



NORTH MARIN WATER DISTRICT
AGENDA - REGULAR MEETING
 November 21, 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 , November 7, 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 | |
| | 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: Renewal of Horizon CATV Lease | |
| | 7. Consent – Approve: Proposed Revision to District Secretary Job Description | |
| | ACTION CALENDAR | |
| | 8. Consider: Request for Additional Bill Adjustment – 1910 Benton Lane | |
| | 9. Approve: San Mateo Tank Rehabilitation Project – Approve Construction Scope Increase | |
| | 10. Approve: Consulting Services Agreement with Rauch Communication Consultants – 2018 Strategic (Long-Range) Plan Development | |
| | INFORMATION ITEMS | |
| | 11. Operations/Maintenance – First Quarter 2017/18 Update | |
| | 12. MISCELLANEOUS | |
| | Disbursements | |

All times are approximate and for reference only.

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

(Continued)

| Est. Time | Item | Subject |
|--------------|------|--|
| | | <u>News Articles:</u> Marin IJ Editorial: San Rafael should take the initiative Stanford Study Probes Psychological Resistance to Recycled Water Inverness water rate hike will fund new tanks \$4 Billion California Bond Will Help with Droughts and Floods Coastal Commission denies Lawson's Landing revamp at Dillon Beach Editorial: Novato flood tax's drubbing sends message |
| 7:45 p.m. | 13. | ADJOURNMENT |

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DRAFT
NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
November 7, 2017

CALL TO ORDER

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

District employees Jeffrey Corda (Sr. Distribution/ Treatment Plant Operator), Robert Clark (Maintenance/Operations Superintendent) and Tony Arendell (Construction/Maintenance Superintendent) were in the audience.

MINUTES FROM REGULAR MEETING – OCTOBER 3, 2017

Director Baker corrected John Stuber's profession to read Licensed Land Surveyor.

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

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

NOES: None

MINUTES FROM REGULAR MEETING – OCTOBER 17, 2017

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

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

NOES: None

GENERAL MANAGER'S REPORT

WAC Meeting

Mr. McIntyre advised the Board that he attended the WAC meeting with Directors Baker and Grossi, and informed the Board that there was a lengthy discussion with water contractors impacted by the October 8th fire storm event. Director Baker stated that he was proud of the impacted agencies for having water consistently available. Director Grossi added that there was a lot of discussion on water quality monitoring the next couple of months due to run-off etc. Mr. McIntyre

1 stated that SCWA will monitor water quality frequently and will revise operation of their supply wells
2 along the Russian River if necessary.

3 Nicasio Potable Water

4 Mr. McIntyre informed the Board that he met with Supervisor Rodoni and MMWD to continue
5 the discussion for options to truck potable water for the Nicasio community. Director Fraites stated
6 that a winery was supposed to open out there and Mr. McIntyre advised that it would be at the
7 Gallagher Ranch.

8 Upcoming Meetings

9 Mr. McIntyre advised the Board that he would be attending the third Pt. Reyes Coast Guard
10 Housing working group meeting next week, a brown bag lunch meeting with the North Marin chapter
11 of the Marin Conservation League on November 14th, a Tour of the Dry Creek Habitat on Thursday,
12 November 16th and a Flood Control Zone 1 meeting on the evening of November 16th.

13 **OPEN TIME**

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

16 **STAFF/DIRECTORS REPORTS**

17 President Petterle asked if staff or Directors wished to bring up an item not on the agenda
18 and there was no response.

19 **QUARTERLY FINANCIAL STATEMENT**

20 Mr. Bentley provided the Board with the Quarterly Financials stating that Novato water
21 consumption was up 13% compared to one year ago which financially generated a net income of
22 \$1.85M. David advised the Board in the first quarter the District received over \$700K in connection
23 fees from the 58 unit complex for seniors in Hamilton. Mr. Bentley stated that Novato Recycled
24 Water was up 8% in consumption and is expecting over \$3.1M in additional state revenue grant
25 funds for the recycled water projects. Mr. Bentley stated that in West Marin consumption was up
26 16%. He stated that operating costs were up 10% due to unanticipated Gallagher Well rehabilitation
27 costs. He noted that the West Marin water system ended the quarter with \$1.3M in the bank. Finally,
28 Mr. Bentley stated that in Oceana Marin, the system ended the quarter with a cash balance of
29 \$384K and added one new customer to the system.

1 **CONSENT CALENDAR**

2 On the motion of Director Joly, seconded by Director Baker the Board approved the
3 following items on the consent calendar by the following vote:

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

5 NOES: None

6 **WATERLINE NEWSLETTER FALL 2017 NOVATO, VOLUME 18, ISSUE 39**

7 The Board approved the Fall 2017 Novato *WaterLine*, Volume 18, Issue 39.

8 **FINAL ANNUAL REPORT FISCAL YEAR 2016-17**

9 The Board approved the revised Annual Report for Fiscal Year 2016-17.

10 **DESIGNATE VOTING DELEGATE TO THE ACWA 2017 FALL CONFERENCE AND AUTHORIZE**
11 **VOTE IN SUPPORT OF PROPOSED ACWA BYLAWS AMENDMENT**

12 The Board authorized the Auditor-Controller to be the District's Voting Delegate at the
13 upcoming ACWA Fall Conference and authorized to vote in the affirmative for the proposed ACWA
14 Bylaws Amendments.

15 **ADOPT HAZARD MITIGATION GRANT PROGRAM RESOLUTION – PROJECT**
16 **SUBAPPLICATION OCEANA MARIN TREATMENT AND STORAGE POND REPAIR**

17 The Board approved Resolution 17- 23 entitled: "Authorizing Resolution" which authorized
18 the General Manager to authorize and direct to execute and file an application for the Hazard
19 Mitigation Grant Program and Pre-Disaster Program with the California Governor's Office of
20 Emergency Service for the Oceana Marin Treatment and Storage Pond Repair project.

21 **ACTION CALENDAR**

22 **AWARD CONSTRUCTION CONTRACT TO WILDCAT ENGINEERING: RECYCLED WATER**
23 **CENTRAL ONSITE PRIVATE RETROFIT PROJECT**

24 Mr. Vogler requested that the Board approve a construction contract award to Wildcat
25 Engineering to convert 36 customers currently using potable water for irrigation to recycled water.
26 He advised the Board that bids opened for this project on September 21 and there were five
27 contractors at the pre-bid meeting. He stated that of those five contractors two bids were submitted.
28 Mr. Vogler stated after reviewing the bids, staff found Wildcat's bid to be responsive and noted that
29 Wildcat Engineering has done previous work for the District. He requested that the Board award
30 contract to Wildcat Engineering and authorized the General Manager to execute an agreement with
31 Wildcat for \$564,675 plus \$56,000 contingency to perform onsite retrofits for the Recycle Water
32 Central project.

1 Director Joly asked why there was such a large increase in the project cost from July to
2 October. Mr. Vogler responded that the earlier estimates on the total project costs did not include
3 the bidding contingencies and actual contractors cost. Mr. McIntyre added that back in May 2015 the
4 costs were conceptual with no detailed designs and included \$9.9M in estimated District funds. He
5 noted that while construction costs have increased, additional federal and state grant funds have
6 been obtained so the overall District contribution has not increased.

7 On motion of Director Baker, seconded by Director Fraites, the Board approved the award of
8 the Recycled Water Central Onsite Private Retrofit Project construction contract to Wildcat
9 Engineering and authorized the General Manager to execute an agreement with Wildcat
10 Engineering by the following vote:

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

12 NOES: None

13 **FOLLOW-UP TO REQUEST FOR BILL ADJUSTMENT – 265 SADDLEWOOD DR.**

14 Mr. McIntyre reminded the Board that during the October 3rd meeting a bill adjustment was
15 considered for Ms. Harris at 265 Saddlewood Dr. He noted that during that time only three of the five
16 Board members were present and although three members were enough for a quorum, he was
17 advised by District council that there needs to be majority of the full Board members, not those
18 present. Mr. McIntyre informed the Board that the credit has already been issued to Ms. Harris. He
19 therefore recommended the Board approve to keep the adjustment already issued.

20 On motion of Director Joly, seconded by Director Fraites, the Board confirmed the \$275 Bill
21 Adjustment Credit already issued to Ms. Harris by the following vote:

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

23 NOES: None

24 **FIRE DISASTER LEAVE FOR EMPLOYEES**

25 Mr. McIntyre advised the Board that following the catastrophic event of the early October
26 North Bay fires where approximately 15 of the District employees were impacted by the event, he
27 authorized those employees to use sick leave. He stated that he is requesting the Board adopt a
28 Resolution for the one-time fire disaster to provide paid time off for eligible employees and added
29 that this adjustment would not require a budget augmentation.

30 Director Baker asked if the District has provided any leave like this in the past. Mr. McIntyre
31 responded no.

1 On motion of Director Joly, seconded by Director Fraites, the Board adopted Resolution 17-
2 24 entitled: "Resolution Of The Board Of Directors Of North Marin Water District Resolution
3 Approving Fire Disaster Leave for Employees Who Were Adversely Affected By the Fires in
4 Sonoma And Napa Counties During The Week Of October 9th - 13th 2017" providing paid time off
5 ("Fire Disaster Leave") for employees who were directly impacted by the North Bay fires by the
6 following vote:

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

8 NOES: None

9 Director Baker suggested that staff consult with the District's Legal Counsel to produce a
10 policy regarding future disasters. Director Fraites concurred.

11 **INFORMATION ITEMS**

12 **WATER CONSERVATION QUARTERLY UPDATE (JULY – SEPTEMBER 2017)**

13 Mr. Vogler provided the Board with the Water Conservation Quarterly update and stated that
14 participation is declining possibly due to no drought restrictions. He noted that staff has been doing
15 a lot of work messaging with local retailers regarding the washing machine rebates. Mr. Vogler
16 noted that the Water Smart Home Surveys continues to be very effective in educating customers on
17 conservation programs and practices.

18 **QUARTERLY PROGRESS REPORT – ENGINEERING DEPARTMENT**

19 Mr. Vogler provided the Board with the quarterly progress report stating that the total fiscal
20 year budget is \$17.7M, but the forecasted budget is \$13.1M. He stated that there are an estimated
21 31 projects in the budget and 6 more projects were added. He advised the Board that additional
22 funding may be necessary for the Center Road Pipeline project and concrete apron repair work that
23 is needed on the face of the Stafford Lake dam.

24 Director Baker asked for the timeline of completion for the Center Road project. Mr. Vogler
25 stated that it is 90% complete with the balance of the work focusing on tie-ins and water quality
26 testing.

27 Director Joly asked if the budget forecast includes all 37 projects. Mr. Vogler answered yes.

28 Director Grossi opined that moving forward into the next year costs are going to rise above
29 engineering estimates due to the impacts of the fires etc.

30 **MISCELLANEOUS**

1 The Board received the following miscellaneous items: Disbursements, John Stuber
2 Obituary, SCWA – Multiple Local Agencies Act to Prevent Post-Fires Floods, Pollution, Salinity
3 Notices, and SMSWP WaterSense Award.

4 The Board also received the following news articles: Sonoma concerned that toxic ash from
5 fire could hurt water quality, What the coming La Nina means for California rains, Novato's Measure
6 E tax sets flood control as a priority, Information sessions set on water rate hike, Researchers
7 propose an open 'internet of water' tracking use, quality and costs, Marin resident to head Golden
8 Gate National Recreation Area, Point Reyes winemaker wins permit appeal, Pension change
9 reflects prudent fiscal outlook, and Marin County pension contributions to rise.

10 The Board received the following miscellaneous item at the Board meeting: NBWA Agenda
11 – November 3, 2017.

12 Mr. McIntyre introduced Jeff Corda, Sr. Distribution/Treatment Plant Operator and Chair of
13 the Employee Association to the Board of Directors and thanked him for coming.

14 Director Fraites provided a summary of the North Bay Watershed Association meeting and
15 stated that there was a discussion on the fire recovery and impacts to SCWA.

16 Mr. Clark stated that he attended the Marin County Storm Meeting and that there a
17 prediction of an equal chance of a La Nina or El Nino this year.

18 **CLOSED SESSION**

19 President Petterle adjourned the Board into closed session at 7:49 p.m. in accordance with
20 California Government Code Section 54957 for Public Employment, Title: District Secretary

21 **OPEN SESSION**

22 Upon returning to regular session at 8:03 p.m., President Petterle stated that during the
23 closed session the Board had discussed the issue and no reportable action had been taken.

24 **ADJOURNMENT**

25 President Petterle adjourned the meeting at 8:04 p.m.

26 Submitted by
27
28

29 Katie Young
30 District Secretary
31
32

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NORTH MARIN WATER DISTRICT
MONTHLY PROGRESS REPORT FOR October 2017
November 21, 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 | 292 | 302 | 210 | 276 | 332 | -3% |
| October | 274 | 203 | 299 | 221 | 313 | 35% |
| FYTD Total | 1,201 | 1,115 | 971 | 1,116 | 1,389 | 8% |

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% |
| October | 7.9 | 5.2 | 6.5 | 5.4 | 8.0 | 52% |
| FYTD Total | 32.5 | 26.9 | 26.5 | 30.3 | 35.1 | 21% |

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% |
| October | 102 | 94 | 50 | 0 | 82 | 9% |
| FYTD Total | 419 | 351 | 275 | 170 | 319 | 19% |

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 | 25.0 | 23.5 | 15.7 | 19.2 | 18.6 | 6% |
| October | 19.1 | 8.3 | 15.8 | 9.4 | 15.8 | 130% |
| FYTD Total* | 97.8 | 85.0 | 79.1 | 76.3 | 88.2 | 15% |

*Excludes potable water input to the RW system: FY18=0.8MG; FY17=0.0MG; FY16=5.1MG; FY15=5.8MG; FY14=3.9MG

2. Stafford Lake Data

| | October Average | October 2016 | October 2017 |
|--------------------------|-----------------|--------------|--------------|
| Rainfall this month | 1.41 Inches | 4.12 Inches | 0.29 Inches |
| Rainfall this FY to date | 1.70 Inches | 4.12 Inches | 0.32 Inches |
| Lake elevation* | 181.1 Feet | 182.2 Feet | 181.1 Feet |
| Lake storage** | 509 MG | 556 MG | 507 MG |

* Spillway elevation is 196.0 feet

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

Temperature (in degrees)

| | Minimum | Maximum | Average |
|-----------------------|---------|---------|---------|
| October 2016 (Novato) | 49 | 93 | 64 |
| October 2017 (Novato) | 47 | 98 | 70 |

3. Number of Services

| October 31 | Novato Water | | | Recycled Water | | | West Marin Water | | | Oceana Marin Swr | | |
|------------------------|--------------|--------|--------|----------------|------|--------|------------------|------|--------|------------------|------|--------|
| | FY18 | FY17 | Incr % | FY18 | FY17 | Incr % | FY18 | FY17 | Incr % | FY18 | FY17 | Incr % |
| Total meters installed | 20,777 | 20,781 | 0.0% | 56 | 48 | 16.7% | 789 | 787 | 0.3% | - | - | - |
| Total meters active | 20,550 | 20,530 | 0.1% | 53 | 44 | 20.5% | 781 | 781 | 0.0% | - | - | - |
| Active dwelling units | 24,007 | 23,975 | 0.1% | 0 | 0 | - | 831 | 827 | 0.5% | 232 | 231 | 0.4% |

4. Oceana Marin Monthly Status Report (October)

| Description | October 2016 | October 2017 |
|---------------------------------|--------------|--------------|
| Effluent Flow Volume (MG) | 0.433 | 0.415 |
| Irrigation Field Discharge (MG) | 0.284 | 0.540 |
| Treatment Pond Freeboard (ft) | 7.0 | 7.0 |
| Storage Pond Freeboard (ft) | 9.4 | 9.0 |

5. Developer Projects Status Report (October)

| Job No. | Project | % Complete | % This month |
|-----------|----------------------------------|------------|--------------|
| 1.2784.00 | Novato Village Senior Apartments | 2 | 1 |

District Projects Status Report - Const Dept (October)

| Job No. | Project | % Complete | % This month |
|-----------|-------------------|------------|--------------|
| 1.7168.00 | Center Rd. 6" CIP | 40 | 40 |

Employee Hours to Date, FY 17/18

As of Pay Period Ending October 31, 2017

Percent of Fiscal Year Passed = 33%

| Developer Projects | Actual | Budget | % YTD Budget | District Projects | Actual | Budget | % YTD Budget |
|--------------------|--------|--------|--------------|-------------------|--------|--------|--------------|
| Construction | 32 | 1,400 | 2% | Construction | 1,415 | 4,920 | 29% |
| Engineering | 186 | 1,414 | 13% | Engineering | 1,066 | 4,000 | 27% |

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 October | 51 | \$24,336 | 1 | 1 | 0 | \$0 |
| FY 17 through October | 26 | \$14,144 | 1 | 1 | 2 | \$700 |

Days without a lost time accident through October 31, 2017 = 117 days

7. Energy Cost

| FYE | October | | | Fiscal Year-to-Date thru October | | |
|------------------|---------|-------|----------|----------------------------------|-------|----------|
| | kWh | ¢/kWh | Cost/Day | kWh | ¢/kWh | Cost/Day |
| 2018 Stafford TP | 58,314 | 19.7¢ | \$371 | 275,547 | 19.4¢ | \$435 |
| Pumping | 141,312 | 22.8¢ | \$1,111 | 660,408 | 21.1¢ | \$1,134 |
| Other* | 40,821 | 26.6¢ | \$388 | 191,565 | 27.3¢ | \$429 |
| | 240,447 | 22.7¢ | \$1,881 | 1,127,521 | 21.8¢ | \$2,011 |
| 2017 Stafford TP | 47,794 | 19.2¢ | \$295 | 260,622 | 18.8¢ | \$399 |
| Pumping | 124,263 | 20.4¢ | \$791 | 587,483 | 20.3¢ | \$969 |
| Other* | 42,628 | 26.6¢ | \$354 | 181,065 | 26.7¢ | \$393 |
| | 214,685 | 21.3¢ | \$1,477 | 1,029,170 | 21.0¢ | \$1,776 |
| 2016 Stafford TP | 51,666 | 18.6¢ | \$310 | 245,065 | 18.3¢ | \$364 |
| Pumping | 117,059 | 17.5¢ | \$706 | 493,591 | 17.8¢ | \$734 |
| Other* | 37,829 | 26.6¢ | \$359 | 163,113 | 25.9¢ | \$357 |
| | 206,553 | 19.4¢ | \$1,384 | 901,768 | 19.4¢ | \$1,458 |

*Other includes West Marin Facilities

8. Water Conservation Update

| | Month of October 2017 | Fiscal Year to Date | Program Total to Date |
|--------------------------------------|--------------------------|------------------------|--------------------------|
| High Efficiency Toilet (HET) Rebates | 15 | 45 | 3,780 |
| Retrofit Certificates Filed | 17 | 95 | 5,926 |
| Cash for Grass Rebates Paid Out | 3 | 8 | 893 |
| Washing Machine Rebates | 2 | 6 | 6,763 |
| Water Smart Home Survey | 33 | 119 | 3,024 |

9. Utility Performance Metric

| SERVICE DISRUPTIONS (No. of Customers Impacted) | October 2017 | October 2016 | Fiscal Year to Date 2018 | Fiscal Year to Date 2017 |
|---|--------------|--------------|-----------------------------|-----------------------------|
| PLANNED | | | | |
| Duration Between 0.5 and 4 hours | 35 | 6 | 58 | 58 |
| Duration Between 4 and 12 hours | | | 3 | 6 |
| Duration Greater than 12 hours | | | | |
| UNPLANNED | | | | |
| Duration Between 0.5 and 4 hours | 5 | | 21 | 48 |
| Duration Between 4 and 12 hours | 6 | | 6 | 57 |
| Duration Greater than 12 hours | | | | |
| SERVICE LINES REPLACED | | | | |
| Polybutylene | 10 | 5 | 39 | 60 |
| Copper (Replaced or Repaired) | 1 | 1 | 1 | 5 |

