



**NORTH MARIN  
WATER DISTRICT**

**NORTH MARIN WATER DISTRICT  
AGENDA - REGULAR MEETING**  
October 1, 2024 – 4:00 p.m.  
Location: 100 Wood Hollow Dr., Suite 300  
Novato, California

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Item	Subject
<b>CALL TO ORDER</b>	
1.	<b>APPROVE MINUTES FROM REGULAR MEETING</b> , September 17, 2024
2.	<b>GENERAL MANAGER'S REPORT</b>
3.	<b>OPEN TIME: (Please observe a three-minute time limit)</b>
<p>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.</p>	
4.	<b>STAFF/DIRECTORS REPORTS</b>
<b>CONSENT CALENDAR</b>	
<p>The General Manager has reviewed the following items. To his knowledge, there is no opposition to the action. The items can be acted on in one consolidated motion as recommended or may be removed from the Consent Calendar and separately considered at the request of any person.</p>	
5.	<b>Consent – Approve:</b> Auditor-Controller's Statement of Investment Policy
6.	<b>Consent – Approve:</b> Administration & Laboratory Upgrade Project – Final Paving
7.	<b>Consent - Approve:</b> Quitclaim Existing Easement – 580, 588 Canyon Road and 6 Farvue Road – APNs 146-102-25, 27 & 28
<b>Resolutions</b>	
<b>INFORMATION ITEMS</b>	
8.	District Board Policy Review and Proposed Updates Regarding On-call and Standby Duty; and Computer Use
9.	Review of Proposed District Board Policies Regarding Staff Succession Recruitments and Electric Vehicle Charging Stations
10.	<b>MISCELLANEOUS</b>
Disbursements - Dated September 19, 2024	
Disbursements – Dated September 26, 2024	
Auditor-Controller's Monthly Report of Investments for July 2024	
NOAA Seasonal Outlook Drought Probability	
NOAA Three-Month Outlook Precipitation Probability	

<b>Item</b>	<b>Subject</b>
<u>News Articles:</u>	
	Marin IJ – Drip, Drip, Drip – How to save water in your Marin garden
	Marin IJ – Lawn size limits for new homes approved – MARIN MUNICIPAL
11.	<b><i>ADJOURNMENT</i></b>

1

**DRAFT**  
**NORTH MARIN WATER DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**OF THE BOARD OF DIRECTORS**  
**SEPTEMBER 17, 2024**

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**CALL TO ORDER**

President Baker called the regular meeting of the Board of Directors of North Marin Water District to order at 4:00 p.m. at the District Headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, Ken Eichstaedt, Rick Fraites, Michael Joly, and Stephen Petterle. Also present were General Manager Tony Williams, District Secretary Eileen Mulliner, Auditor-Controller Julie Blue and AGM/Chief Engineer Eric Miller.

District employees Chris Kehoe, Construction Superintendent, and Tim Fuelle, Senior Engineer, were also in attendance.

**MINUTES**

On motion of Stephen Petterle, seconded by Director Joly, the Board approved the minutes from the August 20, 2024 meeting as presented by the following vote:

- AYES: Director(s) Baker, Eichstaedt, Fraites, Joly and Petterle
- NOES: None
- ABSENT: None
- ABSTAIN: None

**GENERAL MANAGER'S REPORT**

Tony Williams told the Board that at the September 9 TAC meeting, an attorney for the proposed Alexander Valley Water District (AVWD) attended and gave a presentation, a copy of which is in the Miscellaneous section of the agenda packet. He said there are mixed feelings about the proposed district among the water contractors, they are concerned that the new district may want to be another party to Sonoma Water's existing contractors and, although their water is supposed to come from the Russian River, they may want to receive an allocation from the stored volume in Lake Mendocino.

Mr. Williams also mentioned there was a presentation at the Marin Conservation League by Charlie Schneider of Caltrout on Eel River Dams and their challenges and opportunities. The flyer for this event is also in the Miscellaneous section.

Mr. Williams said that on August 29, he and Pablo Ramudo, Water Quality Supervisor, attended a hearing held by the County Deputy Zoning Administrator regarding coastal and use permitting for the Coast Guard Affordable Housing project. He said a copy of the meeting agenda is in the Miscellaneous section of the agenda, and there is a link to the recording of the meeting in the agenda. Mr. Williams said he provided comments at the hearing including the concern about who is going to operate the proposed wastewater facility.



1 Mr. Williams told the Board that related to the September 5 NBWRA TAC meeting, we will  
2 probably be invoiced in the future for approximately \$10,000 related to grant management for Phase  
3 1 funding (previously received) after discussions with Sonoma Water and after Julie Blue did some  
4 research and analysis of the proposed reconciliation. He said we have received just under \$11M in  
5 total grant funds under Phase 1.

6 On September 10, Mr. Williams, Eric Miller, Jeff Corda, and Director Eichstaedt met with  
7 Assemblymember Damon Connolly at the Coast Guard property and showed him the Pt. Reyes  
8 Treatment Plant and the Coast Guard wells and told him the District needs to secure grant funding  
9 in the future for the treatment plant upgrade and to possibly find another well upstream.

10 Mr. Williams mentioned the previously Board-approved Comment Letter that was sent to  
11 Assemblymember Connolly regarding the Low-Income Rate Assistance program (SB-1255) and that  
12 the bill was not approved at the State level and has been shelved for now.

13 Mr. Williams informed the Board that usually at the first December meeting each year, the  
14 reorganization and oath of office of the Board occurs. However, because of when the election is  
15 held this year, the County requires 30 days from the date of the election to complete certification  
16 process, that day will be after our first December meeting on the 3<sup>rd</sup>, and therefore the  
17 reorganization and Oaths of Office will occur at the second December Board meeting.

18 Director Joly asked if we know how the AVWD could impact our water. Mr. Williams said it is  
19 a long way from being formed but that they will have their own water rights, mostly likely  
20 groundwater and shouldn't affect our allocation from Sonoma Water and most likely will not become  
21 a water contractor. He said he will keep the Board updated.

22 President Baker mentioned Gateway Commons and was appreciative of Mr. Lee of their  
23 HOA attending the previous meeting. He said he wondered if something was missed in the  
24 development of the complex however Mr. Williams said he didn't think so and that there were no  
25 backflow requirements back then. He said things have changed with State mandates which is  
26 driving the current backflow requirements. Eric Miller noted that the backflow issues they are having  
27 came to our attention when the AMI meters were installed since they alert us when backflow occurs.  
28 Director Joly said he was surprised how onerous the State regulations are becoming and the issues  
29 they create.

### 30 **OPEN TIME**

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

### 33 **STAFF/DIRECTORS REPORTS**

34 Eric Miller mentioned to the Board that at a prior meeting a Lynwood Pump Station  
35 Replacement project update was possibly going to be on a September agenda, but since that was

1 not the case, our website has been updated to say that an update will be on a November or  
2 December agenda, likely after we have moved into the new building. Director Eichstaedt asked if  
3 we have received any calls about the project and Tim Fuelle, project manager, said that we have  
4 not.

5 Director Eichstaedt noted that he, Tony, Eric Miller, and Jeff Corda met with  
6 Assemblymember Damon Connolly and said it was encouraging to meet with him and that Mr.  
7 Connolly has a good interest in what our issues are in West Marin.

8 **CONSENT CALENDAR**

9 Director Joly asked to have Item #5 removed from the Consent Calendar and there was no  
10 opposition from the other directors.

11 On the motion of Director Petterle, and seconded by Director Joly, the Board approved the  
12 Consent Calendar (Items #6 and #7) by the following vote:

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

14 NOES: None

15 ABSENT: None

16 ABSTAIN: None

17 **APPROVE: CONTRACT EXTENSION FOR NMWD TRENCH RESTORATION PAVING – W.K.**

18 **MCLELLAN COMPANY**

19 W.K. McLellan Company has been the District's trench restoration paving contractor since  
20 1997. The current contract was approved by the Board in 2019 with extensions in 2020, 2021,  
21 2022, and 2023. We have had a very good relationship with McLellan and their quality of work is  
22 excellent with few complaints. Staff is asking for an extension of \$450,000 to McLellan's contract.

23 **APPROVE: APPROVAL FOR PRESIDENT BAKER TO ATTEND ASSOCIATION OF**  
24 **CALIFORNIA WATER AGENCIES FALL CONFERENCE FROM DECEMBER 3-5, 2024**

25 The District is a member of the Association of California Water Agencies (ACWA) and they  
26 are having their Fall Conference in December, 2024. President Baker has expressed interest in  
27 attending the conference.

28 **APPROVE: TEXT FOR FALL 2024 NOVATO "WATERLINE", ISSUE 53**

29 The text for the Fall 2024 Novato Waterline includes narrative around the bill reduction  
30 increase for the Low-Income Rate Assistance (LIRA) program, a brief message from the General  
31 Manager about fire safety and water, critical infrastructure update, new regulations, and the new  
32 water quality laboratory building. The issue also has a regulatory update, information about the  
33 Water Smart Savings Program, and Capital Improvement Project updates.

34 Director Joly said that he thought the current issue of the *Waterline* was brilliant, however he  
35 said that perhaps we should say that the water provided to the Fire District is a community service.

1 In regards to the part of the Waterline that talks about fire safety and water, Tony Williams noted  
2 that prior to 1948 the fire district was charged by the private water company for the water they used  
3 fighting fires.

4 On the motion of Director Joly, and seconded by Director Eichstaedt, the Board approved by  
5 the following vote:

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

7 NOES: None

8 ABSENT: None

9 ABSTAIN: None

10 **ACTION CALENDAR**

11 **APPROVE: OCEANA MARIN ASSOCIATION – ROAD REHABILITATION CONTRIBUTION**

12 Eric Miller addressed the Board and said that the Oceana Marin Treatment and Storage  
13 Pond Rehabilitation project is going well and on budget. He said this is a \$2M project and that FEMA  
14 will be reimbursing a significant portion of that cost. He said that the community is represented by  
15 the Oceana Marin Association (OMA) and that the roads are privately owned and maintained by the  
16 OMA. Mr. Miller said OMA has contacted the District for assistance with the repair of the roads  
17 since the contractor's trucks that are coming and going several times a day with heavy loads and  
18 they feel the trucks are damaging the roads. Mr. Miller confirmed the trucks are very heavy but they  
19 are within the legal requirements, however, these are older and private roads and may not have  
20 been built to the same standards that exist today and used on public roads and the heavy trucks  
21 could be contributing to the damage. He said that the roads have already been in some state of  
22 disrepair prior to the project but most likely is creating additional damage. The OMA has requested  
23 \$20,000 to repairs the roads however the Oceana Marin annual budget is only \$65,000 and we have  
24 other capital improvements that are scheduled and the budget would not be able to support a  
25 \$20,000 payment. Mr. Miller said staff is suggesting that we contribute \$10,000 to the repair.  
26 Director Joly asked if we have spent the annual budget already but Mr. Miller said that we have not  
27 yet. Mr. Miller said that the Novato enterprise is likely to loan funds to the Oceana Marin enterprise,  
28 and it could take 10 years to pay back. Director Eichstaedt asked if there is any contingency that  
29 could used but Mr. Miller said that because of the nature of the federal grant funds, the funds can  
30 only be used for the project. Director Eichstaedt noted that if we were to pay \$20,000 out of the  
31 \$65,000 budget we would be less likely be able to fix other issues that could come up. Director  
32 Petterle asked if we were to pay \$10,000 and the damage turned out to be more, would we be able  
33 to pay more. Mr. Miller said potentially we could join the OMA and contribute \$1,000 per year for  
34 future work similar to the residents. He noted that we are members of some other HOAs and pay  
35 into road maintenance. Director Fraites said he feels it is a bit of a stretch to pay the \$10,000 but if  
36 we are contributing to damaging of the roads we should help with the repair. Director Eichstaedt

1 said this is an issue with other roads because 30 years ago the roads were not rated the same as  
2 they are today. Director Fraites said he understands their position. Director Joly said he is torn with  
3 the decision. Director Petterle said having seen what the damage can do, he feels it is reasonable  
4 to pay the \$10,000.

5 On the motion of Director Petterle, and seconded by Director Eichstaedt, the Board  
6 approved by the following vote:

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

8 NOES: None

9 ABSENT: None

10 ABSTAIN: None

11 **APPROVE: NOVATO WATER SYSTEM 2024 MASTER PLAN UPDATE – ENGINEERING AND**  
12 **PLANNING SERVICES AGREEMENT**

13 Eric Miller addressed the Board and said that the Novato Water System Master Plan is  
14 typically updated every 5 years. The 2024 update includes more significant differences than past  
15 updates. He said the last update was completed in 2019 and since then the Capital Improvement  
16 Projects budget has increased to \$4M. He said that the Engineering group has had major turnover  
17 in the past 5 years mainly due to retirements and the District experience is new and although in the  
18 past, the master plan was primarily updated by District staff, he feels it is good to bring in outside  
19 consultants that are familiar with both the District infrastructure and with master planning. Mr. Miller  
20 said that Freyer & Laureta will be the lead consultant and is familiar with Zones 1 and 2, Kennedy  
21 Jenks will provide the hydraulic modeling, and West Yost assisted with our Local Water  
22 Enhancement Study and understands our water supply. Mr. Miller said there will be four new  
23 chapters in the Master Plan, resiliency, local hazard mitigation, operational strategies, and recycled  
24 water.

25 Director Joly said it is a good idea to bring in consultants that will work together. Mr. Miller  
26 said that there will be workshops with the senior staff and also with stakeholders like the Novato Fire  
27 District. Director Joly said perhaps a director could attend the planning meetings. Mr. Williams said  
28 there will be two progress workshops and perhaps a director could attend one or both of those.  
29 Director Eichstaedt asked if Jeff Tarantino from Freyer and Laureta will be on the team and Mr.  
30 Miller confirmed that. Director Fraites said that because of the team of consultants he understands  
31 the cost of the project.

32 Tim Fuelle left the meeting.

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

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

36 NOES: None

1 ABSENT: None  
2 ABSTAIN: None

3 **INFORMATION ITEMS**

4 **PRELIMINARY FY 2023/24 FINANCIAL STATEMENT**

5 Julie Blue gave an overview of the preliminary FY 2023/24 Financial Statement to the Board.  
6 She noted that it is preliminary because they have just closed the fiscal year, the audit fieldwork was  
7 recently completed, and we are awaiting their final report. She said the final audited financial  
8 statement will be brought back to the Board in December but she doesn't expect the numbers to  
9 change much after the audit is closed. Ms. Blue referenced the summary and said the actual  
10 revenue and expenses are closely aligned with the budget. Novato was slightly higher than budget  
11 with a net income of \$2.3M and she noted that FRCs came in higher than budgeted. For the Novato  
12 Recycled Water System, revenue was 33% less than the prior year. Ms. Blue noted that the  
13 summary shows that for the West Marin Water System, expenditures were higher than budgeted  
14 due to extra maintenance needed in the system. In regards to the Oceana Marin Sewer System, we  
15 have 237 active accounts and operating revenue was 7% higher than last year due to rate increases  
16 and additional connections. Expenditures were 10% higher than the previous year due to  
17 maintenance and capital needs.

