

BOARD OF DIRECTORS MANUAL



**NORTH MARIN
WATER DISTRICT**

August 2026

Board Policy No. 14

INTRODUCTION AND PURPOSE.....	1
BOARD OF DIRECTORS	1
General	1
Election and Term of Office	1
Duties of the Board of Directors.....	1
Annual Reorganization of the Board	1
Duties of President and Vice-President	2
Conflict of Interest.....	2
Compensation	3
Liability Coverage	3
Individual Board Member Interaction with Staff.....	4
Individual Board Member Interaction with Other Elected Officials	4
AGENDAS.....	4
Non-Agenda Items.....	5
Consent Agenda Items	6
BOARD MEETINGS	6
Regular Meetings	6
Special Meetings	7
Emergency Meetings.....	7
Closed Sessions.....	7
Robert’s Rules of Order	8
Rosenberg’s Rules of Order	8
Brown Act.....	8
Quorum and General Voting	8
Disbursement Authorization.....	9
Master Meeting Schedule	9
PUBLIC RECORDS.....	9
OFFICERS OF THE DISTRICT	10
General Manager.....	10
Executive Assistant/District Secretary.....	10
Director of Administrative Services	11
Assistant General Manager / Director of Engineering	11
Other Department Heads.....	11
DISTRICT COUNSEL	11
DISTRICT ORGANIZATION	11
Office of the General Manager.....	13

Administrative Services Department	13
Utilities Department	14
Engineering Department.....	14
Operations Department	15
Water Resources Department	16
REGULATIONS AND POLICIES	16
Regulations	16
Board-Approved Policies	16
Employee Handbook	18
Memorandum of Understanding with North Marin Water District Employees Association	18
Other Information.....	18
EMERGENCY PLANNING	19
DISTRICT INFORMATION	19
Mission Statement.....	19
Vision Statement	19
Boundary Map	20
Enabling Act	21
Service Area.....	21
Service Functions	21
Service Limitations	21
HISTORICAL OVERVIEW OF DISTRICT	22
WATER SUPPLY BACKGROUND INFORMATION.....	24
Novato.....	24
West Marin Services.....	25
APPENDIX	26

INTRODUCTION AND PURPOSE

This information is compiled to assist incumbent and newly elected directors with general information and specific authorities regarding their role in overseeing policies and management of North Marin Water District (“NMWD”, or “District”) and to provide a brief overview of NMWD. Much of the information provided herein stems from the provisions and requirements provided in California Water Code Division 12 County Water Districts.

BOARD OF DIRECTORS

General

In accordance with the California Water Code, the governing body of NMWD is a Board of Directors consisting of a total of five (5) directors. A Director must be a voter within the District as well as a resident within one of five electoral divisions they represent. An electoral division map with an address lookup feature is available on the NMWD website. The term of office for a Director, unless appointed, is four (4) years. Throughout this Manual the terms “Director” and “Board Member” are used interchangeably.

Election and Term of Office

NMWD elections are typically held every two years (in even years), for staggered four-year terms. Directors are elected “by Division.” Elections Code Section 22000 *et seq.* requires the Board to adjust its electoral division boundaries based on the federal census that occurs every ten years to ensure that electoral divisions are, as far as practicable, equal in population and comply with federal voting laws. The results from the 2020 Decennial Census were released in September 2021, enabling the District to begin its redistricting process to adopt new division boundaries. This redistricting process was completed on February 15, 2022, after two public hearings held on January 18, 2022, and February 15, 2022.

Duties of the Board of Directors

The Board of Directors is the governing body of the District. The NMWD Board is charged with 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 or agreements. The Board may delegate some of these responsibilities to the General Manager within certain limits. The Board establishes NMWD missions and goals and adopts policies or 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, appoints the General Manager, Assistant General Manager/Director of Engineering, Director of Administrative Services, and the Executive Assistant/District Secretary. The NMWD Board establishes compensation for all NMWD employees. The current Board-approved policies covering various matters are covered later in this Manual. The Board of Directors are expected to read and understand the contents of each agenda packet once it is distributed and otherwise be prepared to contribute to any discussion on the items on the agenda as well as vote on action items.

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. The reorganization process typically includes these actions:

1. Election of President
2. Election of Vice President
3. Establishing the Board Meeting times and place and confirming the meeting schedule
4. Establishing the manner of calling Special Meetings
5. Appointment of District Officers
6. Committee Appointments

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.

The President may also be called upon to represent NMWD, along with key staff, at local or regional meetings or non-standing committees, legislative advocacy trips (including to Sacramento or Washington D.C.) or similar events. In addition, the President is the first line of communication with another Director regarding necessary absence or related attendance issues for scheduled meetings.

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.

Historically NMWD Board members, once elected, have served multiple terms with relatively infrequent turnover. When a new Board member is elected, the Executive Assistant/District Secretary initiates an on-boarding process that includes providing a copy of this manual and orientation for the new Board member. The General Manager is available to provide additional orientation and information. Although not a specific duty of the Board President or Vice President, these Directors can provide valuable mentorship and supplemental information to a newly elected Board member as well or ask a long-standing member to do so.

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 Executive Assistant/District 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 Assembly Bill (AB) 1234 (2005). 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 for receiving the training and taking the accompanying tests. After completing the test, Directors must print and sign the "Online Proof of Participation Certificate" and return it to the Executive Assistant/District Secretary for filing. As of January 1, 2026, new stand-alone fiscal and financial training for the

Directors and certain staff is required by Senate Bill 827 (SB 827). This new training has an initial deadline of January 1, 2028 and requires mandatory two-hour minimum training every two years. However, if a new Director was elected after January 1, 2026, then the requirement is to complete the training within 6 months from the first day of service. There are currently no “no-cost” training options available, but District Staff will determine a training opportunity that is most appropriate for the Directors.

Compensation

Each director shall receive compensation in an amount not-to-exceed two hundred and ninety-one dollars (\$291¹) 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 of each year 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; and 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. Each director is required to arrange transportation to and from meetings, workshops, seminars, or conferences unless special transportation is pre-arranged by the District or a host agency or entity.

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.

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 Director of Administrative Services.

Board compensation described herein complies with Board Policy Number 13², last updated in 2013. The policy includes an annual escalation adjustment based on the San Francisco Bay Area Consumers Price Index (CPI) for the prior 12-month period but no greater than 5% per year pursuant to Water Code Section 20202.

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.

¹ As of 2026

² See <https://nmwd.com/about/board-policies/>

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.

In general, communication between the Board and staff should be coordinated through the General Manager. However, circumstances may warrant direct communications with certain District staff as detailed in Board of Directors Protocol for Communications and Staff document (See Appendix).

Interactions with NMWD staff should be professional and courteous. Board members are not employees of NMWD³ 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.

Individual Board Member Interaction with Other Elected Officials

From time to time, another elected official may reach out to individual Board Member requesting a meeting or a phone call. The Board Members should use caution in such conversations as not to misrepresent the positions or policies of the full Board or District in general, or to make commitments on behalf of the District. Directors should request an agenda or a list of topics for discussion before engaging with the other party. If necessary, a Board member may consult with the General Manager prior to an engagement. If warranted, the Board Member should brief the General Manager subsequent to an engagement with an elected official and should feel free to report any engagements during a Board meeting under the Agenda Item “Staff and Directors Reports” (see next Section).