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Orders October 2017

11/10/2017

| Type | Oct-17 | Oct-16 | Action Taken October 2017 |
|--|-----------|-----------|--|
| <u>Consumers' System Problems</u> | | | |
| Service Line Leaks | 21 | 19 | 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 | 7 | 4 | Notified Consumer |
| Nothing Found | 12 | 5 | Notified Consumer |
| Low Pressure | 1 | 0 | Pressure @ 110 PSI. Problem with kitchen faucet. |
| High Pressure | 0 | 0 | ~ |
| Water Waster Complaints | 0 | 0 | ~ |
| Total | 41 | 28 | |
| <u>Service Repair Reports</u> | | | |
| Register Replacements | 0 | 0 | ~ |
| Meter Replacement | 2 | 3 | Replaced |
| Meter Box Alignment | 0 | 0 | ~ |
| Meter Noise | 0 | 0 | ~ |
| Dual Service Noise | 0 | 0 | ~ |
| Box and Lids | 0 | 0 | ~ |
| Water Off/On Due To Repairs | 11 | 9 | Notified Consumer |
| Misc. Field Investigation | 0 | 0 | ~ |
| Total | 13 | 12 | |
| <u>Leak NMWD Facilities</u> | | | |
| Main-Leak | 0 | 0 | ~ |
| Mains-Nothing Found | 0 | 0 | ~ |
| Mains-Damage | 0 | 0 | ~ |
| Service- Leak | 6 | 4 | Repaired |
| Services-Nothing Found | 1 | 1 | Notified Consumer |
| Service-Damaged | 0 | 0 | ~ |
| Fire Hydrant-Leak | 1 | 1 | Repaired |
| Fire Hydrants-Nothing Found | 0 | 0 | ~ |
| Fire Hydrants-Damaged | 0 | 0 | ~ |
| Meter Replacement | 0 | 0 | ~ |
| Meter Leak | 0 | 0 | ~ |
| Meters-Nothing Found | 0 | 0 | ~ |
| Meters Damaged | 0 | 0 | ~ |
| Washer Leaks | 3 | 4 | Repaired |
| Total | 11 | 10 | |
| <u>High Bill Complaints</u> | | | |
| Consumer Leaks | 14 | 21 | Notified Consumer |
| Meter Testing | 0 | 0 | ~ |
| Meter Misread | 1 | 9 | Notified Consumer |
| Nothing Found | 52 | 42 | Notified Consumer |
| Projected Consumption | 0 | 0 | ~ |
| Excessive Irrigation | 0 | 0 | ~ |
| Total | 67 | 72 | |

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Orders October 2017

11/10/2017

| Type | Oct-17 | Oct-16 | Action Taken October 2017 |
|--|------------|------------|--|
| <u>Low Bill Complaints</u> | | | |
| Meter Misread | 0 | 0 | ~ |
| Stuck Meter | 0 | 0 | ~ |
| Nothing Found | 0 | 0 | ~ |
| Projected Consumption | 0 | 0 | ~ |
| Minimum Charge Only | 0 | 0 | ~ |
| Total | 0 | 0 | |
| <u>Water Quality Complaints</u> | | | |
| Taste and Odor | 1 | 1 | <i>Customer reported bad taste in the water. (Saddlewood Dr)</i> Customer was concerned about the fires up North. Results were normal for NMWD. Customer was notified of results. |
| Color | 1 | 0 | <i>Customer reported grey water from the bath hot tap. (Canyon Rd)</i> Grey sediment is due to disintegrating connector from the water heater. Results were normal for NMWD. Customer was notified of results. |
| Turbidity | 0 | 0 | ~ |
| Suspended Solids | 0 | 0 | ~ |
| Other | 1 | 4 | <i>Customer reported kids have recurrent illness & wants water tested. (Del Oro Lagoon)</i> Water sample results were absent for coliforms & typical for NMWD supply. Customer was notified of results. |
| Total | 3 | 5 | |
| TOTAL FOR MONTH: | 135 | 127 | 6% |
| <u>Fiscal YTD Summary</u> | | | |
| Consumer's System Problems | 167 | 168 | -1% Decrease In Nothing Found |
| Service Repair Report | 43 | 53 | -19% Decrease In Water On/Off Due to Repairs |
| Leak NMWD Facility | 83 | 83 | 0% ~ |
| High Bill Complaints | 269 | 234 | 15% Increase In Nothing Found |
| Low Bills | 1 | 1 | 0% ~ |
| Water Quality Complaints | 12 | 15 | -20% Decrease In Taste and Odor |
| Total | 575 | 554 | 4% |

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Orders October 2017

11/10/2017

| <u>Type</u> | <u>Oct-17</u> | <u>Oct-16</u> | <u>Action Taken October 2017</u> |
|---|---------------|---------------|----------------------------------|
| <u>"In House" Generated and Completed Work Orders</u> | | | |
| <u>Check Meter:</u> possible consumer/District leak, high bill, flooded, need read, etc. | 346 | 334 | |
| <u>Change Meter:</u> leaks, hard to read | 9 | 6 | |
| <u>Possible Stuck Meter</u> | 0 | 0 | |
| <u>Repair Meter:</u> registers, shut offs | 0 | 0 | |
| <u>Replace Boxes/Lids</u> | 0 | 0 | |
| <u>Hydrant Leaks</u> | 0 | 0 | |
| <u>Trims</u> | 7 | 27 | |
| <u>Dig Outs</u> | 18 | 36 | |
| <u>Letters to Consumer:</u> meter obstruction, trims, bees, gate access, etc. get meter number, kill service, etc. | 0 | 0 | |
| | 380 | 403 | |

Bill Adjustments Under Board Policy:

October 17 vs. October 16

| | | |
|--------|----|----------|
| Oct-17 | 78 | \$29,586 |
| Oct-16 | 40 | \$12,631 |

Fiscal Year vs Prior FY

| | | |
|----------|-----|----------|
| 17/18 FY | 158 | \$58,846 |
| 16/17 FY | 120 | \$46,230 |

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MEMORANDUM

To: Board of Directors

November 17, 2017

From: David L. Bentley, Auditor-Controller

Subj: Auditor-Controller's Monthly Report of Investments for October 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 \$14,147,295 and a market value of \$14,127,077. During October the cash balance increased by \$1,510,432. The market value of securities held decreased \$20,218 during the month. The ratio of total cash to budgeted annual operating expense stood at 91%, up 10% from the prior month.

At October 31, 2017, 38% of the District's Portfolio was invested in California's Local Agency Investment Fund (LAIF), 23% in Time Certificates of Deposit, 14% in Federal Agency Securities, 14% in US Treasury Notes, 6% in the Marin County Treasury, and 5% retained locally for operating purposes. The weighted average maturity of the portfolio was 184 days, compared to 209 days at the end of September. The LAIF interest rate for the month was 1.14%, compared to 1.11% the previous month. The weighted average Portfolio rate was 1.08%, compared to 1.07% the previous month. Including interest paid by The Bay Club on the StoneTree Golf Recycled Water Facilities Loan, the District earned \$19,423 in interest revenue during October, with 74% earned by Novato Water, 15% 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
October 31, 2017

| Type | Description | S&P Rating | Purchase Date | Maturity Date | Cost Basis ¹ | 10/31/2017 Market Value | Yield ² | % of Portfolio |
|------------------------------------|-------------------------|------------|---------------|---------------|-------------------------|-------------------------|--------------------|----------------|
| LAIF | State of CA Treasury | AA- | Various | Open | \$5,366,854 | \$5,361,713 | 1.14% ³ | 38% |
| Time Certificate of Deposit | | | | | | | | |
| 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% |
| TCD | Goldman Sachs Bank USA | n/a | 10/11/17 | 10/11/19 | 247,000 | 247,000 | 1.70% | 2% |
| | | | | | \$3,221,000 | \$3,221,000 | 1.31% | 23% |
| US Treasury Notes | | | | | | | | |
| Treas | 1,000 - 1.375% | n/a | 11/17/16 | 12/31/18 | \$1,003,784 | \$998,594 | 1.05% | 7% |
| Treas | 1,000 - 1.50% | n/a | 1/10/17 | 2/28/19 | 1,003,524 | 999,844 | 1.23% | 7% |
| | | | | | \$2,007,308 | \$1,998,438 | 1.14% | 14% |
| Federal Agency Securities | | | | | | | | |
| FICO | 0.86% MTN | n/a | 4/22/16 | 5/11/18 | \$1,012,448 | \$1,009,375 | 0.85% | 7% |
| FNMA | 0.875% MTN | n/a | 7/19/16 | 7/19/18 | 999,525 | 996,390 | 0.97% | 7% |
| | | | | | \$2,011,972 | \$2,005,765 | 0.91% | 14% |
| Other | | | | | | | | |
| Agency | Marin Co Treasury | AAA | Various | Open | \$844,687 | \$844,687 | 0.58% | 6% |
| Other | Various | n/a | Various | Open | 695,474 | 695,475 | 0.41% | 5% |
| TOTAL IN PORTFOLIO | | | | | \$14,147,295 | \$14,127,077 | 1.08% | 100% |

Weighted Average Maturity = **184 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 October 31, 2017.

| Interest Bearing Loans | Loan Date | Maturity Date | Original Loan Amount | Principal Outstanding | Interest Rate |
|-------------------------------------|-----------|---------------|----------------------|-----------------------|---------------|
| StoneTree Golf Loan | 6/30/06 | 2/28/24 | \$3,612,640 | \$1,447,373 | 2.40% |
| Employee Housing Loans (5) | Various | Various | 934,200 | 934,200 | Contingent |
| TOTAL INTEREST BEARING LOANS | | | \$4,546,840 | \$2,381,573 | |


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

6

MEMORANDUM

To: Board of Directors

November 17, 2017

From: Robert Clark Operations / Maintenance Superintendent 

Subj: Extension of Horizon CATV License Agreement

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RECOMMENDED ACTION: Approve one year extension**FINANCIAL IMPACT:** \$5,000 annual income


The Horizon CATV license agreement with the District allowing use of PRE 4 tank site to place a 40' high antenna, 5' x 7' equipment shed and a propane tank and emergency generator expired on October 31. The antenna was first moved to this site in 1995 after the Mt. Vision fire. Horizon has requested to exercise its' current agreement option to extend the contract.

Horizon is a small company, with a current cable TV subscriber base in West Marin from Stinson Beach extending to Dillon Beach. Their customer base is in large part the same as North Marin Water District, although the number of Horizon customers has been shrinking due to competition with satellite TV dish companies. The license fee paid to the District by Horizon has been 1% of Horizon's annual basic revenue generated from its total number of cable customers served by the antenna at the PRE 4 tank site. Basic revenue is the monthly minimum charge levied for the basic service package, and does not include premium charges for additional channels or features. This complicated annual adjustment to the agreement has been revised to a flat rate fee of \$5,000 with an annual 3% escalation factor.

The District requires that Horizon limit the extension term to one year so that the District can conclude the design impacts from the new PRE 4 water tank design. Staff, proposes the renewed license agreement be for one year from November 1, 2017 to October 31, 2018.

RECOMMENDATION

Board approval of the renewed license agreement with Horizon CATV for a one year extension.

Approved by GM Date 

LICENSE AGREEMENT

THIS LICENSE AGREEMENT, by and between NORTH MARIN WATER DISTRICT, a local governmental agency of the State of California, herein called "District," and HORIZON CABLE TV Inc., a California corporation, herein called "Horizon," is effective as of November 1, 2017.

1. Grant of License

The District hereby grants to Horizon a revocable license to enter the District's Paradise Ranch Estates water tank site number four, adjacent to 420 Drakes View Drive ("the site"), for the purpose of operating, maintaining and replacing facilities for off-air television signal receiving. Said facilities shall consist of:

- a. one antenna tower approximately 40-feet tall on steel poles set in concrete;
- b. underground cables for electricity, telephone and television;
- c. one equipment shed approximately 7-feet in length by 5-feet in width; and
- d. propane tank and stand-by generator for emergency power.
- e. such other facilities as Horizon may deem necessary or advisable from time to time, provided that Horizon shall obtain the written consent of District before any additional facilities are installed.

The facilities shall be located on the site described on "Exhibit A" attached hereto, incorporated herein, in the respective locations depicted on "Exhibit B."

2. Term

The term of this license is one (1) years, beginning on November 1, 2017, and ending on October 31, 2018. The parties agree to discuss renewal of this agreement no later than August 31, 2018.

3. Option to Extend Term

The District will evaluate the option to extend the term of this license with the renewal of the agreement in September 2018.

4. Limitations on Use of License

- a. Horizon shall be responsible for acquiring and maintaining all necessary permits and approvals from the County of Marin for installation, operation and maintenance of facilities described in Section 1 hereof.
- b. Horizon's use of the site shall not hinder or interfere with the District's operation and maintenance of its Paradise Ranch Estates tanks. Accordingly all facilities installed by Horizon on the site shall be a minimum of five-feet from the District's water tanks.

- c. Horizon shall not do any grading or excavation on the site and shall not erect any structure thereon except the facilities described in Section 1 hereof. Said work shall be done at Horizon's sole expense and in accordance with plans and specifications reviewed and approved in writing by the District and with permits issued by the County of Marin. Horizon will not permit any lien or encumbrance to be placed on the site.
- d. Horizon shall not permit the facilities or Horizon's use of the site to interfere with public reception or transmission of radio or television signals, nor with the District's radio communications or communications used by its SCADA system. If interference is traceable to Horizon's equipment or operations on the site, Horizon shall eliminate the interference without delay.
- e. Horizon will use the license and operate the facilities in accordance with all applicable city, county, state and federal regulations, ordinances and statutes now or hereafter in effect and shall, at its expense, maintain in effect throughout the term of this license all permits, licenses and authorizations required by law for its operations. Horizon shall submit to the District a copy of its Federal Communications Commission license and if applicable a copy of its Bay Area Air Quality Management District ABA 6 standby generator emission permit upon renewal of this agreement.
- f. Horizon shall maintain the facilities at all times in a safe, clean and orderly condition.
- g. The District may require Horizon to shut down its electrical equipment and microwave facility from time to time to permit construction and maintenance of water tank(s) or other facilities. Said shutdown will only be required for safety reasons as determined by the District at its sole discretion. Future projects contemplated on the site include construction of a new water storage tank, which may require Horizon to relocate its facilities, and installation of a 2-way radio transmitter on the antenna tower, which the District warrants will not interfere with Horizon's cable television reception signal., The District shall endeavor to give Horizon a 30-day minimum notice before any required shut down.
- h. To ensure the safety of District employees, Horizon shall provide the District with an EMF exposure report for the facility. This study shall show all EMF exposure levels at the site during normal operations. Any area where the EMF exposure level exceeds the safe exposure level as adopted by the FCC shall be clearly identified. At least 60 days before modifying the facilities or their operation in a manner that changes the exposure levels, Horizon will submit an updated EMF exposure report to the District for approval.

5. Payments by Horizon

- a. For the first year of the term, Horizon agrees to pay as consideration for the license the sum of Five Thousand Dollars (\$5,000.00) in a single annual payment. The annual payment shall be increased each year thereafter by three percent (3%) over the then existing rental rate. The payment for the first year of the term of the license shall be made simultaneously with the execution of this agreement. Payment for each subsequent year shall be made in advance on or before each November 1st.
- b. Horizon further agrees to provide at no charge to the District two extra fiber optic

cables for use by the District in the fiber-optic telecommunications line installed between Horizon's antenna facility at the site and its facilities in Point Reyes Station. In the event Horizon extends its underground telecommunication line further, Horizon agrees to install underground conduit purchased by the District alongside its telecommunications line. Said underground conduit shall be for the exclusive use of the District.

6. Termination

Horizon acknowledges that its rights under this license are subordinate to the prior and superior right of the District to use the site for the purpose of providing a public water supply. The District reserves to itself the right to terminate the license at any time it determines that it is reasonably necessary to carry out its said purpose. Except in an emergency the District shall give Horizon 90 day's prior written notice of termination. The annual payment shall be prorated to the date of such termination. In addition, the District may terminate this license if Horizon fails to perform any of its undertakings herein and fails to remedy such default within 30 days after written notice from the District to do so.

7. Removal of Personal Property and Structures

Upon the expiration of the term of the license or the sooner termination thereof, Horizon shall coordinate removal of its facilities with the District. In the event the District has installed a 2-way radio transmitter on the antenna, the antenna shall be left on the site. If the 2-way radio transmitter is not installed on the antenna, Horizon shall at its expense remove all the facilities and personal property, including piers and bases, which it has placed on the site, leaving it vacant and clean, and shall restore the site as nearly as possible to the condition it was in at the commencement of this license.

If Horizon fails to remove its facilities and/or to restore the site, the District may cause the work to be done and Horizon shall reimburse the District for its costs thereby incurred within 30 days of receipt of an invoice therefor.

In lieu of removal, the District may, at its option, elect to retain Horizon facilities remaining on the property 30 days from expiration or termination of this agreement in exchange for Horizon not being required to pay removal and/or clean-up costs

8. Insurance, Hold-Harmless and Indemnification Requirements

- a. Liability Insurance: Horizon shall hold the District harmless from and defend District against any claims, liability, loss, damage, including defense costs or expenses, in any way arising or occurring on account of injuries to persons or property sustained or alleged to have been sustained that arise out of or are connected with Horizon's use of this license. For the duration of this license, Horizon shall continuously maintain and pay for vehicle liability and general liability insurance written by insurer(s) licensed to do business in California and having Best's ratings of not less than A:VII. Said policies will provide coverage for the District and Horizon on an occurrence basis in amounts not less than one million dollars (\$1,000,000) per occurrence, combined single limit. Such insurance policy(s) shall be endorsed to (1) add the District as an "additional insured"; (2) provide that said coverage is primary and underlying insurance to any insurance carried by the District, which insurance shall not contribute with Horizon's insurance; (3) provide that any insurance carried by the District shall be excess to any insurance provided by Horizon to cover the

District under this section; and (4) provide that said policy(s) shall not be canceled nor shall there be any material reductions in coverage without 60 days' notice in writing to the District. Forthwith upon the execution of this agreement and before the license shall commence, Horizon shall deliver to the District a certified copy of such insurance policy including the endorsements described above. Horizon shall also deliver to the District a certificate by the insurance company(s) stating that the insurance has been issued and is in good standing.

- b. Workers Compensation: Horizon will provide evidence that it has in full force and effect Workers' Compensation Insurance as required by the Labor Code of the State of California and Employers Liability Insurance in amounts not less than one million dollars (\$1,000,000) per occurrence.
- c. Property Insurance: Horizon agrees that it will include within its property insurance policy(s) coverage for all facilities owned or leased by Horizon and that will at any time be on the site in amounts sufficient to replace all such facilities.

9. Non-assignability

This license shall not be assignable by Horizon or by operation of law without the prior written consent of District, which consent shall not be unreasonably withheld.

10. Notices

All notices herein provided to be given or made or which may be given or made by either party to the other, shall be deemed to have been duly given when made in writing and deposited in the United States mail postage prepaid and addressed as follows:

To District:
North Marin Water District
Attn: Operations/Maintenance
Superintendent
PO Box 146
Novato, CA 94948

To Horizon:
Horizon Cable TV Inc.
PO Box 937
Fairfax, CA 94978

The address to which notices may be given or made by either party may be changed by written notice given by such party to the other pursuant to this paragraph.

IN WITNESS THEREOF, the parties hereto have caused this license to be executed as of the day and year first above written.

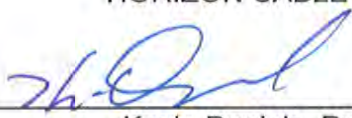
ATTEST:

NORTH MARIN WATER DISTRICT

Katie Young, Acting
District Secretary

Stephen Petterle, President / Date

HORIZON CABLE TV INC.



