



**NORTH MARIN WATER DISTRICT**  
**AGENDA - REGULAR MEETING**  
January 19, 2021 – 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

Password: 466521

**Call in Method:**

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

Meeting ID: 834 917 4264#

Participant ID: #

Password: 466521#

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

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

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

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

(Continued)

Est. Time	Item	Subject
6:00 p.m.	<b>CALL TO ORDER</b>	
	1.	<b>APPROVE MINUTES FROM REGULAR MEETING</b> , January 5, 2021
	2.	<b>GENERAL MANAGER'S REPORT</b>
	3.	<b>OPEN TIME: (Please observe a three-minute time limit)</b>  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.	<b>STAFF/DIRECTORS REPORTS</b>
	5.	<b>MONTHLY PROGRESS REPORT w/Customer Service Questionnaire</b>
	<div style="border: 1px solid black; padding: 5px;"> <p><b>CONSENT CALENDAR</b></p> <p>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.</p> <p>6. <b>Consent – Approve:</b> Set Special Meeting for West Marin Study Workshop – February 23, 2021</p> </div>	
	<b>ACTION CALENDAR</b>	
	7.	<b>Approve:</b> 2020 West Marin Dry Year Water Conditions Report
	8.	<b>Approve:</b> Revised Senior Engineer Job Description and Authorize Recruitment
	9.	<b>Approve:</b> Renew Declaration of Local Emergency Related to COVID-19 Pandemic
	<b>INFORMATION ITEMS</b>	
	10.	Enterprise Fleet Maintenance Program for Fleet Vehicles – Second Year Review
	11.	Green House Gas Emission Reduction Progress – Reporting Year 2019
	12.	Annual Report on Board Compensation
	13.	<b>MISCELLANEOUS</b> Disbursements – Dated January 7, 2021 Disbursements – Dated January 14, 2021 Point Reyes Light - Salinity Notice – December 24, 2020 Point Reyes Light - Salinity Notice – December 31, 2020 Point Reyes Light – Salinity Notice – January 7, 2021 8-inch Main Break Summary – School Road near School Road Pump Station
	<p><u>News Articles:</u>  Marin IJ – Editorial – Putting it on line to defend water rates  San Francisco Chronicle – Bay Area forecast: Dry conditions to persist for weeks as window to make up for arid winter starts closing  Point Reyes Light – Letters – New water alternative  NBC Bay Area – Water Bill Debt Soars During Pandemic, Prompting Fears of Future Shutoffs</p>	
	<p><u>Social Media Posts</u>  NMWD Web and Social Media Report – December 2020</p>	

<b>Est. Time</b>	<b>Item</b>	<b>Subject</b>
7:00 p.m.	14.	<b><i>ADJOURNMENT</i></b>

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(Continued)

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DRAFT  
NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
January 5, 2021

**CALL TO ORDER**

President Grossi 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 Grossi noted that due to the virtual nature of the meeting he will conduct a roll call from the Directors. A roll call was done, all were in remote attendance therefore establishing a quorum. Participating remotely were Directors Jack Baker, Rick Fraites, James Grossi, Michael Joly and Stephen Petterle.

Mr. McIntyre performed a roll call of staff, participating remotely were Drew McIntyre (General Manager), Terrie Kehoe (District Secretary), Julie Blue (Auditor-Controller), Tony Williams (Assistant General Manager/Chief Engineer), Tony Arendell (Construction/Maintenance Superintendent), Robert Clark (Operations/Maintenance Superintendent), Ryan Grisso (Water Conservation Coordinator) and Monica Juarez (Receptionist/Customer Service Assistant).

President Grossi announced for those joining the virtual meeting from the public to identify themselves. ESA consultants Jim O'Toole and Ally Sung-Jeresek were in attendance for Item No. 6. Ken Levin from the Point Reyes Village Association and Carl Nelson the District's legal counsel also participated remotely.

**MINUTES**

Director Baker had a question for Mr. McIntyre in regards to page two in the minutes in reference to the request from the Marin County Ag Commissioner for a hydrant meter. Director Baker noted some years ago staff cleaned up the records to determine who were actually utilizing them. Director Baker stated many years have passed since those hydrant meter accounts were brought to the Board and he requested that this information be made available at a future meeting. Mr. McIntyre responded that staff will do so.

On motion of Director Fraites, seconded by Director Petterle the Board approved the minutes from the December 15, 2020 meeting as presented by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

35 **GENERAL MANAGER'S REPORT**

36 West Marin Salinity Update

37 Mr. McIntyre announced that Operations staff confirmed that the Coast Guard Wells are  
38 no longer in operation except for some limited situations. He added as a result salinity continues  
39 to decrease and almost all water is coming from the Gallagher Well. Mr. McIntyre added that  
40 reporting to the Point Reyes Light will stop after we have four consecutive weeks with sodium less  
41 than 50 mg/L. He also advised the Board that Mr. Ramudo, the District's Water Quality Supervisor  
42 is working on a draft plan that he will bring to the Board that will present options for the 2021  
43 summer/fall season to provide an alternate resource of low saline drinking water for those  
44 customers with low salt dietary restrictions.

45 Water Supply Conditions

46 Mr. McIntyre reported that rainfall to date for this water year has been minimal with 2.5  
47 inches versus a historical year-to-date average rainfall of 10-inches. He stated Sonoma County  
48 Water Agency is planning to file a Temporary Urgency Change Petition on or before January 11<sup>th</sup>.  
49 Mr. McIntyre added that the Agency is working with the water contractors to push out a social  
50 media winter public awareness campaign regarding efficient water use. He noted water year  
51 conditions will be monitored monthly and updated as appropriate, adding our regions wettest  
52 months are still ahead in January, February and March.

53 West Marin Water Rate Study Update

54 Mr. McIntyre notified the Board that the first Water Rate Study Ad Hoc Committee Meeting  
55 is scheduled with staff and Directors Grossi and Joly next week on Tuesday, January 12<sup>th</sup> at 10  
56 a.m.

57 Director Grossi asked when the decision will be made to start backfeeding Stafford Lake.  
58 Mr. McIntyre replied he is in communication with MMWD and most likely it will be at the end of  
59 the month. He added that in the most recent past, MMWD paid for the backfeeding.

60 Director Joly asked what the water supply outlook was for Lake Mendocino and Lake  
61 Sonoma. He shared he received an email from a customer in our District who was asking about  
62 desalination. Director Petterle and Mr. McIntyre stated they would like to see the inquiry. Director  
63 Joly responded that the customer was very proud of the Board, stating it was a brilliant decision  
64 to go forward with recycled water as an additional source of water supply.

65 **STAFF/DIRECTORS REPORT**

66 President Grossi asked if any Directors or staff wished to bring up an item not on the  
67 agenda and the following was discussed.

68 Ms. Kehoe announced the District recently had their IT consultant perform a network  
69 update that caused some people to be unable to access emails on their iPad. Ms. Kehoe  
70 requested if anyone is having a problem to contact her directly so she can plan for our IT  
71 consultant to correct the issue.

72 Director Fraites asked if the water levels of Lake Mendocino and Lake Sonoma were  
73 available. Mr. McIntyre responded Lake Mendocino was at 45% and Lake Sonoma was at 65%.  
74 Director Fraites asked if that included the flood control capacity managed by the Army Corps of  
75 Engineers. Mr. McIntyre responded no, the reported capacity only considers the water supply  
76 pool. Director Joly noted Lake Mendocino was at 55% in December and now it is 45% and asked  
77 if this is a normal seasonal drop. Mr. McIntyre replied there is not much inflow due to the lack of  
78 rain, yet they are still releasing water into the Russian River for fish protection. He added the lake  
79 reservoir level will continue to draw down if the state does not quickly approve the Temporary  
80 Urgency Change Petition.

81 Mr. Arendell reported that on January 2<sup>nd</sup> there was a leak near School Road Pump  
82 Station. He stated an eight-inch main broke and resulted in a loss of 200,000 gallons out of Zone  
83 2 and 40,000 gallons out of Zone 1. Mr. Arendell said the leak occurred around 3:00 a.m. and  
84 seven members of staff responded. He reported it took twelve hours to repair the leak and  
85 additional time to clean up. Mr. Arendell noted the pressure on that line was 140 psi and at this  
86 time they do not know what caused the leak. Mr. McIntyre apprised the Board that Mr. Clark and  
87 Mr. Williams are working together to perform an after-action report. Director Grossi asked what  
88 the impact was on the neighbors. Mr. Arendell responded fortunately traffic was not an immediate  
89 issue due to the early morning hours and the water flowed down the road into nearby drainage  
90 basins. Director Baker requested staff give a report on the pipe and as to the cause of the break  
91 at a future Board Meeting.

## 92 **OPEN TIME**

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

## 95 **CONSENT CALENDAR**

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

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

99 NOES: None

100 ABSTAIN: None

101 ABSENT: None

**CONSULTING SERVICES AGREEMENT AMENDMENT NO. 2 – MICHAEL BAKER  
INTERNATIONAL – 2020 EMERGENCY ACTION PLAN UPDATE**

The Board approved the Consulting Services Agreement Amendment No. 3 with Michael Baker International for the 2020 Emergency Action Plan Update in the amount of \$10,200. The 2020 Stafford Dam Emergency Action Plan (EAP) has been updated and will be submitted to the California Office of Emergency Services (CalOES) for approval. This amendment will provide funds for additional work which is needed to address CalOES comments to the updated 2020 EAP.

**ACTION ITEMS**

**GALLAGHER WELL NO. 2 PROJECT CEQA ADDENDUM REQUEST AUTHORIZATION TO  
CONDUCT COURTESY CEQA 30-DAY REVIEW**

Mr. McIntyre reported that since the Initial Study/Mitigated Negative Declaration (IS/MND) was adopted for the Gallagher Wells and Pipeline Project in 2009, minor changes in the project and regulatory requirements, including the need for acquisition of a Local Coastal Permit, necessitate additional CEQA compliance in order to implement the project. He stated it is proposed the Addendum will be circulated to regulatory agencies and other interested parties as identified by Supervisor Rodoni for a 30-day courtesy comment period and the Board will be requested to consider adoption of the Addendum and project at the February 16, 2021 NMWD Board Meeting.

Mr. O'Toole stated that ESA has looked at District compliance with CEQA in the 2009 MND and is implementing a review to examine new impacts to the project by analyzing special items that have been added since the original 2009 CEQA study. Mr. O'Toole stated biological resources have reconfirmed minimal effects to fisheries in Lagunitas Creek, stream flow and capacity. Additionally, he stated in summary, no new or more severe impacts were identified when compared to the previous analysis. Mr. O'Toole noted if a previous project was considered, CEQA does not require a public review, however this is an opportunity to share the information to our regulatory agencies and stake holders and still consider comments to the Addendum and bring it back to the Board at the February 16<sup>th</sup> meeting. He added that ESA is working on a Local Coastal Permit with the County of Marin and this courtesy 30-day public review period will support this process.

Director Petterle stated ten years ago he did an addendum to a Negative Declaration while working at the County of Marin. He noted an addendum is unusual in itself as you don't see it very often. Director Petterle added, the addendum he submitted was short in length and because it had minor insignificant changes there was not a lot of background. Director Petterle stated what



has been prepared is a 150-page document and if that was sent to him he would think the changes were not insignificant. He questioned if we need to do another complete study we should do so. Mr. O'Toole replied that the scale of the documents relates to our interest to submit a complete package for review, which includes the original 2009 MND with additional analysis in relation to pump information which was included in anticipation the regulatory agencies would be interested to review the findings. He stated the amount of material does not reflect a concern for CEQA, what is important is that the material is thorough and that we convey the local Gallagher Well No. 2 location change as a minor modification.

Director Joly noted we are having dry year conditions, we have only received a quarter of our normal rainfall for this time period, additionally we have salinity intrusion. He voiced his concern that the project may get delayed and we have a short window of time to get the project done. Mr. O'Toole responded that the 30-day courtesy review gives the regulatory agencies an opportunity for them to review the project and will link up nicely when applying for a Local Coastal Plan Permit. Mr. McIntyre added that County staff have reported that the Local Coastal Plan Permit process could take 3-6 months and outreach to regulatory agencies is advised to minimize any future surprises that could delay the schedule. Mr. McIntyre referred to the question regarding adequacy of utilizing an Addendum to the 2009 MND to Carl Nelson.

Carl Nelson, the District legal counsel, responded that the information reported by staff and ESA is accurate and the guidelines are clear. The District does not need to prepare a new document if there is a minor change. He added since 2009 there have been new elements added by CEQA and ESA's analysis identified that no changes were required. There was a general discussion about the merits of courtesy 30-day CEQA circulation. At the end of this discussion it was agreed to move forward with this approach.

Mr. Levin sent a Zoom chat stating the Point Ryes Station Village Association will be writing in support of this project. He also thanked the Directors and staff. Director Grossi thanked Mr. O'Toole and Mr. Nelson for their participation in the discussion on this item.

On the motion of Director Petterle, and seconded by Director Fraites the Board authorized staff's request to initiate a 30-day courtesy review period for the Gallagher Well No. 2 Project CEQA Addendum and to schedule action on the item for the February 16, 2021 Board meeting at which time the Board will consider adoption of the Addendum to the 2009 Mitigated Negative Declaration and approval of the Gallagher Well No. 2 Project by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

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

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

Mr. McIntyre reminded the Board that staff has been operating under partial Emergency Operations Center (EOC) protocols and summarized various key measures implemented by the District's emergency management team since that time. He stated maximum workplace spacing continues and walk in services remain suspended, adding we will do what is necessary for the safety of our employees and the public.

Mr. McIntyre stated the winter surge is well underway and the District like many other agencies has seen an uptick in COVID-19 related issues. He noted while we have no reported work-related exposure issues to-date there have been some reports of non-work-related exposure. Mr. McIntyre reported the District continues to follow the quarantine and isolation guidelines developed in our COVID-19 preparedness plan. He noted the vaccine roll out comes as the current Bay Area Regional Stay At Home Order is approaching its January 8<sup>th</sup> expiration date. Mr. McIntyre added however, this expiration date will most likely be extended for at least another three weeks, because the regions Intensive Care Unit bed capacity remains well below 15%.

Mr. McIntyre stated a financial impact update will be reported at the next meeting. Director Grossi announced he had a meeting with the County Health Department and the Marin County Office of Education and they noted that there is only one county in California that has a lower rate than Marin and that is Humboldt. He added the ICU bed availability is the controlling factor.

On the motion of Director Joly, 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**

**WEST MARIN 2020 DRY YEAR WATER CONDITIONS REPORT – INITIAL REVIEW**

Mr. Grisso provided an initial review of the West Marin 2020 Dry Year Water Conditions Report. He explained NMWD is required to prepare a report detailing the dry year summer month water conditions, including flow conditions in Lagunitas Creek per the 2003 Settlement Agreement

204 with West Marin NGOs. Mr. Grisso added the report provides detailed water conservation  
205 documentation and assesses the strengths and weaknesses of the West Marin Water Shortage  
206 Contingency Plan and the Salinity Intrusion Plan. He noted the final report will be submitted to  
207 the Board for acceptance at the subsequent NMWD Board Meeting.

208 Mr. Grisso stated that water consumption has gone up in some areas and it is believed  
209 that it may have to do with a higher occupancy rate in those areas due to people staying in their  
210 second homes during the COVID-19 Shelter in Place Order. Additionally, the Woodward Fire had  
211 an effect on water use. He reported there have been major use reductions compared to 2002  
212 and this reflects customer awareness and conservation programs. Mr. Grisso also announced  
213 salinity intrusion will be further discussed in the next Emergency Operations Plan update.

214 Mr. Levin requested a copy of the report. Mr. Grisso responded he will email him the  
215 report and noted it is linked on our website and is a 180-page document. Mr. Levin also noted  
216 that in addition to second home water use, there are also many more people home during the  
217 pandemic, because they are not going over the hill to work.

218 Director Joly asked if Mr. Grisso could quantify the impact of water used due to the  
219 Woodward Fire. Mr. Grisso replied that in Section 3 of the report it shows that an estimated 1.2  
220 million gallons of unmetered water was used to fight the fire, which accounted for 11% of  
221 production for August and 3% production for September. Mr. McIntyre added that any additional  
222 comments by the public or the Board need to be submitted by January 12<sup>th</sup> in order to include  
223 them in the final report.

224 Director Joly commended Mr. Grisso for a job well done.

#### 225 **TECHNICAL ADVISORY COMMITTEE MEETING – DECEMBER 7, 2020**

226 Mr. McIntyre gave a brief summary on the Technical Advisory Committee Meeting on  
227 December 7, 2020. He announced Lynne Rosselli from SCWA will be coming to the March 16,  
228 2021 Board Meeting to review the FY 2021/22 SCWA Budget. Additionally, Mr. McIntyre noted  
229 Ms. Blue will take part in the financial subcommittee meeting on January 20<sup>th</sup>.

230 Director Joly asked if Mr. McIntyre or Ms. Blue has any insight as why SCWA FY2019/20  
231 expenditures were down \$13M below the CIP budget. Mr. McIntyre replied that SCWA has not  
232 moved as fast as they had expected on some of the larger CIP projects.

#### 233 **MISCELLANEOUS**

234 The Board received the following miscellaneous items: Disbursements – Dated December  
235 17, 2020, Disbursements – Dated December 31, 2020, Point Reyes Light - Salinity Notice –  
236 December 10, 2020, Point Reyes Light - Salinity Notice – December 17, 2020, NOAA Three-  
237 Month Outlook Temperature and Precipitation Probability and Marin County Fish and Wildlife

238 Commission.

239 The Board received the following news articles; Marin IJ – Cost for lawyers soars in rate  
240 war – MMWD; Marin IJ – Opinion- Marin towns targeted as agencies wage war on suburbs and  
241 Marin IJ – Editorial – Vaccine is a welcome sight, but we must stay vigilant.

