranteed mortgage backed securities or non-mortgage backed securities.

14) The Auditor-Controller shall maintain a list of authorized broker/dealers who are approved for investment purposes. All authorized broker/dealers must certify that they have received and read the District's Investment Policy and will follow the guidelines therein, and must submit a copy of their firm's most recent audited financial statement annually. Staff shall investigate broker/dealers who wish to do business with the District to verify their experience with California public sector agencies, verify that they are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission or other applicable self-regulatory organizations.

RECOMMENDATION


Approve the Investment Policy as presented.

9

MEMORANDUM

To: Board of Directors

September 27, 2019

From: Robert Clark, Operations / Maintenance Superintendent 

Subject: Disposal of Surplus Equipment

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RECOMMENDED ACTION: Approve Disposal of Surplus Equipment**FINANCIAL IMPACT:** \$18,600 income (estimated)

As part of the adopted FY 2019/20 and the previous FY Equipment Budgets, staff entered into an agreement with the Enterprise Fleet Management group to begin leasing 1 ton and smaller vehicles. This past year we identified the need to replace five vehicles and have various equipment we can no longer use reliably that we plan to surplus at auction. See list below.

Staff recommends the disposal of the vehicles and equipment shown below, all of which are old and worn, with maintenance and repair costs that are no longer cost effective when compared to replacements.


Staff has researched the current value for the listed surplus equipment and plans to sell them through 1st Capitol Auction, a bonded resale agent located in Vallejo. This will be the ninth year we have sold equipment through this vendor.

The following equipment is proposed to be sold at auction:

Equip. No.	Description	Mileage	Est. Auction Value
53	2004 Chevrolet 1500 Pickup	132,617	\$2,500
56	2005 Honda Civic Sedan	80,242	\$1,800
57	2005 Honda Civic Sedan	80,398	\$1,800
58	2005 Ford Ranger pickup	133,069	\$1,000
501	2005 Chevrolet Colorado Pickup	145,060	\$2,500
510	2009 Toyota Prius Sedan	134,302	\$3,500
89	1978 Asplundh wood chipper		\$1,000
	1990 Excel Flat Deck Trailer		\$1,000
	1950 Drill Press		\$3,000
	2001 Quincy QR-25 Air Compressor		\$500

RECOMMENDATION:

Authorize staff to send equipment to auction with 1st Capitol Auction for disposal of the surplus equipment.

Approved by GM Date 9/27/19

10

MEMORANDUM

To: Board of Directors September 27, 2019

From: Ryan Grisso, Water Conservation Coordinator *RG*

Subject: Approve – First Amended Reimbursement Agreement with Sonoma County Water Agency for the North Marin Water District Water Conservation Program
 V:\Memos to Board\Amended 2014 Water Conservation Reimbursement Agreement with SCWA.docx

RECOMMENDED ACTION: Board approve and authorize the General Manager to execute the First Amended Reimbursement Agreement for the North Marin Water District Water Conservation Program, with Sonoma County Water Agency.

FINANCIAL IMPACT: \$180,000 (Included in FY2014/15, FY2015/16, FY2016/17, FY2017/18, FY2018/19, FY2019/20, and FY2020/21 Budgets)

The Sonoma County Water Agency (Agency) has assisted North Marin Water District (District) staff in water conservation program implementation for the past five years through a reimbursement agreement, primarily with administration of the Water Smart Home Survey Program. The Agency also assists, as needed, in the Large Landscape and Commercial Audit Program, and general water conservation assistance to District staff. This partnership has been successful and District staff has requested continued assistance from the Agency with water conservation program implementation for another two fiscal years. Attached is an Amended Agreement between the Agency and District authorizing District reimbursement to Agency for select water conservation programs administered for the District by the Agency (Attachment 1) to extend the time through the end of FY2020/21. The original Agreement allocated \$180,000 for reimbursement to the Agency for program assistance, however yearly reimbursable expenditures have been less than that budgeted and the originally approved \$180,000 of the Agreement should carry through FY 2020/21. No additional funding approval is needed at this time and this Amended only increases the duration of the Agreement.

RECOMMENDATION

Board approve and authorize the General Manager to execute the First Amended Reimbursement Agreement for the North Marin Water District Water Conservation Program with Sonoma County Water Agency extending the agreement two additional years.

Approved by GM *[Signature]*

Date *9/27/19*

First Amended Reimbursement Agreement for the North Marin Water District Water Use Efficiency Program

This first amended agreement ("First Amended Agreement" or "Agreement") is between the **Sonoma County Water Agency**, a body corporate and politic of the State of California (hereinafter "Sonoma Water"), and **North Marin Water District** (hereinafter "NMWD").

RECITALS

- A. NMWD and Sonoma Water share the goal of promoting increased water use efficiency in order to reduce operating costs, avoid or defer capital improvement costs associated with expansion of water supply and wastewater disposal systems, minimize associated environmental impacts, and meet the criteria and standards of state and federal regulatory agencies.
- B. NMWD and Sonoma Water are parties to the Restructured Agreement for Water Supply ("Restructured Agreement"), which authorizes Sonoma Water to implement and fund water conservation measures that are cost-effective and will reduce water demands on Sonoma Water's water transmission system.
- C. NMWD and Sonoma Water are signatories to the Memorandum of Understanding Regarding Urban Water Conservation in California (MOU) as governed by the California Urban Water Conservation Council (CUWCC).
- D. The MOU identifies water conservation Best Management Practices ("BMPs") that achieve long-term reductions in per-capita water demand to improve supply reliability, reduce the impact of short-term water shortage conditions, and provide a more accurate basis for future water management planning efforts.
- E. In addition, NMWD and Sonoma Water are members of the Sonoma-Marin Saving Water Partnership whose intent is to provide regional solutions for water use efficiency.
- F. Sonoma Water and NMWD have cooperated to develop, implement, and fund a water use efficiency program ("Program") and NMWD desires Sonoma Water's continued assistance in developing and implementing NMWD's water conservation measures as described in Exhibit A, which is an integral part of this Agreement.
- G. NMWD is requesting services and materials from Sonoma Water for implementation and administration of NMWD's Program, and will reimburse Sonoma Water for its costs.
- H. Sonoma Water and NMWD do mutually desire to cooperate in the implementation of NMWD's Program.
- I. Sonoma Water and NMWD first entered into this Agreement on June 30, 2016.
- J. This First Amended Agreement adds two years to the Agreement term at no additional cost, for a new end date of December 31, 2021, to allow NMWD to utilize the funds left in the Agreement.

- K. In addition, this First Amended Agreement changes occurrences of “Water Agency” to “Sonoma Water.”
- L. This First Amended Agreement supersedes all previous agreements between the parties

AGREEMENT

NMWD and Sonoma Water agree as follows:

1. RECITALS

- A. The above recitals are true and correct.

2. DEFINITIONS

- A. For the purposes of this Agreement the following terms and definitions shall be used:
- 1) Measures: Components of the Program are identified in Exhibit A.
 - 2) Participants: NMWD-approved water customers who apply to participate in individual Measures as described in Exhibit A.
 - 3) Program: Collectively, the water use efficiency Measures described in Exhibit A, and related activities Sonoma Water has agreed to perform that may be reimbursed by NMWD under this Agreement.
 - 4) Sonoma Water-run Program: Water use efficiency Measures described in Exhibit A and implemented for NMWD by Sonoma Water.

3. COORDINATION

- A. NMWD shall coordinate work with Sonoma Water’s Representative. Contact information:

Sonoma Water	NMWD
Sonoma Water Representative: Kris Loomis, Programs Specialist II, or assigned personnel 404 Aviation Boulevard Santa Rosa, CA 95403-9019 Phone: 707-524-1165 Email: Kris.Loomis@scwa.ca.gov	NMWD Representative: Ryan Grisso, or assigned personnel 999 Rush Creek Place Novato, CA 94945 Phone: 415-897-4133 ext. 8421 Email: Rgrisso@nmwd.com

4. NMWD'S RESPONSIBILITIES

Assist Sonoma Water with administration of Program as follows:

- A. Direction: Provide Sonoma Water Representative with requested policy and/or direction during Program.
- B. Meeting Facilities: Provide meeting facilities as necessary.
- C. Marketing Data: Provide Sonoma Water Representative with access to water customer billing data to be used for marketing various water use efficiency Measures.
- D. Applicant Review: Review Sonoma Water-submitted list of applicants requesting Program rebates or incentives to determine if applicant is a qualified Participant to receive a rebate or incentive.

- E. CUWCC Online BMP Report: Enter BMP data on CUWCC online forms, as required by CUWCC.
- F. Record Keeping: Maintain complete and accurate records of all transactions in compliance with generally accepted accounting principles for enterprise accounting as promulgated by the American Institute of Certified Public Accountants and the Governmental Accounting Standards Board. Such records shall be available to Sonoma Water at all reasonable times for inspection and analysis.
- G. Payment: Make payment to Sonoma Water as specified in Paragraph 6.

5. SONOMA WATER'S RESPONSIBILITIES

- A. Coordination: Coordinate, document, and report on the Measures that Sonoma Water performs, including management, administration, budget, and follow-up of Measures described in Exhibit A, and provide staff to respond to incoming water use efficiency calls from NMWD customers as needed.
- B. Collateral Materials: Design and produce Program brochures and applications, as applicable and approved by NMWD.
- C. Quarterly Reports: Prepare quarterly reports summarizing status of Measures completed by Sonoma Water and submit the report to NMWD.
- D. CUWCC Online Reporting: Annually enter BMP data on CUWCC online forms for Sonoma Water-run Measures.
- E. Record Keeping: Sonoma Water will maintain complete and accurate records of all Sonoma Water costs and transactions associated with performance of Sonoma Water's responsibilities under this Agreement in compliance with generally accepted accounting principles for enterprise accounting as promulgated by the American Institute of Certified Public Accountants and the Governmental Accounting Standards Board. Such records will be available to NMWD at all reasonable times for inspection and analysis.

6. FUNDING

- A. Payment to Sonoma Water:
 - 1) Amount: NMWD shall pay Sonoma Water for services and materials authorized and incurred under this Agreement. Total amount paid to Sonoma Water shall not exceed \$210,000. Reimbursement amount shall be determined based on current weighted labor rates, including overhead, for Sonoma Water Representative listed in Paragraph 3.A and assigned support staff, plus actual costs of applicable materials.
 - 2) Invoices: Sonoma Water shall invoice NMWD quarterly for reimbursement of expenses incurred by Sonoma Water for Program. Invoices submitted to NMWD by Sonoma Water shall include a complete cost accounting by Measure and be clearly marked with Sonoma Water's invoice number and "Reimbursement Agreement for the North Marin Water District, Water Use Efficiency Program Funded in Fiscal Year 2016/2017, 2017/2018, 2018/2019, 2019/2020, and 2020/2021, TW 15/16-113." Upon receipt, review, and approval of invoice and Quarterly Status Report, NMWD will pay Sonoma Water for Program costs as authorized herein and itemized in said invoice(s).

7. MUTUAL INDEMNIFICATION

- A. Each party shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any act, omission, or negligence of such indemnifying party or its agents, employees, contractors, subcontractors, or invitees. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party or its agents, employees, contractors, subcontractors, or invitees under workers' compensation acts, disability benefit acts, or other employee benefit acts.

8. TERM OF AGREEMENT

- A. The term of this Agreement shall be from June 14, 2016 ("Effective Date") until depletion of the not-to-exceed amount listed in Paragraph 6, or until December 31, 2021, whichever occurs first, unless terminated earlier in accordance with the provisions of Paragraph 9.

9. TERMINATION OF AGREEMENT

- A. This Agreement may be terminated by either party for any reason upon thirty calendar days' written notice by either party. Sonoma Water's right to terminate may be exercised by Sonoma Water's General Manager.

10. ADDITIONAL REQUIREMENTS

- A. Authority to Amend Agreement: Changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Minor changes, which do not increase the amount paid under the Agreement, and which do not significantly change the Agreement or significantly lengthen time schedules, may be executed by Sonoma Water's General Manager in a form approved by County Counsel. Notwithstanding this authority, neither Sonoma Water nor NMWD is under any obligation to approve such amendments.
- B. No Waiver of Breach: The waiver by either party of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or any subsequent breach of the same or any other term or promise contained in this Agreement.
- C. Construction: To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.
- NMWD and Sonoma Water acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other. NMWD and Sonoma Water acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

- D. No Third-Party Beneficiaries: Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.
- E. Applicable Law and Forum: This Agreement shall be construed and interpreted according to the substantive law of California excluding the law of conflicts. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the County of Sonoma.
- F. Captions: The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.
- G. Merger: This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.
- H. Survival of Terms: All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.
- I. Time of Essence: Time is and shall be of the essence of this Agreement and every provision hereof.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement as set forth below.

TW 15/16-113A

Approved as to form:

By: _____
Adam Brand, Deputy County Counsel

Sonoma County Water Agency

North Marin Water District, a public agency

By: _____
Grant Davis
General Manager

By: _____

(Please print name here)

Title: _____

Date: _____

Date: _____

EXHIBIT A

Water Use Efficiency Program Summary

Sonoma Water will assist NMWD with Program management including, but not limited to, verifying eligibility, processing rebates, tracking participation, developing marketing or outreach materials, and scheduling Program-related appointments. Measures may include, but are not limited to:

Water Smart Home Survey

NMWD will participate in, and Sonoma Water will coordinate, the Water Smart Home Surveys. Sonoma Water will perform a site evaluation of indoor and outdoor water-using fixtures and then provide a report with a list of water savings recommendations to the customer. Sonoma Water will provide NMWD with copies of the customer reports, as requested. Sonoma Water will send a weekly summary of bill adjustment surveys, including date of survey, address, whether the leak was fixed, if a full survey was performed and any applicable notes.

NMWD will provide Sonoma Water with water use data from customers who request a Water Smart Home Survey.

Residential and Commercial, Industrial and Institutional High Efficiency Toilet (HET) Rebate

Sonoma Water will assist with the implementation of HET rebates including developing marketing pieces, verifying customer eligibility and scheduling appointments for customers. The HET rebates offer an incentive to customers to replace inefficient toilets with a more efficient models.

Water Smart Landscape Rebate

Sonoma Water will assist NMWD with administering the landscape equipment rebates. Sonoma Water will qualify customers through a Water Smart Home Survey, issue the customer a rebate application, and discuss what equipment is eligible for the rebate.

Cash-for-Grass Turf Replacement Rebate and Lawn Be Gone

Sonoma Water will assist NMWD with administering the Cash-for-Grass Turf Replacement rebates and Lawn Be Gone incentives. Sonoma Water will qualify customers through a Water Smart Home Survey and issue the customer a rebate application. The Cash-for-Grass Turf Replacement rebate encourages customers to replace lawn with either low water use plants or synthetic turf.

Sonoma Water will assist NMWD with Cash-for-Grass Turf Replacement Incentive landscape plan review at NMWD offices as needed.

Sonoma Water will assist NMWD with Lawn Be Gone incentive program as needed. Sonoma Water will qualify customers through a Water Smart Home Survey and communicate customer interest to NMWD to further facilitate the incentive program.

Weather Based Irrigation Controller Rebate

Sonoma Water will assist NMWD in administering the Weather Based Irrigation Controller Rebate, which encourages customers to install this type of controller to better manage water use. Sonoma Water will qualify customers through a Water Smart Home Survey, issue the customer a rebate application, and discuss what equipment is eligible for the rebate.

Residential Clothes Washer Rebate

Sonoma Water will assist NMWD in administering the Residential Clothes Washer Rebate which encourages customers to replace existing washing machines with high-efficiency clothes washers that use less water. Sonoma Water will qualify customers through a Water Smart Home Survey, issue the customer a rebate application, and discuss what equipment is eligible for the rebate.

11

MEMORANDUM

To: Board of Directors

September 27, 2019

From: Julie Blue, Auditor-Controller 

Subj: Base Salary Schedule Revision

t:\ackword\personnel\mou\board approve effective 100119.docx

RECOMMENDED ACTION: Approve**FINANCIAL IMPACT: 2.7% Base Salary Increase Effective October 1, 2019
FY19/20 Labor/Benefit Cost Increase - \$135,000**


In accordance with the Memorandum of Understanding with the North Marin Water District Employee Association (MOU), effective each October 1 and through 2022, as approved by the Board on January 15, 2019, employees will receive a cost of living adjustment equal to the percentage change in the CPI-U.¹ The San Francisco Bay Area All Urban Consumers Price Index (CPI-U) increased 2.7% over the twelve months ending August 31, 2019.

In addition, the attached salary schedule also includes a one-time equity adjustment in accordance with the side letter agreement reached between the District and the Employee Association for the following classifications, effective July 1, 2019: Chemist I (5.5%), Chemist II (3.0%), Senior Chemist (2.5%), Apprentice E/M Tech (3.0%), E&M Tech (3.0%), Senior E&M Tech (3.0%), Laborer (6.5%); Heavy Equipment Operator (2.5%), Foreman (2.5%), Assistant Water Distribution and Treatment Plant Operator (10.5%); Water Distribution and Treatment Plant Operator (10.5%), Senior Water Distribution and Treatment Plant Operator (10.5%), Distribution & Treatment Plant Supervisor (10.5%), and all other classifications (0.5%).

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 the Board's review and approval.

Salaries for Unrepresented Employees, which include the Auditor-Controller, Chief Engineer, and District Secretary, 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 to base wages. This is consistent with the action of the Board on March 5, 2019, when the approval of Salary and Terms and Conditions of Employment for Unrepresented Employees was approved. These proposed increases are incorporated in the attached base salary schedule.

¹ Specifically, Section 22 of the 2018-2023 MOU provides for a cost of living adjustment (COLA) equal to the percentage change in the CPI as measured by the CPI-U San Francisco Bay Area (September 1 of the previous year through August 31 of the current year), with a minimum (Floor) of 2.0% and a maximum (Ceiling) of 4.0%. The SF Bay Area All Urban Consumers Index at 8/31/19 = 295.490; at 8/31/18 = 287.664; $295.490 / 287.664 = 2.7\%$.

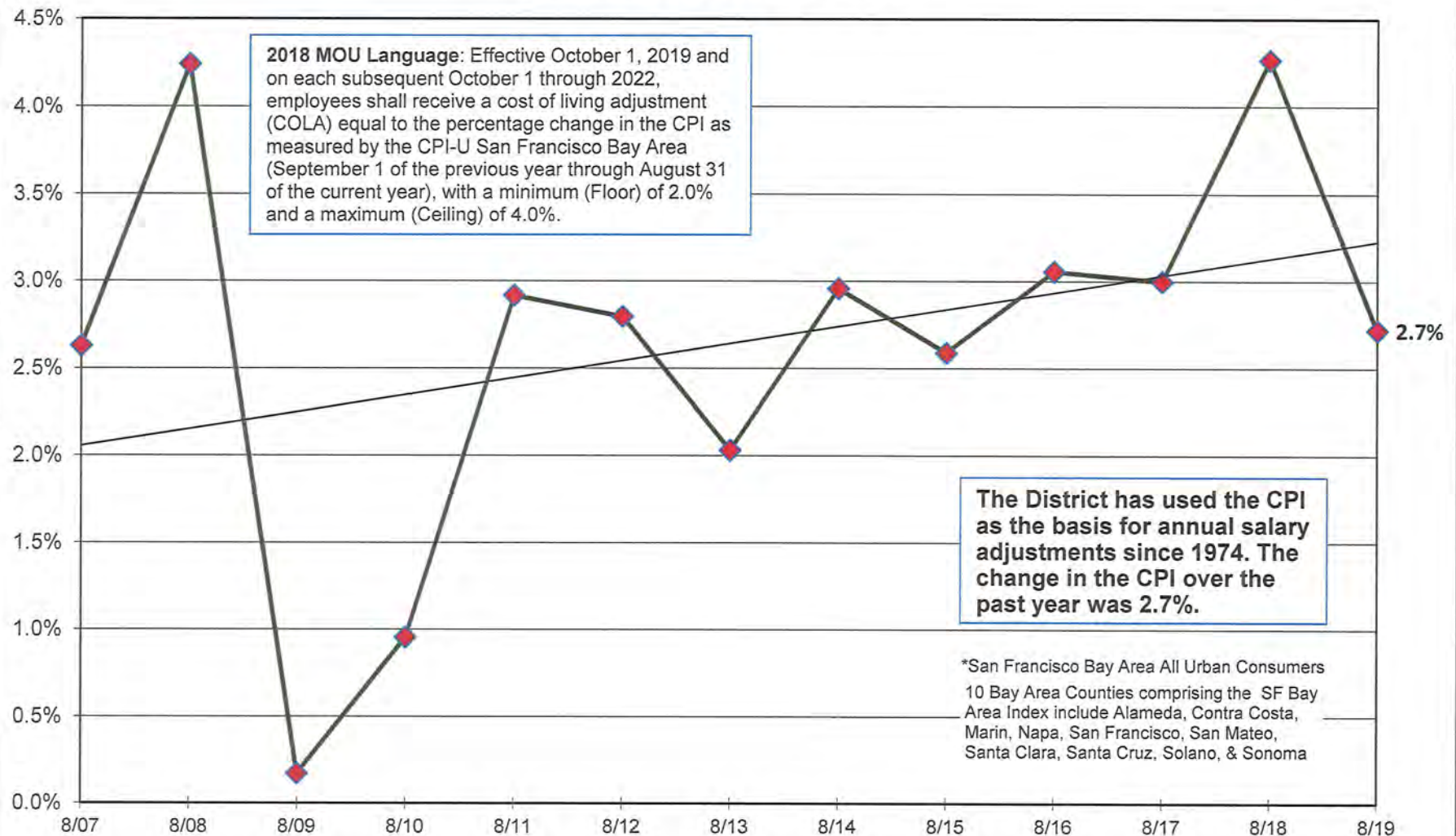
Approved by GM Date 9/27/19

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 2019/20 labor cost increase of \$135,000, which is an increase of 1.7% of Districtwide total salary and benefits costs, and it is within the assumptions provided in the FY20 adopted budget. Once the attached wage schedule is approved by the Board, it will be posted on the District's website as a publicly available document, and it will also be available for public inspection at the District office during regular business hours.

RECOMMENDATION:

Approve the updated District Salary Schedule to be effective October 1, 2019.

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



NORTH MARIN WATER DISTRICT
Employee Salary Ranges and Job Classifications

9/27/2019

Effective October 1, 2019

JOB CLASSIFICATION	Beg Monthly	6 Mo Monthly	18 Mo Monthly	24 Mo Monthly	Merit Monthly
<u>ADMINISTRATION DEPARTMENT</u>					
Receptionist/Cashier	4,767	5,006	5,256	5,519	5,795
Account/Credit Clerk II	5,263	5,526	5,802	6,092	6,397
Accounting Clerk II	5,263	5,526	5,802	6,092	6,397
Field Service Representative	5,303	5,568	5,846	6,138	6,445
Storekeeper/Safety Coordinator	5,868	6,161	6,469	6,792	7,132
Consumer Services Supervisor	7,439	7,811	8,202	8,612	9,043
Senior Accountant	7,767	8,155	8,563	8,991	9,441
District Secretary	8,091	8,496	8,921	9,367	9,835
Accounting/HR Supervisor	9,000	9,450	9,923	10,419	10,940
Auditor-Controller	12,864	13,507	14,182	14,891	15,636
General Manager	16,666	16,666	16,666	16,666	16,666
<u>CONSTRUCTION / MAINTENANCE DEPARTMENT</u>					
Laborer	4,722	4,958	5,206	5,466	5,739
Pipe Worker Assistant	5,066	5,319	5,585	5,864	6,157
Pipe Worker	5,868	6,161	6,469	6,792	7,132
Heavy Equipment Operator	6,090	6,395	6,715	7,051	7,404
Distribution Maintenance Foreman	7,123	7,479	7,853	8,246	8,657
Pipeline Foreman	7,123	7,479	7,853	8,246	8,657
Construction/Maintenance Superintendent	9,839	10,331	10,848	11,390	11,960
<u>ENGINEERING DEPARTMENT</u>					
Engineering Secretary	5,479	5,753	6,041	6,343	6,660
Engineering Services Rep	5,996	6,296	6,611	6,942	7,289
Engineering Technician IV	7,137	7,494	7,869	8,262	8,675
Junior Engineer	7,452	7,825	8,216	8,627	9,058
Assistant Civil Engineer	8,146	8,553	8,981	9,430	9,902
Water Conservation Coordinator	9,283	9,747	10,234	10,746	11,283
Associate Civil Engineer	9,577	10,056	10,559	11,087	11,641
Chief Engineer	11,868	12,461	13,084	13,738	14,425

NORTH MARIN WATER DISTRICT
Employee Salary Ranges and Job Classifications

9/27/2019

Effective October 1, 2019

JOB CLASSIFICATION	Beg Monthly	6 Mo Monthly	18 Mo Monthly	24 Mo Monthly	Merit Monthly
<u>OPERATIONS / MAINTENANCE DEPARTMENT</u>					
Building & Grounds Maint Assistant	4,456	4,679	4,913	5,159	5,417
Program Assistant I	4,810	5,051	5,304	5,569	5,847
Cross Connection Control Tech I	5,160	5,418	5,689	5,973	6,272
Assistant Water Distrib & TP Operator	5,913	6,209	6,519	6,845	7,187
Apprentice Electrical/Mechanical Tech	5,629	5,910	6,206	6,516	6,842
Program Assistant II	5,847	6,139	6,446	6,768	7,106
Auto/Equipment Mechanic	5,868	6,161	6,469	6,792	7,132
Chemist I	6,412	6,733	7,070	7,424	7,795
Cross Connection Control Tech II	6,272	6,586	6,915	7,261	7,624
Electrical/Mechanical Technician	6,607	6,937	7,284	7,648	8,030
Water Distrib & TP Operator	7,362	7,730	8,117	8,523	8,949
Senior Electrical/Mechanical Tech	7,158	7,516	7,892	8,287	8,701
Senior Water Distrib & TP Operator	8,192	8,602	9,032	9,484	9,958
Chemist II	7,637	8,019	8,420	8,841	9,283
Senior Chemist	8,358	8,776	9,215	9,676	10,160
Maintenance Supervisor	8,308	8,723	9,159	9,617	10,098
Distrib & Treatment Plant Supervisor	9,911	10,407	10,927	11,473	12,047
Water Quality Supervisor	9,784	10,273	10,787	11,326	11,892
Operations/Maintenance Superintendent	11,003	11,553	12,131	12,738	13,374

12

MEMORANDUM

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

September 27, 2019

RECOMMENDED ACTION: Approve Plan
FINANCIAL IMPACT: FY 20 \$50,000 (Included in Budget)
 FY 21 \$20,000

As a result of the North Marin Water District 2018 Strategic Plan, a series of goals were developed. Goal 2, Customer Engagement and Service, focused on increased communication with customers to improve public understanding and support for District policies and to facilitate customer input and engagement. To accomplish this goal, development of an annual public communications (or public outreach plan), including a strategy for more effective social media outreach was recommended.

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

Kiosk completed a draft Public Communications Strategy and Plan and presented their findings and recommendations to the Board at the September 3, 2019 meeting. The draft Public Communications Strategy and Plan document was also handed out at the September 3, 2019 meeting and formally presented to the Board for an initial review at the September 17, 2019 meeting. The final Plan has also been included as an attachment (Attachment 1). The Plan includes their process for development including their research and analysis and their strategy and planning. This initial work allowed them to develop the overarching communications strategy (Communication Objectives, Communications Principals, Audiences and Channels for Communication). The Strategy is to implement communications with five objectives including; 1) Recognition; 2) Reach; 3) Educate; 4) Engage; and 5) Build Trust. The plan gives detailed descriptions of specific communications measures intended to achieve each objective. The Plan also has been slightly updated to include a

2-year implementation plan with an estimated cost of the five objectives and by fiscal year.

At the October 15, 2019 meeting, the Board will consider award of a consulting agreement with Kiosk to assist in implementing the recommended actions from the Plan.

RECOMMENDATION

Board approve Public Communications Strategy and Plan.



Draft Communications Strategy, & Plan for FY 2019/2020

V2.0 September 2019

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1. Introduction

The North Marin Water District 2018 Strategic Plan, which was adopted by the board on June 19, 2018, identified the need to increase the frequency of the District's communication with customers, to use communication channels to share positive stories, and to obtain greater input from customers.

In 2019, North Marin Water District commissioned Kiosk, a marketing and communications company, to review the District's current communications, conduct research, and to develop a Communications Strategy and Plan for 2019/2020.

This plan outlines the District's commitment to communications and community engagement. It reflects input and insights from our customers, board members, employees, and communications consultants, and has been inspired by industry best practices.

This is a dynamic plan that commits to District communications that are accessible, accurate, actionable, credible, recognizable, relevant, timely, and understandable. This plan is a resource and reference designed for continuous updates by North Marin Water District's communications coordinator and agents.

It is intended to provide the framework for future communications and community engagement planning.

2. Process

North Marin Water District embarked on the Communications Strategy and Planning project in May 2019. The District wanted to ensure that adequate research and outreach had been undertaken to inform the new Plan.

