



NORTH MARIN WATER DISTRICT
AGENDA - REGULAR MEETING
October 6, 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>

Password: 466521

SIGN IN TO ZOOM:

Meeting ID: 8349174264

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Call in Method:

Dial: +1 669 900 9128
+1 253 215 8782
+1 346 248 7799
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+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 , September 15, 2020																								
	2.	GENERAL MANAGER’S REPORT																								
	3.	OPEN TIME: (Please observe a three-minute time limit) This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.																								
	4.	STAFF/DIRECTORS REPORTS																								
	<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></th><th><u>Type</u></th><th><u>DU</u></th><th><u>EU</u></th></tr><tr><td>5. Amendment No. 1 of Water Service Agreement- Springbrook Green Homes, APN 141-221-74 and 75</td><td>THC</td><td>0</td><td>0 Resolution</td></tr><tr><td>6. Consent - Approve: Auditor-Controller’s Statement of Investment Policy</td><td></td><td></td><td></td></tr><tr><td>7. Consent - Approve: Quitclaim Portion of Existing Easement - 802 State Access Road APN: 157-970-03</td><td></td><td></td><td></td></tr><tr><td>8. Consent - Approve: Disposal of Surplus Equipment</td><td></td><td></td><td></td></tr><tr><td>9. Consent - Approve: Base Salary Schedule Revision</td><td></td><td></td><td></td></tr></table></div>			<u>Type</u>	<u>DU</u>	<u>EU</u>	5. Amendment No. 1 of Water Service Agreement- Springbrook Green Homes, APN 141-221-74 and 75	THC	0	0 Resolution	6. Consent - Approve: Auditor-Controller’s Statement of Investment Policy				7. Consent - Approve: Quitclaim Portion of Existing Easement - 802 State Access Road APN: 157-970-03				8. Consent - Approve: Disposal of Surplus Equipment				9. Consent - Approve: Base Salary Schedule Revision			
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	ACTION CALENDAR																									
	10.	Approve: Renew Declaration of Local Emergency Related to COVID-19 Pandemic																								
	11.	Approve: ESA Consulting Services Agreement – Environmental Support Services for New Gallagher Well No. 2																								
	12.	Approve: Marin Country Club Recycled Water Payment Plan																								
	INFORMATION ITEMS																									
	13.	NBWA Meeting – October 2, 2020																								
	14.	MISCELLANEOUS Disbursements - Dated September 17, 2020 Disbursements – Dated September 24, 2020 Disbursements – Dated October 1, 2020 Point Reyes Light – Salinity Notice Three-Month Outlook Temperature and Precipitation Probability <u>News Articles:</u> Marin IJ – Planners work to mitigate outages – WILDFIRE SEASON Point Reyes Light – Woodward Fire boxed in and under control Santa Cruz Sentinel – San Lorenzo Valley Water District rebuilds after ‘most expensive disaster in history’																								

Est. Time	Item	Subject
		Marin IJ – Next major wildfire could threaten our water supply – Marin Voice
		Marin IJ – Novato water rates set to rise
		Marin IJ – City seeks revenue in sale of city-owned properties
7:30 p.m.	15.	<i>ADJOURNMENT</i>

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
September 15, 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, Jim Grossi, Michael Joly and Stephen Petterle.

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), Ryan Grisso (Water Conservation Coordinator), Pablo Ramudo (Water Quality Supervisor) and Monica Juarez (Cashier/Receptionist).

President Joly announced for those joining the virtual meeting from the public to identify themselves. There was no response.

MINUTES

On motion of Director Baker, seconded by Director Petterle the Board approved minutes from the September 1, 2020 meeting by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

Director Baker in reference to the Stafford Lake Watershed Sanitary Survey discussed in the minutes, brought to the attention of Mr. Ramudo and Mr. Clark that in the past we had issues with neighbors of the watershed, which included the stables and vineyards. He requested that staff bring back a report to the Board of their findings at a future meeting.

GENERAL MANAGER'S REPORT

Mr. McIntyre first responded to Director Baker's request. He replied that Mr. Ramudo is spearheading the Stafford Lake Watershed Sanitary Survey and he will be inspecting the Stafford Lake watershed with Mr. Clark. Mr. McIntyre added that there is also a consultant working on the survey and a draft report will be presented to Board in a couple of months before being finalized. Mr. Ramudo confirmed, adding that he is optimistic he will get the draft copy in the next two to three weeks and allowing for time to review the draft with the consultants, he would estimate he will be able to bring it to the Board in November.

Air Quality

Mr. McIntyre announced that we are on our twenty-ninth consecutive spare the air day alert; which is a new record. He added the good news is that we are starting to have on shore winds which will push the smoke to the east for the next couple of days and give us a reprieve from the smoke.

West Marin Woodward Fire Update

Mr. McIntyre reported as of early this morning the Woodward fire is 96% contained and has burned approximately 5,000 acres. He added the estimated containment date is September 25th and all evacuation orders and warnings were lifted last week. Additionally, Mr. McIntyre reported that no structures were damaged due to the fire.

Dillon Beach Village Wastewater Study

Mr. McIntyre recapped that a year ago last spring he reported on three Marin County sponsored Dillon Beach Village workshops that concluded with community support for the county to pursue grant funding to conduct a feasibility study to clarify the extent of septic system failures and water contamination in conjunction with studying alternatives for a community wide waste water system. He added since that time the county has received a Regional Water Quality Control Board grant to conduct wet weather bacteriological testing in the Dillon Beach area regarding potential septic system impact. Mr. McIntyre stated this work has not been performed yet and

they are waiting for rainfall during the winter months to start data collection. Additionally, he heard that the San Francisco Estuary Partnership (SFEP) has agreed to fund a \$100,000 Dillon Beach Village wastewater study in early 2021 and that study will evaluate the feasibility to connect to NMWD's Oceana Marin wastewater treatment system

West Marin Dry Year Conditions

Mr. McIntyre advised that the Board approved Summer Waterline Newsletter reached our West Marin customers last week and included articles on salinity issues, emergency water conservation updates and information on our water use monitoring and leak detection device pilot program. He added that Mr. Grisso will have an update to the Board on overall water consumption savings since July 1 at the second meeting in October. Mr. McIntyre also added that Mr. Ramudo will have more to report on current salinity issues as part of his water quality end of the year report later in the agenda.

Marin Conservation League – North Marin Unit

Mr. McIntyre announced on September 17th he will be giving a talk to the Marin Conservation League - North Marin Unit on current NMWD issues including COVID-19, a West Marin Woodward Fire update and the 2020 Urban Water Management Plan.

Director Joly asked how much water was used to combat the Woodward Fire, and if it would have any effect on the 25% conservation reduction out in West Marin. Mr. McIntyre replied consumption data will not be available until early October to answer this question.

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

Ms. Kehoe reminded the Board that all Directors need to have recently completed Harassment Training. She requested all Board Members let her know if they will need to complete the training, adding our HR/Safety Manager, Joanne Fabia will be signing everyone up who needs the training and she will provide the login information as soon as she gets it.

Mr. Clark reported there will be an open recruitment for an Electrical Mechanical (E/M) Tech or Senior E/M Tech as EM Tech, Mr. Ielmorini, resigned in order to pursue his own business. Director Joly asked how long Mr. Ielmorini worked at the District and Mr. Clark replied that he believes it was three years. Director Joly stated he wishes Mr. Ielmorini well in his new endeavor.

Ms. Blue reported that the six-inch AMI meter calculation factor for the Marin Country Club recycled water meter has been corrected and she is working with the Marin Country Club on a payment plan. Director Joly asked if staff was ready for the October 1st billing increase. Ms. Blue

confirmed, stating that staff is working on this now and they are all set.

MONTHLY PROGRESS REPORT

Mr. McIntyre reviewed the Monthly Progress Report for August. Mr. McIntyre reported that water production in Novato is up 1% from one year ago. In West Marin, water production is up 10% from one year ago. Recycled Water production is up 29% from one year ago. Stafford Treatment Plant production is down 22% from one year ago. The Board was apprised that Stafford Lake is at 35% capacity, Lake Sonoma is at 77% and Lake Mendocino is at 65% capacity. In Oceana Marin the effluent flow volume this August was up 18% at 0.632MG compared to 0.536MG from one year ago. He stated there is good storage capacity in the ponds and freeboard is excellent. Under Utility Performance there were 22 polybutylene service leaks compared to 11 last August. Mr. McIntyre noted the polybutylene leaks were double the previous year and attributed it to the soil drying out and compacting during the hot weather. Under Safety and Liability, we had 69 days without a lost time injury. On the Summary of Complaints and Service Orders, the Board was apprised that total numbers are down 49% from August one year ago and there were no unusual trends in complaints and service orders for the month.

Ms. Blue reported on the August 2020 Investments, where the District's portfolio holds \$20.3M earning a 1.29% average rate of return. Julie noted that during August the cash balance decreased by \$961,891. She also noted the LAIF rate is 0.78%. Ms. Blue added a two-year CD matured and the District gained \$13,590 in interest.

Director Petterle noted that on page two he saw that the temperature at the Treatment Plant was 114 degrees. He stated this peaked his interest and he requested to see historical data showing a trend and correlation between water use and temperature. Director Petterle said he would like to also see it in chart format to see if we can use this data to project five to ten years out. Mr. Clark responded that we have more weather data for the Corp Yard than at Stafford Lake, however we can use the data we do have. Director Joly stated there was 100M gallons available in Stafford Lake in August and asked if the treatment plant will stop production soon. Mr. McIntyre replied that production will stop around the end of October, at most we will see six more weeks of production. Director Joly inquired to the reason why recycled water went up 29% in August versus the prior year. Mr. McIntyre replied it is a dry year and Marin Country Club is using significantly more recycled water this year as their own local source of supply has reduced significantly. Director Joly noted that it has been a very hot summer so he was surprised that Novato potable water production only went up 1%. Mr. McIntyre responded that he was also surprised and thought that our social media messaging to curtail outdoor water use due to the fires may have influenced use.

136 **ACTION ITEMS**

137 **WATER USE AND LEAK DETECTION DEVICE PILOT PROGRAM FOR THE WEST MARIN**

138 **SERVICE AREA**

139 Mr. Grisso explained that due to several customer leaks and inquiries this summer, staff
140 looked into the possibility of a pilot program to incentivize the installation of private leak detection
141 and water monitoring devices. He stated that after much research the Flume device was the best
142 for the pilot program. Mr. Grisso reported the pilot program would consist of a cost shared
143 distribution of the device with purchase directly through the Flume website. The District will pay
144 \$140 directly to Flume and the customer would pay the remaining \$50 plus tax and shipping with
145 a possible \$10 rebate from Flume if the device is installed within a certain time period. Staff is
146 proposing a cap of 40 devices and the rebate would run through FY22 with a possible extension
147 to FY23 if the participation goal is not achieved.

148 Director Petterle asked if these devices also provide meter readings. Mr. Grisso replied
149 no, it does not have meter reading, however it does provide interval water use data through a
150 customer portal. Director Fraites asked how secure is it to add this \$150 device to our meter, can
151 it be tampered with or removed and what security is provided. Mr. Grisso replied there is no
152 security except that it has to be connected to Wi-Fi that can only be used by the person who
153 installs it. He stated the device itself is similar to a data logger and can be unstrapped and
154 removed. Director Baker requested if in the future, when bringing an item such as this to the
155 Board, if Mr. Grisso could provide pictures of the device and provide information on what it takes
156 to install. He wanted to know the research involved which determined this as the best device,
157 whether it must be installed by a plumber, or if it is installed by the resident. Additionally, he asked
158 how we can avoid having it installed incorrectly. Mr. Grisso replied that while this product has a
159 successful track record with other water agencies, we are not familiar with this product, which is
160 why this is a pilot program. He stated three customers out in West Marin already installed this
161 device. Director Baker asked if we inspected the device after it was installed. Mr. Grisso
162 responded that they were all customer installed. Director Joly asked how he would choose the
163 forty participants. Mr. Grisso replied that he was planning on first come, first served. Director
164 Joly asked if we should focus on those that are the largest users, or those who have been known
165 to have leaks in the past. Mr. Grisso replied, that we could if that is what the Board desires.
166 Director Baker asked if the cost of the rebate is tagged onto the West Marin budget, noting Novato
167 paid for their share of the AMI system so this pilot should be covered by West Marin rate payers.
168 Mr. Grisso confirmed, stating there will be no subsidy from Novato.

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

the General Manager to implement the Water Use and Leak Detection Pilot Program for the West Marin Service Area by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

CONSULTING AGREEMENT FOR PREPARATION OF THE 2020 URBAN WATER MANAGEMENT PLAN UPDATE

Mr. Grisso apprised the Board that every five years the state requires an Urban Water Management Plan (UWMP) for any agency that serves over three thousand customers or 3,000 Acre-feet of water. He stated EKI is well experienced and currently working on the demand and conservation analysis portion of the plan and has participated on the Urban Water Management Plan Guidebook Workgroup and feels they will be a good fit to complete the District's UWMP. Mr. Grisso stated EKI will prepare the 2020 UWMP update which includes, but is not limited to coordination with District staff, updating required components of the UWMP including the Water Shortage Contingency Plan (WSCP) and yearly water supply assessments, writing of the UWMP sections, presenting the UWMP at stakeholder workshops and final submittal to the California State Department of Water Resources.

Director Joly asked when they could expect the EKI demand analysis. Mr. Grisso replied that it is not complete at this time, and that a draft should be ready by November, noting so far, everything he has seen has been on time and good quality. Director Joly asked who did the last UWMP. Mr. McIntyre responded that in the past he, Mr. Grisso and Mr. DeGabriele did; however, the 2020 UWMP has new requirements and with the hard deadline and limited staff we need to make sure this is done on time.

On the motion of Director Fraites, and seconded by Director Baker the Board approved the General Manager to execute a Consulting Agreement with EKI Environment and Water, Inc. for preparation of the 2020 Urban Water Management Plan Update in the amount of \$50,000 by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

PROPOSAL FOR WEST MARIN WATER RATE STUDY

Ms. Blue reported the objective of the Water Rate Study is to develop water rates that are

204 fair and equitable and to ensure that the District's West Marin water rates comply with Proposition
205 218. She explained that in order to maintain compliance, the rate structure should generate
206 revenue from each class of customers in proportion to the cost to serve each customer. Ms. Blue
207 added that she is proposing to work with consultant Mark Hildebrand since he worked with us on
208 the Novato Water Rate Study, adding he has worked successfully with staff, the Board and the
209 public in the past. She stated we will have a continuation of the Water Rate Study Board Ad Hoc
210 committee with Director Joly and Director Grossi and plan on two Ad Hoc meetings and a couple
211 of workshops with the Board and public in the first quarter of 2021. Ms. Blue announced a final
212 report will be presented by April of 2021.

213 Director Grossi stated Mr. Hildebrand did an excellent job with the Novato Water Rate
214 Study and he was very impressed by him. He noted that this is a smaller study, but it will probably
215 entail just as much work. Director Grossi confirmed that he will be available to be on the Ad Hoc
216 committee again and he has been doing a lot of outreach in the West Marin service area in the
217 last few months. Director Joly agreed with Director Grossi and said Mr. Hildebrand did a sterling
218 job with the Novato study and he would be happy to continue on the Ad Hoc committee as well.
219 Director Joly asked if the \$38,850 will be against the West Marin budget, and Ms. Blue confirmed.

220 On the motion of Director Grossi, and seconded by Director Petterle the Board approved
221 the General Manager to execute an agreement between Hildebrand Consulting and the District for
222 a West Marin Water Rate Study with a not to exceed limit of \$38,850 by the following vote:

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

224 NOES: None

225 ABSTAIN: None

226 ABSENT: None

227 **RENEW DECLARATION OF LOCAL EMERGENCY RELATED TO COVID-19 PANDEMIC**

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

230 Mr. McIntyre reminded the Board that staff has been operating under partial Emergency
231 Operations Center (EOC) activation since March 18th. He stated the District's staff are physically
232 separated as much as possible including having some employees work from home, but all critical
233 operations needed to maintain essential services continue. Mr. McIntyre also noted we have
234 been operating with 85% of staff on-site or in the field with the balance of staff working on a
235 telework schedule either part-time or full-time. He reported to the Board that as of September
236 15th Marin County was approved to move to Tier 2 of the state's COVID-19 response framework
237 allowing more businesses to re-open. Mr. McIntyre explained the Tier 2 reopening allows

personal care services to open indoors, restaurants to open indoors at 25% capacity, retail establishments to open at 50% capacity indoors and gyms to open at 10% capacity indoors. 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 the current estimated costs attributed to the COVID-19 pandemic. He noted total measurable COVID related costs are now estimated at \$67,000 and the account delinquency rate is around 1.9% when compared to the 1.6% delinquency rate in spring of this year and added Ms. Blue will be providing further information to the Board at a subsequent Board meeting in October.

Director Grossi asked what will the impact be on the Board moving forward, when will we be able to go back to face to face meetings. Mr. McIntyre replied that it could be when we move up to Tier 3, adding staff has been discussing when we might open up walk in services and what will trigger that reopening. Director Joly noted 15% of the staff are teleworking, and asked if there is any plan to reduce that number. Mr. McIntyre responded that it is holding steady to comply with physical spacing needs, adding those that work at home have remote access to their work stations, are checking in every day with their supervisors and are being productive. He summarized that we are not changing the number of staff working from home at this time but will continue to re-evaluate as conditions improve. Director Joly asked how this has affected the public schools in our district. Mr. McIntyre replied he heard some schools could go back to in person attendance as early as sometime in September. Director Grossi stated that Lincoln School opened on the 14th and there were only two schools in Marin County that received the waiver to open. He noted all of the teachers have to agree to come back and the parents must also agree. Director Grossi added, there is much to adhere to, and more schools may open on the 29th. Director Joly commented on the wonderful article about Lincoln School that was recently in the Novato Advance, and commended Director Grossi for his great public service for being on their Board for forty years.

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

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

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATION ITEMS

272 **FOURTH QUARTER FY 19/20 – WATER QUALITY REPORT**

273 Mr. Ramudo reported to the Board on the fourth quarter FY 19/20 Water Quality Report.
274 He reported on the Novato system Stafford Lake source water, Stafford Treatment Plant treatment
275 performance, and the distribution system. In Point Reyes, Pablo reported on the Coast Guard
276 Wells, Gallagher Well, treatment performance at the Point Reyes Treatment Plant and the
277 distribution system. Additionally, Mr. Ramudo noted there was no Novato Recycled Water system
278 report since the Deer Island facility was off during this quarter.