18 Director Joly noted that even with the rate increase, revenue increases were low. Ms. Blue  
19 said that the rate increases were included in the budgeted totals so the slight increase in revenue is  
20 due to an increase in the volume of water sold. Director Joly said the financials are very complex  
21 and complimented the Accounting team. Director Petterle also said the team did a very good job.

22 **CALPERS PENSION UPDATE 2024**

23 Julie Blue gave an update on the CalPERS' Pension plan. She said the District is in a pool  
24 with other employers that have less than 100 employees and that we have two plans, CLASSIC,  
25 with a retirement formula of 2.5% @ 55 and PEPR, with a retirement formula of 2% @ 62. Ms.  
26 Blue said that the District was notified by CalPERS of a funding increase of 1.2% for FY 24/25 due  
27 to an increase in salaries and an increase in unfunded liability allocated to the District. Ms. Blue  
28 said that as market conditions fluctuate, it changes our percent of funded status. The funding status  
29 can be volatile and fluctuates year to year. She said that CalPERS pension liability plan uses a  
30 long-term investment strategy. Director Joly commended Ms. Blue and concurred that pension  
31 funding has a lot of volatility. Ms. Blue said we are complying with CalPERS funding requirements  
32 and that the variations in funding status is entirely due to changes in interest rates. Director  
33 Eichstaedt asked if she is in contact with CalPERS often and Ms. Blue said that we have an  
34 actuarial contact that is available to the District when the need arises. The Board thanked Ms. Blue.

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1 **OCEANA MARIN COMMUNITY MICROGRID INCENTIVE PROGRAM AND COUNTY OF MARIN**  
2 **DILLON BEACH WASTEWATER STUDY UPDATES**

3 Tony Williams said that in 2022, a letter of support was approved by the Board for  
4 participation in a local microgrid project by the Dillon Beach Resources Committee (Committee),  
5 which is part of the Oceana Marin Association (OMA). In 2023, the West Marin Service Ad-hoc  
6 committee received an update from the Committee and that they planned to apply for PG&E's  
7 Microgrid Incentive Program, proposing a series of solar panels and a battery. To qualify, there  
8 must be critical facilities and our Tahiti Pump Station qualifies as does the facilities owned by the  
9 local water providers. Mr. Williams said that PG&E is reviewing the application and it will likely move  
10 on to the next step, but said it is a 1- to 2-year process. Mr. Williams said that further in the process  
11 more commitment from the District will likely be necessary. He said the physical location for the  
12 solar panels is to be determined but is currently shown on District property, however the Federated  
13 Indians of Graton Rancheria (FIGR) now own all the land surrounding our ponds. Mr. Williams said  
14 the Dillon Beach group may approach the District for an agreement for use of the property as part of  
15 this project. He said we currently do not have any issues but there are most likely environmental  
16 issues they will have to address. He said we do not want to build or operate the microgrid but we  
17 could benefit if it is installed. Director Fraites asked if we have been in communication with FIGR  
18 but Mr. Williams said we have not at this time.

19 Mr. Williams said that in 2021, the Marin County Community Development Agency received  
20 a grant for a wastewater feasibility study of the Dillon Beach Village area and the District reviewed  
21 and commented on that study which was completed in 2022. The properties in the village are on  
22 private septic systems and the study looked at alternatives for improving wastewater treatment and  
23 disposal in the area including two alternatives for connecting to the District's system. Mr. Williams  
24 noted that more information is needed, including conducting a connection fee study to determine  
25 what a connection cost would really be, which could be very expensive for those property owners.  
26 Oceana Marin (OM) doesn't have the funding and therefore the funds should come from the County  
27 for the study. The properties involved are not currently our customers or within the OM boundary.  
28 Director Eichstaedt said the County needs to take the lead. He said we do not have the resources  
29 for these types of projects. Director Fraites asked if the County Supervisor for that area has shown  
30 any interest. Mr. Williams said he has and may think the District would be helpful in solving some of  
31 the issues but we are concerned about the situation and it is a huge undertaking.

32 **FY 2023/24 END OF YEAR PROGRESS REPORT – ENGINEERING DEPARTMENT**

33 Eric Miller went through the Engineering End of Year Progress Report. He noted several  
34 projects and studies including conversion all of the GIS data into an ARC/GIS program and the  
35 upcoming Master Plan Update. He said the report lists some projects with a \$0 budget, these are  
36 projects that became necessary to take on even though they were not budgeted. These included

1 the Arthur St Main Replacement, Stafford Lake Park Service Line Replacement, the San Marin  
2 Pump Station Motor Replacement, STP Tower Hose Replacement, and the Stafford Lake Dam  
3 Piezometer Automation. Mr. Miller said other notable projects from FY 2023/24 is the Crest Pump  
4 Station that will break ground in October, the Novato Blvd. Widening from Grant Ave to Diablo, and  
5 the Stafford Dam Spillway Gate project. For the Spillway project, we are waiting for the State to  
6 approve the engineering analysis. If the project were built, installing a gate on the spillway could  
7 increase our storage by 726 acre-feet of water. Other projects from last fiscal year were the Stafford  
8 Treatment Plant Supernatant Line Replacement on Center Road, and a recycled water line  
9 extension to the new Administration building. In West Marin, Mr. Miller noted the Oceana Marin  
10 Treatment and Storage Pond Rehab project and said the Gallagher Well No. 2 is in the closeout  
11 stage.

12 Director Joly asked for clarification of the Arthur Street project. Mr. Miller said that Novato  
13 Sanitary did potholing for a project of theirs but during construction discovered a District water line  
14 that was too close to the sewer line. The line needed to be lowered but we chose to move the  
15 pipeline to a better location, out of the busy intersection. Because they missed the pipeline, Novato  
16 Sanitary paid the costs of moving the pipe. Additional improvements that we made were paid for by  
17 the District.

### 18 **MISCELLANEOUS**

19 The Board received the following miscellaneous items: Disbursements dated August 22, 29,  
20 September 5, and 12, 2024, Monthly Progress Report, Talking Points Topic: 2024 Temporary  
21 Urgency Change Petitions, U.S. Seasonal Drought Outlook – August 31, 2024, Proposed Alexander  
22 Valley Water District Presentation at Sept 9, 2024 TAC Meeting, Ungated Spillway Stream Gage  
23 Assessment: Stafford Lake – Ca. Dept of Water Resources, Marin Conservation League After  
24 Hours: Eel River Dams, County of Marin Planning Division – Zoning Administration Hearing Agenda:  
25 County of Marin Coastal Development and Conditional Use Permit – 100 Commodore Webster Dr,  
26 PRS.

27 The Board also received the following news articles: Marin IJ - Stunning price tag for water  
28 pipelines – MARIN MUNICIPAL, Marin IJ - Key hearing ahead of proposal for housing – IN YOUR  
29 TOWN, Marin IJ – Promoting a new generation of water workers is essential to our state –  
30 CALIFORNIA VOICE, Marin IJ – Plan launched to streamline permit process – NOVATO, Pt. Reyes  
31 Light – County okays Coast Guard development, Pt. Reyes Light – Dillon Beach land given to Miwok  
32 tribe, Press Democrat – Graton Rancheria acquires prized Marin coastal property in 'land back'  
33 conservation deal.

34 The Board also received the NMWD Web and Social Media Report – August 2024.

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1 **ADJOURNMENT**

2 President Baker adjourned the meeting at 5:39 p.m.

3 Submitted by

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Eileen Mulliner  
District Secretary

DRAFT



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**MEMORANDUM**

To: Board of Director

Date: October 1, 2024

From: Julie Blue, Auditor-Controller *JB*Subject: Approve Auditor-Controller's Statement of Investment Policy  
t:\acl\word\invest\24\policy memo 2024.docx**RECOMMENDED ACTION:** Approve the Investment Policy as Presented**FINANCIAL IMPACT:** None

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

***NORTH MARIN WATER DISTRICT STATEMENT OF INVESTMENT POLICY***

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

investment accounts maintained by the District. Banking Institutions shall require authorization from two signatories to execute any non-recurring wire transfer.

10) Verification that moneys have been on deposit at all times and collateralized in amounts equal to or in excess of funds designated by the Board of Directors as reserve funds shall be made in the annual audit of records.

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

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

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

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

#### RECOMMENDATION

Approve the Investment Policy as presented.

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**MEMORANDUM**

To: Board of Directors *EM* Date: October 1, 2024  
From: Eric Miller, Assistant GM/Chief Engineer  
Subject: Administration & Laboratory Upgrade Project – Final Paving

R:\Folders by Job No\6000 jobs\6501.44 NMWD Office\_Yard Bldg Renovation\BOD Memos\2024 1001 - final paving\6501.44 final paving BOD Memo.docx

**RECOMMENDED ACTION:** Board authorize the General Manager to execute a contract with W.K. McLellan Co.

**FINANCIAL IMPACT:** \$240,000 (included in FY24/25 CIP Budget)

**Background**

The purpose of this memo is to request Board authorization to enter into contract with W.K. McLellan Co. (WKM) of Petaluma, CA, to perform pavement rehabilitation work in connection with two District capital improvement projects. The extents of paving are shown in Attachment 1, and include approximately 21,500 square feet of parking lot rehabilitation adjacent the District's newly remodeled Administration & Laboratory buildings, and approximately 15,500 square feet of roadway rehabilitation on Rush Creek Place from Redwood Blvd. to the end of the cul-de-sac.

**Discussion**

Much of the roadway rehabilitation work in Rush Creek Place is a requirement of the City of Novato's encroachment permit that was issued to the District as part of the Headquarters Recycled Water Extension from Redwood Blvd. project (J-5.6501.48). The recycled water pipeline work was completed in April 2024; however, the pavement restoration was deferred to allow for coordination with City staff and to better align with the on-site paving work.

The parking lot rehabilitation was originally included in the Administration & Laboratory Upgrade project (J-1.6501.44) as a Bid Additive, which allows staff the option of whether or not to award the scope of work to the low-bid contractor. In this instance, staff opted not to award the scope of work to the project's low-bid contractor, but rather combine the rehabilitation work of two separate capital improvement projects to take advantage of economy of scale cost savings.

In addition to the economy of scale cost savings, District staff also collaborated with City staff to expand the scope of roadway rehabilitation work beyond what was required by their encroachment permit. The expanded scope includes rehabilitation of the entire cul-de-sac east of the SMART tracks as shown in Attachment 1. The expanded scope is mutually beneficial to each agency, as the road fronting the District's headquarters will be fully repaved, and the reduction in paving seams will result in a longer life for the City road.



### Financial Impact

This paving work was anticipated by staff and a total of \$250,000 was included in the approved FY24/25 CIP budget under two separate projects, 4a3 – Asphalt Repairs at District Facilities (\$150,000) and 5a1 – RW extension from Redwood Blvd to 999 Rush Creek (\$100,000). Additionally, a portion of the total paving cost was included in the original budget for the Administration & Laboratory Upgrade project as described above.

Pavement restoration work associated with project 5a1 – RW extension from Redwood Blvd to 999 Rush Creek is eligible for reimbursement by the RW Capital Replacement & Expansion Fund. Use of the funding source for this portion of the project will be reviewed for approval as required under the terms of the Inter Agency Agreement between Novato Sanitary District and North Marin Water District.

In addition to the budgeted amount, the City of Novato has agreed to contribute \$15,000 towards the roadway rehabilitation work that was expanded beyond the requirements of their encroachment permit. The Reimbursement Agreement between the District and City will be brought to the Board under a separate action item.

WKM's quote for the work is \$203,885 and is included as Attachment 2. Staff anticipates additional work will be necessary to fine grade accessible areas in the parking lot and correct minor drainage issues that were not captured in WKM's quote. For this reason, a contingency of \$36,115 is being proposed, for a total contract amount of \$240,000.

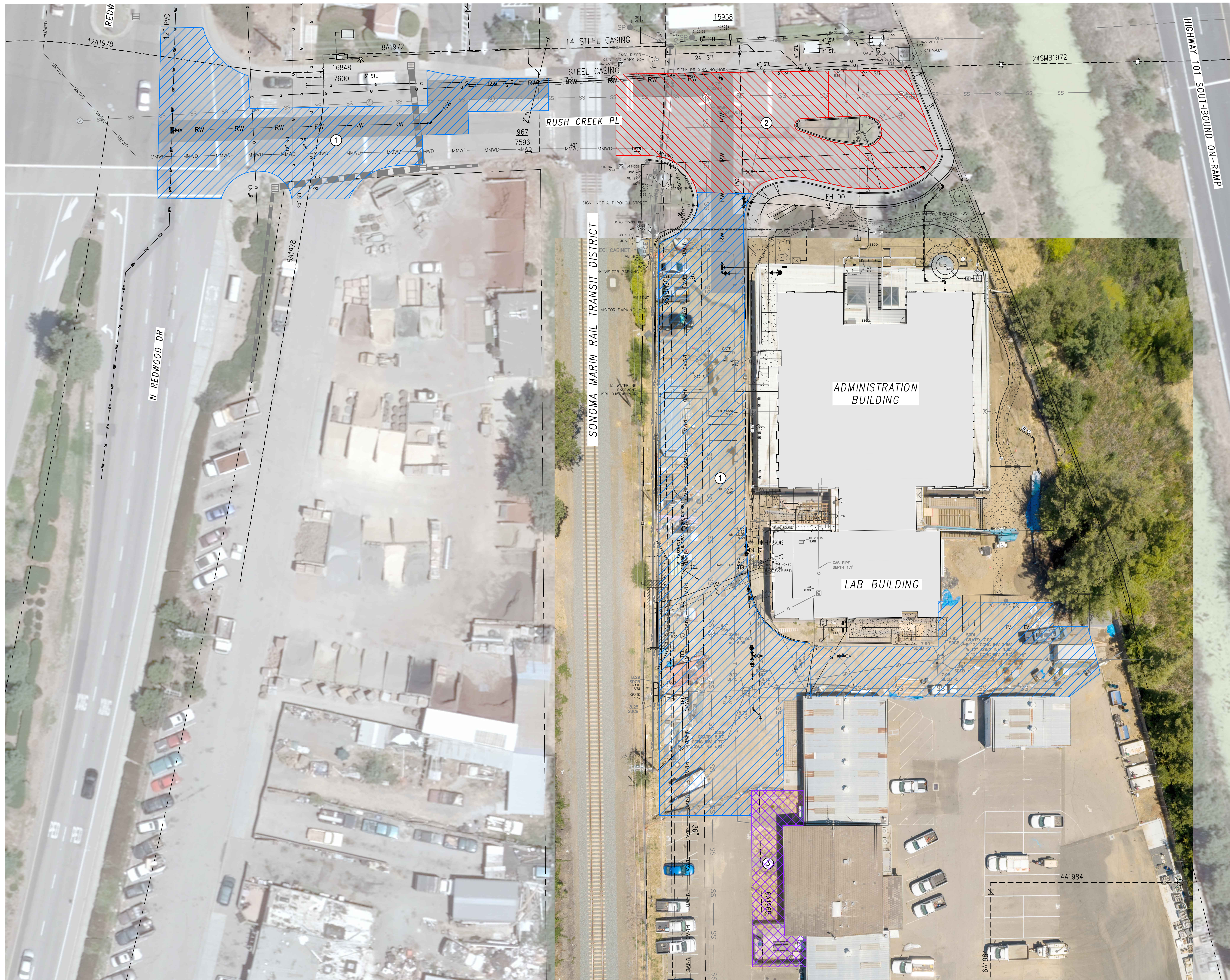
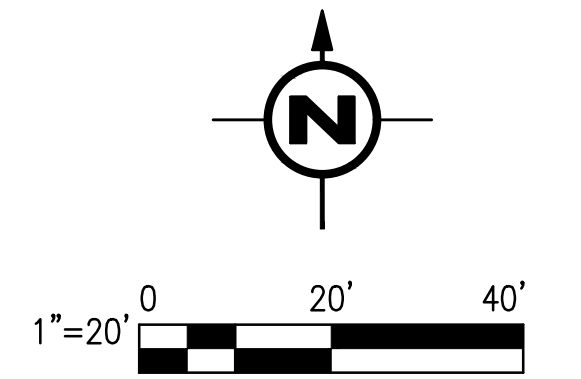
### RECOMMENDATION