AGENDAS

Agendas and agenda packets are posted on the District website and at the District Administration Building no later than 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.

Copies of the agenda of any meeting of the Board are available at said meetings. Currently, NMWD notifies approximately seventeen people 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 by request for public inspection.

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

³ The Directors are treated as employees for liability insurance purposes only.

- 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
- 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 for further action outside of the meeting, 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, typically related to attendance at a committee meeting, a community meeting, another agency's meeting, or similar event. **This agenda item should not be interpreted as an opportunity to ask questions of staff** about an item or topic that is not on the Agenda or is not part of a verbal report (either from staff or another Director).
- 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. A typical consent item is approval of minutes from previous meeting(s). Further details and practices on Consent Items are provided below.
- Action Calendar – Items which require Board action
- Information Items – Items provided for Board information only; no action required
- News and Miscellaneous Reports – Contains Disbursements, Monthly Progress Reports (second meeting only) recurring administrative or finance reports, 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, especially in common situations as discussed above. 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.

Consent Agenda Items

The concept of a consent calendar comes from Section 41 Order of Business, Orders of the Day, Agenda, or Program in Robert's Rules of Order. As such, it can be a significant time saver for Board meetings. An item placed on a consent calendar is fundamentally the same as an item on an "action calendar" and typically consists of a memorandum prepared by staff, the recommended action by the Board, financial impact, background and details, and supporting attachments as appropriate. A consistent example of a consent item is the approval of the minutes from previous meetings. The General Manager reviews the memoranda for all Agenda items regardless of where they appear in the Agenda.

In 2024, the District Officers reviewed and discussed the following general protocol for determining items that should generally **not be placed on** the Consent Calendar for a Board meeting Agenda. The Board of Directors approved the list below at the March 5, 2024, regular meeting:

- Board Policy: Any major or substantive changes to existing Board policy or proposed new Board policy
- District Regulations: Any changes/revisions to existing regulations or new regulations
- District Ordinances: Any revisions or rescission of an existing ordinance, or a new ordinance
- Any public hearing action, including approval to schedule/set a public hearing date
- Adoption of a formal report or plan required by statute, order, code or regulation
- Any agreements with other agencies, institutions or organizations, including memorandum of understanding (MOU) or memorandum of agreement (MOA), including major amendments to those agreements
- New consulting services agreements equal to or greater than \$100,000, amendments to existing agreements that are equal to or exceed \$100,000, or consulting agreements for services that are not routine in nature
- Approval of annual District budgets, Financial Plans, or Audit reports including major updates
- Any Capital Improvement Program (CIP) project equal to or over \$100,000 that was not identified in the approved fiscal year (FY) budget, including placeholder items
- The approval for advertising or awarding of a CIP project that exceeds the line item amount in the approved FY budget
- Adoption of California Environmental Quality Act (CEQA) action/determination, including notices, public hearings and final studies or reports
- Any new actions or non-routine actions associated with agreements between the District and the Employee Association (referred to as the MOU)
- District responses to Civil Grand Jury Reports
- Any requested action that may be of particular interest or potentially perceived as contentious to the District's customers and/or members of the Board

The above list will be periodically reviewed and updated after presenting any changes or additions to the Board.

BOARD MEETINGS

Regular Meetings

Regular Board meetings are generally held on the first and third Tuesday of each month at 4:00 p.m. Long-standing exceptions include only one meeting in the months of January, July, and September, which are held on the third Tuesday of the month. Meetings are held at NMWD

headquarters, 999 Rush Creek Place. In addition, the Board has typically scheduled two to three special meetings per year for various matters, including the General Manager's annual evaluation. Regular meetings may be continued to a later date by adjournment to a certain date.

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. The Executive Assistant/District Secretary posts the Agendas on the NMWD website as well as the public display cabinet at the main entrance of the Administration building.

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.

Closed sessions have typically been scheduled for later in the Agenda (after all open session items), but the order or sequence can vary depending on the needs of the District and closed session could be listed first on the given agenda after call to order. A closed session must be held in a protected location (with a closed door), and typically they are held in the Olompali conference room.

After adjournment of the closed session, the Board must reconvene back in open session, announce any action that was taken in closed session, and subsequently fully adjourn the closed session.

Robert's Rules of Order

NMWD utilizes the parliamentary procedure from Robert's *Rules of Order* for Board meeting protocol: <https://www.sf.gov/sites/default/files/2023-02/Roberts%20Rules%20Reference%20Guide%20for%20SFEC%20-%20February%202023.pdf>

Rosenberg's Rules of Order

NMWD may also utilize elements of *Rosenberg's Rules of Order*, which is a simplified set of parliamentary rules widely used in California: https://www.calcities.org/docs/default-source/get-involved/rosenberg's-rules-of-order-simple-parliamentary-procedures-for-the-21st-century.pdf?sfvrsn=d3f73e91_3

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. (See <https://www.calcities.org/resource/open-public-v-a-guide-to-the-ralph-m.-brown-act>)

Quorum and General Voting

A majority of the Board (three Directors) 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.

The general procedural steps for voting on an item are as follows:

1. The Board President announces the item by subject and the recommended action and invites staff, if applicable, to present any supporting material;
2. The President asks the Board if there is a motion related to the action and a second by members of the Board (the President can restate such motions for purposes of clarity and for the record);
3. If a motion and a second is received, the President then asks if there is any discussion by members of the Board followed by asking members of the public if there are any comments related to the item;
4. Once all discussion and public comments are received, the President asks the Executive Assistant/District Secretary for a roll call for a vote.

Special note regarding voting to approve the meeting minutes: A Director can vote to approve minutes of a meeting even if they were absent in accordance with Robert's Rules of Order. When you vote to approve the minutes, you are expressing your confidence in the veracity of the Executive Assistant/District Secretary, the actions of other Directors, and the correctness of the minute's preparation process. You are not making a personal eyewitness statement that "you were there." The District needs an official record of its actions, and all Directors may approve that record. This means that you should not abstain from voting to approve minutes of a meeting if you were absent from that meeting⁴.

Disbursement Authorization

Each week a disbursement listing is prepared and reviewed by both the Director of Administrative Services and the General Manager, or their designees when acting on their behalf. Once signed by the Director of Administrative Services and the General Manager, or their designees, the disbursement listing is emailed to the Directors generally on Tuesday of any given week, asking that any comments be forwarded to the Director of Administrative Services by the following day. The timing of distribution, review, and payment processing may be adjusted as needed due to holidays, staffing, operational requirements, or other circumstances. If no comments are received, payments are disbursed on Friday. The most recent disbursement listings are included in each Regular Board Meeting Agenda packet. The disbursement procedure generally follows Section 31302 of the Water Code.

Master Meeting Schedule

A detailed master Board of Directors Meeting schedule has been developed over the years to outline recurring or periodic agenda items and to ensure compliance with external reporting timelines or requirements. A copy of the current master schedule is provided in the Appendix.

