



NORTH MARIN WATER DISTRICT
AGENDA - REGULAR MEETING
 October 15, 2024– 4:00 p.m.
 Location: 100 Wood Hollow Dr., Suite 300
 Novato, California

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Item	Subject
	CALL TO ORDER
1.	APPROVE MINUTES FROM REGULAR MEETING , October 1, 2024
2.	GENERAL MANAGER'S REPORT
3.	OPEN TIME: (Please observe a three-minute time limit) This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.
4.	STAFF/DIRECTORS REPORTS
	CONSENT CALENDAR The General Manager has reviewed the following items. To his knowledge, there is no opposition to the action. The items can be acted on in one consolidated motion as recommended or may be removed from the Consent Calendar and separately considered at the request of any person.
5.	Consent - Approve: 17 Cypress Road Water Facilities – APN 119-081-53
	ACTION CALENDAR
6.	Approve: Reimbursement Agreement between NMWD and the City of Novato for Pavement Restoration on Rush Creek Place
7.	Approve: Adoption of Revised and New District Board Policies
	INFORMATION ITEMS
8.	NBWA Meeting – October 4, 2024
9.	TAC Meeting – September 9, 2024 Draft Minutes
10.	MISCELLANEOUS Disbursements – Dated October 3, 2024 Disbursements – Dated October 10, 2024 Auditor-Controller's Monthly Report of Investments for August 2024 Monthly Progress Report Inverness PUD & NMWD Proposed Boundary Changes Public Meeting Oct 8, 2024 - Presentation
	<u>Social Media Posts:</u> NMWD Web and Social Media Report – September 2024

Item	Subject
11.	CLOSED SESSION: Threat to Public Services or Facilities (California Government Code Section § 54957(a)) Consultation with CORE Utilities, NMWD IT Consultant Agency Designated Representatives: Tony Williams; Julie Blue; and Robert Clark
12.	CLOSED SESSION: Conference with Legal Counsel – Existing Litigation (Gov. Code § 54956.9) AFFF Multi-District Litigation No. 2873 for PFAS contamination in Public Water Systems' Drinking Water on behalf of BASF Corporation ("BASF")
13.	RECONVENE: Reconvene as the Board of Directors
14.	ADJOURNMENT

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DRAFT
NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
OCTOBER 1, 2024

6 **CALL TO ORDER**

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

12 District employees Chris Kehoe, Construction Superintendent, and Robert Clark, Operations
13 and Maintenance Superintendent, were also in attendance.

14 Mary Stompe was also in the audience.

15 **MINUTES**

16 Director Joly noted on page 3 of the draft minutes from the September 17, 2024 meeting,
17 that it was not obvious which item was #5, the item he had asked to have pull from Consent and be
18 discussed and voted on separately. Director Joly also noted that his comment on Item #5 was that
19 the District does not charge the fire district for water used in firefighting and should be made clear
20 that this is a community service.

21 On motion of Director Petterle, seconded by Director Joly, the Board approved the minutes
22 from the September 17, 2024 meeting by the following vote:

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

24 NOES: None

25 ABSENT: None

26 ABSTAIN: None

27 **GENERAL MANAGER'S REPORT**

28 Tony Williams gave the Board a brief Potter Valley Project update saying that he attended a
29 presentation by Charlie Schneider of Caltrout at a Marin Conservation League meeting. He said Mr.
30 Schneider did a good job of describing the perspective from the proponents for the Eel River as well
31 as the Russian River and told the Directors that if there are any future presentations that he
32 encouraged them to attend. Director Joly said that if there were any presentation materials he would
33 like to see them.

34 Mr. Williams told the Board that he met with Stephen Torrence of Marin County Emergency
35 Operations the previous week and said we may develop an MOU that outlines the District's
36 relationship with the County Office of Emergency Management.

1 Mr. Williams noted an item in the Information Items section of the agenda regarding an
2 updated Board Policy No. 40 on that includes cybersecurity. He said staff is planning a closed
3 session at the next Board meeting to discuss in detail what the District is doing in relation to
4 cybersecurity.

5 Mr. Williams noted that Supervisor Dennis Rodoni will be attending the LAFCo meeting
6 being held at the Inverness Fire Department regarding the boundary changes in West Marin. He
7 said he will send out a meeting invite to Directors Baker and Eichstaedt.

8 **OPEN TIME**

9 President Baker asked if anyone in the audience wished to bring up an item not on the
10 agenda.

11 Mary Stompe addressed the Board and said she had attended a tour of the Potter Valley
12 Project offered through the Marin Conservation League and Charlie Schneider was the guide. She
13 encouraged the directors to try and go if another tour came up.

14 **STAFF/DIRECTORS REPORTS**

15 Eileen Mulliner, District Secretary, reminded the Board to complete the required anti-
16 harassment training if they have not already done so.

17 **CONSENT CALENDAR**

18 Director Joly asked to have Item #6 removed from the Consent Calendar for discussion and
19 there was no opposition from the other directors.

20 On the motion of Director Joly, and seconded by Director Fraitas, the Board approved the
21 Consent Calendar (Items #5 and #7) by the following vote:

22 AYES: Director(s) Baker, Eichstaedt, Fraitas, Joly, and Pettele

23 NOES: None

24 ABSENT: None

25 ABSTAIN: None

26 **APPROVE: AUDITOR-CONTROLLER'S STATEMENT OF INVESTMENT POLICY**

27 The Auditor-Controller's Statement of Investment Policy is provided to the Board each year
28 for review. There were no changes from the previous year's approved policy.

29 **APPROVE: QUITCLAIM EXISTING EASEMENT – 580, 588 CANYON ROAD AND 6 FARVUE** 30 **ROAD – APNS 146-102-25, 27 & 28**

31 Quitclaim Deeds, and their associated Resolutions, were prepared to quitclaim an easement
32 running through three properties that is no longer required for District purposes. The original
33 easement was for the Kline Tank that was decommissioned in the 1960's and the easement is no
34 longer needed.

1 **ITEM #6**

2 **APPROVE: ADMINISTRATION & LABORATORY UPGRADE PROJECT – FINAL PAVING**

3 Director Joly felt the expense for this project was large enough that it should not have been
4 on the Consent Calendar. He said anything over \$100,000 should be an action item. Mr. Williams
5 reminded Director Joly that the parameters for the Consent Calendar that was brought to the Board
6 in March, 2024, included items that are over \$100,000 but within the approved budget could be on
7 the Consent Calendar. If an item was not in the budget then it would be an action item. Mr.
8 Williams noted that many routine expenditures exceed \$100,000 and said that the Purchasing
9 Policy, Board Policy #6, will be reviewed and made clearer for future approval by the Board. Mr.
10 Williams noted that a majority of the proposed paving is related to the recent recycled water line
11 project from Redwood Blvd. to Rush Creek Place, which is in the FY 2024/25 budget. Mr. Miller
12 noted that the paving for the Admin building was pulled out of the original project to be stand-alone.

13 Director Petterle said that, in this situation, if something was being brought to the Board that
14 could cause concern it should not be on the Consent Calendar, regardless of the dollar amount and
15 Mr. Williams noted that these cases were listed in the previous Consent Calendar parameters as
16 items that should not be on Consent. Director Joly asked if this item was part of the capital
17 improvements budget. Mr. Williams said yes but that part of the funding is from the Recycled Water
18 Capital Replacement and Expansion Fund and Ms. Blue concurred.

19 On the motion of Director Joly, and seconded by Director Eichstaedt, the Board approved
20 the final paving for the Administration & Laboratory Upgrade project by the following vote:

21 AYES: Director(s) Baker, Eichstaedt, Frites, Joly, and Petterle

22 NOES: None

23 ABSENT: None

24 ABSTAIN: None

25 **INFORMATION ITEMS**

26 **DISTRICT BOARD POLICY REVIEW AND PROPOSED UPDATES REGARDING ON-CALL AND**
27 **STANDBY DUTY; AND COMPUTER USE**

28 Tony Williams gave the Board a brief overview of the proposed updates on Board Policies
29 No. 26 On-Call and Standby Duty, No. 40 Computer Use, and No. 46 Board Computer Use. He said
30 these existing policies were reviewed and some updates were made to each one. For Policy No.
31 26, a new District holiday, Veteran’s Day, was added. In Policy No. 40, some of the language was
32 updated and text was added for particular positions and their roles. In addition, a section on Artificial
33 Intelligence (AI) was added as well as recommended language from the EPA regarding
34 cybersecurity. He said that in Policy No. 46, which is specific to Board use of the District iPads
35 language was added referencing Policy No. 40. Mr. Williams said that these policies will be brought

1 back to the next meeting to be adopted and that there will also be a closed session at the next
2 meeting to discuss the details of the District's cybersecurity plan.

3 Director Eichstaedt asked if the District's IT consultant, CORE Utilities, was involved in
4 development of the policy updates and Mr. Williams said they were and that they were very
5 instrumental. Director Eichstaedt asked if CORE works with other public agencies. Mr. Williams
6 said they work with Inverness Public Utilities District, Las Gallinas Sanitary, and Valley of the Moon
7 Water District.

8 **REVIEW OF PROPOSED DISTRICT BOARD POLICIES REGARDING STAFF SUCCESSION**
9 **RECRUITMENTS AND ELECTRIC VEHICLE CHARGING STATIONS**

10 Tony Williams said that two new Board policies are being proposed, No. 50 Staff Succession
11 Recruitment, and No. 51 Electrical Vehicle Charging Stations. He said Policy No. 50 is an attempt
12 to address when retirements are upcoming that there is some overlap, or back-filling, with the new
13 hire and the current employee so that the current employee can impart as much information about
14 the job as possible. He said with the most recent retirees, there was a huge amount of experience
15 and knowledge that was lost upon retirement. He said that if staff can give as much notice as
16 possible, the District can hire early enough prior to their retirement to have the overlap. Director
17 Eichstaedt asked about retiree annuitants and Mr. Williams said we have a few that have and are
18 currently working with us, one being the former General Manager, Drew McIntyre. President Baker
19 noted that we did this when former Auditor-Controller, David Bentley, was getting ready to retire and
20 Julie Blue was hired a few months prior so that information could be passed on.

21 Mr. Williams said Policy No. 51 is for the new Electrical Vehicle (EV) charging stations that
22 are being installed at the remodeled District headquarters as required by the Building Code. He said
23 that when we move back to 999 Rush Creek Place, there will be several EV stations, some
24 designated for staff and some specifically for the public. He said that we have to provide the power
25 and payment structure for the stations. Director Fraites asked what company we will be contracting
26 with for payment for use of the stations and Robert Clark said we are still looking in that.

27 Director Joly asked if we ask staff to do a summary of their job duties each year and what
28 they would pass on to the next person. Mr. Williams said that development of standard operating
29 procedures is an ongoing effort. Mr. Clark said the Novato master plan is a good opportunity to
30 share knowledge and, also, employee reviews are an opportunity to note what staff needs to learn.

31 **MISCELLANEOUS**

32 The Board received the following miscellaneous items: Disbursements - Dated September
33 19, 2024 and September 26, 2024, Auditor-Controller's Monthly Report of Investments for July 2024,
34 NOAA Seasonal Outlook Drought Probability, and NOAA Three-Month Outlook Precipitation
35 Probability.

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MEMORANDUM

To: Board of Directors

Date: October 15, 2024

From: Eric Miller, Assistant General Manager/Chief Engineer
Avram Pearlman, Associate Engineer

Subj: 17 Cypress Road Main Extension – West Marin APN: 119-081-53

R:\Folders by Job No\2800 Jobs\2877 17 Cypress Road\BOD Memos_Agmt\2877 BOD Memo.docx

RECOMMENDED ACTION: The Board approve authorization of this agreement

FINANCIAL IMPACT: None: Developer Funded

Summary

The project is located at 17 Cypress Road (APN 119-081-53), in Point Reyes Station, and includes construction of a new 6-inch water main from the roadway, through a neighboring private driveway (APN 119-081-51), and into the subject property that does not have direct access to Cypress Road. This lot is currently vacant but has an existing entitlement of one (1) Equivalent Dwelling Unit (EDU). Private improvements include construction of a new single-family residence (SFR) and a free-standing accessory dwelling unit (ADU).

Both new structures require fire sprinklers that will be provided as NFPA 13D systems through the two separate potable water meters (one for the SFR and one for the ADU). The project includes a third service for 19 Cypress Road that will be relocated from the roadway to the end of the new water main, as that customer also does not have direct access to Cypress Road.

Project Details

The new water facilities include 375 feet of 6-inch PVC main, 40 feet of 2-inch copper (K) lateral, 20 feet of 1-inch copper (K) lateral, one new fire hydrant, two (2) new 1-inch domestic meters with 1-inch RPP backflow devices, and relocating one (1) existing 1-inch domestic meter and 1-inch RPP backflow device serving 19 Cypress Road. The existing services to 17 Cypress Road and 19 Cypress Road will be terminated at the existing water main.

Total water demand is two (2) EDUs and the applicant will pay Facilities Reserve Charges (FRCs) for the ADU after a credit of one (1) EDU for the existing entitlement.

Sewer service for both new structures will be provided via mound-style septic system, and the agreement will reflect the State of California requirement of 25-foot separation between the water main and the boundary of any septic dispersal field, this includes any NMWD service (meter and lateral) as well as the 10-foot separation for any septic piping.

RECOMMENDATION

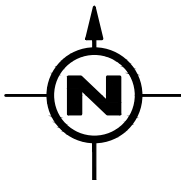
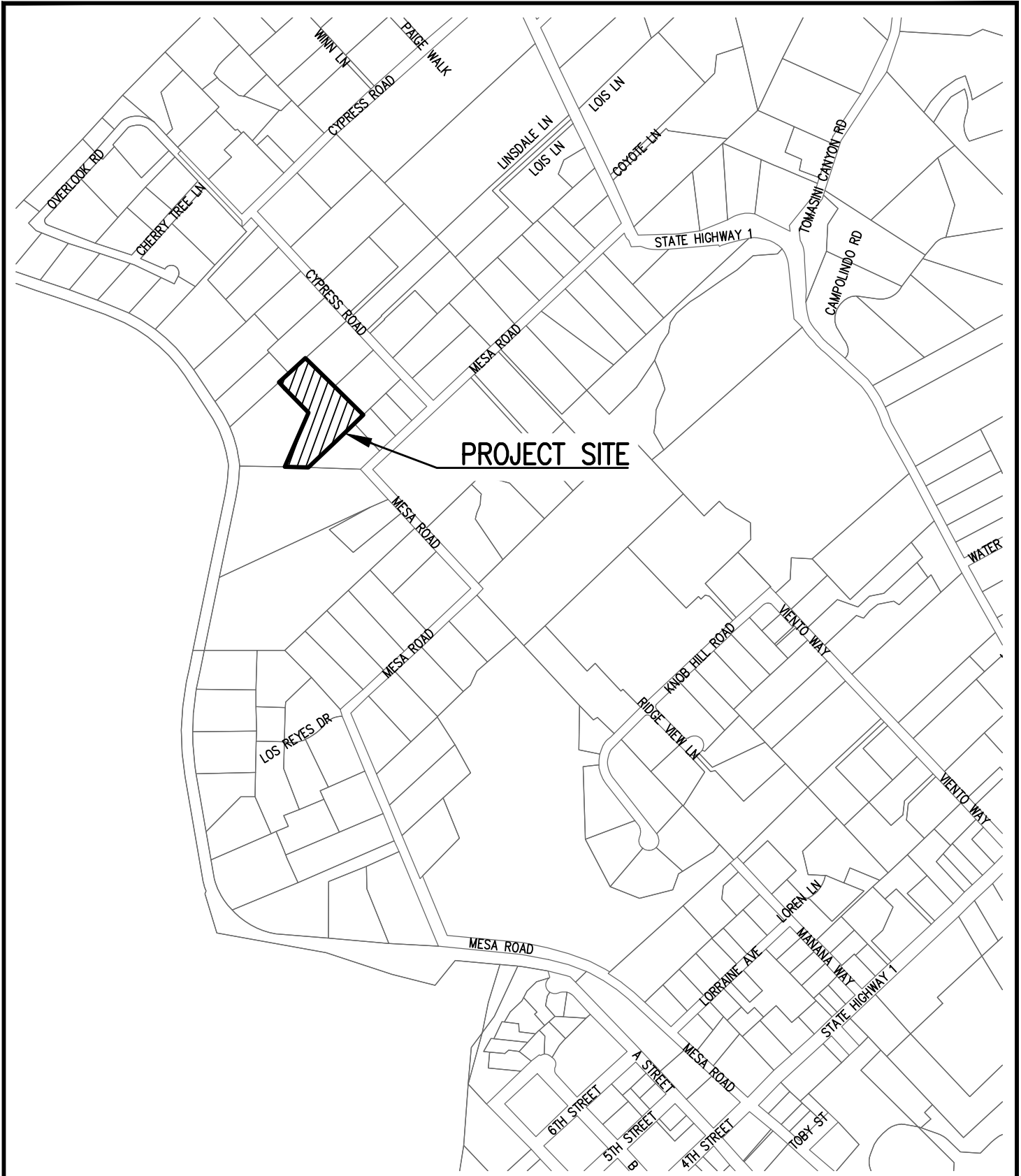
The Board approve authorization of this agreement, including associated Resolution No. 24-XX.

Approve Agreement – 17 Cypress Main Extension, West Marin Service Area.
October 15, 2024
Page 2 of 2

ATTACHMENTS:

1. Vicinity Map
2. Water Service Facilities Construction Agreement
3. Resolution No. 24-XX for Authorization of Execution of Agreement

Oct 01, 2024 - 5:37pm W:\JOB\2_PT_RE\2877 17 Cypress Road\3_ISSUED\A\2877_Vicinity Map.dwg User: SDOVE



ENZER / BEUTHIN PROPERTY			
17 CYPRESS ROAD			
APN 119-081-53			
DATE	SCALE	JOB. NO.	DWG. NO.
10/1/24	NTS	2877	MAP

PART ONE
WATER SERVICE FACILITIES CONSTRUCTION AGREEMENT
FOR
17 CYPRESS ROAD – MAIN EXTENSION

THIS AGREEMENT, which consists of this Part One and Part Two, Standard Provisions, attached hereto and a part hereof, is made and entered into as of _____, 2024, by and between NORTH MARIN WATER DISTRICT, herein called "District," and J Matisse Enzer and Kirsten Marie Beuthin, Individuals, herein called "Applicant."

