

BOARD OF DIRECTORS MANUAL



**NORTH MARIN
WATER DISTRICT**

November 2017

Board Policy No. 14

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INTRODUCTION AND PURPOSE

This information is compiled to assist incumbent and newly elected directors with general information and specific authorities regarding their role to oversee policies and management of North Marin Water District (NMWD) and to provide a brief overview of NMWD.

BOARD OF DIRECTORS

Election and Term of Office

NMWD elections are held every two years (in even years), for staggered four-year terms. Directors are elected “at large” by all registered voters within the NMWD service territory.

Duties of the Board of Directors

The Board is the governing body of NMWD. The NMWD Board is charged with full jurisdiction over all water works necessary for the acquisition, treatment, sale, and distribution of water served to NMWD customers and is responsible for the collection and disposal of sewage in the Oceana Marin sewer system.

Among other duties, the Board has authority to acquire or sell real property, to construct and operate facilities, to purchase equipment and enter into contracts. The Board establishes NMWD missions and goals and adopts policies and strategies to meet these ends. The Board adopts regulations for administration of NMWD water and sewer service, approves an annual budget, fixes water and sewer rates, hires the General Manager and establishes compensation for all NMWD employees.

Annual Reorganization of the Board

Traditionally, the Board is reorganized at the first meeting in December of each year. Newly elected members are seated (if applicable), and the President and Vice-President are elected for the ensuing year. Appointments to vacancies are effective when made.

Duties of President and Vice-President

The President of the Board of Directors has the same rights and obligations as other members of the Board. Additionally, the President’s duties are: to open the meeting session by taking the chair and calling the members to order; to announce the business in the order in which it is to be acted upon (typically pursuant to a posted agenda); to recognize members entitled to the floor; to state and to put to vote all questions which are regularly moved; sign contracts on behalf of NMWD; and perform other duties imposed by the Board.

In the absence of the President, the Vice-President will perform the duties of the President. If the President and Vice-President of the Board are both absent, the General Manager will act as administrative chairperson of the meeting.

Conflict of Interest

The Political Reform Act of 1974 requires public officials and designated employees (as identified in NMWD’s Conflict of Interest code) to disclose financial interests which could cause a conflict of interest. Public officials may be required to disqualify themselves from making, participating in, or attempting to influence any decision which will affect their financial or economic interest. This provision includes those items public officials are required to report on Form 700, Fair Political Practices Commission “Statement of Economic Interest.” The reporting provisions of the law are outlined in the Conflict of Interest forms. These forms are provided to the Board for completion on a calendar-year basis. Board members and designated employees

shall file their statements with the Secretary of NMWD who will make the statements available for public inspection and reproduction.

Ethics Training

Directors are required to take ethics training every two years pursuant to AB 1234. No-cost online training is available on the Fair Political Practices Commission website: www.fppc.ca.gov. Note that there is a minimum 2-hour training requirement before taking the accompanying FPPC website test. After completing the test, Directors must print and sign the "Online Proof of Participation Certificate" and return it to the District Secretary for filing.

Compensation

Each director shall receive compensation in an amount not-to-exceed two hundred and nineteen dollars (\$219) per day for each day's attendance at meetings of the Board or for each day's service rendered as a director by prior approval of the Board. Said amount shall be escalated on January 1 based on the change in the consumer price index. Service rendered shall include: attendance at special Board meetings or subcommittee meetings; attendance at workshops/seminars relevant to District activities; attendance at meetings with other public entities where District interests are subject to consideration. Furthermore, compensation shall not exceed a total of six (6) days in any calendar month; and any Director shall have the option to decline compensation for attending any special meetings or other activities relevant to the District's interest.

When a Director is authorized by prior approval of the Board to attend a meeting out of the immediate area (beyond a 100 mile radius from the NMWD service territory), the Director may request reimbursement of actual and necessary expenses for travel, meals, lodging and meeting registration, as applicable, in lieu of the daily compensation noted above.

Actual and necessary expenses shall remain within IRS Publication 463 guidelines, except that lodging for conferences or an organized educational activity shall not exceed the maximum group rate published by the conference or activity sponsor. Expenses shall be documented with receipts and attached to the reimbursement voucher submitted.

Procedure:

Compensation for meetings of the Board, including special meetings, will be paid on the first payday of the month following the month of attendance.

Compensation for attendance at committee meetings or other meetings attended on behalf of the Board will only be authorized after that Board member has submitted a voucher, provided by Accounting staff with justification to the Auditor-Controller.

Liability Coverage

NMWD maintains Public Officials Errors and Omissions Liability coverage that insures the NMWD Board and Officers against claims made against them for "breach of duty" occurring through negligence, error or unintentional omission.

Individual Board Member Interaction with Staff

The Board delegates operations, short-term system maintenance, and repair decisions to the General Manager, reserving to itself review and approval of long-term replacement and improvement projects.

All communication between the Board and staff shall be coordinated through the General Manager.

Interactions with NMWD staff should be professional and courteous. Board members are not employees of NMWD and are to refrain from direct involvement in day-to-day operations, and other areas, which are the responsibility of the General Manager and staff. These include:

- “Dropping in” at NMWD facilities to gather information from staff regarding operations.
- Conducting surveys and research on behalf of NMWD staff.
- For reasons of liability, Board members shall not operate, maintain, service or test any of NMWD’s physical plant or equipment under any conditions.