Board authorize General Manager to execute a construction contract with W.K. McLellan Co. with a not to exceed amount of \$240,000.

### ATTACHMENTS

1. Additional Paving Restoration Exhibit
2. W.K. McLellan's Quote, dated September 12, 2024





**PAVING AREA (SF)**

- ① 2" GRIND/PAVE = 27,550 SF
- ② 3" GRIND/PAVE = 7,660 SF
- ③ 4" GRIND/PAVE = 1,715 SF

**LEGEND:**

- "SUPER PLUG" AS REQUIRED BY THE CITY, COMPLETED UNDER PIPELINE INSTALL CONTRACT
- LIMIT OF GRIND/PAVE 2-INCH
- LIMIT OF GRIND/PAVE 3-INCH
- LIMIT OF GRIND/PAVE 4-INCH
- EXISTING PIPE LINE
- EXISTING STREETS/HIGHWAY
- NEW PIPE LINES
- PROPERTY LINES/R.O.W.

NO.	DATE	ISSUED FOR INFORMATION	REVISION	BY	APP.
NORTH MARIN WATER DISTRICT NOVATO, CALIFORNIA					
<b>NMWD HEADQUARTERS BUILDING OFFICE AND YARD UPGRADE PROJECT ADDITIONAL PAVING RESTORATION</b>					
DES	DR	CH	SCALE	: 1" = 20'	
EM	SD		DATE	: 05/06/2024	
APPROVED: CHIEF ENGINEER			SHEET NO.	: 1 OF 1 SHEETS	
R.E. C78430			SERVICE AREA	: 1 JOB NO. <b>6501.48</b> NO FIG 1	



**QUOTATION**

ATTACHMENT 2



254 Sears Point Road, Port Sonoma, Petaluma, CA 94952

GENERAL ENGINEERING CONTRACTOR License #240701

North Marin Water Dis.  
Attn: Chris Kehoe  
# 415 706 5349

September 12, 2024

We will furnish equipment, materials and labor necessary to complete the work listed below.  
QUOTATIONS SUBJECT TO CHANGE OR CANCELLATION AFTER 30 DAYS

Description	Quantity	Total Price
NMWD Rush Creek Roadway :	0	0
(1a) West of railroad tracks at 2" grind and pave with temporary striping , traffic control, 1 day.	0	0
Striping:	7,770 sqft	\$ 42,275.00
24" RR Transverse Bars	0	0
12" Track Limit Lines	2	0
12" Limit Lines	4	0
Stop Legend	1	0
RXR Markings	1	0
Basic Crosswalk	1	0
Partial Ladder Style Crosswalk W/24" Bars	1	0
Detail 21 Centerline	200 lf	0
Detail 9 or 38 Lane Line	50 lf	0
Bike Legend & Bike Arrow	1	0
Standard Weekday Mobilization	1	\$ 6,380.00
(1b) Parking lot of NMWD 2" grind and pave, this will be a 2 days, ADA parking and path of travel are not covered if it takes more adjustments other than 2" grind and pave.	0	0
(2) East of railroad tracks 3" grind and pave, this will take 1 day, temporary striping, traffic control.	19,780 sqft	\$ 85,150.00
Striping:	0	\$ 55,150.00
24" RR Transverse Bars	7,660 sqft	0
12" Track Limit Lines	0	0
12" Limit Line	2	0
Stop Legend	4	0
RXR Markings	1	0
Standard Weekday Mobilization	1	\$ 2,750.00
(3) 4" pave at employee parking lot near the workers office.	1	0
Total Price:	1,715 sqft	\$ 12,180.00
	0	\$203,885.00

NOTICE

**QUOTATION**



254 Sears Point Road, Port Sonoma, Petaluma, CA 94952

**GENERAL ENGINEERING CONTRACTOR** License #240701

We are not responsible for removal of any hazardous waste material uncovered on the site. Under the Mechanics' Lien Law (Calif. Code of Civil Procedure Section 1181 Et Seq.) any contractor, subcontractor, laborer, supplier or other person who helps to improve your property but is not paid for his work or supplies, has a right to enforce claim against your property. This means that, after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the

**INCLUDES**

Traffic Control, Striping for roadway

**EXCLUDES**

Fees, Permits, and Engineering.  
Smart Train Permit

We cannot be responsible for subgrade failures, spring or water damage, or underground utility installations unless depth and location are indicated by owner at time of actual work. All agreements are contingent upon strikes, accidents, delays of carriers and other delays unavoidable or beyond our control. Terms: Net cash on completion. Interest will be charged at 1½ % per month after 10th prox. Contracting party shall be liable to the contractor for said interest and any and all damages, including legal fees, which the contractor may suffer from delay of any payment provided within this agreement. Contract Excludes permits, fees for engineering, inspection on utilities.

Your signature on one copy returned to us will make this a legal contract for the performance of the above work.

**ACCEPTED DATE:**

**W.K. McLELLAN CO.**

**SIGNED BY:** \_\_\_\_\_  
Contracting Party

**SIGNED BY:** \_\_\_\_\_  
Todd Verke

**7**

**MEMORANDUM**

To: Board of Directors October 1, 2024  
From: Eric Miller, Asst. General Manager / Chief Engineer *EM*  
Subject: Quitclaim Existing Easement – 580, 588 Canyon Road and 6 Farvue Road  
APN 146–102–26, -27 and -28  
R:\Folders by Job No\EASEMENT\QUITCLAIMS\Misc\580 & 588 Canyon, 6 Farvue\580 & 588 Canyon, 6 Farvue quitclaim BOD memo.docx

**RECOMMENDED ACTION:** That the Board:

1. Approve the quitclaim for APN 146-102-26, -27 and -28
2. Approve the quitclaim's associated Resolutions

**FINANCIAL IMPACT:** None

Circa 1949, the Water District obtained ownership of the water system in Novato which included the Kline Tank located off Farvue Road and 450 lineal feet of 4-inch diameter shallow steel pipeline starting at the tank and traversing downslope to Canyon Road (Attachment 1). This pipeline was installed at the same time as the tank and acted as the emergency overflow drain line. At the time of installation, the pipeline crossed through only one parcel that was both undivided and undeveloped.

The Kline Tank was decommissioned in the 1960's concurrent with nearby development and expansion of the District's system. Around the same time, the parcel containing the pipeline easement was subdivided into three separate lots, 580 Canyon Road, 588 Canyon Road, and 6 Farvue Road.

In 1987, the old Kline Tank property was sold to the adjacent neighbor at 6 Farvue Road, however the 10-foot wide pipeline easement was never quitclaimed. Engineering staff would like to quitclaim the easement at this time. The entire pipeline has been abandoned in place with portions having been removed over time by property owners. The lower portion of the pipeline was recently filled with grout at the request of 580 Canyon Road to prevent groundwater intrusion.

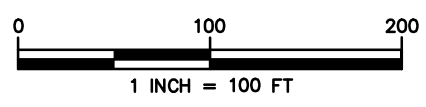
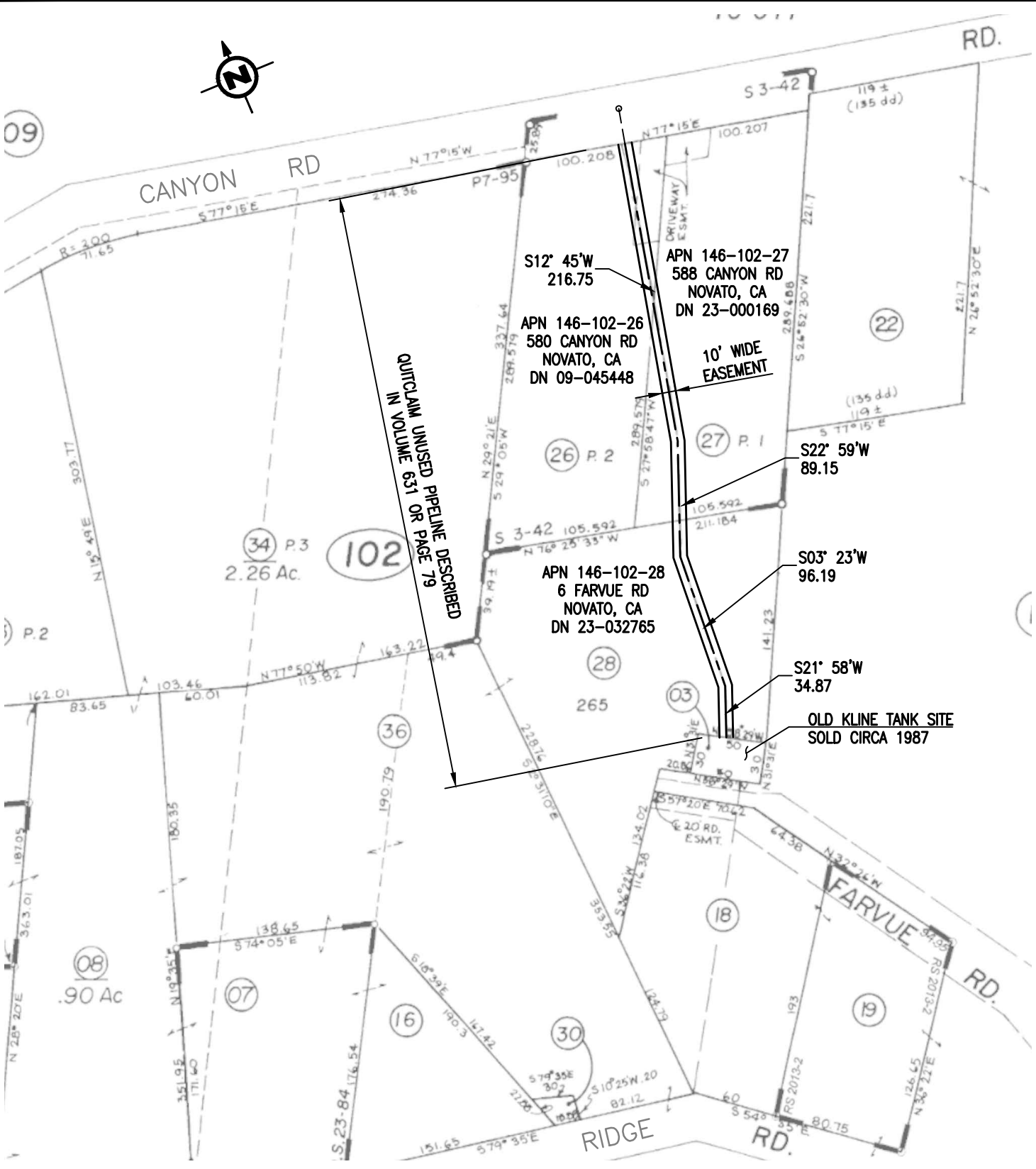
**RECOMMENDATION**

That the Board:

1. Approve the quitclaim;
2. Approved the associated resolutions (3 total) for APN 146–102–26, -27 & -28 authorizing the General Manager to execute the Quitclaim Deeds.

**ATTACHMENTS:**

1. Old Kline Tank Pipeline Easement Exhibit, X-70
2. Quitclaim Deeds for APN 146-102-26, 27 & 28
3. Resolutions Nos. 24-XX, 24-XX & 24-XX



# ATTACHMENT 1

## NORTH MARIN WATER DISTRICT EASEMENT MAP

## OLD KLINE TANK PIPELINE EASEMENT

DR	CH	DATE	SCALE	FAC MAP	SERVICE AREA	JOB NO
SD	JK	1/31/24	1" = 100'	F-18		
APN: 146-102-26, 27, 28			SHEET NO: 1 OF 1 SHEETS			

Feb 22, 2024 - 8:50am w:\JOB\EASEMENT\Old Kline Tank Pipe Esmt\ATTACH 1.dwg User: SDOVE

Recording requested by:

ATTACHMENT 2

NORTH MARIN WATER DISTRICT

When Recorded Mail To:

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

A.P.N. 146-102-26  
580 Canyon Road  
Novato, CA 94947

J- X70

Space above this line for  
Recorder's use

FOR BENEFIT OF THE DISTRICT

## QUITCLAIM DEED

FOR A VALUABLE CONSIDERATION, (Value less than \$100) receipt of which is hereby acknowledged,

NORTH MARIN WATER DISTRICT, a public corporation organized and existing under the County Water District Law of the State of California, does hereby remise, release, abandon, and forever quitclaim to MARILYN SWEENEY, TRUSTEE OF THE MARILYN SWEENEY REVOCABLE TRUST, all of said District's right, title and interest in the right of way described as follows:

That certain 10 foot wide right of way for installing and maintaining a pipe line which was conveyed to the North Marin County Water District as PARCEL FIVE (a), in Volume 631 of Official Records at page 79, Marin County Records.