242 Director Petterle announced that Jeff McAndrew recently passed away and requested the  
243 District send an acknowledgment to the family from staff and the Board. Director Petterle  
244 recognized Mr. McAndrew as a legacy in the community. Director Joly agreed that his loss was  
245 very sad news indeed.

246 **ADJOURNMENT**

247 President Grossi adjourned the meeting at 7:16 p.m.

248 Submitted by

249

250 Theresa Kehoe  
251 District Secretary  
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**NORTH MARIN WATER DISTRICT**  
**MONTHLY PROGRESS REPORT FOR *December 2020***  
January 19, 2021

**Item #5**

1.

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

Month	FY20/21	FY19/20	FY18/19	FY17/18	FY16/17	21 vs 20 %
July	341.7	317.7	341.1	331.0	310.3	8%
August	290.1	287.1	300.9	303.0	299.6	1%
September	225.6	280.5	255.0	292.4	302.3	-20%
October	307.8	286.0	265.6	273.7	202.8	8%
November	201.6	226.3	170.1	163.9	143.8	-11%
December	183.0	141.2	157.8	152.1	147.6	30%
FYTD Total	1,549.7	1,538.8	1,490.5	1,516.0	1,406.3	1%

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

Month	FY20/21	FY19/20	FY18/19	FY17/18	FY16/17	21 vs 20 %
July	8.2	8.9	10.2	9.5	7.9	-8%
August	9.2	8.4	9.9	8.8	7.4	10%
September	7.9	7.8	9.5	8.4	6.4	1%
October	6.7	7.5	8.3	7.9	5.2	-11%
November	5.8	6.7	7.3	5.4	4.2	-15%
December	5.1	4.8	5.7	5.1	3.7	6%
FYTD Total	42.9	44.1	50.9	45.0	34.8	-3%

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

Month	FY20/21	FY19/20	FY18/19	FY17/18	FY16/17	21 vs 20 %
July	105.8	68.2	78.6	112.6	69.9	55%
August	81.1	103.8	79.3	81.5	90.4	-22%
September	16.1	115.0	60.5	122.7	96.9	-86%
October	7.7	103.4	74.5	102.3	93.9	-93%
November	0.6	102.8	0.0	53.6	63.8	-99%
December	0.0	0.0	0.0	0.0	0.0	-
FYTD Total	211.3	493.0	292.9	472.6	415.0	-57%

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

Month	FY20/21	FY19/20	FY18/19	FY17/18	FY16/17	21 vs 20 %
July	39.0	36.5	30.2	27.7	27.1	7%
August	43.2	33.3	30.6	26.1	26.0	30%
September	29.5	29.7	33.5	25.0	23.5	-1%
October	22.8	26.6	20.1	19.1	8.3	-14%
November	10.9	10.8	12.7	2.5	1.2	1%
December	0.2	0.5	1.5	0.8	0.4	-62%
FYTD Total*	145.6	137.5	128.5	101.2	86.5	6%

\*Excludes potable water input to the RW system: FY21=9.2 MG; FY20=19.4; FY19=20.6 MG; FY18=15.8MG; FY17=1.4MG

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**2. Stafford Lake Data**

	<b>December Average</b>	<b>December 2019</b>	<b>December 2020</b>
Rainfall this month	5.27 Inches	11.13 Inches	1.88 Inches
Rainfall this FY to date	10.22 Inches	13.65 Inches	1.99 Inches
Lake elevation*	183.9 Feet	188.0 Feet	177.9 Feet
Lake storage**	635 MG	861 MG	389 MG

\* Spillway elevation is 196.0 feet

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

**Temperature (in degrees)**

	<b>Minimum</b>	<b>Maximum</b>	<b>Average</b>
December2019 (Novato)	37	74	54
December2020 (Novato)	37	80	56

### 3. Number of Services

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December 31	Novato Water			Recycled Water			West Marin Water			Oceana Marin Swr		
	FY21	FY20	Incr %	FY21	FY20	Incr %	FY21	FY20	Incr %	FY21	FY20	Incr %
Total meters installed	20,788	20,750	0.2%	99	96	3.1%	792	791	0.1%	-	-	-
Total meters active	20,569	20,546	0.1%	94	91	3.3%	784	783	0.1%	-	-	-
Active dwelling units	24,084	24,078	0.0%	-	-	-	834	833	0.1%	235	235	0.0%

### 4. Oceana Marin Monthly Status Report (December)

Description	December 2019	December 2020
Effluent Flow Volume (MG)	0.605	0.512
Irrigation Field Discharge (MG)	0	0
Treatment Pond Freeboard (ft)	9.8	5.6
Storage Pond Freeboard (ft)	6.4	8.5

### 5. Developer Projects Status Report (December)

Job No.	Project	% Complete	% This month
1.2820.00	Bahia Heights	95	2
1.2837.00	McPhails Phase 2A	99	4
1.2831.00	Landsea Homes	75	10
1.2844.00	Novato Library	25	25

### District Projects Status Report - Const. Dept. (December)

Job No.	Project	% Complete	% This month
2.6263.20	Replace PRE Tank 4A	85	15
1.7183.00	Replace Plastic 2-inch –Scown Lane	95	0
1.7123.28	PB Replacements – San Ramon, Vivian, Verissimo	95	5
1.1707.14	DCDA Replacements	100	20
1.7123.29	PB Replacements – San Joaquin, Brooke, Wilson	95	85

### Employee Hours to Date, FY 20/21

As of Pay Period Ending December30, 2020

Percent of Fiscal Year Passed = 50%

Developer Projects	Actual	Budget	% YTD Budget	District Projects	Actual	Budget	% YTD Budget
Construction	377	1,400	27%	Construction	1,754	3,460	51%
Engineering	962	1,504	64%	Engineering	1,587	2,722	58%

### 6. Safety/Liability

\\nmwserver1\administration\AC\EXCEL\Personnel\wcl\WC.XLS

Industrial Injury with Lost Time				Liability Claims Paid		
Lost Days	OH Cost of Lost Days (\$)	No. of Emp. Involved	No. of Incidents	Incurred (FYTD)	Paid (FYTD) (\$)	
FY 21 through December	23	\$10,120	3	3	1	\$6,590
FY 20 through December	7	\$3,080	1	1	0	\$0

Days since lost time accident through December 31, 2020 44 Days

\* Vehicle accident involving District vehicle and unoccupied parked vehicle during on-call event. Costs related to parked vehicle.

## 7. Energy Cost

FYE		December			Fiscal Year-to-Date thru December		
		kWh	¢/kWh	Cost/Day	kWh	¢/kWh	Cost/Day
2021	Stafford TP	16,894	28.7¢	\$156	300,710	20.6¢	\$337
	Pumping	95,767	24.0¢	\$767	907,126	25.2¢	\$1,265
	Other*	49,156	24.6¢	\$403	287,373	28.4¢	\$452
		161,817	24.7¢	\$1,326	1,495,209	22.5¢	\$2,054
2020	Stafford TP	40,912	21.1¢	\$278	501,816	18.6¢	\$552
	Pumping	79,559	22.3¢	\$555	839,931	23.4¢	\$1,185
	Other*	42,501	22.0¢	\$292	294,969	26.6¢	\$458
		162,972	21.9¢	\$1,125	1,636,716	22.5¢	\$2,195
2019	Stafford TP	32,755	19.8¢	\$217	355,788	20.1¢	\$389
	Pumping	63,293	21.3¢	\$450	663,964	20.7¢	\$741
	Other*	38,081	22.1¢	\$280	282,946	25.4¢	\$389
		134,129	21.2¢	\$947	1,302,698	21.5¢	\$1,519

\*Other includes West Marin Facilities

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## 8. Water Conservation Update

	Month of December 2020	Fiscal Year to Date	Program Total to Date
High Efficiency Toilet (HET) Rebates	13	59	4,225
Retrofit Certificates Filed	19	121	6,527
Cash for Grass Rebates Paid Out	2	7	938
Washing Machine Rebates	4	11	6,815
Water Smart Home Survey	0	0	3,899

## 9. Utility Performance Metric

SERVICE DISRUPTIONS (No. of Customers Impacted)	December 2020	December 2019	Fiscal Year to Date 2021	Fiscal Year to Date 2020
PLANNED				
Duration Between 0.5 and 4 hours		3	76	18
Duration Between 4 and 12 hours				96
Duration Greater than 12 hours				
UNPLANNED				
Duration Between 0.5 and 4 hours		1	29	51
Duration Between 4 and 12 hours			2	12
Duration Greater than 12 hours			1	
SERVICE LINES REPLACED				
Polybutylene	0	6	53	40
Copper (Replaced or Repaired)	0		4	3

# NORTH MARIN WATER DISTRICT

## Summary of Complaints & Service Orders December 2020

1/13/2021

Type	Dec-20	Dec-19	Action Taken December 2020
<b><u>Consumers' System Problem</u></b>			
Service Line Leaks	26	38	Notified Consumer
House Valve / Meter Off	4	4	Notified Consumer
Nothing Found	4	12	Notified Consumer
Low Pressure	1	2	50 PSI @ hose bib-good pressure reported. Check faucets.
High Pressure	0	4	~
Water Waster Complaints	1	0	Notified Consumer
<b>Total</b>	<b>36</b>	<b>60</b>	
<b><u>Service Repair Reports</u></b>			
Register Replacements	0	1	~
Meter Replacement	1	2	Repaired
Meter Box Alignment	0	1	Repaired
Water Off/On Due To Repairs	5	5	Notified Consumer
Misc. Field Investigation	7	9	Notified Consumer
<b>Total</b>	<b>13</b>	<b>18</b>	
<b><u>Leak NMWD Facilities</u></b>			
Service- Leak	2	5	Repaired
Services-Nothing Found	0	1	Notified Consumer
Fire Hydrant-Leak	1	3	Repaired
Fire Hydrants-Nothing Found	1	0	Notified Consumer
Fire Hydrants-Damaged	0	1	Repaired
Washer Leaks	7	1	Repaired
<b>Total</b>	<b>11</b>	<b>11</b>	
<b><u>High Bill Complaints</u></b>			
Consumer Leaks	0	2	Notified Consumer
Meter Testing	0	1	Notified Consumer
Meter Misread	3	3	Notified Consumer
Nothing Found	5	4	Notified Consumer
Excessive Irrigation	2	7	Notified Consumer
<b>Total</b>	<b>10</b>	<b>17</b>	
<b><u>Low Bill Reports</u></b>			
<b>Total</b>	<b>0</b>	<b>0</b>	
<b><u>Water Quality Complaints</u></b>			
Color	0	1	
Turbidity	1	0	
<b>Total</b>	<b>1</b>	<b>1</b>	
<b>TOTAL FOR MONTH:</b>	<b>71</b>	<b>107</b>	<b>-34%</b>

**CUSTOMER REPORTING CLOUDY WATER.  
(ATHERTON OAKS DR.)**

Lab sampled water. Neighboring main break days before. Air present when sampling but cleared up fast. Results normal for NMWD supply. Customer was notified of results.

# NORTH MARIN WATER DISTRICT

## Summary of Complaints & Service Orders December 2020

1/13/2021

Type	Dec-20	Dec-19	Action Taken December 2020
<b><u>Fiscal YTD Summary</u></b>			<b><u>Change Primarily Due To</u></b>
Consumer's System Problems	755	1,008	-25% Decrease In Nothing Found.
Service Repair Report	242	344	-30% Decrease In Water Off/On Due to Repairs
Leak NMWD Facilities	197	246	-20% Decrease In Service Leaks.
High Bill Complaints	89	243	-63% Decrease In Nothing Found.
Low Bills	0	8	-100% Decrease In Nothing Found.
Water Quality Complaints	18	31	-42% Decrease in Other.
Total	<b><u>1,301</u></b>	<b><u>1,880</u></b>	<b><u>-31%</u></b>

## **"In House" Generated and Completed Work Orders**

<b><u>Check Meter:</u></b> possible consumer/District leak, high bill, flooded, need read, etc.	67	106
<b><u>Change Meter:</u></b> leaks, hard to read	11	10
<b><u>Possible Stuck Meter</u></b>	0	6
<b><u>Replace Boxes/Lids</u></b>	6	2
<b><u>Trims</u></b>	0	1
<b><u>Dig Outs</u></b>	0	1
	<b><u>84</u></b>	<b><u>126</u></b>

## Bill Adjustments Under Board Policy:

### **December 20 vs. December 19**

Dec-20	10	\$5,144
Dec-19	33	\$8,451

### **Fiscal Year vs Prior FY**

20/21 FY	133	\$48,077
19/20 FY	161	\$43,490

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# Customer Service Questionnaire Quarterly Report

Quarter Ending 12/31/2020



	Response		
Water Quality	Agree	Neutral	Disagree
Courteous & Helpful	0	0	0
Accurate Information	0	0	0
Prompt Service	0	0	0
Satisfactorily Resolved	0	0	0
Overall Experience	0	0	0
	0	0	0

	Agree	Neutral	Disagree
<b>Leak</b>			
Courteous & Helpful	8	0	0
Accurate Information	8	0	0
Prompt Service	8	0	0
Satisfactorily Resolved	8	0	0
Overall Experience	8	0	0
	40	0	0

	Agree	Neutral	Disagree
<b>Billing</b>			
Courteous & Helpful	0	0	0
Accurate Information	0	0	0
Prompt Service	0	0	0
Satisfactorily Resolved	0	0	0
Overall Experience	0	0	0
	0	0	0

	Response		
Pressure	Agree	Neutral	Disagree
Courteous & Helpful	0	0	0
Accurate Information	0	0	0
Prompt Service	0	0	0
Satisfactorily Resolved	0	0	0
Overall Experience	0	0	0
	0	0	0

	Agree	Neutral	Disagree
<b>Noisy Pipes</b>			
Courteous & Helpful	0	0	0
Accurate Information	0	0	0
Prompt Service	0	0	0
Satisfactorily Resolved	0	0	0
Overall Experience	0	0	0
	0	0	0

	Agree	Neutral	Disagree
<b>Other</b>			
Courteous & Helpful	2	0	0
Accurate Information	2	0	0
Prompt Service	2	0	0
Satisfactorily Resolved	2	0	0
Overall Experience	2	0	0
	10	0	0

<b>Grand Total</b>	50	0	0
	100%	0%	0%

Questionnaires Sent Out	31	100%	
Questionnaires Returned	10	32%	


**Customer Service Questionnaire Quarterly Report**  
**Quarter Ending 12/31/2020**

Customer Comments	Staff Response to Negative Comments	Issues NMWD Should Address In The Future
<b>LEAK</b> Very helpful & accommodating. Excellent service by entire staff. Very helpful & knowledgeable. I was hoping to get credit regardless because leak was not my fault. Rich was very nice & knowledgeable.	Explained to customer our Bill Adjustment policy.	I would like to hear more about promotions like rebates, etc.
<b>OTHER</b> Super nice guy. Your service man was extremely friendly & helpful!		

## MEMORANDUM

To: Board of Directors

January 15, 2021

From: Julie Blue, Auditor-Controller   
Nancy Holton, Accounting Supervisor

Subj: Auditor-Controller's Monthly Report of Investments for December 2020

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**RECOMMENDED ACTION:** Information

**FINANCIAL IMPACT:** None

At month end the District's Investment Portfolio had an amortized cost value (i.e., cash balance) of \$24,848,253 and a market value of \$24,926,755. During December the cash balance increased by \$154,889. The market value of securities held increased \$78,502 during the month. The ratio of total cash to budgeted annual operating expense stood at 140%, up 1% from the prior month.

At December 31, 2020, 77% of the District's Portfolio was invested in California's Local Agency Investment Fund (LAIF), 18% in Time Certificates of Deposit, 4% in the Marin County Treasury, and 1% retained locally for operating purposes. The weighted average maturity of the portfolio was 56 days, compared to 62 days at the end of November. The LAIF interest rate for the month was 0.54%, compared to 0.58% the previous month. The weighted average Portfolio rate was 0.82%, compared to 0.88% the previous month.