Board members are not permitted to use District office facilities or office equipment unless it is required for specific NMWD business.

AGENDAS

Agendas and agenda packets are posted on the District website on the Friday before the regularly scheduled Board meeting. All Board business is conducted at the Board meeting. Historically, the Board has refrained from delegating work to Board committees preferring to analyze policy matters and make decisions sitting as a whole Board.

Any person may request a copy of the agenda of any meeting of the Board. Currently, NMWD notifies approximately nineteen people who routinely get a copy of the agenda only via email with a link to the entire packet as posted on the District website. The list includes special interest groups, newspapers and individuals. Additionally, a binder containing the current agenda packet is available at the front counter for public inspection.

The agenda shall generally be in the following format (posting requirements are addressed in the “Board Meeting” section of this document):

- Date, time and location of meeting and information on how the public may review agenda materials and request any special accommodations needed.
- Meeting type (i.e., Regular or Special meeting)
- Call to Order
- Approval of minutes from previous meeting
- General Manager’s Report
- Open Time - There is a three-minute time limit per issue brought up on this portion of the agenda. This section 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 NMWD. 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. Under the Brown Act, the Board may not take action on issues raised during Open Time, absent an “Emergency Situation” as defined below. The public may also express comments on agenda items at the time of Board consideration.
- Staff/ Directors Reports – Time for Staff or Directors to briefly report on an item not on agenda.
- Consent Calendar – Contains items the General Manager has reviewed, and to his knowledge, there is no opposition to the action. The items on the Consent Calendar 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 Board Member or Officer.

- Action Calendar – Items which require Board action
- Information Items – Items provided for Board information only; no action required
- Miscellaneous Information – Contains Disbursements, minor items of interest and news articles
- Adjournment

Non-Agenda Items

The Brown Act generally prohibits any action or discussion of items not on the posted agenda. However, there are three specific situations in which the Board can act on an item not on the agenda:

1. When a majority decides there is an “emergency situation” (as defined for emergency meetings).
2. When two-thirds of the members present (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action “came to the attention of the local agency (NMWD) subsequent to the agenda being posted.”
3. When an item appears on the agenda of, and was continued from, a meeting held not more than five days earlier.

BOARD MEETINGS

Regular Meetings

Regular Board meetings are held on the first and third Tuesday of each month at 7:00 p.m. Meetings are held at NMWD headquarters, 999 Rush Creek Place, Novato, except for one meeting each year in Point Reyes Station. In addition, the Board has typically scheduled two to three special meetings per year. Regular meetings may be continued to a later date by adjournment to a date certain.

Agendas for regular meetings must be posted at least 72 hours before a regular meeting in a location freely accessible to members of the public and must state the meeting time and place and must contain a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.

Special Meetings

The President or a majority of the Board may call a special meeting. Written notice must be sent and received by each member of the Board and to each local newspaper of general circulation and radio or television station that has requested such notice in writing. The notice must state the time and place of the meeting and all business to be transacted or discussed. It must be posted at least 24 hours prior to the special meeting in a site freely accessible to the public. Media notice must be delivered by personal delivery, email, fax or by any other means that ensures receipt at least 24 hours before time of the meeting. The Board cannot consider business not identified in the notice.

Emergency Meetings

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold

an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement. However, each local newspaper of general circulation and radio or television station which has requested notice of special meetings shall be notified by the presiding officer of the emergency meeting, or designee thereof, at least one hour prior to the emergency meeting by telephone.

Closed Sessions

At times during Board meetings, the Board may adjourn into closed session to discuss personnel matters, matters related to attorney-client privilege, real property negotiations, existing litigation or anticipated litigation or other matters as set out in the Brown Act. If anyone other than the General Manager, District Staff, District Legal Counsel and the Board members will be present at the closed session, the Board President shall orally announce the name(s) of person(s) who will attend prior to the closed session and said announcement shall be recorded in the minutes.

Appropriate notice for closed session (listed on agenda with description) is still required, even if no action is contemplated during the closed session.

Robert's Rules of Order

NMWD utilizes the parliamentary procedure from Robert's *Rules of Order* for Board meeting protocol <http://www.rulesonline.com/>.

Brown Act

In compliance with the Ralph M. Brown Act (California Government Code Sections 54950-54962), all meetings of the NMWD Board of Directors are to be held in open session in California and the general public is permitted to attend. In order to ensure that all collective consensus are reached only in public meetings, Board members will refrain from participating in phone calls or e-mails that are: (1) directed to a majority of the Board members, (2) take a position or make commitments on matters yet to be decided by the Board, and/or (3) communicate his/her position on a matter pending before the Board to all other members of the Board.

Regular and Special meetings of the NMWD Board of Directors shall be held within the boundaries of the NMWD jurisdictional territory with certain exceptions.

For exceptions to open session and other meeting requirements, refer to the Brown Act <http://www.cacities.org/Resources/Open-Government>

Quorum and General Voting

A majority of the Board shall constitute a quorum for the transaction of business.

No resolution, motion or ordinance shall be passed or become effective without the affirmative votes of at least a majority of the members of the Board.

The Board shall act only by resolution, motion, or ordinance.

Except where action is taken by the unanimous vote of all directors present and voting, the ayes and noes shall be recorded upon the passage of all ordinances, resolutions, or motions and entered into the minutes of the Board.