PUBLIC RECORDS

Under the California Public Records Act ("CPRA"), "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

⁴ See Robert's Rules of Order Revised 12th edition 41:11: "It should be noted that a member's absence from the meeting for which minutes are being approved does not prevent the member from participating in their correction or approval."

- Requests made by the Novato Sanitary District for the purpose of computing sewer usage charges.

Communications made by public agency employees on a personal account, such as a personal email account, are subject to public disclosure under CPRA. This includes personal emails of the Board Members. The District provides NMWD email accounts (firstiniital+lastname@nmwd.com) to the Board Members. Board Members are encouraged to use these email accounts for all email communications regarding District matters, which will also allow for easier retrieval of relevant information requested under the CPRA.

OFFICERS OF THE DISTRICT

The Water Code prescribes the appointment of specific District officers, namely the “general manager”, “auditor” (or “treasurer”), and “secretary” as part of the initial actions after formation. The Water Code also prescribes the appointment of an “engineer of work” for purposes of improvements and assessment of lands. However, the Water Code also provides the Board with broader authority to appoint other officers and prescribe the associated duties. The following are the current NMWD Officers appointed by the Board.

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 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 Executive Assistant/District Secretary, Director of Administrative Services (who serves as Auditor-Controller), and Assistant GM / Director of Engineering who serves as Chief Engineer);
- Serve as the District’s Director of Emergency Services for purposes of disaster management;
- 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; and
- Report to the Board in accordance with Board policy.

Throughout the history of NMWD, the General Manager has typically been an individual with an engineering education and associated professional licensure. However, there are no formal requirements in the Water Code for such qualifications.

Executive Assistant/District Secretary

An employee of NMWD shall be appointed to and hold the office of Executive Assistant/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.

In 2022, the position was officially renamed “Executive Assistant/District Secretary to acknowledge the duties associated with supporting the Office of the General Manager as well as general support to other departments.

Director of Administrative Services

The Director of Administrative Services 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 Director of Administrative Services 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. This position performs the duties of the District’s Auditor-Controller in accordance with the Water Code as well as District practices and policies.

Assistant General Manager / Director of Engineering

The Assistant General Manager / Director of Engineering serves as an officer of NMWD. Under general administrative direction of the General Manager, the position is responsible for the direction of the engineering function of NMWD and performs engineering planning and design work, training, supervision and project management. This position performs the duties of the Chief Engineer or “Engineer of Work” for the District as detailed in the Water Code.

Other Department Heads

In the last several years, attendance at the Board meetings has included the other department heads. However, attendance is not mandatory or necessarily required for these positions. More details about the District’s departments are provided in future sections of the Manual.

DISTRICT COUNSEL

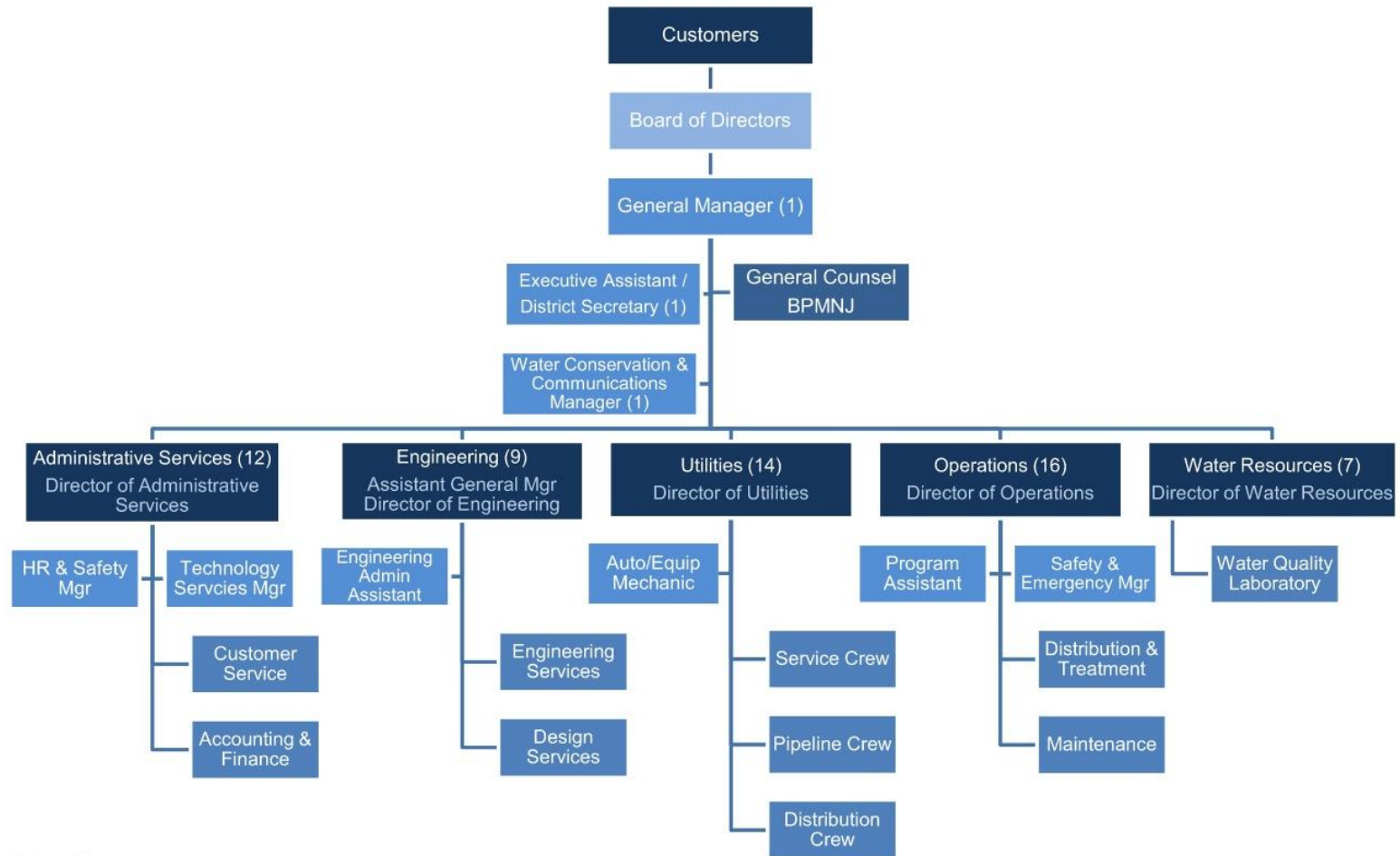
NMWD employs outside legal counsel whose general duties are to advise the Board and General Manager regarding legal matters of concern. Currently, this legal advice is provided by the firm of Bold, Polisner, Maddow, Nelson and Judson (BPMNJ), serving as District General Counsel. General Counsel may, from time to time, employ special counsel for unique or specialized legal services⁵ in coordination with the General Manager and the Board. NMWD utilizes a separate special counsel in the area of labor law.

DISTRICT ORGANIZATION

In order to execute the mission and the various services offered, the District organizational structure consists of the Office of the General Manager and four departments as depicted in the Organization Chart below.