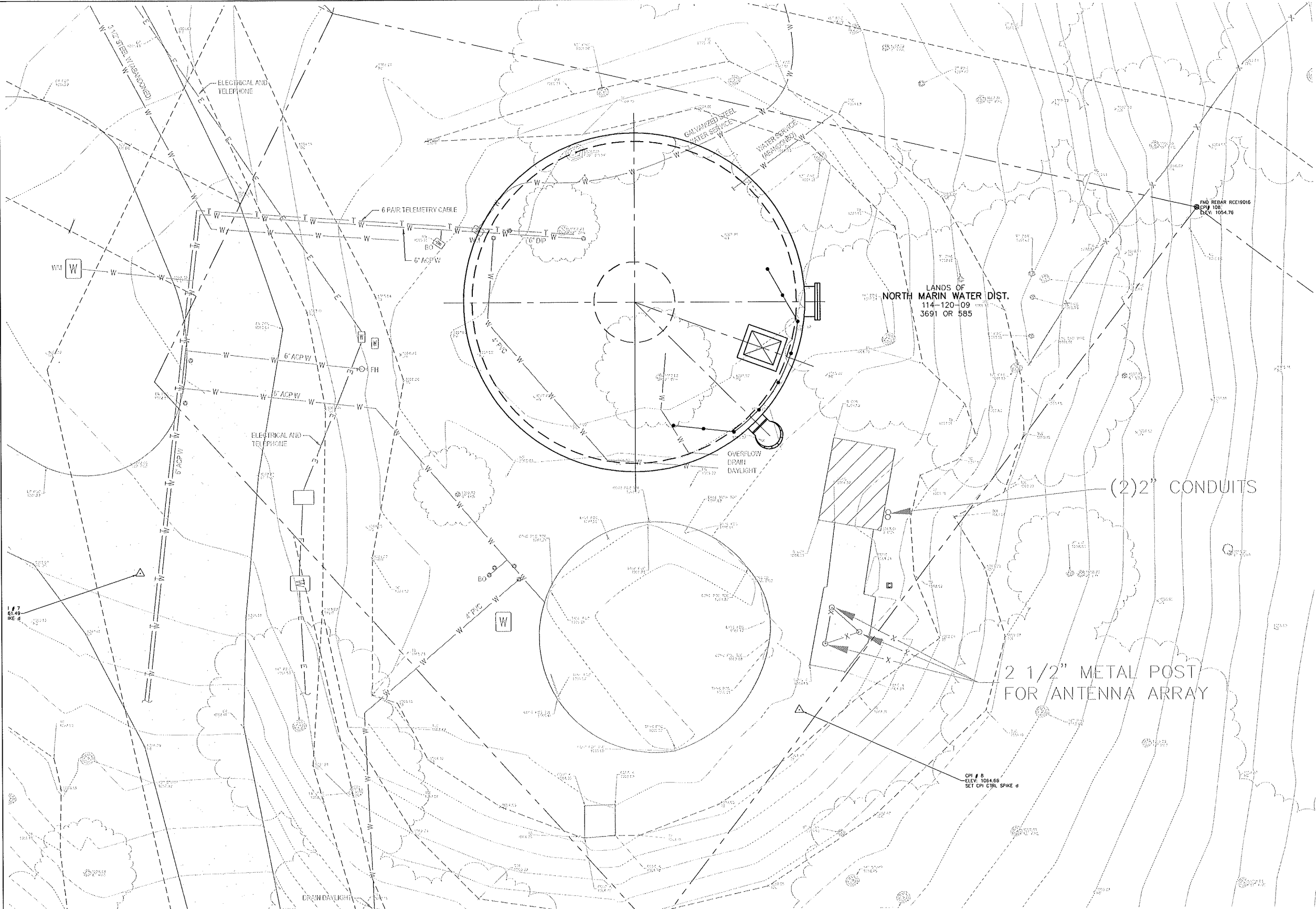
Kevin Daniels, President / 11-15-17 Date

“Exhibit A”

Tank Site:

That certain real property in the County of Marin, State of California, bounded and described as follows:

Beginning at a point that bears South 54° 56' East 8.17 feet from the most northerly corner of Parcel Two as described in the deed from Marin County Abstract and Title Company, a corporation, to James J. Zydonis, et ux, recorded May 25, 1959, in Liber 1281, O.R., page 462 and running thence North 35° 00' East 144.71 feet to the true point of beginning, thence North 43° 50' 20" West 73.41 feet, thence North 23° 53' 54" East 40.69 feet, thence South 78° 59' East 87.41 feet, thence South 35° 00' West 89.69 feet to the true point of beginning.



SITE IMPROVEMENT PLAN

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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7

MEMORANDUM

To: Board of Directors

November 17, 2017

From: Drew McIntyre, General Manager

Subj: Proposed Revision to District Secretary Job Description

\\gm\bd misc 2017\district secretary memo.docx

RECOMMENDED ACTION: Board approve changes to the District Secretary Job Description

FINANCIAL IMPACT: \$0 to \$3,240 (for balance of FY18)

Ms. Young joined the District in December 2005 as a Receptionist, was promoted to an Administrative Assistant in July 2008, and subsequently was promoted to the District Secretary position in October 2012. The current District Secretary job description states that no additional compensation shall be granted to the incumbent when s/he works extra hours to attend Board meetings. However, a casual "compensatory time" arrangement has been in place for many years now to compensate Ms. Young for these extra hours. Accordingly, it is my recommendation that the District Secretary job description be modified to eliminate the "no additional compensation" clause (see attachment). This proposed change is in accordance with current District practice, and would comply with the law by confirming the District Secretary is a non-exempt position eligible to receive either overtime pay or compensatory time off for hours worked in excess of 40 in a workweek. This recommendation is also supported by the District's employment law counsel (Wiley Price and Radulovich).

RECOMMENDATION:

Board approve the revised District Secretary job position description.

Approved by GM



Date

11/17/17

DISTRICT SECRETARY

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Performs demanding secretarial and clerical work for the General Manager, including public and media contacts and involving a high degree of accuracy and independent judgment. Is designated as the District's Records Manager and coordinates the District's Records Management Program. Serves as an officer of the District. Performs a variety of administrative support for all District departments; and performs other work as required.

DISTINGUISHING CHARACTERISTICS

The **District Secretary** is responsible directly to the Board of Directors for maintenance of all formal documents and records of the District and executes documents approved by the Board of Directors and performs all functions of this office as required by the California Government, Water and Election Codes. Advises Board and staff on compliance with Brown Act open meeting requirements. Is responsible for compliance with requirements of the California Fair Political Practices Commission.

SUPERVISION RECEIVED

Receives direction and supervision from the General Manager and his/her designees.

ESSENTIAL DUTIES (include but are not limited to the following)

From rough drafts, stenographic notes or recording equipment, types a variety of material including correspondence, memoranda, reports, agreements, resolutions, regulations, policies and forms for the General Manager. Reproduces and distributes material as required. Responsible for maintaining current and future agendas. Oversees the preparation, reproducing, assembling and distribution of Board of Directors agenda materials. Attends Board Meetings as a required function of this position ~~for which no additional compensation is granted~~; records and transcribes minutes for same; maintains Minutes and Resolution books.

OTHER DUTIES

Receives telephone calls and visitors, make appointments and reservations for General Manager, researches and compiles information as required. Organizes and oversees special events (i.e., open houses, dedications). Receives incoming correspondence and makes appropriate departmental distribution. Composes correspondence. Sets up and maintains administrative and personnel files. Monitors and coordinates legal procedures and documents required for elections, improvement district formations and annexations. Operates and performs simple maintenance on office reproduction machines as required. May perform as General Manager's personal aide in communicating with public, the Manager's associates, the media and in researching information. Has working knowledge of District history and does archival research as needed. Directs activities of and supervises the Administrative Assistant position.

OTHER DUTIES CONTINUED (From Administrative Assistant Position Description 08/2012):

Responds to questions and concerns from the general public over the telephone; files and tracks Worker's Compensation reports of claims, and communicates on a regular basis with claims administrator and employees as appropriate; processes purchase orders initiated by others for management review; maintains files on contractor liability insurance and issues monthly insurance status reports, and serves as liaison between contractors' insurance representatives and the District; maintains files for the Auditor-Controller; schedules pre-employment and DMV physicals for prospective employees; assists in the hiring process by initiating classified advertisements and coordinates sending and receiving of application

packages; serves as Administration Dept. coordinator for Record Retention program; coordinates production of District publications, such as Annual Reports and Consumer Confidence Reports; receives and responds to requests for salary, benefit or other information; sorts and distributes mail; maintains and updates District website and social media content.

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Any combination of education and experience equivalent to two years of college or business school and five years of increasingly responsible secretarial experience.

Knowledge/Skill/Ability

Thorough knowledge of modern secretarial practice, current workplace software and technology, office procedures and equipment; knowledge of business letter writing, correct grammar, spelling and punctuation; knowledge of and ability to establish and maintain effective filing systems; knowledge of applicable legal terminology and governmental procedures; ability to type at a rate of 80 or more net words per minute; experience operating a word processor and ability to transcribe from recordings; ability to meet and deal with the public politely and with tact, poise and effectiveness; ability to handle a variety of administrative detail without supervision; willingness to devote time beyond normal working hours when necessary to complete projects or accommodate the public meeting schedule of the District.

License/Certificate

Possession of a valid Class C California driver's license.

Residency

Residence within 10 miles of the District's Service Area within 24 months following initial employment is required for this position.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Position requires working in a standard office environment and involves prolonged sitting, repetitive motion, walking, kneeling, squatting, stooping, turning, bending and upper body twisting in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data and using a computer keyboard. Additionally, the position requires near and far vision in reading statistical data and using the computer, and hearing is required when providing phone service. Incumbents may be required to lift files, papers and reports weighing up to 25 pounds.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

t:\hr\job descriptions\administration\district secretary draft.docx

| | |
|----------|--|
| Approved | |
| Date | |

8

MEMORANDUM

To: Board of Directors
 From: David L. Bentley, Auditor/Controller
 Subj: Request for Additional Bill Adjustment – 1910 Benton Lane
t:\cons srv\memo\casanovas.docx

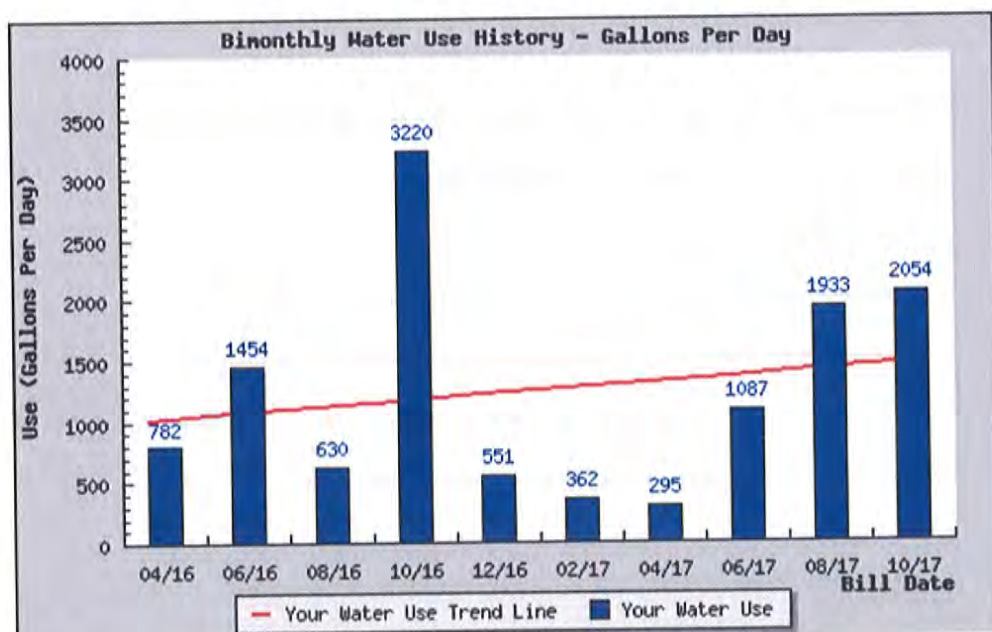
November 17, 2017

RECOMMENDED ACTION: Deny**FINANCIAL IMPACT:** \$0 - \$660

Mr. Chris Casanovas, 1910 Benton Lane (east of Simmons near 7th Street), has requested a bill adjustment to reduce the \$2,208 in water charges incurred over the four-month billing period from mid-June through mid-October. The Casanovas have resided at the Benton Lane residence since March 2016, and in October 2016 received an \$1,146 bill adjustment for high use. Sometime in June/July 2017, the Casanovas' pool fill-valve stuck open. Then, on October 15, 2017, the Casanovas ran their sprinklers into the night in response to a brush fire near their home at 7th and Carmel. Under Board Policy, one adjustment is allowed in any consecutive 24-month period.

Board options to consider:

- 1) Eliminate all tier surcharges from the August & October bills (\$660 credit);
- 2) Eliminate the top tier surcharges (use in excess of 1,845 gpd) from the August & October bills (\$176 credit);
- 3) Deny any additional bill adjustment.



Discussion:

The District's tier rate charges commence when water use exceeds 615 gallons per day. As shown on the water use history chart, water consumption on this account has exceeded 615 gpd in seven of the ten billing periods since the account was established. Note that the previous homeowner's use exceeded 615 gpd on ten of their last twelve billing periods, which demonstrates that this residence has a high water demand, making elimination of all tier charges, in staff's opinion, unwarranted.

Staff is sympathetic to the claim regarding the brush fire. Option 2, allowing a \$176 credit, is equivalent to giving away 31,300 gallons of water at the base rate, which is the volume of water that would run through three ¾" 100-foot hoses at 50 psi for 9 hours. However, the District has no precedent of providing free water for fire protection.

RECOMMENDATION:

To be consistent with treatment of other customers, staff recommends option 3, no additional bill adjustment.

To : NMWD Board of Directors

Re : Casanovas (Acct # 1566505) Bill Adjustment

RECEIVED

OCT 31 2017

Dear Sirs/Madaam :

North Marin Water District

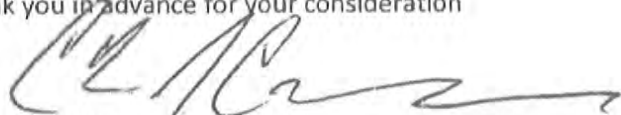
We are writing in hopes of getting some relief on our current bill. We called and were initially denied since we had an adjustment in October of 2016. That was due to a pipe leak at the pool equipment pad, we did not notice until the high bill arrived. We had two isolated incidents which led to a much higher level of usage during the period. We purchased an older estate property in March of 2016, which had been left vacant for some time and has had several issues.

1. Auto-Fill on swimming pool was stuck on, water had been running off down our driveway and down the field below us. When the first high bill came (09.26.17) we had another assessment done, and found the auto filler was bad. Replaced it that day, called NMWD (on 10.10.17) at that time to discuss. I paid \$400 on the phone, as that was roughly the amount of our last bill to make sure there were no service interruptions. I was told they would come out in a few days and get another reading, hopefully showing lower usage after the repair was made.
2. On October 15, there was a large brush fire on Carmel and 7th street, directly across from our property. The wind was blowing directly towards our house, which sits on a knoll top directly across from the hill that was on fire. In fear of the fire spreading to our hill, we began to water down the house, roof, and hillside closest to the fire. While the fire was put out relatively quickly, we ran sprinklers and fire hoses for several hours through the night, obviously using a much higher amount of water.

The next day (10.16.17), I noticed NMWD out for a meter read, not sure if that was the normal one or if they were out checking to see if issue #1 had been mitigated. I called right away to explain that a higher reading was due to the water used in fire prevention the previous day, the person on the phone told me that would be noted.

We hope that these extenuating circumstances can be considered by the Board of Directors and we can have some relief on what is now an \$1800 bill. I have included pictures of the day of the fire, showing us watering down the property.

Thank you in advance for your consideration



Chris Casanovas

1910 Benton Ln, Novato CA 94945





9

MEMORANDUM

To: Board of Directors November 17, 2017
From: Rocky Vogler, Chief Engineer *RV*
Subject: San Mateo Tank Rehabilitation Project - Approve construction scope increase
R:\Folders by Job No\6000 jobs\6221.21 San Mateo Tank\BOD Memos\6058 BOD Farr Contingency Increase 12-5-17.docx

RECOMMENDED ACTION: Approve an increase in construction scope with Farr Construction

FINANCIAL IMPACT: Increase contract amount from \$1,725,400 to \$1,905,400 (\$180,000) and retain \$90,000 contingency previously approved

Background

At the August 15, 2017 meeting, the Board approved contract award to Farr Construction for \$1,725,400 for the San Mateo Tank Rehabilitation Project. At the time of Board approval a construction contingency of \$90,000 (5% of total contract value) was also authorized. The rehabilitation is underway and the tank exterior that was known to contain lead paint has been removed and abated, and the exterior surface prime coated. Recently, the contractor discovered during sample testing as required by the specifications prior to starting interior paint removal, that the interior tank ceiling also contains lead paint. District staff performed its own sample testing and confirmed the contractor's finding. The interior ceiling coating per existing records indicates inorganic zinc, not lead. Staff was unable to sample and test the interior ceiling paint for potential lead containment prior to bid opening since the tank was in operation during bid phase. The tank interior shell and floor does not contain lead paint.

The contractor informed the District on October 31, 2017 that the tank interior ceiling contains lead paint and that additional effort is required to remove and abate it. The contractor's original estimate for this additional scope was \$259,267. A more expensive blasting material (approximately 4 times more expensive than regular blasting material) is typically used to stabilize the lead so that even larger costs associated with hazardous material recycling may be avoided. In addition, blasting efficiency is reduced when using material required for lead abatement, giving rise to increased labor and equipment expenditures. Staff validated contractor claims independently through third party sources.

Staff has negotiated a revised lump sum cost of \$177,455 for the aforementioned additional scope after verifying contractor provided material costs and speaking with another painting contractor, two coating inspectors, and conducting a sample blast to confirm the difference in coating removal efficiency.

Project Costs Update

The San Mateo Tank Rehabilitation project was most recently estimated at a total project cost of \$2,184,000, as presented to the Board on August 15, 2017. The total project cost estimate now is \$2,382,000 (see Attachment 1) resulting in an increase of \$198,000.

RECOMMENDATION

Board approve a construction scope increase from \$1,725,400 to \$1,905,400 (\$180,000) and retain \$90,000 contingency as previously approved.

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

COMPLETED BY: Carmela Chandrasekera Carmela Chandrasekera
DATE: 6/12/2017 Updated 11/16/2017
SERVICE AREA: ☒ **NOVATO**

| | | | | | | | | |
|---|---------------------------------|--|---------------------|---------------------------------|--|----------|------------------|--------------------|
| Job No. | 6221.21 | Job Title:-San Mateo Tank Rehabilitation Project | | | | | | |
| Facility No. 6201 | | | | | Facility Type (Pipelines, Pump Stations, etc.): TANK | | | |
| Description: | | | | | | | | |
| -Recoat interior and exterior of San Mateo Tank. Perform roof repairs. A tank mixing system will be added. A second shell manway will be added and the overflow pipe to drain connection will be modified to include air gap. The half-height staff gauge will be replaced and three | | | | | | | | |
| - Interior work consists of removing existing coating, none of which is anticipated to be disposed of as hazardous waste due to high zinc or lead levels, and surface preparation to SSPC-SP10, white metal blast. New interior coating consists of a single coat of NSF 61 approved 100% solids epoxy. | | | | | | | | |
| - Exterior work consists of complete coating removal and replacement. Lead abatement will be required. New exterior coating consists of a 2-coat system of epoxy primer & acrylic topcoat. | | | | | | | | |
| - Dehumidification equipment is mandated for the interior recoating of this job. | | | | | | | | |
| - Coating inspection is to be provided under the lead of an outside consultant. environmental monitoring shall be conducted during exterior lead-based paint removal. | | | | | | | | |
| -A new cathodic protection system will be installed. | | | | | | | | |
| Project Justification: | | | | | | | | |
| Due to deteriorated original (circa 1965) interior and exterior coatings, and updated construction standards; this tank is scheduled for recoating and repairs. | | | | | | | | |
| Baseline Cost Estimate | | Updated 8/7/17 | Updated 11/16/17 | Expended to Date 10/31/17 | Baseline Schedule | Start | Finish (Est.) | Finish (Actual) |
| 1 | Project Dev. | \$13,000 | \$13,000 | \$13,000 | Project Dev. | 7/1/2016 | 12/31/2016 | |
| 2 | Design | \$31,000 | \$31,000 | \$31,000 | Design | 1/1/2017 | 6/30/2017 | |
| 3 | Env. Compliance Inspector | \$5,000 | \$5,000 | \$2,000 | | | | |
| 4 | Rehabilitation Contract | 1,725,400 | 1,905,400 | | Const. | 9/1/2017 | 5/1/2018 | |
| 5 | Labor Compliance | \$25,000 | \$25,000 | \$1,983 | | | | |
| 6 | Outside Coating Inspection | \$50,000 | \$50,000 | | | | | |
| 7 | NMWD Const | \$10,000 | \$10,000 | \$7,147 | | | | |
| 8 | NMWD Maint | \$20,000 | \$20,000 | \$1,950 | | | | |
| 9 | NMWD Operations | \$10,000 | \$10,000 | | | | | |
| 10 | Materials | \$10,000 | \$10,000 | | | | | |
| 11 | Legal + Misc. | \$10,000 | \$10,000 | \$625 | Closeout | | 6/30/2018 | |
| 12 | Const. Admin. (eng, Labor+veh) | \$50,000 | \$50,000 | \$19,357 | | | | |
| 13 | Paving tank pad and access road | \$20,000 | \$20,000 | \$3,600 | | | | |
| 14 | Project Closeout | \$6,000 | \$6,000 | | | | | |
| 15 | SubTotal | \$1,985,400 | \$2,165,400 | | | | | |
| 16 | Project Contingency (10%) | \$198,540 | \$216,540 | | | | | |
| Total | | 2,183,940 | 2,381,940 | \$80,662 | | | | |

Notes on 11/16/17 update:

Item 4: Added \$180,000 for change of scope to abate and dispose tank interior roof lead paint

Item 16: Rehabilitation contract contingency (\$90,000) included in project contingency of \$216,540

10

MEMORANDUM

To: Board of Directors November 17, 2017

From: Drew McIntyre, General Manager 

Subject: Approve: Consulting Services Agreement with Rauch Communication Consultants – 2018 Strategic (Long-Range) Plan Development
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Recommended Action: Authorize the General Manager to execute an agreement with Rauch Communication Consultants

Financial Impact: \$18,000 plus \$1,000 contingency (paid from FY18 Special Studies Budget)

The District has a long history with using Rauch Communication Consultants (RCC), a full service strategic planning and public outreach firm located in Campbell (near San Jose). In late 1999, Robert Rauch with RCC was solicited to facilitate long-range planning workshops to develop a strategic long-range planning document looking out over the next five to ten years to determine what the overall directions of the District would be. After the initial 2000 facilitation effort, RCC was retained by the District to facilitate long-range planning updates in 2004, 2006 and 2008. Since 2008, internal long-range planning workshops have been scheduled every two years under the lead of the prior General Manager. The last long-range planning workshop was held in February 2016. It is now time to plan for the 2018 workshop and it is my recommendation that we once again utilize an outside facilitator for this effort. Utilizing a third-party facilitator has many advantages. First, it will provide an outside strategic planning perspective that has not occurred in the last 10 years. Second, the timing fits well with the fact that there are two new Board members who have not participated in earlier facilitated workshops. Finally, the ability to conduct confidential interviews with each Board member by an outside facilitator helps ensure the free flow of information related to individual interests and perspectives.