Research and Analysis

Briefing and Project Planning Meetings

Consultants from Kiosk met with North Marin Water District staff to be briefed on the project, and to agree key objectives, deliverables and timeline.

Situational Analysis and Communications Audit

An audit document was prepared listing all communication channels, outlets and media that the North Marin Water District's staff are using, and the format and frequency of communications, as well as the actual or estimated reach of the various communications. Consultants reviewed the audit and the existing North Marin Water District public communications channels and materials to evaluate opportunities to increase and improve customer engagement and outreach.

Sector Analysis and Peer Organizations Review

Consultants reviewed best practices in communications, and outreach and engagement strategies from eight other water districts and public sector organizations to scout for best practices and learnings. These reviews

provided new ideas for the improvement and expansion of North Marin Water District's communications and messaging. Some of the organizations were selected based on feedback gathered during stakeholder interviews.

Audience Analysis

Staff and consultants discussed and reviewed the various audiences and stakeholders that North Marin Water District communications need to reach and engage with. This was completed in order to consider the specific needs of each audience, and to ensure that representatives of the main audience categories had provided input into the Communications Strategy and Plan.

Stakeholder Interviews with North Marin Water District Staff and Board Directors

Consultants met with four North Marin Water District staff and two Board Directors to talk to them about current and future communications, including audiences, objectives, needs, challenges, opportunities, types of communications, categories, themes and cadence.

Customer Focus Groups

In addition to the stakeholder interviews, project consultants also held focus group sessions with members of the community, including residential customers and business customers. Respondents were selected by researchers to represent a cross section of community. They were asked to provide feedback about how they wished to get information from, and engage with, the District, and about how the District could improve its communications and outreach, including how the website could be improved.

Analysis of Feedback

Feedback and information collected during the Research phase was analyzed and summarized. Over 50 actionable ideas were generated as a result of the research and outreach, and a number of key insights emerged which were then subject to further review, discussion, ideation and planning by consultants and District staff. These ideas and insights formed the bedrock of the Strategy and Plan.

Strategy and Planning

Communications Strategy Development

Based on learnings, interviews, customer feedback and research findings, Consultants developed the overarching strategy, with input from staff, which included establishing the Key Audiences, identifying five key Communications Objectives (which support the District's stated Vision and Values) and agreeing the eight Key Principles which all District communications should adhere to. The Audiences, Objectives and Communication Principles are expected to be the basis of the District's Communications Strategy for years to come, though District staff will review them periodically to ensure that they are still correct and relevant.

Communications and Outreach Plan Development

With the overarching Strategy established, the 2019/2020 Communications and Outreach Plan was developed. It outlines the communication and engagement initiatives and actions that the District will focus on during the next fiscal year and into fiscal year 2020/2021 in order to reach the objectives set out in the Strategy, and details how these will be measured or evaluated. As with the Strategy, it reflects priorities and ideas generated by the Research outreach. It includes recommendations, priorities and suggested budgets.

Communications and Outreach Activity Calendar

The Plan has also been rolled out to a 12-month Communications and Outreach Activity Calendar, which details channels, and cadence/ timing for the recommended activities and initiatives. The Activity Calendar is intended to be a working document, and updated throughout the year.

3. Key Insights from Communications Research

While there were over 80 actionable ideas generated from the outreach and research, six emerged as ‘key themes’ due to the number of times they were cited by the various customer and stakeholder groups:

1. **Customers are keen for more/ better information** - pertaining to water use and conservation
2. **NMWD website refresh is a priority** - significant issues and frustrations with the current site
3. **Communications need to reinforce quality & positivity** - this will build customer trust
4. **Increased social media support is a priority** - to push content from web and increase engagement
5. **NMWD’s brand to be updated, used consistently** - image needs to reflect quality and innovation
6. **NMWD staff are well regarded** - presenting the human side of the organization will be beneficial

4. North Marin Water District - Overarching Communications Strategy

Communications Objectives

The overarching Communications Objectives for the North Marin Water District are as follows:

1. **RECOGNITION** - Improve the NMWD brand identity, and use it more consistently to increase awareness
2. **REACH** - Reach more NMWD customers and voters, and improve access to information
3. **EDUCATE** - Educate and inform NMWD customers and provide helpful, relevant, timely information
4. **ENGAGE** - Engage NMWD’s customers, increase feedback and input and build awareness of initiatives
5. **BUILD TRUST** - Continue to grow and expand the trust of customers, the community and voters

Communications Principles

All communications from North Marin Water District should aim to adhere to the following principles:

1. **Accessible** to all persons in our community, both in terms of language, availability and technology
2. **Accurate** communications that state facts clearly, and provide contact details, next steps and actions
3. **Actionable** communications that move our audiences towards action, mobilizing our customers
4. **Credible & Transparent** being trusted, coordinating with partners, and speaking with one voice
5. **Recognizable** making the North Marin Water District brand and communications consistent
6. **Relevant** tailoring communications for our audiences. Ensuring communications are aligned with our

mission and strategic goals

7. **Timely** frequent, regular, well-prepared scheduled communications; responding quickly to situations and emergencies
8. **Understandable** use plain language, avoid acronyms, tell stories, make communications visual

Audiences for Communications and Engagement

The North Marin Water District has multiple audiences and stakeholders that require different communications and sometimes different modes of communications. Key audiences are as follows:

Core Audiences	Residential Customers (approximately 61,000) Householders are split fairly evenly between those who prefer traditional communication methods (print, mail) and those who prefer digital communication methods (web, email)
	Business Customers (approx 2,500*)
	HOAs and Property Managers (approx 500)
	Employees (internal)
Secondary Audiences	Landscape companies and contractors
	Local, Regional, and State agency partners
	Media (newspapers, online news sites, magazines, TV and radio shows etc)
	Community groups

(* Source: 2010 Census Data and City of Novato)

Within any subset of the District's key audiences, consideration needs to be given to those who require communication in a different language, format or delivery method.

Key Communication Channels

At the time of writing, North Marin Water District's current key communications tools and channels include:

Online	Link	# Likes/ Users	Post Frequency
Website	https://www.nmwd.com	-	-
Water Smart Portal	https://www.onlinebiller.com/nmwd	Unknown	
Facebook	https://www.facebook.com/NorthMarinWaterDistrict/	1,183	Twice a month
NextDoor	https://nextdoor.com/agency-detail/ca/novato/north-marin-water-district/	22,000+ 58 neighborhoods	Once a month
Linked In	https://www.linkedin.com/company/north-marin-water-district/	-	Never
YouTube	https://www.youtube.com/user/NMWD1948?feature=BF	2	No posts since 2013
Instagram	NorthMarinWaterDistrict	173	Once a month

Offline	Description	Reach/ Distribution	Frequency
Water Lines Newsletter	Water District Newsletter that is distributed to all households and businesses within the district	Unknown	Twice per year Spring & Fall
Conservation Flyers	Informational flyers e.g. "Why Mulch?"	Unknown	One to two printed each year
Sonoma Marin Water Saving Partnership Campaign	Annual multi-media public outreach campaign focusing on water use efficiency. Campaign includes print and radio ads in English and Spanish language.	~600,000	Once per year
Highway 101 Banner	Banner mounted on the heavy equipment shed in the NMWD yard with a water conservation theme (to dovetail with SMWSP campaign)	Unknown	Perpetual
Public Outreach Events	NMWD has participated in the following events, usually by having an information		

	table or booth: <ol style="list-style-type: none"> 1. Tour of Novato: Booth with games and giveaway items 2. Eco-Friendly Garden Tour: Table at garden tour (one garden) 3. Residential Evacuation Drill: Booth at Margaret Todd Senior Center event 4. City of Novato Sustainability Fair: Booth with giveaways and info 5. 4th of July Parade: NMWD float and giveaways 	Unknown	Each up to once per year
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North Marin Water District

2019/2020 - 2020/2021 Communications Plan

The Communications Plan for North Marin Water District's fiscal year 2019/2020 and 2020/2021 outlines the communication and engagement initiatives, goals, tactics and actions that the District will focus on during the next two fiscal years in order to reach the objectives set out in the Strategy. It also details how these will be measured and/or evaluated. As with the Strategy, it reflects priorities and ideas generated by representatives of the community and the District's various stakeholder audiences during research and outreach.

The Plan sets out to achieve each Communications Objective, and is organized according to each objective, rather than by audience, by timing or by channel.

Phased Approach to Implementation

In terms of implementation, it is important to note that we are recommending that the plan is organized into two phases:

Phase One: 2019/2020

The first phase of the plan will focus on establishing tools, creative elements and materials to improve and increase outreach with. It could be considered as setting the new baseline of communications quality. The new Activity Calendar will help ensure that communications are consistent in terms of quality, brand, messaging, and cadence.

Phase Two: 2020/2021

The second phase of this Communications Plan will focus on establishing larger-scale outreach initiatives and innovative events to extend and amplify reach. This phase will raise the bar, putting the District in a leading position in terms of best practice and innovation.

Objective 1: RECOGNITION

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

1.1 Goal: **Standardize and extend the North Marin Water District brand**

Summary: The District does not need a new logo, but it does need a working set of brand files and brand standards which staff and agents can adhere to, in order to ensure standardization and consistency. The brand is more than just the logo, fonts and colors, and there is an opportunity to extend and enhance the District's brand image through professional photography, video, messaging and outreach content.

Recommended

Action(s):

- (i) Create a working set of logo files (stacked, horizontal and device-only versions of the logo in both color and mono in three commonly used file formats), and make these available online for staff and agents to download as needed.
- (ii) Create a set of Brand Guidelines, to include acceptable logo usage, brand fonts and brand colors.
- (iii) Create Messaging Guidelines to ensure consistency in how we talk about the organization, and the tone of voice we use.
- (iv) Commission photography of NMWD's board, staff, in action and more conceptual 'lifestyle' images that convey the quality and value of NMWD's services.
- (v) Develop some employee profiles for use on web and social media to humanize the organization, to celebrate our talent and to help attract candidates for job openings.

Recommended

Budget Year 1: \$10,575.00

Timing: Fall 2019 and Winter 2020

Evaluation:

- (i) Gain feedback from stakeholders who use the logo(s) to evaluate ease of use.
- (ii) Perceptual: anecdotal customer and staff feedback to enhanced brand image

1.2 Goal: **Produce new and improved outreach support materials to establish identity**

Summary: There is an opportunity and a desire for North Marin Water District's communication and outreach materials to match the high quality of the water itself and the customer service that the District provides. This can be achieved with a review and redesign of key District outreach materials and templates, and the launch of a new and improved website and social media visuals.

Recommended

Actions:

- (i) Design refresh of existing communications materials, including Presentation. template, Annual Report, Water Quality Report, Water Lines newsletter, and Flyers.
- (ii) New photography (as identified in 1.1 above).
- (iii) New website look, content and features (as identified in 3.1 below).
- (iv) Design social posts template and create branded, visually attractive post images.
- (v) Ensure that new materials for new initiatives adhere to Brand Guidelines and follow the same look and feel.

Recommended

Budget Year 1: \$5,700.00

Timing: Fall 2019 and Winter 2020.

Evaluation: (i) Staff to review and oversee quality of deliverables.

Objective 2: REACH

Reach more of our customers and improve access to information

2.1 Goal: **Increase and improve access to information**

Summary: There are numerous opportunities for North Marin Water District to improve access to existing information, and to open new communications channels to reach more customers with key information. Some opportunities are important for legal compliance, such as making the website accessible to disabled users. Other opportunities are generally considered to be best practice, such as offering a paperless (email) version of the WaterLines newsletter, and providing key information in Spanish language. According to the 2010 Census, 21.3% of the Novato population is Latino; a percentage that has almost certainly increased in the eight years since. Many Latino residents do not use English as their first language.

Recommended

- Action(s):
- (i) Redevelop the North Marin Water District website to be Section 508 ADA and W3C AA compliant, in order to provide disabled users with ease of access to information
 - (ii) Increase information published in Spanish, especially in key documents. We recommend this is achieved by providing (a) a paragraph in Spanish language in key documents, such as the Annual Report and the WaterLines newsletter, that provides readers with the option to request specific information in Spanish, and (b) by having a page on the NMWD website that addresses Spanish speakers, provides pertinent information (such as how to report a problem or request service) in Spanish, and provides the invitation to request more specific information in Spanish language.
 - (iii) Improve search engine optimization (SEO) on NMWD's website, to increase access to information.
 - (iv) eMail marketing: Make Water Lines available as an eNewsletter, so customers may opt to 'go paperless'.
 - (v) Flyers distributed via partner organizations, community organizations and garden centers to promote key initiatives.
 - (vi) Strengthen partnerships with community groups (e.g. the Marin Master Gardeners Association) and provide them with information to disseminate on the District's behalf.
 - (vi) Greater investment in paid outreach, such as bus shelter advertising, posters and social media advertising.

Recommended
Budget Year 1: \$6,000.00

Timing: (i) to (vi) inclusive to be put in place by March 2020.
(vii) to be considered for Phase Two initiatives in 2020/2021 fiscal year

Evaluation: (i) Measured using online accessibility checkers; (ii) through (vi) Staff to review and evaluate.

2.2 Goal: **Continue to increase social media presence and programs**

Summary: Social media platforms are increasingly important for effective communications and outreach. The District has set up key platforms, but more investment is required to fully utilize these platforms. For example, staff do a good job of publishing key news items, but there is an opportunity to publish a regular, pre-programmed schedule of bite-sized water-saving tips, facts and stats. This kind of content, provided it is useful and interesting, will help to build the District's credibility and reach (number of followers) on social media.

Recommended
Action(s): (i) Increase Facebook followers to reach more customers: This can be achieved with a paid program inviting customers within the District to 'like' NMWD's page. A higher number of followers ensures that more customers see NMWD posts.

(ii) Develop a program to increase communications through Next Door.

(iii) Set up Twitter as an additional platform for communication.

(iv) Build out social calendar for the year ahead.

(v) Create and launch a sustained social media posts program to share the District's ideas, facts, stats and accomplishments (as distinct from news items).

(vi) Boost NMWD branded posts on social media (paid reach).

Recommended
Budget Year 1: \$9,000.00

Timing: Starting Winter 2019 and ongoing

Evaluation: Number of followers and extent of engagement to be evaluated by staff and reported on via an annual Communications Audit (see Appendix B).

2.3 Goal: **Increase access to Board meetings**

Summary: The District recognizes that board meetings are not well attended by the public throughout the year, and that there are opportunities to improve access.

Recommended
Action(s): (i) Share online versions of Board Agendas via social media one or two days before

board meetings, reminding the public that they are welcome to attend.

(ii) Video record Board Meetings, and make them available online via the website, to provide wider access to customers who may not be able to attend in person

Recommended

Budget Year 1: \$0 - Covered by staff and from other sections

Timing: (i) From Fall 2019 and ongoing. (ii) Phase Two: during fiscal year 2020/2021

Evaluation: Staff to oversee and review (as evidenced online)

Objective 3: EDUCATE

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

3.1 Goal: **Redesign and redevelop the District's website**

Summary: Improving and redeveloping NMWD's website is the single most important recommendation of this Communications Plan. The need for an updated and improved website was universally stated by staff, board members and customers alike. Crucially, the site is not currently Section 508 ADA compliant, so we are recommending that it is redesigned and redeveloped as soon as budgets allow. In addition to reaching legal accessibility compliance, the site has the opportunity to reach more customers through improved content and search engine optimization, and to provide an easier and vastly improved user experience.

Recommended

Action(s): (i) Design and develop a more customer-focused website.

(ii) Ensure that the new site is accessible to all, by achieving Section 508 ADA compliance and W3C AA compliance.

(iii) Improve website interface and navigation to make the site more intuitive and accessible.

(iv) Include visually interesting infographics, stats and facts to ensure that website content is more engaging.

(v) Follow best practice recommendations provided by Kiosk (see Appendix A).

Recommended

Budget Year 1: \$700.00 (web is covered under separate proposal)

Timing: We recommend that the new site is launched by December 2019.

Evaluation: Measured using online accessibility checkers and as evaluated by staff

3.2 Goal: **Annual Surveys to assess information needs and communication improvement opportunities**

Summary: An important 'best practice' for water districts and other local agencies is to gain regular feedback from customers about the quality, frequency and relevancy of outreach and communications, and to request suggestions for improvements. We recommend that North Marin Water District carries out a short, online annual survey to get valuable feedback and to collect ideas. There should be separate surveys for business owners versus residents.

Recommended

Action(s): (i) Conduct an online residential customers survey and an online business survey that are both incentivized (e.g. "win your last water bill back").

(ii) Talk to high-use users to better understand their needs.

(iii) Review the findings of the annual survey to feed into the Communications Plan and Activity Calendar, where relevant.

Recommended

Budget Year 1: \$2,625.00

Timing: Starting Spring 2020 and then annually.

Evaluation: Successful completion of annual surveys.

3.3 Goal: **Plan, develop and publish useful, relevant content in 2019/2020**

Summary: Beyond the design improvements detailed in Section 1.2, the District has an opportunity to improve the quality of the content it publishes on the website, via newsletters and in social media. Customers are less inclined to read long, text-heavy web pages and newsletter stories, and are more likely to engage and digest shorter, more visually-led articles and posts - so we should aim for brevity where possible and appropriate. We recommend that content is reviewed and improved each year, and that an editorial calendar is developed for scheduled posts.

Recommended

Action(s): (i) Plan, develop and publish a regular, pre-programmed schedule of bite-sized water-saving tips, facts and stats, as detailed in Section 2.2.

(ii) Improve the New Homeowner information packs.

(iii) Create infographics to help communicate accomplishments and to summarize some of the key facts of the Water Quality Report.

(iv) Publish tips for saving water and lowering costs.

(v) Increased promotion of initiatives and rebates.

(vi) Improve website content, as highlighted in Section 3.1.

Recommended

Budget Year 1: \$1,225.00

Timing: From January 2020 and ongoing.

Evaluation: Staff to oversee and review/ recap improvements annually.

3.4 Goal: **Extend Site and Social Content for 2020/2021**

Summary: In addition to planning, developing and publishing useful, relevant content in 2020/2021 and subsequent years, we recommend that the District invests in video Content during Phase Two (2020/2021 fiscal year) to help educate customers about NMWD water quality and services.

Recommended Action(s): (i) Commission new short videos that can be used on the website and shared on social media (e.g. an introduction to the water treatment plant).

(ii) Provide relevant information for landscapers and landscape companies, made available online, so that they may advocate for water-saving landscapes and help educate customers.

Recommended Budget Year 1: \$0 (Planned for Year Two)

Timing: (i) July 2021. (ii) Summer 2021.

Evaluation: Staff to oversee and review/ recap improvements annually.

Objective 4: ENGAGE

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

4.1 Goal: **New Initiatives and Engagement Events**

Summary: North Marin Water District has the opportunity to extend and amplify reach by creating relevant programs, initiatives and events that positive communications can be built around. Most of these activities are planned for Phase Two of the Communications Plan:

Recommended Action(s): (i) It is recommended that the District conducts a Public Workshop on fiscal issues & fiscal sustainability to provide transparency and increase public engagement in fiscal issues.

(ii) Annual contest for Eco-Friendly Water Conserving Garden of the Year (encouraging sustainability). Customers would complete an application form to submit their garden for the award; which would be judged by NMWD staff and local gardening and landscape experts. This is a low-cost initiative that would help NMWD generate lots of relevant content, and encourage customers to be

water-wise.

(iii) NMWD Water Festival on World Water Day (March 2021); this would be an annual Open House event with information sessions and giveaways. The Open House would include educational and family-friendly activities and would allow staff the chance to interact with customers. The day could also include tours of the water treatment plant.

(iv) There should be a bigger push on Water Smart Home Surveys ongoing which can be achieved via the new website and through social media.

(v) Water Smart Business program: This would involve encouraging businesses to sign up for a water Smart Survey, and providing them with a "We're a NMWD Water Smart Business!" window vinyl to display as well as a logo badge for their website and digital communications.

(vi) Increased community partnerships: It is recommended that NMWD staff and/or board to present at more clubs and events, e.g. Rotary to build awareness of the District's accomplishments and initiatives. We recommend that this is minimum twice per year, or as opportunities arise.

(vii) To build awareness, we recommend that NMWD 'piggyback's' on partner events, e.g. North Marin Water District flyers and giveaways in the Marin Master Gardeners' Tent at Marin County Fair.

Recommended
Budget Year 1: \$2,900.00

Timing: (i) and (iv) during fiscal year 2019/2020. All other recommended actions are Phase Two (fiscal year 2020/ 2021).

Evaluation: Staff to oversee and evaluate annually.

4.2 Goal: **Increased Investment in Social Media**

Summary: As detailed in Section 2.2, it is recommended that the District increases its investment in social media as an effective means to reach its customers.

Action(s): (i) Increase frequency and quality of posts (consider a new employee or use a marketing agency).

(ii) Increased investment in boosted posts that help achieve strategic goals.

Recommended
Budget Year 1: \$6,300.00

Timing: October 2019 and ongoing.

Evaluation: Aim to increase social media followers by a minimum of 10% in year one. Staff to oversee and evaluate annually (as evidenced by increase in social media followers and levels of engagement).

Objective 5: BUILD TRUST

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

5.1 Goal: **Focus on Credible and Positive News**

Summary: Communicating the good news stories is vital to improving North Marin Water District's reputation for being effective and successful, and has a positive impact both internally and externally. There may always be online trolls or detractors, but communication efforts should focus on putting out clear, factual information and amplifying 'good news' rather than responding to negative comments.

Action(s):

- (i) Show the human face of the organization: share the expertise and quality of the District's staff on web and social. These posts would be planned in the editorial planning detailed in Section 3.3.
- (ii) Communicate key North Marin Water District goals through stories, posts, and press releases.
- (iii) Publish customer survey results (anonymized) on the website and social media.
- (iv) Publish customer, partner and staff testimonials to highlight positive experiences.

Recommended

Budget Year 1: \$0 (Costs covered by staff time and other budget areas)

Timing: Starting Fall 2019 and ongoing.

Evaluation: Increased dissemination of the District's success stories, evaluated in the annual social media review.

5.2 Goal: **Be the source of truth**

Summary: North Marin Water District is generally trusted in the community, but the District recognizes that there is always room to grow and extend that trust. With a continued investment in online updates and social media updates (as outlined in Section 3.3), the community will come to trust the District for having current facts, and this will reduce the anxiety that can sometimes lead to misinformation online. In turn, this will reduce the amount of 'misinformation firefighting' that District staff are sometimes required to engage in.

Action(s):

- (i) Fact seek: An annual survey of customers in the district (as identified in Section 3.2), will help to identify what communication needs and anxieties customers have, so that they may be addressed through our content planning.
- (ii) More facts provided in more digestible formats (factoids, infographics).
- (iii) Increased visibility at community group meetings and HOA meetings.

(iv) If there are opportunities for North Marin Water District experts to talk at local or regional conferences (e.g. Pablo Ramudo), that would provide an opportunity to establish more credibility, and images/ posts can be shared via social media.

Recommended

Budget Year 1: \$0 (Costs covered by staff time and other budget areas)

Timing: (i) June 2020 and then annually; (ii) November 2019 and ongoing; (iii) and (iv) Phase Two, from July 2020.

Evaluation: Staff to oversee and report at end of year.

5.3 Goal: **Commitment to regular and timely communications**

Summary: As identified in other sections, there is an important need for regular, consistently time 'scheduled' outreach, which includes website posts, social media posts, press releases and newsletters. It is also sometimes important for the District to publish facts on an (unscheduled) item of local interest in response to customer concerns or media coverage, and there is a need to be timely in such situations.

Action(s): (i) Faster response to publish facts when events, customer concerns, or stories start social 'buzz'.

(ii) Increase number and quality of web and social posts and press releases (consider a new employee or use a marketing agency), as identified in Section 4.2.

(iii) Increased investment in boosted posts that help achieve strategic goals, as identified in Section 4.2.

Recommended

Budget Year 1: \$0 (Costs covered by staff time and other budget areas)

Timing: Fall 2019 and ongoing.

Evaluation: Staff to oversee and evaluate annually (as evidenced by increase in social media followers and levels of engagement).

Other Budget Items for Year One

Additional Budget Items	One Time Costs	Costs Each Month	Total (Year One)	Grand Total (Year One)
Annual print budget for flyers, event related print, mailers and posters	\$2,000.00	\$0.00	\$2,000.00	\$14,975.00
Annual budget for print ads	\$1,000.00	\$0.00	\$1,000.00	
Agency support services for marketing and social media	\$0.00	\$940.00	\$11,280.00	
Create library of branded social media images (stock and owned)	\$695.00	\$0.00	\$695.00	

Year One Budget Recommendation

Total budget recommendation for year one is \$60,000.

Activity Calendar

In collaboration with North Marin Water District staff, a 12-month Calendar has been developed to map out activities, initiatives and events by week for the 2019/2020 fiscal year.

Contact Information

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APPENDIX

A. Website Review and Recommendations

There are a number of issues with the current NMWD website. It does not meet current best practice and fails to meet accessibility requirements. The site does not reconfigure to different screen sizes [known as responsive design]. NMWD is not meeting its legal obligations in terms of accessibility. All websites have a legal requirement to ensure all users can access content, and complete all site functions. For government sites in the US the Section 508 is the legal requirement. Additionally WCAG 2.1 AA standards are widely considered as the standard to meet.

These issues result in users having a diminished experience, and make it harder for NMWD to reach its communication goals.

This means there is a significant opportunity for an updated site to provide a much improved experience for all users and reach legal requirements for accessibility. These changes should also result in better quality search engine listings which will help the organizations wider communication strategy. A more engaging site will result in increased time spent on site, more page views per visit and increased site visits.

Current Site - Accessibility

- Doesn't pass Section 508 [accessibility standard for government sites]
- Doesn't meet WCAG 2.1 AA accessibility standards
- Doesn't have a responsive design
- HTML & CSS code fail validation

Design & Information Architecture Recommendations

- Potential for an updated look & feel. Better use of screen space and more engaging imagery
- Humanize the organization with more people-based imagery - helps to build trust
- More visual content to communicate/explain - current site very text heavy
- Improved layout/page flow to better communicate and increase engagement
- Audit site usage and target audiences to clarify site goals
- Simplify/streamline navigation (based on desired user flows)
- Update content hierarchy. Having clear content / function goals for each page. Better use of headings, bullets and pull quotes.

Site Improvement Ideas

- Visualize the District's quality, innovation and accomplishments (infographics and illustrations)
- Communicate key NMWD goals, and the scale of the projects being delivered [physically and financially]

- Diversify types of content across the site - from longer in-depth pages and blog posts through to bite-size info chunks and easily digestible facts, figures and infographics
- Better communicate efforts, accomplishments and goals (news/ blog posts, etc)
- Provide useful information to customers about their water usage: e.g. Usage comparison tools - fun and engaging ways to draw the audience in whilst communicating important information
- Social media integration [rather than simply linking out]
- Data bites [e.g.: how much water testing is done, the rigor of the standards that are constantly meet, the amount of water managed, number of residents served, miles of infrastructure maintained and/or replaced etc.]
- Highlight conservation success stories
- Testimonials from customer surveys
- Better SEO, to increase organic reach
- Brand downloads page in footer - easy access to brand guidelines and NMWD logo in various file formats
- Sign up for eNewsletters - start to build email marketing database

Measurement

- Google Analytics should be set up and properly configured so that the District can measure the impacts of website engagement ongoing.

Prepared by:

Dave Holden,
Chief Creative Consultant and Web Accessibility Expert
Kiosk Creative LLC

B. Existing Communications Audit Summary

Background:

North Marin Water District serves a suburban population of roughly 61,000 people in Marin County, California, including customers in and around the city of Novato and several small improvement areas in the West Marin region. The area served is 100 square miles.

North Marin Water District is an independent special district governed by a five-member Board of Directors who are elected at-large within the District's service areas. The organization provides its residents with water via three primary sources: Russian River, Stafford Lake Water Treatment Plant and Recycled Water from Deer Island Recycled Water Facility, Novato Sanitary District and Las Gallinas Sanitary District.

