



NORTH MARIN WATER DISTRICT
AGENDA – REGULAR MEETING
May 18, 2021 – 6:00 p.m.
Location: Virtual Meeting
Novato, California

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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/84776004711> **OR**

SIGN IN TO ZOOM:

Meeting ID: 84776004711

Call in Method:

Dial: +1 669 900 9128

Meeting ID: 84776004711#

Participant ID: #

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

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

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

Est. Time 6:00 p.m.	Item	Subject
		CALL TO ORDER
	1.	APPROVE MINUTES FROM REGULAR MEETING , May 4, 2021
	2.	GENERAL MANAGER’S REPORT
	3.	OPEN TIME: (Please observe a three-minute time limit) This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.
	4.	STAFF/DIRECTORS REPORTS
	5.	MONTHLY PROGRESS REPORT
		CONSENT CALENDAR The General Manager has reviewed the following items. To his knowledge, there is no opposition to the action. The items can be acted on in one consolidated motion as recommended or may be removed from the Consent Calendar and separately considered at the request of any person.
	6.	Consent – Approve: SMART Railroad Invoices for Recycled Waterline Crossings
	7.	Consent – Approve: EKI Environment and Water Consulting Services Agreement Contract Amendment – 2020 Urban Water Management Plan Update
		ACTION CALENDAR
	8.	Approve: Consider approval of Resolution 21-XX Implementing a Drought Surcharge for the West Marin Service Area from July 1 through November 1 and Amending Section 6 and Section 10 of Ordinance 39 Resolution
	9.	Approve: Side Letter with Employee Association Concerning Insurance Benefits and to Modify Effective Date for Medical, Dental and Vision Insurance for Represented and Unrepresented Employees
	10.	Approve: Amend Contract with GHD - Old Ranch Road Tank No. 2
	11.	Approve: District Headquarters Upgrade Project – Construction Management Services
	12.	Approve: Renew Declaration of Local Emergency Related to COVID-19 Pandemic
		INFORMATION ITEMS
	13.	Budget Review – Proposed FY 20/21 Budgets Novato and West Marin Service Areas
	14.	FY 2020/21 Third Quarter Progress Report -Water Quality
	15.	FY 2020/21 Third Quarter Progress Report – Engineering Department
	16.	FY 2020/21 Third Quarter Progress Report -Water Conservation
	17.	Stafford Lake Backfeeding Summary
	18.	WAC/TAC Committee Meeting – April 5, 2021
	19.	NBWA Meeting– May 7, 2021

Est. Time	Item	Subject
	20.	MISCELLANEOUS Disbursements – Dated May 6, 2021 Disbursements – Dated May 13, 2021 Marin IJ – Notice of Marin County Planning Commission Hearing – Gallagher Family Coastal Permit and Use Permit <u>News Articles:</u> Marin IJ – Marin drought echoes water crisis of 1976-77 – MANY SIMILARITIES Marin IJ – Editorial – Water shortage demands wiser choices by all Marin IJ – Water use restrictions tightened by MMWD – DROUGHT Marin IJ – Appeal lodged on plan for well – WEST MARIN Times-Standard – North Coast Leaders call for ‘all hands on deck effort’ to combat drought CBSN – California Drought: Recycled Water Investment Paying Off For North Marin Water District Marin IJ – Newsom extends drought status to 41 counties – CALIFORNIA Marin IJ – Why Marin wasn’t included in California drought action – EMERGENCY DECLARATION The Press Democrat – Water rationing begins in Sonoma County as cities plot steps to confront drought <u>Social Media Posts:</u> NMWD Web and Social Media Report – April 2021
7:30 p.m.	21.	ADJOURNMENT

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

(Continued)

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36 **MINUTES**

37 On motion of Director Fraites seconded by Director Petterle the Board approved minutes
38 from the April 20, 2021 Regular Board Meeting by the following vote:

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

40 NOES: None

41 ABSTAIN: None

42 ABSENT: Director Baker

43 **GENERAL MANAGER'S REPORT**

44 May 3, 2021 WAC/TAC Meeting

45 Mr. McIntyre reported that at the May 3rd WAC/TAC meeting the WAC unanimously
46 approved a resolution calling for 20% voluntary conservation for members making up the Sonoma
47 Marin Saving Water Partnership. He stated the WAC also unanimously approved as required by
48 the Restructured Agreement, a water allocation to each of the contractors for four months this
49 summer from July 1 through November 1 resulting in a 20% reduction in Russian River deliveries
50 to preserve more storage in Lake Sonoma. Mr. McIntyre added that backfeeding of Stafford Lake
51 will provide the District with a supply of water to use during that same four-month delivery
52 restriction to offset the SCWA delivery curtailments.

53 Drought Outreach Presentations

54 Mr. McIntyre apprised the Board as it currently stands he and Mr. Grisso are currently
55 committed to provide eight presentations to local groups in Marin County regarding the 2021
56 drought. He added, this includes his May 18th combined presentation with MMWD at the Marin
57 County Board of Supervisors Meeting. The May 18th meeting may include Board of Supervisor
58 approval of an Emergency Drought Declaration similar to what has been done in Mendocino and
59 Sonoma counties.

60 KWMR Radio Show

61 Mr. McIntyre informed the Board that he and Mr. Ramudo will be joining Supervisor Rodoni
62 during his half hour morning radio show on May 5th. He added the focus of discussion will be the
63 current West Marin water issues in light of the two-year drought.

64 Huffman Drought Summit – May 10th

65 Mr. McIntyre reported that he has be invited to attend a drought summit being organized
66 by Congressman Huffman. He stated it is currently a “save the date” request and he will have
67 more information to follow.

68 Flood Control Zone 1 Advisory Board Meeting

69 Mr. McIntyre notified the Board that he and Director Grossi will be attending the Advisory
70 Board Meeting on May 6th, starting at 6:30 p.m.

71 **OPEN TIME**

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

74 **QUARTERLY FINANCIAL STATEMENT**

75 Ms. Blue presented the Quarterly Financial Statement ending March 31, 2021. Ms. Blue
76 reported that the Operating Revenue came in at 7% over budget and Operating Expense came
77 in 9% over budget. She added through March the generated net income was \$215,474 and \$2.2M
78 has been spent towards capital projects this fiscal year. In Novato, Ms. Blue reported \$308,478
79 in net income and connection fees collected were over \$3M. Ms. Blue stated that the Recycled
80 Water Operating Revenue was 25% more than last year and total operating expense was 57%
81 more than the prior year same period. She added in West Marin the net income was \$50,506
82 and \$1.3M of the capital improvement projects were expended. Ms. Blue reported in Oceana
83 Marin the net income through March was \$57,145 and there were no connection fees collected
84 in West Marin or Oceana Marin.

85 **STAFF/DIRECTORS REPORTS**

86 President Grossi asked if any Directors or staff wished to bring up an item not on the
87 agenda and there was no response.

88 **CONSENT ITEMS**

89 On the motion of Director Petterle, and seconded by Director Joly the Board approved the
90 following items on the consent calendar by the following vote:

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

92 NOES: None

93 ABSTAIN: None

94 ABSENT: None

95 **CONTRACT AMENDMENT FOR ENGINEERING SERVICES – WHITE AND PRESCOTT**

96 The Board approved Contract Amendment for Engineering Services -White and Prescott.

97 **CONTRACT AMENDMENT FOR GENERAL SERVICES AGREEMENT – ASSOCIATED RIGHT**

98 **OF WAY SERVICES**

99 The Board approved the Contract Amendment to General Services Agreement with
100 Associated Right of Way Services.

101 **ACTION ITEMS**

102 **TEXT FOR SPRING 2021 NOVATO “WATERLINE”, VOLUME 22, ISSUE 46**

103 Mr. Grisso reported on the text for the Spring 2021 Novato “Waterline”, Volume 22, Issue
104 46. He noted this issue focuses on the drought and includes a General Manager Message on the
105 current drought situation, a summary of water-use prohibitions for 2021 and other water
106 conservation offerings to the customers.

107 Director Joly commended Mr. Grisso for the good job he did on the Waterline. He
108 requested that the issue include information to show customers how dry this year is in comparison
109 to other years. He added, it would be worth mentioning that this is the second consecutive dry
110 year. Director Joly also requested that in the section that refers to the District backfeeding water,
111 to mention the District took action to backfill the lake.

112 On the motion of Director Joly, and seconded by Director Baker the Board authorized the
113 General Manager to approve the final text and design of the Spring 2021 Novato “Waterline”,
114 Volume 22, Issue 46 by the following vote:

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

116 NOES: None

117 ABSTAIN: None

118 ABSENT: None

119 **ACCESSORY DWELLING UNITS (ADUs) – DIRECTION TO STAFF**

120 Mr. Williams apprised the Board on the background, legislation and code; comparison with
121 other agencies and water usage for existing Accessory Dwelling Units (ADUs) and summarized
122 key elements of his memo to the Board. Mr. Williams referenced Attachment 1 which is a flow
123 chart that summarized how the charges are associated with the ADU. Mr. Williams informed the
124 Board that the District’s comparison with other Bay Area Agencies show that NMWD’s \$10,000
125 FRC charge for ADUs is in line with many other Bay Area Districts. He added in tracking the
126 thirteen ADU’s that have been approved and constructed, the District has seen average water
127 use of 100 gallons per day (gpd), noting some are as high at 296 gpd. Mr. Williams stated the
128 whole idea behind the FRC is to obtain revenue with cost of capacity to provide and represent a
129 demand on the system. He added in his opinion the charge makes sense. Mr. Williams stated
130 this is the guideline NMWD uses when discussing with applicants and will continue to do so unless
131 the Board requests a change to the policy.

132 A general discussion ensued between Mr. Williams and the Board. Director Grossi stated
133 he has seen some in other jurisdictions, in the case of new construction, every lot had a new SFH
134 and ADU built. Additionally, there are no developer fees for those, because there are trying to
135 get more housing in those areas. Director Petterle made the point that if the SFH and ADU were

136 on the same meter it could cause the water bill to go up and fall into a higher tiered commodity
137 rate. Mr. Williams agreed, stating it possible depending on the occupancy. Mr. McIntyre
138 commented that the Board previously reduced the ADU connection fee from \$12,000 to \$10,000
139 to address affordability and was one of the first Marin agencies to waived FRCs for Junior ADUs
140 or JADUs several years ago. Director Joly thanked Mr. Williams for the memo and stated it helped
141 him better understand the scenarios. He asked if the July 1st prohibition for connection would not
142 apply to ADUs. Mr. Williams confirmed, there will be no connection prohibition for ADUs.

143 Director Grossi stated this is an action item and staff is requesting to the Board to confirm
144 that the policy remains as it is.

145 Mr. Levin noted in West Marin ADUs and JADUs are high on the conversation list and a
146 \$10,000 connection fee could be a wet blanket. Director Grossi responded if you converted within
147 a garage and made a unit there would not be a FRC, if the unit is detached then we get involved.
148 Mr. Williams clarified that the District would only charge a FRC if a new structure was built. Mr.
149 DeGabriele commended Mr. Williams for doing a great job explaining the second unit issues
150 adding what is important is to do the right thing, and Mr. Williams is recommending the right thing.
151 Director Petterle stated this issue was addressed a couple of years ago. He added he supports
152 housing and realizing there is not enough in Marin. He is sympathetic to renters, people in
153 apartments, and noted he himself lives in a condo. Director Petterle stated however, he does not
154 feel ADUs should be subsidized by other rate payers which is essentially what we are doing.
155 Additionally, he stated there should be connections fees, the fee has already been reduced, and
156 many are using more than the 100 gallons per day.

157 On the motion of Director Petterle, and seconded by Director Joly the Board directed staff
158 to continue with the District's current practice for Accessory Dwelling Units consistent with District
159 Regulations by the following vote:

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

161 NOES: None

162 ABSTAIN: None

163 ABSENT: None

164 **ESA CONSULTING SERVICES AGREEMENT AMENDMENT 2 – SUPPLEMENTAL**
165 **GROUNDWATER, STREAM FLOW AND BIOLOGICAL MONITORING SERVICES FOR NEW**
166 **GALLAGHER WELL NO. 2**

167 Mr. McIntyre apprised the Board on the ESA Consulting Services Agreement Amendment
168 2 for the supplemental groundwater, stream flow and biological monitoring services for the new
169 Gallagher Well No. 2. He reminded the Board at the April 6, 2021 meeting the Board approved a

170 \$50,000 amendment including contingency to ESA's agreement to cover additional efforts
171 expended by ESA. He noted at the time of Amendment No. 1 approval, staff advised the Board
172 that additional mitigation monitoring and reporting services, including more well testing, biological
173 creek studies, additional coordination with Resource Agencies, would be covered under a future
174 amendment(s). Mr. McIntyre stated this Amendment is requested to cover mitigation monitoring
175 and reporting efforts outlined in Mitigation Measure BR-2 as revised in the 2021 Gallagher Wells
176 and Pipeline CEQA Addendum approved by the Board at the March 2, 2021 meeting.

177 Director Joly stated he liked the idea of getting a head start on testing. He also wanted to
178 know if we would end up doing more tests now because of the appeal and if it would be worth
179 waiting a little while to see how the appeal process plays out. Mr. McIntyre replied the County of
180 Marin will make the decision based on compliance with Local Coastal Plan requirements and
181 identified testing plan is more about following BR-2 mitigation measures as revised during the
182 CEQA addendum process. Director Grossi stated his concern is how any decision by MMWD to
183 reduce stream releases could impact NMWD Gallagher well operation. Mr. McIntyre replied that
184 Tony Williams is part of the Ad Hoc group investigating MMWD's interest in this issue and will
185 watch it closely to protect the interests of our West Marin customers.

186 On the motion of Director Baker, and seconded by Director Joly the Board authorized the
187 General Manager to execute a second amendment to the ESA agreement for services related to
188 the New Gallagher Well No. 2 Project for a not to exceed fee of \$77,000 plus an \$8,000
189 contingency by the following vote:

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

191 NOES: None

192 ABSTAIN: None

193 ABSENT: None

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

195 Mr. McIntyre reminded the Board that staff has been operating under partial Emergency
196 Operations Center (EOC) activation. Mr. McIntyre reminded the Board that at the last meeting
197 there was talk that Marin County may move from the Orange Tier to the Yellow Tier soon. He
198 reported the case numbers are good, but there has been a slight uptick which will likely delay any
199 further lessening of restrictions for the time being.

200 Mr. McIntyre stated walk in services remain suspended. He added the financial COVID-
201 19 cost impacts through April will be provided at the next meeting. Director Grossi noted that Ms.
202 Blue reported earlier that expenses were up \$450,000 more than last year and he was wondering
203 if half of that was COVID expenses. Ms. Blue replied that COVID expenses are relevant as to

204 why we are over budget. Ms. Blue added the overtime cost as a result of the crews staying within
205 their own individual crews and the state mandated sick leave offered to employees are the two
206 biggest COVID related expenses.

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

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

211 NOES: None

212 ABSTAIN: None

213 ABSENT: None

214 **INFORMATION ITEMS**

215 **NMWD HEADQUARTERS UPGRADE SCHEMATIC DESIGN OVERVIEW AND COST**

216 Mr. Williams gave an update on the NMWD headquarters schematic design overview and
217 cost. Consultants Noll & Tam also provided a presentation. He stated the construction of the
218 new lab building (Phase 1) is tentatively scheduled to start in Spring/Summer 2022 and renovation
219 of the existing administration building (Phase 2) is planned to start in Spring/Summer 2023.

220 Director Baker requested in future versions of the layout, they could do more pagination,
221 index or a table of contents. Director Joly asked with the ongoing interest in electric vehicles, if
222 there will be charging stations for staff cars and the District fleet. Mr. Salge replied there is a
223 required number of stations that need to be provided, however it will not include trucks as that
224 would be a significant effort, although they will plan to anticipate that in the future. Director Joly
225 stated he was only bringing it up because he is actively informed, and with the new government
226 push for green energy the District should allow space for electric fleet expansion. Mr. Clark noted
227 staff is considering the expansion of the solar system, but looked at an electric fleet. Mr. Clark
228 added he does not think the technology is there for large electric fleet trucks in the near future.
229 Director Baker stated the country is going in that direction, we need to be sure we are not just
230 meeting the requirements, but that we are on track to be ahead of the game so we can be ready
231 for an all-electric fleet in the future. Mr. Clark replied that it might be ten to fifteen years before
232 we get there. Director Joly stated he would like to revisit the timeline dialog with Mr. Clark as the
233 experts believe it is not as far out as he thinks. Mr. Clark agreed they should have that
234 conversation. Director Fraites agreed with Directors Joly and Baker, asking if there will be
235 charging stations for the Board and our customers.

236 Mr. Salge continued with the presentation and discussion ensued. Director Joly asked if
237 COVID and working virtually taught us anything about how the building was designed. Mr. Salge

238 confirmed, now we are looking at how to provide a healthier working environment. Director Joly
239 stated hopefully we will not experience another pandemic, but to be cautious are we planning to
240 provide more space between people to prevent the spread of viruses. Mr. Salge responded that
241 this was thought through and now there will be more private office space for staff instead of the
242 present-day cubicles. They will also address the air movement between offices and with private
243 offices the door can be closed to ensure separation.

244 Director Joly stated he is glad the building committee has seen fit to reduce costs. He
245 asked what pushed up the cost in this low inflation environment. Mr. Salge replied there has been
246 an increase in building costs overall, material costs, wood framing, metal, glass and steel have
247 all gone up. He noted there has been a large demand for material, so you are not getting the best
248 price. Director Grossi stated he is concerned about the material costs and he doesn't see the
249 cost will be any cheaper when the building starts construction in 2023. Mr. Salge stated the
250 construction costs include about 11% escalation to mid-point of construction for risk management
251 and will come down as the project moves forward. Director Fraites ask if the landscaping was
252 going to be drought resistant and native. Mr. Salge confirmed that everything will be native and
253 appropriate for the climate. Mr. Clark noted the staff is looking to reduce cistern water collection
254 system costs. Director Petterle stated the problem with a cistern system is the water comes when
255 no one needs it, noting low water use landscape and point irrigation is a more cost effective than
256 rainwater harvesting.

257 Director Joly stated we are living in an area with seismic activity, and noted the current
258 building was built prior to current seismic codes. Mr. Salge replied the code changes every few
259 years. He added any new work will be done under current seismic code requirements, and the
260 renovation will strengthen the building.

261 Director Petterle addressed the universal design of the building. He wanted to make sure
262 all ramps are covered, and everyone whether taking the stair or the ramp arrives at the same
263 place. Mr. Salge replied weather protection is a good point, everyone will be able to access all
264 spaces and noted more information will be provided in the following plan update.

265 Director Joly asked when the District might be going out for the debt financing, if there is
266 a timeline. Director Grossi stated it might be too early in the project and noted there is a timetable
267 in the report. Mr. McIntyre added there will be continued project schedule updates.

268 **INITIAL REVIEW – CAPITAL PROJECT FY21/22 & FY22/23 & EQUIPMENT BUDGET FY 21/22**

269 Ms. Blue gave an initial review of the Capital Project FY21/22 & FY22/23 and Equipment
270 Budget FY21/22. She informed the Board the Novato and Recycled Water budgets are scheduled
271 for approval on June 15th and the West Marin and Ocean Marin Sewer budgets are scheduled for

272 approval on June 22nd.

273 Along with general discussion about other CIP projects and the Equipment budget, Ms.
274 Blue noted the Administration Building Renovation project is the largest CIP project and added
275 she will look at financing once the project gets closer to fruition.

276 Director Joly asked about our debt coverage ratio. Ms. Blue replied our debt coverage is
277 healthy and within the 1.5 debt coverage ratio as previously provided in the financial forecast.

278 Ms. Blue announced the full District wide budget will be available at the next meeting.
279 Director Baker asked about the replacement of the filing systems as included in the equipment
280 budget. Mr. Williams replied that we are not getting rid of the hard copies, and noted that these
281 are new vertical files that will replace the old flat files and require less space. Director Baker stated
282 as personnel changes you may use them less and less, but he stressed that these records are
283 invaluable and should stay accessible. Mr. Williams agreed and explained they will continue to
284 be onsite in the same location. There were no further questions about the CIP/Equipment
285 Budgets.

286 **FY 2020/21 THIRD QUARTER PROGRESS REPORT – OPERATIONS/MAINTENANCE**

287 Mr. Clark reported on the FY 2020/21 Third Quarter Progress Report for
288 Operations/Maintenance. He updated the Board on the Novato, West Marin and Oceana Marin
289 systems.

290 Mr. Clark stated in Novato, Operations staff performed STP maintenance and staff
291 completed the annual Bay Area Chemical Consortium bid program for four primary treatment
292 plant chemicals. He added Maintenance staff completed scheduled tasks and worked on the
293 expansion of our new asset management program. Additionally, Mr. Clark noted the 2020 Cross
294 Connection Control annual report was completed. Mr. Clark also informed the Board that the City
295 of Novato and Novato Unified School District completed all device testing requirements this year.

296 Mr. Clark stated in West Marin and Oceana Marin, Operations staff spent significant time
297 managing the water quality from the wells; which includes the annual cleaning of Gallagher well
298 to help maintain flows. Additionally, he stated the Coast Guard wells have their five-year cleaning
299 scheduled. Mr. Clark informed the Board the Gallagher 1.25-mile pipeline was flushed to help
300 with turbidity and annual maintenance at the Pointy Reyes Treatment Plant was done. He noted
301 Maintenance staff replaced the Oceana Marin lift station pump #2 and responded to a few PG&E
302 outages.

303 Mr. Clark announced that Kyle Bergstrom from the Construction Department recently
304 moved to the Maintenance Department. He noted it is good to move staff around in the District as
305 it is not getting any easier to get good hires. Mr. Clark informed the Board that the District still

306 needs to fill a Treatment Plant Operator and Lab position.

307 Mr. Clark reported Stafford Lake was at 28% capacity and the District continued to backfed
308 the lake until the end of April. He added by backfeeding, it put us in good shape to meet the
309 needs for this summer/fall. A general discussion ensued about dry year conditions.

310 **VINEYARD ROAD MAINTENANCE AGREEMENT UPDATE**

311 Mr. Williams gave an update on the draft Vineyard Road Maintenance Agreement. He
312 informed the Board that as early as 2007 staff have been working with various stakeholders
313 (various property owners that either border the existing roadway easement or rely on the roadway
314 easement to access their properties). Mr. Williams stated a total of nine property owners
315 (including NMWD) plus the Marin County Open Space District currently makeup the stakeholders
316 involved. He noted the goal is to enter into a long-term Road Maintenance Agreement with all
317 stakeholders that clearly identifies roles and financial responsibilities for the roadway
318 maintenance as well as the scope of maintenance. The hope it that a formal agreement will be
319 developed that all parties can agree to and it be brought back to the Board for final execution.

320 Director Baker stated Marin County has a small number of roads with a similar character,
321 when the county road ends it becomes private. He stated some have an agreement and some
322 have permitted road divisions where they are taxed through the county, however there are only a
323 handful of those. Director Baker added some are a group of good neighbors that pool their money
324 together. Director Baker asked in this case, NMWD has some use of the road as does Marin
325 County Open Space and the homeowners who have contributed over many years. Mr. Williams
326 confirmed the homeowners have contributed to the cost. Director Baker asked if they hire out or
327 do the work themselves. Mr. Clark replied it is a cost sharing formula that the homeowner have
328 put together and we agreed to it. He added it depends on the property, we pay three shares and
329 each homeowner pays a share. Mr. Clark stated we try to get the county to contribute since there
330 is open space in that area. Director Petterle stated he worked for Marin County Open Space for
331 twenty-seven years and he fully supported the contribution to this agreement. Mr. Williams replied
332 he spoke with Craig Richardson at the County of Marin and there is no hesitation on their part,
333 noting the hesitation is with the property owners. Director Baker requested Mr. Williams keep the
334 Board informed of the outcome.

335 **MISCELLANEOUS**

336 The Board received the following miscellaneous items: Disbursements - Dated April 22,
337 2021, Disbursements – Dated April 29, 2021, FY21 3rd Quarter Labor Cost Report, Rate Increase
338 Notice on Water Bill – Novato Service Area, Rate Increase Notice on Water Bill – West Marin
339 Service Area, Direct Mailer - Notice of Proposed Water Rate Increases – Novato Service Area,

340 Direct Mailer - Notice of Proposed Water Revenue Increases and Rate Structure Changes – West
341 Marin Service Area, and Direct Mailer - Notice of Proposed Water Rate Increases – Oceana Marin
342 Sewer Service Area.

343 The Board received the following news articles: Marin IJ – SLOWING THE FLOW?
344 Reduced water releases from reservoirs under review – MARIN MUNICIPAL WATER DISTRICT;
345 Marin IJ – ADUs are hot properties, and now often legal, too – AT HOME; Marin IJ – Limits on
346 water use approved for Marin; OES News – Governor Newsom Takes Action to Respond to
347 Drought Conditions; Marin IJ – SMART’s leader to step down from post – RETIRES IN AUGUST;
348 ACWA – ACWA WEIGHS IN ON STATE WATER AFFORDABILITY LEGISLATION; Point Reyes
349 Light – Historic sale for Black Mountain; Point Reyes Light – North Marin’s Gallagher well permit
350 appealed; Point Reyes Light – Farmers face drought crisis; Marin IJ - Marin explores pipeline plan
351 -MMWD; Marin IJ – Senate Dems detail \$3.4B drought plan – CALIFORNIA and Point Reyes
352 Light – Letters – Well is desperately needed.

353 Director Petterle stated he read in the Marin IJ that MMWD’s gets 25% of their water from
354 the Russian River, but that is not always the case. He added that it will be interesting to see how
355 this plays out next year. He added MMWD is hardest hit of all and he heard they are considering
356 building a pipeline across the bridge again. Director Grossi asked if MMWD has started pumping
357 out of Soulajule Reservoir yet. Mr. McIntyre replied he has not heard any news yet about utilizing
358 Soulajule water.

359 Mr. McIntyre commented that Carl Nelson with legal counsel had to leave the meeting
360 early and wanted to send his best to the Board and staff.

361 Director Joly thanked Ms. Kehoe for doing a great job on the minutes, stating they are well
362 presented and articulately done. Director Grossi agreed, adding the meetings are well covered.

363 President Grossi adjourned the meeting at 8:20 p.m.

364 Submitted by

365

366 Theresa Kehoe
367 District Secretary
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NORTH MARIN WATER DISTRICT
MONTHLY PROGRESS REPORT FOR April 2021
 May 18, 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%
January	156.6	111.9	114.7	130.6	120.8	40%
February	110.5	120.3	110.9	134.8	118.6	-8%
March	123.2	151.8	138.8	130.2	145.8	-19%
April	225.4	195.0	143.8	151.7	136.2	16%
FYTD Total	2,165.4	2,117.7	1,998.6	2,063.4	1,927.7	2%

*Excludes water backfed into Stafford Lake: FY21=358.2 MG

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%
January	4.2	4.1	5.0	4.5	3.6	2%
February	3.8	4.4	3.5	4.5	3.3	-13%
March	5.1	5.2	4.4	5.1	4.4	-1%
April	4.8	4.9	4.9	5.1	4.8	-2%
FYTD Total	60.8	62.7	68.6	64.3	50.8	-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	-
January	0.0	0.0	0.0	0.0	0.0	-
February	0.0	0.0	0.0	0.0	0.0	-
March	0.0	0.0	19.2	0.0	38.9	-
April	0.0	30.9	60.3	5.4	60.6	-100%
FYTD Total	211.3	524.0	372.5	478.1	514.4	-60%

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%
January	0.3	0.6	0.9	1.0	0.3	-45%
February	0.5	0.6	0.3	3.3	0.0	-11%
March	11.4	11.7	0.4	1.7	0.5	-2%
April	18.1	12.5	10.1	5.1	2.7	46%
FYTD Total*	176.0	162.8	140.3	112.3	90.1	8%

*Excludes potable water input to the RW system: FY21=14.2 MG; FY20=19.4; FY19=20.6 MG; FY 18=15.8MG; FY 17=1.4MG

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2. Stafford Lake Data

	April Average	April 2021	April 2020
Rainfall this month	1.69 Inches	0.01 Inches	1.08 Inches
Rainfall this FY to date	26.26 Inches	8.57 Inches	18.31 Inches
Lake elevation*	193.2 Feet	186.1 Feet	190.7 Feet
Lake storage**	1195 MG	753 MG	1025 MG

* Spillway elevation is 196.0 feet

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

Temperature (in degrees)

	Minimum	Maximum	Average
April 2021 (Novato)	43	96	60
April 2020 (Novato)	40	90	62

3. Number of Services

April 30	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	20,807	20,749	0.3%	99	97	2.1%	793	791	0.3%	-	-	-
Total meters active	20,606	20,548	0.3%	96	92	4.3%	785	783	0.3%	-	-	-
Active dwelling units	24,094	24,074	0.1%	-	-	-	836	833	0.4%	235	235	0.0%

4. Oceana Marin Monthly Status Report (April)

Description	April 2021	April 2020
Effluent Flow Volume (MG)	0.470	0.347
Irrigation Field Discharge (MG)	0.000	0.000
Treatment Pond Freeboard (ft)	5.7	8.2
Storage Pond Freeboard (ft)	10.2	7.2

5. Developer Projects Status Report (April)

Job No.	Project	% Complete	% This month
1.2820.00	Bahia Heights	96	1
1.2837.00	McPhails Phase 2A	99	0
1.2831.00	Landsea Homes	95	5
1.2844.00	Novato Library	100	1
1.2845.00	Marin Biologic Fire Service	99	4

District Projects Status Report - Const. Dept. (April)

Job No.	Project	% Complete	% This month
2.6263.20	Replace PRE Tank 4A	99	0
1.7193.23	PB Replacement - Blackpoint	100	10
1.7186.00	Grant Avenue CI Main Replacement	45	25
1.7193.00	Glen Rd AC Pipe Replacement	3	3
1.6600.87	STP Coat Top of Concrete Clearwells	95	95

Employee Hours to Date, FY 20/21

As of Pay Period Ending April 30, 2021

Percent of Fiscal Year Passed = 83%

Developer Projects	Actual	Budget	% YTD Budget	District Projects	Actual	Budget	% YTD Budget
Construction	1,233	1,400	88%	Construction	2,890	3,460	84%
Engineering	1,544	1,504	103%	Engineering	2,489	2,722	91%

6. Safety/Liability

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FY 21 through April
FY 20 through April

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) (\$)
23	\$10,120	3	3	2	\$11,092*
25	\$10,584	3	3	0	\$0

Days since lost time accident through April 30, 2021

164 Days

* (1) Vehicle accident on October 4, 2019 involving District vehicle and unoccupied parked vehicle during on-call event. Costs related to parked vehicle. (2) Vehicle accident on September 8, 2020 involving District vehicle and unoccupied parked vehicle. Costs related to parked vehicle.

7. Energy Cost

FYE	kWh	April		Fiscal Year-to-Date thru April		
		¢/kWh	Cost/Day	kWh	¢/kWh	Cost/Day
2021 Stafford TP ¹	68,583	21.6¢	\$494	439,446	21.6¢	\$311
Pumping	258,596	25.7¢	\$2,081	1,545,206	25.4¢	\$1,288
Other ²	45,356	27.3¢	\$387	492,023	26.8¢	\$433
	<u>372,535</u>	<u>25.2¢</u>	<u>\$2,962</u>	<u>2,476,675</u>	<u>25.0¢</u>	<u>\$2,031</u>
2020 Stafford TP	40,100	24.0¢	\$321	614,778	20.7¢	\$418
Pumping	86,760	23.0¢	\$666	1,164,031	23.3¢	\$888
Other ²	41,310	22.7¢	\$313	473,561	24.9¢	\$385
	<u>168,170</u>	<u>23.2¢</u>	<u>\$1,300</u>	<u>2,252,370</u>	<u>22.9¢</u>	<u>\$1,691</u>
2019 Stafford TP	64,763	19.8¢	\$427	511,327	20.6¢	\$347
Pumping	69,360	20.7¢	\$479	1,120,893	20.7¢	\$756
Other ²	51,083	20.4¢	\$347	475,358	23.4¢	\$363
	<u>185,206</u>	<u>20.3¢</u>	<u>\$1,253</u>	<u>2,107,578</u>	<u>21.4¢</u>	<u>\$1,466</u>

¹Actual electricity used 17,750kWh.

²Other includes West Marin Facilities

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8. Water Conservation Update

	Month of April 2021	Fiscal Year to Date	Program Total to Date
High Efficiency Toilet (HET) Rebates	5	88	4,254
Retrofit Certificates Filed	25	196	6,602
Cash for Grass Rebates Paid Out	1	13	944
Washing Machine Rebates	3	19	6,823
Water Smart Home Survey	0	0	3,899

9. Utility Performance Metric

SERVICE DISRUPTIONS (No. of Customers Impacted)	April 2021	April 2020	Fiscal Year to Date 2021	Fiscal Year to Date 2020
PLANNED				
Duration Between 0.5 and 4 hours	11	3	100	39
Duration Between 4 and 12 hours	2		2	96
Duration Greater than 12 hours				
UNPLANNED				
Duration Between 0.5 and 4 hours	2	2	37	57
Duration Between 4 and 12 hours			29	12
Duration Greater than 12 hours			1	
SERVICE LINES REPLACED				
Polybutylene	11	5	73	51
Copper (Replaced or Repaired)	2	0	14	8

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Orders April 2021

5/12/2021

Type	Apr-21	Apr-20	Action Taken April 2021
<u>Consumers' System Problem</u>			
Service Line Leaks	27	15	Notified Consumer
House Valve / Meter Off	6	5	Notified Consumer
Nothing Found	6	7	Notified Consumer
Low Pressure	4	0	65 PSI at hose bib. No PRV needed. 40-45 PSI-no leaks indicated. 70 PSI at hyd & hose bib. Recommended repairs. Potable pressure at 65 PSI. Irrigation pressure at 50 PSI.
High Pressure	0	2	~
Total	43	29	
<u>Service Repair Reports</u>			
Register Replacements	1	0	Replaced
Meter Replacement	0	1	~
Box and Lids	3	0	Replaced
Water Off/On Due To Repairs	7	7	Notified Consumer
Misc. Field Investigation	7	6	Notified Consumer
Total	18	14	
<u>Leak NMWD Facilities</u>			
Main-Leak	1	1	Repaired
Service- Leak	14	8	Repaired
Fire Hydrant-Leak	1	1	Repaired
Meters-Nothing Found	0	1	~
Washer Leaks	2	3	Repaired
Total	18	14	
<u>High Bill Complaints</u>			
Consumer Leaks	1	0	Notified Consumer
Nothing Found	0	1	Notified Consumer
Total	1	1	
<u>Low Bill Reports</u>			
Total	0	0	
<u>Water Quality Complaints</u>			
Total	0	0	
TOTAL FOR MONTH:	80	58	38%

Fiscal YTD Summary

Consumer's System Problems	399	673	-41%	Decrease In Service Line Leaks.
Service Repair Report	166	217	-24%	Decrease In Misc. Field Investigation.
Leak NMWD Facilities	148	157	-6%	Decrease In Fire Hydrant Leaks.
High Bill Complaints	41	78	-47%	Decrease In Excessive Irrigation.
Low Bills	0	0	0%	No Change.
Water Quality Complaints	1	20	-95%	Decrease in Taste and Odor.
Total	755	1,145	-34%	

Change Primarily Due To

NORTH MARIN WATER DISTRICT

Summary of Complaints & Service Orders April 2021

5/12/2021

<u>Type</u>	<u>Apr-21</u>	<u>Apr-20</u>	<u>Action Taken April 2021</u>
<u>"In House" Generated and Completed Work Orders</u>			
<u>Check Meter:</u> possible consumer/District leak, high bill, flooded, need read, etc.	64	12	
<u>Change Meter:</u> leaks, hard to read	8	2	
<u>Possible Stuck Meter</u>	1	0	
<u>Repair Meter:</u> registers, shut offs	2	0	
<u>Replace Boxes/Lids</u>	4	0	
<u>Trims</u>	1	0	
	<u>80</u>	<u>14</u>	

Bill Adjustments Under Board Policy:

April 21 vs. April 20

Apr-21	17	\$5,183
Apr-20	11	\$3,734

Fiscal Year vs Prior FY

20/21 FY	192	\$82,088
19/20 FY	240	\$71,860

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MEMORANDUM

To: Board of Directors

May 14, 2021

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

Subj: Auditor-Controller's Monthly Report of Investments for April 2021
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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 \$26,164,824 and a market value of \$26,214,087. During April the cash balance decreased by \$734,573. The market value of securities held increased \$49,263 during the month. The ratio of total cash to budgeted annual operating expense stood at 147%, down 4% from the prior month.

At April 30, 2021, 83% of the District's Portfolio was invested in California's Local Agency Investment Fund (LAIF), 12% 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 36 days, compared to 39 days at the end of March. The LAIF interest rate for the month was 0.34%, compared to 0.36% the previous month. The weighted average Portfolio rate was 0.51%, compared to 0.54% the previous month.

Investment Transactions for the month of April are listed below:

4/8/2021	LAIF	US Bank	\$270,000.00	Trsf from LAIF account
4/19/2021	Central Bank	US Bank	\$249,523.92	TCD Matured
4/22/2021	LAIF	US Bank	\$40,000.00	Trsf from LAIF account

**NORTH MARIN WATER DISTRICT
AUDITOR-CONTROLLER'S MONTHLY REPORT OF INVESTMENTS
April 30, 2021**

Type	Description	S&P Rating	Purchase Date	Maturity Date	Cost Basis ¹	4/30/2021 Market Value	Yield ²	% of Portfolio
LAIF	State of CA Treasury	AA-	Various	Open	\$21,689,053	\$21,738,316	0.34% ³	83%
Time Certificate of Deposit								
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%
					\$3,216,000	\$3,216,000	1.60%	12%
Other								
Agency	Marin Co Treasury	AAA	Various	Open	\$1,047,064	\$1,047,064	0.71%	4%
Other	Various	n/a	Various	Open	212,706	212,706	0.41%	1%
TOTAL IN PORTFOLIO					\$26,164,824	\$26,214,087	0.51%	100%

Weighted Average Maturity = 36 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 April 30, 2021.

Interest Bearing Loans	Loan Date	Maturity Date	Original Loan Amount	Principal Outstanding	Interest Rate
Marin Country Club Loan	1/1/18	11/1/47	\$1,265,295	\$1,142,696	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
TOTAL INTEREST BEARING LOANS			\$5,390,295	\$3,891,804	

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

6

MEMORANDUM

To: Board of Directors

May 14, 2021

From: Drew McIntyre, General Manager



Subject: SMART Railroad Invoices for Recycled Waterline Crossings

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RECOMMENDED ACTION: Approve Payment to Sonoma Marin Area Rail Transit (SMART) for Purchase of Recycled Waterline Crossing Easements

FINANCIAL IMPACT: \$12,500

The District's Recycled Water Expansion project required the crossing SMART tracks in five (5) locations. The exact locations are: (1) Olive Avenue (milepost 28.1), (2) Franklin Avenue/Slade Park (milepost 27.4), (3) State Access Road (milepost 23.9), (4) Main Gate Road (milepost 23.6), and (5) Bolling Circle (milepost 23.1) as shown in Attachment 1. In 2011, NMWD received concept approval from SMART to install said new recycled water undercrossing on their property. NMWD then proceeded to finalize the design for each crossing location. Each undercrossing construction drawing was subsequently reviewed and approved by SMART. Starting in 2012, SMART issued Right Of Entry (ROE) Permits to NMWD's selected contractors to install the waterlines under the respective railroad tracks. The water lines were installed prior to revenue service and SMART agreed to sell NMWD easements for \$2,500 for each location, upon the completion of the installation. The last undercrossing was finished in 2018. Easements have been reviewed by both staff and legal counsel and SMART is expected to issue the final easements upon receipt of payment.

Recommendation

Board authorize General Manager to pay for five SMART undercrossing easements for a total cost of \$12,500.

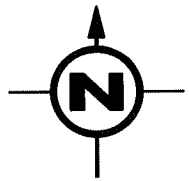
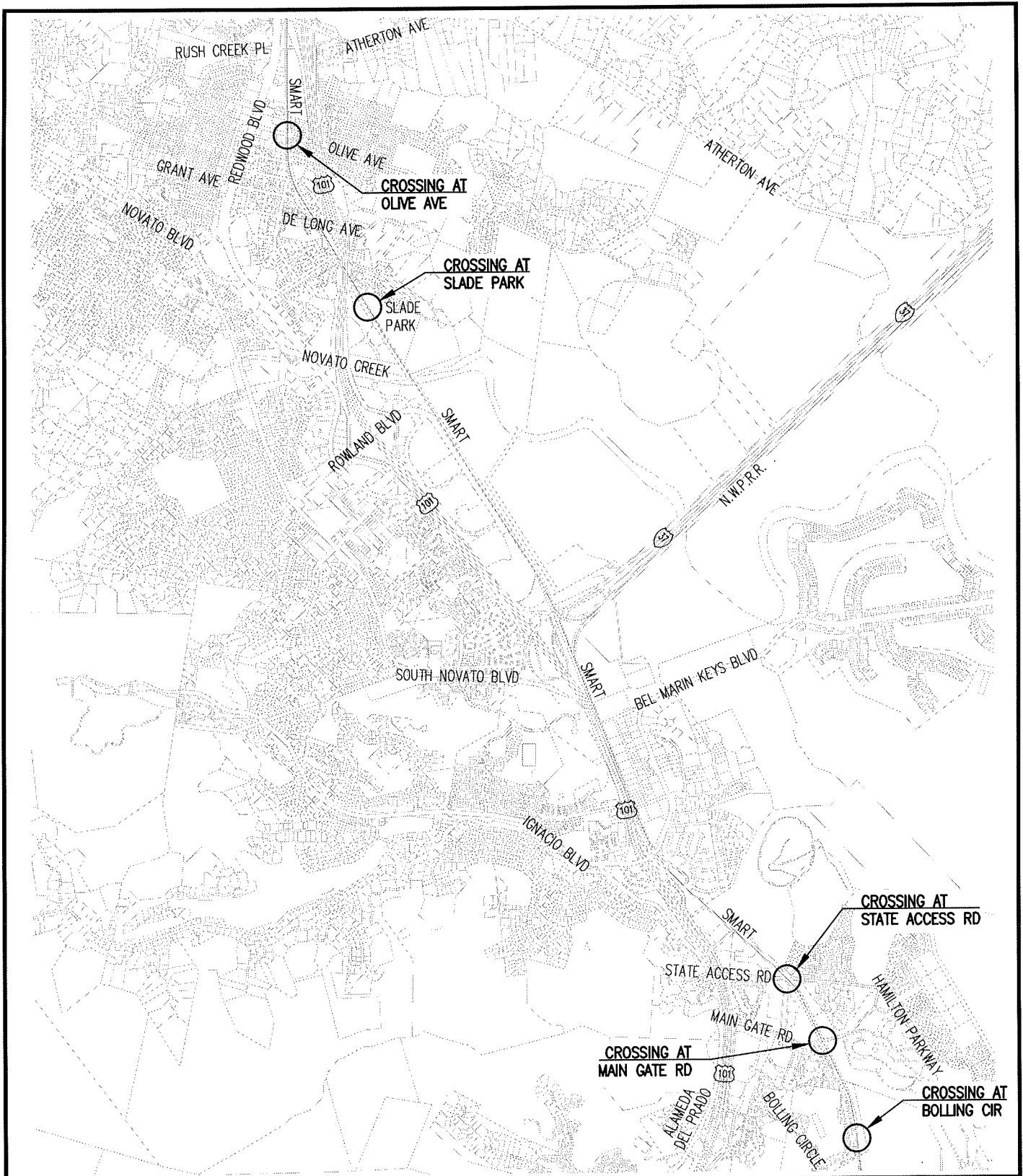
Approved by GM



Date

5/14/21

May 13, 2021 - 2:31pm H:\Vicinity Map-RW Xings_BOD.dwg User: SDOVE



SMART RIGHT-OF-WAY RECYCLED WATER CROSSINGS			
DATE	SCALE	JOB. NO.	DWG. NO.
5/12/21	NTS	BOD	MAP

7

MEMORANDUM

To: Board of Directors May 14, 2021
 From: Tony Williams, Assistant GM/Chief Engineer 
 Ryan Grisso, Water Conservation Coordinator
 Subject: EKI Environment and Water Consulting Services Agreement Contract Amendment –
 2020 Urban Water Management Plan Update

R:\Folders by Job No\4000 jobs\4000.01 2020 UWMP\BOD Memos\BOD Memo re Contract Amend 1 to EKI Consulting Agmt 05-21.doc

RECOMMENDED ACTION: That the Board authorize the General Manager to amend the Consulting Services Agreement with EKI Environment and Water, Inc.

