



Posting Date: 04-16-2021

## NOTICE OF REGULAR BI-MONTHLY MEETING BOARD OF DIRECTORS

**MEETING DATE:** 04-20-2021

**TIME:** 6:00 p.m.

**LOCATION:** This meeting will be held virtually, pursuant to the Governor's Executive Order N-29-20.

To participate online, go to <https://zoom.us/j/98112074364>. You can also participate by phone by calling 1-669-900-6833 and entering the webinar ID#: 981 1207 4364.

**PARTICIPATION DURING MEETINGS:** During the public comment periods, the public may comment by clicking the "raise hand" button on the bottom of the Zoom screen; if you are joining by phone and would like to comment, press \*9 and we will call on you as appropriate.

**EMAILED PUBLIC COMMENTS:** You may submit your comments in advance of the meeting by emailing them to [BoardComment@MarinWater.org](mailto:BoardComment@MarinWater.org). All emailed comments received by 3 p.m. on the day of the meeting will be provided to the Board of Directors prior to the meeting. Those emailed comments on approval items received by 3 p.m. will also be summarized by the board secretary at the board meeting. All emails will be posted on our website. (Please do not include personal information in your comment that you do not want published on our website such as phone numbers and home addresses.)

AGENDA ITEMS	RECOMMENDATIONS
Call to Order and Roll Call	
Adopt Agenda	<i>Approve</i>
<b>Convene to Closed Session (Only the Board of Directors and staff will participate)</b> The public will be asked to leave and come back to the open session beginning at 7:30 p.m.	
Closed Session Item	
1. Public Employee Performance Evaluation (Government Code §54957)  Title: General Manager	
Convene to Open Session at or after 7:30 p.m.	

**MARIN WATER BOARD OF DIRECTORS:** LARRY BRAGMAN, JACK GIBSON, CYNTHIA KOEHLER, LARRY RUSSELL, AND MONTY SCHMITT

AGENDA ITEMS	RECOMMENDATIONS
<b>Closed Session Report Out</b>	
<b>Public Comment</b> Members of the public may comment on any items not listed on the agenda during this time. Comments will be limited to three (3) minutes per speaker, and time limits may be reduced by the board president to accommodate the number of speakers and ensure that the meeting is conducted in an efficient manner.	
<b>Directors' and General Manager's Announcements</b>	
<b>Consent Calendar</b> All matters listed on the consent calendar are considered to be routine and will be enacted by a single action of the Board, unless specific items are removed from the consent calendar by the Board during adoption of the agenda for separate discussion and action.	
2. Minutes of the Board of Directors' Special Meeting of March 23, 2021, and Regular Bi-Monthly Meeting of April 6, 2021	<i>Approve</i>
3. General Manager's Report for March 2021	<i>Approve</i>
4. Authorize the General Manager to execute an agreement with Verizon Wireless pursuant to the California Department of Technology's CALNET contract for cellular phone and wireless device services in an amount not to exceed \$75,000 per fiscal year	<i>Approve</i>
<b>Regular Calendar</b>	
5. Drought Update	<i>Information</i>
<b>Public Hearing</b>	
6. (1) Adopt a Resolution to Declare Water Shortage Emergency and Call for Mandatory Water Conservation; (2) Adopt an Ordinance to Enact Mandatory Water Use Reduction Program; and (3) Adopt a Resolution to Defer implementation of Emergency Water Rates	<i>Approve</i>
<b>Regular Calendar</b>	
7. Approval to fill Summer Helper, Intern and Watershed Aide positions	<i>Approve</i>

AGENDA ITEMS	RECOMMENDATIONS
8. Approval to fill Controls Technician position	<i>Approve</i>
9. Approval to fill Water Quality Lab Manager position	<i>Approve</i>
10. Future Meeting Schedule and Agenda Items	<i>Information</i>
<b>Convene to Closed Session</b>	
<b>Closed Session Item</b>	
1. Conference With Legal Counsel – Existing Litigation (Government Code §54956.9)  <i>Walker v. Marin Municipal Water District</i> Marin Superior Court Case No. CIV 1501914	
<b>Reconvene to Open Session</b>	
<b>Closed Session Report</b>	
<b>Adjournment</b>	