WHEREAS, the Applicant, pursuant to District Regulation 1, the State of California Subdivision Map Act and all applicable ordinances of the City of Novato and/or the County of Marin, has pending before the City or County a conditionally approved Tentative Subdivision Map, Precise Development Plan, Tentative Parcel Map or other land use application for the real property in the District commonly known as Marin County Assessor's Parcel Number 119-081-53 and the project known as 17 CYPRESS ROAD – MAIN EXTENSION, consisting of one (1) lot for development of one (1) single family home and one (1) free-standing accessory dwelling unit; and

WHEREAS, prior to final approval by the County of a Subdivision Map, Precise Development Plan, Parcel Map or other land use application and recording of a final map for the project, the Applicant shall enter into an agreement with the District and complete financial arrangements for water service to each lot, unit or parcel of the project; and

WHEREAS, the Applicant is the owner of real property in the District commonly known as 17 Cypress Road, Point Reyes Station (Marin County Assessor's Parcel 119-081-53); and

WHEREAS, a 5/8-inch water service was established in March 23, 1983 at 17 Cypress Road with an entitlement at 1 EDU; and

WHEREAS, the current project includes construction of a single family home and Facilities Reserve Charge for 1 EDU will be collected; and

WHEREAS, the current project includes construction of an accessory dwelling unit (ADU) and Facilities Reserve Charge for 1 EDU will be collected; and

WHEREAS, the total water demand is 2 EDUs and Facilities Reserve Charges for 1 EDU will be collected for the construction of the ADU and applying credit for 1 EDU for the construction of the single family home paid previously; and

NOW THEREFORE, the parties hereto agree as follows:

1. The Applicant hereby applies to the District for water service to said real property and project and shall comply with and be bound by all terms and conditions of this agreement, the District's regulations, standards and specifications and shall construct or cause to be constructed the water facilities required by the District to provide water service to the real property and project. Upon

acceptance of the completed water facilities, the District shall provide water service to said real property and project in accordance with its regulations from time to time in effect.

2. Prior to the District issuing written certification to the City, County or State that financial arrangements have been made for construction of the required water facilities, the Applicant shall complete such arrangements with the District in accordance with Section 5 of this agreement.

3. Prior to release or delivery of any materials by the District or scheduling of either construction inspection or installation of the facilities by the District, the Applicant shall:

a. deliver to the District a PDF or CAD copy of any revised utility plans approved by the County to enable the District to determine if any revisions to the final water facilities construction drawings are required. The proposed facilities to be installed are shown on Drawing No. 2-2877.001, entitled, "17 CYPRESS ROAD – MAIN EXTENSION", a copy of which is attached, marked Exhibit "A", and made a part hereof.

b. grant or cause to be granted to the District without cost and in form satisfactory to the District all easements and rights of way shown on Exhibit "A" as otherwise may be required by the District for the facilities.

c. deliver to the District a written construction schedule to provide for timely withdrawal of guaranteed funds for ordering of materials to be furnished by the District and scheduling of either construction inspection or construction pursuant to Section 6 hereof.

4. Except for fire service, new water service shall be limited to the number and size of services for which Initial Charges are paid pursuant to this agreement. Initial Charges for new services, estimated District costs and estimated applicant installation costs are as follows:

Initial Charges

Meter Charges (Domestic) (Included in Estimated District Costs)	Two 1-inch @	\$ 0.00	\$ 0.00
Reimbursement Fund Charges (smaller size per Reg 1)	Two 5/8-inch @	\$ 1,950.00	\$ 3,900.00
Facilities Reserve Charges (1 Single Family Dwelling)	One @	\$ 20,660.00	\$ 20,660.00
Facilities Reserve Charges (1 Detached ADU)	One @	\$ 5,580.00	\$ 5,580.00
Credit for Existing Services To Be Removed	One @	\$ <20,660.00>	\$ <20,660.00>
Subtotal - Initial Charges			\$ 9,480.00

Estimated District Costs

Pipe, Fittings & Appurtenances.....	\$ 8,504.00
District Construction Labor.....	\$ 29,767.00
Engineering & Inspection.....	\$ 9,879.00
Bulk Materials.....	\$ 6,345.00
Subtotal –Estimated District Costs	\$ 54,495.00

Estimated Applicant Installation Costs

Installation Labor.....	\$ 57,522.00
Contractor Furnished – Pipe Fittings & Appurtenances.....	\$ 21,761.00
Bulk Materials.....	\$ 20,421.00

Subtotal- Estimated Applicant Installation Costs..... \$ 99,704.00

TOTAL ESTIMATED WATER FACILITIES COSTS..... \$ 163,679.00

(Bulk materials are such items as crushed rock, imported backfill, concrete, reinforcing steel, paving materials, and the like, which are to be furnished by the contractor performing the work.)

5. In addition to the Initial Charges, Estimated District costs and Contributions, and Estimated Applicant Installation costs set forth in Section 4 above, the Applicant shall furnish at no cost to the District all PVC pipe (4-inch diameter and larger), valves and water line fittings shown on Exhibit “A” or otherwise required by the District. The quantities, type and quality of said materials shall be approved by the District prior to purchase by the Applicant and shall conform to District standards as stated and shown on Specifications (15100 Valves, 15056 Pipeline Fittings, 15064 Polyvinyl Chloride (PVC) Pressure Pipe) marked as Exhibit “B” attached hereto and made a part hereof and as otherwise may be required. (For purposes of recording, Exhibit “B” is not attached but is on file in the office of the District.) The cost of said materials is estimated to be **\$21,761**. The District reserves the right to reject and prohibit installation of all nonconforming materials furnished by the Applicant.

6. Financial Arrangements to be made by the Applicant shall consist of the following:

Initial Charges and Estimated District Costs

The Applicant shall pay to the District in form satisfactory to the District and payable at sight at a financial institution in the Novato area the sum of Initial Charges and Estimated District Costs as set forth in Section 4 hereof in the amount of **\$63,975**, or provide to the District a two (2) year irrevocable letter of credit in form satisfactory to the District and payable at sight at a financial institution in the Novato area in said amount. If the Applicant provides the two (2) year irrevocable letter of credit, the District shall immediately draw down Initial Charges and shall draw upon the remaining funds guaranteed by the letter at any time the District deems appropriate to recover the Estimated District Costs which time will normally be at least thirty (30) days prior to the anticipated start of construction, for the ordering of materials to be furnished by the District.

Estimated Installation Costs

Alternate No. 1 – Installation By Applicant: If the Applicant elects to install the facilities or hire a private contractor to install the facilities, the Applicant shall provide financial guarantees satisfactory to the District in the form of a performance bond in the amount of **\$99,704** conditioned upon installation of the facilities and furnishing of bulk materials and a maintenance bond in the amount of **\$24,926** upon payment of the cost of maintaining, repairing, or replacing the facilities during the

period of one (1) year following completion of all the facilities and acceptance by the District. Performance and maintenance bonds shall be executed by a California admitted surety insurer with a minimum A.M. Best rating of A-VII. In lieu of posting bonds, the Applicant may provide an irrevocable letter or letters of credit payable at sight at a financial institution in the Novato area guaranteeing funds in the same amounts. All financial guarantees shall be provided by the Applicant rather than the contractor. The Applicant or contractor, whichever performs the work, shall be properly licensed therefore by the State of California and shall not be objectionable to the District.

Alternate No. 2 – Installation By District: If the Applicant requests the District to install the facilities and the District consents to do so, the Applicant shall pay to the District the total Estimated Installation Costs set forth in Section 4 hereof in the amount of **\$99,704**.

Whenever an irrevocable letter of credit is required by this agreement, the Applicant may substitute a certificate of deposit at a financial institution in the Novato area provided the certificate may be cashed at sight by the District at any time.

7. Cross-connection and Backflow Prevention is required for the new Water Facilities described herein in accordance with District Regulation 6 entitled “Cross-connection and Backflow Protection for Potable Water Service”. The District will install and the Applicant shall subsequently own and maintain a private backflow prevention assembly for each service as shown on Exhibit “A” or otherwise required by the District in accordance with District standards and specifications.

a. Inspection and testing of backflow preventers shall be performed annually by individuals certified by American Water Works Association (AWWA) as backflow prevention testers in accordance with District Regulation 6. Inspections will be conducted by qualified District personnel or others at the sole discretion of the District.

b. Backflow devices that fail a performance test will be repaired by the customer or the District as applicable, in accordance with District Regulation 6.

c. The Applicant is responsible for paying a bi-monthly fee for maintaining the backflow preventor device per Regulation 54

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

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

- a. 25 foot separation between NMWD mains and any septic tank or leach field.
- b. 25 foot separation between NMWD meter or lateral and any septic tank or leach field.
- c. 10 foot separation between NMWD water facilities and septic piping.

These setbacks are defined in Section F of the California Code Title 22, Section 64572, Water Mains Separation.

10. New construction in the District's Point Reyes service area is required to be equipped with high efficiency water conserving equipment and landscaping specified in Regulation 17 sections e. and f.

11. All estimated costs set forth in this agreement shall be subject to periodic review and revision at the District's discretion. In the event the Applicant has not completed financial arrangements with the District in accordance with Section 6 hereof prior to expiration of six (6) months from the date of this agreement, all Initial Charges and estimated costs set forth in Section 4 hereof shall be revised to reflect then current District charges and estimates. In the event the Applicant has not secured final land use approval for the project from the County of Marin, recorded a final map and diligently commenced construction of improvements required by those agencies and the District prior to expiration of one (1) year from the date of this agreement, the District may, at its option, either retract financial certifications issued to City, County and State agencies and terminate this agreement or require amendment of this agreement and review of all Initial Charges and estimated costs contained herein. The Applicant shall pay any balance due upon demand or furnish a guarantee of such payment satisfactory to the District.

12. All extensions of time granted by the County of Marin for the Applicant to comply with conditions of land use approval or to construct improvements pursuant to a subdivision improvement agreement shall require concurrent extensions of this agreement and shall be cause for review and revision of all Initial Charges and estimated costs set forth in Section 4 hereof. The Applicant shall apply to the District for extension of this agreement prior to approval of the Applicant's requests for such extensions by either the County of Marin.

13. In the event of sale of this parcel, the Applicant shall provide to the buyer(s) a copy of this Agreement so that there is complete disclosure of the nature of the water service. In addition, upon execution of this Agreement, District shall have it recorded (except that, as specified above, Exhibits A and B will not be part of the version of the agreement to be recorded).

14. This agreement shall bind and benefit the successors and assigns of the parties hereto; however, this agreement shall not be assigned by the Applicant without the prior written consent of the District. Assignment shall be made only by a separate document prepared by the District at the Applicant's written request.

NOTARIZED:

NORTH MARIN WATER DISTRICT
"District"

John Baker, President Date

Eileen Mulliner, Secretary Date

J Matisse Enzer
An Individual
"Applicant"

(SEAL)

J Matisse Enzer, Property Owner Date

Kirsten Marie Beuthin
An Individual
"Applicant"

(SEAL)

Kirsten Marie Beuthin, Property Owner Date

NOTES: *If the Applicant executing this agreement is a corporation, a certified copy of the bylaws or resolutions of the Board of Directors of said corporation authorizing designated officers to execute this agreement shall be provided.*

This agreement must be executed by the Applicant and delivered to the District within thirty (30) days after it is authorized by the District's Board of Directors. If this agreement is not signed and returned within thirty days, it shall automatically be withdrawn and void. If thereafter a new agreement is requested, it shall incorporate the Initial Charges (connection fees) and cost estimates then in effect.

****ALL SIGNATURES MUST BE ACKNOWLEDGED BEFORE A NOTARY PUBLIC.**

RESOLUTION NO. 24-XX

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NORTH MARIN WATER DISTRICT
AUTHORIZATING THE EXECUTION OF WATER SERVICE
FACILITIES CONSTRUCTION AGREEMENT FOR
17 CYPRESS ROAD – MAIN EXTENSION**

BE IT RESOLVED by the Board of Directors of NORTH MARIN WATER DISTRICT that the President and Secretary of this District be and they hereby are authorized and directed for and on behalf of this District to execute that certain water service facilities construction agreement between this District and J Matisse Enzer and Kirsten Marie Beuthin, an individual(s), providing for the installation of water distribution facilities to provide domestic water service to that certain real property known as 17 Cypress Road, Point Reyes Station, Marin County Assessor's Parcel Number 119-081-53, POINT REYES STATION, CALIFORNIA.

* * *

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of NORTH MARIN WATER DISTRICT at a regular meeting of said Board held on the 15th day of October, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

(SEAL)

Eileen Mulliner, Secretary
North Marin Water District

6

**MEMORANDUM**

To: Board of Directors
From: Eric Miller, Assistant GM/Chief Engineer *EM*
Subject: Reimbursement Agreement between NMWD and the City of Novato for Pavement Restoration on Rush Creek Place
Date: October 15, 2024

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RECOMMENDED ACTION: Board authorize the General Manager to execute a Reimbursement Agreement with the City of Novato

FINANCIAL IMPACT: \$15,000

Discussion

The District recently contracted 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.

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) as well as new utilities associated with the Administration & Laboratory Upgrade project (J-1.6501.44). 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.

District staff 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 is included as Attachment 2.

RECOMMENDATION

Board authorize General Manager to execute a Reimbursement Agreement with the City of Novato.

ATTACHMENTS

1. Additional Paving Restoration Exhibit
2. Reimbursement Agreement between North Marin Water District and the City of Novato for Pavement Restoration on Rush Creek Place in Coordination with North Marin Water District's Recycled Water Extension from Redwood Boulevard, Project No. 6501.48

REIMBURSEMENT AGREEMENT BETWEEN NORTH MARIN WATER DISTRICT AND THE CITY OF NOVATO FOR PAVEMENT RESTORATION ON RUSH CREEK PLACE IN COORDINATION WITH NORTH MARIN WATER DISTRICT'S RECYCLED WATER EXTENSION FROM REDWOOD BOULEVARD, PROJECT NO. 6501.48.

This Reimbursement Agreement Between NORTH MARIN WATER DISTRICT and CITY OF NOVATO For Pavement Restoration on Rush Creek Place in Coordination with North Marin Water District's Recycled Water Extension from Redwood Boulevard, Project No. 6501.48 (the "AGREEMENT") is made and entered into this ____ day of ____, 2024, by and between NORTH MARIN WATER DISTRICT, a California special district ("NMWD"), and the CITY OF NOVATO, a California municipal corporation ("CITY"), each located in the State of California, collectively referred to as the "PARTIES," and individually referred to as a "PARTY."

RECITALS

- A. NMWD constructed approximately 400 linear feet of new recycled water facilities along Rush Creek Place between Redwood Boulevard and 999 Rush Creek Place in the City of Novato, California. The improvements were designed and constructed as part of NMWD's Capital Improvement Project No. 6501.48, hereinafter the "NMWD PROJECT."
- B. The CITY issued an encroachment permit for the NMWD PROJECT that included pavement restoration requirements consistent with City Standards, hereinafter the "ENCROACHMENT PERMIT PAVING."
- C. For their mutual benefit, the PARTIES have agreed to expand the scope of pavement restoration on Rush Creek Place beyond the required ENCROACHMENT PERMIT PAVING, to improve the overall roadway condition and prolong its useful life, hereinafter the "ADDITIONAL PAVING."
- D. The PARTIES wish to enter into this AGREEMENT to clarify the extent of reimbursement from CITY to NMWD for a portion of the costs associated with the ADDITIONAL PAVING.

NOW THEREFORE, in consideration of the promises and mutual covenants set forth herein, the PARTIES hereby agree as follows:

SECTION 1: RECITALS.

- A. The PARTIES agree that the Recitals constitute the factual basis upon which the PARTIES have entered into this AGREEMENT. The PARTIES each acknowledge the accuracy of the Recitals and agree that the Recitals are incorporated into this AGREEMENT, as though fully set forth herein.

SECTION 2: PROJECT COORDINATION

- A. All notices and other communications required or permitted to be given under this AGREEMENT shall be in writing and delivered either by personal delivery or by depositing the notice or other communications with the United States Postal Service, postage prepaid, addressed to the appropriate Party in accordance with Section 2.B, below. Notice shall be deemed given as of the date of personal delivery, or if mailed, upon the date of deposit with the United States Postal Service.
- B. The designated project coordinators for the PARTIES, to whom all notices and other communications shall be addressed, shall be as follows:
 1. Eric Miller, Chief Engineer for NMWD at P.O. Box 146, Novato, CA 94948.
 2. Nick Nguyen, Director of Public Works for CITY at 922 Machin Avenue, Novato, CA 94945.

SECTION 3: SCOPE OF THE AGREEMENT

- A. The PARTIES acknowledge and agree that the sole purpose of this AGREEMENT is to set forth the PARTIES responsibilities regarding the extent of reimbursement from CITY to NMWD for costs associated with the ADDITIONAL PAVING.
- B. CITY acknowledges and agrees to reimburse NMWD \$15,000 for costs associated with the ADDITIONAL PAVING, as further described in Section 4. NMWD estimates the total cost of the ADDITIONAL PAVING work to be \$25,000. The City's liability for the cost of the ADDITIONAL PAVING work is limited to \$15,000. However, nothing in this paragraph should be read to limit or cap the City's potential liability for its indemnity obligations to the District as set forth in Paragraph 5(D).
- C. The PARTIES acknowledge that no Party has any reimbursement obligation for the cost associated with or incurred with the ENCROACHMENT PERMIT PAVING.