⁵ As of 2025, Minasian Law, LLP is special counsel through BPMNJ for matters related to PG&E’s Potter Valley Hydroelectric Project (PVP)

**North Marin Water District
Organization Chart
2026**



Office of the General Manager

The Executive Assistant/District Secretary and the Water Conservation and Communications Manager assist the General Manager in carrying out key executive functions of NMWD. Five competent department managers of the Administrative, Utilities, Engineering, Water Resources and Operations Departments assist the General Manager in carrying out the NMWD duties and activities. District legal advice and support has historically been provided by outside counsel and has essentially been through the same legal firm since the District's formation. Currently legal counsel is provided by BPMNJ of Walnut Creek, California.

District Administration and Executive Functions

As described previously, the Executive Assistant/District Secretary is responsible for many functions in support of the Board of Directors including maintaining important public documents. The Executive Assistant/District Secretary also performs various duties in support the Office of the General Manager as well as general support to other departments.

Water Conservation and Communications

NMWD has historically provided a 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. These same outlets as well as the NMWD website are used for broader communications for District updates, services and programs. The Water Conservation and Communications Manager reports to the General Manager and is responsible for District wide public communications and management of the District's Water Conservation Program.

Current Water Conservation Program Highlights:

NMWD's Water Conservation Program includes an extensive list of available rebates and assistance programs for its customers ranging from toilet rebates to pool covers. A complete list and description of the various programs is available on the NMWD website: <https://nmwd.com/save-water/indoors/> .

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

Administrative Services Department

The Administrative Services Department is managed by the Director of Administrative Services and is comprised of a Customer Services section and an Accounting/Finance section. The department also includes the Human Resources / Safety Manager.

Customer Services Section

The Customer 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.

Human Resources

The Human Resources / Safety Manager⁶ plans, organizes, administers, and oversees a wide range of human resources and safety services in compliance with District policy, state and federal regulations.

Utilities Department

The Director of Utilities oversees the Utilities 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 Utilities Department also assists other divisions, especially Operations, in the upkeep of structures, grounds, storage tanks, and pumping facilities. The Utilities 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 Utilities 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. Unlike many other California public agencies, there is no limit or restriction on the quantity, type, size or cost of construction (as known as a “public work”) that the NMWD Utilities Department can perform with District forces.

Utility Crews

There are two dedicated utility crews for service leaks, main breaks or damaged hydrants as well as for the installation of new services, development and capital projects. The Service Crew is focused on services leaks and new installation; and the Pipeline Crew is focused on mainlines, larger development and capital projects. However, the crews are cross-trained and coordinated so that they can perform any type of work to meet the needs of the District.

The Distribution Crew 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 crew also responds to customer service leaks and repairs, fire-flow testing, system flushing, and minor construction and repair works.

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. The “group” has historically consisted of a single staff member, the Auto/Equipment Mechanic.

Engineering Department

The Assistant GM/Director of Engineering 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

⁶ As part of the 2026-27 approved budget, the NMWD Board authorized a new “Safety & Emergency Manager”. Once this position is filled, the safety duties of the HR Manager will be modified.

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 District maintains several key engineering studies including water master plans and water supply studies, and reports. These documents are posted on the District website.

Operations Department

The Operations Department is managed by the Director of Operations 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 and 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.

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 two 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.

Cross Connection Control and Backflow

Staff in this group is responsible for operation, testing and maintenance of all District-owned backflow devices and fire services and ensuring testing and maintenance is performed by others on private devices. This group also is the lead on ensuring recycled water services comply with state and NMWD regulations and requirements. This section also supports the E/M group and distribution system operations as needed.

Water Resources Department

The Water Resources Department was formed in 2026 as part of the approved fiscal year 2026-2027 budget. The Department is managed by the Director of Water Resources. The Operations and Water Resources departments share the responsibilities of safeguarding the watershed around Stafford Lake as well as the two well fields within the Lagunitas Creek watershed in Point Reyes (Gallagher and Coast Guard). This is achieved by monitoring the activities on the watershed and working cooperatively with landowners and other agencies. The Director of Water Resources is the primary representative for matters related to the Indian Valley Golf Course, Marin County Parks, Marin County Open Space District, and National Park Service lands that adjoin NMWD lands or NMWD water supply facilities that are located in those lands.

The Director of Water Resources serves as the Technical Manager for the District's Water Quality Laboratory and provides guidance and direction for various programs and activities including cross-connection control and backflow procedures, flushing, and emergency conditions affecting water quality.

Water Quality Laboratory

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

The Water Quality Laboratory 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 (also known as a Consumer Confidence Report, CCR) 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. Starting in 2027, a new federal rule requires two reports per year for the Novato water system due to the number of customers (>10,000).

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 <https://nmwd.com/about/regulations/>.

Board-Approved Policies

The following is a list of Board-approved policies. The Executive Assistant/District Secretary will provide you copies of all policies. Note that Board-approved policies underwent comprehensive Board review in 2013 and selected review and subsequent updates beginning in 2018. All Board Policies are also currently available on the NMWD website: <https://nmwd.com/about/board-policies/>

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. Purchasing 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. Public 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 and Cybersecurity 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
- 48. AMI Opt-Out Policy
- 49. Low Income Rate Assistance Program
- 50 Staff Succession Recruitment Policy
- 51. Electric Vehicle Charging Station Policy

Employee Handbook

This handbook has been revised and approved by the Board in April 2014 and is posted on the District website. Minor revisions were made in 2023 subsequent to Employee Association negotiations and changes in key staff.

Memorandum of Understanding with North Marin Water District Employees Association

The most current Memorandum of Understanding (MOU) and Amendment between the NMWD and the Employee Association (EA) is posted on the District website. Typically, the various benefit programs and staff policies covered in the MOU is reviewed and negotiated every five years.

Other Information

The District strives to be as transparent as possible and provides copies of various reference documents, major technical studies, rate studies, approved budgets, audits, and other information for the public's use. The following information is available on the District website at www.nmwd.com

Novato Water System Master Plan Update – 2025

NMWD Strategic Plan 2025-2030

2023 Marin County Multi-Jurisdictional Hazard Mitigation Plan

2022 Local Water Supply Enhancement Study

West Marin Master Plan

Oceana Marin Master Plan

Urban Water Management Plan, current version

NMWD Rate Studies

NMWD Approved Budgets

Audit Reports (Annual Comprehensive Financial Report, CAFR)

Retiree Health Insurance Liability (GASB No. 75)

Standard Specifications and Standard Drawings

Standard Water Agreement

EMERGENCY PLANNING

The District's Emergency Operations Plan will be replaced with an Emergency Response Plan (ERP) as required by the America's Water Infrastructure Act of 2018 (AWIA) Section 2013, which amended Section 1433 of the Safe Drinking Water Act (SDWA). The Act requires community water systems serving populations greater than 3,300 to develop or update an ERP that incorporates findings of the Risk and Resilience Assessment (RRA). However, the District's ERP incorporates all enterprises, including West Marin and Oceana Marin even though an ERP is technically not required. The ERP 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, and vehicle or personnel accidents.

DISTRICT INFORMATION

Mission Statement

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

Vision Statement

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

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” local agency commonly known as a special district.