Investment Transactions for the month of December are listed below:

12/8/2020	US Bank	LAIF	\$225,000.00	Trsf to LAIF account
12/11/2020	US Bank	LAIF	\$250,000.00	Trsf to LAIF account
12/17/2020	CIT Bank	US Bank	\$249,700.11	TCD Matured
12/17/2020	LAIF	US Bank	\$300,000.00	Trsf from LAIF account
12/22/2020	US Bank	LAIF	\$425,000.00	Trsf to LAIF account
12/24/2020	US Bank	LAIF	\$150,000.00	Trsf to LAIF account
12/30/2020	LAIF	US Bank	\$350,000.00	Trsf from LAIF account



**NORTH MARIN WATER DISTRICT  
AUDITOR-CONTROLLER'S MONTHLY REPORT OF INVESTMENTS  
December 31, 2020**

Type	Description	S&P Rating	Purchase Date	Maturity Date	Cost Basis <sup>1</sup>	12/31/2020 Market Value	Yield <sup>2</sup>	% of Portfolio
<b>LAIF</b>	State of CA Treasury	AA-	Various	Open	\$19,079,178	\$19,157,680	0.54% <sup>3</sup>	<b>77%</b>
<b>Time Certificate of Deposit</b>								
TCD	Reliance Bank	n/a	1/11/19	1/11/21	249,000	249,000	2.70%	1%
TCD	Iberia Bank	n/a	1/25/19	1/25/21	246,000	246,000	2.70%	1%
TCD	Merrick Bank	n/a	2/8/19	2/8/21	249,000	249,000	2.60%	1%
TCD	Eaglebank	n/a	3/15/19	3/15/21	249,000	249,000	2.60%	1%
TCD	Central Bank	n/a	4/18/19	4/19/21	249,000	249,000	2.40%	1%
TCD	Morgan Stanley Private Bank	n/a	5/23/19	5/24/21	247,000	247,000	2.40%	1%
TCD	TIAA Bank	n/a	1/18/19	7/19/21	246,000	246,000	2.75%	1%
TCD	Capital One Bank NA	n/a	8/21/19	8/23/21	247,000	247,000	1.85%	1%
TCD	Capital One Bank USA	n/a	9/6/19	9/7/21	247,000	247,000	1.75%	1%
TCD	Goldman Sachs Bank USA	n/a	10/11/19	10/12/21	247,000	247,000	1.70%	1%
TCD	Flagstar Bank	n/a	11/15/19	11/15/21	247,000	247,000	1.75%	1%
TCD	Synovus Bank	n/a	12/9/19	12/9/21	247,000	247,000	1.65%	1%
TCD	Morgan Stanley Bank	n/a	1/16/20	1/18/22	247,000	247,000	1.75%	1%
TCD	Wells Fargo National Bank	n/a	3/6/20	3/7/22	248,000	248,000	1.35%	1%
TCD	American Express Natl Bank	n/a	4/7/20	4/7/22	248,000	248,000	1.35%	1%
TCD	Synchrony Bank	n/a	4/17/20	4/18/22	248,000	248,000	1.20%	1%
TCD	Pinnacle Bank	n/a	5/7/20	5/9/22	248,000	248,000	0.90%	1%
TCD	Enerbank	n/a	9/25/20	9/25/24	249,000	249,000	0.45%	1%
					<b>\$4,458,000</b>	<b>\$4,458,000</b>	<b>1.88%</b>	<b>18%</b>
<b>Other</b>								
Agency	Marin Co Treasury	AAA	Various	Open	\$1,045,107	\$1,045,107	1.60%	4%
Other	Various	n/a	Various	Open	265,968	265,968	0.41%	1%
<b>TOTAL IN PORTFOLIO</b>					<b>\$24,848,253</b>	<b>\$24,926,755</b>	<b>0.82%</b>	<b>100%</b>

Weighted Average Maturity = **56 Days**

LAIF: State of California Local Agency Investment Fund.

TCD: Time Certificate of Deposit.

Agency: STP State Revolving Fund Loan Reserve.

Other: Comprised of 5 accounts used for operating purposes. US Bank Operating Account, US Bank STP SRF Loan Account, US Bank FSA Payments Account, Bank of Marin AEEP Checking Account & NMWD Petty Cash Fund.

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

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

3 Earnings are calculated daily - this represents the average yield for the month ending December 31, 2020

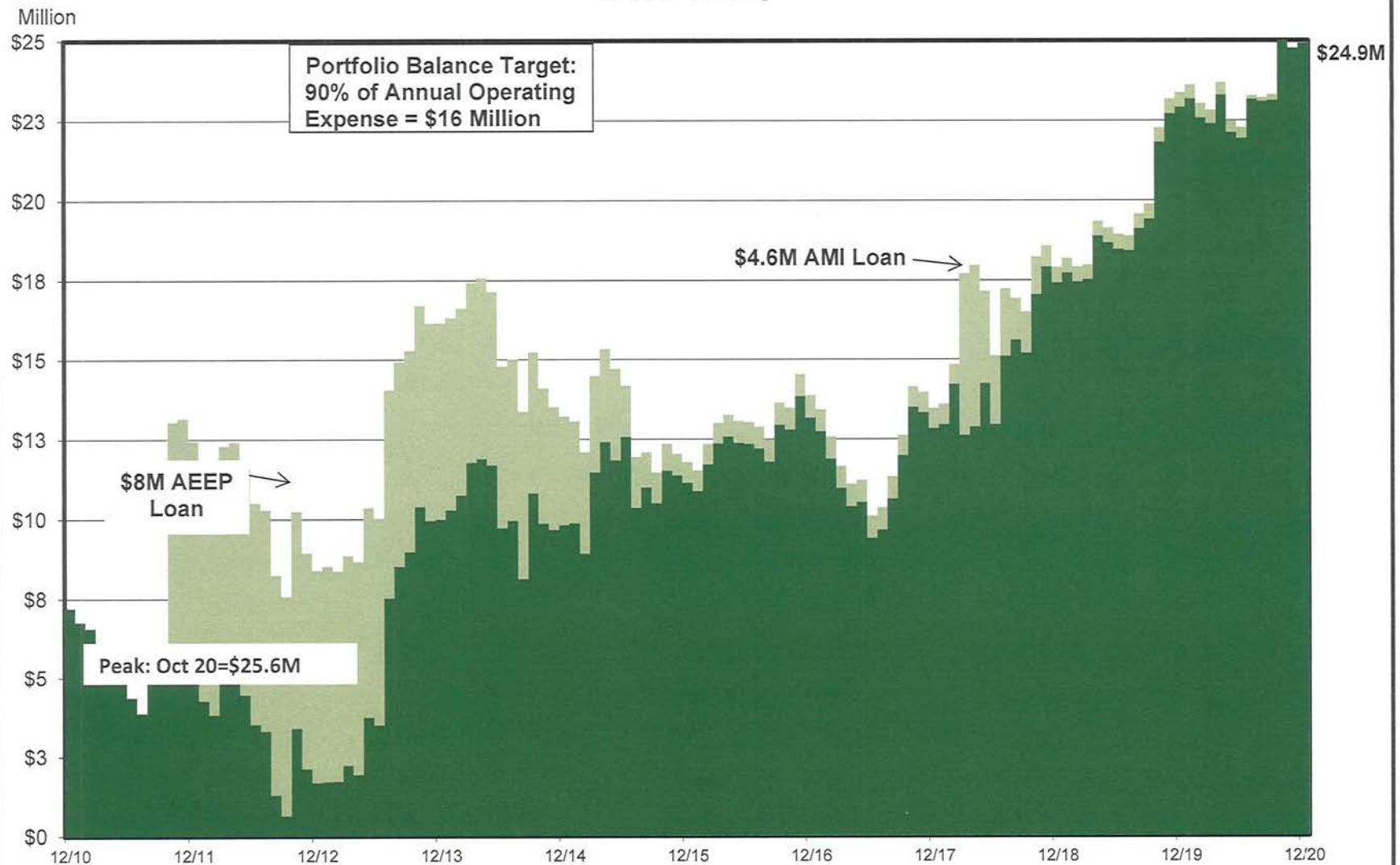
<b>Interest Bearing Loans</b>	Loan Date	Maturity Date	Original Loan Amount	Principal Outstanding	Interest Rate
Marin Country Club Loan	1/1/18	11/1/47	\$1,265,295	\$1,155,140	1.00%
Marin Municipal Water - AEEP	7/1/14	7/1/32	\$3,600,000	\$2,224,108	2.71%
Employee Housing Loans (2)	Various	Various	525,000	525,000	Contingent
<b>TOTAL INTEREST BEARING LOANS</b>			<b>\$5,390,295</b>	<b>\$3,904,248</b>	

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

#N/A

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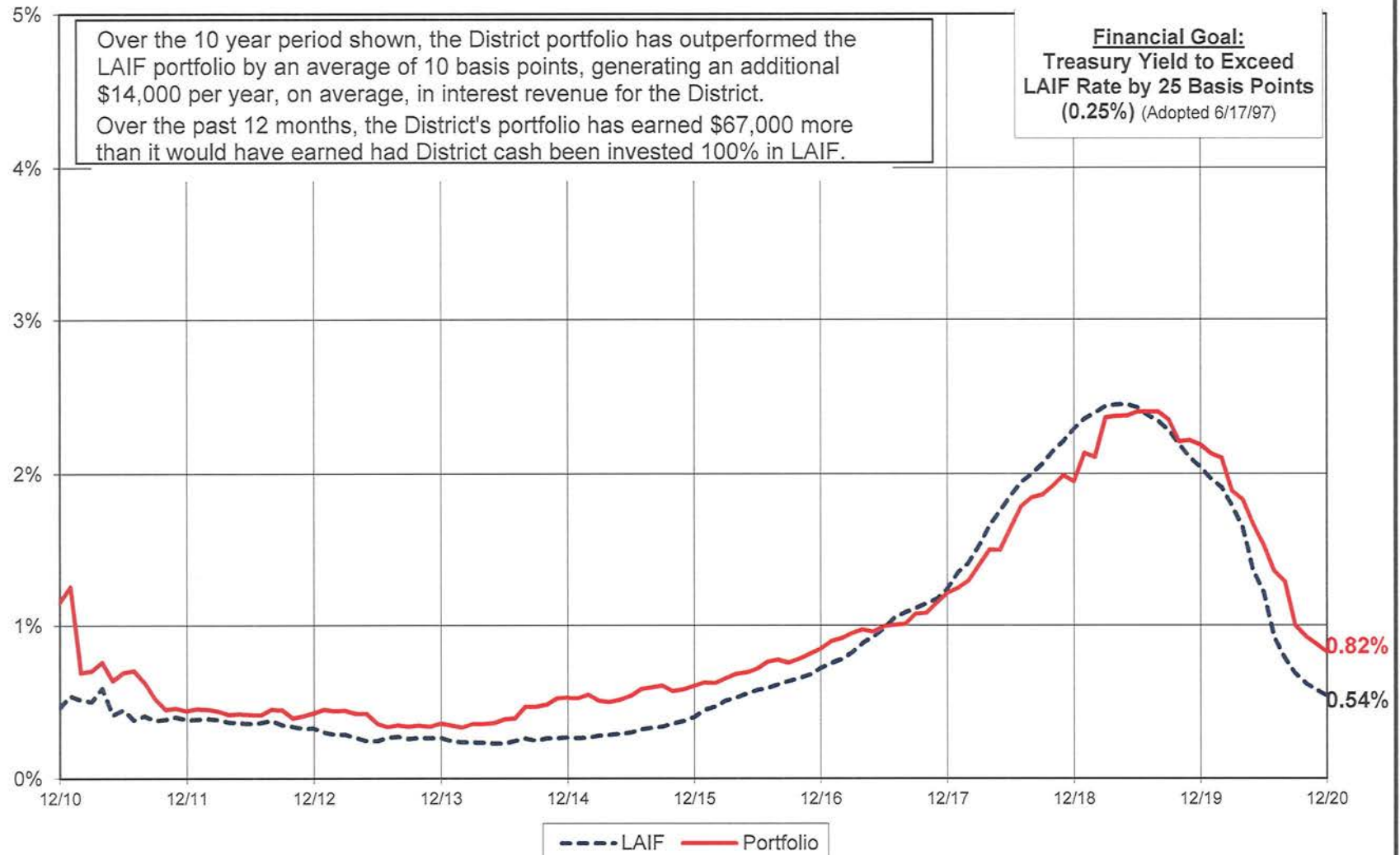
**Portfolio Balance Target:  
90% of Annual Operating  
Expense = \$16 Million**



1/12/2021

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



6

## MEMORANDUM

To: Board of Directors

January 15, 2021

From: Julie Blue, Auditor/Controller JB

Subj: Set Special Meeting for West Marin Rate Study Workshop – February 23, 2021

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**RECOMMENDED ACTION:** Board to Set a Special Meeting for the West Marin Water Rate Study Workshop**FINANCIAL IMPACT:** None at this time

Staff has identified February 23, 2021 at 6 pm as an appropriate date and time for the West Marin (WM) Water Rate Study Workshop. The workshop will be a virtual meeting and all WM Water customers will be invited to join the Board, Staff, and consultant Mark Hildebrand to discuss the current rate study. Below is the full schedule which shows past activities and upcoming meetings.

**Schedule**

Activity	Date	
1. Rate study kickoff meeting	October 2020	*
2. Data collection & review	November 2020	*
3. Financial planning workshop (Staff)	November 2020	*
4. Cost of service (COS) & rate design meeting No. 1 (Staff)	December 2020	*
5. COS & rate design meeting No. 2 (Board Ad-Hoc Committee)	January 12, 2021	*
6. COS & rate design meeting No. 3 (Board Ad-Hoc Committee)	January 26, 2021	
7. Special Board Meeting Rate Study workshop (Board & Public)	February 23, 2021	
8. Regular Board meeting - Final rate study report presentation	March 16, 2021	
9. Public hearing to enact new water rates	June 22, 2021	


\* Complete

**RECOMMENDATION:**

Set meeting date/time for a Special Meeting for the West Marin Water Rate Study Workshop for February 23, 2021 at 6 pm.

Approved by GM

Date

  
 1/15/21

**7**

MEMORANDUM

To: Board of Directors

January 15, 2020

From: Ryan Grisso, Water Conservation Coordinator *RG*  
Drew McIntyre, General Manager *DM*

Subject: West Marin 2020 Dry Year Water Conditions Report – Approve  
v:\water shortage emergency\2020\west marin 2020\west marin 2020 dry year water conditions report bod memo 1.15.21.doc

**RECOMMENDED ACTION:** Approve - West Marin 2020 Dry Year Conditions Report

**FINANCIAL IMPACT:** None

As a part of the 2003 Settlement Agreement with Tomales Bay Association, Trout Unlimited – North Bay and the Sierra Club, following a dry year, NMWD is required to prepare a report detailing the dry year summer month water conditions (July through October), including flow conditions as reported at the Gallagher gauge and comparisons with flows at the Samuel P. Taylor Park gauge. The report shall also detail documented conservation and assessments of the strengths and weaknesses of the Water Shortage Contingency Plan and the Salinity Intrusion Plan, and what improvements could be made to either or both. The District held an initial review to receive comments and recommendations on the draft report at the previous Board meeting on January 5, 2021 and is required to submit the report at a second meeting for acceptance by the NMWD Board of Directors. No comments were received to the draft report. Attached is the final draft West Marin 2020 Dry Year Water Conditions Report for review and approval by the Board.

Recommendation:

Board approve the West Marin 2020 Dry Year Conditions Report.



**DRAFT**

# **West Marin 2020 Dry Year Conditions Report**

North Marin Water District

December 2020



Prepared by: Ryan Grisso  
Water Conservation Coordinator



## **Section 1: Introduction**

Water Right Order 95-17, adopted in 1995, defined dry year conditions on Lagunitas Creek and subsequent stream flow reductions based on the amount of rainfall received at Marin Municipal Water District's Kent Lake gauge between the preceding six months from October 1 through April 1. At the April 21, 2020 meeting, the Board was advised that the 2020 water year rainfall through April 1<sup>st</sup> was 23.6 inches which is less than the required 28-inches for normal year conditions. Dry year conditions trigger enactment of the District's Water Shortage Contingency Plan and adoption of a Water Conservation Ordinance. At the April 21, 2020 meeting the Board set a public hearing for May 5, 2020 to consider declaration of a Water Shortage Emergency, enacting the Water Shortage Contingency Plan (WSCP) and adopting a Water Conservation Ordinance. Since the State Water Resources Control Board (SWRCB) Order 95-17 was issued in 1995, a Dry Year Condition on Lagunitas Creek has only happened once before in 2014.

At the May 5, 2020 meeting the Board held a public hearing and declared a Water Shortage Emergency in West Marin, enacted the Water Shortage Contingency Plan (Attachment 1) and approved an Emergency Water Conservation Ordinance (Attachment 2). The Emergency Water Conservation Ordinance called for Stage 1, 15% voluntary conservation, beginning May 5<sup>th</sup> through June 30<sup>th</sup>, and Stage 2, Mandatory 25% conservation beginning July 1<sup>st</sup> through November 1<sup>st</sup>, as compared to water use in 2013<sup>(1)</sup>. Note that the mandatory 25% reduction was intended for the West Marin Service Area as a whole and does not necessarily impose a 25% mandatory reduction for individual residential customers. It is also important to note that customers in the West Marin Service area have achieved considerable conservation since 2002 and continued conservation since 2013. Stage 2 - 25% - Mandatory Reduction Stage gave authority to the Board to trigger enactment of a drought surcharge to be considered simultaneous with, or subsequent to enactment of the mandatory stage at the discretion of the Board, however, the Board elected not to enact a drought surcharge during the 2020 Dry Year Conditions. Stage 3 – up to 50% Mandatory Reduction Stage, triggered if any preceding 30-day period has an average daily use of over 433,000 gallons per day, was not triggered this year during the Dry Year Conditions.

<sup>(1)</sup> Most recent normal year water use as defined by the state during the most recent three-year drought from 2013-2015.

As a part of the 2003 Settlement Agreement with Tomales Bay Association, Trout Unlimited – North Bay and the Sierra Club, following the dry year, NMWD is required to prepare a draft report detailing the dry year summer month water conditions (July through October), including flow conditions as reported at the Gallagher Gauge and comparisons with flows at the Samuel P. Taylor Park Gauge (See Map in Attachment 3). The report shall also detail documented conservation and assessments of the strengths and weaknesses of the Water Shortage Contingency Plan and the Salinity Intrusion Plan, and what improvements could be made to either or both.

## Section 2: Flow Conditions in West Marin

The flow conditions in West Marin during the months of July through October 2020, as specified in the 2003 Settlement Agreement, were monitored using the “Park Gauge” (USGS 11460400 Lagunitas Creek at Samuel P. Taylor Park and at the “Gallagher Gauge” (USGS 11460600 Lagunitas Creek NR Pt Reyes Station). Table 2-1 below contains the average daily flow conditions for the 2020 summer months of July through October. The flow conditions were monitored to make sure that 6cfs was being maintained on Lagunitas Creek at the Park Gauge as required by WR Order 95-17. On three occasions during this dry summer month period, the USGS made calibration adjustments to the gauge instrumentation which resulted in a drop in reported flow. In each case, MMWD responded in a timely manner and made adjustments to the releases to maintain the flow above 6cfs. Staff also monitored the flow in San Geronimo Creek, a tributary to Lagunitas Creek (as noted Table 2-1) as reported by the Balancehydrologics.com San Geronimo Creek Gage. Flow measurements at San Geronimo Creek documented that other sources of water were flowing into Lagunitas Creek as well.