I have solicited the attached proposal from Martin Rauch with RCC to assist in developing an updated strategic long-range plan for the District. Martin Rauch assisted with the 2004, 2006 and 2008 plans. He has been facilitating strategic planning workshops since 1991 and is recognized as one of the leading experts in strategic planning for Special Districts: serving as the lead instructor on strategic planning for the former Special District Board Management Institute, and is the lead author for California Special Districts Association's Leadership Foundation training on strategic planning. Martin is familiar with NMWD and North Bay water issues, having performed public outreach work for NMWD's recycled water expansion project and has worked with North Bay Water Reuse Authority (NBWRA), Novato Sanitary District and other agencies in and around Marin County for many years.

The scope of work includes the following meetings with proposed dates:

- | | |
|--|---------------------------------------|
| 1. Board Interviews | Tuesday, January 23 |
| 2. Strategic Planning Workshop #1 | Tuesday, February 13, Special Meeting |
| 3. Strategic Planning Workshop #2 | Tuesday, February 27, Special Meeting |
| 4. Final Draft Strategic Plan Presentation | Tuesday, April 3, Regular Meeting |

The dates are tentative and will be adjusted as needed to meet everyone's schedules. The date scheduled for interviews is Tuesday, January 23, 2018. Katie will individually schedule the interviews with Board members. The two workshops will be all day events (location to be determined). Lunch and coffee will be provided. The final Draft Strategic Plan presentation will occur as part of a regularly scheduled Board meeting.

RECOMMENDATION:

Authorize the General Manager to execute an agreement with Rauch Communication Consultants for an amount not to exceed \$18,000 with a \$1,000 contingency.

DATE: November 16, 2017**NO OF PAGES:** 18**TO:** Drew McIntyre, General Manager, NMWD**FROM:** Martin Rauch

Thank you for your request for a proposal to assist North Marin Water District (NMWD or District) with development of a Strategic Plan. This document contains a fully responsive proposal to facilitate development of a strategic plan focused around confidential interviews with the participants, two Board workshops and staff implementation planning.

Using proprietary techniques that have been honed through the successful development of strategic plans over several decades, Rauch Communication Consultants will assist NMWD to consider where it stands today, evaluate past achievements, address an increasingly challenging future, consider new opportunities, and ultimately provide the direction that will allow it to proceed confidently into the future.

Ready to Hit the Ground Running

Here's why NMWD would be well served by Rauch Communication Consultants:

In-Depth Strategic Planning Experience, across hundreds of planning workshops and decades of strategic plans.

Local and Regional Experience, around Northern California and across the State, including working with NMWD and many of its neighbors in and around Marin County.

Organizational and Governance Experts. We have worked with upwards of 200 Special Districts over the years. We are faculty for the California Special District Leadership Academy and teach regularly at statewide conferences on planning and governance issues.

Water and Wastewater Experts. Many of our clients are water agencies—we understand the local, state and regional water systems, and the challenges facing water Districts. We understand small local agencies and how they fit in with peer agencies and other larger neighbors.

Practical and Accountable Work Plans that provide useful and actionable guidance.

Get-To-The-Point Approach. We have refined our approach to get maximum results quickly. We know you are busy and we make every minute count.

Sincerely,



Martin Rauch

PART I. INTRODUCTION TO THE STRATEGIC PLAN

PROJECT UNDERSTANDING

Our understanding from experience and reputation is that NMWD is a well-run organization that already carries out its own planning, including strategic planning. However, it should be noted that the water situation is increasingly challenging due to drought, regulations, climate change, and competition for limited water supplies. Continued effective and enhanced long-range planning remains critical.

From an organizational perspective, recent and upcoming retirements may lead to succession challenges. Examples of other issues that may impact NMWD include: the proposed building renovation – decisions must be made about the scope, cost and timing of the upgrade. Another issue is recycled water. The District has invested heavily in it and needs to review and build consensus around its long-term direction. Furthermore, the District's infrastructure is maturing and financing for repair and replacement will become a bigger challenge. There are likely many other critical issues facing the District in coming years that need to be planned for.

In this environment, a facilitated Strategic Plan can be beneficial, even necessary, to proactively navigate upcoming challenges and identify opportunities that can be taken advantage of. In addition, Strategic Planning is a best practice that can further elevate the performance of NMWD and help integrate Board-level setting of strategic policy goals and objectives with staff planning and implementation, and promote the Board focus on policy level deliberation.

THE OUTCOMES AND BENEFITS OF A FACILITATED STRATEGIC PLANNING PROCESS

NMWD is fortunate in that it has both a strong staff and board with a history of working well together. Nonetheless, we have found through experience that a facilitated strategic planning process provides the following benefits to a more comprehensive effect than an in-house effort:

Frees the Manager or Board President from Facilitating Their Own Workshop. Professional facilitation allows the entire management team and Board to participate fully in the workshop. It also brings an outside perspective that can be helpful. The facilitator can also share and help integrate experience gathered from dozens of other Districts with similar issues and challenges.

Excellent Introduction for Newer Board Members and to Build Consensus Around Priorities for the Entire Board. There are two new directors that did not participate in the previous strategic planning workshops. Such workshops provide an ideal opportunity for both newer and longstanding directors to be exposed to all the key issues facing the District and to engage with their fellow directors and management team in-depth on these topics. Strategic Planning is a core function of every Board and the pre-eminent tool available to boards for setting direction and priorities for the District.

Help the District to Act Decisively and Proactively on Key Issues. In an era of rapid changes and ongoing challenges, Strategic Planning makes it possible to deal with all the key challenges proactively and in priority order. Strategic Planning provides an organized method for evaluating major programs, resolving challenges, and setting priorities in a way that is far more effective and comprehensive than in regular Board meetings or workshops.

Strengthen the appropriate role and authority of staff to implement policy direction at the same time the Board strengthens its policymaking role. Even in agencies with effective governance and management like NMWD, the strategic planning process reinforces and strengthens both the Board's ability to set clear policy direction and the staff's authority and flexibility to carry it out.

PART II. WHAT WE PROPOSE TO DO

APPROACH TO DEVELOPING THE STRATEGIC PLAN

Rauch Communication Consultants proposes to use a step-by-step, proven approach to strategic planning that has been adapted to meet the needs of NMWD. It may be modified following step 1 to further customize it to meet the specific needs of the District and the situation.

Step 1. COORDINATION, REVIEW INTERVIEWS AND PLANNING.

The process starts with the consultant reviewing key planning and background documents selected by the General Manager: agendas and minutes, studies, budget, public outreach documents, etc. Following that, experience has shown that one of the best tools for gaining insight into key issues facing an organization at the start of a strategic planning process is one-on-one confidential interviews with key individuals.

We recommend that in-person interviews include the Directors, General Manager and four members of the Management team. If in-person interviews cannot be arranged for every participant, remaining interviews can be productively completed by phone. The confidential interview process gives the people who have the greatest influence on the organization a chance to candidly express their interests, concerns and perspectives. Out of these interviews arises a composite picture of the important issues that will help inform the Board strategic planning workshop that follows.

Step 2. Board Workshop #1 Evaluate the District and Identify Strategic Issue Areas

Following the interviews and research conducted in Step 1, the consultant will evaluate the approach to the workshops describe here and determine if changes in the approach are recommended.

The strategic planning workshops are the heart of the process. Our workshops are designed to obtain consensus on key issues rapidly and effectively. The workshop takes inputs from the interviews and research phase and uses a set of facilitated exercises designed to develop clear policy-level direction. Some of the topics that are likely to be covered include:

- **Self-Assessment: Rating the District Today.** To chart a path to the future, the District will need to identify where it stands today: what is working what is not working optimally, and how various aspects of the District are viewed by each participant.
- **Identifying Strengths and Weaknesses.** Identifying the significant current and future issues that can impact the organization and the most promising opportunities to deal with those threats or make improvements.
- **Identifying the Highest Priority Issues.** The group discusses and identifies the most critical challenges or opportunities that the District must tackle if it is going to accomplish its mission.
- **Vision Exercise.** The participants would each be asked to consider and paint a picture of what they would like the District to look like in the mid- to long-range future.

Developing Strategic Issues Areas. With the facilitator's assistance, the group will take all the information above and organize it into an initial set of strategic issue areas and their priorities. These strategic issues will later be translated into goals and objectives during step 3. Workshop #1 normally runs from morning until roughly mid-afternoon or so.

Step 2A. Board Workshop #2. Complete the Board Policy Direction

Before the workshop, the consultant will take the detailed inputs from the first workshop and develop an initial list of goals and objectives which are reviewed and refined with staff in advance. At this workshop, the participants will undertake the following:

- **Review and Edit as Desired the Board-Level Policy Direction in the Goals, Objectives.** This is the core policy-level direction that will be acted upon by staff and is a critical step in the strategic planning process.
- **Evaluate and Consider Mission, Vision and Values.** Through a series of exercises, the consultant will work with the participants to review the current Mission Statement. While rarely if ever updated, it is appropriate to review and consider potential refinements to the Mission statement. We would also use this time to review and consider updating the Vision statement and develop a values statement. We especially recommend development of a Vision statement as being a helpful additional to a strategic planning process.

Step 3. Prepare Draft Report and Review with Staff

The consultant will gather the information from the workshop(s) and develop a draft strategic plan incorporating all its elements: mission, vision, goals, objectives. This will be provided to staff for review, comment and edits. The next step is developing an implementation plan.

The policy-level portion of a strategic plan includes the mission, vision, goals and objectives. How it is implemented is a staff responsibility and can be managed outside of the strategic planning process.

Step 3A. Staff Implementation Planning.

We recommend that the Staff develop at minimum summary implementation plans during the Strategic Planning process to reality-check the goals and objectives. In other words, identify the key initiatives and timing needed to implement the goals and objectives to assure that the implementation plan is doable in terms of monetary resources, staff time and expertise, as well as sequencing. If any of the Board's goals, objectives or priorities are not doable with current resources, it can then be brought to their attention, so the board can consider adjustments to the plan or acquiring additional resources. What's more, we find that Boards usually prefer to have at least an outline of how and when the Strategic Planning elements will be implemented. This is necessarily primarily a staff effort, but the Consultant will work with staff to consider various approaches to implementation planning and identify the one that fits the District best, also assist in formatting the implementation plan and integrating it with the overall Strategic Planning document.

Step 4. Develop Monitoring and Oversight, Prepare Plan for Presentation to the Board, Make any Final Edits and Finalize

The final plan will include a clear and understandable summary of goals and objectives that are prioritized in a way that can be readily understood and monitored.

The consultant will work with staff to document a process for reporting on the Plan and for Board oversight and monitoring of progress. This would include when and how the Plan will be updated and rolled forward so that there is always a multi-year guide to the future.

In coordination with staff, the consultant will present the Final Draft Strategic Plan to the Board for final review, discussion and adoption. If there are any final comments or questions, the consultant will make final refinements, proof the document, and produce a final, approved copy.

DELIVERABLES

The final Strategic Plan would include the mission, vision, goals and objectives. Board priorities for the goals and objectives would be indicated as would comments on preferred timing where appropriate. In addition the plan would summarize the current and expected challenges and opportunities facing the District identified in the process. Finally, there would be a description of how progress in implementing the Plan will be reported and for how the Board will monitor progress and provide oversight. The entire document would flow in logical order and integrate the findings, goals and objectives in seamless, easy-to-follow manner.

TIMING

We can be available to start at an agreed upon date soon. Three to six months is a typical time frame for many strategic plans, which can be flexibly scheduled to suit the District's needs.

PART IV. SELECTED EXAMPLES OF EXPERIENCE

In our experience, Boards that identify concrete goals, priorities and timelines are more successful in addressing issues. Here are some examples of our experience helping organizations carry out their mission.

California Special Districts Association, Strategic Plan. Rauch Communications was called in to assist this major statewide organization to prepare a Strategic Plan. The plan was received enthusiastically by both Board and Staff, and implemented.

Association of California Water Agencies, Strategic Plan. ACWA is the oldest and largest statewide organization of water agencies in California, with a membership consisting of public agencies along with numerous engineering, legal and financial organizations. Rauch Communication Consultants planned and conducted its Vision 2000 strategic planning process, which resulted in a significant alteration of the organization's structure and direction. The new plan was developed with a comprehensive outreach program involving numerous coordination meetings, and is today considered a complete success.

National Water Resources Association, Strategic Plan. This Washington-based national organization brings information about federal policy to its membership and provides lobbying before Congress on their behalf. Rauch Communication Consultants planned and conducted the process leading to the development of their strategic plan.

San Joaquin River Exchange Contractors Water Association. This is the organization's first strategic plan. It tackles the very complex issues facing the Contractors and helped them manage the recent drought more effectively than many of their other agricultural neighbors.

Kern County Water Agency. This agency supplies all the imported water in Kern County, a largely agricultural area that is now also experiencing a rapidly growing urban center. The Agency imports over one million-acre feet of water per year, making it a leader in California's water structure. Rauch Communication Consultants planned and conducted the development of its strategic plan, working closely with the Board, senior management, numerous member districts as well as a major city and the county. Over 57 different agencies and key individuals were interviewed along the way. The plan was unanimously adopted.

Santa Clara Valley Water District. This agency provides water supply and flood control services for a major portion of the Silicon Valley. With an annual budget running in the hundreds of millions of dollars, it impacts numerous aspects of the economic, residential and environmental aspects of life in the area. Rauch Communication Consultants conducted the initial strategic planning workshops of the Board of Directors and senior management, which defined the future direction of the district.

Novato Sanitary District. This agency had aging treatment facilities under regulatory mandates to make upgrades and collection system with significant capacity and I&I problems. The consultant worked with the staff and the board as they evaluated and undertook a major upgrade of their collection system and complete rebuild of their treatment plant and transition to operating the treatment under contract to a private corporation under intense public scrutiny. Rauch Communication Consultants also facilitated development of a formal strategic plan and update, and the District currently enjoys, extremely high service quality, low rates and customer satisfaction.

Golden Empire Transit District. Rauch Communication Consultants worked closely with the Board and management staff of this Bakersfield agency to analyze district issues and concerns, and then prepare a set of findings and recommendations to revitalize the agency, restore management credibility and rebuild staff morale and effectiveness.

Las Virgenes Municipal Water District. Worked with the Board and staff to annually update and incrementally restructure the existing strategic plan as well as facilitate the annual development of updated action plans. Las Virgenes Municipal Water District provides both water and wastewater services, with wastewater issues predominating in the planning process: expanding recycled water use, maintaining a strong environmental focus, meeting NPDES and discharge challenges, and more.

Costa Mesa Sanitary District. Worked closely with the Board of Directors and staff to create an initial strategic plan and annual updates. The most recent strategic plan led to a series of dramatic changes in direction that took several years to complete.

Rancho Murieta Community Services District. Worked closely with the Board of Directors and staff to create a new mission statement, vision, objectives, goals and set of action items as part of the complete Strategic Plan for this Community Services District that provides sanitary, water, security, roads and other services.

Goleta Sanitary District Strategic Planning Services. Facilitated an initial strategic plan and many annual updates for this sanitary district along the coast of Goleta, California. Also, provided ongoing support and facilitation to Staff and the Board of Directors in developing plans and responses to important events.

Castaic Lake Water Agency. This agency's plan, covering the whole of a rapidly developing area in Los Angeles County, involves the development of a multi-phase resources plan. The Agency is a large water importer serving the area. Rauch Communication Consultants conducts the annual strategic planning retreats of the Board of Directors, and prompted development of the Strategic Plan.

Three Valleys Municipal Water District. This wholesale agency provides imported water to more than a dozen member agencies. A critical need for the service area is to address the increasing cost of imported water, and to reduce its dependence on it. Rauch Communication Consultants conducted a series of strategic planning sessions with the Board, general manager and senior staff, and produced their first Strategic Plan, which is now being implemented.

Cucamonga County Water District. This is a retail water agency in a rapidly growing area that faces important issues concerning water supply and area leadership. Rauch Communication Consultants met with its Board of Directors, general manager and senior staff to develop a complete Strategic Plan. The Plan is being successfully carried out by the district.

Arvin Edison Water Storage District. This large and successful agricultural District is well known for its complex, sophisticated and wide ranging, In-lieu, banking, exchange and other water management programs that involve upwards of 400,000 acre-feet of water per year in some years. Despite their successes, as a result of strategic planning, they made a substantial structural reorganization, committing their General Manager 100% full time to only focusing on developing long-term future water supplies in response to perceived long-term threats. The rest of the management team was reconfigured to accommodate the changes.

PART V. STATEMENT OF QUALIFICATIONS AND EXPERIENCE

RAUCH COMMUNICATION CONSULTANTS, INC.

Rauch Communication Consultants Inc. has served the water community for more than 40 years in California. During that time, we have worked with over 175 agencies throughout the state, as well as with most of the leading organizations that deal with water resources and local agencies, such as CSDA, ACWA, CASA, and others. The great majority of our clients are water and wastewater agencies, but we have worked with individual agencies of every kind and size in most corners of the state.

Our firm offers three consulting specialties: assisting clients in the development of strategic plans, implementing strategic public outreach programs, and consulting to resolve internal management issues. These services are conducted out of our office in, Campbell (San Jose), and through our affiliates in other cities around the state.

Our expertise in public involvement and outreach lends itself to effectively gathering public input. We are expert facilitators and have planned and facilitated hundreds of successful meetings and workshops over the years.

We completed the strategic plan for the California Special District Association, as well as for dozens of special districts. We led ACWA's Vision 2000 strategic plan that significantly changed the structure and direction of the organization, as well as key strategic planning sessions for CASA during a time of organizational change. A selected list of clients for whom we have provided strategic planning services is given later in this proposal, along with brief client case studies and testimonials.

We have also served as speakers for conferences and seminars on strategic planning and public outreach for ACWA, CASA, CSDA and other District associations.

PART VI. OUR CLIENTS SAY ABOUT RCC

"It was one of the most productive series of meetings of this kind I have participated in professionally."

Cucamonga County Water District

"...a glowing recommendation for your ability to prepare a Strategic Plan."

Squaw Valley Public Utilities District

"Over the years, I have done many, many strategic plans and this one was impressive for how efficient the process was, and it got to the point in a practical and useful way. Too often strategic plans just get put on a shelf until next year. This one has check points and useful targets and tasks regularly thru next year."

