



NORTH MARIN WATER DISTRICT
AGENDA - REGULAR MEETING
September 1, 2020 – 6:00 p.m.
Location: Virtual Meeting
Novato, California

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

ATTENTION: This will be a virtual meeting of the Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California.

There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing the dial-in information printed on this agenda.

Video Zoom Method

CLICK ON LINK BELOW:

Go to: <https://us02web.zoom.us/j/8349174264>

OR

SIGN IN TO ZOOM:

Meeting ID: 8349174264

Password: 466521

Password: 466521

Call in Method:

Dial: +1 669 900 9128
+1 253 215 8782
+1 346 248 7799
+1 301 715 8592
+1 312 626 6799
+1 646 558 8656

Meeting ID: 834 917 4264#

Participant ID: #

Password: 466521#

For clarity of discussion, the Public is requested to MUTE except:

1. During Open Time for public expression item.
2. Public comment period on agenda items.

Please note: In the event of technical difficulties during the meeting, the District Secretary will adjourn the meeting and the remainder of the agenda will be rescheduled for a future special meeting which shall be open to the public and noticed pursuant to the Brown Act.

Est. Time	Item	Subject															
6:00 p.m.		CALL TO ORDER															
	1.	APPROVE MINUTES FROM REGULAR MEETING , August 18, 2020															
	2.	APPROVE MINUTES FROM SPECIAL MEETING , August 25, 2020															
	3.	GENERAL MANAGER'S REPORT															
	4.	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.															
	5.	STAFF/DIRECTORS REPORTS															
		<div>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. <table><tr><th colspan="2">Consent - Approve Water Agreement</th><th><u>Type</u></th><th><u>DU</u></th><th><u>EU</u></th></tr><tr><td>6.</td><td>McPhail's Phase 2B Water Facilities 5400 Hanna Ranch Rd., APN: 153-220-16 & 19</td><td>CM</td><td>0</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td>Resolution</td></tr></table></div>	Consent - Approve Water Agreement		<u>Type</u>	<u>DU</u>	<u>EU</u>	6.	McPhail's Phase 2B Water Facilities 5400 Hanna Ranch Rd., APN: 153-220-16 & 19	CM	0	0					Resolution
Consent - Approve Water Agreement		<u>Type</u>	<u>DU</u>	<u>EU</u>													
6.	McPhail's Phase 2B Water Facilities 5400 Hanna Ranch Rd., APN: 153-220-16 & 19	CM	0	0													
				Resolution													
		ACTION CALENDAR															
	7.	Approve: Resolution of Appreciation for Carmela Chandrasekera Resolution															
	8.	Approve: Renew Declaration of Local Emergency Related to COVID-19 Pandemic															
	9.	Approve: Notice of Completion for the Gallagher Ranch Streambank Stabilization Project (Dixon Marine Services, Inc.)															
	10.	Approve: Approve Text for Summer 2020 West Marin "Waterline", Volume 18															
	11.	Approve: Response Letter – 12461 Sir Francis Drake Blvd															
		INFORMATION ITEMS															
	12.	FY 19-20 Water Conservation Year-End Report															
	13.	FY 19-20 -Year-End Progress Report - Engineering Department															
	14.	MISCELLANEOUS Disbursements – Dated August 20, 2020 Disbursements – Dated August 27, 2020 Novato Creek Inundation Map Approval Letter Sonoma Water Press Release – Emergency Water Conservation Request is Lifted due to progress on halting spread of the Walbridge Fire <u>News Articles:</u> Point Reyes Light -Inverness declares water shortage emergency State Water Board Cancels October Wastewater Operators Exam Marin Water Board VP Appointed to EPA Advisory Board Marin IJ - Outages reveal snags in pivot to clean energy Governor Newsom Announces Appointments 8.18.20 – Armando Quintero															

Est. Time	Item	Subject
		Marin IJ - Waste maneuver could increase revenues, rates
		Marin IJ - Marin Voice – With voters as partners, registrar shares election plan
		Marin IJ - Wildfire grows to 2,860 acres – WEST MARIN
		Point Reyes Light - Saltwater intrusion at North Marin wells reaches historic high
7:30 p.m.	15.	ADJOURNMENT

All times are approximate and for reference only.
The Board of Directors may consider an item at a different time than set forth herein.

(Continued)

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DRAFT
NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
August 18, 2020

CALL TO ORDER

President Joly announced that due to the Coronavirus outbreak and pursuant to Executive Order N-29-20 issued by the Governor of the State of California this was a virtual meeting. President Joly called the regular meeting of the Board of Directors of North Marin Water District to order at 6:04 p.m. and the agenda was accepted as presented. President Joly added that there was not a public location for participating in this meeting, but any interested members of the public could participate remotely by utilizing the video or phone conference dial-in method using information printed on the agenda.

President Joly welcomed the public to participate in the remote meeting and asked that they mute themselves, except during open time and while making comments on the agenda items. President Joly noted that due to the virtual nature of the meeting he will conduct a roll call from the Directors. A roll call was done, those in remote attendance established a quorum. Participating remotely were Directors Jack Baker, Rick Fraites, Michael Joly and Stephen Petterle. Director James Grossi was not in attendance.

President Joly announced in the event of technical difficulties during the meeting, the District Secretary will adjourn the meeting and the remainder of the agenda will be rescheduled for a future special meeting which shall be open to the public and noticed pursuant to the Brown Act.

Mr. McIntyre performed a roll call of staff, participating remotely were Drew McIntyre (General Manager), Terrie Kehoe (District Secretary), Julie Blue (Auditor-Controller), Tony Arendell (Construction/Maintenance Superintendent), Robert Clark (Operations/Maintenance Superintendent) and Monica Juarez (Cashier/Receptionist).

President Joly announced for those joining the virtual meeting from the public to identify themselves. Samantha Hauser and Drew Walstrum from City Ventures, LLC were participating and were available for comments or questions for Consent Item #7.

MINUTES

On motion of Director Petterle, seconded by Director Fraites the Board approved minutes from the August 4, 2020 meeting by the following vote:

AYES: Director Baker, Fraites, Joly and Petterle

NOES: None

36 ABSTAIN: None

37 ABSENT: Director Grossi

38 **GENERAL MANAGER'S REPORT**

39 PRE Tank 4A Update

40 Mr. McIntyre reported the next concrete wall placement is scheduled on or after August
41 28th.

42 Old Ranch Road 100,000 Gallon Water Tank CEQA Update

43 Mr. McIntyre reminded the Board that this project consists of construction of a new
44 100,000-gallon tank near the existing 50,000-gallon redwood tank that is nearing the end of its
45 useful life. He announced that our consultants have completed additional work on the northern
46 spotted owl survey and also the oak woodland mitigation plan. He stated both of these documents
47 are being forwarded to California Department of Fish and Wildlife staff for review and comment.
48 Mr. McIntyre stated once comments are received he will update the Board.

49 Stafford Dam Emergency Action Plan (EAP) and Inundation Maps

50 Mr. McIntyre reported that staff and our EAP consultant Michael Baker Inc., have been
51 working with the Department of Water Resources (DWR) over the last year to update our 2015
52 EAP and Inundation Maps in compliance with more recent DWR regulations resulting from the
53 Oroville Dam spillway disaster. He stated on July 31st DWR issued a letter to the District
54 approving the updated inundation maps submitted for Novato Creek Dam. Additionally, now that
55 the inundation maps have been approved we can move forward with updating the 2015 EAP and
56 submitting to Cal OES for approval. Mr. McIntyre noted once DWR approves the 2020 EAP the
57 District will need to update both the EAP and the inundation maps every ten years.

58 West Marin Dry Year Conditions

59 Mr. McIntyre updated the Board on West Marin dry year conditions. He stated the District
60 has completed the first month of the mandatory 25% reduction and production for the month of
61 July was down 14.4% compared to 2013, noting we don't have the exact consumption data for
62 the month of July at this time. Mr. McIntyre reminded the Board that the Spring West Marin
63 Waterline Newsletter was sent out in May and there have been a series of newspaper articles in
64 addition to a live radio show regarding the water shortage. He added staff is working on an
65 updated email message to be sent out on the Water Smart Portal reminding customers of the
66 water conservation requirement and to be diligent to reduce water use wherever possible. Mr.
67 McIntyre stated staff will also be working on social media postings to be distributed through the
68 West Marin feed on Facebook.

On a related note, Mr. McIntyre reported salinity levels continue to rise in West Marin and we will be posting another notice in the Point Reyes Light informing our customers of sodium levels above 50 mg/l. He noted over the last couple of weeks the lab has received calls regarding salty water taste which occurs during these events.

Gallagher Test Wells

Mr. McIntyre announced the District's hydrogeologist consultant, PES, is planning on beginning test well drilling at the Gallagher Ranch site the week of September 14th in order to find a viable location for a second well.

Kiosk Update

Mr. McIntyre apprised the Board that the current focus by Kiosk is to work on the social media campaign that will run for the next year with the expected launch date sometime in September. Mr. McIntyre added Kiosk will also be creating a series of District branded social media posts and assisting us in increasing our Facebook and Twitter likes and followers.

Assistant General Manager/Chief Engineer Recruitment (AGM/CE)

Mr. McIntyre updated the Board on the AGM/CE recruitment. He reminded the Board that there is potential for a special closed session meeting on the following Tuesday, August 25th at 6:00 p.m. He asked the Board to continue to hold this date and time open and more information will be provided by the end of the week.

Director Joly asked how the Special Meeting on the 25th will be held. Mr. McIntyre replied that it will be in person, on the patio as it was done during the initial round of interviews.

Director Joly asked how our West Marin customers were doing with the heat and the mandatory water conservation. Mr. McIntyre replied the feedback has been mostly about the water tasting salty. He added we have had salinity problems in the recent past, however we are having more and more problems each year and salinity issues are much worse this year due to dry year conditions.

OPEN TIME

President Joly asked if anyone from the public wished to bring up an item not on the agenda, and there was no response.

STAFF/DIRECTORS REPORTS

Director Petterle congratulated Director Baker and Director Joly for another four years on the Board. He added the fact that they all put their names in and were running unopposed was an indication that they are doing something right. Director Petterle also gave credit to the staff and said he continues to hear good things about the staff from the public. He also shared that when he was recently playing golf at Indian Valley Golf Club there was a torrential rain downpour

for about five minutes. He stated he has worked with water agencies since 1977 and his prediction; which he feels is about 70% accurate, is when we see early rainfall, the rainy season will be dry. Director Joly replied he would like to also congratulate Director Petterle for his commitment to four more years on the Board, noting it is good for the City of Novato and for the District.

Director Joly thanked Director Fraites for recommending the book, *The Dreamt Land: Chasing Water and Dust Across California* by Mark Arax. He has found it to be very interesting and is really enjoying it.

Mr. Clark reported Stafford Treatment Plant was shut down for a couple of days due to manganese treatment issues. He explained when the lake is low the algae dies off and releases manganese. Mr. Clark stated no manganese got into the distribution system due to standard operating procedures and there were no complaints from our customers.

Mr. Clark apprised the Board that Pacific Gas and Electric had issued many warnings about rolling power black outs due to the severe heat. Cal IOS requested agencies reduce power use during peak demand periods of the day and staff have been taking actions to reduce peak power demands.

MONTHLY PROGRESS REPORT

Mr. McIntyre reviewed the Monthly Progress Report for July. He reported that water production in Novato is up 8% from one year ago. He informed the Board that in West Marin, water production is down 10% from one year ago and that Recycled Water production is up 7% from one year ago. Mr. McIntyre noted that Stafford Treatment Plant produced 106 MG for July which is up 55% from the last fiscal year and that Stafford Lake is at 44% capacity, Lake Sonoma is at 80% and Lake Mendocino is at 68% capacity. In Oceana Marin the effluent flow volume this July is similar to one year ago. Under Safety and Liability, we had 38 days without a lost time injury. On the Summary of Complaints and Service Orders, the Board was apprised that total numbers are down 30% from July one year ago and there were no unusual trends in complaints and service orders for the month. There were twelve bill adjustments which is similar to a year ago, however the dollar amount was higher and that is due to the West Marin bill adjustment that was presented to the Board at the last meeting.

Ms. Blue reported on the July 2020 Investments, where the District's portfolio holds \$21.3M earning a 1.36% average rate of return. Julie noted that during July the cash balance decreased by \$908,276. She also noted the LAIF interest rate is 0.92%.

Director Joly stated considering how low the feds have pushed the rates it is amazing LAIF can keep a higher rate than the institutional rate. Director Joly asked if the LAIF account funds that were transferred to US Bank were to fund District operations and if it was a separate operating account. Ms. Blue confirmed and explained that the money is transferred from the LAIF account to fund operations.

PRELIMINARY FY 2019/2020 FINANCIAL STATEMENT

The Preliminary FY Financial Statement for Fiscal Year 2019-2020 was presented by Ms. Blue. She reviewed the Novato, West Marin, Oceana Marin, and Recycled Water fiscal year performance compared to the budgets and provided the net income for each system. She stated that the District generated a net income of \$602,884 and noted at year end the ratio of total cash to budgeted annual operating expense stood at 128%.

Ms. Blue reminded the Board that this is a preliminary financial statement and the totals will change when the annual audit is complete. The audit will be conducted in late August and this year fieldwork will be done by the auditors remotely. She noted operating revenue was at 97% of budget, but a true up entry will be done which will bring the revenue up to budget. Operating expenses came in at 3% above budget which is mainly due to a one-time payment of \$1.9M to SCWA. The cash flow impact of the SCWA payment is offset by the cash payoff of the loan for Stone Tree Golf Club. She noted the Novato FY20 consumption was 2,502 MG and in West Marin was 72.3 MG. Oceana Marin had 235 active accounts which generated a net income of \$112,000. Ms. Blue stated that the revenue for water sales may be adjusted once the financial statements are finalized. She added the year end preliminary report is more of a moving target than the quarterly update they are provided throughout the year. Director Petterle stated that he would like to see a graph of total Novato production of recycled water, potable and raw water. He requested to see how much recycled water we are providing and how it supplements our potable water supply. Ms. Blue replied that in the budget there are graphs showing potable and recycled water historical projections since 2001, however it does not include raw water data. Director Petterle responded that he will look at the budget again and then discuss this with Ms. Blue at a later date.

CONSENT CALENDAR

On the motion of Director Petterle, and seconded by Director Baker the Board approved the following item on the consent calendar by the following vote:

AYES: Director Baker, Fraites, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Grossi

WATER AGREEMENT -HAMILTON VILLAGE WATER FACILITIES – APN: 157-970-03

The Board approved the water agreement for Hamilton Village Water Facilities located at 802 State Access Road in Novato. The project proposes to develop seventy-five three story two to four-bedroom townhomes in seventeen buildings. Additionally, the project will provide fifteen units of affordable housing, with eight units for low income households and seven units for moderate income households along with a 1.1-acre public use park with a community garden, bocce ball courts, children's play area and landscaping.

ACTION ITEMS

RENEW DECLARATION OF LOCAL EMERGENCY RELATED TO COVID-19 PANDEMIC

Mr. McIntyre requested the Board find that there still exists a need to continue the State of Emergency due to the COVID-19 pandemic as reflected by Resolution No. 20-07.

Mr. McIntyre reminded the Board that staff has been operating under partial Emergency Operations Center (EOC) activation since March 18th. He stated the District's staff are physically separated as much as possible including having some employees work from home, but all critical operations needed to maintain essential services continue. Mr. McIntyre also noted relocation of additional staff back to the District buildings, and certain other projects and activities have been occurring and we have been operating with 85% of staff on-site or in the field. He apprised the Board that currently we have no employees who have been instructed to be isolated or are self-quarantined.

Mr. McIntyre provided a summary of key emergency actions taken and current estimated costs. He noted total measurable COVID cost impacts to date are estimated at approximately \$50,000 and the current water bill delinquency percentage is still hovering around 1.7% slightly above the 1.6% delinquency rate in spring of this year

Director Joly stated it was good news to hear that none of the staff has been impacted by COVID. He noted the on-call crew would be impacted the most, especially with this recent heat wave and asked how they were getting on. Mr. Arendell replied that there are three crews on standby and each foreman has a crew that rotates. He added everyone is keeping safe, there are signs on the trucks about keeping social distance and they hand out masks to anyone who approaches them that is not wearing a mask.

On the motion of Director Petterle, and seconded by Director Baker the Board approved renewal of the Declaration of Local Emergency Related to COVID-19 Pandemic by the following vote:

AYES: Director Baker, Fraites, Joly and Petterle

203 NOES: None
204 ABSTAIN: None
205 ABSENT: Director Grossi

206 **INFORMATION ITEMS**

207 **WAC/TAC MEETING UPDATE – AUGUST 3, 2020**

208 Mr. McIntyre reviewed the minutes of the August 3, 2020 WAC/TAC meeting. He
209 announced on July 28th the State Water Resources Board issued an order approving a Temporary
210 Urgency Change Petition that contains terms for fisheries and water quality protection as well as
211 water conservation. This will allow the agency to reduce water releases from Lake Mendocino
212 for fishery benefit this fall.

