



**NORTH MARIN
WATER DISTRICT**

NORTH MARIN WATER DISTRICT
AGENDA – REGULAR MEETING
 June 4, 2024 – 4:00 p.m.
 Location: 100 Wood Hollow Dr, Suite 300
 Novato, California

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

Item	Subject
	CALL TO ORDER
1.	APPROVE MINUTES FROM REGULAR MEETING , May 21, 2024
2.	OPEN TIME: (Please observe a three-minute time limit)
	This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.
3.	STAFF/DIRECTORS REPORTS
	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.
4.	Consent – Approve: Agreement with Kiosk for Communications and Public Outreach
	INFORMATION ITEMS
5.	Budget Review – Proposed FY 24/25 Budgets Novato and West Marin Service Areas
6.	MISCELLANEOUS Disbursements – Dated May 23, 2024 Disbursements – Dated May 30, 2024 Auditor-Controller’s Monthly Report of Investments for April 2024 FY 24/25 Insurance Renewal Comment Letter to County of Marin re PRS USCG Coastal Permit and Conditional Use Permit: Draft Initial Study/MND <u>News Articles</u> Pt. Reyes Light – Notice of Public Hearing
7.	ADJOURNMENT

1

1 Mr. Williams said that last week he attended a meeting at the County with other water
2 providers and discussed developing a drought resilience plan as well as a Drought and Water
3 Shortage Task Force that are required per SB 552 for the County to lead.

4 Mr. Williams informed the Board that the Novato City Council has appointed Amy
5 Cunningham as the new City Manager for Novato. He mentioned that she had previously been the
6 City's Finance Manager.

7 Mr. Williams mentioned in the Miscellaneous part of the agenda packet is an obituary for
8 Dave Jefferies, former Novato Police Captain. He said that Mr. Jefferies had worked as the incident
9 commander for the North Marin Aqueduct slide as part of the North Bay Incident Management
10 Team.

11 **OPEN TIME**

12 President Baker asked if anyone in the audience wished to bring up an item not on the
13 agenda and there was no response.

14 **STAFF/DIRECTORS REPORTS**

15 President Baker asked if there were any staff or director's reports and there was no response
16 from staff. Director Petterle mentioned that he had recently re-read the novel *Dune* and that in the
17 book a water measurement called for a certain number of cubic meters of water over a hectare of
18 land, and how these obscure measurements were similar to the use of acre feet or cubic feet per
19 second and that, generally, these measurements are not common for the general public.

20 Director Joly thanks Eric Miller for the new Admin and Lab building tours. Director Fraitess
21 noted how much natural light there is in the new building. Both he and President Baker really like
22 the new lab. Mr. Miller said the present closeout schedule is showing August 30 as a possible
23 complete date but we would not be able to move in right away because of the sign offs that are
24 necessary before that, such as PG&E and the City of Novato. He will keep the Board updated on the
25 completion date. President Baker also thanked Tony Williams and Mr. Miller for the tours.

26 Director Joly also asked how the Lynwood Pump Station replacement project is coming
27 along and when new information may be brought back to the Board. Mr. Miller said that several
28 more properties have been potentially identified for possible sites however much work needs to be
29 done before anything can be brought to the Board, he said July is a possibility. He said that there
30 may have to be closed sessions before coming back to the Board if we need to acquire a
31 commercial property. Both acquisition and easements are being looked at if a commercial property
32 is a possibility. President Baker said he prefers acquisition over easements.

33

1 **CONSENT CALENDAR**

2 Director Joly asked that the 286 Vallejo Ave Water Facilities item be removed from the
3 Consent Calendar and moved to the Action Calendar and the other Directors approved the request.

4 **ACTION CALENDAR**

5 **APPROVE: 286 VALLEJO AVE WATER FACILITIES – 114-241-16**

6 This project is located in Inverness Park. There were previously unknown private water
7 facilities on the customer side the meter serving 288 Vallejo Ave that extended across the property
8 boundary to serve 286 Valley Ave. The two properties had been under one ownership but recently
9 sold to two separate owners. The District is now working with the new owner of 286 Vallejo Ave to
10 construct a separate potable service. Director Eichstaedt noted the importance of coordinating with
11 the Fire Department in these circumstances.

12 On the motion of Director Eichstaedt, and seconded by Director Joly, the Board approved the
13 consent calendar as presented by the following vote:

14 AYES: Director(s) Baker, Eichstaedt, Fraites, Joly and Petterle

15 NOES: None

16 ABSENT: None

17 ABSTAIN: None

18 **APPROVE: BASE SALARY SCHEDULE REVISION AND APPROVAL OF SIDE LETTER**
19 **AGREEMENT FOR COMPACTION ADJUSTMENTS**

20 Tony Williams informed the Board that as part of the Memorandum of Understanding (MOU)
21 with the Employee Association (EA) that was approved in January, 2024, there were some equity
22 adjustments that were approved in addition to the cost of living adjustments using the CPI that is
23 now being done on a fiscal cycle and these changes will go into effect in July, 2024. He also said
24 that a current salary schedule that reflects both of these changes has been completed and is
25 required to be posted on the District website. The salary schedule also captures equity adjustments
26 for the unrepresented positions that were approved by the Board in January as well. He said that
27 Board approval is also being sought for a Side Letter Agreement for the compaction adjustments.
28 The Side Letter Agreement was necessary because after the MOU was executed, further
29 examination of salaries noted that some higher positions were being paid less after the equity
30 adjustments had been made and those positions needed to be brought up to correct the compaction
31 difference.

32 On the motion of Director Joly, and seconded by Director Fraites, the Board approved the
33 item by the following vote:

1 AYES: Director(s) Baker, Eichstaedt, Fraites, Joly and Petterle

2 NOES: None

3 ABSENT: None

4 ABSTAIN: None

5 **INFORMATION ITEMS**

6 **MARIN LOCAL AGENCY FORMATION COMMISSION 2024 MUNICIPAL SERVICE REVIEW**

7 **DRAFT STUDY**

8 Tony Williams informed the Board that Drew McIntyre, retired General Manager, has been
9 working with him and reviewing the 2024 Municipal Service Review Draft Study to ensure that the
10 content is accurate. He said that Marin LAFCO is recommending a review of the approximately 33
11 NMWD customers in Sonoma County that are outside of NMWD's boundaries with Sonoma LAFCo
12 and the City of Petaluma. Mr. Williams noted that Sonoma LAFCo has said that a Marin-based
13 agency should not have so many customers in another county but the City of Petaluma or Sonoma
14 County has not been willing to take them on so far. Regarding the "Marshall" boundary, Mr. Williams
15 said that when there are drought conditions, NMWD can truck water to those customers, as we did
16 so in 2021, in small amounts. Director Joly asked if the customers near Hwy 37 & Atherton Ave. are
17 in our territory and Mr. Williams said they are but we no longer sell water to any properties across
18 the river in Sonoma County.

19 Additionally, the boundaries of Inverness Public Utility District (IPUD) are being reviewed as
20 IPUDs and NMWD's overlap. Mr. Williams said we should be able to work with IPUD and start the
21 paperwork and that it's possible that any costs/fees can be lowered or waived since the
22 recommendation is stated in the report. Director Eichstaedt asked if we could share the costs. Mr.
23 Williams said that LAFCo says the responsibility is with NMWD but feels the fees could be reduced.
24 He will bring the issue back to the Board in June before the deadline.

25 **ANNUAL WATER SUPPLY AND DEMAND ASSESSMENT**

26 Ryan Grisso addressed the Board and said that as part of our Urban Water Management
27 Plan (URMP), each year a water supply and demand assessment is done. He said that the
28 projected demand from July 1, 2024 thru June 30, 2025 is provided to Sonoma Water (SW) and in
29 normal water supply years the supply provided by SW would match that amount of water. Mr.
30 Grisso said there is no projected water shortage this year. Director Joly noted that Novato water
31 sales are down 25% and that they are historically low in West Marin. He said it demonstrates how
32 difficult it is to increase demand and that demand is key to our revenue. Mr. Grisso said that the
33 projections are lower for 2025 due to a slight reduction in the growth rate. Director Petterle said we

1 have done such a good job in conservation and also that it's nice for customers to be able to access
2 their water use at any time. Mr. Grisso said that because of the AMI system we can catch big leaks
3 right away and minimize water loss. Director Fraites asked if is possible to tell how much water, on
4 the average, the AMI system has saved us but Mr. Grisso said this is difficult to quantify. Director
5 Eichstaedt mentioned that the City of Petaluma has been installing automated meters and
6 commented that he appreciated NMWD staff providing advice to Petaluma staff. Director Pettele
7 commended staff for bringing the AMI system on board.

8 **NBWA MEETING – MAY 3, 2024**

9 Director Fraites said he attended the May 3 meeting that was held at the Ellis Creek Water
10 Recycling Facility in Petaluma. The guest speaker was Dana Brechwald, the Assistant Planning
11 Director for Climate Adaption with the San Francisco Bay Conservation and Development
12 Commission (BCDC). She spoke on BCDC's Regional Shoreline Adaption Plan, as part of sea level
13 rise. As per the state's SB 272, BCDC will set up the apparatus for all cities, businesses, and
14 homes along the bay shores to coordinate their efforts to adapt to sea level rise.

15 **MISCELLANEOUS**

16 The Board received the following miscellaneous items: Disbursements – May 9 and 16,
17 2024, and Monthly Progress Report.

18 The Board received the following news articles: Marin IJ – Drought-like water saving planned
19 – MARIN MUNICIPAL, Marin IJ – Study to gauge effects of climate change on dams – MARIN
20 MUNICIPAL WATER DISTRICT, Marin IJ – Novato water utility explores new options for pump
21 station – PUBLIC OPPOSITION, Marin IJ – Expansion considerations are part of job – EDITORIAL,
22 Marin IJ – Public safety leader Dave Jeffries dies – OBITUARY, Point Reyes Light – Water use
23 reaches historic low as North Marin considers rate hikes.

24 The Board also received the NMWD Web and Social Media Report – April, 2024.

25 **ADJOURNMENT**

26 President Baker adjourned the meeting at 4:51 p.m.

27 Submitted by

28
29
30 Eileen Mulliner
31 District Secretary
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MEMORANDUM

To: Board of Directors June 4, 2024
 From: Ryan Grisso, Water Conservation and Communications Manager RG
 Subject: Approve Agreement with Kiosk for Communications and Public Outreach
v:\memos to board\kiosk pubic communications agreement fy25 final.doc

RECOMMENDED ACTION: Authorize General Manager to Execute Agreement with Kiosk Creative LLC.

FINANCIAL IMPACT: Up to \$75,000 (Included in proposed FY25 Budget)

Since 2019, Kiosk Creative LLC. (Kiosk), a local Novato full service marketing firm, has successfully assisted the District to implement many public outreach related tasks through the current and past agreements as evidenced in the monthly social media and web report the Board receives. This has included website design website security services, update and management assistance and website security measures including website form development, comprehensive social media post development, newsletters and report designs (Water Quality and Annual Report) in the District branding theme, banners and other collateral outreach materials, and a variety of other communication assistance as needed.

To continue this communications and outreach effort with Kiosk into FY25, a new agreement is needed. The draft agreement and scope are included for your review (Attachment 1). The scope includes continued social media post creation and management, website news story creation, website hosting and security services, website form hosting and continued rebranding efforts on outreach items including the Waterline newsletters, conservation mailers, annual report, water quality report, and others. The scope also includes an ad hoc budget for those items that come up during the year which in the past have included the water supply enhancement study, rate study outreach and landslide outreach and communications efforts. This agreement includes an increase to the budget and scope this year to continue our communications expansion to include an effort to transition our Waterline newsletter to a digital email form, while retaining the hard copy version of the newsletter design for the Spring issue and also embark on an educational video campaign through social media.

Kiosk has provided exceptional service to the District over the past three years and staff recommends continuing this cooperative effort with Kiosk to maintain the improvements, quality, quantity, and effectiveness of the District's public outreach and communications, and recommends the Board authorize the General Manager to execute this agreement.

RECOMMENDATION

Board authorize the General Manager to execute Agreement with Kiosk to assist in continued communication and public outreach implementation in an amount not to exceed \$75,000.

ATTACHMENT

1. Draft Consultant Services Agreement with Kiosk

AGREEMENT FOR CONSULTING SERVICES

The following is an agreement between **North Marin Water District**, hereinafter “**NMWD**”, and **Kiosk Creative LLC**, hereinafter, “**Consultant**”.

WHEREAS, Consultant is a duly qualified consulting firm, experienced in developing marketing and communication initiatives for public sector clients,

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 implement communication tasks as identified by NMWD,

WHEREAS, Consultant has successfully worked with NMWD since 2019 to implement communication tasks,

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 specified on a task-by-task basis and summarized in Exhibit A of this agreement.
 - b. The fee for the work shall not exceed \$75,000 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 December 31, 2025, 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: Ryan Grisso

Consultant:
Kiosk Creative LLC
750 Grant Ave, #200
Novato, CA 94945
Attention: Claire Garvie

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.

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.

Verification of Coverage

Consultant shall furnish the District with original certificates and amendatory endorsements affecting 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 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: _____

Anthony Williams, General Manager

**KIOSK CREATIVE LLC
"CONSULTANT"**

Dated: _____

Claire Garvie, Chief Operating Officer

EXHIBIT A

North Marin Water District - Communications & Outreach															
Proposal for 2024/2025	Hours Per Month	Jul-2024	Aug-2024	Sep-2024	Oct-2024	Nov-2024	Dec-2024	Jan-2025	Feb-2025	Mar-2025	Apr-2025	May-2025	Jun-2025	Ad Hoc	Total
Regular Monthly Services															
Organic social media support monthly (3 platforms) (writing, image sourcing, creating graphics, planning month ahead, creating post deck for approval, client revisions, posting, monitoring comments)	8	\$1,480.00	\$1,480.00	\$1,480.00	\$1,480.00	\$1,480.00	\$1,480.00	\$1,480.00	\$1,480.00	\$1,480.00	\$1,480.00	\$1,480.00	\$1,480.00		\$17,760.00
Paid (advertising) social media support (2 platforms); boosting, managing boost budget, managing likes campaign, optimizing and inviting 'likers' to follow the page	2	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00		\$4,440.00
Monthly web & social report	2	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00		\$4,440.00
Client meetings (2 per month)	2	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00	\$370.00		\$4,440.00
Project management, client liaison, web support as needed	7	\$1,295.00	\$1,295.00	\$1,295.00	\$1,295.00	\$1,295.00	\$1,295.00	\$1,295.00	\$1,295.00	\$1,295.00	\$1,295.00	\$1,295.00	\$1,295.00		\$15,540.00
Social "LinkTree" cost (Instagram links)	-	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50		\$90.00
Social "likes" campaign	-	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00		\$600.00
Quarterly web review to check for stale content and ad hoc fixes (2 hrs per quarter)		\$370.00			\$370.00			\$370.00			\$370.00				\$1,480.00
Special Projects															
Annual Report	-						\$3,330.00								\$3,330.00
Printed Waterlines - West Marin and Novato					\$1,695.00 [1]						\$3,390.00 [2]				\$5,085.00
Photography budget (stock)	-													\$500.00	\$500.00
Web Hosting															
Web Hosting for 12 months: renews 07/30/2024		\$500.00													\$500.00
SSL Certificate for 12 months: renews 06/30/2024		\$199.00													\$199.00
Ad Hoc Budget															
Ad hoc communications and outreach services, as directed and approved by Ryan Grisso or Tony Williams														\$16,596.00	\$16,596.00
Billing Rate	\$185.00														\$75,000.00
# Agency Hours Per Month	21.0														

Footnotes:

[1] Novato only

[2] West Marin and Novato

5



MEMORANDUM

To: Board of Directors Date: June 4, 2024
 From: Julie Blue, Auditor/Controller *JB*
 Subject: Proposed FY 24/25 Budgets Novato and West Marin Service Areas
T:\AC\Budget\FY-2024.25\Board Memos\Budget Review Memo June 4, 2024.docx

RECOMMENDED ACTION: Information Only – Budget Review
FINANCIAL IMPACT: None at this time – Total \$37.9 Million Expenditure Plan
 Capital/Equipment/Debt Service - \$13.2 Million
 Operations - \$23.6 Million
 Transfers from Reserves & Non-Operating - \$1.1 Million

Budget Review

Attached for review are the fiscal year (FY) 24/25 Budgets for North Marin Water District (NMWD) which include Novato Water, Recycled Water (RW), West Marin Water (WM), and Oceana Marin Sewer (OM) (Attachment 1).

To date, the Board of Directors (BOD) have reviewed financial forecasts for each service area in April. The Novato and RW service areas were reviewed as part of the 2024 Novato & Recycled Water Rate Study, accepted by the Board at the April 4, 2024 Board meeting. The Auditor/Controller presented the financial forecasts for the WM and OM service areas at the same board meeting. These financial forecasts were 5-year projections outlining the overall financial status of each enterprise and conveyed the need for District wide rate increases.

The BOD also reviewed the FY 24/25 Capital Improvement Project (CIP) Budget in early May. The CIP Budget has a net projected outlay of \$4.2 million and the Equipment Budget has a projected outlay of \$1,033,000.

Budget/Rate Hearing Schedule

As listed in the budget/rate hearing schedule that follows, a public hearing will take place to consider the proposed rate increases for Novato, RW, WM, and OM on June 18, 2024 at 4:00 pm. Announcement of the public hearings and details of the proposed rate increases were mailed out to all customers on May 2, 2024. The budget will be reviewed and refined if necessary prior to the next BOD's review when presented for approval at the June 18, 2024 Board meeting at 4:00 pm.

A rate hearing will occur at the June 18th meeting. At that time, the District's rate setting consultant, Mark Hildebrand, will present the need for rate increases in the Novato and Recycled Water service areas based on the recent rate study, as supported by the FY 24/25 draft budget.

There will also be rate hearings for WM and OM at the June 18th meeting. The General Manager and Auditor Controller will review the need for rate increases for those service areas.

Date	Item	Review/Approve	Rate Hearing	Status	Service Area
March 13	Novato & Recycled Water Rate Study	Review Only		Complete	Novato/RW
April 2	Novato & Recycled Water Rate Study	Accept		Complete	Novato/RW
April 2	Financial Plan Updates	Approve		Complete	WM/OM
May 2	Prop 218 Notices Sent to Customers	N/A		Complete	Novato/RW/WM/OM
May 7	Capital Improvement Project Plan Update	Review Only		Complete	Novato/RW/WM/OM
June 4	Operations & Maintenance and Capital Budget - District Wide	Review Only		Current	Novato/RW/WM/OM
June 18	Operations & Maintenance and Capital Budget – District Wide	Approve	X	Upcoming	Novato/RW/WM/OM

ATTACHMENTS:

1. FY 24/25 Budgets Novato & West Marin Service Areas
2. FY 24/25 Budgets Novato & West Marin Service Areas Presentation

Budgets

Novato & West Marin Service Areas

Fiscal Year 2024 – 2025
Draft June 4, 2024



**NORTH MARIN
WATER DISTRICT**

Introduction:

This document contains the fiscal year 2024/2025 (FY 24/25) budgets for North Marin Water District's various enterprise service areas located in Marin County, covering 100 square miles as listed below.

- Potable Water Service: Treatment, Transmission, Distribution, and Fire Services.
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 and equipment 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.



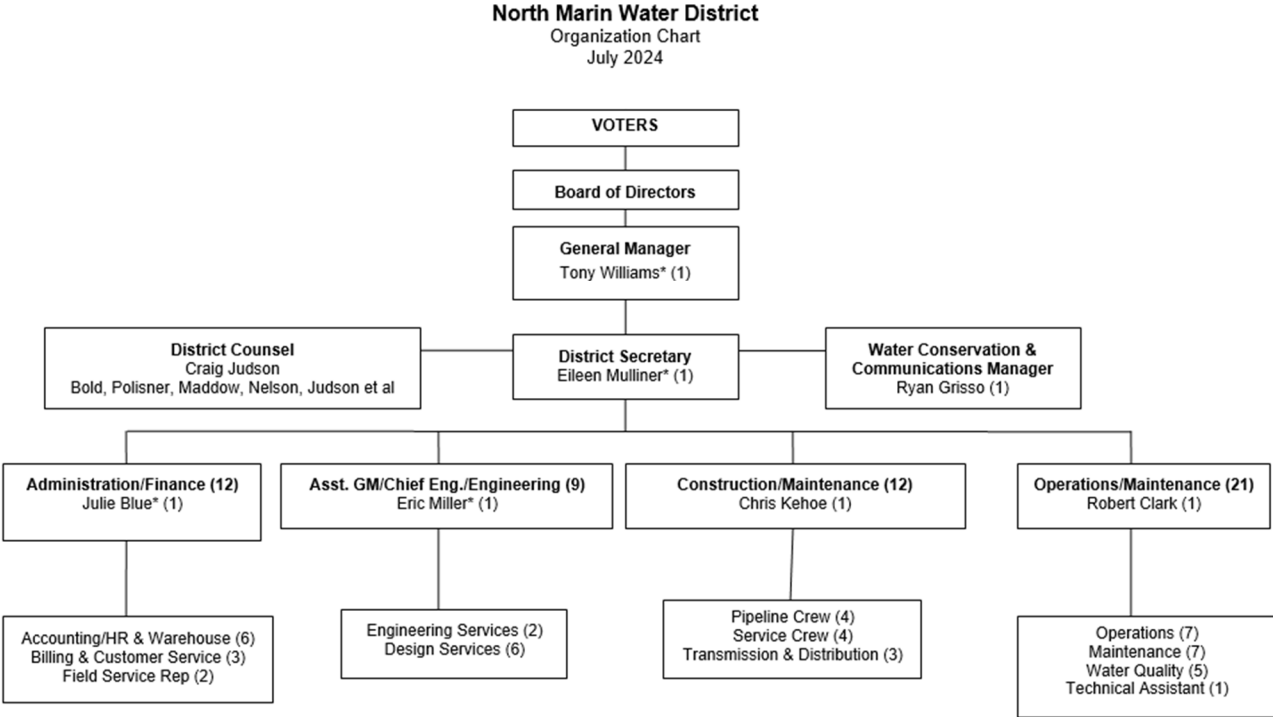
Stafford Lake

Organization Information:

North Marin Water District is a Special District formed by voter approval in 1948 pursuant to the provisions of the County Water District Law (Water Code – Division 12). The District is governed by a five-member Board of Directors, elected for four-year terms by division from within the District’s service area. The current Board of Directors are as follows:




- Jack Baker (Division 2), President
- Michael Joly (Division 3), Vice President
- Ken Eichstaedt (Division 1)
- Rick Fraites (Division 5)
- Stephen Petterle (Division 4)

Day to day operations are led by General Manager, Tony Williams. There are four departments and 58 budgeted full-time employees, as shown in the organization chart below.