Director Novato Sanitary District

"Though your skilled mentoring and carefully executed annual planning sessions . . . this District has been able to rise from the depths of public unrest to a position of public trust. . . So much of what we have accomplished is credited to the tools that you have given us along the way."

San Juan Water District

"I wanted to give you thanks for your guidance in helping the Board members make decisions that resulted in a healthy working, and I believe, successful atmosphere here in our District...We have a Board and Management team who get along and support each other. Again, thank you for your capable knowledge and assistance..."

Cordova Recreation and Park

"Our board was having a tough time communicating between ourselves, and unable to communicate with staff. The workshop you put together for us has given us a clear vision and made all the difference in the world."

Three Valleys Municipal Water District

"Thanks for your assistance with this long overdue process. Great workshop outcome. It went a long way to provide the current Board camaraderie and trust."

San Diego County Water District

"I wanted to give you thanks for your guidance in helping the Board members make decisions that resulted in a healthy working, and I believe, successful atmosphere here in our District...We have a Board and Management team who get along and support each other. Again, thank you for your capable knowledge and assistance..."

Cordova Recreation and Park

"This strategic plan was impressive for how efficient the process was, and how it got to the point in a practical and useful way."

Novato Sanitary District

"On behalf of the Board of Directors and staff of the California Special Districts Association, I wanted to take a moment to thank you for the wonderful job you did at our 2007 Board Planning Session. You did your homework; found the common denominator, and provided the Board and my executive staff with a positive outlook for the future of CSDA...We were all impressed and came away with a sense of positive change for the Association."

California Special Districts Association

"Our Strategic Planning Workshop, which you facilitated . . . provided the Board with a greatly improved understanding of the many issues facing the District both now and in the future—which makes it possible for the Board to provide a more focused and clear policy direction to staff . . . Perhaps more importantly, your facilitated process helped our Board and Staff develop a consensus around a much larger, but still realistic vision of what our District needs to be in order to best serve our customers."

Cucamonga County Water District

"Rauch Communication Consultants has been working with our board of directors and management team for the past ten years. They have facilitated annual strategic planning workshops that have helped us keep everyone focused on the critical priorities of our district. With RCC's help we have learned to address the major long-term issues, and develop effective action plans to deal with them. It has really made a difference!"

Truckee Donner Public Utility District

"Our board was having a tough time communicating between ourselves, and unable to communicate with staff. The workshop you put together for us has given us a clear vision and made all the difference in the world."

Three Valleys Municipal Water District

"Two things surprised me when Martin led our Board members through strategic planning: The first was that he was an incredible quick study in understanding the issues and the nuances of working through them. The second was how he got our Board to open up and freely discuss the issues. Not only was I surprised at how much he got them to talk and share, but the Board members were surprised at how like-minded they were at the end of the process."

Arvin Edison Water Storage District

PART VII. THE CONSULTANT ASSIGNED TO THE PROJECT

MARTIN RAUCH, President, Rauch Communication Consultants

Martin Rauch is President of Rauch Communications Consultants, a full service strategic planning and public outreach firm with main office near San Jose California that has served over 175 clients in California during the past 40 years.

The work will be carried out primarily by Martin Rauch. He brings to this task experience in group dynamics, developing consensus, Board and District strategic planning, and facilitation.

Martin conducts strategic planning sessions for the Boards and senior managers of client organizations. He also provides training in effective Board meetings, roles and relationships of Board members and managers and other related topics. He specializes in the preparation and facilitation of a wide variety of meetings. These complex events include focus groups, citizen's advisory committees, community presentations and public meetings.

Working out of RCC's San Jose Office, Martin also assists Board of Directors and senior managers, by tailoring public information projects that meet the special requirements of each client. For 15 years, he has provided strategic outreach support throughout the state.

Mr. Rauch has served as a speaker and seminar leader for the Association of California Water Agencies (ACWA), California Association of Sanitary Agencies (CASA), California Special Districts Association (CSDA) and others. He was a regular faculty member of the Special District Institute, is a regular speaker for CSDA, and is on the Board of the Special District Leadership Foundation. He is the principle author of the Special District Leadership Foundation certificate course on strategic planning, and on governance foundations, and has been invited as a speaker to other statewide associations.

Prior to his work for public agencies, he served for several years as a community organizer and educator for nonprofit organizations, organizing community groups and producing educational and information materials. He holds a Bachelor of Arts degree with High Honors from the University of California at Santa Barbara. Martin's formal training also includes completion of Business Mediation Training at UC Berkeley, as well as courses in Facilitating and Mediating Effective Agreements.

PART VIII. LIST OF SELECTED CLIENTS

ORGANIZATIONS

Association of California Water Agencies (ACWA)
California Special Districts Association (CSDA)
California Association of Sanitation Agencies (CASA)
Special Districts Institute
California Sanitation Risk Management Authority
California Association of Public Cemeteries
WaterReuse Association
California Mosquito and Vector Control Association
American Desalting Association
Association of Groundwater Agencies

LOCAL GOVERNMENT AGENCIES

ORANGE COUNTY

Municipal Water District of Orange County
Mesa Consolidated Water District
Los Alamitos County Water District
South Coast Water District
Serrano Irrigation District
El Toro Water District
Orange County Water District
Costa Mesa Sanitary District

SAN DIEGO COUNTY

San Diego County Water Authority
Padre Dam Municipal Water District
Rincon del Diablo Municipal Water District
Vallecitos Water District
Helix Water District
Leucadia Wastewater District
North County Fire Protection District
Olivenhain Municipal Water District
Santa Fe Irrigation District

SAN BERNARDINO COUNTY

Big Bear Municipal Water District
Monte Vista Water District
Big Bear Community Services District
Yucaipa Valley Water District
Joshua Basin Water District
Inland Empire Utility Agency
East Valley Water District
Big Bear Area Wastewater Agency
Victor Valley Water District
Cucamonga County Water District
San Antonio Water Company

IMPERIAL COUNTY

Imperial Irrigation District
SAN FRANCISCO COUNTY
Golden Gate Bridge, Highway, & Trans. District

BUTTE COUNTY

Oroville-Wyandotte Irrigation District

LOS ANGELES COUNTY

Los Angeles County Park and Recreation
Castaic Lake Water Agency
Central Basin Municipal Water District
Pico Water District
Upper San Gabriel Valley Municipal Water District
West Basin Municipal Water District
San Gabriel Valley Municipal Water District
Water Replenishment District of Southern California
San Gabriel County Water District
San Gabriel Valley Water Association
Main San Gabriel Basin Watermaster
California Domestic Water Company
Pasadena Historical Museum
Three Valleys Municipal Water District
Newhall County Water District
Las Virgenes Municipal Water District
Conjunctive Use Working Group

SAN MATEO COUNTY

East Palo Alto Sanitary District

RIVERSIDE COUNTY

Mission Springs Water District
Rancho California Water District

South Mesa Water Company
Elsinore Valley Municipal Water District
Santa Rosa Community Services District
Beaumont Cherry Valley Water District
Santa Ana Watershed Project Authority

SACRAMENTO COUNTY

County of Sacramento Public Works Agency-
Sacramento Regional County Sanitation District
Fair Oaks Water District
Arcade Water District
Sacramento Metropolitan Water Authority
Carmichael Water District
Rio Linda Water District
Northridge Water District
Rancho Murrieta Community Services District
Cordova Recreation and Park District

SANTA BARBARA COUNTY

City of Santa Barbara
Goleta Sanitary District
Montecito Sanitary District
Carpinteria Sanitary District
Santa Maria Public Airport District
Goleta Water District
Montecito Water District
Cachuma Project Authority
Goleta West Sanitary District
Mosquito and Vector Management District

VENTURA COUNTY

Camrosa County Water District
Rancho Simi Recreation and Park District
Casitas Municipal Water District
Conejo Recreation and Park District
Ojai Valley Sanitary District
Calleguas Municipal Water District
Meiners Oak County Water District

SANTA CLARA COUNTY

Santa Clara Valley Water District

SANTA CRUZ COUNTY

Scotts Valley Water District
Pajaro Valley Water Management Agency

KERN COUNTY

Indian Wells Valley Water District
Kern County Water Agency
West Kern Water District
North of the River Municipal Water District

Oildale Mutual Water Company
North Kern Water Storage District
Golden Empire Transit District
Terra Bella Irrigation District
Friant Water Users Authority
Cawelo Water District

PLACER COUNTY

San Juan Water District
Truckee Donner Public Utility District
Northstar Community Services District

SAN LUIS COUNTY

Templeton Community Services District
Port San Luis Harbor District
San Simeon Community Services District
Cambria Community Services District

MONTEREY COUNTY

Marina Coast Water District
Monterey Regional Water Pollution Control
Agency
Monterey Peninsula Water Management District

CONTRA COSTA COUNTY

Diablo Water District

TULARE COUNTY

Visalia Public Cemetery District
Friant Water User Authority

MARIN COUNTY

Las Gallinas Sanitary District
North Marin Water District
Sausalito-Marín City Sanitary District
Tamalpais Community Services District
Sanitary District No. 5 of Marin County
Novato Sanitary District
Ross Valley Sanitary District
San Rafael Sanitary District
City of San Rafael

CALAVERAS COUNTY

Calaveras County Water District

PLUMAS COUNTY

Eastern Plumas Health Care District

WASHINGTON, D.C. he

White House, Office of Policy Development

PART IX. EXAMPLES OF IMPLEMENTATION PLANS

EXAMPLE OF AN IMPLEMENTATION PLAN THAT SUMMARIZES THE APPROACH TO IMPLEMENTATION

We recommend developing a -summarized implementation plan within the Strategic Planning Process.

This is beneficial for several reasons. It integrates the key initiatives needed to implement the Board goals and objectives in a logical way, which helps the staff assess the do-ability of the Plan. It also, provides a ready-made and short (couple of pages) guide to implementing and reporting on the plan which makes it easier for staff to track its own progress and for the board to provide policy level monitoring.

| 2 GOAL: GOOD INTERNAL AND EXTERNAL GOVERNANCE | | | | |
|---|---|----|--------|-------------------------|
| 2.1 | Conduct annual Board governance review | EC | Feb 17 | On-calendar |
| | Staff will support the Board to evaluate governance each year. To facilitate Board and Committee meetings, staff will evaluate improved audio-visual equipment (including microphones) for board meetings, as well as the possibility of carrying out some board or committee meetings via teleconference. | | | |
| 2.2 | Manage urgent issues using a timely and transparent process | GM | N/A | On-calendar |
| | Develop a specific protocol for decision-making under urgent or emergency conditions. | | | |
| 2.3 | NEW: Ensure proper board, staff and member manager roles | GM | Jul 17 | On-calendar |
| | Develop official written descriptions for each Board office and committee. Evaluate in the Annual Review. | | | |
| 2.4 | Build bridges with the other two partner organizations and farmers | GM | N/A | See Implementation Plan |
| | Areas of agreement and cooperation across all organizations will be documented in a "white paper" that represents common areas of administrative, policy, and regulatory agreement. The Authority will also, carry out an Annual Meeting in Spring 2017 for all contractors, farmers, staff, and Reclamation officials. | | | |
| 2.5 | Act in a fair, balanced, clear and consistent manner with partner agencies | GM | Jul 17 | On calendar |
| | This supports the overarching purpose of Goal 2, which is reunification as a highly functional organization that is the clear choice for Division contractors to advocate for their interests within the broader California water community. Progress in this area will be evaluated in the Annual Review. | | | |

EXAMPLE OF A STAFF IMPLEMENTATION PLAN IN THE FORM OF A DETAILED WORK PLAN

Each implementation plan is customized to fit the needs of the client. The example below is just another approach to implementation planning in which the consultant works with staff to develop a detailed work plan that would demonstrate how it proposes to achieve the goals and objectives.

| No. | P# | Action | Lead | Board | Status/Comments | Time |
|-------|----|--|---------|-------|--|-------------------------------|
| 1.0.0 | 1 | GOAL 1—WATER SUPPLY. Develop and maintain a high-quality water supply that meets the needs of our community today and in the future. | | | | |
| 1.1.0 | 1 | Identify long-range water supply options. | | | | |
| 1.1.1 | 1 | Participate in the evaluation of the proposed improvements and expansion of the water supply, treatment, distribution and storage systems to meet demands of proposed development. Verify proposed supply is adequate to meet proposed demands. ¶ Negotiate Development Agreement(s) to address conditions of service. | Mike ¶ | ¶ | Pete & Jesse Schedule-driven by developer(s) ¶ | June 2011—Dec. 2013+ beyond ¶ |
| 1.1.2 | 1 | Develop a <u>Feasibility Study</u> of water supply options and incorporate information on key study and implementation steps, including CEQA, funding, timelines, permits, TROA implications, costs and benefits, pros and cons, infrastructure needs, next steps and other pertinent information for all practical options. ¶ Specifically consider redundancy, maximizing water supply from within the watershed by accessing previously unavailable areas, imported options, optimizing internal resources through conservation, treatment, etc. Incorporate into an update of the Master Plan upon completion of improvements spurred by new development. | Jesse ¶ | ¶ | Mike ¶ Build on existing Sept. 2009 Study. ¶ (1.2.0) (1.5.0) (2.2.2) ¶ | May 2012—Nov. 2013 ¶ |
| 1.1.3 | 2 | Look for <u>partnerships to enhance water supply options</u> . Continue to collaborate with other agencies. Pursue <u>funding opportunities</u> for primary and redundant water supply projects, including the Truckee River Utility Corridor & Bike Trail Project. (2.2.2). ¶ | Mike ¶ | ¶ | (2.2.2) ¶ | July 2012—Dec. 2013+ beyond ¶ |
| 1.1.4 | 2 | <u>Communicate</u> with the public effectively about the purposes, pros and cons of the various water supply options. Utilize the Communications Plan. (3.2.1). ¶ | Mike ¶ | ¶ | 3.2.1 ¶ | Jan. 2013—Dec. 2013+ beyond ¶ |
| 1.2.0 | 1 | Complete Phase II of the Creek-Aquifer Interaction Study. | | | | |
| 1.2.1 | 1 | Procure funding and complete <u>Phase II—Creek-Aquifer Interaction Study</u> . The project will quantify the impact of groundwater pumping on flows in Squaw Creek and provide information on developing and implementing different pumping management and/or creek strategies to increase the amount of water that could be stored in local aquifers. It advances water supply reliability and promotes groundwater storage. ¶ | Mike ¶ | ¶ | Jesse, Cindy ¶ | May 2012—Dec. 2013 ¶ |

| No. | P# | Action | Lead | Board | Status/Comments | Time |
|-------|----|--|---------|-------|--|------------------------------|
| 1.3.0 | 1 | Apportion costs and benefits fairly among the water supply users. | | | | |
| 1.3.1 | 3 | Perform update of <u>Capital Replacement Program</u> (4.1.0). Implement a <u>Work Order System</u> to track operating expenses by department to determine the cost of each service provided. Use data to accurately set rates and assessments that correlate to the levels of services provided. (4.2.0). <u>Update</u> Water Plant Availability Charge (PAC) Fees and <u>Connection Fees</u> (4.3.0). ¶ | Mike ¶ | ¶ | Aleta, Jesse ¶ (4.1.0) (4.2.0) (4.3.0) ¶ | See sections referenced ¶ |
| 1.4.0 | 1 | Monitor Status of the Truckee River Operating Agreement (TROA). | | | | |
| 1.4.1 | 3 | Prepare a <u>Biennial TROA Status Report</u> that includes: 1) status of implementation of the Agreement; 2) relevance to District water supply planning, permitting, and operations (e.g., regulatory constraints on import project, well development, surface water diversions, and other water supply options); and 3) strategies and actions to anticipate, plan, respond, and react to implementation of TROA. | Mike ¶ | ¶ | Once per 2 years. ¶ (3.3.0)—cost share w/ other agencies. ¶ | ¶ |
| 1.5.0 | 1 | Seek funding for an Olympic Valley Watershed Study. | | | | |
| 1.5.1 | 2 | <u>Apply for grant funds</u> through Integrated Regional Water Management (IRWM) and Local Groundwater Assistance Program (LGWAP) to study the entire watershed. ¶ | Cindy ¶ | ¶ | (4.4.1) ¶ | May 2012—Dec. 2013 ¶ |
| 1.5.2 | 2 | Implement the <u>Watershed Study</u> if funding can be found. Study, investigate, and evaluate expanding local water supply resources from areas in the upper watershed, beyond the basin (valley floor) considered in the Groundwater Management Plan (GMP). Consider horizontal wells, springs, variable snow accumulations, surface water flows, subsurface flows, effects of snowmaking, road construction, etc. ¶ Prepare on overall design of the study. Perform study. Incorporate into Feasibility Study, Creek-Aquifer Interaction Study, and Communications Plan. ¶ | Mike ¶ | ¶ | (1.1.0) (1.2.0) (2.1.3) (3.2.0) ¶ ¶ | May 2012—Dec. 2013+ beyond ¶ |

EXAMPLE OF A DETAILED IMPLEMENTATION PLAN INTEGRATED WITH OTHER PLANS & THE BUDGET

This example is similar to the work plan above, but goes even further, linking the strategic plan with the budget, project planning tools, and provides progress details.

| SUPPLEMENTAL BUDGET PROJECTS | | | | | | FISCAL YEAR ENDED | | | | PROGRESS NOTES | % Compl | Estimated Completion | Cost To Date (Identifiable) | Expected Revenues | Supplemental Balance | |
|--|----------------|-----------|---------------|---|---|-------------------|--------------|------------|------|---|---------|----------------------|-----------------------------|-------------------|----------------------|--|
| Strategic Line # | Budget Line # | Project # | Proj. Manager | PROJECT NAME | PROJECT DESCRIPTION | 2013 | 2014 | 2015 | 2016 | | | | | | | |
| GOAL 1: PROTECT GROUNDWATER. Recognize groundwater as the District's most valuable asset and protect it as a top priority | | | | | | | | | | | | | | | | |
| 1.1.0 Slow and eventually reverse declining groundwater levels and protect the imported water entitlement | | | | | | | | | | | | | | | | |
| 1.1.3 | SF-1224808/834 | JG | | Recharge Basin & Pipeline Project | Construction Phase | \$ 3,952,000 | \$ 3,952,000 | | | Final design 100%. Construction, contingent. Proposition 84 and other funding. Approx. Protected vegetation has been removed and relocated from the basin site. Awaiting Caltrans permits for final pot holes. Estimated time to go to bid is March or April. (\$7,820,000 including a 20% contingency) | 0% | 12/31/2013 | \$ - | \$ 7,904,000 | \$ - | |
| GOAL 2: OPERATIONAL AND ASSET MANAGEMENT Design, build, operate and maintain facilities for reliability and cost efficiency. | | | | | | | | | | | | | | | | |
| 2.1.0 Carry Out a Strong Maintenance Management Program that is fully proactive and documented | | | | | | | | | | | | | | | | |
| 2.3.1 | SF-1201 | Z37 | JG | High Desert Medical Center Waste Water Package Plant | To be paid by HDMC - see matching revenue at end of list. | \$ 750,000 | \$ 750,000 | | | | 0% | 9/30/2013 | \$ 30,427 | \$ 1,500,000 | \$ (30,427) | |
| PPL | SF-1202 | JC | | Large Meter Testing | Currently, in order to test or remove a large meter, the service needs to be disconnected. This is a serious problem for some large meters such as the hospital and Continuing Care. The bypass will allow the meters to be removed and replaced without discontinuing service. | \$ 30,000 | | | | 2/6/12: Jim studying to determine for 1 1/2" & up | 0% | 6/30/2012 | | \$ - | \$ 30,000 | |
| 2.3.2 | SE-1217 | 831 | JG | System Reliability Upgrade for Hospital and County Complex C, B and D-3 Zones - PHASE 1 | Develop emergency plan for water outage at HDMC | | | | | No cost associated, basically staff & possibly at little Dudek time. | | 11/30/2012 | \$ 34,101 | \$ - | \$ (34,101) | |
| 2.3.3 | SE-1217 | 831 | JG | System Reliability Upgrade for Hospital and County Complex C, B and D-3 Zones - PHASE 2 | Have plans prepared for the redundant water service line for the hospital. Construction contingent on funding. June 2013. | | \$ 129,000 | \$ 129,000 | | | | 7/31/2015 | | \$ 129,000 | \$ 129,000 | |

PART X. PROJECT BUDGET AND TIMELINE

We propose to undertake the following actions associated with the development of the Strategic Plan for a not-to-exceed time and materials cost of \$17,963 plus expenses:

| STRATEGIC PLAN ACTIONS | HOURS | |
|--|-----------------|-------|
| | PROPOSED | |
| | \$225 | \$75 |
| Step 1. Coordination, Review, 10 Interviews and Planning | \$3,150 | |
| HOURS | 14 | |
| Step 2. Board Workshop #1. Planning and Facilitation | \$2,250 | |
| HOURS | 10 | |
| Step 2A. Board Workshop #2. Incorporate Results from Workshop #1 and Complete Board Policy Direction | \$4,050 | \$263 |
| HOURS | 18 | 3.5 |
| Step 3. Prepare Draft Report, and Review by Staff | \$4,500 | |
| HOURS | 20 | |
| Step 3A. Implementation Planning. Assist Staff, Format and Integrate | \$1,350 | |
| HOURS | 6 | |
| Step 4. Prepare Draft Report for Presentation to the Board. Develop Monitoring and Oversight Plan. Present to Board and Finalize. | \$1,800 | |
| HOURS | 8 | |
| 2. Administrative. Prepare Reports, Type Notes, etc. | | \$600 |
| HOURS | | 8 |
| SUBTOTAL CONSULTING TIME @ \$225 per hour | \$17,100 | |
| SUBTOTAL ADMINISTRATIVE @ \$75 per hour | | \$863 |
| TOTAL ESTIMATED CONSULTING COST | \$17,963 | |

Travel and Expenses Additional. Basic material expenses, including, travel expense (transportation and lodging), office printing and sales tax are additional and passed on at cost. Car mileage is at the IRS California rate at the time or actual rental car cost plus fuel.