Disbursement Authorization

Each week a disbursement listing is prepared and reviewed by both the Auditor-Controller and the General Manager. Once signed by the Auditor-Controller and the General

Manager, the disbursement listing is emailed to the Directors on Tuesday asking that any comments be forwarded to the Auditor-Controller by the following Wednesday. If no comments are received, payments are disbursed on Thursday.

PUBLIC RECORDS

Under the California Public Records Act, “public records” must be available for public inspection. Requests for “public records” are subject to protocols and policy for avoiding undue burdens placed on NMWD staff and to recover the actual costs to NMWD of producing/copying public records for persons making such request. The policy is contained in the NMWD Policy Statement on Public Records. (Board Policy No. 28)

In upholding individuals’ rights to privacy, personnel files, medical files, or similarly related documents regarding public agency employees do not have to be disclosed, except as required by law.

All customer records are considered confidential and will not be released to the public. Requests made by a customer of NMWD for their own individual water consumption data or any other data compiled in connection with said customer’s account will be released upon recitation by a customer of their account number or upon presentation of a driver’s license or some other suitable form of identification.

Exceptions for customer account information being released are:

- Customer records in aggregate for statistical analysis by NMWD staff.
- Requests made by any court or grand jury acting in a legal investigatory capacity.
- Requests made by the Novato Sanitary District for the purpose of computing sewer usage charges.

OFFICERS OF THE BOARD

General Manager

The General Manager serves at the pleasure of the Board and shall:

- Have full charge and control of the maintenance, operation and construction of the water and wastewater systems of the District
- Have full power and authority to employ and discharge all employees at pleasure (excluding the District Secretary, Auditor-Controller and Chief Engineer)
- Have full power to determine the duties of employees
- Set the compensation of employees subject to Board policy
- Represent the District at various public entities/private groups and perform other duties imposed by the Board
- Report to the Board in accordance with Board policy.

Secretary

An employee of NMWD shall be appointed to and hold the office of District Secretary. The Secretary is responsible for recording actions of the Board of Directors in regular or special meetings, preparing the agenda, attesting the signature of the President on documents, certifying resolutions, receiving and maintaining statements with the Fair Political Practices Commission, and performing other duties as directed by the Board of Directors.

Auditor-Controller

The Auditor-Controller shall install and maintain a system of auditing and accounting that shall completely, and at all times, show the financial condition of NMWD. Under administrative and Board direction, the Auditor-Controller is responsible for the supervision and direction of the general office, fiscal functions, accounting and personnel programs; advises and consults with the General Manager on financial matters; prepares the annual budget.

Chief Engineer

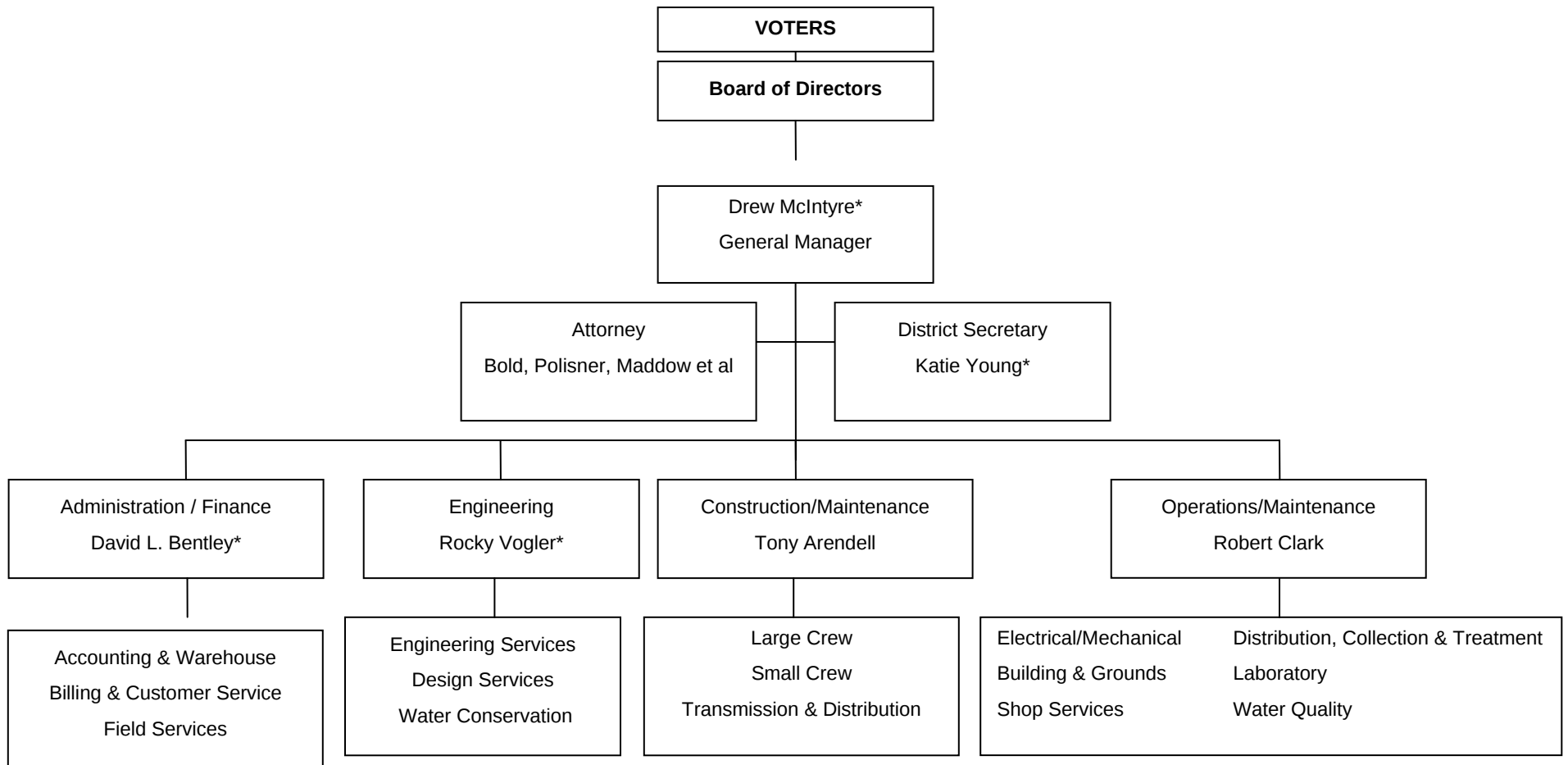
The Chief Engineer serves as an officer of NMWD and, under general administrative direction of the General Manager, is responsible for the direction of the engineering function of NMWD and performs engineering planning and design work, training, supervision and project management.