**Table 2-1: West Marin Flow Conditions - July through August 2020**

Month	Park Gage (cfs)	Gallagher Gage (cfs)	San Geronimo Creek (cfs)
July	5.91	4.82	0.37
August	6.02	5.58	0.30
September	6.57	6.09	0.27
October	6.28	5.73	0.19

### Section 3: Documented Conservation

The Water Shortage Contingency Plan and subsequently approved Water Conservation Ordinance No. 39 (approved by the Board at the May 5<sup>th</sup> meeting) called for a 15% voluntary reduction in water use from May through June and a mandatory 25% reduction in water use from July through October, as compared to 2013. Staff monitored both production and billed consumption in 2020 as compared to 2013. Table 3-1 below shows the monthly production comparisons from 2020 to 2013.

**Table 3-1: Monthly Production in the West Marin Service Area (May through October)**

Month	2013 Production (MG)	2020 Production (MG)	Percent Reduction
May	8.52	5.99	-29.7%
June	8.46	7.44	-12.1%
July	9.32	7.98	-14.4%
August	9.26	8.76	-5.4%
September	8.55	7.43	-13.1%
October	7.99	6.41	-19.8%

Table 3-2 contains the consumption comparison of 2020 to 2013, however, the consumption billing periods do not accurately line up with the reduction mandated months of 15% from May through June and 25% from July through October, 2020).

**Table 3-2: Billing Consumption in 2020 Compared to 2013**

Billing Period Consumption	2013 Consumption (MG)	2020 Consumption (MG)	Percent Reduction
June (Apr./May)	15.02	10.49	-30%
August (Jun./Jul.)	16.90	14.70	-13%
October (Aug./Sept.)	17.14	13.96	-19%

Although only Stage 2 was triggered in the WSCP, Stage 3 triggers in the WSCP were monitored this spring and summer. Most notably, Stage 3 is triggered if any preceding 30 day period has an average daily use of over 433,000 gallons per day. Table 3-3 shows the daily

demand average by month during the Dry Year Conditions summer period. Average daily demand stayed well below the 433,000 gallons per day trigger.

**Table 3-3: Average Daily Demand by Month**

Month	Average Gallons Per Day	Stage 3 Trigger (Gallons Per Day)	% Variance
May	201,170	433,000	-54%
June	254,960	433,000	-41%
July	264,960	433,000	-39%
August	296,560	433,000	-32%
September	262,340	433,000	-39%
October	217,420	433,000	-50%

There were three major outside influences on the conservation performance during the 2020 Dry Year Conditions summer period:

1. COVID-19: Staff believes COVID-19 and the associated shelter in place, created a higher occupancy situation in the West Marin Service Area. COVID-19 rules were in affect for the entire period of the Dry Year Conditions summer period and continue to this day. Although, it is hard to quantify how this impacted demands, there is anecdotal evidence from other customer observations that more vacation dwellings in the service area were fully occupied compared to normal years. Obviously, higher occupancy rates would have created higher water demands during the 2020 Dry Year Conditions summer period.
2. The Woodward Fire: The Woodward Fire started on August 18 and was declared contained as of September 30. This fire had a water demand impact on the performance of the West Marin Potable Service Area, most notably in August where the percentage reduction dropped to only 5.4% which was inconsistent to the reduction percentages during the 2020 Dry Year Conditions summer period. Early on in the fire, water from the fire hydrants was used for fire-fighting purposes. In analyzing the difference between production and consumption over the two-month period along with some assumptions on water loss and accounting for some days, staff believes that around 1.2 million gallons were used through the hydrants for fire-fighting purposes, mostly in the August 18th through August 28<sup>th</sup> period. This amount of water accounted for approximately 11% of demand in August and approximately 3% of demand in September.

3. Other Temporary Hydrant Water Users: There were two hydrant meters issued for essential construction purposes during the 2020 Dry Year Conditions summer period, including one to Ghilotti Construction for a road paving project on Sir Francis Drake and one to Piazza Construction for the construction of PRE Tank 4A. Pardini also had a hydrant meter for domestic or agricultural uses to customers within NMWD's West Marin Service area (surplus water deliveries to Nicasio were discontinued during the 2020 Dry Year Conditions period). Total combined water use through these hydrant meters ranged between 1-2% of total monthly demand during this period.

## Section 4: Water Shortage Emergency Public Outreach

To help communicate the information to the customers and stakeholders regarding the Water Shortage Emergency, NMWD embarked on a comprehensive campaign of public outreach activities. A list of actions by month is provided below in Table 4-1 and sample outreach material are included in Attachment 4.

**Table 4-1: Public Outreach Tracking - 2020 Water Shortage Emergency**

<b>Outreach/Communication Action</b>	<b>Month</b>
Legal add in Pt Reyes Light advertising Public Hearing	April
Legal add in Pt Reyes Light advertising results of the Public Hearing	May
Article in Pt Reyes Light on Water Shortage	May
Article in Marin IJ on Water Shortage	May
Website news entry on Water Shortage	April/May
Spring West Marin Waterline Newsletter	May
Summary of Restrictions on Website	July
Updated News Story on Website	July
GM on KWMR Radio Station	July
Social media post on Fires	August
Social media post on salinity intrusion	August
Press Release on salinity intrusion	August
Website news entry on salinity intrusion	August
Website news entry on the fires and need for conservation	August
Direct phone calls to top users from Aug billing period	August/September

Summer West Marin Waterline Newsletter - Special Edition	September
Water Quality Supervisor on KWMR Radio Station	September
GM Town Hall Zoom Meeting with Director Rodoni and Public	September (30)
Pt Reyes Light Article	October (7th)

## **Section 5: Water Shortage Contingency Plan**

On May 5<sup>th</sup> the Water Shortage Contingency Plan (WSCP) was adopted and Ordinance No. 39 was approved, declaring a Water Shortage Emergency in the West Marin Service Area (Attachments 1 and 2). The WSCP was updated in 2016 and contains many flexible measures for enforcement base on the State's past mandates and also NMWD's water waste regulations (in Regulation 17). However, the flexibility that was built in 2016 WSCP update to allow NMWD to adapt to varying water shortage situations, was negated during the 2020 Dry Year Conditions due to the 2003 Settlement Agreement, which specifically calls out set percentage reductions in the dry year summer months of July through October.

The WSCP has a comprehensive list of water waster prohibitions and both voluntary and mandatory reduction requirements (both being measured on the entire service area performance), restricts new connections to the system and allows the Board the ability to enact a drought surcharge if deemed necessary. The strength of the WSCP is that it contains these measures and triggers that allow for fairly straightforward transition to an official Ordinance approval for implementation. It is a fairly rare situation for a service area of this size to have a comprehensive WSCP in effect.

One of the issues with the WSCP is that enforcement of the prohibitions is difficult due to the remote and more rural landscape of the West Marin Service area. In addition, the COVID-19 shelter in place period has further constrained enforcement feasibility. For enforcement, NMWD is somewhat reliant on other customer alerts to violating situations, and NMWD did not receive any alerts from the public on violators in the service area during the water use prohibitions period.

Another issue is that a normal base year is not clearly defined. NMWD chose 2013 as the last year of normal use (preceding the three-year 2013-2015 drought). However, 2013 is 10 years after the 2003 Settlement Agreement and a substantial amount of conservation and customer water use reductions have occurred between 2003 and 2013. If the true intent of the

WSCP was to reduce post 2003 Settlement Agreement water use, NMWD has already proven to have reduced demand even more than the mandated 25% consistent on a yearly basis. Demand (production) in 2020 compared to water use from the 2002 and 2003 years, during the settlement agreement negotiations, is substantially lower. Table 5-1 shows the water production numbers in 2020 compared to that of both 2002 and 2003.

**Table 5-1: Water Use Comparison (2020 to 2002/2003)**

Month	2002 (MG)	2003 (MG)	2020 (MG)	2020 % Reduction from 2002	2020 % Reduction from 2003
May	11.36	8.29	5.99	-47%	-28%
June	13.56	11.82	7.44	-45%	-37%
July	15.09	14.47	7.98	-47%	-45%
August	12.95	13.94	8.76	-32%	-37%
September	12.36	12.29	7.43	-40%	-40%
October	10.61	11.44	6.41	-40%	-44%

The WSCP has fulfilled the objectives to date and no changes are recommended as a result of the 2020 Dry Year Conditions, however due to 2018 legislation in regards to WSCP requirements, there could be some notable changes to the West Marin Service Area WSCP in the future.

## **Section 6: Salinity Intrusion**

As documented in the District Emergency Operations Plan, to the extent possible, without risking putting the water system out of water, pump operation is modified and other measures are taken to prevent salt water intrusion into the wells as follows: At any time during the year the conductivity is less than 500  $\mu\text{S}/\text{cm}$  no special plant operating measures are required. With conductivity above 500  $\mu\text{S}/\text{cm}$ , utilize Gallagher well to meet as much of the demand as possible and to minimize the bromide levels in the treated water supply. The District has adopted the policy that if sodium in the Pt. Reyes water supply system exceed 50 mg/L, customers are notified by means of a public notice placed in the "Pt. Reyes Light" newspaper each week that sodium is present at or above that level

The plan takes in to account the multiple challenges presented by salinity intrusion-dietary sodium, increased disinfection byproduct formation potential, objectionable salt taste.

The plan also uses objective criteria as trigger points for several actions such as well water conductivity and sodium concentration, tide height and duration, etc. In addition, the plan takes advantage of every operational “tool” we have to minimize the effects of salinity intrusion.

Even with careful planning in effect, the District has no real control of the magnitude of salinity intrusion in the Coast Guard Wells and as higher and higher concentrations of salts are noted in well water, the actions and “tools” in the plan are less effective. In addition, customer summertime use plays a large role in determining how much water must be sourced from the Coast Guard wells to meet demand. To address this issue the District is moving forward with a project to construct a second well at Gallagher to increase production of low saline water. Once completed and fully operational the Salinity Intrusion Plan will be reviewed and revised to incorporate new information concerning worsening salinity intrusion and any possible new operational procedures and controls. Revisions will be presented to the Board at a future date as part of the next Emergency Operations Plan update.



8

## MEMORANDUM

To: Board of Directors

January 8, 2021

From: Tony Williams, Assistant General Manager/Chief Engineer Subj: Revised Senior Engineer Job Description and Authorize Recruitment  
t:\hr\employment\engineering\senior engineer 2021\sr engr revd job description bod memo jan 2021.docx

**RECOMMENDED ACTION:** Board approve revised Senior Engineer job description and Authorize Recruitment of the position

**FINANCIAL IMPACT:** None to the FY 21 Budget

Attached please find a draft revised Senior Engineer job description reflecting current duties and requirements for education and experience (attachment 1). Note that the education requirements have been broadened to enable not just Civil or Mechanical Engineers to apply but other related academic professional engineering disciplines as well. However, the position does require professional registration from the state in either Civil or Mechanical Engineering.

The update of the position description and subsequent recruitment is needed for several reasons including: to create more of a career ladder for the District's engineering classification; creating more opportunities for career growth and advancement; recent difficulties in filling the Associate Engineer position, which has been vacant since the end of September 2020, and the need to recruit at the higher level. The current fiscal year (FY) budget includes an Associate Engineer at a Step 5 level (\$11,874/month) which would allow recruitment of a Senior Engineer at Steps 1 through 3.

Also attached is a solicitation brochure reflecting the new job description (attachment 2), current salary range and benefits. The District will solicit candidates through its normal process. The initiation of the recruitment would begin after Board approval and the final filing date for the position would be February 19, 2021, with initial interviews tentatively scheduled for the week of March 1, 2021.

**RECOMMENDED ACTION**

Board approve revised Senior Engineer job description.

## SENIOR ENGINEER

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

### DEFINITION

Under general direction of the Chief Engineer, responsible for major engineering projects or programs as well as difficult and complex professional and technical engineering work. Assists in the planning of major engineering projects, oversees the quality of work performed by professional and sub-professional engineering personnel, and other related work as required. Represents and acts on behalf of the Assistant General Manager / Chief Engineer in communication to subordinate engineering staff and others, during periods of absence or as assigned.

### DISTINGUISHING CHARACTERISTICS

The **Senior Engineer** is responsible for the quality of work performed by subordinate professional engineering personnel as a whole, as distinguished from the next lowest level, Associate Engineer, who generally has responsibility for individual projects. The position has a high level of contact with professional staff of the District, other governmental agencies, and private professionals and contractors. This position is distinguished from the Chief Engineer which is a department head position responsible for the Engineering Department.

### SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Chief Engineer. The **Senior Engineer** provides functional supervision including direction, consultation, and collaboration with the Associate and/or Assistant Engineer, Engineering Technicians, and Engineering Assistant.

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

Researches, analyzes and prepares complex staff reports and makes recommendations to the Chief Engineer, General Manager and/or Board of Directors. Assists in the development and implementation of administrative programs, policies and procedures. Performs detailed design of water and sewer facilities including drafting and computer aided design (CAD) work, preparation of technical specifications, material requisitions, and master plans of water and sewer facilities; inspects and/or supervises construction project work as required; prepares cost and budgetary estimates on projects; tracks costs and budgets of assigned projects; responds to and follows through on public inquiries or customer service calls; drafts new standards and specifications as required; conducts reviews and responds to engineering studies, including California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) reports; prepares material and construction contract packages and proposals, prepares Request For Proposals (RFP's); conducts water supply and sewage collection/treatment/disposal feasibility studies and master planning; and participates in a variety of professional committees.

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

Experience/Education

A minimum of four years of progressively responsible, full-time professional engineering experience, at least two years of which were in supervisory or administrative capacity. Bachelor of Science degree in engineering from an accredited college or university.

#### Knowledge/Skill/Ability

*In-depth knowledge of:* principles, methods, materials and equipment used in professional engineering design, drafting, and inspecting; water and sewer facilities including transmission and distribution systems, storage tanks, pump stations, treatment plants and facilities, and engineering alternatives to traditional capital facilities; industry construction methods and materials; computer operations, software, and programs that assist in engineering work; District policies, procedures and issues; thorough understanding and knowledge of City, County, and State codes and ordinances; knowledge of local, state and federal permitting requirements and procedures related to water and sewer infrastructure in developed and undeveloped landscapes.

*Ability to:* provide critical thinking to assigned projects; troubleshoot issues and provide fail safe options; conduct field operations; work rotating shifts, weekends, holidays, and remain available in the event of an emergency; maintain effective working relationships in the event of an emergency; work as part of a District-wide technical team involved with all construction and maintenance activities; plan, lead, train, and motivate the work of a small professional and technical staff; assist with establishing budgets; demonstrate experience and capability to handle multiple projects up to multi-million dollars in value; to effectively use engineering design software and other computer aids commonly found in an engineering design office; establish and maintain effective relationships with District staff, District Board of Directors, other public and private agencies, contractors, developers and the general public; attend Board of Directors meetings and prepare and present staff reports to the Board for consideration.

#### Working Conditions

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing and reviewing construction plans, statistical reports and data, and using a computer keyboard. Additionally, the position requires near, far, and color vision in reading reports, reviewing plans and blueprints, and using the computer. When visiting construction sites or existing District facilities the position will require walking on uneven and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and pollen, and potential mechanical and heavy equipment hazards.

#### **LICENSE/CERTIFICATE**

Possession of a valid Certificate of Registration as a Professional Engineer (in Civil or Mechanical Engineering), issued by the State of California Board of Registration for Professional Engineers. Possession of a valid Class C California driver's license.

#### **OTHER REQUIREMENTS**

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

Approved	
Date	



**NORTH MARIN  
WATER DISTRICT**

**NORTH MARIN WATER DISTRICT**

Invites application for

**SENIOR ENGINEER**

**JOB POSTING DATE**

January 21, 2021

**FINAL FILING DATE**

February 19, 2021

**INTERVIEWS**

Selection Panel to be held week of March 1, 2021 (Tentative)

NORTH MARIN WATER DISTRICT  
999 Rush Creek Place  
P.O. Box 146  
Novato, CA 94948-0146

Phone (415) 897-4133

[www.nmwd.com](http://www.nmwd.com)

The District is an equal opportunity employer

## **SENIOR ENGINEER**

### ***The Position***

This is an ideal position for an experienced registered Professional Engineer seeking a career with a public agency. The Senior Engineer, under the general supervision of the Assistant General Manager/Chief Engineer, is responsible for major engineering projects or programs. The Senior Engineer researches, analyzes and prepares complex staff reports and makes recommendations to the Assistant GM/Chief Engineer, General Manager and/or Board of Directors. Assists in the development and implementation of administrative programs, policies and procedures. Performs detailed design of water and sewer facilities including drafting and computer aided design (CAD) work, preparation of technical specifications, material requisitions, and master plans of water and sewer facilities; inspects and/or supervises construction project work as required; prepares cost and budgetary estimates on projects; tracks costs and budgets of assigned projects; responds to and follows through on customer service calls; drafts new standards and specifications as required; conducts reviews and responds to engineering studies, including California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) reports; prepares material and construction contract packages and proposals, prepares Request For Proposals (RFP's) for professional and technical services; conducts water supply and sewage collection/treatment/disposal feasibility studies and master planning; and participates in a variety of professional committees.

### ***Qualifications***

Graduation from an accredited college with a Bachelor of Science degree in engineering and four years of increasingly responsible professional level engineering experience that includes a minimum of two years of experience in supervisory or administrative capacity. In-depth knowledge of the principles, methods, materials and equipment used in professional engineering design, drafting, and inspecting; water and sewer facilities including transmission and distribution systems, storage tanks, pump stations, treatment plants and facilities, and engineering alternatives to traditional capital facilities; industry construction methods and materials; computer operations, software, and programs that assist in engineering work; thorough understanding and knowledge of City, County, and State codes and ordinances; knowledge of local, state and federal permitting requirements and procedures related to water and sewer infrastructure in developed and undeveloped landscapes. Ability to work as part of a District-wide technical team involved with all construction and maintenance activities; assist with establishing budgets; demonstrate experience and capability to handle multiple projects up to multi-million dollars in value; establish and maintain effective relationships with District staff, the District Board of Directors, other public and private agencies, contractors, developers and the general public. The Senior Engineer may attend Board of Directors meetings and prepare and present staff reports to the Board for consideration.