279 Mr. Ramudo also provided a salinity intrusion update to the Board. He reported customers
280 in West Marin are having conversations with staff about the taste of the water and how it has
281 changed over the last two months. Mr. Ramudo also noted the salinity can be a concern to some
282 customers who have dietary sodium restrictions. He stated the sodium limit however does not
283 have an acute health effect to those without restricted diets and noted the salinity information has
284 been published the last few weeks so those that are impacted can adjust their overall sodium
285 intake.

286 Director Fraites asked if the chlorine level was the highest we have seen all year. Mr.
287 Ramudo replied that it is not the highest and this level tends to fluctuate up and down.
288 Additionally, he clarified that chlorine is an oxidant to disinfect and chloride is an ion that is the
289 other half of salt. Mr. Ramudo also explained that the more salt in the water the higher
290 conductivity. Director Baker asked if he could elaborate on what conductivity is. Mr. Ramudo
291 replied water has the ability to carry an electrical charge and how well it conducts electricity is an
292 indicator of salinity. Director Baker asked if the higher the conductivity rate meant it has a higher
293 content of salt. Pablo confirmed and stated this is an easy test they can perform each week to
294 test the levels. Director Joly asked what percentage of the West Marin distribution is coming from
295 the Coast Guard wells. Mr. Ramudo responded it varies this time of year about 50-60%, noting it
296 depends on demand and during the winter we can usually rely completely on Gallagher well water.
297 Director Baker asked if people with health issues could use separate bottled water to avoid the
298 extra sodium that currently exists in our water. Mr. Ramudo responded that he has talked with
299 customers and some may start using bottled water, noting even though the current levels do not
300 affect the average person, for those that are under severe restrictions it all adds up. Director
301 Baker noted that other than the taste, it is not a health threat and we are doing our best to keep
302 the salinity down. Mr. Ramudo replied that due to health concerns and to keep within our health
303 base limits we try to run Gallagher well water 100% of the time and only use the Coast Guard well
304 water to make up the storage during peak times. Director Baker asked if we could make some
305 arrangements to have MMWD release water downstream. Mr. McIntyre replied that we do have

that capability, we did it once during previous dry year conditions in 2014, but it did not prove to be beneficial since we use ground water supply and any surface water benefit may not show up for multiple months. Mr. Ramudo added that he did some calculations and concluded that the amount we could request for from MMWD would not be enough to result in any benefit. Mr. McIntyre stated he and Mr. Ramudo have been in communication with the Point Reyes Village Association (PRVA) about the salinity intrusion issue. During discussion with PRVA they expressed appreciation for all the outreach efforts and especially the second newsletter that focused on salinity and low salt diets. Mr. McIntyre said they will continue to work with the Point Reyes Village Association and staff will continue with their outreach efforts. Director Joly commended Mr. Ramudo for his presentation.

FOURTH QUARTER FY 19/20 – OPERATIONS/MAINTENANCE 4TH QUARTER REPORT

Mr. Clark provided a summary of the fourth quarter FY 19/20 Operations/Maintenance progress report. He reported on the Stafford Lake Treatment Plant operations, scheduled task completion by the maintenance staff and gave an update on the West Marin and Oceana Marin systems. Mr. Clark thanked staff for their efforts during the last six months for development of a COVID Preparedness and Response plan, noting we have a good plan moving forward. Mr. Clark also reported that the new office roof replacement has resulted in less air conditioning being used and this will help to offset the cost of the replacement. He also apprised the Board of the new cross connection program improvements and reported on the need to do dig outs for services with backflow devices in their meter boxes. Additionally, Mr. Clark brought to the Board's attention that he spoke to an arborist about the current impact climate change is having on trees. He stated he may need to budget more in the future for tree removal.

NBWA MEETING – SEPTEMBER 11, 2020

Director Fraites updated the Board on the NBWA meeting held on September 11, 2020. He reported NBWA has a new Executive Director, Andy Rodgers and he discussed the oak tree replacement project in Napa and Sonoma County. Director Fraites noted the One Water Project is a growing and has been very successful. He also announced the annual conference has been postponed due to COVID-19 and noted most organizations are leaving their pre-registration for when the conference is reestablished. Additionally, he reported the budget will be reduced by 20% and the Board can get a 20% reduction on their registration fee.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements – Dated September 3, 2020, Disbursements – Dated September 10, 2020, ACWA – Planning Tool for Local Water Managers Released for Public Comment and AMWA urges prioritization of water

workers in vaccine framework.

The Board received the following news articles: Marin IJ – Recent blackouts show state has power supply problem; Marin IJ – West Marin crews have fire 57% contained – POINT REYES; Marin IJ – Editorial – Novato trash plan could cost residents; Novato Advance – Meet Marin's oldest active schoolhouse; Point Reyes Light – Woodward Fire lays its smoke over West Marin and Point Reyes Light – West Marin's Past – The 1995 Vision Fire.

Director Joly posed a question on disbursements on line 33, in reference to an accident on Taurus Drive. Ms. Blue asked if he was referring to the disbursement that went out today, and not in tonight's agenda. Director Joly confirmed. Ms. Blue responded that the crew was working late one night on a service call and there was poor visibility and they hit a parked car. Director Joly asked if there were any personal injuries. Ms. Blue replied no injuries and no one was in the vehicle at the time of the accident.

Director Joly thanked all Directors and staff for attendance and for providing an informative meeting.

ADJOURNMENT

President Joly adjourned the meeting at 7:45 p.m.

Submitted by

Theresa Kehoe
District Secretary

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MEMORANDUM

To: Board of Directors

October 2, 2020

From: Drew McIntyre, General Manager/Acting Chief Engineer Subject: Amendment No. 1 of Water Service Agreement –Springbrook Green Homes
APNs: 141-221-74 and 75r:\folders by job no\2800 jobs\2835 springbrook green homes\board details\2835 memo amendment no. 1.doc**RECOMMENDED ACTION:** The Board approve authorization of this amendment.**FINANCIAL IMPACT:** None: Developer Funded

On April 21, 2020, the Board authorized an agreement for the Springbrook Green Homes consisting of nine attached townhouse residential units. (See Map in Attachment 1).

To date, the Applicant has executed the agreement as required. The next agreement milestone is payment of the financial arrangement (\$171,748) which is due by October 21, 2020.

In the attached letter from Mr. Vince Sproete (Attachment 2), the Applicant's manager requests a one time, six (6) month extension of time to complete the financial arrangements. The reason cited by Mr. Sproete for this request is unexpected issues related to the COVID-19 pandemic.

This amendment (Attachment 3) changes the deadline to complete financial arrangements as set forth in Section 9 of the agreement from six (6) months to twelve (12) months from the date of the agreement which was executed on May 14, 2020. This amendment also changes the deadline to start construction as set forth in Section 9 of the agreement from twelve (12) to eighteen (18) months from the date of the agreement.

RECOMMENDATION:

That the Board approve authorization of Amendment No. 1 to the Springbrook Green Homes Water Agreement.

Approved by GM Date 10.2.20

RESOLUTION NO. 20
AUTHORIZATION OF EXECUTION
OF
AMENDMENT NO. 1 TO
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
WITH
SPRINGBROOK GREEN HOMES

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 Stonehenge Properties LLC, an applicant, providing for the installation of water distribution facilities to provide domestic water service to that certain real property known as 1602 Vallejo Avenue, Novato, Marin County Assessor's Parcel Numbers 141-221-74, -75 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 6th day of October, 2020, by the following vote:

AYES:

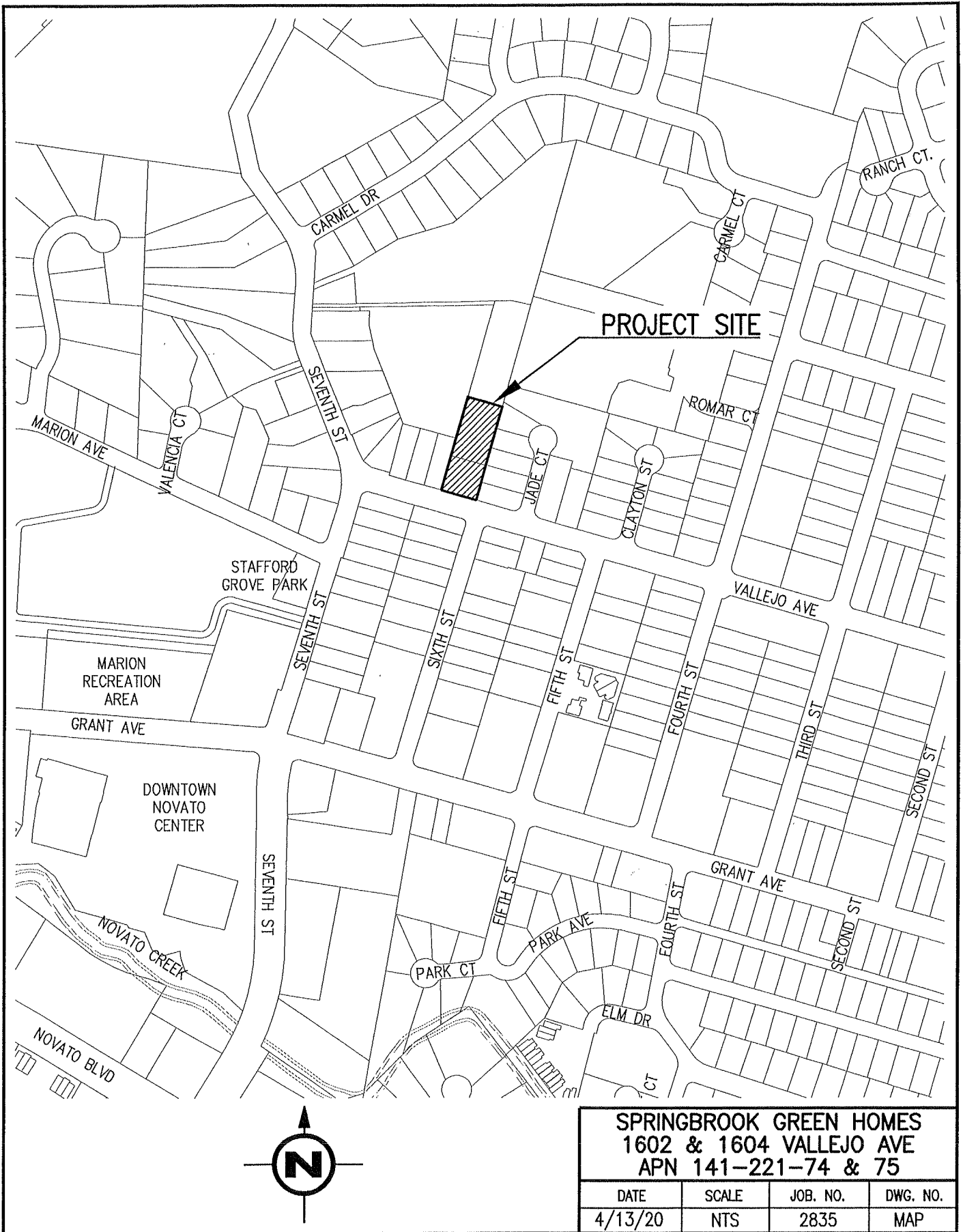
NOES:

ABSENT:

ABSTAINED:

(SEAL)

Theresa Kehoe, Secretary
North Marin Water District



**SPRINGBROOK GREEN HOMES
1602 & 1604 VALLEJO AVE
APN 141-221-74 & 75**

DATE	SCALE	JOB. NO.	DWG. NO.
4/13/20	NTS	2835	MAP

Stonehenge Properties LLC
181 Stasia Court
Novato, CA 94947

September 28, 2020

Ms. Rosalia Solar
Engineering Services
North Marin Water District
999 Rush Creek Pl
Novato, CA 94945

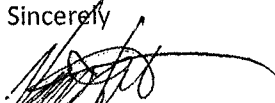
RE: Springbrook Green Homes
NMWD File No. 1 2835.00
Request for "ONE-TIME" Extension of Terms

Dear North Marin Water District,

Due to the effects of the current COVID-19 Pandemic we are respectfully requesting a one-time 180 day extension of time for Items #2 Advancement of Funds & #3 Commencement of Construction contained in the letter dated April 22, 2020 prepared by Carmela Chandrasekera, Senior Engineer.

Thank you for your consideration.

Sincerely



Vince Sproete, Manager
Stonehenge Properties LLC

AMENDMENT NO. 1 TO
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
WITH
SPRINGBROOK GREEN HOMES

THAT CERTAIN "Part Water Service Facilities Construction Agreement for SPRINGBROOK GREEN HOMES – 1602 Vallejo Avenue," dated May 14, 2020 by and between NORTH MARIN WATER DISTRICT, herein called "District," and SPRINGBROOK GREEN HOMES, a Limited Liability Corporation, herein called "Applicant," is hereby amended as follows:

Page 1-4 Section 9 of Part One shall be revised and shall read as set forth on replacement Pages 1-4A attached hereto and made a part hereof.

IN WITNESS WHEREOF, the parties hereto have executed this amendment to their agreement on the 6th day of October 2020.

NORTH MARIN WATER DISTRICT
"District"

ATTEST:

Michael H. Joly, President Date

Theresa Kehoe, Secretary

(SEAL)

Stonehenge Properties LLC
A Limited Liability Company
"Applicant"

(SEAL)

Vincent Sproete, Manager Date

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.**

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.

6. Water service through the facilities to be installed pursuant to this agreement will not be furnished to any building unless the building is connected to a public sewer system or to a waste water disposal system approved by all governmental agencies having regulatory jurisdiction. This restriction shall not apply to temporary water service during construction.

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

8. Backflow prevention device(s) shall be installed by others (owner) as shown in Drawing No. 1.2835.001 and a initial passing test record acceptable to the District shall be provided to the District. Applicant or Home Owner Association agrees to pay bi-monthly service charges related to backflow prevention device(s) per NMWD regulations 6 and 54.

9. 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 **twelve (12) 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 **eighteen (18) months** 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.

10. 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.

6

MEMORANDUM

To: Board of Directors

October 2, 2020

From: Julie Blue, Auditor-Controller 

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

\\nmwdsrv1\administration\actword\invest20\policy memo 2021.docx

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

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

NORTH MARIN WATER DISTRICT STATEMENT OF INVESTMENT POLICY

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

October 12, 2020

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Approved by GM 

Date 10-2-20

audit of records.

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

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

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

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

RECOMMENDATION

Approve the Investment Policy as presented.

7

MEMORANDUM

To: Board of Directors
From: Drew McIntyre, General Manager / Acting Chief Engineer
Subject: Quitclaim Portion of Existing Easement – 802 State Access Rd
APN 157-970-03



October 2, 2020

R:\Folders by Job No\EASEMENT\QUITCLAIMS\2800s\2841 Quitclaim BOD memo.doc

RECOMMENDED ACTION: That the Board approve the quitclaim on APN 157-970-03 and authorize the General Manager to execute said quitclaim.

FINANCIAL IMPACT: None

A 16" cross country water main route connecting North Hamilton Parkway and State Access Road, circa 1998, was selected to avoid a large granite rock formation in Nave Drive roadway (located a couple hundred feet south of McDonalds Restaurant often referred to as 'Santa Claus hill'). This alignment required a 19,000 square foot water line easement. New Hamilton Village developer, City Ventures HomeBuilding, is requesting that a 5' x 23.82' portion of water easement at State Access Road be quitclaimed to construct a retaining wall (see Attachment 1). The District will still retain a 15' width easement for the 16" transmission main.

The resolution and quitclaim deed are provided in Attachment 1.

RECOMMENDATION

That the Board approve the quitclaim for APN 157-970-03 and authorize the General Manager to execute said quitclaim.

Approved by GM



Date 10.2.20

RESOLUTION NO. 20-
AUTHORIZATION OF EXECUTION OF QUITCLAIM DEED TO
CITY VENTURES HOMEBUILDING, LLC

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 Quitclaim Deed to providing for the release of a portion of a pipeline easement which is not required for District purposes.

* * *

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 this 6th day of October 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Theresa Kehoe, Secretary
North Marin Water District

(SEAL)

Recording Requested by and
When Recorded Mail To:

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

This Space for Recorder's Use

Documentary Transfer Tax \$0.00
(Value Less than \$100)

Record without fee per Government Code Section 27383

Job No. 1 2841.00

APN 157-970-03

QUITCLAIM DEED

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

NORTH MARIN WATER DISTRICT, A Public Corporation does hereby remise, release, abandon, and forever quitclaim to City Ventures HomeBuilding, LLC all of said District's right, title, and interest in that portion of North Marin Water District Easement described on Exhibit "A" and illustrated on Exhibit "B" attached hereto and made a part thereof.

North Marin Water District

Date _____

By: _____

Drew McIntyre, General Manager

(Attach Notary's Acknowledgment)

APN: 157-970-03
JOB: 1 2841.00
DATE: 09/30/20
FILE: 1910159

EXHIBIT 'A'
LEGAL DESCRIPTION
QUITCLAIM – PORTION OF NMWD WATER LINE EASEMENT

QUITCLAIM OF A PORTION OF A WATER LINE EASEMENT SITUATE IN THE CITY OF NOVATO, COUNTY OF MARIN, STATE OF CALIFORNIA, BEING A PORTION OF THE NWWD WATER LINE EASEMENT CONVEYED IN DOCUMENT NUMBER 2003-0153200, MARIN COUNTY RECORDS, SAID QUITCLAIM IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWESTERLY CORNER OF THAT CERTAIN PARCEL OF LAND CONVEYED TO THE CITY OF NOVATO BY RECORDERS DOCUMENT NO. 2011-14093, EXHIBIT A, MARIN COUNTY RECORDS, THENCE ALONG THE RIGHT AWAY OF STATE ACCESS ROAD, SOUTH 84°51'44" EAST, A DISTANCE OF 102.59 FEET TO THE **TRUE POINT OF BEGINNING** OF THIS QUITCLAIM;

THENCE LEAVING SAID RIGHT OF WAY, NORTH 08°32'52" EAST, A DISTANCE OF 24.12 FEET;

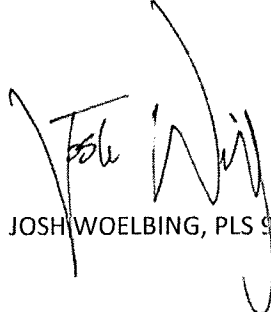
THENCE SOUTH 81°27'08" EAST, A DISTANCE OF 5.00 FEET;

THENCE SOUTH 08°32'52" WEST, A DISTANCE OF 23.82 FEET TO THE RIGHT OF WAY OF STATE ACCESS ROAD;

THENCE ALONG SAID RIGHT OF WAY, NORTH 84°51'44" WEST, A DISTANCE OF 5.01 FEET TO THE **TRUE POINT OF BEGINNING**;

SAID QUITCLAIM CONTAINING 120.00 SQUARE FEET MORE OR LESS

PREPARED BY:
CSW/STUBER-STROEH ENGINEERING GROUP, INC.