#### ADA NOTICE AND HEARING IMPAIRED PROVISIONS:

In accordance with the Americans with Disabilities Act (ADA) and California Law, it is Marin Water's policy to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require a copy of a public hearing notice, an agenda, and/or agenda packet in an appropriate alternative format, or if you require other accommodations, please contact Board Secretary Terrie Gillen at 415.945.1448, at least two days in advance of the meeting. Advance notification will enable the Marin Water to make reasonable arrangements to ensure accessibility.

INFORMATION PACKETS ARE AVAILABLE FOR REVIEW AT THE CIVIC CENTER LIBRARY, CORTE MADERA LIBRARY, FAIRFAX LIBRARY, MILL VALLEY LIBRARY, MARIN WATER OFFICE, AND ON THE MARIN WATER WEBSITE (MARINWATER.ORG)

#### FUTURE BOARD MEETINGS:

- ❖ Thursday, April 22, 2021  
Finance & Administration Committee/Board of Directors (Finance & Administration)  
Meeting  
9:30 a.m.



Board Secretary

## Approval Item

**TITLE**

Minutes of the Board of Directors' Special Meeting of March 23, 2021 and Regular Bi-Monthly Meeting of April 6, 2021

**RECOMMENDATION**

Approve the adoption of the minutes.

**SUMMARY**

On March 23, 2021, the board held a special meeting, 10-Year Financial Plan Workshop 2. Then, on April 6, 2021, the board held its regular bi-monthly meeting. The minutes of these meetings are attached.

**DISCUSSION**

None

**FISCAL IMPACT**

None

**ATTACHMENT(S)**

1. Minutes of the Board of Directors' Special Meeting of March 23, 2021
2. Minutes of the Board of Directors' Regular Bi-Monthly Meeting of April 6, 2021

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Communications & Public Affairs Department	 Terrie Gillen Board Secretary	 Ben Horenstein General Manager

**MARIN MUNICIPAL WATER DISTRICT  
BOARD OF DIRECTORS**

**SPECIAL MEETING MINUTES**

**Tuesday, March 23, 2021**

**Via teleconference**

(In accordance with Governor Gavin Newsom's Executive Order N-29-20)

**DIRECTORS PRESENT:** Larry Bragman, John C. Gibson, Monty Schmitt, Larry L. Russell, and Cynthia Koehler

**DIRECTORS ABSENT:** None.

**CALL TO ORDER AND ROLL CALL**

Board President Koehler called the meeting to order at 9:03 a.m.

Director Russell had stepped away from the meeting during Roll Call and the Adoption of the Agenda.

**ADOPT AGENDA**

There was no public comment received under this agenda item.

On motion made by Director Gibson and seconded by Director Bragman, the board adopted the agenda by the following roll call vote:

Ayes: Directors Bragman, Gibson, Schmitt, and Koehler

Noes: None

Absent: Russell

There were no public comments on items not on the agenda.

**REGULAR CALENDAR**

**Item 1 10-Year Financial Plan (Workshop 2)**

General Manager Ben Horenstein provided a recap of prior presentations from the past 10-Year Financial Plan Workshops. Next, Melissa Elliott, with Raftelis, began to facilitate this workshop. Then, the board were presented information from Senior Engineer1 Manager Elysha Irish and Finance Director Charles McBride.

Throughout this workshop, the board discussed with staff the information presented, provided feedback to staff, and heard public comment. The board did not take formal action.

**PUBLIC EXPRESSION**

The board received public comments throughout the workshop.

**ADJOURNMENT**

There being no further business, the Board of Directors' special meeting of March 23, 2021, adjourned at 11:45 a.m.