FINANCIAL IMPACT: \$3,500 (available in FY 20/21 Budget, Studies)

In November 2019, the Board authorized a letter agreement with the City of Santa Rosa to hire EKI Environment and Water, Inc. (EKI), to update the demand analysis and water conservation measures for the 2020 UWMP for all water contractors in the Sonoma Marin Saving Water Partnership. EKI staff from their Burlingame, CA office have completed this work on behalf of the District. In September 2020, the Board authorized a Consulting Services Agreement with EKI to prepare the 2020 UWMP for an amount not to exceed \$50,000. Although the contract amount has not been entirely expended, several factors beyond the District's or EKI's control have impacted the efficiency of the work. One primary factor was the state Department of Water Resources (DWR) delay in finalizing the UWMP Guidebook and the associated tables that must appear in the District's 2020 UWMP. The final DWR Guidebook and tables were only made available in March 2021. The Guidebook released in March contained enough significant modifications that required EKI to go through the 2020 UWMP draft text in significant detail to make sure that the text was consistent with the revised Guidebook. Similarly, the revised tables released by DWR contained many changes so each table actually had to be redone and reinserted into the draft report.

The draft 2020 UWMP is scheduled for public release on June 1, 2021. This amendment will ensure a timely release and the subsequent development of the final version of the 2020 UWMP, followed by a submittal to DWR in July.

Recommendation

Board authorize General Manager to amend the agreement with EKI Environment and Water, Inc. for continued work in the preparation of the 2020 UWMP in the amount of \$3,500.

Approved by GM 


Date 5/14/21

8

MEMORANDUM

To: Board of Directors

May 14, 2021

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

Subject: Consider approval of Resolution 21-XX implementing a drought surcharge for the West Marin Service Area from July 1 through November 1 and amending Section 6 and Section 10 of Ordinance No. 39

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RECOMMENDED ACTION: Approve Resolution 21-## implementing a drought surcharge for the West Marin Service Area from July 1 through November 1 and amending Section 6 and Section 10 of Ordinance No. 39

FINANCIAL IMPACT: None

On May 5, 2020, the Board adopted Ordinance No. 39, thereby declaring a water shortage emergency condition within the West Marin Service Area of the District, prohibiting the waste and non-essential use of water, and providing for the conservation of the water supply of the District. As of March 9, 2021, the rainfall total for the Lagunitas Creek watershed was 17.9 inches through March 9th, which is approximately 10-inches below what is necessary for normal year classification (i.e., 28-inches or more by April 1st). At the March 16, 2021 Board meeting, the Board modified Ordinance No. 39, thereby authorizing the imposition of administrative fines and penalties for violation of the Ordinance and reserving for itself the authority to make subsequent amendments to Ordinance No. 39 by resolution.

The water shortage emergency condition in the West Marin Service Area remains in effect and dry conditions persist. Stage 2 of the Water Shortage Contingency Plan for the West Marin Service Area, which will take effect on July 1 and lasts through November 1, triggers a mandatory reduction in water use of 25%. District Regulation 54(c)(3) provides that the District will implement the drought surcharge for the West Marin Service Area simultaneous with the triggering of mandatory reductions in water use under the District's Water Shortage Contingency Plan for the West Marin Service Area.

Pursuant to the District's Interconnection Agreement with Marin Municipal Water District (Marin Municipal), the District must impose voluntary or mandatory water-use reductions and prohibitions on use within the West Marin Service Area in accordance with those reductions and prohibitions imposed by Marin Municipal during water shortage emergencies. On April 20, 2021, Marin Municipal's Board of Directors imposed mandatory water-use reductions and prohibitions on certain water use. On May 4, 2021, Marin Municipal's Board imposed further prohibitions on water

use, including day-per-week restrictions on watering with overhead sprinklers and drip irrigation.

Staff reviewed Marin Municipal's prohibitions on water use and determined that most of the prohibitions contained in Ordinance No. 39 either match, or are as effective as, those water use prohibitions imposed by Marin Municipal. However, staff identified limitations on use of overhead irrigation (two days per week) and drip irrigation (three days per week) contained in Marin Municipal's water-use prohibitions that should be incorporated into Section 6 of Ordinance No. 39. Staff worked with District counsel to craft the appropriate revisions to Section 6 along with other language intended to clarify Section 6 and Section 10 of Ordinance No. 39. Resolution 21-## (Attachment 1) will implement a drought surcharge for the West Marin Service Area as provided for in Regulation 54(c)(3) from July 1 through November 1, and also amend Section 6 and Section 10 of Ordinance No. 39.

Recommendation

Approve Resolution 21-## implementing a drought surcharge for the West Marin Service Area from July 1 through November 1 and amending Section 6 and Section 10 of Ordinance No. 39.

RESOLUTION 21-XX

**RESOLUTION OF THE BOARD OF DIRECTORS OF
NORTH MARIN WATER DISTRICT
IMPLEMENTING A DROUGHT SURCHARGE FOR THE WEST MARIN SERVICE AREA
FROM JULY 1 THROUGH NOVEMBER 1 AND AMENDING SECTION 6 AND SECTION 10 OF
ORDINANCE NO. 39**

WHEREAS, pursuant to Sections 350-358, 375-378, and 31026-31029 of the California Water Code, the Board of Directors (“Board”) of the North Marin Water District (“District”), following a properly noticed and duly held public hearing at its meeting on May 5, 2020, adopted Ordinance No. 39, thereby declaring a water shortage emergency condition within the West Marin Service Area of the District, prohibiting the waste and non-essential use of water, and providing for the conservation of the water supply of the District; and

WHEREAS, following a properly noticed and duly held public hearing at its meeting on March 16, 2021, the Board modified Ordinance No. 39, thereby authorizing the imposition of administrative fines and penalties for violation of the Ordinance and reserving for itself the authority to make subsequent amendments to Ordinance No. 39 by resolution; and

WHEREAS, the declared water shortage emergency condition within the West Marin Service Area continues to exist; and

WHEREAS, pursuant to District Regulation 54(c)(3), and in accordance with the District’s Water Shortage Contingency Plan for the West Marin Service Area, the Board will implement a drought surcharge for the West Marin Service Area (“Drought Surcharge”) simultaneous with enactment of mandatory water use restrictions, which Drought Surcharge is intended to mitigate the revenue loss resulting from a reduction in water use, as well as the cost of water purchased from Marin Municipal Water District (“Marin Municipal”) for release into Lagunitas Creek, pursuant to the Interconnection Agreement between Marin Municipal and the District; and

WHEREAS, the Board desires to amend Section 6 and Section 10 of Ordinance No. 39 to specify days of the week when customers within the West Marin Service Area may utilize overhead sprinkler and drip irrigation during water shortage emergencies and clarify when the District will implement a drought surcharge for the West Marin Service Area.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Directors of the North Marin Water District finds and determines that the foregoing Recitals are true and correct, and incorporates the Recitals herein.
2. Section 6 and Section 10 of Ordinance No. 39 is hereby amended as indicated in **EXHIBIT A**, attached hereto and incorporated by this reference.
3. Stage 2 of the District’s Water Shortage Contingency Plan for the West Marin

Service Area, which will take effect on July 1 and last through November 1, triggers a mandatory reduction in water use of 25%.

4. In accordance with the duration that Stage 2 of the District's Water Shortage Contingency Plan for the West Marin Service Area is in effect, and as provided for in District Regulation 54(c)(3), the Board of Directors of the North Marin Water District hereby implements a drought surcharge for the West Marin Service Area from July 1 through November 1.
5. This Resolution shall be effective immediately upon adoption and shall remain in effect until such time as modified, repealed, or superseded by further resolution of the Board.

* * * * *

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the 18th of May 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

Theresa Kehoe, District Secretary
North Marin Water District

(SEAL)

EXHIBIT A

Section 6. Prohibition of Non-Essential Use of Water

- (a) No water furnished by the District shall be used for any purpose declared to be non-essential by this ordinance, or resolution modifying this ordinance, for the following stages of action as determined by the Board of Directors after considering specific triggers consistent with the Water Shortage Contingency Plan for the West Marin Service Area.

Stage 1 - Voluntary Stage (15% reduction). Achieve 15% reduction in water usage compared to the corresponding billing period in 2013 by encouraging voluntary rationing, enforcement of water wasting regulations and water conservation Regulation 17, requesting customers to make conscious efforts to conserve water, ~~request restaurants to serve water only upon request,~~ encourage private sector to use alternate sources, and encourage night irrigation.

Stage 2: Mandatory Stage (25% reduction)

- (b) The following uses are declared to be non-essential from and after July 1 through November 1:

- (1) Washing sidewalks, driveways, parking areas, tennis courts, patios or other exterior paved areas except by Marin County Fire Department or other public agency for the purpose of public safety;
- (2) refilling a swimming pool completely drained after July 1, 2020;
- (3) non-commercial washing of privately-owned motor vehicles, trailers and boats except from a bucket and except that a hose equipped with a shut-off nozzle may be used for a quick rinse.

~~(4) Request restaurants to serve water only upon request.~~

~~(c) The following additional uses are declared to be non-essential from and after July 1, 2020:~~

~~(1)(4)~~ any use of water from a fire hydrant except fighting fires, human consumption, essential construction needs or use in connection with animals;

~~(5)~~ watering of any lawn, garden, landscaped area, tree, shrub or other plant except from:

~~a.~~ a handheld hose equipped with an automatic shut-off nozzle;

~~b.~~ a container;

~~c.~~ a or drip irrigation system; or

~~d.~~ an except overhead sprinkler irrigation system used under the following conditions:

~~(2)i.~~ an overhead sprinkler irrigation system can be used if the customer maintains an overall 25% reduction in water use compared to the corresponding billing period in 2013, (customers using less than 200 gallons per day are permitted to water their landscape without a 25% reduction) and properly operates the irrigation system in a non-wasteful manner on those days as specified in Section 6(c)(3) below

EXHIBIT A

and between the hours of 7:00 p.m. and 9:00 a.m. the next day. If overhead sprinkler water is used in a wasteful manner, the General Manager may prohibit sprinkling by that customer.

- ~~(6)~~ Irrigating-landscape Watering more than 3 days per week ~~or within 48 hours of using~~ drip irrigation; or watering more than 2 days per week using overhead spray irrigation-measurable rainfall;
- ~~(3)~~ (7) Watering within 48 hours of measurable rainfall;
- ~~(4)~~ (8) Irrigating lawn area on public street medians;
- ~~(5)~~ (9) use of water for dust control at construction sites;
- ~~(6)~~ (10) initial filing of any swimming pool for which application for a building permit was made;
- ~~(7)~~ (11) use by a vehicle washing facility in excess of 25% less than the amount used by it during the corresponding billing period in 2013. If the facility was not operating in 2013, an assumed amount shall be computed by the District from its records.
- ~~(8)~~ (12) any non-residential use in excess of 25% less than the amount used by the customer during the corresponding billing period in 2013. If connection to the District system was not in existence or use in 2013, an assumed amount will be computed from the District's records;
- ~~(9)~~ (13) Intertie deliveries to Inverness Public Utilities District (IPUD), except for critical needs as determined by the General Manager;
- ~~(10)~~ (14) Deliveries to customers outside the service area except as needed for human consumption, sanitation and public safety or as stipulated in outside service agreements.

Stage 3 – Severe Mandatory Rationing (50% reduction)

~~(d)~~ (c) From and after the date that the Board of Directors, by resolution, determines that the water shortage emergency requires severe rationing, the following additional uses are declared to be non-essential:

- 1) Watering any residential law, or any commercial or industrial area lawn maintained for aesthetic purposes, at any time of the day or night during the period of August 1, through October 31, when a Stage 3 is in progress.
- 2) Planting any new landscaping, except for designated drought resistant landscaping prescribed by the District.
- 3) All day and nighttime sprinkling will be discontinued. Any and all outside watering will be done with a hand-held nozzle. An exception will be made for carefully timed drip irrigation for established perennial plants and trees. Only sufficient water for assured plant survival may be applied.
- 4) No new annual plants, vegetables, flowers, or vines may be planted during the Stage 3 emergency period. An exception will be made for customers who are eliminating existing thirsty landscaping and replacing same with drought resisting landscaping prescribed by the District, as in (2) above.

EXHIBIT A

The combined rationing including Stage 1, 2, and 3 is designed to achieve a minimum reduction of 50% or more in West Marin service territory water consumption as compared with normal year annual usage.


(e)(d)_____ The percentages stipulated in Stage 2 and Stage 3 may be increased by the General Manager for any class of customer if the general manager determines that such increase is necessary to protect the public health, safety and welfare or to spread equitably among the water users of the District the burdens imposed by the drought and the shortage in the District's water supply.

Section 10. Drought Surcharge

Notwithstanding anything to the contrary in District Regulation 54, in the event a mandatory reduction in water use is triggered under the District's Water Shortage Contingency Plan for the West Marin Service Area, a Drought Surcharge ~~may~~ will be implemented by resolution of the Board of Directors simultaneous with, or subsequent to, enactment of the mandatory stage, in the sole discretion of the Board of Directors. The Drought Surcharge will serve to mitigate the revenue loss resulting from a reduction in water use, as well as to offset the cost for water purchased from Marin Municipal Water District (MMWD) under the Interconnection Agreement between North Marin Water District and MMWD triggered by dry year conditions. The Drought Surcharge shall be a quantity charge for each 1,000 gallons as specified in District Regulation 54. Any Drought Surcharge shall be adopted and implemented in compliance with applicable law, including Article XIIC of the California Constitution.

9

MEMORANDUM

To: Board of Directors May 14, 2021
 From: Drew McIntyre, General Manager 
 Subj: Approval of Side Letter with Employee Association Concerning Insurance Benefits and to Modify Effective Date for Medical, Dental and Vision Insurance for Represented and Unrepresented Employees

T:\HR\HR Safety Manager & AC\Employee Negotiations\Board Memo - Health Benefits BOD meeting 05.2021.doc

RECOMMENDED ACTION: Approve

FINANCIAL IMPACT: This change only impacts future new hires, but the anticipated financial impact is expected to be minimal (less than \$8,500 per fiscal year depending on the number of new hires and coverage level).

In an effort to recruit and retain a professional and highly qualified workforce, it is recommended that the Board of Directors consider revising the current waiting period for new hires to qualify for benefits coverage, including medical, dental and vision plans.

Under the current Employee Handbook and Memorandum of Understanding with the Employee Association, coverage is available the first of the month following three full months of employment for newly hired full-time and part-time employees. Based on recent events, and particularly, the COVID-19 pandemic, it has underscored the importance of health coverage for individuals across the nation. At the federal level, the Employee Benefits Security Administration, Department of Labor, Internal Revenue Service, and Department of the Treasury (the Agencies) have issued various directives over the past year, including the COVID-19 Relief Rule, which provided for special enrollment timeframes for group health benefit plans. In doing so, the Agencies also made a finding that "such relief is immediately needed to preserve and protect the benefits of participants and beneficiaries in all employee benefit plans across the United States during the National Emergency."¹ In response, CalPERS also waived the usual 60-day limitations for Special Enrollment Periods during this national emergency period for those qualifying events that occurred after March 1, 2020.²

The District has experienced challenges in recent recruitments attributed to the three-month waiting period which has hindered our ability to hire top ranked candidates. Further, based on the District's recent experience with new hires, the continuity of health coverage is an important and

1 See <https://www.federalregister.gov/documents/2020/05/04/2020-09399/extension-of-certain-timeframes-for-employee-benefit-plans-participants-and-beneficiaries-affected>.

2 See <https://www.calpers.ca.gov/page/active-members/health-benefits/eligibility-and-enrollment>.

material consideration for new hires and their families. As such, it is recommended that the Board of Directors revise the existing waiting period from the first of the month following three full months of employment to the first of the month following the date of hire for medical, dental and vision benefits. For individuals with coverage through their spouse or domestic partner, the District offers in-lieu coverage which would follow the same effective date as the medical coverage. We are recommending that this change take effect retroactively to May 1, 2021. This change is consistent with the practice of other comparable public agencies based on a survey conducted by staff.

The Employee Association has been consulted with this recommended change, and has executed a Side Letter Agreement indicating its support of this modification. A copy of the proposed side letter agreement is included as attachment 1, subject to Board approval.

Therefore, it is requested that all new hires (whether they are represented or unrepresented employees) be eligible for medical, dental and vision coverage on the first of the month following the date of hire, with the same effective date for those requesting in-lieu coverage.

Recommendation:

Board approval is requested to:

1. Modify the District's existing waiting period for all employees (i.e. represented and Unrepresented Employees) to be eligible for medical, dental and vision coverage (or in-lieu coverage) effective the first of the month following the date of hire.

**SIDE LETTER AGREEMENT TO THE
2018 – 2023 NMWD/EMPLOYEE ASSOCIATION
MEMORANDUM OF UNDERSTANDING
CONCERNING HEALTH INSURANCE**

DATE: **May 18, 2021**

The North Marin Water District (“District”) and the North Marin Water District Employee Association (“Employee Association”) enter into this Side Letter Agreement and hereby agree to the following:

TITLE: **MODIFICATION TO MOU AND EMPLOYEE HANDBOOK**
CONCERNING HEALTH INSURANCE

Paragraph 1, Section 12(B) of the current (2018 – 2023) MOU, titled, “Health Insurance,” shall be amended as follows:

Coverage is available the first of the month following the date of hire for full-time and part-time employees.

Paragraph 1, Section 12(C) of the current (2018 – 2023) MOU, titled, “Dental Insurance,” shall be amended as follows:

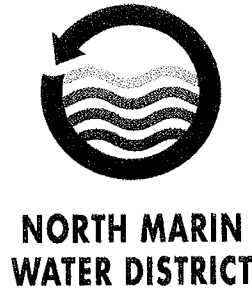
Effective the first of the month following the date of hire, eligible employees shall participate in the District's self-insured dental plan administered by Arrow Benefits Group at no charge for full-time employees and pro-rated for part time employees.

Paragraph 1, Section 12(D) of the current (2018 – 2023) MOU, titled, “Vision Insurance,” shall be amended as follows:

Effective the first of the month following the date of hire, full-time and part-time employees regularly scheduled to work at least twenty (20) hours per week, shall be eligible to participate in the District's self-insured vision plan at no charge for full-time employees and pro-rated for part-time employees.

In addition, the District and the Employee Association agree that all corresponding sections of the current Employee Handbook shall also be amended accordingly to be consistent with the above.

**NMWD
Employee
Association**



2018 – 2023 MOU

**Side
Letter
Agreement**

Unless otherwise stated, the provisions of this Side Letter Agreement supersede any inconsistent or conflicting provisions of the parties' Memorandum of Understanding, effective October 1, 2018 – September 30, 2023 ("MOU"). All other provisions of the parties' MOU shall otherwise remain in full force and effect. This Side Letter Agreement shall only become binding and effective upon the District's Board of Directors' adoption of this Side Letter Agreement, and such changes will take effect retroactively to May 1, 2021 and on a prospective basis.


The parties further agree that this Side Letter Agreement shall be incorporated into the successor MOU without further meet-and-confer efforts, and it is the parties' intention that the terms of this Side Letter Agreement shall remain in force beyond the expiration of the 2018 – 2023 MOU.

The parties' signatures below signify that they have met and conferred in good faith in accordance with California Government Code Section 3500, *et seq.* Agreed to on this 18th day of May, 2021, by the parties' authorized representatives.

For the District:

For the Employee Association:

Drew McIntyre Date
General Manager



Jeff Corda Date
Chairperson 5-5-2021

10

MEMORANDUM

To: Board of Directors

Date: May 14, 2021

From: Tony Williams, Chief Engineer/Assistant GM 

Subject: Amend Contract with GHD – Old Ranch Road Tank No. 2

R:\Folders by Job No\6000 jobs\6207.20 Old Ranch Rd Tank Rep\BOD Memos\May 18 Items\ORR Tank2 GHD Contract Amend 2 5-18-21 BODMemo.doc

RECOMMENDED ACTION: Authorize General Manager to amend the Consulting Services Agreement with GHD for the Old Ranch Road Tank No. 2 Project

FINANCIAL IMPACT: \$42,100 which is included in the current FY20/21 budget

The purpose of this memo is to request a second amendment to the Consulting Engineering Services Agreement with GHD for construction support services for the Old Ranch Road Tank No. 2 project, which consists of constructing a new 100,000-gallon above grade potable water storage tank on Old Ranch Road in Novato. The Board approved the original agreement with GHD at the December 1, 2020 Board meeting for design of the project, and authorized advertisement of the project for construction at the April 6, 2021 Board meeting. The first amendment was for extension of the contract time only. This amendment was anticipated as part of the original contract and since the project design is complete and the project is advertised for bidding, an appropriate scope and associated fee for construction support services has been developed.

The original agreement included engineering services to complete the project design and prepare final construction documents, including drawings, specifications and cost estimate, for a not to exceed cost of \$110,287. The design was completed under budget with a remaining amount from the original contract of \$15,750. GHD has provided a scope of work based on staff's requested construction support services for a not to exceed cost of \$42,100, which includes a deduction of the remaining amount from the original contract. The proposal is provided as Attachment A.

RECOMMENDATION

That the Board authorize General Manager to amend the Consulting Services Agreement with GHD for the ORR Tank No. 2 Project in the amount of \$42,100.

2235 Mercury Way, Suite 150
Santa Rosa, CA 95407
USA
www.ghd.com



Your ref: 1 6207.20
Our ref: 11221703

11 May 2021

Anthony Williams, PE
Assistant GM/Chief Engineer
North Marin Water District
999 Rush Creek Place
P.O. Box 146
Novato, CA 94948-0146

RE: Proposal for Professional Construction Engineering Services: Old Ranch Road Tank No. 2

Dear Mr. Williams

GHD is pleased to provide this proposal for professional engineering services during the construction of the Old Ranch Road Tank No. 2 project. Key project tasks include:

- Bid period support
- Construction engineering support
- Construction observation
- Preparation of record drawings

The District will provide overall project construction administration and management and engage the geotechnical engineer for materials testing and excavation inspections.

Scope of Services

GHD's professional construction engineering scope of services includes the following tasks:

Task 1. Construction Support Services

1.1. Project Coordination

GHD's Project Manager will manage the construction support team and coordinate with the District during the entire course of construction, including phone, email and other correspondence. This task includes preparing a monthly progress report accompanying each invoice. Each month you will also receive a cost report organized by task showing the current period and cumulative expenditures to date, the approved budget, and the budget balance remaining.

1.2. Bid Period Support

GHD will provide the following bid period support to the District:

- GHD's Project Manager will attend the pre-bid meeting to support the District and field technical questions from interested parties.

- Prepare written respond to questions from plan holders and document the questions and responses. Responses will be provided to the District for inclusion in addenda. This scope of services assumes that the District will issue up to two (2) addenda during the bid phase.
- Prepare revisions to technical information, including the plans and specifications as necessary, in response to questions from plan holders.
- Prepare conformed plans and specifications following the bid incorporating changes issued by addenda. The conformed construction documents will be issued to the contractor for constructing the project.

Deliverables:

- Written responses to questions and revisions to bid documents for inclusion in addenda
- Conformed plans for construction (PDF and CAD)

1.3. Construction Engineering Support

Pre-Construction

GHD's Project Manager and Engineer will attend and participate in the pre-construction meeting at the District office.

Review Contractor Submittals

GHD will prepare a submittal register for District use in monitoring required project submittals. GHD will review contractor technical submittals. All review comments will be submitted to District's representative using a standard written format with a submittal cover page. We have budgeted for up to twenty (20) submittals and 10 resubmittals and an average review of 2 hours per submittal.

Review Contractor RFIs

GHD will respond to formal Requests for Information (RFIs) from the contractor related to the project design intent. We assume routine RFIs that do not relate to design intent will be handled by District. GHD will log, review and respond to RFIs using a standard written format. Drawing revisions or sketches will be provided, as necessary. We have budgeted for up to ten (10) RFIs and an average review of 2 hours each.

Construction Changes

GHD will review proposed construction change orders involving design intent for merit and validity. We will provide design services to implement the change orders at District request. It is assumed that proposed change orders will be issued by the District using a standard written format, and that GHD will respond directly to District's representative. We have budgeted for up to three (3) change orders and an average review of 8 hours each.

Construction Meetings and Site Visits

GHD will attend the project meetings as necessary or requested by the District. We have budgeted to attend up to six (6) meetings at 5 hours each plus 3 hours for travel to and from the site and office time for preparation and reporting.

GHD will perform periodic site visits with photo documentation to review the progress or construction and observe that the construction meets the design intent. We have budgeted for up to four (4) site visits at 5 hours each plus 3 hours for travel to and from the site and office time for preparation and reporting. This effort includes a pre-final punch-list walk through prior to substantial completion.

Construction Inspection

GHD will perform reinforcement and anchorage inspections during construction. These inspections will be for steel reinforcing and field bolted connections. This task assumes five (5) site visits at 8 hours each including travel time to and from the site and preparation of an inspection report with photo documentation. Construction inspection will be at current California prevailing wage rates.

Prepare Record Drawings

Following substantial completion, GHD will prepare record drawings based on as-built records provided by District and Contractor. This task includes a total of 16 hours of CAD drafting time.

Deliverables:

- Written responses to submittals and RFIs
- Written reviews of change order requests
- Notes from attendance at construction meetings
- Site visit reports and punch-list with photo documentation
- Inspection reports with photo documentation
- Record Drawings (CAD and PDF)

Fee Proposal

GHD is pleased to propose a time-and-materials fee not to exceed \$42,097.87 in accordance with the attached fee estimate (Attachment 1). This fee includes a deduction of \$15,750.43, which is the remaining design services budget. Services not included in this proposal can be provided by a negotiated fee in accordance with GHD's standard rates (Attachment 2).

We welcome the opportunity to continue working with the District on this important project and look forward to contributing to its success. Should you have any questions, please do not hesitate to contact me.

Regards,



Matthew G. Kennedy, PE, TE
Principal Engineer

707.540.3376
matt.kennedy@ghd.com

Attachments:

1. GHD Fee Proposal
2. Current GHD US West Standard Rates



GHD - PROJECT FEE ESTIMATING SHEET

Project Name: Old Ranch Road Tank No. 2 ConstructionClient: North Marin Water DistrictPrepared by: Matt KennedyDate: May 11, 2021Job Number: 11221703

Task / Item	LABOR CATEGORY > RATE >	LABOR COSTS														FEE COMPUTATION			
		PIC \$280 /Hr	PM \$250 /Hr	QA/QC Mngr \$270 /Hr	Sr. Civil \$200 /Hr	Civil Eng. \$155 /Hr	Struct Eng. \$195 /Hr	Const Insp. \$175 /Hr	Sr. Elec. Eng. \$220 /Hr	Elec. Eng. \$155 /Hr	Land Surveyor \$175 /Hr	CAD Designer \$155 /Hr	CAD Drafter \$75 /Hr	WP \$110 /Hr	PA \$135 /Hr	TOTAL HOURS	*OTHER DIRECT COSTS	Sub- con- sultant(s)	TOTAL FEE
TASK- 1.0 Construction Support Services																			
1.1 Project Coordination			8												1	9	\$58.50		\$2,193.50
1.2 Bid Period Support			6			4	2			2		4				18	\$117.00		\$3,557.00
1.3 Construction Engineering Support																			
Pre-Construction			4			4										8	\$152.80		\$1,772.80
Review Contractor Submittals			4			30	20							4		68	\$442.00		\$12,082.00
Review Contractor RFIs			4			10	5					5				24	\$156.00		\$4,456.00
Construction Changes			4			8	8					8				28	\$182.00		\$5,222.00
Construction Meetings and Site Visits			24			40	8					8				80	\$1,024.00		\$16,024.00
Construction Inspection			4					40								44	\$758.00		\$8,758.00
Prepare Record Drawings			2			2	1					1		16		22	\$143.00		\$3,783.00
SUBTOTAL TASK 1.0		0	60	0	0	98	44	40	0	34	0	20	0	0	5	301	\$3,033.30	\$0.00	\$57,848.30
Remaining Design Budget																			
Design Budget Remaining (Deduct)																0	\$0.00		\$15,750.43
PROJECT TOTALS		0	60	0	0	98	44	40	0	34	0	20	0	0	5	301	\$3,033.30	\$0.00	\$42,097.87

*OTHER DIRECT COSTS include printing, photocopies, shipping, vehicle mileage and other miscellaneous direct expenses.



FY 2021 US West Region Rate Schedule

Finance Class Code		Rate
A01	Senior Technical Director 1	\$275
A02	Senior Technical Director 2	\$255
A03	Senior Technical Director 3	\$235
A04	Technical Director 1	\$215
A05	Technical Director 2	\$195
A06	Senior Professional 1	\$170
A07	Senior Professional 2	\$155
A08	Professional 1	\$135
A09	Professional 2	\$120
A10	Professional 3	\$110
A11	Intern	\$80
B01	Lead Design Technician 1	\$250
B02	Lead Design Technician 2	\$225
B03	Lead Design Technician 3	\$205
B04	Senior Design Technician 1	\$165
B05	Senior Design Technician 2	\$155
B06	Design Technician 1	\$145
B07	Design Technician 2	\$130
B08	Drafting/Design 1	\$120
B09	Drafting/Design 2	\$110
B10	Drafting/Design 3	\$100
B11	Drafting/Design 4	\$90
B12	Intern Drafting/Design	\$80
C01	Business Services Manager 1	\$250
C02	Business Services Manager 2	\$210

Finance Class Code		Rate
C03	Senior Admin Officer 1	\$155
C04	Senior Admin Officer 2	\$125
C05	Admin Officer 1	\$105
C06	Admin Officer 2	\$90
C07	Admin Officer 3	\$75
D01	Business Services Manager 1	\$275
D02	Business Services Manager 2	\$255
D03	Senior Admin Officer 1	\$215
D04	Senior Admin Officer 2	\$170
D05	Admin Officer 1	\$155
D06	Admin Officer 2	\$110
D07	Admin Officer 3	\$100
D08	Admin Officer 4	\$90
D09	Admin Officer 5	\$85
D10	Admin Officer 6	\$75
S01	Senior Construction Manager	\$250
S02	Construction Manager	\$205
S03	Lead Site Engineer/Supervisor	\$175
S06	Lead Inspector	\$165
S07	Senior Inspector	\$150
S08	Inspector / Specialist 1	\$135
S09	Inspector / Specialist 2	\$110
S10	Clerk / Specialist 3	\$80
S15	Operator/Laborer 1	\$125
S16	Operator/Laborer 2	\$105
S17	Operator/Laborer 3	\$95


- 1 Rates are for employees of all GHD companies.
- 2 All travel cost will be invoiced at coach class rates. Lodging and meal expenses will be at cost unless per diem rate is negotiated.
- 3 Reimbursement for direct expenses incurred for proposed services, including sub-consultant services, will be billed at cost plus 15%
- 4 The cost of using equipment and specialized supplies is billed on the basis of employee hours dedicated to the projects at the following rates
 - a. General Associated Project Charges (APC): \$6.50 / hour
 - b. Environmental Department/Construction Inspector: \$11.50 / hour
 - c. Field Survey APC: \$15.00 / hour
- 5 Reimbursement for vehicles used for proposed services will be at the federally approved mileage rates or at a negotiated monthly rate.
- 6 Overtime for non-exempt employees will be charged at 1.5 times the hourly billing rate.
- 7 If prevailing wage are applicable, the above billing rates and APC will be adjusted proportionate to the increase in labor cost
- 8 The Rate Schedule is subject to change annually (July 1st each year).

11

MEMORANDUM

To: Board of Directors

Date: May 14, 2021

From: Tony Williams, Assistant GM/Chief Engineer 

Subject: District Headquarters Upgrade Project – Construction Management Services

R:\Folders by Job No\6000 jobs\6501.44 NMWD Office_Yard Bldg Renovation\BOD Memos\6501.44 Admin Bldg Reno Const Mgmt Award BOD memo.doc

RECOMMENDED ACTION: Board authorize General Manager to execute an agreement between Consolidated CM and the District for Construction Management services

FINANCIAL IMPACT: \$179,000 (included in FY21 and FY22 CIP budgets)

Background

In early March, staff issued a request for proposals (RFP) for Construction Management (CM) and Inspections services for the Administration Building Renovation project. The requested scope of work included CM services during the remaining Design and Bidding Phases as well CM and Inspection services during the actual Construction Phases of the Project. Specifically, services were requested for Phases 1 and 2 of construction, which include the new laboratory addition, and the existing Administration building renovation, respectively. The RFP was sent directly to eight (8) Bay Area CM and Engineering firms and was posted on the District's website, as well as the electronic bidding site Ebidboard.com.

Selection Process

Proposals were received by the District on March 31, 2021. Two proposals were received: Consolidated CM (Oakland) and Nova Partners (Mountain View). A selection committee including myself, Robert Clark and Avram Pearlman independently reviewed the proposals. The qualifications of each firm were ranked separately by each panel member against the following selection criteria.

- Firm's qualifications and experience
- Project team organization
- Project approach
- Labor hours,
- Rate Schedule, and
- Insurance and Contract Compliance

The greatest weight (i.e., 30 and 20 out of 100 points) was given to the project team organization and project approach, respectively. Upon completion of the proposal reviews, Consolidated CM was ranked highest. The primary overriding factor was directly related to experience of the proposed team with similar projects and the overall approach toward providing the requested services. Overall, Consolidated CM's experience with special district buildings, including laboratories was more extensive and relevant to this project than that of the other firm; and their proposed approach to the requested services were more thorough than the other firm.

Currently the District's Building Committee and District architect Noll & Tam, are reviewing projects costs and project phasing as the project moves from Schematic Design into the Design Development phase. In lieu of developing a full scope of work at this point, discussions were held with Consolidated CM to initially focus on the remaining project design phase and subsequent bidding phase. The focus will be on analyzing overall project phasing and cost savings measures as well as a constructability review of the design. The attached contract (Attachment A) includes this initial scope of work and associated fee. Project billing is structured on a time and expense (T&E) basis with a not to exceed limit (without prior authorization). The expenses for this contract will be incurred through early calendar year 2022. Staff will return to the Board then to amend the contract for the remaining construction phase services.

RECOMMENDATION

Board authorize General Manager to execute an agreement between Consolidated CM and the District for Construction Management services on a time and expense basis with a not-to-exceed limit of \$179,000.

AGREEMENT FOR CONSULTING SERVICES

The following is an agreement between **North Marin Water District**, hereinafter "**NMWD**", and **Consolidated CM**, hereinafter, "**Consultant**".

WHEREAS, Consultant is a duly qualified consulting firm, experienced in construction management.

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

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

PART A -- SPECIFIC PROVISIONS:

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

- a. The scope of work and fee amount covered by this agreement shall be that provided in Attachment 1 of this agreement.
- b. The fee for the work shall be on a time and expense (T & E) basis utilizing the fee schedule included in Attachment A of this agreement and shall not exceed \$179,000 without prior written authorization by NMWD.

PART B -- GENERAL PROVISIONS

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

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

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

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

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

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

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

4. PROSECUTION OF WORK: The execution of this agreement shall constitute the Consultant's authority to proceed immediately with the performance of this contract. Performance of the services hereunder shall be completed by May 1, 2024, provided, however, that if the performance is delayed by earthquake, flood, high water or other Act of God or by strike, lockout or similar labor disturbance, the time for the Consultant's performance of this contract shall be extended by a number of days equal to the number of days the Consultant has been delayed.

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

North Marin Water District
P.O. Box 146
Novato, CA 94948
Attention: Tony Williams

Consultant:
Consolidated CM
180 Grand Ave., Suite 1520
Oakland, CA 94612
Attention: Matt Scoble

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

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

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

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

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

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

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

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

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

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

12. EXTRA (CHANGED) WORK: Extra work may be required. The Consultant shall not proceed nor be entitled to reimbursement for extra work unless it has been authorized, in writing, in advance, by NMWD. The Consultant shall inform the District as soon as it determines work beyond the scope of this agreement may be necessary and/or that the work under this agreement cannot be

completed for the amount specified in this agreement. Said review shall occur before consultant incurs 75% of the total fee approved for any phase of the work. Failure to notify the District shall constitute waiver of the Consultant's right to reimbursement.

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

14. INSURANCE REQUIREMENTS FOR CONSULTANTS

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

Minimum Scope of Insurance

Coverage shall be at least as broad as:

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

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

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

Verification of Coverage

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

Subcontractors

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

Self-Insured Retentions

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

Other Insurance Provisions

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

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

Acceptability of Insurers

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

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

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

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

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

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

**NORTH MARIN WATER DISTRICT
"NMWD"**

Dated: _____

Drew McIntyre, General Manager

**CONSOLIDATED CM
"CONSULTANT"**

Dated: _____

Matt Scoble, Executive Vice President

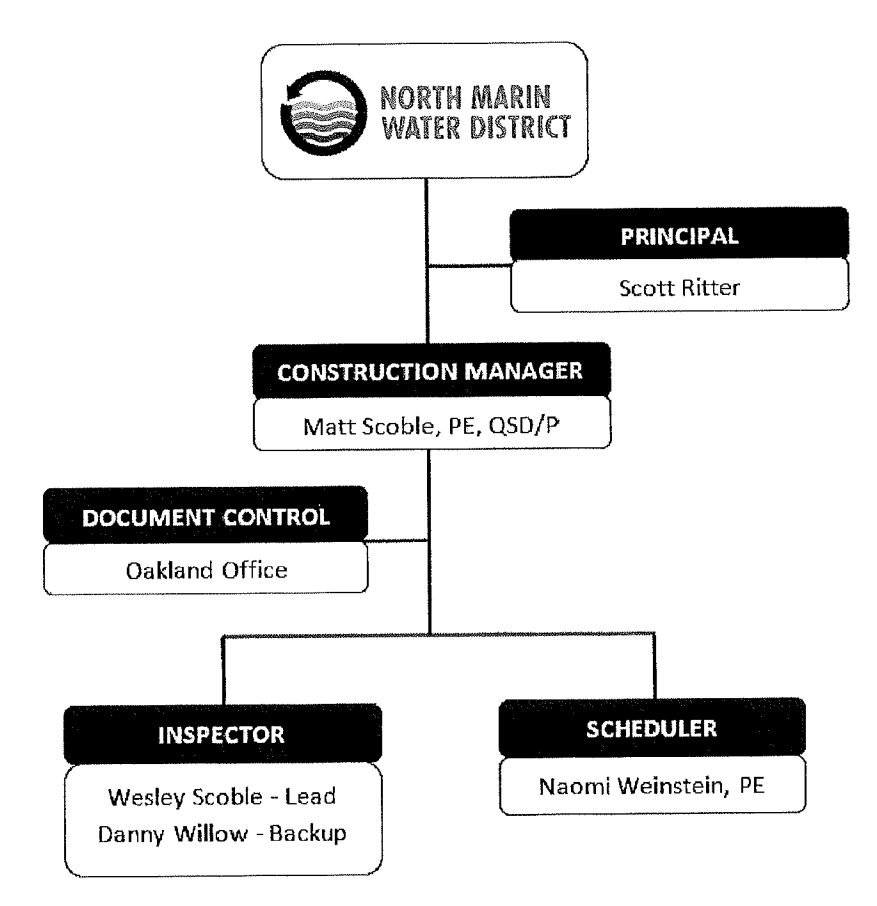
SECTION B – PROJECT TEAM ORGANIZATION

Consolidated CM is the ideal choice to provide construction management services on the Administration Building Renovation Project. The quality of the staff assigned to the Project will pave the way to project success; CCM's qualified professionals have the right background and specific experience to help the District meet its goals.

The quality of the CCM Team is unmatched and our understanding of the construction process, particularly construction in live operational environments, coupled with the human element, which drives daily decisions in the field, will help the NMWD to achieve an on-time, on-budget Administration Building Renovation Project while mitigating the construction impacts on the ongoing operations. You will enjoy working with us and we look forward to working with you.

Project Team Organization Chart

CCM's Project Team organization chart is shown below.



SECTION C – APPROACH

BACKGROUND

The NMWD Administration Building Renovation Project is an expansion and renovation of the existing 1960s vintage facility in a phased manner to permit the existing administrative, laboratory and engineering functions to continue throughout the planned 510 days of construction. The project involves the expansion of the building footprint, phased temporary relocation of current processes, and renovation of Project areas. To accomplish this sequence of work, multiple phases to the construction are required; particularly for the laboratory relocation, testing of existing equipment scheduled for relocation, relocating and re-installing that equipment, and re-testing to ensure damage was not caused by said relocation per to state certification. CCM understands both operational facilities and laboratory construction and our selected team has the specific background in all the key elements of this project to make it a success.

CONSOLIDATED CM PHILOSOPHY

Consolidated CM is a full-service construction management and inspection organization. We have developed our proactive, hands-on, team-oriented approach based on a lifetime of successful construction experience. CCM approaches projects from the perspective of a builder. This point of view allows us to view the day-to-day project activities as part of a cohesive and coherent whole, beginning during design and finishing with occupancy and close-out. In addition to having significant technical credentials, CCM works with contractors every day and when appropriate we also work as an at-risk contractor. Consequently, actions or activities which are counterproductive to the overall success of a project stand out to us and CCM takes immediate action to streamline these problematic elements and keep our projects on track. CCM is experienced with working on blended teams of owner and consultant staff and, for example, has worked this way for clients such as EBMUD, Contra Costa Water District, the Port of Oakland, Napa San, the California Administrative Office of the Courts, the California Department of General Services and many utility districts and municipalities throughout California. Though each project has its own intricacies, ultimately it is people who build the project. Understanding who we are working with and their respective project goals helps us keep work moving forward. In the case of this specific project, CCM has worked with designer Noll and Tam on previous projects, which will help facilitate our approach. The CCM approach is different than our competitors and can be summed up in our company motto:

“NEVER LET THE THINGS YOU CAN’T DO, STOP YOU FROM DOING ALL THE THINGS YOU CAN.”

CCM works on projects ranging in size from a few million to over half a billion and we find that all projects have unexpected challenges. This motto is CCM’s approach to those challenges and it works.

SPECIFIC PROJECT AND CONSTRUCTION TASKS AND KEY ISSUES

The project has four basic interrelated phases. These are: design, bid & award, construction, and startup/occupancy. Due to the need to phase the project, in order to ensure continuity of service for the District functions housed in the admin building, each of these major activities have multiple subtasks and interim milestones which break down as follows:

DESIGN MANGEMENT

During this phase CCM will work with the District and designer to establish priorities as well as provide necessary comments and suggestions to the team as the Project progresses. We will establish which departments require relocation into the planned temporary trailers and when they need to move, track estimated costs against the budget, and review the developing design documents from a constructability/biddability perspective at key

milestones. CCM will also review the necessity and cost-effective procurement of temporary facilities due to project phasing. CCM has worked previously with the District's selected designer, Noll & Tam. A result CCM anticipates our integration into the project team to be smooth and quick. CCM can also assist with the Novato Building Department review and any issues arising with the Department of Health review to the new lab, it's planned new equipment and the certification process. We can provide as-needed assistance in resolving any issues which arise because our staff includes I.C.C. certified Building Officials, Fire Marshals, CASp inspectors and licensed treatment plant operators so we can 'speak the same language'. Should potential budget challenges arise, CCM will work with the team to informally value engineer the project to help keep the bid documents on course to a successful Bid phase. With the understanding that we have not been a party to the designer/District discussions as to the timing of the planned temporary staff relocations, CCM's review of the draft schedule indicates the overall project duration is longer than it should be by 6 to 12 months and this has significant financial ramifications. At this time the new lab and the building renovation are being treated as standalone projects with no real concurrency in the individual construction efforts. During the design phase we would like to explore this and have a number of suggestions to improve the situation. We look forward to discussing those with the District.