DISTRICT COUNSEL

NMWD employs outside legal counsel whose general duties are to advise the Board and General Manager regarding legal matters of concern. Currently this legal advice is provided by the firm of Bold, Polisner, Maddow, Nelson and Judson.

DISTRICT ORGANIZATION

North Marin Water District Organization Chart 2017



*Also serves as District officer

Office of the General Manager

The General Manager is appointed by the Board of Directors to carry out the day-to-day activities of NMWD pursuant to the NMWD Regulations and Board Policies and has full responsibility for the maintenance, operation and construction of the NMWD water and wastewater systems and authority to determine employee duties to carry out these responsibilities. The District Secretary and four competent department managers of the Administrative, Construction/Maintenance, Engineering, and Operations/Maintenance Departments assist the General Manager in carrying out the NMWD activities.

The following is a brief outline of the responsibilities of each of the four NMWD departments:

Administration

The Administration Department is managed by the Auditor-Controller and is comprised of a Consumer Services section and an Accounting/Finance section.

Consumer Services Section

The Consumer Services Section is responsible for obtaining water meter data, responding to customer calls for service and assistance with their water service, creation and mailing of water bills, posting payments and maintaining customer accounts, and answering customer questions regarding their bill or water use.

Accounting/Finance Section

The Accounting/Finance Section is responsible for general accounting and budgeting, payroll, purchasing, financial investments, risk management, human resources and information systems.

Construction/Maintenance

The Construction/Maintenance Superintendent oversees the Construction/Maintenance Department which performs a variety of duties, principally related to the installation, repair and replacement of water pipelines and their appurtenances (valves, hydrants, service pipelines and meters, etc.). The Construction/Maintenance Department also assists other divisions, especially Operations/Maintenance, in the upkeep of structures, grounds, storage tanks and pumping facilities.

The Construction/Maintenance Department is on-call at all times and may be the first to respond to emergency conditions such as service leaks, main breaks or damaged hydrants. The Construction/Maintenance staff works hand-in-hand with the public and developers to install high-quality and reliable facilities to serve NMWD customers with good quality water.

The Transmission and Distribution section is responsible for maintenance of water distribution equipment and facilities including valves, hydrants, cross-connection prevention devices, fire detector check assemblies, and some meter maintenance. This section also responds to customer service leaks and repairs, fire-flow testing, system flushing and minor construction and repair works.

Engineering including Water Conservation

The Chief Engineer manages the Engineering Department. The Department consists of a professional and technical staff that oversees the planning, permitting, design, construction and project management of water supply, treatment, transmission and distribution facilities necessary to serve NMWD's customers. Engineering functions for wastewater-related facilities

are also provided by the Engineering Department to support the NMWD wastewater collection, treatment and disposal system in Oceana Marin (Dillon Beach area).

Property owners or developers desiring new water or wastewater service or an upgrade to their existing service area are served by the Engineering Department to meet their needs pursuant to NMWD regulations.

The Engineering Department maintains NMWD's comprehensive and innovative Water Conservation Program aimed at improving water use efficiency for residential and non-residential customers (commercial and large landscape). Each water conservation program element is analyzed to assure that it will efficiently produce long-lasting water savings mutually worthwhile to the customer and North Marin. The District's water conservation programs save approximately 1,400 acre feet of water per year.

NMWD's water conservation public outreach program includes a school education program (in cooperation with SCWA), direct mail newsletters and a variety of other customer outreach campaigns, including social media outlets.

The District maintains a Urban Water Management Plan It is on the District website.

Current Water Conservation Program Highlights:

- Residential High Efficiency Toilet Rebate: Up to \$100 per qualified High Efficiency Toilet (HET)
- Commercial, Industrial, Institutional (CII) High Efficiency Toilet Rebate: Up to \$100 per qualified High Efficient Toilet (HET)
- Residential Clothes Washing Machine Rebate Program: \$50 per washer
- Cash for Grass: Up to \$400 per single family dwelling
- Smart Irrigation Controller Rebate Program: \$100 or \$30 per active station up to \$1,200 per controller whichever is greater
- Water Smart Landscape Rebate: 50% of cost of District-approved water efficient landscape equipment, maximum \$100
- Flapper credit: up to a \$5 credit on water bill for each flapper purchased
- Free showerheads and sink aerators
- Free Water Smart Home Surveys (residential water audit)
- Retrofit on Resale (toilets, showerheads and sink aerators)
- Water budgets for all large landscape dedicated irrigation accounts
- Free water audits for large landscape customers
- Free water audits for commercial, industrial and institutional (CII) customers
- Direct mail newsletter (twice a year)
- Pool cover rebate: 25% of the cost up to \$50
- Hot water recirculation system rebate: \$75 rebate for qualifying systems.
- Rainwater Harvesting Rebate: \$0.25 per gallon of storage up to \$150.
- Greywater Rebate: \$75 rebate for each qualifying fixture connected to an approved greywater system.