More Cost Estimate Details. Final charges could be less than the not-to-exceed amounts. No out-of-scope work will be undertaken without prior written approval from the District. Out-of-scope work includes new tasks, or extra work on existing tasks, which exceeds the total estimated cost for the project.

Our rates are: Strategy planning and management consulting rate for the senior consultants is \$225.00 per hour. Outreach and public involvement programs rate for the senior consultants is \$175 per hour. Outreach and public involvement programs rate for associate consultants is

\$115 per hour. Graphic designer and webmaster services rate is \$105 per hour. Social media and writing specialist's rate is \$45 to \$90 per hour. Rate for Administration, Production Manager, is \$70 per hour.

For meetings involving travel of more than one hour, the minimum charge is four hours.

11

MEMORANDUM

To: Board of Directors
From: Robert Clark, Operations / Maintenance Superintendent
Subject: First Quarter 2017/18 Update
X:\MAINT SUP\2018\BOD\Q1 17-18 O&M Update.doc

November 17, 2017

RECOMMENDED ACTION: Information**FINANCIAL IMPACT:** NoneSafety Summary

No lost time incidents were recorded during the period (July, August September 2017). Hearing tests were performed for 23 employees who are at times exposed to 80 decibels and above noise levels during their normal job duties and no OSHA recordable results were identified. Two of our Maintenance Staff members participated in confined space training at an NMWD valve vault near Frosty Lane (Bel Marin Keys) with Novato Fire Protection District.

Maintenance Summary

Staff stayed on schedule with routine maintenance tasks, completing 25 unplanned work orders out of 286 total work orders completed this period. This is a ratio of 9% with a target of less than 20% for unplanned vs. planned work. Project work included: tank security audit and lock reconfiguration; Stafford Treatment Plant CCTV system upgrade with three new cameras and operating software; Gallagher well rehab which recovered 20% production flow and installation of a new motor operated valve for the Gallagher well pipeline connection at the Point Reyes Treatment Plant.

Operations Summary

The Stafford Treatment Plant (STP) began the period under typical late summer production conditions producing 317 MG of water. Novato received 926 MG in total water produced with a peak day of 13.2 MG. The Point Reyes Treatment plant produced 24.6 MG with a peak day of 404,220 gallons. The Districts residential recycled water fill station program had 4 customer inquiries this summer and one of them came in to sign up for the program. The dispatch of recycled water for residential customers continued at a hydrant along Wood Hollow Dr. with 8,500 gallons of recycled water picked up by residential customers. The Deer Island

recycled water plant was in operation during the period and produced 7.0 million gallons of water for the Stone Tree golf course.

Water Quality Summary

With the assistance of Operations' staff, Construction/Maintenance staff and additional contract vendors, the District is on track to complete all the required annual backflow testing by mid-December. Annual inspection of the waste discharge facilities at STP by the Novato Sanitary District (NSD) staff resulted in satisfactory findings. However, the Novato Sanitary District has identified a potential operating issue with respect to their ultra violet (UV) disinfection system and the iron oxidation build up and maintenance frequency. In Point Reyes the treatment plant continues to have varied water quality with higher than normal salinity concentrations observed with the Gallagher well out of operation for maintenance during the period.

12

DISBURSEMENTS - DATED NOVEMBER 16, 2017**Item #12**

Date Prepared 11/14/17

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 |
|------|-------------------------------|---|------------|
| EFT* | State of California | Unemployment Insurance Claim (7/1/17-9/30/17) (Naranjo) | \$2,005.00 |
| EFT* | CalPERS | November Health Insurance Premium (Employees \$50,003, Retirees \$10,508 & Employee Contribution \$9,887) | 70,397.81 |
| 1 | Able Tire & Brake | Tires (2) ('12 F250) | 414.25 |
| 2 | Arrow Benefits Group | October Dental Expense | 4,560.00 |
| 3 | Athens Administrators | Sept Workers' Comp Bill Review Fees | 6,257.48 |
| 4 | Bank of Marin | Bank of Marin Loan Principal & Interest (Pymt 73 of 240) | 46,066.67 |
| 5 | Bartley Pump | Hydro-pneumatic Tank Repairs (\$5,777) & Replacement Pump & Motor for Diablo Hills P/S | 7,049.62 |
| 6 | Blue, Eileen | Employee Benefit Fund | 50.00 |
| 7 | Bobcat of Santa Rosa | Change Oil, Replace Filters & Lube ('17 Track Loader) | 339.87 |
| 8 | Buck's Saw Service | Chain Saw Chains (4) (\$121), Spark Plugs (24), Pre-Mix Gas (\$182) & Air Filters (5) (\$102) | 502.96 |
| 9 | Building Supply Center | Hose Bib & Pipe Wrap (2 x 18yds) | 34.61 |
| 10 | California Water Service | Sept-Oct Water Service (1 ccf) (O.M.) | 41.25 |
| 11 | Calpico | T-Caps (27) (\$88) & Caldwell Shots (20) | 136.49 |
| 12 | Caltest Analytical Laboratory | Lab Testing | 35.00 |
| 13 | Clipper Direct | Commuter Benefit Program (3) | 479.00 |
| 14 | Covello Group | Prog Pymt#14: Sept RW Central Project Management (Balance Remaining on Contract \$47,506) | 50,359.93 |
| 15 | DB Claims Services Group | Adjustment Services - 824 Albatross Water Damage Claim | 966.04 |

| Seq | Payable To | For | Amount |
|-----|---------------------------|---|----------|
| 16 | DeGabriele, Chris | Retiree Exp Reimb (November Health Ins) | 927.54 |
| 17 | Diggs, James | Retiree Exp Reimb (November Health Ins) | 340.83 |
| 18 | Eurofins Eaton Analytical | Lab Testing | 300.00 |
| 19 | Ferguson Waterworks | Registers (40), Ells (12), Service Saddles (7) | 1,073.06 |
| 20 | Filippi, Connie | Employee Benefit Fund | 50.00 |
| 21 | Fisher Scientific | Agar (Lab) | 68.91 |
| 22 | Frontier Communications | Leased Lines | 1,436.42 |
| 23 | Golden Gate Petroleum | Gas (\$2.53/gal) & Diesel (\$2.62/gal) | 3,248.80 |
| 24 | Grainger | Hole Saws (12) (\$125), Hip Boots (\$106) (Davenport), 3.5" Air Hammer (\$184), Knee Boots (C. Kehoe), 1/4" Copper Tubing (50'), Rip Claw Hammers (2) & Small Water Pump (Watkins) (\$201) | 726.06 |
| 25 | Holton, Nancy | Employee Benefit Fund | 50.00 |
| 26 | Jones, Nancy and Emery | Novato "Smart Irrigation Controller" Program | 360.00 |
| 27 | Kauwe, Joseph | Employee Benefit Fund | 50.00 |
| 28 | Landeros, Dianne | Employee Benefit Fund | 50.00 |
| 29 | Manzoni, Alicia | Employee Benefit Fund | 50.00 |
| 30 | Marin Color Service | Paint (1 gal & 1 qt) | 51.07 |
| 31 | Marin County Ford | Headlight Assembly ('15 F150) (\$198), Motor Oil (33 qts) (\$173), Oil Filter (3), Air Filters (3) (\$50), Cabin Filter, Glove Box Latch Assembly, Wiper Blades, Brake Rotors (\$153) & Rear Brake Pad Kit ('10 F150) & Motor for Heater Blend Door | 752.95 |
| 32 | County of Marin | Annual Encroachment Permit | 490.00 |
| 33 | Marin Reprographics | Bond Paper (36" x 500') | 47.74 |
| 34 | McIntyre, Drew | Exp Reimb: Local Manager's Meeting Breakfast on 11/8/17 (\$109) & Registration for 2018 Water Law Symposium (\$60) | 169.39 |
| 35 | Moore, Doug | Retiree Exp Reimb (November Health Ins) | 927.54 |

| Seq | Payable To | For | Amount |
|-----|-----------------------------|---|------------|
| 36 | Mountain Cascade | Prog Pymt#8: RW Central Service Area (Balance Remaining on Contract \$177,232) | 420,737.39 |
| 37 | National Notary Association | Errors & Omissions Ins Renewal (2/18-2/21) (Young) (Budget \$80) | 78.00 |
| 38 | Neopost USA | Self-Adhesive Strips for Postal Meter | 40.15 |
| 39 | North Marin Auto Parts | Decal Remover, Exhaust Clamps for O.M. Generator, Drive Belt for Motorized Gates in Yard, Oil Filter, Air Filter, Motor Oil (14 qts) (\$88) & Shop Funnels (4) | 222.68 |
| 40 | North Bay Gas | Welding Shop Supplies (\$141), 2" Cut-off Wheels (6) & October Cylinder Rental (\$83) | 236.95 |
| 41 | Northbay Nissan | Oil, Air & Cabin Filters ('16 Nissan Frontier) | 98.74 |
| 42 | Novato Builders Supply | 50-6' Posts (STP) (\$365), Pneumatic Plug Fittings (2), Drill Bits (2), Hole Saw Blades (4) (\$52) & Concrete (3 yds) (\$528) | 965.59 |
| 43 | Novato, City of | Street Excavation Moratorium Fee (801 State Access Rd) | 900.80 |
| 44 | Novato Sanitary District | Annual Deer Island Lease | 20.00 |
| 45 | Novato Chamber of Commerce | Membership Renewal (11/17-10/17) (Budget \$880) (Bentley) | 875.00 |
| 46 | Pace Supply | Stainless Steel Shafts (2) (\$415), Brass Tee (6), Inserts (8), 2" Pipe (500') (\$659), Couplings (10), Nipples (9), Meter Stops (20) (\$914), Check Valves (2) (\$925), Hub Adaptor, Hydrant Extension (3) & 6" x 4" Flange Reducers (5) (\$356) | 4,080.89 |
| 47 | Pecunia, Jennifer | Employee Benefit Fund | 50.00 |
| 48 | Pini Hardware | Room Deodorizers, Super Glue, Faucet for Lab Sink, Filter (Lab), Electrical Cover Outlet Box for Maintenance Shed, Adhesive Remover (5), Pipe Nipple, Hardware, Paint Rollers (3), Plumbing, Supplies for Bahia Pump Repair (\$73), Parts for PRE 1 Chlorine Injection System, Drill Bits (4), Hole Saw, PVC Bushing, Hose Adaptor, Two- Sided Tape, Barbed Wire Fitting, Shop Lights, Cleaners, Bleach, Mason & Nylon Line, Outlet & Ball Valve | 537.93 |

| Seq | Payable To | For | Amount |
|-----|--------------------------|---|-----------|
| 49 | Pollard Water | Copper Pipe Rerounder | 131.23 |
| 50 | Prunuske Chatham | Prog Pymt #2: Rush Creek & Novato Creek Pipe Crossing Repair Feasibility Analysis (Balance Remaining on Contract \$22,066) | 32,075.50 |
| 51 | Randall Bros. Automotive | Smog Tests (4) ('10 F150-\$50, '06 Chevy Colorado-\$50, '99 Dodge Ram-\$55 & '08 F250- \$50) | 205.00 |
| 52 | Red Wing Shoe Store | Safety Boots (Cohen) | 200.00 |
| 53 | Reed, Corey | Childcare Reimbursement | 208.33 |
| 54 | Rising Sun Energy Center | California Youth Energy Services Green House Calls (131) (Balance Remaining on Contract \$3,850) | 2,882.00 |
| 55 | Scott Technology Group | Quarterly Maintenance on Engineering Copier | 565.85 |
| 56 | Sequoia Safety Supply | Safety Glasses (44), Brief Relief Urine Bags | 398.20 |
| 57 | Soiland | Asphalt Recycling (6 yds) | 17.85 |
| 58 | Stafford, Vernon | Retiree Exp Reimb (November Health Ins) | 304.16 |
| 59 | Staples Advantage | Quarterly Office Supplies & Annual Calendar Order, 2 Drawer File Cabinet (\$361) (Engineering), Drawer Organizers (3), Correction Tape, Classification Folders (20) (\$52), Black Toner (\$77), Binders (40) (\$197), Binder Tabs (42) (\$126), Blank Door Hanger Signs (250) (\$83) & Copy Paper (Letter & | 1,871.44 |
| 60 | Starrett, John & Paula | Refund Excess Advance for Construction Over Actual Job Cost-208 Castle Court-Upsize to 1" Fire Sprinkler | 422.70 |
| 61 | Synectic Technologies | Quarterly Phone System Maintenance Agreement | 446.70 |
| 62 | Thomas Scientific | Safety Gloves (1,000) (Lab) | 170.83 |
| 63 | Thompson Builders | Refund Excess Advance for Construction Over Actual Job Cost-Relocate Meter-Redwood Blvd | 2,961.69 |
| 64 | Tube Service | 6" Aluminum Pipe (40') | 277.64 |
| 65 | Univar | Sodium Hypochloride (200 gal) | 424.46 |

| Seq | Payable To | For | Amount |
|----------------------------|-------------------|--|----------------------------|
| 66 | USA BlueBook | Meter Pit Bilge Pump w/6' Hose (6) | 309.90 |
| 67 | US Bank | October Safekeeping Fee Treasury Securities | 113.50 |
| 68 | Valentine | Refund Security Deposit on Hydrant Meter Less Final Bill | 528.64 |
| 69 | Verizon Wireless | Cellular Charges: Data (\$364) & Airtime (\$115) (23) | 478.67 |
| 70 | Verizon Wireless | O.M. SCADA (\$20), Novato SCADA (\$40), AMI Gateways (\$496) & CIMIS Station | 571.41 |
| 71 | VWR International | Filters for Coliform Testing (Lab) | 304.12 |
| 72 | Williamson, Nancy | Employee Benefit Fund | 50.00 |
| 73 | Young, Katie | Employee Benefit Fund | 50.00 |
| TOTAL DISBURSEMENTS | | | <u>\$675,680.23</u> |

The foregoing payroll and accounts payable vouchers totaling \$675,680.23 are hereby approved and authorized for payment.


Auditor-Controller

11/13/17
Date


General Manager

11.13.17
Date

DISBURSEMENTS - DATED NOVEMBER 9, 2017

Date Prepared 11/7/17

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 10/31/17 | \$140,015.93 |
| EFT* | US Bank | Federal & FICA Taxes PPE 10/31/17 | 59,909.76 |
| EFT* | State of California | State Taxes & SDI PPE 10/31/17 | 11,308.43 |
| EFT* | CalPERS | Pension Contribution PPE 10/31/17 | 35,523.67 |
| 1 | Alpha Analytical Labs | Lab Testing | 365.00 |
| 2 | American Family Life Ins | October Employer Accident, Disability & Cancer Insurance | 3,599.39 |
| 3 | Anvil Builders | Prog Pymt#2: RW Expansion Central Service Area Hwy 101 Crossing Project (Balance Remaining on Contract \$119,400) | 441,750.00 |
| 4 | A.S.T.I. | Annual Fire Service Testing (19) | 2,005.00 |
| 5 | Athens Administrators | Replenish Workers' Comp Checks Written (\$12,357) & November Workers' Comp Admin Fee | 13,356.55 |
| 6 | AT&T | Telephone (\$56), Fax (\$80), Data (\$323) & Leased Lines (\$188) | 648.20 |
| 7 | BATS | Mobile Message Boards Rental (2) (Grant Ave Bridge Project) (1 Month) | 2,827.75 |
| 8 | Bedi, Carol | Novato "Toilet Rebate" Program | 100.00 |
| 9 | Beier, Mary | Novato "Washer Rebate" Program | 50.00 |
| 10 | Buchanan, Athena | Novato "Toilet Rebate" Program | 200.00 |
| 11 | CDW-Government | PLC Battery Backups (2) | 224.27 |
| 12 | Cel Analytical | Lab Testing | 1,080.00 |
| 13 | Chu, Cheng | Novato "Toilet Rebate" Program | 200.00 |
| 14 | Clark, Robert E. | Exp Reimb: Lodging for AWWA 10/23-10/26 | 533.70 |


| Seq | Payable To | For | Amount |
|-----|--------------------------------|---|-----------|
| 15 | | Cafeteria Plan: Uninsured Medical Reimbursement | 132.00 |
| 16 | Eddings, David | Novato "Smart Irrigation Controller" Rebate | 181.99 |
| 17 | Ferguson Waterworks | Box Lids (26) & 16" Tapping Sleeves (34) (\$31,047) | 32,502.93 |
| 18 | Fisher Scientific | Pipette Tips (800) (\$224), Buffer & Eyewash Solution (\$54) (Lab) | 324.81 |
| 19 | Grainger | Disposable Respirator Masks (60) (\$77), 1/4" Drill Bits (6), Pre-Trip Inspection Books for Commercial Vehicles (20-3ply) (\$169), Sump Pump (2) (\$480) & Disposable Respirators (100) (\$128) | 867.98 |
| 20 | Hach | Media (Lab) (2) | 92.11 |
| 21 | | Cafeteria Plan: Uninsured Medical Reimbursement | 87.00 |
| 22 | Jays Kustom Exhaust & Muffler | Exhaust Pipe for OM Generator | 60.00 |
| 23 | Jovovich, Kathie | Novato "Washer Rebate" Program | 50.00 |
| 24 | Lee, Kitty | Novato "Hot Water Recirculation System" | 75.00 |
| 25 | Lincoln Life | Deferred Compensation PPE 10/31/17 | 15,233.75 |
| 26 | MacArthur | Epoxy Part for Pump Flanges | 248.66 |
| 27 | | Cafeteria Plan: Uninsured Medical Reimbursement | 129.83 |
| 28 | Marin County | Planning Consultation for PRE Tank 4A Replacement Project | 300.00 |
| 29 | MSC Industrial Supply | STP Chemical Pump | 266.24 |
| 30 | Nationwide Retirement Solution | Deferred Compensation PPE 10/31/17 | 2,300.00 |
| 31 | Northern Safety | Safety Glasses & Lens Respirator Masks (5) (\$68) | 91.44 |
| 32 | Novato Disposal Service | October Trash Removal | 442.76 |

| Seq | Payable To | For | Amount |
|-----|--------------------------------|--|----------|
| 33 | Office Depot | 6' USB Extension Cable (for Backup Drives), Heavy Duty Desk Chair (Reed) (\$347), Thumb Drive & Bags for Shredder (50) (\$113) (Less Credit of \$118 for Monitor Stand Return) | 377.43 |
| 34 | Olin | Sodium Hydroxide (13 dry tons) (STP) | 7,036.24 |
| 35 | Pace Supply | Spool Flange (\$261), Couplings (2) (\$146) & Bell Reducers (2) | 492.61 |
| 36 | Perez, Jeannette | Novato "Cash for Grass" Rebate Program | 400.00 |
| 37 | NMWD Petty Cash | Safety Snacks (\$28), Mileage, Gas for AWWA & Safety Bucks (\$6) | 51.59 |
| 38 | Preferred Alliance | Pre-Employment Drug Screen (Fonseca & Cohen) | 84.00 |
| 39 | Protection Engineering | Zinc Anodes (150) | 4,719.76 |
| 40 | Randall Bros. Automotive | Smog Test ('07 Chevy Colorado) | 50.00 |
| 41 | Red Wing Shoe Store | Safety Boots (Cohen & Reed) | 190.63 |
| 42 | Reed, Corey | Childcare Reimbursement | 208.33 |
| 43 | RGM and Associates | Prog Pymt #1: Third-Party Labor Compliance Monitoring for San Mateo Tank Recoating Project (Balance Remaining on Contract \$15,688) | 911.25 |
| 45 | | Cafeteria Plan: Uninsured Medical Reimbursement | 35.00 |
| 44 | Sebastopol Bearing & Hydraulic | Suction Hose (6) & Clamp Assembly for Hose Fitting | 24.21 |
| 45 | Shamrock Materials | Rapid Set Grout (5 sacks) | 144.53 |
| 46 | Shaw, Steven and Christine | Refund of Deposit/New Development/WC Restriction-Novato | 1,000.00 |
| 47 | Thatcher of California | Ferric Chloride (10 tons) (STP) | 4,224.69 |
| 48 | Truttman, Stan | West Marin "Cash for Grass" Rebate Program | 400.00 |
| 49 | Univar | Sodium Hypochlorite (8 drums) | 1,617.36 |
| 50 | USA BlueBook | Adjustable Cable Lockouts (2) | 230.89 |

| Seq | Payable To | For | Amount |
|-----|--------------------------|--|----------------------------|
| 51 | Utiliworks Consulting | Prog Pymt#19: September AMI Project (Balance Remaining on Contract \$2,371) | 2,925.00 |
| 52 | Wiley Price & Radulovich | September Legal Services: Query Regarding Paid Family Leave/FMLA | 302.50 |
| | | TOTAL DISBURSEMENTS | <u>\$792,510.17</u> |

The foregoing payroll and accounts payable vouchers totaling \$792,510.17 are hereby approved and authorized for payment.