BID & AWARD

As the Project moves into the bid phase, there will be a final bid document review and project marketing to potential bidders. The Project is planned to bid in the fourth quarter of this year and the current construction market is very active. This has resulted pricing trends moving toward the higher side and contractors often cherry-pick potential projects, resulting in fewer bidders and less competition. This is not likely to have changed by Fall, so CCM will actively market the project to qualified contractors to ensure good, reasonable bids. We will also check the market for other projects going to bid during our planned bid phase time frame so we do not clash with them and unintentionally force potential bidders to choose between projects.

CCM has noted that some private sector contractors with the necessary licenses, bonding, and insurance but a lack of public works experience have been entering the market due to volatility stemming from the pandemic shutdowns last year. This trend also occurred 2008 during the last economic downturn. CCM therefore recommends adding pass/fail qualifications to the bid form, which directly relate to potential contractor desirability and are grounded in the bidder's safety record and past experience with similar public projects. The pass/fail nature of these questions will be fully explained to the bidders at the pre-bid meeting to avoid misunderstandings. Once the bid phase begins, CCM can assist with the pre-bid meeting and help to log and facilitate the handling of bidder questions which may lead to addendums. We can also assist to review the bids for responsiveness and responsibility if the District so requests.

CONSTRUCTION

Construction is planned for 510 days and is driven by the phasing requirements of the project. In effect, this creates two interrelated but nearly stand-alone construction efforts linked in a 'heel and toe' manner. (Note: CCM believes there are other scheduling approaches to the project which would reduce the overall project duration. This is discussed above in the Design Management section.) The laboratory building is new construction and the conversion of the existing facility is a renovation project. The laboratory building is planned to start during the rainy season, necessary due to the duration of the work and having to account for two rainy seasons during this time, making issues such as SWPPP compliance quite important. CCM's proposed construction manager being both a QSD and QSP will aid monitoring to ensure compliance. With respect to the project site, we note that the administration building is adjacent to the corporation yard and the planned surge space location, meaning that foot traffic may serve to constrict corporation yard access and activities. The contractor will also require use of

this a portion of this area for staging, meaning material deliveries will need to be coordinated to avoid delays. Due to these circumstances, clear and continuous communications of planned activities involving all parties will need to occur to mitigate negative impacts on any on-site group. The contract specifications will need to clearly demarcate the contractor's staging area as well as explain the surge space, its use, and when key moves will occur so the contractor can plan his activities to avoid conflict.

CCM will have a certified experienced inspector, who has just completed a similar project for Central San, on-site full time to both oversee contract compliance, work quality and to assist with site activity coordination. During this phase, CCM will also be logging and addressing contractor submittals, requests for information, change order requests, progress payments, conducting weekly progress meetings, reviewing the approved baseline schedule and monthly updates, as-builtting the plans, and providing general contract administration, claims avoidance, cost control and project oversight. CCM can also assist with any special or funding driven reporting needs (SRF, Dept of Agriculture, etc.). The project will have a City of Novato building permit so for specific tests and building occupancy CCM will coordinate closely with the Novato building inspector and the local fire marshal to facilitate their work and keep them informed. As we prepare for the laboratory relocation, all affected equipment will need to be tested for proper function. The move then needs to be tightly scheduled to minimize laboratory downtime and all relocated equipment re-tested following reinstallation in the new lab building. A laboratory punchlist will be prepared prior to the move-in and all items addressed. The formal State certification will then follow. This the building and fire marshal approval process will be repeated for the existing building once the renovation is completed. This is not a complete list of all activities the CM will be performing during the construction phase. Our activities will range from creating daily inspection reports and photo documentation, overseeing startup, testing and commissioning to proactively addressing challenges to avoid disputes, negotiating change orders, and creating special status reports. We will also be to helping coordinate District relocation of the existing phone and data services from the existing admin building to the surge space and then later back into the renovated facility as well as handling interface issues with corporation yard operations when necessary. While this endeavor seems daunting at face value, CCM has the tools and experience needed for project success.

OCCUPANCY

There are three principal occupancies: the laboratory, the surge space, and the renovated administration building. We have discussed some of the issues which will occur during these activities ranging from equipment and staff relocation challenges to the interface with local code authority and commissioning work. CCM is comfortable and experienced with occupancy matters and will establish a stand-alone regular meeting to provide a forum to plan the relocations so there are no surprises and the transitions proceed smoothly. Coordination items include keying schedules, site access and security, laboratory certification, and items such as janitorial work schedules so cleaning support does not conflict with construction or move-in and starts when needed. We will begin discussing the move activities as a standing

When Challenges Arise

The Peralta Oaks Seismic & Tenant Improvements project was particularly challenging. It was a gutted 1960's vintage midrise building and the scope included seismically stabilizing the structure and then constructing three independent laboratories; one of the Coroner, one for the Public Health Dept and a forensic DNA lab for the sheriff. The project challenges ranged from design issues with building systems, to the complexity of moving operating public laboratories from there old locations to separate floors in the new facility while maintaining continuity of service. CCM investigated the design issues in the field and worked daily with the designer creating solutions. Concurrently, we scheduled and coordinated the building startup, move in and occupancy working closely with the tenant agencies. As a result, this award-winning project completed on-time and in-budget.

item at the weekly progress meeting- As move-in dates approach, CCM will prepare schedules of each move so they may proceed in a planned manner.

SUMMARY OF CONSOLIDATED CM'S CM PROCEDURES

METHODS TO MITIGATE COST AND SCHEDULE IMPACTS

CCM practices all of the standard approaches to the management of public work such as solid record keeping and as-building, internet-based project management, strong communication and issue documentation, and a proactive CM approach. However, CCM goes further and employs a number of methods which are less common with which we have had a track record of success. CCM's principal work is as third-party Owner's agent, though we also work at-risk as a general contractor. Our contracting background provides us an insight into issues from the contractor's view point, helping us facilitate solutions and keep work moving forward rather than stalling. This cultural difference manifests itself in a number of specific procedures which save time and money, mitigate or avoid claims and are not industry norms. Some of these procedures are:

- **CCM and GC Informal Workshop:** As early as possible and before the start of construction, CCM meets with the selected contractor to jointly review the project from a constructability and value engineering perspective using an informal workshop format. These discussions are particularly useful because they reflect the ideas and perspectives of the at-risk contractor and are not theoretical, but market and experience based. The results always reduce costs and if accepted by the owner, are formalized in a credit change order.
- **Coffee Meetings:** Some years ago, CCM managed the construction of a \$90M series of Ship Berths for the Port of Oakland. On that project we began a process we call coffee meetings. These are monthly informal meetings with the contractor's upper management, away from the job site with no minutes taken. At these meetings we discuss everything from the construction market, supplier challenges and subcontractor performance to cash flow, insurance and personnel matters. Construction is a 'people' business and if someone is not playing well with the others, it can impact the entire project. The talk is frank and we work together to address the challenges before they become concerns. In the process, we build a solid working relationship with the contractor, a characteristic of all successful projects. We should mention that our \$90M project was part of a \$1 Billion program and CCM's project was the only one in the program to complete on time and in budget with no claims.
- **Proactive Field work:** CCM inspectors do more than check for quality and code compliance; They are also the first line in claims avoidance. When our inspectors note a concern or error, they work in the field to correct it before it becomes a problem. If the field effort does not resolve the issue, CCM uses a dispute resolution ladder approach to move the discussion up the chain of command until it is successfully resolved. We act early to not allow disputes to fester and grow. This ensures quality in the final completed project and helps keep CCM projects on track and on schedule.

Experience Based Solutions

Only a single bid was received for the Alameda Free Library and it was \$3M over budget. CCM made use of public contract code with respect to single bidder situations, and conducted a post bid value engineering effort working with the owner, architect, contractor and key subcontractors which reduced the project cost by \$3M and permitted the construction to proceed. The Project involved staff and collection relocation creation of a temporary library and extensive coordination with local businesses. It was delivered on time and returned \$1.4 million in unused contingency to the City.

- **Build a Team:** From the initial joint plan review, through the coffee meetings and our ongoing proactive field activity, we constantly work to build a stronger project team. Strong communication, clear responses, and an empathy for all team members promotes understanding and helps find solutions when the old style of adversarial management finds only walls. We generally do not formally partner our projects, but our goal is similar and our approach has a strong record of success.

In summary, CCM understands both the technical side and the business side of construction and is able to find solutions that may not be apparent to others. We use our knowledge and experience to support our clients and have been very successful in solving problems while keeping the work moving forward.

QUALITY ASSURANCE / QUALITY CONTROL PROGRAM

A successful QA/QC program monitors schedule, cost and quality proactively intervening as-needed with suggestions and direction to help ensure the project goals are achieved. This requires the CM to keep the owner fully informed at all times so when issues arise the owner is aware and concurs with the suggested solution. CCM facilitates this proactive methodology by promoting a team approach to the project (Owner, Designer, Contractor, Construction Manager and inspector). We do not permit an adversarial environment to develop on our projects and have found, coupled with our proactive approach, that this helps to mitigate the impact of even the most challenging issues.

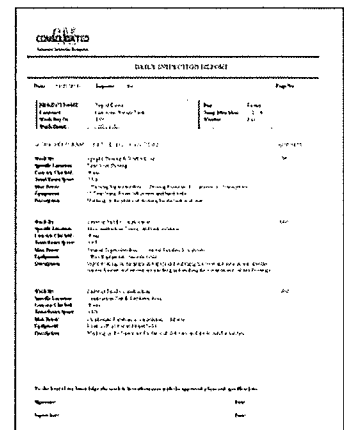
- **Schedule Management:** CCM understands that ‘time is money’ in construction, however we also understand continuity of service is not negotiable in an operational facility environment. Consequently, we work with the contractor before he finishes developing his schedule. We understand means and methods are the contractor’s province, and with that understanding, we serve as a sounding board to ensure that the contractor understands the critical interrelationships and the necessary phasing requirements to create a viable work plan. In the post-COVID-19 construction environment, this stage will be especially important. Earlier in this section we discussed the desirability of adding pass/fail experience criteria to the project bid form to eliminate inexperienced or unsafe contractors from the project bidding pool. We will know if we succeeded with that approach when we see the contractor’s proposed schedule. If it indicates a lack of understanding of the key project priorities, we will adjust our approach appropriately. Once the contractor has submitted an approvable schedule it will become a working tool updated and reviewed by CCM each month. It will help plan the work and keep the construction team focused on the necessary sequence of steps. The 3-week look ahead schedule will similarly keep everyone involved informed day to day. Further, schedule status will be a standing item at the weekly progress meeting, as will the review of staff relocations, access to operating equipment, and confined space access requests. Each interrelated activity should mesh with the overall work plan so work flows forward smoothly with no surprises.
- **Cost Management:** Cost control is closely associated with schedule management. We begin with creating a schedule of values based on the bid item amounts in order to avoid inappropriate front-end loading. After approval, the CCM construction manager supported by the field inspector is very involved with progress payment review. Progress payment requests are reviewed to ensure that they reflect the progress achieved and are adjusted for any non-compliant work. Change orders are also reviewed but only changes which have been formally approved and have resulted in contract modifications can be paid. With respect to change orders, the CCM approach to management has several components. Upon receipt of each change order, the CM will number it, start a file, and conduct a review to establish if the issue constitutes a contract change. If there is a change, the contractor is requested to provide a proposal and CCM will prepare an independent

estimate of the cost and time impacts. Upon receipt of the GC's proposal, CCM analyzes it in comparison with our estimate and it is discussed with the owner. If necessary, a formal negotiation is held with the contractor to settle cost differences. A record of negotiation is prepared by the CM for the file which explains the key elements of the change, such as why it arose, how the cost was established, how schedule impacts were reviewed, and any special considerations. These days it is common for public projects to be audited, and as such CCM has made a practice of including thorough records of negotiation in change order documentation. Furthermore, CCM specifically checks that change orders and any associated time impacts are correctly reflected in monthly schedule update reviews in order to ensure that the schedule remains enforceable, particularly in the event of delay claims for the contractor. We will maintain an exposure log to avoid surprises and our on-line project management system projects change order costs. If the trend is undesirable, then together with the District we can make the necessary course adjustments to stay on track and within budget.

- Quality Control of Field Work:** A key component of our overall Construction Management Program is a Quality Assurance/Quality Control (QA/QC) plan clearly establishing the standards and procedures to which both CCM and the contractor will adhere. During the project's course, CCM constantly conducts inspection and monitoring activities with those QA/QC standards in mind. CCM staff's experience in conducting these audits and evaluating the contract and code requirements ensures that equipment is properly stored before installation, only approved materials are on-site, and the projects we manage are built correctly. The quality of the work is what remains when construction is complete, which makes it the most important component of our efforts.

CCM's approach starts by providing qualified experienced senior inspectors with the upfront time to review the contract documents so they are up to speed before work starts. All CCM inspectors share a background of both extensive inspection experience and hands on at-risk general contracting. As a result, they understand how non-compliant work comes about and can act early to correct it. They plan their work day around the critical path of work and areas with a high potential for problematic work. They review new types of work with the contractor before it begins to avoid misunderstanding of requirements, and when an issue arises, they resolve it in the field by working with the GC's foremen and superintendent before it can become non-compliant work. Should our inspector not be able to resolve the matter informally in the field, as discussed above, CCM will continue to address the issue until it is satisfactorily resolved. This requires that the construction manager and inspector work closely to support each other's efforts. They walk the job together every morning, reviewing status, noting areas which may require extra attention and discussing RFI responses, potential change orders, critical path activities and submittal comments. This process generally takes 20 to 30 minutes each day but helps ensure that everyone is on the same page and mutually supportive. In the office, we are actively involved in the submittal process and track materials on site for compliance. Our field and office team work closely enabling them to more easily prioritize decision making and mitigate cost impacts while increasing the quality of the final product.

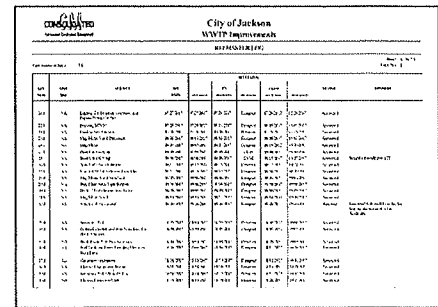
Documentation and daily inspection reports are also very much a part of our QA/QC efforts. Inspectors tend to be independent individuals, so we have established standards for reporting and record keeping. If an issue ever arises, records of the work, as-builts, and photos are easily accessible to address the issue. CCM offers at no cost our project management system which is used for



CCM Daily Inspection Report

daily inspection report preparation and also handles all other project document control functions from logs to as-builts. We consequently offer our management system for the project or can use any of the commercially available management systems. Whichever reporting system is adopted, CCM daily reports will include manpower counts and work activity by trade, weather, tools and equipment used, and photos. This information helps predict progress and can be very useful in the event of delay claims and checking the as-builts. In order to improve the quality of daily reports, the construction manager reviews the inspector's completed reports and both parties sign and file them appropriately. In addition to the daily inspection report, the inspector also maintains a discrepancy list of potential punch list items with photos of each item to ensure all parties involved understand the issue so it can be addressed.

- Project Management Reporting System:** CCM was a pioneer in internet-based construction management and has been managing our projects online since the early 1990s. Over the years, Project Management systems have evolved and there are now many choices available. CCM is experienced with all of these systems- from ProcCore, E-Builder and EADocs, to Spitfire or Expedition. Hundreds of our clients have used CCM's system, and of course we offer it for the project at not cost. Regardless of the system used, CCM will produce a monthly cost and progress report, logs for change orders, RFIs, and submittals and of course daily inspection reports and photos. CCM will also produce an exposure log that will list potential additional costs to help facilitate decision making. The log's distribution is limited to the District and CM for use in budgeting decisions to avoid surprises and to assist with projecting final costs.



RFI No.	Description	Date Received	Date Closed	Status	Assigned To
101	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
102	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
103	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
104	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
105	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
106	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
107	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
108	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
109	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
110	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
111	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
112	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
113	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
114	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
115	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
116	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
117	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
118	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
119	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]
120	Request for Information - [illegible]	07/21/07	07/27/07	Closed	[illegible]

Typical CCM RFI Log

- QA/QC Methodology:** Above, we have discussed CCM's general approach to schedule, cost control, and quality control as well as project management software and reporting. Our goal is to provide an early warning system of potential challenges while also supplying the necessary information to the CM team that will allow them to work proactively to avoid or mitigate potential impacts and keep the project on track. CCM is skilled in this approach because while our principal business is third party CM and inspection as the owner's agent, we also are licensed contractors and are experienced with working at-risk. Consequently, we understand the contractor's perspective and the market stresses that can challenge a project's success. Our breadth of knowledge informs our decision making and serves as the basis of many of our management methods. As a result, some of our procedures are not necessarily typical in the industry but have proven very successful on dozens of projects.

SUMMARY

Consolidated CM understands this project. The core of our business is focused on work in operational facilities such as laboratories, corporation yards, treatment plants, fire stations, courthouses and occupied administration buildings. This is the type of work CCM specializes in and we hope you have found some of our comments, which are based on experience, of use. Our approach is summarized as **"No Surprises"** and is indicative of how we work. You will always know what is going on, how it is going and what is next. You will never be surprised and will enjoy working with our team.

Professional Construction Management

May 4, 2021

North Marin Water District
999 Rush Creek Place
P.O. Box 146
Novato, California 94948

Subject: Budget Proposal to provide Pre-Construction Management Services for the
North Marin Water District Administration Building Renovation
NMWD File 1 6501.44

Attention: Tony Williams – Assistant GM/Chief Engineer

Dear Mr. Williams,

It is with pleasure that Consolidated CM, Inc. (CCM) submits the attached budget proposal to provide the District support during the pre-construction phase of the NMWD Administration Building Renovation Project. The NMWD Administration Building Renovation project will be an interesting effort and we look forward to working with you and our old friends Noll & Tam to address each challenge.

Thank you selecting Consolidated CM. Please feel free to contact me on my mobile at (415) 385-2821 to discuss any facet of our proposal. We look forward to this opportunity.

Very truly yours,
Consolidated CM, Inc.



Matt Scoble, PE, QSD/P
Executive Vice President

Cc: file
accounting



North Marin Water District Administration Building Renovation Pre-Construction Phase Services: Revised 5/3/21

Position	2021								2022				TOTAL HOURS	RATE	AMOUNT
	Design						Permits		Bid	Pre con					
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr			
Construction Manager	24	40	40	40	40	40	40	40	40	40	40	12	436	\$203.00	\$88,508
Constructability Review / Special Issues	0	40	40	40	0	0	32	0	0	0	0	0	152	\$203.00	\$30,856
Scheduler/Estimator	8	20	16	8	0	24	8	8	0	0	0	8	100	\$189.00	\$18,900
Inspector	0	0	0	0	0	0	16	0	0	0	16	16	48	\$156.00	\$7,488
Document Control	40	32	32	24	24	20	20	20	24	24	24	32	316	\$97.00	\$30,652
												1,052		\$176,404	
													ODC's	\$2,500	
													Total	\$178,904	

NOTES:

- 1.) Estimated Duration May 2021 through April 8 2022 (NTP date)
- 2.) The constructability review/VE will involve Matt Scoble, Dave Lee, PE and Tim Craig, AIA. It will performed at several points in the design phase.
- 3.) The Inspector is an inspector and under California DIR rules is a prevailing wage employee. He consequently must be paid for overtime (OT) and double time (DT). These are not anticipated during the pre-construction phase but should they occur the OT rate is 1.29 base hour rate and DT rate is 1.49 time base rate. This has not been included in the budget.
- 4.) Special Inspection and Testing is NIC and will be performed by others.
- 5.) Other Direct Costs (ODCs) are for office suppliers, computer equipment, copier, travel, etc. They are billed at cost plus 10%. All costs will be supported with sale receipts. We have not budgeted for a trailer, but can do so on request.

12

MEMORANDUM

To: Board of Directors
From: Drew McIntyre, General Manager
Subject: Renew Declaration of Local Emergency Related to COVID-19 Pandemic



l:\gmbod misc 2021\renew covid emergency declaration #27 5_14_21.doc

May 14, 2021

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

FINANCIAL IMPACT: ~\$191,535 as of April 30, 2021 (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 8th and the state officially

issued said Order to Marin County (as part of the Bay Area region) on December 17th.

On January 25, 2021, CDPH lifted the Regional Stay-Home Order for the Bay Area and statewide. All 11 counties in the Bay Area, including Marin, thereby moved into the purple (or Tier 1) stage within the State's "Blueprint for a Safer Economy".

On February 23, 2021, the State has announced that Marin County will move from "purple"(Tier 1) to "red" (Tier 2) status in the Blueprint for a Safer Economy effective Wednesday, February 24. The move from Tier 1 or "widespread risk" status to the less restrictive Tier 2 or "substantial risk" level is based on consecutive weeks of progress in Marin's COVID-19 case statistics.

On March 11, 2021, the state opened up additional segments as eligible for the COVID-19 vaccination. This includes utility workers who have been reclassified as Emergency Service workers which includes water and wastewater workers and support staff (all NMWD employees)

On March 24th 2021, Marin moved from the Red status (Tier 2) to Orange status (Tier 3). This move relaxed indoor operation restrictions for a number of sectors. Non-essential offices may now reopen again.

On April 6, 2021, Governor Newsom announced that California will lift nearly all of its restrictions on business and gathering on June 15, 2021,

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

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

District emergency planning has been aggressively implemented since March 16, 2020. The District's current COVID-19 Preparedness and Response Plan 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. 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.

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 + Ongoing Support	\$13,977	3/2020-2/2021
JCA Construction	Misc. Office Social Distancing Modifications	\$13,177	6/30/2020
Winzer Corporation	Surgical Masks (2,000)	\$1,592	7/6/2020
Novato Glass	Plexiglass	\$3,969	6/9/2020
Amazon	Face Masks (12)	\$54	6/30/2020
USA Bluebook	Digital Forehead Thermometers (2)	\$218	7/30/2020
Amazon	Digital Thermometers (20)	\$144	6/24/2020
Amazon	Face Masks (120)	\$405	8/20/2020
Winzer Corporation	Surgical Masks (2,000)	\$570	1/14/2021
Total Procurement Amount To-Date		\$38,935	

Internal Labor Expenses

Increased on-call labor costs:	~\$94,500 thru March 31, 2021 ~\$102,300 thru April 30, 2021
Families First Coronavirus Response Act (FFCRA) Allows employees to take time off for COVID medical reasons and/or childcare.	~\$33,900 thru March 31, 2021 ~\$40,500 thru April 30, 2021
Payroll Collection Costs	~\$8,600 thru March 31, 2020 ~\$9,800 thru April 30, 2021

Water Bill Delinquency Impacts

	<u>4/2019</u>	<u>4/2020</u>	<u>4/2021</u>
Customer Accounts Past Due (count)	1.9%	3.0%	3.1%
Delinquent Balances % Due on Account	5.3%	11.2%	10.1%
Delinquent Balances \$ Due on Account	\$48,000	\$78,00	\$102,063

13

MEMORANDUM

To: Board of Directors

May 14, 2021

From: Julie Blue, Auditor-Controller JB

Subj: Budget Review – Proposed FY 21/22 Budgets Novato & West Marin Service Areas

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RECOMMENDED ACTION: Information Only – Budget Review**FINANCIAL IMPACT:** None at this time – Total \$33.1 Million Expenditure Plan
Capital/Equipment/Debt Service - \$14.4 Million
Operations - \$18.7 Million

Attached for review are the FY 21/22 Budgets for North Marin Water District (NMWD) which include Novato Water, West Marin Water (WM), Recycled Water (RW) and Oceana Marin Sewer (OM).

In anticipation of upcoming water and sewer rate increases, the Board of Directors (BOD) reviewed financial forecasts for each service district (Novato in April, OM in March and WM included with the 2021 West Marin Water Rate Study in March). These financial forecasts were 5-year projections outlining the overall financial status of each District and conveyed the need for District wide rate increases.

The BOD also reviewed the FY 21/22 Capital Improvement Project Budget (CIP) and Equipment Budget in early May. The CIP Budget has a projected net project outlay of \$5.7 million. The Equipment Budget has a projected outlay of \$295,000.

This budget will be reviewed and refined prior to the next BOD's review which is scheduled at the next Board meeting on June 1, 2021 at 6:00 pm. At the June 15, 2021 Board meeting there will also be a public rate hearing to review and approve rate increases for the Novato Systems.

The following schedule outlines the upcoming additional activities related to the budget and proposed rate increases to occur over the next few weeks. These schedules were approved by the BOD during the March and April meetings.

Date	Item	Review/Approve	Rate Hearing	Status	Service Area
March 16	Financial Plan Update (Water Rate Study Approved)	Review Only		Complete	West Marin Water
March 16	Financial Plan Update	Review Only		Complete	Oceana Marin Sewer
April 6	Financial Plan Update	Review Only		Complete	Novato/RW
April 20	Review and Approve Prop 218 Letters to be sent to customers	Approve		Complete	Novato/RW/WM/OM
May 4	Capital Project & Equipment Budget Schedules	Review Only		Complete	Novato/RW/WM/OM
May 18	Operations & Maintenance and Capital Budget - District	Review Only		Current	Novato/RW/WM/OM
June 1	Operations & Maintenance and Capital Budget - District	Review Only		Upcoming	Novato/RW/WM/OM
June 15	Operations & Maintenance and Capital Budget - Novato and Recycled Water	Approve	X	Upcoming	Novato/Recycled Water
June 22	Operations & Maintenance and Capital Budget - West Marin Water	Approve	X	Upcoming	West Marin Water
June 22	Operations & Maintenance and Capital Budget - Oceana Marin Sewer	Approve	X	Upcoming	Oceana Marin Sewer



**NORTH MARIN
WATER DISTRICT**

North Marin Water District

Budgets

Novato & West Marin Service Areas

Draft May 18, 2021

**Fiscal
Year
2021/22**

NORTH MARIN WATER DISTRICT
NMWD.COM
999 RUSH CREEK PLACE
NOVATO, CALIFORNIA 94945

INTRODUCTION

This document contains the fiscal year 2021/22 budgets for North Marin Water District's various enterprise service districts located in Marin County. These are:

Potable Water Service:

Novato

West Marin (Point Reyes Station, Inverness Park, Olema, Bear Valley, Silver Hills & Paradise Ranch Estates)

Recycled Water Treatment, Transmission and Distribution:

Novato

Sewage Collection, Treatment & Reuse/Disposal:

Oceana Marin

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

MISSION STATEMENT

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

VISION STATEMENT

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

NMWD VALUES

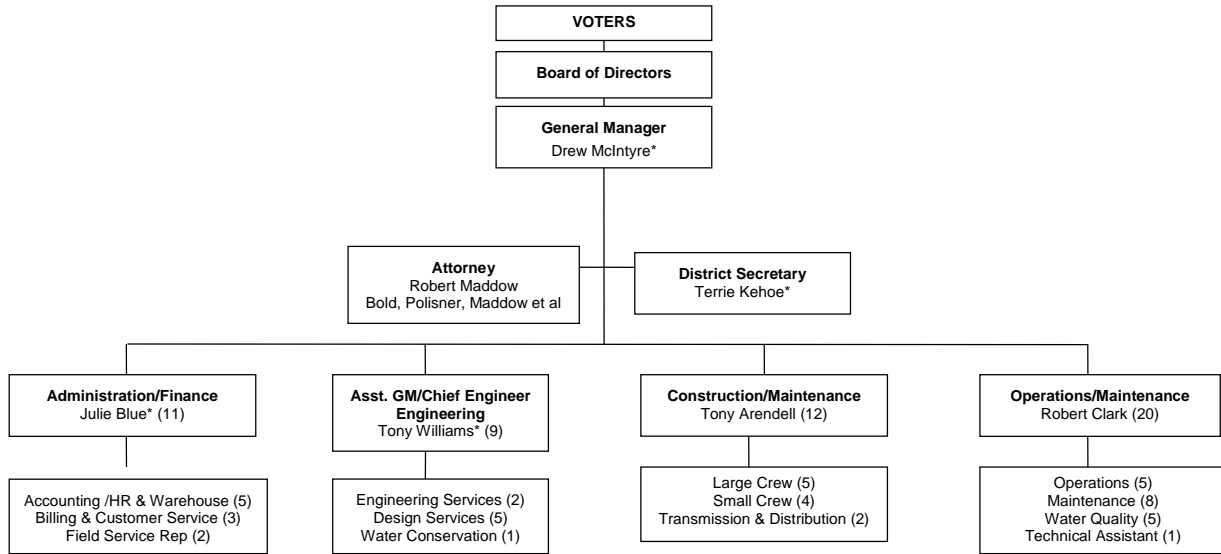
- **Accountability** – We work transparently and in full view of customers and take responsibility for our work.
- **Integrity** – Customers can count on quality and fair service from our staff and the District.
- **Teamwork** – We work cooperatively to accomplish our goals.
- **Honesty** – We always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

ORGANIZATION FACT SHEET
July 2021

Organization:

- 5 Directors elected By-District (Division) for 4-year terms
 - James Grossi (Division 1), President
 - Stephen Petterle (Division 4), Vice-President
 - Jack Baker (Division 2)
 - Rick Fraites (Division 5)
 - Michael Joly (Division 3)

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



Authority:

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

Territory:

100 square miles (see attached map)

Distribution System Expansion Policy:

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

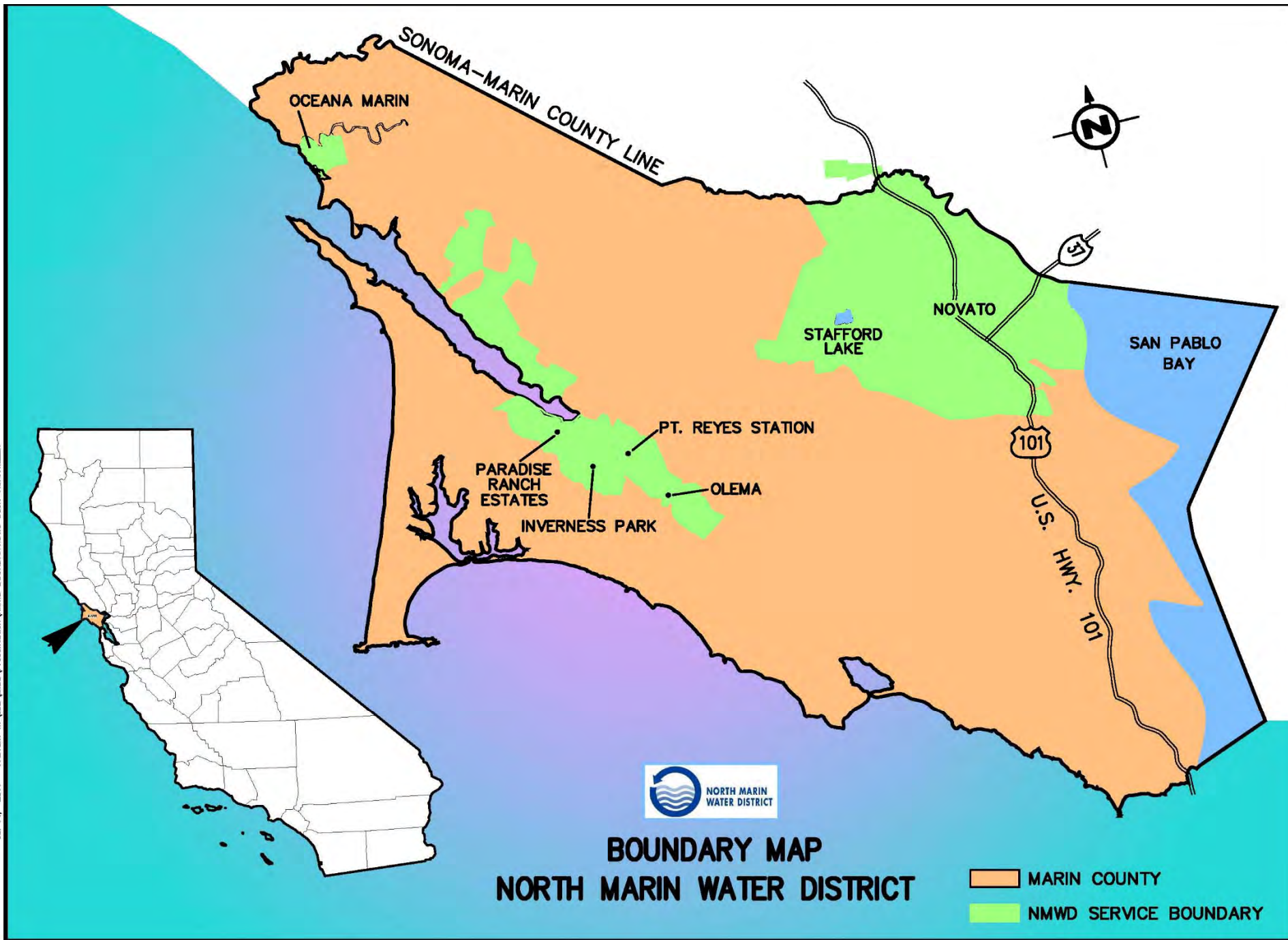
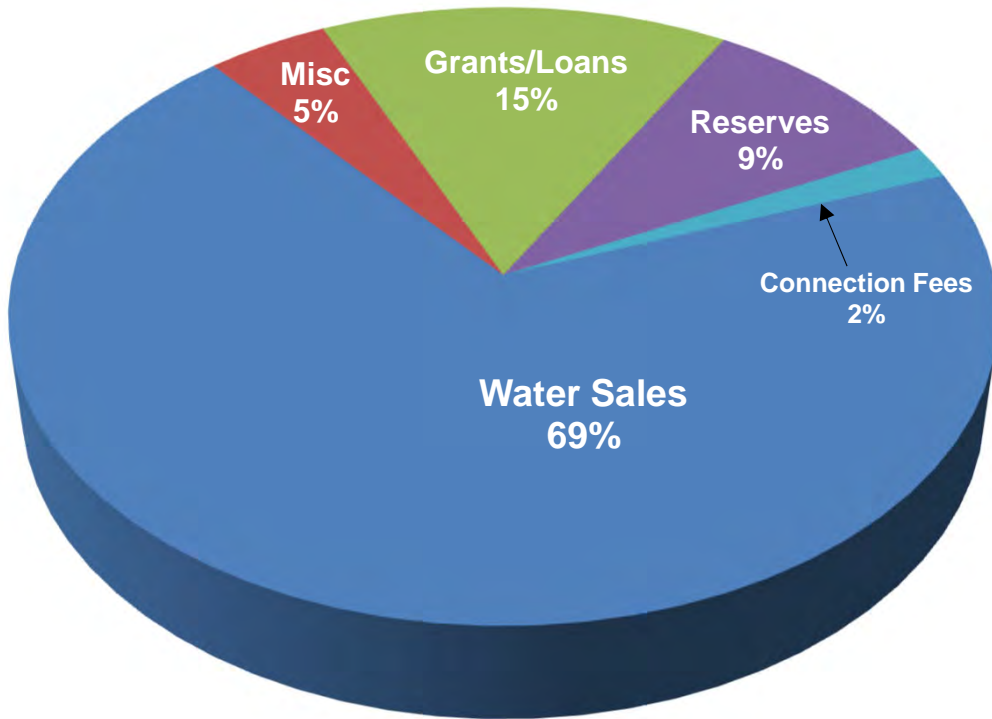


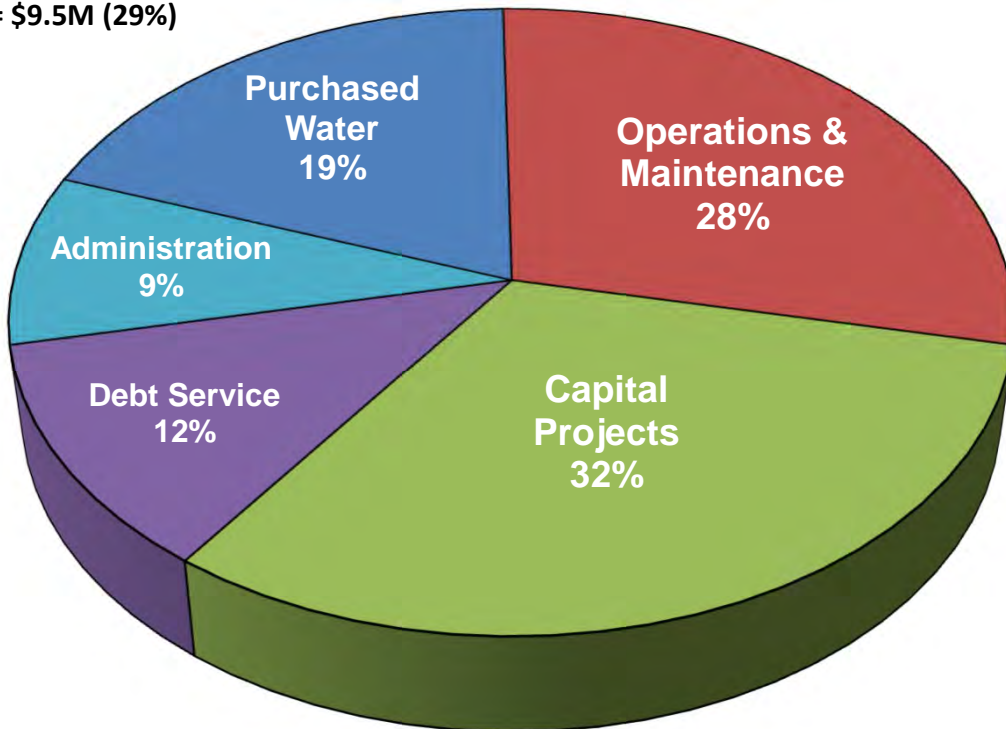
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NORTH MARIN WATER DISTRICT
FY21/22 DRAFT BUDGET - ALL SERVICE AREAS COMBINED
SOURCES = \$33,145,000



Labor = \$9.5M (29%)



USES = \$33,145,000

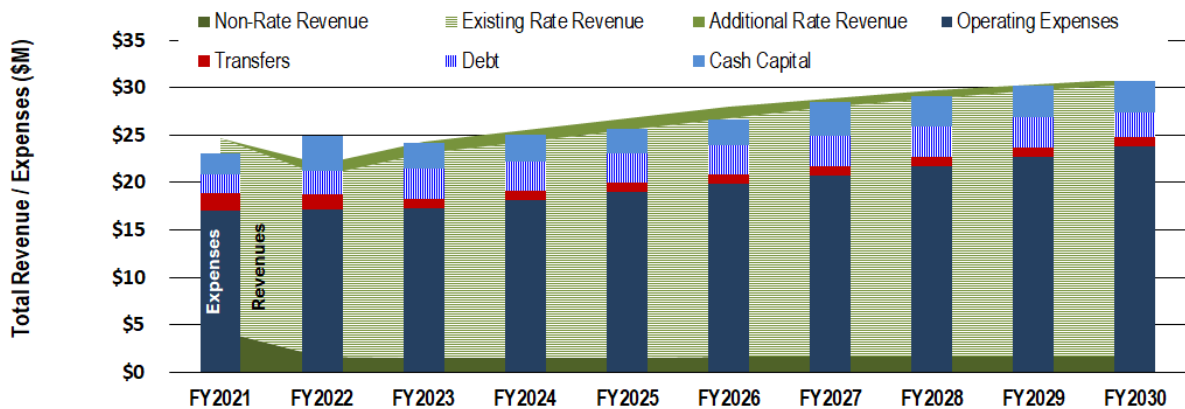
Excludes Depreciation Expense & Developer Funded Costs

Summary

The \$33.1 million consolidated budget projects operating revenue of \$23.7 million and a net operating income of \$1.2 million. The FY 21/22 budget incorporates \$5.7 million in internally funded capital improvement projects and \$6.3 million in water purchases. After payment of \$3.9 million in debt service, the consolidated budget projects a decrease in cash for the fiscal year of \$3 million.

Novato Water

The Novato Potable Water System budget projects a \$3 million cash decrease over the fiscal year. A 6% rate increase in both the commodity and service charge, effective July 1, 2021, will be considered by the Board of Directors at a public hearing occurring on June 15, 2021. Total budget outlay, which includes \$4.9 million in capital improvement projects, is projected at \$24.9 million which is \$0.3M higher than the FY 20/21 budget. The below chart shows that the Novato Water financial plan will maintain sufficient cash reserves aiming towards the designated targets and remaining above the minimum level, as established during the 2020 Novato and Recycled Water Rate Study.

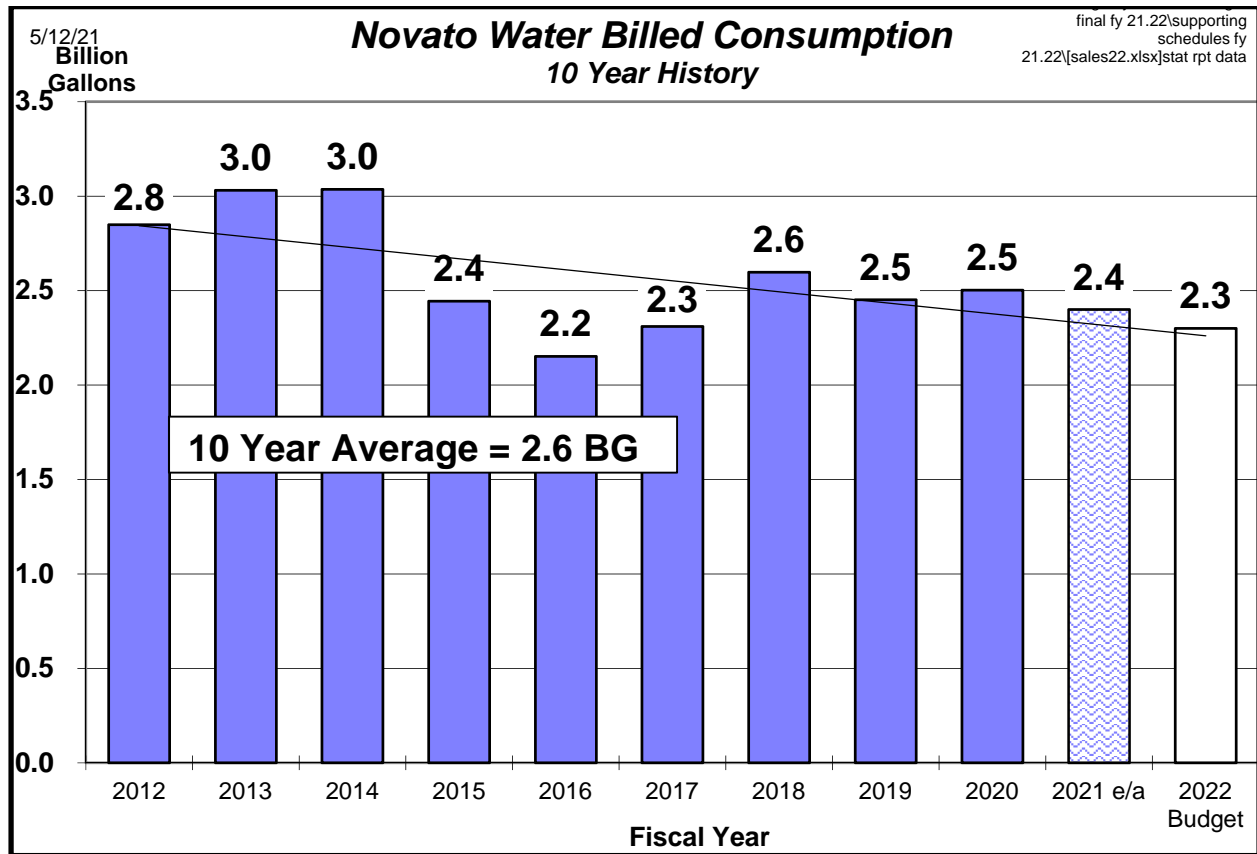


	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Debt Coverage Ratio:	0.0%	6.0%	6.0%	5.0%	5.0%	5.0%	3.0%	3.0%	2.0%	2.0%
Net Debt Proceeds:	\$0.0M	\$3.6M	\$8.0M	\$3.6M	\$0.8M	\$0.0M	\$0.0M	\$0.0M	\$0.0M	\$0.0M

Operating Revenue

Water Sales - Water sales volume is budgeted at 2.3 billion gallons (BG) which is a 7% decrease from the FY 20/21 budget. The decrease is primarily due to the voluntary call for 20% water conservation through June 30th followed by a mandatory water conservation order to reduce water consumption by 20% in the months of July 2021 through October 2021, as a result of current two year drought conditions. The projected revenue lost from the reduced consumption is budgeted

at (\$1,062,000). The 6% rate increase, effective July 1, 2021 is projected to increase revenues by \$1,223,000 but is highly dependent on water sales volume. The following chart shows a 10-year history of billed consumption for the Novato Potable Water System.



