



NORTH MARIN WATER DISTRICT
AGENDA - REGULAR MEETING
 October 17, 2017 – 7:00 p.m.
 District Headquarters
 999 Rush Creek Place
 Novato, California

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Est. Time	Item	Subject
7:00 p.m.	CALL TO ORDER	
	1. APPROVE MINUTES FROM REGULAR MEETING , October 3, 2017	
	2. GENERAL MANAGER'S REPORT	
	3. OPEN TIME: (Please observe a three-minute time limit)	
	This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.	
	4. STAFF/DIRECTORS REPORTS	
	5. MONTHLY PROGRESS REPORT w/ Customer Service Questionnaire	
	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.	
	6. Consent – Approve: Board Of Directors Manual – BOD Policy No. 14	
	ACTION CALENDAR	
	7. Approve: Resolution of Appreciation for Dianne Landeros	
	8. Approve: Exception to CalPERS 180-Day Wait Period Requirement for Retiring Employee	
	INFORMATION ITEMS	
	9. Sonoma/Napa Fire Storm Update – Impact to NMWD	
	10. Draft Annual Report	
	11. MISCELLANEOUS	
	Disbursements Self-Insured Workers' Compensation Update FY18 1 st Quarter Labor Cost Report STP Solar Power Facility – 5 th Year Status Report AWWA CA- NV Leadership Award <u>News Articles:</u> Marin Supervisors pledge support for fire victims	
7:45 p.m.	12. ADJOURNMENT	

All times are approximate and for reference only.

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

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DRAFT
NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
October 3, 2017

CALL TO ORDER

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

Fedak and Brown representative Chris Brown, Novato residents Jean Harris, Chris DeGabriele, and Brigid Flagerman, District employees Robert Clark (Operations/Maintenance Superintendent) and Tony Arendell (Construction/Maintenance Superintendent) were in the audience.

Director Fraites requested that the October 3, 2017 North Marin Water District Board of Directors meeting be dedicated to Stacey Etchber, a Novato wife and mother who tragically lost her life in the Las Vegas incident on Sunday night.

On motion of Director Grossi, seconded by Director Fraites, the Board approved dedicating the October 3, 2017 meeting to Stacey Etchber by the following vote:

AYES: Director Fraites, Grossi, and Petterle

NOES: None

ABSENT: Directors Baker and Joly

Director Grossi advised the Board and staff that Novato Resident and longtime civil engineer, John Stuber passed away this morning.

MINUTES

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

AYES: Director Fraites, Grossi, and Petterle

NOES: None

ABSENT: Directors Baker and Joly

1 **GENERAL MANAGER'S REPORT**

2 **Potter Valley Project Relicensing Workshop**

3 Mr. McIntyre advised the Board that he attended a PVP Relicensing workshop in Ukiah on
4 October 26th. He noted that there are currently 21 proposed studies by PG&E. He stated that the
5 objective and scope of these studies will be reviewed over the next two months via technical working
6 group meetings and final comments to the Study Plan are due Dec. 17th.

7 **Meeting with Mike Thompson**

8 Mr. McIntyre informed the Board that last Wednesday, he, Director Grossi, and Rocky
9 Vogler had a "meet and greet" with Mike Thompson, Acting Sonoma County Water Agency General
10 Manager. He stated that the purpose of the meeting was for Mr. Thompson to solicit input from
11 each water contractor on their perspective on how the Agency is meeting their needs.

12 **North Bay Water Associations Fish Ladder Tour**

13 Mr. McIntyre advised the Board that he and Director Fraites will be attending NBWA's
14 Russian River Water Supply and Fish Ladder Tour on Friday, October 6th.

15 **LAFCo Meeting**

16 Mr. McIntyre informed the Board that he will also be attending the next LAFCo meeting on
17 Thursday, Oct 12th where the District's final Sphere of Influence Update will be considered. He
18 noted that Rachael Jones is the interim Executive Officer for LAFCo.

19 **OPEN TIME**

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

22 **STAFF / DIRECTORS' REPORTS**

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

25 Tony Arendell advised the Board that on the 29th, crews received a call that a customer's
26 basement on Albatross was full of water. He noted that crews started to dig out two PB services on
27 the hill and found a pinhole size leak. Mr. Arendell advised the Board that a claim has been started
28 and will bring more information back in the future.

29 Mr. Bentley advised the Board that with Dianne Landeros (Accounting/HR Supervisor)
30 retiring on November 1st staff has been recruiting for a successor and selected a candidate Luisa
31 Fonseca who will begin next Tuesday, October 10th.

1 Director Fraites inquired about a private water main leak at San Marin High School that he
2 heard about from concerned customers. Mr. McIntyre stated that staff started communication with
3 Novato Unified School District staff reported that they were hesitant to shut the water off during
4 school hours to fix the leak. He noted that the repairs were scheduled for this weekend.

5 Director Fraites asked about the pressure at Novato Heights and stated that there should be
6 a more user friendly navigation through the District's website for the AMI meters.

7 Director Fraites also requested an update on the District is participating in Marin Clean
8 Energy's clean energy program.

9 **CONSENT CALENDAR**

10 On the motion of Director Grossi, seconded by Director Fraites the Board approved the
11 following items on the consent calendar by the following vote:

12 AYES: Directors Fraites, Grossi and Petterle

13 NOES: None

14 ABSENT: Directors Baker and Joly

15 **AUDITOR CONTROLLER'S STATEMENT OF INVESTMENT POLICY**

16 The Board approved the District's Investment Policy regarding collateralization of District's
17 deposits. There were no changes made to the policy.

18 **AMEND THE 2017 GENERAL CONSULTING SERVICES AGREEMENT ESA**

19 The Board approved an amendment to the Consulting Services Agreement of \$16,000 with
20 Environmental Science Associates to support the District's CEQA permitting, monitoring, and
21 implementation requirements.

22 **ACTION CALENDAR**

23 **ADDITIONAL BILL ADJUSTMENT – 265 SADDLEWOOD DRIVE**

24 Mr. Bentley introduced Novato Resident Jean Harris who was requesting to have an
25 additional bill adjustment on her \$944 water bill. He advised the Board that under the Board Bill
26 Adjustment Policy customers are only allowed to receive bill adjustments on one bill every two years.
27 He noted that Ms. Harris received an adjustment in October 2016. Mr. Bentley provided the Board
28 with three options to consider: 1) Allow an additional bill adjustment \$495 credit); 2) Eliminate the tier
29 charges from the August bill (\$275 credit); or 3) Deny any additional bill adjustment.

30 Ms. Harris addressed the Board and stated she has lived in Novato for over 19 years and is
31 very conservative with her water. She stated that she received a note on the door that she had a

1 possible leak and immediately addressed it. Ms. Harris was upset that there was no Board policy
2 available to view on the District website and that she feels it's important for customers to be able to
3 read a policy that is so strictly enforced.

4 Director Fraites stated that the Directors have a difficult choice when it pertains to additional
5 water bill adjustments and that the Board tries to remain as consistent as possible.

6 Director Grossi stated that someone must be responsible for the water used and he feels
7 that the Board should follow the policy.

8 Director Petterle stated that the rate payers have to pay for the leak adjustment in the end
9 but feels sympathy towards the customer and realizes that it was not intentional. He stated that he
10 would support going with option 2 – eliminating the tier charges from the August Bill (\$275 credit).
11 Director Fraites agreed.

12 On motion of Director Fraites, seconded by Director Petterle, the Board approved Option 2 –
13 Eliminating the Tier charge from the August Bill by the following vote:

14 AYES: Directors Fraites and Petterle

15 NOES: Director Grossi

16 ABSENT: Directors Baker and Joly

17 Mr. McIntyre advised the Board that staff will work on getting the Bill Adjustment Policy on
18 the website.

19 Ms. Harris left the meeting.

20 **PRESENTATION AND ACCEPTANCE OF OUTSIDE AUDITOR'S 2017 REPORT AND**
21 **MANAGEMENT REPORT**

22 Dianne Landeros acknowledged her accounting staff, Connie Filippi, Nancy Holton and
23 Nancy Williamson on their hard work and dedication to the audit. She then introduced Chris Brown
24 of Fedak & Brown, the District's Outside Independent Auditor, who stated that the financial
25 statements of the District present fairly in all material respects the financial position of the District as
26 of June 30, 2017 and 2016 in accordance with accounting principles generally accepted in the
27 United States. He noted that this unmodified opinion is the best or highest opinion that an outside
28 auditor can render on an entity's financial statements. Mr. Brown commented that the audit went
29 very well, that the District accounting staff do a good job and congratulated the District on the 2016
30 GFOA award for reporting excellence and stated that he expects the District will receive the 2017
31 GFOA award as well.

1 Director Joly arrived to the meeting during the presentation.

2 On motion of Director Fraites, seconded by Director Joly the Board accepted the Outside
3 Auditor's FY16/17 Financial Report and Management letter by the following vote:

4 AYES: Directors Fraites, Grossi, Joly, and Petterle

5 NOES: None

6 ABSENT: Director Baker

7 Chris Brown and Dianne Landeros left the meeting.

8 **SOLICITATION OF SUCCESSOR TO AUDITOR-CONTROLLER AND BUDGET**
9 **AUGMENTATION**

10 Mr. McIntyre reminded the Board of the recruitment plan for the Auditor-Controller's position.
11 He stated that the plan is to have a successor begin in January 2018. He stated that the recruitment
12 brochure, created by Ralph Anderson & Associates, was included in the Board packet and asked for
13 any final comments. He requested the Boards approval of the recruitment plan, including solicitation
14 of the position starting tomorrow, October 4th and a \$70K budget augmentation for the training
15 overlap.

16 On motion of Director Fraites, seconded by Director Grossi, the Board approved the
17 recruitment plan for the Auditor-Controller position and the budget augmentation of \$70k to fund the
18 plan by the following vote:

19 AYES: Directors Fraites, Grossi, Joly, and Petterle

20 NOES: None

21 ABSENT: Director Baker

22 **RECYCLED WATER CENTRAL PROJECT – EAST: APPROVE CONSTRUCTION**
23 **CONTINGENCY CEILING INCREASE**

24 Mr. Vogler reminded the Board of the Mountain Cascade agreement that was approved in
25 September for the Recycled Water Central project of \$3.5M with a construction contingency of
26 \$300K. He advised the Board that the contingency will not be enough in anticipation of final
27 reconciliation. He requested an additional \$60K in construction contingencies. Mr. Vogler informed
28 the Board that when the project went out for bid there was no knowledge of the hard rock excavation
29 or the additional paving requirements by the City of Novato. He reminded the Board of the similar
30 increase in construction contingencies for the West Side project back in April which turns out that
31 the District will be spending less money on the west project then projected.

1 Director Grossi asked if the bids were considerably different for the East and West projects.

2 Mr. Vogler responded yes because of the hard rock and more paving requirements on the
3 east side.

4 Director Joly inquired that approximately \$200K would not be used for the West Side
5 Recycled Water Project. Mr. Vogler stated that it will most likely not be needed.

6 On motion of Director Joly, seconded by Director Grossi, the Board approved a contingency
7 cost ceiling increase from \$300K to \$360K by the following vote:

8 AYES: Directors Fraites, Grossi, Joly, and Petterle

9 NOES: None

10 ABSENT: Director Baker

11 **ADOPTING STATEMENT OF BENEFITS TO NORTH MARIN WATER DISTRICT FROM**
12 **PROPOSED FLOOD CONTROL PARCEL TAX FOR NOVATO**

13 Mr. McIntyre requested that the Board adopted a Statement on Benefits to North Marin
14 Water District from proposed Flood Control Parcel Tax for Novato. He advised the Board that the
15 District has a long cooperative working relationship with the Marin County Flood Control and Water
16 Conservation District and that many of the potential projects developed from the Novato Watershed
17 Program could be implemented with passage of this parcel tax and benefit the District.

18 Mr. DeGabriele urged the Board to adopt the Statement of Benefits as it would be a good
19 item on the ballot. He reminded the Board that the District has participated in the County Flood
20 Control District with the County of Marin and City of Novato, most recently with the Novato
21 Watershed Study.

22 Director Grossi stated that he along with Mr. McIntyre serve on the Flood Advisory Board and
23 stated that there is a large list of projects needed to be completed and the parcel tax will help
24 tremendously.

25 On motion of Director Fraites, seconded by Director Grossi, the Board adopted Resolution
26 17-20 entitled: "Statement on Benefits to North Marin Water District from Proposed Flood Control
27 Parcel Tax For Novato" by the following vote:

28 AYES: Directors Fraites, Grossi, Joly, and Petterle

29 NOES: None

30 ABSENT: Director Baker

1 Mr. DeGabriele asked the Board members to support and/or endorse Measure E as
2 individuals not as members of the Board.

3 **INFORMATION ITEMS**

4 **CENTER ROAD CONSTRUCTION AND CONTRACTING UPDATE**

5 Mr. Vogler provided the Board with an update on the Center Road construction and
6 contracting project. He stated that the District crews will be working with Ghilotti Construction to
7 relocate services along Center Road with pipeline extensions on to side streets. He stated that
8 outreach was made to the Lu Sutton Elementary School principal along with notices sent out to all
9 residents along the construction area. He noted that electronic message boards were posted and a
10 notice was added on the District's website and Facebook page. He noted that the overall project
11 cost increased but the District did defer one project by a year in order to stay within the Capital
12 Improvement Projects budget.

13 Director Joly inquired about the additional \$210K that was added a week prior to the project
14 commencing. Mr. Vogler stated that the District is attempting to complete the project prior to the wet
15 weather and holidays. He stated that next year there are other anticipated projects that need to be
16 completed. He also added that the project scope has increased since the last estimate.

17 **NBWRA MEETING – AUGUST 28, 2017**

18 Mr. McIntyre provided the Board with a summary of the North Bay Water Reuse Authority
19 Meeting on August 28, 2017. He advised the Board that the 4th Amendment Memorandum of
20 Understanding was accepted and is being executed by all participants.

21 **MISCELLANEOUS**

22 The Board received the following miscellaneous information: Disbursements, Salinity
23 Notices, Notice of Public Scoping Session, and Marin LAFCO Public Hearing.

24 The Board received the following news articles: Novato pledges to switch to 100 percent
25 clean energy by 2050, Marin IJ Editorial: Novato is right to take a look at hotel limits, and Novato
26 residents get their hands dirty fixing up Hamilton SMART station.

27 The Board also received the following miscellaneous item at the meeting: San Diego
28 LAFCO Executive Director – Keene Simonds.

29 **ADJOURNMENT**

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

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Submitted by

Katie Young
District Secretary

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NORTH MARIN WATER DISTRICT
MONTHLY PROGRESS REPORT FOR September 2017
 October 17, 2017

1.

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

Month	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14	18 vs 17 %
July	331	310	227	319	385	7%
August	303	300	235	301	360	1%
September	293	302	210	276	332	-3%
FYTD Total	927	912	672	895	1,077	2%

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

Month	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14	18 vs 17 %
July	9.5	7.9	6.6	8.6	9.3	19%
August	8.8	7.4	7.0	8.5	9.3	19%
September	6.4	6.4	6.4	7.8	8.5	0%
FYTD Total	24.6	21.7	20.0	24.9	27.1	14%

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

Month	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14	18 vs 17 %
July	113	70	108	83	98	61%
August	81	90	79	61	83	-10%
September	123	97	38	26	56	27%
FYTD Total	317	257	225	170	237	23%

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

Month	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14	18 vs 17 %
July	27.7	27.1	21.3	21.8	27.6	2%
August	26.1	26.0	26.2	26.0	26.2	0%
September	20.9	23.5	15.7	19.2	18.6	-11%
FYTD Total*	74.6	76.6	63.3	66.9	72.4	-3%

*Excludes potable water input to the RW system: FY18=0.8MG; FY17=0.0MG; FY16=4.9MG; FY15=4.5MG; FY14=3.4MG

2. Stafford Lake Data

	September Average	September 2016	September 2017
Rainfall this month	0.23 Inches	0 Inches	0.02 Inches
Rainfall this FY to date	0.30 Inches	0 Inches	0.03 Inches
Lake elevation*	182.8 Feet	184.0 Feet	183.9 Feet
Lake storage**	583 MG	640 MG	633 MG

* Spillway elevation is 196.0 feet

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

Temperature (in degrees)

	Minimum	Maximum	Average
September 2016 (Novato)	51	107	71
September 2017 (Novato)	52	118	75

3. Number of Services

September 30	Novato Water			Recycled Water			West Marin Water			Oceana Marin Swr		
	FY18	FY17	Incr %	FY18	FY17	Incr %	FY18	FY17	Incr %	FY18	FY17	Incr %
Total meters installed	20,777	20,779	0.0%	56	48	16.7%	789	787	0.3%	-	-	-
Total meters active	20,548	20,534	0.1%	53	44	20.5%	781	781	0.0%	-	-	-
Active dwelling units	24,005	23,976	0.1%	0	0	-	831	827	0.5%	231	230	0.4%

4. Oceana Marin Monthly Status Report (September)

Description	September 2016	September 2017
Effluent Flow Volume (MG)	0.350	0.436
Irrigation Field Discharge (MG)	0.857	0.812
Treatment Pond Freeboard (ft)	7.5	7.7
Storage Pond Freeboard (ft)	8.5	7.3

5. Developer Projects Status Report (September)

Job No.	Project	% Complete	% This month
1.2784.00	Novato Village Senior Apartments	1	1

Employee Hours to Date, FY 17/18

As of Pay Period Ending September 31, 2017

Percent of Fiscal Year Passed = 25%

Developer Projects	Actual	Budget	% YTD Budget	District Projects	Actual	Budget	% YTD Budget
Construction	0	1,400	0%	Construction	952	4,920	19%
Engineering	135	1,414	10%	Engineering	792	4,000	20%

6. Safety/Liability

	Industrial Injury with Lost Time				Liability Claims Paid	
	Lost Days	OH Cost of Lost Days (\$)	No. of Emp. Involved	No. of Incidents	Incurred (FYTD)	Paid (FYTD) (\$)
FY 18 through September	64	\$30,576	1	1	0	\$0
FY 17 through September	23	\$12,512	1	1	2	\$700

Days without a lost time accident through September 30, 2017 = 86 days

7. Energy Cost

FYE	September			Fiscal Year-to-Date thru September		
	Kwh	¢/Kwh	Cost/Day	Kwh	¢/Kwh	Cost/Day
2018 Stafford TP	61,114	19.8¢	\$404	217,233	19.4¢	\$457
Pumping	175,425	20.9¢	\$1,145	519,097	20.7¢	\$1,141
Other*	53,320	27.3¢	\$456	153,943	26.9¢	\$441
	289,858	21.8¢	\$1,979	890,273	21.4¢	\$2,051
2017 Stafford TP	68,943	19.2¢	\$441	212,829	18.8¢	\$435
Pumping	145,644	20.5¢	\$1,030	463,220	20.3¢	\$1,032
Other*	45,811	26.0¢	\$397	141,306	26.2¢	\$406
	260,398	21.1¢	\$1,833	817,355	20.9¢	\$1,878
2016 Stafford TP	45,652	18.6¢	\$283	193,399	18.2¢	\$382
Pumping	127,593	17.6¢	\$747	376,532	17.9¢	\$742
Other*	43,168	24.3¢	\$349	127,046	25.3¢	\$357
	216,413	19.1¢	\$1,380	696,977	19.4¢	\$1,482

*Other includes West Marin Facilities

8. Water Conservation Update

	Month of September 2017	Fiscal Year to Date	Program Total to Date
High Efficiency Toilet (HET) Rebates	8	30	3,765
Retrofit Certificates Filed	17	78	5,909
Cash for Grass Rebates Paid Out	3	5	890
Washing Machine Rebates	1	4	6,761
Water Smart Home Survey	27	86	2,991

9. Utility Performance Metric

SERVICE DISRUPTIONS (No. of Customers Impacted)	September 2017	September 2016	Fiscal Year to Date 2018	Fiscal Year to Date 2017
PLANNED				
Duration Between 0.5 and 4 hours	4	12	23	39
Duration Between 4 and 12 hours			3	3
Duration Greater than 12 hours				
UNPLANNED				
Duration Between 0.5 and 4 hours	5	6	16	14
Duration Between 4 and 12 hours				1
Duration Greater than 12 hours				1
SERVICE LINES REPLACED				
Polybutylene	9	14	29	42
Copper (Replaced or Repaired)		3	0	11

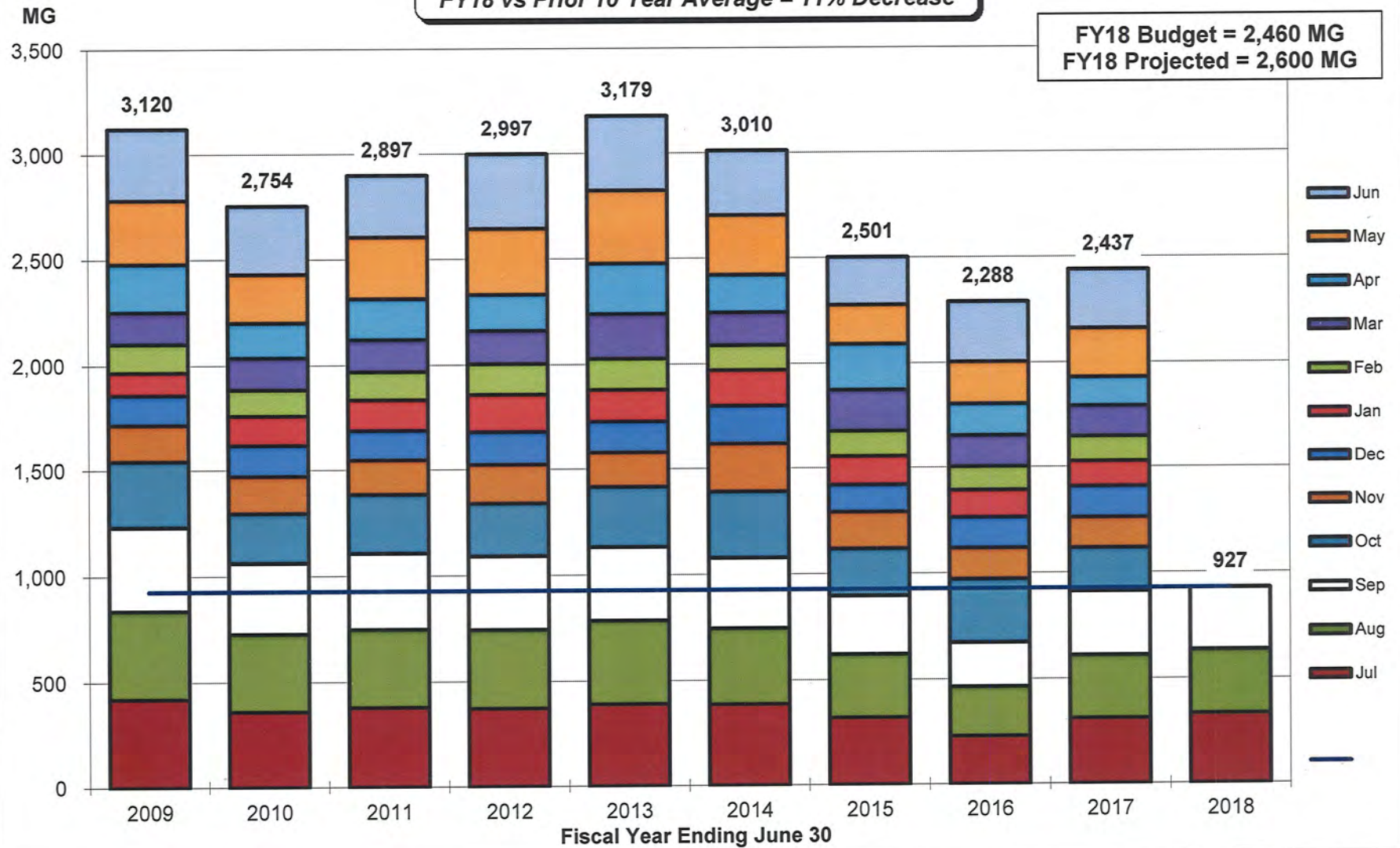
10/5/17

t:\acexcel\wtr use\productn.xls chart - total prod by mo

Novato Potable Water Production

FY18 vs FY17 = 2% Increase
FY18 vs Prior 10 Year Average = 11% Decrease

FY18 Budget = 2,460 MG
FY18 Projected = 2,600 MG



NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Orders September 2017

10/10/2017

Type	Sep-17	Sep-16	Action Taken September 2017
<u>Consumers' System Problem</u>			
Service Line Leaks	40	27	Notified Consumer
Meter Leak Consumer's Side	0	0	~
House Plumbing	0	0	~
Noisy Plumbing	0	0	~
Seepage or Other	0	0	~
House Valve / Meter Off	4	9	Notified Consumer
Nothing Found	7	11	Notified Consumer
Low Pressure	0	0	~
High Pressure	0	0	~
Water Waster Complaints	0	0	~
Total	51	47	
<u>Service Repair Reports</u>			
Register Replacements	0	0	~
Meter Replacement	0	2	~
Meter Box Alignment	0	0	~
Meter Noise	0	0	~
Dual Service Noise	0	0	~
Box and Lids	0	3	~
Water Off/On Due To Repairs	2	11	Notified Consumer
Misc. Field Investigation	3	0	Notified Consumer
Total	5	16	
<u>Leak NMWD Facilities</u>			
Main-Leak	1	0	Repaired
Mains-Nothing Found	0	0	~
Mains-Damage	0	0	~
Service- Leak	18	13	Repaired
Services-Nothing Found	0	3	~
Service-Damaged	0	0	~
Fire Hydrant-Leak	0	1	~
Fire Hydrants-Nothing Found	0	0	~
Fire Hydrants-Damaged	0	0	~
Meter Replacement	0	0	~
Meter Leak	0	0	~
Meters-Nothing Found	0	0	~
Meters Damaged	0	0	~
Washer Leaks	13	6	Repaired
Total	32	23	
<u>High Bill Complaints</u>			
Consumer Leaks	12	11	Notified Consumer
Meter Testing	0	0	~
Meter Misread	6	9	Notified Consumer
Nothing Found	52	39	Notified Consumer
Projected Consumption	0	0	~
Excessive Irrigation	4	0	Notified Consumer
Total	74	59	