### ***Compensation and Benefits***

The salary range for the Senior Engineer is \$10,744 to \$13,059 per month and consists of a five-step range. The first three steps are achievable with good performance over 24 months. The last (merit) step is achievable at 48 months. Hiring is normally accomplished at the lowest step but consideration will be given for applicable experience.

The District offers excellent benefits, which include:

- Public Employee Retirement System (CalPERS) pension. The employee contributes a percentage of gross pay to PERS equaling the full employee contribution. (8% for CalPERS Classic Members; 6.75% for CalPERS new members) Retirement pay is coordinated with Social Security and is based on 2.5% per year of service times the highest annual salary earned for CalPERS Classic Members (based on retirement at age 55) and 2% per year of service times the highest average 3 years of annual salary

- earned (based on retirement at age 62) for CalPERS new members.
- Excellent health, dental and vision care plans for employee and dependents.
- Vacation (upon eligibility), starting at 2 weeks and increasing to 5 weeks per year.
- Sick leave. Twelve days per year (may be accumulated and; 50% of any amount accumulated over 90 days can be traded annually for cash).
- Holidays. Fourteen per year.
- Life insurance (equal to annual salary up to \$200,000).
- Other voluntary and employee paid specific insurance coverage through AFLAC and or IRS Section 125 pretax Flexible Spending Plans.
- Multiple voluntary deferred compensation options.

(The salary and benefits described herein do not represent a contract and may be changed without notice.)

### ***The Selection Process***

Interested candidates must submit a District online application at [www.nmwd.com](http://www.nmwd.com). A selection panel will review all applications and invite those presenting the best job-related qualifications to an initial interview. Subsequent interviews may be required.

### ***The District***

North Marin Water District is a publicly owned water district formed in 1948 and operating under Division 12 of the California Water Code. Its policy board consists of five Directors elected at large. The District covers an area of approximately 100 square miles in north and northwest Marin County. It enjoys a reliable water supply imported from the Russian River and supplemented with a local surface water source (Stafford Lake).

The District's 54 full time equivalent employees provide water through 21,500 service connections to a population of approximately 61,000 including the greater Novato area and Point Reyes Station, Inverness Park, Olema and Paradise Ranch in western Marin County. Wastewater collection, treatment and disposal in West Marin is provided for the Oceana Marin subdivision (near Dillon Beach).

The District employs a dedicated, hardworking staff, has progressive planning and financial management policies, and is a recognized industry leader in water utility standards, water quality protection and water conservation management.

### Our Mission

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

### Our Vision

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

## **NORTH MARIN WATER DISTRICT**

### **GENERAL INFORMATION**



### ***The Novato Area***

Novato is the second largest city in Marin County. It boasts an excellent climate and beautiful oak studded rolling hills and is primarily a suburban residential area with a picturesque main street and friendly local shopping centers. It is less than a 45-minute drive from the city of San Francisco to the south, California's unparalleled coast and abundant national seashore areas to the west, Sonoma wine country to the north and Napa Valley wine country to the east. Excellent winter sports areas and high Sierra recreation are a four-hour drive to the east. The area abounds with educational opportunities from pre-school to university level, both public and private.

Applicants residing within 10 miles of the District's Service Area will be given preference to all other applicants. The District has an Employer Assisted Housing Program to encourage residency within the District Service Area.

### ***Climate***

The climate is typical California with mean annual rainfall of 27 inches, Mediterranean like temperatures and virtually no humidity. Outdoor recreation is a popular year-round activity.

You can learn more about the District at [www.nmwd.com](http://www.nmwd.com).

North Marin Water District is a publicly owned water district which provides primarily domestic and recycled water service to the greater Novato area and water service to small coastal communities at the base of Tomales Bay in West Marin. Additionally, wastewater collection and treatment service is provided to a coastal residential community in West Marin adjacent to Dillon Beach.

### ***Medical Examination***

The selected applicant will be required to satisfactorily pass a medical examination and drug screen (District expense) given by a regularly licensed physician designated by the District.

### ***Authorization to Work***

Before an appointment may be made, the selected applicant must provide documented proof of identity and authorization to work in the United States, according to federal law.

### ***To Apply***

Applications may be obtained online at [www.nmwd.com](http://www.nmwd.com).

Applications must be filed online **before 5 p.m. February 19, 2021.**



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## MEMORANDUM

To: Board of Directors January 15, 2020

From: Drew McIntyre, General Manager

Subject: Renew Declaration of Local Emergency Related to COVID-19 Pandemic  
t:\gm\bod misc 2021\renew covid emergency declaration #19 1\_19\_21.doc

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

**FINANCIAL IMPACT:** ~\$123,500 as of December 31, 2020 (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.

On October 27, 2020 Marin County was notified that California was moving the county from Tier 2 or "substantial risk" status to the Tier 3 or "moderate risk" level due to fewer daily cases, and a reduction in the positivity rate.

On November 16, Governor Gavin Newsom announced that CDPH officially moved Marin County from orange Tier 3 ("moderate risk") to the more restrictive red Tier 2 ("substantial risk") on its Blueprint for a Safer Economy. The step back comes just three days after the Marin County Department of Health and Human Services (HHS) notified local businesses and agencies about preemptive restrictions to stem the virus' spread locally.

On December 3, 2020 Governor Newsom announced that all sectors other than retail and essential operations will be closed in regions of California when less than 15% of intensive care unit (ICU) beds are available under a new Regional Stay Home Order. Marin County proactively implemented the State's Regional Stay Home Order at noon on December 8<sup>th</sup> and the state officially issued said Order to Marin County (as part of the Bay Area region) on December 17<sup>th</sup>. The State Order for the Bay Area Region remains in place until ICU available bed capacity exceeds 15%. All essential government services will continue and residential, commercial and mixed-use construction projects will continue. This Order does not modify the District's current COVID-19 Preparedness and Response Plan which has been prepared to maintain optimum health and safety working conditions. As a result of the Plan, the District has adopted various housekeeping and physical distancing protocols and also instituted modified work schedules as appropriate.

On April 7<sup>th</sup>, 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 86% of staff on-site or in the field full time. The balance of staff are teleworking from home with most coming into the office at least one day each week. Walk-in customer service is still suspended. A summary of key emergency actions taken and current estimated costs is provided in Attachment 1. COVID related costs have increased ~\$17,250 in December.

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.
- Modifying District office front lobby in preparation of re-opening walk-in services (Date to be determined).
- Installed “No Touch” drinking fountains in both Administration Building and Construction Building.

#### **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
<b>Total Procurement Amount To-Date</b>		<b>\$26,047</b>	

### Internal Labor Expenses

Increased on-call labor costs: ~\$62,800 thru November 30, 2020  
~\$73,025 thru December 31, 2020

Families First Coronavirus Response Act (FFCRA)  
Allows employees to take time off for COVID medical reasons and/or childcare. ~\$17,400 thru November 30, 2020  
~\$24,380 thru December 31, 2020

### Water Bill Delinquency Impacts

	<u>10/2019</u>	<u>10/2020</u>	<u>12/2019</u>	<u>12/2020</u>
Customer Accounts Past Due (count)	1.7%	6.2%	1.9%	4.3%
Delinquent Balances % Due on Account	3.8%	8.9%	4.1%	11.8%
Delinquent Balances \$ Due on Account	\$53,000	\$98,00	\$52,000	\$124,000

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**MEMORANDUM**

To: Board of Directors January 15, 2021

From: Robert Clark, Operations / Maintenance Superintendent  
Julie Blue, Auditor Controller

Subject: Enterprise Fleet Management Program for Fleet Vehicles – Second Year Review  
x:\maint sup\2021\bod\bod efm update1-2021.docx

RECOMMENDED ACTION: Information

FINANCIAL IMPACT: Expected annual savings of \$12,000

Cost Analysis

With the success of the first year of the Enterprise Fleet Management Program (EFM) in 2019, staff proceeded with the program by adding another five vehicles in 2020. With the additional five vehicles acquired in Fiscal Year 2019/20 the annual cost increased to \$37,106, about 40% below what was forecast during our evaluation process for the second-year annual cost. This is a result of the five additional vehicles being delivered late in the fiscal year (i.e. May, 2020). Each vehicle has met our requested requirements and continues to be a better value than expected originally.

In the current FY2020-21 year budget, it is planned to increase the EFM fleet from 10 to 16 vehicles by leasing 1-Chevrolet Colorado 4x4, 2-Ford F150 4x2, 1-Ford F150 4x4, 1-Nissan Rouge and 1-Nissan Frontier extended cab 4x4 with camper shell. The Enterprise staff used their most recent annual vehicle pricing (\$97,158) and compared it to the March 2019 forecast evaluation (\$95,681) which is \$1,477 higher than the original estimate. This is due to the equipment additions as well as a change in vehicles specified (3/4 ton ordered vs ½ ton estimated). We continue to find that the EFM vehicles are comparable in price to the state bid pricing.

Maintenance

As we transition to a leased fleet, it will continue to be cost-effective to maintain the fleet in-house again for this next fiscal year. We plan to evaluate the EFM maintenance program after this year prior to when the fourth round of vehicles are leased. The EFM maintenance program would have a local shop provide service for oil changes, brakes (one per life, and tire repair/replacement. Dealerships would cover any warranty items for either an EFM or NMWD maintenance plan.

## Summary

The program will continue to transition the NMWD fleet of 1-ton and smaller vehicles, over the next two years, with five vehicles being changed out each of the first two years (2019, 2020) and six vehicles changed out the last three years (2021-2023) of the program for a total of 28 vehicles. In 2019, the most recent six-year average total cost of ownership for Districts managed fleet was \$169,821. The hybrid managed fleet in FY 2019-20 was \$104,93.1 It is still expected that the fleet managed in a full EFM program with 28 vehicles is estimated to be \$157,000 we continue to estimate annual savings as much as \$12,000 per year in overall fleet operations. In the second full year of the EFM program we have seen a year over year savings of \$31,400. If for any reason we want to discontinue the program we can stop leasing additional vehicles and let the existing leases run their five-year course.

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## MEMORANDUM

Item #11

To: Board of Directors  
From: Robert Clark, Operations / Maintenance Superintendent *RC*  
Subject: Green House Gas Emission Reduction Progress – Reporting Year 2019  
\\nmwdserver1\maintenance\maint sup\2021\board\memo ghg 2020-final edits.doc

January 15, 2021

**RECOMMENDED ACTION:** Information  
**FINANCIAL IMPACT:** None

In 2006, California enacted the Global Warming Solution Act (AB 32), which set into law the greenhouse gas (GHG) emissions reductions goal – to reduce emissions to the 1990 level by 2020. The California Air Resources Board (CARB) was directed to develop action plans to reduce GHG emissions for the 2020 targets, and identified nine discrete, early action measures, including regulations affecting landfills, motor vehicle fuels, refrigerants in cars, tire pressure and port operations.

North Marin Water District has been committed to reducing its GHG emissions since 2006 by becoming a member of the California Climate Action Registry (CCAR). First efforts included the identification of the 1990 emission levels for establishing a baseline. After review of NMWD records, it was determined that the 1990 records were incomplete and the most complete records were from 1996. The 1996 records were then entered into the CCAR program and NMWD's baseline GHG emission levels were developed in seven areas of operation for fleet and electric power emission contributions. The seven areas of operation are: the District Headquarter buildings, Novato Water Distribution, Stafford Treatment Plant, West Marin Water Distribution, Point Reyes Treatment Plant, Oceana Marin Operations and District Fleet, with the employee commute miles reported separately.

In the attached spreadsheet, GHG emission amounts are being tracked for NMWD. 1996 values are being used to determine the targets shown for the fleet and electric GHG contributions. To the left are the annual CO2 emission measurements in tons, with targets listed in the middle, and our progress towards the various targets listed on the right side of the chart. In addition to the AB 32 original goals, AB 32 has been expanded to year 2050, and California's Governor, along with Marin County, has adopted more rigorous goals which have not yet been enacted into law, but are being tracked. Those values with parenthesis (XX) indicate that the District has met that particular target. At the bottom of the table are proposed projects to be completed to help NMWD meet the future targets, as well as projects completed to date. [DL1]

### Summary

NMWD has met its future GHG reduction targets for electric use with the STP Solar project and the Marin Clean Energy program. In 2 of the past 10 years, the District met the 2020 GHG reduction target for the fleet use. With our Enterprise Fleet Management program, we are trending better and will continue to work towards the 2050 target. Other efficiency improvements are expected with the design and implementation of the District Headquarters remodel.



Good Water  
Good Service  
Good Value  
Safe Place to Work

Date Last Updated 1/15/2021

Date Printed 1/15/2021

## Green House Gas Emission Tracking

Measurements (#) Tons of CO2				AB 32 Targets (*)		CA and Marin Co. Targets (**)		Progress to 2010 AB 32 Target		Progress to 2010 CA/Marin Target		Progress to 2015 CA/Marin Target		Progress to 2020 AB 32 Target		Progress to 2050 AB 32 Target		Progress to 2050 CA/Marin Target	
Year	Fleet	Electric (Market Based)	Employee Commute	Fleet	Electric	Fleet	Electric	Fleet	Electric	Fleet	Electric	Fleet	Electric	Fleet	Electric	Fleet	Electric	Fleet	Electric
1996	236	862																	
2000	272	1055		272	1055	224	819												
2006	283	1009	110					11	(46)	59				47	147	94	320		
2007	298	1315	113					25	260	73				61	453	108	626		
2008	290	1098	113					17	43	66				53	236	101	409		
2009	261	910	97					(12)	(145)	37				24	48	72	221		
2010	253	649	81					(19)	(406)	29	(170)	35	(195)	17	(213)	64	(41)	199	438
2011	242	795	107									24	(49)	6	(67)	53	105	188	584
2012	236	523	105			218	844					18	(321)	(0)	(339)	47	(167)	182	312
2013	241	500	83									23	(344)	5	(362)	52	(190)	187	289
2014	NA	NA																	
2015	253	244												17	(618)	64	(446)	199	33
2016	250	290												14	(572)	61	(400)	196	79
2017	228	271												(8)	(591)	39	(419)	174	60
2018	257	222												21	(640)	68	(468)	203	11
2019	237	188												1	(674)	48	(502)	183	(23)
2020				236	862														
2050				189	690	54	211												

### Notes:

All Values are in Metric Tons

(green) numbers indicate measurements below targets.

(#) Measurements are from the California Climate Action Registry CARROT Tool

(\*) Targets are from California AB 32 compliance goals (2010 = 2000 levels, 2020 = 1996 levels, 2050 = 80% of 1996 levels)

(\*\*) Targets are California Governor's and Marin Co. goals (2010 = 95% of 1990 levels, 2015 = 80% of 2000, 2050 = 20% of 2000 levels)

(xxx) Numbers in parenthesis indicate that NMWD is below its target

### Proposed Projects to Reduce GHG Emissions

- 1) Maintain NMWD fleet alternative fuel and efficiency portfolio to keep on the 2020 target. This includes a goal of 25% hybrid fuel vehicles and 50% alternative fuel vehicles for the 2050 target.
- 2) Continue to promote alternative transportation methods for NMWD employees. Car pool with the take home vehicle program, bike to work, public transportation, alternative work weeks.
- 3) Continue to promote water conservation activities.
- 4) Develop plan for energy efficiency improvements in the Main Office Building Remodel.

### Completed Projects to Reduce GHG Emissions

- 1) Added three hybrid vehicles to fleet and eliminated idle operations of construction fleet and replaced gas for diesel trucks.
- 2) Placed the high Novato high-use pump stations onto PG&E time of use.
- 3) Joined Marin Clean Energy for West Marin facilities at the dark green level (100% renewable energy portfolio)
- 4) Promoted alternative transportation/alternative work weeks and carpooling for employee commute.
- 5) Water conservation efforts in 2008, 09 and 10 have led to a reduction in pumping requirements.
- 6) Built a 360kW Solar facility to support Stafford Water Treatment Plant in 2012.
- 7) Joined Marin Clean Energy for our Novato time of use facilities at the light green level (50% renewable energy portfolio)

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12



## MEMORANDUM

To: Board of Directors

January 15, 2021

From: Julie Blue, Auditor/Controller

Subj: Annual Report on Board Compensation *JB*

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**RECOMMENDED ACTION:** Information Only**FINANCIAL IMPACT:** \$40,766 Expense - Calendar Year 2020

To comply with the requirements of Assembly Bill No. 2040 and Assembly Bill 1234, the District prepares a yearly report of the annual compensation and expense reimbursements paid to each board member. This report is a summary of compensation and expense reimbursements paid in calendar year 2020. Assembly Bill No. 2040 requires special districts to annually report, and post on its website, the annual compensation of its elected officials. Assembly Bill No. 1234 requires special districts to disclose the reimbursements made to its elected officials. Within this memo compensation is categorized in the following manner:

1. Regular and Special Board Meetings
2. Advisory Committees, Councils, and Forums
  - a. North Bay Water Reuse Authority
  - b. North Bay Watershed Association
  - c. Sonoma County Water Agency – Water Advisory/Technical Advisory
3. Ad-hoc Committee Meetings – Water Rate Study
4. Conferences – Association of California Water Agencies Annual Conference
5. Expense Reimbursement

The following compensation and reimbursements meet the guidelines established by District policy and have been paid to, or on behalf of, the individual board members.