Service Area

The District serves a territory of approximately 100 square miles. Originally, improvement districts were formed within this territory to provide either water or sewer service. Currently, the District is comprised of 4 separate “enterprises”: Novato Water Service, Novato Recycled Water Service, West Marin Water Service, and Oceana Marin Sewer Service. Each enterprise has its own set of records, and its finances are independent. Within each enterprise, expansion of utility facilities is typically 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 as allowed by state law. Existing customers do not subsidize new growth. In fact, it is not possible for the District to waive or lower connection fees and capacity charges.⁷ The costs of providing service and responding to demands for service are a “zero-sum game” and if the District does not recover the true cost of providing such service to a new development, it must recover those costs in some other fashion. There are strict statutory and constitutional constraints on District’s ability to raise revenues necessary to meet costs. Proposition 218 generally prohibits water districts from charging more than “the proportional cost of the service” attributable to the ratepayer’s parcel.

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.

Service Limitations

Unlike the City of Novato and the County of Marin, the District does not have “general welfare powers” and therefore is not in a position to take action in connection with social issues like homelessness and low-income housing. The District’s underlying mission is to provide water and sewer services service and must comply with the state laws for that service. Because the District does not serve the same public purpose as a City or County, it must rely on limited non-rate revenue to provide such services without passing those costs onto other rate payers which is a violation of the state constitution. An example of such limited service is the Low Income Rate

⁷ Except to the extent required by Government Code section 65852.2, subdivisions (e)(1)(A)(i) and (f)(4)_ regarding certain types of development

Assistance (LIRA) program which offers eligible customer a discount on their water bill of up to \$30 per bi-monthly bill. A typical source of non-rate revenue used to fund this program is property taxes. The District receives an incremental amount of the overall post-Prop 13 ad-valorem property tax collected by the County (approximately \$150,000, 2025).

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 (through 2025) 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 | <u>West Marin:</u> 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.
2010's	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. 2013 - Expansion of the recycled water distribution system to north and south Novato is completed. Utilizing federal grant and loan funds and recycled water from both Novato & Las Gallinas Valley Sanitary Districts. 2015 – Completion of the \$23M Aqueduct Energy Efficiency Project in sync with the Caltrans 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. 2017 - The District implemented an Advance Meter Information System (AMI) pilot project. The AMI project replaces the mechanical water meter register with an electronic register that transmits water use data securely to NMWD headquarters. 2018 - Expansion of the recycled distribution system to Central Novato is completed.
2020's	2022 - The Gallagher Well No. 2 in West Marin is completed. In coordination with Sonoma Water's Regional Water Supply Resiliency Study, the District completes a Local Water Supply Enhancement Study (LWSES). 2022 - The Board approved the Administration and Laboratory Building Upgrade Project and authorized the award for construction. 2023 - The District celebrates 75 Years of continued excellent service.

2025 - The Administration & Laboratory Upgrade project is completed and open to customers, including a demonstration garden.

WATER SUPPLY BACKGROUND INFORMATION

Novato

At the time of the District's formation, the only available source of water was from various shallow groundwater wells. One of the first major capital projects undertaken was the development of a local surface water supply.

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. This inter-basin transfer is referred to as the Potter Valley Project (PVP). 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 the U.S. Army Corps of Engineers (USACE)⁸. 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 corrosivity 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 (SCWA) collectors.

⁸ Although the dam is operated by the USACE, SCWA has operational control regarding the "water conservation pool" or the stored volume for water supply.

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 late 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. Army 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.

Lake Mendocino and Lake Sonoma are known as "multi-purpose" reservoirs in that they provide flood protection and water supply benefits. The operations for both reservoirs utilize Forecast-Informed Reservoir Operations (FIRO). Lake Mendocino is the first reservoir in the nation to officially recognize FIRO as part of the official USACE operations procedures (known as the Water Control Manual). FIRO is a flexible water management approach that uses data from watershed monitoring and improved weather forecasting, especially concerning atmospheric rivers, to help water managers selectively retain or release water from reservoirs for increased resilience to droughts and floods. FIRO applies emerging science and technology to optimize water resources and adapt to climate change. FIRO operations at Lake Mendocino can result in a 19% increase in water storage without the need for physical capital improvements or modifications to the dam.

West Marin Services

Similar to the early days of the Novato system, the only available source of water for West Marin is from various shallow groundwater wells. As allowed by Division 12 of the Water Code, the District can provide sanitary sewer 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.

As of 2023, the individual improvement districts have satisfied the original intention for their formation and the entire service area is now considered one single water enterprises for purposes of administration, engineering, financing and associated reporting.

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.

As of March 2026, there are 241 active sewer connections that NMWD manages in the Oceana Marin system.

APPENDIX

APPENDIX



BOARD OF DIRECTORS PROTOCOL FOR COMMUNICATIONS WITH STAFF

**Original Date: March 2026
Last Revised:**

I. PURPOSE

To establish guidelines for the communication, both written and oral, between the Board of Directors and District staff, specifically when communications occur outside of regular Board meeting proceedings.

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

To promote the timely exchange of important information or responses to requests for information, including during after-hours.

These guidelines are not intended to supersede or conflict with procedural or legal procedures, protocols and requirements related to public meetings (e.g. the Ralph M. Brown Act). Additionally, as customers of the District, a Director can have direct communications with District Customer Services staff regarding their respective accounts at any time during working hours or use the after hours or emergency phone numbers as appropriate.

II. COMMUNICATION GUIDANCE:

The following guidance is provided by different categories of information exchange. If questions are raised by an individual Director and the General Manager determines that the topic warrants discussion with the full Board, an item will be placed on a future Board Meeting Agenda. Item 4 below deals specifically with published Board Agenda items.

1. **Director Matters:** Communication regarding cost reimbursement, compensation, meeting attendance or availability, computer issues (IT) and related matters should be directed to the Executive Assistant / District Secretary.
2. **Director Training:** Communication regarding mandated, required or voluntary training activities and related matters should be directed to the Executive Assistant / District Secretary.
3. **Board Meeting Coordination:** The Directors should rely on the Executive Assistant / District Secretary or the General Manager for issues related to prior, upcoming, or future Board meetings. The Board President and the General Manager will regularly coordinate one-on-one communications related to upcoming meetings, typically the week prior to the scheduled meeting.
4. **Board Meeting Agenda Content:** The Directors should feel free to contact Staff regarding an Agenda item that they authored ahead of the scheduled meeting. The purpose of this direct communication is to ask questions regarding the content or subject matter, which could be asked during the actual meeting. This allows the staff member to be better prepared with an answer during the meeting; or to answer a question that may not necessarily be asked during the meeting. The Directors may also contact the General Manager directly regarding content in an Agenda item.