Operations/Maintenance including Water Quality

The Operations/Maintenance Department is managed by the Operations/Maintenance Superintendent and is comprised of the Operations Section, Maintenance Section and the Water Quality Section.

Operations Section

The Operations Section is supervised by the Distribution and Treatment Plant Supervisor and provides oversight to ensure reliable water is supplied to all customers. The Operations staff manages the water supply and distribution system for Novato and the West Marin communities. In Novato, this section balances the tasks of treating and distributing the water from local Stafford Lake supply as well as distributing imported (Russian River) water from the Sonoma County Water Agency while maintaining appropriate water storage levels to reliably meet all water system demands and fire protection requirements. In Novato, the division manages 37 million gallons of finished water in 31 tanks through 4 hydraulic pressure zones and 25 pump stations.

West Marin responsibilities are similar: the Operations Section operates the Lagunitas Creek and Gallagher wells and the Point Reyes treatment plant which supplies water to Point Reyes Station and the adjacent West Marin communities. In West Marin, 1 million gallons of finished water storage in 13 tanks, 7 pump stations in 5 different hydraulic pressure zones are managed.

The Operations Section also operates a wastewater collection and treatment system for the community of Oceana Marin adjacent to Dillon Beach.

Water Quality Section

The Water Quality Section is supervised by the Water Quality Supervisor and provides oversight to all aspects of NMWD operations to ensure that water quality is protected.

The Water Quality Section staff work with all other NMWD departments providing them with the laboratory services, information and tools to ensure the drinking water in the Novato and Point Reyes communities is of the highest possible quality.

Annually, a Water Quality Report is sent to all NMWD customers in Novato and West Marin. In addition, the Water Quality Section staff responds to customer calls with specific information on water quality.

The Operations and Water Quality sections share the responsibilities of safeguarding the watershed around Stafford Lake by monitoring the activities on the watershed and working cooperatively with landowners, Indian Valley Golf Course and Marin County Parks and Open Space in maintaining water quality in Stafford Lake.

Maintenance Section

The Maintenance Section is supervised by the Maintenance Supervisor and provides coordination for all the facilities maintenance activities. The Maintenance Section is divided into three groups to achieve optimum efficiency:

Electrical/Mechanical (E/M)

Staff in this group is responsible for operation and maintenance of all E/M systems, including motors, pumps, instrumentation and controls, telemetry, electrical power distribution, emergency generators, indoor/outdoor lighting, cathodic protection, regulating stations and hydro-pneumatic tanks. This section also supports the distribution system operations and

provides maintenance services for the Supervisory Control and Data Acquisition System (SCADA), and facilitates repair and installation of radios, telephones and other communication equipment and systems.

Building and Grounds

The Building and Grounds group is responsible for the maintenance and cleanliness of District buildings, tank sites, pump stations and other facilities. This section keeps District facilities looking professional and free from environmental hazards. Responsibilities include outdoor activities for weed control, tree over-growth removal, graffiti removal, weatherproofing, painting, security audits and indoor activities for lighting management, smoke alarm tests, fire extinguisher inspections and management of custodial services.

Fleet/Equipment

The Fleet/Equipment group is responsible for maintaining automobiles, light and medium duty trucks and construction equipment in a safe reliable condition. This includes Department of Transportation (DOT) inspection, quarterly and, annual maintenance services and emergency repairs in the shop and in the field.

REGULATIONS AND POLICIES

Regulations

There are four parts to NMWD's regulations: Part A (Water Service), Part B (Extension and Construction Water Distribution Facilities), Part C (Customer Accounting Regulations) and Part D (Sewer Service). The regulations are on the NMWD website at www.nmwd.com.

Board-Approved Policies

The following is a list of Board-approved policies. The District Secretary will provide you copies of all policies. Note that Board-approved policies underwent Board review in 2013.

1. Accounting - AC Statement of Investment Policy
2. Accounting - Bill Adjustment Policy
3. Accounting - Bill Adjustment Policy re Natural Disasters
4. ~~Accounting - Collateral Requirements on Investments~~ (combined with Policy No.1)
5. Accounting - Interdistrict Loan Policy
6. Accounting - Late Charge and Shut-Off Policy
7. Accounting - Maintenance Accrual Fund and Liability Contingency Fund Reserve Fund Requirements
8. Separate Financial Statements Maintenance for each Improvement District
9. 7Purchasing Policy
10. Fee or Charge Dispute Hearing
11. West Marin Liability Contingency Fund Application for Water Improvement Districts
12. Attorney's Attendance at West Marin Meetings
13. Board of Directors Compensation and Procedure
14. Board of Directors Policy Manual (Separate Document)