*Also serves as District officer

North Marin Water District Boundary Map

-  Marin County
-  North Marin Water District Service Boundary
-  No services provided/available



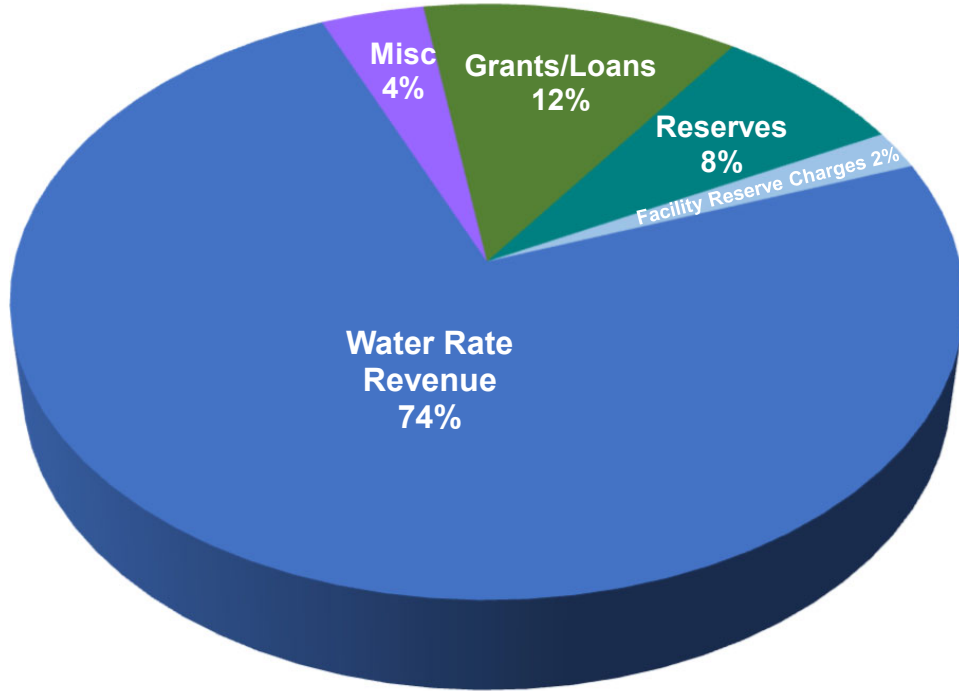
**NORTH MARIN
WATER DISTRICT**

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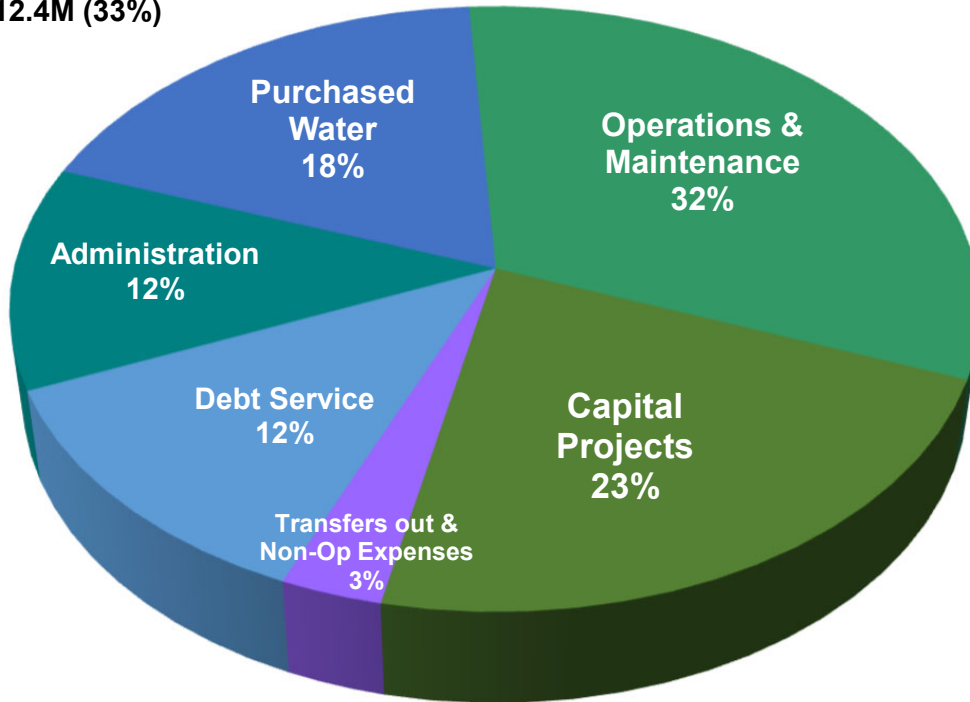
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**NORTH MARIN WATER DISTRICT
 FY24/25 DRAFT BUDGET - ALL SERVICE AREAS COMBINED
 SOURCES = \$37,931,000**



Labor = \$12.4M (33%)

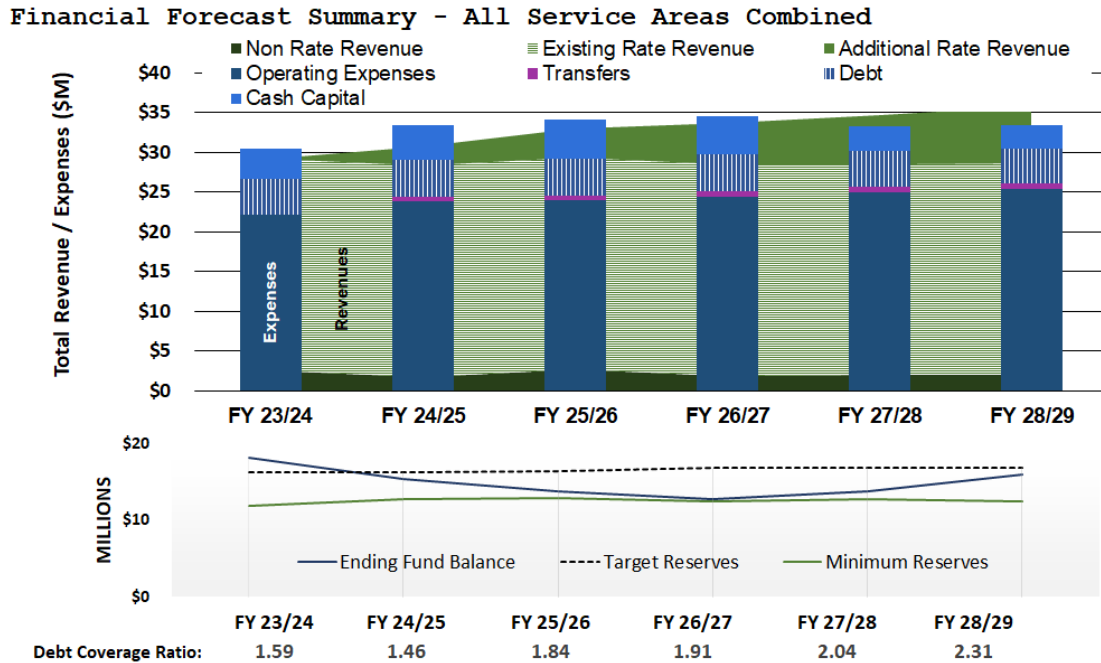


USES = \$37,931,000

Excludes Depreciation Expense & Developer Funded Costs

Summary

The \$37.9 million consolidated Fiscal Year (FY) 24/25 budget projects operating revenue of \$29 million and a net operating revenue of \$5.4 million. The budget incorporates \$4.2 million in internally funded capital improvement projects and \$7 million in water purchases. After payment of \$4.5 million in debt service, the consolidated budget projects a decrease in cash for the fiscal year of \$2.7 million. The below chart shows that the North Marin Water District's financial plan will maintain sufficient cash reserves aiming towards the designated targets and remaining above the minimum level, while sustaining a sufficient healthy debt service coverage ratio.

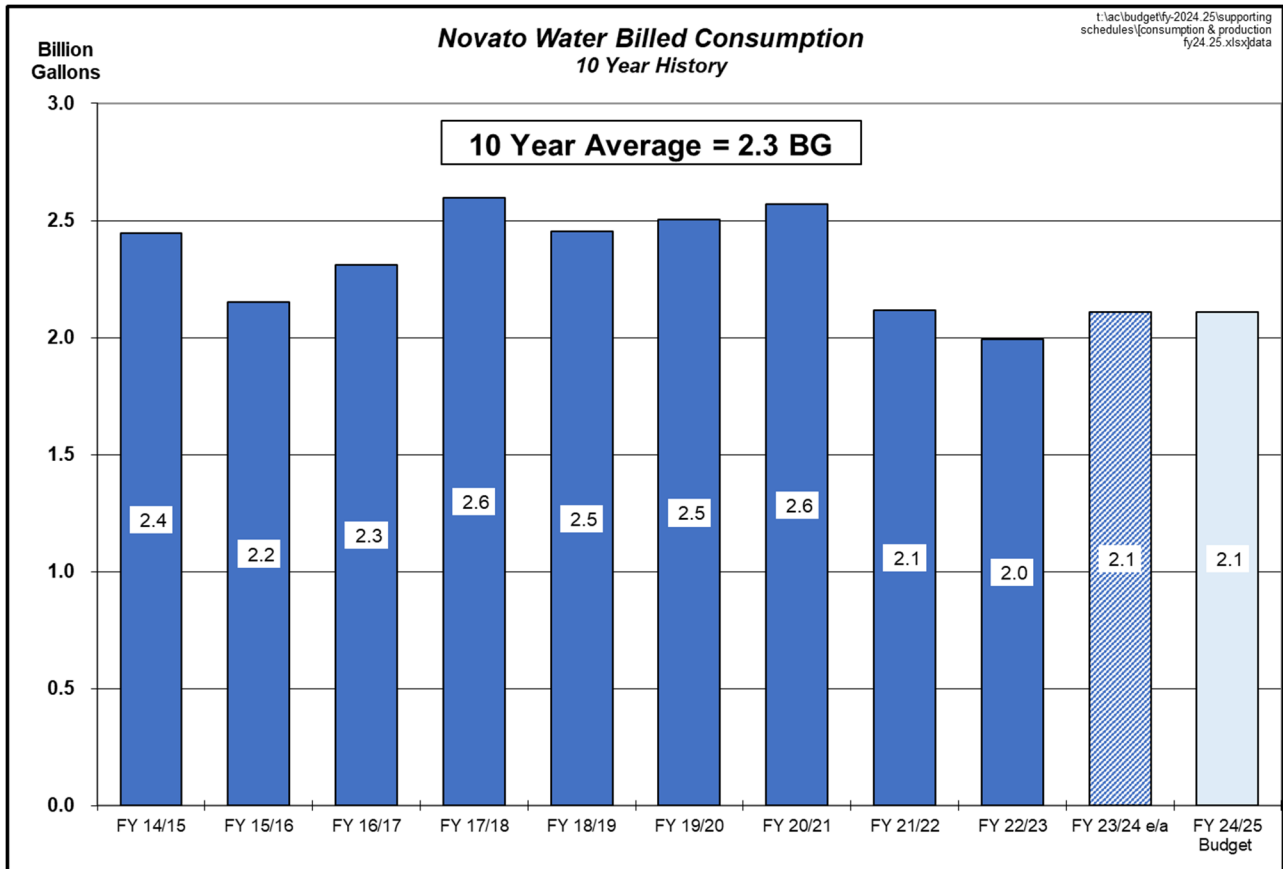


Novato Water

The Novato Potable Water System budget projects a \$2.2 million cash decrease over the fiscal year. An 8.5% rate increase, effective July 1, 2024, will be reviewed by the Board of Directors at a public hearing which will occur on June 18, 2024. The FY 24/25 budget and updated five-year financial plan aligns with the Board approved 2024 Novato and Recycled Water Rate Study. Total budget outlay, which includes \$3.6 million in internally funded capital improvement projects, is projected at \$29.6 million which is \$2.5M (9%) higher than the FY 23/24 budget.

Operating Revenue

Water Rate Revenue - Water consumption is budgeted at 2.1 billion gallons (BG) which is equivalent to the FY 23/24 budget. This conservative estimate is indicative of the current environmental and economic conditions where historical trends are less predictive of future outcomes. The 8.5% rate increase, effective July 1, 2024 is projected to increase revenues by approximately \$2 million but is highly dependent on water consumption volumes. The following chart shows a 10-year history of billed consumption for the Novato Potable Water System.



Other Operating Revenue – The wheeling charge to Marin Municipal Water District is budgeted at \$149,000. This is based on the average revenue collected in the past five years. Miscellaneous Operating Revenue of \$312,000, from various sources, include turn on and new account charges, hydrant meter installation and removal, lab services provided to other agencies, and backflow charges for testing and maintenance.

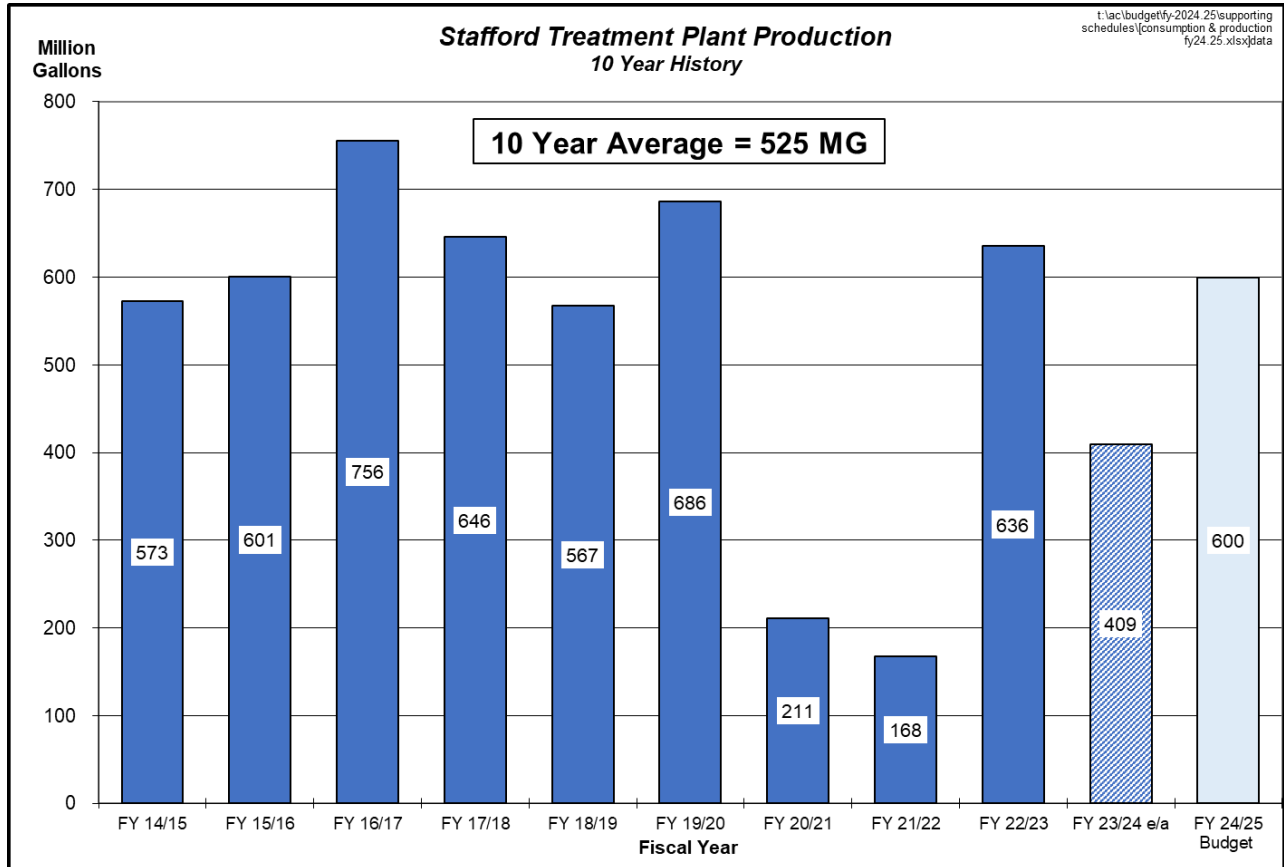
Operating Expenditures

Operating expenses are budgeted to increase 13.7% or \$2.6 million from the FY 23/24 budget. The increase is primarily due to inflation adjustments, increases in the cost to purchase water, insurance costs, regulatory costs and personnel costs. Water purchases, and some operational costs are variable and dependent on the volume of water produced and purchased while many other expenses such as salaries, benefits, general liability insurance, and other administrative costs are fixed. More details are outlined in this budget report.

Source of Supply – The purchase price of water from Sonoma Water (SW) (also known as Sonoma County Water Agency) is scheduled to increase by 11.74% in FY 24/25. This change will result in a cost per million gallons (MG) of \$4,251 for FY 24/25 versus \$3,804 for FY 23/24 and is estimated to increase the cost to purchase water by \$690,000. The financial forecast incorporates the 11.74% (Sonoma Water) rate increase in FY 24/25, along with implementing a pass-through mechanism where the District will be authorized to pass-through the costs associated with increases in the SW wholesale water rate in subsequent years.

Stafford Treatment Plant (STP) Water Production – STP water production is projected at 600 MG in FY 24/25 which is higher than the 10-year average annual production of 525 MG, as shown in the below chart. This estimate could differ from actual operations and is seasonally dependent. The cost to produce water, at this budgeted level of production, costs approximately 34% more than purchasing it from SW.

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

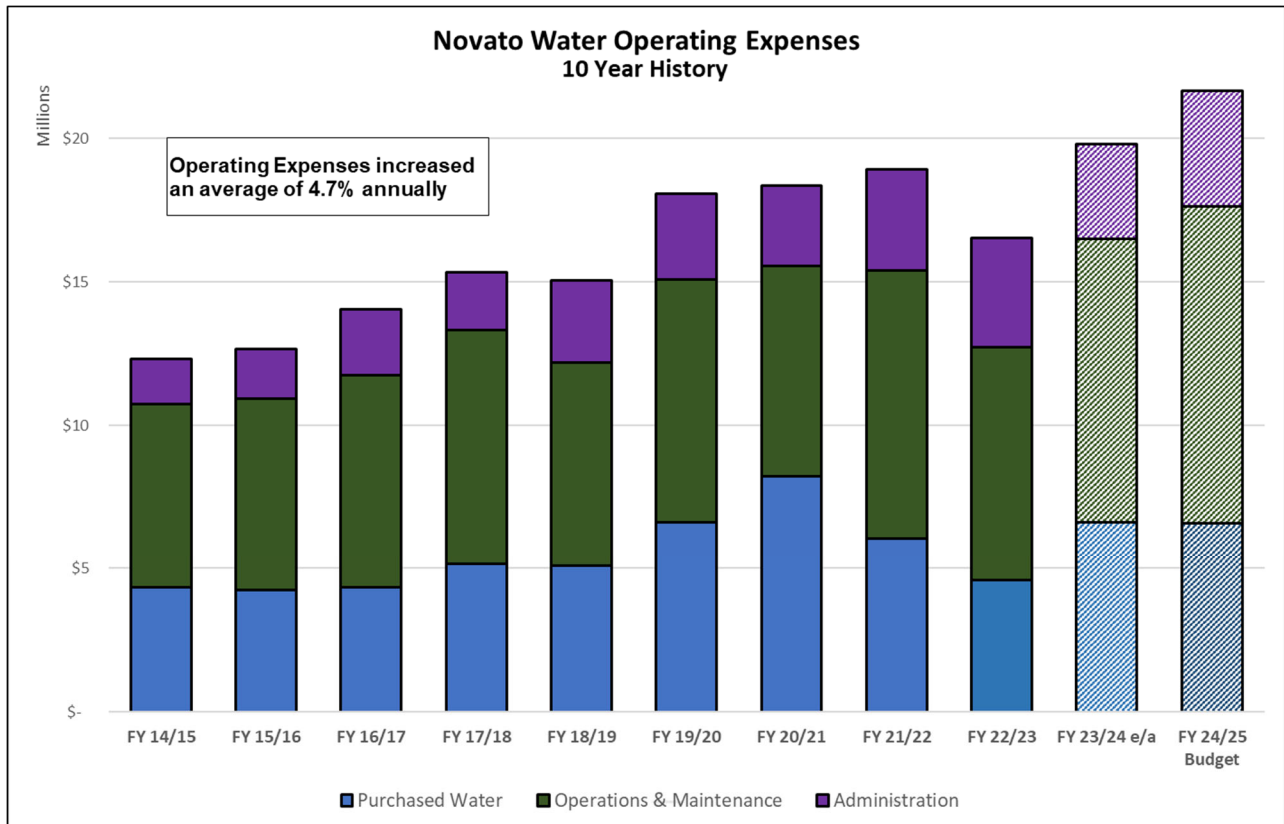


Other Operations & Maintenance Expenses –

- Salaries and Benefits (All Service Areas) are budgeted to increase approximately \$1.1 million. The increase is due to an increase to wages and benefits under the newly adopted Memo of Understanding with the District’s Employee Association. Personnel expenses are discussed in more detail in the next section of this budget document.
- Studies and Special Projects are budgeted at \$750,000, which is \$365,000 (48.7%) higher than the prior year’s budget. Included in this expense is an update to the Novato Water Master Plan and an update to the Emergency Operations (Response) Plan.
- Fire Service Replacements are budgeted at \$374,000 which is an increase of \$292,000 from the prior year’s budget. The increase is due to the planned replacement of failed commercial fire services and the transfer of ownership from the District to individual customers. These service replacements were previously budgeted as capital projects.

- Insurance Premiums and Claims are budgeted at \$277,000 which is an increase of \$59,000 (21%) from the prior year's budget and align with expected insurance premium and claim costs. This year's budget includes the addition of Environmental & Railroad Liability Insurance to comply with Sonoma Marin Area Rail Transit (SMART) requirements.
- Dues, Memberships & Software Subscriptions are budgeted at \$298,000 which is an increase of \$10,000 (4%) from the prior year's budget. This category of expenses is primarily comprised of annual software subscriptions for meter reading and WaterSmart, asset management, ArcGIS, accounting and timekeeping programs. Some of the annual memberships include the Association of CA Water Agencies (ACWA), County of Marin Local Agency Formation Commission (LAFCo), Marin Map, North Bay Watershed Association (NBWA), American Water Works Association (AWWA), North Bay Water Reuse Authority (NBWRA) and the Center for Western Weather & Water Extremes Water Affiliates Group. The increase is primarily due to planned purchases of an inventory management software and an employee performance review software.
- Permit and Regulatory Fees are budgeted at \$206,000 which is an increase of \$8,000 (4%) from the prior year's budget. This category of expenses includes (but is not limited to) annual program fees, permits, and the lab accreditation program to the State Water Resources Control Board (SWRCB) and the Department of Water Resources (DWR). These fees allow operations of the District's water systems, lab, and dam. The increase is based on actual invoices received for the next fiscal year and estimates based on prior year's average increases.

The following chart shows the past 10-years of operating expenses for Novato Water. The average increase to actual expenses is 4.7%.



Personnel Costs (All Service Areas) - The budget includes a staffing level of 58 full-time equivalent (FTE) employees, see staffing position allocation schedule, included in this budget document. Salaries and benefits represent 33% of the District's total budget.

The District entered into a four-year nine-month Memorandum of Understanding (MOU) contract with the Employee Association (EA), approved by the Board of Directors in January 2024. The approved contract was retroactive to October 1, 2023 and will expire on June 30, 2028. Included in the update of the MOU were approved equity adjustments, cost of living adjustments (COLAs), and negotiated benefits. These changes were made to better align the District with comparative agencies as indicated in a compensation and benefits survey conducted by an outside consultant, during negotiations with the EA.

Additional substantive changes resulting from the updated MOU are as follows:

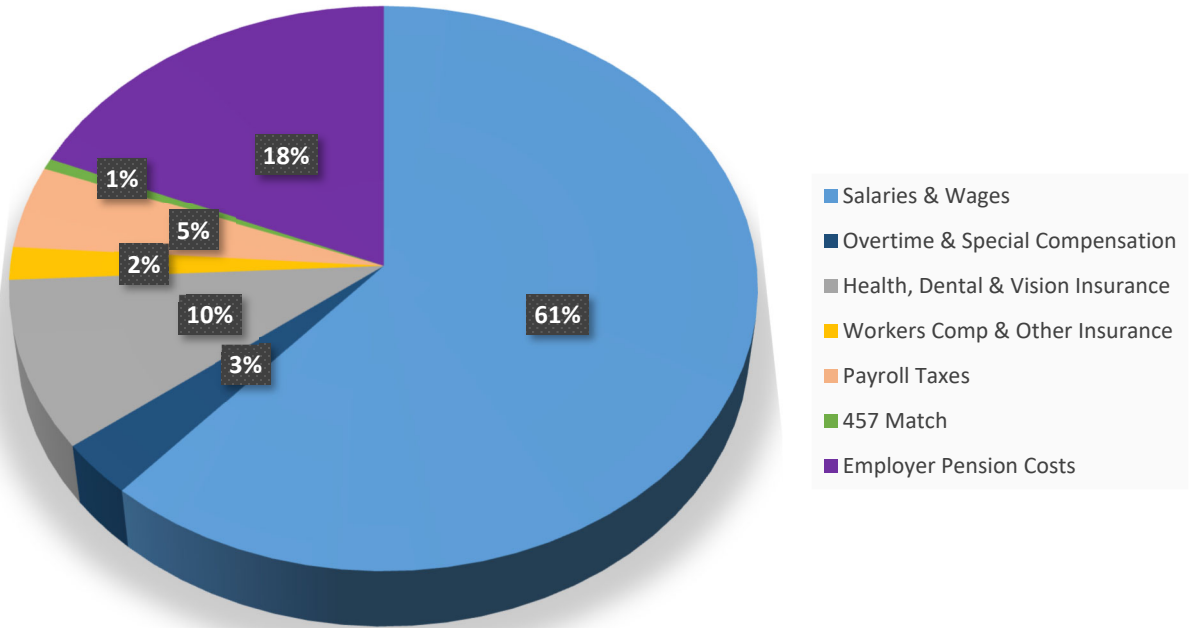
- Employer match of 1% of earnings for employee's contributions to the Nationwide 457(b) plan.
- Treatment & Distribution Operators certification pay based upon the level of dual certifications held.
- Added extra duty incentive pay to a Designated Operator in Charge (DOIC) to assist the Operator in Charge (OIC) in the Oceana Marin Sewer System.
- Added a Cultural Awareness Floating Holiday and moved Veterans Day to a regularly observed day off.