5. District Policies, Regulations or Rates: Questions related to District policies, regulations, water/sewer rates, especially those received by a Director from a customer should be directed to the General Manager or to the Director of Administrative Services for questions related to rates or charges.
6. District Facilities and Operations: The Directors may contact the Director of Operations or the Assistant GM/Director of Engineering directly with questions related to District Facilities. The General Manager is also available to answer questions about District facilities.
7. District Projects – Construction Activities: The Directors may contact the Director of Utilities or the Assistant GM/Director of Engineering directly with questions related to upcoming, ongoing or recently completed construction projects or Capital Improvement Projects.
8. Water Quality – Environmental Issues: The Directors may contact the Director of Water Resources or Water Quality Supervisor directly (as do many customers) with questions about the quality of water provided by the District or water supply sources (Stafford Lake, West Marin groundwater).
9. News or Social Media: For general questions related to District-provided media content or published stories by others, the Directors may contact the General Manager or the Water Conservation & Communications Manager. The District has developed a separate strategy and procedure for misinformation.
10. State or Federal Regulations: The Directors may contact the General Manager, the Director of Water Resources, Water Quality Supervisor (Laboratory Supervisor) or the Water Conservation & Communications Manager regarding state or federal regulations, as appropriate.
11. Communications with Other Agency Officials: The Directors may communicate with other elected officials freely regarding non-District matters. However, if communications consist of District matters, Directors should notify the General Manager at the earliest convenience and provide a brief of those communications. If communications relate to an apparent water leak or related issue, see Section III.
12. General: The Directors are always welcome to address any and all questions directly to the General Manager or Assistant GM/Director of Engineering. However, other District staff, identified above, may have more readily available information and the ability to answer questions more expeditiously and therefore Directors should feel free to contact them directly. Regardless, District staff identified above will report any communications with Directors to the General Manager.

III. REPORTS OF WATER LEAKS OR RELATED INCIDENTS

A Director may be an eye witness to a water leak or related incident or a Director may receive a call from another elected official or a neighbor regarding a water leak, unexplained water flowing or a related issue. Whether this happens during working hours or after hours, on a weekend or a holiday, the most efficient way to communicate this to District staff is by calling the main office line at (415) 897-4133. During working hours, the reception staff can forward the report to the most appropriate staff member for a timely response. If the incident occurs after hours, on a weekend or a holiday, the main office number is also the best way to relay the incident (press option 7). The District assigns on-call and standby personnel everyday for just this purpose and employs an after-hours phone service that acts as a dispatch to the on-call personnel. If upon arrival at the reported incident additional resources are required, the on-call personnel are

trained to contact the next level of management for further response effort.

IV. AD-HOC COMMITTEES:

Ad Hoc committees are temporary, task-focused groups typically consisting of two Directors which are formed to investigate specific, sometimes urgent issues, provide recommendations, and then disband (unlike standing committees with ongoing mandates). They offer focused expertise and efficiency for matters like situational management or response, policy research, or special projects or programs, and operating with less formal rules (e.g. avoiding the Brown Act if fewer than a quorum). As allowed by general public, agency practices, and state law, the District Board from time to time designates Ad Hoc Committees consisting of no more than two Directors. Communications related to Ad Hoc Committees include:

1. The Directors serving on a given Ad Hoc committee, may communicate directly with any staff member that is involved with the topic that the committee was designated to address.
2. The Directors serving on an Ad Hoc Committee should limit communication with another elected official or staff from another Agency before discussing it with the General Manager.

V. LOCAL OR REGIONAL EMERGENCIES

The General Manager serves as the District's Director of Emergency Services for all emergencies. During an emergency event, the Directors should limit communications to the General Manager or the Water Conservation & Communications Manager if serving as the District's Information Officer. If the District initiates its Emergency Operations Center (Miwok room at 999 Rush Creek Place), communications will be limited to the Board President and Vice President outside of official meetings (Special or Regular board meetings). This will allow more efficient emergency operations and control the spread of misinformation.



Detailed Master BOD Schedule

NOTES: 1. *Italics* indicates infrequent items included as needed
2. **Blue font** items indicates flexible scheduling

Staff Acronyms (in red font):

AGM/DOE = Assist GM / Director of Engineering

DOAS = Director of Administrative Services

DTS = Distribution and Treatment Supervisor

DOO = Director of Operations

DD = Designated Director

EA/DS = Executive Assistant / District Secretary

WCCM = Water Conservation and Communications Manager

WQS = Water Quality Supervisor

JANUARY (No 1st Meeting*)

*Note: the first meeting is only used if needed for Special Meetings or workshops

JANUARY (2nd Meeting)

Reoccurring

Consent Calendar

Minutes (EA/DS)

Action Calendar

20XX West Marin Dry Year Water Conditions Report (GM) (AS NEEDED)

Information

Ethics Training for Board of Directors and District Officers (EA/DS) (Every 2 years)

District Backflow History (DOO)

Annual Report on Board Compensation (DOAS)

Technical Advisory Committee Meeting (GM)

NBWRA Board Meeting (GM)

NBWA Meeting (DD)

News and Miscellaneous Reports

Disbursements (DOAS)

Monthly Progress Report (EA/DS)

NOAA Monthly Precipitation Outlook (EA/DS)

NOAA Monthly Drought Outlook (EA/DS)

NMWD Web and Social Media Report (WCCM)

FEBRUARY (1st Meeting)

Reoccurring

Quarterly Financial Statement (DOAS)

Consent Calendar

Minutes (EA/DS)

Action Calendar

Information

Fiscal Year Mid-Year Progress Report – Operations (DOO)

Technical Advisory Committee Meeting (GM)

Preparing for Dry Year Conditions (GM) (AS NEEDED)

FY XX/ Mid-Year Progress Report – Water Conservation (WCCM)

FY XX/ Mid-Year Progress Report – Water Quality (WQS)

FY XX/ Mid-Year Progress Report – Engineering Department (AGM/DOE)

FY XX/ Mid-Year Progress Report – Operations (DOO)

News and Miscellaneous Reports

Disbursements (DOAS)

Auditor-Controller's Monthly Report of Investments for _____, 20xx

FEBRUARY (2nd Meeting)

Reoccurring

Consent Calendar

Minutes (EA/DS)

Action Calendar

Proposed FY XX/XX Budget Review and Rate Hearing Schedule (DOAS)

Set Public Hearing to Consider a Water Conservation Ordinance in the Novato Service Area (WCCM) (AS NEEDED)

Set Public Hearing to Consider Amending Ordinance 39 in West Marin Service Area (WCCM)

Stafford Lake Backfeeding (GM)

Information

NBWA Meeting (DD)

FY XX/ Mid-Year Progress Report – Water Conservation (WCCM)

FY XX/ Mid-Year Progress Report – Water Quality (WQS)

FY XX/ Mid-Year Progress Report – Engineering Department (AGM/DOE)

FY XX/ Mid-Year Progress Report – Operations/Maintenance (DOO)

News and Miscellaneous Reports

Disbursements (DOAS)

Monthly Progress Report (EA/DS)

NOAA Monthly Precipitation Outlook (EA/DS)

NOAA Monthly Drought Outlook (EA/DS)

NMWD Web and Social Media Report (WCCM)

MARCH (1st Meeting)

Reoccurring

Consent Calendar

Minutes (EA/DS)

Action Calendar

Information

Initial Review SCWA FY XX Water Transmission System Budget (DOAS)

Presentation by SCWA

Point Reyes System Salinity Intrusion Alternate Water Supply Contingency Plan (WQS)

News and Miscellaneous Reports

Disbursements (DOAS)

Auditor-Controller's Monthly Report of Investments for _____, 20xx

MARCH (2nd Meeting)

Reoccurring

Consent Calendar

Minutes (EA/DS)

Action Calendar

Authorize Affirmative Vote for SCWA FY XX Water Transmission System Budget (DOAS)