JOSH WOELBING, PLS 9387



Graphic Scale (in feet)



1 inch = 100 ft.

**LANDS OF CITY OF NOVATO
DN 2011-14093, EXHIBIT A
APN: 157-970-03**

POC

TPOB

STATE ACCESS ROAD

SEE PAGE 2 FOR
QUITCLAIM DETAILS

LEGEND

TPOB TRUE POINT OF BEGINNING
POC POINT OF COMMENCEMENT

CSW ST 2

CSW/Stuber-Stroeh Engineering Group, Inc.

Civil & Structural Engineers | Surveying & Mapping | Environmental Planning
Land Planning | Construction Management

45 Leveroni Court
Novato, CA 94949

tel: 415.883.9850
fax: 415.883.9835

<http://www.cswst2.com>

© 2019

Rev. -

Job No. 1910159

Date: 09/30/20

Scale: 1" = 20'

EXHIBIT 'B'

QUIT CLAIM - PORTION OF EXISTING NMWD EASEMENT

PAGE 1

NOVATO

MARIN

CALIFORNIA



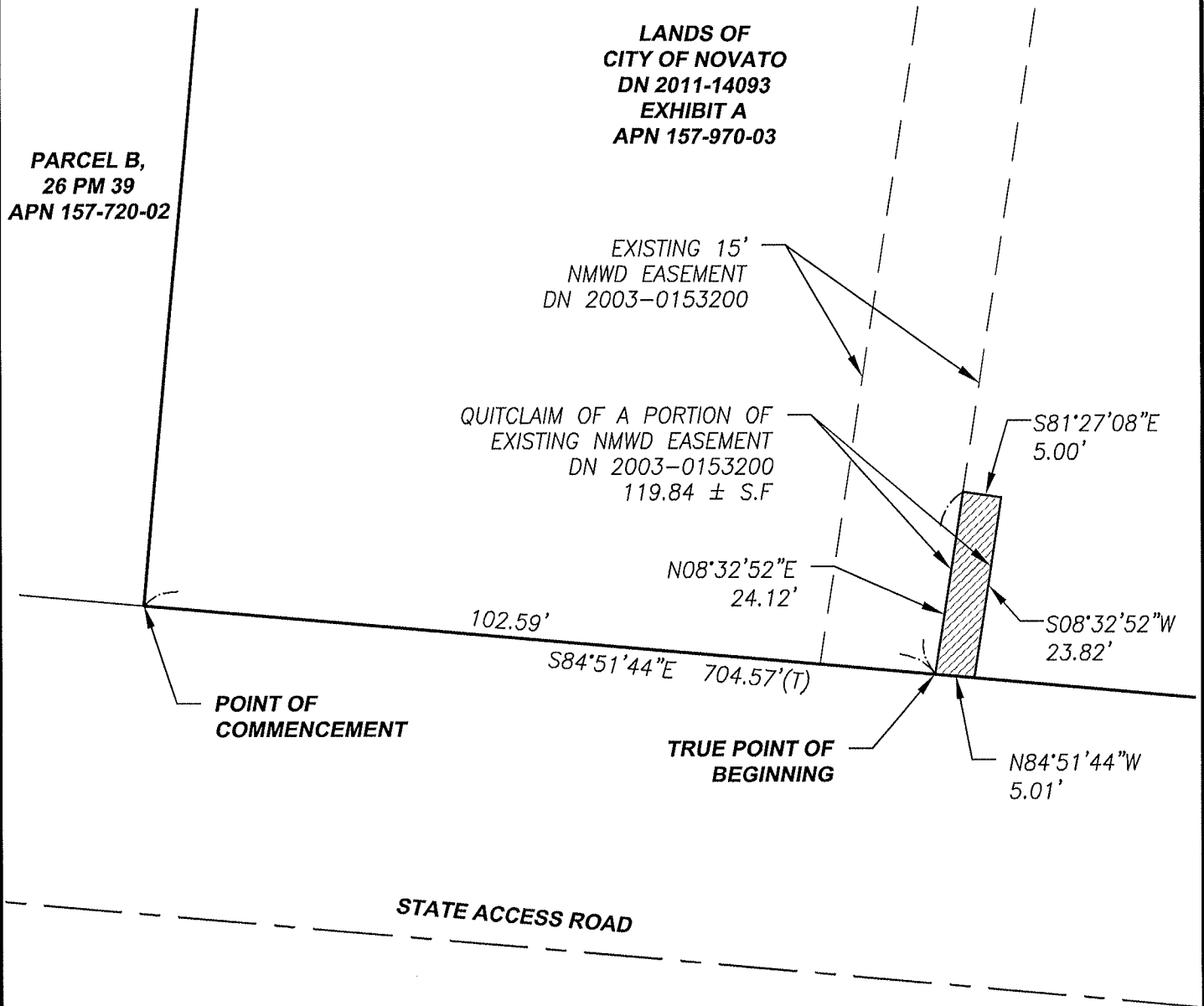
Graphic Scale (in feet)



1 inch = 20 ft.

BASIS OF BEARINGS

THE BASIS OF BEARINGS FOR THIS MAP IS THE CALCULATED BEARING OF N85°41'16"E BETWEEN FOUND 3/4" IRON PIPE WITH CAP LS 3303 AND FOUND 2.5" BRASS DISK WITH PUNCH MARK STAMPED RE 8752 IN MONUMENT WELL.



CSW ST2

CSW/Stuber-Stroeh Engineering Group, Inc.

Civil & Structural Engineers | Surveying & Mapping | Environmental Planning
Land Planning | Construction Management

45 Leveroni Court
Novato, CA 94949

tel: 415.883.9850
fax: 415.883.9835

<http://www.cswst2.com>

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Rev. -

Job No. 1910159

Date: 09/30/20

Scale: 1" = 20'

EXHIBIT 'B'

QUIT CLAIM - PORTION OF EXISTING NMWD EASEMENT

PAGE 2

NOVATO

MARIN

CALIFORNIA

8

MEMORANDUM

To: Board of Directors
 From: Robert Clark, Operations / Maintenance Superintendent *RC*
 Subject: Disposal of Surplus Equipment
X:\MAINT SUP\2021\BOD\BOD Memo Vehicle Auction 10-20.doc

October 2, 2020

RECOMMENDED ACTION: Approve Disposal of Surplus Equipment

FINANCIAL IMPACT: \$21,900 income (estimated)

As part of the adopted FY 2020/21 and the previous FY Equipment Budgets, staff has continued the agreement with the Enterprise Fleet Management group to begin leasing 1 ton and smaller vehicles. This past year we identified the need to replace five vehicles and have various equipment beyond their useful service life that we plan to surplus at auction.

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

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

The following equipment is proposed to be sold at auction:

Equip. No.	Description	Mileage	Est. Auction Value
47	2004 Chevrolet 1500 Pickup, 2WD	149,136	\$2,000
49	2003 Dodge Dakota, 2WD	116,962	\$3,000
54	2004 Chevrolet 1500, 2WD	109,750	\$2,500
504	Chevrolet Colorado Pickup, 2WD	88,841	\$3,200
509	Chevrolet Colorado Pickup, 2WD	111,893	\$2,200
512	2010 Ford F150 2WD	114,250	\$4,000
513	2010 Ford F150 2WD	87,420	\$4,500
	2001 Quincy QR-25 Air Compressor		\$500

RECOMMENDATION:

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

Approved by GM *AD*

Date *10-2-20*

9

MEMORANDUM

To: Board of Directors

October 2, 2020

From: Julie Blue, Auditor-Controller 

Subj: Base Salary Schedule Revision

t:\ac\board reports\board memos\2020\base salary schedule revision\board approve salary ranges effective 100120.docx

RECOMMENDED ACTION: Approve**FINANCIAL IMPACT: 2% Base Salary Increase Effective October 1, 2020
FY20/21 Labor/Benefit Cost Increase - \$121,000**

In accordance with the Memorandum of Understanding with the North Marin Water District Employee Association (MOU), effective each October 1 and through 2022, as approved by the Board on January 15, 2019, employees will receive a cost of living adjustment equal to the percentage change in the CPI-U. The San Francisco Bay Area All Urban Consumers Price Index (CPI-U) increased 1.6% over the twelve months ending August 31, 2020. Since this is lower than the minimum increase per the MOU, the salary increase effective October 1, 2020 is 2%.¹

Title 2 of the California Code of Regulations, section 570.5, requires that the pay schedule of every CalPERS agency be approved and adopted by the agency's governing body pursuant to public meeting law. The District's Salary Schedule (Attachment 1), revised per the MOU, is included for the Board's review and approval. Also included with the memo is Attachment 2 which is a 10 year history of the CPI-U.

Salaries for Unrepresented Employees, which include the Auditor-Controller, Assistant General Manager/Chief Engineer, Human Resources/Safety Manager and District Secretary, but excluding the General Manager, are also proposed to be increased consistent with the terms of the Employee Association MOU by the same 2% rate to base wages. This is consistent with the action of the Board on March 5, 2019, when the Salary and Terms and Conditions of Employment for Unrepresented Employees was approved. These proposed increases are incorporated in the attached base salary schedule.

The total labor cost increase includes the cost of benefits, some of which are a percentage of salary (e.g., CalPERS, Social Security, workers' compensation, etc.). The October 1 salary increase will result in a FY 2020/21 labor cost increase of \$121,000, which is an increase of 1.3% of Districtwide total salary and benefits costs, and it is within the assumptions provided in the FY21 adopted budget. Once the attached wage schedule is approved by the Board, it will be

¹ Specifically, Section 22 of the 2018-2023 MOU provides for a cost of living adjustment (COLA) equal to the percentage change in the CPI as measured by the CPI-U San Francisco Bay Area (September 1 of the previous year through August 31 of the current year), with a minimum (Floor) of 2.0% and a maximum (Ceiling) of 4.0%. The SF Bay Area All Urban Consumers Index at 08/31/20 = 300.182; at 08/31/19 = 295.490; $300.182 / 295.490 = 1.6\%$.

Approved by GM Date 10-2-20

posted on the District's website as a publicly available document, and it will also be available for public inspection at the District office during regular business hours.

RECOMMENDATION:

Approve the updated District Salary Schedule to be effective October 1, 2020.

NORTH MARIN WATER DISTRICT
Employee Salary Ranges and Job Classifications - Effective 10/01/2020

Adopted by the Board as of 10/01/2020

JOB CLASSIFICATION	Beg Monthly	6 Mo Monthly	18 Mo Monthly	24 Mo Monthly	Merit Monthly
<u>ADMINISTRATION DEPARTMENT</u>					
Receptionist/Cashier	4,862	5,106	5,361	5,629	5,910
Account/Credit Clerk II	5,368	5,636	5,918	6,214	6,525
Accounting Clerk II	5,368	5,636	5,918	6,214	6,525
Field Service Representative	5,409	5,679	5,963	6,261	6,574
Storekeeper/Safety Coordinator	5,985	6,284	6,598	6,928	7,274
Consumer Services Supervisor	7,588	7,967	8,365	8,783	9,222
Senior Accountant	7,922	8,318	8,734	9,171	9,630
District Secretary	8,253	8,666	9,099	9,554	10,032
Human Resource/Safety Manager	8,392	8,812	9,253	9,716	10,202
Accounting Supervisor	8,531	8,958	9,406	9,876	10,370
Auditor-Controller	13,121	13,777	14,466	15,189	15,948
General Manager	19,583	19,583	19,583	19,583	19,583
<u>CONSTRUCTION / MAINTENANCE DEPARTMENT</u>					
Laborer	4,816	5,057	5,310	5,576	5,855
Pipe Worker Assistant	5,167	5,425	5,696	5,981	6,280
Pipe Worker	5,985	6,284	6,598	6,928	7,274
Heavy Equipment Operator	6,212	6,523	6,849	7,191	7,551
Distribution Maintenance Foreman	7,265	7,628	8,009	8,409	8,829
Pipeline Foreman	7,265	7,628	8,009	8,409	8,829
Construction/Maintenance Superintendent	10,036	10,538	11,065	11,618	12,199
<u>ENGINEERING DEPARTMENT</u>					
Engineering Secretary	5,589	5,868	6,161	6,469	6,792
Engineering Services Rep	6,116	6,422	6,743	7,080	7,434
Engineering Technician IV	7,280	7,644	8,026	8,427	8,848
Junior Engineer	7,601	7,981	8,380	8,799	9,239
Assistant Civil Engineer	8,309	8,724	9,160	9,618	10,099
Water Conservation Coordinator	9,469	9,942	10,439	10,961	11,509
Associate Civil Engineer	9,769	10,257	10,770	11,309	11,874
Assistant General Manager/Chief Engineer	13,845	14,537	15,264	16,027	16,828

NORTH MARIN WATER DISTRICT
Employee Salary Ranges and Job Classifications - Effective 10/01/2020

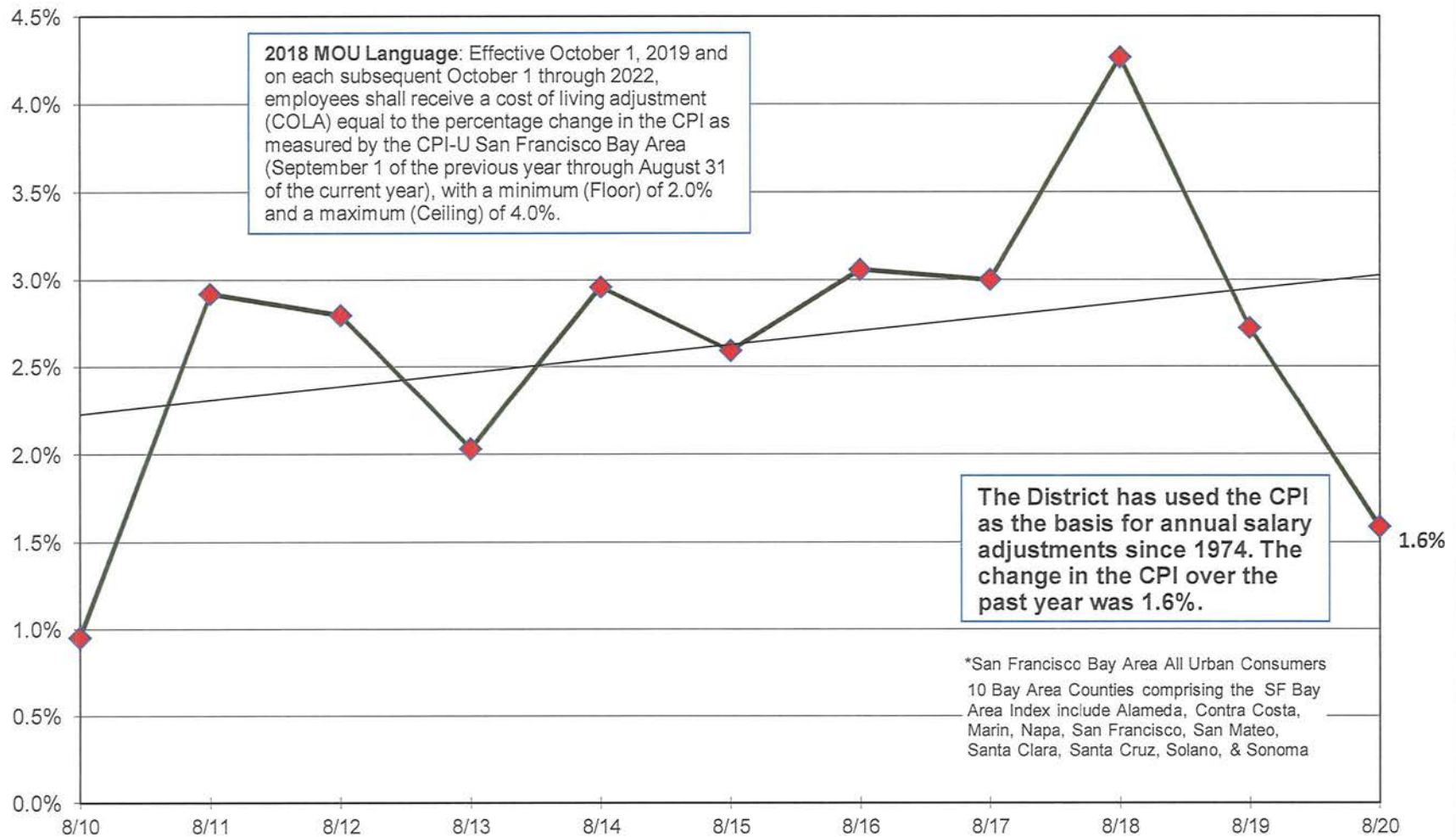
Adopted by the Board as of 10/01/2020

JOB CLASSIFICATION	Beg Monthly	6 Mo Monthly	18 Mo Monthly	24 Mo Monthly	Merit Monthly
<u>OPERATIONS / MAINTENANCE DEPARTMENT</u>					
Building & Grounds Maint Assistant	4,545	4,772	5,011	5,262	5,525
Program Assistant I	4,906	5,151	5,409	5,679	5,963
Cross Connection Control Tech I	5,263	5,526	5,802	6,092	6,397
Assistant Water Distrib & TP Operator	6,031	6,333	6,650	6,983	7,332
Apprentice Electrical/Mechanical Tech	5,742	6,029	6,330	6,647	6,979
Program Assistant II	5,964	6,262	6,575	6,904	7,249
Auto/Equipment Mechanic	5,985	6,284	6,598	6,928	7,274
Chemist I	6,540	6,867	7,210	7,571	7,950
Cross Connection Control Tech II	6,397	6,717	7,053	7,406	7,776
Electrical/Mechanical Technician	6,739	7,076	7,430	7,802	8,192
Water Distrib & TP Operator	7,509	7,884	8,278	8,692	9,127
Senior Electrical/Mechanical Tech	7,301	7,666	8,049	8,451	8,874
Senior Water Distrib & TP Operator	8,356	8,774	9,213	9,674	10,158
Chemist II	7,790	8,180	8,589	9,018	9,469
Senior Chemist	8,525	8,951	9,399	9,869	10,362
Maintenance Supervisor	8,474	8,898	9,343	9,810	10,301
Distrib & Treatment Plant Supervisor	10,109	10,614	11,145	11,702	12,287
Water Quality Supervisor	9,980	10,479	11,003	11,553	12,131
Operations/Maintenance Superintendent	11,223	11,784	12,373	12,992	13,642

9/22/2020

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



10

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:\gm\bod misc 2020\renew covid emergency declaration #12 10_6_20.doc

October 2, 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: ~\$79,000 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 Manger, 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 September 15, 2020, Marin County successfully appealed to the California Department of Public Health (CDPH) to move into Tier 2 in the state's COVID-19 response framework. Moving from Tier 1, or "widespread" COVID-19 community risk (or purple) status, to the Tier 2 "substantial" (or red) status risk category allowing more businesses to reopen. The primary changes allowed under Tier 2 include: (1) Retail establishments are allowed to open indoors at 50% capacity, (2) Personal care services are allowed to open indoors, (3) Places of worship are allowed to open with 25% capacity or 100 people, whichever is fewer, (4) Movie theaters are allowed to open indoors with 25% capacity or 100 people, whichever is fewer, (5) Gyms are allowed to open indoors with 10% capacity and (6) Restaurants are allowed to open indoors with 25% capacity or 100 people, whichever is fewer. Per state regulations, Tier 2 counties that maintain Tier 2 data for at least two consecutive weeks may reopen schools to classroom-based learning, with modification.