Mission:

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

Vision:

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

Existing Communications Channels as of 04/01/19:

Online	Link	# Likes/ Users	Post Frequency
Website	https://www.nmwd.com	-	-
Water Smart Portal	https://www.onlinebiller.com/nmwd	Unknown	
Facebook	https://www.facebook.com/NorthMarinWaterDistrict/	1,183	Twice a month
NextDoor	https://nextdoor.com/agency-detail/ca/novato/north-marin-water-district/	22,000+ 58 neighborhoods	Once a month
Linked In	https://www.linkedin.com/company/north-marin-water-district/	-	Never
YouTube	https://www.youtube.com/user/NMWD1948?feature=BF	2	No posts since 2013
Instagram	NorthMarinWaterDistrict	173	Once a month

Offline	Description	Reach/ Distribution	Frequency
Water Lines Newsletter	Water District Newsletter that is distributed to all households and businesses within the district	Unknown	Twice per year Spring & Fall
Conservation Flyers	Informational flyers e.g. "Why Mulch?"	Unknown	One to two printed each year
Sonoma Marin Water Saving Partnership Campaign	Annual multi-media public outreach campaign focusing on water use efficiency. Campaign includes print and radio ads in English and Spanish language.	~600,000	Once per year
Highway 101 Banner	Banner mounted on the heavy equipment shed in the NMWD yard with a water conservation theme (to dovetail with SMWSP campaign)	Unknown	Perpetual
Public Outreach Events	<p>NMWD has participated in the following events, usually by having an information table or booth:</p> <ul style="list-style-type: none"> • Tour of Novato: Booth with games and giveaway items • Eco-Friendly Garden Tour: Table at garden tour (one garden) • Residential Evacuation Drill: Booth at Margaret Todd Senior Center event • City of Novato Sustainability Fair: Booth with giveaways and info • 4th of July Parade: NMWD float and giveaways 	Unknown	Each once per year (4 total)

Prepared by:

Kayla Swenson
Marketing Manager
Kiosk Creative LLC
April 23, 2019

C. Budget Recommendation for Year One

Objective 1: RECOGNITION Improve our brand identity, and use it more consistently to increase awareness	One Time Costs	Costs Each Month	Total (Year One)	Grand Total (Year One)	Recommended Budget for Year Two
1.1 Standardize and extend the North Marin Water District brand				\$10,575.00	\$0.00
(i) Create a working set of logo files (stacked, horizontal and device-only versions of the logo in both color and mono in three commonly used file formats), and make these available online for staff and agents to download as needed.	\$1,225.00		\$1,225.00		
(ii) Create a set of Brand Guidelines, to include acceptable logo usage, brand fonts and brand colors.	\$700.00		\$700.00		
(iii) Create Messaging Guidelines to ensure consistency in how we talk about the organization, and the tone of voice we use.	\$700.00		\$700.00		
(iv) Commission photography of NMWD's board, staff, in action and more conceptual 'lifestyle' images that convey the quality and value of NMWD's services.	\$7,950.00		\$7,950.00		
(v) Develop some employee profiles for use on web and social media to humanize the organization, to celebrate our talent and to help attract candidates for job openings.	(included in social fees)		-		
1.2 Produce new and improved outreach support materials to establish identity				\$5,700.00	\$0.00
(i) Design refresh of existing communications materials, including Presentation template, Annual Report, Water Quality Report, Water Lines newsletter, and Flyers.	\$4,200.00		\$4,200.00		
(ii) New photography (as identified in 1.1 above).			\$0.00		
(iii) New website look, content and features (as identified in 3.1 below).			\$0.00		
(iv) Design social posts template and create branded, visually attractive post images.	\$1,500.00		\$1,500.00		
(v) Ensure that new materials for new initiatives adhere to Brand Guidelines and follow the same look and feel.			\$0.00		

Objective 2: REACH Reach more of our customers and improve access to information	One Time Costs	Costs Each Month	Total (Year One)	Grand Total (Year One)	Recommended Budget for Year Two
2.1 Increase and improve access to information				\$6,000.00	\$14,300.00
(i) Redevelop the North Marin Water District website to be Section 508 ADA and W3C AA compliant, in order to provide disabled users with ease of access to information (See 3.1)					
(ii) Increase information published in Spanish, especially in key documents. We recommend this is achieved by providing (a) a paragraph in Spanish language in key documents, such as the Annual Report and the WaterLines newsletter, that provides readers with the option to request specific information in Spanish, and (b) by having a page on the NMWD website that addresses Spanish speakers, provides pertinent information (such as how to report a problem or request service) in Spanish, and provides the invitation to request more specific information in Spanish language.		\$50.00	\$600.00		
(iii) Improve search engine optimization (SEO) on NMWD's website, to increase access to information (Year Two).	\$0.00		\$0.00		
(iv) eMail marketing: Make Water Lines available as an eNewsletter, so customers may opt to 'go paperless'. Includes 2 x blasts per year.	\$3,250.00		\$3,250.00		
(v) Flyers distributed via partner organizations, community organizations and garden centers to promote key initiatives.	\$2,000.00		\$2,000.00		
(vi) Strengthen partnerships with community groups (e.g. the Marin Master Gardeners Association) and provide them with information to disseminate on the District's behalf.	\$150.00		\$150.00		
(vi) Greater investment in paid outreach, such as bus shelter advertising, posters and social media advertising.	\$0.00		\$0.00		
2.2 Continue to increase social media presence and programs				\$9,000.00	\$7,500.00
(i) Increase Facebook followers to reach more customers: This can be achieved with a paid program inviting customers within the District to 'like' NMWD's page. A higher number of followers ensures that more customers see NMWD posts.	\$1,500.00		\$1,500.00		
(ii) Develop a program to increase communications through Next Door.	\$0.00		\$0.00		

(iii) Set up Twitter as an additional platform for communication (costs covered through social).	\$0.00		\$0.00		
(iv) Build out social calendar for the year ahead.	\$700.00		\$700.00		
(v) Create and launch a sustained social media posts program to share the District's ideas, facts, stats and accomplishments (as distinct from news items).	\$0.00	\$525.00	\$6,300.00		
(vi) Boost NMWD branded posts on social media (paid reach).	\$500.00		\$500.00		
2.3 Increase access to Board meetings				\$0.00	\$680.00
(i) Share online versions of Board Agendas via social media one or two days before board meetings, reminding the public that they are welcome to attend.	\$0.00	\$0.00	\$0.00		
(ii) Video record Board Meetings, and make them available online via the website, to provide wider access to customers who may not be able to attend in person					
Objective 3: EDUCATE Educate & inform our customers and provide helpful, relevant, timely information	One Time Costs	Costs Each Month	Total (Year One)	Grand Total (Year One)	Recommended Budget for Year Two
3.1 Redesign and redevelop the District's website				\$700.00	\$1,000.00
(i) Design and develop a more customer-focused website: Budget of \$30,000 covered separately.					
(ii) Ensure that the new site is accessible to all, by achieving Section 508 ADA compliance and W3C AA compliance.					
(iii) Improve website interface and navigation to make the site more intuitive and accessible.					
(iv) Include visually interesting infographics, stats and facts to ensure that website content is more engaging.	\$700.00		\$700.00		
(v) Follow best practice recommendations provided by Kiosk (see Appendix A).					
3.2 Annual Surveys to assess information needs and communication improvement opportunities				\$2,625.00	\$2,625.00
(i) Fact seek: An annual survey of customers in the district (as identified in Section 3.2), will help to identify what communication needs and anxieties customers have, so that	\$2,625.00	\$0.00	\$2,625.00		

they may be addressed through our content planning. (included in Section 3.2)					
(ii) Talk to high-use users to better understand their needs.					
(iii) Review the findings of the annual survey to feed into the Communications Plan and Activity Calendar, where relevant.					
3.3 Plan, develop and publish useful, relevant content in 2019/2020				\$1,225.00	\$700.00
(i) Plan, develop and publish a regular, pre-programmed schedule of bite-sized water-saving tips, facts and stats, as detailed in Section 2.2.					
(ii) Improve the New Homeowner information packs.	\$525.00		\$525.00		
(iii) Create infographics to help communicate accomplishments and to summarize some of the key facts of the Water Quality Report.	\$700.00		\$700.00		
(iv) Publish tips for saving water and lowering costs.					
(v) Increased promotion of initiatives and rebates.					
(vi) Improve website content, as highlighted in Section 3.1.					
3.4 Extend Site and Social Content for 2020/2021				\$0.00	\$6,000.00
(i) Commission new short videos that can be used on the website and shared on social media (e.g. an introduction to the water treatment plant).					
(ii) Provide relevant information for landscapers and landscape companies, made available online, so that they may advocate for water-saving landscapes and help educate customers.					
Objective 4: ENGAGE Engage our customers, increase feedback and build awareness of our initiatives.	One Time Costs	Costs Each Month	Total (Year One)	Grand Total (Year One)	Recommended Budget for Year Two
4.1 New Initiatives and Engagement Events				\$2,900.00	\$13,350.00
(i) It is recommended that the District conducts a Public Workshop on fiscal issues & fiscal sustainability to provide transparency and increase public engagement in fiscal issues. Cost includes invitation design.	\$350.00	\$0.00	\$350.00		

(ii) Annual contest for Eco-Friendly Water Conserving Garden of the Year (encouraging sustainability). Customers would complete an application form to submit their garden for the award; which would be judged by NMWD staff and local gardening and landscape experts. This is a low-cost initiative that would help NMWD generate lots of relevant content, and encourage customers to be water-wise.					
(iii) NMWD Water Festival on World Water Day (March 2021); this would be an annual Open House event with information sessions and giveaways. The Open House would include educational and family-friendly activities and would allow staff the chance to interact with customers. The day could also include tours of the water treatment plant.					
(iv) There should be a bigger push on Water Smart Home Surveys ongoing which can be achieved via the new website and through social media.	\$0.00	\$0.00	\$0.00		
(v) Water Smart Business program: This would involve encouraging businesses to sign up for a water Smart Survey, and providing them with a "We're a NMWD Water Smart Business!" window vinyl to display as well as a logo badge for their website and digital communications.	\$1,050.00	\$0.00	\$1,050.00		
(vi) Increased community partnerships: It is recommended that NMWD staff and/or board to present at more clubs and events, e.g. Rotary to build awareness of the District's accomplishments and initiatives. We recommend that this is minimum twice per year, or as opportunities arise.	\$1,500.00	\$0.00	\$1,500.00		
4.2 Increased Investment in Social Media				\$6,300.00	\$6,300.00
(i) Increase frequency and quality of posts (consider a new employee or use a marketing agency).	\$0.00	\$525.00	\$6,300.00		
(ii) Increased investment in boosted posts that help achieve strategic goals.	\$0.00	\$0.00	\$0.00		
Objective 5: BUILD TRUST Grow and expand the community's trust in the District, customers and voters.	One Time Costs	Costs Each Month	Total (Year One)	Grand Total (Year One)	Recommended Budget for Year Two
5.1 Focus on Credible and Positive News				\$0.00	\$0.00
(i) Show the human face of the organization: share the expertise and quality of the District's staff on web and social. These posts would be planned in the editorial planning detailed in Section 3.3.	\$0.00	\$0.00	\$0.00		

(ii) Communicate key North Marin Water District goals through stories, posts, and press releases.	\$0.00	\$0.00	\$0.00		
(iii) Publish customer survey results (anonymized) on the website and social media.	\$0.00	\$0.00	\$0.00		
(iv) Publish customer, partner and staff testimonials to highlight positive experiences.	\$0.00	\$0.00	\$0.00		
5.2 Be the source of truth				\$0.00	\$500.00
(i) Fact seek: An annual survey of customers in the district (as identified in Section 3.2), will help to identify what communication needs and anxieties customers have, so that they may be addressed through our content planning.					
(ii) More facts provided in more digestible formats (factoids, infographics).	\$0.00	\$0.00	\$0.00		
(iii) Increased visibility at community group meetings and HOA meetings.	\$0.00	\$0.00	\$0.00		
(iv) If there are opportunities for North Marin Water District experts to talk at local or regional conferences (e.g. Pablo Ramudo), that would provide an opportunity to establish more credibility, and images/ posts can be shared via social media.	\$0.00	\$0.00	\$0.00		
5.3 Commitment to regular and timely communications				\$0.00	\$0.00
(i) Faster response to publish facts when events, customer concerns, or stories start social 'buzz'.	\$0.00	\$0.00	\$0.00		
(ii) Increase number and quality of web and social posts and press releases (consider a new employee or use a marketing agency), as identified in Section 4.2.	\$0.00	\$0.00	\$0.00		
(iii) Increased investment in boosted posts that help achieve strategic goals, as identified in Section 4.3.	\$0.00	\$0.00	\$0.00		
Additional Budget Items	One Time Costs	Costs Each Month	Total (Year One)	Grand Total (Year One)	Recommended Budget for Year Two
Annual print budget for flyers, event related print, mailers and posters	\$2,000.00	\$0.00	\$2,000.00	\$14,975.00	\$14,975.00
Annual budget for print ads	\$1,000.00	\$0.00	\$1,000.00		
Agency support services for marketing and social media	\$0.00	\$940.00	\$11,280.00		

Create library of branded social media images (stock and owned)	\$695.00	\$0.00	\$695.00		
Total Recommended Budget				\$60,000.00	\$67,930.00

13

MEMORANDUM

To: Board of Directors

Date: September 27, 2019

From: Drew McIntyre, General Manager



Subject: Approve WRA Consulting Engineering Services Agreement – Design Services for Lagunitas Creek Slope Stabilization Upstream of Gallagher Ranch Bridge

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RECOMMENDED ACTION: That the Board authorize the General Manager to execute an agreement with WRA.

FINANCIAL IMPACT: \$94,400 (No budget augmentation needed at this time)

Background

At the May 7, 2019 meeting (see Exhibit 1), the Board was apprised of flood damage to Lagunitas Creek immediately upstream of the Gallagher Ranch Bridge (used to support our Gallagher Well transmission pipeline). Due to concerns that ongoing creek bank erosion could jeopardize the bridge abutments, the Board approved submission of a request to the Natural Resources Conservation Service (NRCS) for Emergency Watershed Protection (EWP) grant funding. On August 28, 2019, the District received notice that we had been approved by NRCS for grant funding under their EWP program. The EWP program provides 75% grant funding for construction costs plus a 7.5% allowance for design phase services. Permitting costs are not eligible for grant funding.

The program has a fast timeline and we must show due diligence working quickly through the design/permitting, bid and construction phases. The overall project must be completed by April 2020. A conceptual design of the erosion mitigation work prepared by NRCS is provided as Exhibit 2. Note that this design is conceptual only and will be refined during the design and permitting phase of the project.

NMWD staff has requested that WRA provide a cost proposal to conduct design phase services (through construction) for the Lagunitas Creek slope stabilization project. Permitting services are being requested from ESA and Scope of Work will be brought back to the Board at the October 15 meeting for approval.

Consulting Agreement

WRA is a California based consulting firm with a local office in San Rafael. WRA is an experienced environmental planning and design consulting firm with a proven track record working on creek slope stabilization projects.

Their scope includes:

- Technical Studies
- Design and Engineering
- Construction Support
- Project Management
-

The WRA proposal is provided in Exhibit 3. The total consulting services cost estimate for WRA is \$94,400. The 90% design submittal is scheduled for completion in December.

Financial Impact

The total conceptual project cost estimate for this work is approximately \$450,000 with design and permitting costs of ~\$150,000 and construction costs of ~\$300,000. Federal grant reimbursement funding is estimated at \$225,000 for construction and \$22,500 for design resulting in a total estimated federal contribution of ~\$250,000. The local match is estimated at ~\$200,000. Staff have been in discussion with the property owners and MALT and expect to receive a \$50,000 local match contribution thereby reducing NMWD's estimated local share to \$150,000. Note that these costs are conceptual at this time and will be updated once the design is finalized.

This project was not originally anticipated in the FY19/20 budget. However, a West Marin budget augmentation is not being requested at this time because delays in other FY20 West Marin Capital Improvement Projects could result in sufficient available funds in the current approved West Marin CIP budget. The need for any budget augmentation will be reviewed again at the mid-year CIP budget review.


RECOMMENDATION

That the Board authorize the General Manager to execute an agreement with WRA for stream channel repair and restoration upstream of the Gallagher Ranch Bridge for a not to exceed fee of \$94,400.

MEMORANDUM

To: Board of Directors

May 3, 2019

From: Drew McIntyre, General Manager 

Subj: Approve – Support Letter for USDA Emergency Watershed Program Grant Assistance –
Gallagher Bridge Abutment Armoring

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RECOMMENDED ACTION: Approve submission of Support Letter to USDA for Grant Assistance to provide Gallagher Bridge Abutment Armoring

FINANCIAL IMPACT: None at this time

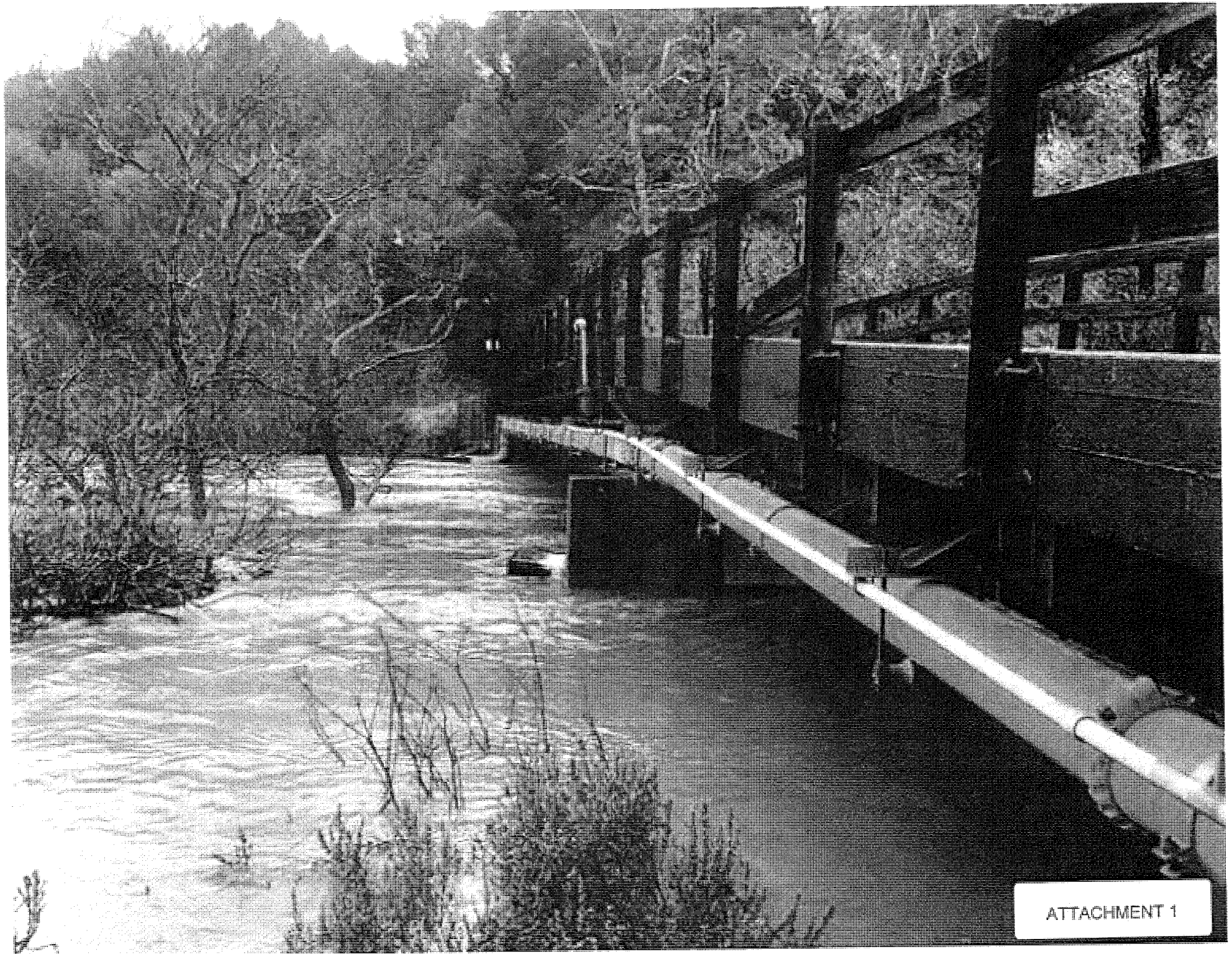
The District's Gallagher Well transmission pipeline is supported by the access bridge crossing Lagunitas Creek at Gallagher Ranch. This pipeline is critical for delivering reliable, good quality water supply from our Gallagher Well to ~ 1,800 potable water customers in West Marin. During the February 2019 storms, significant Lagunitas Creek bank erosion occurred at Gallagher Ranch and the bridge abutments will be compromised if erosion control and bridge abutment armoring enhancements are not implemented. A February 26, 2019 photo of the NMWD pipeline supported on the bridge is shown in Attachment 1 and a related photo of the flooding across the Gallagher Ranch property is shown in Attachment 2.

On Monday, April 15th I attended a meeting at the ranch that included Gallagher Ranch property owners and representatives from MALT, Marin County Resource Conservation District and USDA Natural Resources Conservation Service. The purpose of the meeting was to review the flood damage and explore options for grant funds to perform necessary enhancements to protect the Gallagher Bridge abutments from catastrophic failure. On May 2, 2019 I was informed about the potential to obtain federal assistance under the provisions of Section 216 of the Flood Control Act of 1950 to help address the risks to our West Marin customers should our pipeline support on the Gallagher Bridge be compromised. The potential funding opportunity is through the USDA Emergency Watershed Protection (EWP) Program which provides 75% federal share grants with a local 25% match. The first step in soliciting said funding is to submit a formal letter request letter for EWP assistance (a draft letter is provided in Attachment 3).

The request letter must be submitted within 60 days of the event. While the February flooding occurred more than 60 days ago, it is possible to receive a variance from this requirement. Staff is requesting Board approval to submit a formal request letter in a form similar to that attached. Since time is of the essence, it is important to submit this letter as soon as possible. Note that submission of this letter does not obligate us to move forward.

RECOMMENDATION:

That the Board approve submission of a letter of request for EWP Assistance for funding a Gallagher Bridge Abutment Armoring project.



ATTACHMENT 1





**NORTH MARIN
WATER DISTRICT**

DRAFT

999 Rush Creek Place
P.O. Box 146
Novato, CA 94948-0146

PHONE
415-897-4133

EMAIL
info@nmwd.com

WEB
www.nmwd.com

May 3, 2019

Mr. Carlos Suarez, State Conservationist
USDA – Natural Resources Conservation Service
430 G Street
Davis, CA 95616

RE: Request for EWP Assistance – Gallagher Bridge Abutment Armoring at
Lagunitas Creek

Dear Mr. Suarez:

The North Marin Water District (NMWD) requests Federal assistance under the provisions of Section 216 of the Flood Control Act of 1950, Public Law 81-516 or Section 403 of the Agricultural Credit Act of 1978, Public Law 95-334, to address Lagunitas Creek bank damages sustained in Marin County by late February 2019 storms at Gallagher Ranch. The erosion damage threatens the bridge abutments which supports NMWD's 12-inch water supply pipeline. Bridge abutment armoring work is needed to safeguard our approximately 2,000 West Marin potable water customers from an imminent hazard of a pipeline failure resulting from a bridge collapse.

We understand, as sponsors of an Emergency Watershed Protection project that our responsibilities will include acquiring land rights and any permits needed to construct, and if required, to operate and maintain the proposed measures. We are prepared to provide 25% of the cost of construction work in dollars or in-kind services.

The name, address, and telephone number of the contact person in our organization is as follows:

Drew McIntyre, General Manager
North Marin Water District
P O Box 146
Novato, CA 94948
dmcintyre@nmwd.com
(415) 897-4133

Please contact me for any additional information that you might need in assessing our request.

Sincerely,

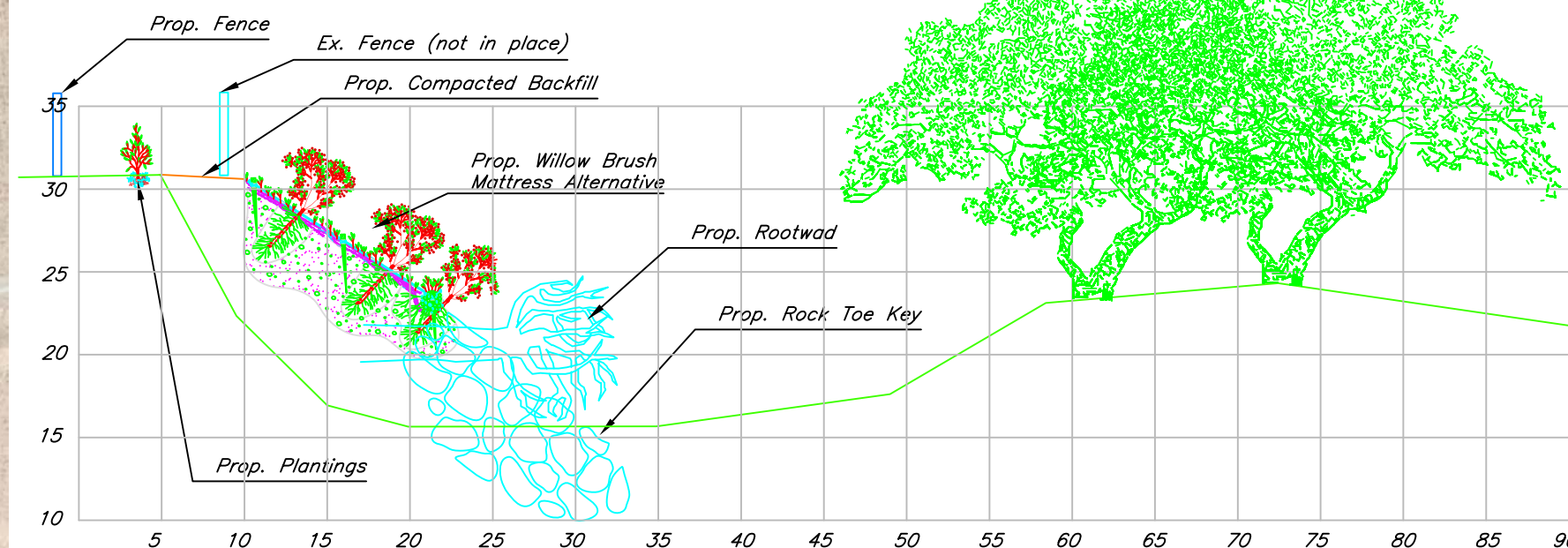
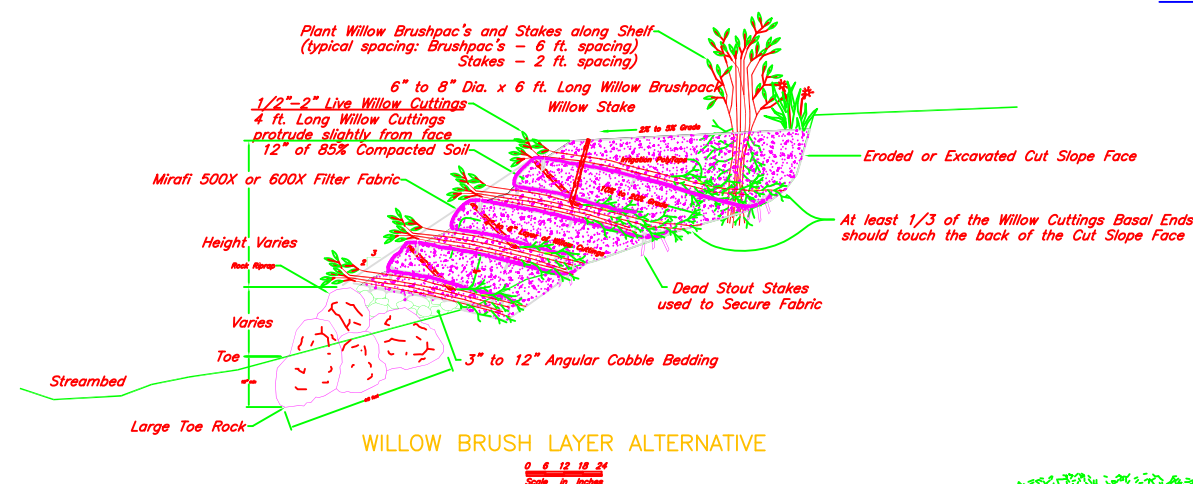
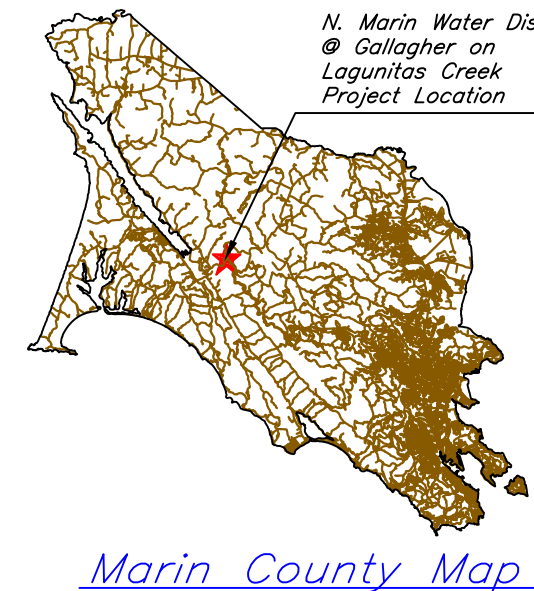
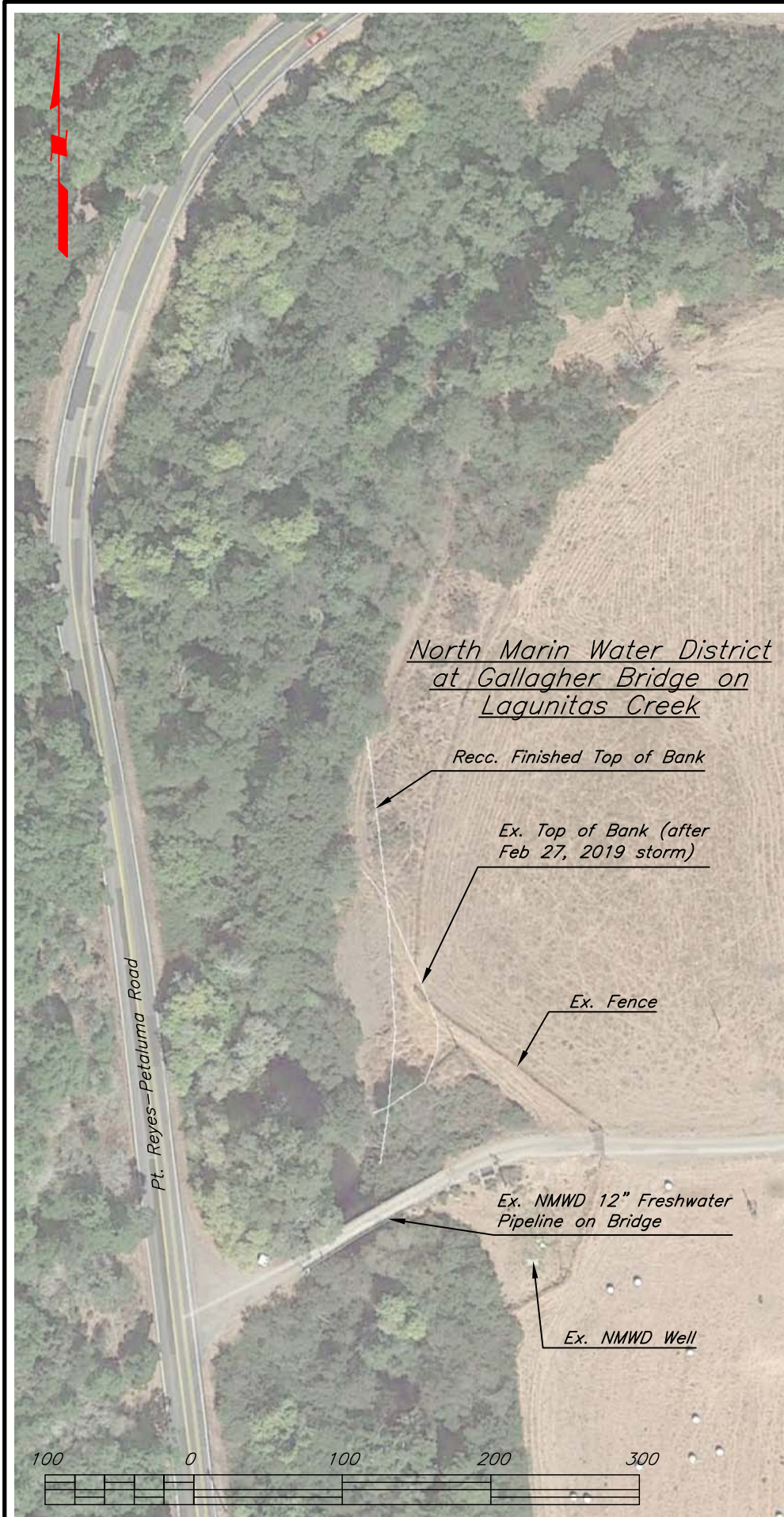
Drew McIntyre
General Manager