SECTION 4: DUTIES OF EACH AGENCY

- A. NMWD shall administer all contracts for the ENCROACHMENT PERMIT PAVING and the ADDITIONAL PAVING.
- B. NMWD shall be solely responsible for receiving and processing all project invoicing. Within sixty (60) business days of completion of the ADDITIONAL PAVING, NMWD will transmit an invoice for \$15,000 and a copy of all supporting documentation (collectively "ADDITIONAL PAVING INVOICE") associated with the ADDITIONAL PAVING to CITY pursuant to Section 2.
- C. CITY shall be responsible for approving or disapproving, in writing, of that invoicing within thirty (30) business days of receipt of the ADDITIONAL PAVING INVOICE.
- D. The CITY agrees to and shall be responsible for reimbursing NMWD \$15,000 within thirty (30) calendar days of approval of the ADDITIONAL PAVING INVOICE.
- E. If CITY disputes an invoice, the CITY shall provide the written basis for the dispute no later than ten (10) business days after their receipt of the ADDITIONAL PAVING INVOICE. The PARTIES shall negotiate in good faith to resolve any such dispute. Each PARTY shall maintain all accounting records related to this AGREEMENT for a minimum of three (3) years after the completion of the ADDITIONAL PAVING.
- F. CITY shall make all payments to NMWD pursuant to this AGREEMENT without deduction or offset, and NMWD and CITY waive any right of offset they now have or may have against each other and its successors and assigns with respect to NMWD'S and CITY'S reimbursement requirements described within this AGREEMENT.

SECTION 5: MISCELLANEOUS TERMS

- A. Term of AGREEMENT: This AGREEMENT shall terminate upon the ending of warranty of work provided for in the contract agreements for the ENCROACHMENT PERMIT PAVING and the ADDITIONAL PAVING.
- B. Amendment and Merger: This AGREEMENT contains all the terms and conditions made between the PARTIES to this AGREEMENT and may only be modified by a written agreement signed by all the PARTIES to this AGREEMENT or their respective successors in interest.
- C. No Agency, Joint Venture, or Partnership: This AGREEMENT shall in no way be construed to create, and shall not be deemed to have created, any relationship of employer/employee, master/servant, principal/agent, partnership, joint venture, or otherwise. No PARTY shall have authority, whether express or implied, to bind the other to any contractual or other third-party relationship, obligation, or liability.

- D. Indemnification of NMWD. To the fullest extent allowed by law, CITY agrees to defend, indemnify, and hold NMWD, and its directors, officers, employees, agents, and volunteers harmless from all liabilities, damages, losses, claims, suits, judgments, costs and expenses, including reasonable attorneys' fees (collectively, "Liabilities"), incurred by NMWD resulting from and/or arising out of and/or in connection with CITY's negligence or willful misconduct in performance of this AGREEMENT, except to the extent resulting from and/or arising out of and/or in connection with NMWD's negligence or willful misconduct.
- E. Indemnification of CITY. To the fullest extent allowed by law, NMWD agrees to defend, indemnify, and hold CITY, and its directors, officers, employees, agents, and volunteers harmless from all liabilities, damages, losses, claims, suits, judgments, costs and expenses, including reasonable attorneys' fees (collectively, "Liabilities"), incurred by CITY resulting from and/or arising out of and/or in connection with NMWD's negligence and/or willful misconduct under this Agreement and/or the ENCROACHMENT PERMIT PAVING and/or ADDITIONAL PAVING.
- F. Agreement Binding: The terms and provisions of this AGREEMENT shall extend to and be binding upon and inure to the benefit of the heirs, executors, receivers, trustees, and/or administrators or to any approved successor, as well as to any assignees or legal successors to any PARTIES to the AGREEMENT.
- G. Cooperation: The PARTIES pledge cooperation during the term of this AGREEMENT.
- H. No Third-Party Beneficiaries: Nothing contained in this AGREEMENT shall be constructed to create, and the PARTIES do not intend to create, any rights in third parties.
- I. Severability: If any term, covenant, or condition of this AGREEMENT or the application thereof to any person or circumstance is determined to be invalid or unenforceable, the remainder of this AGREEMENT of the application of such term, covenant and condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term, covenant and condition of this AGREEMENT shall be valid and enforced to the fullest extent permitted by law.
- J. No Waiver: The waiver by any of the PARTIES of any default under this AGREEMENT shall not operate as a waiver of any subsequent breach of the same or any other provision of this AGREEMENT.
- K. Time is of the Essence: Time is of the essence with respect to the performance of every provision of this AGREEMENT for which time or performance is a factor. The PARTIES agree to adhere to all deadlines mutually agreed upon in writing throughout the course of the ENCROACHMENT PERMIT PAVING and ADDITIONAL PAVING.
- L. Mediation: The PARTIES agree to first attempt to resolve any dispute or claim in law or equity between the PARTIES through informal negotiation between the PARTIES. If the dispute or claim is not resolved by an informal negotiation between the PARTIES, then the PARTIES agree that they will attempt to resolve the dispute or claim by private, non-binding mediation. The PARTIES will agree upon the selection of a mediator. If the PARTIES cannot agree upon the selection of a mediator, then the Presiding Judge of the California Superior Court for the County of Marin shall select the mediator. The PARTIES shall each be responsible for their own attorneys' fees for the mediation, and the cost of the mediation shall be split and shared equally amongst and between the PARTIES. The completion of the mediation shall be a prerequisite to the filing of any lawsuit, litigation, and/or demand for arbitration. The non-binding mediation process shall continue until the case is resolved or until such a time as the mediator makes a finding that there is no possibility of resolution. If mediation is unsuccessful, the PARTIES may avail themselves of any other remedies.

- M. Applicable Law and Venue: This AGREEMENT shall be constructed and enforced in accordance with the laws of the State of California. The PARTIES hereto agree that venue of any action or proceeding regarding this AGREEMENT, or the breach or performance thereof, shall be in the Superior Court for the County of Marin, California.
- N. Attorneys' Fees: In the event any action at law or in equity is initiated to enforce or interpret the terms of this AGREEMENT or arises out of or pertains to this AGREEMENT, each party shall pay its own attorneys' fees.
- O. Remedies: The remedies specified in this AGREEMENT shall be in addition to and not exclusive of any other remedies available to a PARTY at law or in equity.
- P. No Presumption Regarding Drafter: The PARTIES acknowledge and agree that the terms and provisions of this AGREEMENT have been negotiated and discussed between the PARTIES and their attorneys, and this AGREEMENT reflects their mutual AGREEMENT regarding the same. Because of the nature of negotiations, and discussions it would be inappropriate to deem any Party to be the drafter of this AGREEMENT. Therefore, no presumption for or against validity, or as to any interpretation thereof, based upon the identity of the drafter, shall be applicable in interpreting or enforcing this AGREEMENT.
- Q. Assistance of Counsel: Each Party to this AGREEMENT warrants as follows:
 - 1. That each Party had the assistance of counsel in negotiation and the execution of this AGREEMENT and all related documents; and
 - 2. That each Party has lawfully authorized the execution of the AGREEMENT.
- R. Section Headings: The section headings contained in this AGREEMENT are for convenience and identification only and shall not be deemed to limit or define the contents of the sections to which they relate.
- S. No Right to Assign: No PARTY shall assign, transfer, or sell all or any part of its rights or obligations hereunder, by operation of law or otherwise, without the prior written consent of the other PARTIES.
- T. Counterparts: This AGREEMENT may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Photocopies and pdf versions of signature pages shall be deemed to be an original signature.

[Signatures on following page]

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT by their duly authorized officers of the day and year first above written.

CITY OF NOVATO

NORTH MARIN WATER DISTRICT

By: _____
Nick Nguyen, Director of Public Works

By: _____
Anthony Williams, General Manager

Date:

Date:

ATTEST:

ATTEST:

By: _____
Laura McDowall, City Clerk

By: _____
Eileen Mulliner, District Secretary

Date:


Date:

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**MEMORANDUM**

To: Board of Directors

October 15, 2024

From: Tony Williams, General Manager 

Subject: Adoption of Revised and New District Board Policies

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RECOMMENDED ACTION: That the Board:

1. Adopt Revised Board Policy No's 26, 40 and 46
2. Adopt New Board Policy No's 50 and 51

FINANCIAL IMPACT: None

Pursuant to direction received at the October 1, 2024 Board meeting, the following Board Policies have been revised for consideration by the Board:

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

Staff recommends adopting these revised policies presented in final form but marked "draft" (see Attachments 1 through 3).

At the October 1st Board meeting, the following proposed new Board Policies were provided for consideration by the Board:

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

Staff also recommends adopting these new policies presented in final form but marked "draft" (Attachments 4 and 5).

RECOMMENDATION

That the Board:

1. Adopt revised District Board Policy No.'s 26, 40 and 46; and
2. Adopt new District Board Policy No.'s 50 and 51.

ATTACHMENTS

1. Revised Board Policy No. 26
2. Revised Board Policy No. 40
3. Revised Board Policy No. 46
4. Proposed Board Policy No. 50
5. Proposed Board Policy No. 51

**BOARD POLICY: ON-CALL AND STAND-BY DUTY****BOARD POLICY NUMBER: 26**Original Date: 2006
Last Reviewed: 12/2023
Last Revised: 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 (3rd weekend in January)
3. President's Day (3rd weekend in February)
4. Memorial Day weekend (last Monday in May)
5. Independence Day weekend when July 4th falls on a Friday, Saturday, Sunday or Monday.

6. Labor Day weekend (1st Monday of September)
7. Veterans Day (November 11th) or when Veterans Day falls on a Friday, Saturday, Sunday or Monday.
8. Thanksgiving weekend (4th Thursday & Friday in November)
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.



DRAFT

BOARD POLICY: COMPUTER USE AND CYBERSECURITY

BOARD POLICY NUMBER: 40

Original Date: May 1, 2007

Last Revised: 07/17/24

Last Reviewed: 05/01/24

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 accessories, software, laptops, 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:

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

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 District Computer hard drives will be coordinated through the Department Head, Information Technology (IT) staff, and the Auditor-Controller (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 IT staff. All software that resides on any of NMWD's computers must be licensed to NMWD. 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, and the copyright holder. External connections to NMWD's internal network are not permitted unless expressly authorized by the Department Head and IT Staff.

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. 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 (flash drives or other storage devices, e-mail attachments, files downloaded from the internet, etc.) could contain a virus. Do not open any file with which you have any concern or suspicion or were unsolicited. Report immediately to 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 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. The use of technology hardware, including cell phones, smart phones, tablets, 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. However, use of similar technology and communication methods during a public meeting, is 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 No. 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 email 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 such as 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.

XI. 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.

Employee Signature / Date

Revisions: 2007, 06/13,10/24

**BOARD POLICY: BOARD COMPUTER USE****BOARD POLICY NUMBER: 46**Original Date: 05/07/13
Last Revised: 08/23/2024
Last Reviewed: 08/23/2024

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 with computers, accessories, and software to transmit documents, including but not limited to 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.
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).

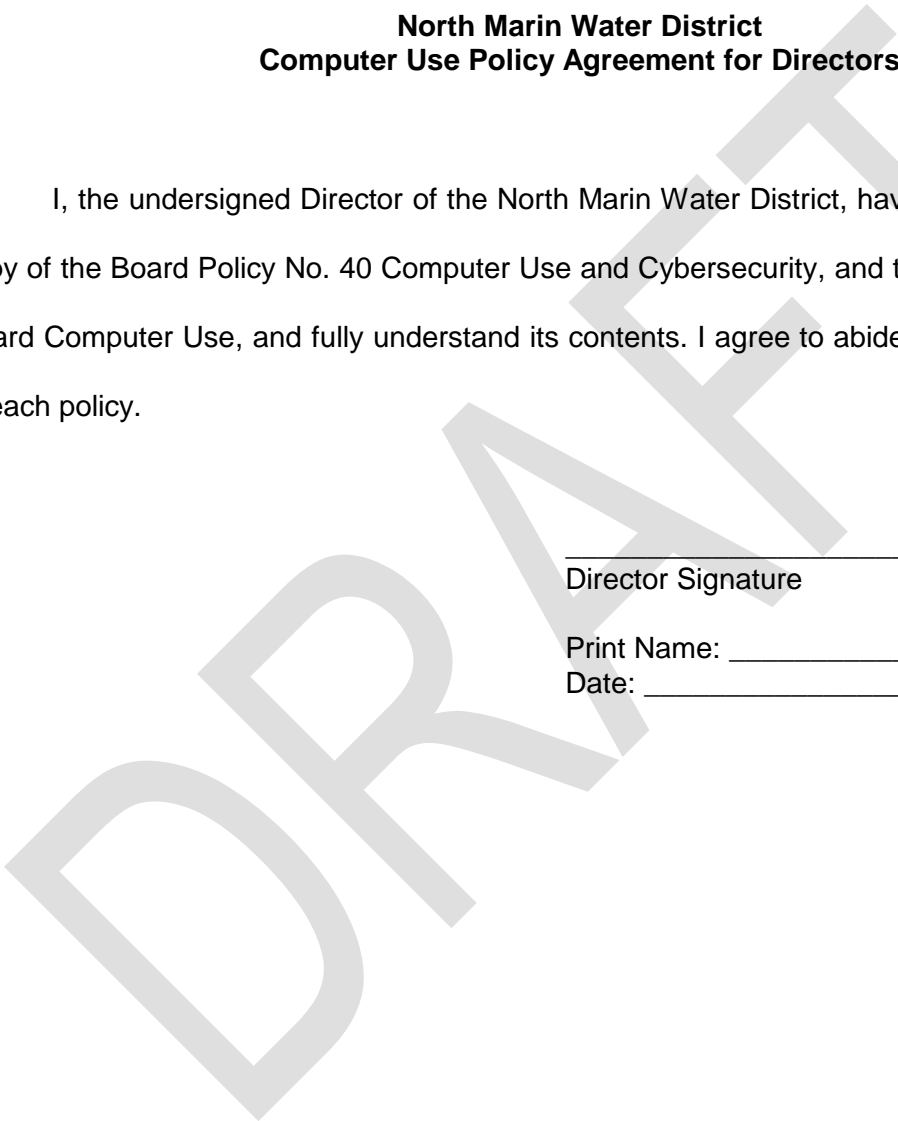
**North Marin Water District
Computer Use Policy Agreement for Directors**

I, the undersigned Director of the North Marin Water District, have been provided with a copy of the Board Policy No. 40 Computer Use and Cybersecurity, and the Board Policy No. 46 Board Computer Use, and fully understand its contents. I agree to abide by all terms contained in each policy.

Director Signature

Print Name: _____

Date: _____



**BOARD POLICY: STAFF SUCCESSION RECRUITMENT POLICY****BOARD POLICY NUMBER: 50**

Original Date: September 2024

Last Revised:

Last Reviewed:

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:

Department	Position Title
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.

**BOARD POLICY: ELECTRIC VEHICLE CHARGING STATIONS POLICY****BOARD POLICY NUMBER: 51**

Original Date: September 2024

Last Revised:

Last Reviewed:

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.

XX/XX

8

North Bay Watershed Association

Board Meeting - Agenda

October 4, 2024 | 9:30 – 11:30 a.m.

**MEETING WILL BE HELD AT THE
Mare Island Brewing Co.
850 Nimitz Ave, Vallejo, CA 94592**

For those wishing to attend virtually

Join Zoom Meeting:

<https://us02web.zoom.us/j/81630673971?pwd=dm94TXJCRWMyWFBLc3U5V2pTSmNRZz09>

Webinar ID : 816 3067 3971 Password : 216460

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

AGENDA

Time	Agenda Item	Proposed Action
9:30	Welcome and Call to Order – Roll Call and Introductions <i>Jean Mariani, Chair</i>	<i>N/A</i>
9:35	General Public Comments This time is reserved for the public to address the Committee about matters NOT on the agenda and within the jurisdiction of the Committee.	<i>N/A</i>
9:40	Agenda and Past Meeting Minutes Review <i>Jean Mariani, Chair</i> Treasure's Reports <i>Jean Mariani, Chair</i>	<i>Approve/ Review</i>
9:45	Guest Presentation — The incredible (and incredibly colorful) history of Mare Island <i>Kent Fortner, President of the Board of Directors of the Mare Island Historic Park Foundation and Founder of Mare Island Brewing Co.</i> Kent will take us through a rapid-fire slideshow of the incredible (and incredibly colorful and impactful) history of Mare Island, starting with the planting of a flagpole in 1954.	<i>Presentation slides</i>

10:15	<p>Guest Presentation — Mare Island Infrastructure Assessment (MIIA) Project Overview</p> <p><i>Anne Girtz, PE, Senior Engineer, West Yost</i></p> <p>Anne will present assessment highlights from the Mare Island infrastructure assessment project which covered the water, sanitary sewer, storm drainage and flood control, roads, and dry utility systems on Mare Island.</p>	<i>Presentation slides</i>
10:45	<p>Guest Presentation — Overview of Russian River Watershed Pilot Project</p> <p><i>Chris Delaney, Principal Engineer, Sonoma Water</i></p> <p>Chris Delaney will be giving a brief talk on the Russian River Watershed Resilience Project. This past July, Sonoma Water received a 2-million-dollar grant from the California Department of Water Resources to develop a climate resilience plan for the Russian River Watershed by April 2026. Chris’s talk will cover the major project tasks and the anticipated outcomes.</p>	<i>Presentation slides</i>
11:15	<p>Executive Director Report</p> <p><i>Andy Rodgers, Executive Director</i></p> <p>Andy will provide updates on activities since the August 30 Board meeting, including active projects such as Small Grants and Scholarship Program, recent meetings, regional programs and initiatives, communications, and committees.</p> <p>Andy will outline ideas for next and future Board meeting topics and solicit feedback.</p>	<i>ED updates, Board questions, and input</i>
11:30	<p>Announcements/Adjourn</p> <p>Next Board Meeting: November 8</p> <p>Self-guided Tour of Mare Island</p> <p>NBWA to provide map with suggested points of interest. <i>(Tour will not be virtual)</i></p>	<i>N/A</i>

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*DRAFT MINUTES OF TECHNICAL ADVISORY COMMITTEE
Utilities Field Operations Training Center
35 Stony Point Road, Santa Rosa, CA
September 9, 2024

ITEM #9

Attendees: Dan Herrera, City of Petaluma
Gina Benedetti-Petric, City of Petaluma
Matt Fullner, Valley of the Moon Water District
Jennifer Burke, City of Santa Rosa
Tony Williams, North Marin Water District
Craig Scott, City of Cotati
Mike Berger, City of Sonoma
Christina Goulart, Town of Windsor
Vanessa Garrett, City of Rohnert Park
Carrie Pollard, Marin Municipal Water District
Michelle Montoya, City of Santa Rosa

Staff/Alternates: Grant Davis, Sonoma County Water Agency (SCWA)
Lynne Rosselli, SCWA
Pam Jeane, SCWA
Paul Piazza, SCWA
Todd Schram, SCWA
Chris Delaney, SCWA
Amanda Hudson, Valley of the Moon Water District
Molly MacLean, Marin Municipal Water District
Oriana Hart, City of Petaluma
Cortney Bowser, City of Rohnert Park
Shannon Cotulla, Town of Windsor
Peter Martin, City of Santa Rosa

Public: Peter Kiel
Brenda Adelman, Russian River Watershed Protection Committee
Dick Dowd, Sonoma County Alliance
Bob Anderson

1. Check In
Jennifer Burke, TAC Chair, called the meeting to order at 9:05 a.m.
2. Public Comment
Dick Dowd shared that today will be a good day since it is 09/09.
3. Proposed Alexander Valley Water District Presentation
Peter Keil presented.
Over the past three years representatives of agricultural water users in the Alexander Valley have been engaged to secure water supply and improve water resilience by working to form a water district. A draft application was submitted to the Local Agency Formation Commission (LAFCO) in March. A considerable effort has been undertaken to develop, specify, and evaluate the proposed new Water District, including detailed mapping of boundaries and preparation of land use data, articulation of proposed services, outreach and engagement with landowners and affected agencies, and responding to LAFCO application requirements. The primary purpose of the proposed California Water District (WC 34000) is to improve the reliability and availability of the common supply of groundwater and surface water available to lands within the proposed district. The proposed district would have the following functions and services: water sharing program, new Eel River-Russian River diversion facility, groundwater investigation and management, and groundwater recharge program. The proposed district would not

provide retail water, sewer, or other municipal services. The proposed district would represent private water users in local and regional water supply and conservation efforts and regulatory proceedings and cooperate with other local and regional water supply organizations and non-profit entities. Proposed timeline is 6 to 9 months, to complete signature gathering and hold a hearing with LAFCO.