Other Revenue – Connection Fee revenue is budgeted at \$558,000. Connection Fee revenue of \$1.5 million for 54 Equivalent Dwelling Units (EDUs) was collected in FY 19/20. The annual average connections have been 39 EDUs (FY 15/16 through FY 19/20). Included in the projections is annual Connection Fee revenue equivalent to 20 EDUs or about half of the actual five-year average.

The wheeling charge to Marin Municipal Water District is budgeted at \$101,000. This is based on the average revenue collected in the past five years, increased for inflation. In addition, MMWD will pay the annual fixed AEEP capital contribution of \$205,000 in accord with the terms of the 2014 Interconnection Agreement. Miscellaneous Revenue includes \$94,000 in combined income from the rental of the Point Reyes home, the Little Mountain cell phone tower lease, Indian Valley Golf Club lease, three grazing leases, rental of the District's security apartment, and rental of the Pacheco Valle tennis courts.

Operating Expenditures

Operating expenses (excluding depreciation) are budgeted to increase 3.8% or \$634,000 from the FY 20/21 budget. The increase is primarily due to inflation adjustments of approximately 3%, increases in the cost to purchase water, increases in the electrical costs of pumping, insurance costs, and increases in personnel costs. More details are outlined in this budget report.

Source of Supply – The purchase price of water from Sonoma Water (SW) (AKA Sonoma County Water Agency) is projected to increase 4.63% in FY 21/22. This change will result in a cost per acre-foot of \$1,047 for FY 21/22 versus \$1,001 for the current fiscal year and is estimated to increase the cost to purchase water by \$270,000.

Stafford Treatment Plant (STP) Water Production – STP water production is projected at 490 MG in FY 21/22 which is lower than the 10-year average annual production of 586 MG. The decrease in expected water production is due to a lower volume of water in the lake, due to the drought, which reduces the amount of water available to treat. The cost of production at the end of FY 19/20 was \$3,338/MG and varies depending on the volume and length of production.

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

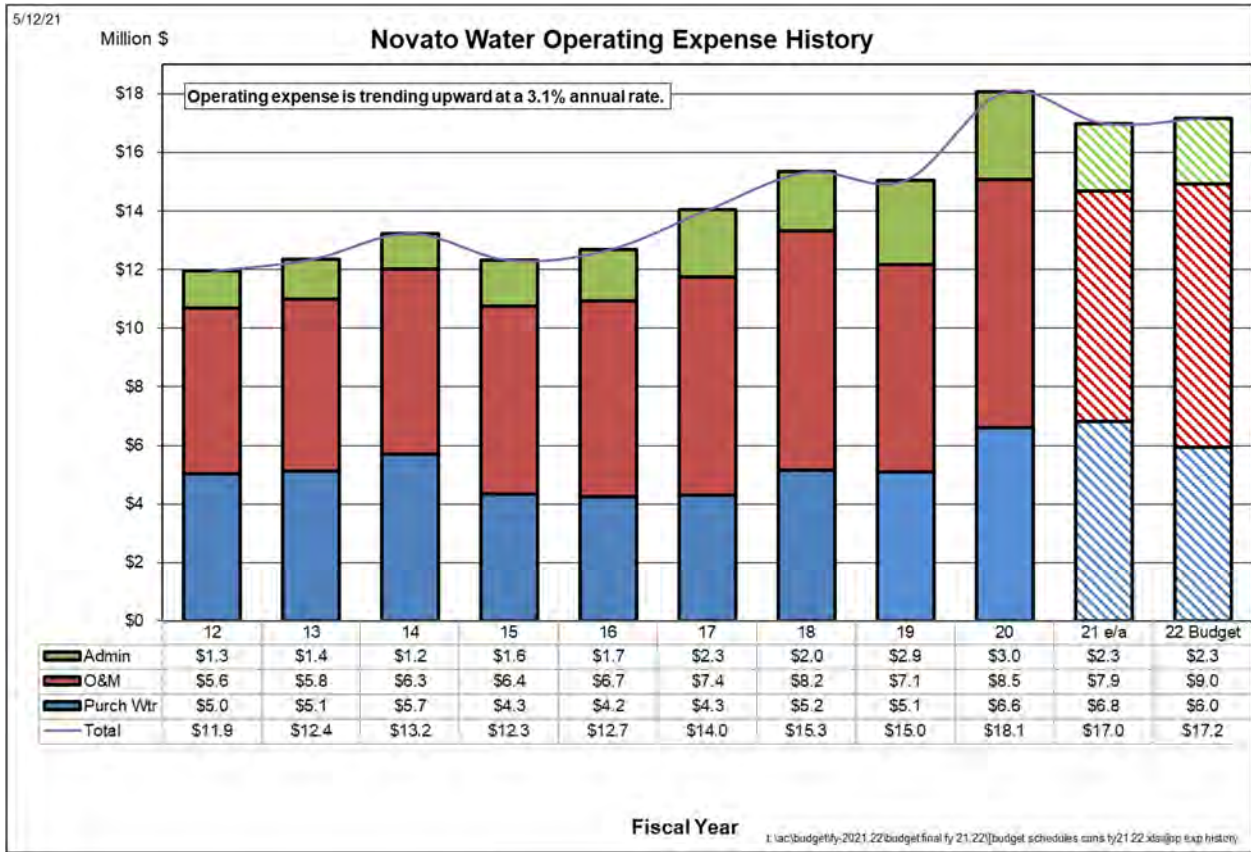
Personnel Costs - The budget includes a staffing level of 54 full-time equivalent (FTE), see table below. There is an increase of one FTE in the Engineering Department to address an increase in workload demands and succession planning needs. This increase is offset by a decrease of one FTE in the Consumer Services Department. The Consumer Services Department FTE reduction aligns with planned staffing changes resulting from the implementation of the Automated Meter Information (AMI) system. The temporary staffing budget remains unchanged from the prior year's budget at 7,480 hours.

<u>FTE Staffing</u>	<u>FY22</u>	<u>FY21</u>
Administration	8.0	8.0
Consumer Services	5.0	6.0
Construction/Maintenance	12.0	12.0
Engineering	9.0	8.0
Maintenance	9.0	9.0
Operations	6.0	6.0
Water Quality	<u>5.0</u>	<u>5.0</u>
	<u>54.00</u>	<u>54.00</u>

In accordance with the Employee Association and NMWD's Memorandum of Understanding (MOU), a 3.0% cost-of-living salary increase, has been factored into the budget effective October 1, 2021. The MOU links an annual cost-of-living adjustment (COLA) to the change in the Consumer Price Index (CPI). The District entered into a 5-year MOU with the NMWD Employee Association beginning on October 1, 2018. The current MOU established a COLA minimum of 2.0% and a maximum of 4%. The 3.0% cost-of-living increase is staff's best projection at this time.

The District's average CalPERS retirement contribution rate will increase 0.6% (to 29.2%) from the amount budgeted last year. All employees now pay 100% of the CalPERS employee contribution. For budgeting purposes, group health insurance rates remained constant. This cost increased minimally in 2021 and in prior years.

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



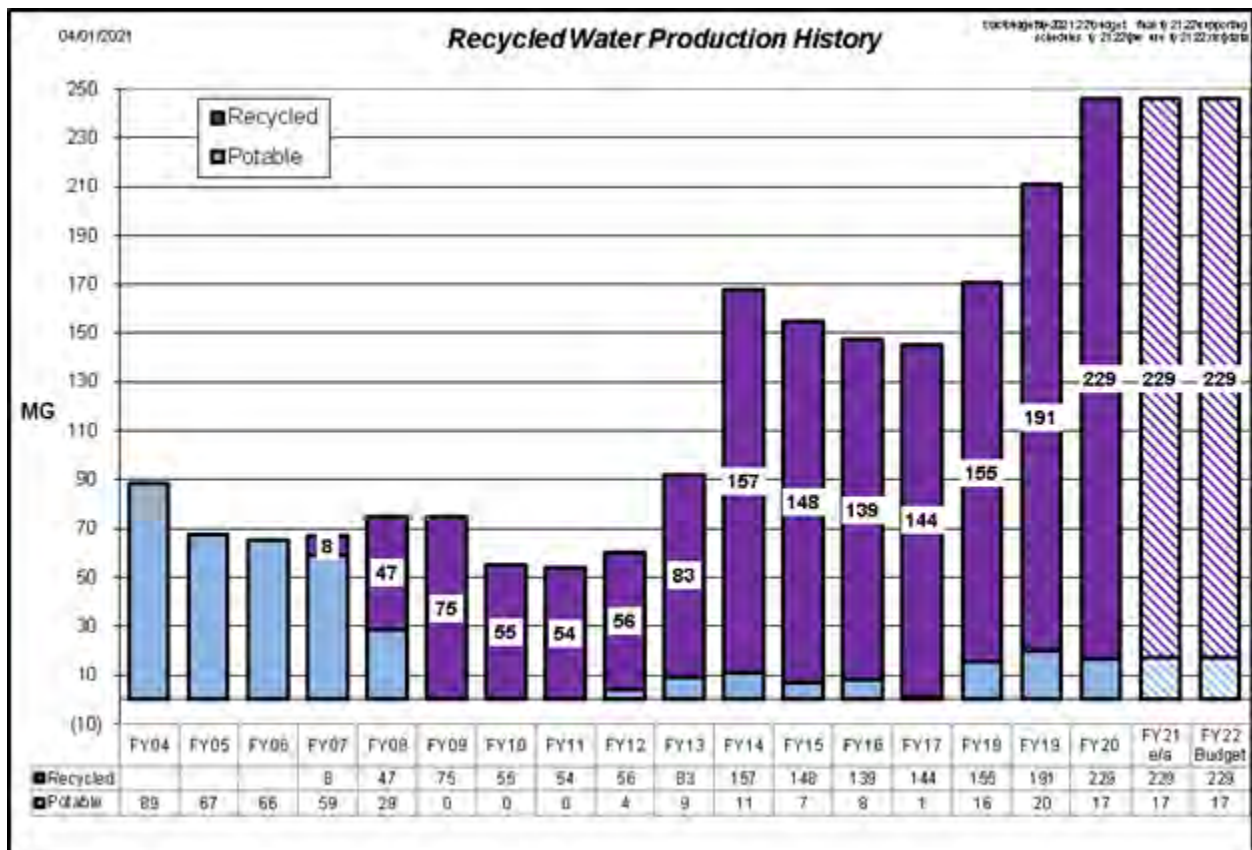
Recycled Water

The FY 21/22 Recycled Water (RW) System Budget projects demand of 235MG which is consistent with the volume budgeted in FY 20/21. Over the past few years, sales have increased primarily due to the Central expansion project completed in FY 17/18. The budget projects purchase of 180MG of tertiary treated water from Novato Sanitary District for approximately \$1,500/MG and 50MG from Las Gallinas Valley Sanitary District, at an average rate of \$2,400/MG. The Deer Island Plant is budgeted to produce 5MG during the summer, to keep it operating, and will serve as a back-up facility.

Consistent with the potable water increase, a 6% commodity rate and bimonthly service charge increase is proposed to be effective July 1, 2021. The increase is projected to generate \$88,000 in additional revenue next fiscal year.

Operating expenses (excluding depreciation) are budgeted to increase 28% or \$148,000 from the FY 20/21 budget. This increase is primarily due to a budget correction in prior years to properly reflect the cost of water from the local Sanitary Districts. The RW system is projected to show a net operating income of \$223,000 and an increase of cash for the year of \$247,000.

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

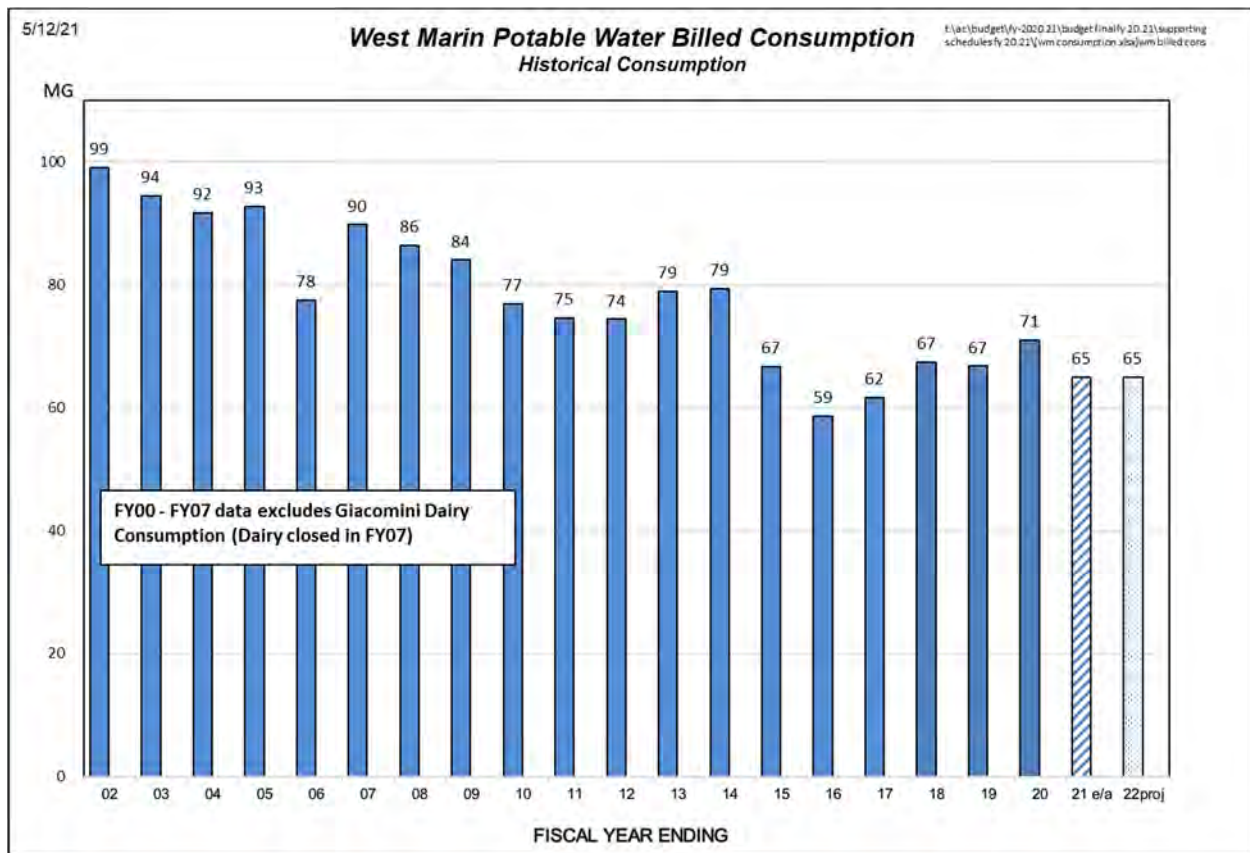


West Marin Water

Incorporated in the West Marin Water budget are proposed structural and rate changes to the commodity and bimonthly service which will generate 6% in revenue. The proposed 6% rate changes for West Marin (WM) Water customers, effective July 1, 2021, will be considered by the Board of Directors at public hearing on June 22, 2021. Growth in the past three years has remained stable. There are no connection fees budgeted for FY 21/22. Included in the 5-year financial forecast is revenue for one new connection every other year.

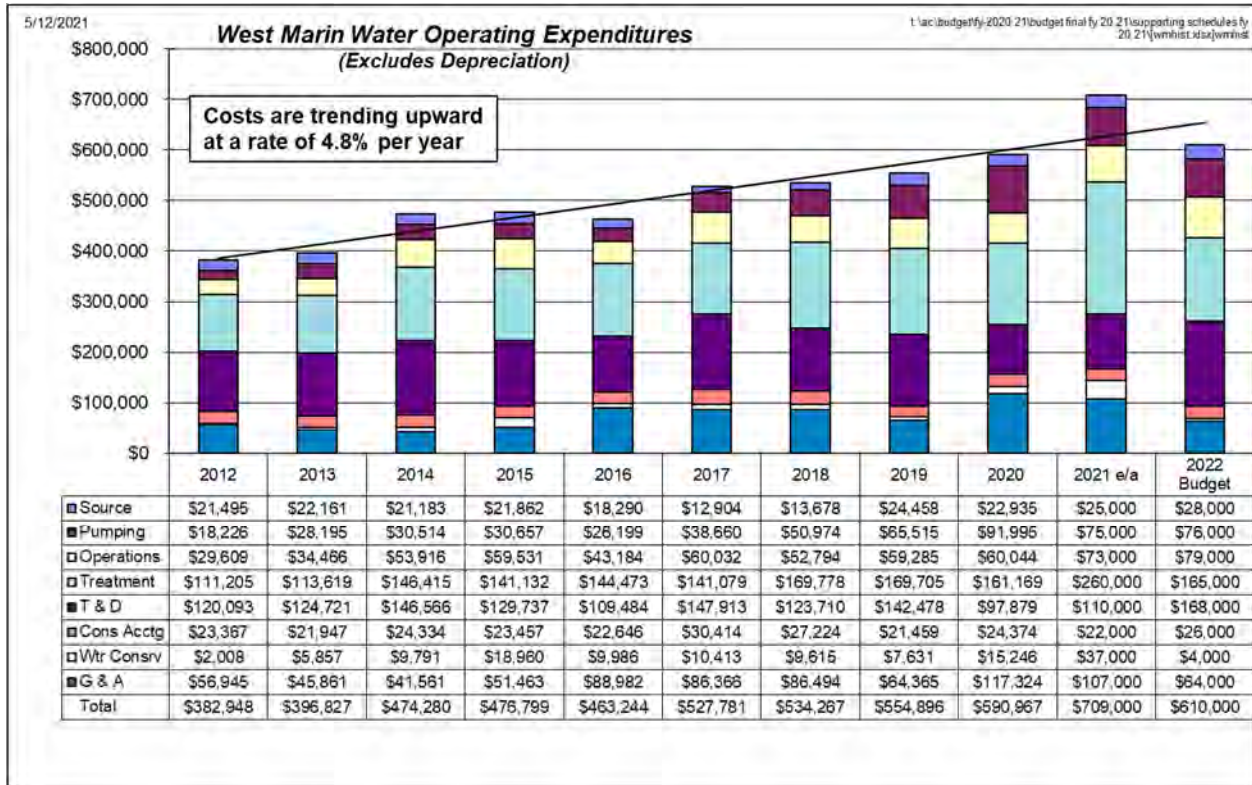
Significant Capital Improvement Projects budgeted for the year include \$400K towards the Lagunitas Creek Bridge Pipe Replacement project, and \$631K for the Gallagher Well #2 project.

FY 21/22 water sales volume is budgeted at 65MG and is based on the average of five years of actual sales (FY 15/16-FY 19/20) and is lower than the prior three years to adjust for the impact of the declaration of water shortage emergency and current drought. See the below chart for the historical consumption for the WM service area.



WM operating expenditures, before depreciation, are budgeted at \$610,000 which is an increase of \$50,000 or 9% from the FY 20/21 adopted budget of \$560,000. The increase is 3% or \$19,000 higher than the FY 19/20 actual expenditures. The budget projects a net operating income of \$165,000 and, after capital outlay and debt service, the system is projected to show a cash decrease for the year of \$242,000.

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



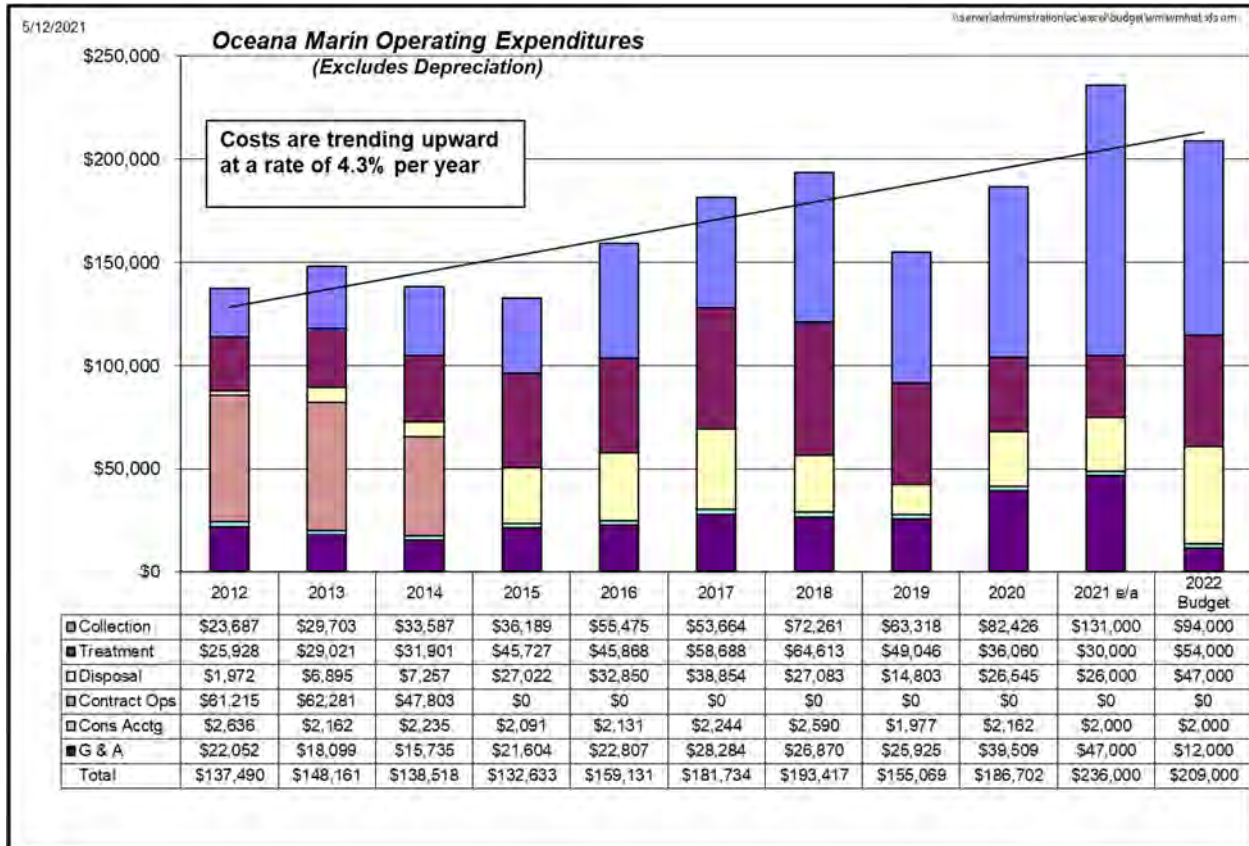
Oceana Marin Sewer

A 5% increase (\$5/month - to \$1,236/year) in the Oceana Marin Sewer service charge to be effective July 1, 2021, is projected to add \$14,000 in additional annual revenue. Growth in the past three years has remained relatively stable so conservatively there is no new connection fee budgeted for FY 21/22. Included in the 5-year financial forecast is revenue for one connection every other year.

Capital Improvement Projects budgeted for the year include the Treatment Pond Rehab with a projected cost in FY 21/22 of \$1,450,000 and a total cost of \$1,900,000. This project is expected to be 75% grant funded. It is also planned to have the Tahiti Way Lift Pumps replaced with a projected cost in FY 21/22 of \$100,000 and a total cost of \$150,000. Additionally, \$40,000 is budgeted for the ongoing Capital work to identify and repair collection pipelines to prevent inflow and infiltration.

FY 21/22 OM operating expenditures, before depreciation, are budgeted at \$209,000 which is an increase of \$2,000 or 1% from the FY 20/21 adopted budget of \$207,000. The increase is primarily due to inflation. The budget projects a net operating income of \$32,000 and, after capital outlay and debt service, the system is projected to show a cash increase for the year of \$1,000.

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



Capital Improvement Project Budget (CIP)

The Fiscal Year 21/22 and FY 22/23 Capital Improvement Project (CIP) budget includes projects recommended for Novato Water, Recycled Water, West Marin Water, and Oceana Marin Sewer. Also included is a debt service schedule detailing the principal and interest payment required to fund prior CIPs.

Below is a summary identifying the significant projects (totaling \$400,000 or more) to be undertaken over the next two fiscal years. The below table also includes the total cost of the projects which adds all costs occurring within and outside of the two-year budget period.

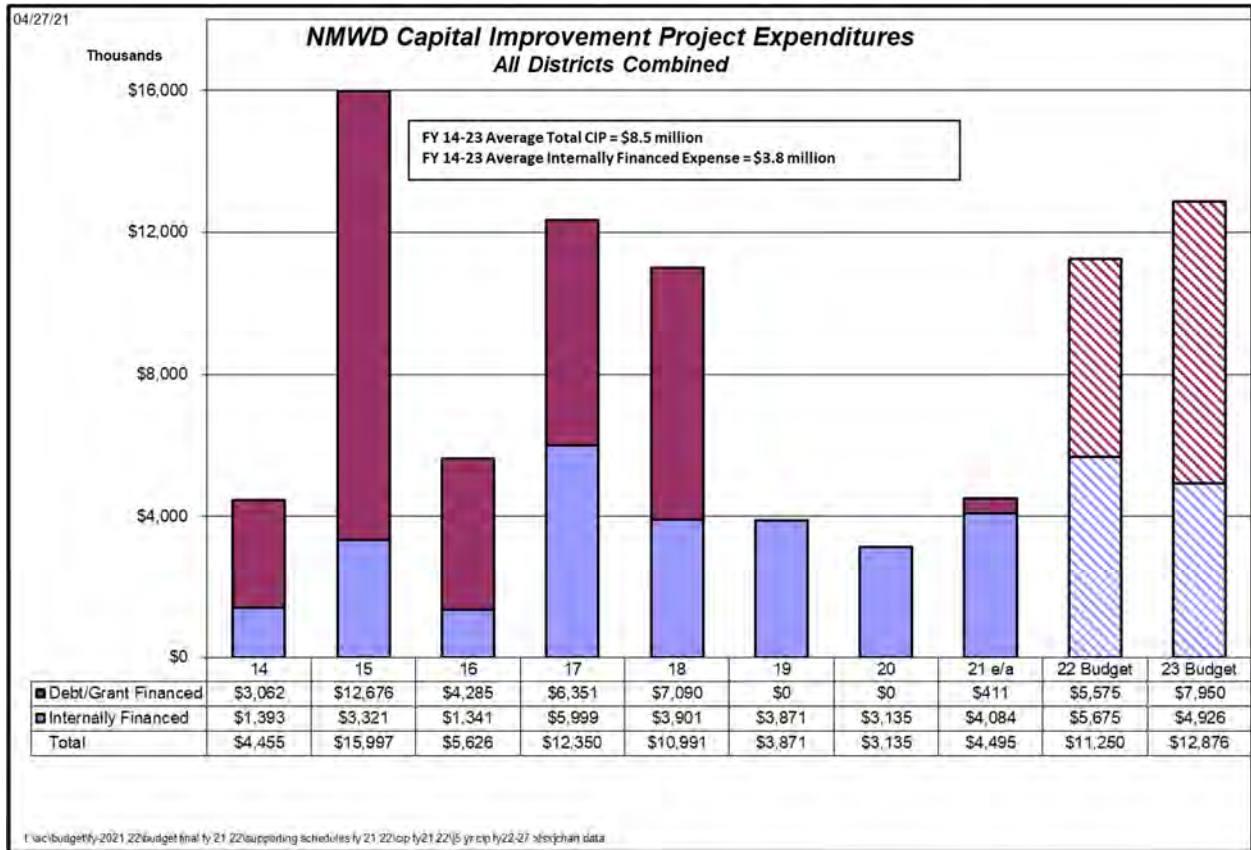
Project	FY21/22	FY22/23	Total Project Costs
NMWD Headquarters Upgrade ¹	\$3,575,000	\$7,950,000	\$16,200,000
Old Ranch Road Tank No. 2	1,600,000	-	1,900,000
Oceana Marin Treatment Pond Rehab	1,450,000	205,000	1,850,000
San Mateo 24" Inlet/Outlet Pipe (2,200')	850,000	-	925,000
New Gallagher Well #2 (WM)	631,000	-	924,000
Lagunitas Creek Bridge Pipe Replacement (WM)	400,000	52,000	477,000
Crest PS/Relocate School Rd PS	375,000	-	642,000
Novato Blvd Widening – Diablo to Grant (4,100')	200,000	1,300,000	1,520,000
Lynwood PS Motor Control Center	525,000	-	545,000
Lynwood Recoat/Seismic Upgrade	-	1,000,000	2,000,000
Replace Cast Iron Pipe – Atherton Ave. (RW)	50,000	350,000	400,000
Other Projects	<u>1,594,000</u>	<u>2,019,000</u>	-
Gross Project Outlay	11,625,000	12,876,000	27,383,000
Less Loan/Grant Funding	<u>(5,575,000)</u>	<u>(7,950,000)</u>	<u>(19,000,000)</u>
Net Project Outlay (internally funded)	<u>\$5,675,000</u>	<u>\$4,926,000</u>	<u>\$8,383,000</u>

1. This project is scheduled to be completed with an additional \$3.6M budget in FY 23/24 and \$0.8M in FY 24/25

The two-year combined total project outlay, net of grant/loan funding, totals \$10.6M, which is \$1.1M more than the \$9.5M combined two-year budget adopted last year. The CIP budget includes 34 projects in FY 21/22 and 27 projects in FY 22/23. This comprehensive plan is developed to confirm that adequate funding and staffing exists to accomplish the budgeted projects planned for FY 21/22.

	Net Cash Outlay (Pay-go)		
District	Proposed FY22 & FY23	Adopted FY21 & FY22	Increase (Decrease)
Novato Water	\$8,850,000	\$7,522,000	\$1,328,000
Recycled Water	450,000	200,000	250,000
WM Water	791,000	1,440,000	(649,000)
OM Sewer	510,000	355,000	155,000
Total	<u>\$10,601,000</u>	<u>\$9,517,000</u>	<u>\$1,084,000</u>

The below chart shows the District wide 10-year history of capital improvement projects which averages \$8.5M per year including \$3.8M of internally (or “Pay-Go”) financed projects.

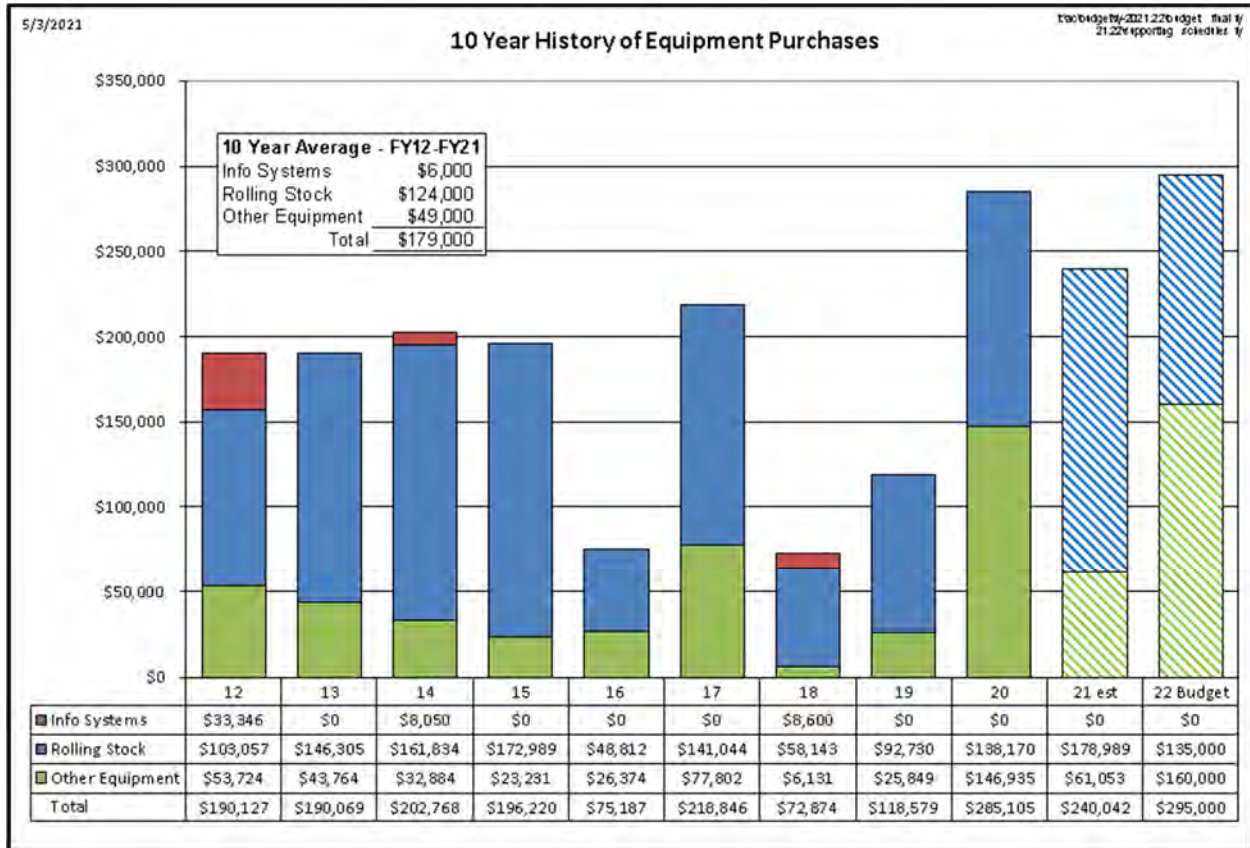


Novato Potable Water's CIP expenditure plan, when viewed over the current fiscal year and the next five years, averages \$4.1 million annually in internally funded projects, which is within the budget constraints of the five-year plan as established with the Board approved 2020 Novato and Recycled Water Rate Study.

Equipment Budget

The FY 21/22 Equipment Budget totals \$295,000. This is \$35,000 lower than the FY 20/21 Equipment Budget of \$330,000. FY 20/21 estimated actual expenditures are forecast to come in at \$240,000 which is \$90,000 below budget.

A significant purchase included in the budget is \$135,000 to replace the cab and chassis on the Peterbilt 335 Dump Truck. Additionally, a meter testing bench and equipment for \$120,000 is included. The following chart shows the ten-year history of equipment purchases.



Debt Service

Principal and interest payments totaling \$3.9 million are budgeted as the annual obligation on \$30.5 million in outstanding debt (as of June 30, 2021), comprised of:

- 1.) \$3.8 million at 2.7% for a bank loan used to fund the Advanced Meter Information (AMI) project;
- 2.) \$7.6 million at 2.4% State Revolving Fund (SRF) loan used to finance the Stafford Water Treatment Plant Rehabilitation;
- 3.) \$12.8 million in SRF loans (with interest varying from 1%-2.6%) used to finance the recycled water distribution system;
- 4.) \$4.8 million at 3.5% bank loan used to finance the Aqueduct Energy Efficiency Project and West Marin Treatment Plant Solids-Handling Facility;
- 5.) \$1.5 million at 2.4% SRF loan used to finance the Deer Island Recycled Water Facility.

The Capital Improvement schedule includes additional debt service for loans to be obtained in FY 21/22. Additional debt capacity remains available and the debt financing planned in the CIP budget will keep the District below the debt service ratio of 1.5 as required by the Board approved Debt Policy.

NORTH MARIN WATER DISTRICT
BUDGET SUMMARY - ALL SERVICE AREAS COMBINED
Fiscal Year 2021/22

	<i>Proposed Budget 2021/22</i>	<i>Estimated Actual 2020/21</i>	<i>Adopted Budget 2020/21</i>
OPERATING INCOME			
1 Water Sales	\$22,957,000	\$22,645,000	\$21,940,000
2 Sewer Service Charges	290,000	276,000	276,000
3 Wheeling & Misc Service Charges	470,000	417,000	430,000
4 Total Operating Income	\$23,717,000	\$23,338,000	\$22,646,000
OPERATING EXPENDITURES			
5 Source of Supply	\$6,559,000	\$7,283,000	\$6,286,000
6 Pumping	646,000	602,000	567,000
7 Operations	1,026,000	1,185,000	857,000
8 Water Treatment	2,834,000	2,199,000	2,628,000
9 Sewer Service	195,000	187,000	178,000
10 Transmission & Distribution	4,086,000	3,701,000	3,694,000
11 Consumer Accounting	528,000	539,000	683,000
12 Water Conservation	381,000	383,000	408,000
13 General & Administrative	2,400,000	2,520,000	2,520,000
14 Depreciation Expense	3,904,000	3,815,000	3,777,000
15 Total Operating Expenditures	\$22,559,000	\$22,414,000	\$21,598,000
16 NET OPERATING INCOME (LOSS)	\$1,158,000	\$924,000	\$1,048,000
NON-OPERATING INCOME/(EXPENSE)			
17 Tax Proceeds	\$116,000	\$114,000	\$118,000
18 Interest Revenue	241,000	316,000	316,000
19 Miscellaneous Revenue	136,000	82,000	136,000
20 Interest Expense	(1,372,000)	(748,000)	(748,000)
21 Transfers Out from Capital Expansion Fund	(501,000)	-	(369,000)
22 Miscellaneous Expense	(3,000)	(3,000)	(20,000)
23 Total Non-Operating Income/(Expense)	(\$1,383,000)	(\$239,000)	(\$567,000)
	NET INCOME/(LOSS)	\$685,000	\$481,000
OTHER SOURCES/(USES) OF FUNDS			
24 Add Depreciation Expense	\$3,904,000	\$3,815,000	\$3,777,000
25 Connection Fees	558,000	3,515,000	509,000
26 MMWD AEEP Capital Contribution	205,000	205,000	205,000
27 Loans/Grants	5,125,000	497,000	610,000
28 Marin Country Club Principal Repayment	38,000	37,000	37,000
29 Capital Improvement Projects	(11,250,000)	(4,084,000)	(6,862,000)
30 CIP Efficiency Adjustment	1,558,000	-	-
31 Capital Equipment Expenditures	(295,000)	(240,000)	(330,000)
32 Low Income Rate Assistance	(86,000)	(20,000)	-
33 Debt Principal Payments	(2,541,000)	(2,395,000)	(2,395,000)
34 Total Other Sources/(Uses)	(\$2,784,000)	\$1,330,000	(\$4,449,000)
35 CASH INCREASE/(DECREASE)	(\$3,009,000)	\$2,015,000	(\$3,968,000)

NOVATO POTABLE WATER
BUDGET SUMMARY
Fiscal Year 2021/22

	<i>Proposed Budget 2021/22</i>	<i>Estimated Actual 2020/21</i>	<i>Adopted Budget 2020/21</i>
OPERATING INCOME			
1 Water Sales	\$20,398,000	\$20,228,000	\$19,774,000
2 Wheeling & Misc Service Charges	347,000	340,000	365,000
3 Total Operating Income	\$20,745,000	\$20,568,000	\$20,139,000
OPERATING EXPENDITURES			
4 Source of Supply	\$6,141,000	\$6,900,000	\$5,984,000
5 Pumping	561,000	523,000	497,000
6 Operations	850,000	922,000	734,000
7 Water Treatment	2,634,000	1,925,000	2,432,000
8 Transmission & Distribution	3,853,000	3,564,000	3,466,000
9 Consumer Accounting	498,000	513,000	654,000
10 Water Conservation	377,000	346,000	399,000
11 General Administration	2,254,000	2,296,000	2,368,000
12 Depreciation Expense	2,807,000	2,785,000	2,868,000
13 Total Operating Expenditures	\$19,975,000	\$19,774,000	\$19,402,000
14 NET OPERATING INCOME (LOSS)	\$770,000	\$794,000	\$737,000
NON-OPERATING INCOME/(EXPENSE)			
15 Interest Revenue	\$150,000	\$224,000	\$150,000
16 Miscellaneous Revenue	136,000	82,000	136,000
17 Interest Expense	(1,088,000)	(456,000)	(456,000)
18 Miscellaneous Expense	(2,000)	(2,000)	(20,000)
19 Total Non-Operating Income/(Expense)	(\$804,000)	(\$152,000)	(\$190,000)
20 NET INCOME/(LOSS)	(\$34,000)	\$642,000	\$547,000
OTHER SOURCES/(USES) OF FUNDS			
21 Add Depreciation Expense	\$2,807,000	\$2,785,000	\$2,868,000
22 Connection Fees	558,000	3,515,000	486,000
24 MMWD AEEP Capital Contribution	205,000	205,000	205,000
25 Loans/Grants	3,575,000	-	-
26 Loan Repayment West Marin	100,000	-	-
27 Low Income Rate Assistance Program	(86,000)	(20,000)	-
28 Capital Equipment Expenditures	(295,000)	(240,000)	(330,000)
29 Capital Improvement Projects	(8,475,000)	(2,043,000)	(4,987,000)
30 CIP Efficiency Adjustment	1,558,000	-	-
31 Debt Principal Payments	(1,488,000)	(1,451,000)	(1,451,000)
32 Connection Fee Transfer from (to) RW	(890,000)	(894,000)	(794,000)
33 Loan Transfer to WM	(550,000)	(1,000,000)	-
34 Total Other Sources/(Uses)	(\$2,981,000)	\$857,000	(\$4,003,000)
33 CASH INCREASE/(DECREASE)	(\$3,015,000)	\$1,499,000	(\$3,456,000)