Cc: Paul Gallagher
Gallagher Ranch
P O Box 941
Point Reyes Station, CA 94956

Jeff Stump
Marin Agricultural Land Trust
P O Box 809
Point Reyes Station, CA 94956

DM: tk

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Conceptual Bioengineered Bank Design Alternatives (1"=20')

Practices: EWP Streambank Protection (580) NMWD @ Gallagher on Lagunitas Creek Conceptual Plan RCD of Marin County	Job Class: n/a	Date:
	Designed:	Drawn:
	Checked:	Approved:
	Page 1 of 1	Marin County, CA

United States Department of Agriculture Natural Resources Conservation Service	File No. NMWDGallagher.dwg
Drawing No. 6/11/19 12:13 PM	Sheet 1 of 1

SCOPE OF WORK AND ESTIMATED COST

STREAMBANK STABILIZATION - ENGINEERING AND DESIGN

NRCS EMERGENCY WATERSHED PROTECTION GRANT

Gallagher Ranch, Point Reyes Petaluma Road,
Marin County, CA

Prepared for:

Drew McIntyre, P.E., General Manger
North Marin Water District
999 Rush Creek Place, P.O. Box 146
Novato, CA 94948
415-897-4133

September 27, 2019

WRA Project No. 29302

PURPOSE

This Scope of Work describes the process and costs to design a streambank stabilization project for North Marin Water District (NMWD). The purpose of the project is to protect a NMWD water well and 12-inch conveyance line that crosses a bridge over Lagunitas Creek at the entrance to the Gallagher Ranch, about a mile east of Point Reyes Station. The project is partially funded by a federal grant from the Natural Resources Conservation Service (NRCS) under the Emergency Watershed Protection (EWP) program. The EWP program requires the project Sponsor (NMWD) to provide the engineering, permits, and land rights to proceed with the project. NMWD has not yet received an official funding document from NRCS and therefore WRA has not yet had an opportunity to review the EWP grant funding authorization. If there are requirements that could affect WRA's design or overall work requirements that exceed this scope, WRA will notify the client of the additional work.

WORK PRODUCTS

WRA will prepare technical studies to evaluate the stream bank that eroded during the storms of Spring 2019. The baseline technical studies will form the basis of design for the project and will include: a site specific topographic survey of the immediate project area; a Biological Resources Report (BRA); a Wetland Delineation; a Hydrological Analysis of water heights and flow rates; and a Cultural Resources Report.

The technical studies will inform the design, which will be submitted as a 30% proposal. Through a sequential design development process, subsequent engineering and designs will be submitted at the 60% and 90% levels. Permit applications are not included in this scope, but 60% drawings will be provided to the Sponsor for their permit submittals. 100% plans, specifications and estimates (PS&E) will be prepared for the project Sponsor to advertise the project for construction bids. WRA will provide bid support to aid in the selection of a qualified contractor and will continue with construction observation to insure the integrity of construction.

APPROACH

On September 20, 2019 WRA visited the site and noted evidence of bank erosion that occurred just above the bridge, well and pipeline crossing. The eroded bank is about 12 to 15-feet high and about 100 feet long. Erosion was evident both above and below Ordinary High Water (OHW) mark and streambank stabilization efforts will clearly require work within the secondary channel. Separation of work in the secondary channel from the primary channel is a likely goal of the design. Riparian vegetation separating the two channels would be preserved to the extent possible. The conceptual design approved by the NRCS is a bioengineering approach consisting of rootwads and boulders placed to stabilize the toe of slope, and soil lifts and willow plantings (pole cuttings) to stabilize the upper slope. The approach discussed at the site meeting was a living crib wall made of logs and rootwads, with willow stakes for vegetative strength, placed on a foundation of boulders and rocks to contain the highly erodible sandy soils, which is similar to the NRCS-approved concept design in that it has salmonid habitat benefits, but provides a greater level of protection

This project will require CEQA/NEPA compliance, as well as federal, state and local permits, including consultations with federal and state resource agencies. The Sponsor will complete all regulatory permitting. WRA will coordinate submittal of technical evaluations and design products to support those processes.

SCOPE OF WORK

This scope of work describes the tasks necessary to complete the technical evaluations, to prepare PS&E of the Sponsor's project, including bid support and construction observation.

1. TECHNICAL STUDIES

Task 1.1: Document Review

The NRCS Damage Survey Report and the EWP grant funding authorization will be priority documents for WRA to review. WRA will also review readily available watershed and stream studies from the Marin RCD, Marin County and NRCS to confirm the planning context, available data and information needs. We understand local LiDAR data is available and WRA would use that data for extended topographic mapping and for hydrological modeling in conjunction with nearby stream gauge data. WRA will review the available information and prepare a data request for additional information relevant to the project.

REVISION NOTE: Tasks 1.2, 1.3, and 1.4 have been removed.

NMWD has a long-standing relationship with Environmental Science Associates (ESA) and they will prepare the Biological Resources Report, the Wetland Delineation and the Cultural Resources Report. WRA's delivery of the preliminary design is dependent on conclusions derived from these investigations. ESA is also preparing permit applications, which in turn are dependent on WRA'S 60% design submittals. Early and consistent coordination between ESA and WRA is a requirement of meeting schedule expectations. WRA's coordination with ESA will be billed on a time and materials basis to Task 4.3, Additional Services.

Task 1.5: Hydrological Assessment (October Submittal)

Understanding of the site hydrology and hydraulics will be critical for long-term project stability and gaining project approval from the resource agencies. Project features will be designed to be stable during a 100-year flood, with a factor of safety of at least 1.5. We will use the nearby US Geological Survey (USGS) stream gage to evaluate the local flow regime and define the flow magnitudes for summer baseflow, winter baseflow, and 2-yr through 100-yr recurrence interval events. A hydraulic model will be developed using the baseline digital terrain model developed under Task 2.1 in the US Army Corps of Engineers HEC-RAS software and calibrated using stage data from the USGS gage at the site. The model geometry will then be modified to reflect the proposed condition bank grading and roughness elements and rerun with all flows of interest to evaluate project performance. Model output like shear stress and velocity will be used to determine rock sizing, define requirements for large wood ballast and embedment, determine height of bioengineering revetments, and evaluate effects on the 100-year backwater profile. Modeling results will be interpreted and evaluated to refine the design until all project objectives are met. A technical memorandum will document all of the hydrological analyses and their effects on design recommendations.

2. DESIGN AND ENGINEERING

Task 2.1: Base Map, Design Concept (October submittal, after delineation mapping is completed)

Because of the short duration required of the project, formal ALTA standard survey will not be completed for the project. WRA will prepare base maps using topography provided by NMWD and/or publicly available LiDAR. Topography will be supplemented by on-site survey of the erosion area by WRA's engineering staff using RTK survey equipment. Available public records and information provided by the District will be used to show property boundaries and any known easements on the site. Underground utilities will not be shown, and it will be the selected contractor's responsibility to locate. Overhead and visible utilities will be located with GIS mapping equipment and shown on the plans.

WRA understands that the NRCS grant funding the project requires structural stabilization of the eroded channel area. We also know from past experience that the regulatory agencies will desire the use of an approach that improves habitat and vegetative cover. Based on these requirements, WRA expects that the concept will be a cribwall design that relies on a rock base with a log structure wall planted with native vegetation. The concept design will be prepared and submitted to NMWD for review and approval prior to submitting agency permits.

Task 2.2: 60% Design and Preliminary Grading Plan (November submittal)

WRA will create proposed condition topography, treatment measures, and a digital terrain model based on the design concept to evaluate water surface elevation, flow depth, and depth-averaged velocity and shear stress within the channel in the vicinity of the bank erosion area. The 60% design package consisting of drawings, design memorandum, and engineer's cost estimate will be prepared and submitted to NMWD for review and approval.

Task 2.3: 90% Design and Grading Plan (December submittal)

WRA will make necessary revisions to the drawings, design memorandum, and cost estimate. The project documents thoroughly reviewed for permit compliance.

3. CONSTRUCTION SUPPORT

Task 3.1: 100% PS&E and Bid Support (January 2020)

WRA will make necessary revisions to the drawings, design memorandum, and cost estimate. The project documents will be compiled into contract documents including construction specifications and prepared as a bid package.

Task 3.2: Construction Observation

WRA will make periodic visits to the site to review the work performed by the construction contractor, and to support the contractor regarding the interpretation of the contract drawings and specifications. WRA will determine if construction is according to the contract drawings and specifications and confirm if constructed elevations meet the engineered design requirements. WRA assumes that prime contractor will communicate the need to abide by all regulatory requirements and permit conditions and BMP's with all subcontractors on site.

Task 3.3: Biological Monitoring

Permits will require pre-construction surveys for nesting birds, worker training for environmental protocols and other special actions to protect sensitive species. WRA commonly provides these services for projects in sensitive habitats such as Lagunitas Creek. When permits are completed, WRA would be happy to provide a proposal to support the project according to permit requirements.

4. PROJECT MANAGEMENT

Task 4.1: Coordination with the Project Sponsor, NRCS, Marin RCD, MALT and Other Consultants

WRA has allocated 10 hours per month for five months (October through February) to address coordination needs. This limited budget may include preparation and reporting for monthly conference calls, individual phone conversations and email correspondence with the client and other consultants. Additional coordination shall be billed on a time and materials basis, under Task 4.3.

Task 4.2: Kickoff Meetings

WRA proposes to start the project with a kickoff meeting with the client, NRCS, the Marin RCD and the property owner. Prior to the meeting, NRCS grant funding requirements affecting delivery or contents of the design shall be provided for WRA review and specific requirements addressed in the this meeting. Available information, such as property surveys, easement restrictions and access rights would be provided in the kickoff meeting. Additional meetings, presentation of the 30%, 60% or 90% designs, or presentation of findings in the technical investigations would be billed under additional services as requested.

Task 4.3: Additional Services (Contingency)

This task allows the client to request any additional services needed that are outside the scope written above. WRA would request authorization to bill to this task if the need arises.

SCHEDULE

WRA can begin work upon execution of this Scope of Work and WRA's acceptance of the funding agreement between NMWD and the NRCS.

STAFFING

Amanda McCarthy will be the principal-in-charge of the project. Ben Snyder and Andrew Smith will be the consulting engineers on the project (license #82959; #82643; professional engineers are licensed by the State of California). Brian Bartell will be the Project Director and Paul Curfman will be the project manager. Both Brian and Paul are licensed landscape architects #s 6050, 3043 respectively. Sean Avent will be leading the Biological Resources Assessment efforts and he is a licensed wetland ecologist.

ASSUMPTIONS

The following assumptions have been made in the preparation of this Scope of Work:

- Access to the property will be granted to WRA for the necessary environmental studies.
- NRCS Grant Funding Agreement with NMWD shall be provided as part of the contract in advance of work.
- WRA will acquire available LiDAR data for contextual topography including channel configurations and will supplement that with more detailed on site digital terrain survey of the specific project area.
- NMWD to provide property survey including the well, the bridge and pipeline locations with MALT easement restrictions, and the preferred location of the construction staging area. These should be provided in a digital format (such as AutoCAD or GIS), properly referenced to a geographic coordinate system.
- NMWD will provide previous environmental reports used for well construction and pipeline placement for WRA review. Additional reports suggested by NMWD as relevant to the project will also be considered.
- Previous correspondence between the client and government agencies that relate to the project will be provided to WRA.
- Any biological survey, assessment, or other reconnaissance is dependent on current conditions, and the biological data obtained may not be accurate or applicable in subsequent years.
- WRA cannot guarantee schedules or costs for actions taken by regulatory and other third-party entities with authority to approve project activities, as these actions are outside of WRA's control.

ESTIMATED COST

The estimated cost for the services described in this Scope of Work is provided below. This cost is based on the assumptions above and normal working conditions. Costs may be reallocated between tasks, but the total cost will not be exceeded without authorization.

1. TECHNICAL STUDIES		Cost
1.1	Document Review	\$ 5,000
1.2	Biological Resources Assessment (By ESA)	
1.3	Wetland Delineation (By ESA)	
1.4	Cultural Resources Report (By ESA)	
1.4	Hydrological Assessment	\$ 11,300
	Subtotal	\$ 16,300
2. DESIGN AND ENGINEERING		
2.1	Base Map, Preliminary Design (Oct)	\$ 8,300
2.2	60% Design, Preliminary Grading Plan (Nov)	\$ 14,200
2.3	90 % Design and Grading (Dec)	\$ 10,800
	Subtotal	\$ 33,300
3. CONSTRUCTION SUPPORT		
3.1	100% PS&E and Bid Support (Jan 2020)	\$ 11,800
3.2	Construction Observation (6 visits in 2 mos.)	\$ 9,900
3.3	Biological Monitoring (~60 days Constn) NIC	
	Subtotal	\$ 21,700
4. PROJECT MANAGEMENT		
4.1	Coordination - 5 Mos.(OCT-FEB) 9 hrs / mo.	\$ 10,200
4.2	Kickoff Meeting	\$ 2,900
4.3	Additional Services (Contingency)	\$ 10,000
	Subtotal	\$ 23,100
	ESA will provide all permits and consultaion support.	
	TOTAL	\$ 94,400

TERMS AND CONDITIONS

This Scope of Work is subject to WRA's Standard Terms and Conditions, which are attached hereto and incorporated herein as Exhibit A.

(Approval / Signature Page Follows)

APPROVAL TO PROCEED

To authorize WRA's services and to signify their mutual intent to be legally bound by this Scope of Work and Exhibit A, authorized representatives of the parties hereby execute this agreement, effective upon the date when both parties have signed below.

For Client

Signature

Date

Printed Name and Title

Email Address

Billing Information:

Name and Email (if different from above)

For WRA

Signature

Date

Printed Name and Title

14

MEMORANDUM

To: Board of Directors September 27, 2019

From: Rocky Vogler, Chief Engineer *RV*
Carmela Chandrasekera, Associate Engineer *CC*

Subject: Cherry Hill Tank No. 2 Recoat and Rehabilitation Project – Award Construction Contract to Paso Robles Tank, Inc.

R:\Folders by Job No\5000 jobs\5205.22 Cherry Hill No. 2 Recoat\BOD memos\5205.22 BOD Memo Approve Contract Award.doc

RECOMMENDED ACTION: Approve award of the contract to Paso Robles Tank, Inc. and authorize the General Manager to execute an agreement with Paso Robles Tank, Inc.

FINANCIAL IMPACT: \$313,501 plus contingency reserve of \$30,000 (~10%) (included in FY20 CIP Budget)

Background

The 0.2 million gallon Cherry Hill Tank No. 2 Recoat and Rehabilitation Project (Cherry Hill Tank 2 project) includes: (1) complete interior recoat and exterior over-coating, (2) installation of a new mixing system, (3) miscellaneous improvements to comply with current AWWA guidelines, and (4) roof rafter repairs if and where required. The Board authorized bid advertisement for the above referenced project on August 20, 2019. The advertisement date for this project was August 23, 2019 with a bid opening on September 17, 2019. The District advertised the project in the Marin IJ and posted the contract documents electronically on eBidboard (a web-based bid management service). Eight (8) prime contractors attended the mandatory pre-bid meeting and site visit on September 5, 2019. The bid period was approximately three (3) weeks and included one addendum. Six bids were received ranging from a low of \$313,501 to a high of \$447,183.

	CONTRACTOR	TOTAL BASE BID
1.	Paso Robles Tank, Inc., Paso Robles, CA	\$313,501
2.	Euro Style Management, N. Highlands, CA	\$315,900
3.	Unified Field Services Corp, Bakersfield, CA	\$330,526
4.	Advanced Industrial Services, Los Alamitos, CA	\$346,900
5.	Spiess Construction Co. Inc., Santa Maria, CA	\$363,225
6.	Resource Development Company, Sparks, NV	\$447,183
	<i>Engineers Estimate</i>	<i>\$325,000</i>

The Engineer's Estimate was \$325,000. The bid span between the Number 1 and Number 2 low bidders (Paso Robles Tank and Euro Style Management) was \$2,399 (for a variance of 0.8%). The next three bids were within 15% of the second low bidder.

Bid Evaluation

Paso Robles Tank Inc. (PRT) of Paso Robles, CA submitted the lowest responsive bid of \$313,501 which is \$11,499 (3.5%) below the Engineer's construction cost estimate of \$325,000. A bid evaluation (Attachment 1) was performed by the District staff, concluding that PRT

supplied all required bid documents in good order. PRT has satisfactorily performed work for the District in the past. However, other references were also checked and their work was considered satisfactory by those clients.

Project Financing

Cherry Hill Tank No. 2 Recoat and Rehabilitation project was most recently estimated at a total project cost of \$499,000 (Attachment 2).

RECOMMENDATION

That the Board approve award of the contract to Paso Robles Tank Inc., authorize the General Manager to execute an agreement with Paso Robles Tank, Inc. for \$313,501 and set aside a contingency reserve of \$30,000 (~10%).

Cherry Hill Tank No. 2 Recoat and Rehabilitation Project

Bid Items From Bid Schedule (00310)				Engineer's Estimate		PRT		ESM		UFS Corp	
Item No.	Qty.	Unit	Description of Items	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	LS		Mobilization/demobilization allowance (not to exceed 5% of total bid amount)			15,000	15,000	15,000	15,000	15,000	15,000
2	LS		Trenching, sheeting, shoring, and bracing or equivalent method of protection of works in accordance with Section 6700-6708 of the California Labor Code.			1	1	5,000	5,000	1	1
3	2		Tank roof rafter repair			2,250	4,500	1,750	3,500	2,750	5,500
4	LS		Replace center vent cover and install new roof hatch			6,000	6,000	8,000	8,000	6,600	6,600
5	LS		Replace interior platform handrails and fiberglass short ladder			5,500	5,500	12,000	12,000	6,050.00	6,050
6	LS		Install reservoir hydrodynamic mixing system			49,000	49,000	47,000	47,000	53,900	53,900
7	LS		Overflow pipe and drain modifications			24,000	24,000	15,000	15,000	26,400	26,400
8	LS		Level indicator and level transmission penetration			6,000	6,000	7,000	7,000	6,600	6,600
9	10 HRS		Grinding			150	1,500	170	1,700	150	1,500
10	10 HRS		Repair welding weld seams or pits in the steel from metal loss			300	3,000	170	1,700	200	2,000
11	5 GALS		Epoxy filler for filling shallower rough pits			200	1,000	200	1,000	75	375
12	LS		Install new Cathodic Protection System			13,500	13,500	11,000	11,000	14,850	14,850
13	LS		Install one (1) sample tap			1,500	1,500	3,000	3,000	1,750	1,750
14	LS		Misc. work shown on drawing not part of items above.			11,000	11,000	5,000	5,000	10,000	10,000
15	LS		Prepare surfaces, furnish and apply material for a full interior coating.			118,000	118,000	110,000	110,000	118,000	118,000
16	LS		Remove and dispose of spent abrasive and interior coating residue.			15,000	15,000	20,000	20,000	7,000	7,000
17	LS		Prepare surfaces, furnish and overcoat tank exterior per specifications (no spray application unless fully contained).			35,000	35,000	35,000	35,000	50,000	50,000
18	LS		Remove and dispose of spent abrasive and/or exterior coating residue.			4,000	4,000	15,000	15,000	5,000	5,000
Total Base Bid :					\$325,000		\$313,501		\$315,900		\$330,526

Bid Forms:			
"IN" Stamped before bid closing (00010)	yes	yes	yes
Bid multiplies out and sums correctly	yes	yes	yes
Bid value in word agrees with numerals	yes	yes	yes
License Checks Out (00300) (Class A)	yes	yes	yes
Bid Form 00300 - Addendum 1 acknowledged	yes	yes	yes
Bid Form 00300-2 - Signed by Authorized Individual	yes	yes	yes
Bid Form 00100-3 - Board Authorization Resolution	yes		yes, not resolution though
Bid Guaranty Bond 00410	yes	yes	yes
Bidders Experience and Qualifications 00420	yes	yes	yes
Bid Form 00430 - List of Subcontractors	yes	yes	yes
Bid Form 00435 - Contractor's Licensing Statement	yes	yes	yes
Bid Form 00450 - Material and Equipment Manufacturers	yes	yes	yes
Bidders Affidavit of Non-Collusion 00480	yes	yes	yes
other	claim by bidder	SSPC Qp1 and 2	
Subcontractors:	Listed	Listed	Listed
	Associated Tank Constructors	Accurate Corrosion Control Inc.	Paso Robles Tank
	Corrosion Integrity, LLC		

Material & Equipment Manufacturers:	Specified	Bid	Comply	Bid	Comply	Bid	Comply
		Tideflex		Tideflex		Tideflex	
		Sherwin Williams		Sherwin Williams		Sherwin Williams	
		no DH specified		5000 CFMDesiccant		Polygon	
				Spray machine- Grado			
				Blast Pot-Schmidt			

**NORTH MARIN WATER DISTRICT
WATER SYSTEM IMPROVEMENTS/SPECIAL PROJECTS
PROJECT SUMMARY**

COMPLETED BY: Carmela Chandrasekera
DATE: 12/27/2018

UPDATED BY: Carmela
DATE: 8/13/2019

SERVICE AREA: ☒ **NOVATO**

☐ **WEST MARIN**

☐ **OCEANA MARIN**

Job No.	Job Title: Cherry Hill Tank 2 Recoat Project								
Facility No. 6221							Facility Type (Pipelines, Pump Stations, etc.): TANK		
Description: Recoat interior and exterior of Cherry Hill Tank No. 2 and Perform Inspection. - Interior work consists of removing existing coating, none of which is anticipated to be disposed of as hazardous waste due to high zinc or lead levels, and surface preparation to SSPC-SP10, white metal blast interior and sand and over-coating exterior. New interior coating consists of a single coat of NSF 61 approved 100% solids epoxy. - Exterior work consists of overcoating. New exterior coating consists of a 2-coat system of epoxy primer & Acrylic topcoat. Other misc. work include tank drain modification, replace roof hatch, replace roof vent and add sample tap and penetration for level transmission. A mixing system will be added. Install new cathodic protection - Coating inspection is to be provided under the lead of an outside consultant.									
Project Justification: Due to deteriorated original (circa 1997) interior coatings and exterior coatings, high structural corrosion levels, and updated construction standards; this tank is scheduled for recoating and repairs.									
Baseline Cost Estimate	Initial (12/27/17)	Updated 2/7/19	Updated 8/7/19	Updated	Expended to Date	Baseline Schedule	Start	Finish (Est.)	Finish (Actual)
1 Project Dev.	\$10,000	\$7,000	\$7,000			Project Dev.	7/1/2018	12/31/2018	
2 Design	\$25,000	\$25,000	\$25,000						
3 Tank Inspection by Consultant	\$2,000	\$7,000	\$7,000			Design	1/1/2019	8/15/2019	
4 Recoating contract	\$300,000	\$325,000	\$325,000			Permitting			
5 Labor Compliance	\$15,000	\$0	\$0			Procurement			
6 Outside Coating Inspection	\$30,000	\$25,000	\$25,000			Construction	9/30/2019	2/15/2020	
7 NMWD Const.	\$5,000	\$5,000	\$5,000						
8 NMWD Maint.	\$5,000	\$5,000	\$5,000			Project Closeout		3/15/2020	
9 NMWD operations	\$5,000	\$5,000	\$5,000						
10 Materials	\$5,000	\$5,000	\$5,000						
11 Legal + Misc.	\$5,000	\$5,000	\$5,000						
12 Const. Admin (eng.)	\$30,000	\$30,000	\$30,000						
13 Paving Tank Pad and access road	\$5,000	\$5,000	\$5,000						
14 Project Closeout	\$5,000	\$5,000	\$5,000						
15 SubTotal	\$447,000	\$454,000	\$454,000						
16 Project Contingency (10%)	\$44,700	\$45,400	\$45,400						
Total	\$492,000	\$499,000	\$499,000		\$0				
Comments: Estimated using the experience and bids received for Atherton Tank, San Mateo Tank and Norman tank rehab Projects .									

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MEMORANDUM

To: Board of Directors September 27, 2019

From: Rocky Vogler, Chief Engineer *RV*

Subject: Approve GHD – Consulting Engineering Services Agreement (Oceana Marin Treatment and Storage Pond Rehab)

R:\Folders by Job No\7000 jobs\7173 OM Pond Rehab-404 Grant\BOD Memos\GHD - OM Pond Rehab - Phase 1 Services_BOD Oct 2019.doc

RECOMMENDED ACTION: That the Board authorize the General Manager to execute an agreement with GHD for the Oceana Marin Treatment and Storage Pond Rehab project

FINANCIAL IMPACT: \$129,000 plus \$7,000 contingency (~5%) included in the FY20/21 budget (75% grant funded)

Background

Over time, the earthen embankments surrounding the wastewater treatment and storage ponds in Oceana Marin have undergone some erosion, due primarily to wind-driven waves. This became particularly noticeable during the winter 2016-17 storm events that resulted in partial sloughing of the southern embankment of the treatment pond as well as a collapse of the force main outfall structure causing the force main pipe to fall into the pond. At that time, staff effected temporary repairs by lining the embankment with plastic and sand bags, and erecting a wooden structure to support the force main pipe. In 2018, the District contracted to have both the treatment and storage pond dredged, constructed more substantial earthwork improvements on the southern treatment pond embankment to re-establish grade, and erected a more robust support structure for the force main outfall piping.

At the November 7, 2017 Board meeting, the Board retroactively adopted a resolution (No. 17-23) authorizing the General Manager to execute and file an application for the Hazard Mitigation Program and Pre-Disaster Mitigation Program with the California Governor's Office of Emergency Services (Cal OES). As part of the grant application package submitted on November 1, 2017, a draft resolution and accompanying letter was provided to Cal OES indicating this resolution would be brought to the Board for approval at the November 7, 2017 meeting. Although two separate projects were originally intended to be included with the grant application – (1) Oceana Marin Pond Rehab and (2) Oceana Marin Force Main/Lift Station Upgrade, only the Pond Rehab project was actually submitted since the benefit cost analysis for the Force Main/Lift Station Upgrade resulted in a score less than 1.0, rendering it ineligible to receive grant funding.