NORTH MARIN WATER DISTRICT

Date: \_\_\_\_\_

\_\_\_\_\_  
Anthony Williams, General Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
Eileen Blue, District Secretary

*(Attach notary acknowledgment)*



Recording requested by:

NORTH MARIN WATER DISTRICT

When Recorded Mail To:

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

A.P.N. 146-102-27  
588 Canyon Road  
Novato, CA 94947

J- X70

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Recorder's use

FOR BENEFIT OF THE DISTRICT

# QUITCLAIM DEED

FOR A VALUABLE CONSIDERATION, (Value less than \$100) receipt of which is hereby acknowledged,

NORTH MARIN WATER DISTRICT, a public corporation organized and existing under the County Water District Law of the State of California, does hereby remise, release, abandon, and forever quitclaim to PAMELA S. ENGLISH, Trustee in that certain Declaration of Trust dated February 1, 2019, executed by RICHARD F. ENGLISH and PAMELA S. ENGLISH, as Settlers, all of said District's right, title, and interest in the right of way described as follows:

That certain 10 foot wide right of way for installing and maintaining a pipe line which was conveyed to the North Marin County Water District as PARCEL FIVE (a), in Volume 631 of Official Records at page 79, Marin County Records.

NORTH MARIN WATER DISTRICT

Date: \_\_\_\_\_

\_\_\_\_\_  
Anthony Williams, General Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
Eileen Blue, District Secretary

*(Attach notary acknowledgment)*

Recording requested by:

NORTH MARIN WATER DISTRICT

When Recorded Mail To:

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

A.P.N. 146-102-28  
6 Farvue Road  
Novato, CA 94947

J- X70

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Recorder's use

FOR BENEFIT OF THE DISTRICT

# QUITCLAIM DEED

FOR A VALUABLE CONSIDERATION, (Value less than \$100) receipt of which is hereby acknowledged,

NORTH MARIN WATER DISTRICT, a public corporation organized and existing under the County Water District Law of the State of California, does hereby remise, release, abandon, and forever quitclaim to SALAR NADERI, all of said District's right, title, and interest in the right of way described as follows:

That certain 10 foot wide right of way for installing and maintaining a pipe line which was conveyed to the North Marin County Water District as PARCEL FIVE (a), in Volume 631 of Official Records at page 79, Marin County Records.

NORTH MARIN WATER DISTRICT

Date: \_\_\_\_\_

\_\_\_\_\_  
Anthony Williams, General Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
Eileen Blue, District Secretary

(Attach notary acknowledgment)

**RESOLUTION NO. 24-XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NORTH MARIN WATER DISTRICT  
AUTHORIZING EXECUTION OF QUITCLAIM DEED TO  
MARILYN SWEENEY, TRUSTEE OF THE MARILYN SWEENEY REVOCABLE TRUST**

---

BE IT RESOLVED by the Board of Directors of NORTH MARIN WATER DISTRICT that the General Manager and Secretary of this District be and they hereby are authorized and directed for and on behalf of this District to execute that certain Quitclaim Deed to provide for the release of a pipeline easement which is not required for District purposes.

\* \* \*

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the this 1<sup>st</sup> day of October, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

---

Eileen Mulliner, Secretary  
North Marin Water District

(SEAL)

**RESOLUTION NO. 24-XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NORTH MARIN WATER DISTRICT  
AUTHORIZING EXECUTION OF QUITCLAIM DEED TO  
PAMELA S. ENGLISH, TRUSTEE IN THAT CERTAIN DECLARATION OF TRUST DATED  
FEBRUARY 1, 2019, EXECUTED BY RICHARD F. ENGLISH and PAMELA S. ENGLISH**

---

BE IT RESOLVED by the Board of Directors of NORTH MARIN WATER DISTRICT that the General Manager and Secretary of this District be and they hereby are authorized and directed for and on behalf of this District to execute that certain Quitclaim Deed to providing for the release of a pipeline easement which is not required for District purposes.

\* \* \*

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the this 1<sup>st</sup> day of October 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

---

Eileen Mulliner, Secretary  
North Marin Water District

(SEAL)

**RESOLUTION NO. 24-XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NORTH MARIN WATER DISTRICT  
AUTHORIZING EXECUTION OF QUITCLAIM DEED TO  
SALAR NADERI**

---

BE IT RESOLVED by the Board of Directors of NORTH MARIN WATER DISTRICT that the General Manager and Secretary of this District be and they hereby are authorized and directed for and on behalf of this District to execute that certain Quitclaim Deed to providing for the release of a pipeline easement which is not required for District purposes.

\* \* \*

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the this 1<sup>st</sup> day of October, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

---

Eileen Mulliner, Secretary  
North Marin Water District

(SEAL)

8

**MEMORANDUM**

To: Board of Directors October 1, 2024  
From: Tony Williams, General Manager   
Subject: District Board Policy Review and Proposed Updates Regarding On-call and Standby Duty;  
and Computer Use  
T:\GMBOD Memos 2024\10-1-24 Meeting\BOD Policy Updates\10-1-24 BOD memo BOD Policy Updates.doc

**RECOMMENDED ACTION:** Information Only

**FINANCIAL IMPACT:** None

Attached for review are the following existing District Board Policies:

- Policy No. 26 On-call and Standby Duty
- Policy No. 40 Computer Use
- Policy No. 46 Board Computer Use

Proposed changes to the policies as recommended by staff are shown in tracked changes format. Changes to Policy No. 26 (Attachment 1) reflect the new District holidays established in the Board approved 2023-2028 Memorandum of Understanding with the Employee Association. Staff are proposing a simple format change to include the addition of the District logo for all Board policies and is reflected in the policies covered in this memorandum. District legal counsel has reviewed the proposed changes in Policies No. 40 and No. 46 (Attachments 2 and 3).

Should the Board desire to amend the proposed changes please provide comments to the General Manager at the meeting or no later than October 4, 2024. Staff will return to the Board at the October 15<sup>th</sup> meeting to request that the Board formally adopt these updates.

**ATTACHMENTS**

1. Board Policy No. 26 with changes
2. Board Policy No. 40 with changes
3. Board Policy No. 46 with changes



~~NORTH MARIN WATER DISTRICT~~  
**BOARD POLICY: ON-CALL AND STAND-BY DUTY**  
**BOARD POLICY NUMBER: 26**

Original Date: 2006

Last Reviewed: [09/04/15](#) [12/2023](#)

Last Revised: [09/15/15](#) [01/2024](#)

---

### **Purpose**

The purpose of the on-call and stand-by duty program is to provide immediate attention to water and sewer system problems that occur at times other than during normal working hours.

### **Duties**

#### *On-call*

The duties of the on-call District employees are to respond to all after-hours calls and to resolve all problems as simply and quickly as possible. On-call personnel are expected to resolve problems over the telephone, via computer, in the field and/or to call other District personnel when assistance is needed as appropriate. On-call personnel must possess Distribution Operator certification.

#### *Stand-By*

The duties of the stand-by District employees are to respond to the on-call personnel request for assistance on holiday weekends as defined below. Stand-by duty begins at 3:30PM the day before the holiday weekend and ends at 7:00AM on the first working day after the holiday weekend. Stand-by personnel are to resolve problems or make facilities safe and secure for completion during the next regular business day. Stand-by Construction crews may include up to 3 employees from the positions of Pipeline Foreman, Heavy Equipment Operator, Pipe Worker, Pipeworker Assistant, Laborer, Field Service Representative, and Operations/Maintenance or other full-time regular Distribution Operator certified, trained employees, at the determination of the Construction/Maintenance Superintendent.

Stand-by will be assigned on the following holiday weekends:

1. New Year's holiday, December 31 (half day) and January 1, or when New Year's Day falls on a Friday, Saturday, Sunday or Monday.
2. Martin Luther King Holiday (3<sup>rd</sup> weekend in January)
3. President's Day (3<sup>rd</sup> weekend in February)
4. Memorial Day weekend (last Monday in May)



5. Independence Day weekend when July 4<sup>th</sup> falls on a Friday, Saturday, Sunday or Monday.
6. Labor Day weekend (1<sup>st</sup> Monday of September)
7. Veterans Day (November 11<sup>th</sup>) or when Veterans Day falls on a Friday, Saturday, Sunday or Monday.
- ~~6-8.~~ Thanksgiving weekend (4<sup>th</sup> Thursday & Friday in November)
- ~~7-9.~~ Christmas holiday, December 24 (half day) and full day on December 25, or when Christmas Day falls on a Friday, Saturday, Sunday or Monday.

The on-call and stand-by employees must be available at all times while serving this duty. This means the employee must:

1. Remain within 30 miles of the District office.
2. Remain within range of the cell phone signal.
3. On-call employee responds to calls from the answering service or automated alarm system within 15 minutes of receiving the call.
4. Stand-by employee responds to calls from on-call employee within 15 minutes of receiving call.

*Construction and Maintenance on-call and stand-by duty* is required of all Construction/Maintenance personnel except the Superintendent. Any other regular, full-time employee of the District that resides within 30 miles of the District, and is Distribution Operator certified, trained and capable of performing the required duties, is eligible to voluntarily serve on-call and stand-by duty, subject to the approval of his/her Department Head and the Construction/Maintenance Superintendent. The weekly on-call assignment (3:30PM Tuesday to 7:00AM the following Tuesday) is rotated among the approved on-call duty employees in accordance with a schedule approved by the Construction/Maintenance Superintendent. Substitutions for the Construction and Maintenance on-call duty may be made between on-call personnel with other employees on the schedule with the prior consent of the Construction/Maintenance Superintendent or a Construction Department Foreman. The employee on the schedule shall be responsible to notify the front desk and the answering service of the substitution. Substitutions should be made only when absolutely necessary.

*Operations/Electrical Mechanical (Ops/EM) on-call and stand-by duty* is required of the Distribution Collection System Operator, the Water Distribution & Treatment Plant Operators, and the Electrical Mechanical section personnel and will be rotated in accordance with a schedule approved by the Operations/Maintenance Superintendent. Substitutions for the

Ops/EM on-call duty may be made between on-call personnel with other employees on the schedule with the prior consent of the Distribution/Treatment Plant Supervisor. The employee on the schedule shall be responsible to notify the front desk, Lab, Treatment Plant On-call personnel and the Construction and Maintenance on-call personnel. The personnel in this program may utilize a District supplied laptop computer to remotely access the Operations SCADA.

*Lab* on-call and stand-by *duty* is required of the Lab personnel and will be rotated in accordance with a schedule approved by the Water Quality Supervisor. Substitutions for the Lab on-call and stand-by duty may be made between Lab personnel with other employees on the schedule with the prior consent of the Water Quality Supervisor. The employee on the schedule shall be responsible to notify the front desk, Treatment Plant, Ops/EM, Construction, and Maintenance on-call personnel.

*Consumer Services on-call duty* is required of the Field Service Representatives (FSR) on those nights (typically Wednesday) when water service has been discontinued for non-payment. The on-call duty will be rotated in accordance with a schedule approved by the Consumer Services Supervisor. Substitutions for the on-call duty may be made between the FSRs with the prior consent of the Consumer Services Supervisor.

### **Compensation**

On-call and stand-by employees are paid on a daily or weekly basis for serving on-call or stand-by duty. The compensation rates are on file with the Auditor-Controller and adjustments to these rates will be consistent with any adjustments to the District Salary Schedule.

With the prior approval of the Operations/Maintenance Superintendent, Ops/EM employees may take 3 hours of compensating time off in lieu of each day of weekend or holiday on-call duty served.

The on-call or stand-by duty compensation is payment for all on-call or stand-by duty service except for time when the employee must respond in the field. If the assigned on-call or stand-by duty service employee must respond in the field or is called to work, overtime shall be paid in accordance with the District's overtime policy.

Lab and Consumer Services on-call duty is scheduled overtime which regularly occurs. Lab and Consumer Services on-call duty may be cancelled at any time (when no scheduled work is required) by the respective supervisor (Water Quality or Consumer Services) resulting in no on call compensation for the cancelled on-call duty.

Revisions: 2006, 05/13,09/15, [XX/24](#)



**BOARD POLICY: COMPUTER USE AND CYBERSECURITY**  
**BOARD POLICY NUMBER: 40**

Original Date: May 1, 2007

Last Revised: ~~0607/0417/1324~~

Last Reviewed: ~~0605/0401/1324~~

## I. PURPOSE

This policy governs the use of computers by North Marin Water District (NMWD or District) employees to ensure appropriate use and District compliance with all legal requirements pertaining to computer use, acquisition and installation. The policy serves as a cybersecurity policy to enforce standards and procedures to protect the District's water and wastewater systems, prevent security breaches, and safeguard networks.

## II. SCOPE

This policy applies to computers and all documents and data contained in or recoverable either electronically or in hard copy from such tools used by NMWD. This policy applies to all computers provided by NMWD and includes computers, computer peripherals/accessories, software, laptops, palmtops, tablets, smart phones, storage media, electronic mail (e-mail), voice mail, text messages, internet access, online information services, and any other type of computerized electronic equipment, as well as computers used on NMWD's property for NMWD's business purposes. The term computer is used throughout this policy and shall have the meaning of any of the electronic devices, equipment, software and services described above.

The following individuals are identified as cybersecurity leads for the District, serving as centralized point of contact responsible for overseeing and managing the planning, resourcing, and execution of cyber activities for information technology (IT) and operational technology (OT) systems:

<u>Position</u>	<u>Title</u>	<u>Contact</u>
<u>IT Cybersecurity Lead</u>	<u>IT Consultant (CORE Utilities, Inc.)</u>	<u>IT@nmwd.com; (415) 761-8915</u>
<u>OT Cybersecurity Lead</u>	<u>Distribution &amp; Treatment Supervisor</u>	<u>(415) 761-8902</u>

## III. GENERAL POLICY

NMWD's computers may only be used for its business purposes, except for incidental use during an employee's unpaid lunch period and before or after work as set forth below. It is the policy of NMWD to provide computers to District employees as necessary to adequately perform their assigned duties. It is also policy to provide tablets to the Board of Directors (considered employees for purposes of this policy) to adequately perform their duties including official communications via District

emails and conducting Board meetings. District-issued computers to the Board of Directors is also covered in Board Policy No. 46. During work hours, except during an employee's unpaid lunch period, these computers may not be used for personal purposes or any other purposes unrelated to NMWD's business. Personal use of District computers during the regular work day is prohibited. Employees may make incidental use of their District computer for personal reasons before or after their regular work day. Employees shall have no expectation that the information they convey, create, file or store on NMWD computers, whether during or outside of work hours, will be confidential or private. At no time shall NMWD property including computers be used for commercial purposes outside the scope of NMWD business.

