Date Posted: 6/21/2019

NORTH MARIN WATER DISTRICT

NORTH MARIN WATER DISTRICT
AGENDA - REGULAR MEETING
June 25, 2019 – 6:00 p.m.
Dance Palace
503 B Street
Point Reyes Station, California

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

Est. Time	Item	Subject	
6:00 p.m.		***CALL TO ORDER***	
	1.	***GENERAL MANAGER'S REPORT***	
	2.	***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.	
	3.	***STAFF/DIRECTORS REPORTS***	
	4.	***PUBLIC HEARING/APPROVE:***	Resolution
		Proposed West Marin Water Rate Increase	
	5.	***PUBLIC HEARING/APPROVE:***	Resolution
		Proposed Ocean Marin Sewer Service Charge Increase	

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.

	Consent - Approve Water Agreement	***Type***	***DU***	***EU***	
6.	Park-A-Pup Novato Water Service Agreement	CM	0	2	Resolution

ACTION CALENDAR

7. ***Approve:*** West Marin Water & Oceana Marin Sewer FY 19/20 Budgets
8. ***Approve:*** Revision to Regulations 100, 103, 104, 106, 107 and 109

INFORMATION - WEST MARIN

9. Status Report – California Voting Rights Act (CVRA) and Elections Code (EC) 10010
10. FY 18/19 Third Quarter Progress Report - Water Quality
11. West Marin Capital Improvement Projects – FY 18-19 Preliminary Year-End Progress Report

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
	12.	Dillon Beach Village Community Meeting Workshop No. 3 – April 30, 2019
	13.	Point Reyes Station Community Meeting Workshop No. 2 – June 5, 2019
	14.	North Bay Water Reuse Authority Board Meeting – April 22, 2019
	15.	***MISCELLANEOUS*** Disbursements – Dated June 20, 2019 News Articles: Survey shows restrooms top priority for Point Reyes Station Novato – Sanitary district changes elections Water tastes or smells funny? Napa's grand jury wants cities to further address this issue
7:30 p.m.	16.	***ADJOURNMENT***

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MEMORANDUM

To: Board of Directors June 21, 2019

From: Julie Blue, Auditor-Controller JB

Subj: Public Hearing – Proposed West Marin Water Rate Increase
t:\ac\budget\fy-2019.20\rate increase fy 19.20\wm20 water public hearing.docx

RECOMMENDED ACTION: Approve the Proposed Rate Increase

FINANCIAL IMPACT: Additional $20,000 in Annual Revenue

WATER RATE INCREASE

A public hearing to consider adoption of a 3.5% increase in the cost of water effective July 1, 2019, is scheduled for June 25 at 6:00 pm. Customers were notified individually of the proposed rate increase by letter dated May 8, 2019 (Attachment A) and a notice of public hearing was published in the June 6 and June 13 editions of the Point Reyes Light (Attachment B), extending an invitation to attend the hearing and/or exercise the right to protest the proposed increase. A customer protest of 50% plus one would invalidate the proposed increase.

The outreach to customers generated one letter registering a protest to the increase (Attachment C).

After staff provides information on the proposed water rate increase, public comment can be taken. Attachment D is a draft of Regulation 54 incorporating the proposed changes in strike-out mode for easy reference.

The five-year financial forecast for West Marin (WM) Water was reviewed by the Board of Directors at a public meeting on April 19, 2019. The District wide budgets, including WM, were reviewed by the Board at public meetings on May 7, May 21, June 3, and June 18, 2019.

RATE INCREASE PROPOSAL DETAIL

A 3.5% increase is recommended in both the commodity rate and the bimonthly service charge, which would increase to $34.15 bimonthly for the typical customer with a 5/8" meter. The proposed West Marin Water increase would total $24 annually ($2 per month) for the typical residential customer. If enacted, the proposed increase is expected to generate $20,000 in additional revenue next fiscal year, as follows:

Commodity Rate Increase	$12,500
Bimonthly Service Charge Increase	7,500
Total	$20,000

A rate increase of 3.5% for FY 19/20 and subsequent increases of 4.5% are included in the 5-year financial budget. This will assist in the funding of $3.5 million in Capital Improvement Projects scheduled over the next five years.

BUDGETED SYSTEM IMPROVEMENT PROJECTS

Capital Improvement Projects budgeted for the upcoming fiscal year include:

- $550,000 to complete the replacement of PRE Tank #4A.
- $300,000 for the disinfection byproduct (TTHM) removal project.
- $200,000 towards the Lagunitas Creek Bridge Pipe Replacement project.
- $75,000 for permits and towards the construction of a 2nd well at Gallagher Ranch.
- $50,000 to replace PB services in Sync with County Paving (25 replacements).
- $35,000 towards the relocation/replacement 8-inch water main at Olema Creek Bridge.
- $20,000 for the installation of a radio communications link at Olema PS.

FUTURE PROJECTS

The West Marin Water 5-Year Financial Plan includes $602,000 for a Treatment Plant Solids Handling Facility to be constructed over a two-year period commencing in FY 21/22. In FY 20/21 the completion of the New Gallagher Well is expected to cost an additional $260,000 and the Lagunitas Creek Bridge Pipe Replacement will cost an additional $450,000. Relocating Olema PS out of the Flood Plan is scheduled for FY 23/24 totaling $500,000.

WEST MARIN WATER SYSTEM OPERATING BUDGET

FY 19/20 water sales volume is budgeted at 66 million gallons which is an average of the last three years of actual use. The forecast assumes water sales volume will remain at 66MG in FY 19/20 and remain static into the future as conservation programs (including water rate increases) continue to induce more efficient use of water.

Operating expenditures, before depreciation, are budgeted to increase 1.5% or $8,000 from the FY 18/19 adopted budget. The 2019 update of the Coastal Area Annual Water Cost Comparison (Attachment E) shows that, even with the proposed 3.5% rate increase, the water cost for the NMWD's West Marin customers remain below that paid by the customers of six of the other seven coastal agencies surveyed.

STAFF RECOMMENDATION

After closing the public hearing:

1. Approve Resolution 19-XX (Attachment F) amending Regulation 54 pertaining to Water Rates and Charges to reflect a 3.5% increase for the typical residential customer in the West Marin Water Service Area effective July 1 of 2019.

NORTH MARIN WATER DISTRICT

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

PHONE
415-897-4133

EMAIL
info@nmwd.com

WEB
www.nmwd.com

May 8, 2019

RE: Notice of Proposed Water Cost Increase – West Marin Service Area

Dear Customer:

This letter is to advise you of a **proposed increase to the West Marin water rates** that would take effect on July 1, 2019. It also provides information about a **Public Hearing scheduled on June 25, 2019,** at which time written and oral comments will be considered and a vote on the increase will be taken by the North Marin Water District Board of Directors.

HOW MUCH IS THE PROPOSED RATE INCREASE?

A 3.5% increase in the cost of water is proposed, which would result in an average increase of $2.10 per month (approximately $25 annually) for the typical (median) single-family residential customer who consumes 49,400 gallons of water annually. Those using less than the median would see an increase less than $25 annually, and those using more would be pay more. The increase non-residential customers (commercial, institutional and irrigation accounts) would vary based on water use and meter size. The median non-residential account would also see an annual 3.5% cost increase. A detailed description of the proposed water rate increases is included on page 3.

You can determine the increase in your annual water cost based on your water use over the past year from our website. Insert your NMWD account number and the name on your account into the Rate-Increase Model on NMWD's website at http://www.nmwd.com/accountbalance.php.

REASON FOR THE PROPOSED INCREASE

The District's mission is to meet the expectations of our customers in providing potable water that is reliable, high-quality, environmentally responsible, and reasonably priced. Maintaining and renovating the infrastructure of the rural West Marin Water System is costly. Today the system includes 26 miles of pipeline, over 1 million gallons of finished water storage distributed across 13 tanks, 7 pump stations, 168 fire hydrants, a multitude of valves, 3 wells, and a water treatment plant, all designed to serve 783 customers. Sufficient revenue must be generated to finance the ongoing system operations and infrastructure renovations.

PUBLIC HEARING

A public hearing before the NMWD Board of Directors to consider the proposed water rate increase is scheduled for 6:00 pm, Tuesday, June 25, 2019, at the Dance Palace (503 B Street) in Point Reyes Station.

ATTACHMENT A

DIRECTORS: JACK BAKER · RICK FRAITES · JAMES GROSSI ·MICHAEL JOLY · STEPHEN PETTERLE
OFFICERS: DREW McINTYRE, General Manager · TERRIE KEHOE, District Secretary · JULIE BLUE, Auditor-Controller · ROCKY VOGLER, Chief Engineer

You are invited to present oral or written testimony on the proposal at the public hearing. You have the right to protest this proposed rate increase. If you do, you must submit your protest in writing, even if you plan to attend the public hearing. If written protests are submitted by a majority of the affected property owners the proposed increase will not be imposed.

Your written protest must be received prior to the close of the June 25, 2019 public hearing. Written protests must be signed by the property owner and must include a description of the parcel (parcel number or service address). Send or deliver written protests to:

District Secretary
North Marin Water District
PO Box 146
Novato, CA 94948

For more information about the North Marin Water District, including a history of the West Marin Water System, or to view the most recent Coastal Area Water Cost Comparison or the District's audited financial statement, visit NMWD's website at www.nmwd.com or call the District Secretary at (415) 897-4133.

Sincerely,

Drew McIntyre
General Manager

PROPOSED
West Marin Water System Rate Changes
EFFECTIVE JULY 1, 2019

BIMONTHLY SERVICE CHARGE	**Existing**	**Proposed**	**% Increase**
For STANDARD 5/8 x 3/4-INCH METER	$33.00	$34.15	3.5%
For 1-inch residential meter for fire service	$37.50	$38.80	3.5%
For 1-inch meter	$66.00	$68.30	3.5%
For all meters in Paradise Ranch Estates	$50.00	$51.75	3.5%
QUANTITY CHARGE			
Residential Rate Per Dwelling Unit			
First 400 gallons per day	$8.93	$9.24	3.5%
From 401 to 900 gallons per day	$12.37	$12.80	3.5%
From 901+ gallons per day	$19.84	$20.53	3.5%
Commercial, Institutional & Irrigation Rate			
November 1 through May 31	$9.03	$9.35	3.5%
June 1 through October 31	$12.49	$12.93	3.5%
PLUS A HYDRAULIC ZONE CHARGE/1,000 GAL			
Zone			
1 Point Reyes Station	$0.00	$0.00	0%
2 Bear Valley, Silver Hills, Inverness Park & Lower Paradise Ranch Estates (Elevation 0' - 365')	$0.23	$0.24	4.3%
3 Olema	$0.88	$0.91	3.4%
4 Upper Paradise Ranch Estates (Elevation 365'+)	$5.97	$6.18	3.5%
Additional Commodity Rate for Consumers Outside the Improvement District Boundary	$3.57	$3.69	3.4%

PROOF OF PUBLICATION (2015.5 CCP)

STATE OF CALIFORNIA
County of Marin

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

6/6/19, 6/13/19

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

Date at Inverness, California, this

6/13/19

Signature

This space is for the County Clerk's Filing Stamp

Proof of Publication

See Attached

ATTACHMENT B

PUBLIC HEARING NOTICE

PROPOSED NORTH MARIN WATER DISTRICT WATER RATE INCREASE

Purpose: Consider FY 2019/2020 Budget and Proposed Rate Increase
Impact Area: West Marin Water Service Area
Date and Time: Tuesday, June 25, 2019 at 6:00 p.m.
Place: Dance Palace, 503 B Street, Point Reyes Station, CA

BACKGROUND: Water meters are read and customers receive a bill bimonthly. The bill is comprised of 1) a "Water Use Charge" that is determined by multiplying a commodity rate times water use measured in thousand gallon units; and 2) a bimonthly "Service Charge" – currently $33.00 for the typical residential water meter. The West Marin water service area is comprised of 783 metered services distributed over four rate zones based upon elevation and tax rate area. Customers residing within a higher elevation zone pay a correspondingly higher commodity rate, or "Hydraulic Zone Charge," designed to recover the incremental cost of energy and maintenance for pumping water into each elevation zone.

PROPOSED
West Marin Water System Rate Changes
EFFECTIVE JULY 1, 2019

	Existing	Proposed	% Increase
BIMONTHLY SERVICE CHARGE			
For 5/8 x 3/4-inch meter	$33.00	$34.15	3.5%
For 1-inch residential meter for fire service	$37.50	$38.80	3.5%
For 1-inch meter	$66.00	$68.30	3.5%
For all meters in Paradise Ranch Estates	$50.00	$51.75	3.5%
QUANTITY CHARGE			
Residential Rate for each 1,000 Gallons Per Dwelling Unit			
First 400 gallons per day	$8.93	$9.24	3.5%
From 401 to 900 gallons per day	$12.37	$12.80	3.5%
From 901+ gallons per day	$19.84	$20.53	3.5%
Commercial, Institutional & Irrigation Rate for each 1,000 Gallons Per Dwelling Unit			
November 1 through May 31	$9.03	$9.35	3.5%
June 1 through October 31	$12.49	$12.93	3.5%
PLUS A HYDRAULIC ZONE CHARGE/1,000 GAL			
Zone			
1 Point Reyes Station	$0.00	$0.00	0%
2 Bear Valley, Silver Hills, Inverness Park & Lower Paradise Ranch Estates (Elevation 0' - 365')	$0.23	$0.24	4.3%
3 Olema	$0.88	$0.91	3.4%
4 Upper Paradise Ranch Estates (Elevation 365'+)	$5.97	$6.18	3.5%
Additional Commodity Rate for Consumers Outside the Improvement District Boundary	$3.57	$3.69	3.4%

EFFECTIVE DATE: The increases are proposed to be effective July 1, 2019.

IMPACT:

Residential Accounts: A 3.5% increase in the cost of water is proposed, which would result in an average increase of $2.10 per month ($25 annually) for the typical (median) single-family residential customer who consumes 49,800 gallons of water annually. Those using less than the median would see an increase less than $25 annually, and those using more would pay more.

Non- Residential Accounts: Commercial, Institutional & Irrigation customers would see a 3.5% increase. The proposed increase in the total water cost will vary based upon water use.

Customers can determine the increase in your annual water cost based on your water use over the past year from our website. Insert your NMWD account number and the name on your account into the Rate-Increase Model on NMWD's website at http://www.nmwd.com/accountbalance.php.

WHY ARE RATES BEING INCREASED?

The District's mission is to provide an adequate supply of safe, reliable and high-quality water at reasonable cost consistent with good conservation practices and minimum environmental impact. Maintaining and renovating the infrastructure of the rural West Marin Water System is expensive. Today the system includes 26 miles of pipeline, over 1 million gallons of finished water storage distributed across 13 tanks, 7 pump stations, 168 fire hydrants, a multitude of valves, 3 wells, and a water treatment plant, all designed to serve 783 customers. Sufficient revenue to finance the ongoing system operation and renovation must be generated.

HOW TO PARTICIPATE: You are cordially invited to attend the hearing and present oral or written testimony on the proposal. You have the right to protest this proposed rate increase. If you do, you must submit your protest in writing, even if you plan to attend the public hearing. If written protests are submitted by a majority of the affected property owners or customers, the proposed increases will not be imposed. Your written protest must be received prior to the close of the June 25, 2019 public hearing. Written protests must be signed by the property owner or customer of record and must include the parcel number or NMWD account number. Send or deliver written protests to: District Secretary, North Marin Water District, PO Box 146, Novato, CA 94948.

ADDITIONAL INFORMATION: For more information visit NMWD's website at www.nmwd.com or call the District Secretary at (800) 464-6693

BANK OF PETALUMA

May 15, 2019

District Secretary
N.M. Water Dist.

RE: Written protest to Rate increase on 6/1/2019

Please lodge this for public hearing 6/25/2019 at Dance Palace Point Reys Sta.

- A/c # 2034901
9960 State Rt #1

J. Watt
Atty at Law
property owner.

RECEIVED
MAY 22 2019
North Marin Water District

-1.

ATTACHMENT C

NORTH MARIN WATER DISTRICT
REGULATION 54
WATER RATES

a. Rates for Domestic, Commercial and Industrial Users, **Novato Service Area**

(1) The following minimum service charge and water quantity rates shall be paid for domestic, commercial and industrial water service for each meter once every two months:

A BI-MONTHLY SERVICE CHARGE OF:	Rate Effective 6/1/19
Standard 5/8 inch meter	$34.15
For 1-inch meter*	$68.30
1.5-inch meter*	$83.30
2-inch meter	$129.90
3-inch meter	$257.20
4-inch meter	$413.00
6-inch meter	$864.00
8-inch meter	$1,288.00

*(see paragraph f)

PLUS A QUANTITY CHARGE OF:	Rate Effective 6/1/19
Residential Rate for Each 1,000 Gallons Per Dwelling Unit	
First 615 gallons per day (gpd)	$5.42
616 up to 1,845 gpd	$8.64
Use in excess of 1,845 gpd	$15.05
Rate for 1,000 Gal for All Other Potable Water Accounts	
Commercial, Institutional & Irrigation Accounts - 11/1 – 5/31	$5.97
Commercial, Institutional & Irrigation Accounts - 6/1 – 10/31	$6.42
Rate For 1,000 Gallons For Non-Potable Water	
Recycled Water	$5.97
Raw (Untreated) Water from Stafford Lake	$2.46

PLUS AN ELEVATION ZONE CHARGE FOR EACH 1,000 GALLONS

Zone	Elevation	Rate Effective 6/1/19
A	0 through 60 feet	$0.00
B	60 feet – 200 feet	$0.65
C*	200 feet +	$2.08

*Any consumer receiving water through a District owned and maintained hydro-pneumatic system shall be assigned to Zone C irrespective of said consumer's actual elevation.

(2) Consumers outside the Improvement District boundary shall pay the Elevation Zone C Rate.

NMWD Regulation 54, adopted 1/65
Revised: 1/67, 6/67, 1/71, 3/72, 2/74, 5/74, 6/74, 8/75, 3/75, 4/76, 5/77, 7/77, 6/78, 7/78, 7/78, 7/79, 3/80, 7/7/81, 7/21/81, 11/81, 12/82, 4/84, 2/87, 5/88, 7/89, 9/89, 7/90, 8/90, 3/91, 4/92, 6/92, 7/92, 9/92, 10/92, 3/93, 7/93, 7/94, 8/94, 11/94, 3/95, 4/95, 7/95, 2/96, 5/96, 6/96, 2/97, 6/97, 2/98, 6/98, 7/99, 6/00, 7/00, 12/00, 06/01, 07/01, 1/02, 06/02, 7/02, 06/03, 01/04, 06/04, 07/04, 6/05, 7/05, 0606, 0706 12/06, 07/07,6/08, 7/08, 7/09, 6/10, 7/10, 6/11, 7/11, 9/11, 7/12, 6/13, 7/14, 5/15, 6/15, 5/16,6/16,5/17, 6/17, 5/18, 6/18, 5/19, 6/19

ATTACHMENT D

(3) In the event a mandatory reduction in water use is triggered under the District's Water Shortage Contingency Plan for the Greater Novato Area, a Drought Surcharge will be implemented simultaneous with enactment of the mandatory stage. The Drought Surcharge will serve to mitigate the revenue loss resulting from a reduction in water use, as well as the liquidated damages assessed by the Sonoma County Water Agency pursuant to the water shortage and apportionment provisions of the Restructured Agreement for Water Supply. The Drought Surcharge shall be a quantity charge for each 1,000 gallons of potable water use as follows:

Residential Accounts: Use in excess of 300 gallons per day $1.00

Commercial, Institutional and Irrigation Accounts: All Use $1.00

b. Rates for Service to Privately Owned Fire Protection Systems, **All Service Areas**

The rates for service through detector check assemblies owned by the District to privately owned and maintained systems supplying sprinklers, hydrants or other facilities exclusively for firefighting shall be paid once every two months as follows:

Size of Detector Assembly	Rate Effective 6/1/19
2 inches or less	$17.08
4 inches	$31.57
6 inches	$61.60
8 inches	$94.20
10 inches	$123.17

c. Rates for Domestic, Commercial and Industrial Users, **West Marin Service Area**

(1) The following minimum service charge and water quantity rates shall be paid for domestic, commercial and industrial water service for each meter once every two months:

BI-MONTHLY SERVICE CHARGE	Rate Effective ~~7/1/18~~7/1/19
For 5/8 x 3/4-inch meter	$~~33.00~~34.15
For 1-inch meter*	$~~66.00~~68.30
For 1 1/2-inch meter*	$~~80.50~~83.32
For 2-inch meter	$~~125.50~~129.89
For 3-inch meter	$~~248.50~~257.20
For 4-inch meter	$~~399.00~~412.97
For all meters in Paradise Ranch Estates	$~~50.00~~51.75

*(see paragraph f)

PLUS A QUANTITY CHARGE OF:

Residential Rate for Each 1,000 Gallons Per Dwelling Unit	Rate Effective ~~7/1/18~~7/1/19
First 400 gallons per day (gpd)	$~~8.93~~9.24
401 up to 900 gpd	$~~12.37~~12.80
Use in excess of 900 gpd	$~~19.84~~20.53

Rate Per 1,000 Gallons for All Other Accounts	
Commercial, Industrial and Irrigation Accounts Nov 1 – May 31	$~~9.03~~9.35
Commercial, Industrial and Irrigation Accounts June 1 – Oct 31	$~~12.49~~12.93

Last revised: 0705, 0606, 0706, 12/06, 7/07, 6/08, 7/08, 6/09, 7/09, 6/10, 7/10, 6/10, 7/11, 9/11, 7/12, 6/13, 5/14, 7/14, 5/15, 6/15, 5/16, 6/16, 5/17, 6/17, 5/18, 6/18, 5/19, 6/19

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PLUS A HYDRAULIC ZONE CHARGE FOR EACH 1,000 GALLONS

Zone	Hydraulic Zone	Rate Effective ~~7/1/18~~7/1/19
1	Point Reyes Station	$0.00
2	Bear Valley, Silver Hills, Inverness Park & Lower Paradise Ranch Estates (Elevation 0'–365').....	$0.~~23~~24
3	Olema	$0.~~88~~91
4	Upper Paradise Ranch Estates (Elevation 365'+)	$~~5.97~~6.18

(2)

(2) Effective July 1, 20~~18~~19 consumers outside the Improvement District boundary shall pay an additional $3.~~57~~69 per 1,000 gallons.

(3) In the event a mandatory reduction in water use is triggered under the District's Water Shortage Contingency Plan for the West Marin Service Area, a Drought Surcharge will be implemented simultaneous with enactment of the mandatory stage. The Drought Surcharge will serve to mitigate the revenue loss resulting from a reduction in water use, as well as the cost of water purchased from Marin Municipal Water District for release into Lagunitas Creek, pursuant to the Interconnection Agreement between Marin Municipal and NMWD. The Drought Surcharge shall be a quantity charge for each 1,000 gallons as follows:

Residential Accounts: Use in excess of 200 gallons per day $2.50

Commercial, Institutional and Irrigation Accounts: All Use $2.50

d. Rates for Water Service from Hydrants or Other Temporary Service

The following rates shall be paid for water delivered via hydrant meter or pursuant to permit issued by the District from hydrants or for any temporary service as authorized in Regulation 5 or for use through a fire service meter.

Novato Service Area	Rate Effective 6/1/19
For each 1,000 gallons	$8.50

West Marin Service Area	Rate Effective ~~7/1/18~~7/1/19
For each 1,000 gallons	$~~18.46~~19.11

The quantity of water delivered as aforesaid shall be determined by the District.

e. Service Arrangements Requiring Assessment of Additional Service Charge, All Service Areas

A minimum service charge established by this regulation, equal to $17.00 bi-monthly shall be paid for each dwelling unit which includes a kitchen and which is metered pursuant to Regulation 4.b.(5).

f. Minimum Service Charge for Residential Connections with Fire Fighting Equipment

	Rate Effective 6/1/19
Where a meter larger than is otherwise required is installed solely to provide capacity for private fire sprinklers or other firefighting equipment in single-family residential connections the minimum bi-monthly service charge shall be:	$38.80

g. Charges for Testing & Maintenance of Backflow Preventers Performed by District

(1) Each consumer having a backflow prevention device serviced by the District shall pay a bimonthly fee for servicing the device as shown below.

District Owned DCV Devices:

Services Performed by District	Size	Rate Effective 6/1/19
Testing, Repair, Replacement	3/4" + 1"	$14.00
Testing, Repair, Replacement	1 ½"	$18.50

Privately Owned DCV Devices:

Services Performed by District	Size	Rate Effective 6/1/19
Testing	3/4" + 1"	$8.00
Testing	1 ½"	$14.00
Testing	2"	$21.50
Testing	3" + 4"	$31.50

District Owned RPP Devices:

Services Performed by District	Size	Rate Effective 6/1/19
Testing, Repair, Replacement	3/4" + 1"	$24.00
Testing, Repair, Replacement	1 ½" + 2"	$29.00
Testing, Repair, Replacement	3" + 4"	$130.00
Testing, Repair, Replacement	6" + 8"	$280.00

Privately Owned RPP Devices:

Services Performed by District	Size	Rate Effective 6/1/19
Testing	3/4" + 1"	$15.00
Testing	1 ½" + 2"	$28.00
Testing	3" + 4"	$59.50
Testing	6" + 8"	$115.00

If any customer requires that testing or maintenance be performed outside of normal work hours of the District, an additional charge equivalent to the overtime charges incurred by the District will be assessed.

(2) Exemptions

Exemptions from the testing program are permitted on a case-by-case basis as may be approved by the District and the California Department of Public Health, Office of Drinking Water, District Sanitary Engineer. All such exemptions are conditioned on periodic inspection to ensure that exemption criteria are still being met.

	Rate Effective 6/1/19
Each consumer that applies for and receives such an exemption shall pay a bimonthly fee of:	$3.00

Last revised: 0705, 0606, 0706, 12/06, 7/07, 6/08, 7/08, 6/09, 7/09, 6/10, 7/10, 6/10, 7/11, 9/11, 7/12, 6/13, 5/14, 7/14, 5/15, 6/15, 5/16, 6/16, 5/17, 6/17, 5/18, 6/18, 5/19, 6/19
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2019 COASTAL AREA WATER COST COMPARISON

5/22/2019

Comparison of NMWD's Charges with Other Agencies Based on Rates and Charges in Effect on 6/1/19
"Typical" Single Family Residence (5/8" x 3/4" Meter) Using 49,800 Gallons Annually

Agency	No. of Water Services	Bimonthly Service Charge		Commodity Rate per 1,000 Gallons		Annual Water Cost[1]		Annual Tax Cost[2]		Total Annual Cost
Bolinas Community PUD	587	$226.17		$1.33/$2.00	(3)	$1,431		$554	(4)	$1,984
Estero Mutual Water District	143	$207.90		$7.86/$11.56	(5)	$1,573		-		$1,573
Stinson Beach Co Water	731	$77.10		$2.61/$6.26	(6)	$656		$705	(7)	$1,361
Inverness PUD	516	$121.00	(8)	3.61/$5.61	(8)	$914		-		$914
Bodega Bay PUD	1,063	$61.82		$7.73	(9)	$518		$387	(10)	$906
Muir Beach Community Services	151	$49.92		$9.20	(11)	$514	(12)	$300	(13)	$814
→ **NMWD West Marin Service Area**	**783**	**$34.15**	(14)	**$10.26**	(15)	**$716**		**$72**	(16)	**$788**
California Water Coast Springs	255	$53.68		$8.65		$754	(17)	-		$754

Notes:

(1) Median annual consumption for West Marin Service Area single-family detached home is 49,800 gallons. Use will differ in other areas and microclimates.

(2) Includes taxes for debt service on outstanding water bonds and loans plus any applicable apportionment of the AB8 1% County levy distributed to compensate for the Prop 13 elimination of the operation and maintenance tax.

(3) 1st 15 Ccf quarterly @$1.00/Ccf, 16 to 21 Ccf @$1.50, 22 - 28 @$3.00, 29 - 40 @$6.00, 41 - 60 @$10, 61 - 75 @$15 and 76+ Ccf @$18/Ccf (billed quarterly).

(4) Shares in 1% County levy. This "allocation" is projected by the County of Marin at $325,153 for Bolinas in 2018/19 of which 100% is credited to the water fund.

(5) First 25 cubic meters bimonthly @ $2.075/cm; next 25 cm @ $3.051/cm. Drought surcharge of $20.00/cm for use in excess of 50 cm.

(6) First 6 Ccf monthly @ $2.60/Ccf; 6 to 10 Ccf @ $6.26/Ccf; 10 to 16 Ccf @ $10.54/Ccf; 16 to 20 Ccf @ $14.44/Ccf; 20 to 30 Ccf @ $22.69/Ccf; 30 to 40 Ccf @ $28.35/Ccf; 40 and above Ccf @ $36.78/Ccf.

(7) Stinson Beach shares in 1% County levy. This "allocation" is projected at $735,993 in 2018/19 of which 70% is credited to the water fund amounting to $705 per service.