In the FY 24/25 Budget the following changes are incorporated:

- Group health insurance package (health, dental & vision) increased 7%. Over the last three years, average health insurance costs increased 7.9% annually. The budget assumes a 7% increase for health insurance and dental and vision are scheduled to remain unchanged.
- Workers compensation insurance is budgeted to increase 29% based on estimated payroll and actual premiums as provided by our insurance provider, Zenith.
- The District's CalPERS retirement contribution rate and related unfunded liability are budgeted at 31% of employee earnings, which is slightly higher than the rate budgeted last year. When applied to the FY 24/25 budgeted earnings this equates to an increase in annual pension expense of approximately \$360,000. For context, the rate in FY 19/20 was 26.5% of earnings. Any increases in pension expense has a compounding impact when tied to annual COLA increases.
- The cost of living adjustment (COLA) is a 3.8% increase to base salaries, effective 7/1/2024. This is based on the consumer price index (CPI) as measured by the CPI-U San Francisco on April 30, 2024.

In summary the District's total labor cost is 64% and benefits represent the remaining 36%, as shown in the below graph.

FY 24/25 Personnel Expenses



Non-Operating Revenue –

Facility Reserve Charge (FRC) revenue is budgeted in FY 24/25 at \$793,000. FRC revenue of \$610,000 for 21.5 Equivalent Dwelling Units (EDUs) is estimated to be collected in FY 23/24. The annual average connections have been 55 EDUs (FY 18/19 through FY 22/23). Included in the projections is annual FRC revenue equivalent to 28 EDUs or about half of the actual five-year average.

Marin Municipal Water District (MMWD) will pay the annual fixed Aqueduct Energy Efficiency Project (AEEP) capital contribution of \$205,000 (\$166,000 in principal and \$39,000 in interest) in accordance with the terms of the 2014 Interconnection Agreement. Additional non-operating revenue of \$527,000 is comprised of interest earnings, property tax revenue, and rental income. Included in the five-year financial forecast (FY 25/26) is revenue of \$800,000 for sale of the District owned house, located on Giacomini Road in Pt. Reyes.

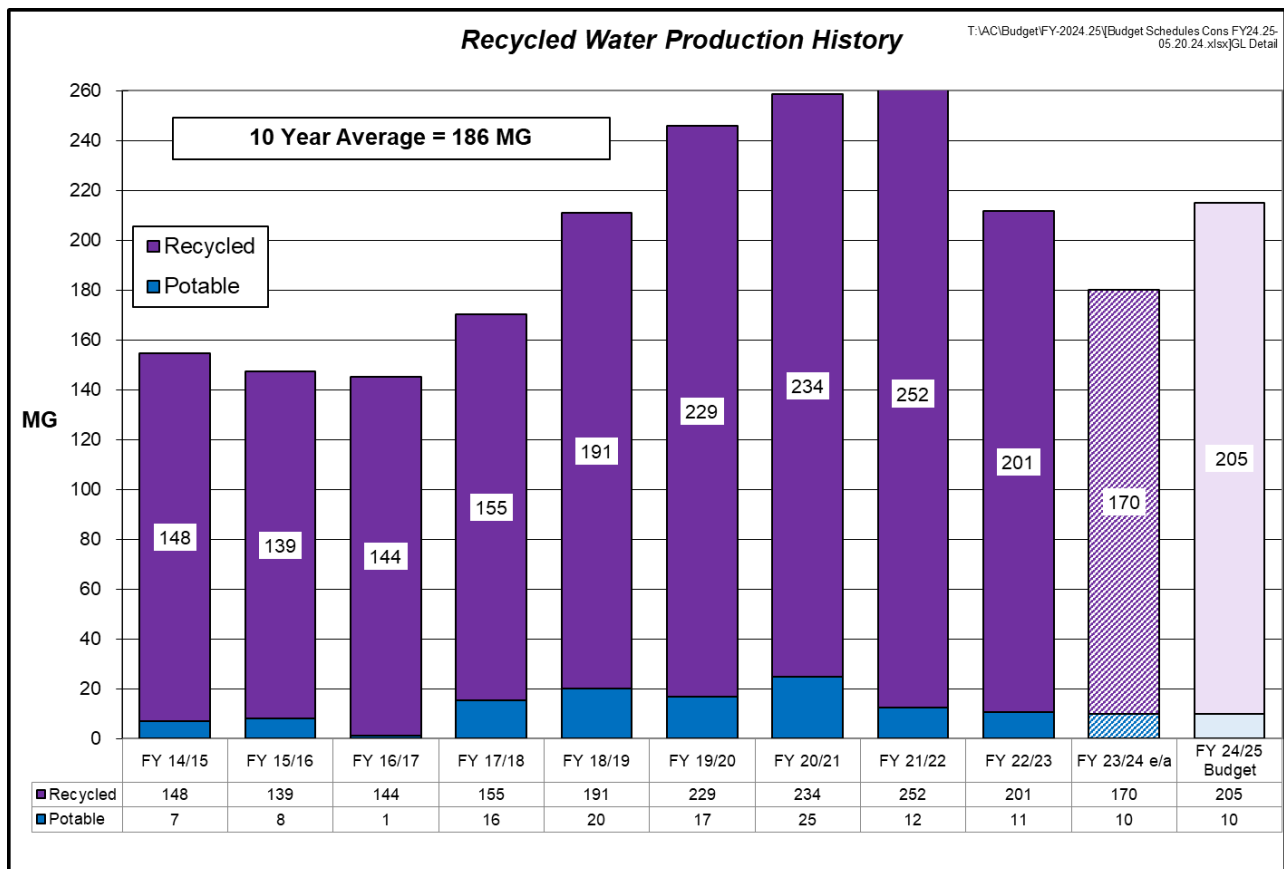
Non-Operating Expenses –

A \$167,000 expense for costs related to the lease of temporary office and lab space during the Administrative and Laboratory Upgrade Project is included in the FY 24/25 Budget. These are temporary expenses and will cease once the project is complete.

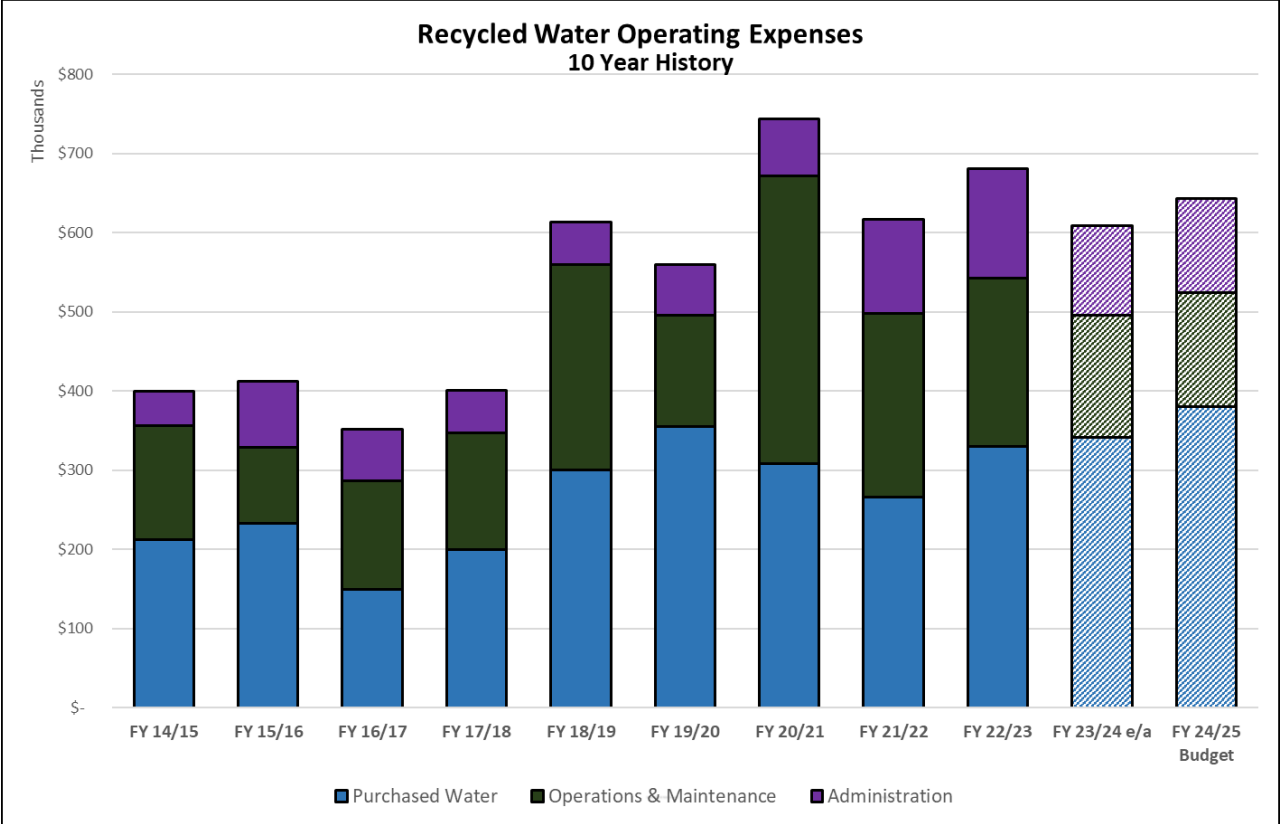
Recycled Water

The FY 24/25 Recycled Water (RW) System Budget projects demand of 215 MG which is based on the five-year estimated average consumption for the period of FY 19/20 through FY 23/24. Forecasted demand is unknown and conservatively the five-year forecast projects ongoing demand of 215 MG. The below chart shows RW production, including potable water consumed to provide year-round required demand, over a ten-year period. Consistent with the 2024 Novato and Recycled Water Rate Study recommendation, a rate increase of 8.5% (effective July 1, 2024) will be proposed at the June 18th rate hearing. The approved increase is projected to generate \$125,000 in additional revenue next fiscal year.

The budget projects net operating revenue of \$1,142,000 and, after capital outlay and debt service, the system is projected to show a cash increase for the year of \$155,000.



Operating expenses are budgeted to increase approximately 6% (\$34,000) from the projected FY 23/24 actuals, primarily due to inflation – see below chart for 10-year history. The FY 23/24 budget includes the purchase of 160 MG (\$298,000) of treated water from Novato Sanitary District (NSD), and 45 MG (\$82,000) from Las Gallinas Valley Sanitary District (LGVSD). The Deer Island Plant is budgeted to produce 5 MG during the summer to keep it operational and as a condition of the State Revolving Fund (SRF) loan that was borrowed in 2006 to construct the plant.



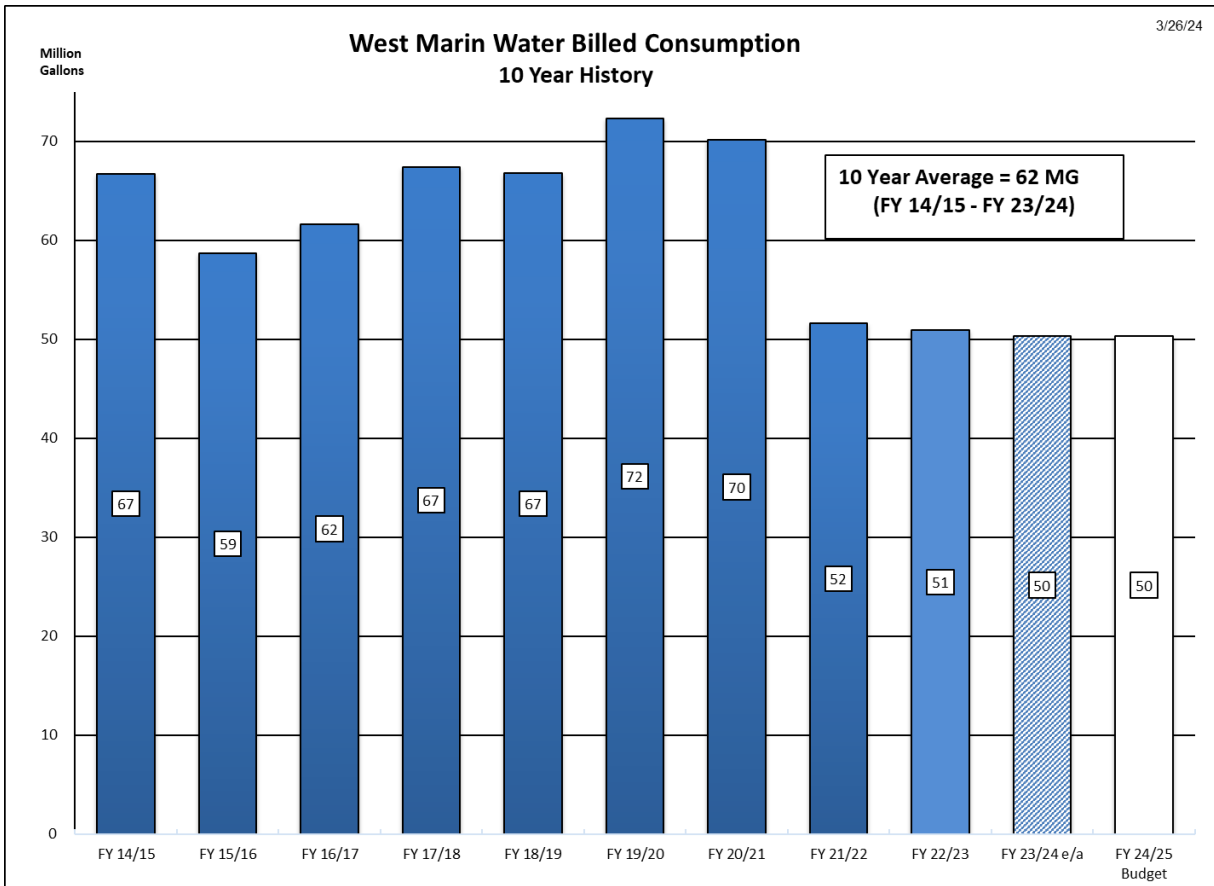
Agreements with NSD and LGVSD allocate net operating revenues to a reserve fund titled Capital Replacement and Expansion Fund. These funds are allocated to each agency, including NMWD, and are designated for CIP related projects for the individual RW systems. Since the net revenues are allocated, by agreement for this specific purpose, Facility Reserve Charges from the Novato potable water system are transferred annually to cover the cost of RW debt service. The FY 24/25 RW budget transfers for the cost of debt service is budgeted at \$571,000.

Major projects to expand recycled water distribution facilities for FY 24/25 include \$100,000 to complete the extension of RW from Redwood Blvd to Rush Creek Place and \$250,000 for the Hamilton Veteran’s Housing Project (Homeward Bound). These CIP projects are scheduled to be financed with the Capital Replacement and Expansion Fund Reserve.

West Marin Water

Incorporated in the West Marin Water budget is a 6% rate increase in both the commodity and service charge, effective July 1, 2024. The rate increase aligns with the Board approved 2021 West Marin Water Rate Study. The increase will be reviewed by the Board of Directors at a public hearing which will occur on June 18, 2024. The increase is projected to generate \$56,000 in additional revenue next fiscal year. There is no Facility Reserve Charges (FRC) budgeted for FY 24/25. One FRC is budgeted, every other year, in the five-year forecast.

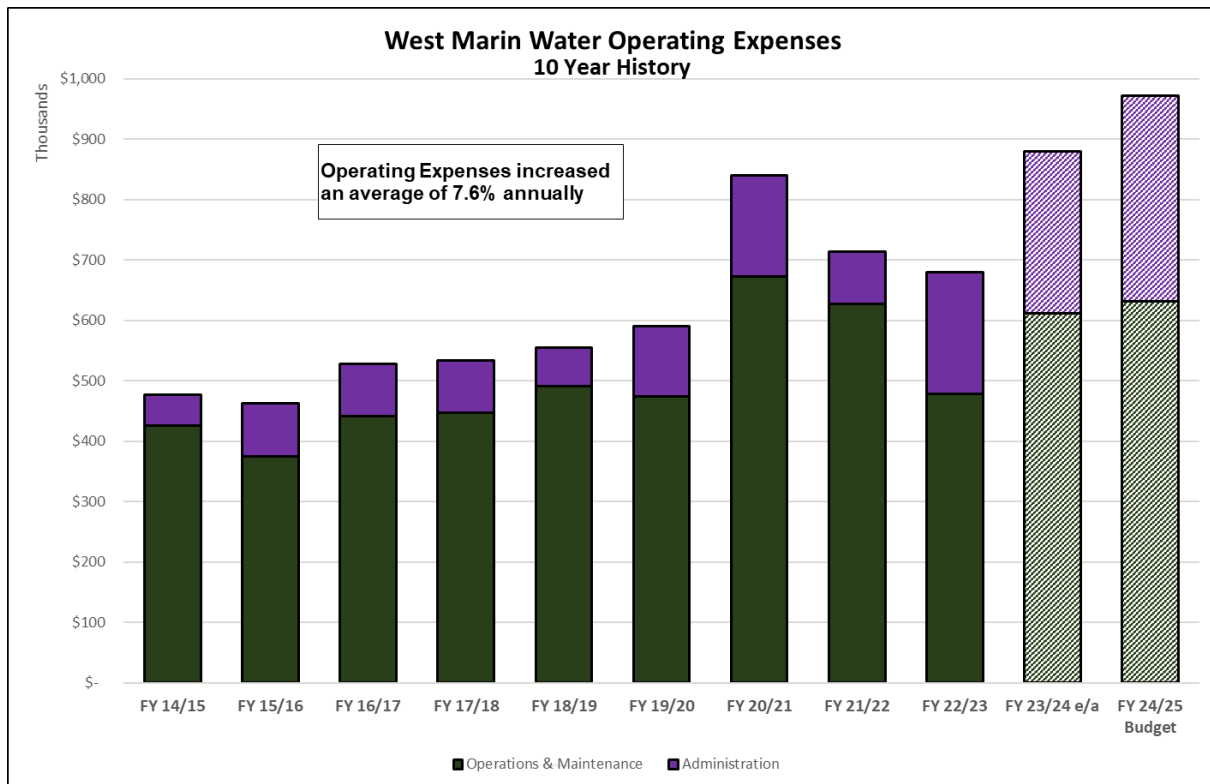
FY 24/25 water consumption is budgeted at 50.3 MG and is based on the estimated consumption of 50.3 MG in FY 23/24. The projections for outlying years are forecasted at 50.3 MG, substantially below the actual ten-year average of 62 MG (see the below chart). Similar to Novato Potable water, the water consumption estimate is conservative given the present environmental and economic conditions. Historical trends have become less reliable as indicators of future outcomes.



WM operating expenditures are budgeted at \$972,000 which is \$95,000 higher or 10.8% more than the FY 23/24 adopted budget. The increase is primarily due to inflation and the inclusion of a Master Plan and Resiliency Study (\$50,000) and a Boundary Review Study (\$15,000) resulting from a LAFCo recommendation. The updated five-year financial plan shows some variations from the 2021 West Marin Water Rate Study which will require adjustments for future rates. Due to these variations a Rate Study, estimated at \$45,000, is budgeted in FY 24/25.

The budget projects net operating revenue of \$27,000 and, after capital outlay and debt service, the system is projected to show a cash decrease for the year of \$416,000.

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

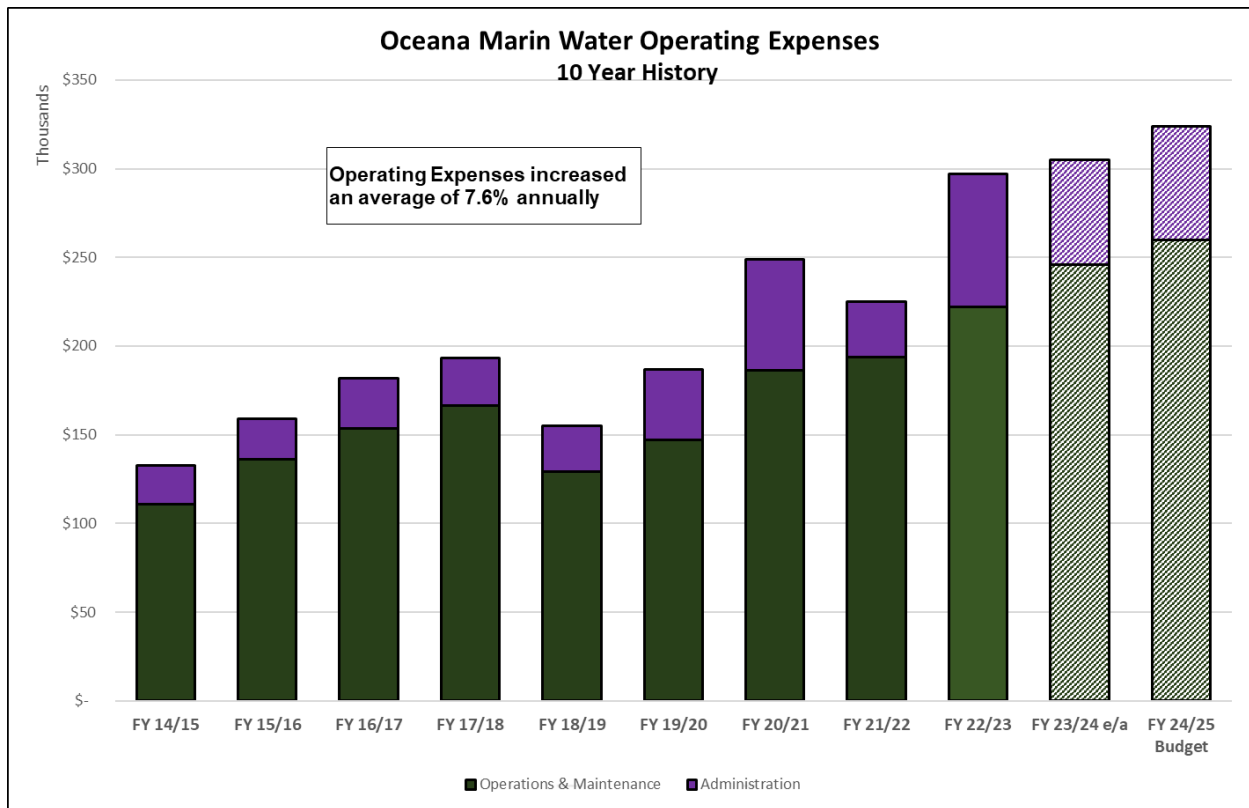


Oceana Marin Sewer

A 6% rate increase (to \$1,456/year) in the Oceana Marin (OM) Sewer Service Charge effective July 1, 2024, will generate \$20,000 in additional annual revenue. The increase will be reviewed by the Board of Directors at a public hearing which will occur on June 18, 2024. The budget projects a new connection every other year, with no new connection fees budgeted in FY 24/25. In FY 23/24 a total of \$75,000 was collected, comprised of two connection fees of \$30,000 each for development of Single-Family Residences (SFR), and \$15,000 for one Accessory Dwelling Unit (ADU).

FY 24/25 OM operating expenditures are budgeted at \$324,000 which is an increase of \$19,000 or 6% from the projected FY 23/24 actuals. The increase is primarily due to inflation, and adjustments in costs to align with expected operational needs. With the aging infrastructure, more time is required for repairs, maintenance and monitoring of this system. The budget projects a net operating revenue of \$23,000 and, after capital outlay, the system is projected to show a cash decrease for the year of \$199,000.

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



Capital Improvement Project Budget (CIP)

The Fiscal Year 24/25 Capital Improvement Project (CIP) budget includes projects recommended for Novato Water, Recycled Water, West Marin Water, and Oceana Marin Sewer. The District continues to invest in CIP projects within all service areas. These investments benefit our customers by ensuring the system's fire protection capabilities, potable and recycled water supplies, and treatment of both water and wastewater are fully functional. By committing financial resources to replacement and upgrades of aging infrastructure, the District is able to prevent unexpected failures in the future. Using a preventative maintenance approach is a form of asset management that looks beyond replacing infrastructure in a "worst first" methodology (typically the oldest infrastructure), but rather it considers life-cycle costs and leverages opportunities to execute project costs effectively incorporating economies of scales.