Compensation Type		Jack Baker	Rick Fraites	James Grossi	Michael Joly	Stephen Petterle
<b>Meeting Attendance:</b>						
1	Regular/Special Board Meetings	\$ 6,736	\$ 6,736	\$ 6,254	\$ 6,736	\$ 6,254
2	Advisory Committees and Councils	\$ 2,169	\$ 1,922	\$ 1,199	\$ -	\$ -
3	Water Rate Study Adhoc Committee Meeting	\$ -	\$ -	\$ 241	\$ 241	\$ -
4	Association of California Water Agencies Conference	\$ 940	\$ -	\$ -	\$ -	\$ -
<b>Expense Reimbursement:</b>						
5	Association of California Water Agencies Conference	\$ 1,338	\$ -	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 11,183</b>	<b>\$ 8,658</b>	<b>\$ 7,694</b>	<b>\$ 6,977</b>	<b>\$ 6,254</b>

13



**DISBURSEMENTS - DATED JANUARY 7, 2021****Item #13**

Date Prepared 1/5/21

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 12/31/20	\$144,581.43
90344*	Internal Revenue Service	Federal & FICA Taxes PPE 12/31/20	63,958.49
90345*	State of California	State Taxes & SDI PPE 12/31/20	14,289.04
90346*	CalPERS	Pension Contribution PPE 12/31/20	38,899.15
90342*	US Bank Card	Fire Hose (\$463), Cal Gov HR Membership Renewal (\$60), Government Finance Officers Assoc-Certification of Achievement Review Fee (\$460), Drug & Alcohol Clearinghouse Testing (\$25), Craigslist-HR/Safety Manager Position Posting (\$150), Zoom for Board Meetings (\$13) & Sympathy Flowers for Employee (\$68)	\$1,239.05
90343*	CalPERs	January Health Insurance Premium (Employer \$49,601, Retirees \$12,486 & Employee Contribution \$10,677)	72,764.85
1	Allied Electronics	Radio Cables (2)	208.21
2	Allied Mechanical	Maintenance Office Compressor Repair	3,409.00
3	Alpha Analytical Labs	Lab Testing	110.00
4	Arrow Benefits Group	December Dental Admin Fee	265.55
5	AT&T	Telephone (\$68), Fax (\$88), Leased Lines (\$142) & Data (\$285)	583.94
6	Backflow Distributors	Parts for Backflow Repairs	3,588.97
7	Bay Alarm	Quarterly Fire Alarm Monitoring Fee (STP) (1/1/21-4/1/21)	338.19
8	Breazeale, Ellen M.	Novato "Washer Rebate" Program	50.00
9	Corrpro	Anodes (STP)	442.70
10	Digi-Key	Radio Antenna for San Antonio Tank	172.74

Seq	Payable To	For	Amount
11	Environmental Science Assoc	Prog Pymt#6: San Mateo Tank Permitting Assistance (Balance Remaining on Contract \$30,305)	600.00
12	Fastenal	Rebuild Filters (3) (STP)	227.98
13	Fishman Supply	Rain Jacket (\$75) & Overalls	120.45
14	Flume Water	Smart Home Water Monitors - Pt. Reyes (25)	3,771.25
15	Garcia, Theresa	Novato "Washer Rebate" Program	50.00
16	GHA Technologies	New Diesel Trash Pump for STP Sludge Handling	5,980.03
17	GHD	Prog Pymt#16: Engineering Services for Oceana Marin Pond Rehab Project (Balance Remaining on Contract \$21,914)	48.75
18	Grainger	Wheels for Trash Pump (\$156), Wire for Tank Controls (\$165), Fuel Transfer Pump (\$467), Pump Rebuilt Kits (2) (\$521), Pump Repair Parts (\$180), Head Shears, Hand Ratchets (\$177) & Miscellaneous Maintenance Parts & Supplies (\$410)	2,135.01
19	V.W. Housen & Associates	Update District's Oceana Marin Sewer System Management Plan (Balance Remaining on Contract \$11,748)	18,252.00
20	Lincoln Life	Deferred Compensation 12/31/20	8,225.62
21	Marin County Parks	Refund Overpayment on Closed Account - Hydrant Meters (2)	981.90
22	MSI Litho	Business Cards (1,000) (Williams, Blank, Reischmann, Rodriquez & Bynum)	326.60
23	Nationwide Retirement Solution	Deferred Compensation 12/31/20	920.00
24	Office Depot	Miscellaneous Office Supplies	505.62
25	Peterson Trucks	Smoke Tests (7) ('07 Int'l 4300, '12 Int'l 4400, '02 Int'l 4300, '19 F550, '09 Peterbilt 335, '99 F550 & '15 Int'l 4400)	600.00

Seq	Payable To	For	Amount
26	R & B	Meter Boxes (9) (\$323), Bushings (3), Couplings (11) (\$2,598), Nipples (20) (\$1,905), Fire Check Assembly (\$2,490), Service Saddles (2) (\$121), Cap & Reducer (\$115)	7,659.99
27	Red Wing Shoe Store	Safety Boots (Reed & Northen)	382.57
28	Reetz, Wayne P.	Novato "Hot Water Recirculation System" Rebate Program	75.00
29	RH & Sons Water Services	Annual Backflow Testing	15,860.00
30		Vision Reimbursement	883.34
31	Scott Technology Group	Monthly Maintenance on Engineering Copier (12/21/20-1/20/21)	186.90
32	Six Robblees	Hub ('13 Vac Excavator & Trailer)	27.85
33	Smith, Paul M.	Novato "Toilet Rebate-Ultra High Efficiency" Program	150.00
34	Sosso, Miles	Novato "Water Smart Landscape Efficiency" Program (\$100) & "Cash for Grass" Program (\$275)	375.00
35	Staples Business Credit	Annual Office Supply & Calendar Order	1,988.75
36	Synectic Technologies	Troubleshoot Phone Wiring (Front Office)	434.00
37	Tamagno Green Products	Sludge Removal from STP (195 yards)	6,825.00
38	Township Building Services	Janitorial Supplies	53.08
39	US Postal Service	Meter Postage	1,000.00
40	Van Bebber	Steel for Truck Shelves	80.33
41	Velluet, Claudine	Novato "Washer Rebate" Program	50.00
42	VWR International	Ampoule Logs (20) (\$106) & Membrane Filters (1,000) (\$212) (Lab)	317.53
43	Wells, Rick	Novato "Smart Irrigation Controller" Program	336.32

Seq	Payable To	For	Amount
44	HD-Supply - White Cap	Sealant (24) (STP)	217.96
		<b>TOTAL DISBURSEMENTS</b>	<b><u>\$424,550.14</u></b>

The foregoing payroll and accounts payable vouchers totaling \$424,550.14 are hereby approved and authorized for payment.

	
Auditor-Controller	Date
	
General Manager	Date

## ***DISBURSEMENTS - DATED JANUARY 14, 2021***

Date Prepared 1/12/21

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:

<b>Seq</b>	<b>Payable To</b>	<b>For</b>	<b>Amount</b>
1	ADTS	Annual Random Testing Compliance Program (13)	\$988.00
2	All Star Rents	Propane (25 gal)	106.93
3	Alpha Analytical Labs	Lab Testing (W.M.)	135.00
4	Arendell, Tony	Exp Reimb: Food for Crew - Leak at School Road Pump Station	38.73
5	Arrow Benefits Group	December Dental Expense	5,843.16
6	Backflow Distributors	Backflow Repair Parts	421.42
7	Bartolacelli, Wayka	Refund Overpayment on Closed Account	32.42
8	Buck's Saw Service	Miscellaneous Maintenance & Landscape Tools	121.15
9	Building Supply Center	Bushings (2) & Coupling (PRTP)	6.03
10	CA Dept of Tax & Fee Admin	State Sales & Use Tax 1/20-12/20	5,339.00
11	Diesel Direct West	Gasoline (1,200 gal)	3,757.19
12	EKI Environment & Water	Prog Pymt#2: Prepare 2020 Urban Water Management Plan Update (Balance Remaining on Contract \$36,680)	8,609.90
13	Enterprise FM Trust	Jan Monthly Leases for Chevy Colorado, F250's (2), Nissan Rouges (2), Nissan Frontier & F150's (4)	5,040.54
14	Fedak & Brown	December Progress Billing (FY 20 Financial Audit) (Balance Remaining on Contract \$2,950)	1,675.00
15	Frontier Communications	Leased Lines	1,444.50
16	Grainger	Boot Insoles, Band Saw Blades (3), PLC Breakers (\$72), Magnets (16), Air Hammer Kit (\$209), Fittings for STP Pumps (\$63) & Holders for Safety Glasses (24) (\$111)	600.46

Seq	Payable To	For	Amount
17	Holton, Nancy	Exp Reimb: Office Supplies Due to Working Remotely	88.75
18	Home Depot	Steel Handled Brush Remover (51")	103.54
19	Marin Landscape Materials	Fill Sand (1/2 yd)	25.50
20	Marin County Ford	Service Parts ('12 F250-\$72 & '15 Ford Escape-\$50), Shifter Parts ('99 F550) (\$106) & Door Lock ('19 F550)	234.61
21	County of Marin	Reissue Check for Annual Encroachment Permit	490.00
22	New Pig	Spill Kits for Equipment (3) (\$423) & Oil Absorbent Sock for Fleet (\$73)	495.65
23	North Bay Gas	Nitrogen (\$131), Breathing Air & December Cylinder Rental	181.00
24	Novato Builders Supply	Lumber (\$430) & Miscellaneous Construction Supplies (\$162)	591.76
25	Novato Sanitary District	4th Quarter Pre-Treatment (\$509) & October 2020 RW Operating Expense (\$28,590)	29,098.68
26	Office Depot	Laser Paper & Desktop Calendars (4)	43.56
27	PG&E	Energy Bill for District Apartment (\$13) & Power: Bldgs/Yard (\$3,637), Other (\$153), Pumping (\$31,067), Rect/Controls (\$462) & Treatment (\$212)	35,544.37
28	Piazza Construction	Prog Pymt#7: PRE Tank 4A Replacement Project (Balance Remaining on Contract \$266,217)	127,424.78
29	Piazza Construction Escrow Acct	5% Retainer: Piazza Construction-PRE Tank #4A Replacement	6,706.57
30	Recology Sonoma Marin	December Trash Removal	510.80
31	Safety Center	On-Site Traffic Control & Flagging Training (2 Days-18 Employees)	2,100.00
32	S-Scapes	Annual Backflow Testing for Customer Owned Reduced Pressure Devices	4,980.00

Seq	Payable To	For	Amount
33	SWRCB Accounting Office	FY21 Large Water System Fees (\$52,255), FY21 Small Water System Fees (Pt. Reyes) (\$5,056) & Annual Permit Fee (Gallagher Ranch Streambank Stabilization Project) (\$59)	57,369.20
34	United Parcel Service	Delivery Services: Sent Media Sample from STP Chlorine Scrubber to be Tested	11.17
35	Verizon Wireless	Cellular Charges: Data (\$1,059), Airtime (\$87) & iPads Asset Management (\$200)	1,345.93
36	Young, Barry	Refund Overpayment on Closed Account	147.09
		<b>TOTAL DISBURSEMENTS</b>	<b><u>\$301,652.39</u></b>

The foregoing payroll and accounts payable vouchers totaling \$301,652.39 are hereby approved and authorized for payment.

Julie Blue 01/13/2021  
Auditor-Controller Date

DMS 01/13/2021  
General Manager 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
11/23/20	219	639	mg/L
12/1/20	224	595	mg/L
12/8/20	67.9	194	mg/L
12/15/20	34.7	90.4	mg/L

\*milligrams per liter



## POINT REYES LIGHT December 31, 2020

### **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:

<b>Date</b>	<b>Sodium</b>	<b>Chloride</b>	<b>Units</b>
12/1/20	224	595	mg/L
12/8/20	67.9	194	mg/L
12/15/20	34.7	90.4	mg/L
12/22/20	57.5	141	mg/L

\*milligrams per liter

January 7, 2021 POINT REYES LIGHT

**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
12/8/20	67.9	194	mg/L
12/15/20	34.7	90.4	mg/L
12/22/20	57.5	141	mg/L
12/29/20	21.4	44.4	mg/L

\*milligrams per liter

## MEMORANDUM

To: File Date: January 13, 2021  
From: Tony Williams, AGM/Chief Engineer; *ABW*  
Robert Clark, Operations/Maintenance Superintendent *RC*  
Reviewed: Drew McIntyre, General Manager  
Subject: 8-Inch Main Break Summary – School Road near School Road Pump Station  
R:\WON JOB No ISSUES\Databases\Pipe condition Data\2021-1-11 8-inch ACP break SchoolRd.docx

### Background:

On January 2, 2021 at 03:19 a.m., there was a main break on School Road just beyond the discharge piping of the School Road Pump Station (see attached map). The section of pipe that failed, approximately 6 feet in length, appeared to have a blowout on the top half just beyond the collar end at a valve connection. An old service connection via a corporation stop (killed service) was present on the ruptured segment. The pipe segment is part of a section of Zone 2 piping approximately 26 feet long, at the interface of Zone 1 and Zone 2.

### System Data

Location: Facility Map (FM): K-15, approximately N5978497, E2233993).

Pipe Information: 8-inch AC pipe, Class 150, installed 1964-65, job 249, approximate pipe elevation 38 feet. Note: modifications to pump station piping occurred in 1987 but section of pipe not changed. The typical operating pressure ranges from approximately 126 to 133 psi.

System information: Zone 1 - Zone 2 (Crest-Blackpoint), Crest Tank Overflow Elevation 341.3 feet. At the time of the break, no pumps were running at the School Road Pump Station. Crest (1 and 2) Tank level was 38.6 feet and dropped to 36.8 feet (1.8 feet change) at time of failure. When the tank level reached 34.5 feet, pump 1 was turned on to ensure flow and ran for 40 minutes. Maximum flow through the pump during the leak was over 1,000 gpm. It was observed that Zone 1 water was flowing through the pump station without the pump in operation prior to being turned on.

### Testing

Visual inspection of the ruptured pipe indicated possible loss of calcium hydroxide content in the pipe overall; the interior surface showed no abnormal wear. The exterior surface of the pipe was relatively soft as indicated by indentations left by hammer blows (1/4-inch diameter hammer head). A sample of the ruptured pipe was tested using phenolphthalein dye testing and Durometer hardness (Shore D scale) testing. The results of dye testing showed no dye color on the interior and exterior layers of the pipe cross-section indicating leaching of calcium hydroxide (lime). Hardness testing was performed on the outer, center and inner layer of the pipe cross-section with values of 40, 70, and 66 respectively on a scale of 0 to 100. Some academic research as shown that a hardness value of 85 or higher is a "non-degraded" condition.

The thickness of the pipe was measured and found to be 0.625 inches. The AWWA C401-03 thickness standard for 8-inch Class 150 pipe was 0.760 inches, indicating a loss of 0.135 inches.

Overall wall thickness of pipe 0.625-inch +/-, an average of approximately 0.188" of the thickness showed bright purple staining (i.e. full strength). Based on the area of pipe wall remaining at full strength, the remaining strength of the pipe is about 30% of original ( $0.19/0.625 = 0.30$ ). The maximum safe operating pressure for this pipe, from AWWA C401, is 150 psi with a safety factor of 4.4. The AWWA "design pressure" is 653 psi, with no allowance for a safety factor. Based on these factors, the estimated remaining life is approximately 12 years.

No other main breaks are listed on School Road in the database, started in 1997.

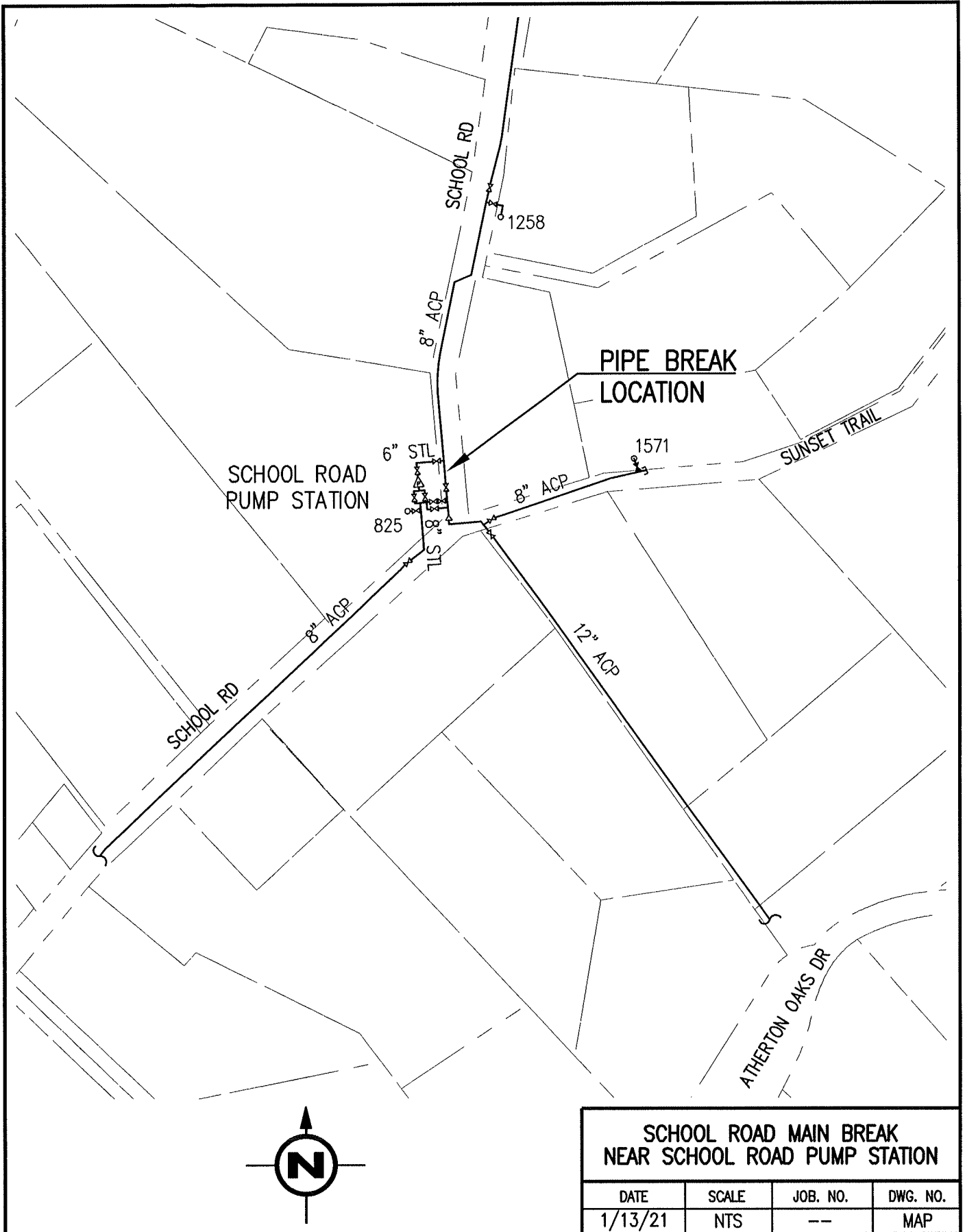
#### Pump Station Operation

Prior to the pipe failure, the previous pump cycle was from 12/31/20 at 13:00 hours to 1/1/21 at 09:30 hours. The normal maximum pump cycle pressure is 132.1 psi, with system pressure 127.1 psi at low tank level and no spike in pressure detected at start up or the end of the cycle. The corresponding flow during this fill cycles 321 gpm at the lower pressure and 284 gpm at the higher pressure.