(8) Includes bi monthly increase of $6. Tiered Rates as of July 1, 2019, first 12 Ccf bimonthly @ $2.70/Ccf; 13 to 36 Ccf @ $4.20/Ccf, 37 to 48 @ $5.90/Ccf, 49 to 60 @ $8.10/Ccf, and 61+ @ $24.40/Ccf.

(9) $61.82 bi-monthly water service charge for 0-800 cubic feet, then $7.94/100 cubic feet for 801 cubic feet and above.

(10) Based on share of 1% County levy. This "allocation" by the County of Sonoma was estimated at $411,562 for 17/18, of which 100% was allocated to water amounting to $387 per service. The 18/19 estimate will not be available until June.

(11) $49.92/bimonthly flat rate includes 4,500 gallons, plus $0.92/100 gallons for 4,500 to 10,000, plus $1.29/100 gallons for 10,000 to 30,000, plus $1.62/100 gallons for 30,000+ gallons.

(12) 25% of revenue is allocated to capital improvements.

(13) The annual $300 charge is collected via water billings and is allocated to capital improvements.

(14) Includes a proposed bi-monthly increase of $1.15.

(15) Rate shown is weighted average of Point Reyes Station, Olema, Bear Valley/Inverness Park & Paradise Ranch Estates and includes a Proposed 3.5% commodity rate increase. Tier rate charges do not apply to the typical residential customer as median use does not exceed the 400 gpd tier rate threshold.

(16) West Marin Service Area receives an allocation of the 1% County levy projected at $56,000 in 2019/20, amounting to $72 per service.

(17) In 2016 the PUC agreed to consolidate Cal Water's Redwood Valley rates with its "Bayshore District" (South Bay) rates. Roughly 2,000 connections in the Redwood Valley District, of which Coast Springs is a part, are now combined with Bayshore's 54,000 connections, resulting in a significant rate reduction for Coast Springs customers.

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ATTACHMENT E

RESOLUTION 19-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF NORTH MARIN WATER DISTRICT AMENDING REGULATION 54 – WATER RATES

WHEREAS, the Board of Directors hereby finds and determines that certain of the water rates and charges adjusted herein or previously adopted by the Board are imposed based on the supply of water to be used or consumed by the customer. The Board of Directors also finds and determines that these rates and charges are not imposed upon real property or upon a person as an incident of property ownership, and such rates or charges may be reduced or avoided by a customer by reducing or discontinuing water use; and

BE IT RESOLVED by the Board of Directors of North Marin Water District that Regulation 54 of the North Marin Water District is adopted as follows, effective July 1, 2019:

NORTH MARIN WATER DISTRICT
REGULATION 54
WATER RATES

c. Rates for Domestic, Commercial and Industrial Users, **West Marin Service Area**

(1) The following minimum service charge and water quantity rates shall be paid for domestic, commercial and industrial water service for each meter once every two months:

BI-MONTHLY SERVICE CHARGE	Rate Effective 7/1/19
For 5/8 x 3/4-inch meter	$34.15
For 1-inch meter*	$68.30
For 1 1/2-inch meter*	$83.32
For 2-inch meter	$129.89
0For 3-inch meter	$257.20
For 4-inch meter	$412.97
For all meters in Paradise Ranch Estates	$51.75

*(see paragraph f)

PLUS A QUANTITY CHARGE OF:

Residential Rate for Each 1,000 Gallons Per Dwelling Unit	Rate Effective 7/1/19
First 400 gallons per day (gpd)	$9.24
401 up to 900 gpd	$12.80
Use in excess of 900 gpd	$20.53

Rate Per 1,000 Gallons for All Other Accounts	
Commercial, Industrial and Irrigation Accounts Nov 1 – May 31	$9.35
Commercial, Industrial and Irrigation Accounts June 1 – Oct 31	$12.93

PLUS A HYDRAULIC ZONE CHARGE FOR EACH 1,000 GALLONS

Zone	Hydraulic Zone	Rate Effective 7/1/19
1	Point Reyes Station	$0.00
2	Bear Valley, Silver Hills, Inverness Park & Lower Paradise Ranch Estates (Elevation 0'–365').....	$0.24
3	Olema	$0.91
4	Upper Paradise Ranch Estates (Elevation 365'+)	$6.18

(2)

(2) Effective July 1, 2019 consumers outside the Improvement District boundary shall pay an additional $3.69 per 1,000 gallons.

(3) In the event a mandatory reduction in water use is triggered under the District's Water Shortage Contingency Plan for the West Marin Service Area, a Drought Surcharge will be implemented simultaneous with enactment of the mandatory stage. The Drought Surcharge will serve to mitigate the revenue loss resulting from a reduction in water use, as well as the cost of water purchased from Marin Municipal Water District for release into Lagunitas Creek, pursuant to the Interconnection Agreement between Marin Municipal and NMWD. The Drought Surcharge shall be a quantity charge for each 1,000 gallons as follows:

Residential Accounts: Use in excess of 200 gallons per day $2.50

Commercial, Institutional and Irrigation Accounts: All Use $2.50

d. Rates for Water Service from Hydrants or Other Temporary Service

The following rates shall be paid for water delivered via hydrant meter or pursuant to permit issued by the District from hydrants or for any temporary service as authorized in Regulation 5 or for use through a fire service meter.

West Marin Service Area	Rate Effective 7/1/19
For each 1,000 gallons	$19.11

The quantity of water delivered as aforesaid shall be determined by the District.

e. Service Arrangements Requiring Assessment of Additional Service Charge, All Service Areas

A minimum service charge established by this regulation, equal to $17.00 bi-monthly shall be paid for each dwelling unit which includes a kitchen and which is metered pursuant to Regulation 4.b.(5).

* * * * *

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

AYES:
NOES:
ABSENT:
ABSTAINED:

Theresa Kehoe, District Secretary
North Marin Water District

(SEAL)

Regulation 54, adopted 1/65

Last revised: 0705, 0606, 0706, 12/06, 7/07, 6/08, 7/08, 6/09, 7/09, 6/10, 7/10, 6/10, 7/11, 9/11, 7/12, 5/14, 5/15, 5/16, 5/17, 6/17, 6/18, 6/19
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5

MEMORANDUM

To: Board of Directors June 21, 2019

From: Julie Blue, Auditor-Controller JB

Subj: Public Hearing – Proposed Oceana Marin Sewer Rate Increase
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RECOMMENDED ACTION: Approve the Proposed Rate Increase

FINANCIAL IMPACT: Additional $8,400 in Annual Revenue

SEWER RATE INCREASE

A public hearing to consider adoption of a 3.5% increase in the cost of sewer services effective July 1, 2019, is scheduled for June 25 at 6:00 pm. An increase in the sewer service charge, which is collected on the property tax roll, must be adopted by ordinance, which requires readings at two Board meetings and publication twice. Customers were notified individually of the proposed rate increase by letter dated May 8, 2019 (Attachment A) and a notice of public hearing was published in the June 6 and June 13 editions of the Point Reyes Light (Attachment B), extending an invitation to attend the hearing and/or exercise the right to protest the proposed increase. A customer protest of 50% plus one would invalidate the proposed increase. There were no letters or phone calls inquiring or protesting the rate increase.

After staff provides information on the proposed sewer rate increase, public comment can be taken. Attachment C is a draft of Ordinance 37 incorporating the proposed changes.

The five-year financial forecast for Oceana Marin (OM) Sewer was reviewed by the Board of Directors at a public meeting on April 19, 2019. The District wide budgets, including OM, were reviewed by the Board at the May 7, May 21, June 3, and June 18, 2019.

RATE INCREASE PROPOSAL DETAIL

The proposed Oceana Marin Sewer rate increase would total $36 annually ($3 per month) for each equivalent dwelling unit. If enacted, the proposed increase is expected to generate $8,400 in additional revenue next fiscal year.

A rate increase of 3.5% for FY 19/20 and subsequent increases of 5% are included in the 5-year financial budget. This will assist in the funding of $1.8 million in Capital Improvement Projects scheduled over the next five years.

BUDGETED SYSTEM IMPROVEMENT PROJECTS

Capital Improvement Projects budgeted for the upcoming fiscal year include:

- $40,000 for continued infiltration repair work to reduce the amount of rainwater infiltrating into the collection system.
- $15,000 to rebuild the Tahiti Way Lift Pump.

FUTURE PROJECTS

The Oceana Marin Sewer 5-Year Financial Plan includes a $1.2 million project to rehabilitate the OM Treatment Ponds commencing in FY 20/21. In FY 22/23 $260,000 is budgeted for a North St. Lift Station Bypass. Additionally, $100,000 is budgeted in FY 23/24 to start work on construction of the 1st segment of the Parallel Sewer Force Main.

OCEANA MARIN SEWER SYSTEM OPERATING BUDGET

Operating expenditures, before depreciation, are budgeted to increase 2.6% or $5,000 from the FY 18/19 adopted budget. The 2019 update of the Coastal Area Annual Sewer Cost Comparison (Attachment D) shows that, when the County allocation of AB8 tax revenue is included as a ratepayer cost, Oceana Marin sewer service cost will rank highest among the six coastal sewer agencies surveyed.

STAFF RECOMMENDATION

After closing the public hearing:

1. Approve Ordinance 37 (Attachment C) electing to have the Oceana Marin Sewer Charges be collected on the tax roll of the County of Marin;
2. Approve Resolution No. 19-XX (Attachment E) amending Regulation 109, effective July 1, 2019, to increase the Oceana Marin Sewer Service Rate to $1,116 per dwelling unit per year.

NORTH MARIN WATER DISTRICT

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

PHONE
415-897-4133

EMAIL
info@nmwd.com

WEB
www.nmwd.com

May 8, 2019

RE: Notice of Proposed Oceana Marin Sewer Service Cost Increase

Dear Customer:

This letter is to advise you of a **proposed increase to the Oceana Marin sewer service charge** that would take effect on July 1, 2019. It also provides information about a **Public Hearing scheduled on June 25, 2019,** at which time written and oral comments will be considered and a vote on the increase will be taken by the North Marin Water District Board of Directors.

How much is the proposed rate increase?

Current Oceana Marin sewer service charges are $90/month ($1,080/year). A **3.5% increase** is proposed equaling $93/month ($1,116/year).

How will the proposed increase affect my sewer bill?

Oceana Marin sewer service charges are collected on the Marin County property tax bill, which is rendered annually for the fiscal year period July 1 through June 30. The proposed sewer service charge increase would add $3 per month to the cost of sewer service for all customers in Oceana Marin, resulting in a total annual charge for fiscal year 2019/20 of $1,116 ($93 per month for July 2019 through June 2020).

Why are rates being increased?

In January 2016 the District concluded a Master Plan Update that identified over $3 million in projects necessary to improve the reliability and redundancy of the Oceana Marin Wastewater System. Constructing these improvements will be financially challenging for the 234 customers of the Oceana Marin utility. Even if the projects are constructed over a 20-year period, the cost would still average $150,000 annually. The proposed rate increase, if enacted, would generate $8,400 of additional revenue annually ($36/year X 234 customers). The entire Master Plan Update is available for review at: http://www.nmwd.com/pdfs/agenda/011916.pdf.

Additional rate increases will be necessary in future years as the District continues to improve the reliability of the existing facilities and to construct redundant facilities in order to protect against potential system failure and sewage spills. Prior years' rate increases were in-line with financing the CIP plan on a pay-go basis while the current 5-year financial plan includes annual rate increases of 3.5% for FY 19/20 and 5% thereafter, and forecasts borrowing funds to complete the plan.

ATTACHMENT A

DIRECTORS: JACK BAKER · RICK FRAITES · JAMES GROSSI ·MICHAEL JOLY · STEPHEN PETTERLE
OFFICERS: DREW McINTYRE, General Manager · TERRIE KEHOE, District Secretary · JULIE BLUE, Auditor-Controller · ROCKY VOGLER, Chief Engineer

Public Hearing
A public hearing before the NMWD Board of Directors to consider the proposed sewer service charge increase is scheduled for 6:00 pm, Tuesday, June 25, 2019, at the Dance Palace (503 B Street) in Point Reyes Station.

You are invited to present oral or written testimony on the proposal at the public hearing. You have the right to protest this proposed rate increase. If you do, you must submit your protest in writing, even if you plan to attend the public hearing. If written protests are submitted by a majority of the affected property owners the proposed increase will not be imposed.

Your written protest must be received prior to the close of the June 25, 2019 public hearing. Written protests must be signed by the property owner and must include a description of the parcel (parcel number or service address). Send or deliver written protests to:

District Secretary
North Marin Water District
PO Box 146
Novato, CA 94948

For more information about the North Marin Water District, including a history of the Oceana Marin Sewer System, or to view the most recent Coastal Area Sewer Cost Comparison or the District's audited financial statement, visit NMWD's website at www.nmwd.com or call the District Secretary at (415) 897-4133.

Sincerely,

Drew McIntyre
General Manager

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PROOF OF PUBLICATION (2015.5 CCP)

This space is for the County Clerk's Filing Stamp

STATE OF CALIFORNIA
County of Marin

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

6/6/19, 6/13/19

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

Date at Inverness, California, this

6/13/19

Signature

Proof of Publication

NORTH MARIN WATER DISTRICT
NOTICE OF PUBLIC HEARING
OCEANA MARIN SEWER SERVICE CHARGES
FISCAL YEAR 2019-2020
AND INTENT TO COLLECT ON TAX ROLL
NOTICE IS HEREBY GIVEN that pursuant to Section 5471 et seq. of the California Health and Safety Code and Section 31101 et seq. of the California Water Code, the Board of Directors of North Marin Water District (NMWD), intends to amend NMWD Regulation 109, Oceana Marin Sewer Service - Rates and Charges, through the adoption of Ordinance No. 37 on June 25, 2019, fixing its charges for sewerage services for the fiscal year 2019-2020 in the amount of $93 per month ($1,116 per year) per parcel (a proposed increase of $3 per month - $36 annually), and further intends to elect to collect such charges on the tax roll as it did for fiscal year 2018-2019 in the same manner as general taxes. NMWD has caused to be filed with its Secretary a written report containing a description of each parcel of real property receiving sanitary sewerage service from said District and the anticipated amount of charges on each such parcel.
NOTICE IS HEREBY GIVEN THAT ON Tuesday, June 25, 2019 at 6:00 p.m. at a regular Board Meeting of NMWD held at The Dance Palace, 503 B Street, Point Reyes Station, California, said Board will hear and consider all protests and objections to the proposed increase in charges for sewage services set for in said report.
Dated: May 23, 2019
Published in the Point Reyes Light June 6, 13, 2019.

ATTACHMENT B

DRAFT
ORDINANCE NO. 37

ORDINANCE OF THE BOARD OF DIRECTORS OF NORTH MARIN WATER DISTRICT ELECTING TO HAVE OCEANA MARIN SEWER CHARGES BE COLLECTED ON THE TAX ROLL OF THE COUNTY OF MARIN, STATE OF CALIFORNIA COMMENCING FISCAL YEAR 2019-20

Section 1. The Board of Directors hereby finds, determines and declares as follows:

a. The District has previously developed and instituted a Sewer Service Charge Program to finance the services and facilities furnished by the District in its Improvement Districts No. OM-1 and OM-3 which are herein referred to as Oceana Marin; and

b. The Board of Directors has reviewed the present sewer service charge and has determined that the sewer service rate should be $1,116 per equivalent dwelling unit for fiscal year 2019-20;

Section 2. In adopting this Ordinance, the Board of Directors finds that:

a. Written notices of the proposed increase in the sewer service charge were sent by first class U.S. mail to every customer in Improvement Districts No. OM-1 and OM-3 prior to the Public Hearing conducted on June 25, 2019 to consider said report and rate increase effective July 1, 2019.

b. The District prepared and filed a sewer service charge report with the District Secretary.

c. On June 6, 2019 and June 13, 2019, the District Secretary published a notice of Public Hearing and of the filing of said report in the Point Reyes Light, a newspaper of general circulation printed and published in the County.

d. At the Public Hearing conducted on June 25, 2019, all written protests against the proposed increase in the sewer service charge, including those provided in person, by facsimile, email and U.S. mail, were considered and tallied, and the District was not presented with protests by a majority of the owners of the identified parcels affected by this change.

e. The amount of the charge imposed does not exceed the proportional cost of the service attributable to the properties receiving service and the charge is only

imposed on those properties actually receiving service or for those which service is immediately available.

f. This action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15273 (a) (1-4) of the District CEQA Guidelines.

Section 3. Section c. of that certain Regulation entitled "Regulation 109 – Oceana Marin Sewer Service – Rates and Charges," passed by the Board of Directors of the North Marin Water District on June 21, 1977, as amended, and attached as Exhibit 1 hereto, is hereby amended to read as follows and is hereby adopted:

"c. Sewer Service Rate

For Fiscal Year 2019-20, a sewer service rate of $1,116 per equivalent unit per year shall be paid by the owner of the land served. In the case of new construction, said rate shall commence when connection is made to the District sewage facility. Upon written notice by the owner in the event a structure is demolished by fire or otherwise removed from the land, an appropriate adjustment shall be made taking into account the reduced use but excluding any adjustment for infiltration inflow. An appropriate portion of the charges collected during the period that no structure existed shall be refunded. The refund period, however, shall not be greater than one year and shall be measured from the date that the District receives written notice from the owner."

Section 4. The District does hereby elect, pursuant to Section 5473 of the Health and Safety Code of the State of California, to have the sewer service charge, pursuant to its Regulation 109, passed and adopted by the Board of Directors of the North Marin Water District on June 21, 1977, as amended, collected on the tax roll of the County of Marin, State of California, in the manner pursuant to Sections 5471 through 5473.11 of the Health and Safety Code of the State of California.

Section 5. The Secretary shall cause this ordinance to be published in the manner described in Section 31105 of the Water Code.

Section 6. The Secretary of North Marin Water District is hereby directed to file a copy of said report with the Treasurer-Tax Collector of Marin County on or before July 15, 2019, upon which shall be endorsed, over the Secretary's signature, a statement that the report has been adopted by the Board of Directors of the North Marin Water District.

Section 7. The Treasurer-Tax Collector of Marin County shall, upon receipt of said report,

enter the amounts of the charges against the respective lots or parcels as they appear on the assessment roll for the fiscal year 2019-2020.

* * * * *

I hereby certify that the foregoing is a true and complete copy of an ordinance duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the 25th day of June 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Theresa Kehoe, Secretary
North Marin Water District

(SEAL)

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2019 COASTAL AREA SEWER COST COMPARISON

5/22/2019

Comparison of NMWD's Charges with Other Agencies based on Charges in effect on 6/1/19

Agency	No. of Sewer Services	Monthly Service Charge	Annual Tax Revenue (1)	Annual Total
> **NMWD Oceana Marin**	**234**	**$93.00** (2)	**$256** (3)	**$1,372** <
Bolinas Community PUD	163	$112.00	$0	$1,344
Marshall Community Wastewater System	52	$102.80 (4)	$0	$1,234
Tomales Village CSD	108	$81.90	$77 (5)	$1,060
Stinson Beach Co Water - Inspection Only	710	$39.65 (6)	$311 (7)	$787
Bodega Bay PUD	1,025	$61.10	$0	$733

Notes:

(1) Includes taxes for debt service on outstanding sewer bonds and loans plus any applicable allocation of the AB8 1% County levy distributed to compensate for the Prop 13 elimination of the operation and maintenance tax.

(2) Includes proposed increase of $3/month.

(3) Based on share of 1% County levy. This "allocation" is projected by the County of Marin at $60,000 for 2019/20 which equates to $256 per service.

(4) Community wastewater step-system commenced October 2008. Each parcel has own septic tank, pumped to a community collection tank, then pumped into a community leach field. .

(5) Based on home with net AV of $386,105 (average 2018/19 AV on 79 single family homes in Tomales) and tax rate of 2.0¢/$100 AV.

(6) On-Site Wastewater System - no sewer system. Services provided include septic inspections, ground and surface water monitoring and other inspections required by the State Water Quality Control Board. In addition to the cost paid to Stinson Beach Water Co., each customer must purchase and install their own on-site wastewater system.

(7) Stinson Beach shares in 1% County levy. This "allocation" was projected by the County of Marin at $735,993 for 2018/19 of which 30% was allocated to sewer amounting to $311 per service.

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ATTACHMENT D

RESOLUTION 19-XX
REVISION OF NORTH MARIN WATER DISTRICT
REGULATION 109
OCEANA MARIN SEWER SERVICE - RATES AND CHARGES

BE IT RESOLVED by the Board of Directors of North Marin Water District that Regulation 109c of the North Marin Water District is adopted as follows, effective forthwith:

c. Sewer Service Rate

For Fiscal Year 2019-20, a sewer service rate of $1,116 per equivalent unit per year shall be paid by the owner of the land served. In the case of new construction, said rate shall commence when connection is made to the District sewage facility. Upon written notice by the owner in the event a structure is demolished by fire or otherwise removed from the land, an appropriate adjustment shall be made taking into account the reduced use but excluding any adjustment for infiltration inflow. An appropriate portion of the charges collected during the period that no structure existed shall be refunded. The refund period, however, shall not be greater than one year and shall be measured from the date that the District receives written notice from the owner.

* * * * *

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

AYES:
NOES:
ABSENT:
ABSTAINED:

_____
Theresa Kehoe, District Secretary
North Marin Water District

(SEAL)

6

MEMORANDUM

To: Board of Directors June 25, 2019

From: Rocky Vogler, Chief Engineer RV

Subject: Water Service Agreement – Park-a-Pup Novato
APN 143-061-11
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RECOMMENDED ACTION: The Board approves authorization of this agreement.

FINANCIAL IMPACT: None: Developer Funded

The Park-a-Pup Novato project includes construction of a dog boarding facility that will accommodate up to 103 dogs and also a small retail store. The facility will accept dogs for grooming, day care and overnight stays. The total project building area is 12,123 square feet including two stories, with approximately 1,000 square feet allocated to the retail store and the balance to the dog care and administration facilities. The project also includes off-street parking and minimal landscaping.

The project is located at 7586 "D" N. Redwood Drive (see vicinity map, Attachment A). Water service to this property was established in 1953 to a single parcel (APN 143-061-07), and included a 1-inch lateral and 1-inch meter. In September 2000, a lot split occurred creating two new parcels out of the single original parcel. In addition, the lot split bisected the main building on the property. The existing meter and lateral is connected to the southerly parcel (APN 143-061-11) of the two, and water was historically provided to northerly parcel (7586 "A" N. Redwood Drive – APN 143-061-10) via internal plumbing connections within the building and the meter and lateral connected to the southerly parcel. Currently there is no active tenant occupying the northerly parcel. Through consultation with District legal counsel, the decision was made to credit the existing connection fee to the southerly parcel by virtue of the existing meter and lateral which is located south of the common property line between the two parcels. In the future, if the owner of the northerly parcel desires water service, they must enter a separate agreement with the District, pay all necessary fees, and service may not be provided to the northerly parcel via the southerly parcel's meter and lateral.

The existing meter will be used for domestic water service for this project; this meter will be relocated and a reduced pressure principle (RPP) backflow preventer assembly will be installed downstream of the meter. A new 1-inch meter with RPP will be installed for irrigation service; in the future a recycled water main might be installed closer to the property, at which time the District may require the irrigation meter to be connected to the recycled water main. The irrigation system is therefore required to be designed and constructed for use with recycled water per District regulations.

Approved by GM _____

Date 6/21/19

New Zone 1 water facilities for this project include approximately 40 feet of 4-inch PVC pipe, 40 feet of 6-inch PVC pipe, 25 feet of 1-inch copper pipe, one (1) 4-inch below-grade fire service, one (1) commercial fire hydrant, and one (1) 1-inch irrigation meter. The facility will receive normal pressure water service. The project is estimated to have a demand of two (2) EDUs for domestic service and one (1) EDU for irrigation service. The Applicant is credited one (1) EDU for the existing service. Facilities Reserve Charges will be collected for two (2) EDUs. Sanitary sewer service is provided to this facility by the Novato Sanitary District.

Environmental Document Review

This project is exempt from the requirements of the California Environmental Quality Act (CEQA) and the City of Novato Environmental Review Guidelines pursuant to CEQA Guidelines 15332 – In-Fill Development Projects.

RECOMMENDATION:

It is recommended that the Board approves authorization of this agreement.

PARK-A-PUP NOVATO 7586 N. REDWOOD DRIVE APN 143-061-11			
DATE	SCALE	JOB. NO.	DWG. NO.
6/19/19	NTS	2824	MAP

Jun 19, 2019 - 3:00pm W:\JOB\1_NOVATO\2824\3_ISSUED\A\2824_Vicinity Map.dwg User: SDOVE

ATTACHMENT A

RESOLUTION NO. 19-
AUTHORIZATION OF EXECUTION
OF
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
WITH
PARK-A-PUP NOVATO

BE IT RESOLVED by the Board of Directors of NORTH MARIN WATER DISTRICT that the President and Secretary of this District be and they hereby are authorized and directed for and on behalf of this District to execute that certain water service facilities construction agreement between this District and Paul Dana, an individual, providing for the installation of water distribution facilities to provide domestic water service to that certain real property known as 7586 N. Redwood Drive, Novato, Marin County Assessor's Parcel Number 143-061-11, NOVATO, CALIFORNIA.

* * *

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the 25th day of June, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

(SEAL)

Theresa Kehoe, Secretary
North Marin Water District

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PART ONE
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
FOR
PARK-A-PUP NOVATO

THIS AGREEMENT, which consists of this Part One and Part Two, Standard Provisions, attached hereto and a part hereof, is made and entered into as of _____, 2019, by and between NORTH MARIN WATER DISTRICT, herein called "District," and Paul Dana, An Individual, herein called "Applicant."

WHEREAS, the Applicant, pursuant to District Regulation 1, the State of California Subdivision Map Act and all applicable ordinances of the City of Novato and/or the County of Marin, has pending before the City or County a conditionally approved Tentative Subdivision Map, Precise Development Plan, Tentative Parcel Map or other land use application for the real property in the District commonly known as Marin County Assessor's Parcel Number 143-061-11 and the project known as PARK-A-PUP NOVATO, consisting of one (1) lot for commercial development; and

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

WHEREAS, the Applicant is the owner of real property in the District commonly known as 7586 "D" N. Redwood Drive, Novato (Marin County Assessor's Parcel 143-061-11); and

WHEREAS, a 1-inch water service (#968) was established in 1953 at 7586 N. Redwood Drive with an entitlement of 1 EDU; and

WHEREAS, service #968 originally provided in 1953 was to a single parcel (APN 143-061-07) that was subsequently split into two parcels (APNs 143-061-11 and 143-061-10) in September 2000, bisecting the existing main building on the parcels; and

WHEREAS, the existing meter extends directly to APN 143-061-11, and credit for the existing service is being applied to APN 143-061-11; and

WHEREAS, any request for water service to APN 143-061-10 (7586 "A" N. Redwood Drive) must be provided under separate agreement with the District and may not be provided via water service from APN 143-061-11; and

WHEREAS, the proposed project's estimated average day peak month water demand is 2 EDU's for domestic water and 1 EDU for irrigation water;

NOW THEREFORE, the parties hereto agree as follows:

1. The Applicant hereby applies to the District for water service to said real property and project and shall comply with and be bound by all terms and conditions of this agreement, the District's regulations, standards and specifications and shall construct or cause to be constructed the water facilities required by the District to provide water service to the real property and project. Upon acceptance of the completed water facilities, the District shall provide water service to said real property and project in accordance with its regulations from time to time in effect.

2. Prior to the District issuing written certification to the City, County or State that financial arrangements have been made for construction of the required water facilities, the Applicant shall complete such arrangements with the District in accordance with Section 6 of this agreement.

3. Prior to release or delivery of any materials by the District or scheduling of either construction inspection or installation of the facilities by the District, the Applicant shall:

a. deliver to the District vellum or mylar prints of any revised utility plans approved by the City or County to enable the District to determine if any revisions to the final water facilities construction drawings are required. The proposed facilities to be installed are shown on Drawing No. 1 2824.001, entitled, "PARK-A-PUP NOVATO", a copy of which is attached, marked Exhibit "A", and made a part hereof. (For purposes of recording, Exhibit "A" is not attached but is on file in the office of the District.)

b. grant or cause to be granted to the District without cost and in form satisfactory to the District all easements and rights of way shown on Exhibit "A" or otherwise required by the District for the facilities.

c. deliver to the District a written construction schedule to provide for timely withdrawal of guaranteed funds for ordering of materials to be furnished by the District and scheduling of either construction inspection or construction pursuant to Section 6 hereof.