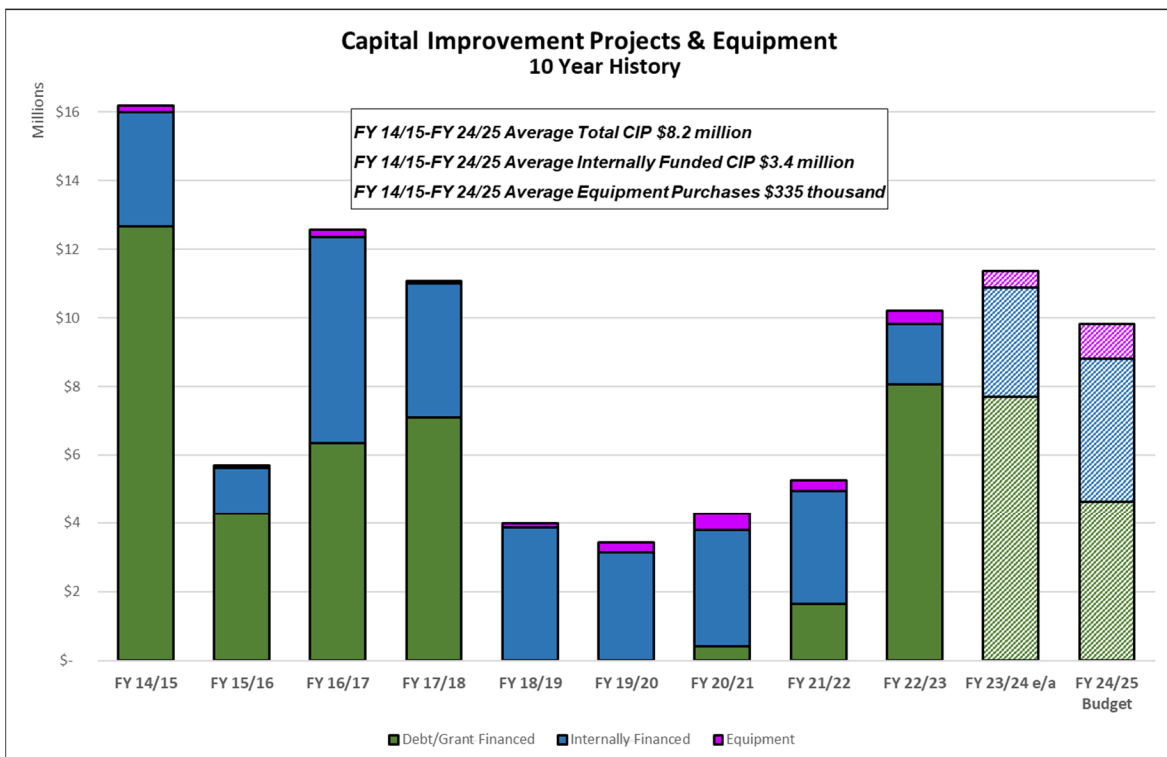
The below table identifies significant projects (totaling over \$500,000 or more) to be undertaken over the next five fiscal years. The table also includes the total cost of the projects, which adds all costs occurring within and outside of the five-year forecast period.

Project	FY24/25	FY25/26	FY26/27 thru FY 28/29	Total Project Costs
Administration and Laboratory Upgrade Project	\$ 1,000,000	\$ -	\$ -	\$17,550,000
Novato Blvd Widening – Diablo to Grant (4,100')	200,000	1,500,000	1,500,000	3,220,000
Lynwood Pump Station Replacement	400,000	1,500,000	1,500,000	3,650,000
Oceana Marin Treatment Pond Rehab (OM)	1,725,000	-	-	1,800,000
Lagunitas Creek Bridge Pipe Replacement (Caltrans)	50,000	240,000	1,200,000	1,515,000
Crest PS Construction (Reloc. School Rd. PS)	1,400,000	-	-	1,500,000
Hydropneumatic Upgrades, Phase 1 (Bahia)	1,100,000	-	-	1,175,000
San Mateo Tank 24" Transmission Main	50,000	1,250,000	-	1,300,000
Seismic Upgrade / Coating - Lynwood Tanks (x2)	-	25,000	1,025,000	1,050,000
Hydropneumatic Upgrades, Phase 2 (Hayden)	-	-	925,000	925,000
Water Supply Enhancement - Spillway ASG	60,000	400,000	400,000	880,000
Stafford Lake Park Service Line	25,000	300,000	300,000	635,000
PRE Tank #1 & #2 Replacement (WM)	-	-	620,000	620,000
Recoating - Garner Tank	-	25,000	500,000	525,000
Other Projects	2,788,000	1,320,000	7,955,000	N/A
Gross Project Outlay	\$8,798,000	\$6,560,000	\$15,925,000	\$36,345,000
Less Loan/Grant Funding	(4,645,000)	(900,000)	(3,703,000)	(9,248,000)
Net Project Outlay (internally funded)	\$4,153,000	\$5,660,000	\$12,222,000	\$27,097,000

Below is a two-year summary of the total cost and number of capital projects, by service area, that are funded through pay as you go (Pay-go) financing. Pay-go capital financing matches the rate revenue generated during the fiscal year with the budgeted CIP. This enables the projects to be completed incrementally and reduces reliance on debt. The CIP budget includes 43 projects in FY 24/25 and 24 projects in FY 25/26. This comprehensive plan is developed to confirm that adequate funding and staffing exists to accomplish the budgeted projects planned for FY 24/25. 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, and West Marin Water's CIP expenditure plan, averages \$241,000 annually in internally funded projects.

Service Area and Type	# of		# of	
	FY 24/25	Projects	FY 25/26	Projects
Novato Water				
Capital Improvement Projects	\$ 5,998,000	27	\$ 5,845,000	16
Less Funded by Loans/Grants/Other	(2,425,000)		(300,000)	
Novato Water Total	\$ 3,573,000	27	\$ 5,545,000	16
Recycled Water				
Capital Improvement Projects	450,000	3	100,000	1
Less Funded by Loans/Grants/Other	(450,000)		(100,000)	
Recycled Water Total	\$ -	3	\$ -	1
West Marin Water				
Capital Improvement Projects	445,000	7	540,000	4
Less Funded by Loans/Grants/Other	(45,000)		(500,000)	
West Marin Water Total	400,000	7	40,000	4
Oceana Marin Sewer				
Capital Improvement Projects	1,905,000	6	75,000	3
Less Funded by Loans/Grants/Other	(1,725,000)		-	
Oceana Marin Sewer Total	\$ 180,000	6	\$ 75,000	3
Total Pay-Go	\$ 4,153,000	43	\$ 5,660,000	24

The below chart shows the District wide 10-year history of capital improvement projects averaging \$8.2 million per year, including \$3.4 million of internally (or “Pay-Go”) financed projects, and a 10-year history of equipment purchases averaging \$335 thousand per year.



Equipment Budget - The FY 24/25 Equipment Budget totals \$1,033,000. This is \$495,000 higher than the FY 23/24 Equipment Budget of \$538,000. In FY 18/19 the District entered into a leasing agreement with Enterprise Fleet Management (EFM) with a plan to lease 27 vehicles, phased in over five years. There are currently 24 leased vehicles in the District's fleet. Included in the FY 24/25 budget is \$106,000 to replace two leased vehicles reaching their five-year lease term. The budget also includes \$852,000 for two new Class 8 Service Trucks to replace construction crew trucks from 2006 and 2009 that are costly to repair and maintain and are becoming less reliable.

Debt Service

Principal and interest payments totaling \$4.5 million (excluding interfund loans) are budgeted as the annual obligation on \$38.2 million in outstanding debt (as of June 30, 2025), comprised of:

- \$17.6 million with a 3.11% for a bank loan used to finance the Administration and Laboratory Upgrade Project and other capital improvement projects.
- \$10.0 million in SRF loans (with interest varying from 1%-2.6%) used to finance the recycled water distribution system;
- \$4.0 million with a 2.39% interest rate for a State Revolving Fund (SRF) loan used to finance the Stafford Water Treatment Plant Rehabilitation;
- \$3.1 million with a 3.42% interest rate for a bank loan used to finance the AEEP and West Marin Treatment Plant Solids-Handling Facility;
- \$3.0 million with a 2.69% interest rate for a bank loan used to finance the Advanced Meter Information (AMI) project;
- \$0.5 million with a 2.4% interest rate for an SRF loan used to finance the Deer Island Recycled Water Facility;

The estimated FY 24/25 consolidated debt service coverage ratio (DSCR) is 1.46 which provides a sufficient DSCR while complying with the debt covenant requirements as outlined in the individual loan agreements. DSCR measures the cash flow available to repay debt. A higher DSCR indicates a greater ability to meet debt obligations. The DSCR is calculated by dividing operating revenue (cash flows) by the total amount of debt payments due in the year. Below is the debt service schedule which provides more details on the District's outstanding debt.

Service Area	Description	Issue Date	Rate	Original Amount	Final Pmt	Interest Expense	Principal Paid	Total Debt Service	6/30/25
									Outstanding Balance
Novato	SRF Loan - STP	2004	2.39%	\$16,528,850	07/01/29	\$ 111,447	\$ 933,027	\$1,044,474	\$ 3,961,895
Novato	Bank Marin Loan	2011	3.42%	\$7,000,000	10/27/31	\$ 100,778	\$ 381,264	\$ 482,042	\$ 2,741,490
Novato	Chase Bank Loan	2018	2.69%	\$4,600,000	03/01/33	\$ 80,297	\$ 300,000	\$ 380,297	\$ 2,975,000
Novato	Webster Bank	2022	3.11%	\$20,000,000	03/01/42	\$ 571,216	\$ 776,681	\$1,347,897	\$17,590,396
Novato Total						\$ 863,737	\$2,390,973	\$3,254,710	\$27,268,780
RW TP	SRF Loan	2006	2.40%	\$4,302,560	06/19/27	\$ 18,774	\$ 254,593	\$ 273,367	\$ 527,663
RW North	SRF Loans (4)	2013	2.60%	\$4,375,605	Varies	\$ 54,725	\$ 227,168	\$ 281,892	\$ 1,877,622
RW South	SRF Loans (3)	2013	2.20%	\$5,361,952	Varies	\$ 60,898	\$ 271,508	\$ 332,407	\$ 2,496,588
RW Central	SRF Loan	2016	1.00%	\$7,130,503	12/31/47	\$ 58,584	\$ 217,189	\$ 275,773	\$ 5,641,162
Recycled Water Total						\$ 192,980	\$ 970,458	\$1,163,439	\$10,543,035
WM Water	Bank Marin Loan	2012	3.42%	\$1,000,000	10/27/31	\$ 14,793	\$ 55,965	\$ 70,758	\$ 402,421
West Marin Water Total						\$ 14,793	\$ 55,965	\$ 70,758	\$ 402,421
FY 24/25 Total - External Loans						\$1,071,510	\$3,417,396	\$4,488,907	\$38,214,236

North Marin Water District
FY 24/25 Staffing Position Allocation

Position	Monthly ¹		FY 23/24	FY 24/25
	Step 1	Top Step		
Administration				
General Manager ²	\$22,955		1	1
Executive Assistant/District Secretary	\$ 9,887	\$ 12,017	1	1
Water Conservation & Communications Mgr	\$ 11,774	\$ 14,312	1	1
Auditor-Controller	\$ 15,868	\$ 19,287	1	1
HR/Safety Manager	\$ 11,006	\$ 13,378	1	1
Accounting Supervisor	\$ 10,444	\$ 12,695	1	1
Senior Accountant	\$ 9,312	\$ 11,319	1	1
Staff Accountant	\$ 8,131	\$ 9,884	1	1
Accounting Clerk II	\$ 6,311	\$ 7,671	1	1
Storekeeper/Safety Coord.	\$ 7,224	\$ 8,780	1	1
Administration Total			10	10
Consumer Services				
Consumer Services Supervisor	\$ 9,478	\$ 11,522	1	1
Receptionist/Customer Service Asst.	\$ 5,715	\$ 6,947	1	1
Field Service Rep I/II	\$ 6,358	\$ 8,269	2	2
Field Service Representative Lead	\$ 7,675	\$ 9,329	1	1
Consumers Services Total			5	5
Engineering				
Assistant General Manager/Chief Engineer	\$ 17,183	\$ 20,886	1	1
Senior Engineer	\$ 13,457	\$ 16,358	1	1
Associate Engineer	\$ 12,124	\$ 14,737	1	1
Junior Engineer	\$ 9,433	\$ 11,466	1	1
Engineering Technician IV/Engineering Assistant	\$ 8,557	\$ 11,466	3	3
Engineering Services Representative	\$ 7,695	\$ 9,353	1	1
Engineering Administrative Assistant ³	\$ 7,032	\$ 8,548	1	1
Engineering Total			9	9
Operations/Maintenance				
Operations/Maintenance Superintendent	\$ 14,659	\$ 17,819	1	1
Maintenance Supervisor	\$ 11,324	\$ 13,764	1	1
Cross Connection Tech I/II	\$ 6,681	\$ 9,871	1	1
Auto/Equipment Mechanic	\$ 7,570	\$ 9,201	1	1
Apprentice Elec/Mech Tech	\$ 7,380	\$ 8,970	1	1
Electrical/Mechanical Tech	\$ 8,661	\$ 10,527	2	2
Program Assistant I/II/III	\$ 5,768	\$ 9,373	1	1
Utility Worker I/II/III	\$ 5,896	\$ 8,905	1	1
Operations/Maintenance Total			9	9
Operations				
Distribution & Treatment Plant Supervisor	\$ 13,146	\$ 16,357	1	1
Senior Distribution & Treatment Plant Operator	\$ 10,074	\$ 12,624	2	2
Distribution & Treatment Plant Operator	\$ 9,062	\$ 11,294	3	3
Assistant Distribution & Treatment Plant Operator	\$ 7,298	\$ 9,150	1	1
Operations Total			7	7

North Marin Water District
FY 24/25 Staffing Position Allocation

Position	Monthly ¹		FY 23/24	FY 24/25
	Step 1	Top Step		
Water Quality				
Water Quality Supervisor	\$ 12,736	\$ 15,481	1	1
Laboratory Technician	\$ 6,746	\$ 8,199	1	1
Chemist I/II	\$ 8,043	\$ 11,592	1	1
Senior Chemist	\$ 10,436	\$ 12,685	2	2
Water Quality Total			5	5
Construction/Maintenance				
Construction/Maintenance Superintendent	\$ 12,580	\$ 15,290	1	1
Distribution/Maintenance Foreman	\$ 9,099	\$ 11,061	1	1
Pipeline Foreman	\$ 9,099	\$ 11,061	2	2
Heavy Equipment Operator	\$ 7,584	\$ 9,218	2	2
Utility Worker I/II/III	\$ 5,896	\$ 8,905	6	6
Construction/Maintenance Total			12	12
Open Position ⁴	\$ 9,962	\$ 12,109	1	1
Total Employee Count (All positions are full time)			58	58

¹ Salaries are calculated based on the current salary schedule, from Board of Directors approved Employee Association Memo of Understanding, plus Equity Adjustments and April 2024 CPI-U 3.8% COLA effective July 1, 2024.

² The General Manager's salary is an amount that is set by contract.

³ New Job Title Proposed

⁴ Open position (to be assigned) - salary estimated to align with prior 2023 budgeted position, increased for April 2024 CPI - 3.8%

North Marin Water District
Budget Summary - All Service Areas Combined
Fiscal Year 24/25

	<i>Proposed Budget FY 24/25</i>	<i>Estimated Actual FY 23/24</i>	<i>Adopted Budget FY 23/24</i>	
Operating Revenue				
1	Water Rate Revenue	\$28,122,000	\$25,757,000	\$25,666,000
2	Sewer Service Charges	347,000	324,000	323,000
3	Wheeling & Misc Service Charges	496,000	493,000	476,000
4	Total Operating Revenue	\$28,965,000	\$26,574,000	\$26,465,000
Operating Expenditures				
5	Source of Supply	\$7,103,000	\$7,111,000	\$5,908,000
6	Pumping	649,000	641,000	611,000
7	Operations	1,431,000	1,340,000	1,307,000
8	Water Treatment	3,467,000	3,148,000	3,208,000
9	Transmission & Distribution	5,024,000	4,319,000	4,421,000
10	Sewer Operations	257,000	243,000	213,000
11	Consumer Accounting	619,000	573,000	545,000
12	Water Conservation	506,000	464,000	476,000
13	General Administration	4,530,000	3,759,000	4,175,000
14	Total Operating Expenditures	\$23,586,000	\$21,598,000	\$20,864,000
15	Net Operating Revenue	\$5,379,000	\$4,976,000	\$5,601,000
Operating Expenditures				
16	Interest Earnings	\$475,000	\$1,423,000	\$585,000
17	Tax & Miscellaneous Revenue	188,000	224,000	248,000
18	Transfers Capital/Replace Expansion Fund	(548,000)	-	(568,000)
19	Miscellaneous Expense	(167,000)	(465,000)	(382,000)
20	Total Non-Op Revenue/(Expenditures)	(\$52,000)	\$1,182,000	(\$117,000)
Other Sources/(Uses) Of Funds				
21	Capital Improvement Projects	(\$8,798,000)	(\$10,892,000)	(\$16,315,000)
22	Loans/Grants	4,645,000	7,686,000	11,255,000
23	Capital Equipment Expenditures	(1,033,000)	(481,000)	(538,000)
24	Capital Plan Variance Adjustment	1,286,000	-	1,668,000
25	Debt Principal Payments	(3,543,000)	(3,416,000)	(3,417,000)
26	Interest Expense	(1,116,000)	(1,187,000)	(1,203,000)
27	Marin Country Club Principal Repayment	39,000	39,000	39,000
28	Facility Reserve Charges	793,000	706,000	814,000
29	InterDistrict Loans (net)	(340,000)	88,000	(112,000)
30	MMWD AEEP Capital Contribution	166,000	161,000	161,000
31	Low Income Rate Assistance Program	(86,000)	(36,000)	(31,000)
32	Total Other Sources/(Uses)	(\$7,987,000)	(\$7,332,000)	(\$7,679,000)
33	Cash Increase/(Decrease)	(\$2,660,000)	(\$1,174,000)	(\$2,195,000)

North Marin Water District
Five-Year Financial Forecast - All Service Areas Combined
Fiscal Year 24/25

		Budget FY 24/25	Forecast FY 25/26	Forecast FY 26/27	Forecast FY 27/28	Forecast FY 28/29
Operating Revenue						
1	Water Rate Revenue Commodity	\$18,905,000	\$19,654,000	\$20,448,000	\$21,030,000	\$21,638,000
2	Water Rate Revenue Service Charge	9,217,000	9,774,000	10,366,000	10,792,000	11,235,000
3	Total Water Rate Revenue	\$28,122,000	\$29,428,000	\$30,814,000	\$31,822,000	\$32,873,000
4	Wholesale Revenue - Wheeling to MMWD	\$149,000	\$153,000	\$158,000	\$163,000	\$168,000
5	Sewer Service Charges	347,000	374,000	406,000	438,000	475,000
6	Miscellaneous Service Charges	347,000	347,000	347,000	347,000	347,000
7	Operating Revenue - Other Charges	\$843,000	\$874,000	\$911,000	\$948,000	\$990,000
8	Total Operating Revenue	\$28,965,000	\$30,302,000	\$31,725,000	\$32,770,000	\$33,863,000
Operating Expenditures						
9	Source of Supply	\$7,103,000	\$7,115,000	\$7,137,000	\$7,160,000	\$7,184,000
10	Pumping	649,000	668,000	687,000	708,000	729,000
11	Operations	1,431,000	1,474,000	1,518,000	1,563,000	1,609,000
12	Water Treatment	3,467,000	3,571,000	3,678,000	3,788,000	3,902,000
13	Transmission & Distribution	5,024,000	5,175,000	5,330,000	5,489,000	5,653,000
14	Sewer Operations	257,000	265,000	273,000	281,000	289,000
15	Consumer Accounting	619,000	638,000	657,000	677,000	697,000
16	Water Conservation	506,000	521,000	536,000	552,000	568,000
17	General Administration	4,530,000	4,443,000	4,523,000	4,659,000	4,799,000
18	Total Operating Expenditures	\$23,586,000	\$23,870,000	\$24,339,000	\$24,877,000	\$25,430,000
19	Net Operating Revenue	\$5,379,000	\$6,432,000	\$7,386,000	\$7,893,000	\$8,433,000
Non-Operating Revenue/(Expenditures)						
20	Interest Earnings	\$475,000	\$477,000	\$463,000	\$431,000	\$441,000
21	Property Taxes & Miscellaneous Revenue	188,000	988,000	188,000	188,000	188,000
22	Miscellaneous Expense	(167,000)	-	-	-	-
23	Transfers Capital/Replace Expansion Fund	(548,000)	(590,000)	(630,000)	(654,000)	(679,000)
24	Total Non-Op Revenue/(Expenditures)	(\$52,000)	\$875,000	\$21,000	(\$35,000)	(\$50,000)
Other Sources/(Uses) Of Funds						
25	Total Capital Spending	(\$8,798,000)	(\$6,560,000)	(\$6,810,000)	(\$4,580,000)	(\$4,535,000)
26	Transfers Capital/Replace Expansion Fund	450,000	100,000	450,000	100,000	450,000
27	Debt/Grant Funded Capital	3,764,000	300,000	300,000	465,000	338,000
28	Cash Funded Capital Projects	(\$4,584,000)	(\$6,160,000)	(\$6,060,000)	(\$4,015,000)	(\$3,747,000)
29	Debt Service	(\$4,659,000)	(\$4,656,000)	(\$4,713,000)	(\$4,501,000)	(\$4,362,000)
30	Equipment Purchases	(1,033,000)	(455,000)	(350,000)	(350,000)	(350,000)
31	Capital Plan Variance Adjustment	1,286,000	1,662,000	1,634,000	1,223,000	1,137,000
32	MMWD AEEP Contributions Principal	166,000	170,000	175,000	180,000	180,000
33	Marin Country Club Principal Repayment	39,000	39,000	40,000	40,000	40,000
34	Interdistrict Loans (net)	91,000	207,000	239,000	286,000	308,000
35	Facility Reserve Charges	793,000	815,000	823,000	815,000	823,000
36	Funding for Affordability Program	(86,000)	(86,000)	(86,000)	(86,000)	(86,000)
37	Total Other Sources/(Uses)	(\$7,987,000)	(\$8,464,000)	(\$8,298,000)	(\$6,408,000)	(\$6,057,000)
38	Beginning Year Balance	\$25,674,000	\$23,014,000	\$21,857,000	\$20,966,000	\$22,416,000
39	Cash Increase/(Decrease)	(\$2,660,000)	(\$1,157,000)	(\$891,000)	\$1,450,000	\$2,326,000
40	Restricted Reserves	\$7,605,000	\$8,095,000	\$8,275,000	\$8,614,000	\$8,843,000
41	End of Year Cash Balance	\$23,014,000	\$21,857,000	\$20,966,000	\$22,416,000	\$24,742,000
42	Minimum Reserves (by policy)	\$12,753,000	\$12,955,000	\$12,512,000	\$12,687,000	\$12,536,000
43	Available Cash (Unrestricted)	\$2,656,000	\$807,000	\$179,000	\$1,115,000	\$3,363,000