Subsequent to the submission of the District's grant application, the initial response from Cal OES/FEMA was that the Pond Rehab project was ineligible to receive funding since it was not included in a previously adopted Local Hazard Mitigation Program (LHMP). Although the District had participated in the development of Marin County's Multi-Jurisdictional LHMP prior to the submission of the District's grant application, the County experienced delays in formally adopting that document which did not occur until December 18, 2018. Notice of the County's

formal adoption of the Multi-Jurisdictional LHMP was provided by the County to Cal OES and FEMA.

In May 2019, the District was notified by Cal OES that the Pond Rehab project was now considered eligible for possible grant award, and was under further review. A Request for Information (RFI) from Cal OES was received on May 28, 2019. The District supplied several responses to the RFI in June 2019. On August 15, 2019, the District received notification from Cal OES that Cal OES received notification from FEMA that Phase 1 of the District's grant application for OM Pond Rehab had been approved. Phase 1 includes environmental analysis, permitting and project design. Phase 2 includes construction.

GHD (consultant), under the existing general consulting services agreement approved by the Board March 20, 2018, assisted the District with development of the grant application as well as providing additional response material to the Cal OES RFI. They are well positioned to assist the District with OM Pond Rehab Phase 1 work. The GHD proposal to provide environmental and design services for the OM Pond Rehab project includes the scope of work, fee estimate and schedule provided in Attachment 1. GHD's proposed scope of work includes topographic survey, environmental clearance for permitting, and project design. Design will include development of plans and specifications suitable for public bidding.

Consulting Agreement

GHD is recommended to provide consulting engineering services including environmental clearance and design for the Pond Rehab project. GHD is an experienced design and consulting firm, and have a proven track record developing environmental analysis and preparing capital project plans and specifications.

Financial Impact

The Capital Improvement Projects budget for the Oceana Marin Pond Rehab project includes \$150,000 in FY21, and projected \$1,050,000 in FY22. Cal OES / FEMA grant requirements include project completion within 36-months of award (August 2022). The grant funding is provided on a reimbursement basis, and is only let for the particular Phase in process. The federal cost share equals up to 75% of project costs, and the Phase 1 reimbursement total is approximately \$128,600. Phase 1 completion is currently required by June 2020.

RECOMMENDATION

That the Board authorize the General Manager to execute an agreement with GHD of Santa Rosa, CA. for the environmental permitting and design of the Oceana Marin Treatment and Storage Pond Rehab project for a not to exceed fee of \$129,000, plus a contingency of \$7,000.

AGREEMENT FOR CONSULTING SERVICES

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

WHEREAS, Consultant is a duly qualified consulting firm, experienced in the planning, design and construction management of water/wastewater facilities.

WHEREAS, in the judgment of the Board of Directors of the NMWD, it is necessary and desirable to employ the services of the Consultant for the Oceana Marin Pond Rehabilitation project.

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

PART A -- SPECIFIC PROVISIONS:

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

- a. The scope of work and fee amount covered by this agreement shall be that specified in the proposal dated September 26, 2019 and included in Attachment A of this agreement.
- b. The fee for the work shall utilize the fee schedule included in Attachment A of this agreement and shall not exceed \$129,000 without prior written authorization by NMWD.

PART B -- GENERAL PROVISIONS

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

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

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

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

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

4. PROSECUTION OF WORK: The execution of this agreement shall constitute the Consultant's authority to proceed immediately with the performance of this contract. Performance of the services hereunder shall be completed by December 31, 2020, provided, however, that if the performance is delayed by earthquake, flood, high water or other Act of God or by strike, lockout or similar labor disturbance, the time for the Consultant's performance of this contract shall be extended by a number of days equal to the number of days the Consultant has been delayed.

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

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

Consultant:
GHD, Inc.
2235 Mercury Way, Suite 150
Santa Rosa, CA 95407
Attention: Matt Kennedy

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

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

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

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

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

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

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

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

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

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

12. EXTRA (CHANGED) WORK: Extra work may be required. The Consultant shall not proceed nor be entitled to reimbursement for extra work unless it has been authorized, in writing, in advance, by NMWD. The Consultant shall inform the District as soon as it determines work beyond the scope of this agreement may be necessary and/or that the work under this agreement cannot be completed for the amount specified in this agreement. Said review shall occur before consultant incurs 75% of the total fee approved for any phase of the work. Failure to notify the District shall constitute waiver of the Consultant's right to reimbursement.

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

14. INSURANCE REQUIREMENTS FOR CONSULTANTS

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

Minimum Scope of Insurance

Coverage shall be at least as broad as:

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

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

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

Verification of Coverage

Consultant shall furnish the District with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. The District reserves the right to require at

any time complete and certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

Subcontractors

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

Self-Insured Retentions

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

Other Insurance Provisions

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

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

Acceptability of Insurers

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

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

At the sole election of the District, any dispute or claim in law or equity between District and Consultant arising out of this agreement which is not settled through mediation shall be decided by neutral binding arbitration and not by court action, except as provided by California law for judicial review of arbitration proceedings. The arbitration shall be conducted in accordance with

the rules of Judicial Arbitration Mediation Services, Inc. (JAMS). The parties to an arbitration may agree in writing to use different rules and/or arbitrators.

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

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

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

**NORTH MARIN WATER DISTRICT
"NMWD"**

Dated: _____

Drew McIntyre, General Manager

**GHD, INC.
"CONSULTANT"**

Dated: _____

Matt Kennedy



September 26, 2019

Reference No. 11202460

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

Re: Proposal for Professional Engineering Services for the Oceana Marin Treatment and Storage Pond Repair Project in Dillon Beach, CA (HMGP #4344-608-24)

Dear Rocky:

GHD is pleased to submit this proposal for professional engineering services for the Oceana Marin Treatment and Storage Pond Repair Project (Project). Below is a detailed scope and attached is the fee estimate.

Project Understanding

North Marin Water District's (NMWD) Oceana Wastewater Treatment Plant (WWTP) is located in coastal northern California, approximately 45 miles northwest of San Francisco along the Pacific Ocean. The Oceana Marin WWTP including a treatment and a storage pond are located on top of a hill in Dillon Beach in Marin County, CA, and both ponds are subject to strong winds. The ponds were constructed in 1973 under the California Building Code at the time, for which seismic provisions were not mandatory and are unlined and constructed with dirt berms. The project site is less than 2 miles from the San Andreas Fault, which is known to be seismically active.

With the heavy rains during the winter of 2016-2017, the water level in the treatment pond increased above design normal conditions and when combined with strong winds, the wind-generated waves inside the ponds eroded the southeast corner of the berms and resulted in emergency repairs. Although the southeast corner of the pond was temporarily repaired, the berms around both ponds have sloughed and are significantly damaged due to erosion from extreme weather wind-induced waves. If the berms fail, untreated wastewater would flow downhill and potentially damage residential and commercial properties on Oceana Drive, Tahiti Way and Lanai Way. Untreated wastewater will also flow directly onto a beach on Bodega Bay, which has high public use and is hydraulically connected to the Pacific Ocean.

The objective of this Project is to mitigate the impacts of extreme weather and earthquakes on the Oceana Marin WWTP and the associated impacts to the residents of Dillon Beach through retrofitting the berms of the treatment and storage ponds. The retrofit project includes re-grading the pond berms and placement of geotextile fabric covered with rip rap to prevent erosion and make the ponds more resilient to earthquake damage, and retrofit of the influent force main where it enters the ponds. The electrical equipment at the

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treatment pond is obsolete and will also be replaced to ensure the retrofitted pond will work as needed during extreme weather events.

The feasibility of the project was evaluated in the Oceana Marin 2015 Master Plan Update by Nute Engineering. The armoring of the pond berms with rock rip rap over stabilization fabric provides an independent, long-term solution with a high degree of effectiveness for protection against wind induced wave erosion and damage during a seismic event. The rock rip rap and stabilization is permanent so the long term maintenance of the pond berm will be minimal and includes clearing the berms of vegetation, minor filling of gopher holes, visual inspections, and minor repairs to the road along the top of the berms.

Project Team

GHD's proposed key project team will include the following staff:

- Project Principal: Matt Kennedy, PE, TE
- QA Review: Rebecca Crow, PE
- Project Manager: Joyce Cheung, PE
- Geotechnical Engineer: Chris Trumbull, PE, GE, D.GE
- Electrical Engineer: Rick Guggiana, PE
- Senior Environmental Planner: Misha Schwarz
- Environmental Planner: Andrea Hilton
- Senior Ecologist: Ken Mierzwa
- Ecologist/Botanist: Joslyn Curtis

GHD is well-qualified to complete this project efficiently. Members of this team were involved in the Hazard Mitigation Grant application for this project and we are familiar with the project site. Our multi-disciplinary in-house team of surveyors, environmental planners, and geotechnical/ civil/ electrical engineers has the design experience to produce a complete and coordinated set of plans, technical specifications, and opinions of probable construction costs. We look forward to the prospect of working with the District on this critical project to mitigate erosion on the pond berms.

Scope of Services

Task 1 – Project Management

Task 1.1 – Site Visit and Meetings

Following Notice to Proceed from NMWD, the Project Manager will schedule a meeting with the District to discuss the project, design standards, and other requirements for the retrofit of the pond berms. The Project Manager, Geotechnical Engineer, and Electrical Engineer will also perform a site walk to observe and document project site features.

During Preliminary Design, GHD will conduct one additional detailed field visit to the site, as necessary. The purpose of the field visit is to verify mapping, confirm existing conditions, and identify constructability issues based on gathered information from topographic survey and utility mapping.

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Task 1.2 – Project Management/ Coordination

GHD will coordinate with the project team as needed via conference calls and emails throughout the execution of the work. The Project Manager will also coordinate review meetings with NMWD to discuss the review comments and receive feedback on the deliverables.

GHD will prepare and submit progress reports with each monthly invoice summarizing the work accomplished during the billing period, the work to be accomplished in the upcoming billing period, critical issues requiring resolution, and budget status. Progress reports will provide NMWD with a summary of the work progress and overall project status.

Task 1.2 Deliverable:

- Monthly invoicing statements and progress reports (email in PDF formats)

Task 2 – Topographic Survey

GHD will produce a topographic map of the project area based on a field survey, and will include the area as delineated on the attached Project Site Map (Figure 2) dated October 2017. The mapping will include fences, drives, utilities with surface evidence, outside toe of berm, tops of berms, tanks, buildings, and spot elevations. Mapping will be in the California Coordinate System '83 – Zone 3, elevations will be based on benchmarks in the area on the NAVD '88 or NGVD '29 as needed.

The survey will be combined with information on the original design plans to create a base map suitable for development of the 65% design and preparation of final design plans.

Task 3 – Environmental Clearance

The project is located at the Oceana Marin WWTP, which sits atop a hill approximately 1 mile inland from Bodega Bay. The land use directly surrounding the WWTP is grassland, some of which is used to graze cattle. Several residential subdivisions are located downhill from the WWTP. There are no recorded historic buildings or structures adjacent to the proposed project area. The San Andreas Fault Zone is located within 2 miles of the project site. The project will not change the footprint of the existing ponds and does not alter the surrounding environment. Review of California State Water Resources Control Board's GeoTracker Database shows no USTs, ASTs, hazardous or toxic materials, or other active or completed cleanup projects within 2,000 feet of the project site. No excavation at the staging area is anticipated. The project is not located in a floodplain. The District owns all the land that is needed to complete the project and also owns the project staging area.

Under this task, the Project Team will work with FEMA to supply supporting environmental documents for the NEPA process. This task also includes one site visit to show the project to the FEMA NEPA team.

Task 3.1 – CEQA NOE

This task will include completion of a California Environmental Quality Act (CEQA) Notice of Exemption (NOE). The NOE will be prepared based on the environmental evaluations conducted, include appropriate exemption citations, and be filed with the Marin County Clerk and California State Clearinghouse with the NMWD as the lead agency.

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Task 3.1 Deliverables:

- CEQA Notice of Exemption submitted to the Marin County Clerk and State Clearinghouse (PDF)

Task 3.1 Assumptions:

- There will be no impacts to biological or cultural resources that require mitigation.
- California Red-legged Frogs are not present at the project site.
- A Categorical Exemption is the appropriate CEQA pathway.

Task 3.2 – Biological Resource Report

GHD will provide a Biological Resources Report (BRR) that shall include a summary of investigations regarding biological resources within the project area and immediate vicinity (within 500-feet). These investigations will compile: data found during a record search of the California Natural Diversity Database/Biogeographic Information and Observation System (CNDDDB/BIOS); a list of federal endangered and threatened species obtained from the USFWS and NMFS; and a California Native Plant Society (CNPS) inventory for the project location. Additionally, available maps, databases, and literature specific to local ecology shall be queried for biological resource data about the site. Finally, additional information from the client pertaining to the site shall be reviewed.

The BRR will also include a summary of two surveys; an Environmentally Sensitive Habitat Area Survey and an initial wildlife survey:

- A GHD botanist will conduct a survey for potential Sensitive Natural Communities per CDFW, or Environmentally Sensitive Habitat Areas (ESHA) per the Coastal Commission as the project occurs within the Coastal Zone. Data collected while on-site shall be compiled into a GIS database to create a map that will be included in the report. Conditions on-site will be outlined in the report and will be used to provide an assessment of the potential for occurrence of sensitive species.
- GHD will conduct one fall/winter wildlife survey within the project study boundary plus a buffer of 500 feet around the project study boundary to accurately assess suitable nesting and breeding habitat for special status species in the project vicinity. The survey will involve GPS mapping of any special status species on site.

Recommendations for further actions or mitigation measures to protect biological resources during project implementation will conclude the report. A single draft will be provided to the client for review and comment prior to finalizing the report. The biological resource report will also support future permitting tasks. .

Task 3.2 Deliverables:

- Draft Biological Resource Report, including maps of sensitive biological resources (Microsoft Word document)
- Final Biological Resources Report (PDF)



- All special status resource locations will be submitted to the California Department of Fish and Wildlife California Natural Diversity Database (CNDDB)

Task 3.2 Assumptions:

- Client will provide access to the site.
- The Project footprint is assumed to be 4 acres, including staging areas.
- Timing of both wildlife and vegetation community surveys will be allowed to occur during proper detection timeframes (e.g. Times of the year that maximize the likelihood of locating herbaceous Sensitive Natural Communities or Environmentally Sensitive Habitat Areas).

Task 3.3 – Wetland Delineation

GHD will conduct a wetland delineation and identify the limits of potential jurisdictional wetlands within the project area. As the site is within the Coastal Zone, the wetland delineation will focus on identification of both the extent of wetland type vegetation (based on one-parameter), as well as the extent of wetlands having wetland-type vegetation, hydric soils, and wetland hydrology (based on three-parameters) per the U.S. Army Corps of Engineers. Data collected while on-site shall be compiled into a GIS database to create a map that will be included in a technical memo. The locations of potential wetlands will be drawn on a map in the field and their locations digitized by GIS staff, or locations may be marked with a GPS unit. The wetland delineation will cover the project work area and staging area, encompassing approximately 4 acres and will be used during permitting tasks.

Task 3.3 Deliverables:

- Draft Wetland Delineation Report (Microsoft Word document)
- Final Wetland Delineation Report (PDF)

Task 3.3 Assumptions:

- Client will provide access to the site.
- The area to be delineated is assumed to be approximately 4 acres, and approximately 2 acres of treatment ponds will be exempt from the delineation.

Task 3.4 – Project Maps

Maps related to biological resources of project site will be prepared for use by FEMA contractors in the NEPA process and will include: wetlands, botanical resources, wildlife resources, and soils.

Task 3.4 Deliverables:

- Project Maps in support of NEPA (PDFs)



Task 3.5 – FEMA Field Visit

GHD will participate in one site visit to review the project with FEMA and water district staff.

Task 3.5 Deliverables:

- One field visit.

Task 3.5 Assumptions:

- Water district staff will arrange site visit logistics and scheduling.

Task 4 – 65% Design

4.1 Background Review and Utility Coordination

GHD will obtain existing utility mapping information from utility providers in the project area, including PG&E (electricity, lighting and natural gas), AT&T (telephone) and other utilities that may be present at the Project Site. GHD assumes that NMWD would provide construction drawings of the ponds and utility mapping for any water, sewer, storm drainage, past geotechnical reports, and record drawings for public improvements in the project area. Following Notice to Proceed from the NMWD, GHD will review the existing utility information, record drawings and reports. It is understood that information on existing utilities provided by utility owners may not be complete (for example, mapping may be schematic, and vertical location of utilities may not be available) and cannot be verified during design. Utility information provided by the owners of the utilities will be compared against information included with the survey and during the field. GHD will update the project survey basemap to include utility information. Utility maps will be kept on file at GHD and can be provided to NMWD if requested. Potholing by the Contractor during construction may be required to verify locations and adjustments or relocation of existing utilities may be required.

4.2 65% Plans

GHD will prepare 65% plans using the topographic survey developed in Task 2 and will incorporate utility information received. The intent of the 65% design drawings will be to provide detailed information on construction methods and materials and to develop a detailed opinion of probable construction cost. The 65% design plans will incorporate comments from the plant operators and District management based on initial project meeting. GHD will include an outline of the Technical Specifications for this project. It is assumed that the District will distribute the 65% plans and return one consolidated comment review package back to GHD.

Plans will be prepared at a scale of 1"=20' on 22"x34" sheets using the GHD standard title block in 2017 AutoCAD. The list of anticipated drawings for this project is provided in the following table.



Table 1 Anticipated List of Drawings

Sheet No.	Drawing No.	Drawing Title
1	G-001	Cover Sheet, Vicinity and Location Maps, and Drawing Index
2	G-002	General Notes, Abbreviations, Legend and Symbols
3	G-003	Overall Site Plan, Survey Control Diagram, Alignment Data and Survey Information
4	C-101	Treatment and Storage Ponds Retrofit Plan
5	C-301	Pond Retrofit Cross Sections - 1
6	C-302	Pond Retrofit Cross Sections - 2
7	C-501	Civil Details - 1
8	C-502	Civil Details - 2
9	E-001	Electrical Symbols, Legend, Abbreviations and General Notes
10	E-101	Electrical Site Plan
11	E-501	Electrical Details - 1
12	E-502	Electrical Details - 2

4.4 65% Opinion of Probable Construction Cost

An Opinion of Probable Construction costs will be submitted based on the 65% design plans. An appropriate construction contingency will be included.

4.5 65% Review Meeting

GHD will have a conference call with District staff at completion of the 65% design submittal review to discuss comments. The review will focus on the plans, specifications, opinion of probable costs, project constraints, and other key items requiring resolution. GHD will prepare and distribute a meeting agenda prior to the meeting, and distribute meeting notes to attendees.

Comments received will be incorporated as appropriate into the 90% design.

Task 4 Deliverables:

- 65% full-size (22"x34") Plans (electronic PDF)
- 65% opinion of probable construction cost (PDF)
- Outline of Technical Specifications (PDF)
- Electronic files (PDF) sent via email through a File Transfer Site

Task 5 – Detailed Design (90%)

5.1 90% Plans

After comments are received from the 65% design submittal, the project team will prepare the 90% design plans. The intent of the 90% plans is to address comments from the 65% submittal and provide an updated set of design plans with developed details and cross sections.

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5.2 90% Technical Specifications

GHD will prepare the 90% technical specifications (in CSI 50 Division format). It is assumed that the District will develop the Division 00/ front end contract requirements.

5.3 90% Quantities and Opinion of Probable Cost

GHD will prepare opinion of probable cost at the 90% design level. Unit prices will be verified for the various bid items. The work associated with each bid item will be accurately described in the specifications. An appropriate construction contingency will be included.

5.3 90% Review Meeting

GHD will have a conference call with District staff at completion of the 90% design submittal review to review comments. The review will cover plans, specifications, opinion of probable costs, project constraints, and other key items requiring resolution. GHD will prepare and distribute a meeting agenda prior to the meeting, and distribute meeting notes to attendees.

Task 5 Deliverables:

- 90% Plans (PDF)
- 90% Opinion of Probable Construction Cost (PDF and MS Excel)
- 90% Technical Specifications (PDF and MS Word)
- Electronic files (PDF and MS Word) sent via email through a File Transfer Site

Assumptions

1. NMWD will provide record drawings showing the dimensions and elevations of the existing ponds (size, material, depth), electrical system, and adjacent utilities.
2. NMWD is able to provide electronic copies of their latest standard details, standard specifications and front-end contract requirements.
3. Traffic control means and methods will be deferred to the selected contractor as a submittal during construction (detailed traffic control plans will not be prepared).
4. The District will provide access to all existing facilities as necessary for field work, including rights-of-entry and easements.
5. The accuracy of opinions of probable construction cost will be commensurate with the level of design development.
6. This is an erosion mitigation project and does not include an analysis on the structural integrity of the pond berms. Subsurface investigations (e.g. potholing, borings) are not included.
7. Our current proposed scope does not include the 100% design, permitting, bidding, awarding or construction administration services. Per the FEMA Phase One Approval Letter, HMGP #4344-608-24, dated August 9, 2019 (attached in this proposal), Phase One only includes activities related to 65% Project Design, 90% Project Design, and Environmental Clearance. After the 90%

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design, FEMA will review and complete the NEPA before funding for Phase Two is authorized. The 100% design, permitting, bidding, awarding and construction administration services are part of Phase Two and can only proceed following authorization from FEMA. GHD will provide a proposal for these services after NEPA is complete.

Use of Documents Provided by Others

The scope of services provided above relies on information to be provided by NMWD and others for utility records and other similar information that will be useful for project. GHD will utilize information that is provided by the District or otherwise obtained through field work. This information will be assumed to be accurate. If data conflicts are found, GHD may recommend that the District obtain further information to verify the data.

Schedule

We are prepared to begin work immediately upon receiving authorization to proceed. Schedule milestones and estimated dates for completion of Phase 1 are shown in Table 2. This schedule adheres to the 10 month timeframe specified in the HMGP Approval Letter dated August 9, 2019, with the Phase One completion date set for June 9, 2020. If possible, GHD recommends the District to request an extension due to the 1.5-month period in procuring the design contract to provide additional time for District review of the plans, and any field work that may be postponed due to inclement weather. If there are any extensions granted for Phase One, please inform GHD.

Table 2 Schedule Milestones and Estimated Dates

Task	Start Date	Duration	Completion Date / Milestone	Comments
0.0 Submit Proposal	9/13/2019	1 day	9/13/2019	
0.1 District Review Period	9/13/2019	2 weeks	9/27/2019	
0.2 Notice to Proceed	9/27/2019		9/27/2019	
1.0 GHD Internal Kick-off meeting and compile data requests to District	9/27/2019	2 weeks	10/11/2019	
1.1 Schedule meeting and Site Visit with District	10/11/2019	1 week	10/18/2019	
2.0 Topographic Survey	10/11/2019	1 month	11/8/2019	
3.0 Environmental Clearance	10/11/2019	5 months	3/5/2020	
4.0 65% Design	11/8/2019	4 months	3/7/2020	
4.1 65% Plans	11/8/2019	2.5 months	1/23/2020	See Note 1
4.2 65% Specifications	1/23/2020	1 week	2/6/2020	
4.3 65% Opinion of Probable Construction Costs	2/6/2020	1 week	2/13/2020	
Submit 65% Design	2/13/2020	1 day	2/13/2020	
District Review Period	2/13/2020	2 weeks	2/27/2020	

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4.4	65% Design Review Meeting	2/27/2020	1 week	3/5/2020	See Note 2
5.0	90% Design	3/5/2020	3 months	6/3/2020	
5.1	90% Plans	3/5/2020	2 months	5/4/2020	
5.2	90% Specifications	5/4/2020	1 week	5/11/2020	
5.3	90% Opinion of Probable Construction Costs	5/11/2020	1 week	5/18/2020	
	Submit 90% Design	5/18/2020	1 day	5/18/2020	
	District Review Period	5/18/2020	2 weeks	6/1/2020	
5.4	90% Design Review Meeting	6/1/2020	1 week	6/8/2020	See Note 2

Notes:

1. GHD has a holiday shutdown period from 12/25/2019 - 1/1/2020.
2. One (1) week allocated for scheduling coordination.

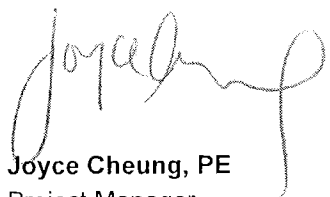
Engineering Fee

Compensation for services for the basic scope of services provided herein shall be on a time and materials basis at our standard labor rates for an estimated not-to-exceed fee of \$128,664. Please see the attached detailed fee estimate. If there are any specific tasks that you would like to include or remove from this proposal, please feel free to let us know.

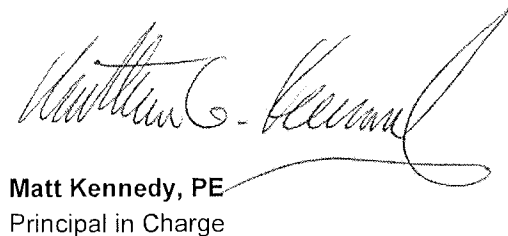
Closing

We appreciate the opportunity to assist you on this project. If you have any questions regarding the proposal, our proposed approach, or our project team, please do not hesitate to contact us.

Sincerely,
GHD Inc.