4. Except for fire service, new water service shall be limited to the number and size of services for which Initial Charges are paid pursuant to this agreement. Initial Charges for new services, estimated District costs and estimated applicant installation costs are as follows:

Initial Charges

Meter Charges (Domestic) (Included in Estimated District Costs).....	One 1-inch @	$	0.00	$	0.00
Meter Charges – (Irrigation) (Included in Estimated District Costs)....	One 1-inch @	$	0.00	$	0.00
Meter Charges – Fire Service.....	One 5/8-inch @	$	0.00	$	0.00
Reimbursement Fund Charges (Domestic).....	.....One @	$	1,055.00	$	1,055.00
Reimbursement Fund Charges (Irrigation).....	One @	$	1,055.00	$	1,055.00

Facilities Reserve Charges (Domestic).....	.....Two @	$ 28,600.00	$ 57,200.00
Facilities Reserve Charges (Irrigation).....	One @	$ 28,600.00	$ 28,600.00
Credit for Existing Service To be Relocated ($28,600 + $1,055 RFC)			$<29,655.00>

Subtotal - Initial Charges..... $ 58,255.00

Estimated District Costs

Pipe, Fittings & Appurtenances.....	$ 14,411.00
District Construction Labor.....	$ 20,767.00
Engineering & Inspection.....	$ 2,562.00
Bulk Materials.....	$ 2,938.00

Subtotal –Estimated District Costs..... $ 40,678.00

Estimated Applicant Installation Costs

Installation Labor.....	$ 14,400.00
Contractor Furnished – Pipe Fittings & Appurtenances.....	$ 1,123.00
Bulk Materials.....	$ 2,218.00

Subtotal- Estimated Applicant Installation Costs..... $ 17,741.00

TOTAL ESTIMATED WATER FACILITIES COSTS..... $116,674.00

(Bulk materials are such items as crushed rock, imported backfill, concrete, reinforcing steel, paving materials, and the like, which are to be furnished by the contractor performing the work.)

5. In addition to the Initial Charges, Estimated District costs and Contributions, and Estimated Applicant Installation costs set forth in Section 4 above, the Applicant shall furnish at no cost to the District all PVC pipe (4-inch diameter and larger), valves and water line fittings shown on Exhibit "A" or otherwise required by the District. The quantities, type and quality of said materials shall be approved by the District prior to purchase by the Applicant and shall conform to District standards as stated and shown on Specifications (15100 Valves, 15056 Pipeline Fittings, 15064 Polyvinyl Chloride (PVC) Pressure Pipe) marked as Exhibit "B" attached hereto and made a part hereof and as otherwise may be required. (For purposes of recording, Exhibit "B" is not attached but is on file in the office of the District.) The cost of said materials is estimated to be **$1,123**. The District reserves the right to reject and prohibit installation of all nonconforming materials furnished by the Applicant.

6. Financial Arrangements to be made by the Applicant shall consist of the following:

Initial Charges and Estimated District Costs

The Applicant shall either pay to the District or provide a two (2) year irrevocable letter of credit in form satisfactory to the District and payable at sight at a financial institution in the Novato area

the sum of Initial Charges and Estimated District Costs as set forth in Section 4 hereof in the amount of **$98,933**. If the Applicant provides the two (2) year irrevocable letter of credit, the District shall immediately draw the Initial Charges and shall draw upon the remaining funds guaranteed by the letter at any time the District deems appropriate to recover the Estimated District Costs which normally will be at least thirty (30) days prior to the anticipated start of construction for the ordering of materials to be furnished by the District.

Estimated Installation Costs

Alternate No. 1 – Installation By Applicant: If the Applicant elects to install the facilities or hire a private contractor to install the facilities, the Applicant shall provide financial guarantees satisfactory to the District in the form of a performance bond in the amount of **$17,741** conditioned upon installation of the facilities and furnishing of bulk materials and a maintenance bond in the amount of **$4,435** conditioned upon payment of the cost of maintaining, repairing, or replacing the facilities during the period of one (1) year following completion of all the facilities and acceptance by the District. Performance and maintenance bonds shall be executed by a California admitted surety insurer with a minimum A.M. Best rating of A-VII. In lieu of posting bonds, the Applicant may provide an irrevocable letter or letters of credit payable at sight at a financial institution in the Novato area guaranteeing funds in the same amounts. All financial guarantees shall be provided by the Applicant rather than the contractor. The Applicant or contractor, whichever performs the work, shall be properly licensed therefore by the State of California and shall not be objectionable to the District.

Alternate No. 2 – Installation By District: If the Applicant requests the District to install the facilities and the District consents to do so, the Applicant shall either pay to the District the total Estimated Installation Costs set forth in Section 4 hereof in the amount of **$17,741** or shall include such amount in the irrevocable letter of credit provided for the Initial Charges and Estimated District Costs set forth first above. The District shall draw upon installation funds guaranteed by the letter at any time the District deems appropriate which normally will be at least thirty (30) days prior to the anticipated start of construction.

Whenever an irrevocable letter of credit is required by this agreement, the Applicant may substitute a certificate of deposit at a financial institution in the Novato area provided the certificate may be cashed at sight by the District at any time.

7. The District has determined that recycled water may be supplied for irrigation in the future and requires that the Applicant's irrigation system be designed to use recycled water per District regulations and specifications. Provisions shall be made, as directed by the District, to allow for connection of Applicant's irrigation system to the recycled distribution main when it becomes available.

In the interim, potable water shall be supplied through a potable irrigation water meter with a reduced pressure principle backflow device. When recycled water becomes available, the irrigation system will be connected to the recycled water distribution main per District requirements at the time the connection is made.

8. All estimated costs set forth in this agreement shall be subject to periodic review and revision at the District's discretion. In the event the Applicant has not completed financial arrangements with the District in accordance with Section 6 hereof prior to expiration of six (6) months from the date of this agreement, all Initial Charges and estimated costs set forth in Section 4 hereof shall be revised to reflect then current District charges and estimates. In the event the Applicant has not secured final land use approval for the project from the City of Novato or County of Marin, recorded a final map and diligently commenced construction of improvements required by those agencies and the District prior to expiration of one (1) year from the date of this agreement, the District may, at its option, either retract financial certifications issued to City, County and State agencies and terminate this agreement or require amendment of this agreement and review of all Initial Charges and estimated costs contained herein. The Applicant shall pay any balance due upon demand or furnish a guarantee of such payment satisfactory to the District.

9. New construction in the District's Novato service area is required to be equipped with high efficiency water conserving equipment and landscaping specified in Regulation 15 sections e. and f.

10. The Applicant shall not resell any water furnished pursuant to this agreement, nor provide water to any others beyond the limits of the Applicant's parcel.

11. All extensions of time granted by the City of Novato or the County of Marin for the Applicant to comply with conditions of land use approval or to construct improvements pursuant to a subdivision improvement agreement shall require concurrent extensions of this agreement and shall be cause for review and revision of all Initial Charges and estimated costs set forth in Section 4 hereof. The Applicant shall apply to the District for extension of this agreement prior to approval of the Applicant's requests for such extensions by either the City of Novato or the County of Marin.

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

NORTH MARIN WATER DISTRICT
"District"

_____
Jack Baker, President

ATTEST:

_____
Theresa Kehoe, Secretary

(SEAL)

Paul Dana
An Individual
"Applicant"

_____

(SEAL)

NOTES: *If the Applicant executing this agreement is a corporation, a certified copy of the bylaws or resolutions of the Board of Directors of said corporation authorizing designated officers to execute this agreement shall be provided.*

This agreement must be executed by the Applicant and delivered to the District within thirty (30) days after it is authorized by the District's Board of Directors. If this agreement is not signed and returned within thirty days, it shall automatically be withdrawn and void. If thereafter a new agreement is requested, it shall incorporate the Initial Charges (connection fees) and cost estimates then in effect.

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

7

MEMORANDUM

To: Board of Directors June 21, 2019

From: Julie Blue, Auditor-Controller JB

Subj: Approve – West Marin Water & Oceana Marin Sewer FY 19/20 Budgets
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RECOMMENDED ACTION: Approve – West Marin & Oceana Marin FY 19/20 Budgets

FINANCIAL IMPACT: Total $2.1 Million Expenditure Plan
Capital/Equipment/Debt Service - $1.4 Million
Operations - $0.7 Million

Attached for review are the FY 19/20 Budgets for North Marin Water District (NMWD) which include Novato Water, Recycled Water (RW), West Marin Water (WM), and Oceana Marin Sewer (OM).

To date, the Board of Directors (BOD) have reviewed financial forecasts for each service district (Novato/RW in early March and WM/OM in April). These financial forecasts were 5-year projections outlining the overall financial status of each District and conveyed the need for District wide rate increases.

The BOD first reviewed the FY 19/20 Capital Improvement Project Budget (CIP) and Equipment Budget at the April 23, 2019 meeting. The District wide budget, (including CIP/Equipment) was presented at the May 7, May 21, and June 3 Board meetings for review and Board member input. Subsequently, the Board approved the Novato and Recycled Water Budgets at the June 18, 2019 meeting. There has been one change made to the West Marin and Oceana Marin Budgets since the last review as listed below:

- $5K decrease in operations for Oceana Marin sewage treatment due to a reassessment of operational needs.

West Marin Water and Oceana Marin Sewer Budget Approval

The FY 19/20 budget totals for West Marin Water and Oceana Marin Sewer are as follows:

Budget Category	West Marin	Oceana Marin	Total
Capital Improvement Projects	$1,230,000	$55,000	$1,285,000
Debt Service	71,000	-	71,000
Operations & Maintenance	456,000	171,000	627,000
Administration	92,000	29,000	121,000
Total WM & OM FY 19/20 Budget	**$1,849,000**	**$255,000**	**$2,104,000**

Budget Schedule:

The West Marin and Oceana Marin sections of the budget are presented for approval at this Board meeting. The recommended action is to approve the West Marin and Oceana Marin Operations, Capital, and Equipment Budgets.

The schedule below outlines the activities that have occurred related to the budget review and approval process. This schedule was approved by the BOD at the February 5, 2019 meeting. Approval of the West Marin and Oceana Marin Budgets will conclude the budget approval process.

Date	Location	Item	Review/Approve	Rate Hearing	Status	Service Area
March 5	Novato	Financial Plan Update	Review Only		Complete	Novato/RW
April 23	Novato	Financial Plan Update	Review Only		Complete	WM/OM
April 16	Novato	Capital Project & Equipment Budget Schedules	Review Only		Complete	Novato/RW/WM/OM
May 7	Novato	Operations & Maintenance and Capital Budget - District	Review Only		Complete	Novato/RW/WM/OM
May 21	Novato	Operations & Maintenance and Capital Budget - District	Review Only	X	Complete	Novato/RW/WM/OM
June 4	Novato	Operations & Maintenance and Capital Budget - District	Review Only		Complete	Novato/RW/WM/OM
June 18	Novato	Operations & Maintenance and Capital Budget - Novato and Recycled Water	Approve		Complete	Novato/Recycled Water
June 25	Pt Reyes	Operations & Maintenance and Capital Budget - West Marin Water	Approve	X	Current	West Marin Water
June 25	Pt Reyes	Operations & Maintenance and Capital Budget - Oceana Marin Sewer	Approve	X	Current	Oceana Marin Sewer

Recommendation:

Approve the West Marin Water & Oceana Marin Sewer FY 19/20 Budgets.

999 Rush Creek Place
PO Box 146
Novato, CA 94948
Phone 415.897.4133
www.nmwd.com

NORTH MARIN WATER DISTRICT

Draft - June 25, 2019

BUDGETS

Novato & West Marin Service Areas

FISCAL YEAR

2019/20

Directors: Jack Baker * Michael Joly * Rick Fraites * Stephen Petterle * James Grossi
Officers: Drew McIntyre, General Manager * Rocky Vogler, Chief Engineer * Terrie Kehoe, Secretary * Julie Blue, Auditor-Controller

INTRODUCTION

This document contains the fiscal year 2019/20 budgets for North Marin Water District's various enterprise service districts located in Marin County. These are:

Potable Water Service:
- Novato
- West Marin (Point Reyes Station, Inverness Park, Olema, Bear Valley, Silver Hills & Paradise Ranch Estates)

Recycled Water Treatment, Transmission and Distribution:
- Novato

Sewage Collection, Treatment & Reuse/Disposal:
- Oceana Marin

Accompanying the operating budgets are improvement project expenditures for the fiscal year. Questions regarding these budgets may be directed to Julie Blue, Auditor-Controller, at jblue@nmwd.com or 415-761-8950.

MISSION STATEMENT

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

VISION STATEMENT

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

NMWD VALUES

- Accountability – We work transparently and in full view of customers and take responsibility for our work.
- Integrity – Customers can count on quality and fair service from our staff and the District.
- Teamwork – We work cooperatively to accomplish our goals.
- Honesty – We always seek the truth in what we do.
- Respect – We value our customers and co-workers.

ORGANIZATION FACT SHEET
July 2019

Organization:

5 Directors elected at large for 4-year terms

Jack Baker, President
Michael Joly, Vice-President
Rick Fraites
Stephen Petterle
James Grossi

1 General Manager, Drew McIntyre (serves at the pleasure of the Board of Directors)
4 Departments
54 Employees (regular full-time-equivalent authorized)

Authority:

Formed by voter approval in April 1948 pursuant to provisions of the County Water District Law (refer Water Code - Division 12). A "voter-run" district.

Territory:

100 square miles (see attached map)

Distribution System Expansion Policy:

"Pay-as-you-go." Connection fees for typical single family units vary for each improvement district and are based on the policy that new growth pays the incremental cost to expand the utility plant allocable to said service.

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TABLE OF CONTENTS
NORTH MARIN WATER DISTRICT
FISCAL YEAR 2019/20 WATER AND SEWER BUDGETS

Source and Use of Funds Pie Chart – All Service Areas Combined 1

Budget Narrative

Novato Water System 2
Recycled Water System 5
West Marin/Ocean Marin Systems 6
Capital Improvement Projects 9
Equipment Budget 11
Debt Service 12

Budget Schedules

Budget Summary - All Service Areas Combined 13
Novato Water Budget Summary 14
Novato Water Five-Year Financial Forecast 15
Novato Water Operating Budget Detail 16
Novato Recycled Water Budget Summary 19
Novato Recycled Water Five-Year Financial Forecast 20
West Marin Budget Summary 21
West Marin Water Five-Year Financial Forecast 22
Oceana Marin Sewer Budget 23
Oceana Marin Sewer Five-Year Financial Forecast 24

Capital Improvement Projects, Debt Service and Equipment

Novato Water System CIP 25
Recycled Water System CIP 27
West Marin System CIP 28
Oceana Marin System CIP 28
Project Outlay & Project Grant/Loan Funding 29
Debt Service Obligation Detail 30
Studies & Special Projects 31
Capital Equipment Expenditures 32

NORTH MARIN WATER DISTRICT
FY19/20 DRAFT BUDGET - ALL SERVICE AREAS COMBINED
SOURCES = $26,687,000

Labor = $8,7M (33%)

USES = $26,687,000

Excludes Depreciation Expense & Developer Funded Costs

Summary

The $26.7 million consolidated budget projects operating revenue of $23 million and a net income of $1.8 million. The FY 19/20 budget incorporates $5.7 million in capital improvement projects and $6 million in water purchases. After payment of $3.1 million in debt service, the consolidated budget projects a decrease in cash for the fiscal year of $2.3 million.

Novato Water

The Novato Potable Water System budget projects a $2.3 million cash decrease over the fiscal year. A 3.5% rate increase in both the commodity and bimonthly service charge, effective June 1, 2019, was approved by the Board of Directors at a public hearing occurring on May 21, 2019. Total budget outlay, which includes $4.3 million in capital improvement projects, is projected at $23.7 million which is $0.5M higher than the FY 18/19 budget.

Operating Revenue

Water Sales - Water sales volume is budgeted at 2.6 billion gallons (BG) which is slightly higher than the FY 18/19 projections and consistent with FY 17/18 actual sales. The 3.5% rate increase, effective June 1, 2019 is projected to increase revenues by $652,000 but is highly dependent on water sales volume. The below chart shows a 10-year history of billed consumption for the Novato Potable Water System.

Other Revenue – Connection Fee revenue is budgeted at $340,000. Connection fee revenue of $1.4 million for 48 Equivalent Dwelling Units (EDUs) was collected in FY 17/18. The annual average connections have been 24 EDUs (FY 13/14 through FY 17/18). Included in the projections is annual revenue equivalent to 12 EDUs or half of the actual five-year average.

The wheeling charge to Marin Municipal Water District is budgeted at $75,000. This is based on and equal to the projected revenue estimate to be received for the current fiscal year. In addition, MMWD will pay the annual fixed AEEP capital contribution in accord with the terms of the 2014 Interconnection Agreement. Miscellaneous Revenue includes $91,000 in combined income from the rental of the Point Reyes home, the Little Mountain cell phone tower lease, Indian Valley Golf Club lease, two grazing leases, rental of the District's security apartment, and rental of the Pacheco Valle tennis courts.

Operating Expenditures

Operating expenses (excluding depreciation) are budgeted to decrease 1.9% or $311,000 from the FY 18/19 budget. This decrease is primarily due to the one-time payment of $1.28 million that will be made to SW in FY 18/19.

Source of Supply – The purchase of water from Sonoma Water (SW) (AKA Sonoma County Water Agency) is projected to increase 4.8% in FY 19/20. This change will result in a cost per acre-foot of $937.37 for FY 19/20 versus $894.17 for the current fiscal year and is estimated to increase the cost to purchase water by $270,000.

The current year budget shows a decrease from the prior year budget due to the one-time payment of $1.28 million that will be made to SW that was budgeted in FY 18/19.

Stafford Treatment Plant (STP) Water Production – STP water production is projected at 650 MG in FY 19/20 which is slightly lower than the average annual production of 670 MG over the past 10 years. The cost of production at the end of FY 17/18 was $3,436/MG and varies depending on the volume and length of production.

Although the cost of STP water production is higher than purchases from SW, the benefits of having a local water supply for resiliency and emergency preparedness outweighs the additional costs in operating the plant.

Personnel Costs - The proposed budget includes a staffing level of 54 full-time equivalent (FTE) employees consistent with the current year budget (chart below).

FTE Staffing	FY20	FY19
Administration	8.0	8.0
Consumer Services	6.0	6.0
Construction/Maintenance	12.0	12.0
Engineering	8.0	8.0
Maintenance	9.0	9.0
Operations	6.0	6.0
Water Quality	5.0	5.0
	54.00	54.00

Temporary staffing budget is proposed to decrease by 931 hours from the prior year's budget to 7,905 hours. The decrease is due to a reduction in administration hours needed for assistance on special projects.

In accordance with the Employee Association and NMWD's Memorandum of Understanding (MOU), a 3.5% cost-of-living salary increase, has been factored into the budget effective October 1, 2019. The MOU links an annual cost-of-living adjustment (COLA) to the change in the CPI. The District entered into a 5-year MOU with the NMWD Employee Association beginning on October 1, 2018. The current MOU established a COLA minimum of 2.0% and a maximum of 4%. The overhead cost of labor charged to Novato operations has increased by an average of 4% annually over the past 5 years. Part of the increase is due to bringing on new employees (2 full-time equivalents) over the period to keep up with the operational demands of the District. The 3.5% cost-of-living increase is staff's best projection at this time.

The District's average CalPERS retirement contribution rate will increase 2.6% (to 26.41%) from the amount budgeted last year. All employees now pay 100% of the CalPERS employee contribution. For budgeting purposes, group health insurance rates remained constant. This cost decreased in 2019 and was a minimal increase in prior years.

The below chart shows the past 10-years of operating expense (excluding depreciation) for Novato Water.

	10	11	12	13	14	15	16	17	18	19 e/a	20 Budget
Admin	$1.9	$1.8	$1.3	$1.4	$1.2	$1.6	$1.7	$2.3	$2.0	$1.8	$2.2
O&M	$6.9	$5.7	$5.6	$5.8	$6.3	$6.4	$6.7	$7.4	$8.2	$7.7	$8.0
Purch Wtr	$3.4	$3.8	$5.0	$5.1	$5.7	$4.3	$4.2	$4.3	$5.2	$6.6	$5.9
Regression	$12.0	$12.3	$12.6	$13.0	$13.3	$13.6	$14.0	$14.3	$14.6	$15.0	$15.3

Recycled Water

The FY 19/20 Recycled Water (RW) System Budget projects demand of 200MG which is consistent with the volume budgeted in FY18/19. Sales have increased primarily due to the Central expansion project completed in FY 17/18. The budget projects purchase of 150MG of tertiary treated water from Novato Sanitary District and 45MG from La Gallinas Valley Sanitary District, at an average rate of $1,400/MG. The Deer Island Plant is budgeted to produce 5MG during the summer, to keep it operating, and will serve as a back-up facility.

Consistent with the potable water increase, a 3.5% commodity rate and bimonthly service charge increase was implemented June 1, 2019. The increase is projected to generate $42,000 in additional revenue next fiscal year.

Operating expenses (excluding depreciation) are budgeted to increase 4% or $21,000 from the FY 18/19 budget. This increase is primarily due the increase in employee hours for maintenance and operations.

The below chart shows historical production for the Recycled Water System.

	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19 e/a	FY20 Budget
Recycled							8	47	75	55	54	56	83	157	148	139	144	155	177	200
Potable	125	86	79	89	67	66	59	29	0	0	0	4	9	11	7	8	1	16	20	0

West Marin Water

The proposed 3.5% rate increase for West Marin (WM) Water customers to be effective July 1, 2019, will add approximately $2 per month ($24 annually) to the typical residential customer water cost. The increase is for both the commodity rate and the bimonthly service charge and is projected to generate $20,000 in additional revenue annually. Growth in the past three years has remained stable so conservatively there are no connection fees budgeted for FY 19/20. Included in the 5-year financial forecast is revenue for one connection every other year.

Significant Capital Improvement Projects budgeted for the year include continued work on the $785,000 project to replace the Paradise Ranch Estates Tank 4A which is scheduled to be completed FY 19/20. Additional projects include $200K towards the Lagunitas Creek Bridge Pipe Replacement project and $300K for the disinfection byproduct (TTHM) removal project, WM TTHM reduction.

FY 19/20 water sales volume is budgeted at 66MG which is an average of the last three years of actual and projected use (FY16/17-FY18/19). See the below chart for the historical consumption for the WM service area.

WM operating expenditures, before depreciation, are budgeted at $548,000 which is an increase of $8,000 or 1.5% from the FY 18/19 adopted budget of $540,000. The budget projects a net operating income of $184,000 and, after capital outlay and debt service, the system is projected to show a cash decrease for the year of $836,000.

The below chart shows the past 10-years of operating expense for West Marin Water.

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 e/a	2020 Budget
Source	$11,364	$18,907	$21,495	$22,161	$21,183	$21,862	$18,290	$12,904	$13,678	$21,000	$15,000
Pumping	$60,516	$31,092	$18,226	$28,195	$30,514	$30,657	$26,199	$38,660	$50,974	$52,000	$48,000
Operations	$42,962	$45,965	$29,609	$34,466	$53,916	$59,531	$43,184	$60,032	$52,794	$51,000	$49,000
Treatment	$90,739	$112,531	$111,205	$113,619	$146,415	$141,132	$144,473	$141,079	$169,778	$152,000	$173,000
T & D	$81,052	$70,274	$120,093	$124,721	$146,566	$129,737	$109,484	$147,913	$123,710	$154,000	$162,000
Cons Acctg	$20,232	$22,108	$23,367	$21,947	$24,334	$23,457	$22,646	$30,414	$27,224	$21,000	$28,000
Wtr Consrv	$1,883	$5,266	$2,008	$5,857	$9,791	$18,960	$9,986	$10,413	$9,615	$4,000	$9,000
G & A	$63,234	$66,880	$56,945	$45,861	$41,561	$51,463	$88,982	$86,366	$86,494	$63,000	$64,000
Total	$371,982	$373,023	$382,948	$396,827	$474,280	$476,799	$463,244	$527,781	$534,267	$518,000	$548,000

Oceana Marin Sewer

A proposed 3.5% increase ($3/month - to $1,116/year) in the Oceana Marin Sewer service charge to be effective July 1, 2019, is projected to add $8,400 in additional annual revenue. Growth in the past three years has remained relatively stable so conservatively there are no connection fees budgeted for FY 19/20. Included in the 5-year financial forecast is revenue for one connection every other year.

Capital Improvement Projects budgeted for the year include the Tahiti Way Lift Pump 1 Assembly with a projected cost of $15,000 to rebuild the pump. Additionally, $40,000 is budgeted for the ongoing Capital work to identify and repair collection pipelines to prevent inflow and infiltration.

FY 19/20 OM operating expenditures, before depreciation, are budgeted at $200,000 which is an increase of $5,000 or 2.6% from the FY 18/19 adopted budget of $195,000. The increase is primarily due to an increase in staff labor to maintain the system. The budget projects a net operating income of $24,000 and, after capital outlay and debt service, the system is projected to show a cash increase for the year of $143,000.

The below chart shows the past 10-years of operating expense for Oceana Marin Sewer.

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 e/a	2020 Budget
Collection	$15,748	$22,503	$23,687	$29,703	$33,587	$36,189	$55,475	$53,664	$72,261	$78,000	$79,000
Treatment	$19,474	$18,470	$25,928	$29,021	$31,901	$45,727	$45,868	$58,688	$64,613	$58,000	$46,000
Disposal	$719	$489	$1,972	$6,895	$7,257	$27,022	$32,850	$38,854	$27,083	$34,000	$46,000
Contract Ops	$62,755	$61,592	$61,215	$62,281	$47,803	$0	$0	$0	$0	$0	$0
Cons Acctg	$3,952	$2,778	$2,636	$2,162	$2,235	$2,091	$2,131	$2,244	$2,590	$2,000	$2,000
G & A	$24,228	$22,359	$22,052	$18,099	$15,735	$21,604	$22,807	$28,284	$26,870	$25,000	$27,000
Total	$126,876	$128,191	$137,490	$148,161	$138,518	$132,633	$159,131	$181,734	$193,417	$197,000	$200,000

Capital Improvement Project Budget (CIP)

The proposed Fiscal Year 19/20 and FY 20/21 Capital Improvement Project (CIP) budget includes projects recommended for Novato Water, Recycled Water, West Marin Water, and Oceana Marin Sewer. Also included is a debt service schedule detailing the principal and interest payment required to fund prior CIPs.

Below is a summary identifying the significant projects (totaling $400,000 or more) proposed to be undertaken over the next two fiscal years.

Project	FY 19/20	FY 20/21
Office/Yard Building Refurbish	$900,000	$3,000,000
Crest PS/Relocate School Rd PS	635,000	-
Replace PRE Tank 4A	550,000	-
Cherry Hill #2 Recoat	400,000	-
STP Generator	400,000	-
Lagunitas Creek Bridge Pipe Replacement	200,000	450,000
Old Ranch Rd. Tank #2	150,000	481,000
San Mateo 24" Inlet/Outlet Pipe (2,200')	50,000	742,000
New Gallagher Well #2	75,000	260,000
Other Projects	2,353,000	1,735,000
Gross Project Outlay	**5,713,000**	**6,668,000**
Less Loan/Grant Funding	(-)	(4,013,000)
Net Project Outlay (internally funded)	**$5,713,000**	**$2,655,000**

The proposed two-year combined total project outlay, net of grant/loan funding, totals $8.4 million, which is slightly lower than the $8.5 million combined two-year budget adopted last year. The proposed CIP budget includes 34 projects in FY 19/20 and 26 projects in FY 20/21. This comprehensive plan is developed to confirm that adequate funding and staffing exists to accomplish the budgeted projects planned for FY 19/20.

	Net Outlay		
District	Proposed FY20 & FY21	Adopted FY19 & FY20	Increase (Decrease)
Novato Water	$6,006,000	$5,925,000	$81,000
Recycled Water	240,000	240,000	(0)
WM Water	1,990,000	1,775,000	215,000
OM Sewer	132,000	573,000	(441,000)
Total	**$8,368,000**	**$8,513,000**	**($145,000)**

The below chart shows the District wide 10-year history of capital improvement projects which averages $9M per year including $2.7M of internally (or "Pay-Go") financed projects.

Novato Potable Water's CIP expenditure plan, when viewed over the current fiscal year and the next five years, averages $2.6 million annually in internally funded projects, which is slightly above the $2.5 million approved by the Board and incorporated into the 5-Year Financial Plan.

Equipment Budget

The proposed FY 19/20 Equipment Budget totals $433,000. This is $78,000 higher than the FY 18/19 Equipment Budget of $355,000. FY 18/19 estimated actual expenditures are forecast to come in at $151,000 which is $204,000 below budget. Due to equipment needs the amount not spent in FY 18/19 has been allocated to FY 19/20.

A significant purchase included in the proposed budget is $152,000 for additional generators needed to proactively plan for extended power outages associated with the roll out of PG&E's Public Safety Power Shutoff (PSPS) Program. There is also $130,000 budgeted for a Vacuum Excavator. Additionally, a metals analyzer for $68,000 is budgeted to replace a 20-year old piece of equipment for the lab. The following chart shows the ten year history of equipment purchases.