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Board Secretary

**MARIN MUNICIPAL WATER DISTRICT  
BOARD OF DIRECTORS**

**MEETING MINUTES**

**Tuesday, April 6, 2021**

**Via teleconference**

(In accordance with Governor Gavin Newsom's Executive Order N-29-20)

**DIRECTORS PRESENT:** Larry Bragman, John C. Gibson, Larry L. Russell, and Cynthia Koehler

**DIRECTORS ABSENT:** Monty Schmitt

**CALL TO ORDER AND ROLL CALL**

Board President Koehler called the meeting to order at 6:31 p.m.

**ADOPT AGENDA**

On motion made by Director Gibson and seconded by Director Russell, the board adopted the agenda. The following roll call vote was made.

Ayes: Directors Bragman, Gibson, Russell, and Koehler  
Noes: None  
Absent: Schmitt

Before convening to Closed Session, there were no public comments.

**CONVENE TO CLOSED SESSION**

**CLOSED SESSION ITEM**

1. Conference with Legal Counsel – Anticipated Litigation  
(Government Code §54956.9(b))

Number of Cases: Unknown

The Closed Session ended at 7:25 p.m.

**CONVENE TO OPEN SESSION AT OR AFTER 7:30 P.M.**

The meeting convened at 7:30 p.m.

## **CLOSED SESSION REPORT OUT**

Board President Koehler stated that no reportable action was taken.

## **PUBLIC COMMENT**

There were no public comments made during this portion of the meeting.

## **DIRECTORS' AND GENERAL MANAGER'S ANNOUNCEMENTS**

President Koehler made an announcement about water infrastructure investments proposed under President Biden's American Jobs Plan.

## **CONSENT CALENDAR (ITEMS 2-3)**

**Item 2            Minutes of the Board of Directors' Regular Meeting of March 16, 2021**

**Item 3            Authorize the General Manager to execute Amendment No. 2 to Agreement 5789 with Environmental Services Associates (ESA) to extend the contract end date to July 1, 2022 and expand the scope of work to support the Lagunitas Creek Stream Release Study**

There was no public comment. Director Bragman urged staff to inform the Lagunitas Technical Advisory Committee (TAC) about the study mentioned in Item 3.

On motion made by Director Gibson and seconded by both Directors Russell and Schmitt, the board approved the Consent Calendar by the following roll call vote:

Ayes:            Directors Bragman, Gibson, Russell, and Koehler

Noes:            None

Absent:          Schmitt

## **REGULAR CALENDAR (ITEMS 4-9)**

**Item 4            Drought Update**

General Manager Ben Horenstein, Water Quality Manager Lucy Croy, and Water Conservation Manager Carrie Pollard made a presentation to the board. Discussion ensued.

There were four public comments.

This was an informational item. The board did not take any formal action.

**Item 5            Kastania Pump Station Rehabilitation Project**

Engineering Manager Mike Ban introduced this item and Eric McGrath with Carollo Engineers provided the presentation. Discussion followed.



There was one public comment.

This was an informational item. The board did not take any formal action, but provided feedback to staff.

**Item 6            Marin County Agricultural Commission's Request for Temporary Water Supply for Livestock**

Operations Manager Paul Sellier brought forth this item. Discussion ensued.

There was no public comment.

This was an informational item. The board did not take any formal action, but provided feedback to staff.

Director Koehler left the meeting at 9:36 p.m., and Vice President Russell facilitated the rest of the meeting.

**Item 7            2020 Urban Water Management Plant Update – Water Supply Reliability Assessment**

Together, Facilities and Watershed Division Manager Crystal Yezman and Operations Manager Sellier provided a presentation to the board. Discussion ensued.

There was one public comment.

This was an informational item. The board did not take any formal action.

**Item 8            Approval to fill Engineering Technician position**

Engineering Manager Ban brought for this item. The board briefly conversed on the item.

There were no public comments.

On motion made by Director Gibson and seconded by Director Bragman, the board authorized the general manager to recruit and hire an engineering technician, by the following roll call vote:

Ayes:	Directors Bragman, Gibson, and Russell
Noes:	None
Absent:	Koehler and Schmitt

**Item 9            Future Meeting Schedule and Agenda Items**

The board secretary brought forth this item. There was neither board discussion nor public

comment.