Joyce Cheung, PE
Project Manager



Matt Kennedy, PE
Principal in Charge

Attachments:

- Fee Estimate
- Figure 2: Project Site Map
- FEMA Phase One Approval Letter, HMGP #4344-608-24
- Resumes

GHD

6001 Shellmound Street, Suite 850, Emeryville CA 94607 USA
T 510 429 0700 F 510 420 9170 W www.ghd.com



PROJECT NAME: Oceana Marin Treatment and Storage Pond Repair
PROJECT NUMBER:

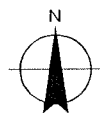
PROJECT ESTIMATING SHEET

8/30/2019

Task Description	GHD																		HOURS	Direct Costs	Indirect Costs	FEE	1.15 Markup	Total Fee Including
	Kennedy	Crow	Cheung	Viba	Guggiana	Osarno	Trumbull	Maddock	Maddock	Schwarz	Hillen	Mierzwa	Curtis	Bacciarini	Clark	Bach	Overton							
	Plc	CA	PM Civil Engineer	Civil Staff Engineer	Sr Electrical Engineer	Staff Electrical Engineer	Sr Geotechnical	Office Survey	PW Survey (1 person)	Sr. Environmental Planner	Environmental Planner	Sr. Ecologist	Ecologist/Botanist	Quality Control	GIS	Civil CAD	Admin							
	\$ 250	\$ 184	\$ 189	\$ 131	\$ 220	\$ 147	\$ 220	\$ 179	\$ 217	\$ 183	\$ 145	\$ 179	\$ 142	\$ 140	\$ 105	\$ 163	\$ 163							
Task 1.0 - Project Management																								
Subtask 1.1 Site Visit and Meetings		1	10	4	5		8	1										32	\$266	\$192	\$6,905	\$6,905		
Subtask 1.2 Project Management/ Coordination	2	1	16														2	21		\$126	\$4,310	\$4,310		
Task 1 Subtotal Hours	2	2	26	4	8	0	8	1	0	0	0	0	0	0	0	0	2	53						
Task 1 Subtotal Fee	\$ 500	\$ 388	\$ 4,914	\$ 524	\$ 1,760	\$ 0	\$ 1,760	\$ 179	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 326				\$11,215	\$11,215		
Task 2.0 - Topographic Survey				4				5	8	8								29			\$120	\$5,599	\$5,599	
Subtask 2.1 Topographic Survey	0	0	0	4	0	0	0	8	8	8	0	0	0	0	0	0	0	29						
Task 2 Subtotal Hours	0	0	0	4	0	0	0	8	8	8	0	0	0	0	0	0	0	29						
Task 2 Subtotal Fee	\$ 0	\$ 0	\$ 0	\$ 524	\$ 0	\$ 0	\$ 0	\$ 1,432	\$ 1,736	\$ 1,647	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	29			\$5,599	\$5,599		
Task 3.0 - Environmental Clearance																								
Subtask 3.1 CEQA NOE										2	5							10		\$0	\$1,666	\$1,666	\$0	
Subtask 3.2 Biological Resource Assessment											4	12	78	8	4			106	\$538	\$0	\$14,863	\$14,863	\$0	
Subtask 3.3 Wetland Delineation										16			40	8	4				\$1,222	\$0	\$10,398	\$10,398	\$0	
Subtask 3.4 Permit Maps													4		8			12		\$0	\$1,548	\$1,548	\$0	
Subtask 3.5 FEMA Field Visit																		16	\$683	\$0	\$3,751	\$3,751	\$0	
Task 3 Subtotal Hours	0	0	0	0	0	0	0	0	0	16	12	12	122	16	16	0	0	212						
Task 3 Subtotal Fee	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 24	\$ 12	\$ 12	\$ 2,160	\$ 17,324	\$ 2,240	\$ 1,680	\$ 0	212			\$32,226	\$32,226		
Task 4.0 - 65% Design																								
Subtask 4.1 Background Review and Utility Coordination				5														8		\$48	\$1,236	\$1,236	\$0	
Subtask 4.2 65% Plans		4	24	48	5	24										80		188		\$1,128	\$21,196	\$21,196	\$0	
Subtask 4.3 65% Opinion of Probable Construction Cost		2	4	10	2	6												30		\$180	\$4,882	\$4,882	\$0	
Subtask 4.4 65% Design Submittal Review Meeting	2		8	4	5		8											32		\$192	\$6,714	\$6,714	\$0	
Task 4 Subtotal Hours	2	6	36	76	18	30	8	0	0	0	0	0	0	0	0	80	2	258						
Task 4 Subtotal Fee	\$ 500	\$ 1,164	\$ 6,864	\$ 9,956	\$ 3,960	\$ 4,410	\$ 1,760	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 13,040	\$ 326				\$44,028	\$44,028		
Task 5.0 - 90% Design																								
Subtask 5.1 90% Plans		4	24	40	5	20										40		136		\$816	\$22,728	\$22,728	\$0	
Subtask 5.2 90% Technical Specifications		4	12	18	12	4												44		\$264	\$8,164	\$8,164	\$0	
Subtask 5.3 90% Opinion of Probable Construction Cost		2	2	8	2	4												18		\$108	\$3,080	\$3,080	\$0	
Subtask 5.4 90% Design Submittal Review Meeting			2	2	2													2		\$48	\$1,584	\$1,584	\$0	
Task 5 Subtotal Hours	0	10	40	66	24	24	0	0	0	0	0	0	0	0	0	40	2	206						
Task 5 Subtotal Fee	\$ 0	\$ 1,940	\$ 7,560	\$ 8,646	\$ 5,280	\$ 3,528	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 6,520	\$ 326				\$35,596	\$35,596		
TOTAL HOURS ALL TASKS	4	18	102	150	50	64	16	8	43	12	12	122	16	16	120	6	552							
TOTAL PROJECT FEE ALL TASKS	\$1,000	\$3,492	\$19,278	\$19,650	\$11,008	\$7,938	\$5,820	\$1,611	\$1,736	\$7,869	\$1,740	\$2,100	\$17,324	\$2,240	\$1,680	\$19,560	\$978		\$2,710	\$3,222	\$128,564	\$128,564		



Paper Size ANSI A
0 250 500 750 1,000
Feet



North Marin Water District
Oceana Marin Treatment
and Storage Pond Repair

Project No. 11151119
Revision No. -
Date October 2017

Map Projection: Lambert Conformal Conic
Horizontal Datum: North American 1983
Grid: NAD 1983 StatePlane California III FIPS 0403 Feet

Project Site Map

FIGURE 2

H:\US-Sys\Road\Projects\11151119\NMWD-FEMA\NASPEC5
GIS\Map\01\plan2\F2_SiteMap.aprx
Print date: 31 Oct 2017 - 10:22

Data Source: Source: Esri DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community Created by: plan2



U.S. Department of Homeland Security
Region IX
1111 Broadway, Suite 1200
Oakland, CA 94607-4052

FEMA

August 9, 2019

Mark S. Ghilarducci, Director
Governor's Authorized Representative
California Governor's Office of Emergency Services
3650 Schriever Ave.
Mather, California 95655

Reference: Phase One Approval, HMGP #4344-608-24
North Marin Water District – FIPS # 041-99041
Oceana Marin Treatment and Storage Pond Repair
Supplement #45

Dear Mr. Ghilarducci:

We reviewed the subapplication for the above-referenced Hazard Mitigation Grant Program (HMGP) project for the North Marin Water District (subrecipient). We have determined that the project is eligible and based on the subrecipient's request, our decision is to approve a Phase One funding for the above-referenced project. We have determined technical and funding resources are necessary for the subrecipient to provide information for our review of eligibility.

The Phase One cost is \$171,470, (including eligible Pre-Award costs \$42,640), and as shown in the enclosed Supplement #45 Obligation Report, we obligated \$128,602.50 as requested, for the up to 75% Federal share; the non-Federal share match is \$42,867. These funds are now available in Smartlink for disbursement of eligible project costs. This approval is subject to the following.

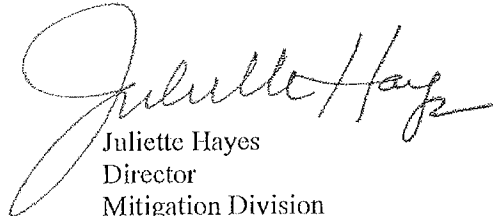
The Phase One approval and obligation of funds are subject to the following:

1. **Phase One Scope of Work (SOW)** – The Phase One SOW is to develop Architecture and Engineering (A&E) to design actions for retrofit and stabilizing the Oceana Marin treatment and storage pond berms and influent forcemain supports to mitigate erosion or collapse in Dillon Beach. Phase 1 activities will not have any ground disturbance.
The activities include the following:
 - 65% Project Design, Survey and Basemap - 6 mos.
 - 90% Project Design - 4 mos.
 - Environmental Clearance & Permitting
2. **Phase One Completion Date** – The North Marin Water District has requested a ten month timeframe for the Phase One, and we have annotated June 9, 2020, as the Phase One completion date. Federal funds may be de-obligated for work that is not completed within schedule, and for which no time extension is approved.
3. **Cost Underruns** - Upon completion of the Phase One, all remaining cost underruns must be applied to the Phase Two funding or de-obligated if the proposed project is not eligible.

4. **Phase Two Construction** - The Subrecipient is not to initiate Phase Two activities such as permitting, contractor selection, and construction until FEMA provides written notification that the review process is completed, including compliance with the National Environmental Policy Act (NEPA) laws and regulations
5. **Categorical Exclusion and Ground Disturbance Activities** -- The Phase One is categorically excluded (CE) from the need to prepare either an environmental assessment or environmental impact statement in accordance with FEMA Instruction 108-1-1 and DHS Instruction 023-01-001-01; Categorical Exclusion a7 has been applied. Site testing and ground disturbance activity such as geotechnical soil boring is not allowed without a written approval from FEMA.
6. This award is subject to the enclosed *Standard Hazard Mitigation Grant Program Conditions*, as amended August 2018. Federal funds may be de-obligated for work that does not comply with these conditions.

If you have any questions or need further assistance, please contact Linda Ortiz, Hazard Mitigation Assistance Specialist at Linda.Ortiz@fema.dhs.gov.

Sincerely,



Juliette Hayes
Director
Mitigation Division
FEMA, Region IX

cc: Jennifer Hogan, Cal OES, SHMO
Monique Shells, Cal OES
Robin Shepard, Cal OES
Monika Saputra, Cal OES

Enclosures (4):

Obligation Report #45
Project Management Report
Record of Environmental Consideration (REC) Phase One
Standard HMGP Conditions

08/08/2019
14:31

FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANTS PROGRAM
Obligation Report w/ Signatures

HMGP-OB-02

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4344	24-R	0	608	1	45	CA	Statewide

Sub-Recipient: NORTH MARIN COUNTY WATER DISTRICT Project Title : North Marin County Water District, Oceana Marin Treatment & Storage Pond Repair
Sub-Recipient FIPS Code: 041-0321F

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
\$128,602.50	\$128,602.50	\$0.00	\$0.00

Project Amount	Subrecipient Management cost amount	Total Obligation	IFMIS Date	IFMIS Status	FY
\$128,602.50	\$0.00	\$128,602.50	08/08/2019	Accept	2019

Comments

Date: 08/08/2019 User Id: KMOJICA

Comment: Approved funding for Oceana Marin Treatment and Storage Pond

Authorization

Preparer Name: KAREN MOJICA

Preparation Date: 08/08/2019

HMO Authorization Name: CAROLINE FOWLER

HMO Authorization Date: 08/08/2019



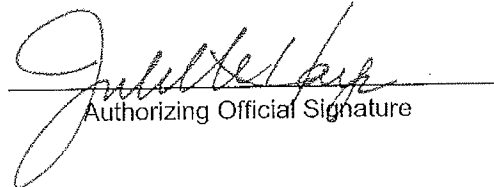
Authorizing Official Signature



Authorizing Official Title



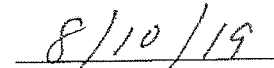
Authorization Date



Authorizing Official Signature



Authorizing Official Title



Authorization Date

08/08/2019

2:45 PM

FEDERAL EMERGENCY MANAGEMENT AGENCY

HMGP-AP-01

HAZARD MITIGATION GRANT PROGRAM

Project Management Report

Disaster Number	FEMA Project Number	Amendment Number	App ID	State	Recipient
4344	24-R	0	608	CA	Statewide

Sub-Recipient: NORTH MARIN COUNTY WATER DISTRICT

FIPS Code: 041-0321F

Project Title : North Marin County Water District, Oceana Marin Treatment & Storage

Mitigation Project Description

Amendment Status : Approved

Approval Status: Approved

Project Title : North Marin County Water District, Oceana Marin Treatment & Storage Pond

Recipient : Statewide

Sub-Recipient : NORTH MARIN CO

Recipient County Name : Marin

Sub-Recipient County Name : Marin

Recipient County Code : 41

Sub-Recipient County Code : 41

Recipient Place Name : Marin (County)

Sub-Recipient Place Name : Marin (County)

Recipient Place Code : 0

Sub-Recipient Place Code : 99041

Project Closeout Date : 00/00/0000

Work Schedule Status

Amend #	Description	Time Frame	Due Date	Revised Date
0	Hazard Mitigation Grant NEPA Support and CEQA Prep	6 Months	00/00/0000	00/00/0000
0	Permitting	15 Months	00/00/0000	00/00/0000
0	Construction Services	11 Months	00/00/0000	00/00/0000
0	Construction	6.5 Months	00/00/0000	00/00/0000
0	Project Closeout	3 Months	00/00/0000	00/00/0000
0	65% Design, Survey Base map - Phase 1	6 months	00/00/0000	00/00/0000
0	90% Design Phase 1	4 months	00/00/0000	00/00/0000
0	100% Design/Bid Set	4 months	00/00/0000	00/00/0000

Approved Amounts

Total Approved Net Eligible	Federal Share Percent	Total Approved Federal Share Amount	Non-Federal Share Percent	Total Approved Non-Fed Share Amount
\$171,470	75.00000000	\$128,603	25.00000000	42867

Allocations

Allocation Number	IFMIS Status	IFMIS Date	Submission Date	FY	ES Support Req ID	ES Amend Number	Proj Alloc Amount Fed Share	Subrecipient Management Cost	Total Alloc Amount
19	A	08/07/2019	08/07/2019	2019	2793461	7	\$128,602.50		\$3,253,944.68
Total							\$128,602.50	\$0.00	\$128,602.50

Obligations

Action Nr	IFMIS Status	IFMIS Date	Submission Date	FY	ES Support Req ID	ES Amend Number	Suppl Nr	Project Obligated Amt - Fed Share	Subrecipient Management Cost	Total Obligated Amount
1	A	08/08/2019	08/08/2019	2019	2888961	0	45	\$128,602.50	0.00	\$128,602.50
Total								\$128,602.50	\$0.00	\$128,602.50

07/03/2019

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

15:56:44

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4344-608-24 (Phase 1 - Design)

Title: Oceana Marin Treatment and Storage Pond (Phase 1 - Design)

NEPA DETERMINATION

Non Compliant Flag: No

EA Draft Date:

EA Final Date:

EA Public Notice Date:

EA Fonsi

Level: CATEX

EIS Notice of Intent

EIS ROD Date:

Comment This project is being phased (Phase I - Design; Phase II - Construction). This review covers Phase I activities of the North Marin Water District to develop A&E to design actions for retrofit and stabilize the Oceana Marin treatment and storage pond berms and influent force main supports to mitigate erosion or collapse in Dillon Beach, CA. Phase I activities will not have any ground disturbance, and this review does not cover construction actions. This project has been determined to be Categorically Excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with FEMA Instruction 108-1-1 and DHS Instruction 023-01-001-01: Categorical Exclusion a7 has been applied. - dcohen3 - 07/02/2019 22:39:47 GMT

CATEX CATEGORIES

Catex Category Code	Description	Selected
a7	(a7) The commitment of resources, personnel, and funding to conduct audits, surveys, and data collection of a minimally intrusive nature. If any of these commitments result in proposals for further action, those proposals must be covered by an appropriate CATEX. Examples include, but are not limited to: (a) Activities designed to support the improvement or upgrade management of natural resources, such as surveys for threatened and endangered species, wildlife and wildlife habitat, historic properties, and archeological sites; wetland delineations; timber stand examination; minimal water, air, waste, material and soil sampling; audits, photography, and interpretation. (b) Minimally-intrusive geological, geophysical, and geo-technical activities, including mapping and engineering surveys. (c) Conducting Facility Audits, Environmental Site Assessments and Environmental Baseline Surveys, and (d) Vulnerability, risk, and structural integrity assessments of infrastructure.	Yes

EXTRAORDINARY

Extraordinary Circumstance Code	Description	Selected ?
	No Extraordinary Circumstances were selected	

ENVIRONMENTAL LAW / EXECUTIVE ORDER

Environmental Law/ Executive Order	Status	Description	Comment
Clean Air Act (CAA)	Completed	Project will not result in permanent air emissions - Review concluded	
Coastal Barrier Resources Act (CBRA)	Completed	Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded	

FEDERAL EMERGENCY MANAGEMENT AGENCY

15:56:44

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4344-608-24 (Phase 1 - Design)

Title: Oceana Marin Treatment and Storage Pond (Phase 1 - Design)

Environmental Law/ Executive Order	Status	Description	Comment
Clean Water Act (CWA)	Completed	Project would not affect any water of the U.S. - Review concluded	
Coastal Zone Management Act (CZMA)	Completed	Project is not located in a coastal zone area and does not affect a coastal zone area - Review concluded	
Executive Order 11988 - Floodplains	Completed	No effect on floodplain/flood levels and project outside floodplain - Review concluded	The proposed action is to provide funding to Subrecipient for them to secure design development services from A&E consultant. This is an administrative task that would result in no impacts to floodplains. - dcohen3 - 07/02/2019 22:21:48 GMT
Executive Order 11990 - Wetlands	Completed	No effects on wetlands and project outside wetlands - Review concluded	The proposed action is to provide funding to Subrecipient for them to secure design development services from A&E consultant. This is an administrative task that would result in no impacts to wetlands. - dcohen3 - 07/02/2019 22:22:00 GMT
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	Low income or minority population in or near project area	The proposed project scope of work will have no disproportionately high and adverse impact on any low income or minority population. - dcohen3 - 07/02/2019 22:22:31 GMT
	Completed	No disproportionately high and adverse impact on low income or minority population - Review concluded	
Endangered Species Act (ESA)	Completed	Listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action	The scope of work associated with this action does not have the potential to affect listed or proposed species or critical habitat. See Attached No Effect Memo. - dcohen3 - 07/02/2019 22:10:28 GMT
	Completed	No effect to species or designated critical habitat (See comments for justification) - Review concluded	
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	
Fish and Wildlife Coordination Act (FWCA)	Completed	Project does not affect, control, or modify a waterway/body of water - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project located within a flyway zone	

FEDERAL EMERGENCY MANAGEMENT AGENCY

15:56:44

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4344-608-24 (Phase 1 - Design)

Title: Oceana Marin Treatment and Storage Pond (Phase 1 - Design)

Environmental Law/ Executive Order	Status	Description	Comment
	Completed	Project does not have potential to take migratory birds - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project not located in or near Essential Fish Habitat - Review concluded	
National Historic Preservation Act (NHPA)	Completed	Applicable executed Programmatic Agreement. Activity meets Programmatic Allowance (enter date and # in comments) - Review concluded	This review is for Phase I design development only of the Undertaking. The design development will not involve any geotechnical investigations, no ground disturbance, and no modification of an existing facility. Thus, Phase I of the Undertaking meets Stipulation I.A.6.f of the Programmatic Agreement among FEMA, the California SHPO, and CalOES (signed October 30, 2014) and is not the type of activity that has the potential to affect historic properties. - dcohen3 - 07/02/2019 22:09:31 GMT
Wild and Scenic Rivers Act (WSR)	Completed	Project is not along and does not affect Wild and Scenic River - Review concluded	

CONDITIONS

Standard Conditions:

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

Standard Mitigation Grant Program (HMGP) Conditions

FEMA Region IX, August, 2018

The following list applies to Recipients and Subrecipients accepting HMGP funds from the Federal Emergency Management Agency (FEMA) of the Department of Homeland Security (DHS):

1. **Applicable Federal, State, and Local Laws and Regulations.** The Recipient/Subrecipient must comply with all applicable Federal, State, and Local laws and regulations, regardless of whether they are on this list or other project documents. DHS financial assistance Recipients and Subrecipients are required to follow the provisions of the State HMGP Administrative Plan, applicable Hazard Mitigation Assistance Uniform Guidance, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2 of the Code of Federal Regulations (CFR) Part 200, adopted by DHS in 2 CFR 3002.
2. **Financial Management Systems.** The Recipient and Subrecipient must maintain financial management systems to account for and track funds, as referenced in 2 CFR 200.302.
3. **Match or Cost Share.** Non-federal match or cost share must comply with 2 CFR 200.306, the scope of work (SOW), and any agreements among the Subrecipient, the Recipient, and FEMA.
4. **Budget Changes.** Unanticipated adjustments are permitted within the approved total cost. However, if costs exceed the federal share, the Subrecipient must notify the Governor's Authorized Representative (GAR) of overruns before implementation. The GAR shall submit a written request for approval to FEMA Region IX. The subaward must continue to meet HMGP requirements, including cost effectiveness and cost share. Refer to 2 CFR 200.308 for additional information.
5. **Real Property and Land.** The acquisition, use, and disposition must comply with 2 CFR 200.311.
6. **Equipment.** The acquisition, use, and disposition must comply with 2 CFR 200.313.
7. **Supplies.** Upon project completion, FEMA must be compensated for unused supplies, exceeding \$5,000 (fair market value), and not needed for other federal programs. Refer to 2 CFR 200.314.
8. **Procurement.** Procurement procedures must be in conformance with 2 CFR 200.318-320.
9. **Monitoring and Reporting Program Performance.** The Recipient and Subrecipient must submit quarterly progress reports, as referenced in the 2 CFR 200.328 and State HMGP Administrative Plan.
10. **Records Retention.** In accordance with 2 CFR 200.333, financial/ programmatic records related to expenditures must be maintained at least 3 years after the date of Recipient's final expenditure report.
11. **Enforcement and Termination.** If the Recipient or Subrecipient fails to comply with the award or subaward terms, whether stated in a Federal statute or regulation, the State HMGP Administrative Plan, subpplication, a notice of award, an assurance, or elsewhere, FEMA may take one or more of the actions outlined in 2 CFR 200.338, including termination or partial termination of the award or subaward outlined in 2 CFR 200.339.
12. **Allowable Costs.** Funds are to be used for allowable costs in compliance with 2 CFR 200.403, the approved SOW, and any agreements among the Subrecipient, Recipient, and FEMA.

13. **Non-Federal Audit.** The Recipient and Subrecipient are responsible for obtaining audits in accordance with the Single Audit Act of 1984, in compliance with 2 CFR 200.501.
14. **Debarred and Suspended Parties.** Recipients and Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, and 2 CFR 180. These regulations restrict federal financial assistance awards, subawards, and contracts with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in the federal assistance programs or activities.
15. **Equipment Rates.** Rates claimed for use of Subrecipient-owned equipment in excess of the FEMA-approved rates must be approved under State guidelines issued by the State Comptroller's Office or must be certified by the Recipient to include only those costs attributable to equipment usage less any fixed overhead and/or profit.
16. **Duplication of Funding between Public Assistance (PA) and HMGP.** Funding for PA Section 406 and HMGP Section 404 are permitted on the same facility/location, but the activities identified under each program must be distinct with separately accounted funds. At closeout, FEMA may adjust the funding to ensure the Subrecipient was reimbursed for eligible work from only one funding source.
17. **Historic Properties and Cultural Resources.** In compliance with 2 CFR 800, if a potential historic property or cultural resource is discovered during construction, the Subrecipient must cease work in the area and take all reasonable measures to avoid or minimize harm to the discovered property/resource. During construction, the Subrecipient will monitor ground disturbance activity, and if any potential archeological resources are discovered, will immediately cease work in that area, and notify the Recipient and FEMA. Construction in the area may resume with FEMA's written approval after FEMA's consultation, if applicable, with the State Historic Preservation Officer (SHPO).
18. **NEPA and Changes to the Scope of Work (SOW).** To comply with the National Environmental Policy Act (NEPA), and other Laws and Executive Orders, any change to the approved SOW shall be re-evaluated before implementation. Construction associated with a SOW change, prior to FEMA approval, may be ineligible for funding. Acceptance of federal funding requires environmental permits and clearances in compliance with all appropriate federal, state and local laws, and failure to comply may jeopardize funding.

Within their authority, the Recipient and Subrecipient must use of all practicable means, consistent with other essential policies, to create and maintain productive harmony for people and nature, and fulfill the social, economic, and other needs of present and future generations of Americans.

16

MEMORANDUM

To: Board of Directors September 27, 2019

From: Jack Baker, Board President 

Subj: Initial Review – Set Salary, Terms and Conditions of Employment – General Manager
(Board Resolution 19-XX amending Prior Board Resolution 17-11)

RECOMMENDED ACTION: Approve

FINANCIAL IMPACT: \$35,002 + \$9,958 in benefits (per year)

The Board has recently met to discuss the General Manager's performance review and the terms and conditions of the General Manager's employment. The Board recognizes that the General Manager has not had a salary adjustment since May 2, 2017 and desires to authorize a base salary increase, effective October 16, 2019, in the amount of \$35,002 per year, which includes the following factors:

- An aggregate, 9.7% COLA wage increase¹;
- A true-up of \$10,000 to match pre-May 2017 GM salary schedule²
- An equity adjustment to base salary of \$4,986

The total annual salary increase is estimated to be \$35,002. In addition, payroll taxes will increase by \$510 and retirement contributions will increase by \$9,448 annually.

In accordance with applicable CalPERS' regulations, 2 CCR § 570.5, authorization is also requested from the Board to approve the attached Resolution 19-XX to update the publicly available pay schedule for the General Manager position. After factoring in the above adjustments, the annual base salary for the General Manager position will be \$235,000, effective October 16, 2019.

For procedural purposes, this agenda item will be initially presented to the Board at its October 1 meeting for discussion, and the Board will subsequently consider approval of the item at its October 15 meeting.

Recommendation:

No action at this time but to consider the above changes to the General Manager's salary.

Attachment

1 The Consumer Price Index for All Urban Consumers (CPI-U) year-to-year change for the San Francisco-Oakland area for August 2017 was 2.7%, 4.3% for August 2018, and 2.7% for August 2019.

2 Note: the May 2017 GM salary was reduced \$10,000 from the approved GM Salary at that time.

Draft

RESOLUTION No. 19-XX
OF
THE NORTH MARIN WATER DISTRICT
CONDITIONS OF EMPLOYMENT - GENERAL MANAGER

WHEREAS: Drew Douglas McIntyre was hired as Chief Engineer of the District on October 12, 1998; and

WHEREAS: Mr. McIntyre was appointed Assistant General Manager/Chief Engineer of the District by unanimous vote of the Board of Directors on July 21, 2015; and

WHEREAS: Mr. McIntyre's appointment as General Manager became effective by unanimous vote of the Board of Directors on May 2, 2017; and

WHEREAS: as appropriate, the Board may amend the terms and conditions of Mr. McIntyre's employment as General Manager; and

WHEREAS: the Board desires to amend Mr. McIntyre's terms and conditions of employment as provided for under prior Board Resolution No. 17-11; and

WHEREAS: Effective October 16, 2019 the following provisions apply:

WHEREAS: Mr. McIntyre serves at the pleasure of the Board and shall:

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

NOW, THEREFORE, BE IT RESOLVED that the conditions of Mr. McIntyre's employment, remuneration and benefits are:

1. Annual salary of \$235,000 per year to be paid in semi-monthly installments. Said salary shall be reviewed annually.

2. Reimbursement of business or business related mileage incurred on privately owned vehicle at the normal rate per mile authorized by the District plus payment by District of \$338 per month. General Manager's use of privately owned vehicle is for the convenience of the District and required as a condition of employment. General Manager shall maintain in force liability insurance on private vehicle of not less than \$250,000 for one individual and \$500,000 per accident.

3. Reimbursement of all reasonable expenses incurred in connection with the conduct or furtherance of District business and affairs.

4. Other benefits as are from time to time afforded all District unrepresented employees with the exception of overtime compensation. Except for vacation, such benefits, which are a function of time in service, shall be calculated from the date first employed by the District.

5. The right to reside in any area within the District territorial boundaries.

6. The General Manager will schedule a "closed session" meeting on the Board's agenda each year for the purpose of his performance evaluation.

* * * * *

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted/amended by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the ___ day of October, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:


(SEAL)

Theresa Kehoe, District Secretary
North Marin Water District

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17

MEMORANDUM

To: Board of Directors
From: Robert Clark, Operations / Maintenance Superintendent 
Subject: FY18/19 Operations / Maintenance 4th Quarter Report
X:\MAINT SUP\2019\BOD\Q4 18-19 O&M Update.docx

September 27, 2019

RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

Safety Summary

The Districts safety program documentation was revised with the review of 132 documents in the 10 section program outline book. Staff also completed an response plan and equipment procurement list to address PG&E's Public Safety Power Shutdowns.

Operations Summary

Operations activities and accomplishments during FY18/19 included completion of three capital improvement projects (treatment plant clear well recoating, oxidation chemical injection point modification for improved efficiencies and clear well turbidimeter replacements). Operations staff also completed just over 500 routine maintenance tasks throughout the year with just 8% unplanned tasks including cleaning the Black Point tank. The new Distribution and Treatment Plant operator hired this spring, (Austin Simpson), has brought a depth of knowledge of small water systems along with well and pump operation and maintenance experience.

Stafford Production

STP startup was delayed due to winter project completions, but began to produce water March 21, with Stafford Lake still spilling over. Production for the spring and early summer resulted in 274 MG of treated water and combined with the fall production of 293 MG a total fiscal year production of 567 MG was achieved towards our goal of 650 MG.

Novato Water System Flows

- Novato production was slightly down 0.9% for the period of April-June compared to the same period last year; average daily production was 7.2 MGD, with a peak day demand of 10.9 MGD.
- Purchased recycled water for the period was 60.9 MG, up 26% from the April-June period last year. This increase volume was due primarily to the new services and the Las Gallinas Valley Sanitary District and Novato Sanitary District plants in full operation versus various construction projects last year.

West Marin System Flows, Demands and Storage

- West Marin average daily production was 201,037 gallons per day with a peak day demand of 433,000 gallons – 15% lower than the same period last year.
- Modifications to the location and replacement of the raw water and production water meters at the Point Reyes Treatment Plant have resulted in improved measurements of our water use.

Oceana Marin

- During the period April-June, force main pump flow averaged 17,027 gallons per day with a peak of 36,409 gallons – 8% - lower than the same period last year. The total discharge to the irrigation field was half of the previous year, leaving a freeboard of 8.0 feet at the end of June.

Water Quality Summary

After a reoccurring increase in disinfection byproducts (DBP's) was identified in our West Marin water distribution system the Water Quality staff and Operations staff reviewed all of the treatment and distribution system operation activities and created a list of modified operating parameters. While keeping within our Division of Drinking Water standard operating plan, procedure modifications has led to a significant decrease in DBP's. Modified activities included the winter operation of the Coast Guard (CG) wells, continued off tide pumping at the CG wells, increased use of the Gallagher well blending with the CG wells , modified disinfection treatment at the treatment plant and the PRE re-chlorination point and increased monitoring of the distribution system to aid in the mapping of the DBP precursors.

Maintenance Summary

Accomplishments during FY18/19 include six facility improvement projects and 468 routine maintenance tasks with just under 15% unplanned tasks. Development work began on the new asset management program that will improve our ability to track work efficiency and maintain asset history more thoroughly. AML project coordination wound down during the period and final installations were begun by District staff for the difficult to access services along with lid procurement and installation.

Electrical / Mechanical

- Gallagher Well rehab was completed with a swab and bail of the well and a replacement of the pump and motor. The well is now producing 150 gpm, the current safe yield capacity.
- Wild Horse Valley tank power relocation was completed after the original underground service was found to be unrepairable.
- E/M staff repaired two more Solar Bees on Stafford Lake due to the float anchors corroding.

The Solar Bees are used to maintain water quality in the lake year round.

- Tank site security upgrades were completed with the installation of deadbolt locks and signs at five tank locations Dickson, Buck, Lynwood, Amaroli and Garner.