- ~~15. Boot Policy (Waterproof/Rain) for Meter Readers/Field Service Rep (combined w/ Safety Boot Policy – Employee Handbook)~~
16. Condemnation Policy Statement
17. Employer – Employee Relations Policy
18. Energy Policy
19. Fluoridation
20. Purchase of Winter Jackets
21. Judicial Review Limitations
22. Mission / Vision Statement
23. NMWD MMWD re Extension of Service Outside Boundaries
24. North Marin Aqueduct Service
25. Novato-Petaluma Corridor Cooperative Planning for New Water Service Connections in the Corridor (Resolution 1230)
26. On-Call and Stand-By Duty
27. Public Access to Stafford Lake Shoreline Adjacent To Indian Valley Golf Course Lease
28. Public Records Policy
29. Recognition at Retirement
30. Record Retention Policy (separate document)
31. Recreation Policy (sunset 9/25/71)
32. Vehicle Take Home
33. Warm Springs Dam Policy Statement (Resolution 83-10)
34. Wastewater Sewer Service in West Marin (Resolution 00-20)
35. Water Conservation Plan
36. Accounting – Leak Adjustment Policy (see Bill Adjustment Policy No. 2)
37. Outside Employment
38. Use of NMWD Meeting Room Policy
39. Grand Jury Response
40. Computer Use Policy
41. Vehicle Replacement
42. Employer Assisted Housing Program for Employees of NMWD
43. Wireless Communication Facilities Lease
44. Integrated/Multi-Benefit Water Resource Projects
45. Reserve Policy
46. Board Computer Use
47. Debt Management

Employee Handbook

This handbook has been revised and approved by the Board in April 2014 and is posted on the District website

Memorandum of Understanding with North Marin Water District Employees Association

This MOU and Amendment is posted on the District website.

Other Information

The following information is available on the District website at www.nmwd.com

- Novato Water System Master Plan Update - 2012
- West Main Long Range Plan
- Urban Water Management Plan 2015
- Standard Specifications and Standard Drawings
- Standard Water Agreement

EMERGENCY PLANNING

Each Director receives a copy of the District's Emergency Operations Plan which is updated from time-to-time. The Emergency Operations Plan has been prepared and promulgated to provide a plan of action in response to various emergencies that may involve NMWD or its facilities. The plan primarily addresses the possible emergencies of earthquake, electrical power failure, fire, flood, hazardous or toxic spills, potential water contamination, salinity intrusion (Pt. Reyes wells) vandalism and sabotage, vehicle or personnel accidents.

DISTRICT INFORMATION

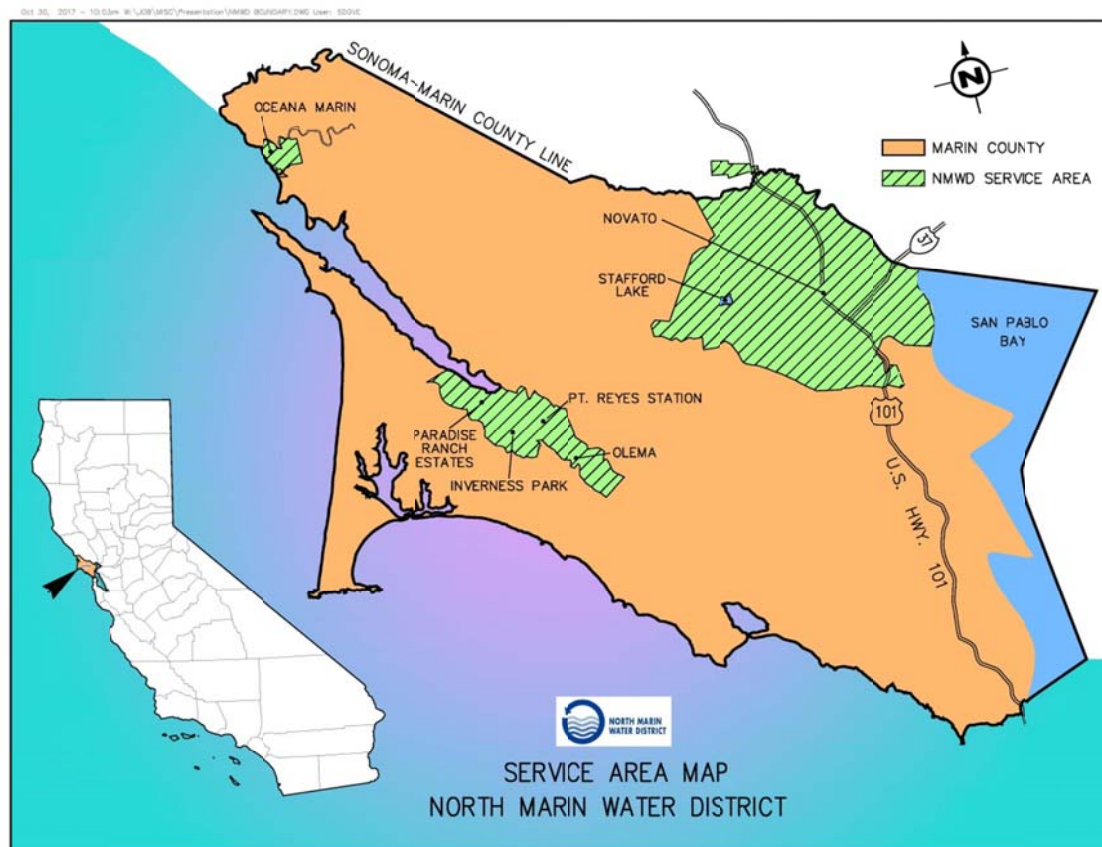
Mission Statement

"We provide an adequate supply of safe, reliable and high quality water and deliver reliable and continuous sewer service to our customers at reasonable cost consistent with good conservation practices and minimum environmental impact."