NOVATO POTABLE WATER		Budget	Forecast	Forecast	Forecast	Forecast
FY 21/22 Five-Year Financial Forecast		FY2022	FY2023	FY2024	FY2025	FY2026
1		6.00%	6.00%	5.00%	5.00%	5.00%
Rate Revenue						
2	Water Rate Revenue	\$20,294,000	\$21,532,000	\$22,840,000	\$23,999,000	\$25,216,000
3	Change due to Growth	\$15,000	\$16,000	\$17,000	\$17,000	\$18,000
4	Change due to 20% Use Reduction	(\$1,062,000)				
5	Increase due to Rate Adjustments	\$1,223,000	\$1,292,000	\$1,142,000	\$1,200,000	\$1,261,000
6	Bill Adjustments	(\$72,000)	(\$72,000)	(\$72,000)	(\$72,000)	(\$72,000)
Non-Rate Revenues						
7	Wholesale Rate Revenue	\$101,000	\$104,000	\$107,000	\$110,000	\$113,000
8	Other Charges	\$246,000	\$253,000	\$261,000	\$269,000	\$277,000
9	Interest Earnings	\$150,000	\$155,000	\$160,000	\$165,000	\$170,000
10	Connection Fees	\$558,000	\$558,000	\$558,000	\$558,000	\$558,000
11	Misc. Revenue	\$134,000	\$134,000	\$134,000	\$134,000	\$134,000
12	Loan Repayment WM	\$100,000	\$163,000	\$163,000	\$163,000	\$163,000
13	MMWD AEEP Contributions	\$205,000	\$205,000	\$205,000	\$205,000	\$205,000
14	Total Revenue	\$21,892,000	\$24,340,000	\$25,515,000	\$26,748,000	\$28,043,000
O&M Costs						
15	Source of Supply	\$6,141,000	\$5,969,000	\$6,427,000	\$6,913,000	\$7,428,000
16	Pumping	\$561,000	\$578,000	\$595,000	\$613,000	\$631,000
17	Other Operations	\$850,000	\$876,000	\$902,000	\$929,000	\$957,000
18	Water Treatment	\$2,634,000	\$2,713,000	\$2,794,000	\$2,878,000	\$2,964,000
19	Transmission & Distribution	\$3,853,000	\$3,969,000	\$4,088,000	\$4,211,000	\$4,337,000
20	Consumer Accounting	\$498,000	\$513,000	\$528,000	\$544,000	\$560,000
21	Water Conservation	\$377,000	\$388,000	\$400,000	\$412,000	\$424,000
22	General Administration	\$2,254,000	\$2,322,000	\$2,392,000	\$2,464,000	\$2,538,000
23	Total Operating Expenses	\$17,168,000	\$17,328,000	\$18,126,000	\$18,964,000	\$19,839,000
Capital Costs						
24	Total Capital Spending	\$8,770,000	\$11,900,000	\$7,545,000	\$4,505,000	\$3,800,000
25	Debt Funded Capital	\$3,575,000	\$7,950,000	\$3,575,000	\$800,000	-
27	Existing Debt Service	\$1,904,000	\$1,902,000	\$1,905,000	\$1,907,000	\$1,904,000
28	Cash Funded Capital Projects	\$5,195,000	\$3,950,000	\$3,970,000	\$3,705,000	\$3,800,000
29	CIP Efficiency Adjustment	(\$1,558,000)	(\$1,185,000)	(\$1,191,000)	(\$1,111,000)	(\$1,140,000)
30	New Debt Service	\$672,000	\$1,238,000	\$1,238,000	\$1,238,000	\$1,238,000
31	Total Capital Expenses	\$6,213,000	\$5,905,000	\$5,922,000	\$5,739,000	\$5,802,000
Transfers						
32	Transfer Out to Recycled Water	\$890,000	\$890,000	\$890,000	\$890,000	\$890,000
33	Transfer Out to WM/OM	\$550,000				
34	Funding for Affordability Program	\$86,000	\$86,000	\$86,000	\$86,000	\$86,000
35	Total Revenue Requirement	\$24,907,000	\$24,209,000	\$25,024,000	\$25,679,000	\$26,617,000
36	Beginning Year Balance	\$16,777,000	\$13,762,000	\$13,893,000	\$14,384,000	\$15,453,000
37	Surplus/(Shortfall)	(\$3,015,000)	\$131,000	\$491,000	\$1,069,000	\$1,426,000
38	End of Year Balance	\$13,762,000	\$13,893,000	\$14,384,000	\$15,453,000	\$16,879,000
39	<i>Minimum Reserves (by policy)</i>	\$12,322,667	\$12,376,000	\$12,642,000	\$12,921,333	\$13,213,000
40	<i>Available Cash</i>	\$1,439,333	\$1,517,000	\$1,742,000	\$2,531,666	\$3,666,000
41	Debt Coverage Ratio	1.90	1.95	2.06	2.19	2.32

NMWD DRAFT BUDGET

NOVATO POTABLE WATER OPERATING BUDGET DETAIL

Fiscal Year 2021/22

	Proposed Budget 21/22	Estimated Actual 20/21	Adopted Budget 20/21	Actual 19/20	Actual 18/19	Actual 17/18	Actual 16/17	Actual 15/16
STATISTICS								
1 Active Meters	20,616	20,606	20,558	20,554	20,546	20,543	20,544	20,535
2 Avg Commodity Rate/1,000 Gal (Net)	\$6.72	\$6.34	\$6.34	\$6.37	\$6.00	\$6.00	\$5.40	\$5.25
3 Potable Consumption (BG)	2.30	2.40	2.40	2.40	2.42	2.58	2.31	2.15
OPERATING INCOME								
4 Water Sales	\$20,470,000	\$20,294,000	\$19,846,000	\$20,709,608	\$19,145,251	\$19,645,814	\$16,772,060	\$15,489,903
5 Bill Adjustments	(72,000)	(66,000)	(72,000)	(59,788)	(72,061)	(143,395)	(130,587)	(64,461)
6 Sales to MMWD	-	-	-	-	-	155,846	-	-
7 Wheeling Charges-MMWD	101,000	153,000	98,000	104,765	97,866	92,977	91,374	90,217
8 Miscellaneous Service Revenue	246,000	187,000	267,000	257,864	266,268	268,563	252,038	277,479
9 TOTAL OPERATING INCOME	\$20,745,000	\$20,568,000	\$20,139,000	\$21,012,449	\$19,437,324	\$20,019,805	\$16,984,885	\$15,793,138
OPERATING EXPENSE								
SOURCE OF SUPPLY								
10 Supervision & Engineering	\$12,000	\$9,000	\$11,000	\$13,274	\$7,564	\$9,303	\$11,264	\$10,586
11 Operating Expense - Source	15,000	7,000	14,000	8,289	9,195	6,236	8,513	11,928
12 Maintenance/Monitoring of Dam	69,000	29,000	128,000	30,588	33,686	22,203	24,059	22,796
13 Maintenance of Lake & Intakes	21,000	5,000	20,000	14,240	24,172	10,690	7,575	6,299
14 Maintenance of Watershed	46,000	9,000	45,000	19,689	4,446	29,646	36,218	17,325
15 Water Purchased for Resale to MMWD	0	-	-	-	-	111,891	-	-
16 Water Quality Surveillance	18,000	-	15,000	1,642	1,669	6,728	3,513	3,137
17 Contract Water - SCWA	5,950,000	6,830,000	5,740,000	6,623,534	5,082,987	5,151,516	4,320,623	3,997,030
18 GASB 68 Adjustment	10,000	11,000	11,000	7,592	3,690	8,535	5,682	-
19 TOTAL SOURCE OF SUPPLY	\$6,141,000	\$6,900,000	\$5,984,000	\$6,718,848	\$5,167,409	\$5,356,748	\$4,417,447	\$4,069,101
PUMPING								
20 Operating Expense	\$3,000	-	\$3,000	-	-	-	-	-
21 Maintenance of Structures/Grounds	33,000	43,000	32,000	34,416	56,801	32,611	28,514	26,347
22 Maintenance of Pumping Equipment	55,000	41,000	113,000	158,903	41,304	39,435	30,354	13,507
23 Electric Power - Pumping	450,000	430,000	340,000	341,401	285,772	293,588	246,869	212,207
24 GASB 68 Adjustment	20,000	9,000	9,000	14,298	5,272	6,967	3,496	-
25 TOTAL PUMPING	\$561,000	\$523,000	\$497,000	\$549,018	\$389,149	\$372,601	\$309,233	\$252,061
OPERATIONS								
26 Supervision & Engineering	\$171,000	\$251,000	\$163,000	\$232,895	\$215,732	\$253,594	\$234,870	\$256,231
27 Operating Expense	319,000	390,000	256,000	507,830	306,774	400,138	343,890	304,897
28 Maintenance Expense	56,000	61,000	56,000	52,959	38,570	50,339	47,202	34,755
29 Telemetry Equipment/Controls Maint	96,000	64,000	95,000	61,798	84,979	94,523	101,568	68,674
30 Leased Line Expense	20,000	17,000	20,000	16,656	16,678	17,414	17,592	17,704
31 GASB 68 Adjustment	188,000	139,000	144,000	136,794	48,442	107,728	63,553	-
32 TOTAL OPERATIONS	\$850,000	\$922,000	\$734,000	\$1,008,932	\$711,175	\$923,736	\$808,675	\$682,261

NMWD DRAFT BUDGET

NOVATO POTABLE WATER OPERATING BUDGET DETAIL

Fiscal Year 2021/22

	Proposed Budget 21/22	Estimated Actual 20/21	Adopted Budget 20/21	Actual 19/20	Actual 18/19	Actual 17/18	Actual 16/17	Actual 15/16	
WATER TREATMENT									
33	Supervision & Engineering	\$157,000	\$168,000	\$149,000	\$170,261	\$156,176	\$169,851	\$168,945	\$130,358
34	Operating Expense	353,000	176,000	324,000	284,929	228,878	276,795	349,671	313,024
35	Purification Chemicals	475,000	116,000	425,000	503,664	376,960	438,348	247,260	378,562
36	Sludge Disposal	130,000	94,000	123,000	93,987	88,352	100,305	107,942	90,043
37	Maintenance of Structures/Grounds	108,000	111,000	106,000	93,901	53,090	50,913	78,910	68,351
38	Purification Equipment Maintenance	193,000	225,000	186,000	200,107	162,714	212,385	186,246	150,989
39	Electric Power - Treatment	156,000	131,000	156,000	160,692	122,831	157,374	129,652	113,223
40	Laboratory Expense (net)	726,000	629,000	679,000	729,142	649,647	758,936	768,965	705,212
41	GASB 68 Adjustment	336,000	275,000	284,000	244,230	107,310	212,624	150,494	-
42	TOTAL WATER TREATMENT	\$2,634,000	\$1,925,000	\$2,432,000	\$2,480,913	\$1,945,958	\$2,377,531	\$2,188,085	\$1,949,762
TRANSMISSION & DISTRIBUTION									
43	Supervision & Engineering	\$636,000	\$620,000	\$596,000	\$600,516	\$534,500	\$659,085	\$569,303	\$559,007
44	Maps & Records	163,000	128,000	189,000	121,602	132,053	159,512	168,267	110,877
45	Operation of T&D System	674,000	760,000	590,000	890,714	720,417	594,175	582,483	509,160
46	Storage Facilities Expense	147,000	141,000	139,000	113,029	107,033	110,077	155,641	150,066
47	Maintenance of Valves & Regulators	193,000	110,000	186,000	135,586	87,285	173,762	196,162	189,372
48	Maintenance of Mains	204,000	211,000	170,000	168,454	167,959	190,307	149,584	215,077
49	Backflow Prevention Program	243,000	235,000	216,000	187,669	231,822	186,692	155,536	150,298
50	Maintenance of Copper Services	215,000	176,000	159,000	131,389	182,789	157,337	159,769	142,083
51	Maintenance of PB Service Lines	498,000	460,000	466,000	443,334	558,788	471,527	473,695	532,436
52	Maintenance of Meters	145,000	148,000	133,000	96,608	113,810	126,985	66,356	100,402
53	Detector Check Assembly Maint	74,000	39,000	83,000	81,718	80,416	46,056	72,208	54,586
54	Maintenance of Hydrants	79,000	84,000	72,000	48,301	25,607	18,087	51,020	34,311
55	GASB 68 Adjustment	582,000	452,000	467,000	423,300	199,802	349,390	228,385	-
56	TOTAL TRANSMISSION & DISTRIB	\$3,853,000	\$3,564,000	\$3,466,000	\$3,442,219	\$3,142,281	\$3,242,992	\$3,028,409	\$2,747,675
CONSUMER ACCOUNTING									
57	Meter Reading & Collection	\$142,000	\$15,000	\$141,000	\$38,348	\$99,549	\$190,554	\$182,663	\$189,262
58	Billing & Accounting	135,000	217,000	215,000	248,703	210,805	280,268	289,503	281,010
59	Contract Billing	18,000	20,000	18,000	13,742	15,484	16,395	16,692	17,160
60	Postage & Supplies	55,000	73,000	55,000	48,071	51,267	52,735	56,373	58,903
61	Credit Card Fees	65,000	60,000	60,000	64,242	55,709	46,678	29,685	24,592
62	Lock Box Service	11,000	11,000	11,000	10,998	10,944	10,944	10,944	10,944
63	Uncollectible Accounts	5,000	22,000	5,000	8,362	14,994	12,352	12,709	15,382
64	Office Equipment Expense	35,000	15,000	63,000	35,601	12,675	45,256	11,350	23,091
65	Distributed to Other Operations	(15,000)	(17,000)	(15,000)	(17,814)	(15,104)	(19,008)	(17,161)	(16,959)
66	GASB 68 Adjustment	47,000	97,000	101,000	56,438	29,463	75,257	49,950	-
67	TOTAL CONSUMER ACCOUNTING	\$498,000	\$513,000	\$654,000	\$506,690	\$485,786	\$711,431	\$642,708	\$603,385

NMWD DRAFT BUDGET

NOVATO POTABLE WATER OPERATING BUDGET DETAIL

Fiscal Year 2021/22

	Proposed Budget 21/22	Estimated Actual 20/21	Adopted Budget 20/21	Actual 19/20	Actual 18/19	Actual 17/18	Actual 16/17	Actual 15/16
WATER CONSERVATION								
68 Residential	\$252,000	\$190,000	\$243,000	\$198,881	\$246,347	\$235,438	\$270,150	\$320,620
69 Commercial	7,000	4,000	20,000	6,481	7,983	5,818	1,702	3,711
70 Public Outreach/Information	98,000	96,000	60,000	125,537	51,040	33,789	30,618	32,287
71 Large Landscape	19,000	9,000	28,000	17,317	19,839	33,662	36,818	24,877
72 GASB 68 Adjustment	1,000	47,000	48,000	34,547	16,575	36,183	21,754	-
73 TOTAL WATER CONSERVATION	\$377,000	\$346,000	\$399,000	\$382,764	\$341,784	\$344,890	\$361,042	\$381,495
GENERAL & ADMINISTRATION								
74 Director's Expense	\$42,000	\$41,000	\$41,000	\$40,873	\$36,815	\$37,111	\$34,384	\$34,222
75 Legal Fees	21,000	15,000	21,000	16,569	20,853	20,173	28,043	20,488
76 Human Resources	51,000	71,000	55,000	52,870	96,677	62,348	31,451	25,036
77 Auditing Services	20,000	13,000	26,000	19,651	22,731	19,706	16,220	18,770
78 Consulting Services/Studies	311,000	86,000	318,000	142,010	304,645	223,041	51,567	138,735
79 General Office Salaries	1,158,000	1,268,000	1,250,000	1,157,428	1,083,904	1,441,496	1,492,719	1,309,502
80 Office Supplies	42,000	18,000	45,000	33,783	31,761	33,753	35,048	37,709
81 Employee Events	12,000	2,000	12,000	9,369	10,664	10,123	9,726	10,143
82 Other Administrative Expense	15,000	8,000	15,000	6,281	7,289	12,528	13,960	10,427
83 Election Cost	0	0	35,000	0	18,915	0	2,077	250
84 Dues & Subscriptions	97,000	140,000	99,000	83,386	79,986	59,362	59,046	59,271
85 Vehicle Expense	8,000	8,000	8,000	8,112	8,112	8,634	9,325	8,112
86 Meetings, Conf & Training	194,000	80,000	192,000	111,593	107,583	149,670	186,436	139,858
87 Telephone, Water, Gas & Electricity	52,000	48,000	48,000	46,251	38,758	40,595	45,355	42,458
88 Building & Grounds Maintenance	60,000	108,000	59,000	77,130	58,884	75,130	62,856	63,344
89 Office Equipment Expense	120,000	120,000	140,000	143,224	109,014	97,003	95,465	87,141
90 Insurance Premiums & Claims	163,000	180,000	155,000	109,939	99,040	92,292	87,319	140,366
91 Retiree Medical Benefits	224,000	210,000	200,000	186,221	197,855	174,528	164,969	168,935
92 (Gain)/Loss on Overhead Charges	(90,000)	(57,000)	(140,000)	(322,446)	905,403	(357,925)	(19,931)	(89,626)
93 G&A Distributed to Other Operations	(135,000)	(145,000)	(145,000)	(130,592)	(140,526)	(157,976)	(161,036)	(126,771)
94 G&A Applied to Construction Projects	(501,000)	(345,000)	(477,000)	(389,809)	(374,552)	(346,105)	(290,813)	(359,689)
95 GASB45/75 Adjustment (OPEB)	-	-	-	20,250	15,707	(35,788)	120,988	-
96 GASB68 Adjustment (Pension Liability)	390,000	427,000	411,000	1,558,480	124,583	342,715	207,182	-
97 TOTAL GENERAL & ADMINISTRATION	\$2,254,000	\$2,296,000	\$2,368,000	\$2,980,572	\$2,864,101	\$2,002,414	\$2,282,356	\$1,738,681
98 Depreciation Expense	\$2,807,000	\$2,785,000	\$2,868,000	\$2,660,688	2,752,212	\$2,730,867	\$2,710,627	\$2,577,081
99 TOTAL OPERATING EXPENSE	\$19,975,000	\$19,774,000	\$19,402,000	\$20,730,643	\$17,799,855	\$18,063,210	\$16,748,582	\$15,001,502
100 NET OPERATING INCOME/(LOSS)	\$770,000	\$794,000	\$737,000	\$281,805	\$1,637,470	\$1,956,595	\$236,303	\$791,636

NOVATO RECYCLED WATER
BUDGET SUMMARY
Fiscal Year 2021/22

	<i>Proposed Budget 2021/22</i>	<i>Estimated Actual 2020/21</i>	<i>Adopted Budget 2020/21</i>
OPERATING INCOME			
1 Recycled Water Sales	\$1,554,000	\$1,466,000	\$1,234,000
2 Bimonthly Service Charge	116,000	70,000	58,000
3 Total Operating Income	\$1,670,000	\$1,536,000	\$1,292,000
OPERATING EXPENDITURES			
4 Purchased Water - NSD	270,000	\$262,000	\$213,000
5 Purchased Water - LGVSD	120,000	96,000	71,000
6 Pumping	9,000	4,000	7,000
7 Operations	97,000	190,000	74,000
8 Water Treatment	35,000	14,000	31,000
9 Transmission & Distribution	65,000	27,000	62,000
10 Consumer Accounting	2,000	2,000	1,000
11 General Administration	70,000	70,000	61,000
12 Depreciation	779,000	786,000	673,000
13 Total Operating Expenditures	\$1,447,000	\$1,451,000	\$1,193,000
14 NET OPERATING INCOME (LOSS)	\$223,000	\$85,000	\$99,000
NON-OPERATING INCOME/(EXPENSE)			
15 Interest Revenue	\$70,000	62,000	\$140,000
16 MCC Interest Payments	11,000	12,000	12,000
17 Transfers Out from Capital Expansion Fund	(501,000)	-	(369,000)
18 Deer Island SRF Loan Interest Expense	(36,000)	(42,000)	(42,000)
19 Distrib System SRF Loans Interest Exp	(215,000)	(228,000)	(228,000)
20 Total Non-Operating Income/(Expense)	(\$671,000)	(\$196,000)	(\$487,000)
21 NET INCOME/(LOSS)	(\$448,000)	(\$111,000)	(\$388,000)
OTHER SOURCES/(USES) OF FUNDS			
22 Add Depreciation Expense	\$779,000	\$786,000	\$673,000
23 Connection Fees Transferred from (to) Novato	890,000	894,000	794,000
24 MCC Principal Repayment	38,000	37,000	37,000
25 Capital Improvement Projects	(100,000)	(100,000)	(100,000)
26 Deer Island SRF Loan Principal Payments	(237,000)	(232,000)	(232,000)
27 Distrib System SRF Loan Principal Pmts	(675,000)	(663,000)	(663,000)
28 Total Other Sources/(Uses)	\$695,000	\$722,000	\$509,000
29 CASH INCREASE/(DECREASE)	\$247,000	\$611,000	\$121,000

NOVATO RECYCLED WATER
FY 21/22-Five-Year Financial Forecast

	Budget	Forecast	Forecast	Forecast	Forecast
Fiscal Year Ending June 30 >	2022	2023	2024	2025	2026
1 Active Services @ Fiscal Year End	96	96	96	96	96
2 Commodity Rate/1,000 Gal	\$6.61	\$7.01	\$7.36	\$7.73	\$8.12
3 Consumption (MG)	235	235	235	235	235
OPERATING REVENUE					
4 Recycled Water Sales	1,554,000	1,648,000	1,730,000	1,817,000	1,907,000
5 Bimonthly Service Charge	116,000	123,000	129,000	135,000	142,000
6 Total Operating Revenue	1,670,000	1,771,000	1,859,000	1,952,000	2,049,000
OPERATING EXPENSE					
7 Purchased Water - NSD	270,000	278,000	286,000	295,000	304,000
8 Purchased Water - LGVSD	120,000	124,000	128,000	132,000	136,000
9 OPERATING EXPENSE					
10 Electric Power					
11 Other Operating Expenses	278,000	292,000	307,000	322,000	338,000
12 Depreciation	779,000	779,000	779,000	779,000	779,000
13 Total Operating Expense	1,447,000	1,473,000	1,500,000	1,528,000	1,557,000
NON-OPERATING REVENUE/(EXPENSE)					
14 Interest Revenue	70,000	70,000	70,000	70,000	70,000
15 Interest Expense	(251,000)	(210,000)	(195,000)	(192,000)	(190,000)
16 Transfers Out from Capital Expansion Fund	(501,000)	(538,000)	(569,000)	(601,000)	(635,000)
17 Other Revenue/(Expense)	11,000	11,000	11,000	11,000	11,000
18 Total Non-Op Revenue/(Expense)	(671,000)	(667,000)	(683,000)	(712,000)	(744,000)
17 NET INCOME/(LOSS)	(448,000)	(369,000)	(324,000)	(288,000)	(252,000)
OTHER SOURCES/(USES) OF FUNDS					
18 Add Depreciation Expense	779,000	779,000	779,000	779,000	779,000
19 Loan Principal Repayment Received	38,000	39,000	40,000	41,000	42,000
20 Novato Potable FRC Fund Trsf	890,000	714,000	687,000	665,000	665,000
22 Capital Improvement Projects	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
23 Deer Island TP Loan Principal Pmt	(237,000)	(243,000)	(246,000)	(249,000)	(251,000)
24 Distrib Sys Exp Loan Principal Pmt	(675,000)	(710,000)	(722,000)	(722,000)	(722,000)
25 Total Other Sources/Uses	695,000	479,000	438,000	414,000	413,000
26 Cash Increase/(Decrease)	247,000	110,000	114,000	126,000	161,000
27 Ending Reserve Balance	4,930,000	5,040,000	5,154,000	5,280,000	5,441,000
28 % Rate Increase¹	6.0%	6.0%	5.0%	5.0%	5.0%

29 ¹Fiscal year 2022 Rate increase to be reviewed for approval by the Board of Directors on June 15, 2021. FY 2023 through 2026 are projections for financial forecasting purposes only - not yet approved by the Board of Directors.

NMWD DRAFT BUDGET

WEST MARIN WATER
BUDGET SUMMARY
Fiscal Year 2021/22

	<i>Proposed Budget 2021/22</i>	<i>Estimated Actual 2020/21</i>	<i>Adopted Budget 2020/21</i>
OPERATING INCOME			
1 Water Sales	\$1,005,000	\$951,000	\$932,000
2 Misc Service Charges	7,000	7,000	7,000
3 Total Operating Income	\$1,012,000	\$958,000	\$939,000
OPERATING EXPENDITURES			
4 Source of Supply	\$28,000	\$25,000	\$18,000
5 Pumping	76,000	75,000	63,000
6 Operations	79,000	73,000	49,000
7 Water Treatment	165,000	260,000	165,000
8 Transmission & Distribution	168,000	110,000	166,000
9 Consumer Accounting	26,000	22,000	26,000
10 Water Conservation	4,000	37,000	9,000
11 General Administration	64,000	107,000	64,000
12 Depreciation Expense	269,000	200,000	188,000
13 Total Operating Expenditures	\$879,000	\$909,000	\$748,000
14 NET OPERATING INCOME (LOSS)	\$133,000	\$49,000	\$191,000
NON-OPERATING REVENUE/(EXPENSE)			
15 PR-2 County Tax Allocation	\$56,000	\$55,000	\$57,000
16 Interest Revenue	6,000	12,000	11,000
17 Loan Interest Expense	(30,000)	(22,000)	(22,000)
18 Total Non-Operating Income/(Expense)	\$32,000	\$45,000	\$46,000
19 NET INCOME/(LOSS)	\$165,000	\$94,000	\$237,000
OTHER SOURCES/(USES) OF FUNDS			
20 Add Depreciation Expense	\$269,000	\$200,000	\$188,000
21 Connection Fees	-	-	23,000
22 Grant/Loan Proceeds	550,000	1,411,000	385,000
23 Capital Improvement Projects	(1,085,000)	(1,831,000)	(1,485,000)
24 Loan Principal Payments	(141,000)	(49,000)	(49,000)
25 Total Other Sources/(Uses)	(\$407,000)	(\$269,000)	(\$938,000)
26 CASH INCREASE/(DECREASE)	(\$242,000)	(\$175,000)	(\$701,000)

WEST MARIN WATER
FY 21/22-Five-Year Financial Forecast

	Budget 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26
BASIC DATA					
1 Active Meters	785	786	786	787	787
2 Avg Commodity Rate/1,000 Gal	\$12.21	\$12.94	\$13.72	\$14.54	\$15.42
3 Potable Consumption (MG)	65.0	67.0	67.0	67.0	67.0
OPERATING REVENUE					
4 Commodity Charge	\$794,000	\$867,000	\$919,000	\$974,000	\$1,033,000
5 Bimonthly Service Charge	211,000	224,000	237,000	251,000	251,000
6 Miscellaneous Service Charges	7,000	7,000	7,000	7,000	7,000
7 Total Operating Revenue	\$1,012,000	\$1,098,000	\$1,163,000	\$1,232,000	\$1,291,000
8 Operating Expenditures	\$610,000	\$628,000	\$647,000	\$666,000	\$686,000
9 Depreciation Expense	269,000	287,000	291,000	296,000	306,000
10 Total Operating Expense	\$879,000	\$915,000	\$938,000	\$962,000	\$992,000
11 NET OPERATING INCOME	\$133,000	\$183,000	\$225,000	\$270,000	\$299,000
NON-OPERATING REVENUE/(EXPENSE)					
12 Interest Revenue	\$6,000	\$4,000	\$5,000	\$5,000	\$2,000
13 Interest Expense	(30,000)	(18,000)	(38,000)	(38,000)	(38,000)
14 PR-2 County Tax Allocation	56,000	57,000	58,000	59,000	60,000
15 Total Non-Op Revenue/(Expense)	32,000	43,000	25,000	26,000	24,000
16 Net Income	\$165,000	\$226,000	\$250,000	\$296,000	\$323,000
OTHER SOURCES/(USES)					
17 Add Depreciation Expense	\$269,000	\$287,000	\$291,000	\$296,000	\$306,000
18 Connection Fees	-	23,000	-	23,000	-
19 Capital Improvement Projects	(1,085,000)	(256,000)	(311,000)	(624,000)	(504,000)
20 Grant/Loan Proceeds	-	-	-	-	-
21 Loan from Novato Water	550,000	(163,000)	(163,000)	(163,000)	(163,000)
22 Debt Principal Payments	(141,000)	(52,000)	(54,000)	(56,000)	(56,000)
23 Net Change in Working Capital	-	-	-	-	-
24 Total Other Sources/(Uses)	(\$407,000)	(\$161,000)	(\$237,000)	(\$524,000)	(\$417,000)
25 Cash Increase/(Decrease)	(\$242,000)	\$65,000	\$13,000	(\$228,000)	(\$94,000)
26 Operating Reserve	\$203,300	\$209,300	\$215,700	\$190,300	\$197,000
27 System Expansion Reserve	92,700	151,700	158,300	(76,000)	(176,700)
28 Liability Contingency Reserve	99,000	99,000	99,000	99,000	99,000
29 ENDING CASH BALANCE	\$395,000	\$460,000	\$473,000	\$245,000	\$151,000
% Rate Increase¹	6.0%	6.0%	6.0%	6.0%	6.0%

¹Fiscal year 2022 Rate increase to be reviewed for approval by the Board of Directors on June 22, 2021. FY 2023 through 2026 are projections for financial forecasting purposes only - not yet approved by the Board of Directors.

**OCEANA MARIN SEWER
BUDGET SUMMARY
Fiscal Year 2021/22**

	<i>Proposed Budget 2021/22</i>	<i>Estimated Actual 2020/21</i>	<i>Adopted Budget 2020/21</i>
OPERATING INCOME			
1 Monthly Sewer Service Charge	\$290,000	\$276,000	\$276,000
2 Misc Service Charges	-	-	-
3 Total Operating Income	\$290,000	\$276,000	\$276,000
OPERATING EXPENDITURES			
4 Sewage Collection	\$94,000	\$131,000	\$88,000
5 Sewage Treatment	54,000	30,000	45,000
6 Sewage Disposal	47,000	26,000	45,000
7 Consumer Accounting	2,000	2,000	2,000
8 General Administration	12,000	47,000	27,000
9 Depreciation Expense	49,000	44,000	48,000
10 Total Operating Expenditures	\$258,000	\$280,000	\$255,000
11 NET OPERATING INCOME (LOSS)	\$32,000	(\$4,000)	\$21,000
NON-OPERATING REVENUE/(EXPENSE)			
12 OM-1/OM-3 Tax Allocation	\$60,000	\$59,000	\$61,000
13 Interest Revenue	4,000	6,000	3,000
14 Interest Expense	(3,000)	-	-
15 Miscellaneous Expense	(1,000)	(1,000)	-
16 Total Non-Op Income/(Expense)	\$60,000	\$64,000	\$64,000
	NET INCOME/(LOSS)	\$60,000	\$85,000
OTHER SOURCES/(USES) OF FUNDS			
17 Add Depreciation Expense	\$49,000	\$44,000	\$48,000
18 Connection Fees	-	-	-
19 Grant/Loan Proceeds	1,450,000	86,000	225,000
20 Capital Improvement Projects	(1,590,000)	(110,000)	(\$290,000)
21 Total Other Sources/(Uses)	(\$91,000)	\$20,000	(\$17,000)
22 CASH INCREASE/(DECREASE)	\$1,000	\$80,000	\$68,000

OCEANA MARIN SEWER
FY 21/22-Five-Year Financial Forecast

	Budget 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26
BASIC DATA					
1 Number of Connections	235	236	236	237	237
2 Monthly Service Charge	\$103.00	\$108.00	\$113.00	\$119.00	\$125.00
OPERATING REVENUE					
3 Monthly Service Charge	\$290,000	\$306,000	\$320,000	\$338,000	\$356,000
4 Miscellaneous Service Charges	-	-	-	-	-
5 Total Operating Revenue	\$290,000	\$306,000	\$320,000	\$338,000	\$356,000
OPERATING EXPENSE					
6 Operating Expenditures	\$209,000	\$215,000	\$221,000	\$227,000	\$233,000
7 Depreciation Expense	49,000	76,000	82,000	88,000	96,000
8 Total Operating Expense	\$258,000	\$291,000	\$303,000	\$315,000	\$329,000
9 NET OPERATING INCOME	\$32,000	\$15,000	\$17,000	\$23,000	\$27,000
NON-OPERATING REVENUE/(EXPENSE)					
10 Interest Revenue	\$4,000	\$4,000	\$4,000	\$2,000	\$3,000
11 Interest Expense	(3,000)	(3,100)	(2,800)	(2,500)	(6,500)
12 OM-1/OM-3 Tax Allocation	60,000	61,000	62,000	63,000	64,000
13 Miscellaneous Expense	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
14 Total Non-Op Revenue/(Expense)	\$60,000	\$60,900	\$62,200	\$61,500	\$59,500
15 Net Income	\$92,000	\$75,900	\$79,200	\$84,500	\$86,500
OTHER SOURCES/(USES)					
16 Add Depreciation Expense	\$49,000	\$76,000	\$82,000	\$88,000	\$96,000
17 Connection Fees	-	30,000	-	30,000	-
18 Capital Improvement Projects	(1,590,000)	(370,000)	(350,000)	(452,000)	(282,000)
19 Grant/Loan Proceeds	1,450,000	250,000		400,000	-
20 Debt Principal Payments	-	(33,000)	(33,000)	(33,000)	(72,000)
21 Total Other Sources/(Uses)	(\$91,000)	(\$47,000)	(\$301,000)	\$33,000	(\$258,000)
22 Cash Increase/(Decrease)	\$1,000	\$28,900	(\$221,800)	\$117,500	(\$171,500)
23 ENDING CASH BALANCE	\$382,000	\$411,000	\$189,000	\$307,000	\$136,000
% Rate Increase¹	5.0%	5.0%	5.0%	5.0%	5.0%

¹Fiscal year 2022 Rate increase to be reviewed for approval by the Board of Directors on June 22, 2021. FY 2023 through 2026 are projections for financial forecasting purposes only - not yet approved by the Board of Directors.

CAPITAL IMPROVEMENT PROJECTS

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		FY22	FY23	FY22 & FY23 Project Description
1.	PIPELINE REPLACEMENTS/ADDITIONS			
	a. Main/Pipeline Replacements			
1.7189.00	1 Replace 12" CI Pipe Novato Blvd (785LF)	-	\$50,000	Replace 60 year old Cast-Iron-Pipe that has a high frequency of breaks and is at the end of its useful life.
1.7183.00 & .01	2 Replace Plastic Thin Walled Pipe < 4-inch	\$150,000	\$150,000	Ongoing systematic replacement of all plastic TW pipe < 4-inch.
1.7195.00	3 Novato Blvd Widening - Diablo to Grant (4100LF)	\$200,000	\$1,300,000	Replaces 60 year old cast iron pipe and replaces 50+ old ACP with 12" PVC; Joint project with City and Novato Sanitary District.
	4 Other Main Replacements (60+ years old)	\$200,000	-	Unplanned repairs/replacements for failing mains.
		\$550,000	\$1,500,000	
	b. Main/Pipeline Additions			
1.7150.00	1 San Mateo 24" Inlet/Outlet Pipe (2,200')	\$850,000	-	
	2 Loop Los Robles Rd and Posada Del Sol	-	\$125,000	
	3 Other Main/Pipeline Additions	\$150,000	\$150,000	Misc. Projects to loop dead end mains
		\$1,000,000	\$275,000	
	c. Polybutylene Service Line Replacements			
1.7139.xx	1 Replace PB in Sync w/City Paving (30 Services)	\$70,000	\$70,000	Ongoing systematic replacement of PB services in advance of City paving projects.
1.7123.xx	2 Other PB Replacements (40 Services)	-	\$80,000	Ongoing systematic replacement of PB services.
		\$70,000	\$150,000	
	d. Relocations to Sync w/City & County CIP			
1.8737.xx	1 Other Relocations	\$70,000	\$25,000	Relocate facilities for yet to be identified City/County Projects.
		\$70,000	\$25,000	
	TOTAL PIPELINE REPLACEMENTS/ADDITIONS	\$1,690,000	\$1,950,000	

CAPITAL IMPROVEMENT PROJECTS

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		FY22	FY23	FY22 & FY23 Project Description
2.	SYSTEM IMPROVEMENTS			
1.7007.14	a. DCA Repair/Replace-FY21 (~14/yr)	\$100,000	\$100,000	Ongoing program to replace old assemblies
1.7090.04	b. Anode Installations-FY21 (150/yr)	\$10,000	\$10,000	Place anodes on copper laterals for corrosion protection. Prioritize bad sand sites
1.6313.20	c. Pressure Reducing Station - Harbor Drive	\$25,000	-	
1.6302.21	d. Pressure Reducing Station - Blackpoint	\$25,000	-	
1.7136.00	e. Facilities Security Enhancements	-	\$25,000	
1.7190.00	f. San Marin Aqueduct Valve Pit (STP to Zone 2)	\$150,000	-	Piping/Valve modifications to allow downtown Zone 1 water (from STP) to supply San Marin pump station.
	g. Other System Improvements	-	\$200,000	
	TOTAL SYSTEM IMPROVEMENTS	\$310,000	\$335,000	
3.	BUILDING, YARD, STP IMPROVEMENTS			
	a. Administration Building			
1.6501.44	1 NMWD Headquarters Upgrade (Note 1)	\$3,575,000	\$7,950,000	50-year-old building requires significant upgrading; Phases 1 - 2 shown
		\$3,575,000	\$7,950,000	
	b. Stafford Treatment Plant			
1.6600.69	1 Dam Concrete Repair (Apron)	\$50,000	-	Ongoing patch repairs as needed.
1.6600.96	2 Leveroni Creek Embankment Repair (Note 2)	\$175,000	-	Repair/stabilize culvert embankment under access road to STP/IVGC.
	3 Concrete Apron Overlay	-	\$100,000	
1.6600.xx	4 Other Treatment Plant Improvements	\$50,000	\$50,000	Miscellaneous plant improvements.
1.6600.92	5 STP - Chemical System Upgrades (Tank R&R)	\$75,000	\$75,000	Ongoing replacement of original chemical storage tanks (circa 2006) that are at the end of their useful life.
1.6600.83	6 Filter Underdrain/Media R&R	\$20,000	\$20,000	Filter underdrain inspection and media replacement for each filter unit (one per year).
		\$370,000	\$245,000	
	TOTAL BUILDING, YARD, STP IMPROVEMENTS	\$3,945,000	\$8,195,000	

CAPITAL IMPROVEMENT PROJECTS

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		FY22	FY23	FY22 & FY23 Project Description
4.	STORAGE TANKS/PUMP STATIONS			
	a. Tank Construction			
1.6207.20	1 Old Ranch Rd Tank No. 2 (100k gal)	\$1,600,000	-	Award construction in FY21, construction complete FY22
		\$1,600,000	-	
	b. Tank Rehabilitation			
1.7170.00	1 Hydropneumatic Tank Repairs	\$30,000	-	Ongoing program to inspect/Repair the 7 tanks in compliance with State Code.
	2 Garner Tank Recoat (0.1 MG)	-	\$170,000	
	3 Lynwood Recoat/Seismic Upgrade (0.85MG & 0.5MG)	-	\$1,000,000	
		\$30,000	\$1,170,000	
1.6112.24	c. Lynwood P.S. Motor Control Center	\$525,000	-	Move motor controls above-ground.
1.6141.00	d. Crest PS (Design/Const) /Reloc School Rd PS	\$375,000	-	Replace School Rd PS with new facility on Bahia Drive.
	e. Davies PS Upgrade	-	\$50,000	
	f. Fire Flow Backfeed Valve Nunes Tank	-	\$200,000	
		\$900,000	\$250,000	
	TOTAL STORAGE TANKS/PUMP STATIONS	\$2,530,000	\$1,420,000	
	TOTAL NOVATO SERVICE AREA	\$8,475,000	\$11,900,000	
5.	RECYCLED WATER			
5.7162.xx	a. Replace CI in Atherton Avenue (1320LF)	\$50,000	\$350,000	1950's era cast iron pipe re-purposed for RW. Sliplining maybe used.
5.7162.xx	b. Other Recycled Water Expenditures	\$50,000	-	Retrofit existing potable irrigation customers to RW.
	TOTAL RECYCLED WATER PROJECTS	\$100,000	\$350,000	

CAPITAL IMPROVEMENT PROJECTS

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		FY22	FY23	FY22 & FY23 Project Description
6.	WEST MARIN WATER SYSTEM			
2.6263.20	a. Replace PRE Tank #4A (25K gal w/125K gal)	-	-	- Replace and upsize redwood tank destroyed in Vision Fire with concrete tank.
2.6609.20	b. New Gallagher Well #2	\$631,000		- Permit and construct 2nd well at Gallagher Ranch.
2.8829.xx	c. PB Replace in Sync w/ County Paving	\$50,000		- For 25 replacements.
2-7185-00	d. Gallagher Ranch Streambank Stabilization (Note 3)	\$4,000	\$4,000	Monitoring costs over 5 years.
2.8912.00	e. Lagunitas Creek Bridge Pipe Replacement (Caltrans)	\$400,000	\$52,000	Relocate/replace 8-inch water main across Lagunitas Creek Bridge.
	f. Miscellaneous Water System Improvements	-	\$200,000	
	TOTAL WEST MARIN WATER SYSTEM PROJECTS	<u>\$1,085,000</u>	<u>\$256,000</u>	
7.	OCEANA MARIN SEWER SYSTEM			
8.8672.28	a. Infiltration Repair (Manhole Relining)	\$40,000	\$40,000	Ongoing work to identify and repair collection pipelines to prevent rainwater from leaking into the system.
8.7085.05	b. Tahiti Way Lift Pumps Replacement	\$100,000		- Replacement of Lift Pumps
8.7173.00	c. OM Treatment Pond Rehab (Note 5)	\$1,450,000	\$205,000	Hazard mitigation project to armor the existing earthen treatment pond berms to minimize storm erosion and damage due to earthquakes.
	d. North St. Lift Station Bypass	-	-	
	e. Sewer Force Main Improvements	-	\$125,000	adding isolation valves or other appurtenances in the 3,000+ LF FM to allow for repairs in the system
	TOTAL OCEANA MARIN SEWER SYSTEM PROJECTS	<u>\$1,590,000</u>	<u>\$370,000</u>	

CAPITAL IMPROVEMENT PROJECTS

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	FY22	FY23	FY22 & FY23 Project Description
<u>SUMMARY - GROSS PROJECT OUTLAY</u>			
Novato Water	\$8,475,000	\$11,900,000	
Recycled Water	\$100,000	\$350,000	
West Marin Water	\$1,085,000	\$256,000	
Oceana Marin Sewer	\$1,590,000	\$370,000	
GROSS PROJECT OUTLAY	\$11,250,000	\$12,876,000	
LESS FUNDED BY LOANS/GRANTS/OTHER			
a. Office/Yard Building Refurbish (Note 1)	(\$3,575,000)	(\$7,950,000)	
b. WM Novato Water Loan to WM (Note 3)	(\$550,000)	-	
c. OM Treatment Pond Rehab (Note 4)	(\$1,450,000)	-	
TOTAL LOAN/GRANT FUNDS	(\$5,575,000)	(\$7,950,000)	
<u>SUMMARY - NET PROJECT OUTLAY</u>			
Novato Capital Improvement Net Project Outlay	\$4,900,000	\$3,950,000	
Recycled Water	\$100,000	\$350,000	
West Marin Water	\$535,000	\$256,000	
Oceana Marin Sewer	\$140,000	\$370,000	
NET PROJECT OUTLAY	\$5,675,000	\$4,926,000	
Total Number of District Projects	34	27	
Novato 5-Year Average of Internally Funded Projects FY21/22-FY25/26	\$4,070,000		
RW 5-Year Average of Internally Funded Projects FY21/22-FY25/26	\$150,000		
West Marin 5-Year Average of Internally Funded Projects FY21/22-FY25/26	\$450,000		
Oceana Marin 5-Year Average of Internally Funded Projects FY21/22-FY25/26	\$240,000		

CAPITAL IMPROVEMENT PROJECTS

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	FY22	FY23	FY22 & FY23 Project Description
NOVATO POTABLE WATER DEBT SERVICE			
a. STP SRF Loan	\$1,044,000	\$1,044,000	
b. AEEP Bank Loan	\$482,000	\$482,000	
c. Advanced Meter Info Retrofit Loan	\$378,000	\$376,000	
d. Admin Building Renovation Loan (Note 1)	672,000	1,238,000	
	<u>\$2,576,000</u>	<u>\$3,140,000</u>	
NOVATO RECYCLED WATER DEBT SERVICE			
e. Deer Island Facility SRF Loan	\$273,000	\$273,000	
f. RW North Expansion SRF Loan	\$282,000	\$282,000	
g. RW South Expansion SRF Loan	\$332,000	\$332,000	
h. RW Central Exp SRF Loan (Net of MCC)	\$276,000	\$276,000	
	<u>\$1,163,000</u>	<u>\$1,163,000</u>	
WEST MARIN WATER DEBT SERVICE			
i. WM Novato Water Loan Payback	\$100,000	\$163,000	
j. TP Solids Handling Bank Loan	\$71,000	\$71,000	
	<u>\$171,000</u>	<u>\$234,000</u>	
OCEANA MARIN SEWER DEBT SERVICE			
k. CIP Financing	3,000	\$33,000	
	<u>\$3,000</u>	<u>\$33,000</u>	
TOTAL DEBT SERVICE			
	<u>\$3,913,000</u>	<u>\$4,570,000</u>	
NET PROJECT OUTLAY & DEBT SERVICE			
	<u>\$9,588,000</u>	<u>\$9,496,000</u>	

CAPITAL IMPROVEMENT PROJECTS

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		FY22	FY23	FY22 & FY23 Project Description
		<u>FY22</u>	<u>FY23</u>	
STUDIES & SPECIAL PROJECTS				
1.4057.00	a	Local Water Supply Enhancement Study	\$150,000	-
1.7039.02	b	Novato Water Master Plan Update	-	\$95,000
1.4077.00	d	Potter Valley FERC Relicensing	\$5,000	-
1.6501.43	c	Electronic Document Management System	\$60,000	-
	d	Lynwood/San Marin Zone 2 Pumping Study	-	\$30,000
	e	Cathodic Protection Master Plan	\$20,000	-
	f	Pump Efficiency/Hydraulic Study	\$30,000	-
	g	Crest/Black Point Zone Modification Eval.	-	\$27,000
			<u>\$265,000</u>	<u>\$152,000</u>

Note 1 - \$16.2M NMWD Headquarters Upgrade is proposed to be funded by 20 year 3.5% Bank Loan.