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Orders September 2017

10/10/2017

Type	Sep-17	Sep-16	Action Taken September 2017
Low Bill Reports			
Meter Misread	0	0	~
Stuck Meter	0	0	~
Nothing Found	0	0	~
Projected Consumption	0	0	~
Minimum Charge Only	0	0	~
Total	0	0	
Water Quality Complaints			
Taste and Odor	1	3	Customer reported water taste like garden hose. (El Dorado Ct) Discussed turning off and depressurizing hoses. Results normal for NMWD. Customer was notified of results.
Color	0	0	~
Turbidity	0	0	~
Suspended Solids	0	0	~
Other	1	0	Customer reported cloudy water. (Ormond Ct) Results are normal for NMWD water. Customer was notified of results.
Total	2	3	
TOTAL FOR MONTH:	164	148	11%
Fiscal YTD Summary			
Consumer's System Problems	126	140	-10% Decrease In Nothing Found
Service Repair Report	30	41	-27% Decrease In Water On/Off Due to Repairs
Leak NMWD Facility	72	73	-1% Decrease In Service Line Leaks
High Bill Complaints	202	162	25% Increase In Nothing Found
Low Bills	1	1	0% ~
Water Quality Complaints	9	10	-10% Decrease In Taste and Odor
Total	440	427	3%
Change Primarily Due To			

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Orders September 2017

10/10/2017

Type	Sep-17	Sep-16	Action Taken September 2017
<u>"In House" Generated and</u>			
<u>Completed Work Orders</u>			
<u>Check Meter:</u> possible consumer/District leak, high bill, flooded, need read, etc.	502	177	
<u>Change Meter:</u> leaks, hard to read	6	13	
<u>Possible Stuck Meter</u>	0	0	
<u>Repair Meter:</u> registers, shut offs	0	0	
<u>Replace Boxes/Lids</u>	0	2	
<u>Hydrant Leaks</u>	0	0	
<u>Trims</u>	9	19	
<u>Dig Outs</u>	46	27	
<u>Letters to Consumer:</u> meter obstruction, trims, bees, gate access, etc. get meter number, kill service, etc.	0	0	
	<u>563</u>	<u>238</u>	

Bill Adjustments Under Board Policy:

September 17 vs. September 16

Sep-17	22	\$5,907
Sep-16	55	\$24,325

Fiscal Year vs Prior FY

17/18 FY	80	\$29,260
16/17 FY	80	\$33,599

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Customer Service Questionnaire Quarterly Report

Quarter Ending 09/30/17



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Response				Response			
Water Quality	Agree	Neutral	Disagree	Pressure	Agree	Neutral	Disagree
Courteous & Helpful	2			Courteous & Helpful	3	1	
Accurate Information	2			Accurate Information	4		
Prompt Service	2			Prompt Service	3	1	
Satisfactorily Resolved	1	1		Satisfactorily Resolved	4		
Overall Experience	1	1		Overall Experience	4		
	8	2	0		18	2	0
Leak	Agree	Neutral	Disagree	Noisy Pipes	Agree	Neutral	Disagree
Courteous & Helpful	33			Courteous & Helpful			
Accurate Information	30	2	1	Accurate Information			
Prompt Service	32	1		Prompt Service			
Satisfactorily Resolved	32	1		Satisfactorily Resolved			
Overall Experience	32	1		Overall Experience			
	159	5	1		0	0	0
Billing	Agree	Neutral	Disagree	Other	Agree	Neutral	Disagree
Courteous & Helpful	16			Courteous & Helpful	3		
Accurate Information	15	1		Accurate Information	3		
Prompt Service	16			Prompt Service	3		
Satisfactorily Resolved	13	3		Satisfactorily Resolved	3		
Overall Experience	16			Overall Experience	3		
	76	4	0		15	0	0
				Grand Total	276	13	1
					95%	4%	0%
				Questionnaires Sent Out	107	100%	
				Questionnaires Returned	58	54%	

Customer Service Questionnaire Quarterly Report

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Quarter Ending 09/30/17

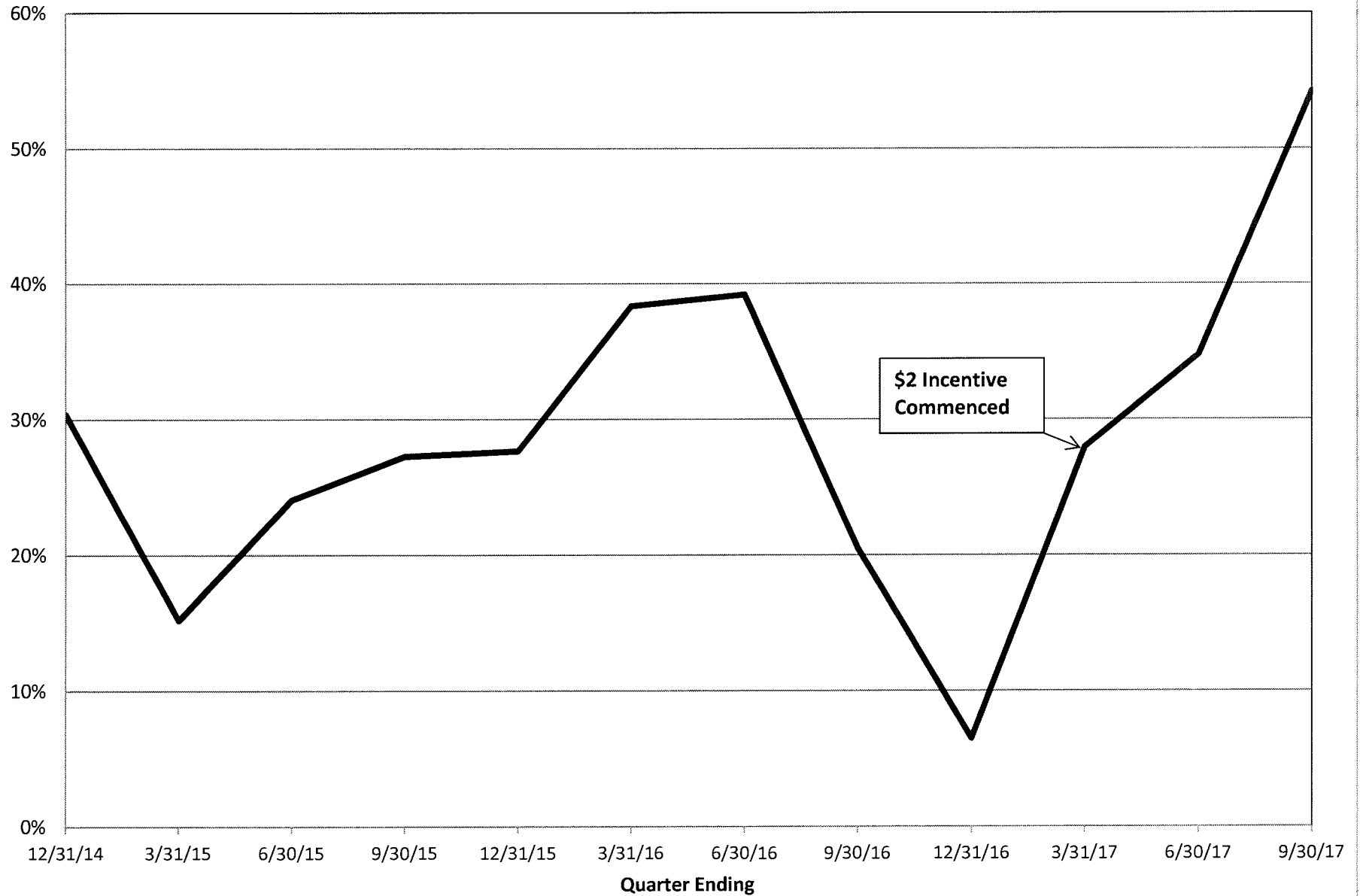
Customer Comments	Staff Response to Negative Comments	Issues NMWD Should Address In The Future
Water Quality Helpful, above and beyond. Very satisfied.		
Leaks Very good service. Service was good. The person was very helpful. Well done. Technician was extremely friendly. I was very happy with the service. Rich was so insightful and knowledgeable. Your staff both in the office and house call are outstanding. Rich is a true star. Good Job.		
Billing Very helpful. Extremely pleasant and polite at your office. Service was prompt and helpful from the technician. Technician was prompt and answered my question. I think the woman on the phone was a bit curt.		
Pressure He was very helpful.		
Noisy Pipes		
Other		

10/5/17

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Customer Service Questionnaire Rate of Return

%
Returned



MEMORANDUM

To: Board of Directors

October 13, 2017

From: David L. Bentley, Auditor-Controller

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

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RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

At month end the District's Investment Portfolio had an amortized cost value (i.e., cash balance) of \$12,633,249 and a market value of \$12,616,645. During September the cash balance increased by \$1,293,019. The market value of securities held decreased \$16,604 during the month. The ratio of total cash to budgeted annual operating expense stood at 81%, up 8% from the prior month.

At September 30, 2017, 34% of the District's Portfolio was invested in California's Local Agency Investment Fund (LAIF), 26% in Time Certificates of Deposit, 16% in Federal Agency Securities, 16% in US Treasury Notes, and 7% in the Marin County Treasury. The weighted average maturity of the portfolio was 209 days, compared to 237 days at the end of August. The LAIF interest rate for the month was 1.11%, compared to 1.08% the previous month. The weighted average Portfolio rate was 1.07%, compared to 1.01% the previous month. Including interest paid by The Bay Club on the StoneTree Golf Recycled Water Facilities Loan, the District earned \$22,880 in interest revenue during September, with 78% earned by Novato Water, 13% earned by Recycled Water (by virtue of the StoneTree Golf Loan) and the balance distributed to the two West Marin districts.

NORTH MARIN WATER DISTRICT
AUDITOR-CONTROLLER'S MONTHLY REPORT OF INVESTMENTS
September 30, 2017

Type	Description	S&P Rating	Purchase Date	Maturity Date	Cost Basis ¹	9/30/2017 Market Value	Yield ²	% of Portfolio
LAIF	State of CA Treasury	AA-	Various	Open	\$4,258,266	\$4,254,757	1.11% ³	34%
Time Certificate of Deposit								
TCD	American Express Centurion	n/a	10/7/15	10/10/17	\$248,000	\$248,000	1.20%	2%
TCD	BMW Bank	n/a	12/14/15	12/11/17	248,000	248,000	1.20%	2%
TCD	Wells Fargo Bank	n/a	3/23/16	3/23/18	248,000	248,000	1.10%	2%
TCD	Mercantil Commerce Bank	n/a	6/17/16	6/15/18	248,000	248,000	1.00%	2%
TCD	Customers Bank	n/a	6/24/16	6/25/18	248,000	248,000	1.20%	2%
TCD	Merrick Bank	n/a	7/19/16	7/19/18	249,000	249,000	1.00%	2%
TCD	BMO Harris Bank	n/a	8/18/16	8/17/18	248,000	248,000	1.05%	2%
TCD	Ally Bank	n/a	10/4/16	9/28/18	248,000	248,000	1.15%	2%
TCD	Everbank	n/a	11/17/16	11/15/18	248,000	248,000	1.20%	2%
TCD	Investors Bank	n/a	12/16/16	12/17/18	248,000	248,000	1.35%	2%
TCD	Capital One Bank	n/a	7/14/17	7/19/19	247,000	247,000	1.70%	2%
TCD	Capital One NA	n/a	8/9/17	8/9/19	247,000	247,000	1.70%	2%
TCD	American Express FSB	n/a	9/6/17	9/6/19	247,000	247,000	1.75%	2%
					\$3,222,000	\$3,222,000	1.28%	26%
US Treasury Notes								
Treas	1,000 - 1.375%	n/a	11/17/16	12/31/18	\$1,004,059	\$999,844	1.05%	8%
Treas	1,000 - 1.50%	n/a	1/10/17	2/28/19	1,003,749	1,001,328	1.23%	8%
					\$2,007,808	\$2,001,172	1.14%	16%
Federal Agency Securities								
FICO	0.86% MTN	n/a	4/22/16	5/11/18	\$1,011,713	\$1,008,053	0.85%	8%
FNMA	0.875% MTN	n/a	7/19/16	7/19/18	999,470	996,670	0.97%	8%
					\$2,011,183	\$2,004,723	0.91%	16%
Other								
Agency	Marin Co Treasury	AAA	Various	Open	\$844,687	\$844,687	0.58%	7%
Other	Various	n/a	Various	Open	289,305	289,306	0.41%	2%
TOTAL IN PORTFOLIO					\$12,633,249	\$12,616,645	1.07%	100%

Weighted Average Maturity = **209 Days**

LAIF: State of California Local Agency Investment Fund.

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

FICO: Financing Corporation, FNMA: Federal National Mortgage Association

Agency: STP State Revolving Fund Loan Reserve.

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

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

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

3 Earnings are calculated daily - this represents the average yield for the month ending September 30, 2017.

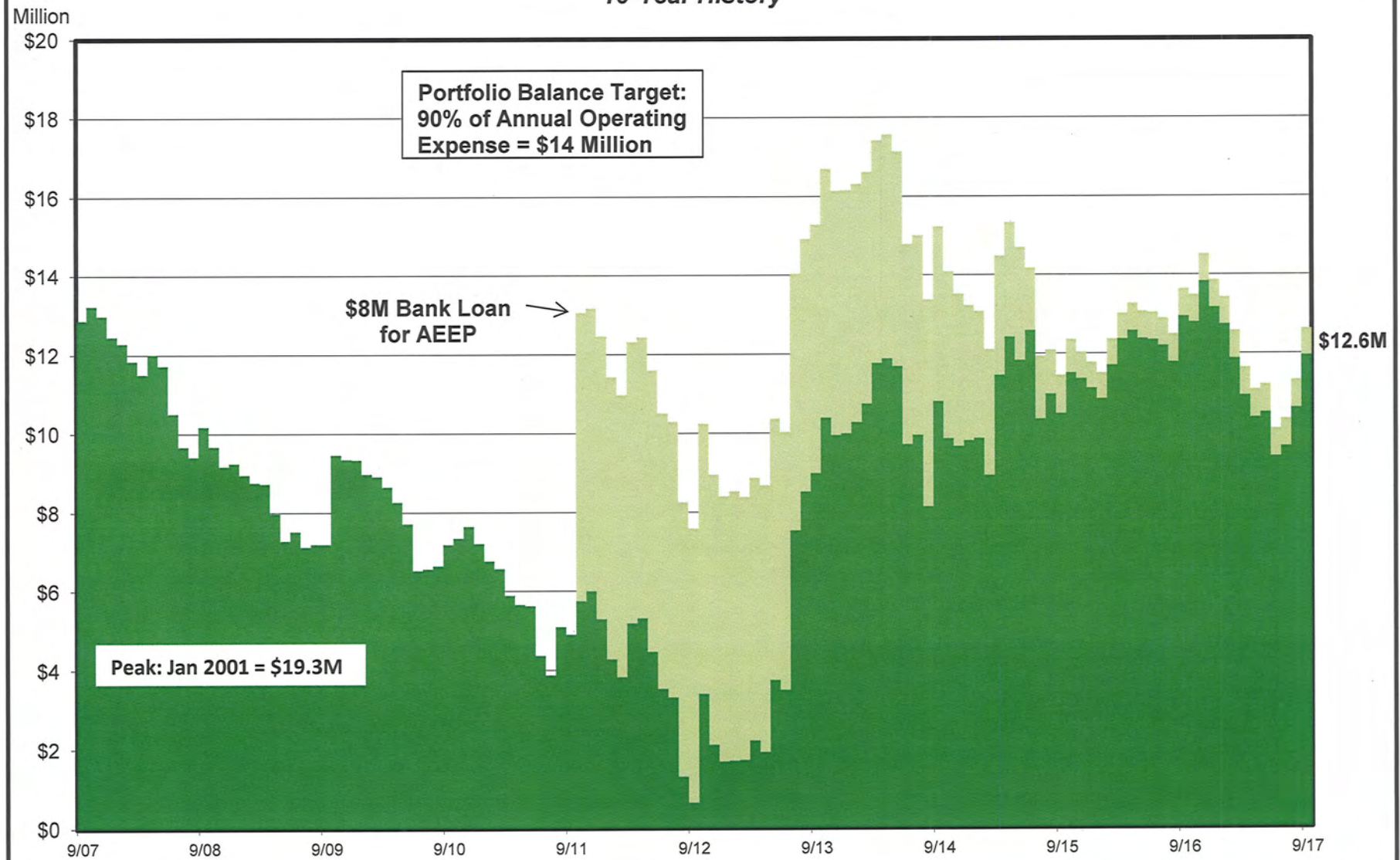
Interest Bearing Loans	Loan Date	Maturity Date	Original Loan Amount	Principal Outstanding	Interest Rate
StoneTree Golf Loan	6/30/06	2/28/24	\$3,612,640	\$1,483,202	2.40%
Employee Housing Loans (5)	Various	Various	934,200	934,200	Contingent
TOTAL INTEREST BEARING LOANS			\$4,546,840	\$2,417,402	

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

10/13/2017

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NMWD Portfolio Balance 10-Year History



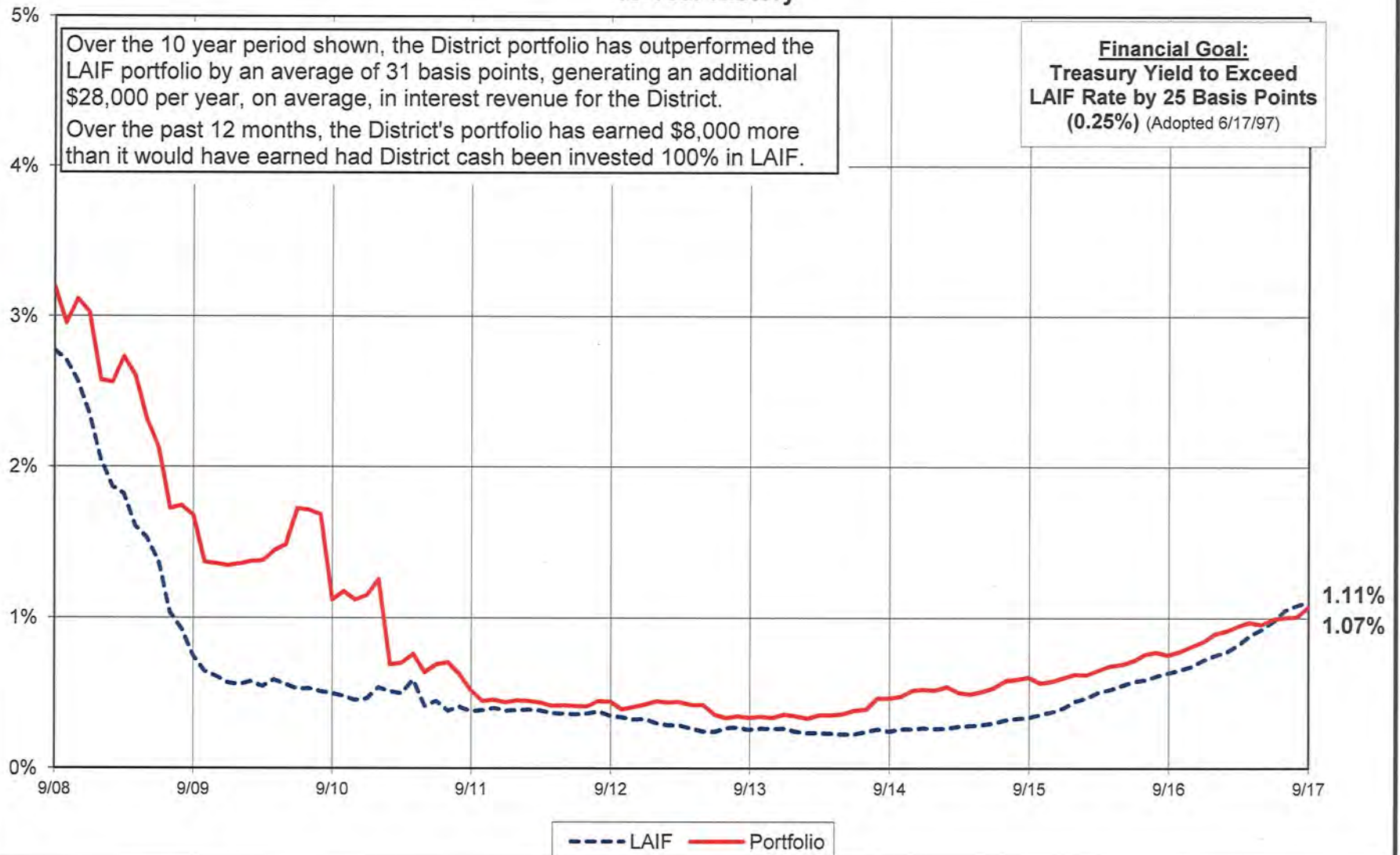
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NMWD Portfolio Rate of Return State of CA Local Agency Investment Fund vs District Portfolio 10-Year History

Over the 10 year period shown, the District portfolio has outperformed the LAIF portfolio by an average of 31 basis points, generating an additional \$28,000 per year, on average, in interest revenue for the District.
Over the past 12 months, the District's portfolio has earned \$8,000 more than it would have earned had District cash been invested 100% in LAIF.