213 Mr. McIntyre discussed the summer ad campaign which reached out to the community for
214 feedback about using water wisely and also educating them about the water system. This
215 included pushing the message out about using water wisely during this dry year, through media,
216 local newspapers, radio and television.

217 Mr. McIntyre noted the State Water Board did not include a requirement in the Order for
218 mandatory water reductions, but the Water Contractors will need to report on their own water
219 efficiency program activities during the duration of the Order through December 2020.

220 Mr. McIntyre reported on Phase 1 of the Regional Water Supply Resiliency Study Work
221 Plan. He stated Phase 1 is now complete and will move into Phase 2 and Sonoma Water will
222 start the work with Jacobs later this summer for a duration of 18 months. He added Phase 2 will
223 build upon the initial Phase 1 input to develop, evaluate and prioritize various resiliency options
224 to improve overall coordination between the water contractors and agency.

225 Mr. McIntyre also apprised the Board on the approval of the TAC Emergency Training and
226 Coordination Program. He stated the program was generated based upon the 2019 Sonoma
227 County Civil Grand Jury Report. One of the Grand Jury findings was that coordination between
228 SCWA and contractors could be improved by increasing training and mutual aid coordination. Mr.
229 McIntyre reported a subcommittee has been formed that includes a representative from each of
230 the water contractors and Mr. Clark will be the District's representative on the subcommittee.

231 **MISCELLANEOUS**

232 The Board received the following miscellaneous items: Disbursements – Dated August 6,
233 2020 and NMWD Candidates Who Have Filed Papers for Office – November 3, 2020.

234 The Board received the following news articles: DWR head: SGMA will bring more
235 certainty to farmers; Coronavirus shutdown causes new risk at CDC: Legionnaire's disease; The
236 Virus Detectives: Tracking COVID-19 in Bay Area Wastewater; COVID-19 Relief Negotiations

237 Remain at Stalemate and NACWA Continues Strong Push for Water Assistance and Competition
238 set in five council races in election.

239 Director Joly asked about the CalPERS payments made in August and asked how they
240 tie in with the previous \$939,000 payment made in July. Ms. Blue responded that there were two
241 payments made to CalPERS on August 6th, one for the monthly health insurance and one for the
242 semimonthly payroll contributions. The payments are separate from the large payment made in
243 July which is for the District's portion of its unfunded pension liability. She stated there is a
244 semimonthly payment of around \$38,000 which includes both the employer and employee
245 portions of pension expense, which you will see in the disbursements every two weeks.

246 Director Joly noted a large item to SCWA 2019 for \$1.1M. Ms. Blue replied that this was
247 accrued in the June financial statement, it was recorded in June and the payment was made on
248 August 6th.

249 Mr. McIntyre announced that he would like to echo expressions of appreciation for the
250 three Board members that filed and committed to be on the Board for the next four years. Director
251 Baker thanked Mr. McIntyre for his comments. Director Joly added that it is an honor to be on
252 the Board and serve our customers and staff, it is an honor for all of the Directors. Director Fraites
253 said he would like to echo what Mr. McIntyre said and also noted that the three Directors that filed
254 will not have to face a re-election campaign. He stated we have a great Board, a great staff and
255 crew. Ms. Kehoe also announced on behalf of staff she wanted to expressed how thrilled
256 everyone is to have all the Directors on board. Director Grossi also added that the District has a
257 very responsible Board and noted he has been on many boards and has much to compare to.

258 Director Petterle thanked staff for including the article about the Legionnaire's disease and
259 found it very informative.

260 **ADJOURNMENT**

261 President Joly adjourned the meeting at 7:07 p.m.

262 Submitted by

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265 Theresa Kehoe
266 District Secretary
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DRAFT
NORTH MARIN WATER DISTRICT
MINUTES OF SPECIAL MEETING
OF THE BOARD OF DIRECTORS
August 25, 2020

CALL TO ORDER

President Joly called the special meeting of the Board of Directors of North Marin Water District to order at 6:00 p.m. at the District headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, Rick Fraites, James Grossi, Michael Joly, and Stephen Petterle. Also present was General Manager Drew McIntyre.

There was one interview candidate who attended the meeting.

OPEN TIME

President Joly asked if anyone in the audience or staff wished to bring up an item. Mr. McIntyre provided the Board with an update on the West Marin Woodward Fire and stated that an evacuation order has been issued for the Bear Valley/Silverhills Area, adding that no facilities have been adversely impacted to-date; but the fire is only 5% contained at this time.

CLOSED SESSION

President Joly adjourned the Board into closed session at 6:15 p.m. in accordance with California Government Code Section 54957 for Public Employment, Title: Chief Engineer/Assistant General Manager.

OPEN SESSION

Upon returning to regular session at 7:37 p.m., President Joly stated that during the closed session no reportable action had been taken.

ADJOURNMENT

President Joly adjourned the meeting at 7:38 p.m.

Submitted by

Theresa Kehoe
District Secretary

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MEMORANDUM

To: Board of Directors

From: Drew McIntyre, General Manager and Acting Chief Engineer



August 28, 2020

Subject: McPhails Phase 2B Water Facilities – 5400 Hanna Ranch Road -APN: 153-220-16 & 19

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

The project site is located east of US Highway 101 and north of State Highway 37, along the northern terminus of Hanna Ranch Road. The project consists of construction of three Office Buildings (A, B and C) in two phases on a 4.91 acre parcel (see attached map). Phase 1 agreement was approved by the board on July 16, 2019 and water facility installations are complete for Building A (pertaining only to Lot 1). Construction of two office buildings (Buildings B & C) in Phase 2 has been delayed due to the current Covid-19 situation. By the request of the developer, partial installation of Phase 2 water facilities (called Phase 2A) was approved at the July 27th board meeting. The developer has now requested approval to construct the balance of the pipeline for Phase 2 (Phase 2B). All work except installing fire services and the water services for buildings B and C will be completed in this phase.

New Zone 1 water facilities include 160 feet of 8-inch PVC main, 20 feet of 6-inch PVC fire hydrant lateral and one commercial fire hydrant. No Facility Reserve Charges are due at this time. Fixed charges will be re-assessed and collected in the future when buildings B and C are constructed and ready to receive water and fire services.

Sewer service is provided by the Novato Sanitary District.

Environmental Document Review

A Mitigated Negative Declaration was approved on December 18, 2017.

RECOMMENDATION:

That the Board approve authorization of this agreement.

Approved by GM



Date

8/28/20

RESOLUTION NO. 20
AUTHORIZATION OF EXECUTION
OF
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
WITH
MCPAHIL'S COMMERCIAL DEVELOPMENT – Phase 2B

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 P & K Hanna Ranch, LLC, a California Limited Liability Company, providing for the installation of water distribution facilities to provide domestic and irrigation water service to that certain real property known as 5400 Hanna Ranch Road, Novato, Marin County Assessor's Parcel Number 153-220-16 & -19, NOVATO, CALIFORNIA.

* * *

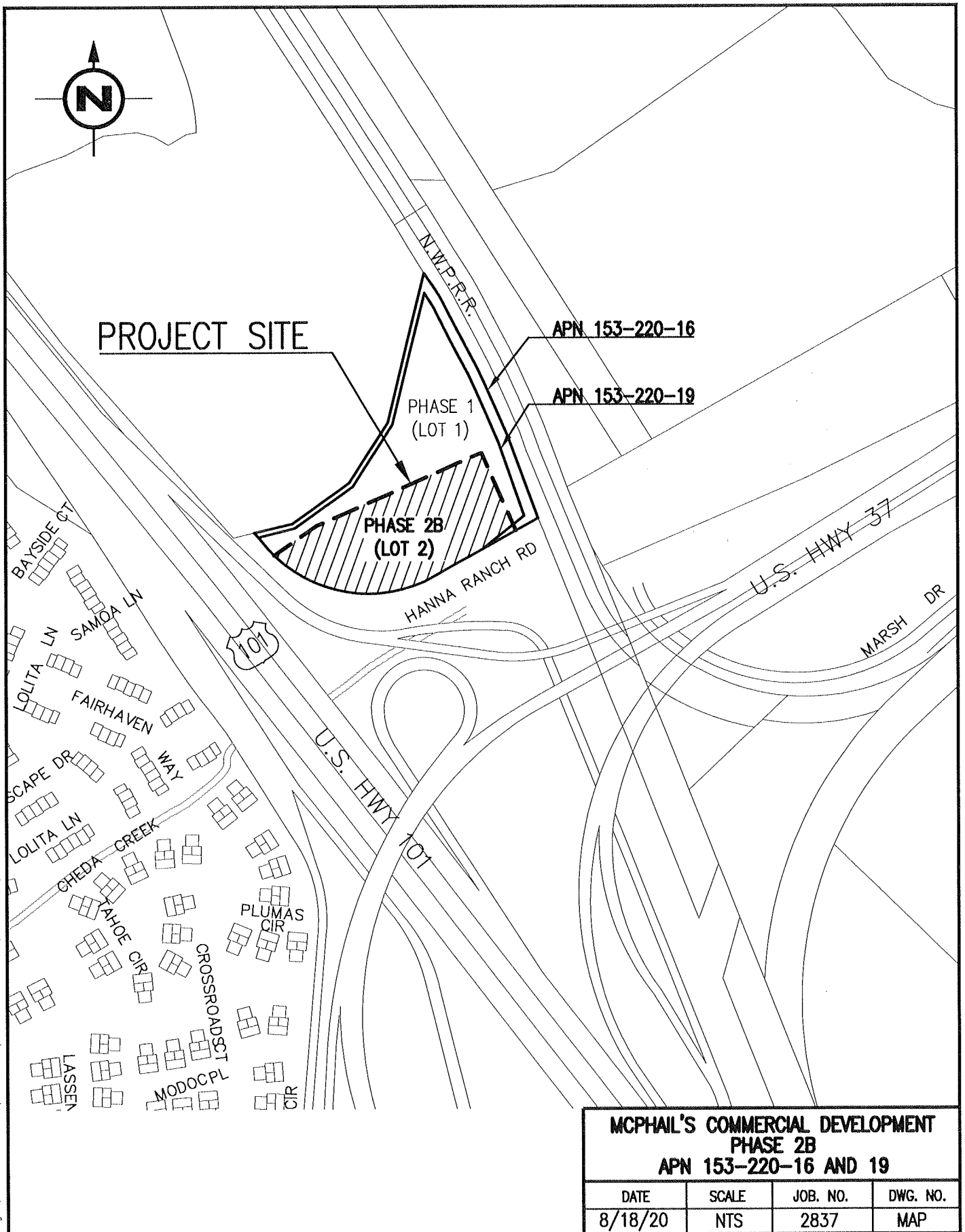
I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the 1st day of September, 2020, by the following vote:

AYES:	Directors Baker, Fraites, Grossi, Joly, Petterle
NOES:	None
ABSENT:	None
ABSTAINED:	None

(SEAL)

Theresa Kehoe, Secretary
North Marin Water District

Aug 18, 2020 - 9:01am J:_NWD Files\2837 McPhail's Phase 2\PHASE 2B\2837B_Vicinity Map.dwg User: SUSAN



PART ONE
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
FOR
MCPHAIL'S COMMERCIAL DEVELOPMENT – Phase 2B

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 _____, 2020, by and between NORTH MARIN WATER DISTRICT, herein called "District," and P & K Hanna Ranch, a California Limited Liability Company, 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 153-220-16 & -19 and the project known as MCPHAIL'S COMMERCIAL DEVELOPMENT – Phase 2B, 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 5400 Hanna Ranch Road, Novato (Marin County Assessor's Parcel 153-200-16 & -19); and

WHEREAS, an agreement for MCPHAIL'S COMMERCIAL DEVELOPMENT – Phase 1 was approved by the Board on July 16, 2019 and the agreement was executed on August 7, 2019 with connection fees paid for 6 EDUs.

WHEREAS, McPhail's Commercial Development Phase 2A was approved by the Board on July 21, 2020 which only extended the Phase 1 project 8-inch water main to facilitate future Phase 2B construction and no fixed charges were collected; and

WHEREAS, Facilities Reserve Charges will be re-evaluated when the Applicant applies for water service to Builings B & C; and

WHEREAS, the current project will complete construction of water main for the Phase 2 project but no water and fire services will be provided until the Applicant applies for water service to Buildings B & C and pays all applicable initial (including fixed) charges and installation costs in effect at that time.

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 2837.001 - .002, entitled, "MCPHAIL'S COMMERCIAL DEVELOPMENT – Phase 2B", 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 (Building B) – not set	One 1 1/2-inch @	\$	0.00	\$	0.00
Meter Charges (Building B) – not set	One 1 1/2-inch @	\$	0.00	\$	0.00

Reimbursement Fund Charges (Building B)*	One 1 1/2-inch @	\$ 1,540.00	\$ 0.00
Reimbursement Fund Charges (Building C)*	One 1 1/2-inch @	\$ 1,540.00	\$ 0.00
Facilities Reserve Charges (Building B)*	Zero @	\$ 28,600.00	\$ 0.00
Facilities Reserve Charges (Building C)*	Zero @	\$ 28,600.00	\$ 0.00
Facilities Reserve Charges (Irrigation)**	Zero @	\$ 28,600.00	\$ 0.00

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

Estimated District Costs

Pipe, Fittings & Appurtenances.....	\$ 5,050.00
District Construction Labor.....	\$ 1,022.00
Engineering & Inspection.....	\$ 3,059.00
Bulk Materials.....	\$ 265.00

Subtotal –Estimated District Costs..... \$ 9,396.00

Estimated Applicant Installation Costs

Installation Labor.....	\$ 3,207.00
Contractor Furnished – Pipe Fittings & Appurtenances.....	\$ 23,000.00
Bulk Materials.....	\$ 4,041.00

Subtotal- Estimated Applicant Installation Costs..... \$ 30,248.00

TOTAL ESTIMATED WATER FACILITIES COSTS..... \$ 39,644.00

(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 **\$4,041**. 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 **\$9,396**. If the Applicant provides the two (2) year irrevocable letter of credit, the District shall immediately draw down Initial Charges and shall draw upon the remaining funds guaranteed by the letter at any time the District deems appropriate to recover the Estimated District Costs which normally will be at least thirty (30) days prior to the anticipated start of construction for the ordering of materials to be furnished by the District.

Estimated Installation Costs

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 **\$30,248** conditioned upon installation of the facilities and furnishing of bulk materials and a maintenance bond in the amount of **\$7,562** 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 **\$39,644** 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 and at Applicant's expense, 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. 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.

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

NORTH MARIN WATER DISTRICT
"District"

ATTEST:

Michael H. Joly, President

Theresa Kehoe, Secretary

(SEAL)

P & K HANNA RANCH, LLC
"Applicant"

(SEAL)

Paul, Thompson, Member

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

Resolution 20-xx
North Marin Water District
Resolution of Appreciation
To
Carmela Chandrasekera

WHEREAS:

- Prior to employment with the District, Carmela Chandrasekera gained valuable experience working in the field of Coastal-Ocean Engineering; and
- Carmela Chandrasekera began employment with the District on September 1, 2004, as an Assistant Engineer; and
- Carmela Chandrasekera was promoted on November 30, 2008, as an Associate Engineer; and
- Carmela Chandrasekera was promoted to Temporary Senior Engineer on February 12, 2020; and
- During her 16 years of employment with the District, Carmela has made significant contributions to the District's potable and recycled water systems including the following Capital Improvement projects:
 - PRE Tank 4A, Gallagher Well Transmission Pipeline, Crest Tank No. 2, Atherton Tank Rehabilitation, San Mateo Tank Rehabilitation, 2015 West Marin Water Master Plan, District Specifications Update, Inaccurate Meter Replacement Program, Stafford Lake Sediment Survey, and played a major role in the District's expansion of recycled water in the North and Central Service areas including the permitting, grant assistance and construction of several miles of new recycled water pipeline and rehabilitation of the Plum Street and Norman Tanks for using recycled water; and
- Carmela designed and oversaw construction on a multitude of developer projects including:
 - Residence Inn by Marriot, Avesta, Atherton Place, Oakmont Senior Living, Hamilton Cottages, McPhails, Novato Village Senior Apts., OMA Village/Homeward Bound, Warner Creek Senior Housing, Hamilton

Landing Hangers 7&9, Hamilton Market Place, Whole Foods, Cherry Hill Homes, Olive Ridge Subdivision, Rudnick Estates; and

- Carmela has volunteered her time and organizational skills for many local and international programs to help those in need including organizing fundraisers for Water for People, Tsunami Disaster Response, OMA Village and Homeward Bound; and
- Carmela possesses a fine “engineering mind” steeped in the ability to find good practical solutions to District infrastructure challenges; and
- On September 30, 2020, Carmela will retire from the District. Her local community knowledge, expertise, problem-solving/project management skills and tireless compassion for not only her co-workers but overall humanity will be greatly missed by those she worked with.

THEREFORE, BE IT RESOLVED:

That the Board of Directors of North Marin Water District hereby commends and expresses its appreciation to Carmela Chandrasekera for many years of dedicated and loyal service, and valued contributions to the District.

BE IT FURTHER RESOLVED:

That the Board of Directors, on behalf of the staff, officers and Directors of the North Marin Water District, extend to Carmela Chandrasekera sincere good wishes in her retirement and for many happy productive years filled with all the good things of life.