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. 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 currently ~15% of employees are on full or partial temporary telework assignments.
- 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 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.

- 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:
(~\$2,100/week)

~\$39,000 thru September 30, 2020

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

~\$14,000 thru September 30, 2020.

Water Bill Delinquency Impacts

2.1%

Delinquency Rate

(Financial implications are still under evaluation.)

11

MEMORANDUM

To: Board of Directors Date: October 2, 2020
 From: Drew McIntyre, General Manager / Acting Chief Engineer
 Subject: Approve ESA Consulting Services Agreement – Environmental Support Services for New Gallagher Well No. 2

r:\folders by job no\6000 jobs\6609.20 new gallagher well #2\bod memos\esa environmental servs gall well 2 bod memo 10-6-20.doc

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

FINANCIAL IMPACT: \$59,998 with a \$6,000 contingency (included in 2-yr FY20 and FY21 Budget for this Project)

Background

The existing NMWD Gallagher Well No. 1 safe yield capacity of ~140 gpm has always been much less than the original expected capacity of 300 gpm. Gallagher Well No. 1 was constructed in 1993 and was idle until the Gallagher Well transmission pipeline was constructed in 2015. For over three decades now, the District has been working on expanding water supply sources that are outside the influence of salinity intrusion experienced at our two Point Reyes Station (PRS) wells (at the former Coast Guard Housing property). Gallagher Well No. 1 has proven to provide excellent quality water with very low salinity because the Lagunitas Creek minimum water surface elevation at Gallagher Ranch is ~ 15 feet above mean sea level and is not influenced by coastal tides.

While salinity intrusion at the PRS wells has been an ongoing problem for many years, it has reached unprecedented levels during 2020 and corrective action is needed as soon as possible. Constructing a second well at Gallagher Ranch is imperative to produce more water from a source that is outside the influence of salinity intrusion.

At the August 4, 2020 meeting, the Board approved a contract amendment with PES to perform three additional exploratory borings at Gallagher Ranch in the North Pasture (called NP4, NP5 and NP6 as shown in Attachment 1). Based on the soil boring results, NP5 was developed into a 6-inch test well. Based on 7 days of continuous well pumping at NP5, PES believes that a permanent well at this location should produce a safe yield capacity similar to that of Gallagher Well No. 1. A second map showing the location of Gallagher Well No. 1 and proposed location of Gallagher Well No. 2 is provided in Attachment 2.

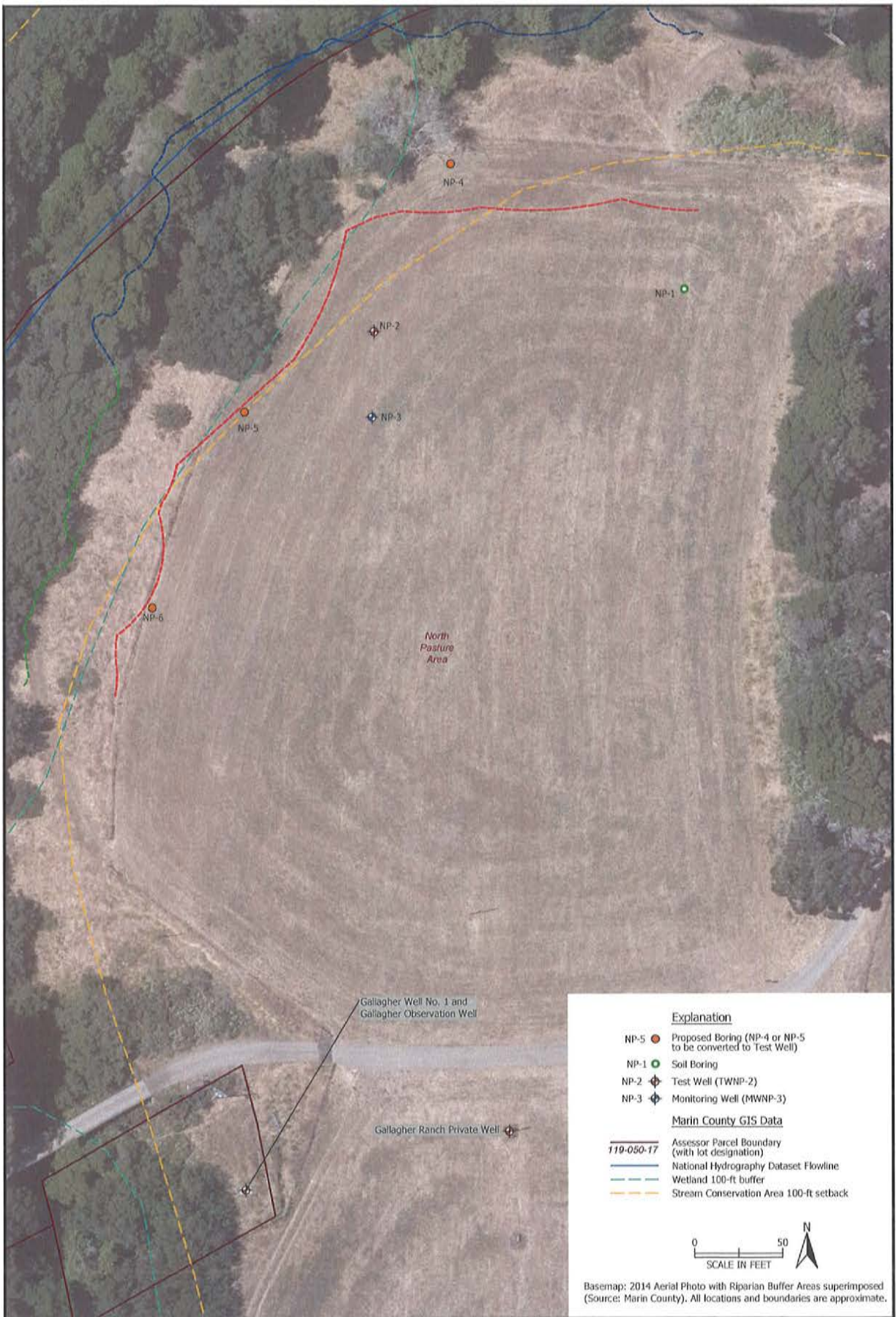
Consulting Agreement

Staff is requesting Board authorization to enter into a new agreement with Environmental Science Associates (ESA) to perform CEQA work required to construct Gallagher Well No. 2 for a contract amount of \$59,998 plus a contingency of \$6,000. ESA is a

California based consulting firm with a local office in Petaluma and has successfully performed permitting work for the District related to the adjacent Gallagher Ranch Streambank Stabilization project. The agreement, including scope of work and fee schedule is provide in Attachment 3. The Scope of Work is based on many assumptions given the inherent variability associated with permitting projects along Lagunitas Creek, an environmentally sensitive creek. The scope assumes that ESA would prepare an addendum to the Mitigated Negative Declaration prepared by Leonard Charles and Associates for the Gallagher Wells and Pipeline project in 2009. If a full Initial Study/Mitigated Negative Declaration is required by the resource agencies, the total ESA costs would increase from \$59,998 to \$95,330. Note that this agreement is for permitting services only. Staff will return to the Board at a future meeting to request approval to hire a consultant to prepare Plans and Specifications suitable for constructing the project. On a parallel path, staff is also in communication with the Ranch owners regarding easement acquisition.

RECOMMENDATION

That the Board authorize the General Manager to execute an agreement with ESA for environmental support services related to the New Gallagher Well No. 2 Project for a not to exceed fee of \$59,998 (includes a 10% contingency of \$6,000).



PES Environmental, Inc.
Engineering & Environmental Services

872.002.01.P06
JOB NUMBER

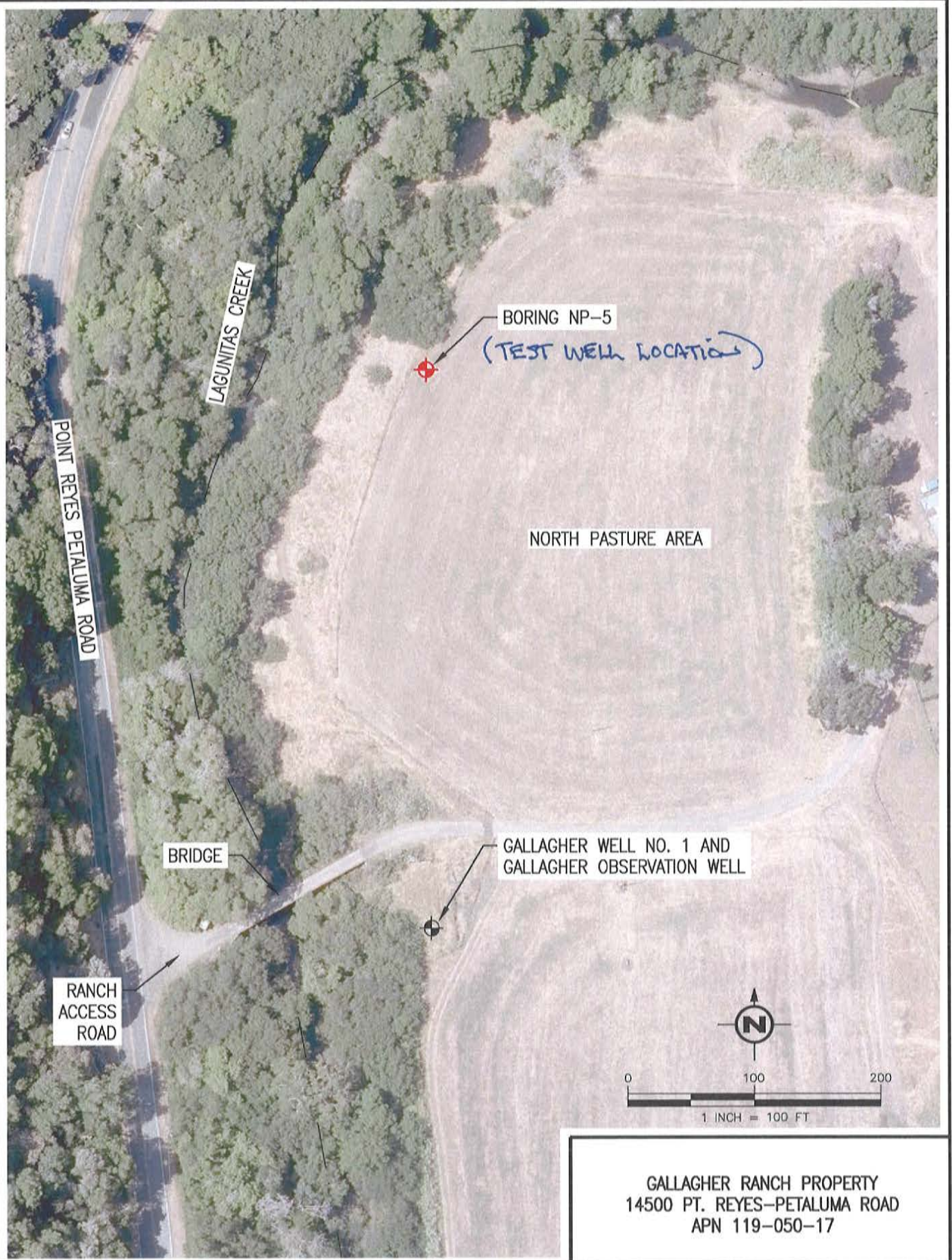
87200201P06_1
DRAWING NUMBER

DRAFT
REVIEWED BY

Site Plan and Proposed Well Location Map
Gallagher Ranch
14500 Point Reyes Petaluma Road
Unincorporated Marin County, California

PLATE

1b



AGREEMENT FOR CONSULTING SERVICES

The following is an agreement between **North Marin Water District**, hereinafter "**NMWD**", and **Environmental Science Associates**, hereinafter, "**Consultant**".

WHEREAS, Consultant is a duly qualified consulting firm, experienced in environmental permitting and monitoring services.

WHEREAS, in the judgment of the Board of Directors of the NMWD, it is necessary and desirable to employ the services of the Consultant to provide environmental consulting services.

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

PART A -- SPECIFIC PROVISIONS:

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

- a. The scope of work covered by this agreement shall be that specified in Tasks 1-4 in ESA's proposal dated September 30, 2020 in Exhibit A.
- b. The fee for the work shall be on a time and expense (T & E) basis utilizing the fee schedule included in Exhibit A of this agreement and shall not exceed \$59,998 without prior written authorization by NMWD.

PART B -- GENERAL PROVISIONS

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

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

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

- a. With respect to design professional services provided under this agreement, Consultant shall assume the defense of and defend NMWD, its directors, officers, agents, and employees in any action at law or in equity to the extent that liability is claimed or alleged to arise out of, pertain to, or relate to, either directly or indirectly, the intentional or willful misconduct, recklessness, or negligent act, error, or omission of Consultant (or any

person or organization for whom Consultant is legally liable) in the performance of the activities necessary to perform the services for District and complete the task provided for herein. In addition, Consultant shall indemnify, hold harmless, and release NMWD, its directors, officers, agents, and employees from and against any and all actions, claims, damages, disabilities or expenses, including attorney's fees and witness costs, that may be asserted by any person or entity including the Consultant, to the extent arising out of, pertaining to, or relating to, the negligent acts, errors or omissions, recklessness, or intentional or willful misconduct of the Consultant (or any consultant or subcontractor of Consultant) in connection with the activities necessary to perform the services and complete the task provided for herein, but excluding liabilities due to the sole negligence or willful misconduct of NMWD.

- b. With respect to all services other than design professional services provided under this agreement, Consultant shall indemnify, hold harmless, release and defend NMWD, its agents and employees from and against any and all actions, claims, damages, disabilities or expenses, including attorney's fees and witness costs that may be asserted by any person or entity, including the Consultant, arising out of or in connection with the activities necessary to perform those services and complete the tasks provided for herein, but excluding liabilities due to the sole negligence or willful misconduct of NMWD.

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

4. PROSECUTION OF WORK: The execution of this agreement shall constitute the Consultant's authority to proceed immediately with the performance of this contract. Performance of the services hereunder shall be completed by June 30, 2021, provided, however, that if the performance is delayed by earthquake, flood, high water or other Act of God or by strike, lockout or similar labor disturbance, the time for the Consultant's performance of this contract shall be extended by a number of days equal to the number of days the Consultant has been delayed.

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

North Marin Water District
P.O. Box 146
Novato, CA 94948
Attention: Drew McIntyre

Consultant:
ESA
1425 N. McDowell Blvd., Suite 200
Petaluma, CA 94954
Attention: James O'Toole

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

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

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

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

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

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

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

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

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

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

12. EXTRA (CHANGED) WORK: Extra work may be required. The Consultant shall not proceed nor be entitled to reimbursement for extra work unless it has been authorized, in writing, in

advance, by NMWD. The Consultant shall inform the District as soon as it determines work beyond the scope of this agreement may be necessary and/or that the work under this agreement cannot be completed for the amount specified in this agreement. Said review shall occur before consultant incurs 75% of the total fee approved for any phase of the work. Failure to notify the District shall constitute waiver of the Consultant's right to reimbursement.

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

14. INSURANCE REQUIREMENTS FOR CONSULTANTS

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

Minimum Scope of Insurance

Coverage shall be at least as broad as:

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

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

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

Verification of Coverage

Consultant shall furnish the District with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. The District reserves the right to require at any time complete and certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

Subcontractors

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

Self-Insured Retentions

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

Other Insurance Provisions

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

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

Acceptability of Insurers

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

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

At the sole election of the District, any dispute or claim in law or equity between District and Consultant arising out of this agreement which is not settled through mediation shall be decided by neutral binding arbitration and not by court action, except as provided by California law for judicial review of arbitration proceedings. The arbitration shall be conducted in accordance with the rules of Judicial Arbitration Mediation Services, Inc. (JAMS). The parties to an arbitration may agree in writing to use different rules and/or arbitrators.

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

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

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

**NORTH MARIN WATER DISTRICT
"NMWD"**

Dated: _____

Drew McIntyre, General Manager

**ENVIRONMENTAL SCIENCE ASSOCIATES
"CONSULTANT"**

Dated: _____

James O'Toole, Vice President



1425 N. McDowell Boulevard
Suite 200
Petaluma, CA 94954
707.795.0900 phone
707.795.0902 fax

esassoc.com

September 30, 2020

Drew McIntyre
North Marin Water District
999 Rush Creek Place
Novato, CA 94945

Subject: Well No. 2 Environmental Support Scope of Work

ESA is pleased to offer this scope of work for environmental support services related to Well No. 2. Our scope has been developed based upon our prior work at this location and discussions with the District, and includes a number of assumptions and optional tasks depending upon project need. For technical support regarding hydrogeologic and fisheries issues, we have also included Sutro Science on our team.

ESA appreciates the opportunity to continue our long-standing working relationship with NMWD, and we look forward to continuing to support the District in the successful implementation of this project. Please feel free to contact me at 707-795-0904 or 415-307-3139 (cell) or jotoole@esassoc.com if you have any questions or comments regarding this scope of work.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim E. O'Toole'.