Financial Goal:
Treasury Yield to Exceed
LAIF Rate by 25 Basis Points
(0.25%) (Adopted 6/17/97)




6

MEMORANDUM

To: Board of Directors


October 13, 2017

From: Katie Young, District Secretary Subject: Board of Directors Manual
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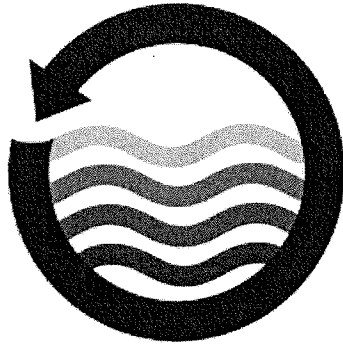
Attached please find the Board of Directors Manual. There have been no changes to the manual since the draft was provided at the September 19th Board meeting.

RECOMMENDATION:

Approve the Board of Directors Manual as presented.

Approved by GM Date 10-12-17

BOARD OF DIRECTORS MANUAL



NORTH MARIN WATER DISTRICT

September 2017

Board Policy No. 14

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INTRODUCTION AND PURPOSE

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

BOARD OF DIRECTORS

Election and Term of Office

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

Duties of the Board of Directors

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

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

Annual Reorganization of the Board

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

Duties of President and Vice-President

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

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

Conflict of Interest

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

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

Ethics Training

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

Compensation

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

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

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

Procedure:

Compensation for meetings of the Board, including special meetings, will be paid on the first payday of the month following the month of attendance.

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

Liability Coverage

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

Individual Board Member Interaction with Staff

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

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

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

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

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

AGENDAS

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

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

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

- Date, time and location of meeting and information on how the public may review agenda materials and request any special accommodations needed.
- Meeting type (i.e., Regular or Special meeting)
- Call to Order
- Approval of minutes from previous meeting
- General Manager's Report
- Open Time - There is a three-minute time limit per issue brought up on this portion of the agenda. This section is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of NMWD. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. Under the Brown Act, the Board may not take action on issues raised during Open Time, absent an "Emergency Situation" as defined below. The public may also express comments on agenda items at the time of Board consideration.
- Staff/ Directors Reports – Time for Staff or Directors to briefly report on an item not on agenda.
- Consent Calendar – Contains items the General Manager has reviewed, and to his knowledge, there is no opposition to the action. The items on the Consent Calendar can be acted on in one consolidated motion as recommended or may be removed from

the Consent Calendar and separately considered at the request of any Board Member or Officer.

- Action Calendar – Items which require Board action
- Information Items – Items provided for Board information only; no action required
- Miscellaneous Information – Contains Disbursements, minor items of interest and news articles
- Adjournment

Non-Agenda Items

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

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

BOARD MEETINGS

Regular Meetings

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

Agendas for regular meetings must be posted at least 72 hours before a regular meeting in a location freely accessible to members of the public and must state the meeting time and place and must contain a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.

Special Meetings

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

Emergency Meetings

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold

an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement. However, each local newspaper of general circulation and radio or television station which has requested notice of special meetings shall be notified by the presiding officer of the emergency meeting, or designee thereof, at least one hour prior to the emergency meeting by telephone.

Closed Sessions

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

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

Robert's Rules of Order

NMWD utilizes the parliamentary procedure from Robert's *Rules of Order* for Board meeting protocol <http://www.rulesonline.com/>.

Brown Act

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

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

For exceptions to open session and other meeting requirements, refer to the Brown Act <http://www.cacities.org/Resources/Open-Government>

Quorum and General Voting

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

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

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

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

Disbursement Authorization

Each week a disbursement listing is prepared and reviewed by both the Auditor-Controller and the General Manager. Once signed by the Auditor-Controller and the General Manager, the disbursement listing is emailed to the Directors on Tuesday asking that any

comments be forwarded to the Auditor-Controller by the following Wednesday. If no comments are received, payments are disbursed on Thursday.

PUBLIC RECORDS

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

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

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

Exceptions for customer account information being released are:

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

OFFICERS OF THE BOARD

General Manager

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

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

Secretary

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

Auditor-Controller

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

Chief Engineer

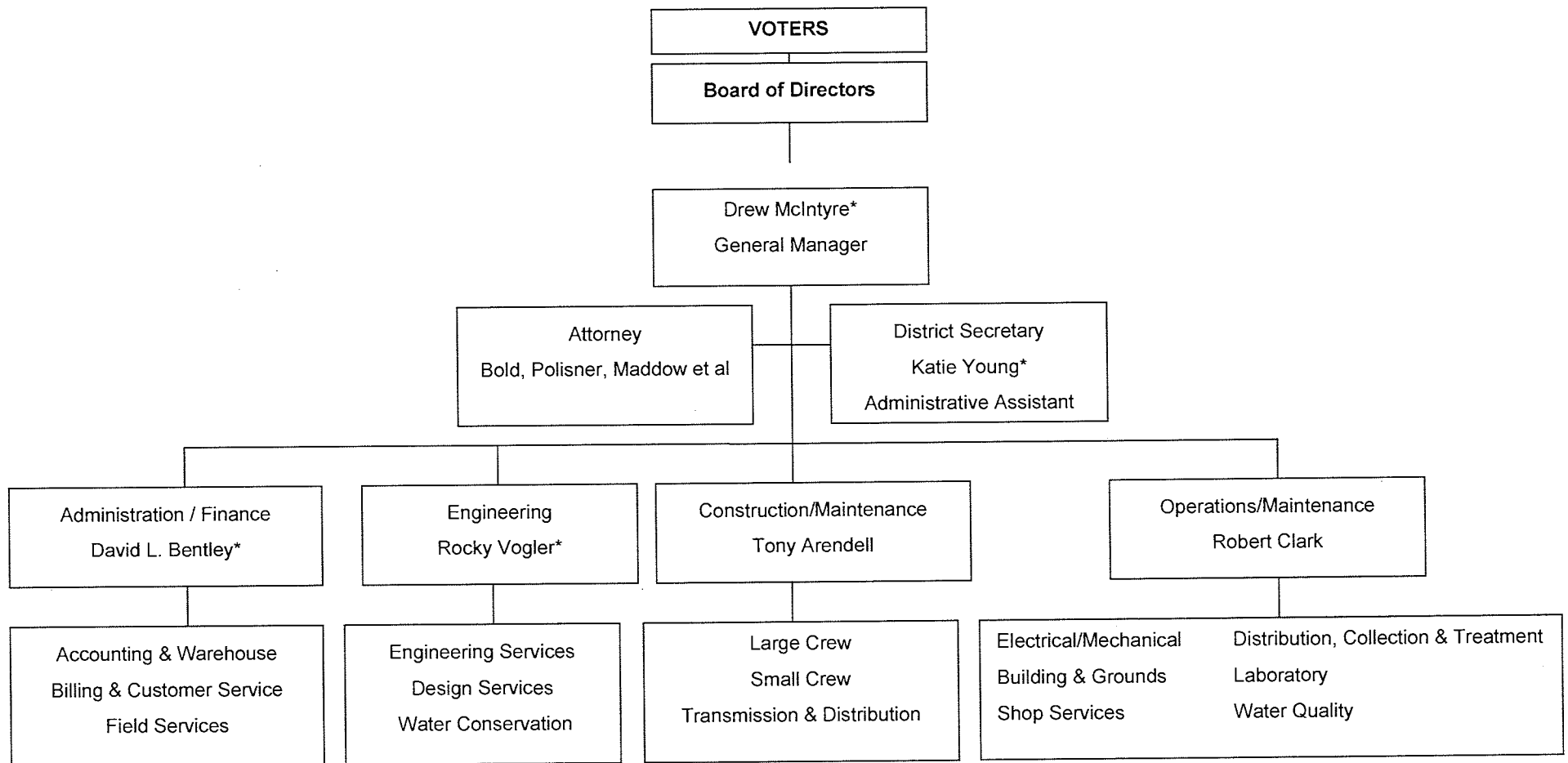
The Chief Engineer serves as an officer of NMWD and, under general administrative direction of the General Manager, is responsible for the direction of the engineering function of NMWD and performs engineering planning and design work, training, supervision and project management.

DISTRICT COUNSEL

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

DISTRICT ORGANIZATION

North Marin Water District Organization Chart 2017



*Also serves as District officer

Office of the General Manager

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

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

Administration

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

Consumer Services Section

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

Accounting/Finance Section

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

Construction/Maintenance

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

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

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

Engineering

The Chief Engineer manages the Engineering Department. The Department consists of a professional and technical staff that oversees the planning, permitting, design, construction and project management of water supply, treatment, transmission and distribution facilities necessary to serve NMWD's customers. Engineering functions for wastewater-related facilities

are also provided by the Engineering Department to support the NMWD wastewater collection, treatment and disposal system in Oceana Marin (Dillon Beach area).

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

The Engineering Department maintains NMWD's comprehensive and innovative Water Conservation Program aimed at improving water use efficiency for residential and non-residential customers (commercial and large landscape). Each water conservation program element is analyzed to assure that it will efficiently produce long-lasting water savings mutually worthwhile to the customer and North Marin. The District's water conservation programs save approximately 1,400 acre feet of water per year.

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

The District maintains a Urban Water Management Plan It is on the District website.

Current Water Conservation Program Highlights:

- Residential High Efficiency Toilet Rebate: Up to \$100 per qualified High Efficiency Toilet (HET)
- Commercial, Industrial, Institutional (CII) High Efficiency Toilet Rebate: Up to \$100 per qualified High Efficient Toilet (HET)
- Residential Clothes Washing Machine Rebate Program: \$50 per washer
- Cash for Grass: Up to \$400 per single family dwelling
- Smart Irrigation Controller Rebate Program: \$100 or \$30 per active station up to \$1,200 per controller whichever is greater
- Water Smart Landscape Rebate: 50% of cost of District-approved water efficient landscape equipment, maximum \$100
- Flapper credit: up to a \$5 credit on water bill for each flapper purchased
- Free showerheads and sink aerators
- Free Water Smart Home Surveys (residential water audit)
- Retrofit on Resale (toilets, showerheads and sink aerators)
- Water budgets for all large landscape dedicated irrigation accounts
- Free water audits for large landscape customers
- Free water audits for commercial, industrial and institutional (CII) customers
- Direct mail newsletter (twice a year)
- Pool cover rebate: 25% of the cost up to \$50
- Hot water recirculation system rebate: \$75 rebate for qualifying systems.
- Rainwater Harvesting Rebate: \$0.25 per gallon of storage up to \$150.
- Greywater Rebate: \$75 rebate for each qualifying fixture connected to an approved greywater system.

Operations/Maintenance including Water Quality

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

Operations Section

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

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

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

Water Quality Section

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

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

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

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

Maintenance Section

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

Electrical/Mechanical (E/M)

Staff in this group is responsible for operation and maintenance of all E/M systems, including motors, pumps, instrumentation and controls, telemetry, electrical power distribution, emergency generators, indoor/outdoor lighting, cathodic protection, regulating stations and hydro-pneumatic tanks. This section also supports the distribution system operations and

provides maintenance services for the Supervisory Control and Data Acquisition System (SCADA), and facilitates repair and installation of radios, telephones and other communication equipment and systems.

Building and Grounds

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

Fleet/Equipment

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

REGULATIONS AND POLICIES

Regulations

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

Board-Approved Policies

The following is a list of Board-approved policies. The District Secretary will provide you copies of all policies. Note that Board-approved policies underwent Board review in 2013.

1. Accounting - AC Statement of Investment Policy
2. Accounting - Bill Adjustment Policy
3. Accounting - Bill Adjustment Policy re Natural Disasters
4. ~~Accounting - Collateral Requirements on Investments (combined with Policy No.1)~~
5. Accounting - Interdistrict Loan Policy
6. Accounting - Late Charge and Shut-Off Policy
7. Accounting - Maintenance Accrual Fund and Liability Contingency Fund Reserve Fund Requirements
8. Separate Financial Statements Maintenance for each Improvement District
9. Purchasing Policy
10. Fee or Charge Dispute Hearing
11. West Marin Liability Contingency Fund Application for Water Improvement Districts
12. Attorney's Attendance at West Marin Meetings
13. Board of Directors Compensation and Procedure
14. Board of Directors Policy Manual (Separate Document)

15. ~~Boot Policy (Waterproof/Rain) for Meter Readers/Field Service Rep (combined w/ Safety Boot Policy – Employee Handbook)~~
16. Condemnation Policy Statement
17. Employer – Employee Relations Policy
18. Energy Policy
19. Fluoridation
20. Purchase of Winter Jackets
21. Judicial Review Limitations
22. Mission / Vision Statement
23. NMWD MMWD re Extension of Service Outside Boundaries
24. North Marin Aqueduct Service
25. Novato-Petaluma Corridor Cooperative Planning for New Water Service Connections in the Corridor (Resolution 1230)
26. On-Call and Stand-By Duty
27. Public Access to Stafford Lake Shoreline Adjacent To Indian Valley Golf Course Lease
28. Public Records Policy
29. Recognition at Retirement
30. Record Retention Policy (separate document)
31. Recreation Policy (sunset 9/25/71)
32. Vehicle Take Home
33. Warm Springs Dam Policy Statement (Resolution 83-10)
34. Wastewater Sewer Service in West Marin (Resolution 00-20)
35. Water Conservation Plan
36. Accounting – Leak Adjustment Policy (see Bill Adjustment Policy No. 2)
37. Outside Employment
38. Use of NMWD Meeting Room Policy
39. Grand Jury Response
40. Computer Use Policy
41. Vehicle Replacement
42. Employer Assisted Housing Program for Employees of NMWD
43. Wireless Communication Facilities Lease
44. Integrated/Multi-Benefit Water Resource Projects
45. Reserve Policy
46. Board Computer Use
47. Debt Management

Employee Handbook

This handbook has been revised and approved by the Board in April 2014 and is posted on the District website

Memorandum of Understanding with North Marin Water District Employees Association

This MOU and Amendment is posted on the District website.

Other Information

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

Novato Water System Master Plan Update - 2012

West Main Long Range Plan

Urban Water Management Plan 2015

Standard Specifications and Standard Drawings

Standard Water Agreement

EMERGENCY PLANNING

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

DISTRICT INFORMATION

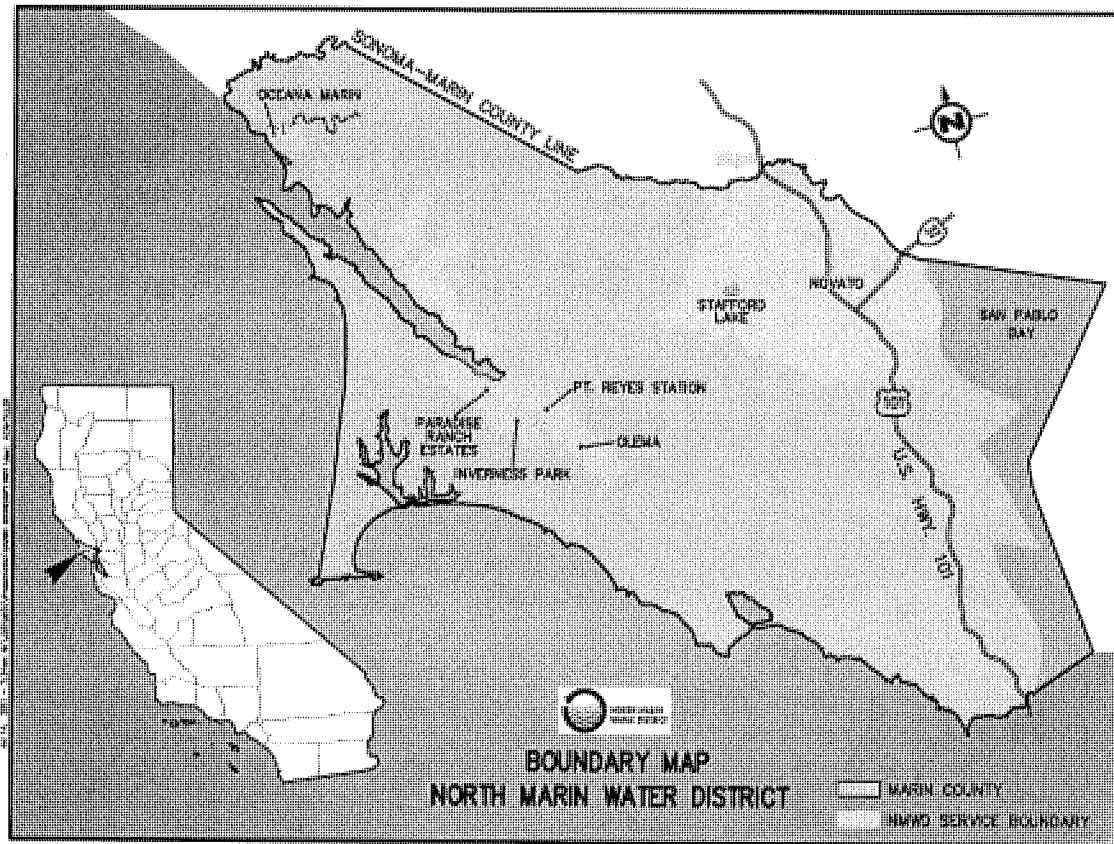
Mission Statement

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

Vision Statement

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

Boundary Map



Enabling Act

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

Service Area

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

Service Functions

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

The District participates in the generation of hydroelectric energy at the Warm Springs Dam through its Master Water Supply Agreement with Sonoma County Water Agency and seven other contracting cities and districts in Sonoma County.

HISTORICAL OVERVIEW OF DISTRICT

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

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

Some highlights of the ensuing years include:

- 1950's 1951 - Stafford Lake/Dam
- 1952 - Stafford Treatment Plant
- 1955 - Original office building on Vallejo Avenue built
- 1960's 1961 - North Marin Aqueduct connecting with Russian River system completed
- 1963 - Lynwood Pump Station
- 1963 - Multiple Storage Tanks (storage increased from 2 MG to 16 MG)
- 1965 - New (current site) office building on Rush Creek Place
- 1970's West Marin: North Marin provides water service in West Marin to about 700 customers in Point Reyes Station, Inverness Park, Olema and Paradise Ranch Estates. Sewerage service is provided to the community of Oceana Marin. NMWD's presence in West Marin resulted from emergency needs or other overwhelming requests of West Marin citizens and persuasive direction by others, including the County of Marin.
- West Marin Annexations include Oceana Marin (1969), Point Reyes Station (1970), Inverness Park (1970), Olema (1973), Tomales (1975) (De-annexed 1999), and Paradise Ranch Estates (1979).
- 1971 - Stafford Lake Park created
- 1974 - Master Agreement with Sonoma County Water Agency and Construction of Russian River – Cotati Intertie Project
- 1977 - Drought
- 1980's Innovative Water Conservation Programs initiated.
- 1983 - Warm Springs Dam/Lake Sonoma constructed
- 1984-85 - Stafford Dam Reconfiguration and Toe Drain Replacement
- 1990's 1991 - Supervisory Control and Data Acquisition system (SCADA)
- 1998 - Buck Tank (storage increased to 27.5 MG)
- 2000's 2002 – Amaroli Tank (4.5 MG). System storage increased to 32.5 MG.
- 2003 - Stafford Water Treatment Plant Reconstruction commences to meet current and future water quality regulatory requirements and improve operating efficiency.
- 2006 - Recycled Water Project – (With the Novato Sanitary District) to deliver recycled water to irrigate the Stone Tree Golf Course.
- 2008 – Completion of the 500,000 gallon Center Road Tank, constructed to mitigate fire storage deficiencies in the west Novato area.
- 2009 – The Palmer Drive Tank is completed adding 3MG of first zone storage in southern Novato.
- 2011 – Expansion of the recycled water distribution system commences. Working in conjunction with Novato & Las Gallinas Sanitary Districts, the project provides approximately 130MG of recycled water annually to large landscape customers in north and south Novato.
- 2015 – Completion of the \$23M Aqueduct Energy Efficiency Project in sync with Caltrans' Marin Sonoma Narrows (MSN) freeway widening project. The AEEP

increased the diameter of portions of the North Marin aqueduct to eliminate the use of the existing Kastania Pump Station. The Project was implemented at the time that Caltrans paid for the District to relocate ~ 3.8 miles of the existing aqueduct that was in conflict with portions of the Caltrans MSN Project.

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

WATER SUPPLY BACKGROUND INFORMATION

Novato

Stafford Lake

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

Russian River System (Map attached)

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

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

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

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

West Marin Services

Water

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

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


Sewer

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

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

7

MEMORANDUM

To: Board of Directors
From: Drew McIntyre, General Manager 
Subj: Resolution of Appreciation for Dianne Landeros
l:\gmt\2017 misc\dl memo resolution.docx

October 13, 2017

RECOMMENDED ACTION: Board Approve the Resolution of Appreciation to Dianne Landeros

FINANCIAL IMPACT: None

Dianne Landeros is retiring November 30, 2017 after 23 years of employment with North Marin Water District. Thus it is appropriate to convey appreciation for Dianne's years of service to the District and adopt the attached resolution of appreciation.

RECOMMENDED ACTION:

Board adopt the resolution of appreciation to Dianne's retiring after 23 years of employment with North Marin Water District.

RESOLUTION 17-XX
NORTH MARIN WATER DISTRICT
RESOLUTION OF APPRECIATION
TO
DIANNE LANDEROS

WHEREAS:

- Dianne Landeros received her Bachelor of Arts degree from the University of Illinois and her Master of Business Administration degree in Systems/Accounting from DePaul University; and,
- Dianne was employed by the District on December 5, 1994 as a part-time Accountant; and,
- On August 1, 2003, Dianne was promoted to the position of Senior Accountant; and,
- On November 1, 2005, Dianne was promoted to the position of Accounting/Human Resources Supervisor; and,
- In Spring 2006 Dianne successfully completed the Human Resources Management Certificate Program at Sonoma State University; and,
- In 2006 Dianne researched, selected and implemented the Sage 100 Accounting Software package that the District continues to use today; and,
- Since the initial Sage 100 implementation Dianne has developed and overseen modification of the software to include inventory barcoding, automated timesheet processing, establishment of Automatic Clearing House payment to vendors and employees, and developed a desktop program to allow all employees to obtain real-time access to expenditures-to-date and remaining budget authority; and,
- In 2009 Dianne began representing the District in Baywork, rising to the position of Treasurer and a member of the Executive Committee; and,
- As Accounting Supervisor Dianne oversaw production of timely and detailed monthly financial statements, including development of several new schedules and detailed footnotes. She solicited and selected the outside auditors and managed the annual audit review, in the process of which the District was awarded the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for eight consecutive years; and,
- As Supervisor of the District's materials warehouse Dianne trained and mentored the Storekeeper, resulting in a reduction of critical out-of-stock occurrences to zero while at the same time reducing the inventory dollar value to its lowest level in over 20 years, and simultaneously reduced inventory shrinkage to less than 1%; and,
- As Human Resource Supervisor Dianne updated and standardized District job descriptions, maintained and updated the Employee Handbook, created a Supervisors Handbook, and ably assisted employees, supervisors and managers in understanding and complying with District policies and procedures; and,
- In May 2010 Dianne graduated from the Novato Leadership Program; and,
- As Accounting Supervisor Dianne developed a highly professional and competent staff able to regularly meet tight deadlines, produce accurate reports, and has accomplished this while

maintaining high morale amongst her staff; and,

- Over the course of her employment at the District Dianne has become an integral part of the North Marin management team, contributing significantly to the success of the District; and,
- For the past 23 years, Dianne has presented a friendly, helpful and always professional demeanor to customers, co-workers and all other persons who contact the District. She has pursued her work in a businesslike fashion and has gained a reputation for excellence, reliability and honesty; ever mindful of the best interests of the District's customers; and,

THEREFORE BE IT RESOLVED:

That the Board of Directors of North Marin Water District hereby commends and expresses its appreciation to Dianne Landeros for her many years of dedicated and loyal service and valuable contributions to the District.