Novato Water
Budget Summary
Fiscal Year 24/25

	<i>Proposed Budget FY 24/25</i>	<i>Estimated Actual FY 23/24</i>	<i>Adopted Budget FY 23/24</i>	
Operating Revenue				
1	Water Rate Revenue	\$25,373,000	\$23,352,000	\$22,771,000
2	Wheeling & Misc Service Charges	461,000	458,000	447,000
3	Total Operating Revenue	\$25,834,000	\$23,810,000	\$23,218,000
Operating Expenditures				
4	Source of Supply	\$6,701,000	\$6,748,000	\$5,486,000
5	Pumping	557,000	552,000	528,000
6	Operations	1,285,000	1,182,000	1,138,000
7	Water Treatment	3,165,000	2,846,000	2,942,000
8	Transmission & Distribution	4,851,000	4,162,000	4,121,000
9	Consumer Accounting	587,000	543,000	510,000
10	Water Conservation	494,000	453,000	466,000
11	General Administration	4,007,000	3,318,000	3,841,000
12	Total Operating Expenditures	\$21,647,000	\$19,804,000	\$19,032,000
13	Net Operating Revenue	\$4,187,000	\$4,006,000	\$4,186,000
Non-Operating Revenue/(Expenditures)				
14	Interest Earnings	\$341,000	\$1,050,000	\$469,000
15	Property Tax Revenue	186,000	222,000	242,000
16	Miscellaneous Expense	(167,000)	(465,000)	(376,000)
17	Total Non-Op Revenue/(Expenditures)	\$360,000	\$807,000	\$335,000
Other Sources/(Uses) Of Funds				
18	Capital Improvement Projects	(\$5,998,000)	(\$10,215,000)	(\$13,935,000)
19	Loans/Grants	2,425,000	7,300,000	9,500,000
20	Capital Equipment Expenditures	(1,033,000)	(481,000)	(538,000)
21	Capital Plan Variance Adjustment	1,152,000	-	1,492,000
22	Debt Principal Payments	(2,391,000)	(2,323,000)	(2,323,000)
23	Interest Expense	(864,000)	(930,000)	(930,000)
24	Facility Reserve Charges	793,000	609,000	793,000
25	MMWD AEEP Capital Contribution	166,000	161,000	161,000
26	West Marin Loan Principal Repayment	91,000	88,000	88,000
27	Loan to Oceana Marin	(431,000)	-	(200,000)
28	Low Income Rate Assistance Program	(86,000)	(36,000)	(31,000)
29	Transfer Out to Recycled Water	(571,000)	(750,000)	(750,000)
30	Total Other Sources/(Uses)	(\$6,747,000)	(\$6,577,000)	(\$6,673,000)
31	Cash Increase/(Decrease)	(\$2,200,000)	(\$1,764,000)	(\$2,152,000)

Novato Water
Five-Year Financial Forecast
Fiscal Year 24/25

	<i>Budget</i> <i>FY 24/25</i>	<i>Forecast</i> <i>FY 25/26</i>	<i>Forecast</i> <i>FY 26/27</i>	<i>Forecast</i> <i>FY 27/28</i>	<i>Forecast</i> <i>FY 28/29</i>
1 Water Rate Increase	8.50%	6.00%	6.00%	4.00%	4.00%
Operating Revenue					
2 Water Consumption (in billion gallons)	2.1	2.1	2.1	2.1	2.1
3 Water Rate Revenue Commodity	\$16,746,000	\$10,755,000	\$11,400,000	\$11,856,000	\$12,330,000
4 Pass-Through Rate Revenue	-	6,600,000	6,600,000	6,600,000	6,600,000
5 Water Rate Revenue Service Charge	8,627,000	9,145,000	9,694,000	10,082,000	10,485,000
6 Total Water Rate Revenue	\$25,373,000	\$26,500,000	\$27,694,000	\$28,538,000	\$29,415,000
7 Wholesale Revenue - Wheeling to MMWD	\$149,000	\$153,000	\$158,000	\$163,000	\$168,000
8 Miscellaneous Service Charges	312,000	312,000	312,000	312,000	312,000
9 Water Rate Revenue - Other Charges	\$461,000	\$465,000	\$470,000	\$475,000	\$480,000
10 Total Operating Revenue	\$25,834,000	\$26,965,000	\$28,164,000	\$29,013,000	\$29,895,000
Operating Expenditures					
11 Source of Supply	\$6,701,000	\$6,701,000	\$6,701,000	\$6,701,000	\$6,701,000
12 Pumping	557,000	574,000	591,000	609,000	627,000
13 Operations	1,285,000	1,324,000	1,364,000	1,405,000	1,447,000
14 Water Treatment	3,165,000	3,260,000	3,358,000	3,459,000	3,563,000
15 Transmission & Distribution	4,851,000	4,997,000	5,147,000	5,301,000	5,460,000
16 Consumer Accounting	587,000	605,000	623,000	642,000	661,000
17 Water Conservation	494,000	509,000	524,000	540,000	556,000
18 General Administration	4,007,000	3,927,000	4,045,000	4,166,000	4,291,000
19 Total Operating Expenditures	\$21,647,000	\$21,897,000	\$22,353,000	\$22,823,000	\$23,306,000
20 Net Operating Revenue	\$4,187,000	\$5,068,000	\$5,811,000	\$6,190,000	\$6,589,000
Non-Operating Revenue/(Expenditures)					
21 Interest Earnings	\$341,000	\$352,000	\$337,000	\$305,000	\$310,000
22 Property Taxes & Miscellaneous Revenue	186,000	986,000	186,000	186,000	186,000
23 Miscellaneous Expense	(167,000)	-	-	-	-
24 Total Non-Op Revenue/(Expenditures)	\$360,000	\$1,338,000	\$523,000	\$491,000	\$496,000
Other Sources/(Uses) Of Funds					
25 Total Capital Spending	(\$5,998,000)	(\$5,845,000)	(\$5,345,000)	(\$3,045,000)	(\$3,145,000)
26 Debt/Grant Funded Capital	2,425,000	300,000	300,000	-	-
27 Cash Funded Capital Projects	(\$3,573,000)	(\$5,545,000)	(\$5,045,000)	(\$3,045,000)	(\$3,145,000)
28 Debt Service	(\$3,255,000)	(\$3,252,000)	(\$3,253,000)	(\$3,251,000)	(\$3,252,000)
29 Equipment Purchases	(1,033,000)	(455,000)	(350,000)	(350,000)	(350,000)
30 Capital Plan Variance Adjustment	1,152,000	1,500,000	1,349,000	849,000	874,000
31 Transfer Out to Recycled Water	(571,000)	(484,000)	(484,000)	(210,000)	(210,000)
32 Loan Repayment WM & OM Principal	91,000	207,000	239,000	286,000	308,000
33 MMWD AEEP Contributions Principal	166,000	170,000	175,000	180,000	180,000
34 Facility Reserve Charges	793,000	793,000	793,000	793,000	793,000
35 Loan to Oceana Marin Sewer/West Marin Water	(431,000)	(500,000)	(600,000)	(700,000)	(300,000)
36 Funding for Affordability Program	(86,000)	(86,000)	(86,000)	(86,000)	(86,000)
37 Total Other Sources/(Uses)	(\$6,747,000)	(\$7,652,000)	(\$7,262,000)	(\$5,534,000)	(\$5,188,000)
38 Beginning Year Balance	\$17,043,000	\$14,843,000	\$13,597,000	\$12,669,000	\$13,816,000
39 Cash Increase/(Decrease)	(\$2,200,000)	(\$1,246,000)	(\$928,000)	\$1,147,000	\$1,897,000
40 Restricted Reserves	\$1,045,000	\$1,045,000	\$1,045,000	\$1,045,000	\$1,045,000
41 End of Year Cash Balance	\$14,843,000	\$13,597,000	\$12,669,000	\$13,816,000	\$15,713,000
42 Minimum Reserves (by policy)	\$11,516,000	\$11,599,000	\$11,751,000	\$11,608,000	\$11,769,000
43 Available Cash (Unrestricted)	\$2,282,000	\$953,000	(\$127,000)	\$1,163,000	\$2,899,000

Novato Recycled Water
Budget Summary
Fiscal Year 24/25

	<i>Proposed Budget FY 24/25</i>	<i>Estimated Actual FY 23/24</i>	<i>Adopted Budget FY 23/24</i>	
Operating Revenue				
1	Recycled Water Rate Revenue	\$1,759,000	\$1,471,000	\$1,870,000
2	Water Loads & Miscellaneous Charges	26,000	26,000	20,000
3	Total Operating Revenue	\$1,785,000	\$1,497,000	\$1,890,000
Operating Expenditures				
4	Purchased Water - NSD & LGVSD	\$380,000	\$342,000	\$396,000
5	Pumping	11,000	11,000	5,000
6	Operations	77,000	94,000	81,000
7	Water Treatment	12,000	11,000	5,000
8	Transmission & Distribution	42,000	36,000	75,000
9	Consumer Accounting	2,000	2,000	2,000
10	General Administration	119,000	113,000	143,000
11	Total Operating Expenditures	\$643,000	\$609,000	\$707,000
12	Net Operating Revenue	\$1,142,000	\$888,000	\$1,183,000
Non-Operating Revenue/(Expenditures)				
13	Interest Earnings	\$114,000	\$312,000	\$99,000
14	Transfers Capital/Replace Expansion Fund	(548,000)	-	(568,000)
15	Total Non-Op Revenue/(Expenditures)	(\$434,000)	\$312,000	(\$469,000)
Other Sources/(Uses) Of Funds				
16	Capital Improvement Projects	(\$450,000)	(265,000)	(\$840,000)
17	Transfers Capital/Replace Expansion Fund	450,000	265,000	750,000
18	Debt Principal Payments	(970,000)	(951,000)	(950,000)
19	Interest Expense	(193,000)	(213,000)	(214,000)
20	Marin Country Club Principal Repayment	39,000	39,000	39,000
21	Facility Reserve Charge Transfer from (to) RV	571,000	750,000	750,000
22	Total Other Sources/(Uses)	(\$553,000)	(\$375,000)	(\$465,000)
23	Cash Increase/(Decrease)	\$155,000	\$825,000	\$249,000

Novato Recycled Water
Five-Year Financial Forecast
Fiscal Year 24/25

	Budget FY 24/25	Forecast FY 25/26	Forecast FY 26/27	Forecast FY 27/28	Forecast FY 28/29
1 Recycled Water Rate Increase	8.50%	6.00%	6.00%	4.00%	4.00%
Operating Revenue					
2 Water Consumption (in million gallons)	215	215	215	215	215
3 Recycled Water Rate Revenue Commodity	\$1,451,000	\$1,538,000	\$1,630,000	\$1,695,000	\$1,763,000
4 Recycled Water Rate Revenue Service Charge	308,000	326,000	346,000	360,000	374,000
5 Total Recycled Water Rate Revenue	\$1,759,000	\$1,864,000	\$1,976,000	\$2,055,000	\$2,137,000
6 Miscellaneous Service Charges	\$26,000	\$26,000	\$26,000	\$26,000	\$26,000
7 Total Operating Revenue	\$1,785,000	\$1,890,000	\$2,002,000	\$2,081,000	\$2,163,000
Operating Expenditures					
8 Purchased Water - NSD & LGVSD	\$380,000	\$391,000	\$412,000	\$434,000	\$457,000
9 Pumping	11,000	11,000	11,000	11,000	11,000
10 Operations	77,000	79,000	81,000	83,000	85,000
11 Water Treatment	12,000	12,000	12,000	12,000	12,000
12 Transmission & Distribution	42,000	43,000	44,000	45,000	46,000
13 Consumer Accounting	2,000	2,000	2,000	2,000	2,000
14 General Administration	119,000	123,000	127,000	131,000	135,000
15 Total Operating Expenditures	\$643,000	\$661,000	\$689,000	\$718,000	\$748,000
16 Net Operating Revenue	\$1,142,000	\$1,229,000	\$1,313,000	\$1,363,000	\$1,415,000
Non-Operating Revenue/(Expenditures)					
17 Interest Earnings	\$114,000	\$117,000	\$119,000	\$121,000	\$124,000
18 Transfers Capital/Replace Expansion Fund	(548,000)	(590,000)	(630,000)	(654,000)	(679,000)
19 Total Non-Op Revenue/(Expenditures)	(\$434,000)	(\$473,000)	(\$511,000)	(\$533,000)	(\$555,000)
Other Sources/(Uses) Of Funds					
20 Total Capital Spending	(\$450,000)	(\$100,000)	(\$450,000)	(\$100,000)	(\$450,000)
21 Transfers Capital/Replace Expansion Fund	450,000	100,000	450,000	100,000	450,000
22 Cash Funded Capital Projects	\$0	\$0	\$0	\$0	\$0
23 Debt Service	(\$1,163,000)	(\$1,163,000)	(\$1,163,000)	(\$889,000)	(\$889,000)
24 Marin Country Club Principal Repayment	39,000	39,000	40,000	40,000	40,000
25 Transfer In to Recycled Water	571,000	484,000	484,000	210,000	210,000
26 Total Other Sources/(Uses)	(\$553,000)	(\$640,000)	(\$639,000)	(\$639,000)	(\$639,000)
27 Beginning Year Balance	\$7,635,000	\$7,790,000	\$7,906,000	\$8,069,000	\$8,260,000
28 Cash Increase/(Decrease)	\$155,000	\$116,000	\$163,000	\$191,000	\$221,000
29 Capital Replacement Expansion Fund	\$5,455,000	\$5,945,000	\$6,125,000	\$6,679,000	\$6,908,000
30 Restricted Reserves	\$1,105,000	\$1,105,000	\$1,105,000	\$890,000	\$890,000
31 Available Cash (Unrestricted)	\$1,230,000	\$856,000	\$839,000	\$691,000	\$683,000
32 End of Year Cash Balance	\$7,790,000	\$7,906,000	\$8,069,000	\$8,260,000	\$8,481,000

West Marin Water
Budget Summary
Fiscal Year 24/25

	<i>Proposed Budget FY 24/25</i>	<i>Estimated Actual FY 23/24</i>	<i>Adopted Budget FY 23/24</i>	
Operating Revenue				
1	Water Rate Revenue	\$990,000	\$934,000	\$1,025,000
2	Miscellaneous Service Charges	9,000	9,000	9,000
3	Total Operating Revenue	\$999,000	\$943,000	\$1,034,000
Operating Expenditures				
4	Source of Supply	\$22,000	\$21,000	\$26,000
5	Pumping	81,000	78,000	78,000
6	Operations	69,000	64,000	88,000
7	Water Treatment	290,000	291,000	261,000
8	Transmission & Distribution	131,000	121,000	225,000
9	Consumer Accounting	27,000	25,000	31,000
10	Water Conservation	12,000	11,000	10,000
11	General Administration	340,000	269,000	158,000
12	Total Operating Expenditures	\$972,000	\$880,000	\$877,000
13	Net Operating Revenue	\$27,000	\$63,000	\$157,000
Non-Operating Revenue/(Expenditures)				
14	Interest Earnings	\$9,000	\$37,000	\$10,000
15	Miscellaneous Revenue	-	-	6,000
16	Total Non-Op Revenue/(Expenditures)	\$9,000	\$37,000	\$16,000
Other Sources/(Uses) Of Funds				
17	Capital Improvement Projects	(\$445,000)	(\$279,000)	(\$585,000)
18	Loans/Grants	45,000	65,000	205,000
19	Capital Plan Variance Adjustment	134,000	-	176,000
20	Debt Principal Payments	(144,000)	(142,000)	(144,000)
21	Interest Expense	(42,000)	(44,000)	(42,000)
22	Facility Reserve Charges	-	22,000	21,000
23	Total Other Sources/(Uses)	(\$452,000)	(\$378,000)	(\$369,000)
24	Cash Increase/(Decrease)	(\$416,000)	(\$278,000)	(\$196,000)

West Marin Water
Five-Year Financial Forecast
Fiscal Year 24/25

	Budget FY 24/25	Forecast FY 25/26	Forecast FY 26/27	Forecast FY 27/28	Forecast FY 28/29
1 Water Rate Increase	6.00%	7.50%	7.50%	7.50%	7.50%
Operating Revenue					
2 Water Consumption (in million gallons)	50.3	50.3	50.3	50.3	50.3
3 Water Rate Revenue Commodity	\$708,000	\$761,000	\$818,000	\$879,000	\$945,000
4 Water Rate Revenue Service Charge	282,000	303,000	326,000	350,000	376,000
5 Total Water Rate Revenue	\$990,000	\$1,064,000	\$1,144,000	\$1,229,000	\$1,321,000
6 Miscellaneous Service Charges	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
7 Total Operating Revenue	\$999,000	\$1,073,000	\$1,153,000	\$1,238,000	\$1,330,000
Operating Expenditures					
8 Source of Supply	\$22,000	\$23,000	\$24,000	\$25,000	\$26,000
9 Pumping	81,000	83,000	85,000	88,000	91,000
10 Operations	69,000	71,000	73,000	75,000	77,000
11 Water Treatment	290,000	299,000	308,000	317,000	327,000
12 Transmission & Distribution	131,000	135,000	139,000	143,000	147,000
13 Consumer Accounting	27,000	28,000	29,000	30,000	31,000
14 Water Conservation	12,000	12,000	12,000	12,000	12,000
15 General Administration	340,000	277,000	285,000	294,000	303,000
16 Total Operating Expenditures	\$972,000	\$928,000	\$955,000	\$984,000	\$1,014,000
17 Net Operating Revenue	\$27,000	\$145,000	\$198,000	\$254,000	\$316,000
Non-Operating Revenue/(Expenditures)					
18 Interest Earnings	\$9,000	\$1,000	\$3,000	\$1,000	\$5,000
19 Miscellaneous Revenue	-	-	-	-	-
20 Total Non-Op Revenue/(Expenditures)	\$9,000	\$1,000	\$3,000	\$1,000	\$5,000
Other Sources/(Uses) Of Funds					
21 Total Capital Spending	(\$445,000)	(\$540,000)	(\$950,000)	(\$1,245,000)	(\$875,000)
22 Loan from Novato	-	500,000	600,000	600,000	300,000
23 Debt/Grant Funded Capital	45,000	-	-	465,000	338,000
24 Cash Funded Capital Projects	(\$400,000)	(\$40,000)	(\$350,000)	(\$180,000)	(\$237,000)
25 Debt Service	(\$186,000)	(\$186,000)	(\$242,000)	(\$294,000)	(\$154,000)
26 Capital Plan Variance Adjustment	134,000	162,000	285,000	374,000	263,000
27 Facility Reserve Charges	-	22,000	-	22,000	-
28 Total Other Sources/(Uses)	(\$452,000)	(\$42,000)	(\$307,000)	(\$78,000)	(\$128,000)
29 Beginning Year Balance	\$468,000	\$52,000	\$156,000	\$50,000	\$227,000
30 Cash Increase/(Decrease)	(\$416,000)	\$104,000	(\$106,000)	\$177,000	\$193,000
31 Minimum Reserves	\$373,000	\$408,000	\$417,000	\$427,000	\$437,000
32 Available Cash (Unrestricted)					
33 End of Year Cash Balance	\$52,000	\$156,000	\$50,000	\$227,000	\$420,000

Oceana Marin Sewer
Budget Summary
Fiscal Year 24/25

	Proposed Budget FY 24/25	Estimated Actual FY 23/24	Adopted Budget FY 23/24
Operating Revenue			
1 Sewer Service Charges	\$347,000	\$324,000	\$323,000
Operating Expenditures			
2 Sewage Collection	\$88,000	\$80,000	\$112,000
3 Sewage Treatment	104,000	99,000	66,000
4 Sewage Disposal	65,000	64,000	35,000
5 Consumer Accounting	3,000	3,000	2,000
6 General Administration	64,000	59,000	33,000
7 Total Operating Expenditures	\$324,000	\$305,000	\$248,000
8 Net Operating Revenue	\$23,000	\$19,000	\$75,000
Non-Operating Revenue/(Expenditures)			
9 Interest Earnings	\$11,000	\$24,000	\$7,000
10 Miscellaneous Revenue	2,000	2,000	-
11 Total Non-Op Revenue/(Expenditures)	\$13,000	\$26,000	\$7,000
Other Sources/(Uses) Of Funds			
12 Capital Improvement Projects	(\$1,905,000)	(\$133,000)	(\$955,000)
13 Grants	1,294,000	56,000	600,000
14 Loan from Novato	431,000	-	200,000
15 Debt Principal Payments	(38,000)	-	(17,000)
16 Interest Expense	(17,000)	-	(6,000)
17 Sewage Facilities Connection Charges	-	75,000	-
18 Total Other Sources/(Uses)	(\$235,000)	(\$2,000)	(\$178,000)
19 Cash Increase/(Decrease)	(\$199,000)	\$43,000	(\$96,000)

Oceana Marin Sewer
Five-Year Financial Forecast
Fiscal Year 24/25

	Budget FY 24/25	Forecast FY 25/26	Forecast FY 26/27	Forecast FY 27/28	Forecast FY 28/29
1 Sewer Rate Increase	6.00%	8.00%	8.00%	8.00%	8.00%
Operating Revenue					
2 Number of Connections	238	238	239	239	240
3 Annual Sewer Service Charge	\$1,456	\$1,572	\$1,698	\$1,834	\$1,981
4 Operating Revenue Sewer Service Charges	\$347,000	\$374,000	\$406,000	\$438,000	\$475,000
Operating Expenditures					
5 Sewage Collection	\$88,000	\$91,000	\$94,000	\$97,000	\$100,000
6 Sewage Treatment	104,000	107,000	110,000	113,000	116,000
7 Sewage Disposal	65,000	67,000	69,000	71,000	73,000
8 Consumer Accounting	3,000	3,000	3,000	3,000	3,000
9 General Administration	64,000	116,000	66,000	68,000	70,000
10 Total Operating Expenditures	\$324,000	\$384,000	\$342,000	\$352,000	\$362,000
11 Net Operating Revenue	\$23,000	(\$10,000)	\$64,000	\$86,000	\$113,000
Non-Operating Revenue/(Expenditures)					
12 Interest Earnings	\$11,000	\$7,000	\$4,000	\$4,000	\$2,000
13 Miscellaneous Revenue/Expense	2,000	2,000	2,000	2,000	2,000
14 Total Non-Operating Revenue/Expenditures	\$13,000	\$9,000	\$6,000	\$6,000	\$4,000
Other Sources/(Uses) Of Funds					
15 Total Capital Spending	(\$1,905,000)	(\$75,000)	(\$65,000)	(\$190,000)	(\$65,000)
16 Loan from Novato Water	431,000	-	-	100,000	-
17 Debt/Grant Funded Capital	1,294,000	-	-	-	-
18 Cash Funded Capital Projects	(\$180,000)	(\$75,000)	(\$65,000)	(\$90,000)	(\$65,000)
19 Debt Service	(\$55,000)	(\$55,000)	(\$55,000)	(\$67,000)	(\$67,000)
20 Sewage Facilities Connection Charges	-	-	30,000	-	30,000
21 Total Other Sources/(Uses)	(\$235,000)	(\$130,000)	(\$90,000)	(\$157,000)	(\$102,000)
22 Beginning Cash Reserve Balance	\$528,000	\$329,000	\$198,000	\$178,000	\$113,000
23 Cash Increase/(Decrease)	(\$199,000)	(\$131,000)	(\$20,000)	(\$65,000)	\$15,000
24 Ending Cash Reserve Balance	\$329,000	\$198,000	\$178,000	\$113,000	\$128,000

North Marin Water District
Capital Improvement Projects (CIP)
Fiscal Year 24/25 Budget & FY 25/26-FY 28/29 Forecast