This was an informational item. The board took no formal action.

**ADJOURNMENT**

There being no further business, the regular bi-monthly Board of Directors' meeting of April 6, 2021, adjourned at 10:07 p.m.

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Board Secretary

## Approval Item

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**TITLE**

General Manager's Report for March 2021

**RECOMMENDATION**

Approve Report.

**SUMMARY****A. HIGHLIGHTS:**

- Completed construction of the Piedmont Road Pipeline Replacement Project, which replaced 2,570 feet of 100-year old cast iron and galvanized threaded pipe, which had reached the end of its useful life, in Larkspur with new welded steel pipe.
- Completed construction of the Alpine/Bon Tempe Raw Water Transfer Pipeline Replacement Project which replaced 300-feet of the 65-year old, 24-inch diameter pipeline transferring raw water from Alpine Lake to Bon Tempe Reservoir, which had deteriorated beyond repair.
- Dry year conditions persist on Lagunitas Creek. For October 1 – March 31<sup>st</sup>, the total rainfall at Kent Lake was 20.6 inches, falling under the dry condition threshold identified in WR95-17 of 28 inches for the six month period. Dry conditions result in lower streamflow requirements however the lack of contributions from runoff can result in the need for a higher percentage of the streamflow to be provided from Kent reservoir to ensure the streamflow targets are met. At present the District is releasing 5.4-MGD from Kent in order maintain a streamflow of 14 cubic feet per second or about 9.1-MGD.
- The WQ lab ensured that the water provided to customers met or surpassed drinking water quality regulations by collecting and analyzing over 150 Total Coliform Rule and 20 treatment plant samples. The lab performed 37 surveys of system storage tanks, resulting in 9 water storage tanks chlorinated in March 2021. The lab also began analysis for the startup at our recycled water distribution system, performing bacteriological and physical parameters. In addition water quality field staff performed scheduled quarterly sampling and monitoring of 2 lakes - Kent and Soulajule. Staff also performed monitoring for algae that cause taste and odor in Bon Tempe reservoir.
- Staff performed the initial cross connection control test of the dual plumbing system of a new Kaiser medical office building located in Terra Linda. The building has 82 fixtures that will be served with recycled water along with outdoor irrigation.

- Staff surveyed 20 miles of pipeline in San Anselmo and Fairfax for leaks.
- District participated in the March Lagunitas TAC and provided updates regarding drought, Lag Restoration Planning, and preliminary Lag Creek Flow Release Study.
- Staff completed six salmon spawner surveys in Lagunitas and San Geronimo Creeks and installed the Lagunitas Creek salmon smolt trap and began daily operation
- Created a GIS web map to track restoration planting for the Lagunitas Creek Winter Habitat Project and identified possible eleven sites on Lagunitas Creek for restoration planning under our Prop 68 grant
- Submitted Direct Grant Application to the Cal Fire Forest Health Program for forestry and fuels reduction work with the GGNPC in the amount of \$3.2 million.
- Completed outreach and trainings for 76 volunteers for the turtle and frog volunteer docent programs. 12 Volunteers assisted with watershed/frog docent outreach at Pine Mountain Trail Head on Thursday's and Fridays.
- 20 Watershed volunteers collected 116 pounds of trash and covered 97 miles of trails/fire roads