Dated at Novato, California
September 1, 2020

Michael H. Joly, President
North Marin Water District

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of North Marin Water District at a regular meeting of said Board held on the 1st day of September, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

Theresa Kehoe, Secretary
North Marin Water District


(SEAL)

t:\bod\resolutions\employees\carmela chandrasekera retirement res.docx

8

MEMORANDUM

To: Board of Directors

From: Drew McIntyre, General Manager/Acting Chief Engineer 

Subject: Renew Declaration of Local Emergency Related to COVID-19 Pandemic
t:\gmibod misc 2020\renew covid emergency declaration #10 09_01_20.doc

August 28, 2020

RECOMMENDED ACTION: Approve continuation of the local emergency resulting from the COVID-19 pandemic as declared in District Resolution No. 20-07

FINANCIAL IMPACT: ~\$61,000 to-date (total fiscal impacts are currently unknown)

On March 4, 2020, the Governor of the State of California declared a State of Emergency as a result of the coronavirus (COVID-19) pandemic. On March 13, 2020, the President of the United States declared a National Emergency as a result of the threat of COVID-19.

On March 16, 2020, the County of Marin by Order of the Health Officer issued a Shelter in Place Order limiting the travel of all county residents and ordering county businesses to cease all non-essential activities and to take further actions as described in said Order through April 7, 2020. The order limits activity, travel and business functions to most essential needs.

On March 16, 2020 the General Manager, as the District's Emergency Manager activated the District's Emergency Operations Plan.

On March 19, 2020, Governor Newsom issued Executive Order N-33-20 ordering all individuals living in California to stay home at their place of residence, with certain exceptions for critical services and other qualifying exceptions. This shelter-in-place order has no specified termination date.

On March 31, 2020, the County of Marin by Order of the Health Officer issued an extended Shelter in Place Order through May 3, 2020 that is more restrictive than the original order. The new order continues to provide an exception for the operations and maintenance of "Essential Infrastructure," which includes, but is not limited to, water, wastewater, and recycled water service. Exemptions are also in place for Essential Government Functions, for certain "Minimum Basic Operations," for emergency management functions, for certain narrowly prescribed "Essential Business" functions, and for certain qualifying private construction, such as housing projects meeting low-income needs.

On April 29, 2020, Marin County and the other six Bay Area Public Health Officers issued a new order effective May 4, 2020 through May 31, 2020. Marin's public health order concerning use of face coverings does not have an end date and will remain in place until further notice. Under the May 4th Shelter-In-Place order, construction activities, certain businesses that operate primarily

outdoors, and some outdoor activities will be allowed to resume with specific conditions.

On May 15, 2020, Marin County issued a new order allowing a limited number of additional businesses and activities to resume operations subject to specified conditions. In particular, office spaces were allowed to resume operation on June 1, 2020 subject to strict compliance with specific Marin County requirements. This new order has no end date and is to remain in effect until rescinded or superseded.

On July 13, 2020 Governor Newsom issued a statewide order to dial back on recent loosening of restrictions due to a significant increase in the number of confirmed cases. As a result, various activities in Marin County were once again closed down, including: office space for non-essential operations, indoor malls, hair salons/barbershops and indoor seating at restaurants.

On April 7th, the Board of Directors approved Resolution No. 20-07 proclaiming the existence of a local emergency, granting the General Manager to take actions necessary for emergency response due to the COVID-19 pandemic until the State of Emergency is terminated.

Since April 21, 2020, the Board of Directors has, at every regular meeting, approved continuation of the local emergency resulting from the COVID-19 pandemic as declared in District Resolution No. 20-07.

District emergency planning has been aggressively implemented since March 16, 2020. Initially approximately 50% of the District's staff were physically separated as much as possible by rotating shifts and having some employees work from home, but all critical operations needed to maintain essential services continue. Relocation of additional staff back to the District buildings, and certain other projects and activities has occurred and the District is now operating with 85% of staff on-site or in the field. Additional physical work space modifications are ongoing and walk-in customer service is still suspended. A summary of key emergency actions taken and current estimated costs is provided in Attachment 1.

As the COVID-19 emergency continues in our service area, Staff is requesting the Board find that there still exists a need to continue the State of Emergency reflected by Resolution No. 20-07.

RECOMMENDED ACTION:

Approve continuation of the local emergency resulting from the COVID-19 pandemic as declared in District Resolution No. 20-07.

Emergency Actions Summary

Emergency Operations Team Actions

- Water treatment plants have been closed to all non-essential staff and the public; expanded social distancing and safety measures for essential plant staff.
- Public lobby in the District Administration building has been closed and customers have been provided with alternative methods for communicating with District staff.
- Developed guidelines for social distancing in the office and in the field; distributed guidance to all employees and posted social distancing protocol at facility entrances.
- Developed an initial rotational schedule for operations and maintenance staff to reduce staffing density on-site and minimize the number of employees on duty while completing essential work. (This approach reduced productivity, but improved the likelihood of healthy backup staff.)
- During initial response, shifted ~50 percent of employees to rotating schedule and/or rotating work.
- Procured additional District cell phones for field staff to have better access to District communications and direct contact with supervisors.
- Disinfected District vehicles and reconfigured vehicle assignments to accommodate single occupancy to allow for social distancing, including re-deployment of vehicles scheduled for auction
- Suspended discretionary water service turn-offs for the duration of the emergency declaration.
- Continuing coordination with local agency, county and state contracts to share information and implement best practices.
- Participating in twice weekly multi agency coordination calls through Marin County Office of Emergency Services (OES).
- Updating public website, messaging and social media posts as necessary including messages on suspension of walk-in services and water safety and reliability.
- Spring 2020 Waterline newsletter, direct mailed to all customers, included COVID-19 messaging with information on water safety and reliability.
- Posted magnetic signage on vehicles to inform public to respect distancing around crews.
- Issued guidance on face coverings in compliance with Centers for Disease Control and Prevention and County recommendations; revised to address April 29 County order generally requiring members of the public and workers to wear face coverings.
- Developed and rolled out an employee self-assessment screening questionnaire for use by any District employee or vendor prior to entering a District workspace; self-assessment questions are reviewed and updated as needed.
- Continue to procure necessary face coverings and personal protective equipment, including disposable masks, face covering and N95 equivalent masks.
- Tracking customer delinquency and comparing to last year to assess potential revenue impacts.

Emergency Actions Summary

August 28, 2020

Page 2

- Developing a living “lessons learned” document.
- Installed hand disinfecting stations at District facilities.
- Expanded use of District’s on-call requirements to ensure construction crew staff maintain their work “bubbles” to ensure adequate back-up staff availability.
- Increased janitorial services to include disinfection of frequently touched areas (door handles, knobs, etc.).
- Modified work spaces to improve physical separation between staff.
- Developed a COVID-19 Preparedness and Response Plan and provided training.
- Implemented a daily self-assessment reporting program for all staff reporting to work.

General Manager Authorizations

- Extended vacation accrual maximums from July 1, 2020 to September 30, 2020.
- Extended FY 2019/20 vision insurance reimbursement eligibility from July 1 to August 31, 2020.

COVID Cost Summary

PROCUREMENT EXPENSES

Vendor Purchases	Procurement Type	Total Purchase Order Amount	Date
Durkin Signs & Graphics	Magnetic "Social Distance" Signs	\$1,077	4/14/2020
Winzer Corporation	Surgical Masks (2,000)	\$3,751	4/15/2020
Boucher Law	COVID Protection Plan	\$3,250	5/26/2020
JCA Construction	Misc. Office Social Distancing Modifications	\$12,427	6/30/2020
Winzer Corporation	Surgical Masks (2,000)	\$1,573	7/6/2020
Novato Glass	Plexiglass	\$3,969	6/9/2020
Total Procurement Amount To-Date		\$26,047	

Internal Labor Expenses

Increased on-call labor costs: ~\$24,000 thru August 15, 2020 (~\$2,100/week)

Families First Coronavirus Response Act (FFCRA)
Allows employees to take time off for COVID
medical reasons and/or childcare.

~\$10,900 thru August 15, 2020.



Water Bill Delinquency Impacts

Still under evaluation

9

MEMORANDUM

To: Board of Directors August 28, 2020

From: Drew McIntyre, General Manager / Acting Chief Engineer
Carmela Chandrasekera, Senior Engineer  

Subject: Notice of Completion for Gallagher Ranch Streambank Stabilization Project
(Dixon Marine Services, Inc.)

R:\Folders by Job\No\7000 jobs\7185 Lagunitas Creek Slope Stabilization\BOD memos\7185 Notice of Completion BOD memo.doc

RECOMMENDED ACTION: Authorize the General Manager to execute and file a Notice of Completion for the Gallagher Ranch Streambank Stabilization project.

FINANCIAL IMPACT: None

Pursuant to and in conformance with contract requirements for the Gallagher Ranch Streambank Stabilization project (Gallagher project), the contractor Dixon Marine Services, Inc. (DMS) has fulfilled their obligations under the contract. Corrections of all work deficiencies and punch list items have been completed. All work performed by DMS has been inspected by District staff and the design consultant (WRA). DMS's work was completed on July 27, 2020.

Per the Contract Documents, DMS has furnished written notice that the work is complete and that all subcontractors and equipment suppliers have been paid (see Attachment A). DMS has released the District of all claims. A Notice of Completion is provided as Attachment B which, if approved, will be filed with Marin County on September 2, 2020. The final payment (for monies held in retention) in the amount of \$20,435.66 will be processed for release, on or after October 8, 2020 subject to absence of any additional claims filed during the 30-day notice period.

Project Cost Summary

The Board approved the award of the contract with DMS for \$375,840 for Gallagher Ranch Streambank Stabilization project with a contingency reserve of \$40,000 (10% of contract value). The two change orders issued for a total of \$32,873 (1A for \$16,278 and 1B for \$16,595) is 9% of the contract amount and is within the approved contingency. Total payment to DMS will be \$408,713. The total project cost (\$692,346) is ~5% higher than the budget provided to the Board on April 21, 2020 (\$656,549). The final project cost summary as of August 27, 2020 is provided as Attachment C.

With NRCS grant funding increase to \$336,398, and other expected contributions (from property owners and Marin Agricultural Land Trust \$50,000 and MMWD \$25,000), NMWD's estimated local share is \$280,948 (slightly over \$280,000 mentioned in the June 16, 2020 board memo).

RECOMMENDATION

Authorize the General Manager to execute and file a Notice of Completion for the Gallagher Ranch Streambank Stabilization project.

**CONDITIONAL WAIVER RELEASE
AND CERTIFICATE OF FINAL PAYMENT**

TO: North Marin Water District (District)

JOB : Gallagher Ranch Streambank
Stabilization

JOB NO: 2 7185.00

CONTRACT DATED: May 4, 2020

CONTRACTOR:

Dixon Marine Services, Inc.
12786 Sir Francis Drake Blvd
Inverness, CA 94937

DESCRIPTION OF PROJECT:

The Work includes approximately 170 linear feet of structural streambank stabilization along Lagunitas Creek through rock toe protection, rootwads and log crib wall construction, willow revetments and other riparian plantings.

DESCRIPTION OF SITE (LOCATION):

The location of the project site is 14500 Point Reyes-Petaluma Road in Point Reyes Station, California.

With reference to said contract, as amended, between the undersigned contractor and the District, the undersigned hereby certifies and represents that it has made full payment of all costs, charges and expenses incurred by it or on its behalf for work, labor, services, materials and equipment supplied to the foregoing site and/or used in connection with its work under said contract.

The undersigned further certifies that to its best knowledge and belief, each of its subcontractors and materialmen has made full payment of all costs, charges and expenses incurred by them or on their behalf for work, labor, services, materials and equipment supplied to the foregoing site and/or used by them in connection with the undersigned's work under said contract.

In consideration of the sum of \$20,435.66, as final payment under the contract to be received hereafter within a reasonable time, the undersigned, upon receipt of such final payment, waives and releases and forever discharges the District and the site and property from all claims, stop notices and obligations of every nature arising out of or in connection with the performance of said contract by the undersigned and all amendments thereto except as set forth below.

(Note: If none, write "NONE" in space above. If the space above is left blank, it is interpreted that "NONE" is claimed. Any claims excepted must be described and the specific amount claimed must be set forth.)

Unless any claims, stop notices, and obligations are described and the specific amounts claimed, are described in the space above, contractor certifies that there are none.

As additional consideration for the final payment the contractor agrees to indemnify and hold harmless the District from and against all costs, losses, damages, claims, causes of action, judgments and expenses, including attorney's fees arising out of or in connection with claims against the District which claims arise out of the performance of the work under the contract and which may be asserted by the contractor or any of its suppliers, subcontractors of any tier or any of their representatives, officers, agents or employees except for those claims listed above.

The foregoing shall not relieve the undersigned of its obligations under the provisions of said contract, as amended, which by their nature survive completion of the work including, without limitation, warranties, guarantees and indemnities.

Executed this 11 day of August, 2020

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

Dixon Marine Services, Inc
(Name of Contractor)

By:

Mark A. Sutton
Printed Name of Signatory

Title:

V. P.

Distribution:

ATTACHMENT A

Posting requested by:

NORTH MARIN WATER DISTRICT

After Posting Time has Expired Mail To:

North Marin Water District
P. O. Box 146
Novato, CA 94948-0146

NORTH MARIN WATER DISTRICT
NOVATO, CALIFORNIA

NOTICE OF COMPLETION

To: Marin County Clerk
3501 Civic Center Dr., Rm 234
San Rafael, CA 94903

Date: September 2, 2020
File No.: 2 7185.00
Date of Completion: July 27, 2020

Owner: North Marin Water District
999 Rush Creek Place
Novato, CA 94947

OWNER'S ESTATE OR INTEREST:
Easement _____ Fee Title X Encroachment Permit _____
Other (describe) _____

CONTRACTOR:

Name: Dixon Marine Services, Inc.
Address: PO Box 424
Inverness, CA 94937

TITLE OF PROJECT: Gallagher Ranch Streambank Stabilization

DESCRIPTION OF PROJECT: The Work included approximately 170 linear feet of structural streambank stabilization along Lagunitas Creek through rock toe protection, rootwads and log crib wall construction, willow revetments and other riparian plantings.

DESCRIPTION OF SITE (LOCATION): 14500 Point Reyes-Petaluma Road in Point Reyes Station, California

Final payment will be made to the above contractor on or after 35 days from the recording date of this notice of completion, except where otherwise provided for by law.

The undersigned under penalty of perjury says that he is the General Manager of the North Marin Water District, the public agency authorizing the work or improvement referred to in the foregoing notice of completion; that he has executed such notice of completion on behalf of such public agency and likewise makes this verification on behalf of said public agency pursuant to authority granted by the District's Board of Directors; and that he has read said notice of completion and knows the contents thereof and that the facts therein stated are true.

Drew McIntyre, General Manager /
Acting Chief Engineer

VERIFICATION
STATE OF CALIFORNIA)
COUNTY OF MARIN)

THE UNDERSIGNED, declares that he has read the foregoing notice, knows the contents thereof, and the same is true of his own knowledge. I certify under penalty of perjury that the foregoing is true and correct.

SEAL:

Drew McIntyre, General Manager /
Acting Chief Engineer

Date and Place

Disposition:
Original: County Recorder
Copy: Contractor
Copy: Project File

NORTH MARIN WATER DISTRICT
WATER SYSTEM IMPROVEMENTS/SPECIAL PROJECTS
PROJECT SUMMARY
AS OF AUGUST 27, 2020

Job No.	Title:
2.7185.00	Gallagher Ranch Streambank Stabilization
Facility No.	Facility Type (Pipelines, Pump Stations, etc.) Other- Emergency EWP Grant Project

Description

Lagunitas Creek bank is eroding north of Gallagher Ranch bridge threatening Gallagher Well and Pipeline. The project is to stabilize bank erosion by an engineered bank protection system.

Project Justification

District's Gallagher well and pipeline is threatened by eroding of the Lagunitas creek at Gallagher Ranch.