James E. O'Toole
Senior Vice President

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September 30, 2020

Page 2

Task 1. Kickoff Meeting and Information Review

ESA will facilitate a virtual kickoff meeting with District staff to review available information, review technical issues, and identify data gaps and strategies. Key issues will include: review of previous groundwater analysis relative to stream flows, review of growth and water supply projections in the UWMP, and review of previous discussions with regulatory agencies.

Task 2 – CEQA Strategy Technical Memorandum (TM)

Task 2.1 CEQA/Permitting Strategy Technical Memorandum

ESA will review previous CEQA documentation and its applicability to the current project. ESA will review whether additional CEQA is necessary due to: 1) changes in the project; 2) changes in regulatory requirements since 2009; 3) need for additional or more extensive analysis to support permitting. ESA will review whether an Addendum to the MND, or a new MND, is the appropriate CEQA document, and will identify potential CEQA strategies for District consideration. The TM will also identify potential regulatory requirements, including review of proposed facility construction and operations, and identify technical needs and strategy to acquire permits. This will include review of USACOE, USFWS, NMFS, CDFW, RWQCB, and Coastal Commission jurisdiction. Our scope of work includes a draft and final Technical Memorandum. ESA will work with NMWD to adjust our scope of work based upon the conclusions of this TM.

Deliverable: Draft and Final TM

Task 2.2 Low Flow Operational Effects Analysis TM

It is anticipated that characterization of well operational effects for both project specific and cumulative well operations will be necessary to support CEQA and regulatory agency discussions. Our scope of work provides 80 hours of Sutro Science time to review existing information and provide a technical analysis of existing and anticipated in stream flow conditions associated with project operations. Analysis will rely on existing information provided by NMWD and focus on potential effects on dry-year conditions.

Deliverable: Draft and Final TM

Task 3 - CEQA MND Addendum

Based on information to date, our working assumption is that an Addendum to the MND will be the appropriate CEQA document. In the event that a new Mitigated Negative Declaration is necessary, ESA will prepare a new scope of work and cost estimate. This approach assumes the following can be provided by the NMWD: 1) project specific and cumulative well operational data, including drawdown analysis; 2) stream flow data, including dry year conditions; 3) growth projection for the well service area; 4) back ground information regarding salinity intrusion and its effects on potable water supplies in the well service area. The addendum will focus on changes in: 1) the proposed project; 2) the regulatory context; 3) any changes to the environment that have occurred since 2009. It is anticipated that updated analysis will be provided in the following areas: updated analysis of well operations; secondary effects to stream flow; secondary effects to sensitive species habitat; population projections from the Marin County and LCP planning documents. Additional substantive analysis in other CEQA sections is not anticipated; in the event that addition work is necessary, ESA will prepare a scope modification and cost estimate.

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September 30, 2020

Page 3

Task 3.1 Admin Draft CEQA Addendum

ESA will prepare a draft MND Addendum for review by District and legal. Our scope of work anticipates one round of consolidated comments.

Deliverable: Admin Draft CEQA Addendum (electronic)

Task 3.2 Final CEQA Addendum

ESA will prepare a final addendum for District use and Board Consideration.

Deliverable: CEQA Addendum (electronic); 10 hard copies

Task 3.3 Board Consideration and Notice of Determination (NOD)

ESA will prepare a Notice of Determination (NOD) for NMWD to file with Marin County.

Deliverable: Notice of Determination

Task 4 – Permitting

Although proposed facilities appear to be physically located outside of USACOE and RWQCB jurisdiction, and would not directly affect waters of the U.S. or State, operations have the potential for secondary effects on sensitive species habitat regulated by USFWS, NMFS, and CDFW. As part of Task 2.1, ESA will review previous communications with regulatory agencies and, if appropriate, will identify appropriate permitting strategies for consideration by the District. Our proposed scope of work for permitting is limited to the Local Coastal Program permit application, which will be required for implementation. Additionally, we have included a task for Agency Coordination.

Task 4.1. Coastal Permit Application Package

The project is located within the Coastal Zone and therefore subject to the policies of the Marin County Local Coastal Program (LCP). Pursuant to the LCP, through which the California Coastal Commission (CCC) returned to the County authority to issue Coastal Permits for work within the Coastal Zone, the Marin County Community Development Agency would be responsible for processing a Coastal Permit application for the work described herein. The CCC retains jurisdiction over activities occurring below the mean high tide line and other areas of “original jurisdiction” that are not covered by the LCP. The project area does not fall within one of these areas. However, under the California Coastal Act, major public works projects (i.e., publicly funded projects over ~\$275,000) and projects within 100 feet of a stream are appealable to the CCC, with the standard of review being the LCP.

ESA will work with NMWD to develop a Coastal Permit application package for submittal to the Marin County Community Development Agency. ESA will compile a list of Coastal Permit application requirements, work with NMWD to assemble the items necessary to satisfy those requirements, and track progress towards completion. ESA will also assemble the application form, project description, and other required items (e.g., development plans, grading plan, drainage plan, proof of ownership, technical studies, etc.) into a compiled application package for submittal to the County. ESA will conduct a preliminary assessment of project compliance with the LCP, and flag items that may warrant project description revisions.

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September 30, 2020

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Given the potential for County staff to request additional meetings, analysis, or technical studies beyond that completed to date or proposed herein, the effort to complete this task could vary considerably. Our proposed budget reflects our best estimate (60 hours of ESA staff time), based upon our experience and available information. However, should the process require a greater commitment of staff time, additional resources would be required. This task assumes further that plans, legal property information, and technical studies other than those prepared by ESA would be provided by others. The budget provides for ESA participation in up to two 1-hour meetings via teleconference with **NMWD**, and up to two 1-hour meetings via teleconference with **NMWD** and County.

Deliverables: Draft and revised LCP application package (electronic files)

4.2 Additional Agency Coordination. Based on comments received to date, clarification of NMWD's water rights and anticipated effects may be required with RWQCB and CDFW Staff. We have identified 40 hours of coordination with regulatory agencies to address potential issues. In the event formal permitting is required, ESA will develop a scope of work and cost estimate.

Task 5 – Optional Task: Prepare New Mitigated Negative Declaration

In the event that a new IS/MND is identified as the appropriate document, we have included a general scope and cost estimate for completion of the CEQA process. The cost estimate will be confirmed as part of Task 2.0. ESA will prepare the CEQA document that is consistent with Section 15071 of the CEQA Guidelines and NMWD standards.

Task 5.1 Administrative Draft IS/MND

ESA will review project materials and request information to support the evaluations required for the CEQA document. Based on the information received, ESA will prepare a CEQA Project Description as needed to support the IS checklist. ESA will consolidate comments from NMWD and revise the draft Project Description, which will then be incorporated into the CEQA document.

ESA will review available data, and utilize the information received to characterize the existing conditions of the project area and to identify potential impacts for the PROJECT site. This Task assumes that a field survey for biology will be conducted to update existing conditions since the 2009 MND. Scope of work does not include any subsurface exploration for cultural resources. This scope assumes that the Project will not change substantially once technical investigations have been initiated. If the project changes require subsequent field work, substantial revisions to analyses, or revised modeling (e.g., for water supply, traffic, air quality, or greenhouse gas emissions investigations), additional effort will be required.

ESA will submit the Administrative Draft IS/MND to NMWD for review. ESA will prepare a Screencheck Draft IS/MND and the MMRP based on reviewer comments. ESA will work with NMWD to finalize comments on the screen check draft, and ESA will prepare the Public Draft IS/MND for circulation by NMWD.

This scope assumes that for each review cycle NMWD will consolidate comments from staff and provide a single consolidated set of comments to ESA.

Task 5.2 Public Draft IS/MND

ESA will prepare the Public Draft IS/MND and ship fifteen (15) hard copies of the IS/MND for delivery to the State Clearinghouse. The IS/MND will be circulated by NMWD for the customary 30-day review period. ESA will draft public notices for NMWD to complete noticing for public circulation of the IS/MND. Additional hard copies can be provided at cost.

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Task 5.3. Final IS/MND

Upon completion of the public review period, ESA will prepare responses to comments received on the IS/MND. For purposes of estimating level of effort, it is assumed that 40 hours will be sufficient for responding to comments. ESA will also prepare a final MMRP. NMWD will prepare all required CEQA noticing and other documentation associated with certification and approval. ESA will draft a Notice of Determination for NMWD to file with the County Clerk.

Assumptions: ESA includes the following assumptions in our scope of services

- One kickoff conference call meeting and up to two follow-up conference call meetings.
- NMWD will provide technical information as identified in scope of work.
- All work products will be provided electronically; 10 hard copies of the CEQA MND Addendum will be provided. Additional copies will be provided at cost.
- Response to RFI will be provided within one week.
- Scope of work does not include protocol level biological resources surveys or subsurface investigations.
- Comments on ESA work products will be consolidated into a single, non-conflicting set of comments; and comments to other staff, project design team, or internally conflicting comments will be resolved prior to submittal to ESA.
- Project would not be appealed by the California Coastal Commission, and therefore does not include ESA's attendance at any public hearings or the preparation of subsequent applications. However, if the proposed project were appealed, ESA would provide a separate scope and budget to address the appeal process and any additional applications required, subject to NMWD authorization.

Compensation:

ESA's Cost Estimate is provided in the attached Table 1, Cost Proposal NMWD Well No. 2. The total costs for two scopes of services are provided, depending upon the level of CEQA documentation identified as necessary in Task 2.

Project Total: MND Addendum (Tasks 1-4): **\$59,988**

Project Total: New MND: (Tasks 1, 2, 4, and Optional Task 5): **\$95,330**

Schedule:

A preliminary schedule is provided in Table 1 below. ESA will work with NMWD to optimize schedule and identify critical path items.

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Table 1. Preliminary Schedule.

Task	Start	Duration	Completion
1. Kickoff Meeting	October 3	1 day	October 3, 2020
2.1 CEQA Permitting/Strategy TM	October 3	3 weeks	October 21, 2020
2.2 Low Flow Operational TM	October 3	4 weeks	October 30, 2020
3.0 CEQA MND Addendum	Nov 1	2 months	Jan 1, 2021
4.0 Permitting	Nov 15	3 months	Feb 15, 2021
5.0 CEQA MND	October 21	6 months	Mar 21, 2021

Table 1: Cost Proposal NMWD Well No. 2
ESA Labor Detail and Expense Summary

Employee Names																	
		H. Koenig															
Labor Category																	
		J. O'Toole	B. Pittman	A. McCarthy	E. Davidian	E. Higbee-Kollu		P. Hudson	P.Hudson			A. Fink	M. Hensel	B. Carroll		L. Laxamana	
		Senior Director III	Director III	Director II	Managing Associate III	Managing Associate II	SA II	Senior Associate II	Associate II	Associate I	Subtotal	Project Technician III	Subtotal	Total Hours	Labor Price	Optional Tasks	
Task #	Task Name/Description	\$ 300	\$ 240	\$ 225	\$ 205	\$ 190	\$ 170	\$ 160	\$ 125	\$ 105	\$ 120						
1.0	Kickoff Meeting and Information Review	1						6		4	\$ 1,680		\$ -	11.00	\$ 1,680		
2.1	CEQA/Permitting Strategy TM	2	2					16			\$ 3,640	2	\$ 240	22.00	\$ 3,880		
2.2	Low Flow Operational TM	4					60			4	\$ 11,820	2	\$ 240	70.00	\$ 12,060		
3.0	CEQA MND Addendum										\$ -		\$ -	-	\$ -		
3.1	Admin Draft Addendum	2	2			8		70	8	4	\$ 15,220	8	\$ 960	102.00	\$ 16,180		
3.2	Final CEQA MND Addendum	1						16	8		\$ 3,860	2	\$ 240	27.00	\$ 4,100		
3.3	Board Consideration/NOD	1						2	2		\$ 870		\$ -	5.00	\$ 870		
4.0	Permitting										\$ -		\$ -	-	\$ -		
4.1	Coastal Permit Application Package	2			8			50	4		\$ 10,740		\$ -	64.00	\$ 10,740		
4.2	Additional Agency Coordination	2		16	16			4			\$ 8,120		\$ -	38.00	\$ 8,120		
5.0	Optional Task: New MND										\$ -		\$ -	-	\$ -		
5.1	Admin Draft MND	8	16	16	16	16		80		50	\$ 34,210	8	\$ 960	210.00		\$ 35,170	
5.2	Public Draft MND	4						40		16	\$ 9,280	8	\$ 960	68.00		\$ 10,240	
5.3	Final MND/NOD	4	4					60		16	\$ 13,440		\$ -	84.00		\$ 13,440	
Total Hours		31	24	32	40	24	60	344	22	94	671	30	30	701			
Total Labor Costs		\$ 9,300	\$ 5,760	\$ 7,200	\$ 8,200	\$ 4,560	\$ 10,200	\$ 55,040	\$ 2,750	\$ 9,870	\$ 112,880	\$ 3,600	\$ 3,600		\$ 57,630	\$ 58,850	
Percent of Effort - Labor Hours Only		4.4%	3.4%	4.6%	5.7%	3.4%	8.6%	49.1%	3.1%	13.4%	95.7%	4.3%	4.3%	100.0%			
Percent of Effort - Total Project Cost		15.5%	9.6%	12.0%	13.7%	7.6%	17.0%	91.8%	4.6%	16.5%		6.0%			96.1%		



EXHIBIT A

Environmental Science Associates & Subsidiaries 2019 Schedule of Fees

I. Personnel Category Rates

Charges will be made at the Category hourly rates set forth below for time spent on project management, consultation or meetings related to the project, field work, report preparation and review, travel time, etc. Time spent on projects in litigation, in depositions and providing expert testimony will be charged at the Category rate times 1.5.

Labor Category	Level I	Level II	Level III
Senior Director	265	280	300
Director	210	225	240
Managing Associate	175	190	205
Senior Associate	150	160	170
Associate	105	125	135
Project Technicians	85	100	120

- (a) The range of rates shown for each staff category reflects ESA staff qualifications, expertise and experience levels. These rate ranges allow our project managers to assemble the best project teams to meet the unique project requirements and client expectations for each opportunity.
- (b) From time to time, ESA retains outside professional and technical labor on a temporary basis to meet peak workload demands. Such contract labor may be charged at regular Employee Category rates.
- (c) ESA reserves the right to revise the Personnel Category Rates annually to reflect changes in its operating costs.

II. ESA Expenses

A. Travel Expenses

- 1. Transportation
 - a. Company vehicle – IRS mileage reimbursement rate
 - b. Common carrier or car rental – actual multiplied by 1.15
- 2. Lodging, meals and related travel expenses – direct expenses multiplied by 1.15

B. Communications and Project Support Fee

Non-travel expenses incurred for the duration of the agreement for project support but not itemized below, including document retention, delivery and communications. Project labor charges multiplied by 3%.

C. Printing/Reproduction Rates

Item	Rate/Page	Sample Pricing
Black & White – 8.5 x 11	\$0.10	
Black & White – 11 x 17	\$0.20	
Color – 8.5 x 11	\$0.40	
Color – 11 x 17	\$0.70	
B&W – Plotter (Toner – ECO Quality)	\$0.40/sf	24x36 B/W CAD drawing would cost \$2.40 per sheet
B&W – Plotter (Toner – Presentation Quality)	\$1.00/sf	24x36 B/W CAD drawing would cost \$6.00 per sheet
Color – Plotter (Inkjet – ECO Quality)	\$2.00/sf	24x36 Color Drawing would cost \$12 per sheet
Color – Plotter (Inkjet – Presentation Quality)	\$4.00/sf	24x36 Color Drawing would cost \$24 per sheet
CD	\$10.00	
Digital Photography	\$20.00 (up to 50 images)	
All Other Items (including bindings and covers)	At cost plus 10%	

D. Equipment Rates

Item	Rate/Day	Rate/Week	Rate/Month
Project Specific Equipment:			
Vehicles – Standard size	\$ 40 ^a	\$ 180	
Vehicles – 4x4 /Truck	85		
Vehicles – ATV	125		
Noise Meter	100		
Hydroacoustic Noise Monitoring Equipment	150		
Electrofisher	300	1,200	
Sample Pump	25		
Field Traps	40		
Digital Hypsometer (Nikon)	20		
Stilling Well / Coring Pipe (3 inch aluminum)	3/ft		
Backpack Sprayer	25		
Beach Seine	50		
Otter Trawl	100		
Wildlife Acoustics Bat Detector	125	400	
Wildlife Trail Camera	30	100	
Fiber Optic Endoscope	125	500	
Spot Light	30		
Spotting Scope	50	200	
Topographic Survey Equipment:			
Auto Level	40		
Total Station	200	600	
DJI Quad Drone	300	1,200	
RTK-GPS	300	1,200	
RTK-GPS Smartnet Subscription	50	200	
Trimble GPS	75	350	900
iPad/Android Tablet + 1m GNSS External Sensor (Trimble R1, Bad Elf)	75	350	900
iPad/Android Tablet only (includes Garmin Glo external sensor)	50	225	600
Laser Level	60		
Garmin GPS or equivalent	25		250

Item	Rate/Day	Rate/Week	Rate/Month
Hydrologic Data Collection, Water Current, Level and Wave Measurement Equipment:			
ISCO 2150 Area Velocity Flow Logger	\$ 25	\$ 100	\$ 350
Logging Rain Gage	10	40	125
Marsh-McBirney Hand-Held Current Meter	50	200	
FloWav Surface Velocity Radar	50	200	
Logging Water Level - Pressure Transducer	10	30	100
Logging Barometric Pressure Logger	5	15	50
Well Probe / Water Level Meter	20	80	
Bottom-Mounted Tripod / Mooring	25	100	400
Handheld Suspended Sediment Sampler	20		250
Water Quality Equipment:			
Logging Turbidimeter/Water Level Recorder	\$ 25	\$ 100	\$ 400
Logging Conductivity/Water Level Recorder	20	60	200
In-Situ Troll 9500 logging water quality multiprobe		200	800
Logging Temperature Probe	3	10	40
Hach Hand-Held Turbidimeter Recording Conductivity Meter w/Datalogger	50	200	
Refractometer	20	80	
YSI Hand-Held Salinity Meter or pH meter	30	120	
Hand-Held Conductivity/Dissolved Oxygen Probe (YSI 85)	40	160	
HOB0 Salinity Gauge			125
Water Quality Sonde			800
YSI 650 with 6920 Multi Probe	180	500	1500
ISCO 6712 Portable Sampler w/ISCO 2105 Module	40	250	900
Sedimentation / Geotechnical Equipment:			
Peat Corer	\$ 75	\$ 300	
60lb Helly-Smith Bedload Sampler with Bridge Crane	175	700	
Suspended Sediment Sampler with Bridge Crane	75	300	
Guelph Permeameter	50	200	
Vibra-core	100	400	
Shear Strength Vane	50	200	
Auger (brass core @ \$ 5/each)	20	80	
Boats:			
14' Aluminum Boats with 15 HP Outboard Motor	\$ 100	\$ 400	
Single or Double Person Canoe/Kayak	30	120	
20' Lowe Boat w/115 HP Outboard	300	1,500	
17' Boston Whaler w/ 90 HP Outboard	300	1,500	
^a Actual project charges will be either the IRS mileage reimbursement rate or the daily rate, whichever is higher.			