Vision Statement

"We carry out our mission with a highly motivated and competent staff empowered to conduct the District's business by placing customer needs and welfare first. We seek continual dialogue from our staff, peers, and all those we serve so that we may continually improve service to our customers."

Boundary Map



Enabling Act

The District was formed by voter approval in April 1948 pursuant to the provisions of the County Water District Law (refer Water Code – Division 12). It is a “voter-run” district.

Service Area

The District serves a territory of approximately 100 square miles. Three improvement districts have been formed within this territory and provide either water or sewer service. Each improvement district has its own set of records, and its finances are independent. Within each improvement district, expansion of utility facilities is based on a “pay as you go” policy whereby the benefited developer or landowner pays for extension of all off-site and on-site service facilities necessary to provide service. Connection fees are set such that new growth pays the incremental cost to expand the basic utility plant allocable to such new growth. Existing customers do not subsidize new growth.

Service Functions

The District provides water service to the Greater Novato Area, West Marin (Point Reyes Station/Inverness Park/Olema, and Paradise Ranch Estates) and sewer service to Oceana Marin, a subdivision adjacent to Dillon Beach (the District provides no services in the Marshall area of West Marin). In addition, by formal agreement, the District transfers Russian River water to Marin Municipal Water District and, in case of emergency, can serve water to Inverness Public Utility District. The District's Stafford Dam provides some incidental flood control benefits to the downstream Novato Creek drainage area although no operational facilities are included in the dam except for a slotted spillway that has the effect of reducing peak flood flows in Novato Creek created by rainfall on Stafford Lake watershed.

The District participates in the generation of hydroelectric energy at the Warm Springs Dam through its Master Water Supply Agreement with Sonoma County Water Agency and seven other contracting cities and districts in Sonoma County.

HISTORICAL OVERVIEW OF DISTRICT

Prior to 1948, Novato water service was provided by the Novato Water Company, a privately owned public utility that for many years was operated by the Cain family and later sold to Al Tresch. By 1947, Novato was beginning to grow from the small agricultural community it had been, and with about 500 customers, the Novato Water Company was beginning to have serious water supply problems since its existing wells were not producing sufficient high-quality water to meet customer needs. The town fathers hosted a meeting in the fall of 1947 to ask Marin Municipal Water District to extend its transmission line that served Hamilton Field, to tie in and serve the community of Novato. MMWD declined to extend its transmission line as its Board saw no future growth potential in the Novato area.

A committee was then formed to move forward the idea of starting a water district for the Novato area. The matter was submitted to the voters and following voter approval in April 1948, the District was formed under the County Water District Law with voter authorization to purchase the Novato Water Company.

Some highlights of the ensuing years include:

- 1950's 1951 - Stafford Lake/Dam
 1952 - Stafford Treatment Plant
 1955 - Original office building on Vallejo Avenue built
- 1960's 1961 - North Marin Aqueduct connecting with Russian River system completed
 1963 - Lynwood Pump Station
 1963 - Multiple Storage Tanks (storage increased from 2 MG to 16 MG)
 1965 - New (current site) office building on Rush Creek Place
- 1970's West Marin: North Marin provides water service in West Marin to about 700 customers in Point Reyes Station, Inverness Park, Olema and Paradise Ranch Estates. Sewerage service is provided to the community of Oceana Marin. NMWD's presence in West Marin resulted from emergency needs or other overwhelming requests of West Marin citizens and persuasive direction by others, including the County of Marin.
- West Marin Annexations include Oceana Marin (1969), Point Reyes Station (1970), Inverness Park (1970), Olema (1973), Tomales (1975) (De-annexed 1999), and Paradise Ranch Estates (1979).
- 1971 - Stafford Lake Park created
 1974 - Master Agreement with Sonoma County Water Agency and Construction of Russian River – Cotati Intertie Project
 1977 - Drought
- 1980's Innovative Water Conservation Programs initiated.
 1983 - Warm Springs Dam/Lake Sonoma constructed
 1984-85 - Stafford Dam Reconfiguration and Toe Drain Replacement
- 1990's 1991 - Supervisory Control and Data Acquisition system (SCADA)
 1998 - Buck Tank (storage increased to 27.5 MG)
- 2000's 2002 – Amaroli Tank (4.5 MG). System storage increased to 32.5 MG.
 2003 - Stafford Water Treatment Plant Reconstruction commences to meet current and future water quality regulatory requirements and improve operating efficiency.
 2006 - Recycled Water Project – (With the Novato Sanitary District) to deliver recycled water to irrigate the Stone Tree Golf Course.
 2008 – Completion of the 500,000 gallon Center Road Tank, constructed to mitigate fire storage deficiencies in the west Novato area.
 2009 – The Palmer Drive Tank is completed adding 3MG of first zone storage in southern Novato.
 2011 – Expansion of the recycled water distribution system commences. Working in conjunction with Novato & Las Gallinas Sanitary Districts, the project provides approximately 130MG of recycled water annually to large landscape customers in north and south Novato.