As part of the formation election, they would also propose an adoption of an assessment, so that there would be funding for the first few years. Requests of Sonoma Water contractors are to help identify concerns with the Alexander Valley Water District (AVWD) proposal, inform on how AVWD can help the Contractors and regional water management, help communicate with the Contractors' customers, and express support for the AVWD formation to LAFCO and elected officials.

Jennifer Burke, City of Santa Rosa, asked in terms of water supply, is this focused on the 10,000 acre-ft stored in Lake Mendocino and what role would the proposed district have in allocating the water supply.

Peter Keil answered that the lands within Alexander Valley have percolating groundwater rights. They are trying to stop the State from curtailing surface water rights. There is ample existing supply if it is accounted for and managed properly. Water sharing allows for more efficient distribution.

Craig Scott, City of Cotati, asked if the proposed district will form its own groundwater sustainability agency (GSA).

Peter Keil answered that they would consider joining a joint powers authority if one is developed but they may recommend forming their own GSA so that they can have their own financial powers.

Matt Fullner, Valley of the Moon Water District, asked about aquifer storage and recovery in the valley and, with no infrastructure, what would the long term plan be for conveyance and what would be the source of that water.

Peter Keil answered that the current pilot project includes on farm recharge and diversion of surface flow from the Russian River during high flow periods to be applied to the land through sprinklers or possibly through flood irrigation.

Brenda Adelman, Russian River Watershed Protection Committee, shared concern about inadequate information being available to the public and asked if by establishing district, it would make more information available about water use. How much info will be available to the public and how would it differ from what is done now.

Peter Keil answered that the existing water use data are largely estimates based on land use type and land use water demand information is pretty good. Efforts will be made to better refine the data, which will be public. Harder thing to nail down is water use at vineyards. For Russian River flows, it would not be feasible to get a water right permit for groundwater recharge.

4. Water Supply Conditions and Temporary Urgency Change Order

Chris Delaney, SCWA, presented.

Lake Mendocino storage is currently at 71,000 acre-ft with releases at 210 cubic ft per second (csf). Also, seeing a 350 acre-ft draw down per day. Lake Sonoma storage is currently at 236,000 acre-ft. SCWA just took control of operating Lake Sonoma from the Army Corps due to the minor deviation, which allowed for storage in the flood pool. Currently at 100 csf for releases and the current rate of decline is 210 acre-ft per day. Potter Valley Project and Eel River imports are being operated by PG&E according to their variance approved on June 26. This reduces diversions through the Potter Valley Project to 5 csf down from 75 csf. This does include contract water to the Potter Valley Irrigation District. Diversions are currently from 40 csf to 44 csf, which is why we are seeing the draw down in Lake Mendocino. Sonoma Water is currently operating according to a Temporary Urgency Change Order (Change Order) issued on June 6, which reduces the minimum in stream flow requirement for the upper Russian River from 175 csf to 125 csf and from 125 csf to 70 csf on the lower Russian River. This Change Order expires on October 15, and Sonoma Water is preparing for a new Temporary Urgency Change

Petition, which will be looking to modify the hydrologic index. Under decision 1610 the hydrologic index is defined by cumulative inflow into Lake Pillsbury. However, that index is no longer effective due to the reduced diversion into the Potter Valley Project. With that, Sonoma Water is looking to modify the hydrologic index from inflows into Lake Pillsbury to storage at Lake Mendocino. If approved, the Temporary Urgency Change Petition would likely go into effect November 1, 2024. The State Water Resources Control Board Division of Water Rights is currently reviewing the Petition. It is currently in the public comment period, which closes on September 27th.

Brenda Adleman stated flows at Hacienda have been in the 140 csf area for a while now. There were only a few times when it has gone under that. Assuming this is from the natural stream flow.

Chris Delaney, SCWA, said releases are being made to meet minimum flow requirements in Dry Creek, which are based on current operations and demand.

5. Sonoma Marin Saving Water Partnership

a. 2024 Water Production Relative to 2013 Benchmark

Jennifer Burke, City of Santa Rosa, presented.

For the month of July, the partnership's water use reduction was 16% compared to 2013. The year-to-date compared to 2013 is showing a 24% reduction. There has been a dip in population numbers, possibly based on updated census data.

b. Water Use Efficiency Outreach Messaging

Paul Piazza, SCWA, presented.

Wrapping up the summer campaign this month. Weekly social media posts, digital and print ads in the Press Democrat will wrap up at the end of the month. September focus is on graywater and rainwater rebates, water smart gardens, maintenance manel, and on the Qualified Water Efficient Landscaper (QWEL) program. Social media outreach focused on Facebook and Instagram, but also have 430,000 followers on NextDoor. Weekly posts see just under 3000 views. Outreach from Sonoma County fair had over 600 people that stopped by. Press Democrat article brought attention to the exhibit but also to the Garden Sense program. From the article, Sonoma Water had a good uptick in sign-ups for the program. Fiesta de Independencia will be held on September 15. Will also be at the Fix It Fair that is put together by Zero Waste Sonoma.

Jennifer Burke, City of Santa Rosa, asked what the Fix It Fair is.

Paul Piazza, SCWA, answered that the event is put on surrounding zero waste week. It is looking at reuse, recognizing the ability to extend life of products. Sonoma Water focuses on fixing irrigation.

Gina Benedetti-Petnic, City of Petaluma, said Sonoma Water would be a welcome addition at the Petaluma Fix It Fair.

No public comment.

6. Biological Opinion Status Update

Pam Jeane, SCWA, presented.

Dry Creek Habitat Enhancement Project – Phases I – III are completed. SCWA is working with the Army Corps of Engineers to complete Phases IV – VI. Currently working on Reaches 10 and 13 in Phase IV and Reaches 4c and 2a in Phase V. McCullough finished constructing the last piece of the Phase V project. ROD construction has completed the remaining 4 sites in Reach 2, with the post-construction walk through scheduled for last week. Phase VI still working on right-of-way.

Habitat Monitoring and Maintenance – Completed 2023 effectiveness monitoring in December to evaluate newly and previously constructed reaches, to quantify the habitat areas meeting desired conditions, and to identify maintenance needs. Information collected is also being used to prioritize enhancement reaches to monitor in 2024, and plan for maintenance activities such as invasive vegetation management, removal of nuisance sedimentation, and repair of flood damage or erosion. This past rainy season

increased flows in Dry Creek which did cause some minor erosion damage to the recently constructed sites. Staff have been conducting habitat monitoring at Dry Creek, which is important to receive credit under the Biological Opinion.

Outreach – Reaching out to landowners involved in Phase VI. The annual meeting on the Biological Opinion will be held once the new Biological Opinion is issued.

Fish Monitoring – The camera is operating out at the Mirabel dam. Typically, do not see fish this early, but the average annual adult Chinook count is 2,610.

Russian River Estuary Management Project – The mouth of the Russian River is open as of August 27 and Sonoma Water is continuing to do water quality and pinniped monitoring.

New Biological Opinion – Not sure of exact timeline, but hoping it comes out soon.

Brenda Adelman asked for confirmation that the Biological Assessment was submitted a year ago. Asked if there were letters she could obtain related to this.

Pam Jeane, SCWA, confirmed the Biological Assessment was submitted a year ago but National Marine Fisheries Service asked for additional information, which means the final version was submitted in Spring 2024. Was unsure if there were letters but would have Sonoma Water staff look into it.

7. Eel Russian Project Authority and Potter Valley Project Update

Pam Jeane, SCWA, presented.

PG&E is currently working on the draft license surrender application and decommissioning plan which is scheduled to be released in January 2025. PG&E asked for clarification on the new Eel-Russian diversion project as part of the decommissioning plan. Sonoma Water has been answering their questions based on the current 30% design and continues to make sure there is understanding between stakeholders. The Department of Water Resources (DWR) grant has two of three pieces of the project complete. The Potter Valley water assessment is the final piece, and the monitoring wells should be installed by end of month. The U.S. Bureau of Reclamation grant will provide funding for the 60% design on the new Eel Russian facility.

Jennifer Burke, City of Santa Rosa, asked what the timeline is for the final piece of the DWR grant and if the monitoring wells will be given over to landowners.

Pam Jeane, SCWA, confirmed that the grant deadline is the end of this year and confirmed that the monitoring wells will be given to the landowners as long as they want them.

No public comment.

8. Communications Update

Paul Piazza, SCWA, presented.

Continuing to release information to celebrate 75 years of Sonoma Water. There was information released earlier this month regarding the failure of the summer dam. There was a press release in August about the acquisition of some land in partnership with Ag+ Open Space and Russian River County Sanitation District. On September 26, Sonoma Water will be at Lo Cien's State of the Latino Community event.

Brenda Adelman asked about the purchase of the land and what role will the sanitation district play.

Grant Davis, SCWA, said that a public entity was needed to preserve those acres and that there is a long term easement to apply water to that area that precedes the purchase. Sonoma Water is essentially a caretaker that will protect the resources.

9. Items for Next Agenda

None.

No public comment.

10. Check Out

Chair Burke adjourned the meeting at 10:04 a.m.

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DISBURSEMENTS - DATED OCTOBER 3, 2024

Date Prepared 9/30/24


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
90764*	Amazon	Mooring Buoy (STP), Computer Supplies, Pole Mount Adaptor, PC Monitors (16) (\$4,420), Office Supplies, BollardGard Covers (9) (\$486), Respirator Masks (2) (\$312) & Dual Monitor Arms (25) (\$10,997)	\$16,742.42
90763*	US Bank Card	Pop-up Canopy (STP) (\$315), Safety Incentive Gift Cards (10) (\$500), GFOA Membership Fees (Blue), Big Bag Dispenser (STP Filter Project), Internet Services for PRTP & Gallagher Well #2, CSMFO Webinar, Zoom for Board Meetings, Microsoft Monthly Subscriptions, Drain Valve (\$433), Clean Truck Compliance Fee, ACWA Regist for Workshops (2), Office Supplies & Wall Mount for Construction Monitor	3,437.67
1	All Star Rents	Electric Sewer Snake Rental (1 Day) & Propane (16 gal)	163.92
2	Backflow Distributors	Repair Kits (17)	950.72
3	Beck Communications	New Fiber Link Between Renovated Admin & Maintenance Buildings	6,475.00
4	CDW-Government, Inc.	Barcode Scanner Trigger Attachment (Warehouse)	355.47
5	Cummings Trucking	Sand (\$742) & Rock (\$529) Deliveries	1,271.20
6	Eurofins Eaton Analytical, Inc	Lab Testing	650.00
7	FedEx Freight	Freight Charges for Delivery of Replacement Lab Refrigerator	396.32
8	Ferguson Waterworks	5/8" Meters (16) (\$4,629), Bolts (400) (\$1,406) & Spools (2) (\$1,260)	7,295.30
9	GHD Inc.	Prog Pymt#1: Construction Management Services for Crest Pump Station Project (Balance Remaining on Contract \$101,635)	88,365.31

Seq	Payable To	For	Amount
10	Grainger	Desiccant Cartridge (STP) & Safety Glasses (12)	141.15
11	HERC Rentals Inc.	Generator Rental (1 Month)	3,470.71
12	Home Depot	Shop Vac Filters (4), Miscellaneous Hardware, Tube Light Ballasts (12) (\$405) & Compact Bandsaw (\$359)	1,090.54
13	Intellaprint Systems	Service & Parts for Engineering Plotter	644.50
14	Kaiser Foundation Health Plan	DMV/DOT Physical	115.00
15	Ken Grady Company, Inc	Replacement Chlorine Analyzer (STP)	3,477.26
16	Kennedy Jenks	Prog Pymt#4: Consulting Services for San Mateo Tank 24" Trans Main (Balance Remaining on Contract \$857)	2,993.73
17	Kathleen Pickens - KP Prom.	Uniform Order	217.48
18	McLellan Co, WK	Miscellaneous Paving	6,687.84
19	McMaster-Carr Supply Co	Plumbing Supplies (Office/Yard Refurbish)	101.29
20	New Pig Corporation	Supplies for Barrier (\$492) & All Purpose Wipers (2,016) (\$344) (STP)	836.27
21	Pace Supply	Couplings (2) (\$670), Spools (3) (\$3,052), Valves (14) (\$6,490) & Nipples (10) (\$803)	11,014.73
22	Peterson Trucks	Wheel Alignment Work ('22 Int'l Dump Truck)	875.49
23	RS Home Improvement, LLC	Refund of Deposit/New Development/WC Restriction-Novato	1,000.00
24	Sonoma County Water Agency	August Contract Water	875,745.84
25	Thomas Scientific	Standards (5), Medium & Replacement Chemistry Refrigerator (\$2,053) (Lab)	2,592.96
26	Unicorn Group	Postage for Novato Fall Waterline	5,501.88
27	USA BlueBook	Elbows (5) (\$365), Foot Valves (2), Strainer, Carboy, Tubing, Replacement Colorimeter (\$643) & Chlorine Reagent (PRTP)	1,469.60
28	VBS CAL LLC	Vellum (2) (Engineering)	214.57
29	Vulcan Materials Company	Pea & Sand (15 yds)	1,059.88

Seq	Payable To	For	Amount
30	VWR International LLC	EDTA Titrant (Lab)	54.63
31	Waste Management	Waste Disposal	596.82
32	Williamson, Matthew	Exp Reimb: D2 Exam Fees	80.00
33	YSI Inc	Replacement YSI Sonde & Probes	876.29
34	ZORO	10' Extension Cords (4) & Floor/Ceiling Plate	187.40
		TOTAL DISBURSEMENTS	<u>\$1,047,149.19</u>

The foregoing payroll and accounts payable vouchers totaling \$1,047,149.19 are hereby approved and authorized for payment.