ID	Project	Budget FY 24/25	Forecast FY 25/26	Forecast FY 26/27	Forecast FY 27/28	Forecast FY 28/29
1. PIPELINES						
1a Pipeline Improvements						
1	Novato Blvd. Widening - Diablo to Grant (4,100 LF)	\$ 200,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -
2	Arthur Street Main Relocation at Cabmridge (Phase 2)	\$ 400,000	\$ -	\$ -	\$ -	\$ -
3	San Mateo Tank 24" Transmission Main	\$ 50,000	\$ 1,250,000	\$ -	\$ -	\$ -
1b Pipeline Replacements						
1	Stafford Lake Park Service Line	\$ 25,000	\$ 300,000	\$ 300,000	\$ -	\$ -
2	Pipeline Replacement - TBD	\$ -	\$ -	\$ -	\$ -	\$ 500,000
1c Aqueduct Improvements						
1	Interconnection Modifications (w/ MMWD)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
1d Pipeline Contingency						
1	Sync w/ City or County Paving	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
2	Other Pipeline Improvements	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Subtotal		\$ 835,000	\$ 3,310,000	\$ 2,060,000	\$ 260,000	\$ 760,000
2. STORAGE TANKS & PUMP STATIONS						
2a Tank Rehabilitation / Replacement						
1	Recoating - Garner Tank	\$ -	\$ 25,000	\$ 250,000	\$ 250,000	\$ -
2	Seismic Upgrade / Coating - Lynwood Tanks (x2)	\$ -	\$ 25,000	\$ 25,000	\$ 500,000	\$ 500,000
3	Tank Rehab - TBD	\$ -	\$ -	\$ -	\$ -	\$ 750,000
2b Pump Station Rehabilitation / Replacement						
1	Lynwood PS Replacement	\$ 400,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -
2	Lynwood Power Module Upgrade	\$ 100,000	\$ -	\$ -	\$ -	\$ -
3	Crest PS Construction (Reloc. School Rd. PS)	\$ 1,400,000	\$ -	\$ -	\$ -	\$ -
4	Cherry Hill PS Retaining Wall	\$ 150,000	\$ -	\$ -	\$ -	\$ -
5	Pump Station Rehab - TBD	\$ -	\$ -	\$ -	\$ 50,000	\$ 750,000
2c Hydropneumatic Systems						
1	Hydropneumatic upgrades, Phase 1 (Bahia)	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -
2	Hydropneumatic upgrades, Phase 2 (Hayden)	\$ -	\$ -	\$ 75,000	\$ 850,000	\$ -
2d Tank & Pump Station Contingency						
1	PS Pump Replacements (5/yr)	\$ 50,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Subtotal		\$ 3,200,000	\$ 1,700,000	\$ 2,000,000	\$ 1,800,000	\$ 2,150,000
3. STAFFORD IMPROVEMENTS						
3a Stafford Treatment Plant (STP)						
1	STP Chemical Tank Replacement	\$ 30,000	\$ -	\$ -	\$ -	\$ -
2	STP PLC Replacements	\$ -	\$ 125,000	\$ -	\$ -	\$ -
3	Replace Supernatant Line to Center Rd. (Phase 3)	\$ -	\$ -	\$ -	\$ 375,000	\$ -
4	STP Corrosion Improvements - Primary Filter Recoat (x3)	\$ 28,000	\$ -	\$ -	\$ -	\$ -
3b Stafford Dam / Watershed						
1	Water Supply Enhancement - Spillway ASG	\$ 60,000	\$ 400,000	\$ 400,000	\$ -	\$ -
2	Dam Spillway Concrete Repair	\$ 75,000	\$ -	\$ -	\$ 25,000	\$ 75,000
3	Access Road Slide Repair	\$ -	\$ -	\$ 150,000	\$ -	\$ -
4	Dam Piezometer Automation	\$ 100,000	\$ -	\$ -	\$ -	\$ -
5	Dam Upstream Concrete Apron Repair	\$ -	\$ -	\$ 250,000	\$ -	\$ -
6	Raw Water Intake Modifications	\$ -	\$ -	\$ 100,000	\$ 200,000	\$ -
3c Stafford Contingency						
1	Other Stafford Improvements	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Subtotal		\$ 393,000	\$ 625,000	\$ 1,000,000	\$ 700,000	\$ 175,000

North Marin Water District
Capital Improvement Projects (CIP)
Fiscal Year 24/25 Budget & FY 25/26-FY 28/29 Forecast

ID	Project	Budget FY 24/25	Forecast FY 25/26	Forecast FY 26/27	Forecast FY 27/28	Forecast FY 28/29
4. MISCELLANEOUS IMPROVEMENTS (NOVATO)						
4a District Offices						
1	NMWD Headquarters Upgrade	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -
2	Construction Locker Room Remodel	\$ 150,000	\$ -	\$ -	\$ -	\$ -
3	Asphalt Repairs at District Facilities	\$ 150,000	\$ -	\$ -	\$ -	\$ -
4	Corp Yard Bldg Roof Replacement	\$ 150,000	\$ -	\$ -	\$ -	\$ -
5	Corp Yard Bldg HVAC Replacement	\$ -	\$ 150,000	\$ -	\$ -	\$ -
4b System Pressure / Valving						
1	PRV Replacements (48 valves)	\$ -	\$ -	\$ 225,000	\$ 225,000	\$ -
4c Other Miscellaneous Improvements						
1	Cathodic Protection - Anode Installation (Annual)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
2	Other System Improvements	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
3	AMI Installation - 3-inch and larger	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Subtotal		\$ 1,570,000	\$ 210,000	\$ 285,000	\$ 285,000	\$ 60,000
5. RECYCLED WATER SYSTEM (NOVATO)						
5a RW Pipelines						
1	RW extension from Redwood Blvd to 999 Rush Creek	\$ 100,000	\$ -	\$ -	\$ -	\$ -
2	Hamilton Veteran's Housing (Homeward Bound)	\$ 250,000	\$ -	\$ -	\$ -	\$ -
3	Replace CI in Atherton Ave. (1,320 LF)	\$ -	\$ -	\$ 350,000	\$ -	\$ -
4	RW extension to Nave Shopping Center	\$ -	\$ -	\$ -	\$ -	\$ 350,000
5b RW Tanks & Pump Stations						
1	Leak Repair - Reservoir Hill Tank	\$ -	\$ 100,000	\$ -	\$ -	\$ -
5c RW Contingency						
1	Other Recycled Water Improvements	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
Subtotal		\$ 450,000	\$ 100,000	\$ 450,000	\$ 100,000	\$ 450,000
6. WEST MARIN SYSTEM						
6a WM Pipelines						
1	Lagunitas Creek Bridge Pipe Replacement (Caltrans)	\$ 50,000	\$ 240,000	\$ 800,000	\$ 400,000	\$ -
2	Replace 2-inch Galvanized Pipe - Balboa+	\$ 125,000	\$ -	\$ -	\$ -	\$ -
3	Olema Creek Bridge Pipe Replacement (County)	\$ -	\$ -	\$ -	\$ -	\$ 200,000
6b WM Tanks & Pump Stations						
1	Tank Replacement - PRE #1 & #2	\$ -	\$ -	\$ -	\$ 620,000	\$ -
2	Tank Replacement - Pt. Reyes #1	\$ -	\$ -	\$ -	\$ -	\$ 450,000
6c WM Wells						
1	New Well - Gallagher Well No. 2 - DWR Grant Admin	\$ 5,000	\$ -	\$ -	\$ -	\$ -
2	New Well - Gallagher Well No. 2 - Construction	\$ 40,000	\$ -	\$ -	\$ -	\$ -
6d WM Treatment Plant						
1	PR Treatment Plant - Relocate Chem Storage	\$ 75,000	\$ -	\$ -	\$ -	\$ -
2	PR Treatment Plant - Backwash Filter Replacement	\$ -	\$ 150,000	\$ -	\$ -	\$ -
3	PR Treatment Plant - Major Modifications, Future Project	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000
6e WM Contingency						
1	Sync w/ County Paving	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
2	Other Water System Improvements	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Subtotal		\$ 445,000	\$ 540,000	\$ 950,000	\$ 1,245,000	\$ 875,000
7. OCEANA MARIN						
7a OM Pipelines						
1	Sewer Force Main Improvements - FM 1A (Design Only)	\$ 55,000	\$ -	\$ -	\$ -	\$ -
2	Sewer Force Main Improvements - FM 1B (Design Only)	\$ -	\$ -	\$ -	\$ 125,000	\$ -
3	Sewer Main Spot Repairs	\$ 50,000	\$ -	\$ -	\$ -	\$ -
7b OM Lift Station						
7c OM Treatment Ponds						
1	OM Treatment Pond Rehab - Construction	\$ 1,725,000	\$ -	\$ -	\$ -	\$ -
2	OM Treatment Pond Rehab - Grant Management	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -
7d OM Contingency						
1	Infiltration Repair (Annual)	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
2	Other Sewer System Improvements	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Subtotal		\$ 1,905,000	\$ 75,000	\$ 65,000	\$ 190,000	\$ 65,000

North Marin Water District
Capital Improvement Projects (CIP)
Fiscal Year 24/25 Budget & FY 25/26-FY 28/29 Forecast

ID	Project	Budget FY 24/25	Forecast FY 25/26	Forecast FY 26/27	Forecast FY 27/28	Forecast FY 28/29
SUMMARY - GROSS PROJECT OUTLAY						
1 - 4	Novato Water	\$ 5,998,000	\$ 5,845,000	\$ 5,345,000	\$ 3,045,000	\$ 3,145,000
5	Recycled Water	\$ 450,000	\$ 100,000	\$ 450,000	\$ 100,000	\$ 450,000
6	West Marin Water	\$ 445,000	\$ 540,000	\$ 950,000	\$ 1,245,000	\$ 875,000
7	Oceana Marin Sewer	\$ 1,905,000	\$ 75,000	\$ 65,000	\$ 190,000	\$ 65,000
GROSS PROJECT OUTLAY		\$ 8,798,000	\$ 6,560,000	\$ 6,810,000	\$ 4,580,000	\$ 4,535,000
LESS FUNDED BY LOANS/GRANTS/OTHER						
a	NW - Loan Funds - Office/Yard Building Renovation	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -
b	NW - Loan Funds - Crest PS Construction	\$ 1,400,000	\$ -	\$ -	\$ -	\$ -
c	NW - Reimbursement by Marin County Parks	\$ 25,000	\$ 300,000	\$ 300,000	\$ -	\$ -
d	RW - Capital Replacement Expansion Fund	\$ 450,000	\$ 100,000	\$ 450,000	\$ 100,000	\$ 450,000
e	WM - CA DWR Drought Relief Grant for GW02	\$ 45,000	\$ -	\$ -	\$ -	\$ -
f	WM - Grant Funding (Source TBD)	\$ -	\$ -	\$ -	\$ 465,000	\$ 338,000
g	WM - Novato Water Loan	\$ -	\$ 500,000	\$ 600,000	\$ 600,000	\$ 300,000
h	OM - Novato Water Loan to OM	\$ 431,000	\$ -	\$ -	\$ 100,000	\$ -
i	OM - Treatment Pond FEMA HMP Grant (3/4)	\$ 1,294,000	\$ -	\$ -	\$ -	\$ -
TOTAL FUNDED BY LOANS/GRANTS/OTHER		\$ 4,645,000	\$ 900,000	\$ 1,350,000	\$ 1,265,000	\$ 1,088,000
SUMMARY - NET PROJECT OUTLAY						
1 - 4	Novato Water	\$ 3,573,000	\$ 5,545,000	\$ 5,045,000	\$ 3,045,000	\$ 3,145,000
5	Recycled Water	\$ -	\$ -	\$ -	\$ -	\$ -
6	West Marin Water	\$ 400,000	\$ 40,000	\$ 350,000	\$ 180,000	\$ 237,000
7	Oceana Marin Sewer	\$ 180,000	\$ 75,000	\$ 65,000	\$ 90,000	\$ 65,000
NET PROJECT OUTLAY		\$ 4,153,000	\$ 5,660,000	\$ 5,460,000	\$ 3,315,000	\$ 3,447,000
5-YEAR AVG. of INTERNALLY FUNDED PROJECTS (Net Outlay)		FY 25 - 29				
1 - 4	Novato Water	\$ 4,070,600				
5	Recycled Water	\$ -				
6	West Marin Water	\$ 241,400				
7	Oceana Marin Sewer	\$ 95,000				
8. EQUIPMENT BUDGET						
1	Class 8 Service Truck (2) Replace #503 & #508	\$ 852,000	\$ -	\$ -	\$ -	\$ -
2	Lease Vehicles	\$ 106,000	\$ 305,000	\$ 250,000	\$ 250,000	\$ 250,000
3	Portable Generators	\$ 75,000	\$ 150,000	\$ -	\$ -	\$ -
4	Miscellaneous Equipment Purchases	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
TOTAL EQUIPMENT BUDGET		\$ 1,033,000	\$ 455,000	\$ 350,000	\$ 350,000	\$ 350,000

North Marin Water District
Capital Improvement Projects (CIP)
Fiscal Year 24/25 Budget & FY 25/26-FY 28/29 Forecast

ID	Project	Budget FY 24/25	Forecast FY 25/26	Forecast FY 26/27	Forecast FY 27/28	Forecast FY 28/29
9. STUDIES & SPECIAL PROJECTS						
9a General Studies						
1	Strategic Plan Update (2025-2029)	\$ 30,000	\$ -			
2	GIS Conversion to Esri/ArcGIS	\$ 10,000	\$ 10,000			
3	Emergency Operations (Response) Plan	\$ 100,000	\$ -			
9b Novato Service Area Studies						
1	Urban Water Mgmt Plan - 2025 Update	\$ 60,000	\$ -			
2	Novato Water Master Plan Update	\$ 400,000	\$ -			
3	North Marin Aqueduct Vulnerability/Cathodic Assessment	\$ 90,000	\$ -			
4	Stafford Treatment Plant Risk Management Plan Update	\$ 60,000	\$ 60,000			
9c West Marin Water Service Area Studies						
1	West Marin Master Plan & Resiliency Study	\$ 50,000	\$ 75,000			
2	West Marin Boundary Review - LAFCo Recommendation	\$ 15,000				
3	West Marin Rate Study	\$ 45,000	\$ -			
9d Oceana Marin Sewer Service Area Studies						
1	Oceana Marin Master Plan	\$ -	\$ 50,000			
Total Studies & Special Projects		\$ 860,000	\$ 195,000	\$ -	\$ -	\$ -



**NORTH MARIN
WATER DISTRICT**

**Fiscal Year 24/25
Budget Review**

June 4, 2024

FY 24/25 Budget Review

Contents

1. Key Assumptions
2. Historical Billed Water Consumption
3. Budget Summary
4. Financial Forecast & Outstanding Debt
5. Budget Review & Rate Hearing Schedule





Key Assumptions

FY 24/25 Budget Review

Key Assumptions

Service Area	Consumption Volume	Rate Increase
Novato Water	2.1 Billion Gallons	8.5%
Recycled Water	215 Million Gallons	8.5%
West Marin Water	50.3 Million Gallons	6%
Oceana Marin Sewer	N/A	6%



Key Assumptions - Continued

All Service Areas

- Inflation between 3-6%
- Personnel Costs:
 - \$1.1 Million Increase to Salaries and Benefits with approved Memo of Understanding (MOU) effective 10/01/2023
 - 7% assumed increase to Health Insurance
 - 29% increase to Workers Compensation Insurance
 - Pension Costs of 31% of Employee Earnings

Novato Water

- Wholesale Water Rates from Sonoma Water, Increase = 11.74%
- Update to Master Plan & Emergency Operations (Response) Plan
- Memberships, Software, Permit & Regulatory Fees, Increase ≈ 4%
- Insurance Premium, Increase ≈ 21%

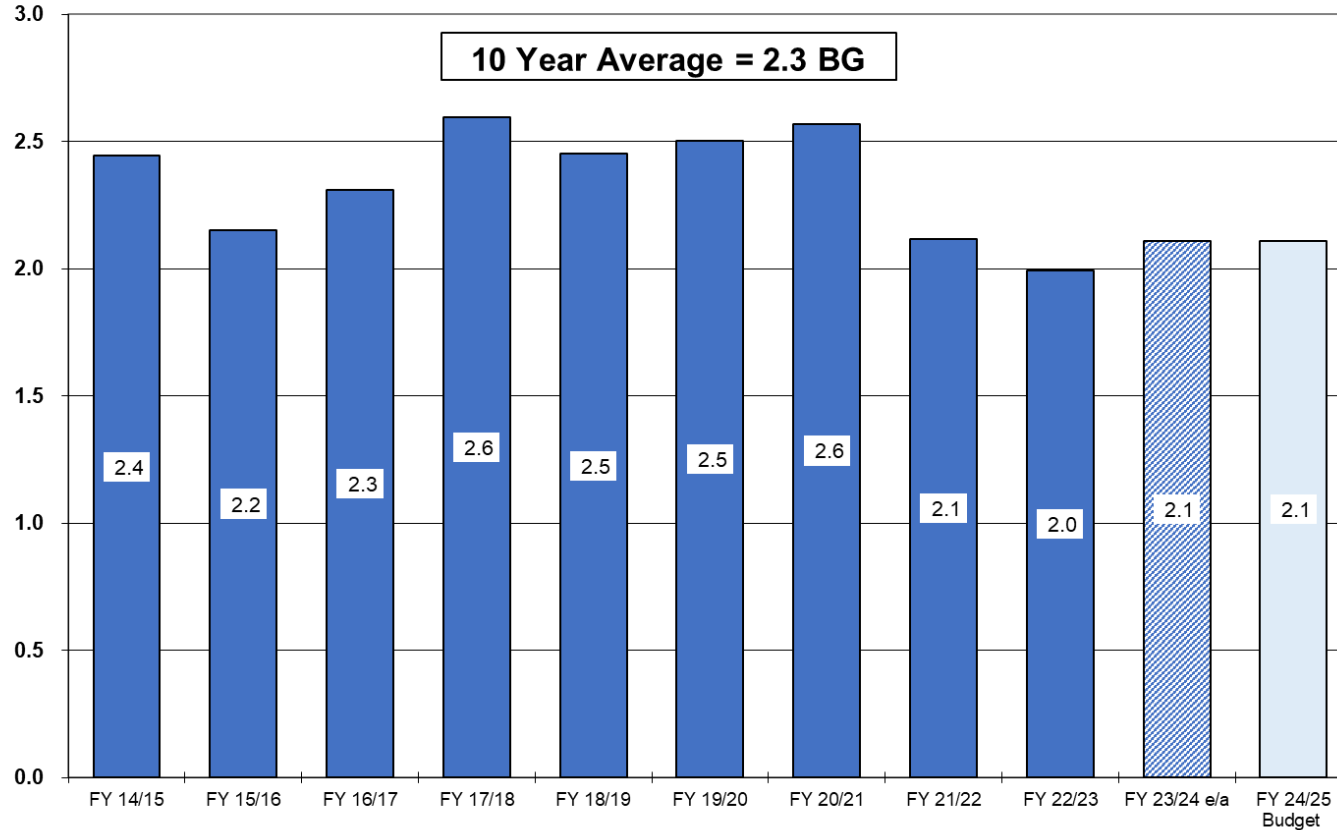




Historical Billed Water Consumption

Novato Water Billed Consumption 10 Year History

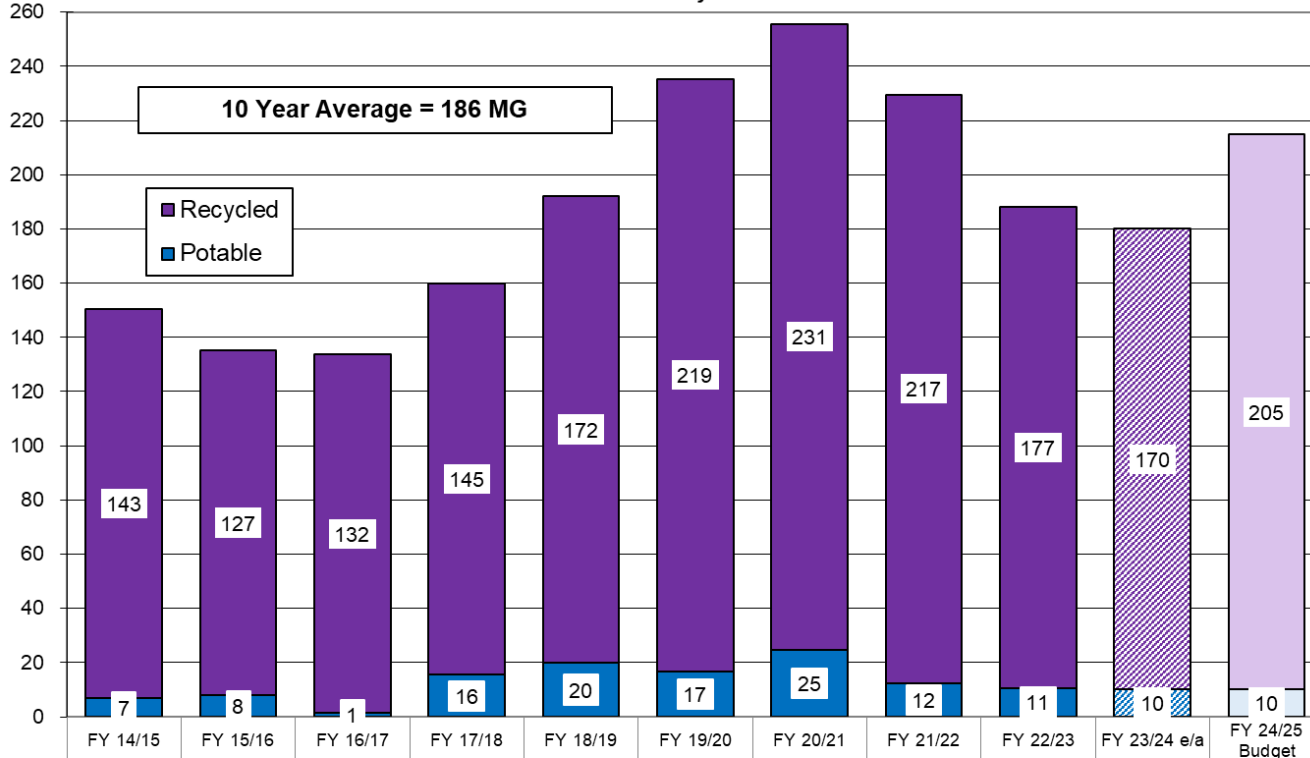
Billion
Gallons



Recycled Water Billed Consumption 10 Year History

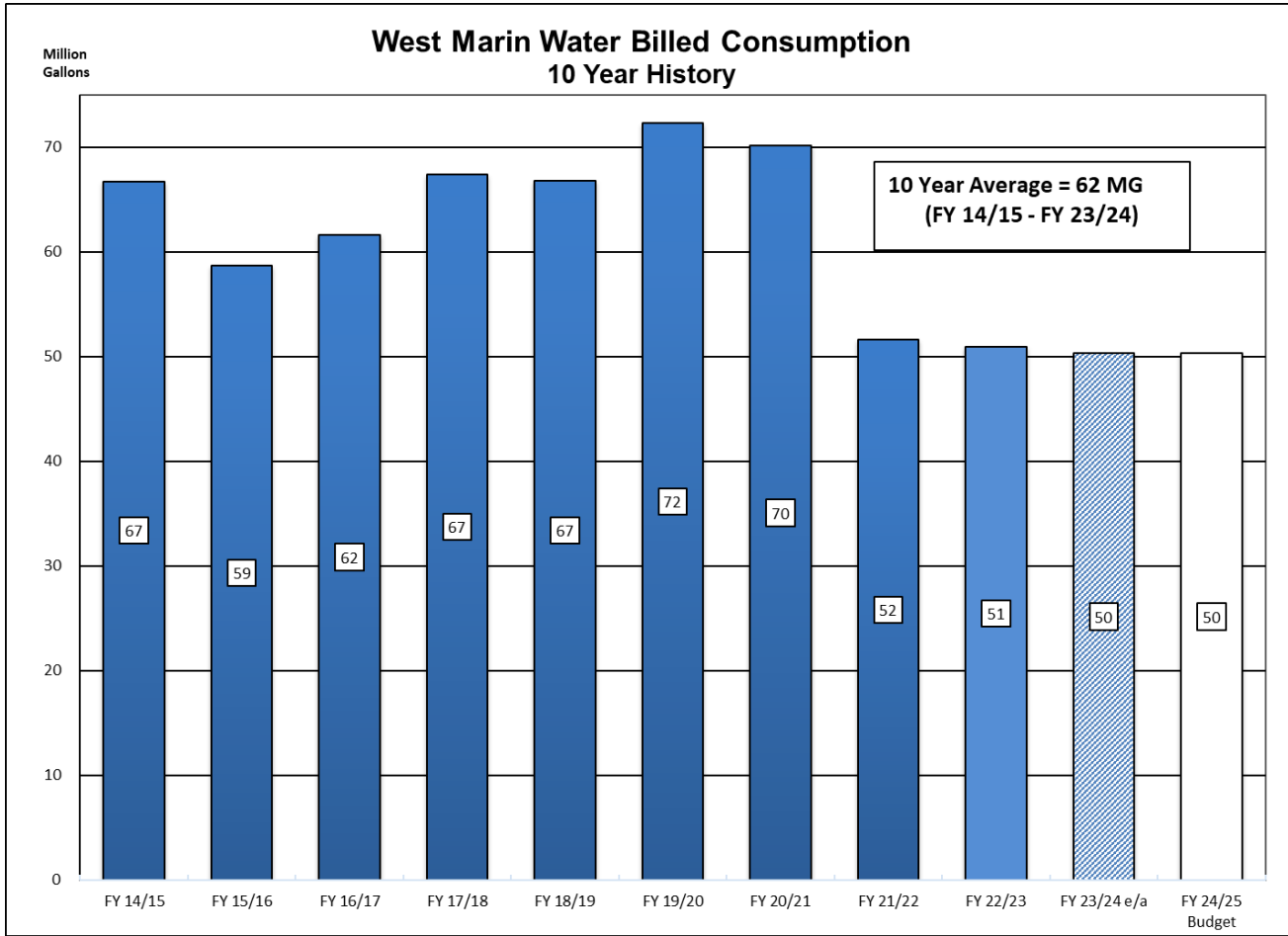
#N/A

Million
Gallons



■ Recycled	143	127	132	145	172	219	231	217	177	170	205
■ Potable	7	8	1	16	20	17	25	12	11	10	10