	Baseline Cost Estimate	Est. Jan 28, 2020	After Bid Opening (April 2020)	As of 8/27/2020		Start	Finish (Est.)	Finish (Actual)
1	Development	\$4,000	\$4,000	\$4,000	Project Dev.	Oct. 2019	Jan-20	Jan-20
2	Misc./Legal			\$3,426				
3	Permitting (ESA)	\$57,500	\$77,500	\$107,745	Permitting	Oct. 2019	May-20	
4	Design (WRA)	\$94,400	\$129,400	\$129,376	Final Design	Oct-19	Jan-20	Jan-20
5	Permit fees	\$2,143	\$14,809	\$14,809				
6	Bid Phase	\$5,000	\$5,000	\$5,000	Bid	Feb-20	Mar-20	Mar-20
7	Construction	\$357,797	\$375,840	\$375,840		Jun-20	Jul-20	
	Change Orders			\$32,873				
8	In-house Eng. Servs. Const.			\$13,277				
9	Project Admin (NMWD)	\$3,000	\$3,000	\$3,000				
10	Project Closeout	\$2,000	\$2,000	\$3,000	Project Closeout	Jul-20	Dec-20	
11	Project Subtotal	\$525,840	\$611,549					
12	Project Contingency	\$5,000	\$45,000					
	Total ⁽¹⁾	\$530,840	\$656,549	\$692,346				

- (1) Federal Grant estimate was originally \$231,000 but it is assumed they will approve an increase to \$336,398
 (2) Construction Cost = \$375,840
 (3) Change Order 1A = \$16,278
 (4) Change Order 1A = 16595

10

DRAFT MEMORANDUM

To: Board of Directors

August 28, 2020

From: Ryan Grisso, Water Conservation Coordinator *RG*

Subject: Approve Text for Summer 2020 West Marin "Waterline", Volume 18

V:\Memos to Board\Summer 2020 West Marin WaterLine Text 0820.doc

RECOMMENDED ACTION: Approve Summer 2020 West Marin "Waterline" Text**FINANCIAL IMPACT:** \$2,700 (Included in FY 2020/2021 WM Budget)

Draft text and design for the Summer 2020 West Marin "Waterline", Volume 18 is attached for your review. This issue focuses on the salinity intrusion in the West Marin Service Area, the water shortage emergency, and water conservation programs available to customers. Also included is a customer interest list for a pilot program (currently in development) for incentivizing the installation of private line water use monitoring and leak detection devices. This issue continues with the new designed look created by Kiosk. Should any Board member have individual comments please provide them to the General Manager at the Board meeting on September 1, 2020. It is expected the Summer 2020 West Marin "Waterline" will be mailed in early-September 2020.

RECOMMENDATION

Board authorize General Manager to approve final text and design of the Summer 2020 West Marin "Waterline", Volume 18.

The Waterline

West Marin Service Area Newsletter | Volume 18 | Summer 2020



Water Supply Update Summer 2020

Drew McIntyre, General Manager

Unprecedented salinity intrusion has occurred in two wells which North Marin Water District uses as sources of drinking water in the West Marin system.

These two wells, located near the former Coast Guard housing property in Point Reyes Station, have experienced periodic and seasonal salinity intrusion for many years. In 2015, NMWD completed permitting and construction of a well and pipeline that brings water from a different source, out of the reach of tides. This third well is situated approximately a mile and a half east of Point Reyes station adjacent to the Gallagher ranch.

Unfortunately, the third well is unable to produce enough water to meet 100% of the volume demands of our customers in the summer months and the salinity intrusion at the Coast Guard wells has continued to worsen, likely due in part to sea level rise. This year, under dry-year water conditions, we have seen the salt levels in the water produced from the Coast Guard wells rise to unprecedented levels. While there is no direct health concern from the salt for most people at this concentration, it does affect the taste. Customers that may be on sodium restricted diets should consult their physicians to see if the additional sodium is a concern for them.

Additionally, bromide, a component of the salt water that has increased, can also contribute to the formation of disinfection byproducts. We have taken every action available to keep disinfection byproducts as low as possible and continue to monitor their concentrations. If they rise to an unsafe level we



will, in consultation with the California Division of Drinking Water, communicate this to our customers.

In order correct the situation, North Marin Water District is actively working to construct additional sources of water that are not prone to salinity intrusion. The acquisitions of land, planning and permitting have been going on for two years. We hope to have this new source constructed and available for water supply in 2021. Emergency water conservation measures remain in place and reducing water use decreases our dependence on wells impacted by salinity intrusion.

More information about water quality can be found at <https://nmwd.com/your-water/water-quality>

If you have questions or concerns that are not addressed here, please call Pablo Ramudo, Water Quality Supervisor at 415-761-8924.

Emergency Water Conservation Update

Ryan Grisso, Water Conservation Coordinator

A water shortage emergency was declared and Emergency Water Conservation Ordinance (Ordinance No. 39) adopted in the West Marin Service Area pursuant to Water Right Order 95-17, triggered by dry year conditions with rainfall levels less than 28 inches (24 inches) this past water year on Lagunitas Creek. Ordinance No. 39 mandates percentage reductions in water use and also prohibits waste and non-essential uses of water.

May 5 to June 30, customers were asked to voluntarily reduce water consumption by 15% compared to the consumption in 2013 (the most recent pre-drought normal year). West Marin did

a great job conserving during this period and the service area water use was down 21%. On July 1, Ordinance No. 39 required a mandatory 25% service area wide reduction in water use (also when compared to 2013). West Marin Service Area customers did a good job reducing water use by 15% compared to 2013 in July, but we are still below our mandated 25% reduction.

For more information on Ordinance No. 39, including the actual Ordinance and a summary of water use prohibitions, please visit <https://nmwd.com/water-shortage-emergency-declared-in-west-marin-service-area/>.

Continues Overleaf

Pay your bills online.

Visit onlinebiller.com/nmwd



Water Conservation (Continued)

You can also see your water use history by visiting our website at the following link:
nmwd.com/account/watersmart/

Although the mandatory 25% reduction applies to the West Marin service area as a whole (and not at individual customers at this time), we ask for your diligence to reduce water use as much as reasonably possible and to please fix all leaks. There is not a drop to waste! Reducing your water use also decreases our dependence on wells impacted by salinity intrusion and preserves water supply for fighting fires.

If you have any questions or concerns please feel free to email our Water Conservation Department at waterconserve@nmwd.com or call 415-761-8944.

Water Use Monitoring and Leak Detection Device Pilot Program

The District is in the process of developing a pilot program for the shared cost purchase and use of water monitoring and leak detection devices. These devices attach to your meter and relay real time water use data and leak alerts through your Wi-Fi. We currently do not have a final date for when this program will begin, however, we would like to take down the contact information from interested west marin customers and will communicate the participation information when the program becomes available. If you are interested in participating in this program, please send an email to waterconserve@nmwd.com. If you have any questions, please call 415-761-8944.



999 Rush Creek Place
PO Box 146
Novato, CA 94948

nmwd.com

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Water Smart Savings Program

North Marin Water District wants to help customers use water efficiently. That's why we've put all of our water saving promotions under one umbrella. The Water Smart Savings Program encompasses all you need to get started on saving water and saving money. Call (415) 761-8944 for program details or visit nmwd.com.

Water Smart Home Survey

This free service includes thorough indoor and outdoor water efficiency checks.

Water Smart Landscape Rebate

Rebates for water-efficient landscape equipment, such as a new drip irrigation system replacing a spray system.

Cash for Grass Rebate

Cash for removing irrigated and maintained lawn, replacing it with low water use plants.

Clothes Washer Rebate

NMWD offers a rebate to customers when they purchase a qualifying high-efficiency clothes washer.

Rainwater Catchment Rebate

Rebate for collection of rainwater.

High Efficiency Toilet Rebate

Customers who replace an old water-guzzling toilet with a high-efficiency toilet may be eligible for a rebate.

Water Smart Savings Program

Find out more at nmwd.com




11

MEMORANDUM

To: Board of Directors

August 28, 2020

From: Drew McIntyre, General Manager
Julie Blue, Auditor/Controller 

Subj: Response letter - 12461 Sir Francis Drake Blvd

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RECOMMENDED ACTION: Approve Response Letter**FINANCIAL IMPACT:** None

At the July 21, 2020 Board Meeting the customers at 12461 Sir Francis Drake Blvd. requested a leak adjustment for a water leak, of approximately 447,000, gallons that occurred on their property during the period of April 1, 2020 through June 3, 2020. The original bill for water use was \$9,484. Under the District's bill adjustment policy, they were eligible for a \$6,987 adjustment. Due to the magnitude and location of the leak, and to be consistent with past practice, an additional adjustment of \$750 was approved by the Board. The customer was also advised to install a third party manufactured leak detection device which they did in early August. Once adjusted the customers paid their account in full.

On August 6, 2020 staff received a second letter (Attachment 1) from the customers with a request to discuss the costs of installing an Advanced Meter Infrastructure (AMI) system in the West Marin service area. Attachment 2 is the District's draft response to the customer's letter. The response letter is ready to send to the customer barring changes requested by the Board.

The customers were emailed a link to the agenda on Friday, August 28 and were encouraged to participate in the meeting to further discuss their inquiry.

RECOMMENDATION:

Approve the proposed District response letter to the customers at 12461 Sir Francis Drake Blvd.

AUG 06 2020

30 July 2020

North Marin Water District

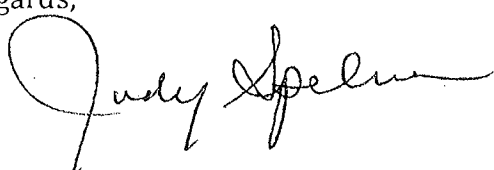

TO: Drew McIntyre and Julie Blue, NMWD
FROM: Rich Schiller and Judy Spelman
RE: AMI Systems in West Marin

We are in receipt of your letter of 21 July 2020, wherein you offer an additional \$750 reduction in our water bill. We are grateful, and thank you for the reduction. We ordered a leak detection device and expect delivery soon. We paid the full water use bill today. We also thank you for your response to our concerns about leak detection. Your letter offers an account as to why West Marin customers cannot have the same Advanced Meter Information, AMI, systems that Novato customers already have. For reasons enumerated below, we find your explanations to be non-responsive and unacceptable and intend this letter to re-open the discussion.

1. Your item number three presents a laudable Five Year West Marin Capital Improvement Plan, CIP, and states that, "The feasibility of funding an AMI in west Marin will be assessed once these higher priority projects are complete". We are not suggesting you divert money for our CIP to AMI funding, nor does an AMI system need to compete with CIP funding, given how the Novato AMI was funded. We are simply asking that NMWD explain the value and costs of an AMI to West Marin customers, explain why you sought a loan for a Novato AMI, and give us in West Marin the opportunity to decide if we want to pay the costs of an AMI loan and installation in the same way Novato customers are paying for theirs.
2. Your item number four seems to be saying that Novato customers are paying for the Chase loan that funded the Novato AMI system. We reviewed NMWD finance documents but found no evidence of this or information as to any source of repayment financing. Could you confirm, please, that only Novato customers are paying for the Chase AMI loan, loan servicing, equipment purchase, installation and servicing, etc.
3. Your item number eight says that West Marin customers, "Have the option to sign up for automatic leak alerts, which will be sent when a trend of increased water use is detected from one billing period to another." This means we would be alerted to leaks only every two months. Given the drought we face and the bicycles, hikers, deer and other wildlife that live, walk and forage among our water lines, your bi-monthly approach to leak detection in West Marin is wholly inadequate.

Again, we strongly urge you to alert the West Marin community to the availability and importance of AMI systems, to tell us how much Novato customers pay for theirs, how much it would cost us to do the same, and let West Marin customers decide whether we want to make the financial commitment. Novato and West Marin may be administratively separated, but we are all NMWD customers and have a right to be treated equally.

Warm Regards,

 and 



**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

DRAFT

September 1, 2020

Richard Schiller & Judy Spelman
PO Box 1204
Point Reyes Station, CA 94956-1204

RE: Response to Customer Letter - AMI Systems in West Marin

Dear Mr. Schiller and Ms. Spelman,

This letter is in response to your letter dated July 30, 2020. Please see below for responses to your inquiries.

- (Question 1): Each service area consists of a budget with two components, operations and capital improvement projects (CIP). During the annual budget process, a five-year plan is methodically developed which establishes the prioritization of projects and funding sources. Included in the current fiscal year budget is a water rate study for the West Marin (WM) service area. This intricate study will thoroughly analyze the budgets, both operations and CIP, to strengthen and support equitable rates for WM customers. The WM water rate study will include public workshops and solicit community input on the budget, including CIP and the possible implementation of an Advanced Meter Infrastructure (AMI) system.
- (Question 2): Revenues and accounts for each service area are reported and kept separately. The loan for \$4.6 million was recorded under the Novato Water service area and the loan proceeds were held specifically for payments for the Novato AMI project. The most recent financial statement is included in the August 18, 2020 board meeting agenda packet located at <https://nmwd.com/wp-content/uploads/2020/08/081820.pdf>. Included in the agenda is item number 6, the June 30, 2020 preliminary financial statement. The breakdown of cash accounts, assets, and liabilities (by service area) can be found on pages 4-7. The CIP listing, which includes the AMI project for Novato, can be found on pages 25-27, and is also broken out by service area. Finally, see page 31 for a listing of loans, by service area, which include the Chase Bank loan for the Novato AMI project.
- (Question 3): In addition to leak alerts the entire WM system is monitored for excessive or extraordinary water use. When large leaks are detected District staff investigates them and when found notifies the customer. As you are aware, District staff helped with the installation of a third party manufactured leak detection and water use monitoring device on your property in early August. Devices, such as the one you installed, are beneficial to customers in preventing and detecting leaks in their own water lines and to monitor their water use. To encourage customer participation the District is developing a water conservation pilot program for the incentivized installation of leak detection and water use monitoring devices which will be advertised in an upcoming newsletter and sent to all WM customers.

Sincerely,

Drew McIntyre, General Manager

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DIRECTORS: JACK BAKER · RICK FRAITES · JAMES GROSSI · MICHAEL JOLY · STEPHEN PETTERLE

OFFICERS: DREW MCINTYRE, General Manager/Acting Chief Engineer · TERRIE KEHOE, District Secretary · JULIE BLUE, Auditor Controller ·

12

MEMORANDUM

To: Board of Directors

August 28, 2020

From: Ryan Grisso, Water Conservation Coordinator *RG*

Subject: FY 19-20 Water Conservation Year End Report

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RECOMMENDED ACTION: Information**FINANCIAL IMPACT:** None**Water Conservation and Public Outreach Summary**

This memo provides an update on water conservation and public outreach activities implemented during Fiscal Year 2019/2020 (FY 20). Water Conservation participation numbers for FY 20 and the previous two fiscal years are summarized in Table 1 below.

Table 1: Year End Water Conservation Program Participation (July through June: 2017 - 2020)

Program	FY 18	FY 19	FY 20
Water Smart Home Surveys	301	245	152
Water Smart Commercial Surveys	4	2	3
Toilet Replacements (Residential)	147	172	125
Toilet Replacements (Commercial)	3	3	0
Retrofit on Resale (Dwellings Certified)	249	174	170
High Efficiency Washing Machine Rebates	24	16	7
Cash for Grass Rebates/Lawn be Gone	18	18	12 ⁽¹⁾
Water Smart Landscape Rebates	4	8	10
Weather Based Irrigation Controller Rebates	15	19	17
New Development Approvals (Residential)	24	19	22
New Development Approvals (Commercial)	16	22	14
Large Landscape Audits (measured by number of accounts)	9	10	2

(1) Cash for Grass participants removed 10,225 square feet of turf versus 33,392 in FY 19 and 14,227 in FY 18.

Water Conservation Programs

Water Smart Home Survey (WSHS) Program: This program provides the customer with an in-depth analysis of both their indoor and outdoor water use with water efficient recommendations for customers to implement. The WSHS Program also provides staff with an opportunity to present applicable rebate programs for which the participating customer may be eligible. Participation has decreased again this year even with 152 WSHSs completed. This is a trend we have seen throughout the water conservation programs likely due to the COVID-19 situation.

Water Conservation Fixture Distribution: The District typically distributes water conserving fixtures at the front counter of the District Administration Building, on service calls and WSHSs, and at various public outreach events. However, currently (since the COVID-19 period began in March 2020), the fixtures have been distributed by delivery or by appointment where staff would place the items in a bag or envelope out front. Fixtures include 1.5 to 1.75 gallons per minute (GPM) showerheads, 1.0 and 0.5 GPM sink aerators, hose nozzles (when available) and other related items. The District also offers commercial establishments installation of 0.5 GPM sink aerators on all hand-washing sinks when conducting a Water Smart Commercial Survey.

High Efficiency Toilet (HET) Replacement Program: The District provides \$100 rebates for residential and commercial customers, for purchase and installation of qualified HETs (1.28 gallons per flush) and \$150 rebates for customers installing Ultra High Efficiency Toilets (1.1 gallons per flush or less, meeting the Maximum Performance "Premium" rating). In FY 20, the District rebated 125 residential toilets (10 of which were UHET).

Commercial Water Conservation Program: The Commercial Water Conservation Program currently contains the HET Rebate Program (previously covered in the High Efficiency Toilet Replacement Program), Water Smart Commercial Survey (WSCS), and a High Efficiency Clothes Washing Machine Rebate. In FY 20, staff completed 3 WSCSs.

Retrofit on Resale: The District currently requires toilets (1.6 gallons per flush or less), showerheads (2.0 gallons per minute) and bathroom sink aerators (1.5 gallons per minute) to be certified by the seller before the close of escrow on any property sold in the District Novato and West Marin service areas. Toilet rebates are available and fixtures (showerheads and sink aerators) are available free to customers to help ease compliance with this requirement. In FY 20, the District received water conservation certificates for 170 properties sold in the District Novato and West Marin service areas.

High Efficiency Clothes Washer Rebate Program: The District currently offers rebates for qualified high efficiency clothes washing machines through the Sonoma-Marín Saving Water Partnership High Efficiency Clothes Washer Program, with rebates paid directly by the District (\$50 rebate). In FY 20, the District rebated 7 clothes washing machines. Participation continues to be well below historical participation levels (with the absence of an energy provider rebate in the market).