Note 2 - Project developed as part of October 2017 Feasibility Assessment prepared by Prunuske Chatham, Inc.

Note 3 - Loan from Novato Water - As included in the 2021 WM Water rate study - to be paid back with interest. Loan to occur in FY21 & FY22.

The timing of the loan will be dependent on the progress of construction of PRE Tank#4A which is uncertain due to a current appeal.

Note 4 - Project to be funded at 75% by grants. Eligible project costs are budgeted at \$2.2M (75%=\$1.425M). Also includes loans for capital projects of \$250K in FY22.

NMWD DRAFT BUDGET

EQUIPMENT EXPENDITURES

Fiscal Year 21/22 Budget

		Approved	Description
1 OPERATIONS/MAINTENANCE			
12106.01.00	a. Meter Maintenance Program	\$120,000	
		<u>\$120,000</u>	
2 Engineering			
12106.01.00	a. File Management System	\$40,000	Replace flat filing system
		<u>\$40,000</u>	
3 VEHICLE & ROLLING EQUIPMENT EXPENDITURES			
			<u>Rolling Stock to be Transferred & Auctioned or Description</u>
12104.01.00	a. Peterbilt 335 (#508) cab and chassis	\$135,000	Replace Peterbilt 335 (#508) cab and chassis
		<u>\$135,000</u>	
Total		<u>\$295,000</u>	

	Adopted Budget 2020/21	Estimated Actual 2020/21	Proposed Budget 2021/22
RECAP			
Equipment	\$142,000	\$61,000	\$160,000
Rolling Stock	\$188,000	\$179,000	\$135,000
	<u>\$330,000</u>	<u>\$240,000</u>	<u>\$295,000</u>

14

MEMORANDUM

To: Board of Directors
From: Pablo Ramudo, Water Quality Supervisor *PK*
Subject: FY 2020-21 Third Quarter Progress Report – Water Quality
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May 14, 2021

RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

The water served to the communities of Novato and Point Reyes met federal and state primary and secondary water quality standards during the third quarter of fiscal year 2020-2021

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

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

NOVATO SYSTEM

Source Water: Stafford Lake

Stafford Lake water was not used as a source of drinking water during the third quarter. Backfeeding operations during this time moved 629 acre-feet of water from the Novato distribution system for storage into Stafford Lake. As required by the District's potable water discharge permit, water was dechlorinated as it passed through the treatment plant and out through the intake tower. There was one instance on March 1st where, due to a change in dechlorinating agent formulations, the backfeed may have not been completely dechlorinated; the situation was corrected as soon as it was discovered and reported to the regional board.

Water quality in the lake was monitored on a monthly basis for chemical and mineral components as well as microbiological activity.

Algae were identified and enumerated from the raw water. Algae numbers were fairly low with moderate diversity. Eight species of algae were recorded in appreciable numbers, four of them were cyanobacteria (blue-green algae) capable of producing compounds which can affect taste and odor. There was a bloom seen in March that may have been due to the greater permeation of sunlight into deeper water thanks to the clarity of backfed water.

Treatment Performance: Stafford Treatment Plant

The Stafford Treatment Plant remained off for the season.

Distribution System: Novato

Of 243 samples collected for compliance with the Total Coliform Rule, none were positive for coliform bacteria. Disinfection byproducts were low during the quarter and well within standards of the Stage 2 Disinfection By-Product Rule.

POINT REYES SYSTEM

Source Water: Coast Guard Wells

Raw water quality, by most measures, was good throughout the quarter. Water quality parameters affected by salt water that were at historic highs decreased throughout the quarter. The presence of iron, manganese, and aluminum in raw water increased, likely due to mineral decomposition and perhaps corrosion of well components facilitated by saltwater, turbidity also increased.

The sodium concentration ranged from 64 to 199 mg/L and chloride ranged from 64 to 550 mg/L. Bromide, the seawater constituent that has been responsible for previous exceedances of trihalomethane (THMs) regulatory limits, decreased from 2.0 to 0.21 mg/L.

Source Water: Gallagher Well

Raw water quality was good throughout the quarter. Water quality parameters affected by saltwater are very low from this source and because the well is not prone to intrusion from seawater, concentrations of salts are very steady. The average concentration of sodium was 10 mg/L, chloride was 12 mg/L, and the bromide concentration was 0.06 mg/L.

Increased turbidity was noted on raw water from the Gallagher pipeline but not from the well itself. It appears that minute amounts of sediments that are produced from the well along with biofilms have been deposited in the pipe and accumulated over time. These solids then slough off the pipe or are picked up into the column of moving water and are presenting as increased turbidity. The water velocity from Gallagher well #1 is insufficient to properly flush the pipeline.

Treatment Performance: Point Reyes Treatment Plant

The Point Reyes Treatment Plant is designed to provide disinfection and to remove iron, manganese and other metals. Treatment in these respects was excellent, no metals being

Treatment Performance: Point Reyes Treatment Plant (continued from page 2)

detectable in finished water and all bacterial tests were clean.

Water was primarily sourced from Gallagher Well, while water produced from the Coast Guard wells only used when plant operations require additional flow, such as after a backwash.

Distribution System: Point Reyes

There were 23 samples collected for routine monitoring and compliance with the total coliform rule, none tested positive for coliform bacteria.

Chlorine residual concentrations throughout our distribution system were adequate to maintain proper disinfection but were kept lower than normal in order to reduce the potential for disinfection byproducts. Disinfection byproducts were exceptionally low during the quarter.

NOVATO RECYCLED WATER

Deer Island Recycled Water Facility


The Deer Island facility was off during the quarter.

15

MEMORANDUM

To: Board of Directors

Date: May 14, 2021

From: Tony Williams, Assistant GM/Chief Engineer 

Subject: FY2020-21 Third Quarter Progress Report – Engineering Department

R:\CHIEF ENGI\WILLIAMS\BUDGETS\FY20-21\3rd Quarter\Eng Dept Perf Recap-3rd Qtr 20-21.doc

The purpose of this memo is to provide a third quarter status report to the Board on the District's performance in completing budgeted FY2020-21 Capital Improvements Projects (CIP) with a primary emphasis on planned (i.e., baseline) versus actual performance. The following information supplements the progress report summary provided to the Board each month.

SUMMARY

Service Areas	Project Costs (\$)		% Complete		Earned Value (\$)	
	Budget (\$)	Forecast (\$)	Planned	Actual	Planned	Actual
Novato Water	4,987,000	1,756,097	49	45	864,117	804,005
Novato Recycled	100,000	0	0	0	0	0
West Marin*	2,186,338	1,895,196	74	75	1,405,757	1,419,639
TOTAL	7,273,398	3,651,293	62	60	2,269,874	2,223,644

*Adjusted budget shown due to grant funding and stakeholder contributions received

The above table summarizes the detailed tabulation of CIPs for both Novato and West Marin (including Oceana Marin) systems provided in Attachment A. In summary, CIP expenditures for the Novato Water and Novato Recycled Water service areas are forecasted to be below the approved FY2020-21 budget level, based primarily on construction timing of several key projects. The West Marin service area expenditures is forecasted to be very close to the FY2020-21 budget level. With respect to planned versus actual completion for the third quarter, the Novato Water, Novato Recycled Water and West Marin service areas (including Oceana Marin) are generally on track with planned progress, given that many projects are still in a design phase.

Performance Status for Improvement Projects

As shown on the following table (Page 3), a total of twenty-three (23) projects were originally budgeted in FY2020-21 for the Novato, West Marin, and Oceana Marin service areas. Twenty-two (22) new projects have been added; five (5) have been carried over; and one project has been deleted resulting in a new total of forty-nine (49) projects. Of the forty-nine CIP Projects budgeted, 31 are under the lead responsibility of the Engineering Department for completion with 23 in Novato and 8 in West Marin (including Oceana Marin).

Novato Service Area Project Costs Variances

As shown in Attachment A, the FY2020-21 Novato CIPs are currently projected to be completed below original budget by approximately \$3.2 million. This is primarily due to the timing for construction for the following projects: San Mateo 24" Transmission Main; Lynwood Pump Station; Crest Pump Station; and Old Ranch Road Tank No. 2. It is anticipated that the Old Ranch Road and San Mateo projects will begin construction in June or July of this calendar year. As described below, a considerable number of new and important projects were added this year (including in other service areas), that effected execution of the two pump station projects described above, due to available staff resources. In addition, Engineering staff worked on a significant number of Developer projects in the Novato Service Area during the first three quarters.

Sixteen new projects have been added in Novato: Loop Southern and Northern Zone 2 at Indian Valley College, Polybutylene Replacements: Vivian and Verissimo (21), Replace Plastic Thin Walled Pipe <4-Inch – Wilson, Replace Plastic Thin Walled Pipe <4-Inch – Glen Rd & Vonderworth, Replace 6" AC Pipe (810') – Glen Rd., Polybutylene Replacements: Black Point (20) and Vineyard, San Joaquin, Wilson, Brooke (14), Redwood Blvd Pipe Lowering, Novato Blvd Widening – Diablo to Grant, Watershed Property – Vineyard Fence, Black Point Pressure Regulating Station, Harbor Drive Pressure Regulating Station, STP – Upgrade Plant Water Booster Pump Station, STP – Coat Top of Concrete Clearwells, STP – Replace Chlorine Control System and STP – Discharge/Treatment. Five projects have been carried over: Plastic Thin Walled Pipe <4-Inch – Scown Ln, Replace CI Pipe – Grant Ave., MSN B2 – Utility Agreement Costs, AEEP Post Construction Costs, and Asset Management Software Procurement/Implementation. One project has been deleted: Replace 12" CI Pipe (785lf) So. Novato Blvd (between Rowland/Adele), but has essentially been replaced with the Novato Blvd. Widening project which includes replacement of 12" cast iron (CI) pipe.

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

As shown in Attachment A, all but two of the FY2020-21 West Marin CIPs expenditures are currently projected to be within the original budget, the exceptions being New Gallagher Well #2 and Gallagher Ranch Streambank Stabilization (which has an adjusted budget based on grant funding and stakeholder contributions received). Six projects have been added: Replace Plastic Thin Walled Pipe <4-Inches – Blackberry Lane, Replace PRE 2" Galvanized Pipe – Balboa, Drakes View, Baywood, Polybutylene Replacements: State Route 1 Pt. Reyes – Caltrans, Olema Pump Station Wireless to Tank, PRE Pump Station #2 Pumping Equipment and Pt Reyes Well #2 Rehab. No projects have been carried over or deleted/deferred. The overall forecasted expenditure for the West Marin Water System is within 3 percent of the budget. The Oceana Marin Treatment Pond Rehabilitation Project is designed but waiting for FEMA approval to proceed into the construction phase.

Engineering Department Labor Hours

The Engineering Department provides a multitude of functions supporting overall operation, maintenance and expansion of water facilities as well as Water Conservation (WC). The major work classifications (excluding WC) are: (1) General Engineering, (2) Developer Projects and (3) District (i.e., CIP) Projects. Out of the approximately 14,900 engineering labor hours available annually (less WC), the FY2020-21 labor budget for Developer Projects and District Projects is 1,504 (10% of total) and 2,722 (18% of total), respectively. A chart of actual hours expended versus budgeted hours for both Developer and District projects during FY2020-21 is provided in Attachment B. At the end of the third quarter, actual engineering labor hours expended for Developer work was 94% (1,409 hours) versus 75% (1,128 hours) budgeted. With respect to District Projects, 2,309 engineering labor hours (95% of budget) have been expended on CIP.

FY 2020-21
 CAPITAL IMPROVEMENTS PROJECTS

PROJECTS BUDGETED	NOVATO SERVICE AREA	WEST MARIN/ OCEANA MARIN	TOTAL
Original Budget	16	7	23
Added	16	6	22
FY 19-20 Carryover	5	0	5
Deferred/Dropped	-1	0	-1
Adjusted Budget	36	13	49

FY19-20 CARRYOVER

Date Brought to Board

Novato

Replace Plastic Thin Walled Pipe <4-Inch – Scown Ln	First Quarter Report
Replace CI Pipe – Grant Ave	First Quarter Report
MSN B2 – Utility Agreement Costs	First Quarter Report
AEEP Post Construction Costs	First Quarter Report
Asset Management Software Procurement/Implementation	First Quarter Report

West Marin

None

DEFERRED/DROPPED

Novato

Replace 12" CI Pipe (785lf) So. Novato Blvd (between Rowland/Adele)	Second Quarter Report
---	-----------------------

West Marin

None

PROJECTS ADDED

Novato

Replace Plastic Thin Walled Pipe <4-Inch – Wilson	First Quarter Report
Loop Southern and Northern Zone 2 at IVC	First Quarter Report
PB Replacements: Vivian, Verissimo (21)	First Quarter Report
Watershed Property – Vineyard Fence	First Quarter Report
STP – Upgrade Plant Water Booster Pump Station	First Quarter Report
PB Replacements: Vineyard, San Joaquin, Wilson, Brooke (14)	Second Quarter Report
PB Replacements: Black Point (20)	Second Quarter Report
Replace 6" AC Pipe (810') – Glen Rd	Second Quarter Report
Redwood Blvd Pipe Lowering	Second Quarter Report
Novato Blvd Widening – Diablo to Grant	Second Quarter Report
STP – Coat Top of Concrete Clearwells	Second Quarter Report
Replace Plastic Thin Walled Pipe <4-Inch – Glen Rd & Vonderworth	Third Quarter Report
Black Point Pressure Regulating Station	Third Quarter Report
Harbor Drive Pressure Regulating Station	Third Quarter Report
STP – Replace Chlorine Control System	Third Quarter Report
STP – Discharge/Treatment	Third Quarter Report

West Marin

PB Replacements: SR 1 Pt Reyes – Caltrans	First Quarter Report
Olema Pump Station Wireless to Tank	First Quarter Report
PRE PS #2 Pumping Equipment	First Quarter Report
Replace PRE Galvanized Pipe – Balboa, Drakes View, Baywood	Second Quarter Report
Replace Plastic Thin Walled Pipe <4-Inch – Blackberry Ln	Second Quarter Report
Pt Reyes Well #2 Rehab	Third Quarter Report

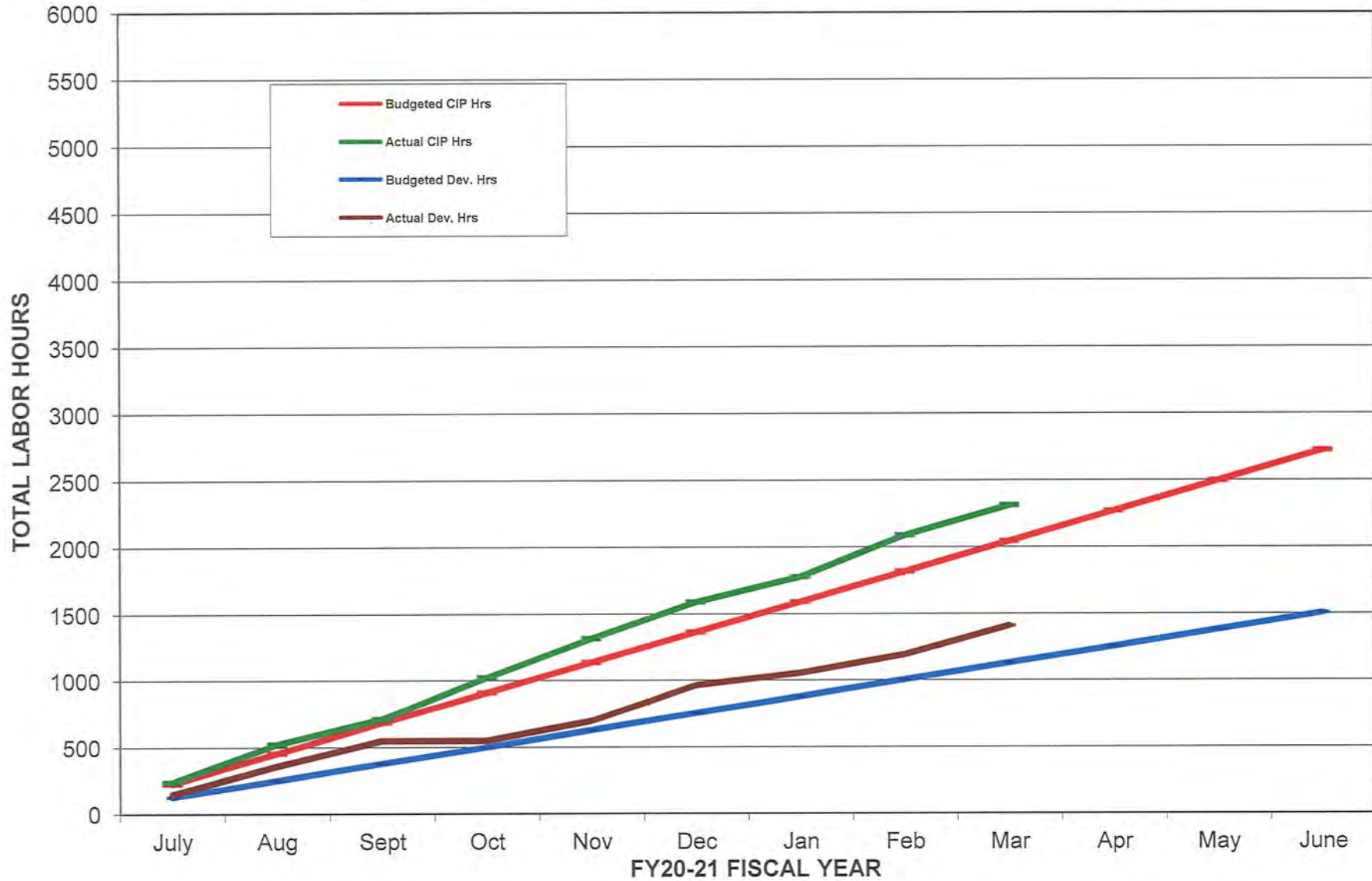
**NOVATO SYSTEM CAPITAL IMPROVEMENT PROJECTS SUMMARY FY20-21
AS OF MARCH 31, 2021**

STATUS	DEPT	ITEM #	PROJECT NO.	DESCRIPTION	PROJECT COSTS		% COMPLETE		EARNED VALUE	
					Budget	Forecast	Baseline	Actual	Planned	Actual
1. PIPELINE REPLACEMENTS/ADDITIONS										
			1.a.1	Repl 42" CI Pipe (785lf) S. Novato Blvd (from Rowland/Adele)-DELETED	\$100,000	\$0				
			1.a.2	Replace Plastic Thin Walled Pipe <4-inch	\$150,000					
	Eng	1	1.a.3	<Replace Plastic Thin Walled Pipe <4-inch - Scown Ln>	\$0	\$142,000	85	89	\$120,700	\$127,081
C	Eng	2	1.a.4	Replace Plastic Thin Walled Pipe <4-inch - Wilson	\$0	\$15,793	100	100	\$0	\$16,089
PC	Eng	3	1.a.5	Replace Plastic Thin Walled Pipe <4-inch - Glen Rd & Vonder	\$0	\$2,000	5	99	\$100	\$1,986
PC	Eng	4	1.a.6	<Replace CI Pipe - Grant Ave>	\$0	\$170,000	50	37	\$85,000	\$62,847
PC	Eng	5	1.a.7	Replace 6" AC Pipe (810') - Glen Rd	\$0	\$200,000	5	4	\$10,000	\$8,123
PC	Eng	6	1.a.8	Redwood Blvd Pipe Lowering	\$0	\$45,000	40	23	\$18,000	\$10,507
PC	Eng	7	1.a.9	Novato Blvd Widening - Diablo to Grant	\$0	\$25,000	40	47	\$10,000	\$11,628
			1.a.10	Other Main Replacements (60+ yrs old)	\$200,000	\$0				
PC	Eng	8	1.b.1	San Mateo 24" Transmission Main	\$910,000	\$75,000	85	85	\$63,750	\$63,848
C	Eng	9	1.b.2	Loop Southern and Northern Zone 2 at IVC	\$0	\$8,612	100	100	\$0	\$8,612
			1.b.3	Other Main/Pipeline Additions	\$150,000	\$0				
			1.c.1	Replace PB in Sync w/City Paving	\$70,000	\$0				
			1.c.2	Other PB Replacements	\$80,000	\$0				
C	Eng	10	1.c.3	PB Repl: Vivian, Verissimo (21)	\$0	\$70,000	100	100	\$70,000	\$82,024
C	Eng	11	1.c.4	PB Repl: Vineyard, San Joaquin, Wilson, Brooke (14)	\$0	\$35,000	100	100	\$35,000	\$41,497
PC	Eng	12	1.c.5	PB Repl: Black Point (20)	\$0	\$75,000	95	76	\$71,250	\$56,685
			1.d.1	Other Relocations to Sync w/City & County CIP	\$70,000	\$0				
				SubTotal	\$1,730,000	\$863,405				
PC	Admin	13	1.e.1	<MSN B2 - Utility Agreement Costs>	\$0	\$15,000	60	50	\$9,000	\$8,100
C	Admin	14	1.e.2	<AEEP Post Construction Costs>	\$0	\$2,500	100	100	\$2,500	\$2,160
				SubTotal	\$0	\$17,500				
2. SYSTEM IMPROVEMENTS										
C	Eng	15	2.a	DCDA Repair/Replace	\$100,000	\$90,000	100	97	\$90,000	\$87,259
	Eng	16	2.b	Anode Installations	\$10,000	\$0				\$0
C	Ops	17	2.c	<Asset Management Software Procurement/Implementation>	\$0	\$6,239	100	100	\$6,239	\$6,239
	Ops	18	2.d	Facilities Security Enhancements	\$25,000	\$0				\$0
	Eng	19	2.e	San Marin Aqueduct Valve Pit (STP to Zone 2)	\$110,000	\$0				\$0
C	Admin	20	2.f	Watershed Property - Vineyard Fence	\$0	\$35,453	100	100	\$35,453	\$35,453
PC	Eng	21	2.g	Blackpoint Pressure Reducing Station (PRS)	\$0	\$25,000	15	0	\$3,750	\$0
	Eng	22	2.h	Harbor Drive PRS	\$0	\$5,000				\$0
				SubTotal	\$245,000	\$161,692				
3. BUILDINGS, YARD, & S.T.P. IMPROVEMENTS										
PC	Eng	23	3.a.1	Office/Yard Building Renovation	\$1,000,000	\$300,000	5	8	\$15,000	\$23,619
PC	Eng	24	3.c.1	Leveroni Creek Embankment Repair	\$192,000	\$10,000	5	0	\$500	\$1,020
			3.c.2	Other TP Improvements	\$100,000	\$0				
	Ops	25	3.c.3	Efficiency Improvements	\$100,000	\$25,000	0	0	\$0	\$0
	Ops	26	3.c.4	STP Chemical System Upgrades (Tank R&R)	\$75,000	\$0				\$0
	Ops	27	3.c.5	STP - High Service Pump #3 Replacement	\$20,000	\$15,000		0	\$0	\$0
	Ops	28	3.b.6	Filter Underdrain/Media R&R	\$20,000	\$13,500	95	89	\$12,825	\$12,002
C	Ops	29	3.b.7	STP - Upgrade Plant Water Booster Pump Station	\$0	\$5,000	100	100	\$5,000	\$4,814
	Ops	30		STP - Replace Chlorine Control System	\$0	\$7,500	25	0	\$1,875	\$0
	Ops	31		STP - Discharge/Treatment	\$0	\$7,500	5	5	\$375	\$358
PC	Eng	32	3.b.10	STP - Coat Top of Concrete Clearwalls	\$0	\$135,000	50	3	\$67,500	\$4,321
				SubTotal	\$1,507,000	\$518,500				
4. STORAGE TANKS & PUMP STATIONS										
PC	Eng	33	4.a.1	Old Ranch Rd Tank No. 2	\$500,000	\$150,000	75	73	\$112,500	\$109,725
	Maint	34	4.b.1	Hydropneumatic Tank Repairs	\$30,000	\$0				
PC	Eng	35	4.c	Lynwood PS Motor Control Center	\$400,000	\$10,000	3	0	\$300	\$0
PC	Eng	36	4.d	Crest PS (design/const)/Reloc School Rd PS	\$550,000	\$35,000	50	51	\$17,500	\$18,008
			4.e	Other Tank & PS Improvements	\$25,000	\$0				
				SubTotal	\$1,505,000	\$195,000				
				Novato Water Total	4,987,000	\$1,756,097	49	46	\$864,117	\$804,005
5. RECYCLED WATER FACILITY										
			5.a	Other Recycled Water Expenditures	\$100,000	\$0	0	0	\$0	\$0
				Novato Recycled Total	\$100,000	\$0	0	0	\$0	\$0
				Total Novato	\$5,087,000	\$1,756,097	49	46	\$864,117	\$804,005
1C - Completed	PROJECT FORECAST REVISED									
PC - Partially completed	Baseline projects with revised forecast budget increases (indicated by shaded box)									
	Baselined projects to be deferred (indicated in strikeout)									
	New projects added (indicated in bold)									
	Prior year projects carried over indicated in italics and brackets <>									

**WEST MARIN CAPITAL IMPROVEMENT PROJECT SUMMARY FY20-21
AS OF MARCH 31, 2021**

STATUS	DEPT	ITEM #	PROJECT NO.	DESCRIPTION	PROJECT COSTS		% COMPLETE		EARNED VALUE		
					Budget	Forecast	Baseline	Actual	Planned	Actual	
6. West Marin Water System											
System Improvements											
PC	Eng	37	6.a	Replace PRE Tank #4A	\$1,000,000	\$976,651	100	81	\$800,000	\$789,518	
PC	Adm/Eng	38	6.b	New Gallagher Well #2 (1st of 2 years)	\$75,000	\$225,000	80	80	\$180,000	\$180,069	
			6.c	PB Replace in Sync w/County Paving	\$50,000	\$25,000					
C	Eng	39	6.d	Gallagher Ranch Streambank Stabilization	\$260,000	\$335,832	100	100	\$335,832	\$335,832	
PC	Eng	40	6.e	Lagunitas Creek Bridge Pipe Replacement (Caltrans)	\$100,000	\$3,500	15	21	\$525	\$736	
C	Eng	41	6.f	PB Repl: SR1 Pt. Reyes - Caltrans	\$0	\$37,652	100	100	\$0	\$38,047	
C	Ops	42	6.g	Olema PS Wireless to Tank	\$0	\$200	100	100	\$0	\$168	
C	Ops	43	6.h	PRE PS #2 Pumping Equipment	\$0	\$8,361	100	100	\$0	\$8,361	
PC	Eng	44	6.i	Repl PRE 2" Galv Pipe - Balboa,Drakes View,Baywood	\$0	\$120,000	25	4	\$30,000	\$5,310	
PC	Eng	45	6.j	Replace Plastic Thin Walled Pipe <4" - Blackberry Ln	\$0	\$78,000	5	4	\$3,900	\$2,743	
PC	Ops	46	6.k	Pt Reyes Well #2 Rehab	\$0	\$25,000	85	91	\$21,250	\$22,643	
				<i>Budget Adjustments (item 6.d.)</i>	\$411,398						
				SubTotal	\$1,896,398	\$1,835,196					
7. Oceana Marin Sewer System											
C	Ops	47	7.a	Infiltration Repair	\$40,000	\$5,000	75	79	\$3,750	\$3,950	
PC	Ops	48	7.b	Tahiti Way Lift Pump 1 Assembly	\$25,000	\$5,000	10	0	\$500	\$0	
PC	Eng	49	7.c	OM Treatment Pond Rehabilitation	\$225,000	\$50,000	60	65	\$30,000	\$32,262	
				SubTotal	\$290,000	\$60,000					
				Total West Marin	\$2,186,398	\$1,895,196	74	75	\$1,405,757	\$1,419,639	
				FY20-21 TOTAL	\$7,273,398	\$3,651,293	62	61	\$2,269,874	\$2,223,644	
1C - Completed					PROJECT FORECAST REVISED						
PC - Partially completed					Baseline projects with revised forecast budget increases (indicated by shaded box)						
					Baselined projects to be deferred (indicated in strikeout)						
					New projects added (indicated in bold)						
					Prior year projects carried over indicated in italics						

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



16

MEMORANDUM

To: Board of Directors

May 14, 2021

From: Ryan Grisso, Water Conservation Coordinator *RG*

Subject: FY 2020/21 Third Quarter Progress Report -Water Conservation

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

This memo provides an update on water conservation and public outreach activities implemented during the first three quarters of Fiscal Year 2021 (FY21). Water Conservation participation numbers for the first three quarters of the current and previous two fiscal years are summarized in Table 1 below.

Table 1: Water Conservation Program Participation (July through March: 2018 - 2021)

Program	FY19	FY20	FY21
Water Smart Home Surveys	190	135	0
Water Smart Commercial Surveys	1	2	0
Toilet Replacements (Residential)	131	119	83
Toilet Replacements (Commercial)	3	0	2
Retrofit on Resale (Dwellings Certified)	134	137	171
High Efficiency Washing Machine Rebates	8	7	16
Cash for Grass Rebates	13	10	12 ¹
Water Smart Landscape Rebates	4	10	5
Weather Based Irrigation Controller Rebates	13	11	24

(1) Cash for Grass participants removed 6,681 square feet of turf (vs. 7,935 square feet in FY 20).

Water conservation participation has continued with lower participation this fiscal year (consistent with other water utilities), although the decrease in participation has appeared to level out in most programs since the post drought period (2014 through 2016). The COVID-19 period has also hindered participation in some of the conservation programs. The Water Smart Home Survey (WSHS) Program, which has remained fairly consistent even during the drought recovery period, has essentially been put on hold (for in person home visits) due to COVID-19, however, staff does continue to offer water use consultations by phone and site visits for brief leak or irrigation related issues if staff can remain outdoors and maintain a safe distance. The notable increases in participation are the Retrofit on Resale Program (demonstrating that the real estate market has not been affected by COVID-19 in Novato) and the Weather Based Irrigation Controller rebates, which increased in the first three quarters of FY 21. There was also a minor increase in clothes washer re-

bates, but still far below historical numbers. With drought impacts and increased social media and other communications this and next fiscal year, the water conservation program participation will rebound even further.

Public Outreach and Communications:

In the first three quarters of FY21, the District kicked off a year-long enhanced social media campaign with weekly planned posts in Facebook, Twitter and Instagram. These posts include everything from Board Meeting advertisements, to historically significant events, to conservation programs and many others planned over the next year. Additionally, a “Dry Year” winter campaign was also initiated through social media to alert customers of the possible dry year conditions coming up. The District continues to monitor and review the new website and make changes and updates as needed to keep it fresh and easily navigable. Most notably the website news stories are being updated regularly and the rotating news flash on the front page is adjusted for the most pertinent news stories for the given time period. Staff is also using the WaterSmart AMI dashboard and customer portal as a public outreach tool to help inform customers on water use patterns and leaks and has also used the group messenger function to deploy emails to customers. A Fall newsletter was mailed to all Novato customers and a Spring issue will be going out shortly. In West Marin a Summer Waterline was mailed and also a spring edition is currently being developed and is schedule to mail in late May.

Budget

Table 2 summarizes the first three quarter expenditures between the three fiscal years for (July-March). FY21 expenditures are consistent with FY20 and FY19, although they continue to be below historical levels due to reduced program participation (mainly Cash for Grass). This is expected to change in the fourth quarter and next fiscal year due to the drought.

Table 2: Water Conservation and Public Outreach Expenditures (July through March: 2018 - 2021)

	FY19	FY20	FY21
Total Budget	\$380,000	\$390,000	\$390,000
July-March Actual	\$231,416	\$241,391	\$224,580

17

MEMORANDUM

To: Board of Directors
From: Drew McIntyre, General Manager
Subject: 2021 Stafford Lake Backfeeding Summary
t:\gml\water shortage 2021\lake backfeeding bod memo no. 3 5 14.2021.doc

May 14 2021

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: Total Estimated Cost ~\$405,000 (~ 10 week total duration)

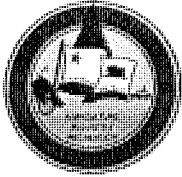
At the February 2, 2021 meeting, the Board received information on dry year conditions to-date in both the Stafford Lake and Russian River watersheds. At the February 16, 2021 meeting, the Board authorized backfeeding of Russian River water into Stafford Lake immediately with an estimated 600 acre-feet (AF) quantify over an 8-week period. At the April 6, 2021 meeting, the Board authorized additional backfeeding of Russian River water into Stafford Lake through April 30th with a new target of at least 1000 AF recognizing that there had been no appreciable rainfall since initial Board approval of backfeeding in mid-February. Operations staff have been able to optimize backfeeding into Stafford Lake such that ~1100 AF have been backfed over 71 days at an average rate of 5.1 MGD through April 30th. As reported in earlier backfeeding updates, the rainfall has been so low this year that no natural stream runoff into Stafford Lake has occurred this entire winter season and the increase in Stafford Lake capacity (29% in Feb vs 54% at the end of April) is attributed solely to backfeeding operations.

Similar dry year conditions have continued in the Russian River watershed. As of May 3, 2021, Lake Mendocino water pool capacity is at 43% and Lake Sonoma water pool capacity is at 61%. During the last report it was mentioned that there was a high degree of likelihood that Russian River diversions will be reduced this summer to address declining Russian River reservoir storage levels. On May 11th, the Sonoma County Board of Supervisors and Board of Directors unanimously approved a resolution urging a 20% voluntary reduction in water use and other specific actions in response to the drought emergency (see Attachment 1). As part of this action SCWA water deliveries to NMWD and other retain water contractors will be reduced by 20% from July 1 through November 1. A recent related news article from the Press Democrat is also provided (see Attachment 2).

An updated summary of backfeeding events over the last 30 years is provided as follows:

Year	Back-Fed Amount (acre-feet)
2021	1100
2018	130
2014	359
2009	348
1991	1000
1989	782
1988	200

As reported earlier, the backfeeding cost is derived from the cost to pump SCWA water into Stafford Lake plus the marginal cost to re-treat SCWA water stored in Stafford Lake. The cost of pumping the water into the lake is \$48.31 per acre foot and the marginal cost (electricity, chemicals and sludge disposal) to re-treat the water is \$320 per acre-foot for a total cost of \$368.31 per acre foot. Note that these costs do not include the cost to purchase Russian River water (\$982.21 per acre foot) since it would be paid one way or the other. Continued backfeeding through April resulted in a total backfed amount of 1100 acre-feet at a cost of approximately \$405,000 (vs the \$380,000 estimate in April assuming 1000 AF). The projected balance in the Water Treatment budget at fiscal year-end will be ~\$385,000 which will substantially offset the final cost associated with backfeeding 1,100 acre-feet.



County of Sonoma
State of California

Date: May 11, 2021

Item Number: _____
Resolution Number: _____

4/5 Vote Required

Concurrent Resolution of the Board of Supervisors of the County Of Sonoma and the Board of Directors of the Sonoma County Water Agency Urging a 20% Voluntary Reduction in Water Use and Directing Other Actions in Response to the Drought Conditions

WHEREAS, the State of California, and the Russian River Watershed in particular, is in the second consecutive year of extremely dry conditions due to historically low rainfall totals; and

WHEREAS, to date in the region, rainfall totals for the current water year are merely 38 percent of average for Santa Rosa, and 38 percent for Ukiah; and

WHEREAS, Lake Mendocino's water supply storage capacity is currently 43 percent, with a significant threat of going dry this year or being so low that releases cannot be made, and Lake Sonoma's water supply capacity is currently 61 percent, the lowest on record for this time of year; and

WHEREAS, on March 5, 2021, the Secretary of the United States Department of Agriculture designated 50 California counties, including Sonoma County, as primary natural disaster areas due to drought; and

WHEREAS, on March 22, 2021 the State Water Resources Control Board reported that 95% of California is experiencing Moderate to Exceptional Drought and called upon all water users to prepare for drought impacts; and

Resolution #

Date:

Page 3

boundaries of each member efficiently and cost effectively conserves more water than would otherwise be conserved on an individual member-by-member basis; and

WHEREAS, on May 3, 2021, the Water Advisory Committee adopted a Resolution supporting the Partnership's efforts, requesting all water users increase water use efficiency by fixing leaks and eliminating water waste to help protect and preserve reliable drinking water supplies stored in Lake Mendocino and Lake Sonoma, and urging water customers to reduce water use by 20%.

NOW, THEREFORE, BE IT RESOLVED that the Sonoma County Board of Supervisors and Sonoma Water Board of Directors hereby:

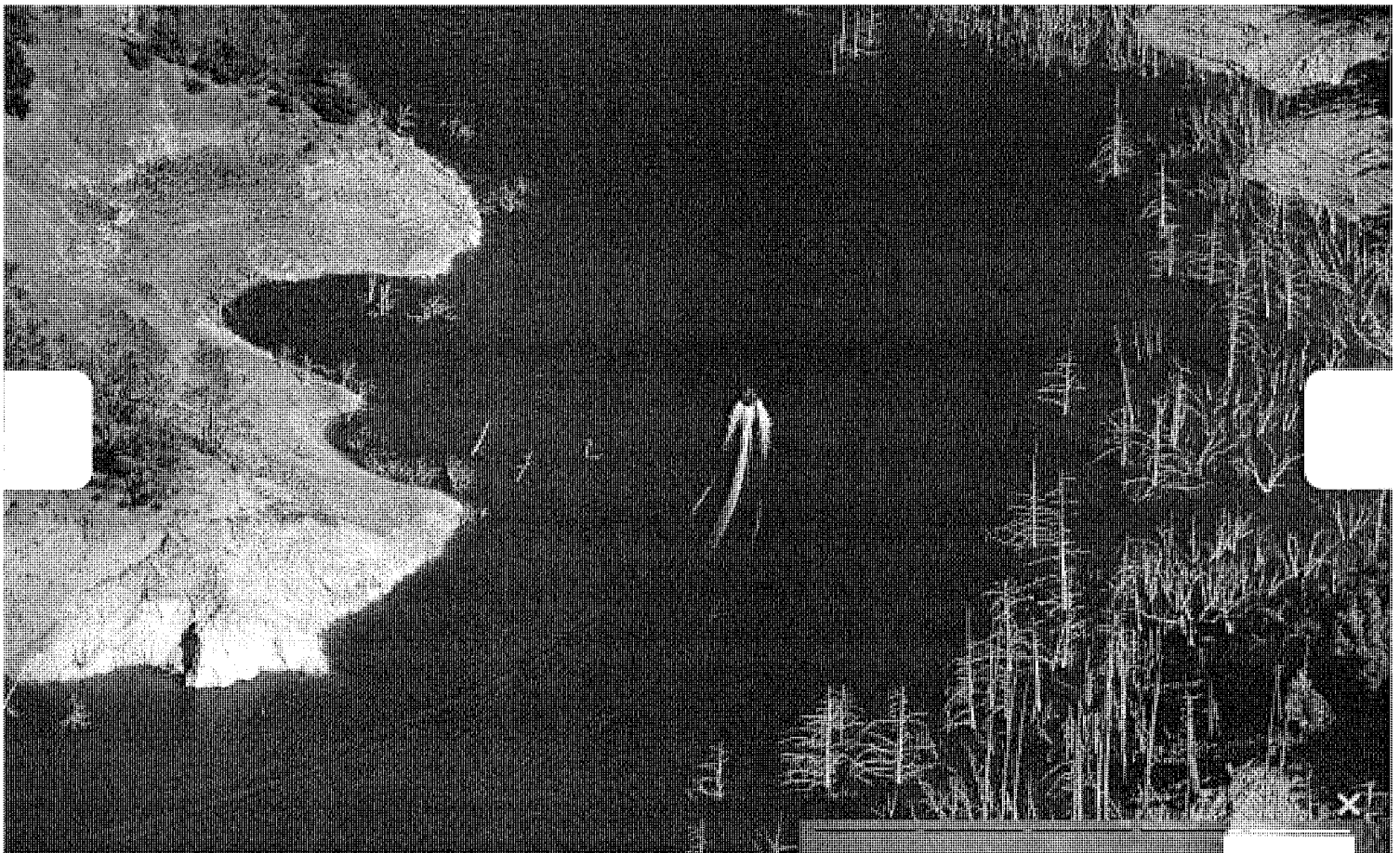
1. Pledges to support the Sonoma-Marin Saving Water Partnership, its many water efficiency programs, educational seminars, and outreach programs, working to educate our communities about the importance of conserving water resources and eliminating water-wasting behaviors; and
2. Encourages the community to increase water use efficiency by fixing leaks and eliminating unnecessary outdoor irrigation to help protect and preserve reliable drinking water supplies stored in Lake Mendocino and Lake Sonoma; and
3. Urges the community to reduce water use by at least 20%, regardless of water source; and
4. Directs Sonoma Water and County staff to explore ways to further reduce water use at Sonoma Water and County facilities; and
5. Directs Sonoma Water and County staff to continue engaging stakeholders in Sonoma, Marin, and Mendocino counties to coordinate on drought-related issues; and
6. Directs Sonoma Water and County staff to continue to monitor and collaborate with state and federal legislative drought relief efforts; and
7. Directs Sonoma Water and County staff to continue to collaborate on countywide groundwater management issues, including exploring opportunities for groundwater recharge and aquifer storage and recovery to provide for resiliency now and in the future; and

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Sonoma County officials to cut pumping from Russian River by 20% amid deepening drought



SLIDE 1 OF 4

A boater powers across the Smith Creek arm of Lake Sonoma as the water has become exposed due to drought conditions, Thursday, April 22,

**US COVID-19
deaths hit lowest
level in 10
months**

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"It's difficult to overstate the seriousness of the need to have everyone in the Russian River watershed begin their conservation practices," Sonoma Water General Manager Grant Davis said Monday.

Instream flows in Russian River's main stem above the confluence with Dry Creek would be cut to as low as 25 cubic feet per second, while those below the creek, which carries water from Lake Sonoma to the agency's pumps, would be cut to 35 cubic feet per second — less than half the already meager spring flow on the lower river Monday. Water agency officials say the river would always have a "buffer" to ensure the river flow never drops below the allowed levels.

 The Russian River shown during California's last drought, in September 2014, above Redwood Valley, in Mendocino County. (Kent Porter / Press Democrat)



US COVID-19
deaths hit lowest
level in 10
months

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This is a promotional banner for a news article. It features a dark, grainy background image of a city skyline at night. The text is white and bold, with a 'Read More' button at the bottom. A small 'X' icon is in the top right corner of the banner.

In the river's headwaters, Mendocino County and its small water suppliers do not have the funding and staff common to larger urban entities to provide public outreach about the drought and how to use water efficiently, said Supervisor Glenn McGourty.

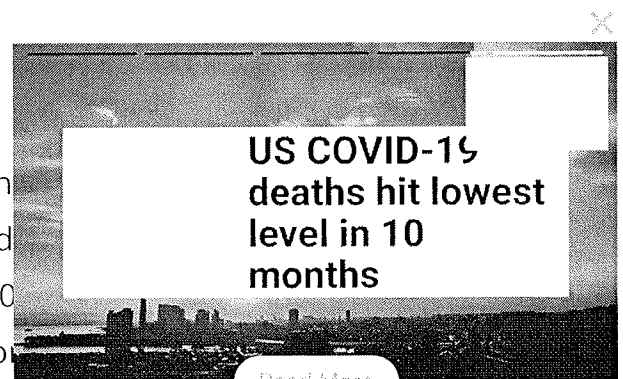
Some of those rural communities face severe shortages, and "there is a lot of anxiety here locally," McGourty said.