	10	11	12	13	14	15	16	17	18	19 est	20 Budget
Info Systems	$25,925	$36,375	$33,346	$0	$8,050	$0	$0	$0	$8,600	$0	$27,000
Rolling Stock	$162,696	$16,671	$103,057	$146,305	$161,834	$172,989	$48,812	$141,044	$58,143	$118,800	$186,000
Other Equipment	$35,082	$114,612	$53,724	$43,764	$32,884	$23,231	$26,374	$77,802	$6,131	$32,303	$220,000
Total	$223,703	$167,658	$190,127	$190,069	$202,768	$196,220	$75,187	$218,846	$72,874	$151,104	$433,000

Debt Service

Principal and interest payments totaling $3.2 million are budgeted as the annual obligation on $35.3 million in outstanding debt (as of June 30, 2019), comprised of:

1.) $4.4 million at 2.7% for a bank loan used to fund the Advanced Meter Information (AMI) project;
2.) $9.2 million at 2.4% State Revolving Fund (SRF) loan used to finance the Stafford Water Treatment Plant Rehabilitation;
3.) $14.1 million in SRF loans (with interest varying from 1%-2.6%) used to finance the recycled water distribution system;
4.) $5.6 million at 3.5% bank loan used to finance the Aqueduct Energy Efficiency Project and West Marin Treatment Plant Solids-Handling Facility;
5.) $2 million at 2.4% SRF loan used to finance the Deer Island Recycled Water Facility.

The below chart outlines the District's total outstanding debt and additional debt capacity for the budget year FY 19/20 and five-years prior. The additional debt capacity keeps the District below the debt service ratio of 1.5 as included in the Board approved Debt Policy. As shown below the total debt is partially funded by outside entities related to partnered projects.

	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20
Additional Debt Capacity	17.0	4.0	10.0	28.0	27.0	18.0
Total Debt Outstanding	31.1	29.4	31.5	37.1	34.7	32.4
Outside Funding	5.28	4.93	4.57	5.90	5.49	5.03

NORTH MARIN WATER DISTRICT
BUDGET SUMMARY - ALL SERVICE AREAS COMBINED
Fiscal Year 2019/20

		Proposed Budget 2019/20	Estimated Actual 2018/19	Adopted Budget 2018/19
	OPERATING INCOME			
1	Water Sales	**$22,345,000**	$21,274,000	$22,207,000
2	Sewer Service Charges	**261,000**	252,000	252,000
3	Wheeling & Misc Service Charges	**392,000**	386,000	347,000
4	**Total Operating Income**	**$22,998,000**	$21,912,000	$22,806,000
	OPERATING EXPENDITURES			
5	Source of Supply	**6,186,000**	6,922,000	7,044,000
6	Pumping	**438,000**	452,000	391,000
7	Operations	**808,000**	1,161,000	696,000
8	Water Treatment	**2,697,000**	2,463,000	2,603,000
9	Sewer Service	**171,000**	170,000	164,000
10	Transmission & Distribution	**3,656,000**	3,456,000	3,331,000
11	Consumer Accounting	**644,000**	551,000	648,000
12	Water Conservation	**399,000**	348,000	390,000
13	General & Administrative	**2,383,000**	1,932,000	2,392,000
14	Depreciation Expense	**3,486,000**	3,440,000	3,528,000
15	**Total Operating Expenditures**	**$20,868,000**	$20,895,000	$21,187,000
16	***NET OPERATING INCOME (LOSS)***	**$2,130,000**	$1,017,000	$1,619,000
	NON-OPERATING INCOME/(EXPENSE)			
17	Tax Proceeds	**$116,000**	$114,000	$114,000
18	Interest Revenue	**277,000**	355,000	159,000
19	Miscellaneous Revenue	**133,000**	179,000	137,000
20	Interest Expense	**(806,000)**	(840,000)	(850,000)
21	Miscellaneous Expense	**(20,000)**	(3,000)	(20,000)
22	**Total Non-Operating Income/(Expense)**	**($300,000)**	($195,000)	($460,000)
	NET INCOME/(LOSS)	**$1,830,000**	$822,000	$1,159,000
	OTHER SOURCES/(USES) OF FUNDS			
23	Add Depreciation Expense	**$3,486,000**	$3,440,000	$3,528,000
24	Connection Fees	**340,000**	2,322,000	733,000
25	Caltrans AEEP Reimbursement	**1,000**	1,000	1,000
26	MMWD AEEP Capital Contribution	**205,000**	245,000	245,000
27	Loans/Grants	**69,000**	20,000	349,000
28	Stone Tree Golf Principal Repayment	**227,000**	222,000	222,000
29	Capital Equipment Expenditures	**(433,000)**	(250,000)	(355,000)
30	Capital Improvement Projects	**(5,713,000)**	(5,141,000)	(7,770,000)
31	Debt Principal Payments	**(2,333,000)**	(2,336,000)	(2,279,000)
33	**Total Other Sources/(Uses)**	**($4,151,000)**	($1,477,000)	($5,326,000)
34	***CASH INCREASE/(DECREASE)***	**($2,321,000)**	($655,000)	($4,167,000)

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North Marin Water District

NOVATO POTABLE WATER
BUDGET SUMMARY
Fiscal Year 2019/20

		Proposed Budget 2019/20	*Estimated Actual 2018/19*	*Adopted Budget 2018/19*
	OPERATING INCOME			
1	Water Sales	**$20,239,000**	$19,225,000	$20,144,000
2	Wheeling & Misc Service Charges	**342,000**	337,000	340,000
3	**Total Operating Income**	**$20,581,000**	$19,562,000	$20,484,000
	OPERATING EXPENDITURES			
4	Source of Supply	**$5,896,000**	$6,638,000	$6,756,000
5	Pumping	**384,000**	395,000	343,000
6	Operations	**685,000**	800,000	580,000
7	Water Treatment	**2,494,000**	2,295,000	2,413,000
8	Transmission & Distribution	**3,432,000**	3,291,000	3,136,000
9	Consumer Accounting	**613,000**	527,000	618,000
10	Water Conservation	**390,000**	344,000	380,000
11	General Administration	**2,237,000**	1,792,000	2,216,000
12	Depreciation Expense	**2,788,000**	2,742,000	2,820,000
13	**Total Operating Expenditures**	**$18,919,000**	$18,824,000	$19,262,000
14	***NET OPERATING INCOME (LOSS)***	**$1,662,000**	$738,000	$1,222,000
	NON-OPERATING INCOME/(EXPENSE)			
15	Interest Revenue	**$150,000**	230,000	100,000
16	Miscellaneous Revenue	**133,000**	179,000	133,000
17	Interest Expense	**(495,000)**	(524,000)	(533,000)
19	Miscellaneous Expense	**(20,000)**	($2,000)	(20,000)
20	**Total Non-Operating Income/(Expense)**	**($232,000)**	($117,000)	($320,000)
21	***NET INCOME/(LOSS)***	**$1,430,000**	$621,000	$902,000
	OTHER SOURCES/(USES) OF CASH			
22	Add Depreciation Expense	**$2,788,000**	$2,742,000	$2,820,000
23	Connection Fees	**340,000**	2,314,000	680,000
24	Caltrans AEEP Capital Contribution	**1,000**	1,000	1,000.00
25	MMWD AEEP Capital Contribution	**205,000**	245,000	245,000
26	SCWA Water Conservation Grant	-	20,000	30,000
27	Loans	-	-	250,000
28	Capital Equipment Expenditures	**(433,000)**	(250,000)	(355,000)
29	Capital Improvement Projects	**(4,308,000)**	(4,323,000)	(5,760,000)
30	Debt Principal Payments	**(1,410,000)**	(1,360,000)	(1,350,000)
31	Connection Fee Transfer from (to) RWS	**(910,000)**	1,370,000	1,255,000
32	Working Capital Increase/(Decrease)	-	-	-
33	**Total Other Sources/(Uses)**	**($3,727,000)**	$759,000	($2,184,000)
34	***CASH INCREASE/(DECREASE)***	**($2,297,000)**	$1,380,000	($1,282,000)

North Marin Water District

NOVATO POTABLE WATER

FY 19/20 Five-Year Financial Forecast

	Fiscal Year Ending June 30 >	Proposed 2020	Projected 2021	Projected 2022	Projected 2023	Projected 2024
	SERVICES					
1	Active Meters @ Fiscal Year End	20,553	20,563	20,573	20,583	20,593
2	Increase for Year - Active Meters	10	10	10	10	10
	WATER PRODUCTION (MG)					
3	Stafford Production	650	650	650	650	650
4	Russian River Purchases	2,080	2,080	2,080	2,080	2,080
5	**Total Water Production**	2,730	2,730	2,730	2,730	2,730
	REVENUE & EXPENSE ($ in 000's)					
	OPERATING REVENUE					
6	Potable Water Sales	$20,239	$21,150	$22,101	$23,096	$24,135
7	Wheeling & Other Misc Service Charges	342	356	370	385	400
8	**Total Operating Revenue**	**$20,581**	**$21,505**	**$22,471**	**$23,481**	**$24,535**
	OPERATING EXPENSE					
9	Russian River Water	$5,710	$6,053	$6,416	$6,801	$7,209
10	Overheaded Operating Labor	7,059	7,271	7,489	7,714	7,945
11	Purification Chemicals	455	469	483	497	512
12	Electric Power	444	457	471	485	500
13	Other Operating Expenses	2,463	2,537	2,613	2,691	2,772
14	Depreciation	2,788	2,820	2,850	2,880	2,910
15	**Total Operating Expense**	**$18,919**	**$19,606**	**$20,321**	**$21,068**	**$21,848**
	NON-OPERATING REVENUE/(EXPENSE)					
16	Interest Revenue	$150	$150	$150	$150	$150
17	Interest Expense	(495)	(963)	(961)	(959)	(959)
18	Misc Other Revenue/(Expense)	113	116	120	123	127
19	**Total Non-Op Revenue/(Expense)**	**($232)**	**($697)**	**($691)**	**($686)**	**($682)**
20	**Net Income**	**$1,430**	**$1,203**	**$1,459**	**$1,727**	**$2,006**
	OTHER SOURCES/(USES) OF FUNDS					
21	Add Depreciation Expense	$2,788	$2,820	$2,850	$2,880	$2,910
22	Connection Fees	340	340	340	340	340
23	MMWD AEEP Capital Contribution	206	206	206	206	206
24	Loans/Grants	-	12,000	-	-	-
25	Capital Equipment Purchases	(433)	(250)	(250)	(250)	(250)
26	Capital Improvement Projects	(4,308)	0	0	0	0
27	Debt Principal Payments	(1,410)	(1,786)	(1,788)	(1,790)	959
28	FRC Funds Transferred to Recycled Water	(910)	(50)	(50)	(50)	(50)
29	Working Capital Increase	-	-	-	-	-
30	**Total Other Sources/(Uses)**	**($3,727)**	**$13,280**	**$1,308**	**$1,336**	**$4,115**
31	**Cash Increase/(Decrease)**	**($2,297)**	**$14,482**	**$2,767**	**$3,063**	**$6,121**
32	**Ending Reserve Balance**	**$5,892**	**$20,375**	**$23,141**	**$26,204**	**$32,325**
33	**Target Reserve Balance (90% Op Exp)**	**$14,518**	**$15,108**	**$15,724**	**$16,369**	**$17,044**
34	**% Rate Increase[1]**	**3.5%**	**4.5%**	**4.5%**	**4.5%**	**4.5%**
35	**Median Monthly Single-Family Residential Bill**	**$57**	**$59**	**$62**	**$65**	**$67**

36 Fiscal year 2020 Rate increase approved by the Board on May 21, 2019. FY 2021 through 2024 are projections for financial forecasting purposes only - not yet approved by the Board of Directors.

North Marin Water District

NOVATO POTABLE WATER OPERATING BUDGET DETAIL

Fiscal Year 2019/20

		Proposed Budget 19/20	Estimated Actual 18/19	Adopted Budget 18/19	Actual 17/18	Actual 16/17	Actual 15/16	Actual 14/15	Actual 13/14
	STATISTICS								
1	Active Meters	20,553	20,543	20,577	20,543	20,544	20,535	20,498	20,505
2	Avg Commodity Rate/1,000 Gal (Net)	$6.25	$6.00	$5.99	$6.00	$5.40	$5.25	$4.87	$4.81
3	Potable Consumption (BG)	2.60	2.54	2.60	2.52	2.31	2.15	2.44	2.95
	OPERATING INCOME								
4	Water Sales	$20,320,000	$19,308,000	$20,300,000	$19,645,814	$16,772,060	$15,489,903	$16,101,706	$18,385,017
5	Bill Adjustments	(81,000)	(83,000)	(156,000)	(143,395)	(130,587)	(64,461)	(82,790)	(95,470)
6	Sales to MMWD	-	-	-	155,846	-	-	-	432,294
7	Wheeling Charges-MMWD	75,000	75,000	75,000	92,977	91,374	90,217	119,144	100,527
8	Miscellaneous Service Revenue	267,000	262,000	265,000	268,563	252,038	277,479	276,388	265,496
9	**TOTAL OPERATING INCOME**	**$20,581,000**	**$19,562,000**	**$20,484,000**	**$20,019,805**	**$16,984,885**	**$15,793,138**	**$16,414,448**	**$19,087,864**
	OPERATING EXPENSE								
	SOURCE OF SUPPLY								
10	Supervision & Engineering	$11,000	$7,000	$37,000	$9,303	$11,264	$10,586	$11,641	$9,698
11	Operating Expense - Source	14,000	9,000	12,000	6,236	8,513	11,928	11,044	10,497
12	Maintenance/Monitoring of Dam	67,000	33,000	67,000	22,203	24,059	22,796	11,635	19,438
13	Maintenance of Lake & Intakes	20,000	24,000	18,000	10,690	7,575	6,299	511	11,701
14	Maintenance of Watershed	50,000	6,000	50,000	29,646	36,218	17,325	15,151	17,015
15	Water Purchased for Resale to MMWD	-	-	-	111,891	-	-	-	253,539
16	Water Quality Surveillance	14,000	1,000	22,000	6,728	3,513	3,137	7,467	13,713
17	Contract Water - SCWA	5,710,000	6,550,000	6,550,000	5,151,516	4,320,623	3,997,030	4,333,100	5,698,211
18	GASB 68 Adjustment	10,000	8,000	-	8,535	5,682	-	-	-
19	**TOTAL SOURCE OF SUPPLY**	**$5,896,000**	**$6,638,000**	**$6,756,000**	**$5,356,748**	**$4,417,447**	**$4,069,101**	**$4,390,549**	**$6,033,812**
	PUMPING								
20	Operating Expense	$3,000	$0	$3,000	$0	$0	$0	$237	$0
21	Maintenance of Structures/Grounds	32,000	61,000	26,000	32,611	28,514	26,347	51,544	46,502
22	Maintenance of Pumping Equipment	53,000	39,000	62,000	39,435	30,354	13,507	51,013	27,696
23	Electric Power - Pumping	288,000	288,000	252,000	293,588	246,869	212,207	213,909	255,711
24	GASB 68 Adjustment	8,000	7,000	-	6,967	3,496	-	-	-
25	**TOTAL PUMPING**	**$384,000**	**$395,000**	**$343,000**	**$372,601**	**$309,233**	**$252,061**	**$316,703**	**$329,909**
	OPERATIONS								
26	Supervision & Engineering	$158,000	$209,000	$169,000	$253,594	$234,870	$256,231	$241,264	$219,520
27	Operating Expense	238,000	324,000	252,000	400,138	343,890	304,897	244,900	274,893
28	Maintenance Expense	57,000	38,000	56,000	50,339	47,202	34,755	37,667	79,906
29	Telemetry Equipment/Controls Maint	87,000	105,000	86,000	94,523	101,568	68,674	86,544	62,223
30	Leased Line Expense	17,000	17,000	17,000	17,414	17,592	17,704	17,986	17,675
31	GASB 68 Adjustment	128,000	107,000	-	107,728	63,553	-	-	-
32	**TOTAL OPERATIONS**	**$685,000**	**$800,000**	**$580,000**	**$923,736**	**$808,675**	**$682,261**	**$628,361**	**$654,217**

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North Marin Water District

NOVATO POTABLE WATER OPERATING BUDGET DETAIL

Fiscal Year 2019/20

		Proposed Budget 19/20	Estimated Actual 18/19	Adopted Budget 18/19	Actual 17/18	Actual 16/17	Actual 15/16	Actual 14/15	Actual 13/14
	WATER TREATMENT								
33	Supervision & Engineering	$143,000	$166,000	$152,000	$169,851	$168,945	$130,358	$112,433	$111,096
34	Operating Expense	322,000	281,000	393,000	276,795	349,671	313,024	333,020	285,050
35	Purification Chemicals	475,000	389,000	455,000	438,348	247,260	378,562	358,907	316,762
36	Sludge Disposal	124,000	101,000	119,000	100,305	107,942	90,043	72,720	66,085
37	Maintenance of Structures/Grounds	122,000	108,000	119,000	50,913	78,910	68,351	79,728	60,148
38	Purification Equipment Maintenance	191,000	200,000	203,000	212,385	186,246	150,989	104,290	137,838
39	Electric Power - Treatment	156,000	153,000	156,000	157,374	129,652	113,223	120,592	135,637
40	Laboratory Expense (net)	707,000	686,000	816,000	758,936	768,965	705,212	691,990	655,315
41	GASB 68 Adjustment	254,000	211,000	-	212,624	150,494	-	-	-
42	**TOTAL WATER TREATMENT**	**$2,494,000**	**$2,295,000**	**$2,413,000**	**$2,377,531**	**$2,188,085**	**$1,949,762**	**$1,873,680**	**$1,767,931**
			3,553	3,735	3,351				
	TRANSMISSION & DISTRIBUTION								
43	Supervision & Engineering	$591,000	$521,000	$656,000	$659,085	$569,303	$559,007	$562,934	$486,544
44	Maps & Records	160,000	238,000	180,000	159,512	168,267	110,877	108,956	77,995
45	Operation of T&D System	607,000	683,000	636,000	594,175	582,483	509,160	404,243	511,708
46	Storage Facilities Expense	143,000	105,000	141,000	110,077	155,641	150,066	167,362	134,352
47	Maintenance of Valves & Regulators	192,000	80,000	222,000	173,762	196,162	189,372	151,691	91,709
48	Maintenance of Mains	177,000	173,000	155,000	190,307	149,584	215,077	149,898	72,176
49	Backflow Prevention Program	220,000	181,000	234,000	186,692	155,536	150,298	156,590	147,878
50	Maintenance of Copper Services	146,000	187,000	187,000	157,337	159,769	142,083	202,193	141,987
51	Maintenance of PB Service Lines	481,000	561,000	469,000	471,527	473,695	532,436	432,820	411,357
52	Maintenance of Meters	141,000	105,000	107,000	126,985	66,356	100,402	100,401	94,418
53	Detector Check Assembly Maint	84,000	94,000	70,000	46,056	72,208	54,586	65,749	52,369
54	Maintenance of Hydrants	73,000	17,000	79,000	18,087	51,020	34,311	25,655	22,154
55	GASB 68 Adjustment	417,000	346,000	-	349,390	228,385	-	-	-
56	**TOTAL TRANSMISSION & DISTRIB**	**$3,432,000**	**$3,291,000**	**$3,136,000**	**$3,242,992**	**$3,028,409**	**$2,747,675**	**$2,528,492**	**$2,244,647**
	CONSUMER ACCOUNTING								
57	Meter Reading & Collection	$142,000	$85,000	$250,000	$190,554	$182,663	$189,262	$166,919	$182,216
58	Billing & Accounting	213,000	200,000	228,000	280,268	289,503	281,010	269,054	256,653
59	Contract Billing	18,000	16,000	18,000	16,395	16,692	17,160	16,946	17,561
60	Postage & Supplies	55,000	52,000	55,000	52,735	56,373	58,903	60,032	61,791
61	Credit Card Fees	60,000	55,000	31,000	46,678	29,685	24,592	23,893	14,149
62	Lock Box Service	11,000	11,000	11,000	10,944	10,944	10,944	10,080	
63	Uncollectible Accounts	5,000	14,000	14,000	12,352	12,709	15,382	14,818	19,500
64	Office Equipment Expense	35,000	33,000	27,000	45,256	11,350	23,091	16,743	23,905
65	Distributed to Other Operations	(16,000)	(14,000)	(16,000)	(19,008)	(17,161)	(16,959)	(16,233)	(15,276)
66	GASB 68 Adjustment	90,000	75,000	-	75,257	49,950	-	-	-
67	**TOTAL CONSUMER ACCOUNTING**	**$613,000**	**$527,000**	**$618,000**	**$711,431**	**$642,708**	**$603,385**	**$562,252**	**$560,499**

North Marin Water District

NOVATO POTABLE WATER OPERATING BUDGET DETAIL

Fiscal Year 2019/20

		Proposed Budget 19/20	Estimated Actual 18/19	Adopted Budget 18/19	Actual 17/18	Actual 16/17	Actual 15/16	Actual 14/15	Actual 13/14
	WATER CONSERVATION								
68	Residential	$255,000	$239,000	$299,000	$235,438	$270,150	$320,620	$410,154	$362,499
69	Commercial	20,000	8,000	19,000	5,818	1,702	3,711	5,352	2,605
70	Public Outreach/Information	44,000	39,000	39,000	33,789	30,618	32,287	34,148	51,638
71	Large Landscape	28,000	22,000	23,000	33,662	36,818	24,877	10,747	12,702
72	GASB 68 Adjustment	43,000	36,000	-	36,183	21,754	-	-	-
73	**TOTAL WATER CONSERVATION**	**$390,000**	**$344,000**	**$380,000**	**$344,890**	**$361,042**	**$381,495**	**$460,401**	**$429,444**
	GENERAL & ADMINISTRATION								
74	Director's Expense	$41,000	$34,000	$39,000	$37,111	$34,384	$34,222	$30,400	$25,300
75	Legal Fees	21,000	21,000	19,000	20,173	28,043	20,488	9,956	20,906
76	Human Resources	52,000	88,000	67,000	62,348	31,451	25,036	33,977	28,386
77	Auditing Services	21,000	22,000	20,000	19,706	16,220	18,770	18,380	21,050
78	Consulting Services/Studies	195,000	231,000	393,000	223,041	51,567	138,735	107,015	0
79	General Office Salaries	1,211,000	1,131,000	1,364,000	1,441,496	1,492,719	1,309,502	1,191,792	1,184,164
80	Office Supplies	47,000	26,000	47,000	33,753	35,048	37,709	36,877	46,174
81	Employee Events	12,000	13,000	12,000	10,123	9,726	10,143	7,379	7,227
82	Other Administrative Expense	15,000	7,000	16,000	12,528	13,960	10,427	13,390	13,240
83	Election Cost	-	18,915	-	0	2,077	250	-	250
84	Dues & Subscriptions	95,000	89,000	73,000	59,362	59,046	59,271	53,296	47,842
85	Vehicle Expense	8,000	8,000	8,000	8,634	9,325	8,112	8,112	8,112
86	Meetings, Conf & Training	189,000	116,000	230,000	149,670	186,436	139,858	136,863	117,425
87	Telephone, Water, Gas & Electricity	49,000	38,000	49,000	40,595	45,355	42,458	38,580	33,328
88	Building & Grounds Maintenance	60,000	57,000	53,000	75,130	62,856	63,344	48,891	35,642
89	Office Equipment Expense	129,000	110,000	129,000	97,003	95,465	87,141	97,868	90,231
90	Insurance Premiums & Claims	146,000	102,000	128,000	92,292	87,319	140,366	102,073	72,192
91	Retiree Medical Benefits	172,000	197,000	172,000	174,528	164,969	168,935	175,580	159,691
92	(Gain)/Loss on Overhead Charges	(120,000)	(318,915)	(39,000)	(357,925)	(19,931)	(89,626)	(85,682)	(222,710)
93	G&A Distributed to Other Operations	(146,000)	(142,000)	(144,000)	(157,976)	(161,036)	(126,771)	(113,218)	(76,538)
94	G&A Applied to Construction Projects	(326,000)	(360,000)	(420,000)	(346,105)	(290,813)	(359,689)	(353,998)	(389,569)
95	GASB45/75 Adjustment (OPEB)	-	-	-	(35,788)	120,988	-	-	-
96	GASB68 Adjustment (Pension Liability)	366,000	304,000	-	342,715	207,182	-	-	-
97	**TOTAL GENERAL & ADMINISTRATION**	**$2,237,000**	**$1,792,000**	**$2,216,000**	**$2,002,414**	**$2,282,356**	**$1,738,681**	**$1,557,531**	**$1,222,343**
98	Depreciation Expense	$2,788,000	2,742,000	$2,820,000	$2,730,867	$2,710,627	$2,577,081	$2,507,124	$2,445,634
99	**TOTAL OPERATING EXPENSE**	**$18,919,000**	**$18,824,000**	**$19,262,000**	**$18,063,210**	**$16,748,582**	**$15,001,502**	**$14,825,093**	**$15,688,436**
100	***NET OPERATING INCOME/(LOSS)***	**$1,662,000**	**$738,000**	**$1,222,000**	**$1,956,595**	**$236,303**	**$791,636**	**$1,589,355**	**$3,399,428**

North Marin Water District

NOVATO RECYCLED WATER
BUDGET SUMMARY
Fiscal Year 2019/20

		Proposed Budget 2019/20	*Estimated Actual 2018/19*	*Adopted Budget 2018/19*
	OPERATING INCOME			
1	Recycled Water Sales	**$1,194,000**	$1,136,000	$1,154,000
2	Bimonthly Service Charge	**43,000**	41,000	41,000
3	**Total Operating Income**	**$1,237,000**	$1,177,000	$1,195,000
	OPERATING EXPENDITURES			
4	Purchased Water - NSD	**$212,000**	$231,000	$210,000
5	Purchased Water - LGVSD	**63,000**	32,000	63,000
6	Pumping	**6,000**	5,000	6,000
7	Operations	**74,000**	310,000	64,000
8	Water Treatment	**30,000**	16,000	31,000
9	Transmission & Distribution	**62,000**	11,000	56,000
10	Consumer Accounting	**1,000**	1,000	1,000
11	General Administration	**55,000**	52,000	51,000
12	Depreciation	**474,000**	474,000	474,000
13	**Total Operating Expenditures**	**$977,000**	$1,132,000	$956,000
14	***NET OPERATING INCOME (LOSS)***	**$260,000**	$45,000	$239,000
	NON-OPERATING INCOME/(EXPENSE)			
15	Interest Revenue	**$45,000**	$45,000	$10,000
16	Stone Tree Golf/MCC Interest Payments	**36,000**	34,000	29,000
17	Deer Island SRF Loan Interest Expense	**(47,000)**	(53,000)	(53,000)
18	Distrib System SRF Loans Interest Exp	**(240,000)**	(235,000)	(235,000)
19	**Total Non-Operating Income/(Expense)**	**($206,000)**	($209,000)	($249,000)
20	***NET INCOME/(LOSS)***	**$54,000**	($164,000)	($10,000)
	OTHER SOURCES/(USES) OF FUNDS			
21	Add Depreciation Expense	**$474,000**	$474,000	$474,000
23	Connection Fees Transferred from (to) Novato	**910,000**	(1,370,000)	(1,255,000)
24	Stone Tree Golf Principal Repayment	**227,000**	222,000	222,000
25	Capital Improvement Projects	**(120,000)**	(131,000)	(120,000)
26	Deer Island SRF Loan Principal Payments	**(226,000)**	(221,000)	(221,000)
27	Distrib System SRF Loan Principal Pmts	**(650,000)**	(639,000)	(639,000)
28	**Total Other Sources/(Uses)**	**$615,000**	($1,665,000)	($1,539,000)
29	***CASH INCREASE/(DECREASE)***	**$669,000**	($1,829,000)	($1,549,000)

North Marin Water District

NOVATO RECYCLED WATER
FY 19/20 Five-Year Financial Forecast

	Fiscal Year Ending June 30 >	Proposed 2020	Projected 2021	Projected 2022	Projected 2023	Projected 2024
1	Active Services @ Fiscal Year End	95	95	95	95	95
2	Commodity Rate/1,000 Gal	$5.97	$6.24	$6.52	$6.81	$7.12
3	Consumption (MG)	200	200	200	200	200
	OPERATING REVENUE					
4	Recycled Water Sales	$1,194	$1,248	$1,304	$1,363	$1,424
5	Bimonthly Service Charge	43	45	47	49	51
6	**Total Operating Revenue**	**$1,237**	**$1,293**	**$1,351**	**$1,412**	**$1,475**
	OPERATING EXPENSE					
7	Purchased Water - NSD	$212	$218	$225	$232	$239
8	Purchased Water - LGVSD	$63	65	67	69	71
9	Overheaded Operating Labor	98	101	104	107	110
10	Electric Power	5	5	5	5	5
11	Other Operating Expenses	125	127	130	133	136
12	Depreciation	474	474	474	474	474
13	**Total Operating Expense**	**$977**	**$990**	**$1,005**	**$1,020**	**$1,035**
	NON-OPERATING REVENUE/(EXPENSE)					
14	Interest Revenue	$81	$64	$67	$70	$70
15	Interest Expense	(287)	(248)	(231)	(212)	(212)
16	Other Revenue/(Expense)	-	-	-	-	-
17	**Total Non-Op Revenue/(Expense)**	**($206)**	**($184)**	**($164)**	**($142)**	**($142)**
18	**NET INCOME/(LOSS)**	**$54**	**$119**	**$182**	**$250**	**$298**
	OTHER SOURCES/(USES) OF FUNDS					
19	Add Depreciation Expense	$474	$474	$474	$474	$474
21	StoneTree Principal Repayment	227	251	251	251	251
22	Marin CC Principal Repayment	-	78	79	81	81
23	Novato Potable FRC Fund Trsf	910	50	50	50	50
24	Capital Improvement Projects	(120)	(120)	(120)	(120)	(120,000)
25	Deer Island TP Loan Principal Pmt	(226)	(232)	(237)	(243)	(243)
26	Distrib Sys Exp Loan Principal Pmt	(650)	(698)	(710)	(722)	(722)
27	**Total Other Sources/Uses**	**$615**	**($197)**	**($213)**	**($229)**	**($229)**
28	**Cash Increase/(Decrease)**	**$669**	**($78)**	**($31)**	**$21**	**$69**
29	**Ending Reserve Balance**	**$4,821**	**$4,743**	**$4,712**	**$4,733**	**$4,802**
30	**% Rate Increase**	**3.5%**	**4.5%**	**4.5%**	**4.5%**	**4.5%**

31 Fiscal year 2020 Rate Increase approvedl by the Board on May 21, 2019. FY 2021 through 2024 are projections for financial forecasting purposes only - not yet approved by the Board of Directors.