NMWD reserves the right to monitor, copy and/or retrieve the computer files, e-mail, voice mail, or any type of electronic file of any employee, without notice, for purposes, including, but not limited to; obtaining business-related information; investigating violations of this or any other NMWD policy, including, theft, disclosure of confidential business or proprietary information, using the system for personal reasons during work hours, or for monitoring work flow or productivity.

Activity reports will be generated from time to time and will include detailed information concerning computer use by NMWD employees.

#### **IV. USE OF COMPUTERS**

##### **A. Computer Software**

All software installation on the file server or ~~Personal-District~~ Computer hard drives will be coordinated through the Department Head, Information Technology (IT) staff and the Auditor-Controller ~~(the A.-C).~~ , if the cost is not covered by existing subscriptions or licenses. No District software will be copied for use outside of the District, unless it is legal to do so, and coordinated through ~~the A.CIT~~ staff. All software that resides on any of NMWD's computers must be licensed to NMWD. ~~Employees' personal software programs may be installed on NMWD's computers only after receiving advanced approval from the the A.C.~~ Employees understand that data, files, messages and information on NMWD's computers, servers, or voice mail may be subject to disclosure, either as "public records" or pursuant to discovery in litigation.

##### **B. Online Information Service Use**

Use of online information services, such as the Internet, shall be accessed on NMWD computers only through the internet service provided by NMWD. Personal access to online information is permitted on a limited and incidental basis only during an employee's unpaid lunch period and before or after an employee's regular work day. Personal access to any internet content of a sexual nature is strictly prohibited. All software on the Internet should be considered copyrighted work. Therefore,

employees are prohibited from downloading or modifying any such software without the permission of their Department Head, IT staff~~the A.C.~~ and the copyright holder. External connections to NMWD's internal network are not permitted unless expressly authorized by the Department Head and IT Staff~~and the A.C.~~.

### C. E-mail

Electronic mail addressed to, generated by, or received on NMWD's computers or servers is the property of the NMWD. When using District e-mail, the employee is acting as a representative of NMWD, and should act accordingly so as not to damage the reputation of The District. Confidential financial or customer data should not be sent via e-mail except under unique circumstances as determined by the Auditor-Controller or General Manager. Sending employee medical, personal, or financial information by email or storage media should be avoided unless delivered via a fully encrypted e-mail system or storage media. ~~Confidential financial or customer data should not be sent via e-mail. Employee medical, personal, or financial information must never be divulged by e-mail or other tools and storage media.~~ Incidental personal use of the District's email system is permitted but should be kept to a minimum, comply with all other provisions of this policy and not include any personal broadcast emails such as emails sent to "all staff" or other email address group about a non-District matter such as a personal request, function or event. The standard for a minimal amount of messages will be established at the discretion of the Department Head or supervisor.

The District e-mail system and all messages, attachments, and images are the sole property of the District. This includes any and all messages, attachments, and images of any kind sent during regular work hours, an employee's break, or after-hours. E-mail messages may constitute a District record subject to NMWD Board Policy No. 28 Public Records Policy, and subject to potential disclosure under the California Public Records Act. Electronic records, including but not limited to e-mail messages, may be disclosed by the District to outside parties in connection with litigation, investigations, audits, requests for public records under the California Public Records Act, or by any other law or policy. The District will comply and will not be liable or responsible for the disclosure of any electronic record or part thereof.

### D. Information Retrieval or Delivery

Information or files deleted by an end-user from electronic media may not be permanently deleted from the system. Employees understand that it is possible to recover end user deleted computer files, deleted e-mail, deleted voice mail messages, or any other deleted digital data at any time.

Use of web-based file transfer services (such as Dropbox) or third-party remote access programs (such as TeamViewer or Splashtop) are not permitted unless expressly authorized by

the IT Staff. Any vendor or consultant who has been given access to the District's systems is not permitted to transfer files to or from their systems unless specifically authorized by the IT Staff. This includes VPN connections and any third-party remote software programs that provide file transfer functions.

#### E. Virus Protection

NMWD computers have virus protection software installed; however, no virus protection software package will detect every possible virus. Employees should assume that any media from outside the District (~~diskettes~~flash drives or other storage devices, ~~CD's~~, ~~zip-disks~~, ~~Internet Ee-mail attachments~~, files downloaded from the ~~web~~internet, etc.) could contain a virus. ~~Unsolicited files should be extremely suspect.~~ Do not open any file with which you have any concern or suspicion or were unsolicited. Report immediately to ~~the A.C.~~IT staff and the Department Head any detected virus or abnormal computer activity after receiving any suspicious media from outside the District.

#### F. Passwords

The District requires passwords to access computer-based systems. These passwords, with a login ID, represent a specific individual to the system for security purposes. No employee should attempt to login as another individual. Passwords should be complex enough so that they cannot be easily duplicated. A combination of numbers, letters, and characters is recommended. Passwords must not be shared or compromised. If you suspect your password has been compromised, contact ~~IT staff~~the A.C. for instructions on how to change your password immediately. For login to industry associations or memberships (e.g. AWWA, ACWA) on behalf of the District, establishing a group login and password can be established where allowed.

#### G. Use During Public Meetings

During District Board meetings or public committee meetings the computers will be used solely to access the District meeting materials for the current or previous meetings. ~~Pursuant to the Ralph M. Brown Act, the use of technology hardware, including cell phones, smart phones, tablets, notebooks, computers, and other similar devices~~ including accessing the internet for email, social media, blogs or other communication platforms, or to receive or send phone calls, texts, emails or other types of electronic communication, by a Director or District staff for the purposes of communicating directly with another Director, multiple Directors or Staff regarding an action item on the Agenda during a public meeting is not permitted pursuant to the Ralph M. Brown Act. ~~to access the internet, receive or send phone calls, texts, emails or other types of electronic communication~~ However, use of similar technology and communication methods, during a public meeting, is not permitted for purpose of coordinating or communicating the logistics or actions of an invited consultant or other third party participating in the meeting (remotely or in-person) or for

confirming a fact, data, or reference related to an Agenda item.

#### H. Use of Artificial Intelligence (AI)

Available applications driven by Generative Artificial Intelligence (GenAI), such as chatbots (e.g., ChatGPT) or image generators (DALL- E 2, Midjourney) are exciting new innovations that may appear to offer opportunities to increase workplace efficiency. Use of this new technology also brings significant risks related to confidentiality, accuracy, and security. GenAI applications are subject to providing false answers or information, or information that is out-of-date. As such, employees must carefully and thoroughly verify that any response from a GenAI tool upon which they intend to rely, or use is accurate, appropriate, and ethical; is not a breach of confidentiality; and does not violate any District policy or law.

Information provided to a GenAI tool may become publicly available, regardless of any assurances to the contrary. As such, no confidential, proprietary, or sensitive information should be provided to a GenAI tool. For example, employees must not upload or input: passwords or other credentials; confidential health records or other personnel or personally identifiable information; or any other confidential District information. If an employee does use a GenAI tool to help perform a work task, they must inform their supervisor of that fact, preferably in advance of such use, in writing.

Employees are not permitted to represent any work generated by GenAI as their own original work. Employees must ensure that, if any of their work uses AI-generated information or assistance, they should include a clear statement of that fact on the work product. Employees shall not integrate any GenAI tool into District software, without advance written authorization from the IT Staff.

#### I. Mobile Devices

District employees use mobile communications devices (personal and District-issued) to conduct District business and serve the public. The District may provide an eligible employee a District-issued Cellular Phone to conduct District business. The District reserves the right to refuse the ability to connect personal mobile devices to District messaging and the District computer network. The District will engage in such action if the mobile device security has been compromised or has been used in a way that puts the District systems, data, and staff at risk.

Only incidental personal use of District-issued mobile devices is allowed. Employees shall not use mobile devices that violate state or local laws regarding the use of cell phones or wireless devices while driving. Incidental personal use of communications wireless devices must not adversely affect the performance of employee's official duties or the organization's work performance, must not be disruptive of co-workers, must be of limited duration and frequency and should be restricted to matters that cannot be addressed during non-duty hours. The incidental personal use of District communication wireless devices shall be kept to an absolute minimum. The District reserves the right



to monitor wireless device use periodically for abuses.

Any District-related Electronic Communication, or information stored on a wireless communication device may constitute a record subject to disclosure under the California Public Records Act (CPRA), the California Code of Civil Procedure, the Federal Rules of Civil Procedure, or other applicable statutes, regulations, or legal authorities.

## **V. ALLOWABLE USES OF COMPUTERS**

Allowable uses of computers for NMWD's business purposes include the following:

- A. Facilitating performance of job functions;
- B. Facilitating communication of information within NMWD;
- C. Coordinating meetings of individuals, locations and resources of the NMWD;
- D. Communicating with outside organizations as required in order to perform assigned job duties.
- E. Communicating with a District-owned equipment or device equipped with a computer, when authorized.
- F. Communicating with computer-based or network enabled device, equipment, or system associated with building or facility operational function, when authorized.
- G. Computer use by Board Directors as described in Board Policy Number 46.

## **VI. PROHIBITED USES OF NMWD'S COMPUTERS**

Prohibited uses of NMWD computers include, but are not limited to, the following:

- A. Using the computer systems for any unlawful purpose, such as in violation of copyright or patent rights or for criminal purposes;
- B. Transmitting confidential financial or customer data or confidential personnel or medical information concerning other NMWD employees except as allowed in Section IV. C above;
- C. Displaying, downloading or transmitting material, images, messages or cartoons that are sexually explicit or that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs;
- D. Displaying, downloading or transmitting messages or images that are threatening, derogatory, defamatory, obscene or otherwise inappropriate;
- E. Soliciting others for commercial or personal financial gain (including chain letters, sale of personal property, etc), political or religious lobbying, outside organizations, or other not job-related matters;
- F. Intentionally disrupting network traffic or crashing the network and connected systems (for



example, sabotaging, intentionally introducing a computer virus);

G. Accessing or attempting to access others' accounts or files without authorization and with no substantial business purpose;

H. Vandalizing the data of another user;

I. Forging, spoofing or phishing ~~electronic~~ mail messages;

J. Wasting system resources (for example, downloading unneeded files or images, "spamming" e-mail, and storing unneeded files);

K. Using computers inappropriately, in a way deemed by NMWD to violate the intended purpose of this computer use policy.

## **VII. STAFF TRAINING**

As a water systems entity, the NMWD runs both operational technology (OT) and information technology (IT) systems that are often vulnerable to cyberattacks. Conducting cybersecurity awareness training to help all employees understand the importance of cybersecurity and how to prevent and respond to cyberattacks is an important part of each NMWD staff member's training plan. As part of this policy, cybersecurity awareness training should be conducted on an annual basis for all staff that use computers with a signed acknowledgment that they have completed training. This signed acknowledgment will be retained in the employees personnel file.

## **VIII. REMOTE ACCESS POLICY**

Approved District staff can remotely access District resources in two different situations. The first situation is for regular District employees to connect to the main office network via a secure VPN and then be able to access their assigned workstation. This allows for the employee to have a secure virtual connection to their individualized workstation only. In this situation, the above policies remain in effect and the employee is to treat the connection as if they were at the District office. The second situation is to allow remote access for District System Distribution staff to the District's SCADA systems. This is provided via a secure VPN connection and then a direct remote access to the SCADA servers at the Yard and Stafford Treatment Plant. Only authorized Operations staff are allowed this ability.

## **IX. ACCESS CONTROL POLICY**

The District utilizes a combination of Discretionary Access Control (DAC) and Role-based Access Control (RBAC) throughout its systems. All employees are provided with a username and password that is required to log onto a District workstation. Permissions are set by the administrator for the employee based on their role with the District. This provides basic access to the workstation, e-mail, server public folders, their working folder, and specific shared drive locations on the servers.

In addition, there are specialty programs for billing, accounting, HR, engineering, SCADA, etc. that also require a separate login with permissions. Those separate permissions are based on the individual employee. Individual workstations are customized for each employee's access by IT staff and are not allowed to log on using other workstations unless specifically set up by IT staff. Mobile devices such as cell phones, tablets and laptops all have specific VPN credentials installed for each and can be enabled or disabled individually. Employees should not try and access areas of the network where they are not authorized.

## **X. DATA PROTECTION POLICY**

The District follows a strict data protection policy (DPP) to standardize the use, monitoring, and management of data. The District collects and stores billing, accounting, water/sewer system, employee, and customer information on its servers. **The District's water and sewer** system information can include **as-built** drawings, developer, construction and operational information. Employee information includes job descriptions, performance reviews, payroll, banking, and other employee information such as healthcare. Customer information including service information, billing information, transactions, balances, payments, and usage history. The District protects this data through effective use of the Access Control Policy and a robust backup system. Backups are conducted with weekly snapshots on secure drives in addition to daily full backups rotated on removable media and stored securely.

Employees must constantly **be** on alert for attempted theft of District data. The most common attempt to gain access to secured District data is through an e-mail scam. An employee might receive an e-mail that looks like it came from a supervisor, management, **or a Board Director** asking for information. While the District has safeguards in place to try and filter out these attempts, **automated software applications that performs repetitive tasks over a network (known as bots)** and AI are constantly improving their attempts **to gain access**. It is imperative that employees verify requests for sensitive data like usernames, passwords, **social security number**, banking information, wire transfers, etc. are actually coming from other District staff. If employees receive such e-mails, they should immediately engage IT staff to verify the e-mail or verify in person the request. Other attempts come through websites that look legitimate but are not. Employees should always stop and verify the legitimacy of what is being asked and not provide sensitive information without being certain.

Confidential information should never be provided outside the District without first verifying it is required. If it is to be provided, it should only be provided via encrypted e-mail, encrypted websites or encrypted files via removable media. If there is ever any doubt, employees should discuss the transfer of critical information with their supervisor, management or IT staff.

## **VIII. VIOLATIONS OF POLICY**

Violations of this policy will be reviewed on a case-by-case basis and may result in disciplinary action [\(up to and including termination\)](#), pursuant to the District's personnel policies.

## NMWD Computer Use Policy Acknowledgment

I acknowledge that I have received a copy of the NMWD Computer Use and Cybersecurity Policy.

I agree to abide by the conditions set forth therein.