Isolated coastal communities also have limited supplies that could quickly be depleted, Huffman said.

Small water retailers on the upper Russian River are preparing consumers to reduce their water use to 55 gallons per person per day, said Elizabeth Salomone, general manager of the Russian River Flood Control and Water Conservation Improvement District, which supplies both municipal and agricultural users.

"In the upper Russian River watershed this year, we have some water suppliers that are reliant solely on surface water and will be challenged to make sure they have enough water for human health and safety," Salomone said.

Agricultural users also are feeling profound pressure, in shorter shoots on their vines and more pronounced in a year in which harvested tonnage already was down 40 who represents about 1,800 growers as president of So



18

FINAL Minutes of Special Water Advisory Committee and Technical Advisory Committee
Virtual Meeting – No Physical Location
April 5, 2021

Attendees: Easter Ledesma, City of Santa Rosa
Gina Perez, City of Santa Rosa
Susan Harvey, City of Cotati
Mike Healy, City of Petaluma
Walter Linares, City of Rohnert Park
Tom Schwedhelm, City of Santa Rosa
Jack Ding, City of Sonoma
Jack Baker, North Marin Water District
Sam Salmon, Town of Windsor
Jon Foreman, Valley of The Moon Water District
Jack Gibson, Marin Municipal Water District
Craig Scott, City of Cotati
Kent Carothers, City of Petaluma
Mary Grace Pawson, City of Rohnert Park
Jennifer Burke, City of Santa Rosa
Colleen Ferguson, City of Sonoma
Drew McIntyre, North Marin Water District
Cristina Goulart, Town of Windsor
Matt Fullner, Valley of The Moon Water District
Paul Sellier, Marin Municipal Water District

Staff/Alternates: David Rabbitt, SCWA Director Liaison
Grant Davis, SCWA
Pam Jeane, SCWA
Jay Jasperse, SCWA
Don Seymour, SCWA
Paul Piazza, SCWA
David Manning, SCWA
Steven Hancock, SCWA
Barry Dugan, SCWA
Brad Sherwood, SCWA
Lynne Rosselli, SCWA
Michael Thompson, SCWA
Jim Downey, Penngrove
Laura Sparks, City of Cotati
Natalie Rogers, City of Santa Rosa
Peter Martin, City of Santa Rosa
Colin Close, City of Santa Rosa
Claire Nordlie, City of Santa Rosa
Elise Howard, City of Santa Rosa
Chelsea Thompson, City of Petaluma
Sandi Potter, Town of Windsor
Tony Williams, NMWD

Public

Bob Anderson
David Keller, FOER
Margaret DiGenova
Paul Selsky, Brown and Caldwell

1. Check-in
Susan Harvey, WAC Chair, called the meeting to order at 9:03 a.m.
2. Public Comments
No public comments.
3. Recap from the February 1, 2021 WAC/TAC Meeting and Approval of Minutes
Moved by Jack Baker, North Marin Water District, seconded by Jon Foreman, Valley of the Moon Water District; unanimously approved. No public comments.
4. Presentation on Draft FY2021-2022 SCWA Water Transmission System Budget
Lynne Rosselli, SCWA presented. See agenda item attachment 4 for presentation. No public comments.
5. Approve FY2021-22 SCWA Water Transmission System Budget
Moved by Jack Baker, North Marin Water District, seconded by Mike Healy, City of Petaluma; unanimously approved. No public comments.
6. Water Supply Conditions and Temporary Urgency Change Order
Don Seymour, SCWA. Provided an update on dry conditions, cumulative rainfall for 2020 is 5-7 inches less than 76-77 drought and on track to become the drought on record for our region. Lake Mendocino is approx. 36,500-acre ft. SCWA is managing the upper Russian River based on critical water classification. Sonoma Water has done all they can to preserve water storage at Lake Mendocino by reducing minimum stream flow requirement and cannot lower it anymore. October 1st, the end of the Water year, the reservoir is predicted to have 15,000-acre ft or less. It is crucial to preserve storage and this would be through a very significant reduction of water use in the Upper Russian River. Sonoma Water can coordinate with stakeholders in providing technical information and to help them achieve water savings, but it is up to the water users and State Board. Lake Sonoma is currently about 154,000 acre-feet, which is generally the level it would be at the end of October. This is a very low-level. Sonoma Water is in the process of developing a temporary urgency change petition to file in May requesting lower minimum instream flows on the lower Russian River and committing to diversion reductions from Sonoma Water Facilities at Mirabel and Wohler. . No public comments.
7. Winter Outreach Campaign Update and TUCO Term 9- Water Conservation Reporting
Paul Piazza, SCWA. With low rainfall and low storage levels, began meeting in the fall to discuss a more aggressive winter campaign. There was a bilingual campaign developed and shared with the Sonoma Marin Saving Water Partnership. An outreach subcommittee of the Partnership started meeting twice a month with the understanding of having to evolve this campaign should there be no significant rainfall. A multimedia, bilingual marketing effort has been developed with streaming and broadcast radio, digital and print advertising and content in local newspapers. The ads have the ability for agencies to co-brand them with their logo. As part of the Temporary Urgency Change Order, Sonoma Water must submit a monthly Water Conservation Report specifying measures being implemented and specify the water savings that occurred from these measures. For the Urban Water Management Plan 2020 update, Sonoma Water is in the final compliance year for the 2009 Water Conservation Act. The Act required retailers throughout the state to reduce their gallon per capita consumption by 20% by 2020. The target set regionally for the partnership was 129 gallons per capita per day and we are currently at 113 gallons per capita per day. Regionally there was over a 28% reduction. Public comment: David Keller, FOER, regarding future releases and flows into Lake

Mendocino. When the Water Agency makes the requests to change the flows on Russian River to the State Board, please include in the request that the water users of the east branch of the Russian River above Lake Mendocino also be given mandatory conservation requirements by the State Board. In the last series of droughts, they were not included in any mandatory conservation.

8. Water Transmission System Temporary Impairment Allocation History
Drew McIntyre, North Marin Water District. See agenda item attachment 8. Reductions in diversions from the Russian River will most likely be required by the State. An annual shortage allocation model was developed in 2006. In 2007 it was used by Sonoma Water as they were required to reduce Russian River diversions by 15% from July-October. The 2006 Allocation model was used to determine each Water Contractor's allocation. In June 2009, Sonoma Water used a modified version of the 2006 model to create an allocation allotment when they declared a Water Transmission System Temporary Impairment. In both 2007 and 2009, Water Contractors could submit an alternate allocation. In 2010, SCWA passed a resolution encompassing various tasks including staff work with the water contractors to develop a new water shortage allocation methodology. In 2014, the WAC approved the new SCWA Water Shortage Allocation Methodology. In 2021, Agency staff and water contractors are meeting again to build upon the 2014 SCWA Water Shortage Allocation Methodology Update and will bring the approved methodology to the WAC for consideration tentatively in May.

9. Items for Next Agenda

10. Check Out
Meeting adjourned at 10:30am

19

North Bay Watershed Association

Board Meeting - Agenda

May 7 | 9:30 – 11:30 a.m.

IN ACCORDANCE WITH THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE BROWN ACT, THIS MEETING WILL BE HELD VIRTUALLY VIA REMOTE CONFERENCING SERVICE — NO PHYSICAL MEETING LOCATION

Zoom Meeting:

<https://us02web.zoom.us/j/89045973861?pwd=NnFYMzFLK2JsZlFlnzQ2cndlN3Uvdz09>

Meeting ID: 890 4597 3861 **Password:** 465908

Dial by your location find your local number:

<https://us02web.zoom.us/j/kdfFE2pR1G>

Agenda and materials will be available the day of the meeting at:
www.nbwatershed.org

AGENDA

Time	Agenda Item	Proposed Action
9:30	Welcome and Call to Order – Roll Call and Introductions <i>Jack Gibson, Chair</i>	<i>N/A</i>
9:35	General Public Comments This time is reserved for the public to address the Committee about matters NOT on the agenda and within the jurisdiction of the Committee.	<i>N/A</i>
9:40	Agenda Review, Approve Past Meeting Minutes, and Treasurer's Report <i>Jack Gibson, Chair</i>	<i>Approve</i> <i>Accept</i>
9:45	Consider Proposed 2020/2021 NBWA Workplan and Budget <i>Andy Rodgers, Executive Director</i>	<i>Approve</i>
9:55	Executive Director Report <i>Andy Rodgers, Executive Director</i> Andy will provide an update on active projects, communications, committees, activities, and developing initiatives since the April 2 Board meeting.	<i>Questions/input</i>
10:05	Guest Presentations – Water/Resilience Bonds Updates <i>Mark Fenstermaker of Pacific Policy Group</i> Overview and status of bond negotiations underway in the legislature.	

10:30	<p>Guest Presentations – State Water Resources Control Board Drought Emergency Updates</p> <p><i>Samuel Boland-Brien, State Water Resources Control Board, Division of Water Rights</i></p> <p>Sam will provide State Board updates on plans, actions, and resources associated with water supply concerns and the drought emergency.</p>	
10:55	<p>Water Supply Roundtable Update and Board Information Exchange</p> <p><i>Paul Sellier, Operations Director, Marin Municipal Water District</i> <i>Brad Sherwood, Division Manager, Community & Government Affairs, Sonoma Water</i> <i>All Members</i></p>	
11:25	<p>Agenda Items for Future Meetings</p> <p><i>Andy Rodgers, Executive Director</i></p> <p>Andy will outline ideas for next and future Board meeting topics and solicit feedback.</p>	N/A
11:30	<p>Announcements/Adjourn</p> <p>Next Board Meeting: June 4, 2021</p>	N/A

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DISBURSEMENTS - DATED MAY 6, 2021

Date Prepared 5/4/21

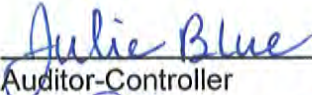
The following demands made against the District are listed for approval and authorization for payment in accordance with Section 31302 of the California Water Code, being a part of the California Water District Law:

Seq	Payable To	For	Amount
90378*	CalPERS	May Health Insurance Premium (Employer \$48,092, Retirees \$12,485 & Employee Contribution \$10,065)	\$70,642.80
1	Abbett, Jeffrey	Novato "Toilet Rebate" Ultra High Efficiency	150.00
2	Alpha Analytical Labs	Lab Testing (W.M.)	135.00
3	AT&T	Telephone (\$78), Fax (\$89), Leased Line (\$142) & Data (\$286)	594.40
4	Backflow Distributors	Fire Service Parts	3,167.66
5	Bay Area Barricade Service	Traffic Delineators (3)	111.09
6	Bergstrom, Kyle	Exp Reimb: Lodging Fees for Electrical Class in Sacramento	242.81
7	Bold & Polisner	March Legal Fees-General (\$8,413) & Potter Valley FERC -NMWD Portion (\$1,148)	9,560.00
8	DeLong, Robert	Novato "Toilet" (\$100) & "Hot Water Recirculation System" (\$75) Rebate Programs	175.00
9	Ditch Witch West	Handle for Vac Wand	364.82
10	Fenger, Kathy	Novato "Washer Rebate" Program	50.00
11	Fisher Scientific	Steam Scrubber (\$7,349) & Glassware Washer Rack (\$2,347) (Lab)	9,695.54
12	Golding, Hildie	Novato "Washer Rebate" Program	50.00
13	Grainger	Filters & Plumbing Supplies for STP (\$355) & Miscellaneous Maintenance Tools & Supplies (\$366)	721.55
14	Holton, Nancy	Exp Reimb: Office Supplies Due to Working Remotely	79.92
15	McLellan, WK	Misc Paving	43,015.09


Seq	Payable To	For	Amount
16	McMaster-Carr	Binders for Equipment (2)	335.99
17	Miller Pacific Engineering	Prog Pymt#14: San Mateo Water Tank- Geotechnical Services (Balance Remaining on Contract \$22,853)	3,900.00
18	Mutual of Omaha	May Group Life Insurance Premium	960.05
19	Office Depot	Desk Chair	433.99
20	Opperman & Son	4-Way Solenoid	222.32
21	Prochnow, Kevin	Novato "Toilet Rebate" Program	100.00
22	Prunuske Chatham	Prog Pymt#9: Leveroni Rd Culvert Stabilization Project (Balance Remaining on Contract \$19,593)	1,020.00
23	Rader Excavating	Traffic Control & Flagging Services (Grant Avenue Project)	20,991.73
24	R & B	Meter Boxes (40) (\$1,315) & Gaskets (100) (\$846)	2,161.32
25	Darlene D. Rhodes	HR Consulting	2,362.50
26	Scott Technology Group	Admin Photocopier Maintenance (4/30/21- 4/29/22)	1,820.30
27	Soiland	Asphalt Recycling (36 tons) (\$612) & Rock (24 tons) (\$482)	1,093.49
28	Sonoma County Tree Experts	Tree Trimming Services (Loma Verde Tank Site)	5,860.00
29	Staples Business Credit	Misc Office Supplies	469.31
30	Syar Industries	Sand (23 tons)	934.15
31	Synectic Technologies	Quarter Phone System Maintenance	446.70
32	Tzafopoulos, Vasiliki	Novato "Toilet Rebate" Program	100.00
33	Univar	Sodium Hypochlorite (200 gal) (STP)	140.02
34	Emmanuel Vaughen-Lee	Refund Overpayment on Closed Account	113.38
35	VWR International	Sodium Standard (\$60) & Sulfuric Acid (Lab)	113.66

<u>Seq</u>	<u>Payable To</u>	<u>For</u>	<u>Amount</u>
36	White & Prescott	Prog Pymt#27: Bel Marin Keys Water Line Easement (Balance Remaining on Contract \$37,300)	135.00
		TOTAL DISBURSEMENTS	<u>\$182,469.59</u>

The foregoing payroll and accounts payable vouchers totaling \$182,469.59 are hereby approved and authorized for payment.


05/03/2021

Auditor-Controller
Date


05/03/2021

General Manager
Date

DISBURSEMENTS - DATED MAY 13, 2021

Date Prepared 5/11/21


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 4/30/21	\$143,754.36
90379*	Internal Revenue Service	Federal & FICA Taxes PPE 4/30/21	64,877.21
90380*	State of California	State Taxes & SDI PPE 4/30/21	14,545.47
90381*	CalPERS	Pension Contribution PPE 4/30/21	38,108.60
1	Allied Electronics	Configuring Stick for Radio	72.35
2	Allquip Universal	Blower Oil & Vac Valve	266.52
3	Alpha Analytical Labs	Lab Testing	895.00
4	BACWA	Chemical Bid Participation Fee	1,543.24
5	Beaubois, Katheryne & Phil	Refund Overpayment on Closed Account	38.15
6	Bergstrom, Kyle	Exp Reimb: Meals for 2-Day Basic Electric Class	65.60
7	Borges & Mahoney	Parts to Rebuild Chlorine Gas Regulators @ STP (\$897) & Mount Extension (\$397)	1,294.66
8	Buck's Saw Service	Chain Saw for E/M	368.89
9	Building Supply Center	Measuring Tape & Bushing	22.50
10	DataTree	April Subscription to Parcel Data Info	100.00
11	Direct Line	May Telephone Answering Service	191.50
12	Fisher Scientific	Chlorine Test Reagents (\$207), Standard & Neutral Acid (Lab)	282.72
13	Grainger	Miscellaneous Maintenance Tools & Supplies	575.88
14	Gregorian, Colleen	Refund Overpayment on Closed Account	33.94
15	HERC Rentals	Message Board Rentals (2) (\$2,009) & Excavator Rental (\$3,692) (1 month)	5,701.17

Seq	Payable To	For	Amount
16	Idexx Laboratories	Quanti-Tray (100)	293.78
17	Instrumart	Level Sensor for PRE 4C	647.74
18	JW Mobile	Hydraulic Hoses (13)	347.40
19	Lincoln Life	Deferred Compensation PPE 4/30/21	8,126.69
20	Lumpkin, Paul D.	Refund Overpayment on Closed Account	169.95
21	Marin Landscape Materials	Quik Mix (84 bags) (\$610) & Landscape Materials	703.41
22	McLellan, WK	Misc Paving	8,974.84
23	McMaster-Carr Supply	Strut to Mount on Equipment /Sensors on PRE4C	310.88
24	Miller Pacific Engineering	Prog Pymt#15: Admin Building Renovation Project (Balance Remaining on Contract \$75,953)	6,900.00
25	Nationwide Retirement Solution	Deferred Compensation PPE 4/30/21	920.00
26	Nelson, Mark & Nadiamarie	Refund Overpayment on Closed Account	16.18
27	North Marin Auto Parts	Service Parts ('20 Chevy Colorado, '15 F150, '19 Chevy Colorado, '13 Excavator & Trailer) (\$565), Paint for Equipment, 5 Gallon Buckets (18) (\$72), Rags for Construction (10 lbs) (\$127), Grease for Equipment (\$114), Bearing Packer & Mop/Rags for Auto Shop	938.14
28	North Bay Gas	Carbon Dioxide, Breathing Air & April Cylinder Rental (\$45)	118.29
29	Novato Sanitary District	Jan 2021 RW Operating Expense (\$904), Feb 2021 RW Operating Expense (\$2,489) & Treatment & Disposal of Discharge from STP (\$97)	3,490.62
30	NSI Solutions	Lab Testing	285.00
31	Pace Supply	Valves for Backflow Devices (4)	237.12
32	Pearlman, Avram	Exp Reimb: April Mileage	89.99
33	NMWD Petty Cash	Petty Cash Reimbursement	104.98

Seq	Payable To	For	Amount
34	PumpMan Norcal	Parts/Labor to Rehab Coast Guard Well #4	10,117.28
35	Quadient	June Postal Meter Rental	143.09
36	R & B	Elbows (20), Nuts (1,500) (\$652), Couplings (2) & Hydrants (5) (\$1,552)	2,298.25
37	Recology Sonoma Marin	April Trash Removal	541.78
38	Soiland	Asphalt Recycling (10 tons) (\$156) & Rock (96 tons) (\$1,968)	2,124.38
39	State Water Resources Control	D2 Operator Certificate Renewal (Reischmann)	60.00
40	Syar Industries	Pea & Sand (23 tons)	934.04
41	USA BlueBook	PVC Pipe & Tube Assemblies (3) (\$224) (STP)	266.28
42	US Bank	March Safekeeping Treasury Securities	68.75
43	Verizon Wireless	Cellular Charges: Data (\$1,113), Airtime (\$136) & iPads for Asset Management (\$200)	1,449.07
44	VWR International	Chlorine Test Reagents (\$218) & Detergent (Lab)	316.48
45	Western Truck Fabrication	Tail Gate Brackets (4) ('12 Int'l 5 Yd Dump Truck)	96.46
46	Winzer	Miscellaneous Hardware for Auto Shop	115.75
		TOTAL DISBURSEMENTS	<u>\$323,944.38</u>

The foregoing payroll and accounts payable vouchers totaling \$323,944.38 are hereby approved and authorized for payment.


05/11/2021
 Auditor-Controller Date


5/11/2021
 General Manager Date

05/11/2021

**NOTICE OF MARIN COUNTY
PLANNING COMMISSION HEARING
Gallagher Family Coastal Permit
and Use Permit
Project ID P3010**

NOTICE IS HEREBY GIVEN that the Marin County Planning Commission will consider issuing a decision on the Save Our Shores appeal of the Gallagher Family Coastal Permit and Use Permit during a public hearing scheduled on Monday, May 24, 2021. The applicant for the project is Drew McIntyre, on behalf of the North Marin Water District and property owner, and the property is located at 14500 Pt. Reyes-Petaluma Road, Point Reyes, further identified as Assessor's Parcel 119-050-17.

The applicant is requesting a Coastal Permit and Use Permit approval to construct a well as part of the North Marin Water District (NMWD) domestic water supply network. The purpose of the project is to increase the reliability of the Point Reyes Water System by allowing production of groundwater at the project site to offset production at the Coast Guard Wells. The source of water for the Point Reyes Water System consists of three wells at two sites adjacent to Lagunitas Creek. Two wells are located on U.S. Coast Guard property in Point Reyes Station ("Coast Guard Wells"), while the third well is located on water district property approximately one mile upstream ("Gallagher Well No. 1"). Recent salinity intrusion has impacted water quality from the existing Coast Guard Wells, threatening public health for municipal water users. This change in conditions has necessitated the construction of this project as an urgent matter to protect the quality of water served.

For more information about the application, please visit the Planning Division's project webpage at: https://www.marincounty.org/depts/cd/divisions/planning/projects/west-marin/gallagher-family_cpup_p3010_prs. Project plans and other documents related to the application are available on the project's webpage, where you can subscribe to receive email notifications and updates.

In compliance with local and state shelter-in-place orders, and as allowed by Governor Newsom's Executive Order N-29-20, the Planning Commission will not be providing a location for the public to attend the hearing in person. Members of the public may attend and participate in this Planning Commission hearing online, using Zoom. To participate in a Planning Commission hearing please visit the Planning Commission hearings webpage at: <https://www.marincounty.org/depts/cd/divisions/planning/boards-commissions-and-public-hearings/planning-commission-hearings-page> and follow the instructions provided.

The time of the hearing will be indicated on the hearing agenda posted on the Planning Commission hearing webpage one week before the hearing. A staff report will be available on the project webpage and the Planning Commission hearing webpage on Monday, May 17, 2021.

If you challenge the decision on this application in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Community Development Agency, Planning Division during or prior to the public hearing. (Government Code Section 65009(b)(2).) May 5, 2021

Immanuel Bereket
Senior Planner

May 7, 2021

Marin drought echoes water crisis of 1976-77

MANY SIMILARITIES

Worst-case scenarios discussed if dry weather continues

Marin Independent Journal

By Will Houston

whouston@marinij.com

Swap this year and the period of Marin County's worst-ever drought in 1976-77 and it might be hard to tell the difference.

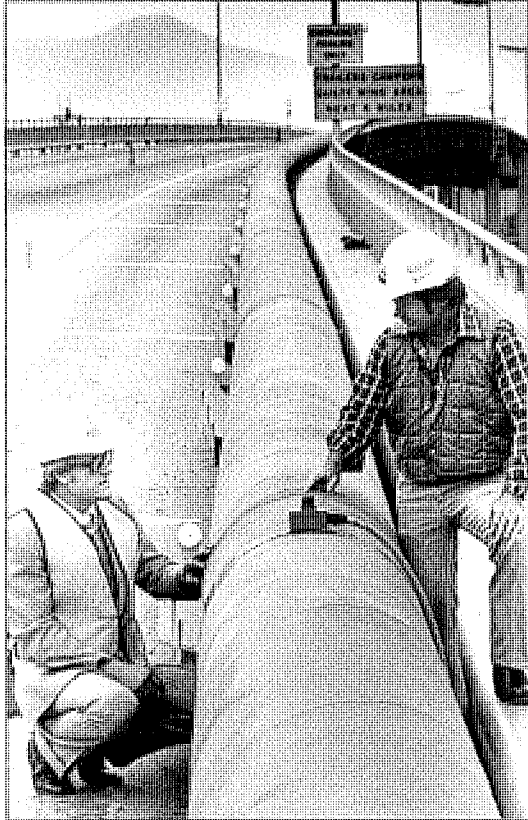
Water suppliers restricting use to conserve reservoirs. Ranchers preparing to truck in water as creeks and wells dry up. Talks of a potential water pipeline. And questions about the resiliency of the county's water supply.

During the 1976-77 drought, the Marin Municipal Water District was within 120 days of running out of water. The county's savior was a 6-mile pipeline over the Richmond-San Rafael Bridge to pump in water from the East Bay.

Jack Gibson, who has been on the district's board of directors since 1994, was in his early 30s in 1977, living in Sleepy Hollow and commuting to a law firm in San Francisco. The crisis was a wake-up call to the county, he said, and one that prompted his interest in Marin's water system and a greater collective focus on conservation.

"The water district, at that time a generation ago, simply had not done much preparation for a drought — in fact, quite the reverse," Gibson said. "The attitude was more water means more growth. So, for years before the drought, there had been a reluctance to tap into any other sources."

Much has changed since then, including the addition of new and expanded reservoirs, connections to the larger Russian River watershed and technological improvements on water efficiency and reuse. Yet district staff are now preparing for a worst-case scenario should next winter continue to be dry, including the potential of another pipeline across the bridge.



In 1977, the water pipeline installed on the Richmond-San Rafael Bridge rescued the residents of Marin, bringing millions of gallons of water across the bridge until the wet winter of 1977-78 brought relief from drought.

MARIN INDEPENDENT JOURNAL PHOTO

The county has had two dismal rainy seasons in a row, with only 20 inches of rain falling this past winter. While this drought might surpass the 1976-77 crisis, district leaders say continued water conservation should be the primary focus rather than finding new sources such as through desalination.

“We can make ourselves more resilient and find other sources of supply other than simply going out and finding new drops of water to add to the system,” said Cynthia Koehler, president of the district board.

Growth resisted

Before the drought of 1976 began, the district relied solely on rainfall to refill its six reservoirs — compared to seven now. The district served about 170,000 customers at the time, compared to 191,000 currently.

There were attempts to boost supply, but they were highly unpopular as the county resisted growth, especially after developers tried to convert open space in the Marin Headlands and parts of West Marin into new cities and resorts.

In 1971, a measure to build an aqueduct from the Russian River to the district was rejected by 89% of voters. Two years later, 65% of voters rejected Measure E, a \$7.6 million bond measure to connect the district to the Russian River. In 1973, the district approved a moratorium on new meter connections.

But after the winter of 1975-1976 brought in about 24 inches of rain and the district began banning sprinkler use and increasing rates, the mindset began to change. In May 1976, the district entered into a contract with the Sonoma County Water Agency to begin importing water, albeit far less than the amount it receives now.

“After the drought, now all of a sudden we were saying, ‘Let us in, let us in,’” Gibson said. “We weren’t greeted with open arms. It was a reluctant acceptance. It created a very bad relationship between the water people in Marin and Sonoma for years. We’re just literally now coming out of it. We have a much better relationship now but it took a lot of work to get there.”

New reservoir

After nine months of tight water restrictions and watching their lawns die, nearly 80% of voters approved a \$19 million bond measure for a seventh reservoir in November 1976. Soulajule, the district’s third largest reservoir, was completed in 1979. The district also raised the Kent Lake dam in 1982 to add more than 16,000 acre-feet of storage.

To encourage conservation during the drought, the district adopted rules in February 1976 to ban sprinkler irrigation and washing cars, and also added a 27% surcharge on rates. Some criticized the board for creating the crisis by failing to seek new sources of water.

But the situation only worsened. Only about 25 inches fell in the winter of 1976-77, and reservoirs were down to less than a fourth of their normal levels at about 12,900 acre-feet. In response, the district began rationing water for each city and town. Rates surged from about 46 cents per 100 cubic feet of water to \$1.34 by August 1977, along with new surcharges.

Marin residents eventually got the message, cutting water use by 57% during the drought.

“It was the first really big water shortage in the county and nobody thought customers could reduce their water use that much,” said Jay Lund, co-director of the Center for Watershed Sciences at the University of California, Davis. “It was a big revelation to people how much they could conserve if they were asked.”

Lawns went dry and cars became filthier with each passing month. Residents began placing buckets in their showers and using the water to flush toilets or do laundry. It was common for people to put a brick or two in their toilet chambers to allow it to flush with less water. Conservation phrases such as “If it’s yellow, let it mellow; if it’s brown, flush it down” or “Save water, shower with a friend” became common.

Bridge pipeline

The city of Larkspur attempted to keep its medians and lawns from drying out by tapping Arroyo-Holon Creek in the first weeks of the drought, irking residents who believed the city was watering illegally. The Ross Valley Sanitary District began offering its treated wastewater for use on landscaping rather than dumping all 4.5 million gallons of it into San Pablo Bay on a daily basis.

Marilyn Price of Mill Valley was a homemaker in Tiburon at the time and taking classes on environmental science.

“People realized more the value of water and personally whatever habits I did then I continued,” said Price, who is now co-chair of Sustainable Mill Valley.

Gibson recalled how friends and neighbors would forgo showers at home and instead shower at athletic clubs in San Francisco before work.

But conservation alone was not enough to solve Marin’s ever-dwindling supplies and the district faced running out of water in 120 days in 1977 if something could not be done. Marin Municipal Water District’s general manager at the time, J. Dietrich Stroeh, began working with county supervisors and other political leaders to convince the state and federal governments to provide aid for the bridge pipeline to pump in water from the State Water Project.

Their efforts were successful, and the federal government approved a nearly \$5.6 million loan for the pipeline and pumping systems and a nearly \$1.4 million grant to buy water rights to the State Water Project water bound for southern California.

The loan was met with resistance. District board member Dick Fox argued the county could pay for the pipeline itself rather than to have to pay interest over 40 years.

“The government is taxing its productive people into oblivion in order to be able to give away money to a county that can well afford to pay its way,” Fox said.

The pipeline was completed in June 1977, despite resistance from East Bay communities, and could pump as much as 10 million gallons of water into Marin per day. The tradeoff was the closure of one of three lanes on the bridge. At the urging of Caltrans, the pipeline was removed in 1982 after several time extensions to allow the water district to bolster its storage.

Marin questioned

While the pipeline became a symbol of the drought, Marin’s predicament did not inspire sympathy from all. An editorial in the Oakland Tribune in 1977 asked, “How far should the government go to help those residents who have done so little to help themselves?”

“Yes indeed, Marin County residents will have enough water now to fill their canteens when they go on their protest marches to prevent damming of those wild rivers they seem to love so much,” the newspaper said.

An Independent Journal editorial that ran that same month took on a more appreciative tone. “Obviously, there’s still enough of the traditional American ‘can-do’ spirit to save our necks when the crisis is immediate,” it said.

John Nelson was general manager of the North Marin Water District for 23 years beginning in 1973. The district, which serves the Novato area, was nowhere close to the predicament as its larger neighbor to the south because it had ample supply from the Russian River. Instead, it asked customers to conserve by 30%, which residents exceeded at 40%.

Novato began to notice more people coming north to board their pets or wash their clothes. While this caused some businesses to exceed their expected water use, Nelson said the district chose not to crack down for a few reasons.

“It increased the profits for our customers,” said Nelson, 84, from his home in Petaluma. “And it helped MMWD by taking a bit of their water demand off their shoulders.”

One of the largest impacts of the drought was in conservation, something Nelson had made a career out of beginning in the 1960s.

“The drought kind of put a big boost behind all that,” Nelson said. “The drought showed here in California how we could not rely upon what we thought were the historical averages that were pretty reliable.”

The consensus from all who lived through the drought was that it was not a pleasant experience and one that they hope will not be repeated.

“We are resilient, but the predictions don’t sound too good,” Price said.



A water pipeline was installed on the Richmond-San Rafael Bridge in 1977, bringing millions of gallons of water across the bridge until the wet winter of 1977-78 brought relief from drought.

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Water shortage demands wiser choices by all

Editorial

Marin Independent Journal

If this road looks familiar, you've been living and working in Marin for awhile.

The lack of rain has put the county back on the road of emergency conservation measures caused by drought, including restrictions on water use.

Marin Municipal Water District General Manager Ben Horenstein says the district is facing the ramifications of a dry "rainy" season that mirrors that of the 1976-77 drought. Old-timers around the county can remember those days of tough per-person water-use limits, turning off sprinklers, saving "grey" water from washing machines to use for irrigation, not flushing toilets after every use and buckets sharing space in the shower.

Every drop counted.

Ultimately, normal rainfall returned and refilled local reservoirs.

But last winter, Marin recorded just 20 inches of rain, even less than during the 1976-77 drought.

Due to effective conservation, building Soulajule Reservoir, expanding the capacity of Kent Lake and tapping into the Lake Sonoma reservoir, MMWD is in a better place than in 1976-77. But the lack of rain has district customers facing another round of water-use limits.

In 2014-15, we were facing a statewide drought and emergency restrictions requiring a 20% across-the-board reduction in water use. We have faced similar local dry periods and restrictions during the past five decades.

MMWD is even looking at reinstalling a pipeline to the East Bay, as it did in 1977, to bring in water from the State Water Project. Twice before, in 2007 and in 2014, the district looked into installing the pipeline across the Richmond-San Rafael Bridge. There have also been repeated calls that the district again pursue desalination, a controversial scenario already twice explored by the district and twice rejected as being too expensive to build, run and maintain.

Local residents and businesses are going to have to do their part to help make sure there is enough water for all.

That means cutting back. That means being wiser, smarter and more conscious when it comes to using and saving water.

MMWD is likely to tell its 190,000 customers they are only going to be able to use their sprinklers two days a week. The district's restrictions and expanded conservation programs are aimed at reducing local water use overall by 40%. The target for households is 20% and would still allow watering by handheld hoses, buckets and drip systems.

The district is also hoping to reach its target by increasing financial incentives for homeowners and businesses to replace their water-dependent lawns with less thirsty landscaping and replace appliances like toilets, washing machines and dishwashers with water saving alternatives.

The district board is also considering repeated requests from the public that it look into banning new water connections.

The North Marin Water District board also already adopted that measure for its territory, Novato and portions of West Marin. Starting July 1, it plans to put the brakes on the construction of new housing and commercial buildings.

How those local actions jibe with state demands that municipalities build more housing remains an open question.

The North Marin board approved plans for a 20% voluntary conservation period until June 30 and upping that to a requirement after July 1.

Its board has approved restrictions, among them including prohibiting the refilling of pools and limiting sprinklers to three days per week.

Collective conservation is needed to help us weather this drought.

We may be weary of recurring drought measures, but water — as we've learned from past droughts — is a limited resource.

As these water-saving restrictions take hold, local water agency leaders need to remain open and flexible in terms of responding to questions, concerns and possible problems with their implementation.

The goal is to make these measures work as effective tools in significantly cutting local water use. Our ability to meet reasonable conservation goals may save us from more onerous restrictions in the future.

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Water use restrictions tightened by MMWD

DROUGHT

Marin Independent Journal

New rules affect pools, outdoor sprinkler use

By Will Houston

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In response to historic dry conditions, the Marin Municipal Water District became the first major Bay Area supplier to restrict lawn watering to two days per week or face penalties as high as \$250 per violation.

The rules adopted on Tuesday are in response to the driest 16-month period in the district's 143 years of rainfall records. Only 20 inches fell this rain season, the second-lowest on record and less than was received during Marin's worst drought, in 1976-77.

"It's looking like we are in another historic drought," Lucy Croy, the district's water quality manager, told the board on Tuesday.

The board voted unanimously to limit outdoor sprinkler use to two days per week and require pools to be covered when not in use. Drip irrigation is allowed three days per week. There are no limits on watering using a hose with an attached spray nozzle.

The rules took effect immediately and affect 191,000 customers in central and southern Marin.

Enforcement will begin on May 1 and appears to rely heavily on citizen reporting. Rulebreakers will be given an initial warning. Any subsequent violation will result in a \$25 fine, then a \$250 fine that can be increased should violations continue.

The district is encouraging ratepayers to report water waste by emailing Conservation@MarinWater.org, calling 415-945-1523 or submitting an online form at marinwater.org/forms/water-waste-report.

The sprinkler restrictions and pool cover requirements are the latest rules adopted by the district in an attempt to cut back on water use by 40% to ensure it has enough supply by the coming winter.

Other prohibitions adopted by the district in late April include vehicle washing at home; power washing; refilling decorative fountains; golf course irrigation except for greens and tees beginning May 20; and using water for dust control and street cleaning.

Achieving the 40% reduction would equate to all customers using an average of 60 gallons of water per day or less.

The district's seven reservoirs in the Mount Tamalpais watershed are just over half full when they would normally be close to 90% full at this time of year.

Through conservation, the district hopes to have at least 30,000 acre-feet of supply — just over a third of its total supply capacity and one year's worth of supply under normal water use. If supplies drop below that amount in December, that will automatically trigger a 50% conservation mandate.

The board initially considered restricting sprinkler use to one day per week and assigning specific watering days for each community. However, the board changed it to two days per week after residents raised concerns last month that people would abuse the rule and drench their lawns and landscapes.

Board members signaled that tougher conservation rules might be needed should residents and businesses not cut back enough.

"I'm concerned that we're not taking enough action soon enough," said director Larry Russell, who suggested the board revisit the rules at least monthly.

Director Monty Schmitt said he was alarmed that April water use among customers was higher than the previous five years despite the dry conditions.

"I worry about our projections into the future, that we may be in uncharted territory," Schmitt said.

Should next winter continue to be dry, the district is already in early talks on costly emergency backup plans, including a temporary desalination plant and a temporary water pipeline over the Richmond-San Rafael Bridge to pump in State Water Project supplies from the East Bay. Several residents called on the district to adopt even

stricter regulations, including water rationing. Frank Egger of Fairfax and other attendees urged the board to adopt a moratorium on new water connections.

“One more dry year and we’re in deep trouble,” Egger said. “We will run out of water. It’s time to end the casual approach to our water usage and supply.”

The board plans to discuss potential changes to new water connections at its May 18 meeting, according to Ben Horenstein, the general manager.

In response to calls for stricter measures, Horenstein said the board will be able to adapt its rules as the water supply situation changes.

“I think we have time to be measured and thoughtful and bring the community along,” Horenstein said.

Other residents raised concerns about the potential financial impacts of requiring pool coverings, especially for pools that have irregular shapes. On Tuesday, the board adopted a \$100 rebate for pool covers.

Additionally, the board voted unanimously to improve other rebates and water-saving incentives on

Tuesday, such as:

- increasing the turf conversion rebate from \$1 to \$3 per square foot through October
- offering free sheet mulching provided by local nonprofit organizations to remove lawns
- a \$115 discount on “smart” metering technology provided by Flume
- a \$50 rebate on hot water recirculating devices. “This is the other piece for a comprehensive approach,” director Larry Bragman said. “We have the stick. This is the carrot.”

More information about the district’s water restrictions can be found at marinwater.org/waterrules.

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Appeal lodged on plan for well

WEST MARIN

Environmental group opposes water district

Marin Independent Journal

By Will Houston

whouston@marinij.com

The North Marin Water District failed to adequately study whether there will be enough water for endangered fish in Lagunitas Creek if it builds a new well in West Marin, an environmental group alleges.

The well is intended to address worsening saltwater contamination in the water supply. Save Our Seashore, a nonprofit in Inverness, filed an appeal against the project with the Marin County Planning Commission.

“I’m a North Marin customer myself,” said Gordon Bennett, president of Save Our Seashore. “My wife and I depend on that water and I know the community does too. I think that North Marin can pump the water with certain precautions in place to protect the fish.”

The commission is expected to hold a hearing on the issue on May 24.

The district’s 1,800 customers in Point Reyes Station, Olema Bear Valley, Inverness Park and Paradise Ranch rely on three wells: two on former U.S. Coast Guard property in Point Reyes Station and one on the Gallagher Ranch a mile to the east. The West Marin customers have been under water-use restrictions since April 2020 because of dry conditions.

The district has had to rely more heavily on the Gallagher well for its supply because of the increased frequency of saltwater intrusion on the Coast Guard wells, which are at a lower elevation and closer to Tomales Bay. Complaints have increased about the salty taste, and the extra salt can be public health issue, especially for people on low-sodium diets, according to district staff.

However, the Gallagher well only produces half of the expected 300 gallons per second the district had anticipated when it first connected the well to its system in

2015. The proposed second well at Gallagher Ranch would allow the district to pump 300 gallons per minute, said Drew McIntyre, the water district's general manager. The cost to build the well is estimated at about \$900,000.

"We're trying to move as quickly as we can to provide some additional low saline water to our West Marin customers but unfortunately our construction is being delayed," McIntyre said, referring to the appeal.

Both Save Our Seashore and the San Francisco Regional Water Quality Control Board raised concerns about the district's environmental review of the project, specifically its tests on how the additional well would affect flows in Lagunitas Creek. The creek is home to the largest remaining Central California population of endangered coho salmon, as well as endangered freshwater shrimp and threatened steelhead trout.

Bennett said the district's flow tests were "piecemeal" and did not analyze how flows would be affected when both Gallagher wells and a nearby private well were pumping at the same time. Bennett and the regional water board also raised concerns that the flow tests were being conducted while the Marin Municipal Water District was releasing water from its Kent Lake reservoir into Lagunitas Creek.

"This could mask ability to detect changes at the Gallagher Wells due to pumping," Elizabeth Morrison, the water board's North Bay section leader, wrote to the district in February.

The water quality board asked the district to conduct more testing to ensure that a new well would not dry up critical habitats such as pools and riffles. The board also wants the district to test for temperature and oxygen impacts.

McIntyre said the district's governing board voted on Tuesday to hire an environmental firm to conduct additional tests, including on impacts to creek flows.

Another issue is a 1995 state order requiring that Lagunitas Creek have a flow of at least 6 cubic feet per second at a flow gauge in Samuel P. Taylor State Park during dry periods of June 16 through Nov. 1. Both Bennett and the regional water board say data show the flows dipped below this minimum amount on several occasions at a gauge on the Gallagher Ranch and that well water was still pumped despite this.

McIntyre said this minimum flow is only required at the Samuel P. Taylor Park gauge and that the district's tests found no noticeable changes in creek flows there. The district would also not be drawing any more water than it is allowed to with the additional well. Additionally, the district has an agreement with its larger neighbor,

the Marin Municipal Water District, to release water from its Kent Lake reservoir to make up for any well water pumping and maintain the minimum flows, he said.

The district intended to have the well-built and pumping water by July.

“The appeal is putting serious concern on our ability to have this constructed for this summer season,” McIntyre said.

“The appeal is putting serious concern on our ability to have this constructed for this summer season.”

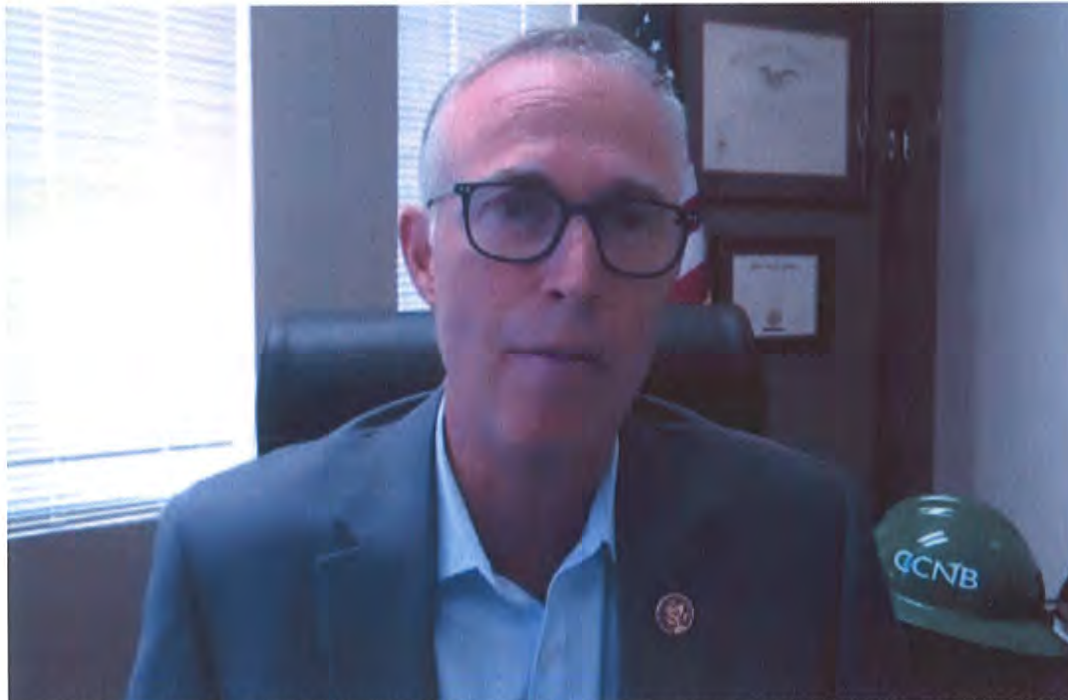
— *Drew McIntyre, North Marin Water District*

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North Coast leaders call for ‘all hands on deck effort’ to combat drought

Humboldt County added to list of counties in drought conditions



North Coast Rep. Jared Huffman (D-San Rafael) led an emergency drought summit Monday to explore solutions in addressing California’s worsening drought. Huffman was joined by state and local lawmakers as well as scientists and other North Coast representatives. (Screenshot)

By [ISABELLA VANDERHEIDEN](#) | ivanderheiden@times-standard.com | Times-Standard
PUBLISHED: May 10, 2021 at 3:14 p.m. | UPDATED: May 10, 2021 at 3:16 p.m.