III. Subcontracts

Subcontract services will be invoiced at cost multiplied by 1.15.

IV. Other

The fees above do not include sales tax. Any applicable or potential sales tax will be charged when appropriate.

V. Payment Terms

Unless otherwise agreed in writing, ESA will submit invoices on a monthly basis. Any unpaid balances shall draw interest at one and one half percent (1.5%) per month or the highest rate allowed by law, whichever is lower, commencing thirty (30) days after date of invoice. All invoices not contested in writing within fifteen (15) business days of receipt are deemed accepted by Client as true and accurate and Client thereafter waives any objection to Clients invoices, which are payable in full.

12

MEMORANDUM

To: Board of Directors

October 2, 2020

From: Julie Blue, Auditor-Controller 

Subj: Marin Country Club Recycled Water Payment Plan

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RECOMMENDED ACTION: Approve four-year payment plan for balance due on the Marin Country Club Recycled Water account

FINANCIAL IMPACT: Initial Payment of \$89,991 followed by \$2,000 per month for approximately four years

Account Background

A 6-inch Recycled Water (RW) AMI meter was installed on 12/18/17 at the Marin Country Club at 975 Ignacio Drive in Novato. This meter was installed to replace a 1-inch potable water meter and the new account was issued a permit to receive and use RW water from the RW meter beginning on 07/23/18.

Underbilled Water Usage

In late August, 2020, it was discovered that the MCC had been billed for only 1/10 of the water which was used for the period of 07/23/18 through 07/17/20. This occurred because the 6-inch meter register records and transmits differently than the typical smaller meter installed within the District. In order to record and bill the proper usage and water costs a 10x multiplier needed to be applied in the CORE billing program. When the account was set-up, this registration difference was unknown and consequently the account was set-up without the necessary multiplier. It has been confirmed that this meter is unique in that it is the only 6-inch AMI meter in the entire system and therefore it can be concluded that this particular issue is not occurring with any other customer(s). The multiplier has since been added to the customer's meter information in CORE and future bills will be calculated correctly.

Attachment 1 shows the detail of the amount of water actually used and provides the cost that should have been billed to the customer. The MCC staff and its Board of Directors have agreed to the amount of RW used and the total amount owed.

Payment Plan Proposal

After discussions with District staff regarding recovery of the underbilled amounts, the MCC Board of Directors proposed a payment plan with the following terms: 1.) initial payment for bills issued between 11/2019 through 07/2020 for a total of \$89,990.87; and, 2.) payment of

\$2,000 per month beginning in January 2021 until the \$99,412.02 balance is paid off (a four-year payment schedule). If these terms are accepted the balance will be paid by March 2025. Attachment 2 is a draft letter which formalizes the agreement.

RECOMMENDATION:

Approve the four-year payment plan as proposed by Marin Country Club, and authorize the General Manager to sign the letter formalizing the arrangement.

North Marin Water District
Marin Country Club
Acct# 4298001 (07/23/18-07/17/20)

ATTACHMENT 1

Cost Per 1,000 Gal

2018 \$ 5.77
2019 \$ 5.97

Bill Date	Read Start	Read End	# of Days	Per Billing				Corrected Billing				
				Previous Read	Current Read	Usage	Actual Bill	Previous Read	Current Read	Usage	Corrected Bill	Adjustment
11/21/18	12/18/17 *	11/16/18	116		1,446,054	1,446,054	\$ 8,343.73	-	14,460,540	14,460,540	\$ 83,437.32	\$ 75,093.58
01/24/19	11/16/18	01/18/19	63	1,446,054	1,474,143	28,089	\$ 162.07	14,460,540	14,741,430	280,890	\$ 1,620.74	\$ 1,458.66
03/28/19	01/18/19	03/22/19	63	1,474,143	1,474,143	-	\$ -	14,741,430	14,741,430	-	\$ -	\$ -
05/23/19	03/22/19	05/16/19	55	1,474,143	1,474,318	175	\$ 1.01	14,741,430	14,743,180	1,750	\$ 10.10	\$ 9.09
07/25/19	05/16/19	07/23/19	68	1,474,318	1,565,086	90,768	\$ 537.88	14,743,180	15,650,860	907,680	\$ 5,378.80	\$ 4,840.92
09/26/19	07/23/19	09/20/19	59	1,565,086	1,900,276	335,190	\$ 2,001.08	15,650,860	19,002,760	3,351,900	\$ 20,010.84	\$ 18,009.76
11/27/19	09/20/19	11/22/19	63	1,900,276	2,243,043	342,767	\$ 2,046.32	19,002,760	22,430,430	3,427,670	\$ 20,463.19	\$ 18,416.87
01/23/20	11/22/19	01/16/20	55	2,243,043	2,243,043	-	\$ -	22,430,430	22,430,430	-	\$ -	\$ -
03/26/20	01/16/20	03/20/20	64	2,243,043	2,243,053	10	\$ 0.06	22,430,430	22,430,530	100	\$ 0.60	\$ 0.54
05/28/20	03/20/20	05/22/20	63	2,243,053	2,458,126	215,073	\$ 1,283.99	22,430,530	24,581,260	2,150,730	\$ 12,839.86	\$ 11,555.87
07/23/20	05/22/20	07/17/20	56	2,458,126	3,575,148	1,117,022	\$ 6,668.62	24,581,260	35,751,480	11,170,220	\$ 66,686.21	\$ 60,017.59
Total						3,575,148	21,044.77			35,751,480	210,447.65	189,402.89

* Actual beginning use 07/23/18 (date of initial permit)

		Pay within 30 days	\$ 89,990.87
		Balance prior to 10/2019	\$ 99,412.02
Loan Payback Proposed Schedule (01/2021-01/2025)	Spread over 4 years (24 bill cycles)	\$	4,000.00
Bill will reflect \$4K per 2 month billing cycle for 24 bills		Per Month	\$ 2,000.00
Final Payment (2 month bill - March 2025)		\$	3,412.02



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

ATTACHMENT 2

October 7, 2020

Marin Country Club
500 Country Club Dr.
Novato, CA 94946

RE: *Marin Country Club Recycled Water Payment Plan*

This letter serves as an agreement between North Marin Water District (NMWD) and Marin Country Club (MCC) as it relates to the outstanding balance owed by MCC in the amount of \$189,402.89. On September 28, 2020 the MCC Board of Directors proposed a payment plan for the outstanding balance on its Recycled Water account with the following terms: 1.) initial payment for bills issued between 11/2019 through 07/2020 for a total of \$89,990.87; and, 2.) payment of \$2,000 per month beginning in January 2021 until the \$99,412.02 balance is paid off. These terms were approved by the NMWD Board of Directors on October 6, 2020

Once the parties agree to these terms the initial payment of \$89,990.87 will be due within 30 days. Failure to meet the terms of the agreement may result in suspension of recycled water service consistent with the District's regulations. This letter will be signed by both parties and will serve as confirmation of the payment plan terms.

North Marin Water District

Drew McIntyre, General Manager

Date

Marin Country Club

Greg French, General Manager

Date

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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 ·

13



North Bay Watershed Association

Board Meeting Notice

Oct 2nd, 2020

Zoom call

Next Meeting

Nov. 6th 2020

Zoom

Board Meeting Agenda

- | | |
|---|----------|
| 1. Call to Order/Introductions | 9:30 am |
| <i>Jack Gibson, Chair</i> | |
| 2. Public Comment | |
| 3. Approval of Agenda | 1 min. |
| <i>Proposed Action: Approve</i> | |
| 4. Approval of Sept. 11th Summary | 1 min. |
| <i>Proposed Action: Approve</i> | |
| 5. Treasure's Report | 3 min. |
| <i>Proposed Action: Accept</i> | |
| 6. Executive Director Introduction | 9:45 am |
| <i>Andy Rodgers, ED</i> | |
| Andy will provide an introduction and overview perspective of his new role as ED intending to invite dialogue and prompt scheduling follow-up conversations with individual member agencies. | |
| 7. North Bay Groundwater Sustainability Plans | 10:10 am |
| <i>Information</i> | |
| <i>Ann DuBay, Administrator, Sonoma Valley and Petaluma Valley GSAs, and Vicki Kretsigner, Lohdorff & Scalmanini, Napa County GSA</i> | |
| Ann and Vicki will provide status overviews of the groundwater sustainability planning elements, processes, and outreach taking place in each of the three groundwater basins as required by California's Sustainable Groundwater Management Act. | |
| 8. NBWA Information Sharing | 11:00 am |
| <i>Board Members</i> | |
| Members will highlight issues and share items of interest. | |
| 9. Agenda Items for Future Meetings | 11:15 am |
| <i>Andy Rodgers, ED</i> | |
| Andy will outline ideas for next and future Board meeting topics and solicit feedback. | |
| 9. Announcements/Adjourn | 11:25 am |

14

DISBURSEMENTS - DATED SEPTEMBER 17, 2020

Date Prepared 9/15/20

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
*E09301	Watkins, Jeff	Exp Reimb: DMV Change of Ownership & Licensing Fees for Light Towers	\$55.26
1	All Star Rents	Propane (27 gal) (STP & Construction)	112.56
2	Alpha Analytical Labs	Lab Testing	350.00
3		Vision Reimbursement	61.95
4	Athens Administrators	August Indemnity Review Fee	105.00
5	Baywork	Annual Fee FY20/21 (Clark) (Budget \$850) (7/20-6/21)	1,500.00
6	California Water Service	Water Service (O.M.) (7/1/20-8/31/20) (0 CCF)	49.96
7	Calpico	Grounding Clamps (40)	292.95
8	Cilia, Joseph	Retiree Exp Reimb (Sept Health Ins)	334.00
9	Cummings Trucking	Rock (\$2,848) (65 yds) & Sand (\$3,057) (48 yds)	5,905.92
10		Vison Reimbursement	204.00
11	Diesel Direct West	Gasoline (901 gal)	2,746.27
12	Ditch Witch West	Fuel Pump & Parts ('19 Ditch Witch)	499.02
13	Enterprise FM Trust	Monthly Leased for Chevy Colorado, F250's (2), Nissan Rouges (2), Nissan Frontier & F150's (4)	5,040.54
14	Environmental Express	Conical Tubes (1,000) (Lab)	231.93
15	Fisher Scientific	Nitrogen (\$55), Beakers (100), & Chlorine Reagent Sachets (1,000) (\$190)	296.87
16	Friedman's Home Improvement	Lab Duct Work Parts (\$87) & Respirator Masks (200) (\$427)	513.57

Seq	Payable To	For	Amount
17	Frontier Communications	Leased Lines	1,431.41
18	Grainger	Lights for E/M & B/G (\$344), Parts for PRE 2 Pump Replacement (\$334) & Miscellaneous Maintenance Parts & Supplies (\$731)	1,408.70
19	Hach	Chlorine Reagent (STP)	264.37
20	Havens, Ash	Refund of Deposit/New Development/WC Restriction-Novato	1,000.00
21	High-Purity Standards	Lab Standards	165.50
22	Hoj, Karen M.	Refund Alternative Compliance Reg 15 Deposit	630.00
23	Jackson, David	Retiree Exp Reimb (Sept Health Ins)	987.21
24	JW Mobile	Hydraulic Hose ('09 JD Backhoe)	475.82
25	Latanyszyn, Roman	Retiree Exp Reimb (Sept Health Ins)	334.00
26	Lemos, Kerry	Retiree Exp Reimb (Sept Health Ins)	987.21
27	Manzoni, Alicia	Retiree Exp Reimb (Sept Health Ins)	987.21
28	Marin Landscape Materials	Crushed Rock (2 yds)	132.37
29	Marin County Ford	Seat Parts ('15 Ford Escape) (\$182) & Service Parts ('20 F250) (\$106)	288.13
30	Marks, Larry	Refund Overpayment on Closed Account	111.51
31	Maselli & Sons	Soldering Iron	86.59
32	McLellan, WK	Misc Paving	1,752.41
33	Network Adjusters	Vehicle Damage Claim Settlement (35 Taurus Dr)	6,589.90
34	North Marin Auto Parts	Terry Towels (6 lbs) (\$127), Hydraulic Oil (\$186), Gear Oil (4), Bearing Tool (\$95), Battery (Water Pump w/Trailer) (\$108), Buckets (14) & Trailer Wire Cable (42) (\$136)	749.21
35	North Bay Gas	Breathing Air (STP) (\$285), Nitrogen (STP) (\$724), Acetylene (Lab) (\$443), Wire (33 lbs) (\$63) & August Cylinder Rental (Lab)	1,560.23
36	Northbay Nissan	Service Parts ('19 Nissan Frontier)	77.31

Seq	Payable To	For	Amount
37	Novato Builders Supply	Stakes (60) (\$77), Trim for Maintenance Office, Fiberglass Tape (100') & Concrete Nails (2 lbs)	146.68
38	Novato Sanitary District	June 2020 RW Operating Expense	28,373.64
39	OSL Properties	Refund Excess Advance for Engineering Over Actual Job Cost-Oakmont Senior Living	37,100.83
40	Pace Supply	Corp Stops (20)	414.69
41	Pape Machinery	Bearings ('09 JD Backhoe) (\$156) & Hydraulic Cylinder Rebuild ('09 JD Backhoe) (\$1,134)	1,290.46
42	NMWD Petty Cash	Aerators for O.M. (\$20), Parking (\$3), Bridge Toll (\$6), Safety Snacks (\$32), Lunch Meeting (\$24), Certified Mail (\$14), Masks Materials (\$7) & Misc Supplies (\$6)	112.18
43	PG&E	Power: Bldgs/Yard (\$6,147), Other (\$177), Pumping (\$57,438), Rect/Cont (\$540) & Treatment (\$164)	64,465.84
44	Point Reyes Light	Legal Notice: Salinity Intrusion into Pt. Reyes Well Supply (8/27/20)	112.50
45	R & B	Couplings (20) (\$796), Hydrant Extensions (2) (\$132), Copper Pipe (2,400') (\$10,286), Corp Stops (10) (\$434), Meter Stops (100) (\$4,687) & Tees (2) (\$321)	16,656.49
46	Simmons, Mallorie	Refund of Deposit/New Development/WC Restriction-Novato	1,000.00
47	Soiland	Asphalt Recycling (6 tons)	64.70
48	Thatcher of California	Ferric Chloride (10 tons) (STP)	7,268.54
49	Thermo Fisher Scientific	8-Hole Heater Kit (Lab)	832.47
50	TPx Communications	September Telephone Charges	628.35
51	Tregner, Jessica	Overpayment on Job - Upsize Application for 1 x 1 (707 Cherry Street)	380.00
52	United Parcel Service	Delivery Services: Sent Tank Transmitter for Repair	21.53
53	Univar	Caustic Soda (13 D.T.) (\$5,199) & Sodium Hypochlorite (200 gal) (STP) (\$465)	5,663.65

Seq	Payable To	For	Amount
54	Verizon Wireless	SCADA (\$141) & AMI Collectors (\$650) & CIMIS Station	805.92
55	Watkins, Jeff	Exp Reimb: Safety Boots	200.00
		TOTAL DISBURSEMENTS	<u>\$203,857.36</u>

The foregoing payroll and accounts payable vouchers totaling \$203,857.36 are hereby approved and authorized for payment.