## DISCUSSION

### B. SUMMARY:

AF = Acre Feet

Mg/L = milligrams per liter

MPN = most probable number

MPY = mils per year

MG = million gallons

NTU = nephelometric turbidity units

### 1. Water Production:

Item	FY 2020/21		FY 2019/20	
	(million gallons)	(acre-feet)	(million gallons)	(acre-feet)
<b>Potable</b>				
Total production this FY	6,375	19,565	6,436	19,751
Monthly production, March	540	1,658	598	1,834
Daily average, March	17.43	53.48	19.28	59.15
<b>Recycled<sup>1</sup></b>				
Total production this FY	0.00	0.00	0.00	0.00
Monthly production, March	0.00	0.00	0.00	0.00
Daily average, March	0.00	0.00	0.00	0.00
<b>Raw Water</b>				
Total production this FY	41.23	126.53	38.78	119.01
Monthly production, March	0.00	0.00	1.32	4.05
Daily average, March	0.00	0.00	0.04	0.13
<b>Imported Water</b>				
Total imported this FY	1,883	5,777	1,227	3,764
Monthly imported, March	188	576	124	380
<b>Reservoir Storage</b>				
Total storage, January	14,157	43,447	23,161	71,080
Storage change during March	-483	-1,483	- 835	-2,563
<b>Stream Releases</b>				
Total releases this FY	2,954	9,065	3,228	9,907
Monthly releases, March	502	1,540	623	1,910

<sup>1</sup> Recycled water was temporarily discontinued in February 2019 to accommodate construction of the Las Gallinas Valley Sanitary District's Secondary Treatment Plant Upgrade and Recycled Water Expansion Project. Production will resume upon completion of this project, which is anticipated to occur in late 2020.

2. <u>Precipitation:</u>	<u>FY 2020/21 (in.)</u>	<u>FY 2019/20 (in.)</u>
Alpine	23.17	25.66
Bon Tempe	18.94	22.80
Kent	20.85	23.70
Lagunitas *	20.26	30.59
Nicasio	13.55	18.38
Phoenix	18.41	30.32
Soulajule	13.24	19.54

\* Average to date = 46.87 inches

3. <u>Water Quality:</u>		
<u>Laboratory:</u>	<u>FY 2020/21</u>	<u>FY 2019/20</u>
Water Quality Complaints:		
Month of Record	15	25
Fiscal Year to Date	131	266
Water Quality Information Phone Calls:		
Month of Record	8	7
Fiscal Year to Date	100	112

The lab performed 2,612 analyses on lakes, treatment plants and distribution system samples.

Mild steel corrosion rates averaged 1.89 (0.26–3.6) MPY. The AWWA has recommended an operating level of <5 MPY with a goal of <1 MPY.

Complaint Flushing: No related complaint flushing events were performed for this month on record.

Tank Survey Program: 37 water storage tank sanitary surveys were performed during the month. 25.00 % planned survey program has been completed for calendar year 2021.

Disinfection Program: 4,689' new pipelines were disinfected during the month. Performed chlorination's on 9 water storage tanks to ensure compliance with bacteriological water quality regulations.

Tank Water Quality Monitoring Program: Performed 24 water quality-monitoring events on storage tanks for various water quality parameters this month to help ensure compliance with bacteriological water quality regulations.

#### 4. Water Treatment:

<u>Treatment Results</u>	<u>San Geronimo</u>		<u>Bon Tempe</u>		<u>Ignacio</u>	
	Average	Monthly	Average	Monthly	Average	Monthly
		Goal		Goal		Goal
Turbidity (NTU)	0.06	≤ 0.10	0.04	≤ 0.10	0.04	≤ 0.10
Chlorine residual (mg/L)	2.58	2.50 *	2.56	2.50 *	2.48	2.50 *
Color (units)	0.6	≤ 15	0.6	≤ 15	0.2	≤ 15
pH (units)	7.8	7.8*	7.8	7.8*	8.0	8.1**

\* Set monthly by Water Quality Lab

\*\* pH to Ignacio is controlled by SCWA

#### 5. Capital Improvement:

##### a. Sir Francis Drake Blvd Corridor Rehabilitation Project

Summary: This project involves the replacement of 8,500 feet of 100-year-old, leak prone pipe as a joint project with Marin County along Sir Francis Drake Blvd.

- Project Budget: \$4,647,762
- Monthly Activities: The contractor is currently installing mainline pipe and service transfers. To date, approximately 6,800 feet of 12 and 8-inch water main have been installed. Project completion is anticipated to occur in June.

##### b. Piedmont Road Pipeline Replacement Project

Summary: This project involves the replacement of 2,570 feet of 100-year old cast iron and galvanized threaded pipe in Larkspur.

- Project Budget: \$744,610
- Monthly Activities: This project has been completed.