10/01/24
 Auditor-Controller Date


10/1/24
 General Manager Date

DISBURSEMENTS - DATED OCTOBER 10, 2024

Date Prepared 10/7/2024


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 9/30/24	\$198,682.99
90766*	Internal Revenue Service	Federal & FICA Taxes PPE 9/30/24	89,509.33
90767*	State of California	State Taxes & SDI PPE 9/30/24	21,518.07
90768*	CalPERS	Pension Contribution PPE 9/30/24	55,641.00
90765*	CalPERS	October 2024 Health Insurance Premium (Employer \$55,447, Retirees \$12,841 & Employees \$7,589)	75,876.99
90769*	Nationwide	Deferred Compensation PPE 9/30/24	15,763.93
90770*	Nationwide	Deferred Compensation 9/30/24-401A Match	2,827.70
1	ACI Payments Inc.	Return Payment-Not Our Account	145.31
2	Alameda Electrical Distrib. Inc	Misc Hardware (\$1,863) & Wire Needed for Emergency Repair (500') (O.M. Pond Repair)	3,181.51
3	AT&T	Telephone, Fax, Leased Lines & Data	541.81
4	Automation Direct	Circuit Protector, Fuses (2) & Analog Input Module	257.69
5	Buck's Saw Service	Air Filter & Spark Plug	16.25
6	Caltest Analytical Laboratory	Lab Testing (O.M.)	125.30
7	Cao, David	Novato Water Smart Landscape Efficiency Program & Smart Irrigation Controller Program	175.99
8	Comcast	October Internet (100 Wood Hollow)	364.81
9	Comcast	October Phone Services (Wood Hollow, Buck Inst., STP & Yard)	1,547.92
10	Comcast	October Internet Services (999 Rush Creek Place)	1,573.35


Seq	Payable To	For	Amount
11	DataTree	September Subscription to Parcel Data Information	100.00
12	Direct Line Inc	September Telephone Answering Service	234.64
13	Durkin Signs & Graphics	Sign & Installation for Gallagher Well #2 (36" x 48")	1,003.78
14	D.L. Falk Construction, Inc.	Prog Pymt#26: Admin & Lab Bldg Upgrades (Balance Remaining on Contract \$801,229)	320,934.11
15	D.L. Falk Construct. Escrow Acct	5% Retainer: DL Falk Construction-CA Bank of Commerce-Admin & Lab Bldg Upgrades	16,891.27
16	Ferguson Waterworks	AMI Antennas (200) (\$7,667) & Valve Box Scoop (\$302)	7,969.03
17	Freyer & Laureta, Inc.	Prog Pymt#23: Engineering & Design for Lynwood Pump Station (Balance Remaining on Contract \$28,033)	8,979.97
18	Grainger	Band Saw & Blades (\$647), Tarps (4) (\$406), Miscellaneous Maintenance Tools & Supplies	3,535.59
19	Gutierrez, Caitlin and Richard	Novato "Toilet" Rebate Program	100.00
20	Integrity Shred LLC	Shredding Services (3-64 Gal Cans)	450.00
21	Kehoe, Chris	Exp Reimb: Drinks for Crew During Heat Wave	74.35
22	Kiosk Creative LLC	August Marketing Communication & Outreach Services (Bal Rem on Contract \$64,360)	6,401.26
23	Krusinski, Patricia	Novato "Water Smart Landscape Efficiency Program" Residential	200.00
24	Lincoln Life Employer Serv	Deferred Compensation PPE 9/30/24	8,795.89
25	Madruga Iron Works, Inc.	Vault Lid for Ridge Rd Pump Station	6,251.04
26	County of Marin	Encroachment Permit (650 Bugeia Ln-Novato-\$736 & 286 Vallejo Ave, Inverness-\$1,312)	2,047.71
27	McMaster-Carr Supply Co	7" Hex Head Screws (275) (Hayden Press Tank Pit Replacement) (\$1,060), Valves (2) (\$798) & Tubular Gauge Glass	1,966.21
28	NMWD Employee Association	Dues 8/15/24-9/30/24 PPE	980.00

Seq	Payable To	For	Amount
29	Northen, Brian	Exp Reimb: Supplies for Hayden Tank Pit	116.15
30	Pace Supply	8" Clamp (\$478) & Flange Tee	725.80
31	Pape Machinery Inc.	Diagnostic Work ('19 Mobile Generator)	645.00
32	Parkinson Accounting Systems	September Accounting Software Support	195.00
33	Recology Sonoma Marin	September Trash Removal	662.98
34	Sabah International	Prog Pymt#3: Security & Access Control Hardware & Install for Admin & Lab Bldg Upgrades (Balance Remaining on Contract \$37,106)	30,608.55
35	Starn, George	Novato "Pool Cover" Rebate Program	75.00
36	Verizon Wireless	September Cellular Charges & Equipment (\$1,056)	2,632.76
37	White, Van	Novato "Toilet" Rebate Ultra High Efficiency	200.00
38	William Ray Consulting	Data Integrity Training (7/22-8/6/24) (Lab)	320.00
39	ZORO	Wire Connectors (2), Square Pole Caps (4), Surge Protectors (4) (\$348), Lubri-film Plus, Industrial Angle Plug, Fishing Line (13,000'), Power Inlet Boxes (2) & Air Dusters (2)	1,010.92
TOTAL DISBURSEMENTS			<u>\$891,856.96</u>

The foregoing payroll and accounts payable vouchers totaling \$891,856.96 are hereby approved and authorized for payment.


10/8/24

 Auditor-Controller Date


10/8/24

 General Manager Date



MEMORANDUM

To: Board of Directors

October 15, 2024

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

Subj: Auditor-Controller's Monthly Report of Investments for August 2024
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RECOMMENDED ACTION: Information

FINANCIAL IMPACT: None

At month end the District's Investment Portfolio had an amortized cost value (i.e., cash balance) of \$26,921,040 and a market value of \$26,850,264. During August the cash balance decreased by \$940,695. The market value of securities held decreased \$881,900 during the month. The total unrestricted cash balance at month end was \$0 and 93% of the Target Reserves are funded.

At August 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 60 days, compared to 64 days at the end of July. The LAIF interest rate for the month was 4.58%, compared to 4.52% the previous month. The weighted average Portfolio rate was 4.19%, compared to 4.17% for the prior month.

Investment Transactions for the month of August are listed below:

8/5/2024	Synchrony Bank	US Bank	\$245,000	CD Maturity
8/21/2024	LAIF	US Bank	\$800,000	Trsf from LAIF account
8/22/2024	LAIF	US Bank	\$5,000	Trsf from LAIF account
8/23/2024	LAIF	US Bank	\$50,000	Trsf from LAIF account

ATTACHMENTS:

1. Monthly Report of Investments – August 2024

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

Type	Description	S&P Rating	Purchase Date	Maturity Date	Cost Basis ¹	8/31/2024 Market Value	Yield ²	% of Portfolio
LAIF	State of CA Treasury	AA-	Various	Open	\$19,212,140	\$19,141,364	4.58% ³	72%
Time Certificate of Deposit								
TCD	Enerbank	n/a	9/25/20	9/25/24	249,000	249,000	0.45%	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%
					\$5,172,000	\$5,172,000	4.53%	19%

Other

Agency Marin Co Treasury	AAA	Various	Open	\$1,067,432	\$1,067,432	1.22%	4%	
Other Various	n/a	Various	Open	1,469,468	1,469,468	0.09%	5%	
TOTAL IN PORTFOLIO					\$26,921,040	\$26,850,264	4.19%	81%

Weighted Average Maturity = **60 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 August 31, 2024.

Interest Bearing Loans	Loan Date	Maturity Date	Original Loan Amount	Principal Outstanding	Interest Rate
Marin Country Club Loan	1/1/18	11/1/47	\$1,265,295	\$1,015,945	1.00%
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
TOTAL INTEREST BEARING LOANS			\$5,115,295	\$2,724,793	

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

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NORTH MARIN WATER DISTRICT
MONTHLY PROGRESS REPORT FOR SEPTEMBER 2024
 October 15, 2024

1.

Novato Potable Water Prod - SW & STP Combined - in Million Gallons - FYTD

Month	FY24/25	FY23/24	FY22/23	FY21/22	FY20/21	25 vs 24 %
July	264.8	218.6	224.5	282.9	341.7	21%
August	252.9	230.9	235.9	212.4	290.1	10%
September	237.7	212.4	203.5	214.5	225.6	12%
FYTD Total	755.5	662.0	663.9	709.7	857.3	14%

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

Month	FY24/25	FY23/24	FY22/23	FY21/22	FY20/21	25 vs 24 %
July	8.9	7.1	6.3	6.0	8.2	25%
August	8.7	7.5	6.8	5.7	9.2	17%
September	7.9	6.7	6.3	5.9	7.9	18%
FYTD Total	25.5	21.3	19.5	17.6	25.3	20%

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

Month	FY24/25	FY23/24	FY22/23	FY21/22	FY20/21	25 vs 24 %
July	0.0	67.0	56.3	67.0	105.8	-
August	0.0	98.3	67.9	31.3	81.1	-
September	0.0	112.6	57.8	41.7	16.1	-
FYTD Total	0.0	277.9	182.0	139.9	203.0	-

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

Month	FY24/25	FY23/24	FY22/23	FY21/22	FY20/21	25 vs 24 %
July	54.6	31.0	43.1	42.9	39.0	76%
August	50.1	34.8	41.6	41.4	43.2	44%
September	41.0	26.1	29.2	39.6	29.5	57%
FYTD Total*	145.7	91.9	113.9	123.9	111.6	58%

*Excludes potable water input to the RW system: FY25=.7, FY24=13.8MG, FY23=10.8 MG FY22=10 MG; FY21=24.7 MG

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2. Regional and Local Water Supply

Lake Sonoma

	Current	2023
Lake Storage*	75,353 MG	75,311 MG
Supply Capacity	91 91	91 %

*Normal capacity =-245,000 AF (79,833.5 MG); deviation storage pool of 264,000 AF (86,025 MG)

Lake Mendocino

	Current	2023
Lake Storage *	20,713 MG	25,011 MG
Supply Capacity	57 %	71 %

*Normal capacity = 70,000-110,000 AF (22,800-35,840 MG); FIRO pool 26,000-36,170 MG

3. Stafford Lake Data

	September Average	September 2024	September 2023
Rainfall this month	0.22 Inches	0.00 Inches	0.00 Inches
Rainfall this FY to date	0.26 Inches	0.04 Inches	0.00 Inches
Lake elevation*	182.9 Feet	191.7 Feet	184.5 Feet
Lake storage**	587 MG	1,090 MG	665 MG
Supply Capacity	42 %	78 %	48 %

* Spillway elevation is 196.0 feet (NGVD29)

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

Temperature (in degrees)

	Minimum	Maximum	Average
September 2024 (Novato)	46	98	67.7
September 2023 (Novato)	49	113	70.5

4. Number of Services

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September 30	Novato Water			Recycled Water			West Marin Water			Oceana Marin Swr		
	FY24	FY23	Incr %	FY24	FY23	Incr %	FY24	FY23	Incr %	FY24	FY23	Incr %
Total meters installed	21,037	20,986	0.2%	103	102	1.0%	808	800	1.0%	-	-	-
Total meters active	20,886	20,836	0.2%	101	100	1.0%	799	793	0.8%	-	-	-
Active dwelling units	24,097	24,097	0.0%	-	-	-	837	838	-0.1%	239	236	1.3%

5. Oceana Marin Monthly Status Report

Description	September 2024	September 2023
Effluent Flow Volume (MG)	0.341	0.396
Irrigation Field Discharge (MG)	0.367	0.636
Treatment Pond Freeboard (ft)	6.4	7.0
Storage Pond Freeboard (ft)	Empty	10.7

6. Safety/Liability

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Industrial Injury with Lost Time				Liability Claims Paid	
Lost Days	OH Cost of Lost Days (\$)	No. of Emp. Involved	No. of Incidents	Incurred (FYTD)	Paid (FYTD) (\$)
FY 24/25 through Sept	0	\$0	0	0	\$0
FY 23/24 through Sept	1	\$368	1	1	\$0
Days since lost time accident through September 30, 2024	440 Days				

7. Energy Cost

<i>FYE</i>		September			Fiscal Year-to-Date thru September		
		<i>kWh</i>	<i>¢/kWh</i>	<i>Cost/Day</i>	<i>kWh</i>	<i>¢/kWh</i>	<i>Cost/Day</i>
FY 24/25	Stafford TP	59,210	23.9¢	\$472	195,869	23.7¢	\$504
	Pumping	172,670	40.5¢	\$2,183	501,317	40.9¢	\$2,255
	Other ¹	36,321	40.8¢	\$463	112,604	47.9¢	\$592
		<u>268,201</u>	<u>36.9¢</u>	<u>\$3,119</u>	<u>809,790</u>	<u>37.7¢</u>	<u>\$3,351</u>
FY 23/24	Stafford TP	99,833	21.9¢	\$728	242,803	23.2¢	\$612
	Pumping	147,581	34.7¢	\$1,706	455,194	34.6¢	\$1,730
	Other ¹	34,878	37.5¢	\$436	105,506	39.8¢	\$461
		<u>282,291</u>	<u>31.8¢</u>	<u>\$2,870</u>	<u>803,502</u>	<u>31.8¢</u>	<u>\$2,804</u>
FY 22/23	Stafford TP	62,560	20.9¢	\$421	204,708	21.8¢	\$485
	Pumping	141,447	29.1¢	\$1,370	440,763	29.0¢	\$1,391
	Other ¹	37,085	34.6¢	\$427	119,289	34.4¢	\$446
		<u>241,092</u>	<u>27.8¢</u>	<u>\$2,218</u>	<u>764,760</u>	<u>27.9¢</u>	<u>\$2,322</u>

¹Other includes West Marin Facilities

8. Water Conservation Update

	Month of September 2024	Fiscal Year to Date	Program Total to Date
High Efficiency Toilet (HET) Rebates	3	9	4,553
Retrofit Certificates Filed	16	53	6,971
Cash for Grass Rebates	3	5	1,094
Washing Machine Rebates	1	7	6,942
Water Smart Home Survey	0	7	3,945

9. Utility Performance Metric

September 2024 Service Disruptions

SERVICE DISRUPTIONS (No. of Customers Impacted)	September 2024	September 2023	Fiscal Year to Date 2024	Fiscal Year to Date 2023
PLANNED				
Duration Between 0.5 and 4 hours	3	7	13	62
Duration Between 4 and 12 hours	0	0	0	0
Duration Greater than 12 hours	0	0	0	0
UNPLANNED				
Duration Between 0.5 and 4 hours	0	0	5	30
Duration Between 4 and 12 hours	0	0	0	78
Duration Greater than 12 hours	0	0	0	0
SERVICE LINES REPLACED				
Polybutylene	0	2	7	12
Copper Replaced or Repaired)	3	5	6	21

September 2024 Service Disruptions

Planned: For the month of September, we had 3 planned service disruptions:

Plastic: None.

Copper: We replaced 3 copper service on Surf Way and Conifer PI.

Unplanned: No unplanned service disruptions for the month of September.

10. Summary of Complaints and Service Orders – September 2024

Tag Breakdown:							
	Total:	234	Consumer:	75	Office:	159	
Type		Sep-24		Sep-23		Added Notes	
Billing							
High Bill		8		2			
Total		8		2			
Meter Replacement							
		65		38			
Total		65		38			
Need Read							
		1		0			
Total		1		0			
No-Water							
		3		1			
Total		3		1			
Leak							
Consumer		95		119			
District		15		18			
Total		110		137			
Water Quality							
Other		0		1			
Total		0		1			
Check Pressure							
		4		0			
Total		4		0			
Turn Off / On							
		19		17			
Total		19		17			
Other							
		24		14			
Total		24		14			
TOTAL FOR MONTH:		234		210		11%	
Bill Adjustments Under Board Policy:							
September 24 vs. September 23							
	Sep-24	33		\$10,228			
	Sep-23	14		\$4,817			
Fiscal Year vs Prior FY							
	FY 24/25	92		\$31,272			
	FY 23/24	38		\$11,857			

Quarter Ending : 09/30/2024		
Customer Comments	Staff Response to Negative Comments	Issues NMWD Should Address In The Future
PRESSURE		
Very pleasant experience.		
BILLING		
It appears I had an irrigation leak.		
Gina provided excellent service with checking my meter.		
Rich and Jenny were very helpful and provided excellent customer service. Thank you so much!		
LEAK		
The guy who responded was awesome, came out on the 3 day weekend and found the leak at the neighbors house and solved the issue.		
Thank you for helping.		
Team was helpful and quickly found my leak. They helped let me know how to fix it.		
The top of the irrigation pipe broke off and it flooded our yard. I am working on fixing the leak.		
No one came to repair the water leak downstairs. I have reached out to the HOA to have repaired.		
Staff were very helpful. I greatly appreciated the prompt knowledgeable response from all involved.		
Very happy the water district gives information on leaks.		You should be able to give real time information on leaks.
The field service rep who came out to help was wonderful. I did not have a leak. He spent the time to look into it and educate me on the issue. He was nice and did a great job.		
I used the blue dye tabs to test my toilets and replaced one.		
Excellent service, thank you to both who fixed the problem.		
Incorrectly identified house & irrigation sprinkler valves. The irrigation sprinkler valves were believed to be the leak even though it was going into the street. Staff indicated they would speak with manager to see what more can be done and I never heard back from NMWD.	This questionnaire was reviewed by the Consumer Services Supervisor and addressed appropriately.	
My mind was put at ease that my water lines don't have a leak. Travis was courteous and informative.		
Rich in the office & Travis in the field were very helpful to resolve a water leak that we could not locate. Travis came twice and was very kind and helpful.		
Very fast response and I appreciate the fast resolution and also for keeping me informed. Excellent service!		
Thank you, the job is completed.		
Travis was thorough and explained the leak.		
The staff was extremely courteous, helpful and prompt. They made it a point to inform me of the condition of my meter and system. No leaks and the excess water around the meter was due to me over watering.		
Water leak is still not found and the water has been shut off. Assistance on how to discover where the break is would have been helpful. This is still not resolved.	This questionnaire was reviewed by the Consumer Services Supervisor and addressed appropriately.	
Travis was our field rep and he was super friendly and very knowledgeable. He is definitely a valuable employee of NMWD.		
I am very glad the District alerted me about the leak because I had no idea. Thank you!		
We were told we would be informed on the techs findings with a note on the door and a phone call and neither was received. Your Water smart program shows Data Unavailable for 2 weeks after the leak, this is unacceptable.	Confirmed that there were two tags. On tag #1 a notice was left on 8/12/24 and tag #2 a follow up email was sent on 9/16/24 from Consumer Services Supervisor.	Keep your promises to your customers and provide an accurate web page for your customers.
I received a very prompt response to my call about a leak. The leak was quickly fixed.		
I was able to fix the leak at my meter.		
Both the phone staff and Gina who came to the house were great.		
Mr. Roberto identified a leak in my system. His communication with me was excellent. Gina arrived the next day. She was professional and courteous and has identified the leak location and I got it fixed. Both of these employees are excellent!		
I received professional service from everyone.		
The tech that came out was very knowledgeable and courteous. They took the extra step to find the cause of the leak.		
The highly pressures sprouting water kept coming out for at least 4 hours. It destroyed my landscape.	This questionnaire was reviewed by the Construction Superintendent and addressed appropriately.	There should be a more efficient service to get help out in an emergency. My landscape is destroyed and the water company is not taking responsibility.
OTHER		
Very nice and informative, I fixed the problem		
The field service rep that came out said I would need a plumber and I did I had the issue fixed.		
Excellent advice and comments.		
I was very impressed with the Field Reps service they provided.		
Excellent and knowledgeable response in service.		



**WATER &
FIRE
SERVICES**
INVERNESS, CA

Inverness PUD & North Marin Water District
Proposed Boundary Changes Public
Meeting
October 8, 2024

Discussion for Tonight's Agenda

- Welcome and Introductions
- Local Agency Formation Commission - role and function
- Changes to Inverness Area
 - History
 - Who is impacted
- Changes to Marshall Area
 - History
 - Who is Impacted
- Q&A



Marin LAFCo Overview

- LAFCo - Local Agency Formation Commission
- Created by the State Legislature in 1963
- Review local governments to look for ways to make government more efficient.
- Oversees boundary changes and spheres of influence for cities and special districts
- Decisions based on state law and guided by local conditions and circumstances
- Neutral arbitrator to ensure the public's interests are considered in process.