Cross-Connection Control (CCC)

- During our annual training for local third-party plumbing / backflow testing services, 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.
- The District currently has 2223 backflow devices with a goal to complete annual tests each year. For various reasons, 133 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.
- Recycled water service inspection and testing was conducted by CCC staff for the 25 percent of the Novato Recycled Water accounts. This includes a site review of recycled water use, overspray and leaks and a shutdown of both the potable and recycled water services to verify that neither of the services supply water to the other. No cross connections were found. Each test takes 3-4 hours to perform following a custom test procedure for each site.

Building and Grounds

- Spring weed control program required staff to repeat our efforts three times due to the late spring rains.
- Staff found the main office roof in disrepair after the long winter rain period and began planning for a roof replacement. After a competitive bid process was completed the successful contractor was unable to schedule the project in time for completion this summer. Staff will make the necessary temporary repairs and plan for the replacement in the spring of 2020.

Fleet Operations

- The District evaluated the total lifetime cost of ownership for our fleet vehicles for one ton and smaller equipment and entered into an agreement with the Enterprise Fleet Management group to begin leasing vehicles.

18

DISBURSEMENTS - DATED SEPTEMBER 26, 2019

Date Prepared 9/24/19

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

Seq	Payable To	For	Amount
P/R*	Employees	Net Payroll PPE 9/15/19	\$147,207.89
EFT*	Internal Revenue Service	Federal & FICA Taxes PPE 9/15/19	62,487.35
EFT*	State of California	State Taxes & SDI PPE 9/15/19	13,524.66
EFT*	CalPERS	Pension Contribution PPE 9/15/19	37,404.19
EFT*	US Bank	August Bank Analysis Charge (Lockbox \$912 & Other \$376, Less Interest \$200)	1,087.84
1	All Star Rents	Propane (26 gals)	112.12
2	Alpha Analytical Labs	Lab Testing	720.00
3	American Family Life Insurance	September AFLAC Employee Paid Benefit	3089.27
4	AT&T	Leased Lines	66.06
5	Ballard, Christian	Novato "Toilet Rebate" Program	100.00
6	Bay Area Barricade Service	White Marking Paint (48) (\$205), White Chalk Spray (36) (\$155) & 7lb Cones (24) (\$437)	797.63
7	Bay Alarm	Quarterly STP Fire Alarm (10/1/19-1/1/20)	338.19
8	Benjamin Franklin Plumbing North Bay	New Water Heater for Maintenance Office	3,056.00
9	California Water Service	Water Service (0ccf) (7/3-8/30/19)	40.88
10	Comcast	September Internet Connection	143.29
11	Consani, Lisa	Refund Overpayment on Closed Account	151.23
12	Core Utilities	Consulting Services: August IT Support (\$6,000), IT & SCADA Support for Recycled Water Controls (\$150), SCADA Maintenance (\$2,675), WaterSmart & AMI Maintenance (\$350), Website Maintenance (\$950), AMI (\$300) & Backflow Maintenance (\$50)	10,475.00



Seq	Payable To	For	Amount
13	Demsey, Filliger & Associates	GASB 75 Disclosure Info FY18/19 Report	500.00
14	Diesel Direct West	Diesel (224 gals) (\$841) & Gasoline (300 gal) (\$1,005)	1,846.44
15	Ditch Witch Equipment	Trailer Mounted Vacuum Excavator	116,964.55
16	Eurofins Eaton Analytical	Lab Testing for UCMR4 Monitoring	305.00
17	Fastenal	Bolts (153)	53.96
18	Fedak & Brown	August Progress Billing (FY19 Financial Audit) (Balance Remaining on Contract \$3,081)	6,320.00
19	Fishman Supply	Brief Relief Urine Bags (100)	259.32
20	Fisher Scientific	Chlorine (2,000) (Lab)	374.09
21	Genterra Consultants	Prog Pymt #22: Dam Safety Consulting Service for STP (Bal Remaining on Contract \$25,534)	4,172.00
22	GHD	Prog Pymt#18: Water Tank 4A Replacement (Balance Remaining on Contract \$9,735)	189.00
23	Giannini, Kristen	Novato "Water Smart Landscape Efficiency Program" Residential	92.23
24	Goodpaster, Stacie	Exp Reimb: Registration for CA-NV AWWA AFC19	445.00
25	Grainger	Battery Backup for High Service PLC (\$107), Round Slings (8) (\$351), Tubbing Cutter (\$82) & Hose Fitting & Key Tags for Fleet	603.17
26	HERC Rentals	Fuel Tank Rental (\$1,352) & Generator Rental (\$8,422)	9,775.02
27	Hildebrand Consulting	Prog Pymt#3: Water Rate Study (Balance Remaining on Contract \$35,355)	1,220.00
28	Industrial Vacuum Equipment	Weekly Vac Trailer Rental	5,297.50
29	International Dioxide	Sodium Chlorite (45,000 lbs) (STP)	31,752.00
30	Irish, Al	Refund Overpayment on Closed Account	179.79
31	KP Promotions	Annual Uniform Order (Baseball Caps w/ Embroidery) (80)	1,160.95

Seq	Payable To	For	Amount
32		Vision Reimbursement	178.30
33	Lacore, Joshua & Amber	Refund of Deposit/New Development/WC Restriction-Novato	1,000.00
34	Lamorte, Donato	Refund of Deposit / New Development / WC Restriction-Novato	1,000.00
35	LeBrun, Kent	Exp Reimb: Electrolyte Drinks for Crew during Heat Wave	32.34
36	Lincoln Life	Deferred Compensation PPE 9/15/19	10,240.28
37	Maltby Electric	Meter Main for Nunes P/S Breakers for Nunes P/S Load Center	798.81
38	McLellan, WK	Misc Paving	12,171.30
39	Michels	Refund Security Deposit on Hyd Meter Less Final Bill	201.01
40	Nationwide Retirement Solution	Deferred Compensation PPE 9/15/19	1,995.00
41	Neopost USA	Postal Meter Rental (10/1/19 - 10/31/19)	124.37
42	NMWD Employee Association	Dues 6/30/19 Through 8/31/19	1,195.00
43	NSI Solutions	QC Samples (5) (Lab)	191.00
44	Office Depot	#9 Envelopes (2,500)	60.16
45	O'Reilly Auto Parts	Oil & Diesel Stabilizer (\$260) & Rust Preventer (10)	264.50
46	Pace Supply	Blind Flange (\$111), Spools (3) (\$450), Tapping Sleeve (8" x 4") (\$654), Dual Wedges (2) (\$64), Bolts & Nuts (12) (\$77) & Elbow Reducers (3)	1,495.51
47	PG&E	Power: Bldgs/Yard (\$5,971), Rect/Controls (\$587), Pumping (\$50,915), Treatment (\$155) & Other (\$165)	57,793.66
48	Point Reyes Light	Legal Notices: Rate Increase and O.M. Sewer Charge	576.00
49	Point Reyes Prop Mgmt Assn	September HOA Dues (25 Giacomini Rd)	75.05
50	Protection Engineering	Polyguard Primer (24 qts) (\$890) & Coal Tar Tape (56) (\$2,084)	2,974.12

Seq	Payable To	For	Amount
51	Quincy Compressor	Service Parts for STP Compressors	782.34
52	Rauch Communication Consultant	Prog Pymt#4: Consulting Services Outreach Support (Balance Remaining on Contract \$9,679)	436.00
53	Recology Sonoma Marin	August Trash Removal	480.66
54	RH & Sons Water Services	Annual Backflow Testing Service for Customer Owned RP Devices (69)	3,795.00
55	Skewes-Cox, Amy	Prog Pymt#1: Provide Initial Study/Mitigated Neg Dec for Old Ranch Rd Tank (Balance Remaining on Contract \$50,725)	6,574.20
56	Sonic Telecom	Refund Overpayment on Closed Account	358.51
57	SRT Consultants	Prog Pymt#4: Consulting Services to Complete Stafford Lake Sanitary Survey (Balance Remaining on Contract \$24,682)	4,080.00
58	Township Building Services	August Janitorial Services	2,035.48
59	TPx Communications	September Telephone Charges	523.21
60	T & T Valve & Instrument	Module for VRC Positioner (STP)	416.90
61	United Parcel Service	Delivery Services: UCMR Monitoring for Lab (\$1,094) & Oil Analysis Kit for STP Compressor Monitoring	1,103.82
62	Univar	Caustic Soda (8,000 gal) (STP)	11,621.34
63	US Bank	August Safekeeping Treasury Securities	142.00
64	VWR International	Brilliant Green Bile Broth (\$112) & MacConkey Agar (Lab)	194.68
65	Waste Management	Green Waste Disposal	74.65
66	Weinberger, Paula	Refund Overpayment on Closed Account	97.38
67	Westridge Builders	Refund Excess Advance for Construction Over Actual Job Cost - Rosenthal & Anand DDS	3,518.32
68	Western Abatement	Refund Security Deposit on Hydrant Meter Less Final Bill	683.96

Seq	Payable To	For	Amount
69	White & Prescott	Prog Pymt#7: Old Ranch Road Tank Site (\$1,485), Prog Pymt#8: Rosalia Tank Site LLA (\$540), Prog Pymt#9: 516 Hospital Drive Water Line Easement (\$360), Prog Pymt#10: Blue Barn Water Line Easement (\$135), Prog Pymt#11: 20 Leveroni Water Line Easement (\$225) & Progress Pymt #12: Consulting Services: Park-A-Pup Water Line Easement (\$1,395) (Balance Remaining on Contract \$20,040)	4,140.00
70	Williamson, Matthew	Exp Reimb: Mileage for D1 Exam	41.76
		TOTAL DISBURSEMENTS	<u>\$595,778.24</u>

The foregoing payroll and accounts payable vouchers totaling \$595,778.24 are hereby approved and authorized for payment.

	9/25/19
Auditor-Controller	Date
	9/25/19
General Manager	Date

MEMORANDUM

To: Board of Directors

September 27, 2019

From: Julie Blue, Auditor/Controller *JB*

Subj: Water Rate Study Schedule Update

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RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: None at this time

Background

At the March 19, 2019 board meeting the Board of Directors approved Hildebrand Consulting (Oakland, CA) to work on a Water Rate Study for the Novato and Recycled Water service areas. Mark Hildebrand, the sole proprietor of Hildebrand Consulting, is currently working on the Water Rate Study, with the assistance of NMWD staff and Bob Reed of The Reed Group, Inc. Due to scheduling conflicts and delays in the preliminary data gathering stage the schedule has changed since it was originally presented to the Board in March. These delays are reflected in the below updated schedule.

Updated Schedule

The tentative updated schedule is as follows:

	New	Original
1. Rate study kickoff meeting	June 2019	May 2019
2. Data collection & review	Sept. 2019	June 2019
3. Financial planning workshop (Staff)	Oct. 2019	July 2019
4. Cost of service (COS) & rate design workshop No. 1 (Staff)	Dec. 2019	Aug. 2019
5. COS & rate design workshop No. 2 (Board Ad-Hoc Committee)	Jan. 2020	Oct. 2019
6. Special Board Meeting Rate Study workshop (Board & Public)	Feb. 11, 2020	Oct. 29, 2019
7. Special Board Meeting Rate Study Review (Board & Public, if needed)	Feb. 25, 2020	N/A
8. Regular Board Meeting - Approve final rate study report	Mar. 3, 2020	Dec. 17, 2019
9. Regular Board Meeting - Approve rate increase customer letter	Mar. 3, 2020	N/A
10. Public hearing to enact new water rates	May 19, 2020	Mar. 17, 2020

In order to create focused input from the Board in a timely manner, a Water Rate Study Ad-Hoc Committee was also approved at the March 19, 2019 board meeting. This committee is comprised of two Board Members, Director Joly and Director Grossi. The committee will be available on an as needed basis for discussions related to the water rate study, specifically for workshop No. 2 which will occur in January 2020 as shown in the updated schedule.

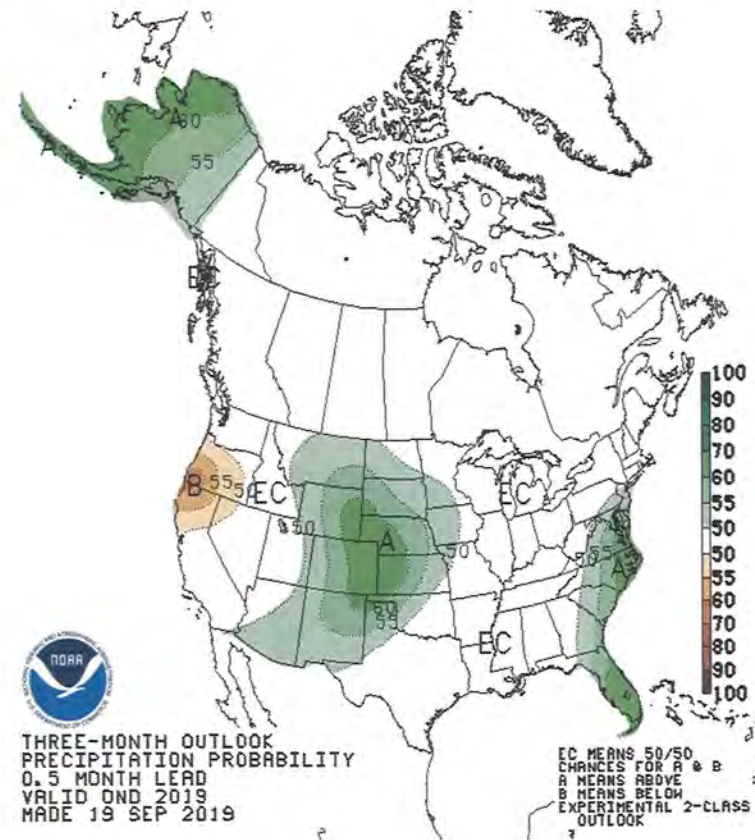
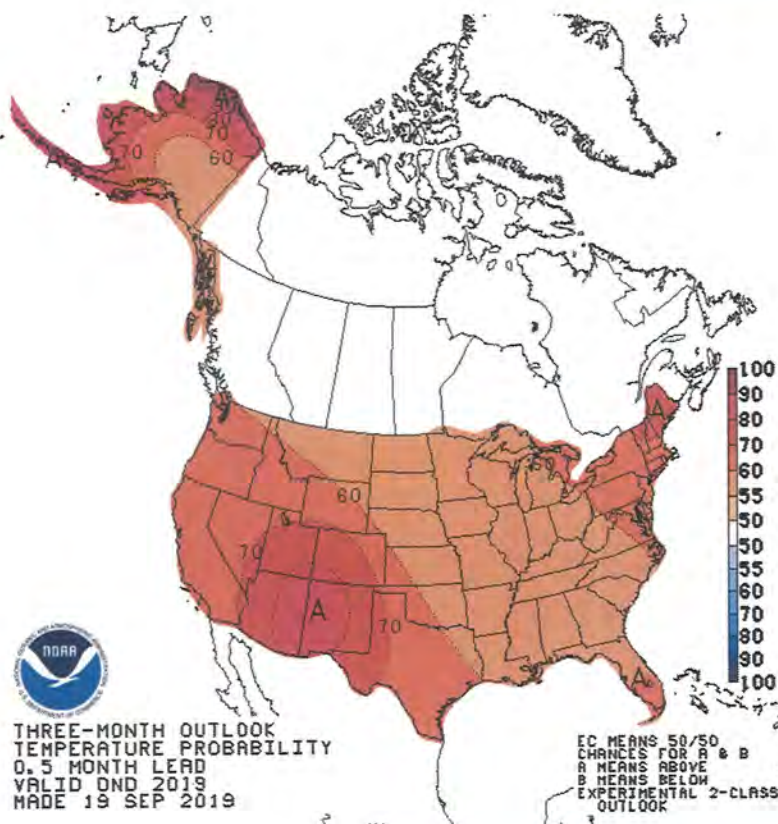
Three-Month Outlooks

Revised OFFICIAL Forecasts

September 2019

Precipitation Probability
(Oct-Nov-Dec_2019)

https://www.cpc.ncep.noaa.gov/products/predictions/long_range/two_class.php



UPDATED MONTHLY FORECASTS SERVICE CHANGE NOTICE
EXPERIMENTAL TWO-CLASS SEASONAL FORECASTS

New call to rein in pensions in Marin

THE COUNTY

By Richard Halstead

rhalstead@marinij.com @HalsteadRichard on Twitter

Marin's 11 cities and towns urgently need to develop a 10-year plan on how to cope with the rising cost of employee pensions and health care obligations, according to a new report by the Marin County Council of Mayors and Councilmembers.

"We have few levers we can pull to fund these costs; therefore, we have to get out and plan as soon as possible," said Mill Valley City Councilman John McCauley, who co-wrote the report together with Larkspur City Councilman Larry Chu.

The report makes one concrete recommendation about how Marin cities and towns can reduce their

other post-employment benefits (OPEBs), the largest being health care costs.

"We support curtailment of this

PENSION >> PAGE 2

benefit for future employees when legally allowed," the report states, "and for agencies using the California Public Employees' Retirement System (CalPERS) medical benefit plan only to fund at the legally allowed minimum under the Public Employees' Medical & Hospital Care Act."

"Nobody is trying to vilify public employees or their benefits," Chu said. "There is no discussion about taking benefits away that have already been earned. It's like dieting; you either have to eat less or exercise more. We either have to find more ways of raising revenue or we have to reduce the expenses."

The report also recommends that municipalities provide more transparency about the cost of their employee benefits. "We support specific

401(k) style plan, with contingent benefits.

As a result, the reports states, "There are only a few theoretical ways that cities can address the challenge of underfunded pension and other post-employment benefits (OPEBs)."

The alternatives it presents are: raise taxes and fees; reduce benefits or the number of employees; use existing reserves or borrow to pay higher contributions; or reduce services provided to residents.

"The report further emphasizes the need for the State Supreme Court to allow prospective pension changes by eliminating the so-called California rule," wrote Jody Morales, founder of Marin's Citizens for Sustainable Pension Plans, in an email. "Without the ability for adjustments,

disclosure of payroll and benefit costs,” the report states, “so that citizens can see how their tax dollars are spent.”

With the exception of San Rafael, all Marin municipalities participate in CalPERS, the state-run pension plan. San Rafael participates with a number of other Marin entities in a plan run by the Marin County Employees’ Retirement Association (MCERA).

According to the report, the municipalities participating in CalPERS have a cumulative net pension liability of \$179 million to CalPERS. San Rafael has a \$120.6 million pension liability to MCERA. In addition, the municipalities participating in CalPERS have a collective OPEB liability of \$67.8 million, and San Rafael has a \$33.7 million OPEB liability.

This is the second report that the Marin County Council of Mayors and Councilmembers (MCCMC) has issued on the impact of pension obligations on local municipalities. The first report, written by Chu and issued in 2011, concluded, “Absent significant changes to the status quo, local agencies could be left severely distressed, if not insolvent, long before the pensions systems become fully funded.”

MCCMC commissioned this new report in response to changes in policies by the retirement systems that are shifting a greater financial burden onto municipalities. CalPERS has begun lowering the assumed annual rate of return for investments to 7 percent, shortened the time that municipalities have to fund their pensions, increased mortality assumptions and moved to a more conservative investment mix.

As a result, Marin’s cities and towns face significant growth in their future payments to CalPERS. Between fiscal year 2018-19 and fiscal year 2024-25, cities’ dollar contributions will increase by more than 50 percent, according to a statewide study projecting pension costs commissioned by the League of California Cities.

The MCCMC report predicts that rising pension costs will require cities over the next seven years

particularly during recessions, the pension debt hole gets deeper.”

Paul Premo, a board member of Marin’s Coalition of Sensible Taxpayers, wrote in an email, “The California courts are considering possible relaxing of the claimed ‘fixed in concrete’ pension benefit formulas that were lavishly increased in the early 2000s — retroactively to initial employment date — that are a large part of the problem.”

Senate Bill 400 in 1999, sponsored by CalPERS and several employee and retiree groups, enhanced pension benefits on the basis that retirees had not benefited from high stock market returns generated in the 1990s. Between 1995 and 2000, the Nasdaq index rose five-fold; then in 2000 the dot-com bubble burst.

McCauley said there is little room to reduce operating costs at most Marin municipalities, and he suspects a limited tolerance for additional taxes. He said one of the best strategies is for towns and cities to sock away as much money as possible to cover pension and health care obligations before the next economic downturn arrives.

Mill Valley has \$38 million in pension liability and \$23 million in OPEB obligations, sizable liabilities for a city of its size. But McCauley, who is serving his second term on the council, says the city has made some key changes in recent years. In 2016, the city eliminated OPEB for new employees, and it has put \$1.2 million in a pension reserve fund and set aside nearly \$10 million to cover OPEB obligations.

Another strategy the report says should be evaluated, which might seem counterintuitive, is borrowing.

“A cost savings can be achieved when the bond interest rate is lower than the pension fund discount rate,” the report states. The discount rate is the assumed rate of return.

Speaking of Larkspur’s pension obligations, Chu said, “One of the ways we can reduce our cost is

to nearly double the percentage of their general fund dollars that they pay to CalPERS.

The MCCMC report notes that under current established state law, known as the “California rule,” municipalities cannot switch existing employees from a pension system with defined, or guaranteed benefits, to a defined contribution

to refinance our pension obligations. Right now, the discount rate is approaching 7 percent and if we can get a pension obligation bond for somewhere around 3 percent, that could save more than \$10 million over the course of 20 years.”

Affordable housing plan gets boost

Housing

WEST MARIN

Purchase of ex-Coast Guard site big step in hopes for construction **HOUSING >> PAGE 2**

By Richard Halstead

rhalstead@marinij.com @HalsteadRichard on Twitter

Marin County supervisors gave final approval to buy the former U.S. Coast Guard property in Point Reyes Station for \$4.3 million on Tuesday, and West Marin community members urged them to waste no time converting the property into affordable housing.

The supervisors, who approved an offer to the purchase agreement last month, made the purchase official Tuesday. The sale will close after a 90-day escrow period. The money to buy the property is coming from the county's affordable housing trust fund, which currently has a balance of about \$7.4 million.

"This is an astounding opportunity," said Don Smith, a Bolinas Community Public Utility District board member. "This is by far the biggest jump in affordable housing that West Marin has ever



The former Coast Guard facility in Point Reyes Station could become the site for affordable housing.

COUNTY OF MARIN PHOTO

Affordable housing plan gets boost

Housing

FROM PAGE 1

been offered, and it's a huge bargain for the price to get 36 units of housing."

The 32-acre property, formerly used by Coast Guard employees and their families, features 36

from Leelee Thomas, planning manager for the county's housing and federal grants division.

"There is no wastewater treatment facility on the property so although we all understand the urgency, there is a significant amount of work that needs to be done," Thomas said. "I would just like the community to hear that, but we will be prioritizing this."

Following the meeting, Thomas said after escrow closes, the next step will be for the county to

townhouses, picnic areas, trails, a dining hall, tennis courts and other facilities.

“This is a once-in-a-lifetime opportunity,” said David Morris of Point Reyes Station.

Supervisors didn’t get long to bask in the glow of their success as housing advocates immediately began to lobby them to move as quickly as possible to convert the property into affordable housing.

“I would hope this could be expedited,” Morris added at the end of his remarks.

Maureen Cornellia of Inverness, a Community Land Trust Association of West Marin (CLAM) board member, said, “There is a level of urgency in moving this project forward through the county process. I urge each of you as supervisors to communicate that urgency to county staff and to direct them to expedite the public review and planning processes.”

Skip Schwartz, director of West Marin Senior Services, said, “Every single day we hear from the senior community how distressed they are by not being able to find any affordable housing. I just want to say I hope you can move this forward with alacrity.”

At the close of public comment, Supervisor Kate Sears said, “I think alacrity is the word for the day.”

But when Sears asked county staff about the possibility of a speedy transition, she heard a few discouraging words

formulate a request for proposals for someone to manage the conversion project. Numerous speakers Tuesday urged the supervisors to select CLAM.

“I would hope a priority would be given to an organization that has a deep, long and intimate knowledge of the community of Point Reyes Station and a demonstrated ability to partner with the community in a spirit of collaboration,” Morris said.

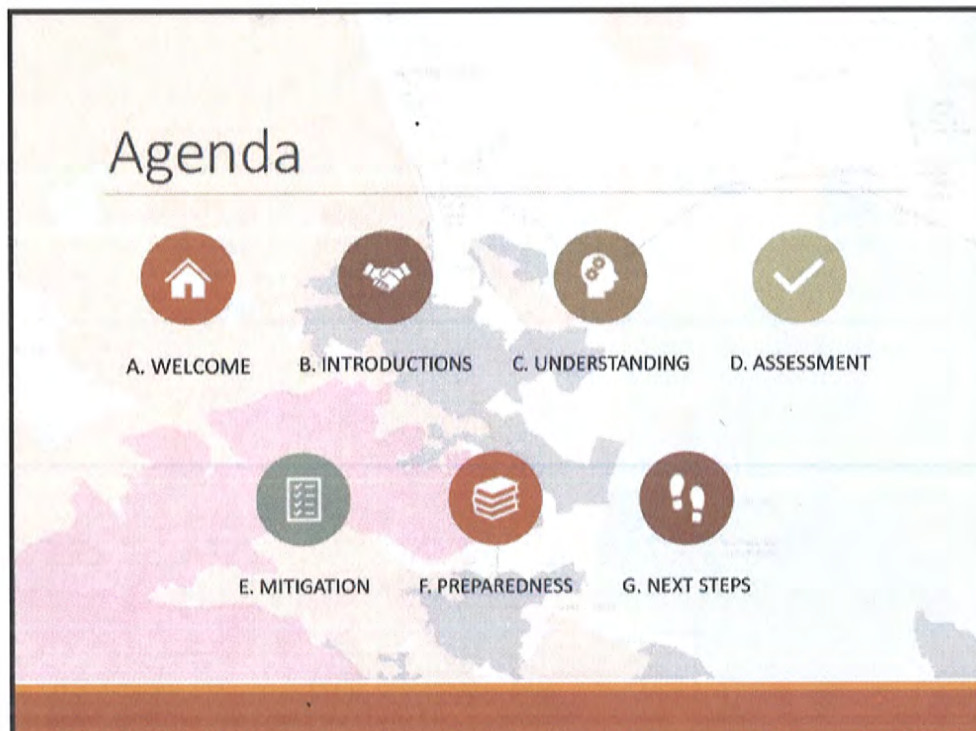
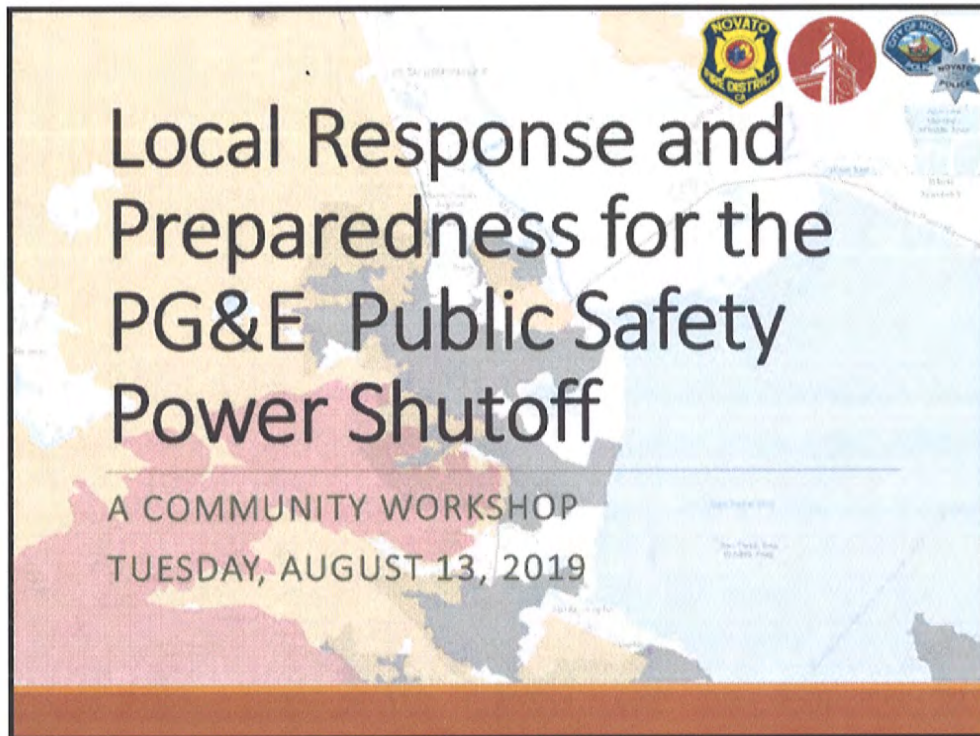
Thomas said after a project manager is selected that entity and the county will create a project plan that will need to include wastewater treatment. When the Coast Guard used the property, it was allowed to have its sewage pumped and hauled off site because it has a special status as a branch of the federal government.

“That wouldn’t be permitted under the county’s development code or state law,” Thomas said.

Then after a project plan has been created, an environmental study will have to be done; it’s unclear at this point if a full environmental impact report will be required to comply with California Environmental Quality Act law.

“We have a long haul ahead of us,” Thomas told supervisors Tuesday, “but we’ve come a long way.”