North Marin Water District

WEST MARIN WATER
BUDGET SUMMARY
Fiscal Year 2019/20

		Proposed Budget 2019/20	*Estimated Actual 2018/19*	*Adopted Budget 2018/19*
	OPERATING INCOME			
1	Water Sales	**$912,000**	$913,000	$868,000
2	Misc Service Charges	**7,000**	8,000	7,000
3	**Total Operating Income**	**$919,000**	$921,000	$875,000
	OPERATING EXPENDITURES			
4	Source of Supply	**$15,000**	$21,000	$15,000
5	Pumping	**48,000**	52,000	42,000
6	Operations	**49,000**	51,000	52,000
7	Water Treatment	**173,000**	152,000	159,000
8	Transmission & Distribution	**162,000**	154,000	139,000
9	Consumer Accounting	**28,000**	21,000	27,000
10	Water Conservation	**9,000**	4,000	10,000
11	General Administration	**64,000**	63,000	96,000
12	Depreciation Expense	**187,000**	187,000	197,000
13	**Total Operating Expenditures**	**$735,000**	$705,000	$737,000
14	***NET OPERATING INCOME (LOSS)***	**$184,000**	$216,000	$138,000
	NON-OPERATING REVENUE/(EXPENSE)			
15	PR-2 County Tax Allocation	**$56,000**	$55,000	$55,000
16	Miscellaneous Revenue	**-**	-	4,000
17	Interest Revenue	**38,000**	38,000	14,000
18	Bond & Loan Interest Expense	**(24,000)**	(28,000)	(29,000)
19	**Total Non-Operating Income/(Expense)**	**$70,000**	$65,000	$44,000
20	***NET INCOME/(LOSS)***	**$254,000**	$281,000	$182,000
	OTHER SOURCES/(USES) OF FUNDS			
21	Add Depreciation Expense	**$187,000**	187,000	$197,000
22	Connection Fees	**-**	8,000	23,000
23	Capital Improvement Projects	**(1,230,000)**	(246,000)	(1,325,000)
24	Bond & Loan Principal Payments	**(47,000)**	(116,000)	(69,000)
25	**Total Other Souces/(Uses)**	**($1,090,000)**	($167,000)	($1,174,000)
26	***CASH INCREASE/(DECREASE)***	**($836,000)**	$114,000	($992,000)

North Marin Water District

WEST MARIN WATER

FY 19/20 Five-Year Financial Forecast

#	BASIC DATA	Budget 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24
1	Active Meters	783	784	784	785	785
2	Avg Commodity Rate/1,000 Gal	$11.01	$11.51	$12.03	$12.57	$13.13
3	Potable Consumption (MG)	66.0	66.0	66.0	66.0	66.0
	OPERATING REVENUE					
4	Commodity Charge	$727,000	$760,000	$794,000	$829,000	$867,000
5	Bimonthly Service Charge	185,000	192,000	199,000	206,000	213,000
6	Miscellaneous Service Charges	7,000	7,000	7,000	7,000	7,000
7	**Total Operating Revenue**	**$919,000**	**$959,000**	**$1,000,000**	**$1,042,000**	**$1,087,000**
8	Operating Expenditures	$548,000	$564,000	$581,000	$598,000	$616,000
9	Depreciation Expense	187,000	208,000	221,000	226,000	229,000
10	**Total Operating Expense**	**$735,000**	**$772,000**	**$802,000**	**$824,000**	**$845,000**
11	**NET OPERATING INCOME**	**$184,000**	**$187,000**	**$198,000**	**$218,000**	**$242,000**
	NON-OPERATING REVENUE/(EXPENSE)					
12	Interest Revenue	$38,000	$8,000	$4,000	$5,000	$8,000
13	Interest Expense	(24,000)	(23,000)	(20,000)	(18,000)	(38,000)
14	PR-2 County Tax Allocation	56,000	56,000	57,000	58,000	59,000
15	Miscellaneous	-	-	-	-	-
16	**Total Non-Op Revenue/(Expense)**	70,000	41,000	41,000	45,000	29,000
17	**Net Income**	**$254,000**	**$228,000**	**$239,000**	**$263,000**	**$271,000**
	OTHER SOURCES/(USES)					
18	Add Depreciation Expense	$187,000	$208,000	$221,000	$226,000	$229,000
19	Connection Fees	-	23,000	-	23,000	-
20	Capital Improvement Projects	(1,230,000)	(760,000)	(275,000)	(150,000)	(1,077,000)
21	Loan Proceeds	-	-	-	-	500,000
22	Debt Principal Payments	(47,000)	(70,000)	(79,000)	(81,000)	(72,000)
23	Net Change in Working Capital	-	-	-	-	-
24	**Total Other Sources/(Uses)**	**($1,090,000)**	**($599,000)**	**($133,000)**	**$18,000**	**($420,000)**
25	**Cash Increase/(Decrease)**	**($836,000)**	**($371,000)**	**$106,000**	**$281,000**	**($149,000)**
26	Operating Reserve	$188,000	$193,700	$199,300	$205,300	$205,300
27	System Expansion Reserve	437,000	60,300	175,700	465,700	316,700
28	Liability Contingency Reserve	99,000	99,000	99,000	99,000	99,000
29	Bond Redemption Reserve	30,000	15,000	-	-	-
30	**ENDING CASH BALANCE**	**$754,000**	**$383,000**	**$489,000**	**$770,000**	**$621,000**

Fiscal year 2020 Rate Increase to be reviewed for approval by the Board on June 25, 2019. FY 2021 through 2024 are projections for financial forecasting purposes only - not yet approved by the Board of Directors.

North Marin Water District

OCEANA MARIN SEWER
BUDGET SUMMARY
Fiscal Year 2019/20

		Proposed Budget 2019/20	Estimated Actual 2018/19	Adopted Budget 2018/19
	OPERATING INCOME			
1	Monthly Sewer Service Charge	**$261,000**	$252,000	$252,000
2	Misc Service Charges	**-**	-	-
3	**Total Operating Income**	**$261,000**	$252,000	$252,000
	OPERATING EXPENDITURES			
4	Sewage Collection	**$79,000**	$78,000	$78,000
5	Sewage Treatment	**46,000**	58,000	47,000
6	Sewage Disposal	**46,000**	34,000	39,000
7	Consumer Accounting	**2,000**	2,000	2,000
8	General Administration	**27,000**	25,000	29,000
9	Depreciation Expense	**37,000**	37,000	37,000
10	**Total Operating Expenditures**	**$237,000**	$234,000	$232,000
11	***NET OPERATING INCOME (LOSS)***	**$24,000**	$18,000	$20,000
	NON-OPERATING REVENUE/(EXPENSE)			
12	OM-1/OM-3 Tax Allocation	**$60,000**	$59,000	$59,000
13	Interest Revenue	**8,000**	8,000	6,000
14	Miscellaneous Revenue	**-**	-	-
15	Miscellaneous Expense	**-**	(1,000)	-
16	**Total Non-Op Income/(Expense)**	**$68,000**	$66,000	$65,000
	NET INCOME/(LOSS)	**$92,000**	$84,000	$85,000
	OTHER SOURCES/(USES) OF FUNDS			
17	Add Depreciation Expense	**$37,000**	37,000	$37,000
18	Connection Fees	**-**	-	30,000
19	Grant/Loan Proceeds	**69,000**	-	69,000
20	Capital Improvement Projects	**(55,000)**	(441,000)	(565,000)
21	**Total Other Souces/(Uses)**	**$51,000**	($404,000)	($429,000)
22	***CASH INCREASE/(DECREASE)***	**$143,000**	($320,000)	($344,000)

North Marin Water District

OCEANA MARIN SEWER

FY 19/20 Five-Year Financial Forecast

#		Budget 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24
	BASIC DATA					
1	Number of Connections	234	234	235	235	236
2	Monthly Service Charge	$93.00	$98.00	$102.00	$107.00	$112.00
	OPERATING REVENUE					
3	Monthly Service Charge	$261,000	$275,000	$288,000	$302,000	$317,000
4	Miscellaneous Service Charges	-	-	-	-	-
5	**Total Operating Revenue**	**$261,000**	**$275,000**	**$288,000**	**$302,000**	**$317,000**
	OPERATING EXPENSE					
6	Operating Expenditures	$200,000	$206,000	$212,000	$218,000	$224,000
7	Depreciation Expense	37,000	37,000	38,000	39,000	40,000
8	**Total Operating Expense**	$237,000	$243,000	$250,000	$257,000	$264,000
9	**NET OPERATING INCOME**	**$24,000**	**$32,000**	**$38,000**	**$45,000**	**$53,000**
	NON-OPERATING REVENUE/(EXPENSE)					
10	Interest Revenue	$8,000	$4,000	$3,000	$4,000	$2,000
11	Interest Expense	-	-	(9,000)	(8,000)	(8,000)
12	OM-1/OM-3 Tax Allocation	60,000	62,000	64,000	66,000	68,000
13	Miscellaneous Revenue	-	-	-	-	-
14	Miscellaneous Expense	-	-	-	-	-
15	**Total Non-Op Revenue/(Expense)**	**$68,000**	**$66,000**	**$58,000**	**$62,000**	**$62,000**
	Net Income	**$92,000**	**$98,000**	**$96,000**	**$107,000**	**$115,000**
	OTHER SOURCES/(USES)					
16	Add Depreciation Expense	$37,000	$37,000	$38,000	$39,000	$40,000
17	Connection Fees	-	-	30,000	-	30,000
18	Capital Improvement Projects	(55,000)	(190,000)	(1,110,000)	(320,000)	(140,000)
19	Grant/Loan Proceeds	69,000	0	1,038,000	-	-
20	Debt Principal Payments	-	-	(9,000)	(9,000)	(24,000)
21	Net Change in Working Capital	-	-	-	-	-
22	**Total Other Sources/(Uses)**	**$51,000**	**($153,000)**	**($13,000)**	**($290,000)**	**($94,000)**
23	**Cash Increase/(Decrease)**	**$143,000**	**($55,000)**	**$83,000**	**($183,000)**	**$21,000**
24	**ENDING CASH BALANCE**	**$384,000**	**$329,000**	**$412,000**	**$229,000**	**$250,000**

Fiscal year 2020 Rate Increase to be reviewed for approval by the Board on June 25, 2019. FY 2021 through 2024 are projections for financial forecasting purposes only - not yet approved by the Board of Directors.

CAPITAL IMPROVEMENT PROJECTS

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		FY20	FY21	FY20 Project Description
1.	PIPELINE REPLACEMENTS/ADDITIONS			
	a. Main/Pipeline Replacements			
	1 Replace 12" CI Pipe (785LF) S. Novato Bl (btwn Rowland/Adele)	-	$100,000	
1.7183.00	2 Replace Plastic Thin Walled Pipe < 4-inch	$150,000	$150,000	Ongoing systematic replacement of all plastic TW pipe < 4-inch.
	3 Other Main Replacements (60+ years old)	$200,000	$200,000	Unplanned repairs/replacements for failing mains.
		$350,000	$450,000	
	b. Main/Pipeline Additions			
1.7150.00	1 San Mateo 24" Inlet/Outlet Pipe (2,200')	$50,000	$742,000	Multiyear project to install 1,600 feet of 24-inch pipe from San Mateo Tank to the end of San Mateo Way to improve northern Zone 2 fire flow.
	2 Other Main/Pipeline Additions	-	$150,000	
		$50,000	$892,000	
	c. Polybutylene Service Line Replacements			
1.7139.xx	1 Replace PB in Sync w/City Paving (30 Services)	$70,000	$70,000	Ongoing systematic replacement of PB services in advance of City paving projects.
1.7123.xx	2 Other PB Replacements (80 Services)	$80,000	$80,000	Ongoing systematic replacement of PB services.
		$150,000	$150,000	
	d. Relocations to Sync w/City & County CIP			
1.8737.xx	1 Other Relocations	$70,000	$70,000	Relocate facilities for yet to be identified City/County Projects.
		$70,000	$70,000	
	TOTAL PIPELINE REPLACEMENTS/ADDITIONS	$620,000	$1,562,000	

CAPITAL IMPROVEMENT PROJECTS

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		FY20	FY21	FY20 Project Description
2.	SYSTEM IMPROVEMENTS			
1.7007.13	a. DCA Repair/Replace-FY20 (~14/yr)	$100,000	$60,000	Detector Check Assembly replacements.
1.7090.05	b. Anode Installations-FY20 (150/yr)	$10,000	$10,000	Place anodes on copper laterals for corrosion protection.
1.7178.00	c. Asset Management Software Procure/Implement	$163,000	-	Software to eliminate paper records and improve efficiencies for ranking capital expenditures .
1.7136.00	d. Facilities Security Enhancements	$25,000	$25,000	Tanks & PS security improvements.
	e. San Marin Aqueduct Valve Pit (STP to Zone 2)	-	$110,000	
	TOTAL SYSTEM IMPROVEMENTS	$298,000	$205,000	
3.	BUILDING, YARD, STP IMPROVEMENTS			
	a. Administration Building			
1.6501.43	1 Electronic Document Management System	$70,000	$70,000	Manage digital document creation, storage, retrieval & expiration.
1.6501.44	2 Office/Yard Building Renovation (Note 1)	$900,000	$3,000,000	50-year-old building requires significant upgrading.
1.6502.47	3 Yard Roof Repairs	-	$100,000	
		$970,000	$3,170,000	
	b. Corp Yard/Warehouse/Construction Office			
1.6502.xx	1 Other Yard Improvements	$30,000	-	Ongoing building repairs that arise unexpectedly. Ex - Roof leaks, HVAC replacements, etc.
		$30,000	-	
	c. Stafford Treatment Plant			
1.6600.69	1 Dam Concrete Repair (Apron)	$50,000	-	Ongoing periodic repair of Lake Stafford dam face (apron).
1.6600.96	2 Leveroni Creek Embankment Repair	$191,000	-	Repair/stabilize culvert embankment under access road to STP/IVGC.
1.6600.xx	3 Other Treatment Plant Improvements	$114,000	$50,000	Miscellaneous plant improvements
1.6600.97	4 Efficiency Improvements	$100,000	$100,000	Improvement of sludge treatment process as suggested in the Efficiency Study.
1.6600.98	5 STP Generator	$400,000	-	Installation of a 300KW emergency power generator.
		$855,000	$150,000	
	TOTAL BUILDING, YARD, STP IMPROVEMENTS	$1,855,000	$3,320,000	

CAPITAL IMPROVEMENT PROJECTS

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		FY20	FY21	FY20 Project Description
4.	STORAGE TANKS/PUMP STATIONS			
	a. Tank Construction			
1.6207.20	1 Old Ranch Rd Tank No. 2 (100k gal)	$150,000	$481,000	Replace and upsize existing redwood tank due to the current tank approaching end of useful life.
		$150,000	$481,000	
	b. Tank Rehabilitation			
1.7170.00	1 Hydropneumatic Tank Repairs	$30,000	$30,000	Ongoing program to inspect/Repair the 7 tanks in compliance with State Code.
1.6205.22	2 Cherry Hill #2 Recoat (0.2 MG)	$400,000	-	Remove and replace coating system to extend tank life.
		$430,000	$30,000	
1.6112.24	c. Lynwood P.S. Motor Control Center	$320,000	-	Move motor controls above-ground.
1.6141.00	d. Crest PS (Design/Const) /Reloc School Rd PS	$635,000	-	Replace School Rd PS with new facility on Bahia Drive.
		$955,000	-	
	TOTAL STORAGE TANKS/PUMP STATIONS	$1,535,000	$511,000	
5.	RECYCLED WATER			
5.7127.00	a. NBWRA Grant Program Administration	$20,000	$20,000	Continued support of NBWRA to obtain/administer recycled water project Federal/State grants for the Central Project.
5.7162,xx	b. Other Recycled Water Expenditures	$100,000	$100,000	Retrofit existing potable irrigation customers to RW.
		$120,000	$120,000	

CAPITAL IMPROVEMENT PROJECTS

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		FY20	FY21	FY20 Project Description
6.	WEST MARIN WATER SYSTEM			
2.6263.20	a. Replace PRE Tank #4A (25K gal w/125K gal)	$550,000	-	Replace and upsize redwood tank destroyed in Vision Fire with concrete tank.
2.6609.20	b. New Gallagher Well #2	$75,000	$260,000	Permit and construct 2nd well at Gallagher Ranch.
2.8829.00	c. PB Replace in Sync w/ County Paving	$50,000	$50,000	For 25 replacements.
2.7182.00	d. WM Brominated - TTHM Reduction	$300,000		Disenfection byproduct removal
2.8912.00	e. Lagunitas Creek Bridge Pipe Replacement (Caltrans)	$200,000	$450,000	Relocate/replace 8-inch water main across Lagunitas Creek Bridge (bridge project 2021)
2.8737.07	f. Olema Creek Bridge Pipe Replacement (County)	$35,000	-	Relocate/replace 8-inch water main across Olema Creek Bridge (bridge project 2022)
2.6130.23	g. Olema PS Wireless to Tank	$20,000	-	Installation of radio communications link.
		$1,230,000	$760,000	
7.	OCEANA MARIN SEWER SYSTEM			
8.8672.28	a. Infiltration Repair (Manhole Relining)	$40,000	$40,000	Ongoing work to identify and repair collection pipelines to prevent rainwater from leaking into the system.
8.7173.00	b. OM Treatment Pond Rehab (Note 2)	-	$150,000	
	c. Tahiti Way Lift Pump 1 Assembly	$15,000	-	Rebuild of lift pump.
		$55,000	$190,000	

CAPITAL IMPROVEMENT PROJECTS

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	FY20	FY21	FY20 Project Description
SUMMARY - GROSS PROJECT OUTLAY			
Novato Water	$4,308,000	$5,598,000	
Recycled Water	$120,000	$120,000	
West Marin Water	$1,230,000	$760,000	
Oceana Marin Sewer	$55,000	$190,000	
GROSS PROJECT OUTLAY	$5,713,000	$6,668,000	
4. LESS FUNDED BY LOANS/GRANTS/OTHER			
a. Advanced Meter Information Retrofit (Note 1)			
a. Office/Yard Building Refurbish (Note 1)	-	($3,900,000)	
c. RW Sys Expansion (Note 4)			
d. WM Treatment Plant Solids Handling (Note 4)			
c. WM TP Modific Design/Construct (Note 5)			
b. OM Treatment Pond Rehab (Note 2)	-	($113,000)	
e. OM Treatment Pond-Storm Damage (Note 6)	($69,000)		
f. OM Parallel Force Main (Note 8)			
TOTAL LOAN/GRANT FUNDS	(69,000)	($4,013,000)	
SUMMARY - NET PROJECT OUTLAY			
Novato Capital Improvement Net Project Outlay	$4,308,000	$1,698,000	
Recycled Water	$120,000	$120,000	
West Marin Water	$1,230,000	$760,000	
Oceana Marin Sewer	$55,000	$77,000	
NET PROJECT OUTLAY	$5,713,000	$2,655,000	
Total Number of District Projects	34	26	

CAPITAL IMPROVEMENT PROJECTS

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	FY20	FY21	FY20 Project Description
NOVATO POTABLE WATER DEBT SERVICE			
a. STP SRF Loan	$1,044,000	$1,044,000	
b. AEEP Bank Loan	$483,000	$483,000	
c. Advanced Meter Info Retrofit Loan	$377,000	$377,000	
d. Admin Building Renovation Loan (Note 1)	$0	$844,000	
	$1,904,000	$2,748,000	
NOVATO RECYCLED WATER DEBT SERVICE			
e. Deer Island Facility SRF Loan	$273,000	$273,000	
f. RW North Expansion SRF Loan	$282,000	$282,000	
g. RW South Expansion SRF Loan	$332,000	$332,000	
h. RW Central Exp SRF Loan (Net of MCC)	$276,000	$276,000	
	$1,163,000	$1,163,000	
WEST MARIN WATER DEBT SERVICE			
i. TP Solids Handling Bank Loan	$71,000	$71,000	
	$71,000	$71,000	
OCEANA MARIN SEWER DEBT SERVICE			
j. CIP Financing	-	$18,000	
	-	$18,000	
TOTAL DEBT SERVICE	$3,138,000	$4,000,000	
NET PROJECT OUTLAY & DEBT SERVICE	$8,851,000	$6,655,000	

CAPITAL IMPROVEMENT PROJECTS

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		FY20	FY21	FY20 Project Description
	STUDIES & SPECIAL PROJECTS			
1.4057.00	a. Local Water Supply Enhancement Study	$25,000	$100,000	
1.4076.00	b. CVRA - Transition from At-Large Elections	$15,000	-	
1.4077.00	c. PG&E Potter Valley FERC Relicensing	$10,000	-	
1.4059.00	d. Stafford Lake Water Rights Update	$50,000	-	
1.4058.20	e. Water Rate Study	$50,000	-	
	f. Stafford Dam Emergency Action Plan Update	$10,000	-	
	g Stafford Lake Sediment Survey (every 10 yrs)	-	$50,000	
	h. Stafford Lake Sanitary Survey	15,000	-	
1.4050.00	i. Urban Water Management Plan (every 5 yrs)	$20,000	$30,000	
		$195,000	$180,000	

Note 1 - $12M Office/Yard Renovation is proposed to be funded by 20 year 3.5% Bank Loan.
Note 2 - $1.2M OM Treatment Project funded by debt and /or grant funds.

EQUIPMENT EXPENDITURES
Fiscal Year 19/20 Budget

			Approved	Description
	1	**ADMINISTRATION**		
12101.01.00	a.	Website Upgrade	$10,000	Modernize website to a current design making it more mobile and multiple browser
12101.01.00	b.	Exchange Server Upgrade	$7,000	Required Microsoft Exchange server upgrade to receive ongoing support.
12101.01.00	c.	Timekeeping Software Upgrade	$10,000	Upgrade timekeeping system from slow outdated unsupported software.
			$27,000	
	2	**OPERATIONS/MAINTENANCE**		
12106.01.00	a.	Metals Analyzer	$68,000	Replace 20-year old metals analyzer as its repair components are no longer available.
12109.01.00	b.	100 KW Towable Generator	$90,000	Generator for PG&E Public Safety Power Shutoff (PSPS)
12109.01.00	c.	45 KW Towable Generator	$50,000	Generator for PG&E Public Safety Power Shutoff (PSPS)
12109.01.00	d.	Portable Light Generator	$12,000	Generator for PG&E Public Safety Power Shutoff (PSPS)
			$220,000	
	4	**VEHICLE & ROLLING EQUIPMENT EXPENDITURES**		Rolling Stock to be Transferred & Auctioned or Description
12104.01.00	a.	1/2 ton 2WD Pick-Up w/Tool Box & Radio	$28,000	Replace #47 2000 Chevy K1500.
12104.01.00	b.	Vacuum Excavator	$130,000	Replace #44 2002 International.
12104.01.00	c.	Hybrid SUV w/Radio	$28,000	Replace #56 2005 Honda Civic.
			$186,000	
		Total	**$433,000**	

RECAP	Adopted Budget 2018/19	Estimated Actual 2018/19	**Proposed Budget 2019/20**
Equipment	$180,000	$32,000	$247,000
Rolling Stock	$175,000	$119,000	$186,000
	$355,000	**$151,000**	**$433,000**

8

MEMORANDUM

To: Board of Directors

June 21, 2019

From: Drew McIntyre, General Manager
Rocky Vogler, Chief Engineer

Subj: Revision to Regulations 100, 103, 104, 106, 107 and 109
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RECOMMENDED ACTION: Board Approve Revisions to Part D Sewer Service – Regulation 100, Regulation 103, Regulation 104, Regulation 106, Regulation 107 and Regulation 109

FINANCIAL IMPACT: None

On January 18, 2000, the Board rescinded Regulation 108 which provided rates and charges for Tomales Sewer Service. Currently, Regulations 100, 103, 104, 106 and 107 still refer to Regulation 108, and staff is requesting to remove that reference from each of these three regulations as it is no longer required.

On December 20, 2016, the Board updated Regulation 4 outlining specifics regarding the instances when the District can and cannot charge connection fees for accessory dwelling units. However, no updates were made to Part D of the Regulations related to Sewer Service, primarily because development in Oceana Marin remains limited. Regulation 103 and Regulation 109 refer to side-sewer connections and connection charges, respectively. Currently, the connection charge for a single family dwelling unit is $30,000, but no charge has been determined for accessory dwelling units.

Accessory dwelling units, as defined by Government Code section 65852.2, can be no larger than 1,200 square foot nor greater than 50% of the area of the primary residence, and must include a kitchen and bathroom facilities. Further, if the accessory dwelling unit (ADU) is contained within the existing space of a single-family residence or accessory structure, no connection fee can be required by the District. If the ADU is newly constructed, that is, not a conversion of previously existing space, the District may require a separate utility connection and include a connection fee proportionate to the burden placed on the utility attributable to the proposed ADU.

Given that ADUs must contain a kitchen and bathroom facilities, and that the primary residence must also contain similar facilities, it is reasonable to assume that the sewer flows generated by an ADU can be approximated as 50% of the flows generated by the primary residence. In fact, based on a survey using real estate data for all the homes connected to the District's Oceana Marin sewer system including both the Oceana Marin subdivision and a

smaller portion of the Dillon Beach subdivision, the average size home served by the District is 2,174 square feet, and the average number of bathrooms is 2.5.

In an effort to compare connection fee requirements based on potential ADU impacts to the Oceana Marin collection and treatment facilities, District staff contacted other districts providing sewer service (including Las Gallinas Valley Sanitary District, Sausalito-Marin City Sanitary District, Tomales Village Community Sanitary District, Novato Sanitary District, and Ross Valley Sanitary District) to evaluate each agency's approach. The survey determined that there was not a consistent methodology employed amongst the agencies. Rather, each agency has adopted an approach that works for them. The connection fee calculation methods range from: not requiring a connection fee for ADUs; setting ADU connection fee equal to 90% of the connection fee for the primary residence; calculating fixture units; and setting ADU connection fees equal to primary residence connection fees.

Staff recommends revisions to Regulations 100, 103, 104, 106, 107 and 109 per the aforementioned reasons. Said changes have been reviewed and approved by legal counsel.

RECOMMENDATION

The Board approve revisions to Regulation 100, Regulation 103, Regulation 104, Regulation 106, Regulation 107 and Regulation 109.

DRAFT

NORTH MARIN WATER DISTRICT

REGULATION 100

GENERAL PROVISIONS

a. Intent and Purpose

It is the intent and purpose of the Board of Directors of the North Marin Water District to protect the public health and safety through enforcement of these regulations in the design, construction and use of sewage facilities within the jurisdiction of the District.

b. Authority

These regulations are adopted pursuant to provisions of Section 31100 and following, of the Water Code of the State of California.

c. Definitions

As used in this Part D of the Regulations of North Marin Water District, the following terms have the meaning stated below.

(1) Applicant

Shall mean the owner of the premises to be served by the sewer proposed to be installed or connected, or the owner's authorized agent.

(2) Application

Shall mean an application for sewer service which shall be on a form provided by the District for that purpose, and which shall describe the work proposed to be done, the location, ownership, occupancy, and use of the premises proposed to be served, the characteristics of the waste proposed to be introduced into the District's sewage facility, and be accompanied by such plans and specifications and further information as may be determined by the District to be necessary.

(3) Agreement

Shall mean an agreement between the Applicant and the District that establishes by the terms and conditions under which any sewage facilities shall be installed, replaced or extended.