11/6/17
 Auditor-Controller
 Date


11/6/17
 General Manager
 Date

BOARD OF DIRECTOR'S 10/31/17 PPE

| | | Baker | Fraites | Grossi | Joly | Petterle |
|--------------------|------------|----------|----------|----------|----------|----------|
| Reg Meeting | 10/3/2017 | \$0.00 | \$219.00 | \$219.00 | \$219.00 | \$219.00 |
| | 10/17/2017 | \$219.00 | \$219.00 | \$219.00 | \$219.00 | \$219.00 |
| *Extra Meeting (s) | | | \$219.00 | | | |
| Total | | \$219.00 | \$657.00 | \$438.00 | \$438.00 | \$438.00 |

*on 10/6/17
North Bay Watershed Association



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

BOARD MEMBER: RICK FRAITES

DATE

10/27/17
(TODAY'S DATE)

50 Forrest Road

Novato, CA 94947

I attended the

North Bay Watershed Association on 10/06/17

(NAME OF MEETING OR WORKSHOP)

(DATE OF MEETING)

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

DIRECTOR SIGNATURE

FOR ACCOUNTING USE ONLY

APPROVED TO PAY BY

DATE

CHARGE TO: 56001-01-11

AMOUNT: \$

(filled in by Accounting)

PAID PAY PERIOD ENDING

____/____/____

t:\forms\check request completed\check request for fraites.doc
Rev. 0716

RECEIVED
OCT 27 2017
North Marin Water District

Connie Filippi

From: Katie Young
Sent: Tuesday, October 03, 2017 6:56 PM
To: Connie Filippi
Subject: NMWD BOD mtg 10/3/17

✓
✓
✓
Directors Fraites, Petterle and Grossi were in attendance at the 10/3/17 NMWD BOD mtg

Directors Baker and Joly were absent ^{✓ Joly} arrived late

Sent from my iPhone

Connie Filippi

From: Katie Young
Sent: Tuesday, October 03, 2017 7:45 PM
To: Connie Filippi
Subject: Fwd: NMWD BOD mtg 10/3/17

director Joly arrived late to the meeting.

Sent from my iPhone

Begin forwarded message:

From: <kyoung@nmwd.com>
Date: October 3, 2017 at 6:55:39 PM PDT
To: <connie@nmwd.com>
Subject: NMWD BOD mtg 10/3/17

Directors Fraites, Petterle and Grossi were in attendance at the 10/3/17 NMWD BOD mtg

Directors Baker and Joly were absent

Sent from my iPhone

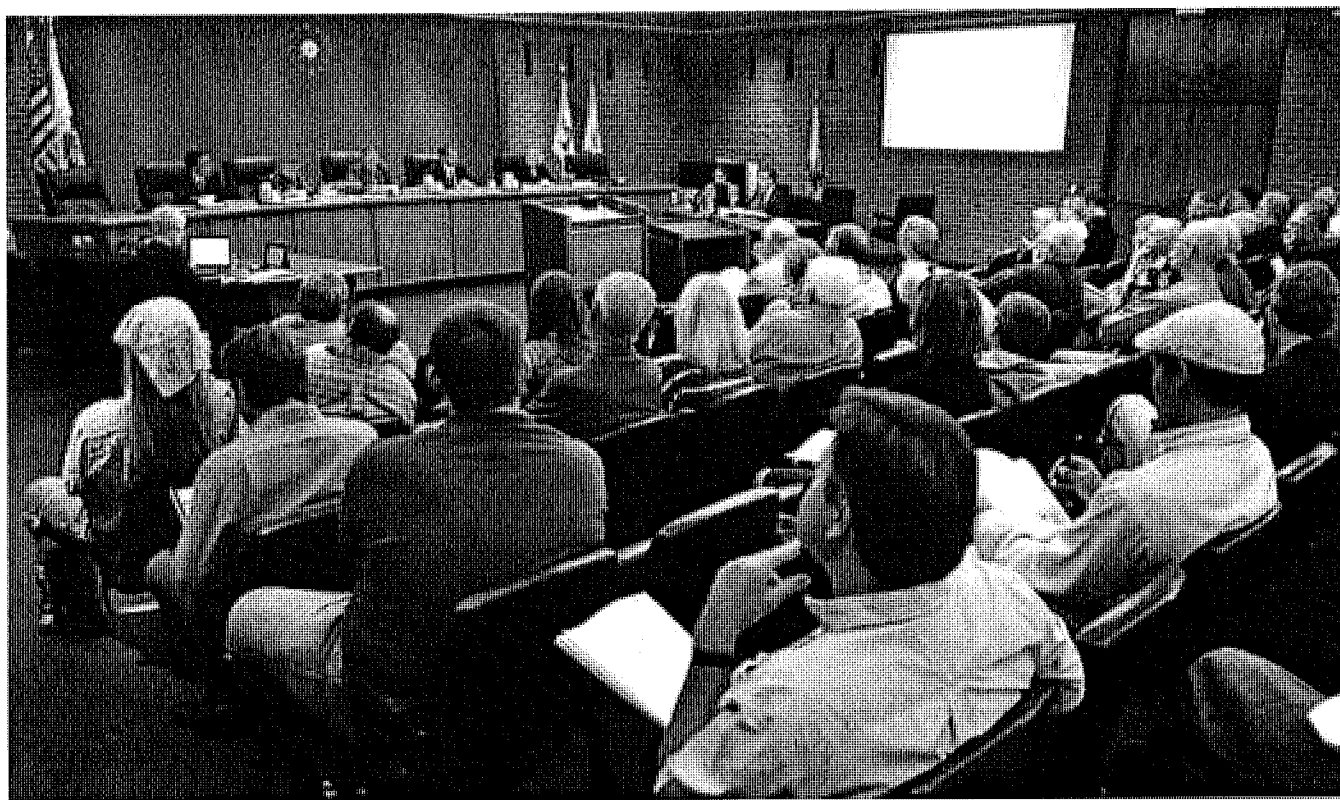
Connie Filippi

From: Katie Young
Sent: Tuesday, October 17, 2017 7:18 PM
To: Connie Filippi
Subject: 10/17/17 bod mtg

✓
Directors baker, Fraites, grossi, Joly and Petterle were all present at the 10/17/17 bod mtg

Sent from my iPhone

Marin IJ Editorial: San Rafael should take the initiative



A large crowd packs the San Rafael council chambers on Monday, Sept. 16, 2013, as the council listens to the staff report regarding priority development areas in Terra Linda. (Robert Tong/Marin Independent Journal)

POSTED: 11/12/17, 2:32 PM PST | UPDATED: 2 HRS AGO 2 COMMENTS

San Rafael City Hall is getting pressure to implement district elections, where four — or five — council seats are elected from geographic districts.

The Southwest Voter Registration Education Project, a national organization formed to promote Latino participation in politics, has been working its way through California demanding that cities start electing council members by district — or be forced to by lawsuit and court order.

The San Rafael City Council would be wise to take the initiative and create a citywide broad-based citizens committee to look at the issue and the city's compliance with the state Voting Rights Act and its prohibition against policies that undermine minorities' ability to run for office.

Instead of being forced into change by an out-of-county activist, San Rafael should come up with its own plan to address issues of representation and voter participation.

In San Rafael, since the city's incorporation in 1874, there has never been a Latino or African-American elected to the City Council. Even on the current planning and parks and recreation commissions, filled by council appointments, there are no representatives from the Canal neighborhood — the city's largest single neighborhood, an important economic engine for San Rafael where a large part of the population is Latino.

Few if any Canal residents even apply for city posts. There have been few candidates from the Canal neighborhood who tried to win a seat on the City Council.

One local proponent of district elections recently said that people interested in running for council can't afford the cost of mounting an election. If the elections were by district, that financial hurdle could be significantly reduced.

So would the council's citywide perspective.

But the city's civic track record of cultural diversity isn't impressive when you look at its roster of city leaders.

That gap in civic representation should trouble the City Council. Mayor Gary Phillips and Councilwoman Kate Colin say they are trying to bolster citywide involvement. In fact, Colin has worked to improve the city's communication with its growing Latino community.

That hasn't yet translated into representation on the city's important governing bodies.

The city has a population of nearly 60,000 people, according to a 2017 count. By most political definitions, it is a small city.

Many of the cities targeted for converting to district elections have been much larger populations.

After San Rafael, would Novato be next?

San Rafael is a city with divergent geographic divisions — and differences. Problems facing downtown are not the same as those in Terra Linda. The Canal and Peacock Gap are different in their ethnic and economic compositions.

But that shouldn't stop a candidate from running for citywide office. Does it? That's the premise for the push for district elections, that the communities are not fairly represented.

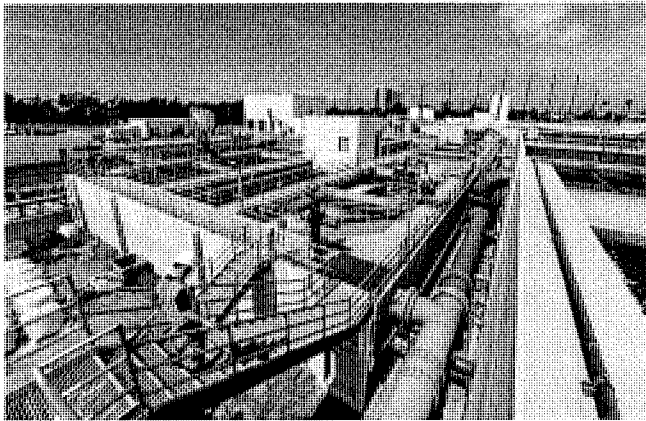
A city-formed special citizens committee could take a hard look at that question and come up with some answers. The shape and scope of district elections should also be considered, but there may be other ideas that would better promote true citywide leadership without carving the city into separate political districts.

Stanford Study Probes Psychological Resistance to Recycled Water

While most Californians are in favor of using recycled water for nonpotable purposes, research has found that only 11 percent would drink it. A Stanford study examines the reasons why and the policy implications.

WRITTEN BY
Mitch Tobin

PUBLISHED ON
Nov. 3, 2017



The West Basin Municipal Water District water recycling facility in El Segundo, California, September 14, 2015. West Basin employs a three-part water purification system involving microfiltration, reverse osmosis and ultraviolet light treatment to transform waste water into potable water. ROBYN DRICE/APP/Getty Images

STANFORD RESEARCHERS HAVE found that Californians' views on recycled water depend heavily on how that water is eventually used.

The study, which appeared in the August 2017 issue of *Water and Environment Journal*, revealed that psychological resistance to using treated effluent can be reduced, to some extent, by explaining the treatment process to people and informing them of an existing program in Orange County.

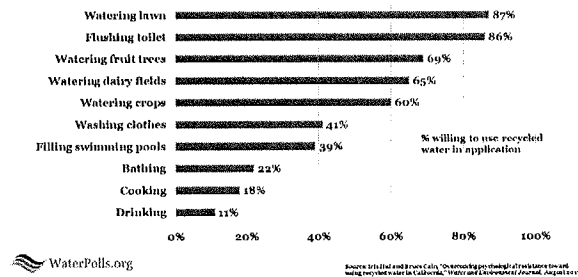
"In short, adding positive claims boosts support for using recycled water to some degree," according to the study, "but the public remains resistant to using water that involves ingestion or personal contact."

The paper, based on a 2015 internet survey of 1,500 Californians, was authored by political scientists Iris Hui and Bruce Cain, who are affiliated with Stanford's Bill Lane Center for the American West.

The graphic below, which I created based on the study's data, shows that nearly nine in 10 Californians are willing to use recycled water for watering lawns and flushing toilets. It's a different story when it comes to skin contact or consumption. Only about one in five Californians approve of bathing in recycled water or cooking with it. Just 11 percent say they're

willing to drink recycled water.

Willingness to use recycled water in California



Hui and Cain, 2017

Demographic Differences

Analyzing social and demographic factors, Hui and Cain concluded that males are generally more willing to use recycled water than women. Self-identified Democrats are less resistant to using recycled water than Republicans or Independents. Republicans appear less willing to embrace the technology because GOP voters are three times less likely to see climate change as a serious threat, and they're more skeptical of government attempts to regulate the water supply. "Given the psychological stigma that recycled water has for many people," Hui and Cain write, "the willingness to overcome that inherent aversion should increase if a person believes that using recycled would serve some larger purpose such as climate change and drought adaptation."

Looking across the state, the researchers found that support for recycled water was especially high in the Central Valley, a farming region hit hard by drought and groundwater depletion, though residents in the Central Valley also balked at drinking and cooking with recycled water.

Contrary to some previous research, Hui and Cain's paper discovered that respondents' educational level didn't affect their views of recycled water. The researchers conjecture that one reason for the lack of an educational effect was the salience of California's epic drought, which heightened awareness of the need to find new water sources. "We did the poll during the drought, so it was on the news every day," Hui said in an interview. "Everyone was totally getting the message and understood the urgency of the problem."

Experiment Tests Impact of Messaging

As part of the study, the researchers conducted a randomized experiment in which some people were educated about Orange County's Groundwater Replenishment System, which the utility describes as "the world's largest water purification system for indirect potable reuse." The process involves taking treated wastewater that would otherwise be discharged into the Pacific Ocean and purifying it further

with a three-step process before injecting the water into local groundwater aquifers.

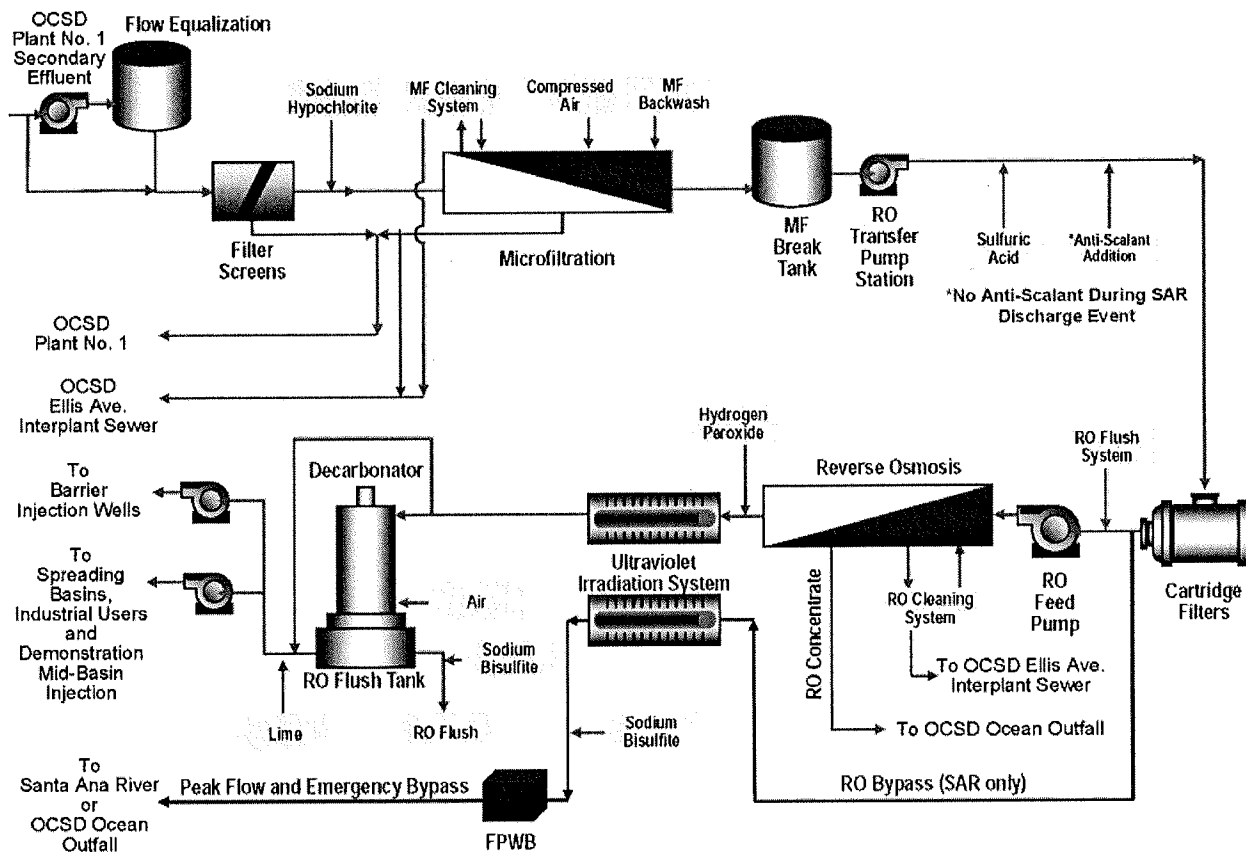


Figure 1-3. GWRS AWPf Process Flow Diagram

"When we give people more information about the recycled water system and how it gets purified and injected into local groundwater before being taken out for use, those details make people feel more comfortable using it in certain applications," Hui said. "The public information on this particular topic is very shallow. When you frame it differently, people react differently."

Although positive messages and explanations of the process made Californians more comfortable with using recycled water, there was still significant resistance to using treated wastewater for drinking and cooking. For example, willingness to drink recycled water increased from 11 percent to 17 percent after people were informed that Orange County has a "toilet to tap wastewater recycling program for outdoor and indoor water use, including drinking and bathing," and that this system provides 70 percent of the county's water. When the "toilet to tap" moniker was dropped and additional positive information was provided about the treatment

process, support for using recycled water increased further, but the share of Californians willing to drink it was still only 21 percent.

The graphic below from the paper summarizes the impact of the educational messages. “T1” is the group that learned about Orange County’s “toilet to tap” system and “T2” is the group that received messages that dropped the “toilet to tap” phrase and included more information about the treatment technology.