Cash for Grass Rebate Program: The District rebated 10 Cash for Grass projects and funded 2 Lawn be Gone (sheet mulching) projects, removing 10,225 square feet of irrigated turf in FY 20, for an average of 852 square feet per project. Cash for Grass program participation levels have remained below historical “pre-drought” participation levels. This is a trend throughout the State with other utilities experiencing similar decline in lawn removal participation. The further decline this year was likely a result of the COVID-19 period.

Water Smart Landscape Rebate Program: The District supplies rebates to customers for improving landscape water use efficiency. Rebates are provided for drip irrigation installations, multi-stream/low volume sprinkler retrofits, mulch, rain sensors and other water use efficiency related retrofits. In FY 20, the District rebated 10 projects.

Weather Based Irrigation Controller Rebate Program: Rebates are available for purchase, installation and activation of District approved Smart Irrigation Controllers (Smart Controllers) at a minimum level of \$200, or \$30 per active station, up to \$1,200. This rebate also extends to large landscape customers on a per meter basis. In FY 20 the District provided rebates for 17 qualified controllers. There has been an increase in the availability of reasonably priced mobile device operated WiFi irrigation controllers, resulting in an increase in participation over the last few years.

New Development Requirements: The District's New Development Requirements specify innovative and “state of the art” water efficiency measures for all new construction in both service areas. These requirements are enforced through water service agreements and the District's sign-off requirement for all applicable final occupancy permits with the City of Novato Building Department and Marin County Building Department. In FY 20, staff inspected and approved 22 residential projects (82 residential units) and 14 commercial projects.

Large Landscape Water Conservation Program: The Large Landscape Water Conservation Program consists of the Large Landscape Audit Program, the Large Landscape Budget Program, Water Smart Controller Rebate Program (previously covered in the Water Smart Irrigation Controller Rebate Program section) and the Large Landscape Water Smart Landscape Efficiency Rebate Program. All programs are aimed at assisting large landscape customers (dedicated irrigation and large mixed-use meters) to become more water use efficient in their landscape water management practices. In FY 20, 2 water conservation audits were performed.

In addition to the District's Large Landscape conservation efforts, the Sonoma Marin Saving Water Partnership implemented Qualified Water Efficient Landscaper (QWEL) trainings

throughout the year.

Public Outreach and Conservation Marketing

In FY20, the District hired Kiosk to develop of a public communications plan (or public outreach plan) in response to a goal from the 2018 Strategic Plan. Kiosk completed the public outreach plan which recommended a series of communications actions aimed at achieving more comprehensive communications to the District customers. The District then hired Kiosk to assist with the implementation a series of recommendations from the plan. To kick-off these recommended actions the Fall 2019 issue of the Novato "*Waterline*" (distributed in November 2019) was completely redesigned by Kiosk. This was followed up with Kiosk's redesign of the Spring "*Waterline*" newsletter for both Novato (distributed in June 2020) and West Marin (distributed in May 2020). Kiosk was also tasked with the re-design of the District's website to include a fresh and modern design along with ADA complaint and mobile configuration attributes. Other communications actions implemented in the fiscal year included the redevelopment of the District "Brand" documents including logo and Brand guidelines, new photography of the Board (for the website and other outreach efforts), initiation of refreshment and redesign of District communications materials, and the initiation (currently in development) of a year-long social media campaign aimed at increasing the quality and frequency of the social media posts on Facebook, Instagram and Twitter.

Also, during the fiscal year, the District maintained a Facebook, Nextdoor, Twitter and Instagram page with regular updates on water use efficiency, construction projects and other appropriate District outreach material. During the Fall 2019 power shutoff event, the District was able to communicate our efforts to provide uninterrupted water service to our customers through our social media platforms and received an excellent and favorable response from our customer base. Staff also used the WaterSmart AMI dashboard and customer portal as a public outreach tool to help inform customers on water use patterns and leaks and to also get information to the customers on the Rate Study process and related public workshops and hearings.

Water Conservation and Public Outreach Budget and Staffing

Table 2 summarizes and compares the year end budget expenditures between the last three fiscal years (FY 18, FY 19 and FY 20). The FY 20 expenditures were consistent with a slight increase over the past couple years, but remained below budget as program participation continues at lower levels for Cash for Grass, toilet rebates, and other conservation programs (a is a similar trend also experienced by other local water utilities and further effected by the

COVID-19 situation). The expenditure increase in FY 20 is the result of enhanced customer outreach efforts including a new website design project and implementation of the recommendations from the public communications plan.

Table 2: Water Conservation and Public Outreach Expenditures (July 2017-June 2020)

	FY 18	FY 19	FY20
Total Budget	\$440,000	\$380,000	\$390,000
Actual Expenditures	\$308,707	\$325,209	\$348,217

Staffing: Water Conservation is currently staffed by one full time Water Conservation Coordinator. The District has also partnered with Sonoma County Water Agency through the Sonoma-Marin Saving Water Partnership to implement some of the District Water Conservation Programs including the WSHS program.

13

MEMORANDUM

To: Board of Directors

From: Drew McIntyre, General Manager / Acting Chief Engineer



Date: August 28, 2020

Subject: FY19-20 Year-End Progress Report – Engineering Department

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The purpose of this memo is to provide a year-end status report to the Board on the District's performance in completing budgeted FY19-20 Capital Improvements Projects (CIP). The following information supplements the progress report summary provided to the Board each month.

SUMMARY

Service Areas	Project Costs (\$)		% Complete		Earned Value (\$)	
	Budget (\$)	Actual (\$)	Planned	Actual	Planned	Actual
Novato Water	4,238,000	1,918,449	100	66	3,874,000	1,918,449
Novato Recycled	120,000	6,584	100	100	20,000	6,584
West Marin	1,285,000	1,181,027	100	77	1,285,000	1,181,027
TOTAL	5,643,000	3,106,060	100	81	5,179,000	3,106,060

The above project costs show that actual respective CIP expenditures for Novato Water and Recycled Water Service Areas were 45% and 5% of the approved FY19-20 budgets (versus respective mid-year forecasts of 57% and 19%). With respect to West Marin (including Oceana Marin), CIP expenditures were 92% of the approved FY19-20 budget value (versus a mid-year forecast of 90%).

Performance Status for Capital Improvement Projects

The attached tables and figures summarize the District's year-end performance in completing FY19-20 Capital Improvements Projects. This review encompasses all District CIP's in both Novato and West Marin.

A total of 34 projects were originally budgeted in FY19-20 for the Novato, West Marin and Oceana Marin service areas (see Attachments A and B). Eleven projects were added, 4 were carried over and no projects were deferred or dropped resulting in an adjusted budget total of 49 projects (versus 41 projects in the prior fiscal year). Of these 49 Capital Improvement Projects, 24 are under the lead responsibility of the Engineering Department for completion (17 in Novato and 7 in West Marin). The remaining projects are under the responsibility of the other departments: Maintenance (2), Operations (20) and Administration (3).

At year-end, 33 of the 49 projects scheduled for completion in FY19-20 have been completed by all departments. When broken down by service areas, 24 of the Novato CIPs have been completed and 9 West Marin CIPs have also been finished.

Novato Service Area Project Costs Variances

Of the 20 FY19-20 Novato Water CIPs that were completed, all but two projects (i.e. 10%) was completed at or below original budget.

Novato Recycled Water Service Area Project Variances

As shown in Attachment A, all of the Novato Recycled Water projects are within the original budgets.

West Marin Service Area (including Oceana Marin) Project Costs Variances

All of the FY19-20 West Marin projects were completed at or below the original budget.

Engineering Department Labor Hours

The Engineering Department provides a multitude of functions supporting overall operation, maintenance and expansion of water facilities. The major work classifications are: (1) General Engineering, (2) Developer Projects and (3) District (i.e., CIP) Projects. Out of the approximately 14,900 engineering labor hours available annually (less Conservation), the FY19-20 labor budget for Developer Projects and District Projects is 1,504 (10% of total) and 3,096 (21% of total), respectively. A chart of actual hours expended versus budgeted hours for both Developer and District projects during FY19-20 is provided in Attachment B. At the end of the fourth quarter, actual engineering labor hours expended for Developer work was 1,722 hours (versus 1,274 in FY18-19). With respect to District Projects, 2,428 engineering labor hours have been expended (versus 2,448 in FY18-19) on Capital Improvement Projects.

FY 19-20
 CAPITAL IMPROVEMENTS PROJECTS

PROJECTS BUDGETED	NOVATO SERVICE AREA	WEST MARIN/ OCEANA MARIN	TOTAL
Original Budget	25	9	34
Added	7	4	11
FY 18-19 Carryover	3	1	4
Deferred/Dropped	0	0	0
Adjusted Budget	35	14	49

FY18-19 CARRYOVER

Date Brought to Board

Novato

PB Replacements – Lanham Village (32)
 Novato Fair Shopping Center Backflow
 AMI Retrofit

First Quarter Report
 First Quarter Report
 First Quarter Report

West Marin

PB Replacement – Drakes View Dr. (22)

First Quarter Report

DEFERRED/DROPPED

Novato

None

West Marin

None

PROJECTS ADDED

Novato

Quick Connects – Generator
 PB Replacements – Hatch Rd & Mill Rd
 STP Backwash Pond 30" Isolation Valve
 STP Outlet Valve Replacement
 STP High Service Pump #3 Replacement
 STP High Service Road Repair
 STP Replace Chlorine Control System

First Quarter Report
 Second Quarter Report
 Third Quarter Report
 Third Quarter Report
 Fourth Quarter Report
 Fourth Quarter Report
 Fourth Quarter Report

West Marin

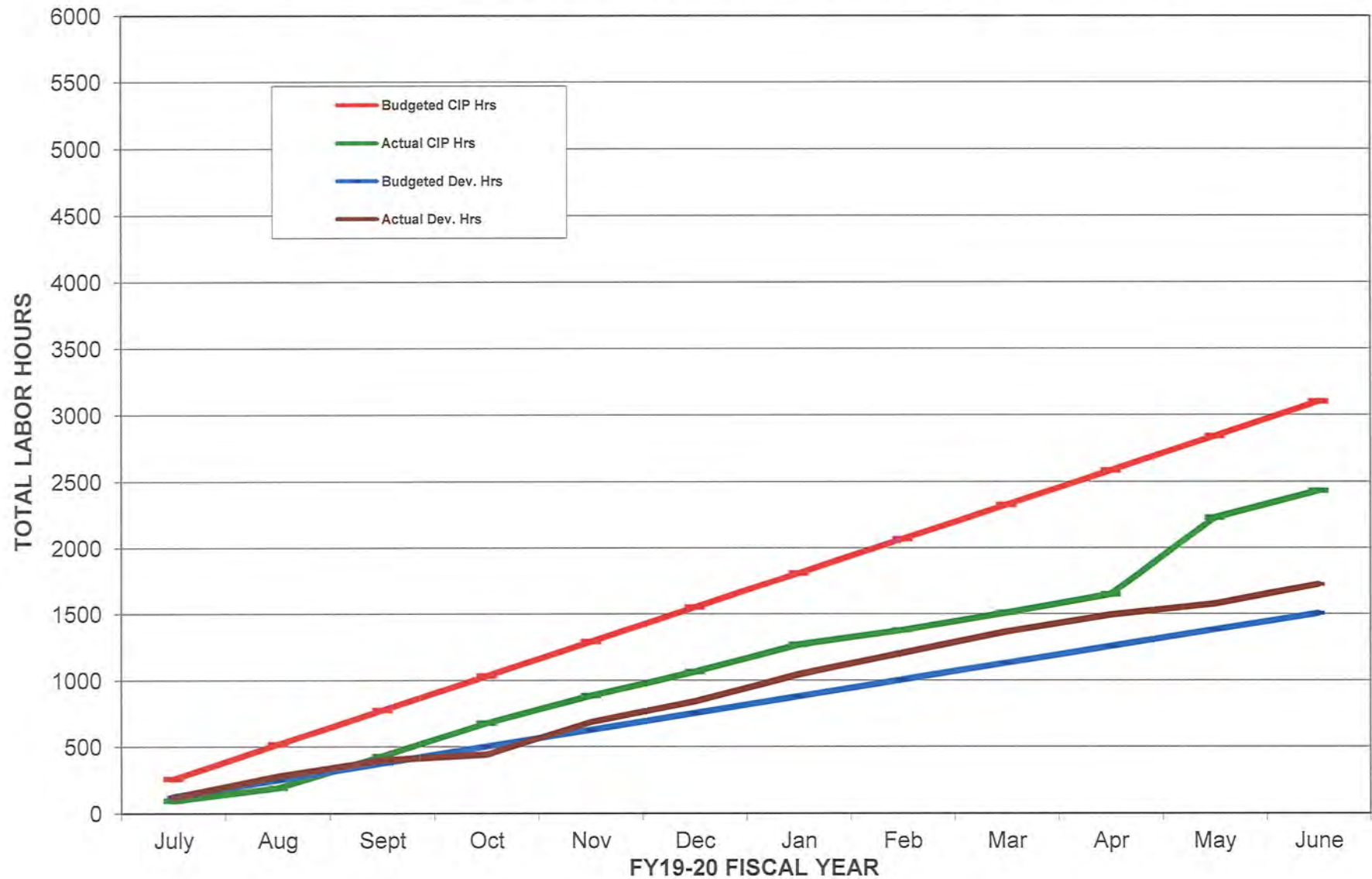
Olema Pump Station Pump Replacement
 Gallagher Ranch Streambank Stabilization
 PB Repl: State Route 1 – Caltrans (32)
 OM Treatment Pond Rehab – 404 Grant – FEMA

First Quarter Report
 First Quarter Report
 Fourth Quarter Report
 Fourth Quarter Report