Inverness Public Utility District



**WATER &
FIRE
SERVICES**
INVERNESS, CA

- 1947: Self-Supporting Volunteer Fire Department was formed
- 1948: Voters Approve formation of Inverness Public Utility District
- 1951: IPUD takes over Inverness Volunteer Fire Dept.
- 1975–1976: Annexation to IPUD of areas north of “Woodhaven”
- 1977-1979: Committee formed to purchase water system
- 1979: Bond approved by voters to purchase and improve water system from Citizen’s United.
- 1/1/1980: IPUD takes over water system



Inverness Public Utility District



**WATER &
FIRE
SERVICES**
INVERNESS, CA

Water System

- Surface Water Collection System
- 519 Active Meters
- Annual Production: 23.8 million gallons (MG) avg.
- 10 Tanks, 477,000 Gallon Storage Capacity
- 2 Treatment Plants

Volunteer Fire Department

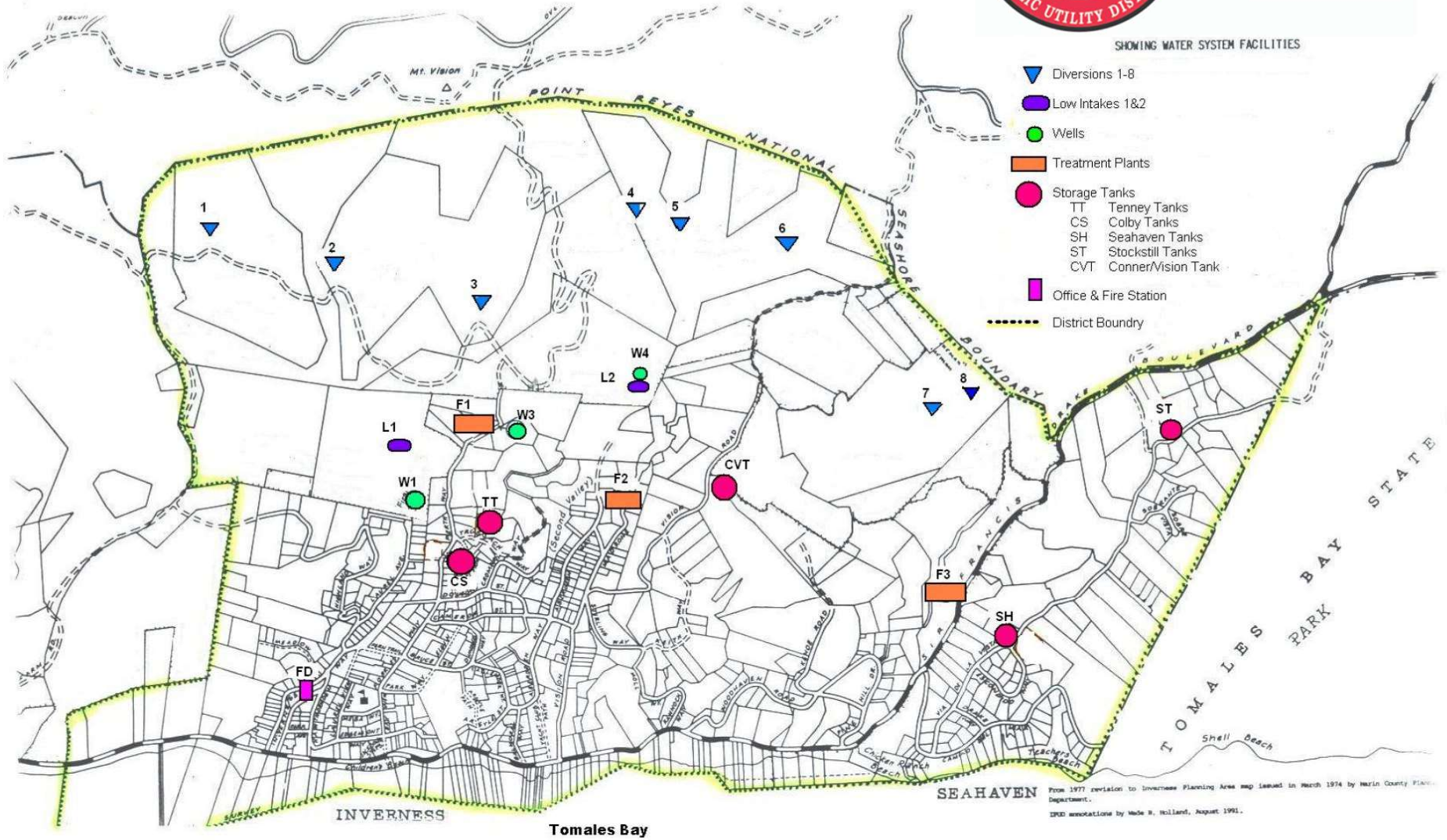
- 18 Active Volunteers
- Structural Protection and Emergency Response In IPUD District
- 1980 Special Fire Tax approved
- Assists Marin County Fire for support as needed



Inverness Public Utility District



**WATER &
FIRE
SERVICES**
INVERNESS, CA



From 1977 revision to Inverness Planning Area map issued in March 1974 by Marin County Planning Department.
 DPUD annotations by Wade B. Holland, August 1981.



West Marin Water System

History

- NMWD Improvement Districts Established in 1970s
 - Acquisition of failing existing private water systems
 - Areas: Inverness Park, Point Reyes Station, Olema, Paradise Ranch Estates
- 1980s major capital investments to replace infrastructure

Current Status

- 798 active meters
- Annual Demand ~62 million gallons (MG) *10-year average*
- 13 Storage Tanks (>1MG storage)
- 6 Pump Stations
- 1 Treatment Plant
- 4 groundwater wells





**NORTH MARIN
WATER DISTRICT**

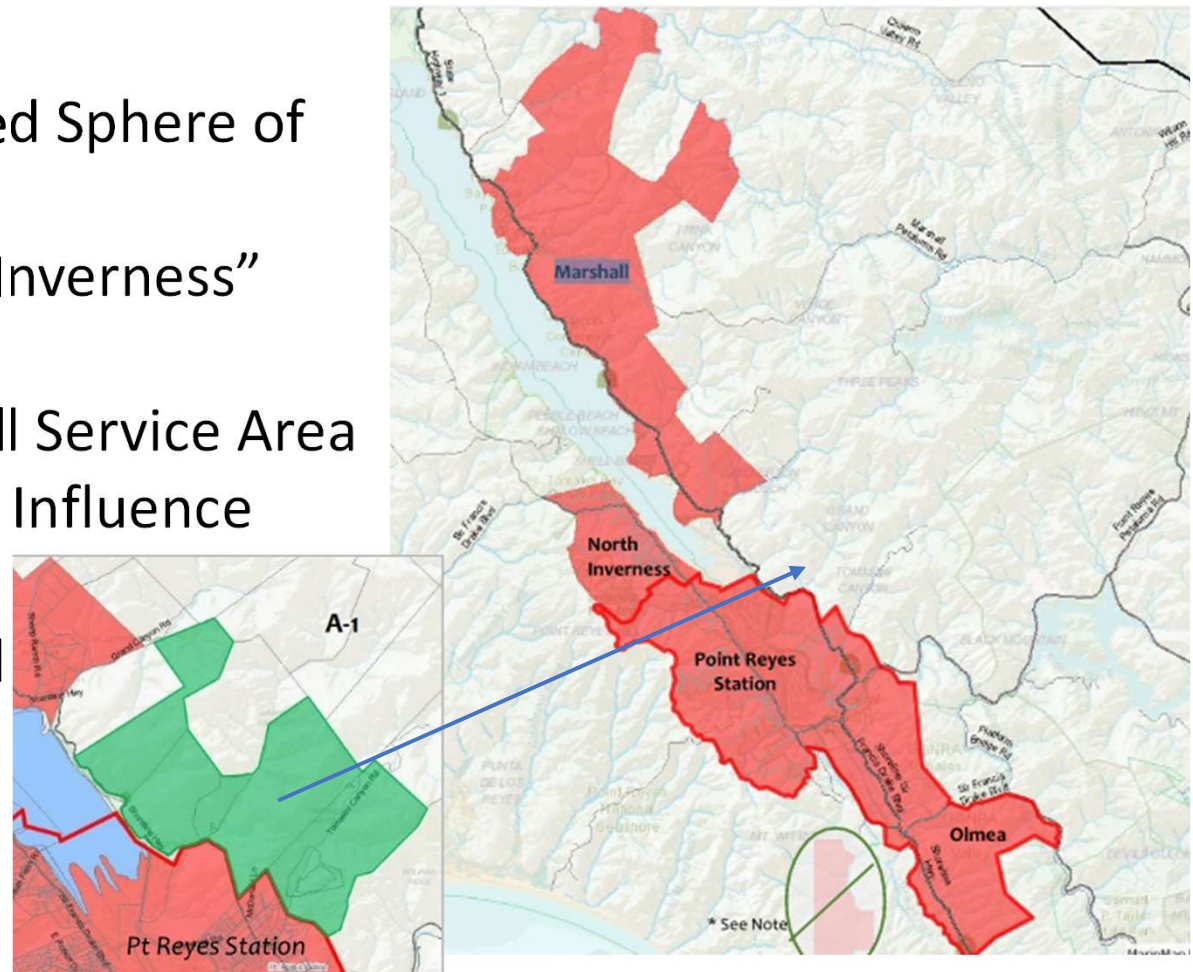
West Marin Water System

1984 LAFCo Established Sphere of Influence for NMWD

- Excluded “North Inverness” (IPUD Boundary)
- Excluded Marshall Service Area

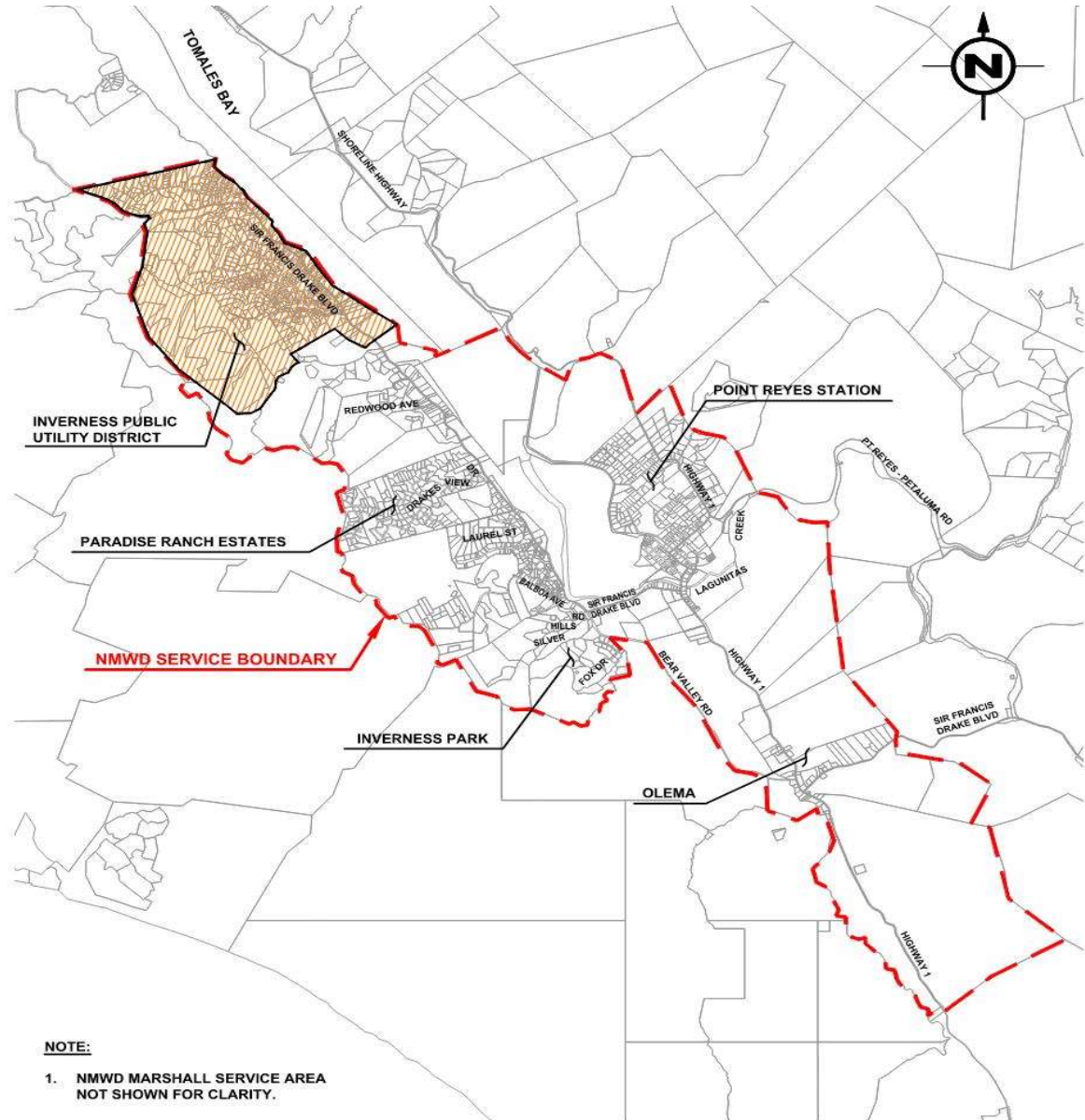
2017 LAFCo Sphere of Influence Update

- 11 parcels added



Current IPUD and NMWD Boundaries

IPUD 
NMWD 



NOTE:

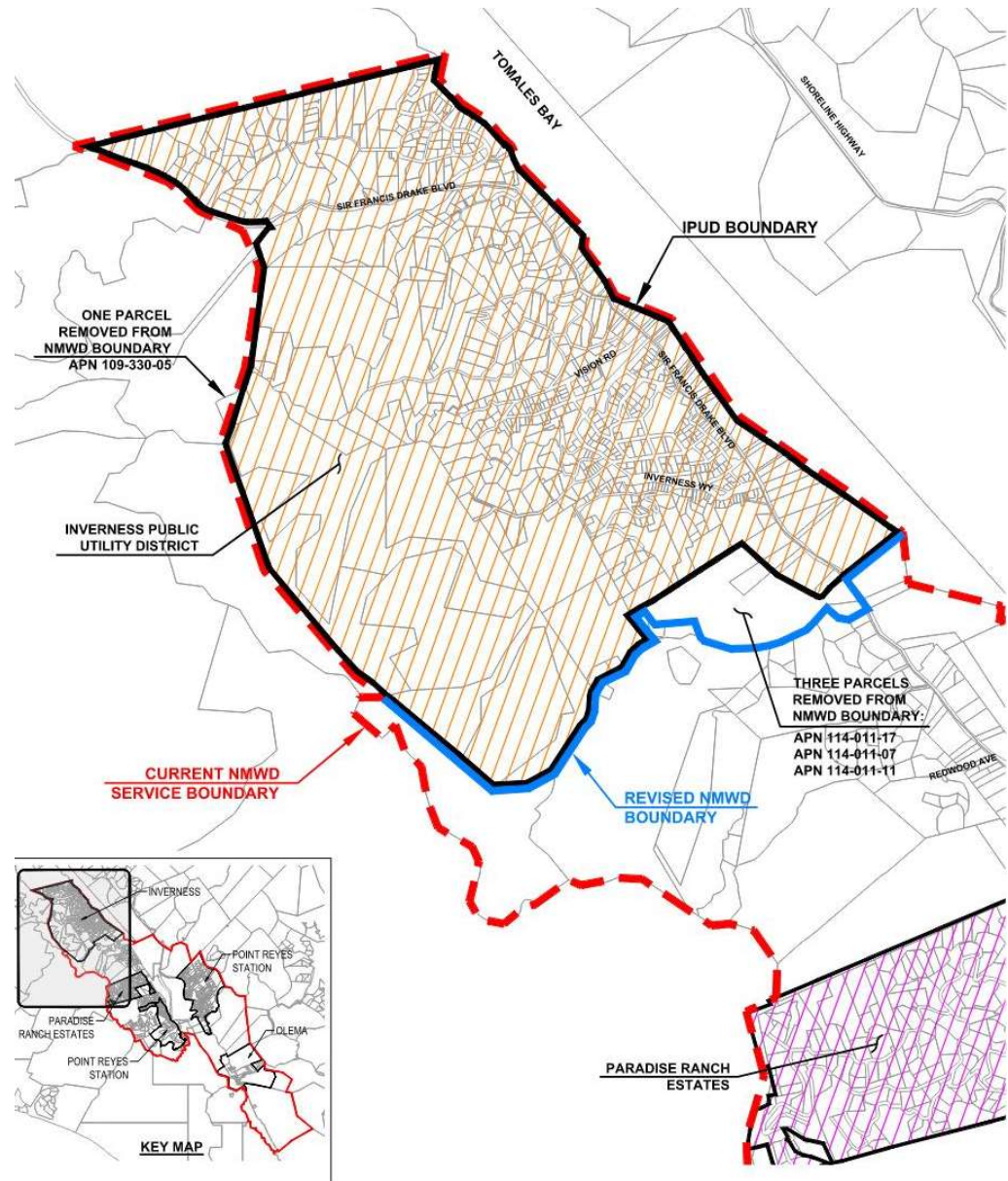
1. NMWD MARSHALL SERVICE AREA NOT SHOWN FOR CLARITY.



Proposed IPUD-NMWD Boundary Change

APNs 109-330-05 & 114-011-07, -11*, -17 to be removed from NMWD boundary

**currently and will continue to be served water by IPUD*





Marshall Service Area

- NMWD Boundary Annexation in 1966
 - 131 parcels
 - Noncontiguous area
- No significant actions taken since formation

Current Status

- No services available
- No known adequate water supply sources

LAFCo Determinations

- October 2017 SOI Update

It is separately recommended NMWD proceed with filing one or more proposals with the Commission to detach the portion of its jurisdictional boundary comprising the North Inverness and Marshall communities. Accordingly, and given the lack of germane social and economic ties, these areas remain outside the recommended sphere update.