##### c. 5<sup>th</sup> Ave FFIP Pipeline Replacement Project

Summary: This project involves the replacement of 3,990 feet of old, undersized fire

flow deficient pipe in support of the Districts Fire Flow Improvement Program within the City of San Rafael.

- Project Budget: \$2,279,140
- Monthly Activities: Contractor is currently installing mainline pipe and service transfers. To date approximately 3,270 feet of 18-inch pipe have been installed.

d. San Geronimo Treatment Plant Permanent Emergency Generator Project

Summary: This project involves the installation of two 1.5 MW generators, electrical equipment, fuel storage tanks and site grading all within the community of Woodacre.

- Project Budget: \$5,375,600
- Monthly Activities: District staff is currently reviewing submittals and request for information from the contractor. Contractor has started grading and forming the retaining wall for the generator pad.

e. Southern Marin Pipeline Replacement Project (D20022)

Summary: This project involves the replacement of 5,080 feet of old, leak prone and problematic pipe in Tiburon and Belvedere, in coordination with the City of Belvedere's earthquake resiliency program and Sanitary District No. 5's Cove Road Force Main Replacement Project and planned paving work to minimize public impacts.

- Project Budget: \$2,985,000
- Monthly Activities: Contractor is currently installing mainline pipe on Cove Rd, Beach Rd, Main St and Round Hill Rd. To date, approximately 2,500 feet of 8 and 6-inch water main have been installed. Work on the pipeline in Harrison Street in Sausalito is scheduled to begin in early May.

f. Alpine/Bon Tempe Raw Water Transfer Pipeline Replacement Project (D20027)

Summary: This project involves the replacement of approximately 300-feet of the pipeline transferring raw water from Alpine to Bon Tempe.

- Project Budget: \$312,000
- Monthly Activities: This project has been completed.

g. Kent Lake Aerator Vent Lines Replacement Project (D19037)

Summary: This project involves the replacement of two 180 foot long 2-inch vent lines and one 200 foot 1-inch air supply line on the Kent Lake aerator.

- Project Budget: \$134,000
- Monthly Activities: Contract was awarded in February. Currently working with Contractor on insurance requirements before routing the contract to executing.



**6. Other:**

<u>Pipeline Installation</u>	<u>FY2020/21</u>	<u>FY2019/20</u>
Pipe installed during March (feet)	3,446	2,684
Total pipe installed this fiscal year (feet)	15,745	18,192
Total miles of pipeline within the District	908*	908*

*\* Reflects adjustment for abandoned pipelines*

<u>Pipe Locates</u>	<u>FY2020/21</u>	<u>FY2019/20</u>
Month of March (feet)	62,655	45,148
Total this fiscal year (feet)	351,117	363,181

<u>Main Line Leaks Repaired:</u>	<u>FY2020/21</u>	<u>FY2019/20</u>
Month of March	5	14
Total this fiscal year	111	122

<u>Services:</u>	<u>FY2020/21</u>	<u>FY2019/20</u>
Service upgrades during March	11	7
Total service upgrades this FY	124	120
Service connections installed during March	0	1
Total active services as of April 1, 2021	60,488	60,514