BE IT FURTHER RESOLVED:

That the Board of Directors, on behalf of the staff, officers and Directors of the North Marin Water District extend to Dianne Landeros its sincere good wishes for a happy and well-deserved retirement filled with all the good things in life.

Dated at Novato, California
October 17, 2017

Stephen Petterle, President
North Marin Water District

* * * * *

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the 17th day of October 2017 by the following vote:

AYES:
NOES: None
ABSENT: None
ABSTAINED:None

Katie Young, District Secretary
North Marin Water District

(SEAL)

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8

MEMORANDUM

To: Board of Directors

October 13, 2017

From: Drew McIntyre, General Manager

Subject: Exception to CalPERS 180-Day Wait Period Requirement for Retiring Employee
I:\gm\agreements\consultants\bod roberts consulting service memo.docx**RECOMMENDED ACTION:** Approve Exception to CalPERS 180-Day Wait Period Requirement for Retiring Accounting/HR Supervisor**FINANCIAL IMPACT:** Not-to-Exceed \$15,750

Retiring Accounting/HR Supervisor Dianne Landeros possesses critically needed skills pertaining to the District's accounting software that may require bringing her back to work after retirement to assist with a pending software upgrade. Several years ago Dianne developed a digitized timesheet program that replaced the manual/paper entry system, thereby eliminating the need for the payroll clerk to key-in the data. The timesheet program feeds into Timekeeper, a third-party software program acquired with the District's Sage accounting software package purchased in 2006. Timekeeper is required to distribute labor cost to developer and District projects. The company that owns Timekeeper has decided to discontinue the product, which will require the District, with its Sage support team, to develop an in-house replacement.

Payroll processing is a critical function. In the event Dianne's successor requires assistance in operating Timekeeper or in developing and testing its replacement, Dianne's assistance may be required. CalPERS has multiple restrictions pertaining to employment of a retired annuitant. One such restriction is that there be a 180-day separation in service" after retirement before employment with a CalPERS employer. There is an exception, which reads:

Before you begin work, your employer must certify the nature of the employment and that the appointment is necessary to fill a critically needed position sooner than 180 days. The appointment must be approved by the employer's governing body, in a public meeting, and must be approved as an action item, rather than on a consent calendar.

RECOMMENDATION:

- 1) Approve the attached resolution for exception to the 180-day wait period for hiring a retiree; and
- 2) Authorize the Auditor-Controller to utilize the expertise of Dianne Landeros on an as-needed basis, not to exceed 250 hours, at an hourly rate of \$63.00, which is Dianne's existing monthly base salary equivalent hourly rate.

RESOLUTION NO. 17-XX

**A RESOLUTION OF THE NORTH MARIN WATER DISTRICT
FOR EXCEPTION TO THE 180-DAY WAIT PERIOD FOR HIRING RETIREE
(Government Code Sections 7522.56 & 21224)**

WHEREAS, in compliance with Government Code Section 7522.56, the Board must provide CalPERS with this certification resolution when hiring a retiree before 180 days has passed since his retirement date; and

WHEREAS, Dianne Landeros (*CalPERS ID # 3868505132*) will be retired from the North Marin Water District in the position of Accounting/HR Supervisor effective December 1, 2017; and

WHEREAS, Government Code Section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is May 31, 2018, without this certification resolution; and

WHEREAS, Government Code Section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the North Marin Water District, and Dianne Landeros certify that Dianne Landeros has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the Board hereby appoints Dianne Landeros as an extra help retired annuitant to perform the duties of Special Advisor to the Accounting/HR Supervisor for the North Marin Water District under Government Code Section 21224 effective December 1, 2017; and

WHEREAS, the entire employment agreement/contract/appointment document between Dianne Landeros and the North Marin Water District has been reviewed by this body and is attached herein; and

WHEREAS, no matters, issues, terms, or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to a maximum of 960 hours per fiscal year; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$10,939 per month, and the hourly equivalent is \$63.00 per hour, and the minimum base salary for this position is \$9,000 per month, and the hourly equivalent is \$52.00 per hour; and

WHEREAS, the hourly rate paid to Dianne Landeros will be \$63.00 per hour; and

WHEREAS, Dianne Landeros has not and will not receive any other benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to this hourly pay rate; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the North Marin Water District hereby certifies the nature of the employment of Dianne Landeros as described herein and detailed in the attached employment agreement/contract/appointment document and that this appointment is necessary to fill the critically needed position of Special Advisor to the Accounting/HR Supervisor for the North Marin Water District by December 1, 2017 because of the District's pending accounting software system upgrade.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the North Marin Water District, California, held on October 17, 2017, by the following vote:

* * * * *

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the seventeenth day of October 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

Katie Young, District Secretary
North Marin Water District

(SEAL)



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

PHONE
415.897.4133

EMAIL
info@nmwd.com

WEB
www.nmwd.com

Dianne Landeros
151 San Andreas Drive
Novato, CA 94945

October 12, 2017

Dear Dianne:

I am very pleased to receive your verbal acceptance of employment with North Marin Water District as the Special Advisor to the Accounting/HR Supervisor. Terms and conditions of the job offer follow:

- Salary \$63.00 per hour
- Benefits No benefits
- Work Hours As needed up to 250 hours
- Date of Hire December 1, 2017

Please review this letter and acknowledge with your signature below confirming the terms and conditions. Please return a signed copy of this letter by October 13, 2017 for inclusion in your personnel file.

Sincerely,

David Bentley
Auditor-Controller

DB/dl

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ACKNOWLEDGEMENT

I acknowledge and affirm the above noted hiring arrangements and conditions.

Dianne Landeros

10/12/17
Date

DIRECTORS: JACK BAKER • RICK FRAITES • MICHAEL JOLY • STEPHEN PETTERLE • JOHN SCHOONOVER

OFFICERS: DREW MCINTYRE, General Manager • KATIE YOUNG, District Secretary • DAVID L. BENTLEY, Auditor-Controller • ROCKY VOGLER, Chief Engineer

9

MEMORANDUM

To: Board of Directors

October 13, 2017

From: Drew McIntyre, General Manager

Subj: Sonoma/Napa Fire Storm Update – Impact to NMWD
t:\gm\bod misc 2017\sonoma napa fire storm update.docx**RECOMMENDED ACTION: Information Only****FINANCIAL IMPACT: None****Fire Overview**

The Tubbs Fire in Santa Rosa erupted late Sunday, October 8, 2017 and continues to burn in northern Santa Rosa and portions of Napa County. The second fire (i.e., Adobe Fire), is affecting the Oakmont and Bennett Valley areas of Santa Rosa and is also burning near Kenwood (see map in Attachment 1).

Water Supply/Water Quality Impacts

From a water supply perspective, Sonoma County Water Agency (SCWA) facilities remain fully functional and the agency has increased water production to meet firefighting demands. NMWD continues to operate its Stafford Lake Water Treatment Plant to “de-peak” deliveries from the agency, and Marin Municipal Water District has reduced their SCWA deliveries to help lower non-firefighting water demands on SCWA’s system. Although SCWA water quality remains good, some individual water contractors have localized water quality issues associated with low or no water pressure. Specifically, boil water notices have been issued for the isolated areas of Fountaingrove and the White Oak neighborhood in Oakmont.

NMWD Impacts

Fortunately, no District employees have suffered fire damage to their homes to date. On Monday, 15 District employees who live in the North Bay stayed home due to evacuation notices and/or warnings. This contingent represents 27% of the District’s force of 55 employees. Most of these 15 employees reported back to work on Tuesday. An extended absence would have caused coverage problems within some departments, particularly within the Water Quality Lab and Engineering. From an air-quality perspective, outside strenuous activities have been reduced to the extent possible and particulate masks have been issued as applicable.

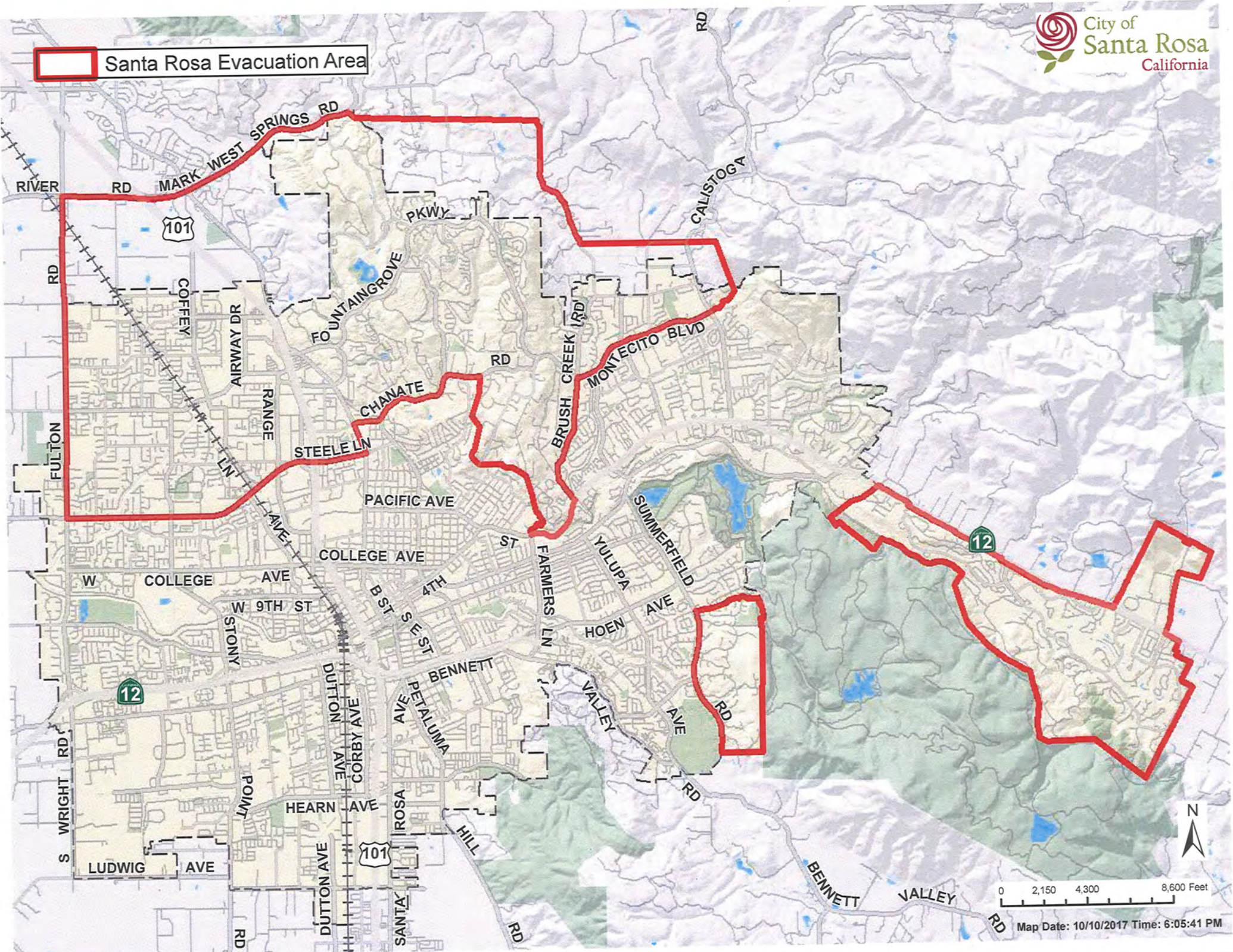
Benefits of Employer Assisted Housing Program

In 1992 the District adopted an Employer Assisted Housing Program (EHAP) with the goal of increasing the number of employees available to respond rapidly to emergencies affecting the operation of the District. In 1992 only 16% of District employees lived within NMWD's Service Territory (12% in Novato), and 75% of employees lived outside Marin County. Today, 39% of employees live within NMWD's Service Territory (All in Novato), and 54% live outside Marin County (the remaining 7% live in Marin County outside of NMWD's Service Territory).

The District has dedicated \$1.5 million of its Liability Contingency Reserve to fund the program. Since inception, 13 loans have been made. Eight have been repaid, and five loans totaling \$934K million remain outstanding. The last loan was made in June 2015. The remaining amount available to loan under the program is \$566K.

The emergency event highlighted herein further substantiates the Program's value in bringing employees into the District's service territory over the past 25 years.

Santa Rosa Evacuation Area



0 2,150 4,300 8,600 Feet

Map Date: 10/10/2017 Time: 6:05:41 PM

10

MEMORANDUM

To: Board of Directors

October 13, 2017

From: Katie Young, District Secretary



Subj: Draft Annual Report

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RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: None at this time

Attached is the Draft Annual Report for Fiscal Year 2016-2017 for your review. Please submit comments for incorporation into the annual report to me by Friday, October 27th. After which comments will be incorporated or addressed with the Board, the General Manager will review and the finished product will be submitted for approval at the November 7th Board meeting.



NORTH MARIN WATER DISTRICT

ANNUAL REPORT

2016-2017

NORTH MARIN WATER DISTRICT

BOARD OF DIRECTORS

Jack Baker, served since 1983
Rick Fraites, served since 2003
James Grossi, served since 2017
Michael Joly, served since 2017
Steve Petterle, served since 2001

OFFICERS

Drew McIntyre, General Manager, appointed 1998
Katie Young, District Secretary, appointed 2012
David L. Bentley, Auditor-Controller, appointed 1987
Rocky Vogler, Chief Engineer, appointed 2017

DEPARTMENT MANAGERS

Administration & Finance	David L. Bentley
Construction/Maintenance	Tony Arendell
Engineering	Rocky Vogler
Operations/Maintenance	Robert Clark

MISSION STATEMENT

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

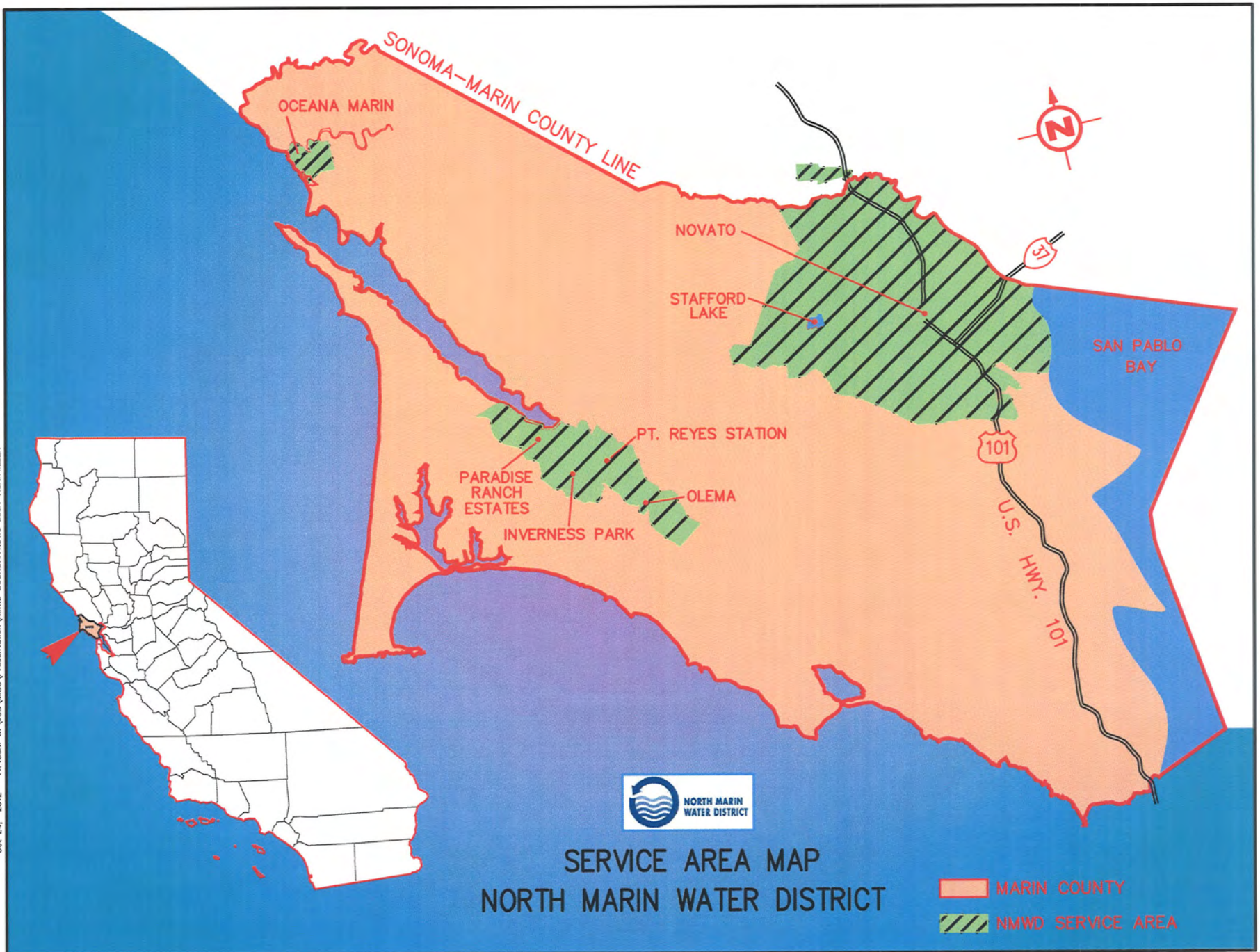
BOARD MEETINGS

Regular Board meetings are held on the first and third Tuesday of each month at 7:00 p.m. Meetings are normally held at North Marin Water District headquarters, 999 Rush Creek Place, Novato. For meeting agendas, contact the District Secretary at 415-761-8921 or visit the website at www.nmwd.com

HISTORICAL HIGHLIGHTS

- 1948** The Novato community approves formation of North Marin Water District and purchase of the Novato Water Company.
- 1949** Novato voters impose a significant tax upon themselves (77¢/\$100 assessed value) to finance a \$2 million bond issue to purchase and upgrade the private water system and to construct a dam at Stafford Lake and build a water treatment plant.
- 1951** Contractor T.E. Connolly of San Francisco constructs Stafford Lake Dam, designed by Kennedy Engineers, to impound 560 million gallons (MG) of water.
- 1952** Stafford Water Treatment Plant, designed by Kennedy Engineers and built by C. Norman Peterson, goes into operation. It has a capacity of 3.75 million gallons per day (mgd).
- 1954** The spillway at Stafford Lake is raised to increase the reservoir capacity to 1.45 billion gallons, boosting the annual safe yield of Stafford Lake to 620MG.
- 1960** Voters approve a \$3.79 million bond issue to finance system improvements, Notably construction an aqueduct connecting Novato to the Russian River.
- 1961** The North Marin Aqueduct, a 9.4-mile, 30" pipeline from Petaluma to Novato is completed.
- 1963-66** Multiple water storage tanks are constructed, increasing storage from 2MG to 16MG.
- 1970s** Five small West Marin improvement districts are annexed into NMWD at the request of West Marin citizens: Oceana Marin Sewer in 1969; Point Reyes Station/Inverness Park Water in 1970; Olema Water in 1973; Tomales Sewer in 1975; and Paradise Ranch Estates Water in 1979.
- 1973-75** System storage capacity is increased to 26MG with construction of the Atherton (5MG welded steel) and Pacheco (5MG concrete) Tanks.
- 1974** Stafford Treatment Plant is modified to increase production capacity to 6.3 mgd.
- 1980s** North Marin assumes a leadership role in the water conservation field, pioneering programs such as connection fee discounts for installation of xeriscapes in new residential construction and "Cash-For-Grass" rebates for existing customers who replace irrigated turf with xerophytic plants.
- 1983** The US Army Corps of Engineers completes the construction of the Warm Springs Dam, creating a water supply pool in Lake Sonoma of 69 billion gallons.
- 1990s** Marin United Taxpayers twice touts NMWD as the Best Managed Public Agency in Marin County.
- 1998** The District celebrated 50 Golden Years of Quality, Excellent Service and Tradition.
- 2001** Marin Municipal Water District agrees to reorganize boundaries at Hamilton AFB to be coincident with Novato city limits, enabling NMWD to serve areas within Novato formerly served by MMWD.
- 2002** Amaroli Tank, a 4.5MG buried concrete tank adjacent to Highway 101 on Ammo Hill, is completed and increases total Novato area storage capacity to 33MG.
- 2005** A 180,000-gallon concrete storage tank is constructed in Point Reyes Station to replace a 36-year-old 100,000-gallon redwood tank serving the West Marin community.
- 2006** The Restructured Agreement for Water Supply with Sonoma County Water Agency (SCWA) is executed, authorizing SCWA to construct facilities to increase North Marin's water delivery entitlement to meet Novato's future needs consistent with the community general plan.
- 2006** The Stafford Water Treatment Plant \$16 million reconstruction project is completed enabling Stafford Lake water to meet anticipated future water quality standards.
- 2007** The 0.5 mgd Deer Island Recycled Water Facility, located adjacent to Highway 37 immediately south of Deer Island, commenced operation in June 2007 serving Stone Tree Golf Course.
- 2008** The 500,000-gallon Center Road Tank in west Novato is completed.
- 2009** Palmer Drive Tank is completed adding 3MG of first-zone storage in southern Novato, and increasing total Novato area storage capacity to 37MG.
- 2013** Expansion of the recycled water distribution system to north and south Novato is completed. Utilizing federal grant and loan funds and working in conjunction with Novato & Las Gallinas Valley Sanitary Districts, the project will provide 130MG annually to large-landscape customers.
- 2015** The Gallagher Well Pipeline is completed principally with grant financing, connecting the West Marin system to a supply free from salt water intrusion.
- 2016** The \$22 million Aqueduct Energy Efficiency Project is completed, replacing the North Marin Aqueduct 30" diameter pipeline with a 42" pipeline from South Petaluma to Redwood Landfill, thereby eliminating the need for the Kastania Pump Station.
- 2017** To improve water use efficiency, accuracy and customer service, the District implemented an Advance Meter Information System (AMI) pilot project.

For a narrative description of North Marin Water District history of formation and expansion in Novato and West Marin, please visit our website at www.nmwd.com and click on Service Area.





MESSAGE FROM THE GENERAL MANAGER ... *Drew McIntyre*

The North Marin Water District (North Marin) carries out its Mission with a highly-motivated and competent staff empowered to conduct the District's business by placing customer needs and welfare first. Each day, District employees strive to carry out their work mindful of these basic principles: Good Water, Good Service, Good Value, and A Safe Place to Work. This annual report updates customers on the North Marin accomplishments in Fiscal Year (FY) 2017 and provides a snapshot of our current efforts and financial performance.