As California’s water supply continues to dwindle and drought conditions worsen, state lawmakers are working with scientists and communities across the state to seek solutions ahead of a potentially catastrophic fire season this summer.

More than a dozen North Coast leaders joined U.S. Rep. Jared Huffman’s (D-San Rafael) emergency drought summit Monday to discuss declining conditions throughout the region. The discussion focused on funding needs for water supply, agriculture and fish as well as collaborative approaches.



More than a dozen state and local lawmakers, scientists and regional representatives joined Rep. Jared Huffman's emergency drought summit Monday. (Screenshot)

"I think we all know it's really bad," Huffman said. "That's why we were the first place in the state of California that the governor singled out for this kind of an emergency declaration but we do need to, I think, have a very clear sense of the most critical needs that we're going to face and to do our best to try to connect those needs with the resources at the local, state and federal level that can help folks get through what's going to be a tough, tough summer."

State Sen. Mike McGuire (D-Healdsburg) noted that Monday's discussion "couldn't come at a more critical time for the North Coast."

"While California's climate has always been variable, the last couple of decades have been some of the hottest on record here in the Golden State," McGuire said. "We know that the climate crisis is making droughts here in California more intense. As we look at the year in front of us in 2021, watersheds across the state are beyond parched, snowpack now is down to 8% of average and stream flows are dramatically reduced due to the extremely dry conditions in our upper watersheds."

This means the state is short on approximately 500,000 acre-feet of storage compared to earlier projections, McGuire said.

"Endangered species, such as the Chinook on the Klamath River, are in real jeopardy due to the historic dry conditions, especially in the upper watershed in Oregon which spills down into the Golden State," he said. "It's an all-hands-on-deck effort. ... You shouldn't be surprised to see other counties added to the list in the coming days."

Gov. Gavin Newsom announced Monday the expansion of his April 21 drought emergency proclamation to include the Klamath River as well as Sacramento-San Joaquin Delta and Tulare Lake Watershed counties.

The amended proclamation calls on the State Water Board to modify requirements for reservoir releases and "diversion limitations to conserve water upstream later in the year to maintain water

supply,” and to protect cold water pools for salmon and steelhead, according to a statement from the governor’s office.

“The state of emergency also enables flexibilities in regulatory requirements and procurement processes to mitigate drought impacts and directs state water officials to expedite the review and processing of voluntary transfers of water from one water right holder to another, enabling available water to flow where it is needed most,” the statement said.

Newsom’s proclamation now encapsulates 41 of the state’s 58 counties representing 30% of the state’s population. Humboldt County was added to the list on Monday.

California’s \$3.4 billion drought relief package cleared the state Senate last month. The package would allocate funds to lower-income communities across the state to assist with water efficiency needs, emergency groundwater assistance for farmers and ranchers, water infrastructure projects, in addition to rainwater and stormwater capture projects.

“This will help usher in local drought relief projects in water districts up and down California,” McGuire said. “We need this budget action to respond to this pending crisis and I promise by all of us working together, we’re going to come out stronger.”

Assemblymember Jim Wood (D-Santa Rosa) praised Newsom’s emergency drought proclamation and said it will empower communities across the state to access additional funding to become more resilient for years to come.

“This drought is hitting people hard and creating a lot of anxiety. Our district has faced some pretty significant challenges in recent years and this one just feels like another heavy lift,” Wood said. “... I’m grateful that Gov. Newsom took early steps to proclaim a drought emergency for the Russian River watershed and Sonoma and Mendocino counties. Many of us were with him that day standing in the middle of a parched dry lake bed as he signed the emergency declaration in an area that should have normally been under 40 feet of water.”

Rep. Mike Thompson (D-St. Helena) underscored the importance of working with local communities to mitigate drought.

“If it doesn’t rain, we don’t have water, but that doesn’t mean there aren’t steps that we can take to help mitigate it,” Thompson said.

Grant Davis, Sonoma County Water Agency general manager, said securing federal funding will be essential in mitigating another year of drought, as well as local collaboration.

“I believe we should follow the (Natural Resources Conservation Service) Department of Agriculture in a presidential declaration would be of assistance right now,” Davis said. “In particular, when we’re looking at innovative projects that are going to recharge groundwater and aquifer storage and recharge projects, a presidential declaration would be something that would be very, very helpful.”

“We certainly don’t know what this fall is going to bring,” Davis added.

Drought relief information can be found at drought.gov.
Isabella Vanderheiden can be reached at 707-441-0504.

California Drought: Recycled Water Investment Paying Off For North Marin Water District

By [John Ramos](#) May 11, 2021 at 6:06 pm



NOVATO (KPIX 5) — This is shaping up to be a long, dry summer and water managers across the state are looking for new sources to meet their demand. But one small district in Marin County placed a bet on a drought-proof supply of water that may pay off big this year.

The town of Novato relies on Lake Stafford for its summer water supply and like most reservoirs this year, it is dangerously low. However, the local water district actually has more water than it can even use – but there’s a catch: most of it is recycled.

“Water is a commodity just like everything else and I think we, as a population, have taken it a little bit for granted,” said Sandeep Karkal, General Manager of the Novato Sanitary District.

Their treatment plant has the technology to turn sewage effluent into something called “polished” recycled water that is so clean it can effectively be used for just about anything but drinking. Karkal believes we need to rethink how much “drinking water” we actually need.

“So, if you think about it in terms of 50-100 gallons per person per day, how much water do you actually DRINK in a day?” he said.

Most water we use is for other purposes, including the big one: landscaping. That's why the small North Marin Water District made a \$30 million dollar investment in sending recycled water pipes out into the community. It started in 2015, supplying a pipeline to irrigate Stone Tree Golf Course. Now the district has recycled water going to a local cemetery and to the downtown area to supply car washes and irrigate commercial landscaping.

The water district has been so successful in finding uses for recycled water that it is now the dominant water source in the community.

"So for the first time, during this drought year, we will actually be able to provide more recycled water than we can provide out of our local reservoir, Stafford Lake," said North Marin Water General Manager Drew McIntyre.

The fear about recycled water usually centers on whether it's safe to drink. But that's missing the point. The idea is to use it for other purposes so there will be plenty of potable water for when it's really needed. And that's why what's at the treatment plant probably shouldn't be looked at as a waste product, but as the valuable resource it can be.

"Here, locally, we have an excess of recycled water," said McIntyre. "So, the next step is to continue to identify additional customers that we can expand to convert from potable water to recycled water."

He said recycled water could help local agriculture during the drought and expects that new housing developments will soon include recycled water lines to homes for watering lawns and gardens. The best part, Karkal says, is there's no shortage of raw material flowing into his treatment plant.

"If there was the identified need to do it," he said, "we could recycle 100 percent of it."

Newsom extends drought status to 41 counties

CALIFORNIA

Marin Independent Journal

By Faith E. Pinho

Los Angeles Times

In a stark indication of California's growing water crisis, Gov. Gavin Newsom on Monday declared a drought emergency in 41 counties, including areas of the Central Valley that had urged action on behalf of agricultural growers.

Newsom's proclamation dramatically expands the drought emergency he declared in Sonoma and Mendocino counties last month, and now covers 30% of the state's population.

"With the reality of climate change abundantly clear in California, we're taking urgent action to address acute water supply shortfalls in Northern and Central California while also building our water resilience to safeguard communities in the decades ahead," Newsom said in a prepared statement. "We're working with local officials and other partners to protect public health and safety and the environment, and call on all Californians to help meet this challenge by stepping up their efforts to save water."

A dry winter and other factors has left California with much less of its traditional runoff from snowpack in the Sierra Nevada and Cascade mountain ranges. Newsom said the emergency would "address acute drought impacts in Klamath River, Sacramento-San Joaquin Delta and Tulare Lake Watershed counties." Last month's declaration was aimed at severe drought conditions in the Russian River Watershed.

The drought is expected to lead to a heightened fire season in a state that blasted records last year; decrease available water for agriculture; and present threats for fish and wildlife habitats, according to the proclamation.

"It's time for Californians to pull together once again to save water," Wade Crowfoot, secretary of the state's Natural Resources Agency, said in a statement. "All of us need to find every opportunity to save water where we can: limit outdoor watering, take shorter showers, turn off the water while brushing your teeth or washing dishes. Homeowners, municipalities, and water diverters can help by addressing leaks and other types of water loss, which can account for over 30% of water use in some areas."

In addition to Mendocino and Sonoma Counties, which saw drought emergency declarations on April 21, Monday's proclamation extends the emergency to 39 other counties: Del Norte, Humboldt, Siskiyou, Trinity, Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, El Dorado, Fresno, Glenn, Kern, Kings, Lake, Lassen, Madera, Mariposa, Merced, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Joaquin, Shasta, Sierra, Solano, Stanislaus, Sutter, Tehama, Tulare, Tuolumne, Yolo and Yuba counties.

Under the proclamation, state officials will consider ways to conserve water, improve water quality and move water to where it is needed most. It also eases regulations, “enabling available water to flow where it is needed most,” the proclamation read.

In recent weeks, Central Valley Republicans in particular had urged Newsom to declare a statewide drought emergency, which would allow state regulators to relax water quality and environmental standards that limit deliveries from the Sacramento- San Joaquin River Delta, California’s water hub. They were enraged when Newsom declared drought emergencies in Sonoma and Mendocino counties only.

The declaration excludes almost all of Southern California, where the drought picture is much less dire. That’s because the region is mostly supplied by big federal and state water systems, rather than local precipitations.

The Metropolitan Water District of Southern California, which imports water from the Colorado River and the north, says it has record reserves in regional reservoirs and groundwater banks — enough to carry it through this year and next.

Los Angeles, which is partly supplied by the MWD, similarly doesn’t anticipate any shortages, officials said last month.

Memories of unprecedented water-use restrictions in cities and towns, dry country wells and shriveled croplands linger from California’s punishing 2012-16 drought.

Officials say the lessons of those withering years have left the state in a somewhat better position to deal with its inevitable dry periods.

L.A.’s water use has declined to 1970s levels, despite the fact that California’s largest city has nearly 1 million more residents than it did then. Restrictions on landscape watering have been in place for a decade, and the city continues to offer conservation rebates for water-efficient appliances and lawn removal.

Senate Republicans blamed majority Democrats for not building more dams to increase water storage, with GOP leader Scott Wilk saying in a statement that the governor’s declaration “does nothing to remove regulatory roadblocks that hold up shovel-ready water projects.”

Former Rep. Doug Ose, one of the Republicans who wants to replace Newsom in the recall election, tweeted: “This expanded #drought declaration should have happened weeks ago. Playing politics like this with people’s livelihoods doesn’t do anybody any good.” *Distributed by Tribune News Service. The Associated Press contributed to this report.*



Gov. Gavin Newsom holds a news conference in the parched basin of Lake Mendocino last month to proclaim a drought emergency for Mendocino and Sonoma counties. He expanded it Monday.

KENT PORTER — THE PRESS DEMOCRAT VIA AP

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Why Marin wasn't included in California drought action

EMERGENCY DECLARATION

County, local water suppliers yet to trigger state response

Marin Independent Journal

By Will Houston

whouston@marinij.com

Local water managers were caught off guard this week when Marin — the first in the Bay Area to adopt mandatory water restrictions amid record low rainfall — was not included in the governor's drought emergency declaration.

"I was absolutely shocked," said Jack Gibson, longtime board member of Marin Municipal Water District after learning Gov. Gavin Newsom did not include Marin among the 41 counties in his latest declaration on Monday.

"The thought that crossed my mind is you should give them a free subscription to the IJ because he's clearly not in tune with what's going on up here," he said.

Gibson and others expressed concern that Marin being left out of the declaration sends mixed messages to their ratepayers who now are required to restrict water use such as limiting outdoor lawn watering to two days per week.

District General Manager Ben Horenstein said he is unsure why Marin was not included, but he and others expressed confidence that the state will act soon.

"This has become our drought of record," Horenstein said Tuesday. "If not now, when?"

The short answer is as to why is Marin County's government hasn't declared a local drought emergency and water suppliers have not requested any changes to water rights or flow releases that would require emergency action by the state.

"If the State Water Board needs to take a water rights regulatory action in Marin County that has an urgency component and can't be done within the normal time frame, then yes, that could certainly be a trigger," said Jeanine Jones, a drought manager at the California Department of Water Resources.



Low water levels reveal a stone building foundation in the Nicasio Reservoir. Marin County's government has yet to declare a local drought emergency.

ALAN DEP — MARIN INDEPENDENT JOURNAL



A sprinkler irrigates a lawn at a park in Novato on April 2 before water use reductions were ordered.

ALAN DEP — MARIN INDEPENDENT JOURNAL

Newsom's action on Monday applied to 39 counties located near the Sacramento- San Joaquin Delta, the Klamath River and the San Joaquin Valley, which rely primarily on snowpack. Sierra Nevada snowpack, which provides about a third of the state's supply, was less than 60% of average as of April 1, the typical end of the rainy season. Much of this year's snowpack has since melted and soaked into the dry ground rather than running off into rivers and refilling reservoirs.

By comparison, Marin relies primarily on rainfall to refill its local reservoirs in addition to imported water from the Russian River. Newsom previously declared a drought emergency for Mendocino and Sonoma counties in April based on low Russian River supplies.

Monday's drought emergency aims to give water suppliers in these 41 counties greater flexibility and funding to prevent reservoirs and waterways from drying out. Newsom directed state water agencies to expedite water transfers between suppliers, approve funding to protect water supplies, consider requests to temporarily reduce reservoir releases for wildlife and potentially curtail stream and creek diversions by water rights holders among other charges.

The governor's office determined these were not currently needed in Marin, however.

"The response to the water supply situation in Marin, Santa Clara, and other counties to date has not required the waiving or easing of certain state regulatory requirements," Governor's Office spokesman Albert Lundeen wrote in an email on Monday.

Marin County has not declared a local drought emergency, but that could change later this month.

Reservoirs are well below average for this time of year. Marin Municipal Water District recorded its driest 16-month period in 143 years of records. Local suppliers have adopted mandatory restrictions including limiting outdoor sprinkler use, banning at-home car washing and rationing in an attempt to stretch supplies.

The county's two main water suppliers — Marin Municipal Water District, which serves 191,000 customers in central and southern Marin, and the North Marin Water District, which serves about 64,000 customers in Novato and West Marin — plan to update the county Board of Supervisors on the drought conditions at its May 18 meeting.

It's unclear whether the supervisors will consider declaring a drought emergency at that meeting. In a statement, Assistant County Administrator Dan Eilerman said they "plan on putting something" on the agenda, which will be made public on Thursday. Horenstein said the county, water districts, fire and agricultural officials have been working behind the scenes on a drought proclamation but was unsure whether it would be presented Tuesday.

Marin Municipal Water District recently approved a study on whether it should request the state temporarily reduce the amount of water it is required to release from

dams on Lagunitas Creek to benefit endangered species such as coho salmon. However, the district does not plan to make a formal request until the studies are complete, which may not be until next year.

Marin Municipal Water District Board President Cynthia Koehler said it's only a matter of time before Newsom declares a drought emergency in Marin.

"It really makes sense that they'd be focused on the communities most immediately affected by the historically low snowpack," Koehler said on Tuesday. "I understand that, but I have every confidence in the governor and his administration that Marin is going to get the support that we need."

Koehler said she believes the county will declare a local emergency given the historically dry conditions, which mirror that of the county's worst drought in 1976-77. Marin Municipal Water District has recorded just over 20 inches of rain this past winter, the second-lowest amount on record behind 18 inches that fell in 1924. Only about 8 inches of rain fell at North Marin Water District's Stafford Lake reservoir, the lowest amount ever on records dating back to 1916.

The governor also proposed a \$5.1 billion drought response package on Monday that includes \$1 billion to pay overdue water bills that have skyrocketed during the pandemic including in Marin.

Being included under the umbrella of a state drought emergency also will be useful should the federal government provide funding through the Federal Emergency Management Agency, Horenstein said. What such state and federal support could be used for will largely depend on what the upcoming rainy season will bring, Horenstein said.

"It depends on how this drought progresses and how dire the circumstances become, what our needs will be or not," he said.

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Water rationing begins in Sonoma County as cities plot steps to confront drought

THE PRESS DEMOCRAT
May 11, 2021, 12:50PM



A boater navigates Lake Sonoma and its ever increasing steep shoreline, Friday, April 2, 2021, 200 yards west of the private marina. The lake is at 63.09% of capacity, the lowest point in history for this time of year. (Kent Porter / The Press Democrat)

MARY CALLAHAN
THE PRESS DEMOCRAT
May 11, 2021, 12:50PM

Water conservation measures in Sonoma County

Cloverdale: Mandatory 25-30% reduction from 2020

Healdsburg: Mandatory 20% reduction from 2020

Petaluma: Voluntary 20% reduction from average 2018-20

Sebastopol: Voluntary 10% reduction from 2020

Valley of the Moon: Voluntary 20% reduction from 2020

Windsor Voluntary: 20% reduction from 2020

Rohnert Park City Council: to consider voluntary 20% reduction (pending May 11)

Santa Rosa City Council: to consider voluntary 20% reduction (pending May 18)

Sonoma City Council: to consider voluntary 20% reduction (pending June 7)

Board of Supervisors to consider voluntary, countywide 20% reduction May 11

Mandatory water rationing has begun in some areas of Sonoma County, as the region confronts a deepening drought reflected in record-low reservoir levels and looming state restrictions on withdrawals from the Russian River.

The cities of Cloverdale and Healdsburg already are under mandatory orders to reduce water use by at least 20%, compared with last year, with specific prohibitions on certain kinds of activities such as daytime watering and hosing down driveways and sidewalks.

But officials in most Sonoma County cities are opting for voluntary conservation measures at this point, placing their trust in residents to make necessary sacrifices and ensure there's enough water going forward to satisfy basic human health and safety needs.

For most of those cities, there is the luxury of a buffer in their water supply. Much of the county's population resides south of the confluence of Dry Creek and the Russian River, where releases from Lake Sonoma are still available to augment meager stores in smaller Lake Mendocino.

That is not the case for Healdsburg and Cloverdale, which sit above the confluence, and will be more reliant on groundwater in the coming months to bolster supplies.

No region is likely to be spared cuts, and some water watchers say they can't come soon enough, to bring the public's expectations in line with the grim reality of diminished supplies after two straight years of extraordinarily low rainfall.

"We're starting way too late, and it's just to going to get a lot worse," said David Keller, Bay Area director of the Friends of the Eel River and a former Petaluma city councilman.

Making reductions on top of past savings

The counterargument is that North Bay residents have shown their willingness and ability to conserve water in the past and, on average, have cut per capita water use by 28% between about 2000 and 2020, despite a nearly 6% increase in population in that period, according to Drew McIntyre, general manager of the North Marin Water District and chairman of the Sonoma Water Technical Advisory Committee.

In Santa Rosa, Sonoma County’s largest city, consumers reduced demand by another 15% in the first three months of this year, once the city began messaging about conservation, said Jennifer Burke, chief of Santa Rosa Water.

Public officials say much of the savings can be made by reducing irrigation of landscaping and lawns.

“We just kind of have to hope that people will do the right thing,” said Cotati Councilwoman Susan Harvey, chair of the region’s Water Advisory Committee, which represents major cities and water districts that buy supplies from Sonoma Water, the region’s main wholesaler. “And if they don’t do the right thing, we will have to be more stringent. It’s always better to use the carrot than the stick.”

The Sonoma County Board of Supervisors will consider on Tuesday a resolution seeking a voluntary 20% reduction in use countywide. Counting on rain next year “does not seem like a very safe assumption at this point,” said Board Chair Lynda Hopkins.

But she said she’s more interested in ensuring that people use their water wisely and with purpose, than in setting hard and fast caps on how much people can use, as well as educating people to make sure they “realize what a dire situation we’re in right now.”



A drought parched reservoir, Thursday, April 29, 2021, used for frost protection, worries Bret Munselle a fifth generation Alexander Valley farmer. With 300 acres of vineyards to look after, a freezing morning could deplete the storage pond. (Kent Porter / The Press Democrat)

People who grow their own food, for instance, might use more water than someone who buys food, but those purchases reflect water use and other adverse environmental impacts, she said.

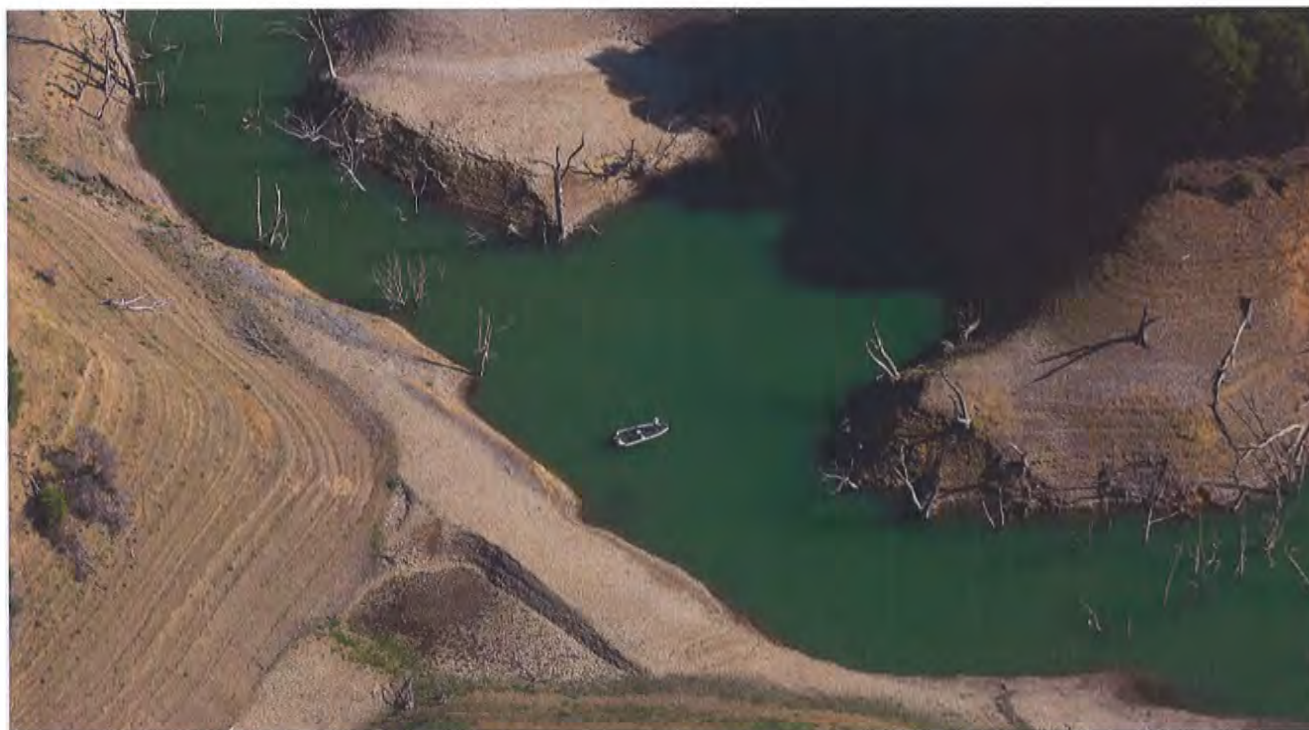
Meanwhile, water from the washing machine or shower might be used to flush a toilet or water plants, she said.

“I prefer to look at what are uses that are unacceptable right now,” Hopkins said. “Lawns are unacceptable, in my opinion. There’s just no justification for that when we’re looking at such severely curtailed flows in the Russian River, and such severe drought.”

Runoff gone, reservoirs are in retreat

Already, water levels in Lake Mendocino and Lake Sonoma are at their lowest levels for this time of year since the reservoirs were built — in 1958 and 1983, respectively. Runoff in the watershed has made been paltry after two successive years of rainfall so low the combined totals barely measured up to an average year of about 32 inches in Santa Rosa.

Lake Mendocino has been hovering around 43% full, while Lake Sonoma, which is more than three times larger, is about 61% full.



Drought conditions intensify on the Cherry Creek arm of Lake Sonoma, Thursday, April 22, 2021. (Kent Porter / The Press Democrat)

Sonoma Water, which controls drinking water supplies from the lakes, learned recently that a small amount of the water it had counted on through diversions from the Eel River between now and October won’t be coming. The Eel River is also running low, and PG&E, in

consultation with wildlife agencies and the Round Valley Indian Tribe, got federal permission to hold back some of the water in Lake Pillsbury to sustain endangered fish in the Eel River later this year, meaning less water is available to divert through the Potter Valley Project and on into Lake Mendocino.

That means, barring any freak summer storm, Lake Mendocino has reached its peak storage level, said Donald Seymour, principal water agency engineer with Sonoma Water.

In addition, the water agency will begin drawing down stored supplies to ensure there's enough water flowing in the Russian River for imperiled salmon and steelhead trout and domestic and agricultural users along the main stem.

In the next week or two, "we're going to have to augment with stored water," Seymour said.

Russian River to dry up in places?

Though water managers had put out word that low rainfall meant low supplies, it wasn't until March came and went without the kind of significant storm activity that officials began to sound the alarm about the severity of the situation.

Though the majority of California is now considered to be in "extreme drought," according to the U.S. Drought Monitor, Gov. Gavin Newsom last month singled out Sonoma and Mendocino counties, proclaiming a local drought emergency because of the shrinking water supply.



Gov. Gavin Newsom shares the dried basin of Lake Mendocino with a resident goose as he listens to local water officials answer questions from the media, Wednesday, April 21, 2021. Newsom announced he would proclaim a drought emergency for Mendocino and Sonoma counties. (Kent Porter / The Press Democrat)

The decision authorizes the State Water Resources Control Board to adopt emergency regulations limiting the claims of hundreds who hold water rights in the Russian River, including large suppliers like Sonoma Water, which provides water to more than 600,000 people in Sonoma and northern Marin counties and many domestic, agricultural and other users north of Dry Creek, who are wholly dependent on water from Lake Mendocino.

More than 700 water right holders already have been put on notice that curtailments could be coming, with notices possible within the next month, said Sam Boland-Brien, a supervising engineer with the state water board.

“Conditions are dire,” Boland-Brien said. “Lake levels are really low, and if it runs out, there will be no flows in the Russian River.”

That scenario has happened before — in 1977, during the second year of a punishing statewide drought, Seymour said.

“There was discontinuous flow in the Russian River. It was bad,” he said.



The drought exposed lakebed of Lake Mendocino, Thursday, April 22, 2021. (Kent Porter / The Press Democrat)

Federal rules governing protected fish habitat now require Sonoma Water to maintain minimum stream flows to safeguard salmon and steelhead populations.

But because supplies are so short, the agency has sought and secured permission to further reduce flows in the upper river to conserve water in Lake Mendocino. The agency is now working on a more expansive request to reduce stream flows to the bare minimum in the both the upper and lower river, stretching from outside Ukiah to the Sonoma Coast.

Its widely expected that state regulators will require a mandatory cut in water use as a condition, and local officials have been working with a figure of 20%, though the actual reduction isn't known yet.

Most cities taking gradual, voluntary steps

On Monday, the water agency's Water Advisory Committee — made up of representatives from Cotati, Petaluma, Rohnert Park, Santa Rosa, Sonoma and Windsor, plus the Marin Municipal, North Marin and Valley of the Moon water districts — approved a resolution seeking voluntary 20% conservation. The same target would be applied to affiliated members of the Sonoma-Marín Saving Water Partnership, which also includes Healdsburg and Cal-American Water, which serves the communities of Larkfield and Geyserville.

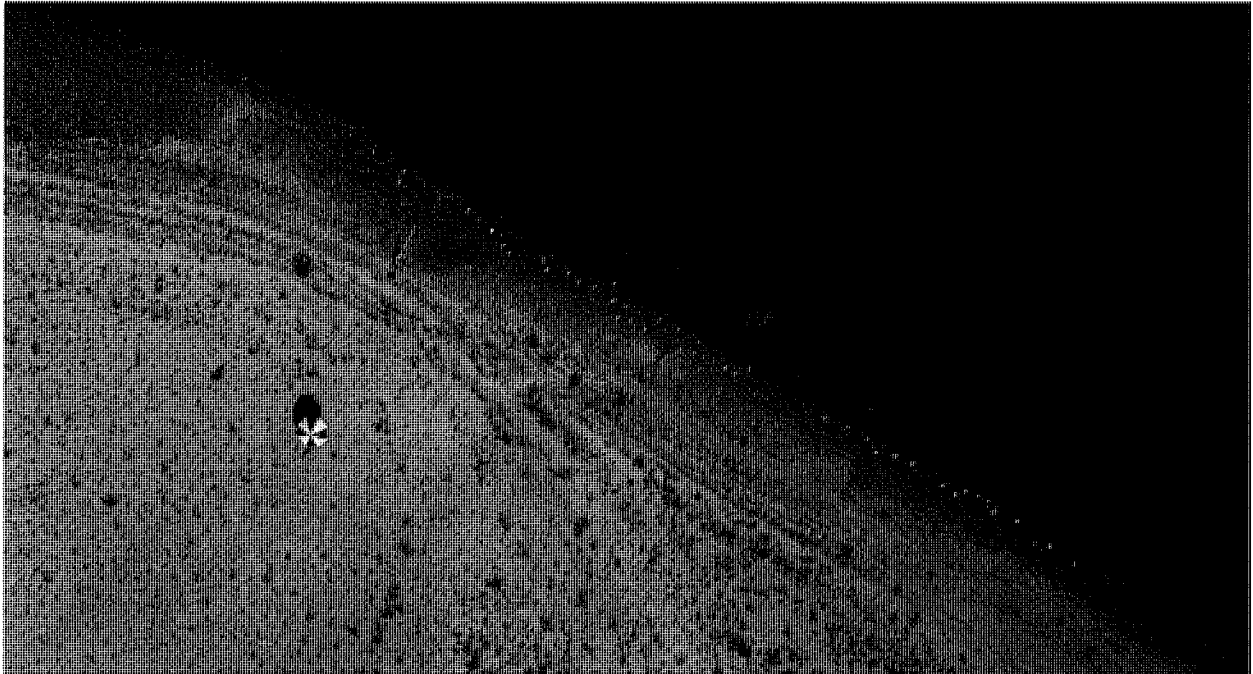
Many city councils and district boards have approved their own voluntary 20% conservation models, including Petaluma, Windsor and the Valley of the Moon Water District.

Sebastopol opted to ask residents for 10% water use reductions because the city's water supply comes from groundwater aquifers that have held steady for years, Mayor Una Glass said.

The Cloverdale City Council approved mandatory conservation targets of 25% to 30% in late April, while the Healdsburg council approved mandatory cutbacks of 20% on May 3. Both cities also now prohibit certain water uses in order to conserve every drop possible.

In Sonoma, where per capita water use is generally higher than in other Sonoma County cities, Mayor Logan Harvey said existing conditions likely warranted conservation efforts beyond a voluntary 20% reduction.

But he said the larger challenge was how to shift the prevailing culture, in which "we expect a lot of excess," to one in which limited resources are used judiciously and shared equitably.



The north end of Lake Mendocino, Thursday, April 22, 2021 near Ukiah. (Kent Porter / The Press Democrat)

There's also the disconnect between stark photos of near-empty reservoirs and the fact that "you turn on the faucet and water comes out," he said.

"I think the situation appears to be very, very dire and one of the worst droughts we've encountered," Harvey said. "So it seems to me that we should be putting on more restrictions, higher restrictions. This is the new reality that we live in. This is climate change."

State intervention looming

Sonoma County Supervisor James Gore, who represents Healdsburg and Cloverdale, as well as famed grape growing regions Dry Creek and Alexander valleys, said that his rural constituents with historic water rights are scrambling to come up with a voluntary framework for cuts to stave off state intervention.

"This is not just little willy-nilly, a little bit of conservation here, a little bit of conservation let-your-grass-go-brown there," he said. "We are expecting significant action from the state midsummer that includes curtailments on water rights and mandatory rationing."

Exemptions could be obtained for domestic use, but at a conservative level of 55 gallons per person per day. That's the statewide standard established in 2018 as a target for all Californians to consider as the benchmark for waterwise consumption through the year 2025, when it drops to 50.

The need for conservation isn't limited to those in the north county, Gore said, but throughout the watershed.

"We need to move heavy and fast on this because we can't assume that we're going to get a significant amount of water this winter," Gore said.



A discarded umbrella on an inlet of Yorty Creek, Thursday, April 22, 2021 at Lake Sonoma. (Kent Porter / The Press Democrat)

He recalled an episode from December 2012, near the beginning of the last, five-year drought, when the U.S. Army Corps of Engineers released nearly 25,000 acre feet of water from Lake Mendocino to prepare for more rain only to have a long span of dry weather, instead.

Failure to conserve adequately now would be tantamount to that, he said.

"Lowest recorded levels in Lake Sonoma since it was put in. That does not match with 20% voluntary reduction," Gore said.

You can reach Staff Writer Mary Callahan at 707-521-5249 or mary.callahan@pressdemocrat.com. On Twitter @MaryCallahanB.

Editor's note: This story has been updated to correct information about PG&E's variance for water diversions from the Eel River.

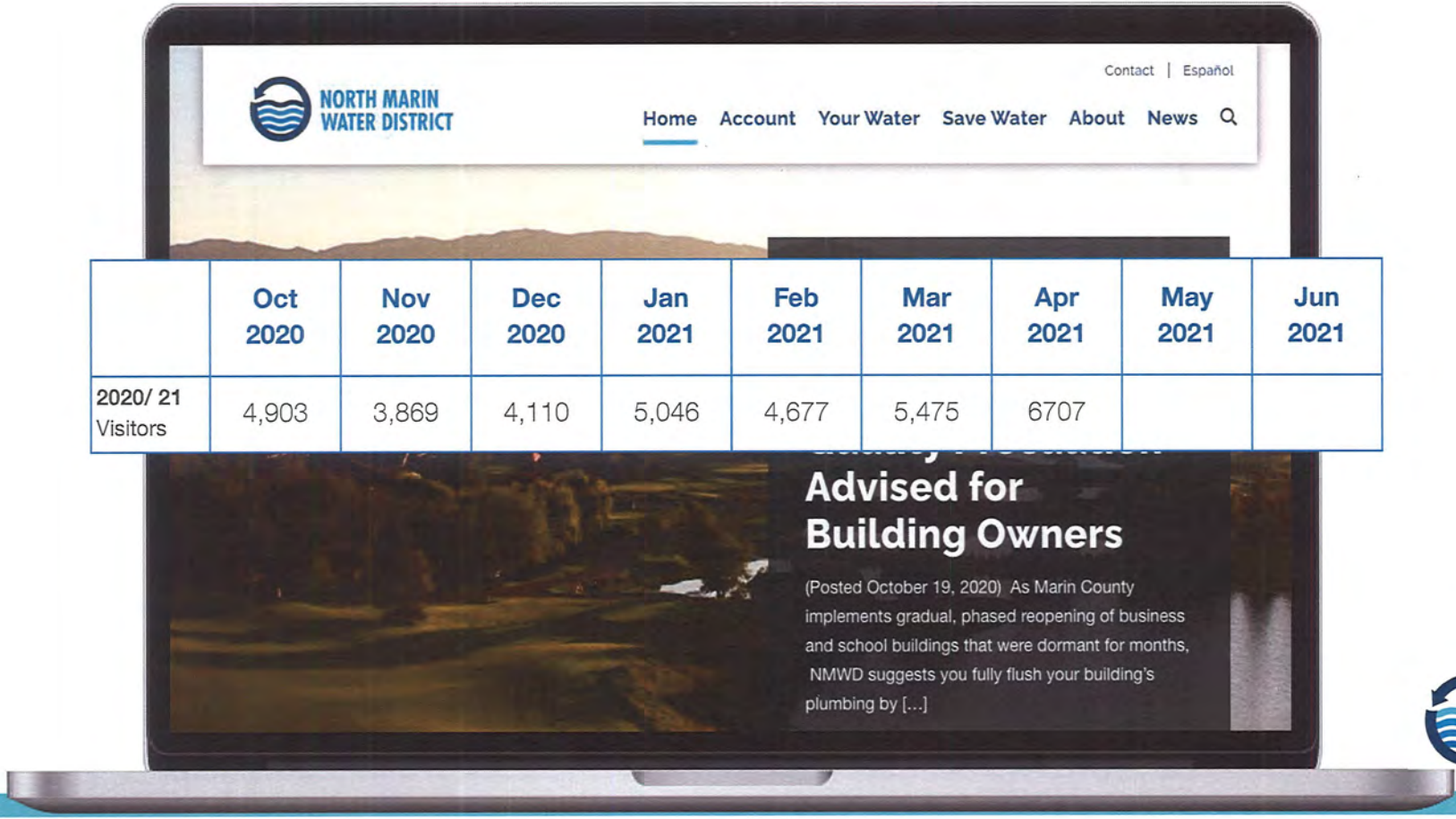


**NORTH MARIN
WATER DISTRICT**

Web & Social Media Report

April 2021

Website Statistics



	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021
2020/ 21 Visitors	4,903	3,869	4,110	5,046	4,677	5,475	6707		













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	1,186	1,181	1,185	1,183		
 Twitter Followers	14	14	17	21	24	29	28		
 Instagram Followers	402	414	431	439	457	469	482		



NMWD Most Visited Pages

Pages	Unique Pageviews	% of Total
Home	4,252	 33.56%
Online Billing	1,830	 14.64%
Watersmart	913	 7.30%
2021 Drought Water Use Prohibitions for Novato	549	 4.01%
Emergency Water Conservation Ordinances	512	 3.74%
Novato Water	274	 1.97%
Contact	268	 1.84%
Water Use Prohibitions To Be Considered	239	 1.83%
Meetings 2021	228	 1.67%
Save water indoors	227	 1.65%



April News

Proposed Rate Increases (Novato Service Area)

(Posted April 30, 2021) The District proposes rate increases for the Novato service area for fiscal year 2021-2022. If approved at the public hearing on June 15, 2021, the new [...]

[Read More](#)

Proposed Revenue Increases and Rate Structure Changes (West Marin Water Service Area)

(Posted April 30, 2021) The District proposes increasing the West Marin Water revenue and revising the water rate structure for fiscal year 2021-2022. If approved at the public hearing on June [...]

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2021 Drought Water Use Prohibitions for Novato

(Posted April 22, 2021) On April 20, 2021 the Board adopted an Amended Emergency Water Conservation Ordinance 41 (Ordinance 41) for the Novato Service Area to include further non-essential water [...]

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Water Use Prohibitions To Be Considered at Board Meeting

(Posted April 20, 2021) The Board is considering approval of proposed changes/additions to Ordinance 41, at the April 20, 2021 meeting, to specifically request a 20% voluntary reduction in water [...]

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April Social Media Highlights | Facebook



North Marin Water District

3 April · 🌐

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: nmd.com/meetings



51 people reached | 1 engagements

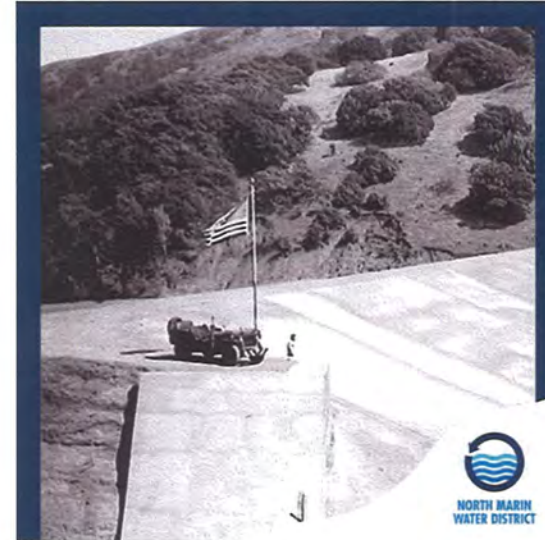
Engagements include likes, reactions, clicks and comments



North Marin Water District

7 April · 🌐

Did you know that North Marin Water District has been serving Northern Marin since April 1948? Learn more on our History page: nmd.com/about/history/



78 people reached | 6 engagements





April Social Media Highlights | Facebook

 North Marin Water District
14 April · 🌐

It's #NationalGardeningDay! What are some of your favorite crops and flowers to plant this time of year?



58 people reached | 1 engagements

Engagements include likes, reactions, clicks and comments

 North Marin Water District
17 April · 🌐

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: nmswd.com/meetings



52 people reached | 2 engagements





April Social Media Highlights | Twitter



North Marin Water District @NorthMarinWater · 3 Apr

...

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



North Marin Water District @NorthMarinWater · 7 Apr


...

Did you know that North Marin Water District has been serving Northern Marin since April 1948? Learn more on our History page: nmwd.com/about/history/





April Social Media Highlights | Twitter

 **North Marin Water District** @NorthMarinWater · 14 Apr ...
It's [#NationalGardeningDay](#)! What are some of your favorite crops and flowers to plant this time of year?
[#nationalgardeningday2021](#) [#water](#) [#flowers](#)



 **North Marin Water District** @NorthMarinWater · 17 Apr ...
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





April Social Media Highlights | Instagram

Board of Directors Meeting

Tuesday, April 6th
6:00pm

northmarinwaterdistrict • Follow ...

northmarinwaterdistrict Customers are welcome and encouraged to attend North Marin Water District's virtual board meeting tomorrow. See the agenda for how to join by phone or Zoom: nmwd.com/meetings (Link in bio!)

4 W

1 like
APRIL 5

Add a comment... Post

This is a screenshot of an Instagram post. The main content is a dark blue graphic with white text that reads "Board of Directors Meeting" and "Tuesday, April 6th 6:00pm". Below the graphic is the North Marin Water District logo and the text "1 like APRIL 5". The post text says "northmarinwaterdistrict Customers are welcome and encouraged to attend North Marin Water District's virtual board meeting tomorrow. See the agenda for how to join by phone or Zoom: nmwd.com/meetings (Link in bio!)". It also shows "4 W" for the time and "Add a comment... Post" at the bottom.

1 like

northmarinwaterdistrict • Follow ...

northmarinwaterdistrict Did you know that North Marin Water District has been serving Northern Marin since April 1948? Learn more on our History page: nmwd.com/about/history (Link in bio!)
#northmarinwaterdistrict
#drinkingwater #water
#infrastructure #northmarinhistory

3 W

8 likes
APRIL 7

Add a comment... Post

This is a screenshot of an Instagram post featuring a black and white historical photograph of a concrete dam under construction on a hillside. An American flag is flying on a pole in the foreground. Below the photo is the North Marin Water District logo and the text "8 likes APRIL 7". The post text says "northmarinwaterdistrict Did you know that North Marin Water District has been serving Northern Marin since April 1948? Learn more on our History page: nmwd.com/about/history (Link in bio!) #northmarinwaterdistrict #drinkingwater #water #infrastructure #northmarinhistory". It also shows "3 W" for the time and "Add a comment... Post" at the bottom.


8 likes





April Social Media Highlights | Instagram



 northmarinwaterdistrict • Follow ...

 northmarinwaterdistrict It's #NationalGardeningDay! What are some of your favorite crops and flowers to plant this time of year?

#nationalgardeningday2021
#northmarinwaterdistrict #water
#flowers

2 w



7 likes

APRIL 14

 Add a comment...



Post

7 likes



What's Next?

- GFOA news story & social (date pending)
-



Thank You