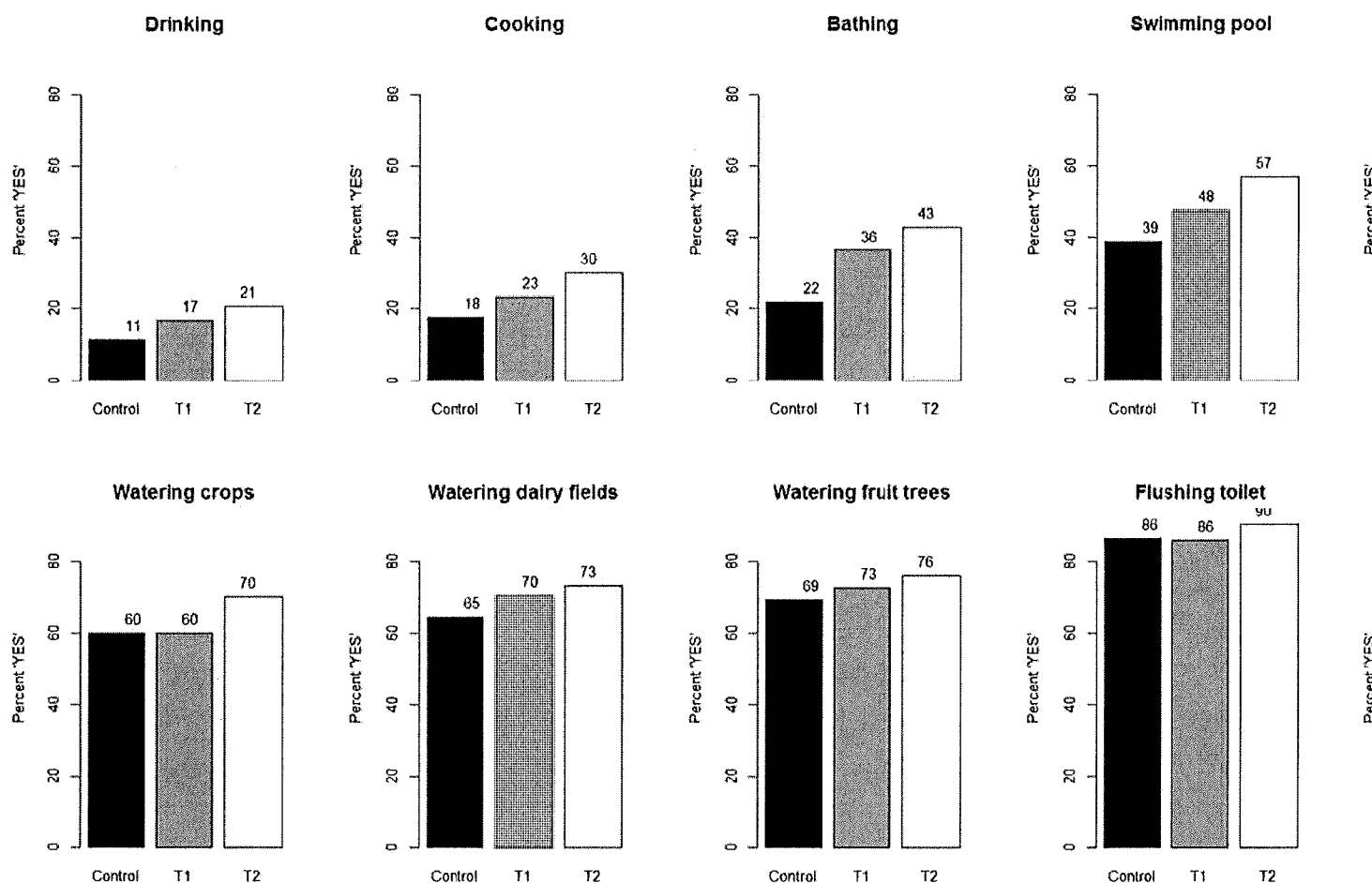


Fig. 4. Group means of control, Treatment Group 1 (T1) and Treatment Group 2 (T2). Note: Average treatment effects compared to control (T2). The first bar represents support for an application among the control group, the second and third bar displays support in Treatment 1 and Treatment 2. Treatment 2 has the strongest impact in applications that are the most resisted. [Colour figure can be viewed at wileyonlinelibrary.com]

Hui and Cain, 2017

Implications for Water Policy

The researchers argue that their findings have important implications for water policy, not only in California but also in other areas that are struggling to find new water sources:

- The existence of successful recycling programs appears to reassure people about the technology. “As more communities adopt recycled water without harmful effects, the resistance to recycled water in other

communities may break down over time,” Hui and Cain write.

- The near-universal, instinctive aversion to recycled water “has the redeeming feature that lessons learned in one setting have a good chance of applying to other settings as well,” according to the study.
- While public outreach campaigns are essential for increasing public acceptance of recycled water in a variety of uses, the aversion to drinking recycled water remains strong even after people are educated about an existing program such as Orange County’s. “Our findings suggest that in arid communities that want to enhance their water supply with recycled water might have to deploy separate piping systems for potable and nonpotable uses,” Hui and Cain write.

This story first appeared on WaterPolls.org.

The views expressed in this article belong to the author and do not necessarily reflect the editorial policy of [Water Deeply](#).

Inverness water rate hike will fund new tanks

By Silas Valentino
11/09/2017

For Inverness residents, January will bring increased water rates, part of a capital improvement project underway to replace aging storage tanks. Residents will still pay some of the least expensive rates in the county, but the \$100 bi-monthly basic charge will increase 15 percent, to \$115, on Jan. 1, and to \$121 in July 2019. Metered usage rates will also see a slight uptick, with a majority of residential customers—who now pay \$2.30 per unit (748 gallons) over the billing period—paying \$2.60 in January and \$2.70 in July 2019. The Inverness Public Utility District board approved the increases last month. Across the district's 516 connections, the board expects the rate hike to haul in around an extra \$85,000 a year. "It's going to almost 100 percent pay off the cost of replacing these tanks," Ken Emanuels, president of the utility district board, said. Two redwood tanks in Seahaven called the Stockstill tanks were demolished in August and the installation of a single, seismically safe steel tank is expected to be completed by the end of this year. That project, which will cost about \$346,000, is the first step in the district's roughly \$2 million capital improvement program approved last year. To assist in funding the projects, the district is applying for a 30-year loan through the state's water board that would provide about \$80,000 a year. The district has used seven redwood water tanks and four steel tanks over the past several decades, but rotting underpinnings and corroded steel straps have rendered many of them a liability. Next year will see the replacement of 800 feet of water main in Seahaven, at a cost of around \$150,000, and the replacement of two critical redwood tanks in First Valley—called the Tenney tanks—with two steel tanks for about \$750,000. "We need to replace the tanks that create disinfectant byproducts and are not seismically or fire safe," said Ken Eichstaedt, the district's general manager. "The sooner we can get rid of these tanks, the better." The last time the Inverness Public Utility District raised rates was in 2009.

\$4 Billion California Bond Will Help With Droughts and Floods

In June, California voters will decide whether to fund a \$4 billion bond measure that covers a wide variety of issues, including urban parks, drought resilience and flood protection.

WRITTEN BY
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The Sacramento Weir directs water from the Sacramento river through the Sacramento Bypass Wildlife Area and into the Yolo Bypass, located in Yolo County, Calif., January 13, 2017. Florence Low / California Department of Water Resources

DROUGHTS AND FLOODS are both a part of life in California as 2017 has so clearly demonstrated: It took one of the wettest winters on record to pull the state from the depths of a five-year drought.

The state has invested funds in bulking up drought and flood protection in the past, but recent events highlighted the necessity of rejuvenating those efforts. As a result, Gov. Jerry Brown recently approved a new general obligation bond measure that would fund projects focused on those problems. The bond measure will go before California voters

during the 2018 primary on June 5, and it must receive a 66.6percent “yes” vote to pass.

Senate Bill 5, known as the California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access for All Act of 2018, would provide \$4.1 billion for a wide variety of water and outdoor recreation needs.

Pablo Garza, the Environmental Defense Fund’s California political director, said the bill has three big goals it’s working toward at the same time: preventing floods, preventing droughts and adding parks to low-income city neighborhoods.

“There’s just tremendous needs. The flood piece alone, there’s a vast need to protect communities and upgrade our flood protection,” he said, adding that California is predicted to go through more cycles of heavy rain and intense drought. “We kind of go from extreme drought to extreme wet, and S.B. 5 does a good job of contemplating those two scenarios.”

The title of the bill focuses on drought and water issues, but the majority of its cash is earmarked for creating and maintaining parks in poorer urban communities. Out of the total \$4 billion in new debt, plus allowing the state to use \$100 million in leftover funds from a past bond, \$2.83 billion will go toward creating parks in underserved areas, especially urban districts.

Projects that ensure clean drinking water and statewide drought preparation will get \$250 million, flood protection projects will receive \$550 million, regional drought sustainability projects plus water recycling projects will be allocated \$390 million and groundwater sustainability projects will get \$80 million, if voters pass the bill.



A view of the intake tower and pipe at Lake Cachuma in Santa Barbara, Calif., where drought conditions were persisting in February 2017. Part of the funds of a new bond that will go before California voters in 2018 would help tackle droughts. (Kelly M. Grow/ California Department of Water Resources)

Flood protection solutions funded by the bill include reconnecting rivers to their historic floodplains, building levees and redirecting floodwater to groundwater basins, with some emphasis on protecting residents of the Central Valley from recurring floods.

On the drought protection side, some of the projects eligible for the bond's funding include preventing groundwater contamination, increasing streamflow and building more treatment plants that can recycle wastewater into potable water for groundwater recharge.

But there are also a slew of other goals included in S.B. 5, like funding a new management plan for the shrinking Salton Sea, creating bike paths in rural areas and protecting Native American historic artifacts and sites. Included in the bill are hundreds of millions of dollars for purchasing land for

wildlife protection, protecting and restoring beaches and cleaning up contaminated groundwater.

While the bond covers a lot of different initiatives, most of them circle back to the need to create a natural environment that can withstand impending impacts from climate change, Garza said. “The theme of climate resilience is woven throughout the bond,” he said.

The bond measure builds on a long history of state legislators issuing debt to pay for water issues and managing outdoor space. Prior bills from 2002, 2006 and 2014 pulled in \$2.6 billion, \$5.38 billion and \$7.54 billion, respectively, for clean water, water supply and parks.

Caitrin Chappelle, associate director of the Public Policy Institute of California’s Water Policy Center, said the bill would provide more funding for some projects that have no other reliable income stream. “A lot of the bond money has over the years helped support different pieces and facets of water management and environmental management that don’t necessarily have a sustainable funding base otherwise.”

A general obligation bond is typically paid off over the course of 20–30 years. California currently has \$73 billion left to pay off from other general obligation bonds, according to the California Treasurer’s Office.

“General obligation bonds have to get paid back, and they have to pay back with interest. It’s essentially taking out a new line of credit, using the general fund,” Chappelle said.

That debt still comes at taxpayer expense, Chappelle said, and the final decision comes down to California voters directly.

Water quality, drought resilience and flood protection projects are primarily funded through the monthly bills ratepayers send to water agencies for tap water, but those projects are so large and complex that additional funding is necessary, Garza said.

At the same time, he said, this bond won't be the last time the state will need to fund projects that prevent floods and prepare for droughts.

"It puts \$550 million toward flood protection, which is top of mind for all of California after the wet year we had," Garza said. "It's a drop in the bucket in regards to the overall need, but it will help."

Meredith Rutland Bauer is a freelance environmental, technology and science reporter in the San Francisco Bay Area. Her work has appeared in Newsweek, Vice verticals, Wired verticals and The Atlantic verticals — follow her at @merebauer.

Coastal Commission denies Lawson's Landing revamp at Dillon Beach



Lawson's Landing fishing and boating resort and campground in Tomales Bay, Calif. Monday November 13, 2017. The owners of Lawson's Landing are currently seeking permits to improve the campground but are running into problems due to issues surrounding placement of a required wastewater management system. (Jeremy Portje/special to The Marin Independent Journal)

Lawson's Landing, a Marin coastal secret haven, denied permit to add services

By **Mark Prado**, *Marin Independent Journal*

POSTED: 11/15/17, 7:04 PM PST | UPDATED: 5 MINS AGO 5 COMMENTS

The California red-legged frog has undone a proposed plan by Lawson's Landing at Dillon Beach to improve its wastewater system and build a new center that was to include a store.

The California Coastal Commission last week voted down the proposal put forth by the privately owned seaside resort at the mouth of Tomales Bay.

"The wastewater system is an upgrade we have been trying to accomplish for years," said Tom Flynn, who expressed frustration with the vote. "Some commissioners clearly did not read the material."

Flynn noted the commission staff had recommended conditional approval of the project.

But the Environmental Action Committee of West Marin and others registered concern about the plan, saying it would affect habitat for federally threatened red-legged frogs and other sensitive species in an area known simply as "Area 6."

"It proposed to place an administrative and retail complex and a wastewater system in a location that has been designated as (a state) Environmentally Sensitive Habitat Area," said Morgan Patton, executive director of the Environmental Action Committee. "The proposed area was already identified in 2011 to have all illegal development removed and prohibited any future development in this area."

Patton pointed to a 2011 deal the state made with Lawson's that, she said, allowed for some camping in wetlands, which would otherwise be illegal.

"In return, the commission put strict restrictions on development elsewhere on the property, then and in the future," Patton said. "Conflict resolution had already been applied once; one cannot now rebalance a balanced permit."

Flynn countered that the work was to be in areas that already have had development and was not pristine.

"There is a lot of non-native habitat that would have been removed to help the red-legged frog with much more suitable habitat," he said.

The commission voted 8-4 to reject the proposal, voicing concern that there would be an impact to the environment.

"We want to stay out of the (Environmentally Sensitive Habitat Area)," Dayna Bochco, chairwoman of the commission, said to the staff after the vote. "Quite clearly we want you to look at ESHA problems."

Flynn said Lawson's would be back with a new plan.

"We will be revising our proposal and we will find a way," he said. "But we may end up with the system that has to use more energy."

An upper hillside pasture location has been mentioned for the wastewater system, but regulators have noted untreated waste could spill down into environmentally sensitive areas in the event of an earthquake or other disaster.

The ruling was the latest twist for the 950-acre coastline site the Lawson family has owned since 1928. In 1957, they opened it to the public as a resort and campground. Today it includes agricultural uses in the form of cattle grazing and a 75-acre low-cost, oceanfront campground in the Tomales Dunes, south of the community of Dillon Beach.

After years of negotiations, in July 2011 the commission approved a "consolidated coastal development" permit for development and habitat restoration and conservation on the property. That included recreational vehicle and tent camping spaces and 20 "cabins" on wheels with drains to provide a total of 650 total campsites on 33.5 acres.

Day use parking, boating facilities, support facilities, road improvements and a designated 465-acre conservation easement were also part of the deal. The agreement also included the removal of some 167 long-standing residential trailer units. They were removed last year.

"That (consolidated coastal development permit) was the end result of a many years effort to resolve complicated and controversial enforcement, permitting and related habitat and recreation issues at the Lawson's Landing site," read a coastal commission staff report.

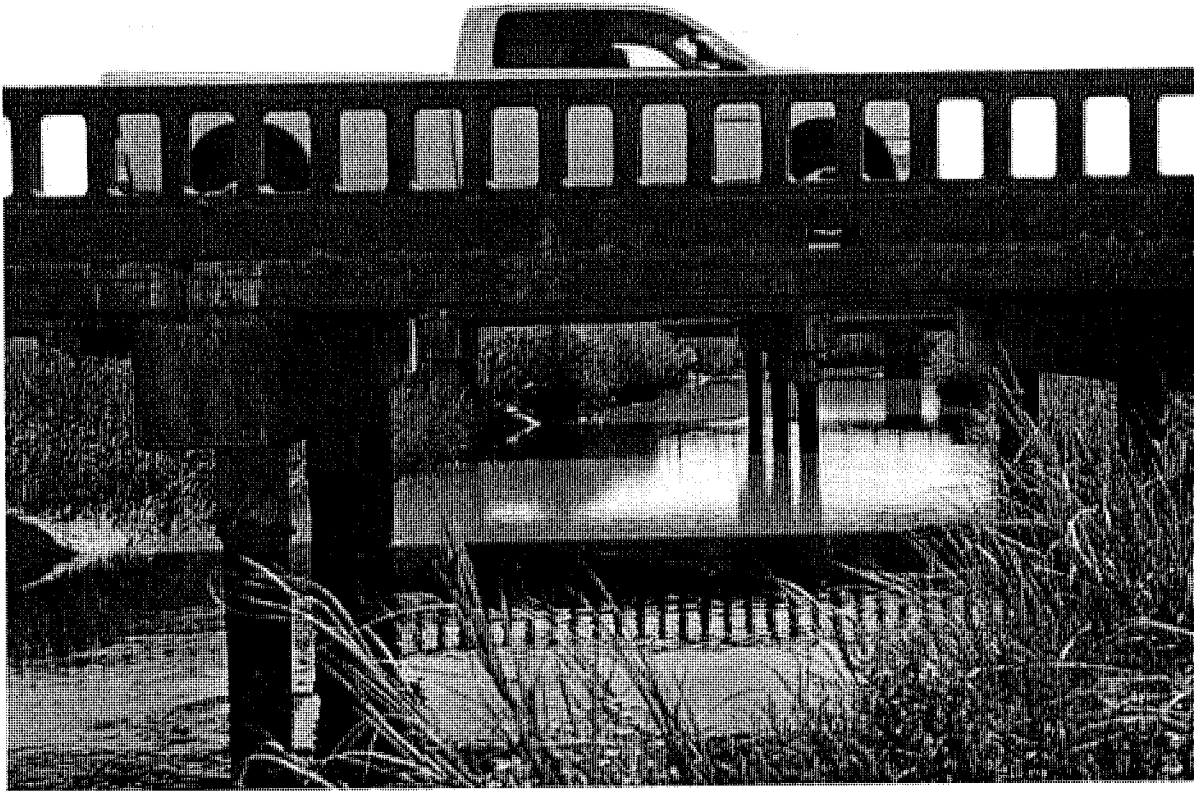
The Environmental Action Committee's Patton said her organization is happy to have Lawson's as part of the West Marin landscape.

"(The) EAC is supportive of Lawson's and looks forward to working with them on the wastewater treatment facility," she said.

But the 2011 permit needs to be adhered to, she said.

"(The) permit helps to guide the balance between protection of the rich coastal environment that includes coastal prairie, coastal scrub, salt marsh, tidal flats, bay and ocean with future development proposals," Patton said.

Editorial: Novato flood tax's drubbing sends message



Novato Creek is among the areas targeted for flood control. (Robert Tong/Marin Independent Journal)

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Special taxes for flood control have been tough to pass in Marin.

They don't command the same political cachet as local schools, libraries, police and fire services, Marin General Hospital, and, a Marin voter favorite, saving open space.

The drubbing that Novato's Measure E took was another example of the uphill challenge of getting voters to approve special taxes for flood control.

Even pre-election polling told supporters that Measure E was far from a slam-dunk for approval. That polling was conducted before opposition grew that argued the county budget, rather than taxpayers paying a special tax, should cover the cost of flood control.

Measure E's fate also reflects a seemingly cooling off of Marin voters' generous support for raising taxes. The bar is getting higher to win the two-thirds majority support needed to pass local taxes. It definitely is cause for councils and boards considering ballot measures to pause and review their timing.

In the case of taxes for flood control, voter support has been dicey.

In 2007, the Ross Valley flood fee barely won approval in a controversial vote, even after a destructive flood.

In 2010, voters in Santa Venetia turned down a renewal of its local flood-control tax.

On Nov. 7, 67.2 percent of the voters in the Novato election opposed Measure E. The measure needed a two-thirds majority for victory. Instead, better than two-thirds voted it down.

In some cases, a flood control tax is hard to sell to voters because those who live in the hills or away from flood-prone neighborhoods may question why they should pay more in taxes when flooding doesn't endanger their properties.

The “community good” argument should prevail, but not always, especially when voters hear from dedicated critics of a tax measure, as was the case in Measure E, that the county has enough money to pay for the work.

It’s a matter of voters telling county supervisors to go back and reorder the county’s funding priorities, critics argued. If that was the message voters were sending from Measure E’s defeat, supervisors should pay attention.

But Measure E’s defeat was also a lesson in failing to involve and inform the public in the building of a tax measure. The local flood control board is one of those under-the-public-radar bodies that doesn’t get a lot of attention. Nor does it seek much.

Unfortunately, Measure E could have benefited from the board having reached out and informed taxpayers about its work, its plans, its recent decisions to overhaul those plans and the reasons why a special tax was needed.

In this election, the board, although well-meaning, went from under-the-radar to prime time — and it wasn’t ready for the glare of public scrutiny.

Measure E was likely the first many Novato voters had learned about the flood control district’s new long-term plan — and they were being asked to pay for it.

It hit voters at a time when they are feeling the bite of an increase in the state gas tax. A bridge toll increase measure is on its way. Congressional Republicans’ tax reform plans aim to eliminate deductions for local and state taxes. The rising cost of public worker pensions is taking a bigger bite out of our tax dollars.

And the stream of local tax measures seems endless.

The message to local politicians? Proceed with caution.