Accept 20XX Novato and Recycled Water Rate Study Draft Report and Direct Staff to Prepare a Proposition 218 Notice of Public Hearing on Proposed Revenue Increases and Rate Structure Changes (DOAS) (AS NEEDED)

Accept 20XX West Marin Water Rate Study Draft Report and Direct Staff to Prepare a Proposition 218 Notice of Public Hearing on Proposed Revenue Increases and Rate Structure Changes (DOAS)

Oceana Marin Sewer System Financial Plan Update (DOAS)

Information

Preparing for Dry Year Conditions (GM) (AS NEEDED)

NBWA Meeting (DD)

Enhanced Water Conservation Program Incentive Options (WCCM)

News and Miscellaneous Reports

Disbursements (DOAS)

Monthly Progress Report (EA/DS)

NOAA Monthly Precipitation Outlook (EA/DS)

NOAA Monthly Drought Outlook (EA/DS)

NMWD Web and Social Media Report (WCCM)

APRIL (1st Meeting)

Reoccurring

Consent Calendar

Minutes (EA/DS)

Action Calendar

Action – Rate Increase Letter to Novato Customers (DOAS)

Accept 20XX Novato Potable Water and Recycled Water Financial Plan Update and Direct Staff
to Prepare a Proposition 218 Notice of Public Hearing on Proposed Rate Increase. (DOAS)

Information

WAC/TAC Meeting (GM)

NBWA Meeting – April

News and Miscellaneous Reports

Disbursements (DOAS)

Update - Polybutylene Pipe Population (AGM/DOE)

AB 992 – Summary of Public Officials Social Media Use Restrictions

Auditor-Controller's Monthly Report of Investments for _____, 20xx

APRIL (2nd Meeting)

Reoccurring

Consent Calendar

Minutes (EA/DS)

Action Calendar

Oceana Marin Sewer System Financial Plan Update (DOAS)

West Marin Water System Financial Plan Update (DOAS)

Rate Increase Letter to Novato Water & Recycled Water Customers (DOAS)

Rate Increase Letter to West Marin Water and Oceana Marin Sewer Customers (DOAS)

Information

Information – STP Solar Power Facility – Status Report (OMM)

News and Miscellaneous Reports

Disbursements (DOAS)

Monthly Progress Report (EA/DS)

NOAA Monthly Precipitation Outlook (EA/DS)

NOAA Monthly Drought Outlook (EA/DS)

NMWD Web and Social Media Report (WCCM)

Rate Increase Notice on Water Bill – Novato Service Area (DOAS)

Notice of Public Hearing – Proposed Water Rate Increase (DOAS)

MAY (1st Meeting)

Reoccurring

Quarterly Financial Statement (DOAS)

Consent Calendar

Minutes (EA/DS)

Text for Spring West Marin “Waterline” (WCCM)

Action Calendar

Rate Increase Letter to West Marin Water and Oceana Marin Sewer Customer (DOAS)

Information

Initial Review – FY XX Capital Project & Equipment Budget (DOAS)

Wildfire Safety Program (OMM)

NBWA Meeting (DD)

News and Miscellaneous Reports

Disbursements (DOAS)

Hydrant Damage History (DOAS)

Auditor-Controller’s Monthly Report of Investments for _____, 20xx

Flushing Program Update (OMM)

Annual Aquatic Invasive Species (AIS) Report for Stafford Lake (DTS)

Rate Increase Notice on Water Bill – Novato Service Area (DOAS)

Rate Increase Notice on Water Bill – West Marin Service Area (DOAS)

Direct Mailer - Notice of Proposed Water Rate Increases – Novato Service Area (DOAS)

Direct Mailer - Notice of Proposed Water Revenue Increases and Rate Structure Changes –
West Marin Service Area (DOAS)

Direct Mailer - Notice of Proposed Water Rate Increases – Oceana Marin Sewer Service (DOAS)

MAY (2nd Meeting)

Reoccurring

Consent Calendar

Minutes (EA/DS)

Action Calendar

Information

Information – Budget Review – Proposed FY XX Budgets Novato and West Marin Services Areas
(DOAS)

Technical Advisory Committee Meeting (GM)

WAC/TAC Committee Meeting – April (GM)

NBWA Meeting – May (DD)

News and Miscellaneous Reports

Disbursements (DOAS)

Monthly Progress Report (EA/DS)

NOAA Monthly Precipitation Outlook (EA/DS)

NOAA Monthly Drought Outlook (EA/DS)

NMWD Web and Social Media Report (WCCM)

JUNE (1st Meeting)

Reoccurring

Consent Calendar

Minutes (EA/DS)

Resolution re Consolidation of District Election and Filing Information District Election,
November (EA/DS)

Text for Spring West Marin “Waterline” (WCCM) KEEP

Annual Water Quality Report – Novato (WQS)

Annual Water Quality Report – Point Reyes Area (WQS)

Action Calendar

Contract for NMWD Trench Restoration Paving (DOU)

Oceana Marin Wastewater System – Acceptance of 20XX Management Plan Update (DOO)

Information Items

Budget Review – FY XX Budgets Novato and West Marin Service Areas (DOAS)

NBWRA April Minutes (GM)

News and Miscellaneous Reports

Disbursements (DOAS)

Auditor-Controller’s Monthly Report of Investments for _____, 20xx

JUNE (2nd Meeting)

Reoccurring

PUBLIC HEARING:

Consider Proposed Increase in Water Rates for Novato Service Area and Resulting Revisions to District Regulation 54, Water Rates Resolution (DOAS)

PUBLIC HEARING/APPROVE:

Consider Proposed West Marin Water Rate Increase and Revisions to Reg 54 Resolution (DOAS)

PUBLIC HEARING/APPROVE:

Consider Proposed Ocean Marin Sewer Rate Increase and Revisions to Reg 109 Resolution/Ordinance (DOAS)

PUBLIC HEARING:

Public Hearing to Consider Approval of the 2020 Urban Water Management Plan and Water Shortage Contingency Plan for Novato Service Area Resolution (GM)

Consent Calendar

Minutes (EA/DS)

Text for Spring Novato "Waterline" (WCCM)

Action Calendar

Novato and Recycled Water FY XX Budgets (DOAS)

Oceana Marin Sewer Service Fee Increase Ordinance (DOAS)

Novato, Recycled Water, West Marin & Oceana Marin FY XX Budgets (DOAS)

Refinancing of Employer Assisted Housing Loan (DOAS)

Agreement with Kiosk for Communications and Public Outreach (WCCM)

Information

NBWA Meeting – June (DD)

WAC/TAC Meeting – May (GM)

News and Miscellaneous Reports

Disbursements (DOAS)

Monthly Progress Report (EA/DS)

NOAA Monthly Precipitation Outlook (EA/DS)

NOAA Monthly Drought Outlook (EA/DS)

NMWD Web and Social Media Report (WCCM)

JULY (2nd Meeting) – Only 1 meeting in July (2nd Tues)

Reoccurring

Consent Calendar

Minutes (EA/DS)

Action Calendar

Information

CALPERS Pension Update (DOAS)

TAC Meeting – June (GM)

NBWA Meeting – July (DD)