Budget Summary

FY 24/25 Budget Summary

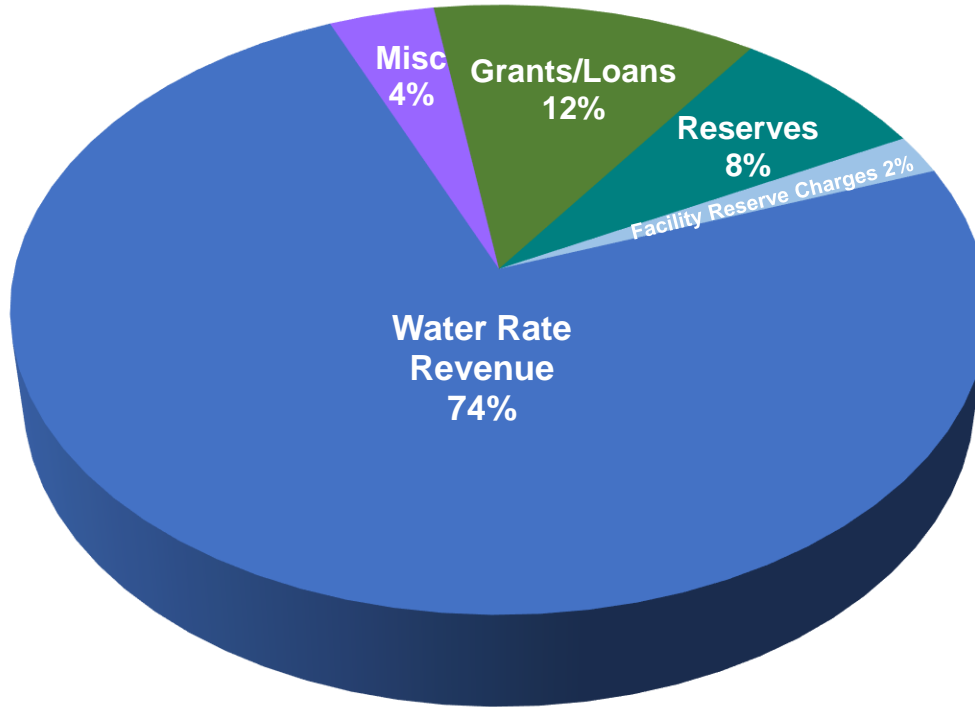
Operating Revenue

Service Area	Consumption Volume	Water Rate Revenue & OM Sewer Service	Wheeling & Misc. Service Charges	Total Operating Revenue
Novato Water	2.1 Billion Gallons	\$25,373,000	\$461,000	\$25,834,000
Recycled Water	215 Million Gallons	\$1,759,000	\$26,000	\$1,785,000
West Marin Water	50.3 Million Gallons	\$990,000	\$9,000	\$999,000
Oceana Marin Sewer	N/A	\$347,000	—	\$347,000
Total Operating Revenue		\$28,469,000	\$496,000	\$28,965,000



FY 24/25 Budget Summary

Sources = \$37,931,000



FY 24/25 Budget Summary

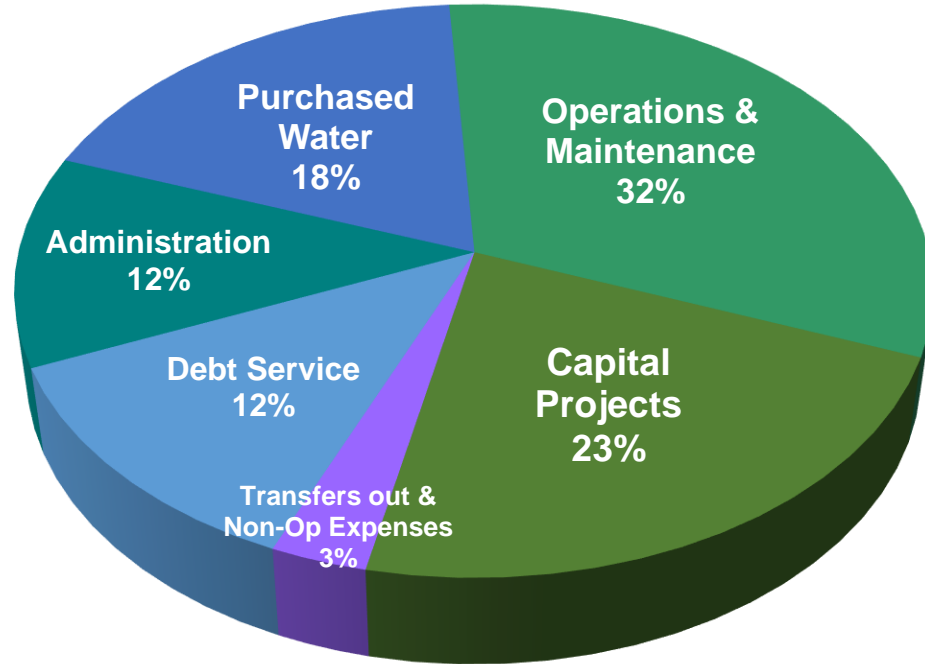
Operating Expenses

Service Area	Novato Water	Recycled Water	West Marin Water	Oceana Marin Sewer	Total
Source of Supply	\$6,701,000	\$380,000	\$22,000	-	\$7,103,000
Pumping	\$557,000	\$11,000	\$81,000	-	\$649,000
Operations	\$1,285,000	\$77,000	\$69,000	-	\$1,431,000
Water Treatment	\$3,165,000	\$12,000	\$290,000	-	\$3,467,000
Transmission & Distribution	\$4,851,000	\$42,000	\$131,000	-	\$5,024,000
Sewer Operations	-	-	-	\$324,000	\$324,000
Consumer Accounting	\$587,000	\$2,000	\$27,000	-	\$616,000
Water Conservation	\$494,000	-	\$12,000	-	\$506,000
General Administration	\$4,007,000	\$119,000	\$340,000	-	\$4,466,000
Total Operating Expenses	\$21,647,000	\$643,000	\$972,000	\$324,000	\$23,586,000



FY 24/25 Budget Summary

Uses = \$37,931,000



Labor = \$12.4M (33%)



FY 24/25 Budget Review

Capital Improvement Projects (CIP)

Service Area and Type	FY 24/25	# of Projects
Novato Water		
Capital Improvement Projects	\$ 5,998,000	27
Less Funded by Loans/Grants/Other	(2,425,000)	
Novato Water Total	\$ 3,573,000	27
Recycled Water		
Capital Improvement Projects	450,000	3
Less Funded by Loans/Grants/Other	(450,000)	
Recycled Water Total	\$ -	3
West Marin Water		
Capital Improvement Projects	445,000	7
Less Funded by Loans/Grants/Other	(45,000)	
West Marin Water Total	400,000	7
Oceana Marin Sewer		
Capital Improvement Projects	1,905,000	6
Less Funded by Loans/Grants/Other	(1,725,000)	
Oceana Marin Sewer Total	\$ 180,000	6
Total Pay-Go	\$ 4,153,000	43

Novato

- Administration & Lab Upgrade
- Crest Pump Station Construction
- Hydropneumatics Upgrades, Phase 1 Bahia

Recycled Water

- Hamilton Veteran's Housing (Homeward Bound)
- Extension from Redwood Blvd to 999 Rush Creek

West Marin Water

- Lagunitas Creek Bridge Pipe Replacement
- Replace 2-Inch Galvanized Pipe – Balboa+

Oceana Marin Sewer

- Treatment Pond Rehab – Construction & Grant Management



FY 23/24 Budget Summary

Studies & Special Projects

Type/Area	Project	FY 24/25 Budget
General Studies		
	Emergency Operations (Response) Plan	\$100,000
	Strategic Plan Update (2025-2029)	\$30,000
	GIS Conversion to Esri/ArcGIS	\$10,000
Novato Service Area Studies		
	Novato Water Master Plan Update	\$400,000
	North Marin Aqueduct Vulnerability/Cathodic Assessment	\$90,000
	Urban Water Management Plan – 2025 Update	\$60,000
	Stafford Treatment Plant Risk Management Plan Update	\$60,000
WM Service Area Studies		
	West Marin Master Plan & Resiliency Study	\$50,000
	West Marin Rate Study	\$45,000
	West Marin Water Boundary Review – LAFCo Recommendation	\$15,000
	Total Studies & Special Projects	\$860,000

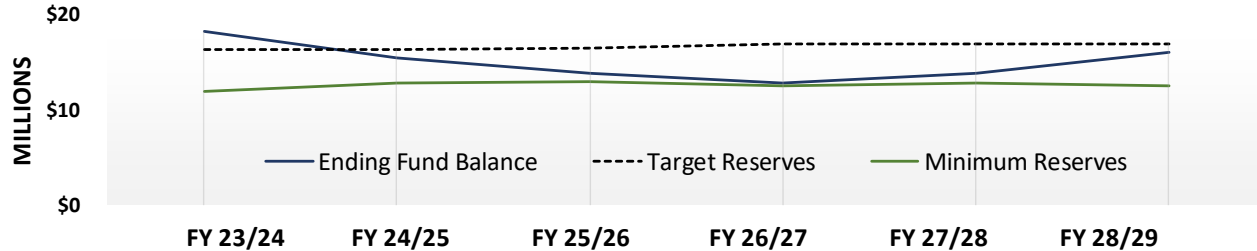
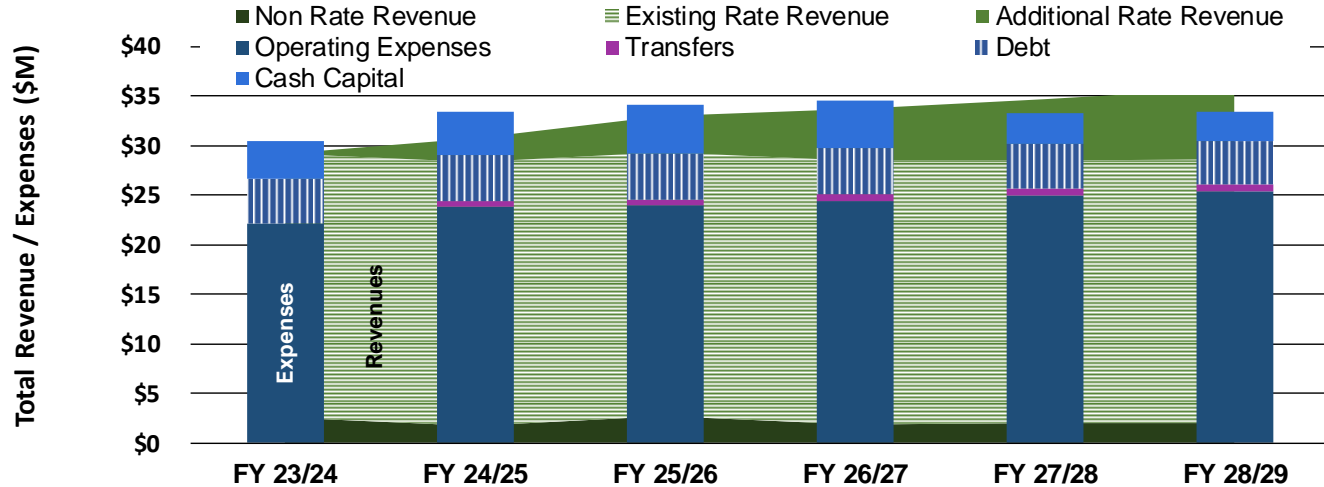




Financial Forecast & Debt Service

FY 24/25 Financial Forecast

Financial Forecast Summary - All Service Areas Combined



Debt Coverage Ratio:

FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
1.59	1.46	1.84	1.91	2.04	2.31



FY 24/25 Budget Summary

Debt Service

Service Area & Description	Issue Year	Interest Rate	Original Loan	Interest Expense	Principal Payments	Total Debt Service	Outstanding Balance 06/30/2025	Final Payment
Novato - SRF Loan STP	2004	2.39%	\$16,528,850	\$111,447	\$933,027	\$1,044,474	\$3,961,895	07/2029
Novato – Bank of Marin	2011	3.42%	\$7,000,000	\$100,778	\$381,264	\$482,042	\$2,741,490	10/2031
Novato – Chase Bank	2018	2.69%	\$4,600,000	\$80,297	\$300,000	\$380,297	\$2,975,000	03/2033
Novato – Webster Bank	2022	3.11%	\$20,000,000	\$571,216	\$776,681	\$1,347,897	\$17,590,396	03/2042
RW TP – SRF Loan	2006	2.40%	\$4,302,560	\$18,774	\$254,593	\$273,367	\$527,663	06/2027
RW North – SRF Loans (4)	2013	2.60%	\$4,375,605	\$54,725	\$227,168	\$281,892	\$1,877,622	Varies
RW South – SRF Loans (3)	2013	2.20%	\$5,361,952	\$60,898	\$271,508	\$332,407	\$2,496,588	Varies
RW Central – SRF Loan	2016	1.00%	\$7,130,503	\$58,584	\$217,189	\$275,773	\$5,641,162	12/2047
West Marin – Bank of Marin	2012	3.42%	\$1,000,000	\$14,793	\$70,758	\$70,758	\$402,421	10/2031
Total Debt Service			\$70,299,470	\$1,071,510	\$3,417,396	\$4,488,907	\$38,214,236	



Budget Review & Rate Hearing Schedule

- | | |
|---|----------------|
| 1. Novato & Recycled Water Rate Study (Review) | March 13, 2024 |
| 2. Novato & Recycled Water Rate Study (Accept) | April 2, 2024 |
| 3. Financial Plan Updates West Marin Water & Oceana Marin Sewer | April 2, 2024 |
| 4. Prop 218 Notices Sent to Customers | May 2, 2024 |
| 5. Capital Improvement Projects Review (Review) | May 7, 2024 |
| 6. Operations & Maintenance and Capital Budget (Review) | June 4, 2024 |
| 7. Operations & Maintenance and Capital Budget (Approve) | June 18, 2024 |
| 8. Public Hearing to Enact New Water & Sewer Rates (Approve) | June 18, 2024 |





Questions?

6

DISBURSEMENTS - DATED MAY 23, 2024

Date Prepared 5/20/24


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
EFT	US Bank	April Bank Analysis Charge (Lockbox \$912 & Other \$467 Less Interest \$176)	1,202.75
1	Alameda Elect Dist. Inc	Diesel Locomotive Cable (85')	499.81
2	Bank of Marin	Bank of Marin Loan Principal & Interest (Pymt#151 of 240) Aqueduct Energy Efficiency Project	46,066.67
3	Core & Main	Epoxy Coating, Brass Couplings (20), Hydrant (\$3,770), 6" Double Check Detector Assembly (\$5,257) & 3/4" Threaded Rod (48)	10,902.10
4	DeBarros, Michael	"Pool Cover" Rebate Program	75.00
5	Derviss, Michelle	"Washer" Rebate Program	75.00
6	Ditch Witch West	Safety Element (2), Filter (2) & Water Separator	286.52
7	Freyer & Laureta, Inc.	Prog Pymt#17: Engineering & Design Services for Lynwood Pump Station (Balance Remaining on Contract \$92,943)	3,243.63
8	Geokon Inc.	Automated Piezometers (STP)	4,908.95
9	GHD Inc.	Prog Pymt #11: Engineering Services for the Oceana Marin Treatment & Storage Pond Repair \$10,649 (Balance Remaining on Contract \$1,023) & Prog Pymt #13: Gis Conversion to ESRI & Mapping Support \$1,812 (Balance Remaining on Contract \$7,066)	12,460.53
10	Ghilotti Construction	Prog Pymt #3: Replace Supernatant Line (Balance Remaining on Contract \$56,421)	157,382.81
11	Grainger	Disposable Gloves (2000), (\$464), Instant Canopy, Side Wall (85in), Vertical Pump, Garden Hose (50ft), Tape Measure 25' (3), Inspection Mirror (3), Pump Drill Kit, Tool Tote (3) & Pipe Plug (2)	1,742.29
12	Golden State Const & Utility, Inc.	Recycled Water Extension from Redwood Blvd	190,098.28
13	Hasa, Inc.	Sodium Hypochlorite (200 Gal) (STP)	624.96


Seq	Payable To	For	Amount
14	HMS Software	TimeControl Online Subscription Renewal (7/21/24-7/21/25)	6,825.00
15	InfoSend, Inc.	April Processing Fee For Water Bill (\$1,197) & Postage (\$3,955) & April Monthly Support Fee (\$1,035)	6,187.00
16	Kahn, Harland	"Washer" Rebate Program	75.00
17	Kealy, Delna	"Washer" Rebate Program	75.00
18	Kiosk Creative LLC	April Marketing Communication & Outreach Services \$12,293 (Bal Rem on Contract \$12,636) & Interim Strategic Plan \$9,150 (Bal Rem Contract \$13,120)	21,442.76
19	Korich, Paige	"Washer" Rebate Program	75.00
20	Larkin, Dan	Novato "Cash for Grass" Rebate Program	800.00
21	Manos, Michele	Novato "Cash for Grass" Rebate Program	195.00
22	County of Marin	Encroachment Permit (60 3rd Street, PT Reyes Station) (\$736) & Encroachment Permit (61 Cypress Road, Pt. Reyes Station) (\$736)	1,472.40
23	Marin General Services Authority	Marin Map Annual Membership FY 23/24	10,000.00
24	Nommsen, Jessica	Reimbursement - Treatment Plant Operation Class	75.00
25	NMWD Employee Association	NMWD EA Dues PPE 2/15/24 Through 4/30/24	1,480.00
26	ODP Business Solutions, LLC	Miscellaneous Office Supplies	129.57
27	Pace Supply	Box Lid, Fiberlyte (3)	704.97
28	Patterson, Diane	"Smart Irrigation Controller" Program & Novato "Cash For Grass" Rebate Program	980.00
29	Point Reyes Prop Mgmt Assn	May HOA Fees (25 Giacomini Rd)	75.05
30	Quadient, Inc.	June Postal Meter Rental	143.09
31	Red Wing Business Advantage	Safety Boots (Roberto)	235.97
32	Redwood Health Services, Inc.	May 2024 RHS Dental Claims & Fees Expense	4,413.73
33	RH & Sons Water Services	Backflow Testing (33)	2,145.00
34	Soiland Co., Inc.	Rock (32 yds)	1,086.89

Seq	Payable To	For	Amount
35	South, Christopher	Novato "Toilet" Rebate Ultra High Efficiency Toilet Program (3)	600.00
36	SPG Solar Facility XII, LLC	April Energy Delivered Under Solar Services Agreement	7,978.59
37	Thomas Scientific	Door Gasket (2)	258.84
38	Township Building Services	April Janitorial Services (Dist Yard) (\$1,198) & April Janitorial Services (STP) (\$381)	1,579.21
39	United Parcel Service	Delivery Services: Sent out Pipetter for Calibration	17.74
40	USA BlueBook	Dry Gauge (3)	821.13
41	US Bank	April Safekeeping Treasury Securities	141.25
42	Vargas, Yvette	"Washer" Rebate Program	75.00
43	ZORO	Weld/Spark Deflector, Wall Mount (4), Wire Mark Books & Wire Marker Dispenser (2)	674.77
TOTAL DISBURSEMENTS			<u>\$500,332.26</u>

The foregoing payroll and accounts payable vouchers totaling \$500,332.26 are hereby approved and authorized for payment.


05/21/24

 Auditor-Controller Date


5/21/24

 General Manager Date

DISBURSEMENTS - DATED MAY 30, 2024

Date Prepared 5/28/24

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 5/15/24	\$186,991.10
90706*	Internal Revenue Service	Federal & FICA Taxes PPE 5/15/24	84,469.72
90707*	State of California	State Taxes & SDI PPE 5/15/24	19,202.58
90708*	CalPERS	Pension Contribution PPE 5/15/24	54,967.70
1	100 Wood Hollow Dr Owner LLC	June 2024 Rent for Wood Hollow	37,554.85
2	All Star Rents	Propane (13 Gal)	62.36
3	Alpha Analytical Labs	Chemical Testing	512.00
4	American Family Life Ins	AFLAC May 2024 Employee Paid Benefit	4,121.37
5	Automation Direct	C-More Screen	584.82
6	Brady Industries	Safety Gloves (48)	170.64
7	Caltest Analytical Laboratory	Lab Testing (O.M)	115.30
8	Comcast	May Internet (Buck Institute)	359.81
9	Core Utilities, Inc	April IT Support (\$6,000), SCADA & Programmable Logic Controller Support for Telemetry Equipment (\$1,275) & Recycled Water Facilities	7,425.00
10	Core & Main	3" Hymax Couplings (2), 3" Weld Flange & Elbow	518.64
11	Diesel Direct West	Diesel (498 gal) (\$2,603) & Gasoline (749 gal) (\$3,495)	6,098.76
12	Environmental Express	Conical Tube	362.06
13	Fiserv/Bastogne Inc.	Return Payment-Not Our Account	120.94
14	Frontier Communications	May Leased Lines	1,685.56

Seq	Payable To	For	Amount
15	Frontier Communications	May Internet (STP)	640.00
16	Hurley, Chris	Refund Security Deposit On Hydrant Meter Less Final Bill	684.01
17	Kaiser Foundation Health Plan	Pre-Employment Physical (Staff Accountant)	65.00
18	Kehoe, Chris	Exp Reimb: Lunch for Interview Panel on 5/23/24	70.81
19	Kathleen Pickens - KP Promo.	Uniform Order (FSR)	212.39
20	Lincoln Life Employer Serv	Deferred Compensation PPE 5/15/24	9,372.92
21	Marin County Dept of Finance	STP SRF Loan Semi-Annual Principal & Interest (#30 of 40)	500,541.54
22	McLellan Co, WK	Miscellaneous Paving	5,033.02
23	Mutual of Omaha	June 2024 Mutual of Omaha Group Life/ADD (\$1,375) & Vision (\$813) Insurance Premiums	2,187.31
24	Nationwide Retirement Solution	Deferred Compensation PPE 5/15/24	6,009.00
25	Pace Supply	Angle Meter Stop (71) (\$3,114), 4" Valve (\$1,324) & Couplings (2)	4,565.55
26	Preferred Alliance, Inc.	Pre-Employment Test (Staff Accountant)	42.00
27	RK Engineering Inc.	Refund Security Deposit on Hydrant Meter Less Final Bill	760.10
28	Sjoblom, Jeff	Boot Reimbursement	400.00
29	Sonoma County Water	April Contract Water	606,102.18
30	Sonoma-Marin Arborists Inc	Tree Removal from Railroad Ave	3,855.00
31	State Water Resources Control	D2 Operator Certification Renewal (Reischmann)	60.00
32	State Water Resources Control	Clean Water SRF Loan Principal & Interest-RWF (Pymt # 17 of 20) (\$273,367) & Clean Water SRF Loan Principal & Interest-RW North Seg 3 (Pymt # 12 of 20) (\$96,153)	369,520.07
33	Uline	Plastic Shelf Bins (32)	142.10



MEMORANDUM

To: Board of Directors

June 4, 2024

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

Subj: Auditor-Controller's Monthly Report of Investments for April 2024
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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 \$31,740,387 and a market value of \$31,651,900. During April the cash balance decreased by \$262,539. The market value of securities held decreased \$197,148 during the month. The total unrestricted cash balance at month end was \$2,221,027 and 96.3% of the Target Reserves are funded.

At April 30, 2024, 43% of the District's Portfolio was invested in California's Local Agency Investment Fund (LAIF), 18% in Time Certificates of Deposit, 3% in the Marin County Treasury, and 36% retained locally for operating purposes. The high percentage retained in local banks is due to the timing of a funds transfer on April 29th for the purchase of a Treasury Bill on May 1st. The weighted average maturity of the portfolio was 55 days, compared to 54 days at the end of March. The LAIF interest rate for the month was 4.27%, compared to 4.23% the previous month. The weighted average Portfolio rate was 2.67%, compared to 3.93% for the prior month.