(4) Board of Directors

Shall mean the Board of Directors of the North Marin Water District.

(5) BOD (Biochemical Oxygen Demand)

Shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in 5 days at 20E centigrade expressed in milligrams per liter.

(6) Building

Shall mean any structure containing any facility generating sewage requiring disposal into the District's sewage facility.

(7) County

Shall mean the County of Marin.

(8) District

Shall mean the North Marin Water District.

(9) Improvement District

Improvement District shall mean a specific portion of land within the boundaries of the District designated by the District as being an area in which the District will provide sewer service and to which certain debt obligations are assigned.

(10) Infiltration

Shall mean groundwater entering sewers through defective joints, and broken or cracked pipe and manholes.

(11) Sewer Main

Shall mean a public sewer into which storm, surface and ground waters are not intentionally admitted and which lies within a public street or easement readily accessible to the District.

(12) Private Disposal System

Shall mean any system of treatment devices or facilities (excluding chemical toilets) that store, convey, treat or dispose sewage which is discharged anywhere other than into a public sewer system.

(13) Regulations, Sewer Regulations, These Regulations

Shall mean the regulations of the District in this Part D.

(14) Sewage

Shall mean any liquid waste containing matter in suspension or solution.

(15) Sewage Facility

Shall mean all facilities for collecting, pumping, treating and disposing of sewage or for conveying treated sewage to points of reuse.

(16) Sewer

Shall mean a pipe or conduit for carrying sewage.

(17) Side-Sewer

Shall mean the sewer line connecting the building sewer and the sewer main.

d. Agreement, Inspection and Fees

(1) No sewer main or side-sewer shall be installed, replaced, or extended within the District until a sewer service agreement is signed by both the Applicant and the District, all fees, charges and estimated construction costs required under Regulations 106~~, 108,~~ and 109 are paid, and all necessary right-of-ways are granted to the District.

(2) No connection with or use of any sewer main or side-sewer shall be made until the sewer main and side-sewer has been inspected and approved by the District.

e. Land Use Approval Established

An application for service to unimproved land shall not be processed to completion by the District unless the Applicant presents to the District a document from the County of Marin verifying that:

(1) A valid building permit has been issued; or

(2) A preliminary division of land has been approved; or

(3) A tentative subdivision map has been approved; or

(4) A planned unit development precise development plan has been approved; or

(5) A conditional use permit has been approved.

Unimproved land means land on which no improvements exist or land which although improved to a degree is being further improved and said further improvement is the cause for augmented sewer service and requires one or more of the above listed land use approvals.

f. Validity

If any provision of these regulations or the application thereof to any person or circumstance is held invalid the remainder of the regulation and the application of such provisions to other persons or circumstances shall not be affected thereby.

DRAFT

NORTH MARIN WATER DISTRICT

REGULATION 103

SIDE-SEWER CONNECTIONS

a. Agreement Required

In accordance with Section d. of Regulation 100 no person shall construct a side-sewer or make a connection with any sewer main or side sewer without first entering into an agreement with the District and, except to the extent expressly prohibited by Government Code section 65852.2, paying all fees, charges and estimated construction costs as required under Regulations 106~~, 108~~ and 109.

b. When Extension of Sewer Main Required

Extension of a District sewer main shall be constructed to serve new consumers whose lands do not have direct access to or do not abut a street or easement containing an adequate sewer main. Property with direct access to a street or easement containing an adequate sewer main, but which does not have a major frontage on the street or easement, will be served at such street or easement provided that such property and adjacent properties cannot be further subdivided or developed.

c. Construction Requirements

(1) Construction of side-sewers shall be in accordance with the NMWD Standard Drawings, Sewer.

(2) No person shall uncover or otherwise alter or disturb a side-sewer without first receiving the consent of the District.

d. Separate Side-Sewers

Each separate building shall be connected to the sewer main with a separate side-sewer except that one or more buildings located on property owned by the same person may be served by the same side-sewer if the District is expressly required by Government Code section 65852.2 to allow an accessory dwelling unit to be served by the same side sewer as the primary dwelling, or if the District determines that it is unlikely that the property can or will be subdivided in the future. However, if for any reason the property is subsequently subdivided, each building under separate ownership shall be provided by the owner with a separate side-sewer and sewer main extension as required by the District. Continued use of such common side-sewer is prohibited.

e. Old Building Side-Sewers

An old building side-sewer may be used in connection with a new building only if, after inspection, the District determines that the side-sewer meets all current District requirements.

f. Maintenance of Side-Sewers

The maintenance of each side-sewer shall be the responsibility of the owner of the property served thereby. The cost of testing, inspecting, maintaining, repairing, replacing and relocating a side-sewer shall be borne by the owner of the property served thereby. The owner shall keep the side-sewer free of infiltration.

g. Testing of Side-Sewers

Side-sewers may be tested under the supervision of the District in each of the following circumstances:

(1) on remodeling or enlargement of the property served involving the installation of any plumbing fixture,

(2) on change of use of the building served as residential, commercial or industrial,

(3) on connection to, repair or replacement of the side-sewer, and

(4) on request of the District.

h. Sewers Too Low

In all buildings in which any building sewer is too low to permit gravity flow to the existing sewer main or side-sewer, the District will require that all other methods of obtaining gravity flow must be examined. Any new construction that is required in order to achieve gravity flow will be at the property owner's expense.

The District will determine if gravity flow sewer service to the property is not feasible. In this case, the sewage carried by such building sewer shall be lifted by a private pump system subject to District approval and discharged to the sewer main or side-sewer as determined by the District and at the expense of the owner. The Applicant shall enter into a recordable agreement running with the land to be served agreeing to accept such service and releasing the District from any liability and from all responsibility to provide gravity service and agreeing to maintain in good condition and repair without cost to the District the private pump system including:

(1) collection basin

(2) sewage pump or grinder pump as required

(3) cleanouts appropriately located to remedy pipe blockages

(4) check valve to prevent sewage in the District's sewer system from draining into the owner's private system.

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NORTH MARIN WATER DISTRICT

REGULATION 104

SEWAGE FACILITY CONSTRUCTION

a. Facility Size and Design

All extensions of the District's sewage facility shall be designed by the District and constructed in accordance with the District's plans and specifications. The location, size, type and design of all such extensions shall be sufficient to provide adequate sewage collection, pumping, treatment and disposal capacity for the entire area that can economically be served therefrom as conclusively determined by the District.

b. Construction by District

Subject to the rights of the Applicant as herein set forth, the District will construct extension of its sewage facilities. Such work will be commenced only after the Applicant has entered into a sewer service agreement, advanced the total estimated cost of all facilities, paid all charges as required by Regulations 106~~, 108~~ and 109 and provided easements as required by Section e. hereof.

c. Construction by Applicant

(1) Right of Applicant to Construct

The Applicant may elect to construct extensions to the District's sewage facilities, with materials furnished by the District, provided, however, the District reserves the right to construct, with its own personnel or by private contract, any of the following:

(a) Sewer mains, pumping plants, storage and treatment facilities and disposal facilities.

(b) Extensions involving complicated connections to, or interference with, the District's existing facilities as solely determined by the District.

(2) Conditions

Construction by the Applicant shall be subject to each of the following conditions:

(a) Prior to commencement of construction the Applicant shall enter into a sewer service agreement, advance all fees, costs of materials to be furnished and work to be performed by the District, pay all charges as required by Regulations 106~~, 108~~ and 109 and furnish the District with a performance bond satisfactory to the District in an amount equal to 100% of the estimated cost of the construction by the Applicant.

(b) All work shall be performed by a competent and experienced contractor licensed for underground construction and with experienced laborers.

(c) All work shall be performed in a good, workmanlike and safe manner and in accordance with the plans and specifications of the District, under its inspection and to the satisfaction of its Chief Engineer. Risk of loss or damage to materials or use and installation of faulty materials shall be borne by the Applicant until the facilities constructed are accepted by the District.

(d) All facilities shall be maintained by the contractor that installed the same for one year, or such longer period as shall be specified by the District, following the

acceptance thereof by the District.

d. All Work to be Inspected

All sewer mains, side-sewers and other sewage facility work shall be inspected by the District to ensure compliance with all requirements of the District. No sewer or side-sewer shall be covered at any point until it has been inspected and passed for acceptance. No sewer or side-sewer shall be connected to the District's sewer mains until the work described in the plans and specifications, with any corrections or modifications made with the consent of the District, is completed, inspected and approved by the District.

e. Land, Easement and Rights-of-Way

(1) Requirement of District Ownership

All extensions of the District's sewage facility shall at all times be the property of, and be controlled by, the District. District sewage facilities shall be located only in dedicated and accepted public streets, or within dedicated utility easements or within satisfactory easements granted to the District.

(2) Time and Cost of Acquisition

No facilities will be constructed until all rights-of-way, easements and facility sites as required by and satisfactory to the District shall have been conveyed to the District without cost to the District. In the event such rights-of-way, easements or lands are not conveyed by the Applicant, the Applicant shall pay the District its entire cost of acquisition thereof, including appraisers' fees, escrow charges, title insurance premiums and legal expenses.

f. Street Excavation Permit

Any contractor intending to excavate in a public or private street for the purpose of installing sewers or making sewer connections must obtain all necessary permits and authorizations from the City or County having jurisdiction.

g. Liability

The District and its officers, agents and employees shall not be liable for injury or death to any person or damage to any property arising out of the performance of any work by any Applicant. The Applicant shall indemnify the District, its officers, agents and employees for all damages, costs, expenses, fees and interest thereby incurred.

h. Determination of Construction Costs

The District shall determine its actual cost of all extensions. Costs shall include labor, materials, overhead, engineering, legal and administrative expenses allocable to such work. The District's determination of costs shall be conclusive.

If, at any time prior to completion of the extension, the District increases its estimate of said cost, the Applicant will pay the amount of the increase within 30 days after billing. If the District's actual costs of the extension exceed the estimated amounts paid, the Applicant will pay the difference within 30 days after the billing and prior to commencement of service. If the estimated amounts paid exceed the actual costs, the District will refund the excess promptly, without interest.

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NORTH MARIN WATER DISTRICT

REGULATION 106

APPLICATION, AGREEMENT, AND FEES

a. Application for Service

Upon receipt of an application for sewer service the District will review it and prepare a written estimate and preliminary plan for providing sewer service. If the District determines, in its sole discretion, that the plans, specifications and other information submitted as part of the application are complete and satisfactory and in compliance with pertinent District regulations, and that there exists adequate downstream collection, treatment, and disposal capacity for the proposed service, including possible reuse, then the District shall issue a letter notifying the Applicant that the work necessary to provide the proposed service may proceed subject to the Applicant entering into an agreement with the District and paying all estimated engineering costs, construction costs, fees and charges required under this Regulation and Regulation~~s 108~~ and 109.

b. Cost of Preliminary Engineering Work

The costs of preliminary engineering and planning associated with Section a. hereof shall be included as part of the cost of providing service except that in the event the District determines that the proposed service will be delayed or abandoned said costs shall become due and payable upon presentation of a bill for same to the Applicant. Should the District determine that the cost of preparing an estimate and accomplishing other engineering and planning work can reasonably be expected to exceed $100, the Applicant shall be required to execute and advance funds for same at the time of application.

c. Estimate is Not a Commitment to Provide Service

Preparation of an estimate or any other preliminary engineering and planning work undertaken by the District in connection with the Applicant's proposed project is not to be interpreted by the Applicant as a commitment or agreement by the District, partial or otherwise, to provide sewer service. Said commitment will be made only when the District executes a sewer service agreement. The commitment of the District to provide sewer service shall be limited to the number of connections to be installed pursuant to and in accordance with the terms of the sewer service agreement.

d. Sewer Service Agreement

After the preparation of a preliminary cost estimate and plans pursuant to Section a. hereof and at the time that the Applicant desires to secure a commitment of sewer service and proceed with construction, the District shall prepare a sewer service agreement for approval and authorization by the Board of Directors.

The Applicant's execution of a sewer service agreement and payment of all engineering and construction costs, fees and charges pursuant to these regulations shall bind the Applicant and any successors thereto to comply with all provisions of all pertinent District regulations, and with the plans and specifications and other information as part of the agreement, together with such corrections and modifications as may be required or permitted by the District.

e. Small Sewer Service Agreements

When the estimated cost of the work to be performed by the District is less than $5,000 (exclusive of charges referred to in Section g. hereof and Regulation~~s 108~~ and 109), the General Manager of the District is authorized to enter into a sewer service agreement with the Applicant.

f. Inspection Fee

A fee of $300.00 shall be paid as a condition of performing a sewer inspection.

g. Charge for Annexation to Improvement Districts

No property shall be annexed to an Improvement District unless an annexation fee is paid. The annexation fee shall be equal to the total of the following:

(1) The total revenue from tax on land (not improvements) that the District would have received had the property to be annexed been within the Improvement District from the date of its formation, plus an amount equal to the interest revenue the District would have received on said tax revenue,

(2) the total revenue from the annual $10.00 per parcel sewer service availability assessment charge identified in Regulation~~s 108~~ and 109 that the District would have received had the property been a buildable parcel within the current Improvement District as determined by the District plus an amount equal to the interest revenue the District would have received on said availability charge,

(3) current Local Agency Formation Commission and/or State Board of Equalization fees for annexation, and

(4) estimated cost of District staff time and expenses incurred to process the annexation application. The full cost of any annexation feasibility studies including preparation of environmental documents shall be borne by the person or entity requesting sewer service. Before commencing such studies said person or entity shall advance the District's estimated cost of such studies. If, after pursuing such studies, the District determines additional funds are needed to cover estimated costs, said person or entity shall advance said additional estimated required funds. Upon completing said studies any costs incurred by the District which were not covered by an advance(s) shall be paid by said person or entity upon presentation of an invoice therefore. Any unexpended funds held by the District resulting from an advance(s) shall be refunded to said person or entity, and

(5) the allocated portion of estimated capital costs to expand the downstream collection, treatment and disposal capacity of the sewage facility to serve the property as determined solely by the District, and

(6) the in-lieu contribution to the collection system allocated to the property proposed for annexation and based upon the present value of the portion of any assessment bond issues allocated and used to construct the existing sewage facility.

For annexations where Regulation 106 g.(5) applies, the Sewage Facility Connection Charge in accordance with Regulation~~s 108 b. and~~ 109 b. shall be waived.

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NORTH MARIN WATER DISTRICT

REGULATION 107

ENFORCEMENT

a. Violation

Any person found to be violating any provision of these regulations shall be served by the General Manager or other authorized person with written notice stating the nature of the violation and providing a reasonable time limit for satisfactory correction thereof. The violating party shall within the period of time stated in such notice permanently cease the violation.

b. Public Nuisance

Continued habitation of any building or continued operation of any facility in violation of the provisions of these regulations is hereby declared to be a public nuisance. The District may cause proceedings to be brought for the abatement of the nuisance during the period of such violation.

c. Liability for Violation

Any person violating any of the provisions of this regulation shall become liable to and shall indemnify the District for any expense, loss or damage occasioned by the District by reason of such violation.

Costs associated with the discovery and correction of an illegal connection to the District's sewer system are the responsibility of the property owner to which the illegal connection was made. The property owner shall reimburse the District for its said costs including:

(1) all District costs to investigate the illegal connection, and

(2) all District costs as described in Regulation 106~~, 108~~ and 109, to correct the connection including back charges for sewer service equal to the monthly service rate multiplied by the number of months the District determines the illegal connection was in use.

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NORTH MARIN WATER DISTRICT

REGULATION 109

OCEANA MARIN SEWER SERVICE - RATES AND CHARGES

a. Applicability

This regulation applies to sewer service within Improvement Districts No. OM-1 and OM-3 of North Marin Water District which are herein referred to as Oceana Marin.

b. Sewage Facilities Connection Charge

A sewage facilities connection charge of $30,000 for each single family dwelling unit shall be paid prior to the commencement of sewer service. A sewage facilities connection charge in the amount of 50% of the sewage facilities connection charge then applicable to a single family dwelling unit shall be paid prior to the commencement of sewer service to accessory dwelling units, except to the extent specifically prohibited by Government Code 65852.2. ~~Effective July 1, 2017, the sewage facilities connection charge shall increase to $30,000~~. For connection of service to structures projected to generate flows in excess of that generated by a typical single family home in Oceana Marin, the District shall calculate the number of equivalent dwelling units and resulting connection charge. In no event shall the connection charge be less than the amounts noted above. All revenues derived by the District from said sewage facilities connection charges shall be used only for the construction and reconstruction (including, without limitation, enlargement, modification and replacement) and operation and maintenance of the sewage facilities serving said lots or for other purposes authorized by Section 5474.9 of the Health & Safety Code, but shall not be used for acquisition or construction of new local street sewer or laterals. With the exception of property annexed after April 17, 1973, said charge for single family dwelling units shall not be payable for any lot in Units 3 or 4 of Oceana Marin Subdivision heretofore or hereafter connected to said facilities by reason of the substantial payment for said facilities heretofore made by the owners of said lots.

c. Sewer Service Rate

For Fiscal Year 2019-20, a sewer service rate of $1,116 per equivalent unit per year shall be paid by the owner of the land served. Accessory dwelling units shall be assessed a sewer service rate equal to 50% of the equivalent single family residential unit sewer service rate then in effect. In the case of new construction, said rate shall commence when connection is made to the District sewage facility, or upon connection of the accessory dwelling unit sewer plumbing to the existing side sewer serving the primary single family dwelling. Upon written notice by the owner in the event a structure is demolished by fire or otherwise removed from the land, an appropriate adjustment shall be made taking into account the reduced use but excluding any adjustment for infiltration inflow. An appropriate portion of the charges collected during the period that no structure existed shall be refunded. The refund period, however, shall not be greater than one year and shall be measured from the date that the District receives written notice from the owner.

9

MEMORANDUM

To: Board of Directors June 21, 2019

From: Drew McIntyre, General Manager

Subj: Status Report - California Voting Rights Act (CVRA) and Elections Code (EC) 10010

t:\gm\california voting rights act - transition from at-large elections\cvra west marin post public hearing no. 4 memo_final_ tw_cpan_rvv.docx

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: None

Background

Agencies throughout California (including water and wastewater agencies) have increasingly been transitioning from an at-large to district-based system of electing members of their governing bodies under the provisions of the California Voting Rights Act (CVRA) of 2001. The CVRA, signed into law in 2002, prohibits an at-large method of election that impairs the ability of a protected class to elect candidates of its choice or its ability to influence the outcome of an election. The law's intent is to expand protections against vote dilution over and above those provided by the Federal Voting Rights Act of 1965 ("FVRA"). The law was also motivated, in part, by the lack of success by plaintiffs in California in lawsuits brought under the FVRA challenging "at-large" electoral systems. The passage of the CVRA made it much easier for plaintiffs to prevail in lawsuits against public entities that elected their members to its governing body through "at-large" elections

The District reviewed its options under the CVRA and, at the April 23, 2019 Special Meeting, approved Resolution No. 19-05 declaring North Marin Water District's intent to transition from an at-large to district-based system of electing Directors. By doing so, the District enters into a "safe harbor" from CVRA litigation by choosing to voluntarily transition to a district-based election system as provided by AB 350 (2016) (legislation signed into law on September 28, 2016). Under AB 350, the District is required to hold at least four public hearings within the allotted 90-day "safe harbor" period.

The first two hearings were held during the District's Regularly Scheduled Board meetings on May 7, 2019 and May 21, 2019 to inform the public about the divisioning process and receive community input on the criteria for drawing division boundaries. Following the completion of Public Hearing No. 2, three draft maps were developed, each depicting five divisions dividing up the entire territory of the District in three different ways.

On June 4, 2019, the third public hearing was held to introduce three draft maps and receive public testimony regarding details of the map boundaries. At that meeting, one member of the public, a Novato resident, provided comment. There was a common theme that map readability could be improved by adding more physical features such major streets. At the conclusion of its discussion, the Board directed the demographers to retain the three existing maps for further consideration, and to also develop large format maps for improved readability prior to presentation at the fourth public hearing.

On June 18, 2019, the fourth public hearing was held to select a final map from the three alternatives and consider sequencing of divisions in future elections. After taking public comment, and at the conclusion of this meeting, the Board voted 4-1 to approve Plan A Map as the District's voting division boundary map with direction given to make some minor modifications to clean up lines between divisions provided these could be accomplished without causing a significant change in the population deviation between divisions. The Board also voted to approve sequencing of the division elections based on when the incumbent Directors residing in those divisions would respectively come up for election. In practice, this means that by-division elections for Directors to represent Districts 2 (B), 3 (C), and 4 (D) will be held in November 2020, and that by-division elections for Directors to represent Districts 1 (A) and 5 (E) will be held in November 2022. In the meantime, each Director will continue to serve out his respective term representing the District at large.

A memorandum from demographer Chris Chaffee is provided in Attachment 1 summarizing the changes made to Plan A Map as directed by the Board at the June 18, 2019 meeting. The resulting revised Plan A Map is provided in Attachment 2. For additional background information, including summation of public outreach and input refer to the June 18, 2019 staff report provided in Attachment 3.

Path Forward

In addition to the four public hearings in Novato, customers still have an opportunity to comment on the proposed final Plan A map – before they are published (on or before July 9, 2019).

The ordinance adopting the final map and election sequence will be scheduled for adoption at the July 16, 2019 regularly scheduled Board meeting (see timeline provided in Attachment 3). Once new census data is available from the 2020 Federal census in 2021, the Board will consider whether it is necessary to revise the voting divisions to equalize the

population within the divisions, and if so, how to do so, in time for the revised voting divisions to be effective for the 2022 election.

Bold, Polisner, Maddow, Nelson & Judson (District Legal Counsel) will be present to answer questions.

RECOMMENDATION:

That the Board:

Receive input from the community regarding the boundaries, composition, and sequencing of divisions to be established for division-based elections for Directors pursuant to Elections Code Section 10010.

Memo June 21, 2019

To: Drew McIntyre, Tom Willis, and Carl Nelson
From: Chris Chaffee, Paul Mitchell (Demographers)
Re: June 19, 2019 NMWD Public Hearing #4 – Plan A Revisions

At the June 19, 2019 North Marin Water Board Meeting the draft districting plans were discussed and Plan A was recommended as the preferred plan with specific changes outlined. Each of these changes are described below.

Mapping Changes

Unifying the San Marin Neighborhood

The first two changes work to unify the neighborhood of San Marin in District 3 by using Novato Blvd and Simmons Lane as district boundary lines between District 3 (the yellow district) and District 4 (the green district). These changes would transfer the red highlighted census blocks, shifting 963 people from District 4 into District 3. This population shift would result in District 3 being greatly overpopulated and District 4 being greatly underpopulated. To balance the districts another change is necessary.

Balancing District 4

To balance the changes to unify the San Marin Neighborhood and create a more natural split of Downtown Novato, the red highlighted portion was added to District 4 (the green district). This mapping change resulted in shifting 768 people from District 3 to District 4, balancing the populations and resulting in an overall population, with deviation, of:

District 3 – 12,579 (2.2%)
District 4 – 12, 156 (-1.2%)

Unifying the Black Point Neighborhood

Direction was also given to shift the border between District 1 (the blue district) and District 3 (the yellow district). This change would unify the Black Point Neighborhood in District 3 (the yellow district) by using Hwy 37 as the district border. This change would also be accompanied with a small change in population as 57 people would be shifted from District 1 into District 3.

Unifying a Neighborhood

The Directors also discussed the interest in unifying a neighborhood in the Southern portion of the district along Hwy 101. The Directors requested moving the line between District 2 (the purple district) and District 5 (the pink district) to Palmer Dr, unfortunately the census blocks in the area would not allow for this change. Instead a larger shift was required, as highlighted in red, and would cause 1,089 people to be shifted from District 5 into District 2. This shift would result in a large deviation:
District 2 +8.8% deviation
District 5 -11.9% deviation

Due to this change resulting large deviations of Districts 2 and 5, this change was not incorporated into the new map, Plan A Revised.

Unifying a Small Subdivision

Although the larger change was not included in the map revision, a smaller change was undertaken to unify a smaller subdivision. The red census block, highlighted to the left, was shifted from District 5 (the purple district) into District 1 (the blue district). This shift of one census block would transfer 28 people from District 5 to District 1 and make a very small change in overall district deviation. Also, it would create a border along Palmer Drive

Overall Changes

Plan A Revised

	2010 Census		
District	Population	Deviation	
1	12,555	251	2.0%
2	12,300	(4)	0.0%
3	12,579	275	2.2%
4	12,156	(148)	-1.2%
5	11,930	(374)	-3.0%

The changes outlined above would result in a very balanced plan with an overall deviation of 5%.

North Marin Water District Plan A Revised

Plan A Revised

	2010 Census			Citizen Voting Age Population (CVAP)						
District	Population	Deviation		Population	Latino		Asian		Black	
1	12,555	251	2.0%	9,423	585	6.2%	433	4.6%	33	0.4%
2	12,300	(4)	0.0%	7,978	837	10.5%	606	7.6%	234	2.9%
3	12,579	275	2.2%	9,670	1,285	13.3%	639	6.6%	72	0.7%
4	12,156	(148)	-1.2%	8,997	865	9.6%	346	3.8%	257	2.9%
5	11,930	(374)	-3.0%	8,731	950	10.9%	441	5.1%	198	2.3%

North Marin Water District Plan A Revised

Plan A Revised

	2010 Census			Citizen Voting Age Population (CVAP)						
District	Population	Deviation		Population	Latino		Asian		Black	
1	12,555	251	2.0%	9,423	585	6.2%	433	4.6%	33	0.4%
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Overall Changes

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The changes outlined above would result in a very balanced plan with an overall deviation of 5%.

PROPOSED DISTRICT BOUNDARY
PLAN A (REVISED)

Jun 21, 2019 - 12:34pm H:\Demographer_Files Sent To\PLAN A_REVISED DRAFT_LARGE FORMAT.dwg User: SDOVE

MEMORANDUM

To: Board of Directors June 14, 2019

From: Drew McIntyre, General Manager

Subj: Public Hearing No. 4 – California Voting Rights Act (CVRA) and Elections Code (EC) 10010

t:\gm\california voting rights act - transition from at-large elections\cvra public hearing no. 4 memo_final_tw_cpan final.docx

RECOMMENDED ACTION: Conduct fourth public hearing to receive input from the community regarding the boundaries and composition of divisions to established for division-based elections for Directors and regarding the sequence of such elections pursuant to Elections Code Section 10010, and provide direction.

FINANCIAL IMPACT: None

Background

Agencies throughout California (including water and wastewater agencies) have increasingly been transitioning from an at-large to district-based system of electing members of their governing bodies under the provisions of the California Voting Rights Act (CVRA) of 2001. The CVRA, signed into law in 2002, prohibits an at-large method of election that impairs the ability of a protected class to elect candidates of its choice or its ability to influence the outcome of an election. The law's intent is to expand protections against vote dilution over and above those provided by the Federal Voting Rights Act of 1965 ("FVRA"). The law was also motivated, in part, by the lack of success by plaintiffs in California in lawsuits brought under the FVRA challenging "at-large" electoral systems. The passage of the CVRA made it much easier for plaintiffs to prevail in lawsuits against public entities that elected their members to its governing body through "at-large" elections

The District reviewed its options under the CVRA and, at the April 23, 2019 Special Meeting, approved Resolution No. 19-05 declaring North Marin Water District's intent to transition from an at-large to district-based system of electing Directors. By doing so, the District enters into a "safe harbor" from CVRA litigation by choosing to voluntarily transition to a district-based election system as provided by AB 350 (2016) (legislation signed into law on September 28, 2016). Under AB 350, the District is required to hold at least four public hearings within the allotted 90-day "safe harbor" period.

ATTACHMENT 3

Public Hearing No.'s 1 and 2 were held during the District's Regularly Scheduled Board meetings on May 7, 2019 and May 21, 2019, respectively. At both of these Public Hearings, no public comment was given on the composition of the districts (divisions).

Following the completion of Public Hearing No. 2, three draft maps were developed, each depicting five divisions dividing up the entire territory of the District in three different ways. The three draft division map alternatives (Plan A, Plan B, and Plan C) were posted on the District's webpage on May 28, and a notice was published in the Marin IJ on the same date. Two public comments were subsequently received via email after the May 28 map posting and were submitted to the Board in advance of Public Hearing No. 3. These comments are again included herein as Attachment 1.

On June 4, 2019, the third public hearing was held. At that meeting, one member of the public, a Novato resident, provided comment. This resident commented that she liked Plans A and C but was against any map that would include two incumbents in one division. The Board discussed the three draft maps developed by the demographers. There was a common theme that map readability could be improved by adding more physical features such major streets. At the conclusion of its discussion, the Board directed the demographers to retain the three existing maps for further consideration, and to also develop large format maps for improved readability prior to presentation at the fourth public hearing.

The three original draft maps alternatives (Plan's A, B, and C) as well as large format versions of these same three maps were posted on the District's web page on or before June 11, 2019 and a notice was published in the Marin IJ on June 11, 2019.