	09/15/2020
Auditor-Controller	Date
	9/15/2020
General Manager	Date

DISBURSEMENTS - DATED SEPTEMBER 24, 2020

Date Prepared 9/22/20

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 9/15/20	\$150,583.74
90315*	Internal Revenue Service	Federal & FICA Taxes PPE 9/15/20	66,354.53
90316*	State of California	State Taxes & SDI PPE 9/15/20	14,330.00
90317*	CalPERS	Pension Contribution PPE 9/15/20	39,146.85
EFT*	US Bank	August Bank Analysis Charge (Lockbox \$912 & Other \$367, Less Interest \$99)	1,179.26
90318*	CalPERs	October Health Insurance Premium (Employer \$47,710, Retirees \$12,194 & Employee Contribution \$10,610)	70,514.22
1	Allied Mechanical	Maintenance on HVAC System	859.02
2	Amazon/Genuine-Hardware	Webcams (3) (\$388), LED Emergency Lights for Fleet (\$174), Digital Oral Thermometers (20) (\$144), Safety Masks (120) (\$405), Snatch Block w/ Shackle (\$196), Office Supplies (\$118) & Misc. Maint. Supplies (\$327)	1,752.98
3	American Family Life Insurance	September AFLAC Employee Paid Benefit	3,027.83
4	Arrow Benefits Group	Sept Dental Admin Fee	226.00
5	AT&T	Leased Lines	66.06
6	Bank of Marin	Bank of Main Loan Principal & Interest (Pymt 107 of 240) Aqueduct Energy Efficiency Project	46,066.67
7	Chemscan	Reagents for Chem Scan Manganese Analyzer (STP)	781.98
8	Clipper Direct	Oct Commuter Benefit Program	232.00
9	Coast Counties Peterbilt	Service Parts ('09 Peterbilt Crew)	186.18
10	Comcast	September Internet Connection	144.92

Seq	Payable To	For	Amount
11	Core Utilities	August IT Support (\$6,000), SCADA (\$400), Utility Billing Support-N360 Upgrade & Consumer Services Supervisor Training (\$1,650), Website Maintenance (\$75) & Server Upgrade (\$3,550)	11,675.00
12	Diesel Direct West	Diesel (200 gal) (\$628) & Gasoline (504 gal) (\$1,521)	2,149.36
13	Environmental Science Assoc	Prog Pymt#2: NMWD San Mateo Tank Permitting Assistance (Balance Remaining on Contract \$36,752)	7,099.50
14	Fire Hose Direct	Hose & Fittings for Hale Water Pump	1,005.40
15	Fishman Supply	Safety Glasses (500)	37.70
16	Fisher Scientific	Reagents (STP)	167.53
17	GHD	Prog Pymt#12: O.M. Treatment & Storage Pond Rehab Design (Balance Remaining on Contract \$28,811)	8,418.00
18	Grainger	Diamond Saw Blades (2) (\$195), Test Plug (\$90), Thread Sealant (15) (\$244) & Misc. Maint & Op Supplies (\$89)	617.69
19	HERC Rentals	Generator Rentals to Power Pump Stations During Power Outages (4 weeks) (\$9,949), Fuel Tank Rental (4 Weeks) (\$611) & Backhoe Rental (2 Weeks) (\$1,999)	12,558.51
20	InfoSend	April & August Processing Fee for Water Bills (\$2,708), Postage (\$7,098) & April & August Month Support Fees (\$1,715)	11,520.72
21	Ixom Watercare	Replacement Solar Bee Battery	1,064.99
22	Kiosk Creative	Prog Pymt#7: Implement District Directed Communication Actions (\$2,275) & Prog Pymt#8: Implement District Directed Communication Actions (Balance Remaining on Contract \$42,115) (\$1,225)	3,500.00
23		Vision Reimbursement	150.50
24	Lincoln Life	Deferred Compensation PPE 9/15/20	8,368.79

Seq	Payable To	For	Amount
25	McLellan, WK	Misc Paving	5,545.61
26	Murphy, John J	Refund Overpayment on Closed Account	128.72
27	Murphy, Michael	Refund Overpayment on Open Account	1,063.86
28	Mutual of Omaha	Oct Group Life Insurance Premium	977.65
29	Nationwide Retirement Solution	Deferred Compensation PPE 9/15/20	920.00
30	NMWD Employee Association	NMWD Employee Assoc Dues 7/15/20-9/15/20	1,175.00
31	Novato Sanitary District	June Rate Adjusted	1,477.48
32	Office Depot	Copy Paper (70 Reams) (\$304) & Pens (12) Less Credit for Binders	269.87
33	Pace Supply	PVC Pipe (280') (\$1,148), Magnet Valve Cover Lifter (\$340) & Thread Seal Tape (10) (Less Credit of \$678 Received for Returned Part)	861.67
34	Peterson Trucks	Service Parts ('02 Int'l Dump Truck)	830.39
35	Pini Hardware	Miscellaneous Maintenance Parts & Supplies	874.26
36	Point Reyes Prop Mgmt Assn	September HOA Fee (25 Giacomini Rd)	75.05
37	PumpMan Norcal	Pump (\$2,505), Motor (\$1,748) & Flange (\$1,140) for PRE#2	5,394.27
38	Quadient	Oct Postal Meter Rental	143.06
39	Scott Technology Group	Maintenance on Engineering Copier (9/21- 10/20/20)	166.51
40	Soiland	Asphalt Recycling (6 tons)	55.50
41	Sonoma County Water Agency	August Contract Water	642,037.27
42	SPG Solar	August Energy Delivered Under Solar Services Agreement	13,756.95
43	SRT Consultants	Prog Pymt#10: Consulting Services to Complete Stafford Lake Sanitary Survey (Balance Remaining on Contract \$22,157)	335.00
44	Syar Industries	Asphalt (5 tons)	858.08
45	Tamagno Green Products	Sludge Removal @ STP (14 yds)	6,125.00

Seq	Payable To	For	Amount
46	Thatcher of California	Ferric Chloride (9 tons)	7,075.85
47	Township Building Services	August Janitorial Services	2,035.48
48	Veolia Water Technologies	Hydrocyclone Replacement Parts (STP)	2,455.31
49	VWR International	Refrigerated Gel Packs (2), Rack (\$141) & Standard (Lab)	216.80
50	White & Prescott	Prog Pymt#16: Klatte Water Line Easement (WLE) (\$450), (Balance Remaining on Contract \$21,020) Prog Pymt#17: Sonoma County Water Agency WLE (\$540) (Balance Remaining on Contract \$15,266) Prog Pymt#18: Silveira Anode WLE (\$720) (Balance Remaining on Contract \$13,550) Prog Pymt#19: Corda Anode WLE (\$540) (Balance Remaining on Contract \$13,010) & Prog Pymt#20: AEEP Easement Support - B2 Reach A (\$1,890) (Balance Remaining on Contract \$11,120)	
			4,140.00
		TOTAL DISBURSEMENTS	<u>\$1,162,780.57</u>

The foregoing payroll and accounts payable vouchers totaling \$1,162,780.57 are hereby approved and authorized for payment.

	<u>09/22/2020</u>
Auditor-Controller	Date
	<u>09/22/2020</u>
General Manager	Date

DISBURSEMENTS - DATED OCTOBER 1, 2020

Date Prepared 9/29/20

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
*58164	Reed Trailer Sales	New Flat Bed Trailer to Haul Construction Equipment	\$9,351.77
1	ACI Payments	Return Payment-Not an NMWD Customer	1,307.44
2	Agilent Technologies	Mineral Samples (Lab)	79.69
3	Alpha Analytical Labs	Lab Testing	1,800.00
4	Automation Direct	Programmable Logic Controller Parts (3)	138.88
5	Bay Alarm	Quarterly Fire Alarm Monitoring Fee (STP) (10/1/20-1/1/21)	338.19
6	Bold & Polisner	August Legal Fees - General (\$1,373) & Potter Valley Project-FERC (\$788)	2,160.00
7	Boucher Law	Labor & Employment Law Matters	525.00
8	Dana, Paul	Refund Excess Advance for Engineering Over Actual Job Cost-Park-A-Pup Novato	23,300.73
9	Elmorshidi, Walaa	Refund Excess Advance for Engineering Over Actual Job Cost-Ghany Live/Work Residence	3,246.40
10	GHD	Prog Pymt#26: Water Tank PRE 4A Replacement (Balance Remaining on Contract \$15,712)	951.25
11	Goldin, Michael & Oropallo, Deborah	Refund Excess Advance for Engineering Over Actual Job Cost-1758 Indian Valley Rd-Hydrant	13,744.34
12	Grainger	Plumbing Supplies (STP) (\$477), Windsocks (2) (\$222), HVAC Filters (24) (Front Office) (\$244), Hitch Locks for Generators (2) (\$120), Jumper Cables & Lock Bolts for Fleet (\$289), Switches & Splices for Pump Station Controls (\$395), Diesel Pump for Transfer Tank (\$237) & Miscellaneous Maintenance Parts & Supplies (\$422)	2,406.96
13	Hopkins Technical Products	Gasket	5.46

Seq	Payable To	For	Amount
14	Jung, Michael	Novato "Washer Rebate" Program	50.00
15	KP Promotions	Annual Uniform Order	6,316.97
16	MacArthur	Aquatapoxy (30)	274.48
17	Novato Chamber	Leadership Class (Ladd)	1,200.00
18	Novato Sanitary District	Electric Costs for Operation of Deer Island Recycled Water Facility (Aug-Sept 2019)	1,950.00
19	O'Reilly Auto Parts	Headlamps (4)	103.60
20	Pace Supply	Release Valves (4) (\$659), Corp Stops (26) (\$1,264), Elbows (6), Bushings (10), Flanges (10) (\$247), Nipples (55) (\$96) & Couplings (32) (\$2,466) & Hydrant Cap (Less Credit of \$1,244 Received for Returned Parts)	3,588.06
21	Pape Machinery	Wheel (\$472) (JD Skip Loader)	482.26
22	Peterson Trucks	Fan (\$554), Belt & Thermostat	705.00
23	Point Reyes Light	Legal Notice: Salinity Intrusion Into Pt. Reyes Well Supply (9/10/20)	102.00
24	Professional Investors	Refund Excess Advance for Engineering Over Actual Job Cost-Professional Investors 27, LLC- 1500 Grant Ave	66.83
25	Soule, Anthony	Novato "Toilet Rebate" Program	100.00
26	USA BlueBook	Air Filters (4) & Sulfuric Acid (\$63)	118.17
27	US Bank	July & August Safekeeping Treasury Securities	180.50
		TOTAL DISBURSEMENTS	<u>\$74,593.98</u>

The foregoing payroll and accounts payable vouchers totaling \$74,593.98 are hereby approved and authorized for payment.

Julie Blue
Auditor-Controller

09/28/2020

Date

[Signature]
General Manager

09/28/2020
Date

Notice:

Salinity intrusion into the Point Reyes well supply serving the West Marin communities of Point Reyes, Olema, Inverness Park, and Paradise Ranch Estates has occurred and has caused sodium levels to increase from background levels of 15-30 milligrams per Liter (mg/L). While there is no direct health concern from the salt for most people at this concentration, it does affect the taste. Customers that are on sodium restricted diets should consult their physicians to see if the additional sodium is a concern for them. The table below lists the most recent concentrations for sodium in the West Marin water supply:

Date	Sodium	Chloride	Units
8/4/20	146	436	mg/L
8/11/20	188	524	mg/L
8/18/20	139	450	mg/L
8/25/20	160	532	mg/L
9/1/20	172	496	mg/L

*milligrams per liter

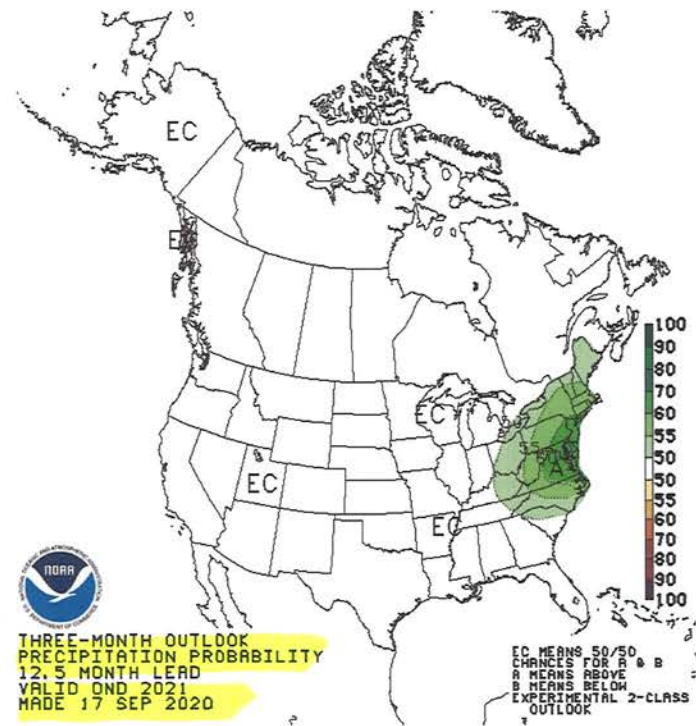
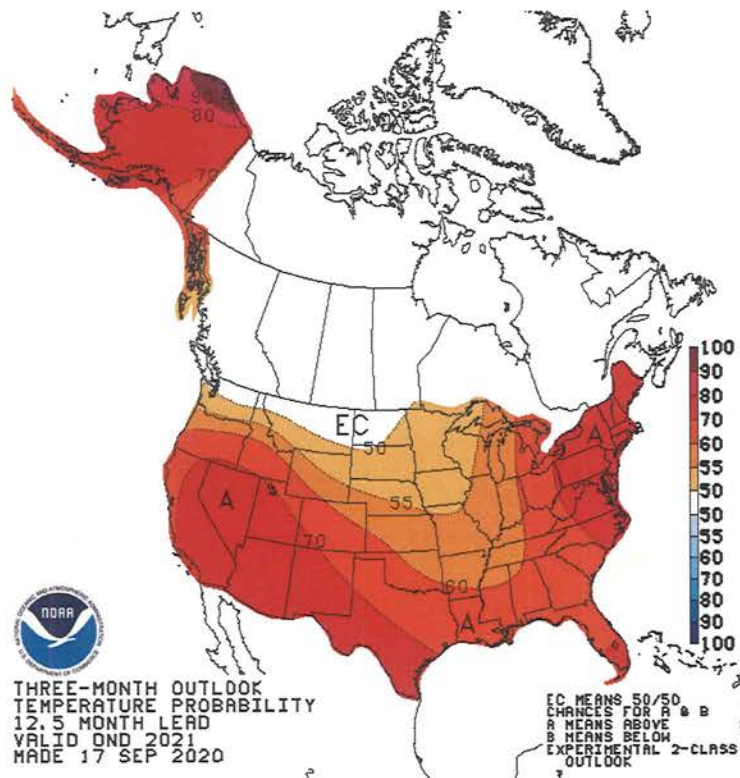
Three-Month Outlooks

Revised OFFICIAL Forecasts

September 2020

Precipitation Probability
(Oct-Nov-Dec_2020)

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



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

Planners work to mitigate outages

WILDFIRE SEASON

County, PG& E aim for reduced shutoffs in fall

Marin Independent Journal

By Richard Halstead

rhalstead@marinij.com

Pacific Gas & Electric Co. says it has taken steps to avoid power shutdowns in Marin County this fire season, but the county has invested hundreds of thousands for backup power regardless.

The utility aims to reduce the number of meters affected by mandatory shutdowns by a third compared to last year, PG& E spokeswoman Deanna Contreras said Friday.

Contreras said the investor-owned utility has installed 600 “sectionalizers,” including at least 42 in Marin. They are devices that can limit the size of outages by breaking the power grid into smaller pieces and allowing remote control of power lines.

The utility is also prepared to use 60 of its substations as microgrids in case of a power shutdown by connecting them to portable generators, Contreras said. Eight of those generators will be located in Marin: two in San Rafael and one in Sausalito, Bolinas, Corte Madera, Inverness, Mill Valley and Novato.

“What we don’t know is how much power each one will provide or who the beneficiaries of that power would be,” said Assistant County Administrator Dan Eilerman, who will report on emergency preparedness plans to county supervisors on Tuesday.

Eilerman said the utility’s temporary power generation would at least mitigate the effects of the shutoffs.

“Otherwise, it would be like what we experienced last fall when the entire county was without power for three days,” he said.

Eilerman said the county worked with PG& E to ensure that Marin City would be one of the communities with access to a substation microgrid. He said that since Marin City lacked a good substation location, PG& E agreed to lease a parking lot in the Marin Gateway Shopping Center where it could locate a generator.

Eilerman said Marin City residents are particularly vulnerable to a power shutdown since there is a paucity of grocery stores there and many residents lack access to transportation.

During the three-day shutdown in 2019, the county provided shelter at the Marin Center in San Rafael to more than 600 evacuees from the Kincadee wildfire in Sonoma County.

It took county public works employees 88 hours to hardwire portable generators into the electrical systems needed to power the Marin Center, which includes the Exhibit Hall and the Marin Veterans' Memorial Auditorium.

Eilerman said during the coronavirus emergency, the county had been using the Exhibit Hall as an alternate care site in case Marin hospitals were overwhelmed with virus-stricken patients.

"We just converted it to a potential shelter site given the Woodward fire," he said, "and we moved the alternative care site to the Memorial Auditorium."

Eilerman said no evacuees from the Woodward fire were housed at the Exhibit Hall because of concerns about virus transmission. The state is providing funding for hotels instead.

Eilerman said it is possible nevertheless that the Exhibit Hall will at some point have to be used as an emergency shelter.

"We would just have to house fewer people there if it was needed," Eilerman said.

Dorren Hill, manager of Marin County's capital projects division, said manual transfer switches have been installed at both the Exhibit Hall and the Veterans Memorial Auditorium to make it easier to connect portable generators at the sites.

"Purchase of a generator for the Exhibit Hall is in progress," Hill said. "We anticipate delivery in two months at a cost of \$145,000. Currently we are using a rental generator at a cost of \$5,000 per month."

Hill said PG&E is providing a generator for use at the Veterans Memorial Auditorium at no cost to the county.

In June, supervisors approved another \$1.3 million to complete the needed work at Marin Center and install a transfer switch and a 500-kilowatt generator at the county's health campus on Kerner Boulevard in San Rafael.

The health campus houses a number of critical county services, including adult protective services, communicable disease prevention and control, CalWORKS, Cal-Fresh-SNAP, public health laboratory services, child health disability prevention and children and family emergency response.

However, Hill said the work at the health campus isn't expected to begin before March.

Eilerman said, "We managed last fall when we had the entire county down for three days. We'll just have to manage again."



Disabled traffic lights line Fourth Street in downtown San Rafael during a broad PG& E power shutdown last October.

ALAN DEP — MARIN INDEPENDENT JOURNAL

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Monday, 09/14/2020 Page .A01

POINT REYES LIGHT

Woodward Fire boxed in and under control



David Briggs

Firefighters are performing backburns along Limantour Road to clean up the understory, so the fire won't spread to the canopy of dry moss and branches above. Almost half of the Woodward Fire's acreage is a result of these preventive ignitions.

By Braden Cartwright
09/09/2020

Anxiety has turned to cautious optimism as containment approaches 100 percent on the Woodward Fire this week. Lower humidity and temperatures approaching triple digits over the holiday weekend tested the 4,900-acre blaze, which stayed within the box that firefighters have built around it.

An evacuation order was lifted on 90 homes, and all evacuation warnings were rolled back. The fire, which has burned thick wilderness in the Point Reyes National Seashore for over three weeks, has not ventured into populated areas,

instead burning mixed forest and coastal scrub around campgrounds and trails.

“As most of the public saw, lots of smoke, lots of activity, but it was all very good, a very positive fire,” said Tim Howell, operations chief for the Great Basin Incident Management Team. “It was backing up into itself and cleaning up the unburnt areas. It posed no threat whatsoever of escape.”

The type-one Northern Rockies Incident Management Team that oversaw the fire fight for two weeks has packed up, replaced by the smaller type-three team from the Great Basin. The new team is moving its basecamp from the former San Geronimo Golf Course back to the park headquarters in Bear Valley, to be closer to the fire. Around 150 personnel are committed to the blaze, down from a peak of 585 personnel on Aug. 31.

The seashore remains closed, though the National Park Service is having internal conversations about reopening some areas soon.

In the fire’s first days, Marin County Fire responded, but crews were overmatched by the remote and rapidly growing wildfire, so the park service requested a federal team to lead the fight. A large squad from Montana descended on West Marin, establishing a sprawling basecamp of tents and trailers on the former golf course.