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Employee Signature / Date

Revisions: 2007, 06/13, X/24



## NORTH MARIN WATER DISTRICT

**BOARD POLICY: BOARD COMPUTER USE**  
**BOARD POLICY NUMBER: 46**

Original Date: 05/07/13  
 Last Revised: [05/07/1308/23/2024](#)  
 Last Reviewed: [05/07/1308/23/2024](#)

### **I. PURPOSE:**

To establish guidelines for the use of North Marin Water District (District) computer equipment by the Board of Directors as a group and its members as individuals.

To improve and maintain effective and efficient communication between District staff and the members of the Board of Directors.

To promote the use of computer equipment to enhance environmental sustainability by reducing the amount of paper needed to conduct District Board meetings.

### **II. POLICY:-**

1. The District will supply the Directors and with computers, accessories and software to transmit documents, including but not limited Director email, meeting agendas, meeting packets and other supporting information.
2. Directors must return the computer and any District issued computer accessories and software to the District Secretary at the end of the Directors' service to the District.
3. Directors are responsible for general care and safe keeping of the District issued computer, accessories and software. Any computer or accessory that is broken, damaged, or fails to work properly must be taken to the General Manager for evaluation. The cost of repair and/or replacement of District issued computers and accessories damaged due to mis-use may be borne by the Director responsible for the damaged equipment at the discretion of the General Manager.
4. When using District supplied technology, Directors shall maintain the confidentiality of District information. All software installed on the computer must be coordinated through District Staff and must be licensed to the District. Downloading, displaying or transmitting content that is sexually explicit or that may be constituted as harassment or disparagement of others is strictly prohibited.
5. During District Board meetings the computers will be used solely to access the District meeting materials for the current or previous meetings. Pursuant to the Ralph M. Brown Act, the use of technology hardware, including cell phones, smart phones, tablets, notebooks, computers, and other similar devices, by District Board members to access the internet, receive or send phone calls, texts, emails or other types of electronic communication, during a public meeting, is not permitted.
6. The computer used pursuant to this policy is considered a "public record" and is subject to a formal Public Records Act request and shall be made available for review by the person making the request.
7. [In addition to the policy requirements described herein, Directors shall follow the computer use policies contained in Board Policy No. 40 when using District-supplied](#)

computers. This includes annual cybersecurity awareness training.

7.8. Upon receipt of, or provision of access to, a computer, accessories or software pursuant to this policy, Board members will sign an agreement for their use. (Attachment A).

**North Marin Water District  
Computer Use Policy Agreement for Directors**

I, the undersigned Director of the North Marin Water District, have been provided with a copy of [the Board Policy # 40 Computer Use and Cybersecurity and](#) the Board Policy # 46, Board Computer Use, and fully understand its contents. I agree to abide by all terms contained in ~~the~~ [each](#) policy.

\_\_\_\_\_  
Director Signature

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**MEMORANDUM**

To: Board of Directors October 1, 2024  
From: Tony Williams, General Manager   
Subject: Review of Proposed District Board Policies Regarding Staff Succession Recruitments and Electric Vehicle Charging Stations  
\\nmwdfserver\administration\GMBOD Memos 2024\10-1-24 Meeting\New BOD Policies\10-1-24 BOD memo New BOD Policy Review.doc

**RECOMMENDED ACTION:** Information Only

**FINANCIAL IMPACT:** None

Staff have developed two new Board Policies for consideration by the Board. Attached for review are the following proposed new District Board Policies:

- Policy No. 50 Staff Succession Recruitment
- Policy No. 51 Electrical Vehicle Charging Station

Proposed new policies are recommended by staff and a background on each one is presented below. Staff are proposing a simple format change to include the addition of the District logo for all Board policies and is reflected in the draft policies covered in this memorandum. District legal counsel has reviewed the proposed Policy No. 51. Should the Board desire to amend the proposed policies please provide comments to the General Manager at the meeting or no later than October 4, 2024. Staff will plan to return to the Board at the October 15<sup>th</sup> meeting to request that the Board formally adopt these new Board policies.

Background – Staff Succession Recruitment

Based on data available from CalPERS, there are a total of 11 employees currently eligible for retirement. By the end of this calendar year, three staff members will have retired with a combined total experience of 91 years. As of July 1<sup>st</sup>, the average employee service is 11.3 years and 11 employees have 20 or more years of service with the District. For many key staff positions, the transfer of knowledge and experienced gained over a long tenured employment is critical for continuity of District administration and operations. Staff have developed a draft policy (Attachment 1) that recognizes the importance of a proper transfer of this knowledge as part of a turnover period and sets guidelines for ideal and minimum overlap of incumbent staff with new staff as part of the recruitment process. This draft has been reviewed by the Employee Association leadership.

Background – EV Charging Stations

The California Green Building Code requires electric vehicle (EV) charging stations for new construction or substantial remodels such as the District's Administration and Laboratory Upgrade

Project. A total of eight (8) EV charging stations were required by the code, two of which will be available for public use and the remaining will be located within restricted parking areas for staff and District fleet vehicle parking. Staff have developed a draft policy (Attachment 2) that outlines the procedures and guidelines for managing the use and operation of the all EV charging locations, including the two public spaces. Currently there are five staff members that drive either an EV or a plug-in hybrid vehicle, and the District has three EV fleet vehicles (2 Chevy Bolts, 1 Nissan Leaf). This draft policy has been reviewed by District legal counsel.

#### ATTACHMENTS

1. Draft Board Policy No. 50
2. Draft Board Policy No. 51



**BOARD POLICY: STAFF SUCCESSION RECRUITMENT POLICY**

**BOARD POLICY NUMBER: 50**

Original Date: September 2024

Last Revised:

Last Reviewed:

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**I. PURPOSE**

To ensure that sufficient overlap of time is planned for new hires and the respective incumbents for key District positions. This overlap time is sometimes referred to as “dual filling” a position. This policy is dependent on adequate notification of planned retirements or separations by the incumbents of key positions identified below and subject to certain legal limitations and obligations of the employee. The primary goal of this policy to allow time for proper transfer of knowledge and practices by the incumbents of these positions to the new hire replacement to ensure functionality of the District. The key staff positions identified in this policy have specific or unique knowledge of their respective positions and associated obligations or assignments which can typically extend beyond the job description, a standard operating procedure (SOP), other procedure manuals, instructions or similar documents.

**II. PROCEDURE**

The employees that hold the positions described herein shall be made aware of the need to provide as much advanced notification as possible of their intent to leave the District for whatever reason (e.g. retirement or resignation) at the time of hire or in the case of current incumbents upon approval of this policy or subsequent changes. A desired overlap period or dual fill time period for a retirement event is 6 months with a minimum of 3 months for the transfer of unique knowledge to the new incumbent. This results in a notification by the current incumbent, in the case of a retirement, at least two months prior to allow for recruitment and selection of the replacement. The resulting total period of desired notification is approximately 8 months or 5 months minimum. In cases of resignation, the total period may be significantly reduced.

To illustrate this elapsed time period, the following example (retirement case) is provided:

1. The current incumbent notifies their supervisor of their intent to transition (START – 0 months).
2. The Supervisor and HR Manager initiate a recruitment (START + 0.5 months).
3. New hire is on-boarded (START + 2 months\*).

4. New hire and current incumbent work together for transfer of knowledge (START + 3-6 months).
- a. Supervisor ensures proper scheduling of assignments to allow knowledge transfer.

*\*some positions may take longer than 2 months*

This policy applies to the following positions listed by department:

<b>Department</b>	<b>Position Title</b>
Administration	Auditor-Controller Accounting Supervisor* HR/Safety Manager
Construction	Construction/Maintenance Superintendent
Engineering	Assistant GM/Chief Engineer Chief Engineer Senior Engineer*
Operations	Operations/Maintenance Superintendent Distribution & Treatment Supervisor* Water Quality Supervisor*
Executive	General Manager Executive Assistant/District Secretary

*\*positions are represented by the NMWD Employee Association*

The General Manager may determine a position not listed above is subject to this policy, especially in cases where the incumbent has served a substantial number of years in that position or the position is not part of a classification series or is otherwise a unique position in the organizational structure. To the extent possible, the incremental labor costs associated with any anticipated overlap/dual fill period will be included in the annual operating budget.

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**BOARD POLICY: ELECTRIC VEHICLE CHARGING STATIONS POLICY**

**BOARD POLICY NUMBER: 51**

**Original Date: September 2024**

**Last Revised:**

**Last Reviewed:**

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**I. PURPOSE**

To create guidelines for the use of District's electric vehicle (EV) charging stations by staff and the public. For the purposes of this policy, there are three designated parking areas at the District Administration Offices located at 999 Rush Creek Place in Novato: 1) public parking, 2) staff parking and 3) fleet parking; each separated by various security gates. There is a total of eight (8) EV charging stations located as outlined below:

- Two (2) EV charging stations within the public parking area; 1 stall requires an ADA placard and 1 stall is standard parking as required by the California Building Code.
- Four (4) EV charging stations within the staff parking area (separated from the public parking by a security gate); 1 stall requires an ADA placard as required by the California Building Code, and the remaining stalls are standard parking.
- Two (2) EV charging stations on the District fleet parking area (separated from staff parking by another security gate; two gates total separating public parking) and only District fleet vehicles will have access.

**II. PROCEDURE**

The use of the EV charging stations by employees shall be as follows:

- 1) Employees vehicles must be plugged in and actively charging when parked in the employee designated EV charging station stalls.
- 2) Employees may charge up to 4 continuous hours and then must move out of the designated EV charging station stall to allow other employees utilize the EV charging station.
- 3) Fleet EV charging stations within the Fleet yard are designated for Fleet vehicles only.

**III. GUIDELINES AND RESPONSIBILITIES**

- 1) In the event of a District function and/or Board of Director's meetings that requires the use of both the public and staff parking areas, employees may be required to not utilize EV charging stations on those specific days or time periods.
- 2) The District assumes no responsibility or liability for damage to vehicles using the EV charging stations that are on the Districts properties.

- 3) No employee shall use the ADA EV charging station in the public parking lot without an authorized ADA placard.
- 4) Employees using the EV charging stations for their personal vehicles must pay for use at the rate designated on the station.
- 5) Members of the public using the EV charging stations must pay for use at the rate designated on the station.
- 6) Public use of the District staff and fleet parking area EV charging stations is not allowed except during special events or functions.
- 7) The District will ensure that the operating cost for the EV charging stations generally equals the use charges or fees assessed so that there is no net revenue received by the District. The contracts or agreements with a charging station service companies will be reviewed periodically to ensure this balance.
- 8) These guidelines are also applicable to the other District properties/facilities with EV charging stations.

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**DISBURSEMENTS - DATED SEPTEMBER 19, 2024**

Date Prepared 9/16/24

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
1	Able Tire & Brake	Service on Tire Pressure Monitoring System (\$212) ('10 F150) & Tires (6) ('23 Nissan Leaf - \$879 & JD Skip Loader - \$1,288)	\$2,379.22
2	Alpha Analytical Labs	Lab Testing (W.M. \$798 & Novato \$3,416)	4,214.00
3		Retiree Exp Reimb (Sept Health Ins)	1,417.18
4	The Bay Club	Refund Security Deposit on Hydrant Meter Less Final Bill	81.86
5	Buck's Saw Service	Yard Tool Fuel (9)	84.63
6		Retiree Exp Reimb (Sept Health Ins)	488.01
7	California Surveying & Draft. Co	Metal Detector Receiver (Construction)	697.28
8		Retiree Exp Reimb (Sept Health Ins)	548.98
9	Charles Custom Welding	Welding Services (Bel Marin Keys Fire Sprinkler Project)	700.00
10		Retiree Exp Reimb (Sept Health Ins)	548.98
11	Cinquini & Passarino Inc.	Prog Pymt#5: Land Surveying Services (Balance Remaining on Contract \$71,751)	4,236.20
12	Comcast	August Internet (1250 Lynwood Drive)	212.81
13	Cummings Trucking	Rock (78 yds) (\$1,323) & Sand (47 yds) (\$1,113) Deliveries	2,436.00
14	Diesel Direct West	Gasoline (485 gal)	2,313.12
15	Dominican University of Calif	Leadership Academy Enrollment (Corda & LeBrun)	6,600.00
16	Enterprise FM Trust	Monthly Leases for Nissan Rogue (2), Nissan Frontier (2), F-150's (7), F-250's (4), Ford Rangers (6), Chevy Bolts (2), Chevy Colorado & Nissan Leaf	14,228.13



Seq	Payable To	For	Amount
17	Environmental Express	Conical Tube (Lab)	363.88
18	Eurofins Eaton Analytical, Inc	Lab Testing	675.00
19	Fisher Scientific	Waterproof Thermometer (Lab)	236.70
20	Freyer & Laureta, Inc.	Prog Pymt#22: Engineering & Design for Lynwood Pump Station (\$11,150) (Balance Remaining on Contract \$37,013) & Prog Pymt#6: 2024 Master Plan Update (\$567) (Balance Remaining on Contract \$4,579)	11,717.00
21	Frontier Communications	Leased Lines	1,687.34
22	Frontier Communications	September Internet (STP)	640.00
23	GHD Inc.	Prog Pymt#15: GIS Conversion to ESRI & Mapping Support (\$1,207) (Balance Remaining on Contract \$11,114) & Prog Pymt#11: Engineering Services Oceana Marin Treatment & Storage Pond Repair (\$7,683) (Balance Remaining on Contract \$193,340)	8,889.99
24	Grainger	3" Check Valve (\$498) (STP), Miscellaneous Maintenance Tools & Supplies	1,208.47
25	Idexx Laboratories	Colilert Media for RW Testing (Lab)	3,277.04
26	InfoSend, Inc.	August Processing Fee for Water Bills (\$1,277), Postage (\$4,524) & Monthly Support Fee (\$1,153)	6,954.12
27		Retiree Exp Reimb (Sept Health Ins)	548.98
28	Kennedy Jenks	Prog Pymt#3: On-Call Hydraulic Modeling Support (Balance Remaining on Contract \$3,851)	10,025.41
29	Kozik, Francis	Novato "Pool Cover" Rebate Program	75.00
30		Retiree Exp Reimb (Sept Health Ins)	548.98
31		Retiree Exp Reimb (Sept Health Ins)	1,417.18
32		Retiree Exp Reimb (Sept Health Ins)	548.98