#### Recommendation

Continue to include "Main/Pipeline Replacement" line item in the next fiscal year CIP budget. Additional testing of the pipe in School Road or other mainline sections of this 1964-65 project installation may be warranted to assess the level of deterioration and determine if the problem is isolated or more wide spread.

Copy to file: "Pipe Condition Data"



## *Putting it on line to defend water rates*

### **Editorial**

### **Marin Independent Journal**

Marin Municipal Water District directors are budgeting \$800,000 to defend their adopted rate structure, new conservation-driven tiers and new levies for maintenance of watershed and capital repairs.

The district's charges are garnering legal fire from ratepayers who contend they violate the state's wide-ranging and much-debated Proposition 218 guidelines governing governmental taxes and charges.

California voters approved Prop. 218 in 1996, but since then its provisions have been frequent fodder for lawsuits and court rulings. That its ramifications are still being defined, nearly a quarter of a century since its passage, gives some credence to arguments that some measures should go through the rigors — multiple analyses and public hearings — before being put on the ballot for voter approval.

Prop. 218 was designed as a follow-up to the state's 1978 Proposition 13 property tax reform law. It was crafted to address setting and approval of other taxes and charges levied by government, many of which were put into place to help replace revenue lost due to Prop. 13.

MMWD directors are hiring an outside law firm to lead its defense in two lawsuits that contend that its fee structure is illegal. The lawsuits seek refunds on those rates, arguing that they are unconstitutional.

The lawsuits contend the district's rates are higher than its cost for the services the charges are supposed to pay for. Recently, Marin Judge Stephen Freccero sided with a plaintiff that MMWD's old rate structure — in place from 2011 to 2015 — was not based on the actual cost of water. Its tiers were designed to financially encourage ratepayers to conserve water by penalizing those who use more.

Freccero ruled "there is no correlation between the rates in the different tiers and the cost of water service in those tiers."

MMWD is committed to defending its rates. MMWD's preparation to spend \$800,000 certainly raises the stakes for the plaintiffs who don't have "house" money to use in their legal fights. If it was a poker game, we would say MMWD directors have upped the ante to intimidating levels, possibly in hopes of convincing their critics to fold and let the challenged rates stand.

Not surprisingly, directors have gotten some heat for their strategy and use of ratepayer money. One of their critics, Chris Wheaton of Larkspur, said MMWD directors "are forcing ratepayers to sue themselves and pay for both sides."

Prop. 218 challenges and lawsuits have been growing.

In recent years, local sewage agencies have faced similar challenges of their uniformed rates where people living in small condominiums were paying the same as those in huge houses. Critics contended that Prop. 218 required charges be based on actual usage.

A lawsuit pursued by the local taxpayer watchdog group, Coalition of Sensible Taxpayers, contends that MMWD's new capital maintenance and watershed management fees should similarly be based on actual usage, not the size of ratepayers' water meters and the potential they could use more. COST is also seeking refunds.

Certainly, there's a lot at stake, both for MMWD and other water agencies whose rate structures reflect the same strategies.

Longtime MMWD director Jack Gibson, an attorney, says the board does not deserve to be criticized for "not defending the district on the cheap."

But the board deserves to be questioned about its rates and whether they comply with the myriad provisions of Prop. 218. Sometimes, a court has to decide.

In both cases facing the board, the plaintiffs are not trying to get rich on ratepayers' money. They are seeking a fair hearing of their grievances and they feel they have to go to court to get it.

The amount of money the district is bankrolling for this fight does not appear to reflect any interest in being fair; just a willingness to pay to win.

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Sunday, 01/03/2021 Page .A14



Local // Bay Area & State

## Bay Area forecast: Dry conditions to persist for weeks as window to make up for arid winter starts closing

Michael Williams Jan. 8, 2021 Updated: Jan. 8, 2021 6:43 p.m.

**San Francisco Chronicle**



Kirby Yang hikes on a trail in Brushy Peak Regional Preserve on Nov. 16 in Livermore. The Bay Area and most of the Golden State are bracing for a rain-free few weeks, adding to what has already been an abnormally dry rainy season, meteorologists said.

Photo: Gabrielle Lurie / The Chronicle 2020



Mark Kluver hikes on a trail in Brushy Peak Regional Preserve on Nov. 16 in Livermore. The Bay Area and most of the Golden State are bracing for a rain-free few weeks, adding to what has already been an abnormally dry rainy season, meteorologists said.

Photo: Gabrielle Lurie / The Chronicle 2020



In recent weeks, meteorological models gave the Bay Area a glimmer of hope that some much-needed precipitation was on its way, bringing a bit of relief to a parched region.

But those hopes — like much of California itself — have dried up.

The Bay Area and most of the Golden State are bracing for several more rain-free weeks, adding to what has already been an abnormally dry rainy season, meteorologists said.

“That’s been the pattern this winter so far,” said Anna Schneider, a National Weather Service meteorologist.

“We see something promising in the forecast — then when we get there, it fizzles out.”

Meteorologists say one large storm can make up a significant chunk of the region’s rainfall deficiency — but with only a few weeks left, time is running out. The historically wettest part of the rainy season is a dismal time for a dry spell, meteorologists said.

Since October, the region’s rainfall has been paltry — fluctuating between 65% and 75% below normal levels, Schneider said.



BY KURTIS ALEXANDER

Dismal California snowpack is bad sign for water supplies

A system that brought rain to Washington state and Oregon also reached some parts of the North Bay on Friday — but the tail end of the system fell apart over the Bay Area after dropping at most two-tenths of an inch, the weather service reported.

“We had quite a bit of dry air over us,” said weather service meteorologist Cindy Palmer. “For that reason, the rain system really weakened and fell apart.”

The dry weather will be paired with temperatures ranging from the mid-40s to the high 50s throughout the Bay Area this weekend, slightly warmer than normal.

The lack of wet weather is stressing the state’s water supply.

Surveys conducted by the state’s Department of Water Resources late last month found that the average snow-water equivalent, a measure of snowpack, was 5 inches, when it should be about twice that amount. The last time the snowpack was that low was 2017 — when California was emerging from a years-long drought.

The results reflected California’s dry start to the rainy season and “provide an important reminder that our state’s variable weather conditions are made more extreme by climate change,” Department of Water Resources Director Karla Nemeth said.

The snowpack in the Sierra and southern Cascades provides as much as a third of the water used by California cities and farms. That area is not expecting any precipitation — in the form of rain or snow — for the next five to seven days, “or possibly longer than that,” weather service meteorologist Scott Rowe said.

The state’s wet season is expected to last through March, but the first few weeks of January are crucial because that time is historically the wettest part of the wet season, Rowe said.

One big storm could significantly make up for the deficit, Rowe said — a full recovery, though, is “unlikely, but not probability impossible.”

“While we are in a dry pattern, there is still plenty of wet season left,” Rowe said. “In the next few weeks, we do lose the opportunity to dig ourselves out of that hole.”

*Michael Williams is a San Francisco Chronicle staff writer.  
Email: michael.williams@sfchronicle.com*

January 7, 2021 POINT REYES LIGHT

## Letters

### ***New water alternative***

Like so many people in Point Reyes, I am unable to drink the high-salinity water. I'm happy that a new well will be drilled, but it is months off. In the meantime, I have been looking at alternatives. Great news! I found a small, Sonoma County company that is willing to deliver to Point Reyes, Olema and Inverness. I have found their customer service to be very friendly. Customers can choose B.P.A.- and B.P.S.-free bottles or the slightly more durable regular plastic bottles. The water source is a spring on Cobb Mountain in Lake County. They are starting delivery to Point Reyes, Olema and Inverness once a month, on the second Monday of every month, starting Jan. 11. Yahoo! You can call them at (415) 426.0741 or email [info@mayacamaswa-](mailto:info@mayacamaswater.com)

[ter.com](mailto:info@mayacamaswater.com). I hope you will join me in bringing what looks to be a great water delivery service, Mayacamas Mountain Spring Water, to our communities.

**Connie Hoshor**  
Point Reyes Station

## Water Bill Debt Soars During Pandemic, Prompting Fears of Future Shutoffs

**As more and more people fall behind on their water bills, a report released Thursday by the non-profit public policy organization SPUR recommends federal intervention and greater enrollment in customer assistance programs.**

By [Stephen Stock](#) • Published January 14, 2021 • Updated on January 15, 2021 at 12:02 am

Tens of thousands of Bay Area residents financially impacted during the COVID-19 crisis now face tens of millions of dollars in unpaid water bills, prompting both long-term financial and public health concerns.

That's the conclusion of [a new a report](#) released Thursday by the non-profit public policy organization [SPUR](#), and that looming potential crisis has experts concerned about vulnerable customers.

While California Gov. Gavin Newsom issued an [order](#) in April of last year preventing utilities from cutting off access to water during the pandemic for customers behind on payments, the bills continue to accrue and, experts say, all that debt will still be on the books when the moratorium eventually expires.

"If we don't think about this carefully, lifting the ban suddenly would be a disaster," said SPUR Director of Sustainability and Resiliency Policy Laura Feinstein, who authored the report.

"I think everybody's worst fear is that large numbers of low-income folks that have trouble paying their bills are going to get their water disconnected, because that means that there's large numbers of people in the community who can't wash their hands," Feinstein said. "It also means they can get evicted from their apartments."

In the long-run, mounting debt could also leave water utilities in dire financial straights without federal assistance, according to the report.

According to SPUR's report, as well as data provided by the San Francisco Public Utilities Commission (SFPUC) and East Bay Municipal Utility District (EBMUD), water bill debt is soaring across the state.

“We’ve seen a pretty significant uptick in delinquent accounts,” said SFPUC Press Secretary Will Reisman. “This is something we’ve been tracking really since the start of the pandemic in March.”

In San Francisco alone, delinquent residential and commercial water customers owe about \$8 million combined in unpaid water bills, according to October data. That’s water debt seven times greater than the amount the agency reported in the period just before the onset of the COVID-19 pandemic.

About 6,400 residential and commercial customers are currently at least 90 days behind on payments, according to the SFPUC.

“For the time being, we can weather these [debt] increases,” Reisman said, pointing out the delinquent amount accounts for less than 2% of SPUC total revenue.

“It’s really about finding ways to help our customers when it comes to paying their bills,” Reisman said, saying the SFPUC has expanded customer assistance programs during the pandemic.

SFPUC customers can [click here](#) to learn about the agency's assistance programs.

Across the Bay, delinquent water customers owe \$7.4 million, according to December data from East Bay MUD. That total is about three times higher than the typical amount of customer water debt, according to East Bay MUD.

“We know it’s a difficult time for many right now,” East Bay MUD spokesperson Andrea Pook said in a statement. “We encourage our customers to go to [www.ebmud.com/cap](http://www.ebmud.com/cap) for information on our customer assistance program, or they can call us and speak directly with a representative.”

Feinstein said it’s critical for utilities to enroll more eligible customers into those assistance programs, which she said have low participation rates.

According to SPUR’s report, just 4.5% of eligible SFPUC customers were enrolled in an assistance program.

East Bay MUD said it’s enrolled more than 1,000 customers in assistance programs since last March and estimates about 25% of eligible customers are currently signed up.

“There needs to be an effort to get 90% or so of low-income customers involved in these programs,” Feinstein said.

Feinstein also said across the board, utilities should offer or expand on debt management programs, and called on the federal government to offer even more in additional funds to help pay down water bill debt.

“\$638 million in the last [Federal]stimulus for water bills, that’s probably going to take care of maybe one percent or two percent of the problem in the country,” Feinstein said. “So there needs to be a big infusion of funding to deal with this.”

It’s tough to pin down the exact amount of current national water debt. Feinstein hopes that a state report due out later this month will help clarify the numbers for California.

An August investigation from the non-profit journalism organization Circle of Blue found more than 1.5 million households in 12 major cities cumulatively owe \$1.1 billion in past-due water bills.

“We’ve been advocating with other utilities across the country on federal assistance, particularly for these low-income assistance programs, these subsidies that we would like to see become permanent for customers who have trouble paying their bills on a monthly basis,” SFPUC’s Reisman said.

Beyond the economic burden of water debt, Feinstein worries about the public health implications of potentially looming water shutoffs.

“That would be a public health disaster during the pandemic,” Feinstein said. “To their credit, I think water utilities and legislators are all trying to find a solution to this problem, but it’s not an easy fix.”





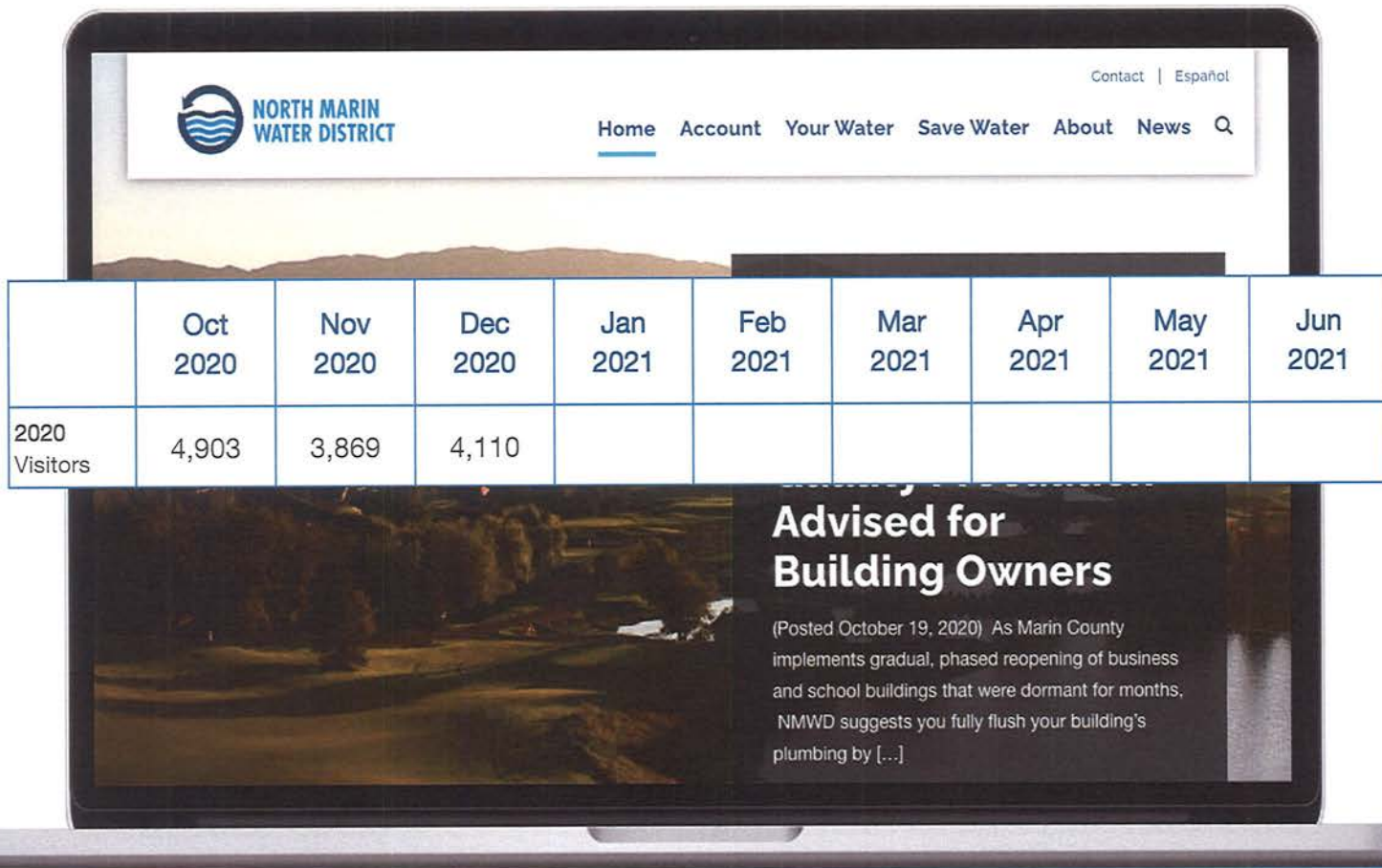
**NORTH MARIN  
WATER DISTRICT**

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# **Web & Social Media Report**

December 2020

## Website Statistics





## Social Media Followers

	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021
 Facebook Likes	1,185	1,186	1,188						
 Twitter Followers	14	14	17						
 Instagram Followers	402	414	431						