7. Demand Management:

	Mar-21	FY 20/21 TOTAL	FY 19/20 TOTAL	FY 18/19 TOTAL
<b>WATER-EFFICIENCY PROGRAMS</b>				
Water-Use Site Surveys				
Conservation Assistance Program (CAP) Consultations				
Residential properties resi 1-2 (single-family)	11	30	127	109
Residential properties resi 3-5 (multi-family units)	0	1	30	2
Non-residential properties resi 6-7 (commercial)	2	3	3	6
Dedicated irrigation accounts resi 8-10 (large landscape)	0	0	-	2
Marin Master Gardeners' Marin-Friendly Garden Walks				
Residential garden walks	0	65	91	122
CYES Water/Energy Surveys				
Residential surveys	0	0	86	238
Public Outreach and Education, Customer Service				
Public outreach events (number of people attending)	0	0	1,150	13,691
Public education events (number of participants)	0	0	-	500
Laundry-to-Landscape Graywater webinars (participants)	0	84	-	-
Customer calls/emails admin staff	373	1700	2,230	1,835
School Education				
School assemblies				
Number of activities	0	0	15	17
Number of students reached	0	0	6,349	5,915
Field trips				
Number of activities	0	0	11	6
Number of students reached	0	0	91	130
Classroom presentations				
Number of activities	1	1	11	21
Number of students reached	22	22	305	554
Other (e.g. booth events, school gardens)		0		
Number of activities	0	0	-	1
Number of students reached	0	0	-	250
Incentives				
Number of HECWs approved	17	78	53	61
Number of Rain Barrel/Cisterns approved	0	10	4	8
"Landscape Your Lawn" Turf Replacements approved	1	2		
Number of Laundry-to-Landscape Systems approved	0	0	-	-
Number of Smart Controllers rebates approved	2	50	12	-
Number of Smart Controllers "Rachio Direct Distribution" approved	29	29	-	-
Advanced Metering Infrastructure (AMI)				
AMI leak letters sent to customers (>200 GPD)	176	1080	1,384	896
<b>ORDINANCES</b>				
Water Waste Prevention				
No. of properties reporting activity	13	66	147	148
Landscape Plan Review				
Plans submitted	12	61	89	113
Plans exempt	1	4	5	6
Plans completed	0	15	23	37
Plans in workflow (pass & fail)	15	106	145	173
Tier 4 Exemption				
Inspections that resulted in a pass	1	1	1	1
Graywater Compliance Form				
Applications Received (as of Dec 2019)	5	76	39	-
Systems installed	0	4	11	14

## 8. Watershed Protection:

### Medical Aid Calls

During March the Rangers responded to six medical aid calls. Five involved solo bicyclist accidents and the sixth involved a solo ebiker accident. Five of the six appear to involve downhill speed. Four of the riders were transported to the hospital, one with serious head injuries.

### Weekends Remain Busy



Weekends, the parking lots around the watershed fill up. On one occasion, Sky Oaks Road was shutdown to incoming vehicles due to the parking lots being full.

### Foot Patrol

The Rangers routinely conduct foot patrols of district's many trails. This month Rangers logged 48 miles of foot patrol.

### Updates from Prior Incidents

John Muir Medical Center was impressed with the excellent care the Rangers and Fire Dept. personnel provided the patient who suffered a cardiac emergency care at Carson Falls in February. The critical care and rapid transport helped save the patient's life and he was released from the hospital after three days.

A law enforcement agency in another county recovered the Harley Davidson motorcycle stolen from the Leo Cronin Lot in January.