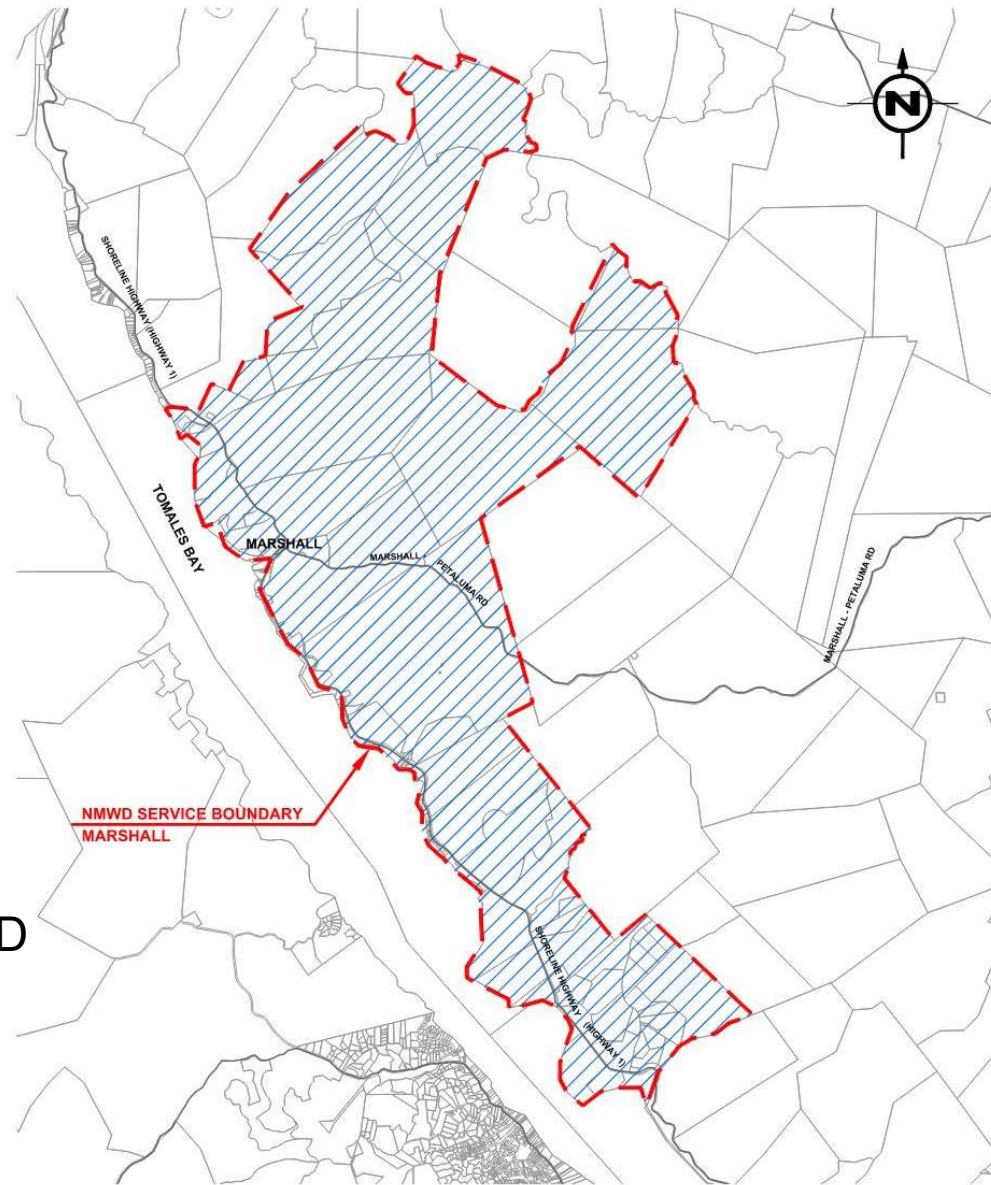




**NORTH MARIN
WATER DISTRICT**

Marshall Service Area Boundary De-annexation

Proposed Action:
Detach the area from NMWD
Jurisdiction



Questions?

Contacts: Marin LAFCo – Jason Fried – (415) 448-5877
NMWD – Tony Williams – (415) 897-4133
IPUD – Shelley Redding – (415) 669-1414



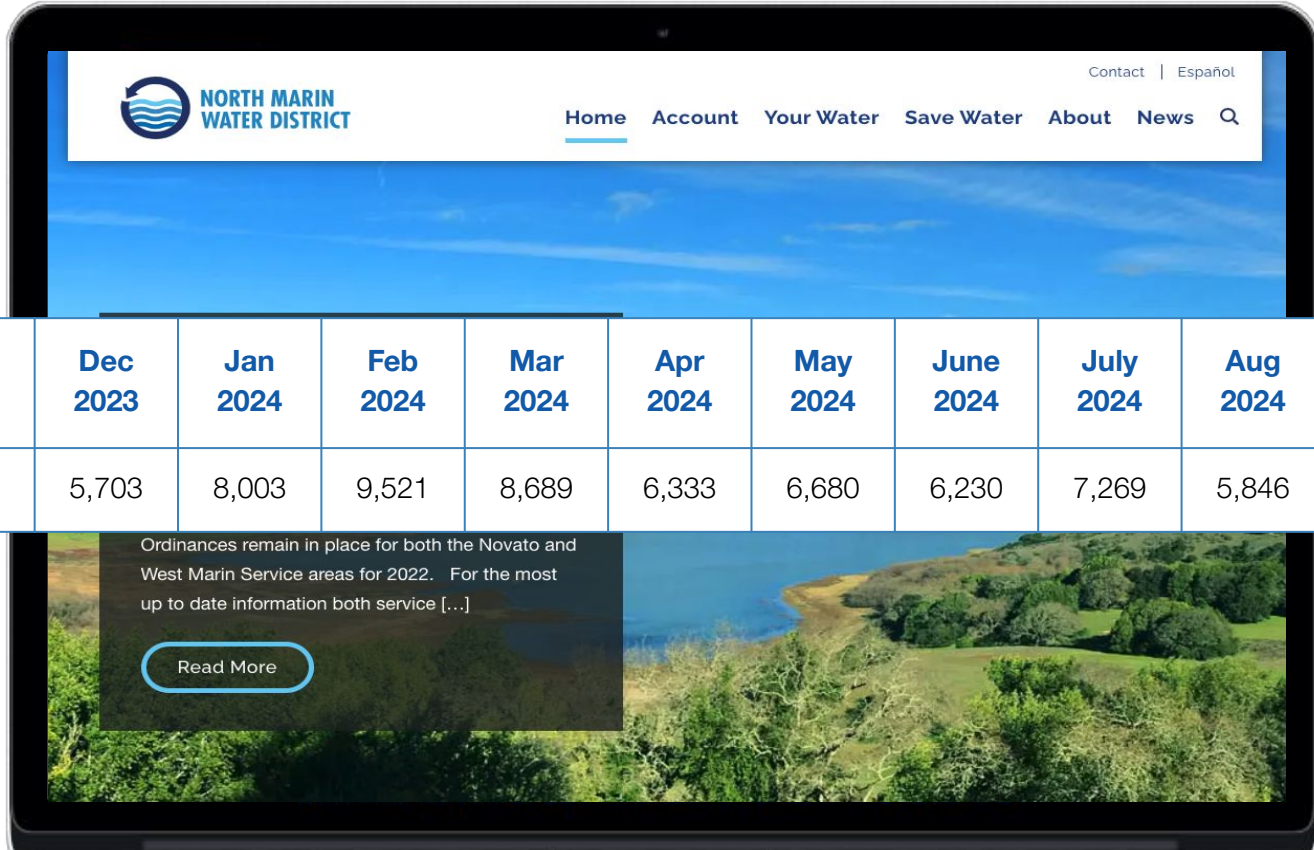


**NORTH MARIN
WATER DISTRICT**

Web & Social Media Report

September 2024

Website Statistics






	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sep 2024
2023/ 24 Visitors	6,743	5,703	8,003	9,521	8,689	6,333	6,680	6,230	7,269	5,846	5,487

Ordinances remain in place for both the Novato and West Marin Service areas for 2022. For the most up to date information both service [...]

[Read More](#)



Social Media Followers

	Nov-2023	Dec-2023	Jan-2024	Feb-2024	Mar-2024	Apr-2024	May-2024	Jun-2024	Jul-2024	Aug-2024	Sep-2024
 Facebook Followers	2,471	2,502	2,537	2,548	2,569	2,581	2,606	2,627	2,658	2,671	2,685
 X (Twitter) Followers	125	128	130	131	131	130	132	132	133	131	132
 Instagram Followers	860	869	876	891	903	907	914	922	928	937	938



NMWD Most Visited Pages

Pages	Views
Home	3,085
Online Billing	2,353
My Water Usage (WaterSmart Portal)	886
What Is An Acre Foot?	390
Employment Opportunities	181
Contact	181
Board of Directors	156
Meetings 2024	151
Start Service	145






September Social Media Highlights | Facebook


North Marin Water District
Published by Camille Milliner
· 4 September at 22:25 ·

The City of Novato has announced the launch of the new Novato Permit Connections. It will consist of a new all-agency permit advice center aimed at streamlining the permit process for Novato's homeowners and small businesses. Check out the post below for more details! 📌



An all agency permit advice center.

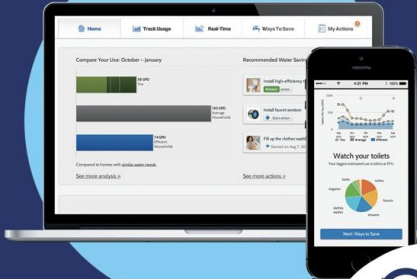
1st and 3rd Thursdays
9am to 11am


 **Novato Permit Connections**
Novato Permit Center
922 Machin Avenue, Novato, CA 94945
Drop-in only, in person.

129 people reached | 5 engagements

North Marin Water District
Published by Hootsuite
· 5 September at 01:00 ·

Customers are encouraged to use the water smart portal at nmwd.com/account/watersmart/ to look at their water usage at any time. It's a free way to simply look up your account and explore your water use. #watersmart #watersavings





136 people reached | 3 engagements

Engagements include likes, reactions, clicks and comments





September Social Media Highlights | Facebook



185 people reached | 10 engagements



185 people reached | 12 engagements

Engagements include likes, reactions, clicks and comments

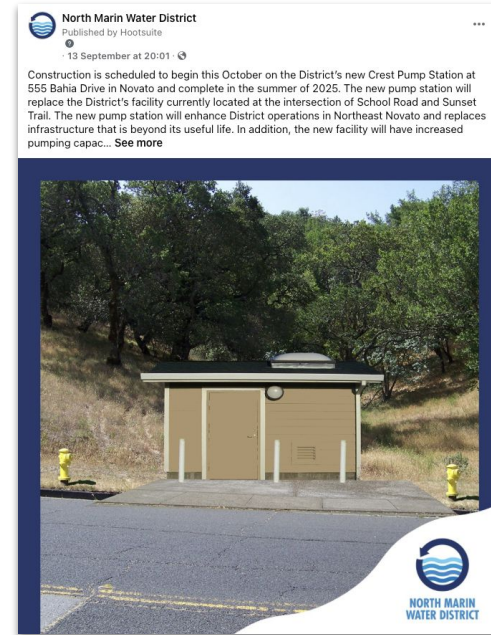




September Social Media Highlights | Facebook



176 people reached | 9 engagements



337 people reached | 34 engagements

Engagements include likes, reactions, clicks and comments





September Social Media Highlights | Facebook



131 people reached | 7 engagements



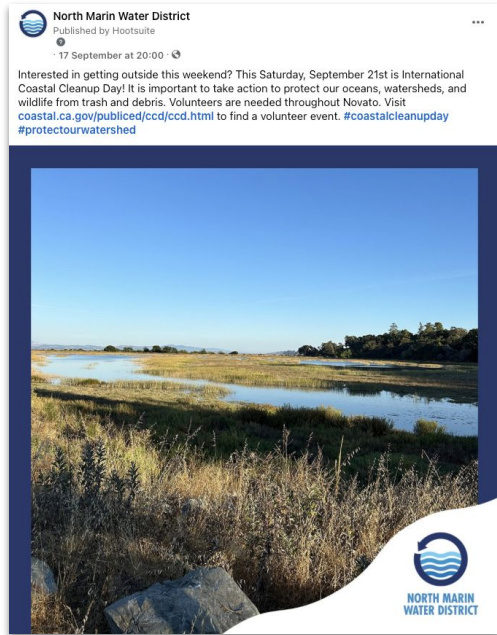
470 people reached | 164 engagements

Engagements include likes, reactions, clicks and comments





September Social Media Highlights | Facebook



161 people reached | 12 engagements



164 people reached | 6 engagements

Engagements include likes, reactions, clicks and comments

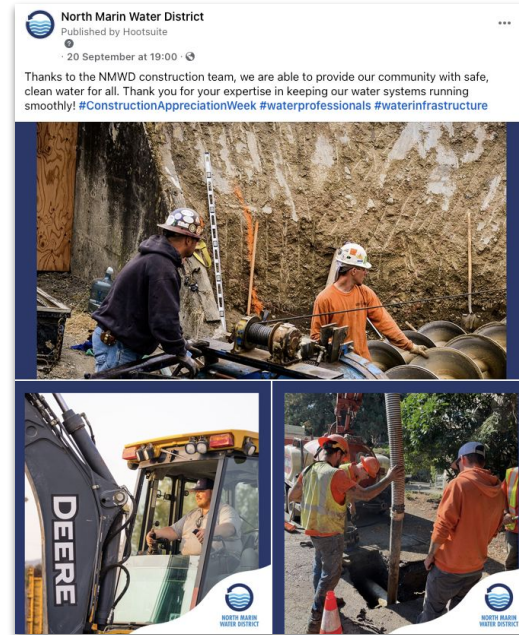




September Social Media Highlights | Facebook



283 people reached | 21 engagements



234 people reached | 46 engagements

Engagements include likes, reactions, clicks and comments

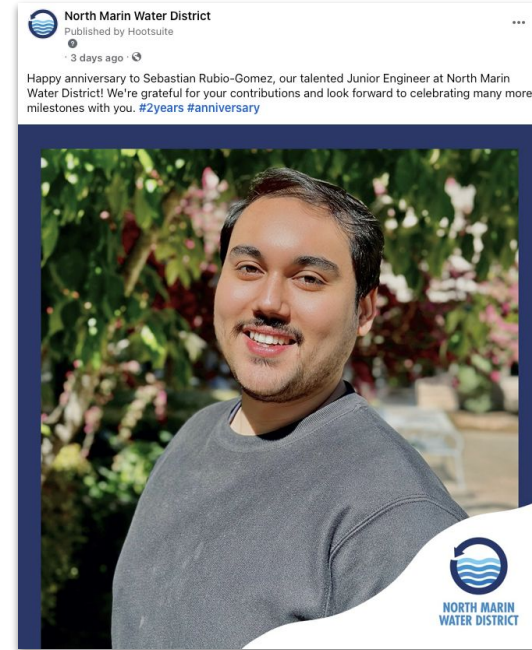




September Social Media Highlights | Facebook



177 people reached | 8 engagements



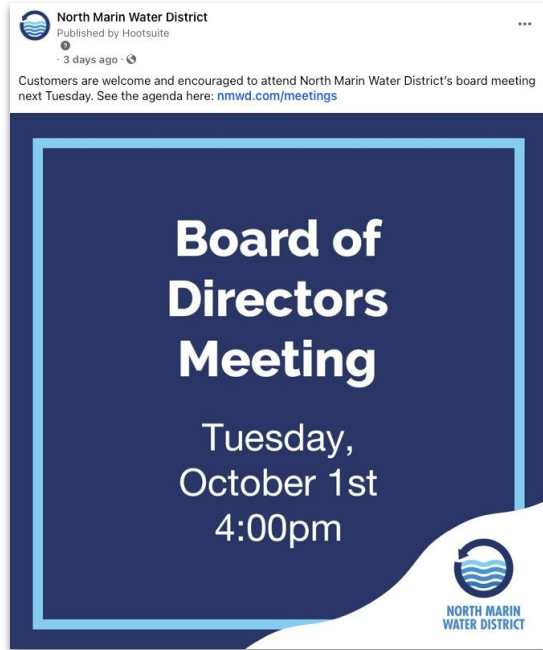
185 people reached | 11 engagements

Engagements include likes, reactions, clicks and comments





September Social Media Highlights | Facebook



103 people reached | 1 engagements



114 people reached | 4 engagements

Engagements include likes, reactions, clicks and comments





September Social Media Highlights | X (Twitter)

 **North Marin Water District** @NorthMarinWater · Sep 5

Customers are encouraged to use the water smart portal at nmwd.com/account/watersmart to look at their water usage at any time. It's a free way to simply look up your account and explore your water use. [#watersmart](#) [#watersavings](#)



 **North Marin Water District** @NorthMarinWater · Sep 6

Did you know you can collect and reuse 600 gallons of water for each inch of rain falling on a 1,000 sq-ft roof by installing a rainwater catchment system? Check out our rebates at nmwd.com/outdoors/





September Social Media Highlights | X (Twitter)



North Marin Water District @NorthMarinWater · Sep 9

Join us in celebrating Avram Pearlman, who has been a vital part of our Engineering team for five years today! Thank you for your contributions to the District. [#waterindustry](#) [#waterprofessional](#)



North Marin Water District @NorthMarinWater · Sep 12

Now is the time to prune perennials and cool season grasses, and to clear out dead wood and dry leaves for fire season. For more tips, check out the Water Smart Gardens Maintenance Manual at savingwaterpartnership.org/climate-ready/





September Social Media Highlights | X (Twitter)



North Marin Water District @NorthMarinWater · Sep 13

...

This October, construction begins on the new Crest Pump Station at 555 Bahia Dr, Novato. This project will improve fire safety, reliability, and replace outdated infrastructure, wrapping up by summer 2025. Minimal traffic impacts expected. For more info: nmwd.com/crest-pump-sta...