Seq	Payable To	For	Amount
33	Marin County Ford	Labor & Parts to Diagnose Air Bag ('12 F250) (\$728) & Service Parts ('20 F250 - \$417 & '24 F250 - \$108)	1,252.94
34	County of Marin	Encroachment Permit (40 Third St-Pt. Reyes Station)	736.20
35	McLellan Co, WK	Miscellaneous Paving	8,438.50
36	Nicolini, Dennis	Novato "Cash for Grass" Rebate Program	1,000.00
37	Novato Chamber of Commerce	Membership Dues (11/24-10/25) (Williams)	965.00
38	ODP Business Solutions, LLC	Miscellaneous Office Supplies	72.85
39	Pace Supply	Corp Stops (5) (\$1,675), 6" Clamp & Bell Restrainers (7) (\$871)	2,742.27
40	Pape Machinery Inc.	Key Sets (4)	244.16
41	Pacific Gas & Electric Co	Power: Buildings/Yard (\$3,559), Other (\$313), Pumping (\$82,926), Rect/Cont (\$751) & Treatment Plant (\$147)	87,696.15
42	Pini Hardware	Miscellaneous Maintenance Tools & Supplies	1,053.54
43	Quadient, Inc.	Replacement Postal Meter (\$4,151) & October Postal Meter Rental	4,294.27
44	Red Wing Business Advantage	Safety Boots (3 Employees)	653.84
45	Roberts, Beverly	Novato "Washer Rebate" Program	75.00
46		Retiree Exp Reimb (Sept Health Ins)	548.98
47	Staples Advantage	Copy Paper (80 Reams)	497.28
48	Thomas Scientific	Membranes (\$333) (1,000) & Standard (Lab)	372.65
49	USA BlueBook	Dry Gauge (STP)	266.24
50	VWR International LLC	Nitric & Hydrochloric Acids (Lab)	191.20
51	Waste Management	Waste Disposal	84.55
52	Williamson, Matthew	Exp Reimb: Lodging & Meals While Attending Training in Sacramento (9/10-9/12/24)	556.15



## DISBURSEMENTS - DATED SEPTEMBER 26, 2024

Date Prepared 9/23/24

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 9/15/24	\$197,930.03
90760*	Internal Revenue Service	Federal & FICA Taxes PPE 9/15/24	89,718.76
90761*	State of California	State Taxes & SDI PPE 9/15/24	21,346.06
90762*	CalPERS	Pension Contribution PPE 9/15/24	55,931.63
90758*	Nationwide	Deferred Compensation PPE 9/15/24	15,748.60
90759*	Nationwide	Deferred Compensation 9/15/24-401A Match	2,824.53
EFT*	US Bank	August Bank Analysis Charge (Lockbox \$912 & Other \$453 Less Interest \$271)	1,094.40
1	100 Wood Hollow Dr. Owner LLC	October 2024 Rent for 100 Wood Hollow	44,602.82
2	Alpha Analytical Labs	Lab Testing	275.00
3	American Family Life Ins	September Employee Paid Benefit	4,070.55
4	Anvil Builders	Install New Underdrain System (STP Primary Filters)	254,146.00
5	Argonaut Constructors Inc.	Prog Pymt #4: Oceana Marin Rehabilitation Project (Bal Rem on Contact \$705,677)	117,061.85
6	Asbury Environmental Services	Used Oil Disposal	397.29
7	Associated Right of Way Services	Prog Pymt#14: Valuation Services for Lynwood Pump Station Replacement Project (Balance Remaining on Contract \$35,983)	345.00
8	AT&T	Leased Lines	63.14
9	Aziz, Evram	Refund Excess Advance Over Actual Construction Job Costs (40 Oceana Drive-OM)	3,313.47
10	Bank of Marin	Bank of Marin Loan Principal & Interest (Pymt 155 of 240) Aqueduct Energy Efficiency Project	46,066.67

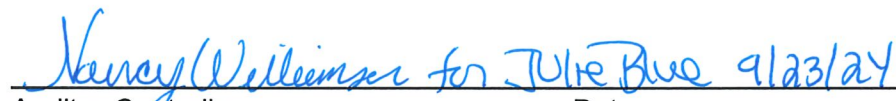



Seq	Payable To	For	Amount
11	Bay Alarm Company	Quarterly Fire Alarm Monitoring Fee (10/1/24-12/31/24)	338.19
12	Bold & Polisner	August Legal Fees-General (\$2,115) & NMWD Portion Potter Valley FERC (\$360)	2,475.00
13	Buck Institute for Research on Aging	October 2024 Rent for Lab Space @ Buck Institute	13,584.00
14	California Water Service	August Water Service	37.44
15	Comcast	September Internet Services (Buck Institute)	359.81
16	Consolidated CM	Prog Pymt#41: Construction Management Services for Admin Building Renovation Project (Balance Remaining on Contract \$74,093)	51,240.29
17	Core Utilities, Inc	Consulting Services: August IT Support (\$6,000), IT Design for Admin Building/Lab Refurbish (\$1,350), SCADA & Programmable Logic Controllers (\$475) & CORE Billing Maintenance	7,900.00
18	Core & Main	Bushings (10), Couplings (8) (\$2,761), Elbows (13), Nipples (16), Corp Stops (10) (\$754), Accessory Sets (16) (\$3,281), Pipe (100') (\$1,616), Spools (2) (\$1,128) & Caps (3)	9,976.34
19	Diesel Direct West	Diesel (357 gal) (\$1,755) & Gasoline (851 gal) (\$4,035)	5,790.15
20	Ferguson Waterworks	Retro Meter Registers (2) (\$426), Elbows (42) (\$1,002), Couplings (40), Flanges (2), Valve (\$208), Copper Pipe (240') (\$1,667) & Box Lids (8) (\$1,220)	4,821.81
21	Grainger	Utility Pump (STP) (\$492), Dollies (4) (\$265), Miscellaneous Maintenance Tools & Supplies	2,356.45
22	Hach Co.	Salt Bridge for pH Sensors (3) (STP)	453.78
23	Idexx Laboratories	QT Comparator (Lab)	47.87
24	Lincoln Life Employer Serv	Deferred Compensation PPE 9/15/24	8,795.89
25	Lovetang, Ruthann	Novato "Smart Irrigation Controller" Program	90.00

Seq	Payable To	For	Amount
26	Maggiora & Ghilotti	Prog Pymt#2: Crest Pump Station 12" Waterline Project (Balance Remaining on Contract \$1,335,397)	43,811.66
27	McLellan Co, WK	Miscellaneous Paving	39,068.74
28	McMaster-Carr Supply Co	Channel Brackets (8) & Miscellaneous Screws (50)	171.92
29	MG WEST	Common Area Furniture (BOD, Lobby, Meeting Rooms)	20,003.60
30	Mutual of Omaha	October Group Life/ADD Insurance Premium & Vision	2,297.24
31	NSI Solutions, Inc.	Lab Testing	308.00
32	ODP Business Solutions, LLC	Miscellaneous Office Supplies	177.09
33	Pace Supply	Flanged Setters (7) (\$7,183) & Spool (4 x 6") (\$1,276)	8,458.56
34	Patnode, Sarah	Refund Overpayment on Closed Account	165.56
35	Scott Technology Group	September Monthly Maintenance on Engineering & Admin Copiers	397.49
36	Soiland Co., Inc.	Asphalt Recycling (3 yds) & Rock (32 yds) (\$1,028)	1,148.69
37	Sonoma County Water Agency	North Bay Water Reuse Authority Associate Member Dues (Williams) (FY24/25)	5,000.00
38	SPG Solar Facility XII, LLC	August Energy Delivered Under Solar Services Agreement	15,821.99
39	Thomas Scientific	Lab Standards (6)	264.57
40	Township Building Services	August Janitorial Services (Yard - \$1,198 & STP - \$381)	1,579.21
41	Univar	Sodium Hypochlorite (PRTP) (200 gal)	650.00
42	US Bank	August Safekeeping Treasury Securities	91.50
43	Vulcan Materials Company	Pea & Sand (16 yds)	1,067.56
44	VWR International LLC	Magnesium Standard (Lab)	72.49

Seq	Payable To	For	Amount
45	White & Prescott	Prog Pymt#45: Cypress Road Water Line Easement (\$855) & Prog Pymt#46: Hamilton Village Water Line Easement (\$450) (Balance Remaining on Contract \$21,755)	1,305.00
46	YSI Inc	Replacement YSI Sonde & Probes	24,390.08
47	Zavislak, Raymond	Novato "Cash for Grass" Rebate Program	1,000.00
		<b>TOTAL DISBURSEMENTS</b>	<b><u><u>\$1,130,453.77</u></u></b>

The foregoing payroll and accounts payable vouchers totaling \$1,130,453.77 are hereby approved and authorized for payment.

  
 Auditor-Controller Date

  
 General Manager Date



**MEMORANDUM**

To: Board of Directors

October 1, 2024

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

Subj: Auditor-Controller's Monthly Report of Investments for July 2024  
t:\acl\word\invest\24\investment report 0724.doc

**RECOMMENDED ACTION:** Information

**FINANCIAL IMPACT:** None

At month end the District's Investment Portfolio had an amortized cost value (i.e., cash balance) of \$27,847,933 and a market value of \$27,718,362. During July the cash balance decreased by \$1,445,681. The market value of securities held decreased \$1,551,365 during the month. The total unrestricted cash balance at month end was \$99,841 and 90% of the Target Reserves are funded.

At July 31, 2024, 72% of the District's Portfolio was invested in California's Local Agency Investment Fund (LAIF), 19% in Time Certificates of Deposit, 4% in the Marin County Treasury, and 5% retained locally for operating purposes. The weighted average maturity of the portfolio was 64 days, compared to 60 days at the end of June. The LAIF interest rate for the month was 4.52%, compared to 4.48% the previous month. The weighted average Portfolio rate was 4.17%, compared to 4.43% for the prior month.

Investment Transactions for the month of July are listed below:

7/9/2024	U.S. Treasury	US Bank	\$10,442,897	Treasury bill Matured
7/10/2024	Beal BK USA	US Bank	\$246,000	CD Maturity
7/10/2024	US Bank	LAIF	\$10,000,000	Trsf to LAIF account
7/12/2024	US Bank	BMW Bank North America	\$244,000	Purchase 4.7% TCD due 7/13/26 - Semi-Annual Pay
7/15/2024	CA State Treasurer	LAIF	\$187,866	4-6/24 Quarterly LAIF interest credit
7/18/2024	LAIF	US Bank	\$700,000	Trsf from LAIF account
7/25/2024	LAIF	US Bank	\$725,000	Trsf from LAIF account

**ATTACHMENTS:**

1. Monthly Report of Investments – July 2024



**NORTH MARIN WATER DISTRICT**  
**AUDITOR-CONTROLLER'S MONTHLY REPORT OF INVESTMENTS**  
**July 31, 2024**

Type	Description	S&P Rating	Purchase Date	Maturity Date	Cost Basis <sup>1</sup>	7/31/2024 Market Value	Yield <sup>2</sup>	% of Portfolio
<b>LAIF</b>	State of CA Treasury	AA-	Various	Open	\$20,067,140	\$19,937,569	4.52% <sup>3</sup>	<b>72%</b>
<b>Time Certificate of Deposit</b>								
TCD	Enerbank	n/a	9/25/20	9/25/24	249,000	249,000	0.45%	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%
TCD	Wells Fargo Nat'l Bank (monthly on day 11 )	n/a	6/11/24	6/11/26	248,000	248,000	5.10%	1%
TCD	First Merchant Bank (Semi-Annual 12/28, 6/28)	n/a	6/28/24	6/29/26	244,000	244,000	4.80%	1%
TCD	BMW Bank NA (Semi-Annual 1/1, 7/12)	n/a	7/9/24	7/13/26	244,000	244,000	4.70%	1%
					<b>\$5,417,000</b>	<b>\$5,417,000</b>	<b>25.93%</b>	<b>19%</b>

**Other**

Agency Marin Co Treasury	AAA	Various	Open	\$1,067,432	\$1,067,432	1.22%	4%	
Other Various	n/a	Various	Open	1,296,361	1,296,361	0.09%	5%	
<b>TOTAL IN PORTFOLIO</b>					<b>\$27,847,933</b>	<b>\$27,718,362</b>	<b>4.17%</b>	<b>100%</b>

Weighted Average Maturity = **64 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 July 31, 2024.

<b>Interest Bearing Loans</b>	Loan Date	Maturity Date	Original Loan Amount	Principal Outstanding	Interest Rate
	Marin Country Club Loan	1/1/18	11/1/47	\$1,265,295	\$1,015,945
Marin Municipal Water - AEEP	7/1/14	7/1/32	\$3,600,000	\$1,458,848	2.71%
Employee Housing Loan (1)	3/30/15	3/30/30	250,000	250,000	Contingent
<b>TOTAL INTEREST BEARING LOANS</b>			<b>\$5,115,295</b>	<b>\$2,724,793</b>	