NOVATO SYSTEM CAPITAL IMPROVEMENT PROJECTS SUMMARY FY19-20										
AS OF JUNE 30, 2020										
STATUS	DEPT	ITEM #	PROJECT NO.	DESCRIPTION	PROJECT COSTS		% COMPLETE		EARNED VALUE	
					Budget	Actual	Baseline	Actual	Planned	Actual
1. PIPELINE REPLACEMENTS/ADDITIONS										
C	Eng	1	1.a.1	Replace Plastic Thin Walled Pipe <4-Inches (Scown Ln)	\$150,000	\$15,329	100	100	\$150,000	\$15,329
PC	Eng	2	1.a.3	Grant Ave CI Main Replacement w/PVC Main	\$200,000	\$5,665	100	5	\$200,000	\$5,665
C	Eng	3	1.b.1	San Mateo 24" Inlet/Outlet Pipe - "Multi-Year"	\$50,000	\$80,580	100	100	\$50,000	\$80,580
				Replace PB in Sync with City Paving (30)	\$70,000	\$0				
C	Eng	4	1.c.2	Replace PB - Hatch Rd & Mill Rd (13)	\$0	\$42,087	100	100	\$0	\$42,087
			1.c.3	Other PB Replacements (80)	\$80,000	\$0				
C	Eng	5	1.c.4	Replace PB - Lanham Village (32)	\$0	\$32,039	100	100	\$0	\$32,039
C	Eng	6	1.c.5	Replace PB - MCC Estates (23)	\$0	\$111,243	100	100	\$0	\$111,243
			1.d.1	Other Relocations to Sync w/City & County CIP	\$70,000	\$0				
				SubTotal	\$620,000	\$286,943				
2. SYSTEM IMPROVEMENTS										
C	Eng	7	2.a	DCDA Repair/Replace	\$100,000	\$89,725	100	100	\$100,000	\$89,725
	Eng	8	2.b	Anode Installations	\$10,000	\$264	100	0	\$10,000	\$264
C	Eng/Ops	9	2.c	Asset Mgmt Software Procure/Implement	\$163,000	\$201,670	100	100	\$163,000	\$201,670
C	Ops	10	2.d	Facilities Security Enhancements	\$25,000	\$649	100	0	\$25,000	\$649
PC	Eng	11	2.e	Novato Fair Shopping Center Backflow	\$0	\$1,137	100	5	\$0	\$1,137
C	Admin	12	2.f	AMI Retrofit	\$0	\$98,054	100	100	\$0	\$98,054
				SubTotal	\$298,000	\$391,499				
3. BUILDINGS, YARD, & S.T.P. IMPROVEMENTS										
PC	Admin	13	3.a.1	Office/Yard Building Renovation	\$900,000	\$30,651	100	5	\$900,000	\$30,651
C	Maint	14	3.a.2	Office Roof Renovation	\$0	\$206,672	100	100	\$0	\$206,672
			3.b	Other Yard Improvements	\$30,000	\$0	0	0	\$0	\$0
C	Eng	15	3.c.1	Dam Concrete Repair (Apron)	\$50,000	\$54,756	100	100	\$50,000	\$54,756
PC	Eng	16	3.c.2	Leveroni Creek Embankment Repair	\$191,000	\$42,817	100	15	\$191,000	\$42,817
			3.c.3	Other TP Improvements	\$114,000	\$0	0	0	\$0	\$0
	Ops	17	3.c.4	Efficiency Improvements	\$100,000	\$0	100	0	\$100,000	\$0
C	Ops	18	3.c.5	STP Generator	\$400,000	\$147,667	100	100	\$400,000	\$147,667
C	Ops	19	3.c.6	STP Chemical System Upgrades - Repl Ferric Tank	\$0	\$60,050	100	100	\$0	\$60,050
C	Ops	20	3.c.7	STP Backwash Pond 30" Isolation Valve	\$0	\$21,145	100	100	\$0	\$21,145
	Ops	21	3.c.8	STP Outlet Valve Replacement	\$0	\$0	100	0	\$0	\$0
PC	Ops	22	3.c.9	STP HS Pump #3 Replacement	\$0	\$15,803	100	50	\$0	\$15,803
C	Ops	23	3.c.10	STP HS Road Repair	\$0	\$14,673	100	100	\$0	\$14,673
C	Ops	24	3.c.11	STP Replace Chlorine Control System	\$0	\$10,787	100	100	\$0	\$10,787
				SubTotal	\$1,785,000	\$605,021				
4. STORAGE TANKS & PUMP STATIONS										
PC	Eng	25	4.a.1	Old Ranch Rd Tank No. 2 - "Multi-Year"	\$150,000	\$92,065	100	75	\$150,000	\$92,065
	Maint	26	4.b.1	Hydropneumatic Tank Repairs	\$30,000	\$0	100	0	\$30,000	\$0
C	Eng	27	4.b.2	Cherry Hill Tank No. 2 Recoat & Rehabilitation	\$400,000	\$369,080	100	100	\$400,000	\$369,080
PC	Ops	28	4.c	Lynwood PS Motor Control Center	\$320,000	\$22,974	100	10	\$320,000	\$22,974
PC	Eng	29	4.d	Crest PS (design/const)/Reloc School Rd PS	\$635,000	\$101,995	100	15	\$635,000	\$101,995
C	Ops	30	4.3	Indian Hill PS - Bypass	\$0	\$6,192	100	100	\$0	\$6,192
C	Ops	31	4.f	Rockrose PS - Bypass	\$0	\$6,609	100	100	\$0	\$6,609
C	Ops	32	4.g	Diablo PS - Bypass	\$0	\$0	100	100	\$0	\$0
C	Ops	33	4.h	Quick Connects - Generators (16)	\$0	\$36,071	100	100	\$0	\$36,071
				SubTotal	\$1,535,000	\$634,986				
				Novato Water Total	4,238,000	\$1,918,449	100	66	\$3,874,000	\$1,918,449
5. RECYCLED WATER FACILITY										
C	Admin	34	5.a	NBWRA Grant Program Administration	\$20,000	\$0	100	100	\$20,000	\$0
			5.b	Other Recycled Water Expenditures	\$100,000	\$0				
C	Eng	35	5.c-g	RW Central	\$0	\$6,584	100	100	\$0	\$6,584
C	Eng	36	5.h	So. Novato Dual Plumbed Shell Loop	\$0	\$0	100	100	\$0	\$0
				Novato Recycled Total	\$120,000	\$6,584	100	100	\$20,000	\$6,584
				Total Novato	\$4,358,000	\$1,925,033	100	83	\$3,894,000	\$1,925,033
PROJECT FORECAST REVISED										
1C - Completed				Baseline projects with revised forecast budget increases (indicated by shaded box)						
PC - Partially completed				Baselined projects to be deferred (indicated in strikeout)						
				New projects added (indicated in bold)						
				Prior year projects carried over indicated in italics and brackets <>						
ATTACHMENT										

ATTACHMENT A

ENGR. DEPT DEVELOPER & DISTRICT CAPITAL IMPROVEMENT PROJECTS (CIPs)



14

DISBURSEMENTS - DATED AUGUST 20, 2020

Date Prepared 8/18/20

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	Tire Mount ('03 Dodge Dakota) (\$60) & Tires (2) ('07 Trailmax Trailer) (\$524)	\$584.04
2	Allied Electronics	Batteries for Programmable Logic Controller	27.55
3	All Star Rents	Air Scrubber Rental for Office Work (\$742) & Propane for Forklift (\$69)	810.35
4	Alpha Analytical Labs	Lab Testing	200.00
5	Alphagraphics Marin	Design & Print Novato Annual Water Quality Report (750) (\$1,479) & Point Reyes Annual Water Quality Report (100) (\$591)	2,070.65
6	Anders, Thad	Novato "Washer Rebate" Program	50.00
7	Aramayzi, Hasan	Refund Overpayment on Closed Account	195.55
8	Arcadis	Refund Security Deposit on Hydrant Meter Less Final Bill	739.13
9	A.S.T.I.	Annual Fire Service Testing (73)	8,075.00
10	AT&T	Telephone (\$65), Fax (\$83), Leased Lines (\$141) & Data (\$278)	566.91
11	Bank of Marin	Bank of Marin Loan Principal & Interest (Pymt 106 of 240) Aqueduct Energy Efficiency Project	46,066.67
12	Bay Area Barricade Service	Marking Paint (12-17oz cans) (\$50), Spray Chalk (24) (\$204) & Striping Paint (24) (\$117)	370.26
13	Calpico	Grounding Clamps (300)	1,253.18
14	Casa, Fran & Frank	Refund Overpayment on Closed Account	56.28
15		Vision Reimbursement	210.00
16	Cilia, Joseph	Retiree Exp Reimb (Aug Health Ins)	334.00
17	Cinquini & Passarino	Prog Pymt#2: PRE Tank 4A Replacement (Balance Remaining on Contract \$23,898)	1,202.50

Seq	Payable To	For	Amount
18	Clipper Direct	September Commuter Benefit Program	232.00
19	Cummings Trucking	Rock (98 yds) (\$2,877) & Sand (32 yds) (\$2,036)	4,913.10
20	Danlin CO: Frank Gobar	Refund Security Deposit on Hydrant Meter Less Final Bill	730.83
21	Dee, Daniel	Novato "Cash for Grass" Rebate Program	400.00
22	Demsey, Filliger & Associates	GASB 75 OPEB Actuarial Valuation	4,000.00
23	Dewolf, Phyllis	Refund Security Deposit on Hydrant Meter Less Final Bill	597.60
24	Dixon Marine Services	Prog Pymt#3: Gallagher Ranch Streambank Stabilization Project (Balance Remaining on Contract \$0)	275,832.72
25	Dryco Construction CO: Mike Wallen	Refund Security Deposit on Hydrant Meter Less Final Bill	426.89
26	Enterprise FM Trust	Monthly Leases for Chevy Colorado, F250's (2), Nissan Rouges (2), Nissan Frontier & F150's (4)	5,040.54
27	Fedak & Brown	July Progress Billing (FY20 Financial Audit) (Balance Remaining on Contract \$10,250)	1,875.00
28	Ferguson Waterworks	Verizon Antenna	278.08
29	Fiserv/Bastogne	Refund Electronic Checkfree Payment	137.77
30	Fisher Scientific	Standard (Lab)	102.00
31	Friedman's Home Improvement	Parts for STP Booster Pump (\$185), Parts for Yard/Apartment (\$125), Float Valve & Water Tank for Vineyard Pasture (300 gal) (\$274)	600.99
32	Frontier Communications	Leased Lines	1,431.41
33	Garbarino, David	Refund Security Deposit on Hydrant Meter Less Final Bill	625.26
34	Gee, Rose	Novato "Toilet Rebate" Program	200.00
35	GHD	Prog Pymt#25: Water Tank PRE 4A Replacement (Balance Remaining on Contract \$16,663)	3,328.51
36	Ghilotti Construction	Prog Pymt#3: Gallagher Ranch Streambank Stabilization Project (Balance Remaining on Contract \$75,289)	393.88

Seq	Payable To	For	Amount
37		Vision Reimbursement	134.00
38	Grainger	Miscellaneous Maintenance Parts & Supplies & Automatic Door Opener for Front Office (\$3,189)	3,946.41
39	Hach	Phosphoric Acid (5 gal) (\$348) & Sample Cells (2) (\$169) (STP)	516.48
40	HERC Rentals	Generator Rentals to Power Pump Stations During Power Outages (5) (4 weeks) (\$10,340) & Fuel Tank Rental (4 weeks) (\$936)	11,275.38
41	International Dioxide	Chlorine Dioxide Generator Replacement Parts	1,129.88
42	Jackson, David	Retiree Exp Reimb (Aug Health Ins)	987.21
43	Latanyshyn, Roman	Retiree Exp Reimb (Aug Health Ins)	334.00
44	Lemos, Kerry	Retiree Exp Reimb (Aug Health Ins)	987.21
45	Mandigo, Cybille	Refund Overpayment on Closed Account	126.77
46	Manzoni, Alicia	Retiree Exp Reimb (Aug Health Ins)	987.21
47	Marin Pool Service CO: Rebecca Jones	Refund Security Deposit on Hydrant Meter Less Final Bill	556.81
48	McLellan, WK	Misc Paving	35,310.72
49	Miller Pacific Engineering	Prog Pymt#12: Pre Tank 4A Replacement Project (Balance Remaining on Contract \$30,909)	5,092.00
50	Miller, Jan	Novato "Water Smart Landscape Efficiency"	78.99
51	North Marin Auto Parts	Miscellaneous Service Parts and Supplies for Fleet	1,139.04
52	North Bay Gas	Dip Tube, Nitrogen & Breathing Air (\$136) & July Cylinder Rental	202.89
53	Northbay Nissan	Service Parts ('16 Nissan Frontier)	208.42
54	Novato Builders Supply	Miscellaneous Maintenance Supplies & Posts for Crest Pump Station Meter (2) (\$131)	233.80
55	NSI Solutions	QC Samples (Lab)	295.00

Seq	Payable To	For	Amount
56	Office Depot	Misc Office Supplies	197.37
57	Pape Machinery	Seat Parts ('04 Backhoe) (\$129) & Service Parts ('15 JD Skip Loader)	174.57
58	Parkinson Accounting Systems	July Accounting Software Support	487.50
59	PG&E	Electric Bill for District Apartment (\$16), Large Consolidated Bill - Power: Bldgs/Yard (\$5,313), Other (\$160), Pumping (\$50,969), Rect/Cont (\$504) & T/P (\$153) & Energy Bill for 420 Drakes View Drive (\$38)	57,154.27
60	Piazza Construction	Prog Pymt#4: Pre Tank 4A Replacement Project (Balance Remaining on Contract \$738,488)	102,794.37
61	Piazza Construction Escrow Account	5% Retainer: Piazza Construction-PRE Tank #4A Replacement #4	5,410.23
62	Pini Hardware	Parts for Water Bottle Filling Station (\$127) & Miscellaneous Maintenance Parts & Supplies (\$861)	987.82
63	Point Blue Conservation Science	Prog Pymt#2: Old Ranch Road Northern Spotted Owl Surveys (Balance Remaining on Contract \$0)	1,747.39
64	R & B	DCDA Fire Check Assembly (\$1,803), Valves (2), Nipples (13) (\$91), Hydrant Bury (4) (\$994), Clamp (\$201), Service Saddle (\$71) & Couplings (2) (\$442)	3,614.89
65		Vision Reimbursement	261.55
66	Darlene D. Rhodes	HR Consulting (7/11/20-7/25/20)	1,531.25
67	Ridge, Margaret	West Marin "Toilet Rebate" (\$100) & Novato "Washer Rebate" Program (\$50)	150.00
68	Ryder Homes	Refund Security Deposit on Hydrant Meter Less Final Bill (2 Accounts)	1,354.36
69	Sachdeva, Tarun	Novato "Smart Irrigation Controller" Program	100.00
70	Scuitto, Donna J.	Novato "Toilet Rebate" Program	100.00
71	Simmons, Mallorie	Reimbursement of Advance Over Actual Job Cost (\$1,443) & Refund of Deposit/New Development/WC Restrictions-Novato (724 Santana Rd) (\$1,000)	2,443.35
72	Siragusa, Marlene	Refund Overpayment on Closed Account	43.11

Seq	Payable To	For	Amount
73	Sonoma County Water Agency	July Contract Water	724,342.12
74	State Water Resources Control	D3 Certification Renewal (Arendell)	120.00
75	Syar Industries	Asphalt (6 tons)	990.49
76	Township Building Services	Janitorial Supplies (\$70) & Services (\$2,035)	2,105.94
77	TPx Communications	August Telephone Charges	677.99
78	Tube Service	Aluminum Pipe (200')	1,634.50
79	United Parcel Service	Delivery Services: Sent Dissolved Oxygen Probe for Oceana Marin	25.87
80	Univar	Sodium Hypochlorite (1,000 gal) (\$1,025) & Caustic Soda (13 D.T.) (\$5,124) (STP)	6,149.26
81	USA BlueBook	Face Masks (5) & Digital Forehead Thermometer (\$109) (STP)	155.14
82	Verizon Wireless	SCADA (\$141) & AMI Collectors (\$650) & CIMIS Station	805.86
83	Waste Management	Green Waste Removal	114.99
84	Wright, Richard	Novato "Cash for Grass" Rebate Program	50.00
TOTAL DISBURSEMENTS			<u>\$1,343,225.06</u>

The foregoing payroll and accounts payable vouchers totaling \$1,343,225.06 are hereby approved and authorized for payment.

 Auditor-Controller	08/14/2020 Date
 General Manager	8/17/2020 Date

DISBURSEMENTS - DATED AUGUST 27, 2020

Date Prepared 8/25/20

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

Seq	Payable To	For	Amount
P/R*	Employees	Net Payroll PPE 8/15/20	\$150,871.22
90307*	Internal Revenue Service	Federal & FICA Taxes PPE 8/15/20	66,925.33
90308*	State of California	State Taxes & SDI PPE 8/15/20	14,631.94
90309*	CalPERS	Pension Contribution PPE 8/15/20	39,274.79
90310*	CalPERs	September Health Insurance Premium (Employer \$47,930, Retirees \$12,352 & Employee Contribution \$10,391)	70,672.91
EFT*	US Bank	July Bank Analysis Charge (Lockbox \$912 & Other \$383, Less Interest \$124)	1,170.62
1	ADTS	Annual Random Compliance (Williamson)	69.50
2	American Family Life Ins	August AFLAC Employee Paid Benefit	3,027.83
3	Andros, Blake	Refund Overpayment on Closed Account	985.07
4	Arrow Benefits Group	July Dental Expense	3,931.94
5	Athens Administrators	July Indemnity Review Fee	105.00
6	AT&T	Leased Lines	66.06
7	Boucher Law	July Labor & Employment Law Matters	850.00
8	Breit, Adam	Exp Reimb: Safety Boots	200.00
9	Calif Dept of Fish & Wildlife	Return Check Fee (Check# 57303, Dated 2/20/20) Check Reissued	30.00
10	Chase	Chase Loan Payment AMI Project (Pynt#5 of 30)	55,028.44
11	Comcast	August Internet Connection	134.06

Seq	Payable To	For	Amount
12	Core Utilities	July IT Support (\$6,000), IT & SCADA Controls (\$425), Recycled Water (\$125), Novato Radio/Cell Modem Sites (\$625), Billing Maintenance (\$525), Website Maintenance (\$300), Board Meeting Assistance (\$275) & Server Upgrade (\$1,200)	9,475.00
13	DataTree	July Subscription to Parcel Data Info	100.00
14	Dell Computers	Laptop for Employees Working Remotely	1,527.79
15	Ditch Witch West	Service Parts ('09 JD Backhoe)	213.72
16	Engie Insight Services	Refund-Non NMWD Customer	162.85
17	Frery, Patricia	Refund Overpayment of Closed Account	52.43
18	Grainger	Quick Connect Socket (\$95), Reciprocating Saw Blades (13) (\$475), Couplings (3) (\$106), Door Threshold (Maint Office) (\$166), Portable USB Power Port (\$50) & Level	913.90
19	JW Mobile	Hydraulic Hoses (Bobcat Loader)	245.47
20	LeBrun, Kent	Exp Reimb: Drinks for Field Crews During Heat Wave	55.60
21	LGVSD	Recycled Water Deliveries (4/1/20-6/30/20)	33,612.15
22	Lincoln Life	Deferred Compensation PPE 8/15/20	8,325.86
23	Marin Landscape Materials	Quik Mix (80 bags) (\$582), Staples & Borders for Landscape & Fill Sand (1 yd) (\$50)	660.55
24	Marin County Ford	Service Parts ('17 Ford Escape - \$93, '15 F150 - \$67, '17 Ford Escape - \$8, '12 F250 - \$66) & Seat Parts ('15 Ford Escape) (\$859)	1,093.87
25	Nationwide Retirement Solution	Deferred Compensation PPE 8/15/20	920.00
26	Nerviani's Backflow	Annual Backflow Testing Services (150)	9,000.00
27	Pace Supply	Elbows (2), Nipples (11) (\$79), PVC Pipe (100') (\$149), Valves (2) (\$245), Meter Boxes (8) (\$284), Couplings (10) (\$779) & Corp Stops (60) (\$1,244)	2,792.44
28	Pacific Coast Cutters	Slab Saw-Asphalt (Wilson Avenue Site)	375.00
29	Point Reyes Prop Mgmt Assn	August HOA Fee (25 Giacomini Rd)	75.05

Seq	Payable To	For	Amount
30	Quadient	Sept Postal Meter Rental	143.09
31	Ralph Andersen & Associates	Prog Pymt#2: Recruitment for Assistant General Manager/Chief Engineer (Balance Remaining on Contract \$10,600)	7,950.00
32	RH & Sons Water Services	Annual Backflow Testing Services (156)	8,580.00
33	SPG Solar	July Energy Delivered Under Solar Services Agreement	15,799.65
34	SRT Consultants	Prog Pymt#9: Consulting Services Stafford Lake Sanitary Survey (Balance Remaining on Contract \$22,492)	635.00
35	Thatcher of California	Ferric Chloride (10 tons)	7,498.29
36	VWR International	Lab: Exam Gloves (1,000) (\$54), Membrane Filters (1,000) (\$212), Cylinder (\$71), Carboy w/Spigot (\$58), Hydrogen Peroxide, Hi-Temp Indicator (\$52), Magnesium Chloride, Conductivity Standard (\$65) & Terry Gloves	567.33
37	White & Prescott	Prog Pymt#12: Residence Inn Water Line Easement (WLE) (\$270) & Prog Pymt#13: Starbucks WLE (\$135) (Balance Remaining on Contract \$21,380)	405.00
TOTAL DISBURSEMENTS			<u>\$519,154.75</u>

The foregoing payroll and accounts payable vouchers totaling \$519,154.75 are hereby approved and authorized for payment.