Investment Transactions for the month of April are listed below:

4/8/2024	Capital One Bank	US Bank	\$247,000	CD Maturity
4/9/2024	US Bank	Valley National Bank	\$244,000	Purchase 4.7% TCD due 4/9/26 - Semi-Annua Pay
4/15/2024	CA State Treasurer	LAIF	\$222,620	1-3/24 Quarterly LAIF interest credit
4/17/2027	US Bank	LAIF	\$400,000	Trsf to LAIF account
4/22/2024	Capital One NA VA	US Bank	\$247,000	CD Maturity
4/26/2024	LAIF	US Bank	\$350,000	Trsf from LAIF account
4/29/2024	LAIF	US Bank	\$10,400,000	Trsf from LAIF account

ATTACHMENTS:

1. Monthly Report of Investments – April 2024

NORTH MARIN WATER DISTRICT
AUDITOR-CONTROLLER'S MONTHLY REPORT OF INVESTMENTS
April 30, 2024

Type	Description	S&P Rating	Purchase Date	Maturity Date	Cost Basis ¹	4/30/2024 Market Value	Yield ²	% of Portfolio
LAIF	State of CA Treasury	AA-	Various	Open	\$13,704,274	\$13,615,788	4.27% ³	43%
Time Certificate of Deposit								
TCD	Enerbank	n/a	9/25/20	9/25/24	249,000	249,000	0.45%	1%
TCD	American Express Natl Bank	n/a	5/4/22	5/6/24	246,000	246,000	2.60%	1%
TCD	BMO Harris Bank	n/a	6/10/22	6/10/24	246,000	246,000	2.80%	1%
TCD	GE Credit Union	n/a	6/29/22	6/28/24	249,000	249,000	3.25%	1%
TCD	Beal Bank	n/a	7/13/22	7/10/24	246,000	246,000	3.05%	1%
TCD	Synchrony Bank	n/a	8/5/22	8/5/24	245,000	245,000	3.30%	1%
TCD	Discover Bank	n/a	9/13/22	9/13/24	245,000	245,000	3.40%	1%
TCD	Sharonview Credit Union	n/a	10/17/22	10/17/24	249,000	249,000	4.35%	1%
TCD	Popular Bank	n/a	11/9/22	11/7/24	247,000	247,000	4.75%	1%
TCD	Alabama Credit Union	n/a	11/22/22	11/22/24	248,000	248,000	4.90%	1%
TCD	Community West Credit Union	n/a	12/19/22	12/19/24	249,000	249,000	4.78%	1%
TCD	Austin Telco Fed Credit Union	n/a	1/27/23	1/27/25	248,000	248,000	4.90%	1%
TCD	First Tech Fed Credit Union	n/a	2/17/23	2/18/25	249,000	249,000	4.85%	1%
TCD	Keybank National Assoc	n/a	3/15/23	3/17/25	243,000	243,000	5.00%	1%
TCD	Morgan Stanley Bnk NA	n/a	4/6/23	4/7/25	244,000	244,000	4.90%	1%
TCD	Morgan Stanley Private Bnk	n/a	4/6/23	4/7/25	244,000	244,000	4.90%	1%
TCD	Raiz Federal Credit Union	n/a	5/11/23	5/12/25	248,000	248,000	4.85%	1%
TCD	Hughes Federal Credit Union	n/a	6/29/23	6/30/25	248,000	248,000	5.25%	1%
TCD	Farmers Ins Credit Union	n/a	1/18/24	1/20/26	249,000	249,000	4.50%	1%
TCD	Eagle Bank	n/a	2/21/24	2/23/26	244,000	244,000	4.60%	1%
TCD	Bank of America	n/a	2/22/24	2/23/26	244,000	244,000	4.65%	1%
TCD	Pacific Premier	n/a	3/15/24	3/16/26	244,000	244,000	4.75%	1%
TCD	Valley National Bank	n/a	4/9/24	4/9/26	244,000	244,000	4.70%	1%
					\$5,668,000	\$5,668,000	3.95%	18%

Other

Agency Marin Co Treasury	AAA	Various	Open	\$1,075,120	\$1,075,120	0.84%	3%	
Other Various	n/a	Various	Open	11,292,993	11,292,993	0.15%	36%	
TOTAL IN PORTFOLIO					\$31,740,387	\$31,651,900	2.67%	100%

Weighted Average Maturity = **55 Days**

LAIF: State of California Local Agency Investment Fund.

TCD: Time Certificate of Deposit.

Treas: US Treasury Notes with maturity of 5 years or less.

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, 2024.

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	\$1,028,811	1.00%
Marin Municipal Water - AEEP	7/1/14	7/1/32	\$3,600,000	\$1,620,203	2.71%
Employee Housing Loan (1)	3/30/15	3/30/30	250,000	250,000	Contingent
TOTAL INTEREST BEARING LOANS			\$5,115,295	\$2,899,014	

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



MEMORANDUM

To: Board of Directors

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

Subject: FY 24/25 Insurance Renewal
t:\acl\word\insurance\25\fy25 ins memo.docx

Date: June 4, 2024

RECOMMENDED ACTION: Information Only

FINANCIAL IMPACT: \$470,293 – Included in Fiscal Year (FY) 24/25 Operations Budget

Arthur J. Gallagher & Co. Insurance Brokers of CA, Inc., in San Francisco, has been the District's brokerage firm the past twelve years. JPRIMA (CalMutuals Joint Powers Risk and Insurance Management Authority) has carried our Property and Liability coverage package for the past five years, including Workers' Compensation coverage with JPRIMA-Zenith Insurance Company.

JPRIMA's proposal for Property and Liability coverage is \$280,425 compared to \$230,014 last year and their 1st dollar worker's compensation coverage plan came in at \$193,779 compared to \$143,365 last year. This coverage is for a pooled type deductible plan.

Prior to FY 19/20, the District self-insured the first \$1 million of its general and auto liability since 1989, which is also known as a Self-Insured Retention (SIR). By selecting the deductible plan package proposal, the District's risk is reduced by \$900,000 to a maximum of \$100,000 per claim.

Created in 2016, JPRIMA is a pooled insurance program designed specifically for mutual water companies, as well as smaller water programs. The Authority provides customized insurance solutions to small water systems throughout California whose operations comprise the development, transportation, management, storage, treatment or distribution of water. JPRIMA is operated by Allied Public Risk, a Managing General Underwriter (MGU), that sees to the day-to-day operations and internal practices of the pool.

The total package, including Workers Compensation, reflects a cost increase of \$98,929 (27%) from the current year premium. General liability and auto increased \$44,628 (21%), Workers Comp increased \$50,414 (35%), Cyber liability increased \$939 (11%) and Environmental & Railroad Liability Insurance is estimated to increase \$2,948 (27%).

INSURANCE MARKET RECAP

Social inflation and extremely high legal settlements are the primary cause of rising insurance rates. The property market remains challenging, however there are signs of softening and anticipation of a slowdown in the pace of rate increases for most policyholders. Auto liability rates have yet to stabilize, and there is no sign this will reverse anytime soon as an increase in legal settlements and general inflation continue to drive pricing upward. Excess liability coverage remains another challenge as insurers are looking for significant rate increases while reducing limits of coverage. Workers' Compensation remains an attractive class of business for carriers due to stability and predictability. Competition has returned to the cyber market after a short, sharp correction driven by improved loss ratios during 2022.

PROPOSAL SUMMARY

Below is a summary which outlines the total cost of insurance by type. This table compares the cost of insurance for FY 23/24 to FY 24/25.

Insurance Proposal	FY23/24	FY24/25	% Δ
Property (Includes Crime)	\$107,407	\$130,386	21%
Liability ¹ (Includes Auto & PO/Mgmt Liability)	\$101,065	\$122,714	21%
Workers' Comp	\$143,365	\$193,779	35%
Cyber Liability	\$8,611	\$9,550	10.9%
Environmental & Railroad Liability	\$10,917	\$13,864	27%
Total Cost	\$371,365	\$470,293	27%

A further breakdown is shown in the table below which outlines the total coverage, deductibles, and premiums by type of insurance. This table also compares these variables related to insurance for FY 23/24 compared to FY 24/25. Following the table are descriptions of the types of insurance policies obtained by the District in FY 24/25.

CARRIER	TYPE	FY 2023/24 Renewal			FY 2024/25 Renewal		
		COVERAGE	DEDUCTIBLE	PREMIUM	COVERAGE	DEDUCTIBLE	PREMIUM
JPRIMA-ALLIED WORLD	Property Insurance	\$ 85,518,398	\$ 50,000	\$ 105,782	\$ 91,090,596	\$ 50,000	\$ 128,226
JPRIMA-ALLIED WORLD	General Liability	10,000,000	100,000	49,345 ¹	10,000,000	100,000	65,479 ¹
JPRIMA-ALLIED WORLD	Vehicle-Physical Damage	1,039,431	25,000	36,711	1,444,434	25,000	38,168
JPRIMA-ALLIED WORLD	Public Officials/Employment Pract. Liability	1,000,000	100,000	15,009	1,000,000	100,000	19,067
JPRIMA-ALLIED WORLD	Employee Fidelity (Crime)	\$250K-\$1M	100,000	1,625	\$250K-\$1M	100,000	2,160
JPRIMA-Zenith	Workers' Compensation	Statutory	-	143,365	Statutory	-	193,779
Great American	Cybercrime Insurance	1,000,000	10,000	8,611	1,000,000	10,000	9,550
Illinois Union Ins Co	Environmental & Railroad Liability Insurance - SMART	2,000,000	25,000	10,917	2,000,000	25,000	13,864
	Total Cost			\$371,365			\$470,293

¹ Liability amounts shown are NMWD's net cost after MCWCFCD's contribution (\$21,542 in FY 23/24 and \$27,325 in FY 24/25).

PROPERTY INSURANCE

Property insurance protects the District against loss or damage that occurs to the District's buildings, equipment and water storage tanks. Structures and tanks are insured in an amount up to the value of the asset. Equipment coverage is provided on an agreed value basis. In December 2015, the District obtained a certified appraisal of its buildings, pump stations and water storage tanks to minimize negotiation in the event of a property loss. These values are adjusted each year by the San Francisco Construction Cost index published in the Engineering News Record. The insured value of the District's property, excluding fleet vehicles increased 6.5% from the prior year, to \$91 million.

GENERAL AND AUTO LIABILITY UMBRELLA INSURANCE

General and Auto Liability umbrella coverage provides an additional layer of coverage in the event of a large liability claim (bodily injury, property damage, personal injury) where the damage exceeds both the deductible and primary General Liability coverage limit. The umbrella covers subsidence, failure to supply, inverse condemnation, eminent domain and dam failure.

A 1985 agreement with the Marin County Flood Control and Water Conservation District (MCFCWCD) requires North Marin to maintain a minimum \$10 million liability policy and obligates MCFCWCD to pay the incremental cost of increasing the limit from \$5 million to \$10 million.

JPRIMA's General Liability package insures the first \$1million and their Excess Liability package insures the next \$9 million, providing total coverage of \$10 million. Under JPRIMA's proposed policy, MCFCWCD's share of the cost will be \$27,325 next fiscal year for the \$5 million in additional coverage required under the agreement.

VEHICLE PHYSICAL DAMAGE INSURANCE

Comprehensive & Collision insurance for District autos and trucks protects the District against physical damage occurring due to collision, fire, theft, etc., on an agreed value basis. The insured value of the District's vehicle fleet increased 39% to \$1,444,434 over the prior FY.

PUBLIC OFFICIALS ERRORS & OMISSIONS AND EMPLOYMENT PRACTICES LIABILITY

Errors and Omissions is a form of liability coverage that insures the District Board and Officers against claims made for "breach of duty" occurring through negligence, error or unintentional omission. It also includes Directors' and Officers' Employment Practice Liability Insurance, covering claims for wrongful termination, discrimination, harassment, etc.

EMPLOYEE FIDELITY (CRIME) INSURANCE

The employee blanket fidelity bond insures the District against loss occurring through dishonesty (fraud) on the part of District employees. Crime coverage includes employee theft and electronic funds transfer fraud.

WORKERS' COMPENSATION INSURANCE

In 2019, the District entered into a 1st dollar workers' compensation plan with Zenith Insurance Company. This type of plan is a pooled plan which eliminates the risk of \$1M out of pocket costs as with the previous Self-Insured Retention plan as well as reduced administrative costs.

CYBER LIABILITY INSURANCE

The District first purchased a Cyber Liability policy in FY14/15. Cyber Liability coverage insures against loss of sensitive or personally identifiable information (such as social security numbers, credit card numbers, etc.) and third-party claims.

ENVIRONMENTAL & RAILROAD INSURANCE

The District first purchased Environmental and Railroad Protective Liability Insurance in FY 23/24. This coverage is a requirement of SMART if the District does work within 25ft of the railroad tracks.



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

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EMAIL
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WEB
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May 21, 2024

Michelle Levenson, Senior Planner
County of Marin, Community Development Agency
3501 Civic Center Drive, Suite 308
San Rafael, CA 94903-4157

Re: County of Marin Community Development Agency
Point Reyes Station USCG Coastal Permit and Conditional Use Permit
Draft Initial Study/Mitigated Negative Declaration
NMWD File 2 4089.00

Dear Mrs. Levenson:

Thank you for the opportunity to comment on the subject California Environmental Quality Act Draft Initial Study/Mitigated Negative Declaration (IS/MND), dated April 2024. North Marin Water District (District) has reviewed the report and has the following comments:

- 1) Page 2-11, Section 2.3.3 Utilities and Public Service states;

The project would be served by a newly constructed wastewater treatment facility, subsurface drip irrigation system, and leach field. The wastewater treatment system would be located on the southwest edge of the project site, near the entrance on Commodore Webster Drive. The wastewater treatment system would consist of a Membrane Aerated Biofilm Reactor, which would be housed in a combination of underground tanks, aboveground container, treatment building, and storage tank. The wastewater system would accommodate up to 10,000 gallons of wastewater per day and serve the entire project. The primary mode of wastewater dispersal during the dry season would be through subsurface drip irrigation lines located throughout much of the project site. A leach field of 0.22 acre and a 10,000-gallon aboveground storage tank would be located adjacent the treatment system, south of Commodore Webster Drive. The water treatment system would be connected to the proposed micro-grid and back up emergency generator to ensure consistent power supply.

District Comment: The wastewater treatment facility proposed by this development is complex and requires ongoing management by operators certified by the State of California. The IS/MND is silent on this requirement. The success and effectiveness of the wastewater system is paramount to ensure protection of the groundwater at and around the Coast Guard Wells.

- 2) Page 2-11, Section 2.3.3 Utilities and Public Service, footnote 1 states;

Recycled water could be used for toilet flushing in community area restrooms, which would need to be dual-plumbed. This would represent a demand of approximately 300 to 400 gpd.

District Comment: Potable water service to a property under jurisdiction of a Title 22 Engineering Report for a wastewater system and recycled water service; which this project proposes to do, is contingent on collaboration with the potable water provider (NMWD) and continuous implementation of all requirements. Failure to meet those requirements will result in termination of potable water service.

- 3) Page 2-12, Section 2.3.4 Water states;

Fire sprinklers would be added to the ADA-compliance mobility units in Buildings 202 and 204, Building 50, and Building 1. New fire-water lines would be installed to service the sprinkler system.

District Comment: New water infrastructure required as part of this project may be more than what is represented in this section. During the design review phase, the District will conduct a condition assessment of existing on-site facilities (water mains, valves, laterals, hydrants, appurtenances, etc.). Depending on the results of the assessment, the District may require repair and/or replacement of deficient on-site infrastructure prior to project approval.

- 4) Page 2-16, Section 2.4.2 Access and Staging

District Comment: The District will require that access to our Pt. Reyes Treatment Plant facility and our Coast Guard Wells through the project site be maintained at all times to the extent practical. Prolonged access restrictions will need to be coordinated with the District in advance and alternate access will need to be provided when needed.

- 5) Page 2-17, Section 2.5 Operation and Maintenance

District Comment: The wastewater treatment facility proposed by this development is complex and requires ongoing management by operators certified by the State of California. The IS/MND is silent on this requirement. The success and effectiveness of the wastewater system is paramount to ensure protection of the groundwater at and around the Coast Guard Wells.

- 6) Page 3-77, Section 3.2.10 Hydrology and Water Quality, Groundwater Supplies

District Comment: The project site contains two existing potable water wells, both of which were **installed by and are maintained by NMWD.**

- 7) Page 3-85, Section 3.2.10 Hydrology and Water Quality, Mitigation Measure HYDRO-1, Modify Leach Field to Avoid Protection Zone

District Comment: A Drinking Water Source Assessment (DWSA) performed in 2013 consistent with the standard method known as the "Calculated Fixed Radius Method" and using the pumping capacity available at the Coast Guard Wells was approved by the Department of Drinking Water (DDW). This state-approved DWSA established the primary protection zone (PZA) for the Coast Guard Wells at a radius of 1,600 feet.

Disposal of treated wastewater outside of the Coast Guard Wells' PZA, while mitigating some of the potential for degradation of groundwater, represents a partial mitigation since the presence of the wastewater treatment plant within PZA constitutes a Possible Contaminating Activity (PCA) of very high risk and will trigger reevaluation of the District's DWSA, as well as treatment and monitoring programs by DDW.

- 8) Page 3-86, Section 3.2.10 Hydrology and Water Quality, Mitigation Measure HYDRO-1, Design Review

District Comment: Potable water service to a property under jurisdiction of a Title 22 Engineering Report for a wastewater system and recycled water service; which this project proposes to do, is contingent on collaboration with the potable water provider (NMWD) and continuous implementation of all requirements. Failure to meet those requirements will result in termination of potable water service.

- 9) Page 3-120, Section 3.2.19 Utilities and Service Systems, Operations states;

According to the NMWD 2020 Urban Water Management Plan, the NMWD has adequate water supplies to serve the project and reasonable foreseeable future development during normal, dry, and multiple dry years (North Marin Water District 2021). Therefore, the NMWD has adequate capacity to serve the project. Impacts would be less than significant.

District Comment: The 2020 Urban Water Management Plan (UWMP) represents analysis of the District's Novato Water system only as stated on Page 1, Section 1.1 of the document (excerpt provided),

https://nmwd.com/wp-content/uploads/2021/07/NMWD-UWMP-2020_w_appendices.pdf :

This UWMP addresses the North Marin Water District (NMWD or District) Novato Water System. As discussed in Section 2.1, the District also operates the West Marin Water System, which is a separate public water system with a separate source of supply and no physical interconnection of facilities between the Novato and West Marin Water System. The West Marin Water System has only 770 connections, service approximately 1,800 people and approximately 228 AFY, and is therefore not subject to the UWMP Act. Thus, this Plan includes information on the Novato Water System only, and where the term "District" and NMWD are used, they are referring to the Novato Water System portion of the District unless otherwise noted.

- 10) Page 20, Appendix I – Mitigation and Monitoring Reporting Program, HYDRO-1, Mitigation Monitoring and Reporting Measures states;

Any violation of the RWQCB permit conditions shall require immediate notification to the RWQCB with a report filed within five (5) business days documenting the violation and corrective actions taken to address the violation.

District Comment: The District requests to be included in the notification protocol for RWQCB permit condition violations.

- 11) Page 20, Appendix I – Mitigation and Monitoring Reporting Program, HYDRO-1, Mitigation and Reporting Measures states;

No application of effluent shall be allowed within the Zone A Protection Zone unless the water quality criteria is met.

District Comment: This statement is ambiguous on which water quality criteria (there are essentially three related to the project) are meant to be satisfied by this mitigation measure. The IS/MND is also silent on the responsible party for ensuring ongoing compliance with the requirement.

- 12) Page 21, Appendix I – Mitigation and Monitoring Reporting Program, HYDRO-1, Mitigation and Reporting Measures states;

Reporting frequency may be reduced or may cease if NMWD ceases use and abandons the groundwater supply wells on the project site.

District Comment: The District recommends removal of this language as the comment is irrelevant to the Mitigation Monitoring and Reporting Program. See District comment No. 16.

- 13) Page 22, Appendix I – Mitigation and Monitoring Reporting Program, HYDRO-1, Mitigation Measures states;

Corrective actions: If the intervening groundwater well(s) indicate an exceedance of 10 mg/L nitrate, effluent application shall cease in the vicinity of the monitoring well where the exceedance is detected.

District Comment: The District recommends clarifying the intent of this sentence by using the term “monitoring well(s)” in place of “intervening groundwater well(s)”.

- 14) Appendix I – Mitigation and Monitoring Reporting Program

District Comment: The project’s Mitigation and Monitoring Reporting Program is missing a distinct mitigation measure related to the impacts to the District’s existing potable water distribution system imposed by the introduction of the new on-site recycled water distribution system as described in Section 3.2.19 – Utilities and Service Systems.

- 15) The District appreciates the inclusion of HYDRO-1 as a mitigation measure in the Project’s Draft IS/MND, as it is scoped to minimize potential impacts to a critical piece of the District’s existing water supply (Coast Guard Wells).

The project proposes construction of a complex wastewater treatment system that requires extensive permitting, ongoing operation, sampling and monitoring for the life of the project. The presence of this system will likely trigger additional monitoring requirements and potentially impose additional treatment requirements for water produced at the Coast Guard Wells. Failure to meet the groundwater quality metrics has severe implications on the District’s ability to provide quality potable water to the West Marin communities we serve.

Given those implications, the District seeks a formal agreement with the County (or appropriate party) that identifies project aspects related to the treatment facility, use of recycled water, groundwater quality, associated roles and responsibilities, and both short- and long-term obligations of the stakeholders. The District seeks to have this agreement in place prior to completion of project construction and perhaps concurrent with approving a new Water Service Agreement(s).

- 16) An optional inclusion in the formal agreement described above would be a provision for phasing the project such that construction of the wastewater treatment and recycled water systems be separated, and that initially, only potable water be used for irrigation, and that wastewater treatment meet waste discharge requirements for and to disposal to leach fields outside the Coast Guard Well’s Primary Protection Zone (PZA).

Construction of the recycled water treatment and distribution systems would be deferred until the District is able to identify, secure rights to, and construct an alternative water supply source for the District’s West Marin Service Area, and subsequently the District’s abandonment of the Coast Guard Wells and the removal of the associated PZA for those wells.

The phased approach would be contingent on the project applicant, or owner's, financial contribution towards the District's efforts to identify, secure rights to, and construct an alternative water supply source.

If you have any questions please contact me at (415) 761-8947 or emiller@nmwd.com.

Sincerely,



Anthony Williams, PE
General Manager



Pablo Ramudo
Water Quality Supervisor



Eric Miller, PE
Assistant General Manager

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Cc via email:

Sarah Jones, Director, County of Marin Community Development Agency
Greg Pirie, Deputy Director Environmental Health, County of Marin Community Development Agency
Elena Pelen, District Engineer, SWRCB Division of Drinking Water
Elliott Nguenyn, Marin District 25 Engineer, SWRCB Division of Drinking Water

PT REYES LIGHT – May 30, 2024

**NORTH MARIN WATER DISTRICT
NOTICE OF PUBLIC HEARING
REGARDING PROPOSED
AMENDMENTS TO ORDINANCE
NO. 46, THEREBY INCREASING
OCEANA MARIN SEWER SERVICE
CHARGES**

FOR FISCAL YEAR 2024-2025
AND ELECTING TO COLLECT
CHARGES ON THE TAX ROLL
NOTICE IS HEREBY GIVEN that
on Tuesday, June 18, 2024 at 4:00 p.m.
at a regular Board Meeting of North
Marin Water District (NMWD) which
will be held at 100 Wood Hollow Drive,
in Novato, CA, the NMWD Board
of Directors will hold a public hearing
to consider amending Ordinance No.
46, thereby increasing Oceana Marin
sewer service charges for fiscal year
2024-2025 to \$1,456 per parcel, per
year. This is an annual increase of \$82
from the previous charge of \$1,374 per
parcel, per year. NMWD elects to col-
lect the sewer service charges on the tax
roll, as it did for fiscal year 2023-2024,
in the same manner as general taxes.
NMWD has filed with its Secretary a
written report containing a description
of each parcel of real property receiving
sewer services from the District and the
anticipated amount of charges on each
such parcel.
A public hearing will be held at 4:00

p.m. on Tuesday, June 18, 2024, to
consider enactment of the proposed
increases. You are invited to participate
in the in-person hearing located at 100
Wood Hollow Drive, in Novato, CA,
or mail your comments to PO Box 146,
Novato, CA 94948. For more informa-
tion visit NMWD's website at www.nmwd.com or call the District Secretary
at (415) 897-4133.
Published in the Point Reyes Light, May
23, 30, 2024.