News and Miscellaneous Reports

Disbursements (DOAS)

Monthly Progress Report (EA/DS)

Auditor-Controller's Monthly Report of Investments for _____, 20xx

NMWD Web and Social Media Report (WCCM)

Marin County Elections Department Notice of Election, Offices on Ballot and Candidate Filing
Deadlines ?(EA/DS)

Approved FY 20XX-XX Budget (DOAS)

AUGUST (1st Meeting)

Reoccurring

Consent Calendar

Minutes (EA/DS)

Action Calendar

Information

News and Miscellaneous Reports

Disbursements (DOAS)

CalPERS Preliminary Investment Returns FY XX (DOAS)

Auditor-Controller's Monthly Report of Investments for _____, 20xx

AUGUST (2nd Meeting)

Reoccurring

PRELIMINARY FY 20XX/20XX FINANCIAL STATEMENT (DOAS)

Consent Calendar

Minutes (EA/DS)

Action Calendar

Information

WAC/TAC Meeting Update – August (GM)

TAC Meeting Update – July (GM)

FY XX/XXXX End of Year Progress Report – Water Quality (WQS)

FY XXXX/XX End of Year Progress Report – Water Conservation (WCCM)

FY XX/XXXX End of Year Progress Report – Engineering Department (AGM/DOE)

FY XX/XXXX End of Year Progress Report – Operations (DOO)

News and Miscellaneous Reports

Disbursements (DOAS)

Monthly Progress Report (EA/DS)

NOAA Monthly Precipitation Outlook (EA/DS)

NOAA Monthly Drought Outlook (EA/DS)

NMWD Web and Social Media Report (WCCM)

NMWD Candidates Who Have Filed Papers for Office – November (EA/DS)

SEPTEMBER (1st Meeting) – No first meeting

SEPTEMBER (2nd Meeting)

Reoccurring

Consent Calendar

Minutes (EA/DS)

Text for Fall Novato “Waterline” (WCCM)

Base Salary Schedule Revision (DOAS)

Action Calendar

Water Use and Leak Detection Device Pilot Program for the West Marin Service Area (DOAS)

Proposal for West Marin Water Rate Study (DOAS)

Text for Summer West Marin “Waterline” (WCCM)

Stafford Lake 20XX Watershed Sanitary Survey (WQS) EVERY FIVE YEARS

Information

NBWA Meeting – September (DD)

FY XXXX-XX End of Year Progress Report - Water Quality (WQS)

FY XXXX-XX End of Year Progress Report - Water Conservation (WCCM)

FY XXXX-XX End of Year Progress Report - Engineering Department (AGM/DOE)

FY XXXX-XX End of Year Progress Report - Operations (DOO)

News and Miscellaneous Reports

Disbursements (DOAS)

Monthly Progress Report (EA/DS)

NOAA Monthly Precipitation Outlook (EA/DS)

NOAA Monthly Drought Outlook (EA/DS)

NMWD Web and Social Media Report (WCCM)

OCTOBER (1st Meeting)

Reoccurring

Consent Calendar

Minutes (EA/DS)

Director of Administrative Services' Statement of Investment Policy (DOAS)

Base Salary Schedule Revision (DOAS)

Records Retention Program – Destruction of Records Resolution (EA/DS)

Action Calendar

Information

NBWA Meeting – October

Overview of Redistricting Based on the 2020 Census (GM)

News and Miscellaneous Reports

Disbursements (DOAS)

Auditor-Controller's Monthly Report of Investments for _____, 20xx

OCTOBER (2nd Meeting)

Reoccurring

Consent Calendar

Minutes (EA/DS)

Renewal of Horizon CATV License Agreement (OMM)

Action Calendar

Information

Strategic Plan Progress Report – Year X Review (GM)

Accounts Receivable Analysis (DOAS)

News and Miscellaneous Reports

Disbursements (DOAS)

Monthly Progress Report (EA/DS)

NOAA Monthly Precipitation Outlook (EA/DS)

NOAA Monthly Drought Outlook (EA/DS)

NMWD Web and Social Media Report (WCCM)

Vendor Letter (EA/DS)

NOVEMBER (1st Meeting)

Reoccurring

Quarterly Financial Statement (DOAS)

Consent Calendar

Minutes (EA/DS)

Text for Fall Novato “Water Line” (WCCM) Move to Sept?

Action Calendar

Renewal of Grazing Leases – Grossi, Bell & Leveroni IV (DOO) (Every 5 yrs - 2027 next)

Accept Outside Auditor’s FY XX/XX Financial Report and Management Report (DOAS)

Information

News and Miscellaneous Reports

Disbursements (DOAS)

Auditor-Controller’s Monthly Report of Investments for _____, 20xx

NOVEMBER (2nd Meeting - tentative)

Reoccurring

Consent Calendar

Minutes (EA/DS)

Action Calendar

Stafford Lake Backfeeding – 20XX Water Year, initial request (GM) (AS NEEDED)

Information

North Bay Water Reuse Authority Board Meeting – October (GM)

FY 20XX-20XX Stafford Dam Activities Report (AGM/DOE)

NBWA Meeting – November (DD)

News and Miscellaneous Reports

Disbursements (DOAS)

Monthly Progress Report (EA/DS)

NOAA Monthly Precipitation Outlook (EA/DS)

NOAA Monthly Drought Outlook (EA/DS)

NMWD Web and Social Media Report (WCCM)

DECEMBER (1st Meeting)

Oath of Office: Elected Directors (EA/DS)

Reorganization of Board: (EA/DS)

1. Election of President
2. Election of Vice President
3. Establishment of Meeting Times and Place, and Confirm 20XX Board Meeting Schedule
4. Establishes the Manner of Calling Special Meetings
5. Appoint District Officers
6. Approve Board of Directors' Committee Appointments

Reoccurring

Consent Calendar

Minutes (EA/DS)

Draft Annual Report Fiscal Year 20XX-XX (EA/DS)

Action Calendar

Accept - Outside Auditor's FY XX Report and Management Report (DOAS)

Information

Draft Annual Report (EA/DS)

WAC/TAC Meeting – November (GM)

Initial Review – Salary, Terms and Conditions of Employment – General Manager (Board President)

2020 Census Redistricting Process (GM)

News and Miscellaneous Reports

Disbursements (DOAS)

Auditor-Controller's Monthly Report of Investments for _____, 20xx

DECEMBER (2nd Meeting)

Reoccurring

Consent Calendar

Minutes (EA/DS)

Final Annual Report Fiscal Year (EA/DS)

Action Calendar

Approval of Salary, Terms and Conditions of Employment – General Manager
(Board Resolution 21-XX amending Prior Board Resolution 20-26) (Board President)

Board Committee/Association Assignments for 20XX (EA/DS)

Information

NBWA Meeting – December (DD)

Miscellaneous

Disbursements (DOAS)

Monthly Progress Report (EA/DS)

NOAA Monthly Precipitation Outlook (EA/DS)

NOAA Monthly Drought Outlook (EA/DS)

NMWD Web and Social Media Report (WCCM)

Annual TAC and WAC/TAC Meeting Schedule (GM)

NMWD WP-309 Certificate of Excellence (DOAS)