On arrival, operations chiefs identified a box within which the fire could be contained, delineated by a ridge on the north, a road on the east, a wide trail on the south, and the beach on the west. The fire spread never crossed these lines, which were widened by dozers and protected by hoses and water drops. Containment steadily grew as crews extinguished flare-ups and performed backburns along the perimeter.

The Northern Rockies team became local celebrities, as hundreds of residents tuned into their daily briefings, led by operations chief Brandon Cichowski, a forestry technician from Idaho. His long, red beard and calm, methodical disposition enamored viewers who watched him describe the fire’s activity at each edge and how his team planned to attack it. The briefings were the same given to Marin County Fire chief Jason Weber, who said the federal team set a new bar for transparency.

Each evening, scores of residents have gathered along the road in Olema and the San Geronimo Valley to hold signs of gratitude and wave at the firefighters as they return from their shifts. A small crowd gathered in front of the Lagunitas School on Friday donning red-orange outfits and costume beards to celebrate Mr. Cichowski. Duncan Sylvester, a stilt walker from Woodacre, brought out his phoenix regalia and danced around, 10 feet in the air.

“It’s the most fun we’ve had since Covid hit,” said Carol Fagan, who organized the display to show appreciation through humor and theatrics. “And Brandon, we were just in awe of his expertise and his calmness, and his beard.”

Incident management teams are formed by multiple agencies in a region at the beginning of each calendar year and then are requested at fires as needed for two or three weeks at a time. Members come from all different locations and positions, and they are assigned to roles that match what they do at home.

Team members at this fire have traveled from as far as the East Coast, and they sleep in tents, on cots, in cars and occasionally at hotels.

“You miss your wife, you miss your kids, but on the other side, you are helping out a community in need, which is what we all signed up for: protecting lives and property,” Great Basin logistics chief Scott Schuster said.

Typically, tents are grouped together, and firefighters gather each morning for a large briefing. But Covid-19 has compelled crews to spread out, and workers are signing in on their phones rather than on paper.

The Northern Rockies team was successful in controlling the fire, so they left the state on Sunday after spending the weekend bringing the Great Basin team up to speed. The Northern Rockies has over 50 members and all kinds of specialists: fire behavior analysts, air support supervisors, geographic information system specialists and unit leaders supporting food, computers and communications.

The Great Basin team is smaller, with just 16 people on the roster, so the park service is bringing in employees to help out. But since the country is at its most critical level of preparedness, resources are slim.

“For the most part, we are going to be holding this fire with what we’ve got,” incident commander trainee Gabe Cortelyou said.

Fortunately, the heat wave has passed, and the marine layer is back to its stubborn ways. On Monday, temperatures on top of the Inverness Ridge tarried in the mid-90s, and the fire burned hot. Thin columns of smoke wafted on the east side of the ridge above Limantour Road, and crews patrolled through the night to ensure the fire didn’t cross over.

On Tuesday, smoke in the atmosphere cast an eerie, orange shadow across the region, as distant fires to the north blocked the sun. The orange hue darkened on Wednesday, creating a mood of doom.

In the coming days, the marine layer is forecasted to coat the forest with fog and drizzle, calming the fire and eroding for only a few hours in the afternoon.

With evacuation orders lifted for three roads in Bear Valley, residents are returning home to hazy skies. Julie and Jim Monson, who live on Fox Drive, returned on Friday after staying with their son in San Francisco.

“I wanted it to feel kind of triumphant and that we could celebrate, but it was so smoky, and we were so close to the fire, it was actually unnerving,” Ms. Monson said.

Since their return, the smoke has dissipated somewhat and containment increased, so they are looking forward to restoring some normalcy.

The smoke impacting West Marin is not only from the Woodward Fire. Larger fires are burning further north and sending their smoke south. Chief Weber said that Marin residents can expect smoke in the air for months, until a few inches of rainfall ends the fire season.

Wildfires have already burned more than 2 million acres in California—2 percent of the state’s land—the most recorded in a single year.

San Lorenzo Valley Water District rebuilds after ‘most expensive disaster in history’

Most customers OK'd to drink water following contamination fears, though some remain without access

Santa Cruz Sentinel

y [NICHOLAS IBARRA](#) | nibarra@santacruzsentinel.com | Santa Cruz Sentinel

PUBLISHED: September 9, 2020 at 4:34 p.m. | UPDATED: September 9, 2020 at 4:34 p.m.



Boulder Creek residents gather to watch a helicopter lift off with a load of large pipes as the San Lorenzo Valley Water District works to repair fire-damaged infrastructure in remote locations. (Shmuel Thaler – Santa Cruz Sentinel)

BOULDER CREEK — Emergency repairs are underway after a historic fire in the Santa Cruz Mountains wreaked havoc on the San Lorenzo Valley's water infrastructure.

The CZU August Lightning Complex fire caused an estimated \$11 million in damage to pipes, meters, mains, tanks and other San Lorenzo Valley Water District infrastructure and equipment, according to District Manager Rick Rogers.

"This will be our most expensive disaster in history," Rogers said.

Serving about 7,900 customers, the water district spans the towns of Boulder Creek, Ben Lomond and Felton and extends into outlying areas of the San Lorenzo Valley.

Its entire service area was evacuated due to the CZU August Lightning Complex. Most of those thousands of residents have since been repopulated.

On Wednesday, a do-not-drink order prompted by fear of fire-related contamination remained in effect for 510 district customers in several neighborhoods, including Brookdale and parts of Boulder Creek.



Boulder Creek resident Robert Serna gets water for his home from a faucet outside the San Lorenzo Valley Water District office. (Shmuel Thaler – Santa Cruz Sentinel)

Hundreds of customers remained without access to water altogether. District officials hoped to restore their access by Saturday, though Rogers warned that some of those repairs could carry into the following week.

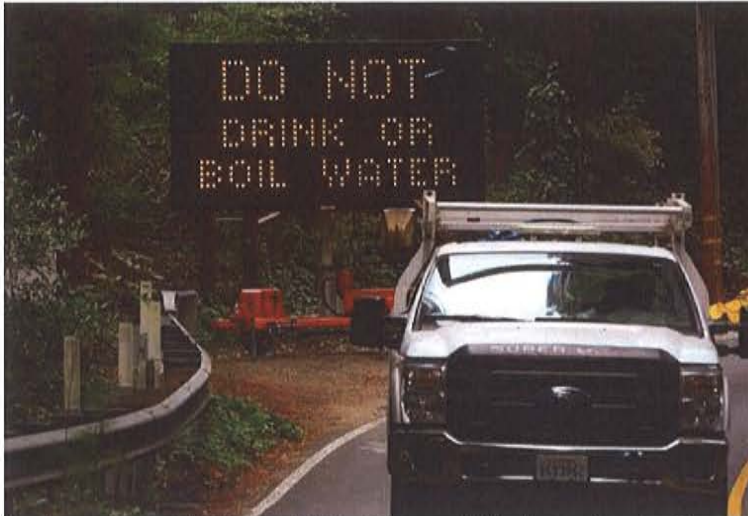
Despite extensive damage, testing so far suggests worst case scenarios of contamination caused by depressurized water mainlines appear unfounded.

Most of the 3,197 customers told not to drink or boil their water via an Aug. 29 alert received the all-clear Monday.

Rogers credited early action to isolate damaged areas of the system and shut down the district's water treatment plan with helping to minimize risk. "We were prepared as the fire came into our service area," he said.

The district announced Wednesday, however, that benzene contamination was found in a sample collected from Creek Drive in the Riverside Grove neighborhood of Boulder Creek at more than twice the acceptable level. Other volatile organic compounds found in a separate sample collected outside Boulder Creek were detected at levels considered acceptable under state standards.

The Riverside Grove neighborhood remained under a do-not-drink order, and the water district said Wednesday it was working to develop a flushing and sampling plan for the affected area.



A sign along Highway 236. (Shmuel Thaler – Santa Cruz Sentinel)

Across the water district, flames destroyed about 7.5 miles of pipe. A Cal Fire helicopter captured attention in Boulder Creek as it carried segments of replacement pipe to hard-to-reach areas Tuesday.

Fire also destroyed hundreds of water meters along with number of tanks and water mains — in one case leading to the drainage of more than 4.5 million gallons of stored water.

The CZU fire stood at 86,509 acres burned with containment at 83% as of Wednesday afternoon. Its flames destroyed 1,490 structures, the majority homes in Santa Cruz County, and killed at least one person.

For a map and detailed list of areas remaining under an unsafe water alert, see slvwd.com.

Water district customers without safe water access can refill or pick up cases of water at the district Operations Building, 13057 Highway 9, in Boulder Creek. Those unable to pick up water may be eligible for delivery, and are asked to email customerservice@slvwd.com or call 831-338-2153.

Next major wildfire could threaten our water supply

Marin Voice

Marin Independent Journal

By Kimery Wiltshire

The 2020 West Coast wildfire season has already caused such a large loss of human life with so many communities flattened, thousands of homes gone, millions of acres burned and wildlife habitat incinerated.

With it, the water supply for hundreds of thousands of people is now at risk.

We all know that Marin County is overdue for a major wildfire. A number of smart steps are being taken to mitigate that risk. What we're not paying close attention to is what a catastrophic wildfire could do to our water supply.

Seven reservoirs — five on the slopes of Mount Tamalpais and two near Nicasio — account for 75% of our supply.

We're all familiar with the horrific recent wildfires across Sonoma County and in Santa Rosa in particular. Following those 2017 wildfires, the water agency is now dealing with a benzene problem. Benzene is the main component commonly used in HDPE plastic water pipes. It is a chemical that can cause anemia, immune system issues and leukemia.

When pipes burn, the chemical is released. The first instance of fire-related benzene contamination of a public water system in California happened in Santa Rosa. The cost of repairs was \$8 million.

In 2018, the town of Paradise was nearly obliterated by the Camp fire. In addition to killing 85 people and destroying 90% of the town's structures, it inflicted substantial damage to the area's drinking water system. The current estimate to replace it is \$53 million.

Another cautionary tale came just last month: The San Lorenzo Valley Water District in Santa Cruz County lost more than seven miles of an HDPE plastic water supply pipeline in the CZU Lightning Complex Fire. The list of other infrastructure damage includes booster pumps, transmission mains, tanks, intakes, water meters and sampling stations. The preliminary estimate for repairs is \$10 million. This water district has 7,000 customers.

What are we at risk for in Marin? For the most part, our reservoirs are surrounded by dry trees and brush. When big rain storms hit a heavily burned area, there's almost always a huge surge of ash and debris that heads down the watershed. That surge can easily overwhelm water treatment plants and blow out river banks, with severe consequences to water quality.

To date, Denver has spent \$28 million over the last 10 years to remove sediment from one reservoir near a 2002 wildfire. More than 80% of the water that Denver uses to supply

1.5 million people flows through that reservoir.

Like so many western communities, places like Albuquerque, Phoenix, Santa Barbara and Colorado Springs can tell similar stories. They all spent millions of dollars after wildfires to repair their water supply and infrastructure.

This could easily happen in Marin. The last time Mt. Tam had a major wildfire was in 1929. In 1930, Marin's population was 41,648. Today it's more than 258,000. That's not just more roads and houses, it's higher water supply needs.

As with many other utilities, the Marin Municipal Water District is updating their treatment plants. It is unclear, from a technology and science perspective, whether our community treatment plant could handle sediment runoff from a big rainstorm post a catastrophic, climate-driven wildfire. MMWD, like most water utilities, uses HDPE pipes.

Over 3.1 million acres have already burned this year in California. The Creek Fire is still roaring through the San Joaquin River watershed — critical water for Fresno and farmlands. We don't yet know what the impact of the North Complex wildfire (270,000 acres and counting) will have on the Feather River and the Oroville Dam.

There are so many actions we can take to make Marin's lands more resilient and our water supply more secure. Smart western communities are already investing in their public land watersheds with science-based forest thinning, evidence-based prescribed burning and, yes, the reintroduction of beavers.

Unlike many other western communities struggling to find funding for this work, Marin is a wealthy county. We can do this. Let's get smarter right now. *Kimery Wiltshire, of Sausalito, is the president of Carpe Diem West, a Marin-based nonprofit connected to water leaders and scientists in the American West.*

There are so many actions we can take to make Marin's lands more resilient and our water supply more secure.

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Novato water rates set to rise

NORTH MARIN WATER DISTRICT

Marin Independent Journal

By Will Houston

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Novato area residents will see changes to their water bills starting in October.

Earlier this year, the North Marin Water District approved a water rate hike and restructuring plan for its Novato customers, but it delayed the start until October rather than July 1 because of the coronavirus pandemic's impact on the economy.

"While the overall revenue increase is 6%, individual bills will vary," Drew McIntyre, the district's general manager, wrote in an email. "The typical residential customer (56% of all accounts) will pay about \$4 more per month as a result of the approved changes."

More than 19,000 residential accounts and 1,200 business accounts will be affected by the rate changes. The rate changes do not affect the district's West Marin accounts, though the district plans to consider a rate hike for those customers before July.

The rate increase and restructuring in October will boost the district's revenues by 6%, but how it will affect customers' bills is more complicated. The district encourages customers to visit its cost calculator website at nmwd.com to determine how the rate changes will affect them. Overall, the district will be lowering the threshold for how much water a customer can use before being bumped into a higher rate tier.

Under the new structure, the tier 1 threshold would drop to 262 gallons per day with a new rate of \$5.50 per thousand gallons. Tier 2 would range from 262 to 720 gallons per day at a rate of \$6.23. Tier 3, above 720 gallons per day, would be \$7.67.

A rate study completed earlier this year said the new structure better reflects the source and costs of the water being delivered as required under Proposition 218.



North Marin Water District engineer Carmela Chandrasekera examines a tank in Novato in February. The district says it needs higher rates to double its investment in maintenance, cover rising staff costs and pay for \$27.8million in upgrades and other projects.

SHERRY LAVARS — MARIN INDEPENDENT JOURNAL

Earlier this year, the board adopted several policy changes in an attempt to address the pandemic's financial impacts on customers. A new low-income discount program that took effect in July reduces bimonthly water bills by \$15 for qualifying single-family households.

The district also extended a moratorium on water shutoffs due to non-payment by three months past whenever the state moratorium ends; extended repayment plans from a maximum of 12 months to 24 months; and extended a forbearance on late fees by 180 days.

This rate increase is the first of five rate hikes the district plans to adopt over a five-year period. The rate hikes are meant to double the district's investment in maintaining its infrastructure

from \$3 million to \$6 million per year and pay for \$27.8 million in projects ranging from facility upgrades such as its water quality testing laboratory to repairs of aging equipment. District staff say the rising rates are also meant to keep pace with rising employee costs, operations and a 6.8% rate increase in July from Sonoma Water, which is NMWD's main water supplier.

Without the rate increases, the district would face depleting its \$10 million reserve fund by 2024, according to a district rate study.

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City seeks revenue in sale of city-owned properties

NOVATO

Marin Independent Journal

By Will Houston

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Novato is set to begin negotiations to sell four city properties including a historical building in the Hamilton area.

The city is aiming to sell two small, vacant properties at 790 Olive Ave. and 790 Orange Ave. that Blunk described as being right-of-way remnants from Caltrans' realignment of Highway 101 in the 1970s.

Another property is the former Novato Human Needs Center site at 1523 S. Novato Blvd., which the city acquired for a now-defunct project to extend Hill Road.

Selling unused city-owned properties was one of several options the City Council favored earlier this year to generate more revenue. While the properties will still need to be formally appraised, city Public Works Director Chris Blunk said an early estimate shows the sales could provide close to \$8.2 million.

The fourth and largest property is the 10-acre Hamilton Bachelor Officers' Quarters, Officers' Club, gymnasium and nearby parking lot.

Councilwoman Amy Peele said she is "guardedly optimistic" that the Novato Boulevard property could be put to use.

"It's certainly been an eyesore on Novato Boulevard for a very, very long time," Peele said.

A recent state law adds new steps to the process. The law, AB 1486 signed in 2019, would require the city to prioritize negotiations with buyers who plan to build housing, school facilities, parks or open space before placing its surplus property on the open market.

Under the law, the city must first notify the state Housing and Community Development Department of any surplus properties it intends to sell, which will then be listed by the department. Potential buyers then have 60 days thereafter to file their intent to purchase the property. The city must then undergo at least 90 days of "good faith negotiations" to reach a potential sales agreement.

"The city is not obligated to sell these properties to the interested parties by these laws," Blunk told the council.



The Bachelor Officers Quarters building on the former Hamilton Air Force Base grounds in Novato — the building is on one of four properties that the city is planning to sell.

ALAN DEP — MARIN INDEPENDENT JOURNAL

If no agreement is reached, the city can then list the property on the open market.

There are exemptions to this law, which Blunk says would likely apply to the Orange and Olive Avenue properties. The city intends to hold exclusive negotiations with the two adjacent property owners who have expressed interest in purchasing them in the past, Blunk said. Selling the properties to adjacent landowners would allow the city to exempt the properties from AB 1486, he said.

The Novato Boulevard property has several complications that would need to be addressed before it can be sold, Blunk said. The property has four separate parcels, includes a pedestrian path and part of the Arroyo Avichi Creek channel. To avoid multiple buyers, the council directed staff to begin the process to merge the parcels into one or two parcels before attempting to sell.

“Until we have more time to work through that and be able to address things like the creek and the pedestrian path I am not comfortable making a recommendation on how to proceed with this property until after we’ve cleaned it up,” Blunk told the council.

The 10 acres of Hamilton property is potentially the most lucrative at more than \$7 million in potential value. However, there are caveats. The Bachelor Officer’s Quarters is a historic building and must be maintained under the agreement the city reached with the federal government when acquiring it. If the former gym were to be demolished, there must be an in-kind facility built to replace it, Blunk said.

The council had previously directed staff in 2018 that should the city sell the parcels, it would issue a request for proposals so potential buyers could be vetted through a public process. In order to comply with state law and the council's direction, staff intends to list the property on the Housing and Community Development site and also issue the request for proposals simultaneously, Blunk said.

In response to a question about whether any interested parties have looked into buying the Hamilton properties, City Manager Adam McGill said, "We routinely get inquiries on a variety of properties across the city but we wouldn't want to discuss in this forum specifics."

Based on past sales of the city's Hamilton property, McGill said he would expect several applicants to express interest in the property.

Mayor Pro Tem Pat Eklund raised concern that two years that have passed since the public was last notified about the potential sale of the Hamilton properties.

"Most people after two years would think, 'Well the issue is dead,'" Eklund said.

In response, Blunk said he plans to send a notice to all Hamilton residents.

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