The Russian River water delivery system from Sonoma County Water Agency (SCWA) typically provides 80% of Novato's water supply. Rainfall in FY 2017 totaled 43.2", which is 160 percent of average and the eighth highest annual rain fall since records began in 1916. On April 7, 2017, Governor Brown terminated the emergency drought declaration that had been in effect since January, 2014, but continued permanent prohibitions on wasteful water use. Fiscal year water production was down 25% compared to calendar year 2013 as Novato customers responded to the Governor's conservation mandate. Ample water was available in the Russian River system for fish, agriculture and urban deliveries. North Marin's Stafford Lake Water Treatment Plant was utilized to augment Russian River supplies with local potable water supply. With regard to local recycled water supply, the Deer Island, Novato Sanitary and Las Gallinas treatment facilities delivered highly-treated recycled water to StoneTree Golf Course and a growing customer base along North Marin's expanded recycled water distribution system in North and South Novato.

North Marin is currently expanding the recycled water system into the Central Service Area of Novato. This expansion extends from Novato Sanitary District's treatment plant, serving approximately 40 large landscape customers and three car washes along the way.

Construction began in November, 2016 and should be complete by Spring, 2018. To improve water use efficiency, accuracy and customer service, North Marin has implemented an Advanced Meter Information (AMI) pilot project. With the AMI system, digital meter data is sent securely to North Marin's headquarters via radio. This technology provides early leak detection and enables customers to view near real-time water use information online. Upon successful completion of the pilot project, full implementation is expected within the next two years.

SCWA continues focus on the 2008 Biological Opinion for water supply in the Russian River watershed issued by the National Marine Fisheries Service. This document establishes requirements to preserve, protect and restore the fisheries over the next 15 years, and to maintain the existing Russian River water supply. It is anticipated that state legislation will be passed in 2018 that will force additional reductions in water use below the 2009 (SB7X-7) mandate that requires a 20% reduction in per capita water use by 2020. Accordingly, North Marin must achieve more water conservation and expansion of recycled water to further stretch its local source of supply in future years.

In West Marin, normal year water supply conditions on Lagunitas Creek prevailed, however, some common-sense prohibitions against water waste and non-essential use remain in effect. With respect to capital improvement projects, design is underway for replacement of the Paradise Ranch Estates Tank 4A, and planning continues for a second upstream well on Lagunitas Creek that that is free from salinity intrusion.

In June 2017, a 5% water rate increases became effective. At \$656 per year, the cost of water service for a typical Novato single family home using 90,900 gallons of water a year is just below the median of Bay Area urban area water agencies (see chart page 17). Water remains a good value for Novato customers.

WATER SUPPLY

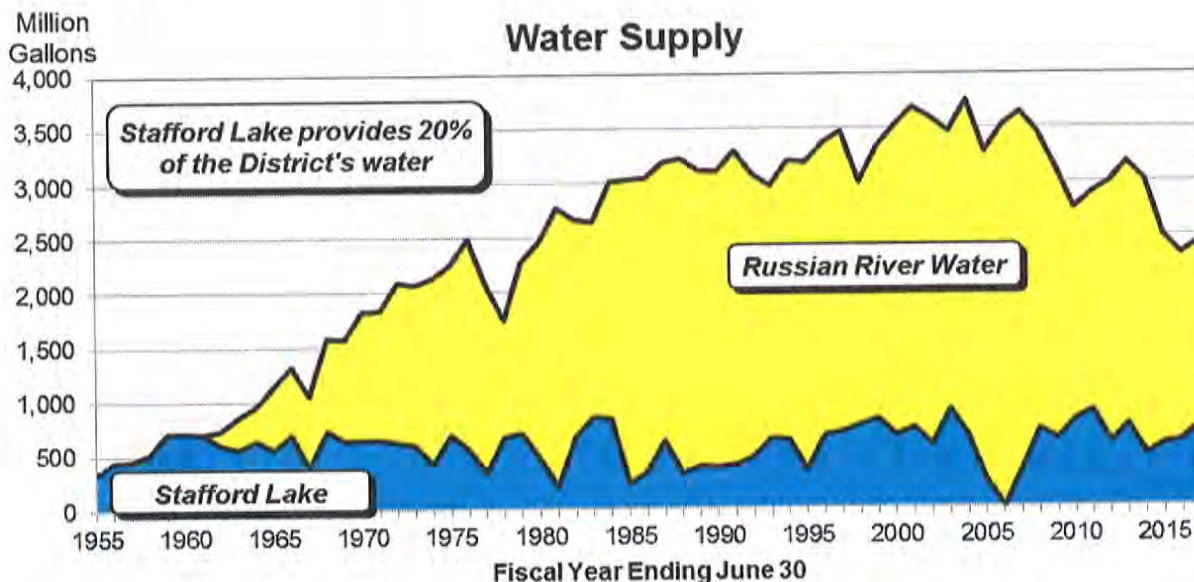
STAFFORD LAKE – Local Source Provides 20% of North Marin's Supply

Stafford Lake lies four miles west of downtown Novato and collects the runoff from 8.3 square miles of watershed land adjacent to the upper reaches of Novato Creek. The lake has a surface area of 230 acres and holds 4,450 acre feet or 1,450 million gallons (MG) of water. Water from Stafford Lake is fed into the Stafford Lake Water Treatment Plant, (located just below the dam) at a maximum rate of 6 million gallons per day (MGD). In FY 2017, 2,320 acre feet (756 MG) of water was produced from the facility.

RUSSIAN RIVER – Provides 80% of North Marin's Annual Supply

Russian River water originates from both the Eel River and the Russian River watersheds northeast of the City of Ukiah (Lake Mendocino) and west of Healdsburg (Lake Sonoma). The Coyote Dam at Lake Mendocino impounds the Eel River diversions and winter runoff from the local watershed. Warm Springs Dam at Lake Sonoma impounds winter runoff from the Dry Creek and Warm Springs local watersheds. Lakes Mendocino and Sonoma combined can store 367,500 acre feet to meet regional water supply needs, which totaled 40,360 acre feet in FY 2017. Releases from the lakes flow to a point about 10 miles upstream of Guerneville (see map on page 16 of this report), where six collector wells draw river water that has been filtered through 60 to 90 feet of natural sand and gravel to perforated pipes located at the bottom of each well. The thick layer of sand and gravel through which the water must pass before reaching the intake pipes provides a highly-efficient, natural filtration process which, with chlorination treatment, produces a clear, potable, bacteria-free water. This water is then fed directly into the SCWA aqueduct system.

In FY 2017, North Marin received 5,158 acre feet (1,681 MG) of Russian River water. North Marin has an agreement in place with SCWA to provide sufficient supply and meet Novato's current and future water supply needs. There continues to be competing interests for Russian River water, principally to protect steelhead and salmon listed as threatened or endangered species under the Endangered Species Act.



ADMINISTRATION

The Administration Department is comprised of the Administrative Services, Consumer Services, Finance, Human Resources and Information Systems.

CONSUMER SERVICES

Consumer Services is responsible for accurate and timely meter reading and billing, rendering and accounting for 139,000 bills annually. During the year, field staff responded to 1,362 customer calls for water service assistance and received a 94% positive response from customers pertaining to the service rendered.

- The Conservation Incentive Rate, enacted in Novato in June 2004 and focused on residential water use exceeding 1,845 gallons per day, continued to prove successful in reducing water demand. Residential consumption in the targeted tier was down 78% in FY 2017 compared to FY 2003. Only 1% of residential customers used in excess of 1,845 gallons per day sometime during the fiscal year. In addition to reducing consumption, the incentive rate has generated \$891,000 in additional revenue since inception, which funds are dedicated to further promote water conservation measures in Novato.
- In January 2007 a Conservation Incentive Tier Rate (CITR) was implemented in Novato. The Conservation Incentive Tier Rate is applicable to residential water use between 615 and 1,845 gallons per day. About 17% of residential customers used in excess of 615 gallons per day sometime during the year (83% of residential customers never used more than 615 gallons per day). The CITR is designed to further encourage high-use residential customers to review and tighten-up their landscape irrigation practices. FY2017 water use within the CITR range had declined 61% compared to FY2006.
- In February, the District's 2017 Urban Area Water Cost Comparison (see chart on page 17) showed that North Marin's cost of water service ranked 10th out of the seventeen urban agencies serving the greater San Francisco Bay Area. The annual cost for water service to a typical single-family home in Novato was \$656/yr.

ACCOUNTING

The Accounting Department (pictured below) is responsible for general accounting and budgeting, payroll, purchasing, treasury management, risk management, materials inventory and human resources. The accounting staff renders a full financial statement monthly with



extensive cost-accounting detail allowing District managers to closely monitor revenue and expenditures relative to the adopted budget.

The Government Finance Officers Association (GFOA) has awarded the District a Certificate of Achievement for Excellence in Financial Reporting for its comprehensive annual financial

report (CAFR) for fiscal year ended June 30, 2016. This is the eighth consecutive year the District has received this award. The GFOA states that this Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The following staff members made significant contributions to this CAFR: Retired General Manager Chris DeGabriele, David Bentley, Dianne Landeros, Nancy Holton, and Nancy Williamson.

Fiscal Year 2017 financial highlights include:

- The District, on a consolidated basis, received 95% of budgeted operating revenue and expended 99% of budgeted operating expenditures, resulting in a net loss of \$117,000. \$12.4 million (73%) of the Capital Improvement Project Budget was expended. During the year the District received \$4.8 million in Capital Contributions from CalTrans and \$5.1 million in grant proceeds to finance its capital improvement projects program, and ended the year with a cash balance of \$10.1 million, a decrease of \$2.9 million from the prior year.
- Novato potable water consumption increased 8% from the prior year. Stafford Lake Water Treatment Plant produced 756 MG, up 26% from the prior year. The net loss of \$8,000 fell short of \$755,000 budgeted net income, and compares to a net income of \$322,000 million the prior year.

- The Novato Sanitary District and Las Gallinas Valley Sanitary District, along with the Deer Island Recycled Facility combined to produce 144 MG of Recycled Water, up 3% from the prior year. The fiscal year net loss of \$337,000 exceeded the \$300,000 budgeted loss.
- West Marin Water consumption was up 9% from the prior year. The \$79,000 net income compares to a budgeted net income of \$73,000 and to net income of \$96,000 the prior year. West Marin Water ended the fiscal year with a cash balance of \$1.3 million. A 5% increase applicable to West Marin water customers was approved effective July 1, 2017.
- Oceana Marin Sewer's net income of \$54,000 compares to a budgeted net income of \$51,000 and to net income of \$53,000 the prior year. Oceana Marin ended the year with a \$424,000 cash balance. A 10% increase applicable to Oceana Marin Sewer customers was approved effective July 1, 2017.

ENGINEERING

The Engineering Department consists of professional and technical staff that oversee the planning, permitting, design, construction and project management of water supply, treatment, transmission and distribution facilities necessary to serve North Marin's customers in Novato and West Marin. Engineering functions for wastewater-related facilities are also provided by the Department to support North Marin's wastewater collection, treatment and disposal system in Oceana Marin. Property owners or developers desiring new water or wastewater service or an upgrade to their existing service are assisted by the Engineering Department pursuant to North Marin regulations.



In the Novato service area, twenty-five capital projects were budgeted. An additional eight projects were added, two projects were carried over from the previous fiscal year, and two projects were deferred, resulting in an adjusted total of thirty-three projects. The Engineering Department oversaw seventeen of the thirty-three projects, and approximately half of the total

number of projects were completed within the fiscal year with total expenditures at \$12.1M. Some of the significant projects included the Plum Street Meter Relocations, Detector Check Assembly Relocations, Zone A Pressure Improvements, and majority construction completion of the Recycled Water Central Expansion Project.

In the West Marin service area, including Oceana Marin, nine projects were budgeted, five projects were added and three were deferred, resulting in a total of eleven projects. The Engineering Department oversaw five of the eleven projects, and combined fiscal year expenditures totaled \$235K. The most significant project completed in West Marin was the Oceana Marin Dosing Siphon Repairs project.



WATER CONSERVATION

North Marin Water District maintains a comprehensive and innovative Water Conservation Program aimed at both residential and non-residential customers (commercial and large landscape). Each program element is analyzed to assure that it will efficiently produce long-lasting water savings mutually worthwhile to the customer and the District.



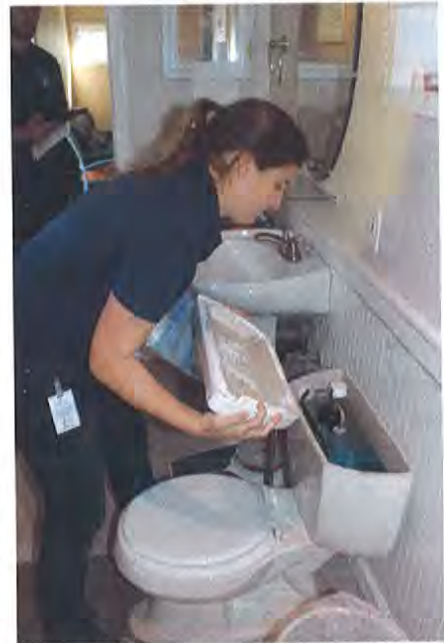
Residential activities include residential water use surveys (385), high-efficiency washing machine (HEW), rebates (55 paid), high-efficiency toilet (HET) replacements (198 rebates paid), a Cash-for-Grass Program (59 rebates paid), flapper rebates, weather-based irrigation controller rebates, landscape efficiency rebates, a plumbing retrofit-on-resale program (toilets, showerheads, and bathroom sink faucets) and rainwater collection and gray water rebates. Hot Water Circulation and Pool Cover rebates

were added in recent years along with the "Lawn Be Gone" program aimed at promoting the sheet mulching technique of removing lawn. Water conservation programs for non-residential customers include HET rebates, high-efficiency washing machine rebates, and free water audits/surveys. Large landscape customers are provided landscape water budgets comparing actual use to calculated use based on local weather data and landscape area. Large landscape audits and landscape efficiency upgrade rebates are also offered to mixed-use accounts and dedicated metered sites.

The public outreach program includes a School Education Program (in cooperation with SCWA), the "WaterLine" newsletter (sent in spring and fall), bill inserts and text, newspaper advertisements and articles, and a variety of other customer outreach events and campaigns (including participation in the Sonoma Marin Saving Water Partnership "Drought" and "Take It From the Tap" campaigns). The District maintains an interactive website where customers can look at everything from a graph of their water use history, to water use efficiency rebate

information and can even pay their water bill. The District also maintains and regularly updates a Facebook page. The outreach program is designed to increase customer participation in the various conservation programs offered by the District and to increase customer awareness and stewardship of the water resource.

Finally, the District requires new development to meet some of the most stringent water-use efficiency standards in the nation, including: installation of a high-efficiency washing machine, high-efficiency toilets, weather-based irrigation controllers, a maximum of 600 square feet of turf for new residential development and no turf for new commercial development, soil amendment and mulching requirements, drip or other subsurface irrigation for all irrigated non-turf areas, and other landscape irrigation efficiency measures consistent with the updated State Model Water Efficient Landscape Ordinance.



OPERATIONS AND MAINTENANCE DEPARTMENT

The Operations and Maintenance Department is comprised of three groups –Operations, Maintenance and Water Quality – which work together to provide Novato and West Marin customers with good water and good service at a good value while continuing to provide a safe place to work. Along with these groups, the O&M Technical Assistant provides document control for the Cross Connection Control, Maintenance Management and Asset Management programs, as well as managing the District's Recycled Water Monitoring Reports.

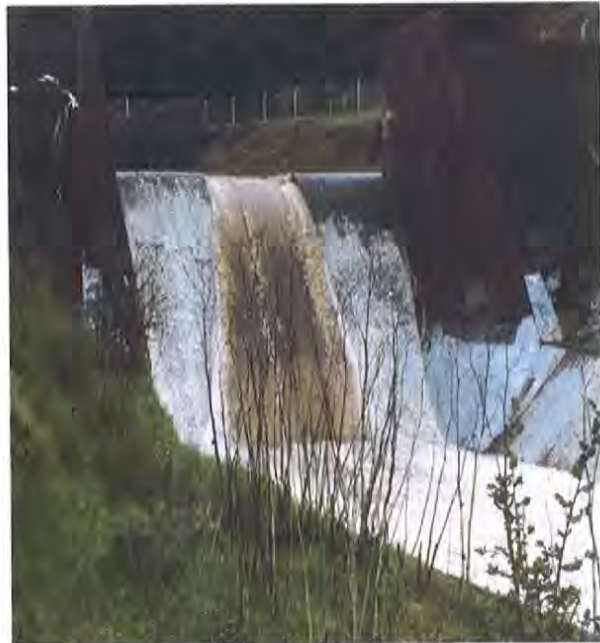
OPERATIONS

The Operations Group is comprised of six Distribution and Treatment Operations staff who work closely with the Water Quality Group, sharing the responsibility of monitoring the Stafford Lake watershed and working cooperatively with landowners, the Indian Valley Golf Course and Marin County Parks.

Approximately two lake volumes of water spilled over the spillway during the winter storms of 2016/2017. The Operations Group manages the potable water supply and distribution systems for Novato and West Marin communities. In Novato, this department balances the tasks of treating and distributing water from Stafford Lake and imported Russian River water while maintaining appropriate water storage and pressure levels to reliably meet all water system demands and fire protection requirements.

In Novato, the group managed storage of 37 million gallons (MG) of potable finished water in 35 tanks through four hydraulic pressure zones with 27 pump stations. There are 1 million gallons of recycled water storage and 11 miles of distribution mains providing 48 customer sites with recycled water from the Deer Island, Novato Sanitary District and the Las Gallinas Valley Sanitary District Recycled Water Treatment Facilities.

In West Marin, the group operates the Lagunitas Creek wells and Point Reyes Treatment Plant. Water is supplied through 6 pump stations and 13 storage tanks to Point



Reyes Station, Olema, Inverness Park, Paradise Ranch Estates, and Bear Valley. Additionally, the department oversees the wastewater collection and treatment operations in Oceana Marin.

Operations activities and accomplishments during 2016-17 included 15 improvement projects, 2 major maintenance tasks during the winter shutdown and over 700 routine maintenance tasks throughout the year.

Work was performed to complete the Frosty Lane aqueduct intertie, and Stafford Treatment Plant filter underdrain in Novato and, green sand media replacement and filter optimization in Point Reyes to ensure continued production of high quality water.

MAINTENANCE

The Maintenance Group is comprised of Electrical/Mechanical, Building/Grounds, Fleet, and Distribution Cross Connection and Control staff and is responsible for all maintenance tasks throughout the Novato, West Marin and Oceana Marin service areas.



District Corporation Yard in Novato on February 17, 2017.

Maintenance works closely with Operations to ensure proper operation of Treatment and Distribution equipment for continuous service to our customers. In Novato, this equipment includes the Stafford Lake Water Treatment plant, Deer Island Recycled Water Treatment Facility, pump stations, tanks, pressure regulators and cross connection devices.

In West Marin, the Maintenance group maintains the Lagunitas Creek wells, Point Reyes treatment plant, tanks and pump stations in Point Reyes Station, Olema, Inverness Park, Paradise Ranch Estates, and Bear Valley. Additionally, the group maintains the collection and wastewater treatment infrastructure in Oceana Marin.

Maintenance accomplishments during 2016-17 included 23 facilities improvement projects and over 500 routine maintenance tasks. Staff continued to execute the day-to-day

activities while performing the various improvement projects including the remote telemetry unit upgrades, radio communication links at three Novato Tank sites, tank access monitoring and security enhancements, radio read meter communication network, and Frosty Lane aqueduct intertie controls and alarms.

WATER QUALITY

The Water Quality Group is comprised of chemists and lab technicians providing oversight



to all aspects of North Marin operations to ensure that water quality is protected, using a multi-barrier approach. Surveillance and monitoring is performed at multiple points from source to tap. North Marin's laboratory performs thousands of water quality tests each year (as required under state and federal drinking water regulations) to support the work performed by other District departments. Annually, a water quality report is sent to all District customers in both Novato and West Marin. In addition, Water Quality staff responds to customer calls with specific information on water quality.

During the year, Water Quality staff implemented an update to the Laboratory Information Management System to help improve our water quality monitoring and reporting requirements.

CONSTRUCTION/MAINTENANCE DEPARTMENT

The Construction/Maintenance Department installs, repairs and replaces water pipelines and their appurtenances (valves, hydrants, services and meters, etc.) in upgrading and maintaining District facilities. The Construction/Maintenance Department may be contracted by developers to install new water mains, services, fire hydrants and fire services. In addition, staff upgrades ¾" service lines to 1" to comply with the Novato Fire Protection District's requirements for sprinklers in new building construction. Staff is on call at all times to respond to emergencies such as service leaks, main breaks, or knocked-over hydrants. Construction/Maintenance staff work hand-in-hand with the public, City, and developers to install high-quality and reliable facilities to serve North Marin customers.



During FY 2016/17, North Marin Water District's Construction crews replaced 107 polybutylene water service laterals and 18 copper water service laterals because of leaks in Novato and West Marin service areas.

The Construction Crews work with developers on small main installations projects such as: Mendocino Lane main extension, Redwood Landfill main extension and fire services at Novato Chevy, 35 Leveroni Ct, and Shell Gas Station on Olive Ave. The Crews also upsized various service laterals for residential fire service construction.

Crews worked on the following Capital Improvement Projects in the Novato system: Bel Marin Keys Blvd backflow upgrades, Detector Check Assembly (DCA) replacements, installation of anodes on existing copper services, Polybutylene Replacement ahead of City and County

paving (14 Services), Novato Recycled Water system, PG&E Power to Reservoir Hill Tank, Overflow Drain at Recycled Water Facility at NSD Reclamation, and crews assisted contractors on the Recycled Water Central projects.

Crews worked on the following Capital Improvement Project in Oceana Marin: repair and upgrade of the dosing siphon at the Sewer Treatment Plant (pictured to the right).





***In Memory Of
John Schoonover
Director, North Marin Water District
Served 1984-2017***

North Marin Water District's Director John Schoonover passed away on Monday, July 3, 2017. Director Schoonover served on the NMWD Board for 33 years, and had been a long time Novato resident and community leader. Prior to Director Schoonover's involvement with NMWD, he served 13 years as a member of the Novato Planning Commission. Director Schoonover was a dedicated and conscientious leader on the Board. His knowledge and insight proved to be invaluable when serving the growing needs of the Novato and West Marin communities over the last three decades.

Some of the many accomplishments achieved under Director Schoonover's tenure on the Board included the Hamilton Air Base boundary reorganization with Marin Municipal Water District, a new 4.5 million gallon buried Amaroli Water Tank, Stafford Water Treatment Plant Rehabilitation, a new 0.8 Megawatt Solar Panel project, expansion of recycled water throughout Novato and completion of the Aqueduct Energy Efficiency Project.

Fellow North Marin Board member Jack Baker, who knew John for many years said, "John cared a lot about the community served by the Water District, not only our Novato customers, but also those served by the District's West Marin operations." North Marin's General Manager Drew McIntyre added, "Director Schoonover's service on the Board for over 30 years is a testament to his dedication and loyalty to the District. He loved his job and took it very seriously. His contributions to the District and the community were immeasurable and he will be sorely missed."