Public Education Attachment #E





WHO ARE YOU?

Introductions

Understanding

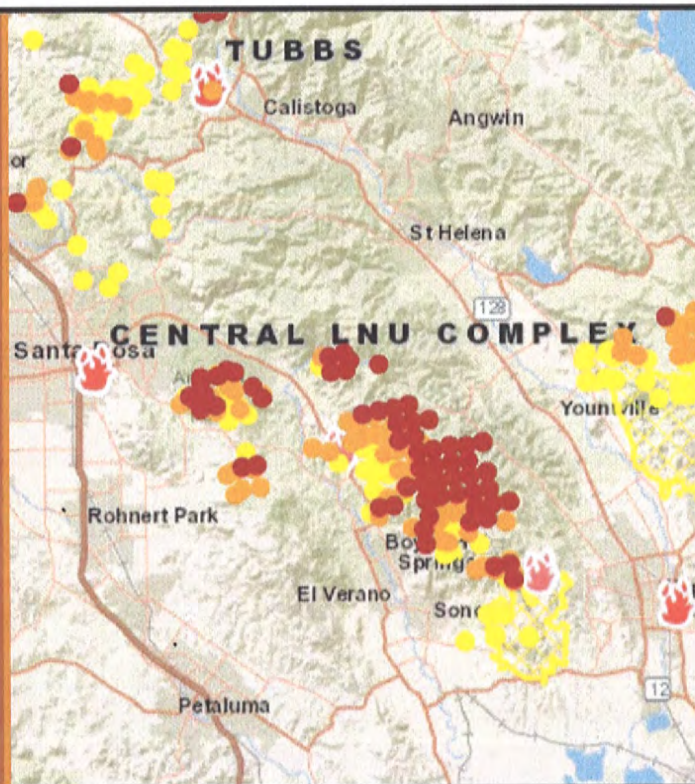
How many
of these did
you know?

- Public Safety Power Shutoff Plan
 - History of the Plan
 - Criteria for Implementation
 - Tiers and Scope
 - Notifications
 - Outage Period
 - Complications

Understanding:

History of the Plan

- A Response to the large fires of the recent past
- Statewide effort
- An attempt to reduce the likelihood of PG&E caused fires
- Involves shutting off the power to selected neighborhoods



Understanding: Criteria for Implementation



No Single Factor, but.....



Red Flag Warning:
issued by the
National Weather
Service



Low Humidity
Levels: generally
20% and below



High Winds:
generally above 25
mph and gusts over
45 mph

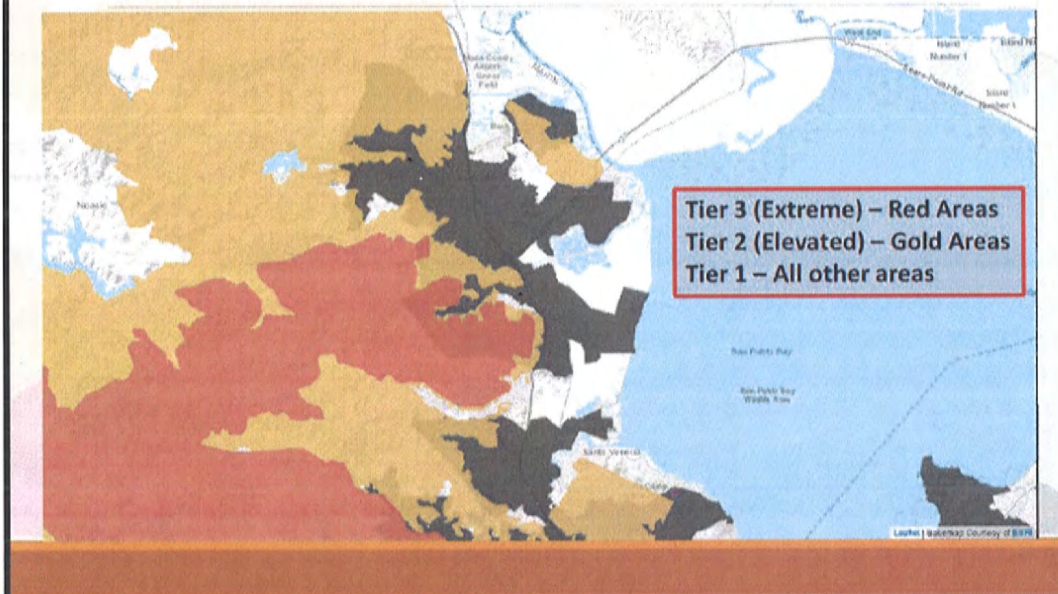


Moisture Content:
condition of dry fuels
and live vegetation



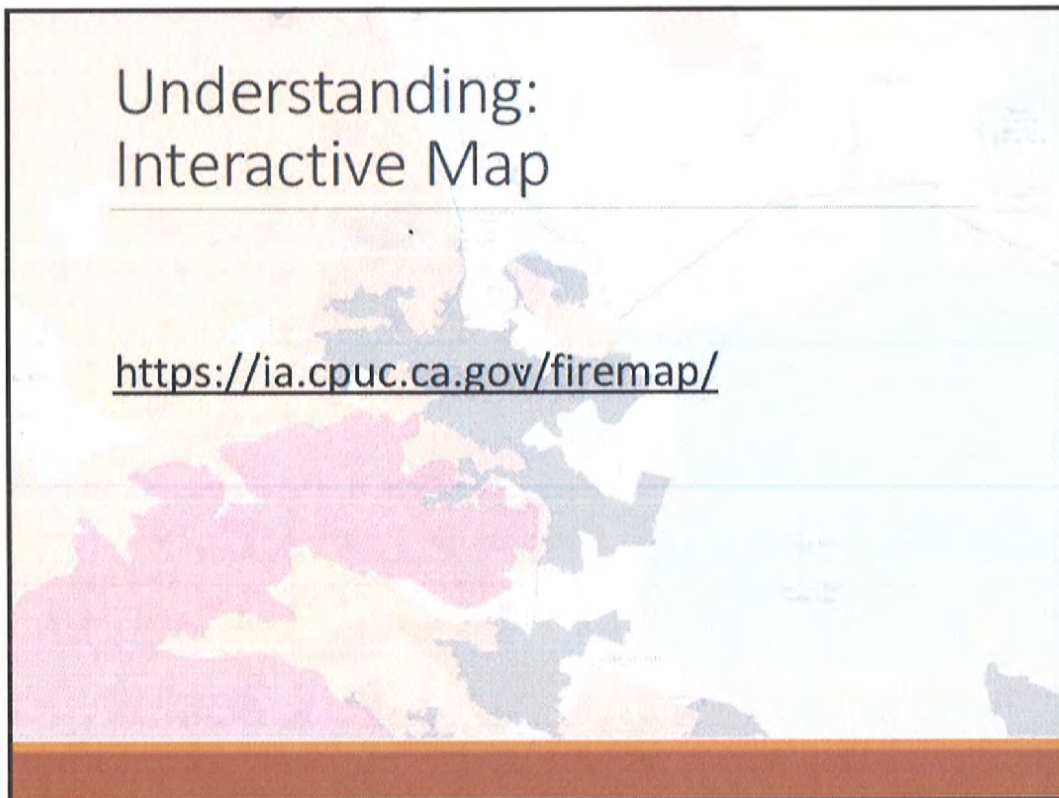
Ground Truth: real-
time observations by
PG&E's Wildfire
Safety Operations
Center and field
observations by
PG&E crews

Understanding: Tiers and Scope



Understanding: Interactive Map

<https://ia.cpuc.ca.gov/firemap/>



Understanding: PG&E Notifications

Timing:

- 48 Hours prior to shutoff
- 24 hours prior to shutoff
- Just prior to shutoff
- During the outage
- Upon restoration

Methods:

- Customer
 - Phone
 - Texts
 - E-mails
- Public
 - Website
 - Social Media
 - Local News
 - Public Safety Partners

Understanding: Novato Notifications

➤ Alert Marin

➤ Nixle

➤ Media Releases

➤ Sign Boards

➤ Social Media

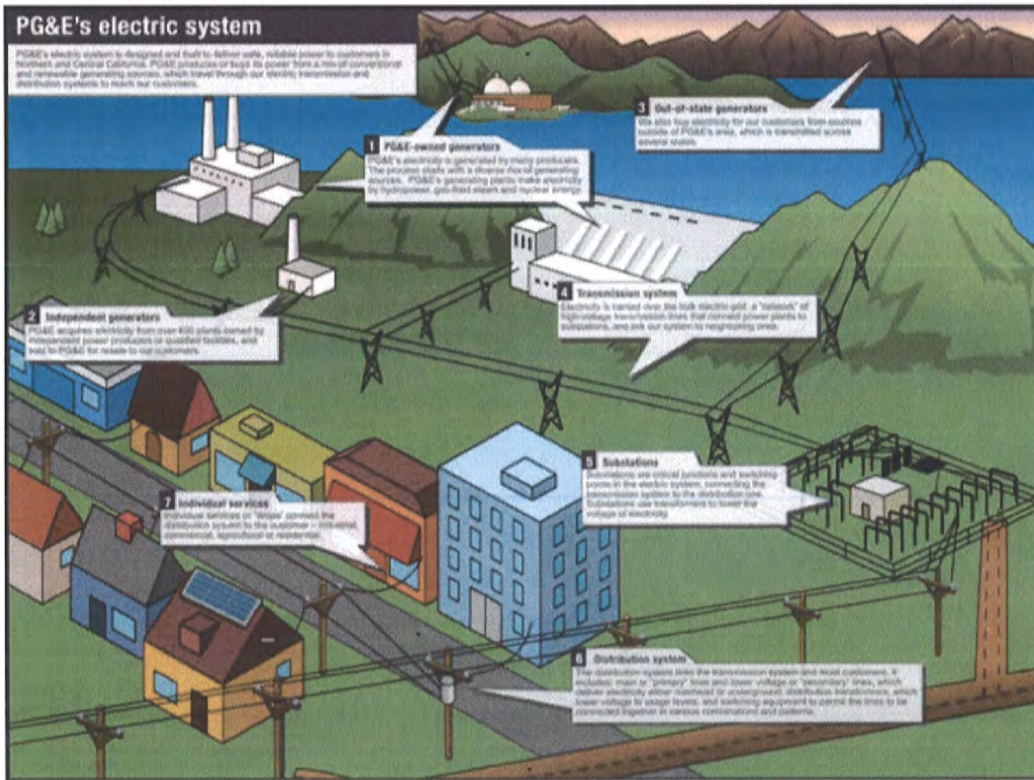
➤ Local Partners

Goals:

- Initial Alert: 48 hours prior (approx.)
- Second Alert: 24 hours prior (approx.)
- Third Alert: Just prior to Shutoff
- Alerts during Shutoff
- Alerts at Restoration
- Alert affected residents
- Describe local response and resources

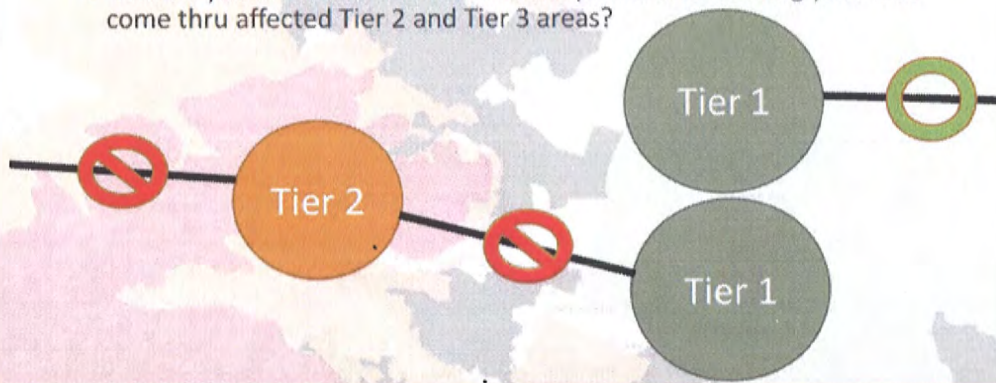
Understanding: Outage Periods

- Outage Event Period based on weather criteria
- Restoration Period start depends on weather impacts and line inspection
- **ALL** lines in affected area need to be visually inspected before re-energizing
- Timelines:
 - Outage Event: Length depends on on-going weather conditions
 - Restoration: 2 to 4 days, estimated
- **Total Shutoff Time = Event Period + Restoration Period**



Understanding: Complications

- What if Severe Weather returns during the Restoration Period?
- Shutoff includes Transmission and Distribution Lines
 - What if you are in a Tier 1 area but the power lines serving your area come thru affected Tier 2 and Tier 3 areas?



Assessment

How many
of these will
affect you?

- How does electricity support your lifestyle?
 - Lighting
 - Cooling
 - Computers
 - Telephones
 - Refrigeration
 - Security Systems
 - Gas Pumps
 - ATM's
- Community Impacts
 - Traffic Lights
 - Cell Sites
 - Street Lights
 - Other Thoughts?



Mitigation

What do you
have now?



- What can you do to prevent or minimize impacts?
 - Generators
 - Batteries
 - Solar, Wind/Water Turbine
 - Moving or Adjusting Operations
 - Gas Up, Cash Up, Charge Up
 - Medical Issues? Consider visiting family or friends.



Preparedness

How many
of these are
you doing?

- Develop a Plan
- Test your Plan and Equipment
- Train your Family
- Coordinate with Family, Friends and Neighbors
- Sign up for Alert Marin and Nixle



Preparedness: Develop a Plan



DRAFT

April 26, 2019

#	Task	Assigned	Due Date
1	Public Education		
1A	Develop Public Education Campaign *	Winter/Whitell	05/03/19
1B	Conduct Public Education Campaign	Winter/Whitell	06/07/19
1C	Develop Media Release Template for Initial Warning, Event Start, Event On-going, Event End *	Winter/Whitell	05/03/19
2	Staff Education		
2A	Develop Staff Education Plan *	Jeffries	05/03/19
2B	Conduct Staff Education Plan	Correa	06/07/19
3	Resource Sites		
3A	Develop Resource Sites Description *	Jeffries	04/26/19
3B	Identify Potential Resource Sites * (MTBC, NYC, NUSO?)	Conklin	04/30/19
3C	Identify Resource Site staffing *	Conklin	04/30/19
3D	Identify/Acquire Resource Site resources *	Conklin	05/03/19
4	Plans		
4A	Develop Security/Safety Plan for affected neighborhoods *	Correa	05/03/19
4B	Develop Public Warning Plan and Alternatives * (Msg Board?)	Howard	05/03/19
4C	Develop APN Assessment and Response Plan *	Jeffries	05/03/19
4D	Develop Transportation Plan and Identify Resources *	Brunelle	05/03/19
5	City/District Preparedness		
5A	Conduct City Generator Tests	Bunk	05/03/19
5B	Conduct District Generator Tests	Menzel	05/03/19
5C	Verify City Refueling Process for Generators *	Bunk	05/03/19
5D	Verify District Refueling Process for Generators *	Menzel	05/03/19
5E	Verify City Gas Pump Power needs	Bunk	05/03/19
5F	Verify District Gas Pump Power needs	Menzel	05/03/19
5G	Identify Sources for Portable Generators / Contracts *	Walden	05/03/19
5H	Review/Update City Facility Prep - Food, Water, etc. *	Correa	05/03/19
5I	Review/Update District Facility Prep - Food, Water, etc. *	Valiquette	05/03/19
5J	Develop EOC Action Plan *	Jeffries	05/06/19
6	Operational Area Coordination		
6A	Meet GES for an Op Area Meeting (05/08/19 1000-1200)	Jeffries	04/24/19
6B	Coordinate JED/JIS with Op Area	Winter/Whitell	04/30/19
7	Novato Area Coordination		
7A	Identify Novato Area Partners	Jeffries	04/24/19
7B	Conduct Novato Area Workshop (05/02/19 0900-1100) *	Jeffries	05/02/19
8	Public Safety Power Shutoff Playbook		
8A	Develop Draft *	Jeffries	05/10/19
8B	Approved Final Version *	Jeffries	05/15/19

Preparedness: Develop a Plan

1. About the Public Safety Power Shutoff Playbook
 - a. Playbook Structure
 - b. The Public Safety Power Shutoff Threat
 - c. Planning Assumptions: Impacts
 - d. Planning Assumptions: Response
 - e. Impacted Areas
2. PG&E Response Plan
 - a. PG&E Safety Action
 - b. Criteria for Determining a Public Safety Power Shutoff
 - c. PG&E Notification Process
 - d. Restoration of Power
 - e. PSPS Notification Relationships
3. Playbook Summary
 - a. Response Phases and the Plays
 - b. Working with the Plays
 - c. Play One - Upon Initial Notification
 - d. Play Two - 1 Hour Prior Until 12 Hours into the PSPS Event
 - e. Play Three - 12 Hours to 24 Hours into the PSPS Event
 - f. Play Four - Daily Starting at 24 hours into PSPS Event
 - g. Play Five - End of Weather Event thru Restoration
 - h. Play Six - Upon Restoration of Power
4. Supporting Plans
 - a. Power Resource Site Plan
 - b. Security/Safety Plan
 - c. Fire and Medical Response Plan
 - d. Public Warning and Alternatives Plan
 - e. Access and Functional Needs Plan
 - f. Transportation Plan
 - g. Public Education Plan
 - h. Staff Education Plan
 - i. Continuity of Operations Plan
 - j. EOC Action Plan
 - k. Field Operations Plan
5. Attachments
 - a. Meeting Agendas
 - b. Essential Elements of Information
 - c. Fuels Sources and Fuel Burn Rates
 - d. Generator Sources
 - e. Facility Preparations
 - f. Acronyms and Abbreviations

Preparedness:

Develop a Plan

Playbook Example

- Explain: Describe the threat and expected impacts
- Develop your Plays: #1 – notified, #2 – Event Start, #3 – Restoration
- Contact Information: Public Safety, Family, Friends, Employer, Sign up for Public Warning
- Resources: Generators, Other Power, Transportation

<ul style="list-style-type: none"> ➤ Receive Notification ➤ Notify PSPSWG ➤ Assess Impact Areas ➤ Launch Media Messages 	<ul style="list-style-type: none"> ➤ Media Messages ➤ Public Warning ➤ Security Plan ➤ Resource Sites ➤ PSPSWG Call ➤ Survey Impacts 	<ul style="list-style-type: none"> ➤ Assess Impacts ➤ Assess Staffing ➤ Coordinate with Partners
Play 1	Play 2	Play 3
Starts Upon Notification	Starts at Event -1 hr & No Notice Events	Starts at Event +12 hrs
<ul style="list-style-type: none"> ➤ PSPSWG Meeting ➤ Review Staffing ➤ Situation Summary ➤ Assess next 24/48 hours 	<ul style="list-style-type: none"> ➤ PSPSWG Meeting ➤ Review Staffing ➤ Situation Summary ➤ Assess next 24/48 hours 	<ul style="list-style-type: none"> ➤ PSPSWG Meeting ➤ After Action Review ➤ Improvement Plan ➤ Situation Summary
Play 4	Play 5	Play 6
Starts at Event +24 hrs	Restoration Notification	Restoration Complete

Preparedness: Develop a Plan

Play Three

From 12 to 24 Hours into the Event

Decision Point: 12 hours into planned Public Safety Power Shutoff Event. Key issue on this play is to identify unanticipated impacts or impact areas.

Action Steps:

1. Consultant to schedule conference calls for the PSPS Working Group, as needed.
2. NPD/NFD to continue monitoring Social Media for impacts, prior to PSPS Event.
3. NPD and NFD Public Information Officers to issue Event public notifications as determined in PSPS Working Group meetings.
4. NPD, NFD and NDFW to email Novato Emergency Management Team (NEM) of observed impacts and any unexpected impacts.
5. NEM to Update Essential Elements of Information (EEI) (See Attachment #8).
6. Fourth PSPS Working Group Conference Call, if needed.
7. Fourth PSPS Local Partner Conference Call, if needed.
8. City Manager and Fire Chief to update elected officials on emergency issues.
9. City and Fire Emergency Services Managers to update their staffs.

Play One

Initial Notification until One Hour Prior to PSPS Event

Decision Point: A notification is received from PG&E that they are planning a Public Safety Power Shutoff.

Action Steps:

1. Recipient of notification to immediately verify timing of outage and areas of impact.
2. Recipient to have NPD Dispatch immediately notify the Novato Emergency Management Team (NEM).
3. Consultant to notify the PSPS Working Group (PSPSWG) at first daytime opportunity.
4. Consultant to schedule daily conference calls for the PSPS Working Group.
5. NPD and NFD Public Information Officers to issue 48-hour public notifications.
6. NEM to complete Essential Elements of Information (EEI) within four hours of notification (See Attachment #8).
7. City and Fire Emergency Services Managers to notify their staffs.
8. City Manager and Fire Chief to notify Elected Officials.
9. First PSPS Working Group Conference Call: (24 to 48 hours prior to PSPS Event).
10. First PSPS Local Partners Conference Call.
11. NPD and NFD PIO's to issue 24-hour public notifications.
12. Second PSPSWG Conference Call: 1 to 24 hours prior to PSPS Event.
13. Second PSPS Local Partners Conference Call.
14. City and Fire Emergency Services Managers to update their staffs.

Preparedness

Test your Plan and Equipment

- Start simple
 - Sit down with your family and walk thru your plan, ask for feedback
 - Make adjustments
 - Walk thru it again, until the bugs are worked out
 - How long will batteries and UPS supplies work? Try it!
 - Don't assume, test it!
- If you have generators, how long can you run on a tank of fuel?
 - Where are you getting additional fuel?
 - If installing generators, consult with an electrician and let PG&E know.
- If you think you have it all solved, try running your home for a couple of hours with the electricity shutoff.
- As you find issues, revise your plan

Preparedness: Coordinate with Family and Neighbors



How can you support each other?



Are their opportunities with your neighbors?



Is there family you can stay with?



If you or a family member needs electricity for medical needs, **MAKE A PLAN!**



Work these decisions into your plan

**"Dial 9-1-1" is
NOT
a plan!**

Preparedness: Sign up for Alert Marin and Nixle



Alert Marin:

<https://member.everbridge.net/index/453003085612554#/signup>

Call, Text, E-Mail and a Smart phone application to receive alerts

Landline numbers are already included

Cell, VOIP, Text and Email require free registration

Nixle:

<https://novato.org/government/police-department> Or

<http://www.nixle.com/>

Select agencies you want to send you alerts

Free registration, but you must register

Other Resources

- City of Novato – Emergency Information
 - <https://novato.org/community/how-to-prepare-for-an-emergency>
- Novato Fire District - Emergency Information
 - <https://www.novatofire.org/prevention/disaster-preparedness>
- Marin County Office of Emergency Services
 - <https://www.marinsheriff.org/about-us/field-service-bureau/office-of-emergency-services>
- Marin Health and Human Services
 - <https://www.marinhhs.org/preparing-extended-power-outages>
- PG&E Wildfire Safety Shutoff Alerts
 - <http://www.pge.com/mywildfirealerts>
- PG&E Power Outage Map
 - <https://m.pge.com/#outages>
- Prepare for Power Down Site
 - <http://www.prepareforpowerdown.com/>
- CPUC Threat Map - Statewide
 - ftp://ftp.cpuc.ca.gov/safety/fire-threat_map/2018/PrintablePDFs/8.5X11inch_PDF/CPUC_Fire-Threat_Map_final.pdf
- Ready.Gov (US Dept. of Homeland Security)
 - <https://www.ready.gov>

Next Steps

HAVE A PLAN!

Get AMP'd

- Assessment
- Mitigation
- Preparedness

Email group for attendees
with updates

Questions?



Closing Comments

THANK YOU FOR JOINING US



Wildfire safety agency formed

Fires

COUNTY

Parcel tax will go to voters in March

By Matthew Pera

mpera@marinij.com @MatthewRPera on Twitter

Marin County supervisors on Tuesday formed an agency charged with preventing wildfires and signed the county on as its first member.

County fire officials plan to ask each jurisdiction in Marin to become members of the agency this year. Officials said the idea for a countywide fire prevention effort came after the deadly 2017 North Bay wildfires, which underscored the risk Marin faces.

“This effort is about being comprehensive and collective

FIRES >> PAGE 2

Wildfire safety agency formed

Fires

FROM PAGE 1

and community-wide, and it reflects what wildfire requires us to do,” said Supervisor Katie Rice. “We’ve got to get outside of our jurisdictional boundaries and look at what we can do as a whole.”

Supervisors voted unanimously on Tuesday to pass a resolution creating the agency. County Administrator Matthew Hymel called it “a historic vote.”

Marin County fire Chief Jason Weber said that Marin’s 19 existing fire agencies focus primarily on putting fires out, rather than preventing them. As a result, he said, Marin has become overgrown with vegetation and dangerously susceptible to wildfire.

monitor the agency’s spending.

Mimi Willard, director of the Marin watchdog group Coalition of Sensible Taxpayers, told supervisors she’s concerned that the proposed tax measure doesn’t have an expiration date. If passed, it would be in effect until voters repeal it, according to agency plans.

“Every tax should have a sunset date, and one that is tied to the projects it funds,” Willard said. “For most sales and parcel taxes, eight to 10 years is a reasonable maximum term. Voters then have the opportunity to renew, cancel, or amend these taxes.”

Willard said the taxpayer coalition supports the idea of a countywide approach to wildfire prevention and “in theory supports funding that via a countywide tax tied to square footage.”

Fire officials have pitched the idea of a countywide prevention agency to fire departments

“I don’t think anyone disagrees that this is an ongoing problem in this county,” he said.

The Marin Wildfire Prevention Agency will focus on reducing hazardous vegetation, improving evacuation routes, inspecting private and public land for fire safety and educating Marin residents about fire prevention.

The agency would be funded by a parcel tax leveraged on property owners in the county, which would generate an estimated \$21 million annually. Single-family homes would be taxed at a rate of 10 cents per square foot annually. Multi-family properties would be taxed at \$75 per unit. Undeveloped lots would be charged between \$25 and \$150 based on lot size. Low-income seniors could qualify for exemptions from the fees. The tax rate could be increased by up to 3% annually.

The tax will need approval from two-thirds of voters on the March 3 ballot. If the tax isn’t approved, the agency will likely fold, officials said. An oversight committee is set to be formed to

and city and town councils throughout Marin. The idea has drawn criticism from some who say that Marin already has too many independent fire agencies.

San Rafael Councilman John Gamblin has said that other nearby counties with larger populations are served by far fewer fire departments. He said consolidating fire services could be a more efficient way to address fire prevention countywide.

“The numbers are pretty stark when it comes to the number of separate agencies with separate bureaucracies, with separate payrolls, everything, compared to what our neighbors are doing,” Gamblin said.

San Rafael fire Chief Christopher Gray said the prevention agency could be a precursor to a consolidation of Marin’s fire departments.

Chief has talks with city about top post

Police

NOVATO

Police leader in contract talks with City Council

By Will Houston

whouston@marinij.com @Will_S_Houston on Twitter

The Novato City Council is in contract talks with Novato police Chief Adam McGill to appoint him as the new city manager.

McGill, who has been serving in an interim role while continuing his job as police chief, confirmed his candidacy for the full-time role in an emailed statement Wednesday.

“If and when we reach an agreement, as is customary, the Council will formally consider the contract and my appointment during an open session at a future council meeting,” Mc-Gill wrote. “Until such time, I remain the Acting City manager and Chief of Police. The public has been and will continue to weigh in on what they believe the Council should do in this matter.

“Many people have already provided emails, online comments, and personal communication to council members. Additionally, formal public comment can occur on a potential future contract like any other item before the Council,” Mc-Gill

continued. “The Council regrets it cannot say more about these negotiations or their reasoning for the vacancy in the city manager’s office but these matters are protected by California law as they involve personnel. The City Manager and City Attorney work directly for the Council so the Council takes their obligations seriously with Novato’s best interest at the forefront of their minds.”

The council met in closed session on Tuesday to discuss the job. Mayor Eric Lucan announced after the session that the council would not be conducting a nationwide search, but provided

POLICE » PAGE 4

Chief has talks with city about top post

Police

FROM PAGE 1

no further information. Attempts to reach City Council members on Wednesday were not successful. Council members also did not respond

\$280,000 severance as part of a resignation agreement approved this month.

In his one-month tenure in the position, McGill removed assistant city manager Russ Thompson, who was appointed by Candelario earlier this year. Assistant City Manager Michael Antwine is set to resign this week, though he said the decision has nothing to do with Candelario’s

to earlier requests for comment on the appointment discussion on Monday.

The council named Mc-Gill acting city manager on Aug. 22, the same day it placed city manager Regan Candelario on administrative leave under unclear circumstances. Council members and staff have repeatedly declined to state why Candelario was ousted other than to say that the council decided to go a different direction. After being appointed, McGill pledged transparent leadership. Candelario was paid a

dismissal. The city will now only have one assistant city manager. McGill announced last week that he will be bringing on former Novato city employee Jessica Deakyne to fill the position.

McGill received a 5% salary increase for serving as acting city manager, bringing his annual salary up to about \$220,500.

19

20