	<u>08/24/2020</u>
Auditor-Controller	Date
	<u>8/24/2020</u>
General Manager	Date

DEPARTMENT OF WATER RESOURCES

1416 NINTH STREET, P.O. BOX 942836
SACRAMENTO, CA 94236-0001
(916) 653-5791



July 31, 2020

North Marin County Water District
Post Office Box 146
Novato, California 94948

Attention: Mr. Drew McIntyre
General Manager

Novato Creek Dam, No. 88
Marin County

Dear Mr. McIntyre:

The Division of Safety of Dams (DSOD) has reviewed the inundation maps submitted for Novato Creek Dam. It was determined that the dam has one critical appurtenant structure and the maps listed below are in substantial compliance with the requirements of Title 23, Division 2, Chapter 1, Article 6 of the California Code of Regulations. Therefore, the following inundation maps are approved:

1. Main Dam (sunny day failure scenario) map dated April 15, 2020.
2. Spillway (sunny day failure scenario) map dated April 15, 2020.

The approved maps will be made publicly available as required by section 6161(c) of the California Water Code. An emergency action plan (EAP), based on the approved inundation maps, must now be submitted to the California Governor's Office of Emergency Services (Cal OES) for their review and approval. Upon Cal OES approval, please submit an electronic copy of the approved EAP with a hard copy of the transmittal letter to DSOD.

Pursuant to section 6161(e) of the CA Water Code, the EAP and inundation maps must be updated no less frequently than every 10 years, and sooner under conditions that include, but are not limited to, the following: (1) a significant modification to the dam or a critical appurtenant structure as determined by the department, or (2) a significant change to downstream development that involves people and property. Based on the requirement, the approved maps will expire on April 15, 2030. Please submit the updated maps at least six months prior to the expiration date for DSOD's review and approval.

If you have any questions or need additional information, you may contact Dam Safety Engineer Blake Dolve at (916) 565-7876 or Project Engineer Vojislav Cvijanovic at (916) 565-7875.

Sincerely,

Original Signed By S.O.J. for

Sharon K. Tapia, Chief
Division of Safety of Dams

cc: (See Attached List.)

Mr. McIntyre
July 31, 2020
Page 2

cc: Mr. José Lara
Dam Safety Planning Division
California Governor's Office of Emergency Services
3650 Schriever Avenue
Mather, California 95655

Subject: Emergency Water Conservation Request is Lifted due to progress on halting spread of the Walbridge Fire



PRESS RELEASE

FOR IMMEDIATE RELEASE

August 27, 2020

CONTACT

Barry Dugan
Principal Programs Specialist
707-547-1930
707-331-2040
barry.dugan@scwa.ca.gov

Emergency Water Conservation Request is Lifted due to progress on halting spread of the Walbridge Fire

Santa Rosa, CA – Sonoma Water announced today that the Emergency Water Conservation Request that was issued at the start of the Walbridge and Meyers fires has been rescinded. Citing the progress made by firefighters on containing the Walbridge Fire, agency officials determined that critical water supply facilities are no longer in immediate danger.

"We are pleased to announce that the call for emergency water conservation is no longer necessary," said Sonoma Water Board and Board of Supervisors Chair Susan Gorin. "We applaud the efforts our resident made in saving millions of gallons of water during this emergency. But we also want to remind our water customers that there is never enough water to waste. We had one of the driest years ever last winter and we must continue to use every drop wisely."

The request for emergency water conservation was issued as a precaution due to the location of Sonoma Water's water production facilities along the Russian River being located within the fire evacuation zone. While the facilities were never in immediate danger, the conservation request allowed the agency to maximize its water storage for its customers, and to ensure adequate capacity for firefighting, should it be needed.

At no time during the fires was there any problem with water quality or water deliveries. Due to the emergency water conservation efforts, water demands dropped by millions of gallons each day.

While the fire emergency is over, the community is encouraged to continue water conservation efforts. The last year was one of the driest rain years on record, and water conservation is critical now and into the future.

For tips on how to save water both inside and outside of your home, please visit:
www.savingwaterpartnership.org

Information about Sonoma Water's fire response is available at www.sonomawater.org/fire

Barry Dugan

Principal Programs Specialist
Community and Government Affairs
Sonoma Water

404 Aviation Boulevard

Santa Rosa, CA 95403

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sonomacountywater.org

POINT REYES LIGHT

Inverness declares water shortage emergency, sees quick response

By Anna Guth
07/29/2020

The Inverness Public Utility District declared a water shortage emergency last week amid one of the driest years in the past century, and is already seeing its supply bounce back. "People have cut back [on usage], and we are holding steady for the time being," said Wade Holland, the customer services manager for the district. "But we did declare. The availability will continue to decrease. The hot weather will come back. Consumption could increase." The district has declared a shortage several times over the past four decades, and most recently in 2014. This year, 23 inches of rain fell in Inverness from October through June, compared to the nearly 38-inch average since 1925. Just five other years rivaled this year's low rain levels over the past century, with an all-time annual low in the mid-70s at 18 inches. Even the drought years from 2012 to 2015 saw around five to 10 inches more rain each year than fell last year. Last week's emergency declaration outlined four stages, the first of which is in effect. Under its terms, customers are prohibited from using water for construction without a special permit, for installing new landscaping, for drinking at restaurants except upon request, or, in most cases, for filling pools, ponds or private water tanks greater than 100 gallons. Hoses need a shut-off mechanism, and washing the exterior of buildings, sidewalks, driveways, patios and parking lots is not allowed. The second stage, which administrator Shelley Redding could implement as she sees fit, prohibits washing vehicles and places heavy restrictions on outdoor watering. The third stage bans outdoor watering altogether. Only the board of directors can declare the last and most severe stage, which involves rationing. Mr. Holland said one primary indicator determines whether increased regulations are necessary: water levels in storage tanks. The district's distribution system does not have significant storage capacity but does employ tanks to hold the water pulled from the creeks and streams that run off the Inverness Ridge; those tanks turn over the water they contain every three days. Generally, the tanks draw down a portion each day and refill overnight. Lately, the water in the tanks was not rebounding, though since the district renewed its education effort two weeks ago, that has changed: The tanks are looking full again each morning. Mr. Holland believes some customers have voluntarily shut off nighttime irrigation systems, and that the cooler weather has helped.

State Water Board Cancels October Wastewater Operators Exam

By Alec Mackie · August 12, 2020 · Views: 43



From the State Water Board, Office of Operator Certification...

To All Interested Parties:

As a result of the Coronavirus (COVID-19) emergency, and the guidance released by Governor Newsom to limit gatherings to 10 people or less while social distancing, **the Fall 2020 Wastewater Operator Certification Examination has been cancelled.** The State Water Resources Control Board understands this decision along with the cancellation of the Spring 2020 examination will, and has had, negative impacts on the water industry. Therefore, the State Water Resources Control Board is working to implement Operator Certification Computer Based Testing (CBT) in early 2021.

All examinees who were approved and scheduled for the Fall 2020 Wastewater examination will automatically be approved to schedule a testing opportunity upon the implementation of Operator Certification CBT. As the State Water Resources Control Board moves further into implementing Operator Certification CBT additional communication will be provided to each candidate regarding any refunds of the Spring/Fall 2020 examination fees paid and any costs owed for testing fees for Operator Certification CBT.

Understanding that early 2021 is five months minimum to wait for the opportunity to test for/obtain operator certification, the State Water Resources Control Board is currently working to identify any viable options to assist those who may have emergency examination needs (e.g., compliance with waste discharge orders, etc.) to take a Wastewater Operator Certification Examination in the Fall. Therefore, if your wastewater treatment plant has an emergency need for a Wastewater Operator Certification examination to be administered, please inform the Wastewater Operator Certification Program by sending the following information to the wwopcertprogram@waterboards.ca.gov e-mail address:

1. Name of Examinee
2. Grade Level of Exam Needed
3. Wastewater System Location
4. Wastewater Treatment Plant Supervisor Contact Information (Name, Phone Number & E-mail Address)
5. Emergency Need

Thank you for your patience and understanding during these unprecedented circumstances.

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Marin Water Board VP Appointed To EPA Advisory Board

Mill Valley resident Cynthia Koehler, vice president of Marin Water's Board of Directors, was one of 33 appointees selected nationwide.

By Kristina Houck, Patch Staff
Aug 14, 2020 4:00 pm PT



Cynthia Koehler is an environmental attorney and water policy expert who has represented Southern Marin on the Marin Water Board since 2005. (Marin Water)

MARIN COUNTY, CA — Cynthia Koehler, vice president of Marin Water's Board of Directors, has been appointed to serve on the U.S. Environmental Protection Agency's Environmental Financial Advisory Board.

Koehler was one of 33 appointees selected nationwide. The Mill Valley resident is an environmental attorney and water policy expert who has represented Southern Marin on the Marin Water Board since 2005.

"Director Koehler is an excellent choice to serve on this advisory board," said Jack Gibson, president of Marin Water's Board of Directors. "She has been a leader on the issue of the affordability of water and water use efficiency measures on Marin Water's Board, and I am confident that she will be an asset to the Environmental Financial Advisory Board and provide an important perspective."

The Environmental Financial Advisory Board advises the EPA administrator, EPA regions, and the agency's programs on innovative ways to address the costs of — and increase investments in — environmental and public health protection, according to the EPA. The advisory board's work has also included advising the EPA on diversifying funding and financing for the delivery of municipal drinking water and wastewater services.

"I am honored and proud to serve on the advisory board," said Koehler, who also serves as executive director of the nonprofit WaterNow Alliance, a network of local water decision makers dedicated to advancing sustainable, equitable and climate-resilient water strategies.

"This is a critical time for our environment and the fiscal health of cities, towns and utilities as they grapple with the impacts of the COVID-19 pandemic. I look forward to working with the EFAB members in advising the EPA on affordable, equitable and transparent financial solutions to our environmental challenges."

Outages reveal snags in pivot to clean energy

CALIFORNIA

By Paul Rogers

Bay Area News Group

Marin Independent Journal

Rolling blackouts that cut power to hundreds of thousands of Californians over the weekend during a historic heat wave — even as state officials warned that more outages are likely through Wednesday night — have shocked and angered residents from the Bay Area to Southern California.

But as the state continues its historic shift away from fossil fuels like natural gas that provide consistent power toward cleaner sources like solar and wind energy that rise and fall with the weather and the sun, experts say the power grid has become more difficult to operate and more at risk of blackouts.

There are ways to fix the problem, they note, and still expand renewable energy to reduce air pollution and address climate change.

But the crisis — the first rolling blackouts on California’s power grid since 2001 — has exposed a dangerous vulnerability. Not only are millions of people who are working from home during the coronavirus pandemic inconvenienced, but power shutoffs endanger public health, particularly elderly residents who can fall ill or die from heat stroke.

“We have a much more risky supply of energy now because the sun doesn’t always shine when we want and the wind doesn’t always blow when we want,” said Frank Wolak, a Stanford University economics professor who specializes in energy markets. “We need more tools to manage that risk. We need more insurance against the supply shortfalls.”

Last fall, top officials at California’s power grid operator warned that electricity shortages were likely as soon as 2020 because of the trend.

At a meeting on Sept. 18 of the governing board of the California Independent System Operator, the nonprofit public benefit corporation that runs the state’s power grid, Mark Rothleder, vice president of market quality and state regulatory affairs for the agency, gave a presentation on the coming crisis.

He noted that 33% of the state’s electricity now comes from renewable sources, a requirement for utilities under state law that had been met two years early.

But with large solar farms making up an increasing percentage of California's power generation, he said, crunch time happens in the late afternoon, particularly on hot days. People turn on air conditioning and other devices around 5 p.m. as the heat peaks and they come home from work. Electricity demand surges, just as the sun is setting and solar power is drying up.

Rothleder said that the ISO, which functions as a kind of air traffic controller for the grid, makes up for that lost solar power by importing electricity from dams and power plants in other Western states, and also by relying on natural gas-fired power plants still operating in California.

But he noted ominously that if there were a big Western heat wave, there probably would not be enough power from other states available to close the gap. He called it "a most urgent issue" that "really needs timely attention."

"We have made significant progress on the road to our clean energy goals," he said. "That said, as we look ahead, we do see some challenging things occurring."

Rothleder recommended that the State Water Resources Control Board delay rules that require at least four older natural gas-fired power plants in Southern California to be shut down because their cooling systems pump billions of gallons of sea water that can kill marine life.

He also recommended expanded battery technology for large solar farms, something the ISO has made progress on, and more energy efficiency.

On Friday as temperatures soared above 100 degrees and hit 110 in some parts of the state, the warnings came true. The ISO ordered utilities like PG& E, Southern California Edison and San Diego Gas and Electric to impose rolling blackouts. ISO officials said two natural gas power plants in California had gone offline, demand for electricity was higher than they expected, and not enough power was available from other states to close the gap.

Roughly 410,000 homes and businesses lost power that evening.

The next night, it happened again. On Saturday, PG& E blacked out 220,000 homes and businesses, mostly in Santa Cruz, Monterey and the Stockton area, after being ordered by the ISO to reduce demand. The heat was again a problem, imports were low, and wind power slumped in the heat.

Then Sunday the ISO issued a four-day "flex alert" asking people to conserve power. "Consumers should be prepared for likely rolling outages during the late afternoons and early evenings through Wednesday," it said.

The ISO's governing board, whose five members are appointed by Gov. Gavin Newsom, held an emergency meeting Sunday morning to discuss the grid's stability. But it was closed to the public.

Wolak, of Stanford, said the state should make efforts to keep gas-power plants around until battery storage technology for solar plants can be ramped up.

One long-time industry official agreed.

“Some folks in the environmental community want to shut down all the gas plants. That would be a disaster,” said Jan Smutny Jones, CEO of the Independent Energy Producers Association, a trade association representing solar, wind, geothermal and gas power plants. “Last night 60% of the power in the ISO was being produced by those gas plants. They are your insurance policy to get through heat waves.”

Many of the state’s gas plants have become less competitive because they are more expensive to run than solar, he said. In fact, some have been shutting down on their own because utilities are buying more power from solar and wind.

Jones also said utilities should be required to sign more contracts with generating companies to lock up power to provide a better cushion during heat waves and other events, even if they never use that power. Some utilities have resisted because of the cost.

“Nobody likes to pay for insurance,” he said. “But if you need a heart transplant, or your house burns down, you’re glad you had it.”

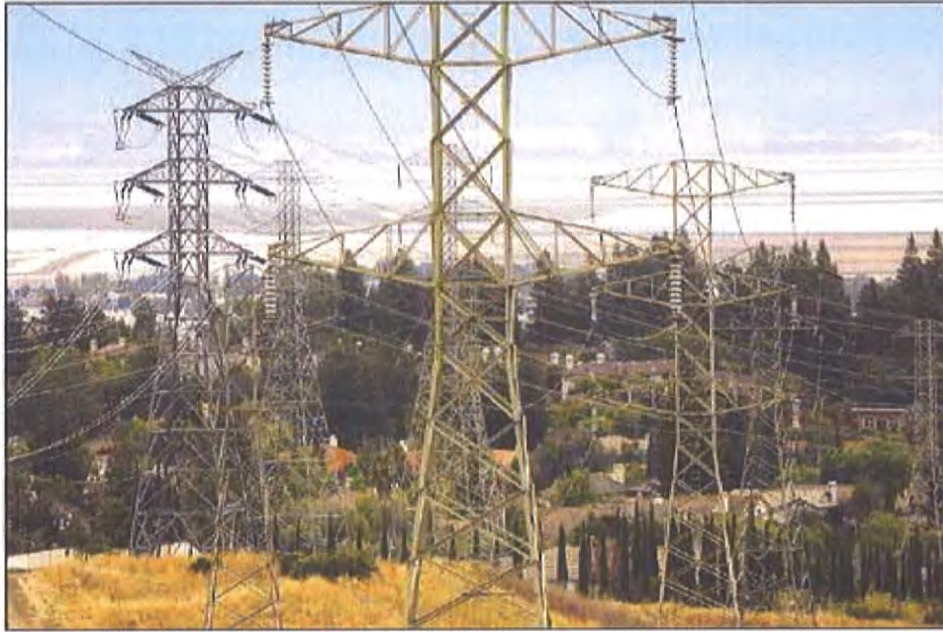
Others say the solution lies elsewhere. Dan Kammen, a professor of energy at UC Berkeley, noted that to meet a state law signed by Gov. Jerry Brown in 2018 requiring 100% of California’s energy to come from carbon free or renewable sources by 2045, there is no room for gas plants.