North Marin Water District @NorthMarinWater · Sep 14

...

Customers are welcome and encouraged to attend North Marin Water District's board meeting next Tuesday. See the agenda here: nmwd.com/meetings





September Social Media Highlights | X (Twitter)



North Marin Water District @NorthMarinWater · Sep 16 ...

This week, we're celebrating the dedicated construction professionals who keep our water infrastructure strong and reliable. Your hard work ensures that clean, safe water flows to our communities. Happy National Construction Appreciation Week! [#waterindustry](#) [#buildingourfuture](#)



North Marin Water District @NorthMarinWater · Sep 17 ...

This Saturday, September 21st is International Coastal Cleanup Day! Take action to protect our oceans, watersheds, and wildlife from trash and debris. Volunteers are needed throughout Novato. Visit coastal.ca.gov/publiced/ccd/c... to find a volunteer event. [#coastalcleanupday](#)





September Social Media Highlights | X (Twitter)



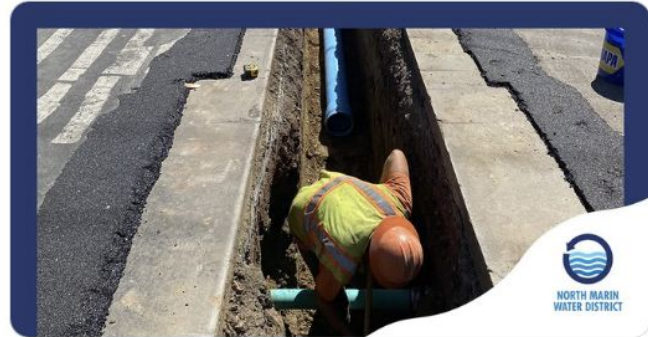
North Marin Water District @NorthMarinWater · Sep 19

Today is World Water Monitoring Day! At NMWD, our water professionals constantly monitor the quality of your water from source to faucet to make sure it is safe to drink and free of pathogens, bacteria and viruses. Learn more at nmwd.com/water-quality #worldwatermonitoringday



North Marin Water District @NorthMarinWater · Sep 19

From laying pipelines to constructing treatment plants, water industry construction professionals are essential to our everyday lives. Their work behind the scenes makes a huge impact every day. #ConstructionAppreciationWeek #waterprofessionals #waterinfrastructure





September Social Media Highlights | X (Twitter)



North Marin Water District @NorthMarinWater · Sep 20

Thanks to the NMWD construction team, we are able to provide our community with safe, clean water for all. Thank you for your expertise in keeping our water systems running smoothly!

[#ConstructionAppreciationWeek](#) [#waterprofessionals](#)
[#waterinfrastructure](#)



North Marin Water District @NorthMarinWater · Sep 24

Happy first day of fall! Remember as the seasons change, so do our water needs. With cooler temperatures approaching and shorter days ahead, now's the perfect time to adjust your irrigation schedule and continue conserving water.





September Social Media Highlights | X (Twitter)

 **North Marin Water District** @NorthMarinWater · Sep 27 ...

Happy anniversary to Sebastian Rubio-Gomez, our talented Junior Engineer at North Marin Water District! We're grateful for your contributions and look forward to celebrating many more milestones with you. #2years #anniversary



NORTH MARIN
WATER DISTRICT

 **North Marin Water District** @NorthMarinWater · Sep 28 ...

Customers are welcome and encouraged to attend North Marin Water District's board meeting next Tuesday. See the agenda here: nmwd.com/meetings



**Board of Directors
Meeting**

Tuesday, October 1st
4:00pm



NORTH MARIN
WATER DISTRICT





September Social Media Highlights | X (Twitter)

 **North Marin Water District** @NorthMarinWater · 22h ...

A laundry-to-landscape graywater system and is a great way to reduce potable water use by reusing laundry wash water in your landscape. Check out our rebates at [nmwd.com/outdoors/ #rebates](https://nmwd.com/outdoors/#rebates)



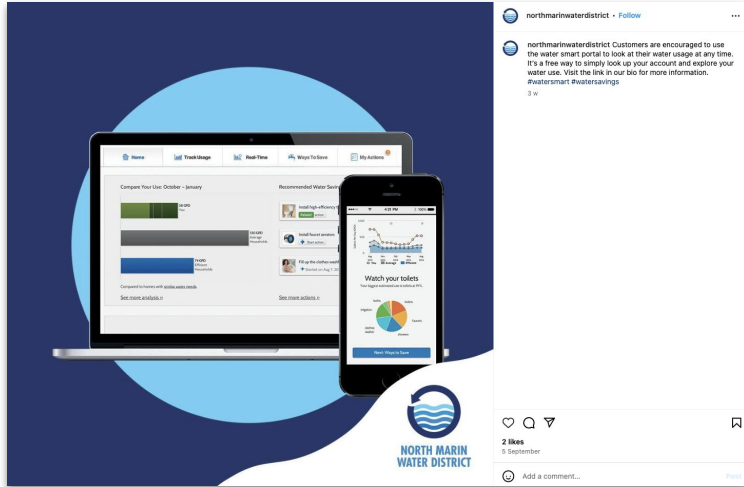
 **Be Climate Ready**
With graywater.

 NORTH MARIN WATER DISTRICT





September Social Media Highlights | Instagram



2 likes



5 likes





September Social Media Highlights | Instagram



10 likes



3 likes





September Social Media Highlights | Instagram



8 likes



2 likes





September Social Media Highlights | Instagram



16 likes



7 likes





September Social Media Highlights | Instagram



6 likes

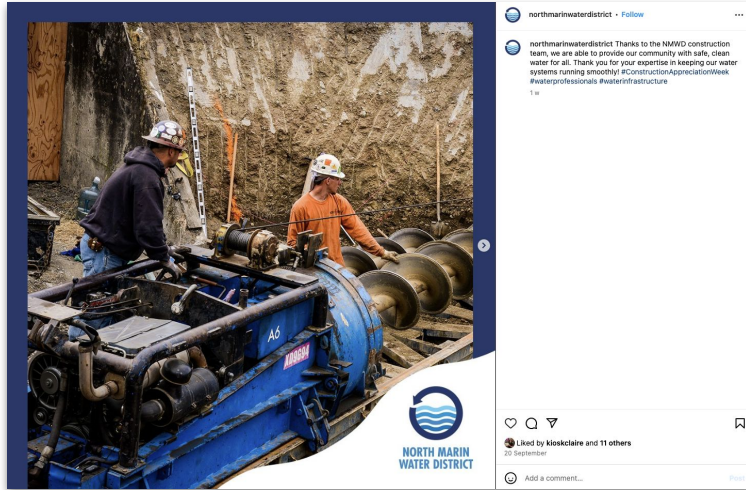


9 likes

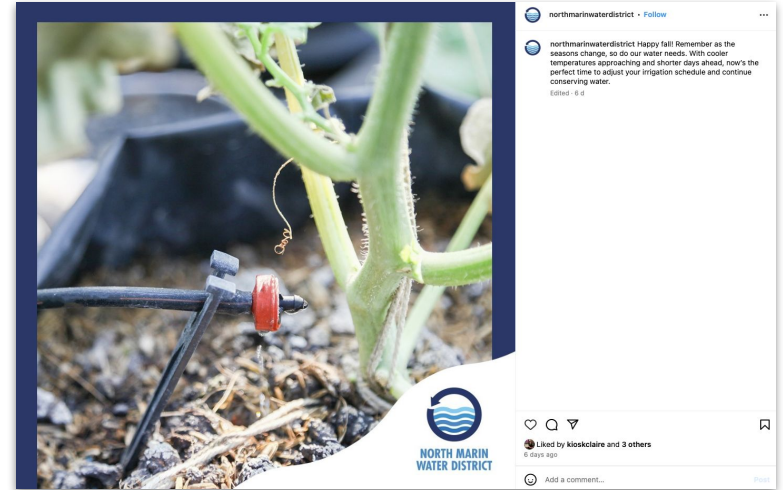




September Social Media Highlights | Instagram



12 likes



4 likes





September Social Media Highlights | Instagram



10 likes

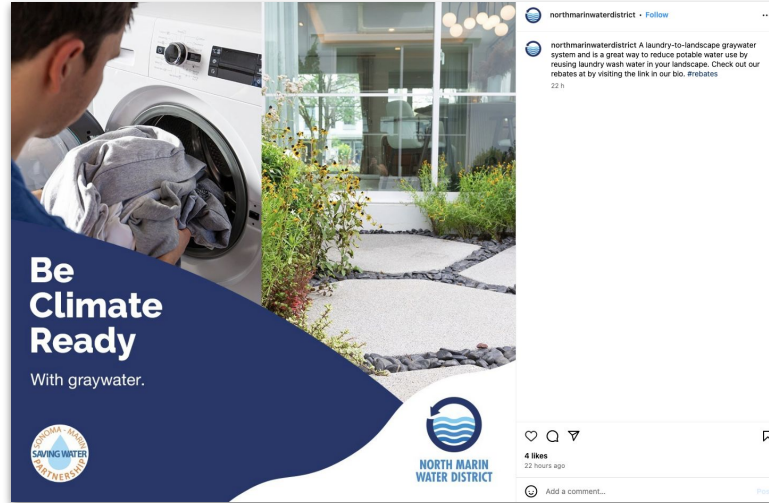


1 like





September Social Media Highlights | Instagram



4 likes



Novato Fall Waterline

Low Income Rate Assistance (LIRA) Program

This program is available to eligible low-income customers and provides a credit on a two-month billing cycle of \$30 per bill or \$180 per year.

Save up to \$180 a year.

PREREQ STD US POSTAGE FWD UNCOMMON GROUP EOWMS

POSTAL CUSTOMER

To request an application or for further information call our billing department at 415-891-4132 or visit the website at nmwd.com/lira

Read Our Annual Water Quality Report

Visit nmwd.com/water-quality or scan the code below.



Have you signed up yet to access your water use?

We encourage you to sign up and log in on the AMI system WaterSmart portal to get acquainted with the system and learn more about your water use. The portal gives customers access to hourly water use data and the ability to set up alerts for high use and leak events.

Please visit the District's website at nmwd.com to learn more about accessing the WaterSmart Portal (and online bill pay).



The Waterline

Novato Service Area Newsletter | Issue 53

Your Water and Community

Tony Williams, General Manager

Fire Safety and Water

After reading Chief Tyler's message in the Novato Fire District Summer 2024 Newsletter, I thought it would be good to remind our customers who live North Marin Water District (District) pipes in the prevention and safety. On any given day, District operators ensure that at least 25 million gallons of water are stored in thirty different water storage tanks located throughout the distribution system, ranging in capacity from 5,000 gallons to 5 million gallons. These storage tanks are connected to the District's water distribution system which also includes over 2,600 fire hydrants spaced throughout the community, mostly near homes, schools, and commercial development. In coordination with Novato Fire, the District installs additional fire hydrants whenever new water pipelines are installed or replaced, and replaces any damaged hydrants. Novato Fire handles putting the hydrants to protect them from the elements and to extend their life. The District relies on the hydrants for routine testing and flushing of pipelines as well as for temporary connections for special needs, and Novato Fire relies on the hydrants for fighting fires and protecting the community. Water used for firefighting purposes is provided as a service to the community.

Critical Infrastructure Update

The District has an extensive distribution system to ensure we always have water available for human consumption and firefighting purposes. As part of our ongoing improvement efforts the District is embarking on three projects that will help make it more effective and robust in the coming

years. These projects include the Lynwood Pump Station Upgrade Project, the Crest Pump Station Project, and the San Mateo Tank 24-inch transmission water main project. See our website for updates on timelines and details on these and other District projects.

New Regulations

Water supply, treatment, and distribution are highly regulated and the District prides itself on meeting or exceeding the various state and federal regulations that govern our water service to the community. Highlights on key regulatory changes related to water quality are featured later in the Newsletter in "Regulatory Round-Up".

New Water Quality Laboratory

We are in the final stages of construction on the Administration and Laboratory Building Upgrade Project. One of the highlights is a new state-of-the-art water quality laboratory. The new laboratory will provide ample space to conduct required testing for the high-quality water provided to our customers and accommodate future testing needs in the ever-changing world of regulations and procedures. The new laboratory will facilitate microbiology, metals, and inorganic chemical testing to ensure the water delivered to our customers meets or exceeds all state and federal water quality standards. The District laboratory also provides important testing services for its other water and wastewater enterprises in West Marin and to partner agencies throughout Marin County.

Regulatory Round-Up

Lead and Copper Rule Revisions under the federal Safe Drinking Water Act

Requires all public water systems to conduct an inventory of service lines to each customer. The District began a comprehensive survey earlier this year. Although the District has never used lead piping materials and lead has been banned in home construction since 1985, customer-owned service lines made from lead may be present in older homes. If your home or business was constructed prior to 1985 you may see District staff installing a "freeze box" protecting the service line connecting your home or commercial building to the water meter. The completed inventory will be publicly available later this year.

Cross-Connection Control Regulations under the California Safe Drinking Water Act

This act has evolved in California since the original regulation was adopted in 1954 with the goal of protecting public health. As of July 1, 2024, new state policy addresses cross-connections, or the interconnection of the District's water system and other non-potable sources, and backflow, which is the undesired/unintended reversal of flow of water in the District's distribution system. Installing a "backflow prevention assembly" (BPA), which consists of special piping and valves installed just past the water meter, is a proven method the North Marin Water District has used to prevent backflow occurrences. Under the new state-mandated rules, the District will be evaluating all residential and commercial customers to assess the risk of cross-connections and backflow and determine where additional BPAs may be required.

Water Smart Savings Program

North Marin Water District wants to help customers use water efficiently. That's why we've put all of our water saving promotions under one umbrella. The Water Smart Savings Program encompasses all you need to get started on saving water and saving money. Together, these programs have saved over 500 million gallons per year. Call 415-761-8944 or email waterconserve@nmwd.com for program participation details.



Water Smart Home Survey

This free service includes thorough indoor and outdoor water efficiency checks.



Water Smart Landscape Rebate

Rebates available for water-efficient landscape equipment, such as a new drip irrigation system replacing a spray system, or a rain shut-off device.



Pool Cover Rebate

Rebate available for installing a new solar or safety pool cover with non-matted material only.



Cash for Grass Rebate

Get cash for removing irrigated and maintained lawn and replacing it with low water use plants – up to \$1 per square foot now available. Pre-qualification required.



High-Efficiency Clothes Washer Rebate

North Marin Water District offers a rebate when purchasing a qualifying high-efficiency clothes washer.



Rainwater Catchment Rebate

(Now enhanced with a higher rebate level)

Rebate for collection and use of rainwater.



High-Efficiency Toilet Rebate

Customers who replace an old water-guzzling toilet with a high-efficiency toilet may be eligible for a rebate.



Weather-Based Irrigation Controller Rebate

Rebate for weather-based irrigation controllers that use weather data and site information such as plant type and sprinker system output to automatically adjust watering times and frequency.



Greywater Rebate

Rebate available for installation of qualified greywater systems.

Capital Improvement Project Recap

Railroad Avenue Project

We replaced 650 feet of eight-inch main line pipe in the 800 block of Railroad Avenue, in coordination with the City Public Works' summer paving project. Utility coordination ahead of paving work reduces the likelihood of trenching through newly paved streets, which optimizes the infrastructure investments of both agencies.



Arthur Street Project

We replaced 375 feet of eight-inch main line pipe near the intersection of Arthur Street and Cambridge Street, in coordination with Novato Sanitary District and Novato Unified School District. Work was completed during spring and summer school breaks to minimize traffic impact.



Old Ranch Road Tank

We replaced a 50,000 gallon metalwood storage tank with a new 100,000 gallon stainless steel storage tank in the Indian Valley. This project improves the District's resiliency to wildfires by replacing wooden infrastructure with steel, and the increased tank size improves flows in the area it feeds by the Novato Fire Protection District.



Stafford Treatment Plant Upgrades

We rehabilitated the primary filter basins at the District's surface water treatment plant near Stafford Lake. The project is part of the District's proactive approach to maintaining critical facilities and results in greater efficiency when producing potable water from Stafford Lake, leading to a more reliable water supply if needed in an emergency.



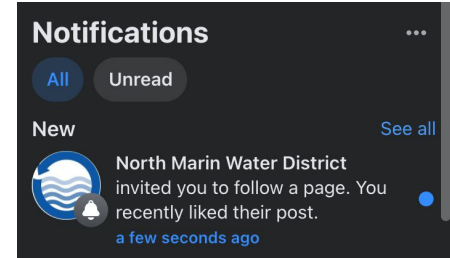
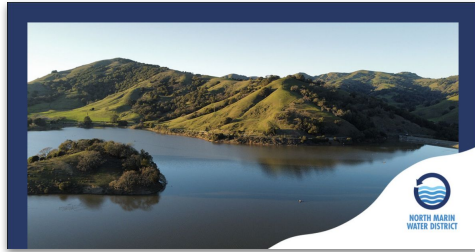
Pay your bills online, sign up for autopay and paperless billing.

Visit onlinebill.com/nmwd



Kiosk designed the Fall Waterline for Novato residents, which highlighted a recap of the capital improvement projects.

Facebook Likes Campaign - September Report




We are running an evergreen ad which encourages customers in the NMWD service areas to 'like' (follow) the NMWD Facebook page. We selected images that have historically performed the best to drive more likes.

Spend in September 2024	Reach (Number of people who saw the ad)	Impressions	Results (New Page Likes)	Cost Per New Page Like
\$45.07	3,235	6,172	17	\$2.65

*This month, we were able to reach over **3,000** people with the Likes Campaign*



What's Next?

- Kiosk to begin work on a new social campaign on drought tolerant plants
 - Kiosk to begin work with NMWD staff on video content for social media
 - Kiosk will design and layout the Water Quality Report for Novato and West Marin in Spanish, which will then be shared on social
 - Social media posts will also feature employees on their work anniversaries, as well as highlight rebates
 - Kiosk continues to work with staff to get photos of construction and maintenance projects throughout Novato and West Marin
- 



Thank You

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CLOSED SESSION ITEM

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CLOSED SESSION ITEM