Public Outreach and Input

Since the Board of Directors adopted the resolution of intent on April 23, 2019, the District immediately engaged in public outreach efforts to help inform the public on division-based elections and to encourage and obtain feedback and input, per the following methods:

- Established a dedicated web page on the District's website to provide information regarding the boundary drawing and transition process: https://www.nmwd.com/about_elections.php
- Created a home page notice on the District's website that promotes the meetings and links to the dedicated web page
- Included a notice on the District's Waterline newsletter mailed to approximately 20,000 customers in the District's service areas informing them about the District's transition to division-based elections and how they can participate in the process
- Issued a press release to the Marin IJ, Novato Advance and Pt. Reyes Light newspapers to inform residents and businesses in the District's service area about the District's transition to division-based elections and how they can participate in the process. The

press release generated two stories, one in the Marin IJ and one in the Pt. Reyes Light about this process.

- Published a notice in the Marin IJ on May 16, 2019 regarding the proposed timeline for consideration and implementation of District-Based Elections.
- Published a notice in the Marin IJ on May 28, 2019 (7-days before Public Hearing No. 3 seeking input from residents and advising availability of baseline maps on the District's website. Published three draft map alternatives (Plan A, Plan B, and Plan C) on the District's website more than 7 days before Public Hearing No. 3. The draft maps have remained on the website continuously since then.
- Published a notice in the Marin IJ on June 11, 2019 (7-days before Public Hearing No. 4 seeking input from residents and advising availability of baseline maps on the District's website.
- Posted multiple social media notices and information to the District's Facebook and Nextdoor pages.

Analysis of Map Alternatives

This fourth public hearing is to inform the community about the division process, present options, and receive public input regarding the boundaries and composition of divisions as set forth on the three map alternatives, and regarding the sequence of elections to select Directors for the newly created divisions. This hearing is the second of two hearings to enable the Board to receive input on the draft maps and on any alternative maps that might be proposed.

At the conclusion of Public Hearing No. 4, the Board is expected to select the final map and provide direction to staff regarding the sequence of division elections. Additional comments will be received and considered at the West Marin regularly scheduled Board meeting on June 25, 2019. The ordinance adopting the final map is scheduled for consideration at the July 16, 2019 meeting (Public Hearing No. 5).

The three draft maps are included as Attachment 2.

Plan A Map:

Plan A begins with a bridging of the West Marin Service Areas (aka, "islands") of population with areas on the outskirts of the City of Novato, with an eye on elevation zone maps for this justification. Then, within the city of Novato it attempts to create a balanced population plan with an eye on the neighborhoods as depicted in the City of Novato districting materials.

Plan B Map:

Plan B begins by uniting the unincorporated portions of the District together as much as possible and placing the rural portions of the District together with the West Marin coastal portions of the District. As the plan moves into the City of Novato, it uses neighborhood lines as a base to build out each division and uses natural and man-made barriers, like freeways, to inform the division lines.

Plan C Map:

Plan C begins by placing the District boundaries on a "blank canvas" consisting of only street and city imagery. As choices about the finer line boundary details were made, ancillary information was added to the map; first the North Marin Water District's elevation zones, then the lines drawn by other local jurisdictions.

Sequence of Division Elections

The sequence of division elections needs to be determined. The transition to division elections will be initially implemented in the 2020 election at which time three Director seats will be on the ballot, with the two remaining Director seats on the ballot in 2022. In determining final sequencing at this fourth Public Hearing, the Board should keep in mind the purposes of the CVRA and also take into account the preferences expressed by Directors and members of the community, including those within the affected divisions.

Path Forward

At the conclusion of this public hearing, the Board will consider configurations of the draft map alternatives and either select the final division map from those alternatives discussed above or provide additional changes to one or more of the draft maps and select one of the maps; and provide direction to staff regarding the sequence of division elections. In addition to the four public hearings in Novato, customers will have an opportunity to comment on the proposed final maps – before they are published (on or before July 9, 2019) – during the West Marin meeting of NMWD's Board on June 25th, when an agenda item will be included to summarize activities to-date regarding the transition to district-based elections.

The ordinance adopting the final map and election sequence will be scheduled for adoption at the July 16, 2019 regularly scheduled Board meeting (see updated timeline provided in Attachment 3). Once new census data is available from the 2020 Federal census in 2021, the Board will consider how to revise the voting divisions to equalize the population within the divisions in time to be effective for the 2022 election.

Consistent with the previous three public hearings, Bold, Polisner, Maddow, Nelson & Judson (District Legal Counsel), Remcho Johansen & Purcell LLP (Special Legal Counsel), and Political Data, Inc (Demographer) will be present to lead the discussions and answer questions.

RECOMMENDATION:

That the Board:

1. Hold the fourth public hearing to receive input from the community regarding the boundaries, composition, and sequencing of divisions to be established for division-

based elections for Directors pursuant to Elections Code Section 10010 and regarding the sequence of such elections;

2. Consider the various maps presented, suggest any additional changes to one or more of the draft maps, and select one of the maps; and
3. Provide direction regarding sequencing of divisions in future elections.

10

MEMORANDUM

To: Board of Directors June 21, 2019

From: Pablo Ramudo, Water Quality Supervisor PK

Subject: FY 18/19 Third Quarter Progress Report – Water Quality
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RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

Water served to the communities of Novato and Point Reyes met all federal and state primary and secondary water quality standards during the third quarter of fiscal year 2018-2019

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

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

NOVATO SYSTEM

Source Water: Stafford Lake

Stafford Lake was used as a source of drinking water beginning on March 21st. Water quality was monitored on a bi-weekly basis for chemical and mineral components as well as microbiological activity.

Algae and plankton from the raw water intake were identified and enumerated. Total algae numbers were moderate. Eight genera were present in appreciable numbers including one type of cyanobacteria, *Coelosphaerium* that bloomed in large numbers in January and February.

Treatment Performance: Stafford Treatment Plant

Total Organic Carbon (TOC) removal was excellent, well above the 35% requirement of the Enhanced Surface Water Treatment Rule. Operators were able to achieve 75% TOC removal with a finished water TOC concentration of 1.3 mg/L, below the district's goal of 2.0 mg/L.

Distribution System: Novato

Of the 268 routine samples collected for compliance with the Total Coliform Rule, there was one coliform positive sample this quarter. The coliform bacteria were detected in a sample taken from the sample station representing the area served by Ponti tank. The chlorine concentration in the sample was sufficient to maintain disinfection and three follow up samples were all clean, it is

(continued from page 1- Distribution System: Novato)

suspected that a sampling error may have been responsible for the result. Chlorine residual concentrations throughout our distribution system were good.

Average disinfection by-product concentrations were moderate and typical.

The flushing program was carried out from January 14 to March 22. Flushing is performed on water mains throughout the system to clear sediment that can accumulate and cause discolored water complaints during instances of peak flow. Zones 2 and 3 were targeted as well as the pressure regulated zones.

POINT REYES SYSTEM

Source Water: Coast Guard Wells

Raw water quality was acceptable throughout the quarter. Water quality parameters affected by salt water were elevated, but began to decrease by the end of the quarter thanks in part to flushing at the well heads and rain-fed recharge of the aquifer. The sodium concentration dropped from 120 to 55 mg/L, chloride concentration decreased from 375 to 68/L, and bromide dropped from 1.3 to 0.22 mg/L. Hardness fell from 420 to 110 mg/L.

Source Water: Gallagher Well

Gallagher well was used as a source of water during the quarter. Water quality parameters affected by saltwater are very low from this source and are not prone to intrusion from seawater. Sodium concentration remained steady at around 10 mg/L, chloride at 12 mg/L, and bromide at 0.06 mg/L. Hardness ranged from 110 to 140 mg/L.

Treatment Performance: Point Reyes Treatment Plant

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

Water was primarily sourced from Gallagher Well which was supplemented seldomly with water from the Coast Guard wells during times of higher demand. Water from the two sources, when called for, is blended prior to treatment.

Distribution System: Point Reyes

Of 27 routine samples collected for compliance with the Total Coliform Rule, one was positive for coliform bacteria this quarter. This sample was collected at the sample station representing the area served by PRE #4 tank and chlorine in that sample was low. The area was flushed to increase turnover and three follow up samples were clean. Since that time, monitoring in this zone has been increased to better respond to low chlorine levels. Apart from this zone which has the highest water age in the system, chlorine residual concentrations throughout our distribution system were good.

Salinity and Disinfection Byproducts

Disinfection byproducts in the last two quarters of 2018 were elevated due to the interaction between the free chlorine used for disinfection and increased levels of bromide in source water from the NMWD wells on the Coast Guard property. The observed concentration of trihalomethanes (THMs) in the zone served by PRE #4 tank triggered an operational evaluation required by the Federal Disinfection By-Product rule of the Safe Drinking Water Act.

The district took a number of steps to ensure that disinfection by-products could be lowered immediately and continuing into the future. These were outlined in my memorandum and presentation at the February 5, 2019 meeting of the Board of Directors.

Increased monitoring for THMs throughout the quarter illustrated progress from these efforts. The compliance sample collected on February 19th showed that for the near term, concentrations of THMS were once again under control. Work continues on the District's medium-term plan to add granular activated carbon THM-lowering contact vessels as well as the long-term plan of adding additional source capacity beyond the reach of tides.

NOVATO RECYCLED WATER

Deer Island Recycled Water Facility

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

11

MEMORANDUM

To: Board of Directors June 21, 2019

From: Rocky Vogler, Chief Engineer RV

Subject: West Marin Capital Improvement Projects – FY18-19 Preliminary Year-End Progress Report
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RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: None

The purpose of this memo is to provide a preliminary year-end status report to the Board on the District's performance in completing budgeted FY18-19 Capital Improvement Projects (CIPs) in the West Marin (including Oceana Marin) service territories. A final fiscal year-end report will be presented to the Board at a later meeting once the FY18-19 financial information is complete. This preliminary progress report is being presented to take advantage of the fact that the June 25th meeting is being held in our West Marin service territory.

Performance Status for Capital Improvement Projects

A total of eight (8) CIPs were originally budgeted in FY18-19 for the West Marin water and Oceana Marin sewer service areas (Attachment 1). During the year, seven projects were added and one was carried over. Two projects were deferred due to competing priorities. Out of the ensuing fourteen projects, six projects have been completed. Overall earned value progress in completing West Marin CIPs was 66%. All of the FY18-19 of the originally budgeted West Marin project expenditures were at or below the original budget (Attachment 2). Based on a review of total project expenditures for all West Marin CIPs, the combined West Marin Water projects are estimated to be below the initial budget by approximately $1.16M, due primarily to permitting delays associated with the PRE Tank 4A project and deferral of the TP Solids Handling project. Oceana Marin project expenses of $420,000 result in a remaining Oceana Marin CIP balance of $145,000.

Significant near-term future project expenses are anticipated for the West Marin service area including a satellite PRE treatment system for removal of disinfection by-products, as well as relocation/replacement of pipeline crossings both at Lagunitas Creek (Caltrans bridge replacement) and Olema Creek (County bridge replacement on Sir Francis Drake Blvd).

FY 18-19

CAPITAL IMPROVEMENTS PROJECTS

PROJECTS BUDGETED	WEST MARIN/ OCEANA MARIN
Original Budget	8
Added	7
FY 16-17 Carryover	1
Deferred/Dropped	2
Adjusted Budget	14

FISCAL YEAR COMPLETION STATUS	WEST MARIN/ OCEANA MARIN
No. of Projects Fully Completed	6
No. of Projects Partially Completed	6
Year-End Earned Value Completion Percentage	66

	Date Brought to Board
FY17-18 CARRYOVER	
Oceana Marin	
OM Treatment Pond Rehab – 404 Grant	Second Quarter Report
DEFERRED/DROPPED	
West Marin	
TP Solids Handling	Fourth Quarter Report
Oceana Marin	
Infiltration Repair	Fourth Quarter Report
PROJECTS ADDED	
West Marin	
Lagunitas Creek Bridge Pipe Replacement	First Quarter Report
PB Replacements: State Route One	Second Quarter Report
Olema Creek Bridge Pipe Replacement (SFD Blvd)	Second Quarter Report
PRTP Security Fence	Third Quarter Report
WM Brominated-TTHM Reduction	Third Quarter Report
PB Replacements – Drakes View Drive	Fourth Quarter Report
Oceana Marin	
Tahiti Way Lift Pumps Rebuild	Third Quarter Report

WEST MARIN CAPITAL IMPROVEMENT PROJECT SUMMARY FY18-19
AS OF JUNE 15, 2019

STATUS	DEPT	ITEM #	PROJECT NO.	DESCRIPTION	PROJECT COSTS		% COMPLETE		EARNED VALUE	
					Budget	Forecast	Baseline	Actual	Planned	Actual
			6. West Marin Water System							
			System Improvements							
PC	Eng	1	6.a	Replace PRE Tank #4A	$625,000	$45,000	100	75	$625,000	$33,750
PC	Eng	2	6.b	New Gallagher Well #2	$90,000	$13,000	75	10	$67,500	$1,300
PC	Eng	3	6.c	PB Replace in Sync w/County Paving	$50,000	$2,500	0	10	$0	$250
	Eng	4	6.d	~~TP Solids Handling~~ (deferred)	$550,000	$50,000				
C	Ops	5	6.e	Relocation of Production Meter	$10,000	$10,000	100	100	$10,000	$10,000
C	Eng	6	6.f	**PB Replacements - State Route One**	**$0**	**$20,000**	100	100	$0	$20,000
	Eng	7	6.g	**PB Replacements - Drakes View Dr (15)**	**$0**	**$0**				
PC	Eng	8	6.h	**Lagunitas Creek Bridge Pipe Replacement**	**$0**	**$17,500**	50	40	$0	$7,000
PC	Eng	9	6.i	**Olema Bridge Pipe Replacement (SFD Blvd)**	**$0**	**$5,000**	25	25	$0	$1,250
C	Ops	10	6.k	**PRTP Security Fence**	**$0**	**$5,000**	100	100	$0	$5,000
PC	Ops	11	6.l	**WM Brominated - TTHM Reduction**	**$0**	**$40,000**	10	10	$0	$4,000
				SubTotal	$1,325,000	$158,000				
							$1,167,000			
			7. Oceana Marin Sewer System							
	Ops	12	7.a	~~Infiltration Repair~~ (deferred)	$40,000	$40,000				
C	Eng	13	7.b	Pond Dredging & Solids Disposal	$400,000	$265,000	100	100	$400,000	$265,000
PC	Ops	14	7.c	*OM Treatment Pond Rehab - 404 Grant (FEMA)*	*$0*	*$5,000*	90	90	$0	$4,500
C	Ops	15	7.d	OM Treatment Pond Rehab - Storm Damage (FEMA)	$125,000	$125,000	75	100	$93,750	$125,000
C	Ops	16	7.e	**Tahiti Way Lift Pumps Rebuild**	**$0**	**$25,000**	90	100	$0	$25,000
				SubTotal	$565,000	$420,000				
				Total West Marin	$1,890,000	$578,000	83,423	66	$1,196,250	$502,050

[1]C - Completed
PC - Partially completed

PROJECT FORECAST REVISED
Baseline projects with revised forecast budget increases (indicated by shaded box)
Baseline projects to be deferred (indicated in strikeout)
New projects added **(indicated in bold)**
Prior year projects carried over indicated in italics

ATTACHMENT 2

12

Item #12

MEMORANDUM

To: Board of Directors June 21, 2019

From: Drew McIntyre, General Manager

Subject: Dillon Beach Village Community Meeting Workshop No. 3 – April 30, 2019

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RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

On Tuesday night, April 30, 2019, I attended the third and final Dillon Beach Village community meeting hosted by Marin County Environmental Health Services (see agenda in Attachment 1). The purpose of these workshops was to obtain input from the community regarding issues primarily related to water supply and on-site septic treatment concerns. Funding for this program is from a Prop 1 Bay Area Integrated Regional Water Management Program (IRWMP) grant. The Environmental Justice Coalition for Water (EJCW) is the Bay Area Program Manager for a portion of the IRWMP grant and Marin County is one of 10 Bay Area partners participating in outreach services in support of disadvantaged and under-represented communities. As part of this effort, the County received a $49,000 grant last summer to study water related issues in both Dillon Beach Village and Point Reyes Station. As reported to the Board earlier, Marin County is underway on a similar process in Point Reyes Station (see related item in this agenda)

Approximately 48 Village residents attended the meeting. County staff gave a presentation on the final survey results (see Attachment 2). The county received 62 survey responses which represents 42% of the total number of property owners in the Village. Of the property owners responding to the survey, approximately 11% live fulltime in the Village and the rest are seasonal occupants. When asked about septic system concerns, 57% of the respondents said they had no septic system concerns about their system but this percentage dropped to 32% when asked about the Village as a whole. The survey also asked a question regarding the merits of developing a feasibility study to exam alternatives to upgrade to a community wastewater system. Of the respondents, 74% were in support of a feasibility study and 26% were not.

Based on comments received at the meeting, county staff is proceeding with a grant application for a community wastewater system feasibility study. The timing for the county to submit a grant application for a feasibility study is not yet known at this time and will require advance approval by the Board of Supervisors.

Dillon Beach Village

Creating a Community Water Story

Tuesday, April 30, 2019

Agenda

6:00	Welcome and Introductions Recap Project Objectives	
6:10	Summary final survey results	
6:30	What is a feasibility study?	
6:45	Marshall Experience	George Clyde, East Shore Planning Group
7:00	Next Step?	
7:15	Form a community group?	Rhonda Kutter, Aide to Supervisor Rodoni
8:00	Closing	

Lorene Jackson
415-473-7146
lajackson@marincounty.org

ATTACHMENT 1

Survey Responses

- 62 responses (42%)
- Live in Dillon Beach 70% (56 responses)
  - Primary residence 11%
  - Seasonal 74%
- Own property 80%

Village Strengths

- The people - small, strong, tight knit community.
- Quaint - peaceful, isolated, character, quiet
- Beauty - beach, ocean, views, access
- Historical vacation beach village
- Multi-generational, safe

Maintain the character of the village

How to Enhance Strengths

- Leave it alone
- Install sewer
- Limit development, but allow improvements
- Improve parking, traffic controls
- Improve fire flow
- Community events – e.g. locals night at the café
- Designate National Historic District
- Underground utility lines

What are your concerns about drinking water? (59 responses)

Type of Wastewater System (61 responses)

Does it appear winter runoff contains wastewater? (61 responses)

What are your concerns about your septic system? (51 responses)

What are your concerns about septic systems throughout Village? (60 responses)

What are your concerns about sea level rise? (59 responses)

What are your Most Important Concerns?

- Some of these problem lend themselves to direction action with the County, water district, etc.
- Others require further in-depth study.
- If you had a fixed budget to address Village needs related to water, how would you want to spend it?
- Rate each potential project for its importance

Feasibility study to create a not for profit water system (57 responses)

Feasibility study of alternatives for a community wastewater system (56 responses)

More Water Quality Testing

(54-57 responses)

Village Drainage Study (56 Responses)

Top One or Two Priority Projects

(25 responses)

What is a Feasibility Study?

- **Problem Statement**
  - Wastewater narrative
  - Special water samples
    - ✓Winter surface runoff
    - ✓Microbial sources tracking
- **Characterize Existing Conditions**
  - Review County septic records
  - Voluntary third party inspections - optional

What is a Feasibility Study?

- **Identify Alternatives**
  - No Project – continue upgrades and repair
  - Connect to NMWD's Oceana Marin system
  - Newer technologies – more sustainable
    - ✓ *e.g. tertiary wastewater recycling*

What is a Feasibility Study?

- **Compare Alternatives**
  - Environmental impacts
  - Regulatory compliance
  - Land area needs
  - Costs:
    - ✓Capital
    - ✓Maintenance
- **Recommend Alternative**

Setting up Community System

1. Feasibility Study
2. Environmental Review
3. Governance – vote/petition
   - Annex NMWD
   - District Formation
     - ✓ Financing – Loans and Grants
     - ✓ Ordinance

Setting up Community System

4. Engineering Design
5. Permitting
6. Construction

Marshall Experience

Next Step

Does Dillon Beach Village want to pursue funding for feasibility study for a community wastewater system?

- Unique funding opportunity
- Needs to be community driven
- Volunteers for community advisory group
- Do we need an advisory petition/vote?
- Involve NMWD

NMWD Resolution 00-02

NMWD will do feasibility study if:

1. Community funds study
2. 75% of property owners support doing feasibility study

Form a Dillon Beach Village community group?

Subscribe to Planning Projects Under Review

- Community Development Agency Website
  - Planning
    - Projects Under Review (subscribe West Marin)

Email me and I'll send you the link

lajackson@marincounty.org

Questions Regarding Trailers

California Coastal Commission

- Jeannine Manna - Jeannine.Manna@coastal.ca.gov
- Jo Ginsberg - Jo.Ginsberg@coastal.ca.gov

State of California Housing and Community Development

- Cesar Ponce - Cesar.Ponce@hcd.ca.gov
- Brandon Holloway - Brandon.Holloway@hcd.ca.gov

What are your concerns about County permitting? (59 responses)

Existing On-site Septic Systems

Treatment Method		No. of Parcels
Connected to Oceana Marin		12
Operating Permit (Class II)		1
Repair (Class II or III)		62
Repair with leach field	56	
Repair without leach field	6	
No record of repair (Class IV)		74
Total developed parcels		149

What are your concerns about the quality of water at Dillon Beach? (41 responses)

- None, appreciate monitoring - 51%
- Concerned about health risk, hope it's ok, reduce advisories to zero - 24%
- Concern septic contamination - 7%
- More testing - 5%
- Dog waste - 5%
- Runoff agricultural pesticides - 2%
- Campground - 2%
- Global warming - 2%
- Water's cold - 2%

What's Going Well with Water

- Domestic water (reliable, uninterrupted service, appreciate rate decrease, good water pressure, good tasting) – 53%
- All is fine – 21%
- Water is good, but expensive – 5%
- (calculate from last 5)

Water Quality Concerns

- Purity/safety - bacteria from septic tanks (7)
- Taste (6)
- Color (6)
- Chlorine residual (3)
- Natural occurring elements (3)
- Sediment (2)
- Hard water (1)
- Old pipes (1)

How often do you pump your septic tank? (55 responses)

13

MEMORANDUM

To: Board of Directors June 21, 2019

From: Drew McIntyre, General Manager

Subject: Point Reyes Station Community Meeting Workshop No. 2 – June 5, 2019

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RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

On Wednesday evening, June 5, 2019 I attended the second of three Point Reyes Station community meeting workshops hosted by Marin County Environmental Health Services (see agenda in Attachment 1). The purpose of the meeting was to obtain input from the community regarding issues primarily related to water supply, on-site septic treatment concerns, and sea level rise. This outreach effort by the county is similar to what occurred recently for the Dillon Beach Village community. The final workshop for the Dillon Beach Village was April 30, 2019 (see related item in this agenda).

Funding for this program is from a Prop 1 Bay Area Integrated Regional Water Management Program (IRWMP) grant. The Environmental Justice Coalition for Water (EJCW) is the Bay Area Program Manager for a portion of the IRWMP grant and Marin County is one of 10 Bay Area partners participating in outreach services in support of disadvantaged and under-represented communities. As part of this effort, the County received a $49,000 grant in the summer of 2018 to study water related issues in both Dillon Beach Village and Point Reyes Station. According to EJCW, over $4M is available to be spent in the Bay Area for disadvantaged communities and these community outreach meeting are being used to help prioritize where said grant funds should be allocated.

Approximately 25 residents attended the meeting. County staff gave a presentation on the results of a survey conducted after Workshop No. 1. The county received 76 survey responses which represent 18% of the total number of property owners in Point Reyes Station (PRS). Of the property owners responding to the survey, approximately 67% live fulltime in PRS and the rest are seasonal occupants. When considering all water related topics (i.e., drinking water, wastewater, sea level rise), the top two priorities were: (1) adding additional public restrooms for visitors (37% support) and (2) performing a feasibility study for a community wastewater system (35% support) .

When asked about water system concerns, 32% of the respondents said they had no water

system concerns, 37% had concerns about adequate water supply, 36% had concerns about water quality, 27% had concerns about taste and 19% had concerns about the cost of water. I had the opportunity to speak to the group and address issues raised during the survey, including water supply reliability, water quality and taste (due to disinfection with chlorine). This discussion touched on impacts associated with continued saline intrusion at our Coast Guard wells. I also updated attendees on the Districts ongoing projects to expand water supply from Gallagher Ranch which is upstream from tidal influence and not subject to saline intrusion (see the related Pt. Reyes Light newspaper article in this agenda under Miscellaneous.

I plan to continue to attend these additional workshops as they occur.

Point Reyes Station

Creating a Community Water Story

Wednesday, June 5, 2019

Agenda

6:00	Welcome and Introductions
6:10	Recap Project Objectives
6:15	Point Reyes Station Narrative, Lorene 5 min Becky Gondola Marin County EHS 10-15 min septic comments
6:35	Summary Survey Results, Lorene (PowerPoint)
7:00	Drinking Water, North Marin Water District, General Manager Drew McIntyre
7:20	Public Restrooms, Marin County Parks, Chief Park Ranger Jason Olivotti
7:40	Fire Flow, Marin County Fire Department, Senior Captain Ben Ghisletta
8:00	Closing

Lorene Jackson
415-473-7146

ATTACHMENT 1

Survey Responses

- 76 responses (18%)
- Live in Point Reyes Station - 79%
  - Primary residence - 67%
  - Seasonal - 12%
  - Own 83%
- Don't live in Point Reyes Station - 21%

Survey Responses

- Where do you live? (61 responses)
  - Historic downtown - 21%
  - The Mesa Area - 48%
  - South of Green Bridge - 10%
  - Remaining Point Reyes Station - 21%
    (Between the Mesa and historic downtown)

Survey Responses

- Do you own a business? (75 responses)
  - No - 64%
  - Yes - 36% (27 businesses)
    - Historic downtown - 68%
    - Mesa Area - 11%
    - South of Green Bridge - 4%
    - Remaining Point Reyes Station 18%

Community Strengths (76 responses)

- Community character, e.g. rural, historic - 87%
- Natural beauty - 84%
- Strong community involvement - 60%
- Stewards of the environment - 58%
- Support one another - 54%
- Think outside the box - 30%
- Work well together - 26%
- Thoughtful 2001 Community Plan - 25%

How to Enhance Strengths

- Add more public restrooms - 60%
- More affordable housing - 53%
- Install innovative community wastewater - 45%
- Limit development to Community Plan - 42%
- More public drinking fountains/bottle refill stations - 40%
- Leave it alone - 30%
- Improve parking - 26%

What's Going Well with Water
(70 responses)

- Drinking water – 64%
- All is fine – 40%
- On-site septic systems - 29%

Water you drink in Point Reyes Station
(76 responses)

- Tap water - 70%
- Filtered tap water - 36%
- Bottled water - 11%

What are your concerns about drinking water? (73 responses)

Water Quality Concerns (30 responses)

- Purity - 57%
- Chlorine residual - 60%
- Natural occurring elements - 23%
- Salt water intrusion - 20%

Type of Wastewater System
(72 responses)

What are your concerns about your septic system? (72 responses)

How often do you pump your septic tank? (73 responses)

Problems with high groundwater affecting performance? (73 responses)

What are your concerns about septic systems throughout PRS? (76 responses)

What are your concerns about the water quality in local waterways? (75 responses)

- None - 27%
- Need to protect fish and wildlife - 37%
- Pathogen & nutrients in Tomales Bay – 31%
- Pathogens & nutrients in Lagunitas Creek - 7%
- Pathogens & nutrients in Lagunitas Creek & Tomales Bay- 19%

What are your concerns flooding?

(75 responses)

What are your concerns about sea level rise? (76 responses)

Potential Projects for Future Funding

- Some of these problem lend themselves to direct action with the County, water district, etc.
- Others require further in-depth study.
- If you had a fixed budget to address Point Reyes Station's needs related to water/wastewater, how would you want to spend it?
- Rate each potential project for its importance

Feasibility study for additional public restrooms for visitors (76 responses)

Feasibility study of alternatives to create a community wastewater system (75 responses)

Public water bottle refill stations
(75 responses)

Voluntary third-party inspections of septic systems (71 responses)

Top One or Two Priority Projects

(71 responses)

Onsite Wastewater Treatment Systems (OWTS)

Standard OWTS: consist of a septic tank and a standard leach field. May include pump tanks and pressurized lines.

Alternative OWTS: Any septic system that utilizes a form of supplemental treatment

Examples: Mounds, sand filters, recirculating textile filters, aerobic treatment systems, peat systems.

Onsite Wastewater Treatment Systems (OWTS) Overview

Class I : May be standard or alternative systems. They meet all setbacks to groundwater, waterbodies, etc. and have dual leach fields. These are fully code compliant systems.

Class II: May be standard or alternative systems which are "best practicable" repairs conducted under the current set of regulations. These may not meet setbacks to groundwater or water bodies, and may not have dual leach fields.