WATER TRANSMISSION PROJECT/ RUSSIAN RIVER PROJECT/ RUSSIAN RIVER - WATER 2/2/2004 - 2008.dwg NOVEMBER 18, 2008



Legend

- Stream Channels used for Public Water Supply
- Water Transmission Pipelines
- North Marin Transmission Pipeline
- Collectors (Pumping Plants)
- Wells
- Booster Stations
- Storage Tanks

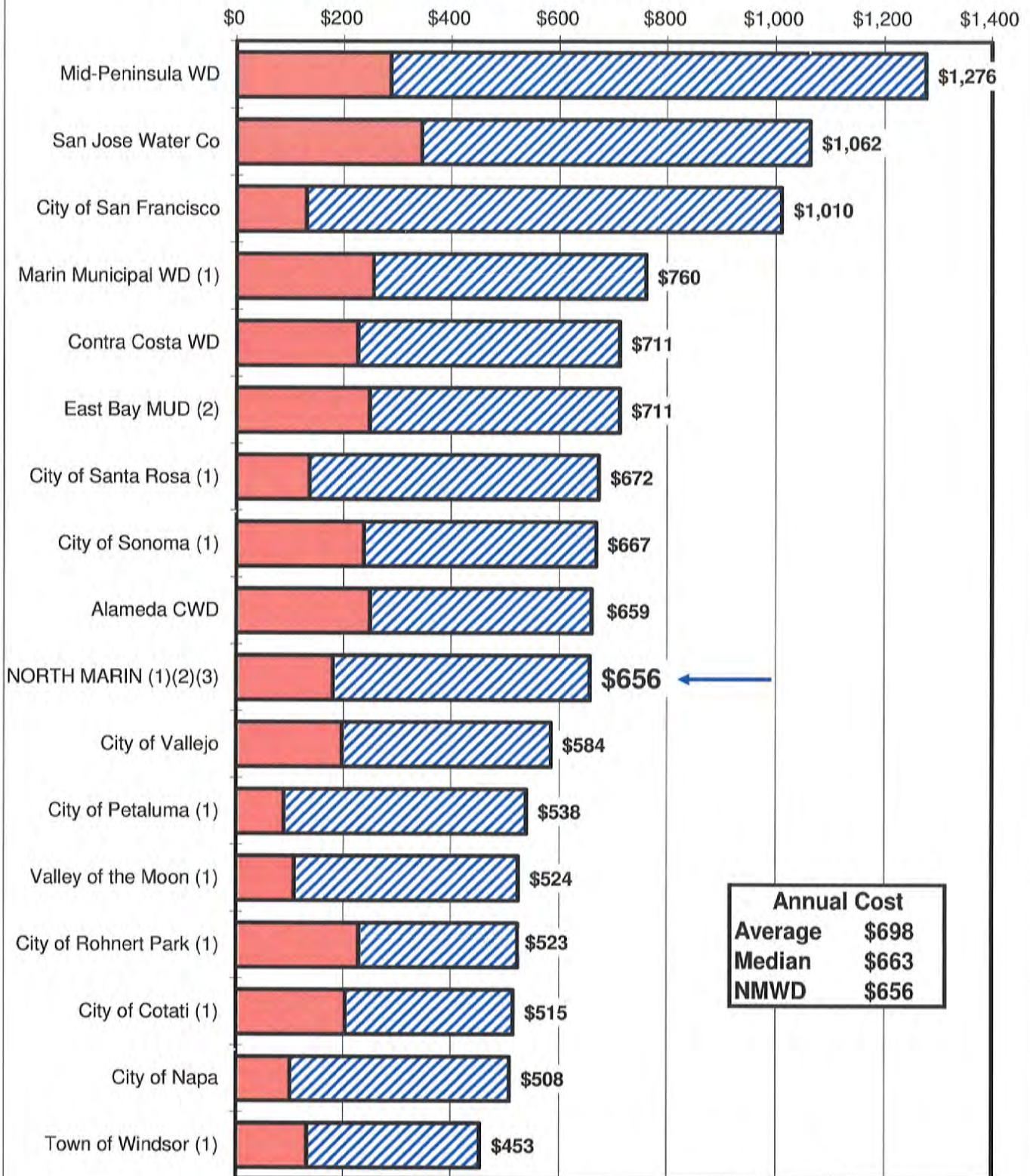


Disclaimer
 This map document and associated data are distributed for informational purposes only "AS IS" at the published scale and provided without warranty of any kind expressed or implied. The positional accuracy of the data is approximate and not intended to represent survey map accuracy. The Sonoma County Water Agency assumes no responsibility arising from use of this information.

Russian River Water System

2017 URBAN AREA TOTAL ANNUAL WATER COST COMPARISON

Typical Detached Single-Family Home Annual Consumption = 90,900 Gallons



Annual Cost

Average	\$698
Median	\$663
NMWD	\$656

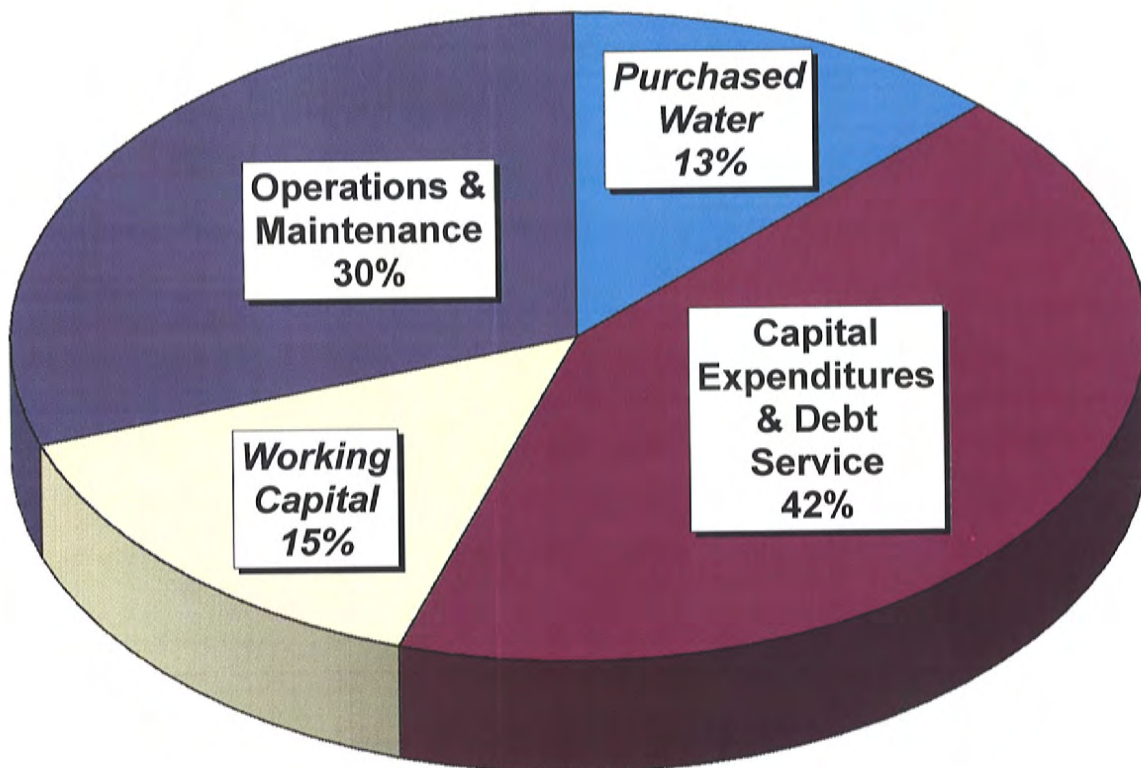
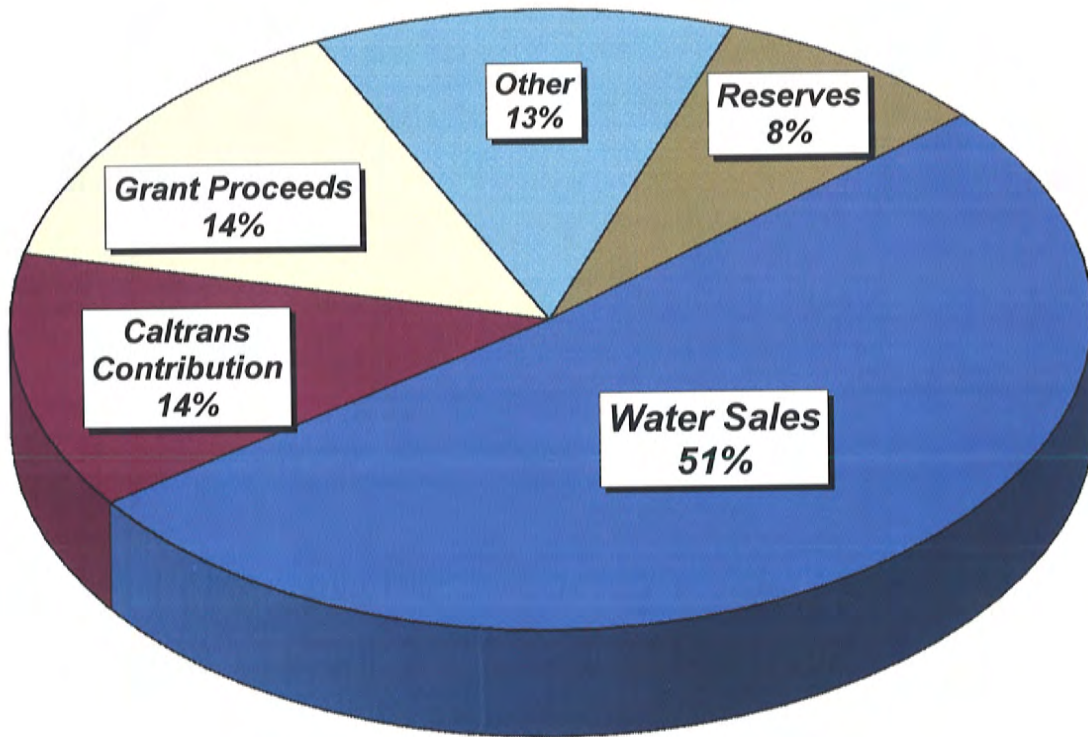
LEGEND

■ Service ■ Commodity

(1) Sonoma County Water Agency Prime Contractor.
 (2) Based on weighted average commodity charge - all zones.
 (3) Excludes West Marin rates and charges.

North Marin Water District - Fiscal Year 2016-17

Source of Funds: \$35.3 Million



Use of Funds: \$35.3 Million

CHARACTERISTICS OF SERVICE AREAS

Statistics (at June 30, 2017)	Water		Sewer	Total
	Novato Potable & RW	West Marin Service Area	Oceana Marin	
Service Area (Square Miles)	75	24	1	100
Active Connections	20,591	780	231	21,602
Dwelling Units	24,003	829	231	25,063
Estimated Population	61,400	1,700	400	63,500
Average Household Size (People)	2.6	2.1	1.9	2.5
FTE Employees	53.7	-	-	53.7
Fire Hydrants	2,656	168	-	2,824
Miles of Pipeline	333	26	5	364
Storage (million gallons)	38.4	1.0	-	39.4

Annual Water Volumes (MG) (FY2016-17)

Russian River Water Purchases	1,681			1,681
Stafford Water Treatment Plant	756			756
Recycled Water	144			144
Point Reyes Water Treatment Plant		66		66
Oceana Marin Wastewater Treatment			8	8
Total Water Production	2,581	66	8	2,655
RR Water Wheeled to MMWD	1,670			1,670

Annual Budget - FY2017-18

Operating Revenue	\$18,636,000	\$817,000	\$239,000	\$19,692,000
Connection Fees/Misc	4,089,000	93,000	90,000	4,272,000
Grant/Loan Proceeds	11,533,000	0	0	11,533,000
Contribution (To)/From Reserves	98,000	388,000	80,000	566,000
Total Sources	\$34,356,000	\$1,298,000	\$409,000	\$36,063,000
Operating Labor	\$6,632,000	\$231,000	\$75,000	\$6,938,000
Other Operating Expense (less Deprec)	8,200,000	292,000	124,000	8,616,000
Capital Expenditures	17,070,000	675,000	210,000	17,955,000
Debt Service & Other Expenditures	2,454,000	100,000	0	2,554,000
Total Outlays	\$34,356,000	\$1,298,000	\$409,000	\$36,063,000

Annual Water/Sewer Cost (FY2016-17)

to Typical Single-Family Detached Residence				
Service Charge	\$30.00/2 mo.	\$30.00/2 mo.	\$78.00/mo.	
Annual Consumption (Typical)	90,900 gal	55,400 gal		
Wt'd Avg Water Rate / 1,000 gal ¹	\$5.24	\$8.96		
Typical Annual Cost:				
Service Charge	\$180	\$180	\$936	
Commodity Charge	\$476	\$496	\$0	
Allocated Tax ²	\$0	\$59	\$211	
Total Annual Cost	\$656	\$735	\$1,147	

Notes

1 FY17 weighted average commodity rate. Rates vary by elevation zone to reflect different energy, pumping and storage costs. Novato rates ranged from \$4.77 to \$6.60 per 1,000 gallons, and in West Marin from \$8.14 to \$13.58. Average excludes tier rate charges as typical residential consumption is below tier threshold.

2 FY17 allocated share of Marin County 1% ad valorem tax per active connection. Tax is collected by the County and allocated by formula to the West Marin districts.

SUMMARY FINANCIAL INFORMATION

June 30, 2017

NET ASSETS

	Total	Novato Water	Novato Recycled	West Marin Water	Oceana Marin Sewer
Assets					
Cash & Investments	10,094,853	7,495,030	869,672	1,302,999	427,152
Receivables & Other Assets	21,211,033	13,231,512	7,830,691	131,464	17,367
Construction-in-Progress	14,554,336	2,432,717	11,731,589	288,681	101,349
Property, Plant & Equipment (net)	114,026,060	90,129,137	17,678,079	5,400,671	818,173
Total Assets	\$159,886,280	\$113,288,396	\$38,110,031	\$7,123,815	\$1,364,041
Liabilities					
Current Liabilities	\$13,129,758	\$6,173,938	\$6,796,356	\$139,294	\$20,170
Long-Term Debt	42,844,550	27,848,569	14,167,191	828,790	-
Total Liabilities	\$55,974,308	\$34,022,507	\$20,963,547	\$968,084	\$20,170
Net Assets					
Invested in Capital Assets	\$127,953,618	\$100,554,114	\$19,915,002	\$6,254,229	\$1,230,274
Restricted & Designated Reserves	9,241,780	4,783,798	3,299,343	1,130,278	28,361
Earned Surplus	(33,283,426)	(26,069,066)	(6,067,860)	(1,228,763)	82,266
Net Assets	\$103,911,972	\$79,268,846	\$17,146,485	\$6,155,744	\$1,340,901

REVENUE & EXPENSE

Operating Revenue	\$18,703,476	\$16,984,885	\$728,534	\$773,468	\$216,589
Operating Expense	18,516,099	16,748,581	824,236	719,931	223,350
Operating Income/(Loss)	\$187,378	\$236,304	(\$95,702)	\$53,537	(\$6,761)
Non-Operating Revenue/(Expense)	(304,829)	(149,417)	(241,787)	25,669	60,707
Net Income/(Loss)	(\$117,451)	\$86,887	(\$337,489)	\$79,206	\$53,946

CASH FLOW

Net Income/(Loss)	(\$117,451)	\$86,887	(\$337,489)	\$79,206	\$53,946
Add Back Depreciation	3,416,411	2,710,627	472,017	192,151	41,616
Cash Generated	\$3,298,961	\$2,797,514	\$134,528	\$271,357	\$95,562

Other Sources/(Uses)

Connection Fees	\$1,034,585	\$973,385	-	30,800	30,400
Loan Proceeds	\$1,899,538	-	1,899,538	-	-
Capital Asset Acquisition	(12,488,621)	(1,634,612)	(10,623,266)	(79,064)	(151,679)
Principal Paid on Debt	(1,769,241)	(1,078,441)	(623,719)	(67,081)	-
Grant Proceeds	5,061,105	33,750	5,027,355	-	-
Caltrans Capital Contribution	4,750,845	4,750,845	-	-	-
Interdistrict Loan	0	(5,557,108)	5,557,108	-	-
Connection Fee Transfer	0	(1,230,940)	1,230,940	-	-
Working Capital & Miscellaneous	(4,724,422)	(2,168,259)	(2,555,823)	10,289	(10,629)
Total Other Sources/(Uses)	(\$6,236,211)	(\$5,911,380)	(\$87,867)	(105,055)	(131,909)
Net Cash Generated/(Used)	(\$2,937,250)	(\$3,113,864)	\$46,658	\$166,301	(\$36,345)

HISTORICAL STATISTICS

Fiscal Year Ending June 30:		2017	2015	2013	2011
Active Services	-Novato Water	20,544	20,498	20,492	20,464
	-Novato Recycled	47	44	17	3
	-West Marin Water	780	778	776	770
	-Oceana Marin Sewer	231	229	227	227
Total Active Services		21,602	21,549	21,512	21,464
Full-Time Equivalent (FTE) Employees		53.7	51.7	50.5	50.5
FTE Employees per 1,000 Active Services		2.5	2.4	2.3	2.4
Property, Plant and Equipment (millions)		\$182.8	\$158.9	\$137.9	\$119.6
FTE Employees per \$1M Capital Assets		0.29	0.33	0.37	0.42
Miles of Pipeline		364	357	350	346
Storage (MG)		39.4	39.4	39.4	37.9

Water Production (MG)

Point Reyes Treatment Plant	66	70	83	79
Stafford Treatment Plant	756	573	755	884
Recycled Water	144	148	58	55
Russian River Water Purchases	1,681	1,928	2,423	2,013
Total Water Production	2,647	2,719	3,319	3,031
Wheeled to Marin Municipal WD	1,670	2,333	1,919	1,748

Novato Service Area Average Day Potable Water Production (MG)

Annual	6.7	6.9	8.7	7.9
Peak Month	10.0	10.3	12.8	12.2
Peak Week	10.6	11.3	13.7	12.7
Peak Day	15.6	13.7	14.4	14.2

Financial History

Source of Funds

Water Sales	\$18,136,626	\$17,492,130	\$17,543,511	\$13,443,983
Investment Earnings	156,662	134,464	96,683	143,278
Tax Revenue	107,089	94,398	90,336	96,768
Grant Proceeds	5,061,105	1,259,624	1,761,450	287,494
Connection Fees	1,034,585	801,600	876,350	387,610
Loan Proceeds	1,899,538	0	4,265,184	335,811
Other Sources	5,981,896	11,761,694	1,281,102	594,656
Reserves	2,937,250	608,242	478,875	2,149,073
	<u>\$35,314,751</u>	<u>\$32,152,152</u>	<u>\$26,393,491</u>	<u>\$17,438,673</u>

Use of Funds

Purchased Water	\$4,469,632	\$4,545,345	\$5,205,519	\$4,015,679
Operation & Maintenance	10,630,056	8,780,314	7,940,826	7,862,934
Debt Service	2,527,022	2,534,473	2,118,314	1,613,712
Capital Expenditures	12,488,621	16,192,913	9,005,790	3,649,953
Other Uses	5,199,420	99,107	2,123,042	296,395
	<u>\$35,314,751</u>	<u>\$32,152,152</u>	<u>\$26,393,491</u>	<u>\$17,438,673</u>

Where We Stand

Assets	\$159,886,280	\$134,483,310	\$125,911,331	\$96,881,570
Liabilities	55,974,308	46,328,041	44,795,910	23,588,114
Net Assets	<u>\$103,911,972</u>	<u>\$88,155,269</u>	<u>\$81,115,421</u>	<u>\$73,293,456</u>

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DISBURSEMENTS - DATED OCTOBER 12, 2017

Date Prepared 10/10/17

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

Seq	Payable To	For	Amount
P/R*	Employees	Net Payroll PPE 9/30/17	\$136,857.83
EFT*	US Bank	Federal & FICA Taxes PPE 9/30/17	59,166.12
EFT*	State of California	State Taxes & SDI PPE 9/30/17	10,643.73
EFT*	CalPERS	Pension Contribution PPE 9/30/17	34,850.49
EFT*	US Bank	August Bank Analysis Charge (Lockbox \$912, Credit Card Processing \$150 & Other \$505 Less Interest of \$145)	1,422.56
1	All Star Rents	Portable Air Compressor Rental for Hydro- pneumatic Tank Service	142.37
2	Arrow Benefits Group	Sept Dental Expense	3,477.00
3	Athens Administrators	Replenish September Workers' Comp Checks Written (\$9,230) & Prepayment of October Medical Expenses Incurred (\$26,165)	35,394.70
4	AT&T	Telephone (\$63), Fax (\$79), Data (\$323) & Leased Lines (\$189)	655.03
5	Automation Direct	Ethernet Network Switches (3)	309.00
6	Backflow Distributors	Fire Service Repair Parts	3,672.41
7	Beamer, Paul	Novato "Toilet Rebate" Program	100.00
8		Cafeteria Plan: Uninsured Medical Reimbursement	1,200.00
9	Costco Wholesale	Food for August Patio Picnic	345.65
10	Cummings Trucking	Sand (\$3,520) (64 yds) & Rock (\$645) (17 yds)	4,165.95
11	David, Eric	Novato "Smart Irrigation Controller" Rebate	240.00
12	Ferguson Waterworks	5" Hydrants (4) (\$6,185), 12" Coupling (\$342), Bushings (8), Gaskets (16) (\$260), Nipples (20), Meter Spuds (4) & Tube Nuts (7) (\$487), Meter Boxes (50) (\$1,009), Flanges (3) (\$190) & Hydrant Extension 3/4"	8,754.08

Seq	Payable To	For	Amount
13	Fisher Scientific	Chlorine Test Reagents (Lab)	171.45
14	Golden Gate Petroleum	Gasoline (\$2.71/gal) & Diesel (\$2.66/gal)	4,156.78
15	Grainger	Ball Stop, Spray Gun, Pressure Washer Hose (50') (\$112), Spray Nozzle (\$125) & Insulated Lance Kneeling Mats (4-28" x 16") (\$123) & Wheels for Pressure Washer (\$98)	545.69
16	Idexx Laboratories	Colilert Media & Vessels for Coliform & E Coli Analysis	1,231.74
17	InfoSend	July & August Online Payment Processing	958.70
18	International Dioxide	Chlorine Meter for Generator @ STP	984.80
19	Irish & Son Welding	Weld 12" Off Setts & Under Bridge for Grant Ave(2)	1,560.00
20	John's Dairy Equipment & Supply	Chlorine Tabs (100 lbs) (STP)	335.57
21	Lance, Jeff	Novato "Toilet Rebate" Program & Refund Alternative Compliance Reg 15 Deposit (\$630)	830.00
22	Larsengines	Recoil Starter for Pressure Washer Engine	120.33
23	Lincoln Life	Deferred Compensation PPE 9/30/17	16,053.75
24	Macias, Saul & Laura	Novato "Cash for Grass" Rebate	310.00
25		Cafeteria Plan: Uninsured Medical Reimbursement	115.47
26	McIntyre, Drew	Exp Reimb: May-August Mileage	400.18
27		Vision Reimbursement	368.00
28	Nationwide Retirement Solution	Deferred Compensation PPE 9/30/17	1,650.00
29	City of Novato	Street Excavation Moratorium Fees (Grant Avenue-\$845, Center Rd Project-\$1,365 & Plastic Service Repairs)	2,709.70
30	Novato Disposal Service	September Trash Removal	442.76
31	Olin	Sodium Hydroxide (STP)	6,929.46

Seq	Payable To	For	Amount
32	Pace Supply	Repair Clamp, 6" Tapping Sleeve (\$925), Gaskets (2), Flange Adapters (2) (\$572), Bushings (2), Couplings (10) (\$2,120), Nipples (55) (\$130), Copper Pipe (120') (\$1,372), Air Release Valves (2), Elbows (4), Meter Adaptors (128) (\$1,327) & Tees (3)	6,809.43
33	Parkinson Accounting Systems	August Accounting Software Support	390.00
34	PG&E	Energy Bill for Cathodic Protection @ Redwood Landfill	18.28
35	Sequoia Safety Supply	Ibuprofen, Urine Bags (100) (\$259), Lens Wipes (300), Anti-Fog Glasses (12), Drivers Gloves (\$75), Nitrile Gloves, Earplugs (400) (\$70), Industrial First Aid Kit (\$127), Burn Spray, First Aid Spray, Eye Wash (2), Sting Relief (2), Ammonia Inhalant (2) & Burn Gel (2)	482.93
36	Soiland	Asphalt Disposal (5 tons)	16.05
37	Thatcher of California	Ferric Chloride (20 tons) (STP)	8,408.38
38	Thorpe, Leticia	Novato "Toilet Rebate" Program	200.00
39	TPx Communications	September Telephone Charge	462.52
40	Ultra Scientific	Reference Sample (Lab)	73.45
41	Univar	Sodium Hypochlorite (424 gal) (STP)	1,617.36
42	Utiliworks Consulting	Prog Pymt#18: August AMI Project (Balance Remaining on Contract \$5,296)	2,613.06
43	Verizon Wireless	AMI Gateways (26) (\$563), OM SCADA, Novato SCADA (2) & CIMIS Station Data Transfer Fee (2)	638.20
44	VWR International	Phosphate Buffer (STP)	88.97
45	Wilcer, Bruce	Novato "Cash for Grass" Rebate	400.00

Seq	Payable To	For	Amount
46	Winzer	Washers, Spade Connectors, Scuff Pads & Wire Ties	131.15
		TOTAL DISBURSEMENTS	<u>\$363,621.08</u>

The foregoing payroll and accounts payable vouchers totaling \$363,621.08 are hereby approved and authorized for payment.