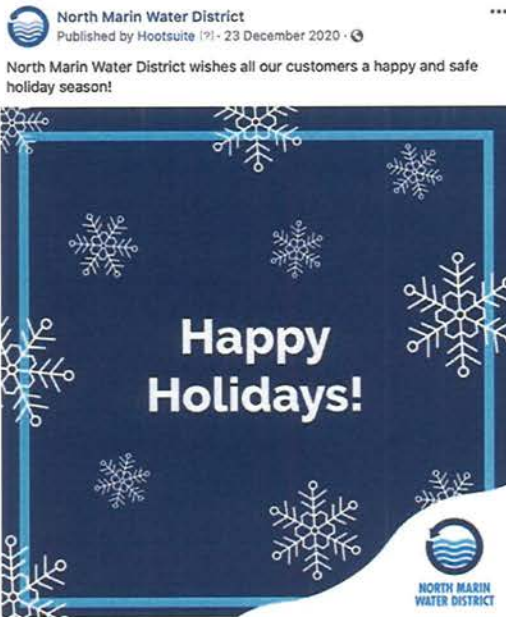
## NMWD Most Visited Pages

Pages	Unique Pageviews	% of Total
<a href="#">Home</a>	2594	30.88%
<a href="#">Online Billing</a>	1751	22.84%
<a href="#">Watersmart</a>	450	6.07%
<a href="#">Contact</a>	164	1.98%
<a href="#">Pay Your Account Online</a>	159	1.95%
<a href="#">Your Water Statistics</a>	153	1.94%
<a href="#">Meetings 2020</a>	147	1.87%
<a href="#">Novato Water</a>	136	1.72%
<a href="#">Start Service</a>	135	1.67%
<a href="#">Human Resources</a>	128	1.66%

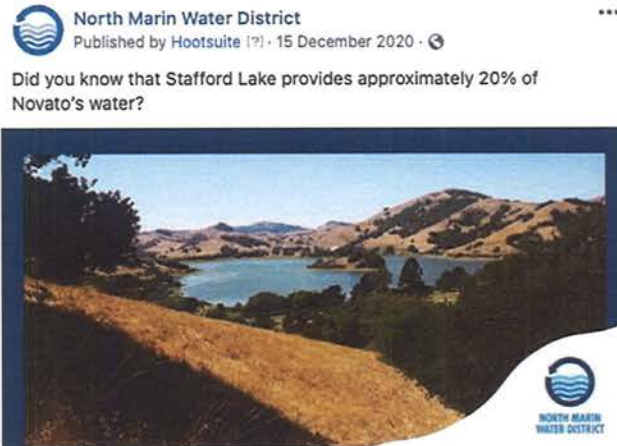




## December Social Media Highlights | Facebook



61 people reached | 3 engagements



57 people reached | 2 engagements



54 people reached | 5 engagements

Engagements include likes, reactions, clicks and comments





## December Social Media Highlights | Facebook



North Marin Water District

Published by Hootsuite [?] · 2 December 2020 ·

Have you read the Fall edition of the Novato Waterline Newsletter? You can find it online here:

[https://nmwd.com/.../2.../11/NMWD\\_Novato\\_Newsletter\\_Fall2020.pdf](https://nmwd.com/.../2.../11/NMWD_Novato_Newsletter_Fall2020.pdf)

Read our  
newsletter  
online



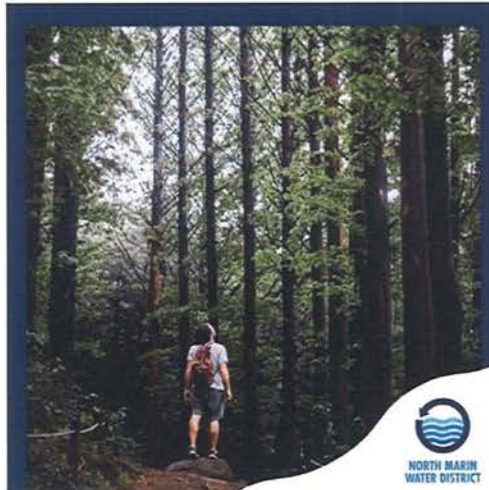
56 people reached | 2 engagements



North Marin Water District

Published by Hootsuite [?] · 5 December 2020 ·

Today is #YouthClimateActionDay, and we want to hear how you're taking action! From tree planting to conserving water, [climateactionday.org/en](https://climateactionday.org/en) shares great ideas for getting involved! #climateactionday



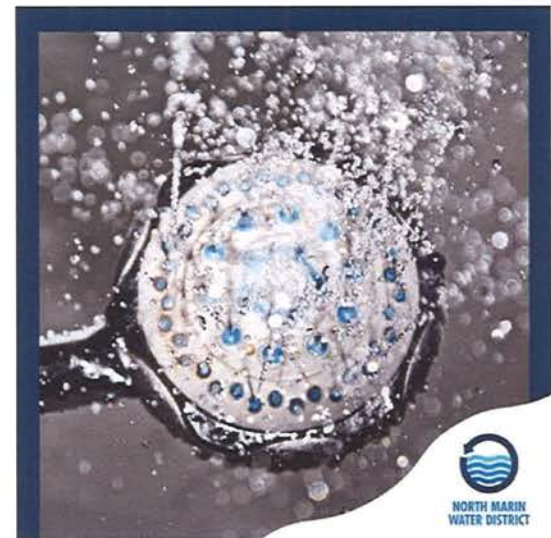
52 people reached | 1 engagements



North Marin Water District

Published by Hootsuite [?] · 22 December 2020 ·

We offer a \$75 rebate to customers who install a self-activated or on-demand hot water recirculation system. Visit our website to learn more and apply! [nmwd.com/save-water/indoors/](https://nmwd.com/save-water/indoors/)



56 people reached | 1 engagements

Engagements include likes, reactions, clicks and comments







## December Social Media Highlights | Facebook



North Marin Water District

Published by Hootsuite [?] · 17 December 2020 ·

Did you know that the Russian River provides approximately 70% of Novato's water? Learn more on our History page: [nmwd.com/about/history/](http://nmwd.com/about/history/)



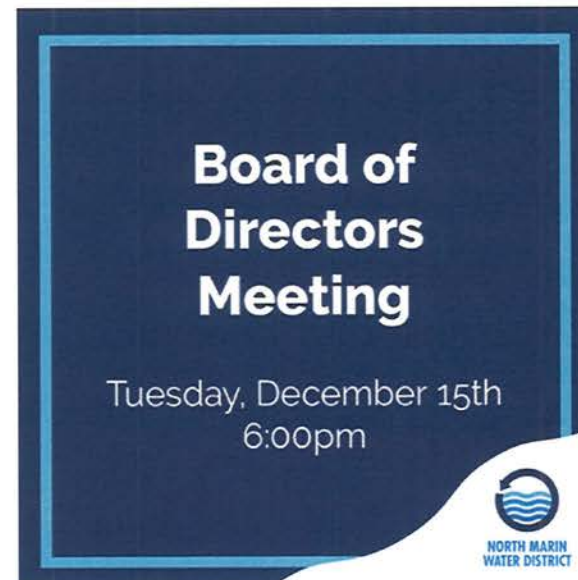
44 people reached | 0 engagements



North Marin Water District

Published by Hootsuite [?] · 12 December 2020 ·

Customers are welcome and encouraged to attend North Marin Water District's virtual board meeting next Tuesday. See the agenda for how to join by phone or Zoom: [nmwd.com/meetings](http://nmwd.com/meetings)



41 people reached | 0 engagements

*Engagements include likes, reactions, clicks and comments*





## December Social Media Highlights | Twitter



**North Marin Water District** @NorthMarinWater · Dec 2, 2020

Have you read the Fall edition of the Novato Waterline Newsletter? You can find it online here: [ow.ly/I0di50CyMK1](https://ow.ly/I0di50CyMK1)



**North Marin Water District** @NorthMarinWater · Dec 5, 2020

Today is [#YouthClimateActionDay](#), and we want to hear how you're taking action! From tree planting to conserving water, [climateactionday.org/en](https://climateactionday.org/en) shares great ideas for getting involved! [#climateactionday](#)



*Engagements include likes, reactions and comments*





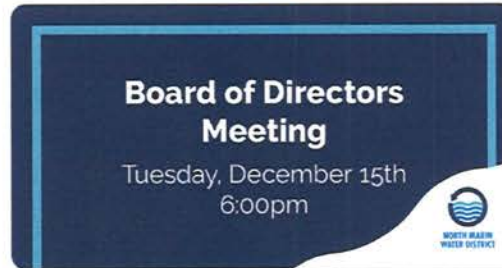
## December Social Media Highlights | Twitter



**North Marin Water District** @NorthMarinWater · Dec 8, 2020  
We offer rebates to customers for installing systems that capture rainwater or divert graywater to offset potable water demand for landscape irrigation! Visit our website to learn more and apply: [nmwd.com/save-water/out...](https://nmwd.com/save-water/out...)



**North Marin Water District** @NorthMarinWater · Dec 12, 2020  
Customers are welcome and encouraged to attend North Marin Water District's virtual board meeting next Tuesday. See the agenda for how to join by phone or Zoom: [nmwd.com/meetings](https://nmwd.com/meetings)



**North Marin Water District** @NorthMarinWater · Dec 15, 2020  
Did you know that Stafford Lake provides approximately 20% of Novato's water? [#water](#) [#drinkingwater](#) [#novatowater](#) [#staffordlake](#)



Engagements include likes, reactions and comments





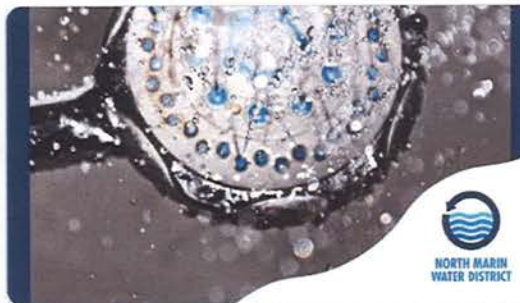
## December Social Media Highlights | Twitter

 **North Marin Water District** @NorthMarinWater · Dec 17, 2020 \*\*\*  
Did you know the Russian River provides approximately 70% of Novato's water? Learn more here: [nmwd.com/about/history](https://nmwd.com/about/history)  
#water #drinkingwater #novatowater #russianriver



No engagements

 **North Marin Water District** @NorthMarinWater · Dec 22, 2020 \*\*\*  
We offer a \$75 rebate to customers who install a self-activated or on-demand hot water recirculation system! Visit our website to learn more and apply: [nmwd.com/save-water/find...](https://nmwd.com/save-water/find...)



No engagements

 **North Marin Water District** @NorthMarinWater · Dec 23, 2020 \*\*\*  
North Marin Water District wishes all our customers a happy and safe holiday season! #happyholidays 🌟 #holidays2020 🌟 #community



1 like | 0 retweets

*Engagements include likes, reactions and comments*







## December Social Media Highlights | Instagram



9 likes

northmarinwaterdistrict • Follow ...

northmarinwaterdistrict Have you read the Fall edition of the Novato Waterline Newsletter? You can find it online at [nmwd.com/about/waterline-newsletter](https://nmwd.com/about/waterline-newsletter) (Link in bio!)

5w



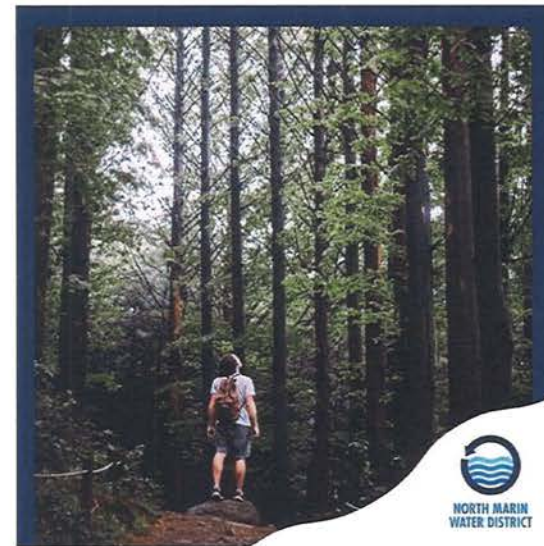
9 likes

DECEMBER 2, 2020

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4 likes

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northmarinwaterdistrict Today is #YouthClimateActionDay, and we want to hear how you're taking action! From tree planting to conserving water, [climateactionday.org/en](https://climateactionday.org/en) shares great ideas for getting involved! #climateactionday

4w



4 likes

DECEMBER 5, 2020

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## December Social Media Highlights | Instagram



3 likes

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northmarinwaterdistrict Did you know we offer rebates to customers for installing systems that capture rainwater or divert graywater to offset potable water demand for landscape irrigation? Visit [nmwd.com/save-water/outdoors](https://nmwd.com/save-water/outdoors) to learn more and apply! (Link in bio)

4w



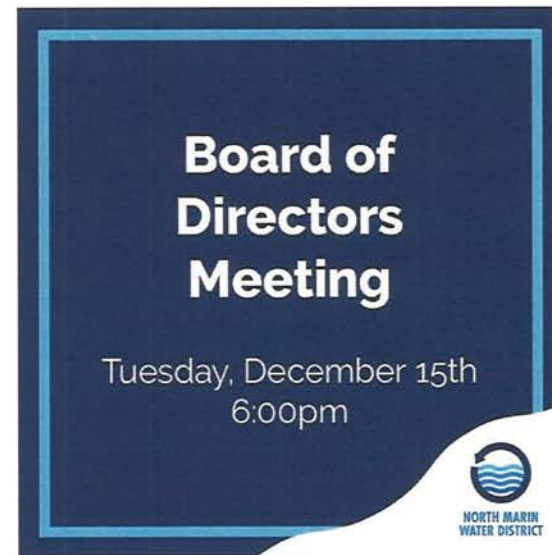
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3w



3 likes

DECEMBER 12, 2020

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## December Social Media Highlights | Instagram



6 likes

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northmarinwaterdistrict Did you know that Stafford Lake provides approximately 20% of Novato's water? #water #drinkingwater #novatowater #staffordlake

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6 likes

DECEMBER 15, 2020

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9 likes

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northmarinwaterdistrict Did you know the Russian River provides approximately 70% of Novato's water? Learn more on our History page: nmwd.com/about/history (link in bio!) #water #drinkingwater #novatowater #russianriver

2w



9 likes

DECEMBER 17, 2020

Add a comment...

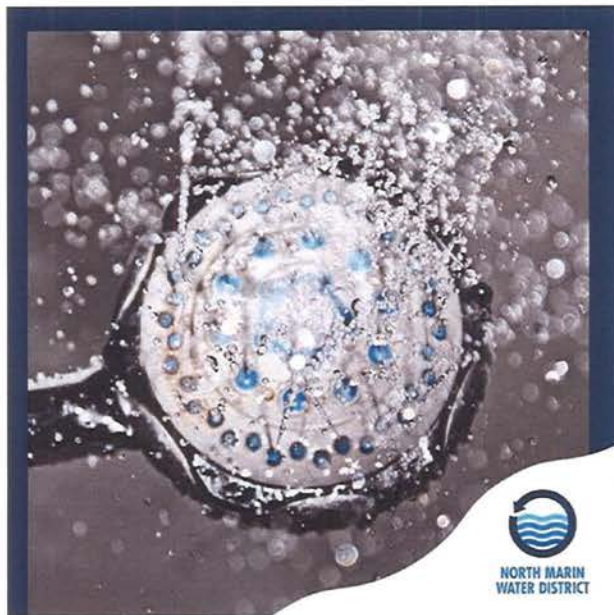
Post







## December Social Media Highlights | Instagram



5 likes

northmarinwaterdistrict • Follow ...

northmarinwaterdistrict We offer a \$75 rebate to customers who install a self-activated or on-demand hot water recirculation system! Visit our website to learn more and apply: [nmwd.com/save-water/indoors](https://nmwd.com/save-water/indoors) (Link in bio!)

2w



5 likes

DECEMBER 22, 2020

Add a comment...



Post



6 likes

northmarinwaterdistrict • Follow ...

northmarinwaterdistrict North Marin Water District wishes all our customers a happy and safe holiday season! #happyholidays #holidays2020 #community

2w



6 likes

DECEMBER 23, 2020

Add a comment...



Post



## Website Updates | December 2020

- Increase agenda upload size from 5Mb to 20Mb
- Updates to the Regulations page for downloads
- Updates to the Board of Directors page to reflect the change to President and Vice President
- New Board Meeting calendar for 2021
- Provided consultation services to NMWD staff to troubleshoot issues with third-party web pages



MENU ≡

### Board of Directors

#### North Marin Water District Board of Directors

The District is governed by a five-member Board of Directors, elected by-division from within the District's service area which includes Novato, portions of West Marin and portions of Sonoma County, along the US Hwy 101 corridor, south of Petaluma.



#### James Grossi (President)

Originally Appointed: 2017

Current Term Expires: December 2022

Occupation: Principal with Grossi Consulting

Division: 1

[Ethics Training Certificate](#)

[Biography of James Grossi](#)

Contact James Grossi: [jgrossi@nmwd.com](mailto:jgrossi@nmwd.com)



## What's Next?

- Facebook 'likes' campaign launches in February 2021 (to increase followers)
- Aqueduct Energy Efficiency Project historical post (Jan 14)
- Jan 19 Board of Directors Meeting reminder (Jan 15)
- High-efficiency washing machine rebate promotion post (Jan 19)
- Introducing Tony Williams - news story and post (Jan 21)
- Rebates for outdoor water conservation post (December 8)
- 1970s tank storage increase 'historical fun fact' post (Jan 25)
- News story about dry conditions / saving water
- "It's a dry year. Save water with us" campaign posts (one per week from Jan 28)
- Feb 2 Board of Directors Meeting reminder (Jan 29)



**Thank You**