Onsite Wastewater Treatment Systems (OWTS) Overview

Class III: systems installed under the previous set of regulations, setbacks may not be met, systems may lack 100% sizing, and/or systems upgraded from Class IV.

Class IV: Undocumented, unpermitted systems, and cesspools. There may be an opportunity to upgrade to class III under many circumstances.

The Challenge with Point Reyes OWTS

Groundwater mounding: density of OWTS contribute to rising groundwater conditions

Groundwater may be found as high as 24" below grade in some locations. Alternative OWTS may be the only repair option.

Small lots: Systems may not meet 100% sizing requirements or need supplemental treatment to fit on the property.

Once systems fail, areas for repairs can be limited.

14

Item #14

MEMORANDUM

To: Board of Directors June 21, 2019

From: Drew McIntyre, General Manager

Subject: North Bay Water Reuse Authority Board Meeting – April 22, 2019

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RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: None

Supplemental information is provided as follows using item numbers referenced in the attached meeting agenda and draft minutes. A complete agenda packet is available via www.nbwra.org.

2. Roll Call

NMWD Board was represented by Director Baker.

7. Phase 1: Status of Reconciliation and Closeout Activities

Initial work on Phase 1 close-out with the U.S. Bureau of Reclamation has started. It cannot be complete until Las Gallinas Valley Sanitary District finishes construction of their project (deadline is September, 2020). As stated earlier, actual NBWRA billings are still tracking below approved budget.

10. Planning and Engineering Support Services for State and Federal Advocacy

This proposed $25,000 contract was deferred as there were legitimate concerns raised regarding the contract need and cost allocation between Phase 1 and Phase 2 participants.

11. Authorization for Program Development and Advocacy Services Agreement

Bryant and Associates was selected as the best qualified firm. I have been included as part of a subcommittee to negotiate the scope and costs

13. Adjournment

The next NBWRA meeting is October 28, 2019

BOARD OF DIRECTORS MEETING

AGENDA

Monday, April 22, 2019
9:30 AM

Novato City Hall Council Chambers
901 Sherman Avenue, Novato, CA 94945

Members and Consultants unable to attend in person may call in: (Local dial in): +1 (602) 567-4030, Toll Free: +1 (888) 227-0011, Access Code: **1988**
https://Conferencing2.brwncald.com/conference/1988

1. **Call to Order (1 minute)**

2. **Roll Call (1 minute)**

3. **Public Comment (3 minutes)**
(Any member of the public may address the Board at the commencement of the meeting on any matter within the jurisdiction of the Board. This should not relate to any item on the agenda. It is the policy of the Authority that each person addressing the Board limit their presentation to three minutes. Non-English speakers using a translator will have a time limit of six minutes. Any member of the public desiring to provide comments to the Board on an agenda item should do so at the time the item is considered. It is the policy of the Authority that oral comments be limited to three minutes per individual or ten minutes for an organization. Speaker's cards will be available in the Boardroom and are to be completed prior to speaking.)

4. **Introductions (2 minutes)**

Action
Pages 6 – 10

5. **Board Meeting Minutes of January 28, 2019 (2 minutes)**
(The Board will consider approving the minutes from the January 28, 2019 Board meeting.)

Information and Discussion

6. **Report from the Chair (10 minutes)**
(The Chair will report on the following items.)

Pages 13 – 23 6.a Consultant Progress Reports
Pages 24 – 38 6.b Financial Reports

North Bay Water Reuse Authority • c/o Sonoma County Water Agency, 404 Aviation Boulevard, Santa Rosa, CA 95403
707-235-8965 • NBWRA.org

County of Marin • Las Gallinas Valley Sanitary District • Novato Sanitary District • Marin Municipal Water District • North Marin Water District • Sonoma County Water Agency
City of Petaluma • Sonoma Valley County Sanitation District • County of Napa • Napa Sanitation District • City of American Canyon

Information **Pages 39 – 40**	**7.**	**Phase 1: Status of Reconciliation and Closeout Activities (5 minutes)** (The Board will be updated on Phase 1 status of reconciliation and closeout activities.)
Information **Pages 41 – 63**	**8.**	**Updated Reporting on Key Issues and Proposed Board Actions (30 minutes)** (The Board will receive reports from the consultant team on legislation, completing the Phase 2 Study, including the NEPA Waiver Status, Phase 2 Language Fix, Phase 2 Construction Grants, other Phase 2 Funding Options, and options for consulting services.)
Information **Pages 64 – 65**	**9.**	**Fiscal Year 2019/2020 Budget Summary (5 minutes)** (The Board will be updated on the status of the Fiscal Year 2019/2020 Budget.)
Action **Pages 66 – 67**	**10.**	**Authorization for Sonoma Water to issue a Request for Proposals, Evaluate Said Proposals, and Enter into an Agreement for a cost not to exceed $25,000 for Planning and Engineering Support Services for State and Federal Advocacy Planning (5 minutes)** (The Board will consider Authorizing Sonoma Water to issue a Request for Proposals, Evaluate Said Proposals, and Enter into an Agreement for a cost not to exceed $25,000 for Planning and Engineering Support Services for State and Federal Advocacy Planning.)
Action **Pages 68 – 69**	**11.**	**Review of Proposals for Program Development and Advocacy Services, Selection of a Consultant, and Consideration of Authorization for Sonoma Water to Negotiate a Scope and Cost within Previously Established Budget Ranges, and Authorization for Sonoma Water to Enter into an 18-Month Agreement with the Selected Firm. (10 Minutes)** (The Board Review the Proposals for Program Development and Advocacy Services, Select a Consultant, and Consider Authorization for Sonoma Water to Negotiate a Scope and Cost within Previously Established Budget Ranges, and Authorization for Sonoma Water to Enter into an 18-Month Agreement with the Selected Firm.)
Discussion **Pages 70 – 71**	**12.**	**Items for Future Discussion and Comments from Chair, Board, or Member Agencies (5 minutes)** (The Board will discuss items for future discussion and the Chair, Board, or Member Agencies may make brief announcements or reports on their own activities, pose questions for clarification, and/or request that items be placed on a future agenda. Except as authorized by law, no other discussion or action may be taken.)
Page 72	**13.**	**Adjournment (1 minute)**

Next Board Meeting
Monday, October 28, 2019, 9:30 A. M., Novato City Hall

(In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a Board meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the Program Manager at (510) 410-5923. Notification of at least 48 hours prior to the meeting or time when services are needed will assist in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service. A copy of all the documents constituting the agenda packet is available for public inspection prior to the meeting at 404 Aviation Boulevard, Santa Rosa, CA 95403. Any person may request that a copy of the agenda or the agenda packet be mailed to them for a fee of $.10 per page plus actual mailing costs. If you wish to request such a mailing, please contact Chuck Weir, Weir Technical Services, 3026 Ferndale Court, Pleasanton, CA 94588, 510-410-5923, chuckweir@sbcglobal.net. The agenda for each meeting is also available on-line at www.nbwra.org and will be available at the meeting.)

North Bay Water Reuse Authority
Board of Directors Meeting
Minutes
April 22, 2019

1. Call to Order

Chair Rabbitt called the meeting to order at 9:43 a.m. on Monday, April 22, 2019 at the Novato City Hall Council Chambers, 901 Sherman Avenue, Novato, CA. Members and Consultants unable to attend in person may call in: (Local dial in): +1 (602) 567-4030, Toll Free: +1 (888) 227-0011, Access Code: **1988** *https://Conferencing2.brwncald.com/conference/1988*

2. Roll Call

PRESENT:	David Rabbitt, Chair	Sonoma Water
	Mariam Aboudamous	City of American Canyon
	Jack Baker	North Marin Water District
	Grant Davis	Sonoma Valley County Sanitation District
	Rabi Elias	Las Gallinas Valley Sanitary District
	Jack Gibson	Marin Municipal Water District
	David Graves	NapaSan
	Sandeep Karkal	Novato Sanitary District
	Kevin McDonnell	City of Petaluma
	Belia Ramos	Napa County (by phone)
ABSENT:	Marin County	

OTHERS PRESENT:	Chuck Weir, Program Manager	Weir Technical Services
	Mike Ban	Marin Municipal Water District
	Kevin Booker	Sonoma Water
	Ginger Bryant	Bryant & Associates
	Rene Guillen	Brown & Caldwell
	Dan Herrera	City of Petaluma
	Pam Jeane	Sonoma Water
	Drew McIntyre	North Marin Water District
	Mark Millan	Data Instincts
	Carmen Morales	Sonoma Water
	Jim O'Toole	ESA (by phone)
	Pilar Oñate-Quintana	The Oñate Group (by phone)
	Larry Russell	Marin Municipal Water District
	Dan St. John	City of Petaluma
	Mike Savage	Data Instincts
	Brad Sherwood	Sonoma Water
	Jake Spaulding	Sonoma Water
	Rocky Vogler	North Marin Water District
	Leah Walker	City of Petaluma

ATTACHMENT 2

3. Public Comments
There were no comments from the public

4. Introductions
Introductions were made as there were several new attendees.

5. Board Meeting Minutes of October 22, 2018.
On a motion by Director Gibson, seconded by Director Baker, the minutes of the January 28, 2019 meeting were unanimously approved by the Board, with Director Graves abstaining.

6. Report from the Chair
a. Consultant Progress Reports
The Board reviewed the consultant progress reports for January, February, and March 2019.
b. Financial Reports
The Board reviewed the Final Financial Reports for Fiscal Year 2018/19 through March 31, 2019. Through the third quarter of the year all expenses are tracking normally.

Chair Rabbitt noted that future Board meetings are scheduled for October 28, 2019, April 27, 2020, and October 26, 2020.

7. Phase 1: Status of Reconciliation and Closeout Activities
Jake Spaulding gave an update on the reconciliation and close out activities for Phase 1. The deadline for completing projects is September 30, 2020.

8. Updated Reporting on Key Issues and Proposed Board Actions
Ginger Bryant provided a summary of the rationale for transitions from consultant team reports to key issue reports, which may involve multiple consultants. The key issues included the following:

Key Issue 1: SB332 Pilar Oñate-Quintana gave a summary of the issues and concerns with SB332, which would require dischargers to the ocean of bays to reduce flows by 50% by January 1, 2030 and by 95% by January 1, 2040. There would also be a civil penalty assesses of $2,000 per acre-foot for all flows above the reduction requirements. NBWRA is coordinating with CASA and WateReuse. Member agencies provided data used in a comment letter opposing SB332. Leah Walker is representing NBWRA on the WateReuse working group. Pilar also discussed AB1180 and AB292. SB332 also shows the need for additional technical consulting services to assist in developing comment letters as SB332 moves through the legislature. A proposed RFQ for planning and engineering support services will be considered separately under Item No. 10.

Key Issue 2: Completing the Phase 2 Study and NEPA Waiver Status Jim O'Toole summarized the status of this issue. The Feasibility Study was competed in 2017 and the Financial Capability Analysis will be submitted to USBR in My 2019. Title XVI grand funds can be applied for at this stage of the process. However, funds cannot be expended until the Record of Decision (ROD) is issued. Ginger Bryant noted that this action is stuck pending Congressional action. Her

team is working to achieve the necessary changes, which will dictate the funding actions. Mike Savage stated that pending a resolution to these issues that ESA will temporarily stop work.

Key Issue 3: Phase 2 Language Fix Ginger Bryant reported that the final language has been agreed upon. This can be included in an appropriations bill (6-10 months) or an authorizing bill (20-22 months). If included in an appropriations bill funding could be applied for in early 2020; if in an authorizing bill funding could be delayed until 2022.

Key Issue 4: Phase 2 Construction Grants WateReuse has requested $100 million. A dear colleague letter requests $150 million for Title XVI and $150 million for WaterSMART grants. NBWRA has requested $60 million. Petaluma and American Canyon are nearing the point of being ready to apply for grant funding, which could be $6 million in grants and $18 million in local funding.

Key Issue 5: Other Phase 2 Funding Assistance
Rene Guillen discussed other possible funding sources, including IRWM grants. He also noted that Caltrans TMDL and trash removal grants were not compatible.

9. Fiscal Year 2019/2020 Budget Summary
The Program Manager provided a summary of the FY19/20 Budget. No budget was presented to the Board at the January 2019 meeting since there are adequate funds in existing agreements for all activities except for Program Development and Advocacy. At the January meeting the Board approved a Request for Qualifications process for those services for an 18-month period from July 2019 to December 2020. Proposals have been received and reviewed by the Technical Advisory Committee (TAC). Grant Davis will report on the results under Item No. 11.

10. Authorization for Sonoma Water to issue a Request for Proposals, Evaluate Said Proposals, and Enter into an Agreement for a Cost not to Exceed $25,000 for Planning and Engineering Support Services for State and Federal Advocacy Planning
Jake Spaulding discussed the proposed process. Drew McIntyre expressed concern that since this is a joint use cost non-phase 2 agencies would be paying part of the cost. He was concerned that it could establish a precedent for future activities. Leah Walker discussed the need for the services, particularly for SB332. Brad Sherwood stated that Sonoma Water usually includes those services in the scope for advocacy services to avoid multiple agreements. Following discussion, Grant Davis recommended that this item be held until after the completion of Item No. 11. Ultimately, the Board took no action on this item.

11. Review Proposals for Program Development and Advocacy Services, Selection of a Consultant, and Consideration of Authorization for Sonoma Water to Negotiate a Scope and Cost within Previously Established Budget Ranges, and Authorization for Sonoma Water to Enter into an 18-Month Agreement with the Selected Firm.
Grant Davis reviewed the RFQ process and the rating results from the TAC. Two firms submitted proposals and Bryant & Associates was ranked first. The scores and comments were similar. A motion by Director Graves, seconded by Director McDonnell to authorize Sonoma Water to negotiate a scope and cost for Program Development and Advocacy Services, including technical assistance as needed, with Bryant & Associates was unanimously approved. Chair

Rabbitt appointed himself, Sonoma Water staff, Leah Walker, and Drew McIntyre to the subcommittee to negotiate the scope and cost.

12. Items for Future Discussion and Comments from Chair, Board, or Member Agencies
Items for the next meeting include: regular business reports, Phase 1 and Phase 2 status and activities, and Tasks and Budget for FY2020/2021.

13. Adjournment
Chair Rabbitt adjourned the meeting at 10:59 a.m. The next meeting will be Monday, October 28, 2019 at 9:30 a.m. at Novato City Hall.

Minutes approved by the Board _____.

Charles V. Weir
Program Manager

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15

DISBURSEMENTS - DATED JUNE 20, 2019

Date Prepared 6/18/19

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

Seq	Payable To	For	Amount
1	Able Tire & Brake	Tires (3) (Big Tex Utility Trailer) ($253), Tire Disposal Fee & Tire Repair ('78 Chipper) ($91)	$351.30
2	Allquip Universal	Tank Lift Cylinder ('13 Vac Excavator & Trailer)	1,031.52
3	Alpha Analytical Labs	Lab Testing (W.M. & Novato)	2,240.00
4	Arrow Benefits Group	May Dental Expense	4,874.67
5	Athens Administrators	May Replenishment for Checks Written	3,294.92
6	Automation Direct	4-Channel Analog Input Module (2) (PRE 2 & 3)	182.28
7	Bank of Marin	Bank of Marin Loan Principal & Interest (Pymt 92 of 240) (Aqueduct Energy Efficiency Project)	46,066.67
8	Buck's Saw Service	Weed Wacker Air Filter ($30) & Parts for String Mower	54.15
9	Calif Dept of Wtr Resources	FY20 Annual Dam Fee	15,954.00
10		Vision Reimbursement	191.30
11	Cilia, Joseph	Retiree Exp Reimb (June Health Ins)	333.79
12	Clipper	July Commuter Benefit Program (4)	422.00
13	Comcast	June Internet Connection	133.29
14	CSW/Stuber-Stroeh Engineering	Consulting Services: Additional AEEP Drawings (Balance Remaining on Contract $30,338)	2,740.00
15	Cummings Trucking	Rock (33 yds) ($1,435) & Sand (16 yds)	2,458.66
16	Diggs, James	Retiree Exp Reimb (June Health Ins)	311.19
17	Fastenal	Hardware	48.34
18	Fishman Supply	Hand Lotion (12-6 oz bottles) ($76), Safety Glasses (24) ($100) & Anti-Fog Lens Wipes	221.02

*Prepaid

Seq	Payable To	For	Amount
19	Grainger	Phosphate Buffer ($234) (STP), Filter Bags (10) ($96) & Multi-Purpose Lubricant (12-16 oz cans) ($114)	443.48
20	Heilman, Kurt	Novato "Smart Irrigation Controller" Program	134.05
21	Herz, Diane	Novato "Toilet Rebate" Program	200.00
22	Jackson, David	Retiree Exp Reimb (June Health Ins)	986.81
23	Jonsson, Debra & Scott	Refund Overpayment on Closed Account	247.92
24	Larsengines	High Pressure Trash Pump Used by Operations Dept to Clean Tanks	832.44
25	Latanyszyn, Roman	Retiree Exp Reimb (June Health Ins)	333.79
26	Lemos, Kerry	Retiree Exp Reimb (June Health Ins)	986.81
27	Marin County Ford	Service Parts ('15 F150, '12 F250) ($142), Tire Sensor ('10 F150) ($272), Transmission Service Kits & Brakes ('12 F250) ($209) & Brake Pads ('12 F250) ($104)	727.72
28	Marin, County of	Annual Septic Permit (25 Giacomini Rd)	491.00
29	May, John	Refund Overpayment on Closed Account	674.73
30	McLellan, WK	Misc Paving	7,185.97
31	McMaster-Carr Supply	Bolts (51) ('13 Vac Excavator)	37.38
32	Metrohm USA	Filters to Protect IC Column From Contamination (Lab)	669.44
33	Michael Baker International	Prog Pymt #1: Engineering Services - To Prepare Additional Inundation Map for Stafford Dam Weir Spillway Failure Scenario (Balance Remaining on Contract $12,271)	5,529.00
34	Micro Motion	Testing & Calibration of PRTP Raw Water Meter ($818) & Replacement Flow Meter & Transmitters for PRTP ($6,628)	7,446.08
35	Miller Pacific Engineering	Prog Pymt #8: Geotechnical Services - Misc Backfill Testing (Balance Remaining on Contract $46,276)	250.40
36	Minuteman Press	Signs for Hydration Station	131.70

Seq	Payable To	For	Amount
37	North Marin Auto Parts	Fuel Filters for Yard Diesel Pump (2) ($84), Service Parts (Vac Excavator, '16 Nissan Frontier, '12 F250, '08 F250), Towels for Shop/Yard (4 lbs) ($85), Battery ('16 Nissan Frontier), Brake Pad Lube ($42), Brake Fluid, Belts & Transitioners ('08 F250) ($240) & Buckets (10)	978.00
38	North Bay Gas	May Cylinder Rental (2)	151.00
39	Novato Builders Supply	Concrete (1 yd) ($282), Roof Patch Materials ($181) & Materials for Hydration Station ($113)	576.37
40	Overman, Steven	Refund Overpayment on Closed Account	151.77
41	Pace Supply	Copper Pipe (60') ($577) & Pit Pump	698.59
42	Pini Hardware	Tools & Supplies for Maintenance Dept ($253), Air Chisels for Auto Shop ($30), Materials for Hydration Station ($65) & Elbows (4)	458.81
43	Rauch Communication Consultant	Consulting Services: Outreach Support (Balance Remaining on Contract $12,359)	2,640.75
44		Vision Reimbursement	174.00
45	Darlene D. Rhodes	Prog Pymt #4: HR Consulting Services (Balance Remaining on Contract $6,212)	2,362.50
46	RH & Sons Water Services	Annual Backflow Testing Services for Customer Owned RP Devices (130)	7,150.00
47		Vision Reimbursement	321.20
48	Rozek, James	Novato "Toilet Rebate" Program	100.00
49	Soiland	Asphalt Recycling (5 tons)	23.45
50		Vision Reimbursement	184.00
51	Stafford, Vernon	Retiree Exp Reimb (June Health Ins)	333.79
52	TBOC	Refund Overpayment on Closed Account	350.91
53	Thatcher of California	Ferric Chloride (9 tons) (STP)	5,059.62
54	Thatcher Chemical	Chlorine (2,000 lbs) (STP)	2,144.00
55	Township Building Services	Janitorial Supplies	261.93

Seq	Payable To	For	Amount
56	TPx Communications	June Telephone Charges	520.81
57	T & T Valve & Instrument	Filter Valves (5) (STP)	148.74
58	Univar	Sodium Hypochloride (8 Drums) (Less Credit Received of $600 for Drum Return) (STP)	976.44
59	USA BlueBook	Sample Cells (2) (STP)	154.27
60	US Postal Service	Meter Postage	1,000.00
61	Van Bebber Bros	Plate ('13 Vac Excavator)	111.06
62	Waste Management	Green Waste Disposal from Tank Sites (21 yds)	969.51
63	West Yost Associates	Prog Pymt#1: STP Process Efficiency Improvement Study (Balance Remaining on Contract $12,804)	12,196.00
		TOTAL DISBURSEMENTS	**$148,415.34**

The foregoing payroll and accounts payable vouchers totaling $148,415.34 are hereby approved and authorized for payment.

Julie Blue 6/19/19

Auditor-Controller Date

6/19/19

General Manager Date

POINT REYES LIGHT

Survey shows restrooms top priority for Point Reyes Station

By Anna Guth
06/13/2019

The majority of residents who completed a recent county survey regarding water and wastewater use and systems in Point Reyes Station identified the lack of public restrooms as a top concern, though the response rate so far is low, just 18 percent.

Last Wednesday, county representatives presented the preliminary results of the two-month-old survey, the latest step in an initiative funded by a $49,000 grant from the California Department of Water Resources to aid communities in water resource planning.

The deadline to fill out the survey—which asked residents questions that address specific water concerns and the desire for potential projects—was recently extended through July in the hopes of receiving more responses. The survey's final results will be presented at a third community meeting in August. (The first meeting took place in March, and a similar process took place in Dillon Beach this spring.)

The county hopes to use resident feedback to come up with projects that could be supported by the Integrated Regional Water Management outreach initiative, funded by Proposition 1. Lorene Jackson, the county's project manager, presented to a small crowd of around 25 residents last week in the West Marin School gym the data from the 76 responses received so far.

Present also to answer questions and share brief updates was Drew McIntyre, the general manager of North Marin Water District, and several other county representatives: Becky Gondola, the county's senior environmental health specialist; Jason Olivotti, the chief county parks ranger for the northwest district; and Ben Ghisletta, a senior county fire captain.

In response to the question of how to enhance the village's strengths—which most who responded to the survey agreed were community character and natural beauty—60 percent favored adding public restrooms; 53 percent were in support of more affordable housing; 45 percent were interested in installing an innovative community wastewater system; and 40 percent wanted more public drinking fountains and water refill stations. Thirty percent of those surveyed selected "Leave it alone."

As far as concerns, residents prioritized drinking water over the state of their septic systems, and in particular, water quality, supply and taste. (To service Point Reyes Station, N.M.W.D pulls water from wells in Lagunitas Creek behind the former Coast Guard Station, not far from the end of Tomales Bay, treats if for iron manganese, chlorinates it and sends it out for distribution.)

Mr. McIntyre said the district has enough water for the community even in drought years, he is indeed worried about salinity intrusion caused by sea-level rise. Meant to curb the district's use of the wells at the Coast Guard site, N.M.W.D. is in the process of constructing a $300,000 well on the nearby Gallagher Ranch.

As far as personal septic systems, 44 percent of those surveyed were concerned about the cost of repairs and upgrades. Over a third also said they pump their septic every year or other year, which Ms. Jackson said was a red flag and reflected the village's seasonal high groundwater. Overall, the top two priority projects—each gaining support from over

a third of respondents—were a feasibility study to examine the possibility of additional restrooms for visitors and another for a community wastewater system. The final meeting, held in August, will debrief the results from the survey, available at marincounty.org/depts/cd/divisions/environmental-health-services/point-reyes-station-water-project at the library.

NOVATO

Sanitary district changes elections

The Novato Sanitary District has completed its switch from at-large to district-based elections.

Board members held five public hearings between April and June and concluded a demographic study before determining five "divisions" in which each elected member will serve. The switch, approved by the board June 10, came as other government agencies around the county made the transition to comply with the California Voting Rights Act.

All board members will be able to complete their terms and be eligible to run for re-election, barring changes to the divisions brought on by the 2020 Census, district officials said. Board members will continue to serve staggered four-year terms. The next election by division is 2020.

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alert top story
Health

Water tastes or smells funny? Napa's grand jury wants cities to further address this issue

- BARRY EBERLING beberling@napanews.com

  Barry Eberling

  Napa County Reporter

- Jun 17, 2019

The Napa County Grand Jury said Napa Valley water providers need to do more to control for taste-and-odor complaints.

A grand jury investigation concludes that residents in Napa County's cities can drink tap water without fear of contaminants, though they might sometimes find the taste hard to swallow.

Local cities should pay more attention to taste and odor complaints, the new 2018-19 grand jury report said. It urged cities to better communicate with the public on the topic and consider improving water treatment.

Each of the county's cities must respond to the grand jury report within 90 days of receiving it.

Drinking water meets state and federal quality standards and is safe to drink, the grand jury concluded. But taste and odor is another matter, with problems potentially arising from residual algae amounts as small as 10 parts per trillion in treated water.

This is the equivalent of 10 drops of algae-laced water in an Olympic-size swimming pool and people with sensitive taste can notice it, a local public works official told the grand jury.

The city of Napa during 2017 logged 62 formal complaints about taste and odor and color problems with water, most of them due to Lake Hennessey reservoir algae issues, the grand jury report said. The report quoted from the city's complaint log.

"Customer complained of terrible taste and odor in water. Husband said was earthy, wife thought it was metal. Explained water meets all regulations and is constantly tested. Hung up happy? Resolved over phone," said one complaint entry.

"Water tastes like pond water. Undrinkable. Suggested to put it in the refrigerator, the colder it is, the better," another said.

"Customer is complaining of strong odor, complains chlorine smell has gotten worse ... she is not happy," another said.

The city of Napa takes water from its Lake Hennessey reservoir in the mountains east of Rutherford, smaller Milliken Reservoir east of Silverado and the State Water Project's North Bay Aqueduct, which carries Sacramento-San Joaquin Delta water. Each source has its own water treatment plant.

Lake Hennessey can experience algae build-up, especially in late summer, the grand jury report said. The algae is present throughout the lake at all water levels, making pre-treatment difficult. The water treatment plant has a permit to apply aquatic pesticides close to the intake tower to control algae entering the plant.

The city of Napa could upgrade the Lake Hennessey treatment plant to better deal with taste-and-odor issues. But city Water General Manager Joy Eldredge said options such as ozone would cost millions of dollars for capital costs and have higher operational costs. This is a hot-button issue nationwide, she said.

"Do we spend the money for this particular problem that does not pose a threat, but is aesthetics?" Eldredge said on Monday.

Many of the taste and odor complaints are from people who have recently moved to the area, Eldredge said. For example, somebody might have come from San Francisco, which has the high-quality water source of Hetch Hetchy Reservoir in the Sierra Nevada.

Napa County and the city of Napa are working on a Lake Hennessey watershed study to look at runoff into the reservoir. Such things as nutrients from fertilizer can cause algae growth. That raises the possibility of trying to keep nutrients under human control out of the lake by stopping them at the source, if that proves to be a problem.

"The best thing to do is protect that water quality as best we can," Eldredge said.

North Bay Aqueduct water from dead-end Barker Slough in the Delta is notorious for water quality problems. The grand jury report said the city of Napa in 2012 spent $38 million to improve its water treatment plant in Jameson Canyon for this water source.

The grand jury recommended cities to advise citizens of known and anticipated taste-and-odor and color issues. It recommended cities publish taste-and-odor and color quality measures and results as part of their annual water quality reports provided to citizens.

Local jurisdictions should evaluate water treatment upgrades to turn out more aesthetically pleasing water, the grand jury recommended. But it also acknowledged the money challenge.

"While more might be done to make the water consistently taste better, such improvements come at significant cost," the report said. "County residents, especially upvalley, already pay high rates for safe drinking water and wastewater."

A household in Calistoga or St. Helena might pay more than double the cost for water and wastewater as a household in the city of Napa, American Canyon or Yountville, or $1,000 to $1,500 more annually, the report said.

Each city in the county manages its own water supply and charges rates to a relatively small population base. That's a legacy of a rural history of city-by-city self-funding and self-management, the report said.

Potential solutions the grand jury wants explored include sharing water treatment resources among jurisdictions and perhaps even creating a countywide water provider. The Local Agency Formation Commission of Napa County plans to do such a study that could result in recommendations by February.

Napa County and city team up to protect reservoir water quality

Napa County and the city of Napa are teaming up to study how new vineyards and other mountainside developments affect city reservoir water use…

Barry Eberling

Napa County Reporter

Barry Eberling covers Napa County government, transportation, the environment and general assignments. He has worked for the Napa Valley Register since fall 2014 and previously worked 27 years for the Daily Republic of Fairfield.