Of note, he said: 1 million Californians have now put solar panels on their homes. A growing number are installing battery systems, like Tesla’s, which costs about \$10,000. More incentives should be offered for those, he said, and laws changed so residential battery power can be sold back to utilities when supplies are tight.

“Solar and wind are the cheapest forms of new energy,” he said. “California’s blackout is due to poor management. It’s not due to a supply problem.”

On top of everything, PG& E announced in 2016 that it will close Diablo Canyon nuclear plant in San Luis Obispo County, in 2025. The decision, following the Fukushima meltdown in Japan and a costly re-licensing battle, will require the ISO to replace its 2,250 megawatts of electricity — enough to power 1.7 million homes.

“I don’t think most people understand the extent to which wind and solar aren’t the same as natural gas and nuclear generation,” Wolak said.



High tension power lines loom over homes in Fremont on Monday as Bay Area residents brace for rolling blackouts due to record use of electricity this week.

NHAT V. MEYER — BAY AREA NEWS GROUP

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Tuesday, 08/18/2020 Page .A01

Governor Newsom Announces Appointments

8.18.20

Published: Aug 18, 2020



**Office of Governor
GAVIN NEWSOM**

SACRAMENTO – Governor Gavin Newsom today announced the following appointments:

Armando M. Quintero, 64, of San Rafael, has been appointed Director of the California Department of Parks and Recreation. Quintero has been Executive Director of the Sierra Nevada Research Institute at the University of California, Merced since 2015, where he was Director of Development from 2008 to 2014. He was an independent Environmental Educator from 1998 to 2008. Quintero held multiple positions at the U.S. National Park Service from 1977 to 1998, including Chief of the Special Park Uses Group and District Ranger at the Golden Gate National Recreation Area, Personnel Staffing Specialist for the National Park Service, Park Ranger and Supervisory Park Ranger at the Point Reyes National Seashore and Park Ranger at the Sequoia National Park and at the John Muir National Historic Site. Quintero is a member of the California Water Commission and the Marin Municipal Water District Board of Directors. This position requires Senate confirmation and the compensation is \$186,389. Quintero is a Democrat.

Shanice Orum, 42, of Vacaville, has been appointed to the State Interagency Coordinating Council on Early Intervention. Orum has been a Program Administrator for the Child Care Program in the Community Care Licensing Division at the California Department of Social Services since 2017, where she has held several positions since 2007, including Bureau Chief and Policy Manager. Orum earned a Master of Public Administration degree from Golden Gate University. This position does not require Senate confirmation and there is no compensation. Orum is a Democrat.

Lisa Witchey, 42, of El Dorado Hills, has been appointed to the State Interagency Coordinating Council on Early Intervention. Witchey has been Bureau Chief for Resources Development and Training Support at the California Department of Social Services since 2017, where she was Bureau Chief for Operation and Evaluation from 2015 to 2017. Witchey was Personnel Services Manager at the Emergency Medical Services Authority from 2012 to 2015. She was Senior Liaison at the State Compensation Insurance Fund from 2006 to 2012, where she was Assistant Claims Manager from 2005 to 2006. She earned a Master of Public Administration degree in leadership from California State University, Northridge. This position does not require Senate confirmation and there is no compensation. Witchey is a Democrat.

Waste maneuver could increase revenues, rates

NOVATO

Marin Independent Journal

By Will Houston

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The Novato City Council is exploring a waste franchise fee that could bolster revenues but also raise city costs and residential rates. Garth Schultz of R3 Consulting told the council on Tuesday that the city is an outlier in Marin County in that it does not hold the waste franchise agreement.

The franchise has been held by the Novato Sanitary District with Recology Sonoma Marin since 2017 and with the Ratto Group before that. Under the current agreement, which expires in 2024, Recology pays the sanitary district a \$45,000 annual fee.

If the city takes control of the franchise, it could increase the fee to \$500,000 or \$1 million to recover costs it incurs from waste collection such as wear on city roads, while also providing revenue for the city general fund. But it would come with new responsibilities.

“Not surprisingly, in taking on these new responsibilities and obligations, the city would incur some new expenses,” Schultz said.

These obligations would include reviewing annual collection rates; complying and enforcing recent state laws meant to divert organic waste from landfills; and ensuring the fee doesn’t exceed the value of the solid waste expenses and franchise rights conveyed to Recology. The city would also need to maintain the sanitary district’s hazardous waste dropoff program, Schultz said. The sanitary district would have to agree to give the city control of the franchise, which the district is open to considering, according to Schultz.

Recology Sonoma Marin also serves four unincorporated areas near the city,

so the city will likely need to negotiate with the county and the Marin County Local Agency Formation Commission, Schultz said.

“What we do know is in assigning the agreement over to the city, Novato Sanitary would not wish to continue maintaining a franchise for those limited service areas,” Schultz said.

It’s also unclear how much the city would receive in fee revenues until a fee study is completed, which is expected to cost about \$15,000 to \$25,000, according to City Manager Adam McGill. If the city decides to shelve the idea, it would have to eat those costs.

While Novato has some of the lowest waste collection rates in the county, rates are expected to rise by about 4% if the city raises the fee to \$500,000, or by 8% if the city charges a \$1 million fee.

This would be in addition to an expected 7% to 15% rate increase in the next couple of years caused by new state mandates, cost-of-living adjustments and changes in the recycling market, Schultz said. These increases are expected regardless of whether the city takes over the franchise.

Mayor Pro Tem Pat Eklund opposed moving forward with exploring the fee.

"I'm hesitant because if prices are going to go up anyway and the sanitary district wants to get rid of it because they don't want to have to take heat for that, then it'll say the prices are going up because the city took it over," Eklund said. "I can just see that argument right now."

The other four council members said the city should at least explore the idea given the city's revenue shortfalls that were projected even before the coronavirus pandemic began.

"We're facing budget shortfalls and I don't think we should be passing up opportunities to grab revenues that clearly other cities are acquiring," Councilwoman Susan Wernick said.

Councilman Eric Lucan said the city has been "shortchanged for years" by not holding the franchise agreement. Adopting the fee, he said, would be a way to avoid having to pursue other options such as a sales tax increase.

"I do realize this is a difficult time to be taking on an undertaking of this magnitude," Lucan said. "But this is one of those multiyear decisions that I think we make as a council for the next council and the next generation after us and setting up our city for the future."

Rather than begin the fee study, the council instead directed staff and Schultz to begin negotiating with Recology Sonoma Marin, the Novato Sanitary District and the county to determine whether the franchise fee is a feasible option.

The council is next set to meet on Sept. 22.

With voters as partners, registrar shares election plan

Marin Voice

Marin Independent Journal

By Lynda Roberts

We've all been adjusting to a "new normal" in response to the COVID-19 pandemic. The same will be true for the Nov. 3 general election.

This will not be business as usual, and news about potential delays in mail processing is causing some anxiety. But California has many laws in place to ensure smooth process:

- Ballots will be mailed 29 days before the election. All active registered voters automatically will be sent a ballot in the mail starting Oct. 5. Ballots will be treated as first-class mail. Call the Marin County Elections Department if your ballot does not arrive by Oct. 13.
- Ballot return envelopes have pre-paid postage and will be treated as first class mail. Envelopes must be postmarked by Nov. 3. The U.S. Postal Service encourages voters to mail their ballot at least seven days before Election Day.
- The election mail logo on ballot envelopes helps postal workers quickly identify them.
- For this election, ballots received by Nov. 20 can be processed if postmarked by Nov. 3.
- Voters have the option to return their ballot at an Elections Department drop box up to 28 days before the election or at any polling place beginning three days before the election, anywhere in the state.
- Voters can sign up for Where's My Ballot tracking tool at california.ballottrax.net/voter Voters may visit the Elections Department starting Oct. 5 to receive a vote-by-mail ballot early, receive a replacement ballot, register and vote, or vote on an accessible ballot marking device.

There will be fewer polling places because of state executive orders and legislation. They will be open Oct. 31 through Nov. 2 for eight hours each day, and of course on Nov. 3, Election Day, from 7 a.m. to 8 p.m.

Voters who need to go to an assigned polling place for a replacement ballot, to register and vote, or to vote on an accessible marking device are advised to go before Election Day to avoid lines.

Masks and social distancing protocols are required at all polling places and a limited number of people at any one time will be allowed in for the safety and protection of poll workers and other voters.

Here's how voters can help to ensure a smooth election and reduce lines at polling places:

- Vote by mail. This is the safest way during the pandemic to avoid lines at polling places.
- Register to vote now or check registration status so the ballot is mailed on Oct. 5.
- Update signatures by re-registering or signing and returning the recently mailed informational postcard. Online voter registration uses a voter's Department of Motor Vehicles signature.
- Read the voter guide to learn more about changes and voting options such as "remote accessible" vote-by-mail options. Guides will be mailed starting Sept. 24.
- Sign the ballot return envelope. Voters will receive a letter if signatures are missing or if it does not match. Doing this avoids delays processing ballots, which extends the time it takes to certify an election.
- Send the completed ballot back as early as possible or deliver it to a secure drop box in the county. Ballot drop boxes are available starting Oct. 6 and a location list will be posted at MarinVotes.org.
- Sign up for ballot tracking service at WheresMyBallot.sos.ca.gov to receive automatic email, text, or voice call notifications about ballot status.

Remember, in California we can process your returned ballot before Election Day, which helps us to produce final results faster. Performing a signature verification on vote-by-mail ballot envelopes takes time to ensure security and accuracy.

Waiting until Election Day to drop off your return ballot requires time to count and process your ballot, delaying certified results. All voters should make a safe voting plan. With voters as our partners, the Elections Department staff can make this a smooth and safe election for everyone.

The Marin County Elections Department is at 3501 Civic Center Drive, Suite 121, San Rafael. Check registration at voter status. sos.ca.gov, marinvotes.org information portal or call 415-473-6456. Eligible citizens can register at registertovote.ca.gov or by calling to request a paper form.

Lynda Roberts has been the Marin County registrar of voters since 2014.

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Wildfire grows to 2,860 acres

WEST MARIN

Fog, smoke hinder air attack; blaze now at 8% containment

Marin Independent Journal

By Adrian Rodriguez

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A thick marine layer in West Marin continues to help firefighters advance containment lines on the ground of the wildfire burning in the Point Reyes National Seashore, but fog and smoke has complicated air support, officials said Thursday.

Incident page: Woodward fire The Woodward fire 3 miles southwest of Olema grew slightly to 2,860 acres and is now 8% contained, according to the Northern Rockies firefighting team that is managing the blaze. Evacuation orders and warnings are still in effect.

“The fog was right there on the edge of the fire yesterday,” Marin County fire Chief Jason Weber said. “It’s allowed us to do some really good work on the coastal side, but we are still challenged with the winds on the east side on the Olema Valley side.”

There are 428 firefighters on the ground and in the air attacking the fire burning in rugged, coastal terrain.

The five helicopters and two planes were mostly grounded Wednesday due to low visibility as fog and smoke cast a screen across the sky, officials said.

“On this fire, the marine layer is really dictating how the fire behaves,” said Jeremy Michael, the



A Marin County Fire firefighter gets on to his truck as smoke from the Woodward Fire covers the hills near the Bear Valley Visitor Center in Olema on Thursday.

ALAN DEP— MARIN INDEPENDENT JOURNAL

lier in the day, we get more sun for a longer duration,” which means more solar radiation, warmer temperatures and lower relative humidity, he said.

“Those are all things for active fire behavior,” Michael said. “But like yesterday we have a marine layer that stays around most of the day,” he said. “Basically, what that does is kind of shuts things off or kind of suppresses things until it can get some sun.”

Going into the weekend, the marine layer is expected to burn off earlier in the day, allowing for drier, warmer conditions over the fire zone that could liven fire activity.

The mandatory evacuations on Silverhills Road, Fox Drive and Noren Way south of Inverness Park remain in effect.

Weber said firefighters been challenged by heavy vegetation atop Mount Wittenberg, west of the Bear Valley Visitors Center and south of the evacuation zone. Marin County sheriff’s Sgt. Brenton Schneider said residents have been asking when they can return home. “The answer to that is we don’t know,” he said.

Schneider said there is still a threat of the fire being driven by wind down the ridgeline. If that happens, the evacuated communities would be in the path of the blaze.

“We want to get you back to your homes, but we don’t know when we can do that safely and we won’t let you back until we can get you in there safely,” Schneider said.

Since last week, more than 1,600 homes and businesses in Olema and Bolinas have been under a warning for possible evacuations.

Evacuation warnings are in effect west and east of Highway 1 between Sir Francis Drake Boulevard and Lagunitas Creek, as well as west of Shoreline Highway between Sir Francis Drake Boulevard in Olema south to Bolinas and west of Highway 1 and Drake to the Point Reyes Lighthouse.

Areas west of Sir Francis Drake to the Bay Area Ridge Trail, continuing to the Bolinas Ridge Fire Road and the McCurdy Trail, are also under warning.

The Point Reyes National Seashore remains closed.

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POINT REYES LIGHT

Saltwater intrusion at North Marin wells reaches historic high

By Anna Guth
08/26/2020

Salt levels are unprecedented in the drinking water pulled from North Marin Water District's two wells in Point Reyes Station, following a year of little rainfall. The district has struggled for decades with periodic and seasonal salinity intrusion resulting from the wells' proximity to Tomales Bay, but the problem is especially dire this summer as freshwater becomes scarce. There is little health concern, but the district warned of a change in the water's taste. "We've always had some salinity intrusion at these wells," said Pablo Ramudo, the district's water quality supervisor. "There's a strong tidal influence in nearby Lagunitas Creek, and when the tide is high, the water that is charging the aquifer can be from the seawater." The problem worsens during the dry months when there's less freshwater in the creek to supply the aquifer, and it is becoming more problematic over time. Mr. Ramudo says that trend could be a combination of changed hydraulics that resulted from the Giacomini Wetlands restoration over 10 years ago and rising sea levels. Four years ago, the salinity started increasing about 50 percent a year. This year, several components of salinity showed even greater increases: the sodium rose by 70 percent from last year, chloride by 50 percent, and bromide by 62 percent. Those percentages will likely keep rising as the dry season wears on, though Mr. Ramudo said the water would remain drinkable for the foreseeable future; salinity itself is considered a secondary drinking water standard, meaning that it only affects cosmetic and aesthetic components like taste. To ameliorate the issue, North Marin is maximizing the use of its third well, which sits two miles up the Petaluma-Point Reyes Road on the Gallagher Ranch, far from the bay's reach. The well, which the district began using in 2015, is able to provide all of the water for the West Marin areas served by the district during the winter months. But in July, it met only 38 percent of demand. (Users have brought usage down 15 percent since the district asked for voluntary reductions this summer.) The district's long-term strategy is to dig a second well on the Gallagher Ranch, where a site investigation is underway. In a recent notice to its customers, the district explained the implications of higher salinity for those drinking its water in the meantime: "While there is no direct health concern from the salt for most people at this concentration, it does affect the taste. Customers that may be on sodium restricted diets should consult their physicians to see if the additional sodium is a concern for them." Bruce Fox, a Point Reyes Station resident, noticed the change. "It's a little bitter, a little off, in a way I can't pin down," he said. "I wouldn't say it's bothering me, but it's something I noticed. It's not keeping me from drinking the water, but it's tasting a little different, and I hadn't thought of why." For now, the district is managing the water pulled from the two wells differently. The primary concern is the rising levels of bromide, which can contribute to the formation of disinfection byproducts. The byproducts, regulated by the Environmental Protection Agency because they are considered a health hazard in high concentrations, form when the chlorine used to treat drinking water reacts with organic material. To keep the byproducts at safe levels, North Marin is closely monitoring for the presence of bacteria in the water, which takes additional time and resources, so that it can add the minimum amount of chlorine necessary and thereby keep disinfection byproducts low. It is also hoping to use the water pulled from the wells more quickly, minimizing the time spent in storage tanks and the amount of chlorine that must be added. If disinfection byproducts rise to an unsafe level, the district said it would alert customers and consult with the California Division of Drinking Water. "We have to think of it in the terms of short-term strategies and long-term strategies," Mr. Ramudo said. "We're managing the amount of chlorine and reducing the water age, but in the long-term, we are unsure what the final concentration of salinity is going to be in that aquifer. There could be a point where that water will no longer be usable."