2015 – Completion of the \$23M Aqueduct Energy Efficiency Project in sync with Caltrans's Marin Sonoma Narrows (MSN) freeway widening project. The AEEP increased the diameter of portions of the North Marin aqueduct to eliminate the use of the existing Kastania Pump Station. The Project was implemented at the time that Caltrans paid for the District to relocate ~ 3.8 miles of the existing aqueduct that was in conflict with portions of the Caltrans MSN Project.

2016- Expansion of the Recycled Water Distribution System into the Central Service Area begins. Working in conjunction with Novato Sanitary District, the project will add an additional 65-100MG of recycled water annually to large landscape customers.

WATER SUPPLY BACKGROUND INFORMATION

Novato

Stafford Lake

Stafford Lake lies four miles west of downtown Novato and collects runoff from 8.3 square miles of watershed property located upstream at the upper tributary reaches to Novato Creek. Water from Stafford Lake is drawn-down by the intake tower and fed by gravity or by pumping (depending on the lake level) into the treatment plant located just below the dam. Chlorine dioxide is added to the raw lake water as it enters the contact chamber where most bacteria are killed. As the water enters the Actifloc filters, ferric chloride and polymers are added to improve coagulation. Multi-media filter beds consisting of anthracite, granular garnet sand and gravel filter and discharge the water into a clearwell where chlorine is added for additional disinfection contact time. The clearwell water is then passed through Granular Activated Carbon (GAC) filter beds for taste and odor removal. The finished water is then given a final dose of chlorine and sent to the finished water clear well. As water enters the transmission system, sodium hydroxide is added to protect against corrosion by adjusting the pH (degree of acidity) of the water. At this point, the treatment process is complete and the water is on its way to the consumer.

Russian River System

Russian River water originates in Mendocino County and derives supply from both the Eel River and the Russian River watersheds. Eel River flows via Pacific Gas and Electric's diversion at Cape Horn dam feeding water through a 1.6-mile tunnel to the Potter Valley Powerhouse on the east fork of the Russian River. Just downstream of the powerhouse the Eel River diversion and winter runoff from the local watershed are impounded by Coyote Dam creating Lake Mendocino owned and operated by the U.S. Corps of Engineers. Releases from Lake Mendocino are made during summer months and the channel of the Russian River carries the water downstream. Water is also released from Lake Sonoma and flows via Dry Creek to its confluence with the Russian River just downstream of Healdsburg. At a point about 10 miles upstream of Guerneville, water is collected by six Ranney water collectors. These deep wells collect river water which has been infiltrated through 50 to 60 feet of naturally deposited sand and gravel to perforated pipes radiating from the bottom of each well. The thick layer of sand and gravel through which the water must pass before reaching the perforated collector pipes provides a highly efficient natural filtration process which, with the addition of chlorine, produces a clear, potable, bacteria-free water. This water is then pumped directly into the aqueduct system. pH adjustment facilities (similar to those at Stafford Treatment Plant) reduce the corrosiveness of Russian River water as it enters the transmission system. River diversion capacity is augmented by standby wells sited near the Sonoma County Water Agency's collectors.

Both Stafford Lake and Russian River supplies are essentially free of iron and manganese and characteristically exhibit moderate hardness levels (approximately 6 grains of hardness per gallon); and, therefore, use of home water softeners in the region is unnecessary.

To meet downstream water needs Warm Springs Dam which creates Lake Sonoma was constructed in the 1970's. It is located on Dry Creek, a major tributary of the Russian River joining the river at Healdsburg. Formally proposed for the first time in 1948 as a multipurpose project providing flood control, recreation, fish and wildlife and water supply benefits, the dam construction faced many setbacks. The U.S. Corps of Engineers finished major construction work on the dam in 1983 - too late to avoid water shortages experienced when the State was hit by the extreme dry years of 1976 and 1977. Although managing well in the first year, the second year of drought plunged the Russian River Water Contractors into 30% rationing.

This multipurpose project includes a salmon hatchery for fish propagation and a water supply pool capable of storing 245,000 acre-feet. Yield from Lake Mendocino (70,000 acre-feet water supply pool) and Lake Sonoma is expected to meet the current and future water supply needs in the Russian River region. North Marin Water District fought hard for and consistently supported the Warm Springs project; and, on April 6, 1982, the Master Water Supply Agreement was amended to include repayment of the District's share of the Dam.

West Marin Services

Water

Commencing in 1967 the District, responding to petitions from local citizens and requests from the County of Marin, began providing water service to West Marin villages and communities. Improvement districts serving Point Reyes Station and Inverness Park were approved by 70% of the voters in those areas in November 1970 and two private water systems owned by James Downey were purchased and improved.

In June 1973, voters in Olema, by a 92% vote, approved addition of Olema to the system. Service to the headquarters of the Point Reyes National Seashore was included. In November 1979, 80% of the voters in Paradise Ranch Estates created yet another improvement district that was added to the Point Reyes area system.

Sewer

At the request of the County, the District agreed in 1969 to take on ownership and operation of the sewer system serving Oceana Marin, a 251-lot subdivision in Dillon Beach.

Under duress of ongoing "boil-water" orders, in June 1975, 89% of Tomales voters approved creating a sewer improvement district to build a system for the village of Tomales. In December 1997, the District initiated contract operations of the Tomales wastewater facilities at the request of the community. The Tomales customers then formed their own Community Services District and took over self-governance and operational control of the system, eliminating North Marin's involvement on November 1, 1999.