Auditor-Controller

10/10/17
Date


General Manager

10.9.17
Date

DISBURSEMENTS - DATED OCTOBER 5, 2017

Date Prepared 10/3/17

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

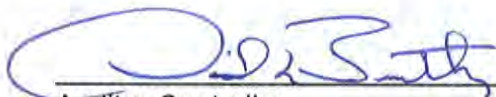
<u>Seq</u>	<u>Payable To</u>	<u>For</u>	<u>Amount</u>
1	191 Kenwood, LLC	Refund Overpayment on Open Account	\$405.31
2	Aberegg, Michael	Prog Pymt#5: Drafting Services-Center Road Pipeline Replacement (Bal Rem on Contract \$25,305)	1,870.00
3	AdTaxi Bay Area News Group	Display Ad: RW Central Priv Onsite Retrofit (\$584) & Notice of Special Meeting	635.20
4	Allen, William	Novato "Toilet Rebate" Program	100.00
5	All Star Rents	Propane (4 gal)	14.28
6	Anvil Builders	Prog Pymt#1: RW Expansion Central Service Area Hwy 101 Crossing Project (Balance Remaining on Contract \$584,400)	154,375.00
7	Arendell, Tony	Exp Reimb: D3 Certification Renewal Fee (Budget \$120) (1/18-1/21)	120.00
8	Athens Administrators	October Workers' Compensation Admin Fee	1,000.00
9	Badger Meter	August Cellular Meter Charge (18)	15.84
10	BATS	Traffic Control Plan (Grant Ave Bridge)	600.00
11	Bay Alarm	Quarterly Fire Alarm Monitoring Fee (10/1/17-1/1/18)	338.19
12	Bold & Polisner	AEEP Caltrans Reimbursement (\$735), Auxiliary Dwellings (\$42), Board Policies (\$189), Board Vacancy (\$315), Conflict of Interest (\$105), Recruitment (\$231), RW Expansion Central (\$84), Water Conservation (\$357) & Potter Valley Relicensing (\$858)	2,916.20
13	Cel Analytical	Lab Testing	465.00

Seq	Payable To	For	Amount
14	Core Utilities	Consulting Services: August IT Support (\$5,000), Modify Program @ PRTP (\$2,300), SCADA/Wonderware Clean-up (\$125), SCADA Programming (\$1,050), Reservoir Hill (\$125), RWF (\$175), CORE & Online Payment Report Modifications (\$600), Website Maintenance (\$200), Water Conservation (\$375) & AMI (\$400)	10,350.00
15	Dell Computers	Spare PC for Staff Transition Coverage	845.37
16	Digital Prints & Imaging	Conformed Specs for San Mateo Tank Rehab Project	264.84
17	Eurofins Eaton Analytical	Lab Testing	400.00
18	Falzon, Frank & Donna	Refund of Deposit/New Development/WC Restriction-Novato	1,000.00
19	Faresh, Hal & Susan	Refund of Deposit/New Development/WC Restriction-Novato	1,000.00
20	Fedak & Brown	Prog Pymt#5: FY18 Financial Statement Audit (Balance Remaining on Contract \$3,170)	4,200.00
21	Fisher Scientific	Pipet Tips (2,000) & Standards (Lab)	127.66
22	Goodpaster, Stacie	Exp Reimb: AWWA Conference Registration in Reno, NV	275.00
23		Vision Reimbursement	41.26
24	Grainger	Florescent Light Tubes (36) (\$117), Cooling Fans for PC Cabinets (2) (\$298), Compact Fluorescent Light Bulbs (10), Welding Helmet (\$416), Box Cutter & Parts for Bird Netting at Wash Rack (\$227)	1,094.07
25	Gulldman, Thomas	Novato "Toilet Rebate" Program & Refund Alternative Compliance Reg 15 Deposit	415.00
26	Hach	Pump Tubing (STP)	128.63
27	Hans, Agren	Refund Overpayment on Closed Account	285.47
28	Harrington Industrial Plastics	Repair of Chlorine Dioxide Generator (STP)	210.52
29	Hills, Michael	Novato "Smart Irrigation Controller" Program	240.00

Seq	Payable To	For	Amount
30	InfoSend	August Processing Fee for Water Bills (\$1,363), Postage (\$3,730) & Programming Fee	5,392.94
31	Jacob, Moses	Novato "Cash for Grass" Rebate Program	200.00
32		Cafeteria Plan: Uninsured Medical Reimbursement	40.00
32		Vision Reimbursement	184.00
33	Lucchesi, Sarah	Childcare Reimbursement	416.66
34	Marin County, Superior Court	Fee to File Small Claim & Serve Defendants for Damages to Hydrant at 481 Indian Springs Road	95.00
35	McAghon, Andrew	Lawn Be Gone Mulching Program (Balance Remaining on Contract \$10,442)	414.00
36	McLellan, WK	Misc Paving	18,467.68
37	Miller Pacific Engineering	Prog Pymt #13: OM Ponds Geotechnical Services (Balance Remaining on Contract \$12,217)	459.00
38	North Bay Watershed Assoc.	FY 17-18 Dues (Watershed Stewardship Plans) (Budget \$6,400)	6,215.71
39	Novato, City of	Street Excavation Moratorium Fee-11 Kavon Court	500.00
40	Office Depot	Board Desk Signs "Grossi" & "President"	43.92
41	O'Reilly Auto Parts	All Purpose Cleaner (3-16oz Bottles), Tire Foam (5-20 oz Cans) (\$31) & Car Wash Brush	66.63
42	Pace Supply	Trans Couplings (2)	669.88
43	Pape Machinery	Heater Vent Louver ('09 John Deere Backhoe)	167.39
44	Piazza Construction	Prog Pymt#3: RW Expansion Central Service Area (Balance Remaining on Contract \$602,035)	115,094.78
45	Piazza Construction Escrow Acct	5% Retainer: Piazza Construction-RW Central Norman Tank Project	6,057.62
46	Point Reyes Light	Display Ad: Salinity Intrusion Into Pt Reyes Well Supply (9/7/17)	85.50

Seq	Payable To	For	Amount
47	Reed, Corey	Childcare Reimbursement	208.33
48	Salkhi, Ali & Fatemeh	Refund Excess Advance for Construction Over Actual Job Cost-Chevron Car Wash on Redwood & Olive	6,448.36
49	SPG Solar	August Energy Delivery Under Solar Services Agreement	13,834.82
50	Stern, Geoffrey	Novato "Cash for Grass" Rebate Program	400.00
51	Syar Industries	Asphalt (5 tons)	811.33
52	Tamagno Green Products	Sludge Removal @ STP (83 yds)	2,075.00
53	Thurlow, William	Novato "Toilet Rebate" Program	100.00
54	Univar	Sodium Hypochlorite (1,200 gal) (STP)	1,266.16
55	USA BlueBook	Respirator Wipes (200), Safety Glasses (6) & Dispenser Tests (\$114) (500) (STP)	273.53
56	VWR International	Maintenance Kit for Lab Dissolved Oxygen Sensor (\$194) & Potassium Iodide (STP)	348.52
57	Wiley Price & Radulovich	Background Investigation Firm Referral	63.00
58	Winzer	Cut Off Saw Blades (20)	320.07
59	Xtreme Scaffolding	10'X32' Platform Rental (Setup & Take Down) (Grant Avenue Bridge Project)	2,335.00
TOTAL DISBURSEMENTS			<u>\$366,787.67</u>

The foregoing payroll and accounts payable vouchers totaling \$366,787.67 are hereby approved and authorized for payment.



Auditor-Controller

10/3/17

Date



General Manager

10/3/17

Date

MEMORANDUM

To: Board of Directors

October 13, 2017

From: David L. Bentley, Auditor-Controller

Subj: Self-Insured Workers' Comp – 1st Quarter Status Report

\\lac\word\personnel\wcb\self ins status 0917.docx

RECOMMENDED ACTION: None

FINANCIAL IMPACT: Cumulative Savings of \$628,626

The District returned to self-insuring its workers compensation liability effective July 1, 2011, after the low-cost proposal for first-dollar workers' compensation coverage increased 20% over the prior year, to \$159,331. The avoided-cost since returning to self-insurance is calculated at \$448,763. When the Reserve for Future Medical (which is the estimated cost to fully resolve open claims) is added, the total cash outlay avoided to date, including interest earned on the cost avoided, is \$628,626. This cash is set-aside in a reserve for future claims.

Through the first 3 months of FY18, the District incurred four claims. Attached are charts showing a 10-year history of annual claims cost (average \$70,000 per year) and 10-year history of claims frequency (average 7 claims per year).

	FY12 through FY15	FY16	FY17	FY18	Cumulative
Premium Avoided	\$845,391 ¹	\$212,135 ²	\$191,000 ³	\$27,315 ⁴	\$1,275,841
Self-Insurance Cost					
Medical/Indemnity Expense	(174,705)	(8,162)	(223,601)	(1,027)	(407,495)
Third-Party Administration	(48,000)	(12,000)	(12,000)	(3,000)	(75,000)
Excess Insurance Premium ⁵	(193,292)	(54,462)	(58,638)	(12,497)	(318,889)
Legal/Miscellaneous	(21,646)	(2,946)	(1,102)	(0)	(25,694)
Net Cost Avoided	\$407,749	\$134,565	(\$104,342)	\$10,791	\$448,763
Reserve for Future Medical	0	0	156,686	8	156,694
Total Cash Outlay Avoided	\$407,749	\$134,565	\$52,344	\$10,799	\$605,457
Interest Earned on Cash Outlay Avoided	5,431	6,022	9,124	2,592	23,169
Cash Savings	\$413,180	\$140,587	\$61,468	\$13,391	\$628,626

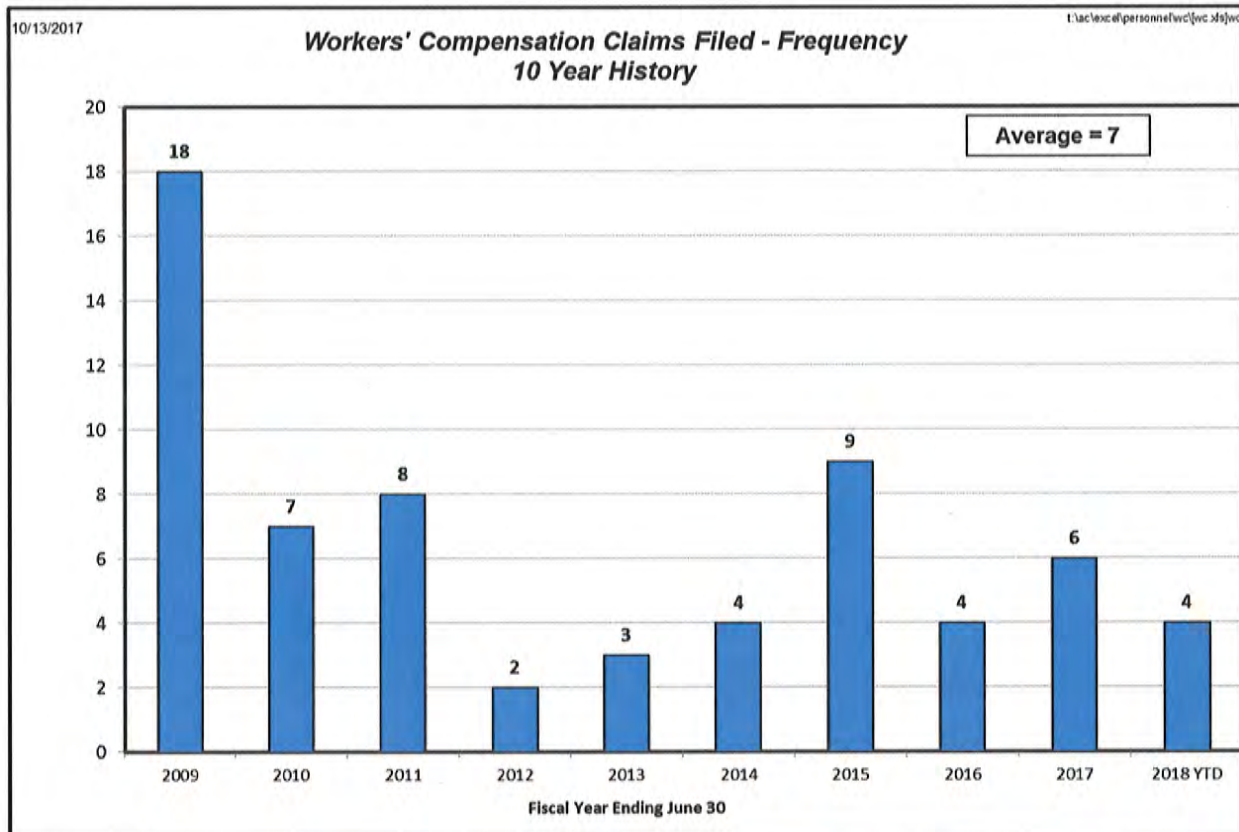
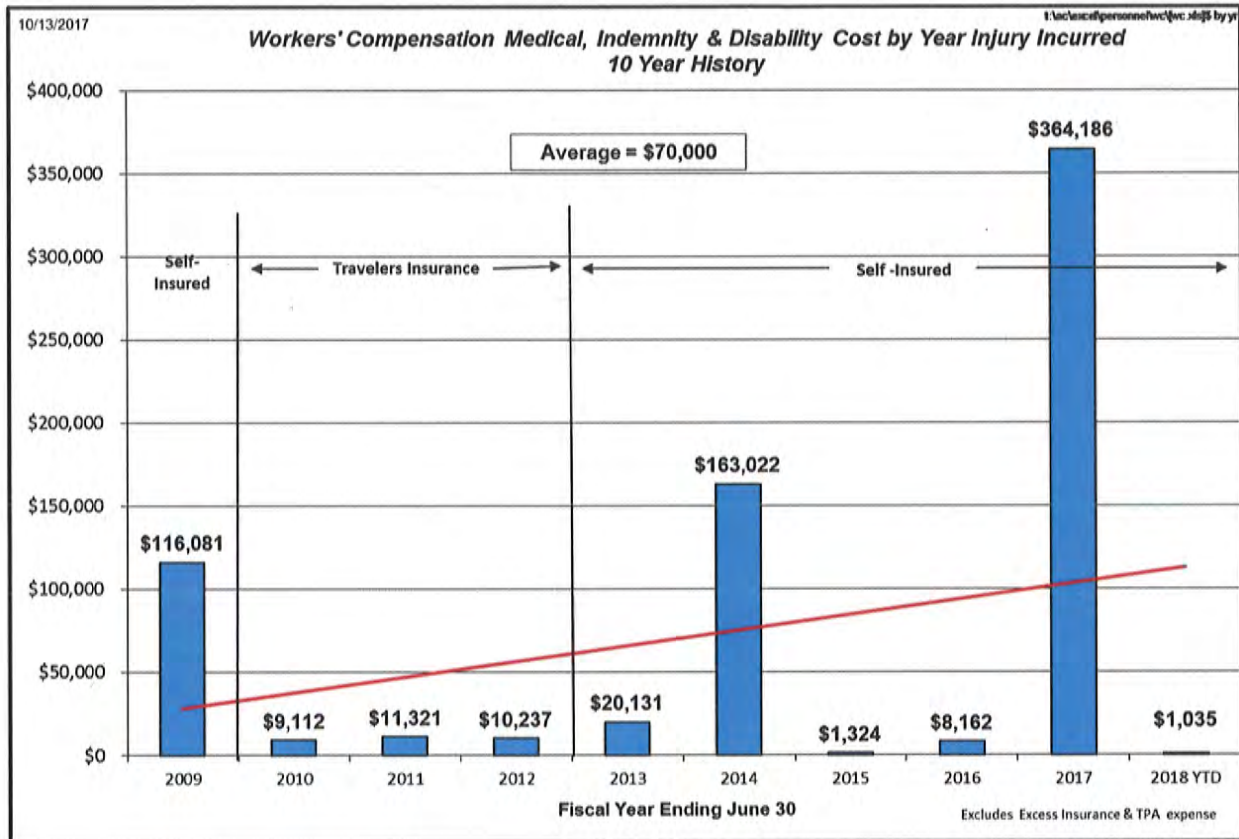
¹ Proposed annual premium of \$159,331 (FY12), \$170,574 (FY13), \$311,764 (FY14) and \$203,722 (FY15)

² New York Marine and General Insurance Company was the low cost proposal with an annual premium of \$212,135.

³ Allied World Assurance was the low cost proposal with an annual premium of \$191,000.

⁴ Zenith Insurance Company was the low cost proposal with an annual premium of \$109,260.

⁵ Excess Insurance Protects the District against Catastrophic Loss Exceeding \$1,000,000 per claim.



MEMORANDUM

To: Board of Directors
From: Nancy Williamson, Senior Accountant
Subj: Information – FY18 1st Quarter Labor Cost Report
t:\aclword\memo\17\4th qtr labor cost rpt.doc

October 13, 2017

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: None

Total labor cost increased \$4,463 (0.2%) from the prior fiscal year. Attached in graphical format is a five-year comparative summary of total labor cost (Attachment A), overtime cost (Attachment B) and temporary employee cost (Attachment C) expended during the first 3 months of each fiscal year. Also attached is a summary of total labor cost vs. budget (Attachment D), which shows that labor cost came in 5.6% under budget for the fiscal year, due primarily to the vacant Electrical Mechanical Tech Apprentice position.

Department	Increase / (Decrease) in Labor Cost vs prior FY	% Change
Administration	(\$8,061)	(1.5%)
Engineering	\$11,690	3.6%
Operations/Maint	(\$15,838)	(2.2%)
Construction/Maint	\$16,672	4.6%
Net Increase/(Decrease)	\$4,463	0.2%

Comment on Change from Prior Year

Administration: Labor Cost decreased \$8,061, or 1.5%. The decrease is primarily due to the lower salary of General Manager Drew McIntyre who replaced Chris DeGabriele on May 3, 2017 and FSR Darrell Bynum, who has been out on medical leave since January, having exhausted his Paid Leave Bank on September 12, 2017. The decrease is offset by 5 step/spot adjustment increases, and the 2.6% labor cost increase effective October 1 of 2016.

Engineering: Labor Cost increased \$11,690, or 3.6%. The increase is primarily due to the addition of Susan Dove on August 16, 2017 to the Engineering Tech IV position to replace Arthur Cantiller who retired on September 30, 2017, 1 spot adjustment, more temporary hours worked and the aforesaid 2.6% labor cost increase.

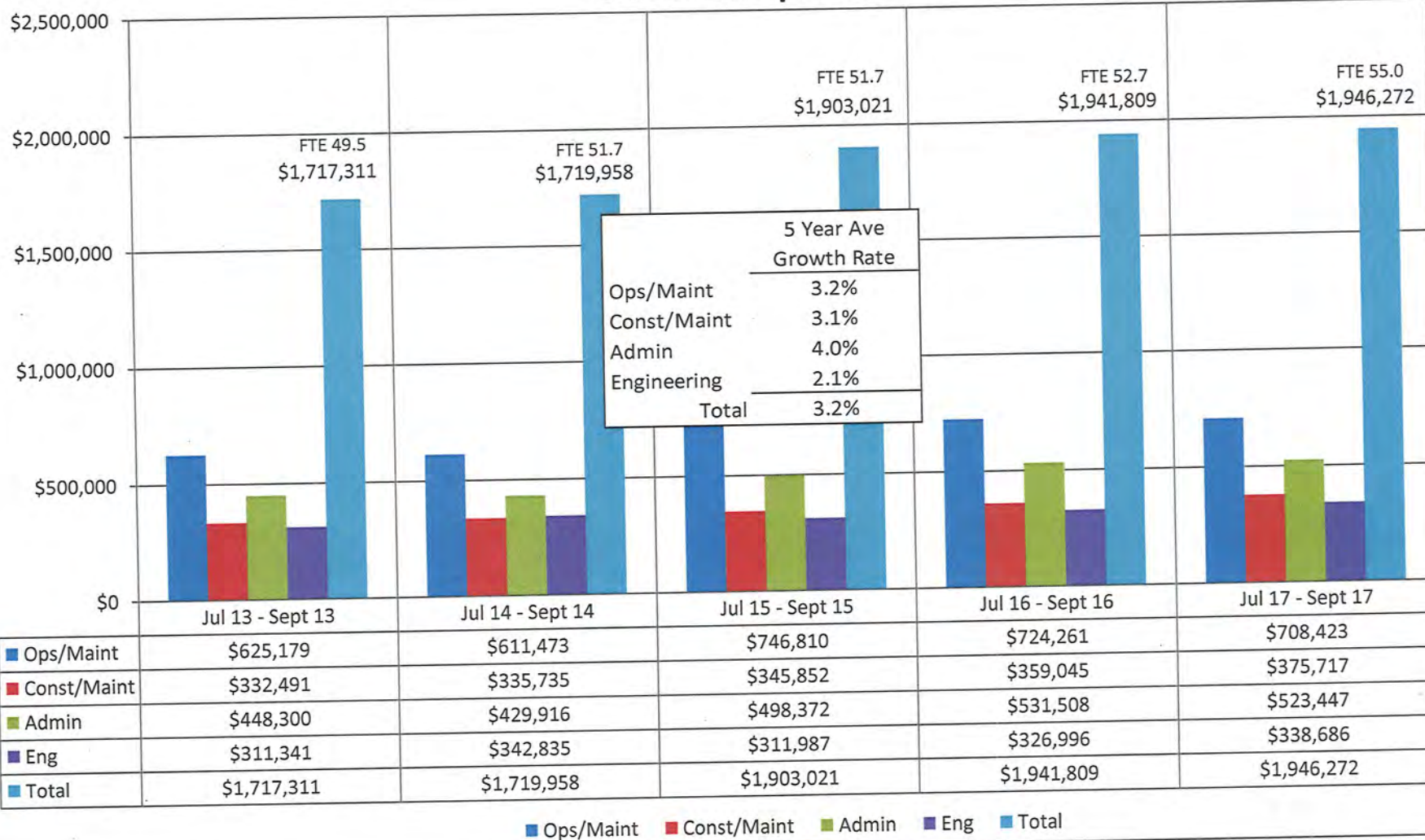
Operations/Maintenance: Labor Cost decreased \$15,838, or 2.2%. The decrease was primarily due to Mark Reischmann's unpaid baby bonding leave from September 11, 2017 through September 30, 2017, offset by 10 step/spot adjustment increases, and the 2.6% labor cost increase.