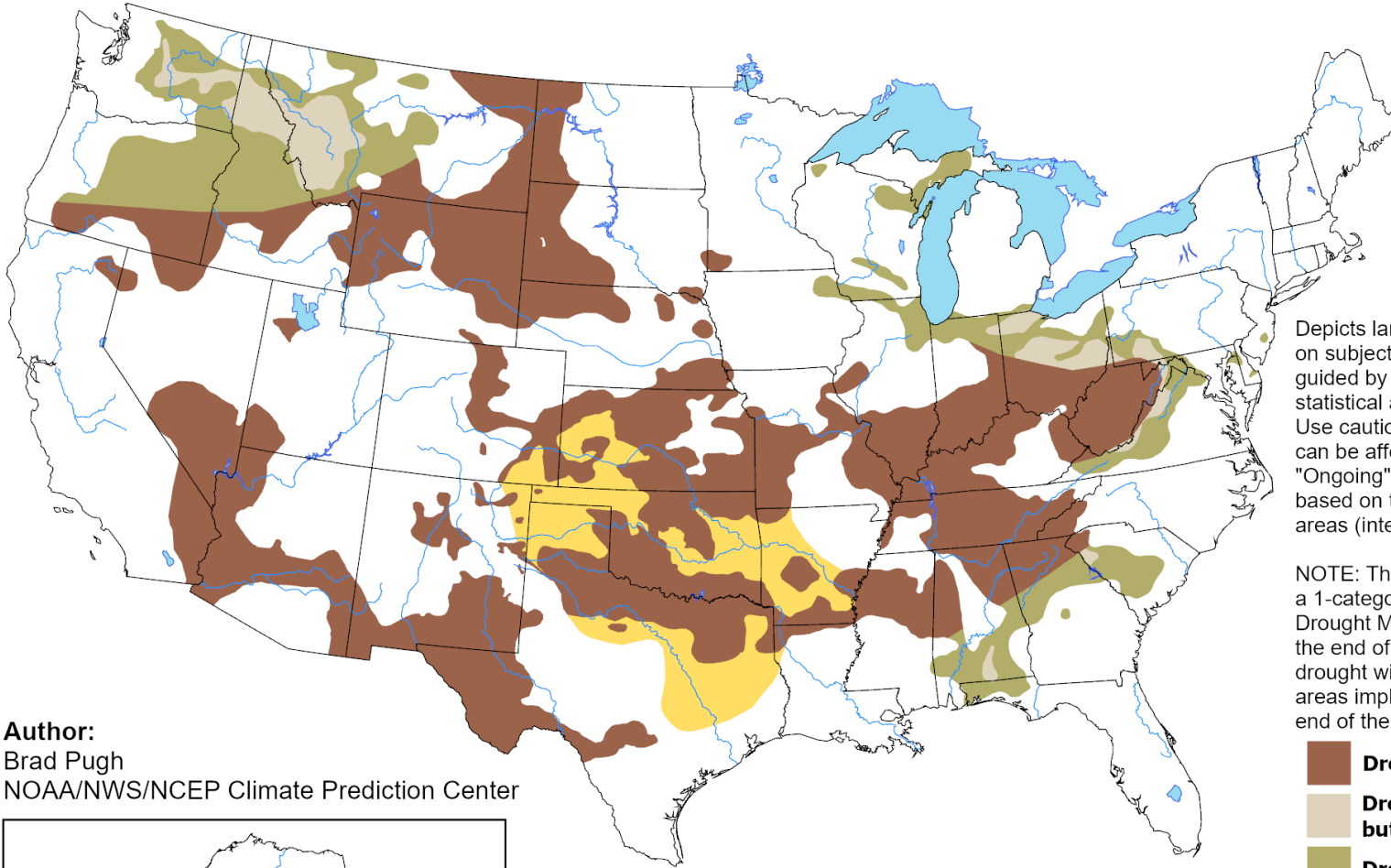
**The District has the ability to meet the next six months of cash flow requirements.**

t:\accountants\investments\25\0724.xls\designated cash % of target res

# U.S. Seasonal Drought Outlook

## Drought Tendency During the Valid Period






Valid for September 19 - December 31, 2024  
Released September 19, 2024

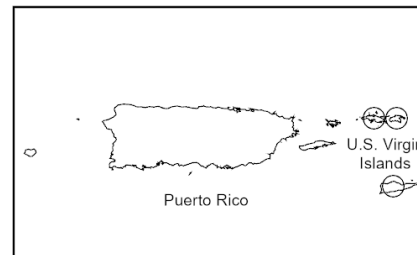
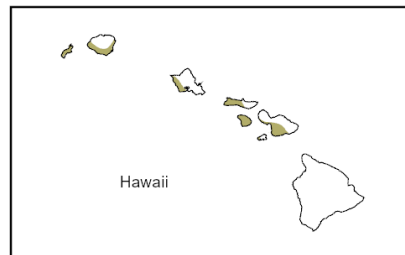


Depicts large-scale trends based on subjectively derived probabilities guided by short- and long-range statistical and dynamical forecasts. Use caution for applications that can be affected by short lived events. "Ongoing" drought areas are based on the U.S. Drought Monitor areas (intensities of D1 to D4).

NOTE: The tan areas imply at least a 1-category improvement in the Drought Monitor intensity levels by the end of the period, although drought will remain. The green areas imply drought removal by the end of the period (D0 or none).

**Author:**  
Brad Pugh  
NOAA/NWS/NCEP Climate Prediction Center

-  **Drought persists**
-  **Drought remains, but improves**
-  **Drought removal likely**
-  **Drought development likely**
-  **No drought**



<https://go.usa.gov/3eZ73>

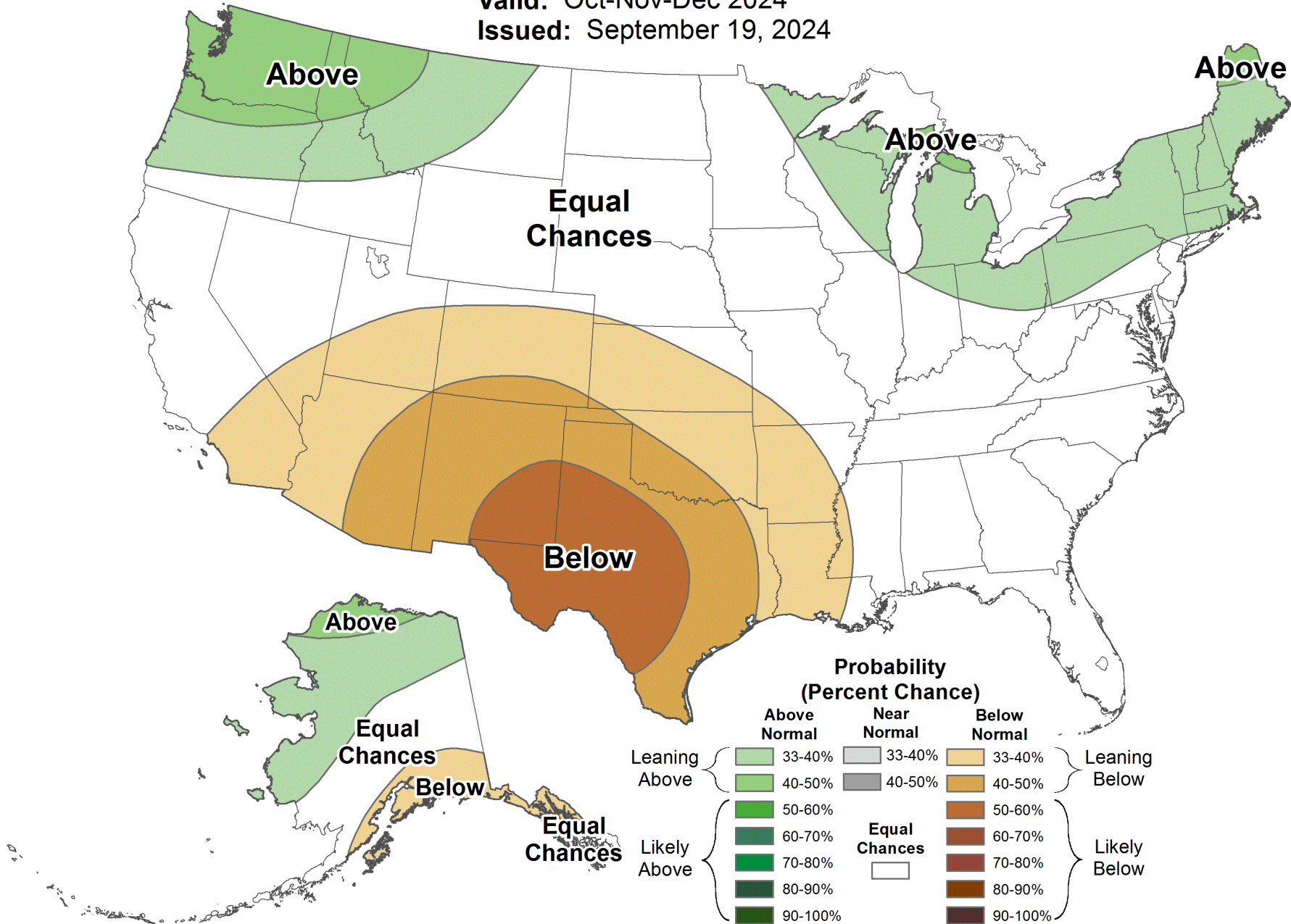


# Seasonal Precipitation Outlook



Valid: Oct-Nov-Dec 2024

Issued: September 19, 2024





# Drip, drip, drip

How to save water in your Marin garden



Drip emitters are one of the most water-efficient methods of irrigation. PHOTO BY LINDA VARONIN





Sign up for a garden walk with the Marin Master Gardeners and get some tips on how to make your garden more water-efficient. PHOTO BY PAM POLITE FISCO





Native plants, like monkey flower, have evolved to thrive in our climate and tend to require less water than exotic plants. PHOTO BY GAIL MASON

**BY JAMES CAMPBELL AND RON FILSON**

### **IJ CORRESPONDENTS**

Howdy, Marin gardeners! We all love our little patches of paradise, whether it's a veggie garden, a bunch of fragrant herbs or a bed full of California wildflowers. But let's face it: Water's as precious as gold here in Marin, and, with the way our weather's been, we've got to be smart about how we use it. So, we're here to share some friendly advice on how you can keep your garden looking lush without sending your water bill through the roof. Let's dive right in, shall we?

- **Mulch:** your garden's best friend. First things first: If you're not mulching, you're missing out. Mulch is like a cozy quilt for your garden beds, keeping the soil nice and cool while locking in that precious moisture. The folks at the Marin Master Gardeners say mulch can cut down water evaporation by a whopping 70%. Just make sure you're using the right kind of mulch — like composted wood chips — and keep it away from your house and wooden structures. Fire-safe gardening is smart gardening.
- **Water when the sun's sleeping.** Timing's everything. If you water when the sun's blazing high in the sky, you're just wasting a whole lot of good water to evaporation. The smart way to do it, as the experts tell us, is to water early in the morning or later in the evening. That way, your plants get the most out of every drop, and you don't have to keep refilling that watering can.

- Plant native and thrive. If you're looking to save water, one of the best tricks in the book is planting natives. These local beauties are already adapted to Marin's Mediterranean climate, which means they don't need as much water to stay happy. Think California poppies, manzanitas, and ceanothus — our very own California lilac. The Marin Master Gardeners will tell you that when you go native, you're not just saving water; you're also making a home for bees, butterflies and all sorts of critters. It's like turning your garden into a mini wildlife sanctuary.
- Drip, drip, drip your way to savings. Remember those old-school sprinklers? Well, it's time to say goodbye to the waste and hello to drip irrigation. This system is like giving your plants a drink straight from the bottle — no splashing, no wasting, just good, efficient watering. The Marin Municipal Water District's got all sorts of resources to help you get started, including rebates to make the switch easier on your wallet. And once you've got it going, you can sit back, relax and listen to that sweet sound of water going right where it's needed.
- Catch that rain. We may not get a ton of rain here in Marin, but when we do, you'd better be ready to catch it. Installing a rain barrel is like having a savings account for water — you store it up during the wet season and use it when things get dry. Even a small barrel can save you hundreds of gallons over the year. And don't worry, these modern rain barrels are designed to keep out mosquitoes and other pests, so you're all set for safe watering down the road.
- Take a Marin Water Walk. Want to see these water-saving tips in action? Well, grab your hat and sign up for a Marin Water Walk. These fun, guided tours, led by experts from the Marin Master Gardeners, take you through your garden to show you how you might save more water.

To join a Marin Water Walk, go to [marinmg.ucanr.edu/ASK\\_US/GARDENWALKS](http://marinmg.ucanr.edu/ASK_US/GARDENWALKS). Spots fill up fast, so don't dilly-dally. It's a great way to meet other garden-loving folks, get inspired and learn how to make your garden a water-saving superstar.

So there you have it, neighbors — tips to keep your garden green and your water usage low. Remember, every drop counts, and, with a little care and know-how, you can keep your slice of Marin looking beautiful all year long.

*Sponsored by UC Cooperative Extension, the University of California Marin Master Gardeners provides science- and research-based information for Marin home gardeners. Email questions to [helpdesk@marinmg.org](mailto:helpdesk@marinmg.org). Attach photos for inquiries about plant pests or diseases. Please call 415-473-4910 to see when a master gardener will be at the office or drop off samples 24/7 in the sample box outside the office. To attend a gardening workshop or subscribe to Leaflet, a free quarterly e-newsletter, go to [marinmg.ucanr.edu](http://marinmg.ucanr.edu).*

# Lawn size limits for new homes approved

Rules more restrictive than state's standards for grass

BY ADRIAN RODRIGUEZ

[ARODRIGUEZ@MARINIJ.COM](mailto:ARODRIGUEZ@MARINIJ.COM)

The Marin Municipal Water District has set tighter limits on the size of lawns for new houses.

The board's unanimous vote Tuesday also updated the district's standards for plumbing fixtures. The new ordinance, which will replace the district's grey water ordinance, aims to simplify requirements for new construction and reduce indoor and outdoor water use.

Grey water is wastewater from bathtubs, showers, bathroom sinks and clothes washers. The grey water ordinance states that applicants seeking new water service, and projects requesting expanded water service for large residential or commercial remodels, must install a grey water recycling system for landscape irrigation.

However, the district allowed customers to self-certify whether a grey water system was feasible, resulting in many owners of eligible sites exempting their properties. That means the desired water savings from the ordinance isn't being achieved.

The new ordinance instead limits the grass area of new houses to 20% of total landscaped area, or no larger than 1,200 square feet. That's more restrictive than the state's standard of 25%. State rules apply to all homes and residential complexes.

As for plumbing fixtures, the new district requirements will be tied to the California Green Building Standards Code, allowing the district to keep pace with the state, which updates the rules every three years.

The ordinance takes effect Jan. 1.

"While well-intentioned, the District's graywater requirements weren't feasible for most new construction sites," Ranjiv Khush, the president of the district board, said in a statement after the board meeting Tuesday. "This new approach simplifies the rules for builders and homeowners and shifts the focus of new development in central and southern Marin County away from lush, high-water using lawns to a more water-wise approach to outdoor landscaping."

At the meeting, Khush asked staff to confirm that the new turf limits would reduce outdoor water use for new homes by about 50%.

Carrie Pollard, the district's water efficiency manager, said that is the rough estimate.

Pollard said the ordinance prevents large swaths of lawns being installed in new construction so district staff could be relieved of the effort trying to get the homeowners to reduce their outdoor water use.



“This is an opportunity to address this up front” and “make sure they’re installing something efficient from the get-go,” Pollard said.

Board member Matt Samson asked if the Jan. 1 start date provides contractors and cities enough time to adjust to the new standards.

Pollard said the ordinance will only apply to building applications submitted after Jan. 1.

“No planning would have happened at that point for those new developments, so we feel that it’s appropriate,” Pollard said.

The water district serves about 191,000 residents in central and southern Marin County.

The county’s other water major water utility, the North Marin Water District, serves about 60,000 residents in the greater Novato area as well as about 1,800 residents in areas of western Marin.

The North Marin district allows no more than 25% of landscaped area, or up to 600 square feet, to be natural turf. In December, the district approved a ban on decorative grass on commercial properties, said Tony Williams, the general manager.

Williams said the district’s plumbing fixture standards already meet or exceed the state’s green building code.

“We regularly review our regulation and make updates as appropriate,” Williams said.