Construction/Maintenance: Labor Cost increased \$16,672, or 4.6%. The increase was due the addition of Colin Davenport to a Laborer position on November 1, 2016, 7 step-increases and the 2.6% labor cost increase.

10/13/17

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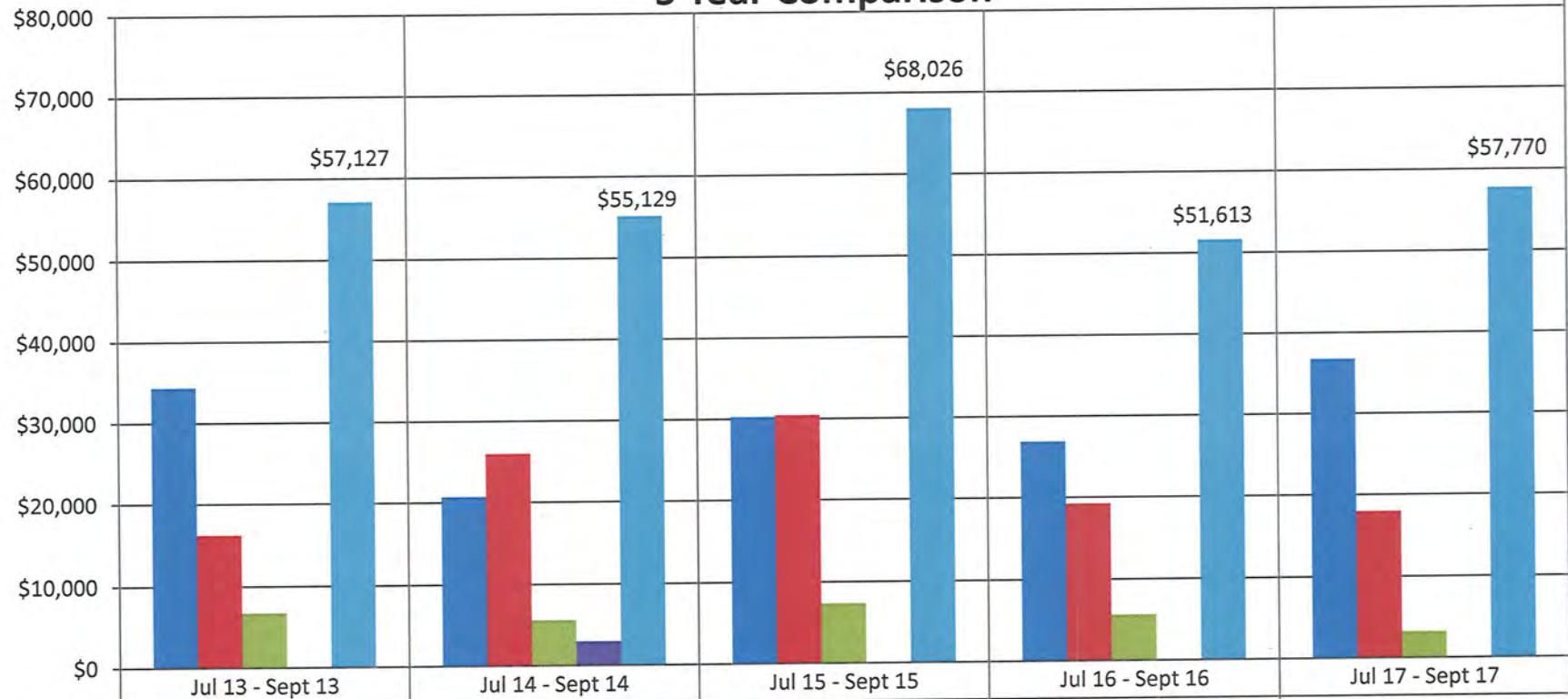
Total Labor Cost NMWD Fiscal Year through September 5 Year Comparison



10/13/17

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Overtime Cost NMWD Fiscal Year through September 5 Year Comparison



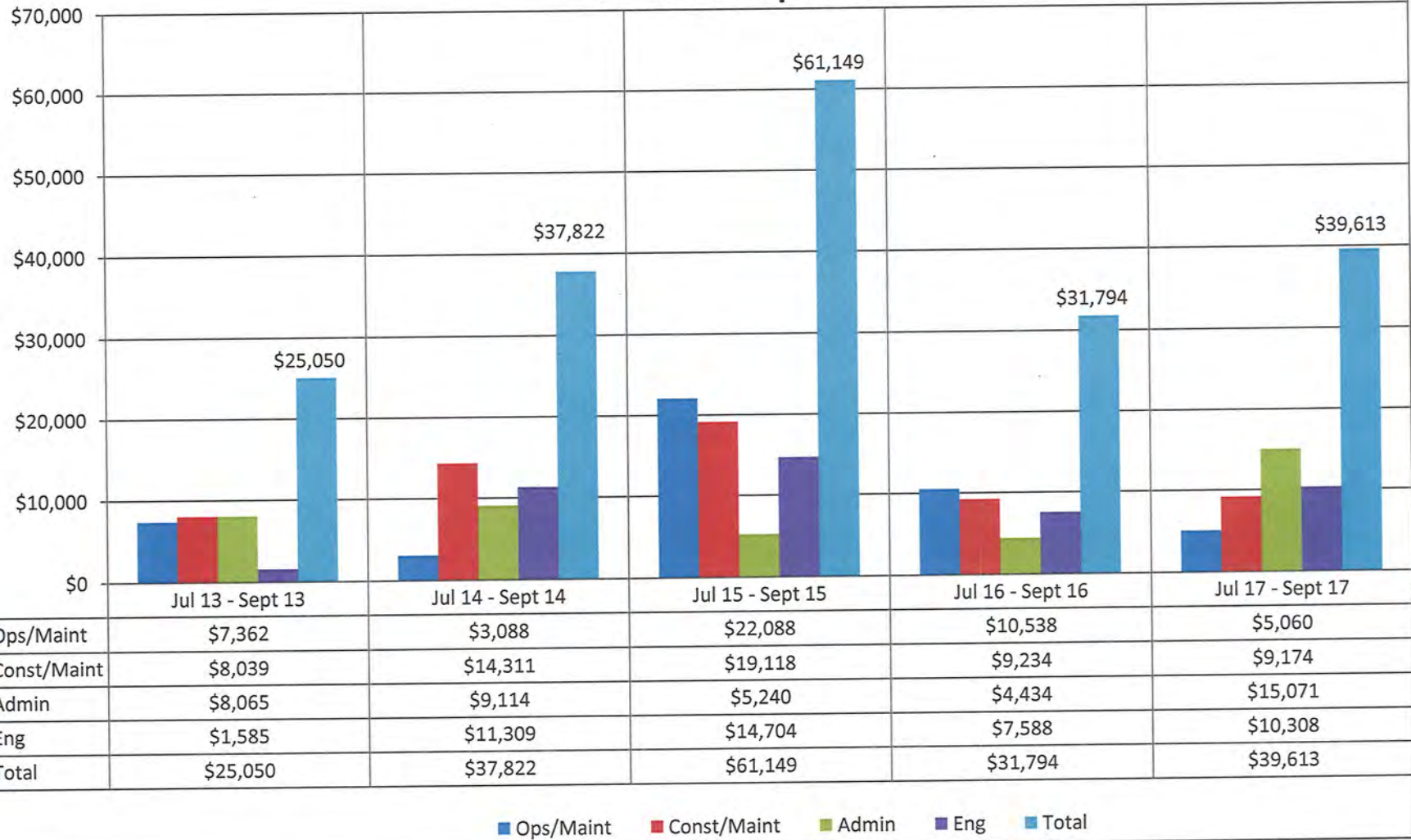
Ops/Maint	\$34,290	\$20,703	\$30,231	\$26,867	\$36,708
Const/Maint	\$16,172	\$25,939	\$30,408	\$19,172	\$17,878
Admin	\$6,665	\$5,563	\$7,304	\$5,574	\$3,184
Eng	\$0	\$2,925	\$84	\$0	\$0
Total	\$57,127	\$55,129	\$68,026	\$51,613	\$57,770

■ Ops/Maint
 ■ Const/Maint
 ■ Admin
 ■ Eng
 ■ Total

10/13/17

t:\finance\hrs rpt\FY18 1stqtr labor cost report\temp \$ chart.xls

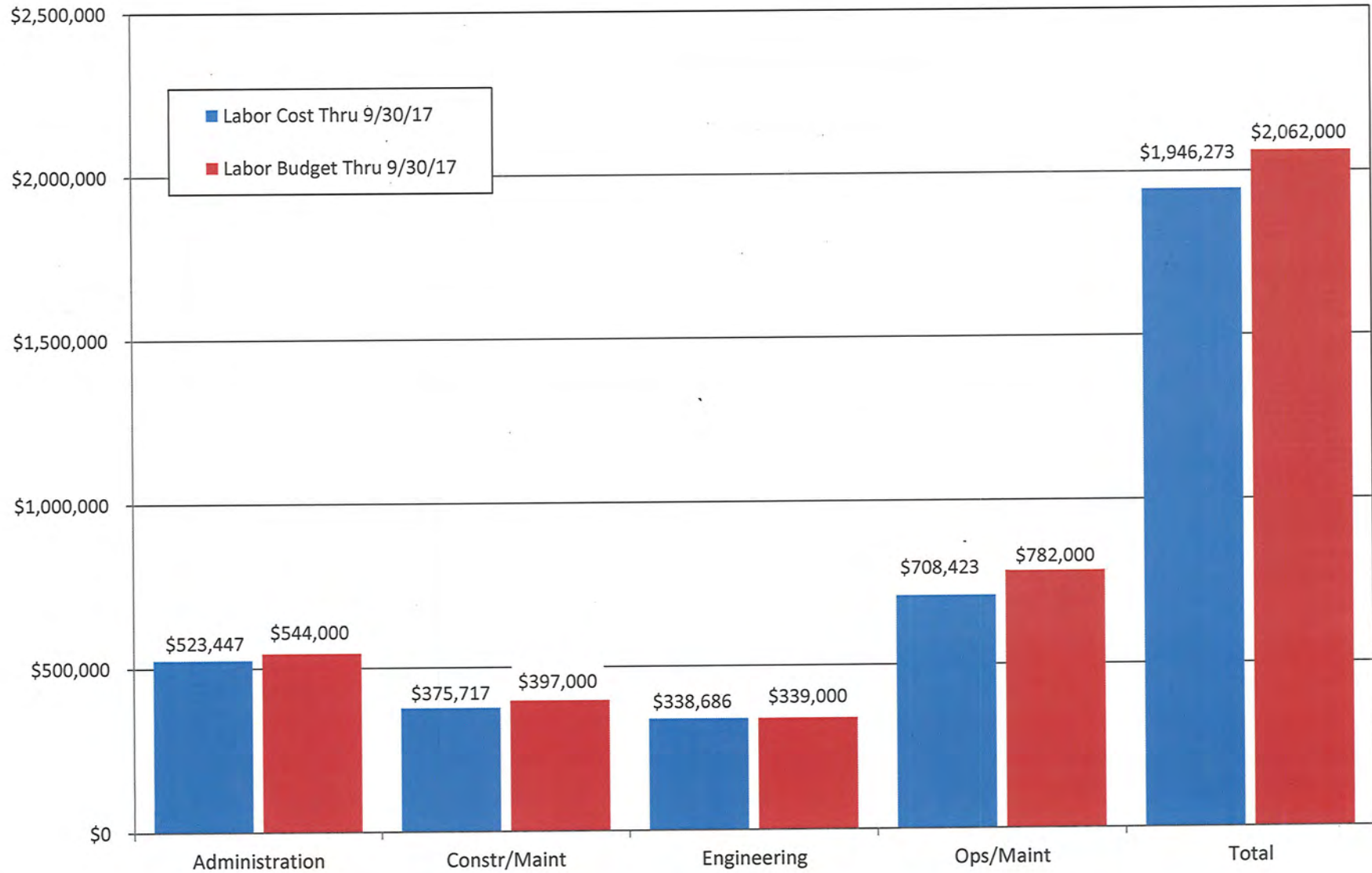
Temporary Employee Cost NMWD Fiscal Year through September 5 Year Comparison



10/13/17

t:\finance\hrs rpt\labor cost compared to budget fy18\salary chart.xls

Total Labor Cost vs. Budget NMWD Fiscal Year through September



MEMORANDUM

To: Board of Directors

From: David L. Bentley, Auditor-Controller
Robert Clark, Operations/Maintenance Superintendent

Subj: STP Solar Power Facility – 5th Year Status Report
t:\ack\word\stp solar proj\status rpt - 5th year.docx

October 13, 2017

RECOMMENDED ACTION: None

FINANCIAL IMPACT: Approximately \$11,000 Savings in Power Cost

The Stafford Treatment Plant Solar Power Facility commenced operation on August 9, 2012. During the 16/17 net metering year (August through July) the facility produced 690,000 kWh of electricity, exceeding the 607,000 kWh design capacity. Under the terms of the Power Purchase Agreement, the District paid 19.13¢/kWh produced. STP produced 756 MG, which required 891,000 kWh to produce. The kWh demand per MG produced was 20% higher than last year due to the need to run the industrial heaters 24X7 during the winter shutdown to perform repairs to the underdrain of filter #2. The 201,000 kWh differential (891,000 required less 690,000 produced) was provided by PG&E at a net cost of \$26,000. Even with this additional consumption, operation of the solar facility resulted in a net power savings of \$11,000 to the District during the 16/17 net metering year.

REC Solar, the contractor that maintains the facility, continues to mow the grass and wash the panels within the field enclosure in early spring. The system was 100% operational with 35 days of reduced production (less than 600kWh) due to cloudy skies.

The 20-year solar facility financing agreement stipulates a 3% annual rate increase. Since startup, the applicable weighted-average PG&E time-of-use rates have increased at an annual rate of 3.7%, and, when demand, service and tax charges are included, are equivalent to the solar power rate. Cost effective operation of the solar facility will continue to be enhanced by the ability of STP to produce at least 750 MG of water annually.

Net Metering Year	STP MG Produced	STP mWh Consumed	Solar mWh Produced	Savings/(Loss) ¹
12/13	804	788	677	(\$1,000)
13/14	464	600	738	(\$16,000)
14/15	598	642	701	(\$12,000)
15/16	563	646	623	\$6,000
16/17	756	891	690	\$11,000

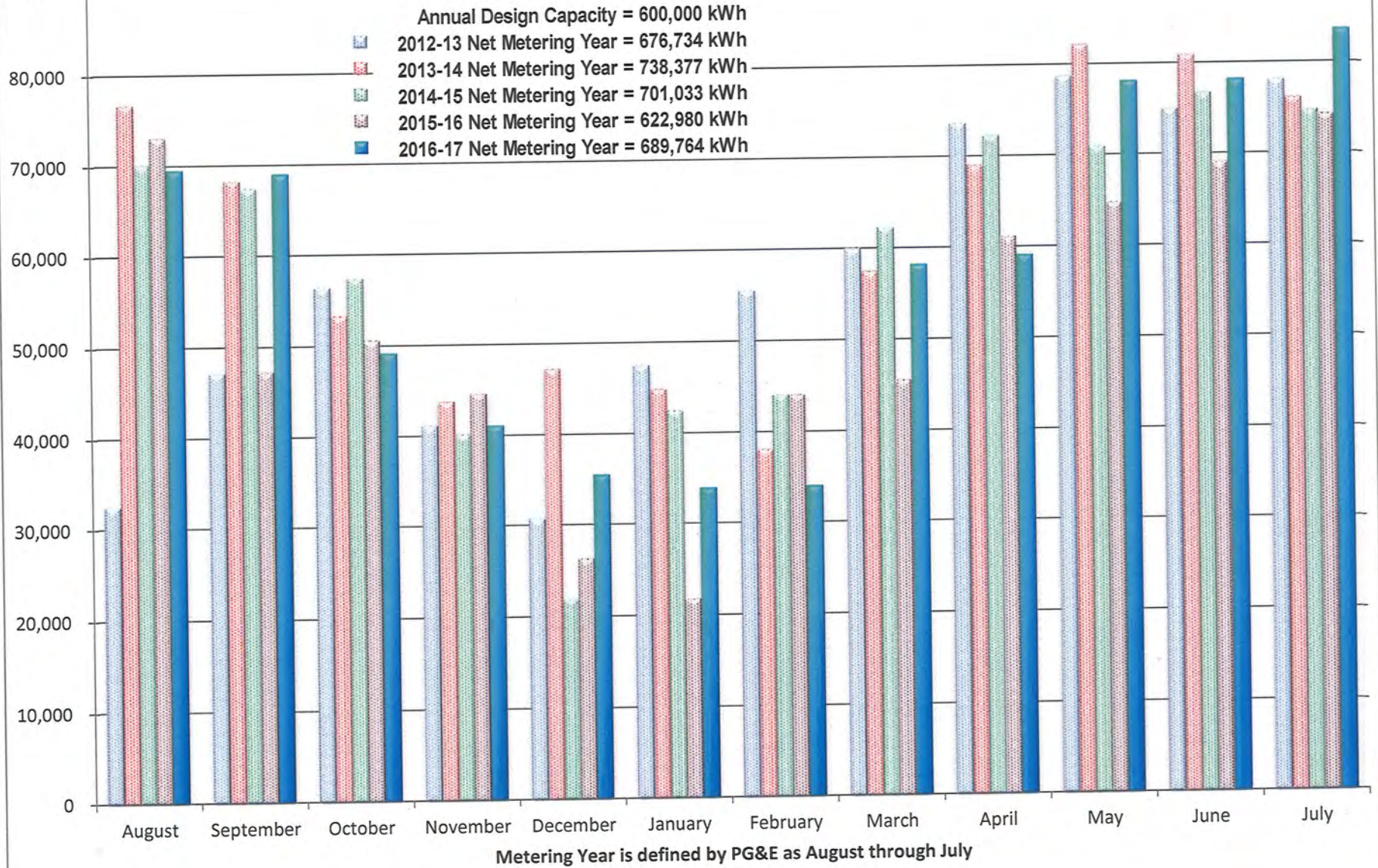
¹ Savings/(Loss) derived from operating the solar facility is calculated using the TOU rates in effect from the PG&E A10 rate table plus 23% for PG&E demand, service and tax charges.

10/10/17

p:\treatment\stp\solar production\ground_mount_nmwd_stafford.xlsx\summary

STP Solar Production

kWh
90,000



RECEIVED

OCT 01 2017

North Marin Water District

September 28, 2017

Drew McIntyre
PO Box 146
Novato, CA 94948-0146

Dear Drew:

On behalf of the California-Nevada Section, American Water Works Association, it is my pleasure to inform you that you will receive the Section Leadership Award for your service as Turstee in the governing board meetings. Thank you and congratulations! This award recognizes the leaders of the Section who are completing their terms of office. This distinction acknowledges your substantial commitment of time and effort to continue AWWA's mission and work for the protection of the public's drinking water.

Please join us at the CA-NV Section's fall 2017 conference on Tuesday, 24 October, to receive your award plaque. The opening session begins at 8:30 am and our awards ceremony starts about 10:15 am.

We would also appreciate it if you could send us a digital photo by 2 October. We'll use it in the presentation and in the exhibit hall. You can e-mail your photo to Heidi Gautschi hgautschi@ca-nv-awwa.org.

If you have any questions, please do not hesitate to contact Armando Apodaca at the Section office, 909 291-2119 or aapodaca@ca-nv-awwa.org. Again, congratulations!

Sincerely,



Heather Collins
CA-NV Section Chair

Marin supervisors pledge support for fire victims



Marin supervisors on Tuesday pledged support for victims who have sought refuge in Marin from fire-ravaged Sonoma and Napa counties. (Robert Tong/Marin Independent Journal)

By **Richard Halstead**, *Marin Independent Journal*

POSTED: 10/10/17, 5:47 PM PDT | UPDATED: 8 HRS AGO 0 COMMENTS

Marin supervisors on Tuesday said they will do all they can to aid residents of Sonoma and Napa counties affected by the fires still raging there.

"I want to send a message to the Sonoma and Napa supervisors to let them know that Marin is here to help," said board president Judy Arnold.

"Our hearts go out to those who lost their lives, their homes and those who are still waiting to see if they've lost their homes," Arnold said. "Many of them are our own employees."

County Administrator Matthew Hymel said 475 people evacuated from their homes due to the fire spent Monday night at the Marin Center Exhibit Hall and 49 fire victims were housed overnight at Terra Linda High School.

Supervisor Dennis Rodoni said another 150 fire victims found shelter at three sites in West Marin: the Dance Palace in Point Reyes Station, the San Geronimo Community Center and the Marconi Conference Center in Marshall.

"I'd like to take this opportunity to give a special thank you to our communities in West Marin," Rodoni said. "Yesterday, noticing the dire circumstances, they quickly mobilized and began to offer shelter to those

affected by the North Bay fires. In moments like these, we forget about county and district lines and begin to help as a community as a whole.”

Marin County Parks Director Max Korten said 50 people also sought refuge at McNears Beach Park.

“Our rangers are helping out in any way they can with supporting folks there,” Korten said.

At Hymel’s request the supervisors adopted a resolution requesting that Gov. Brown and President Trump issue a declaration of emergency for Marin County. Hymel said the declaration of emergency could pave the way for federal financial assistance in shouldering the response costs.

Hymel said the Marin Center Exhibit Hall is well stocked and he asked that the public not drop off supplies there.

All of the supervisors addressed the calamitous wildfire.

“I really want to appreciate everyone in our community who has so generously stepped up and volunteered to help those in need,” Supervisor Kate Sears said. “It is in these moments when the best side of all of us comes out.”

Supervisor Damon Connolly said, “Along with everyone I’ve been watching the news unfold in Sonoma County and am overwhelmed by the magnitude of the fires. Six of my Santa Rosa relatives stayed with me last night, kind of an impromptu family reunion.”

Supervisor Katie Rice said, “Events like these help us put things in perspective in terms of what is really important: family, friends and community. There is going to be a long haul for folks going forward. It’s going to be harder on some than others.”

Arnold also said, “This event so close to us serves as a reminder of the absolute necessity of being prepared.”

Arnold urged people to get involved with Marin County’s Public Disaster Education and Preparedness Committee or seek out Community Emergency Response Training.

“You can sign up to get a get-ready plan for your community,” Arnold said. “You can do this in a day.”

She also said people interested in helping with the disaster in the North Bay should register with Center for Volunteer and Nonprofit Leadership’s website at volunteer.cvn.org.