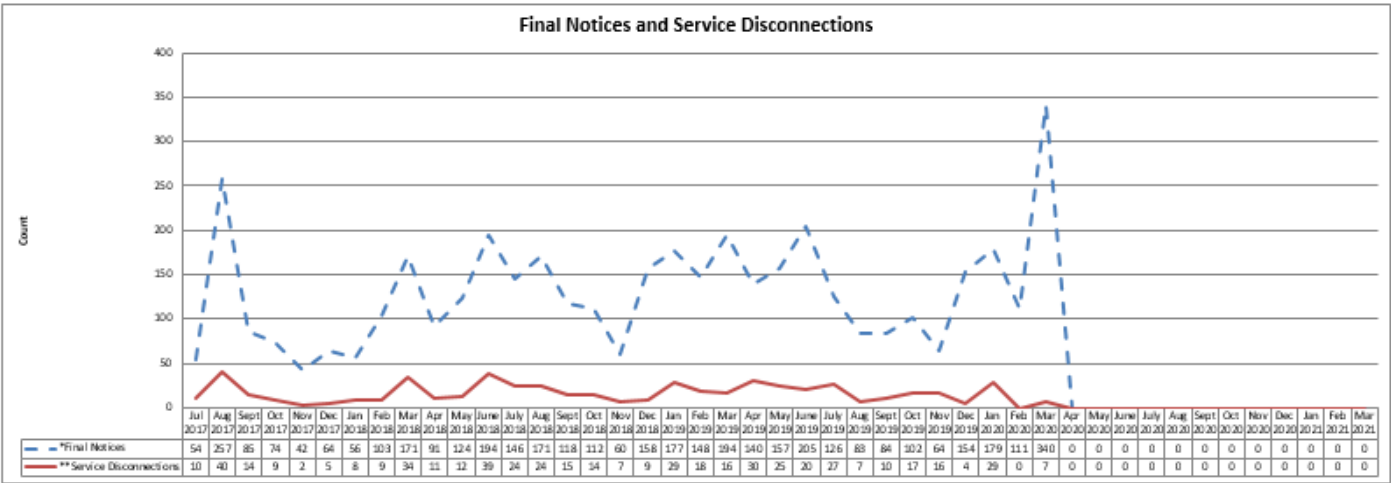
Incidents and Events	763
Visitor Assists	339
Warnings	158
Citations	151
Dam Check	24
Misc. Law Enforcement Calls	14
Vandalism	14
Assist Watershed Maintenance	6
Medical Aid	6
Citizen Complaint: Illegal Bike Use	6
Parking at Capacity/Lots Closed	5
Animal or Humane Related	5
Suspicious Circumstance	5
Citizen Complaint: Recreational Impacts	4
Preventative Search and Rescue	4
Citizen Complaint: COVID Related	4
Illegal Trail Work	3
Search and Rescue	3
Citizen Complaint: Bike Speed	3
Assist Other MMWD Work Group	3
Ranger Callouts	1
Citizen Complaint: Misc.	1
Illegal Dumping	1
Theft	1
Citizen Complaint: Dogs off Leash	1
Vehicular Hit and Run	1
<b>Citations</b>	<b>151</b>
Non-payment of parking fees	125
Park on Roadway or Parking w/ 6' Center	12
Parking After Sunset	7
No Parking	2
Dog off Leash	2
Bike on Trail	2
Park in Front of Gate	1



9. Shutoff Notices and Disconnections:


March 2021
Final Notices: 0
Service Disconnections: 0

- \* Includes 5 day, 10 day and final notices
- \*\*3/13/20 Suspended termination of water service for non-payment due to COVID- 19
- \*3/24/20 Suspended Late Fees and Final Notices



FISCAL IMPACT  
None

ATTACHMENT(S)  
None

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Office of the General Manager	<div></div> Ben Horenstein General Manager	<div></div> Ben Horenstein General Manager

## Approval Item

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### **TITLE**

CALNET Voice and Data Services Agreement with Verizon Wireless

### **RECOMMENDATION**

Authorize the General Manager to execute an agreement with Verizon Wireless pursuant to the California Department of Technology's CALNET contract for cellular phone and wireless device services in an amount not to exceed \$75,000 per fiscal year.

### **SUMMARY**

For the past several years, the District has been a participant in the National Association of State Procurement Officials' (NASPO) state purchasing agreement for Verizon Wireless services. This agreement expired on December 31, 2020, and Verizon Wireless has now executed a new CALNET agreement for cellular phone and wireless device service with the State of California Department of Technology. The District's Information Technology Department (IT) recommends transitioning the District's current cellular phone and wireless device services to the new CALNET agreement at this time.

### **DISCUSSION**

The State of California negotiates bulk purchasing agreements with cellular service providers on behalf of California public agencies to acquire preferred pricing over individual contracts. CALNET is a new agreement between Verizon Wireless and the State Department of Technology to provide cellular services to State and local public agencies at reduced prices. CALNET encompasses multiple service providers including AT&T and Verizon, among others. In order to take advantage of the State's preferred pricing, public agencies must sign an individual contract with CALNET.

For the past several years, the District has been a part of another State of California provided bulk purchasing agreement called NASPO. Specifically, NASPO provided discounts for Verizon cell phone and wireless device services. Historically, the District has spent about \$65,000 per fiscal year on Verizon wireless services. The District has benefited from NASPO discounts, however that agreement expired on December 31, 2020.

Staff has reviewed the State Department of Technology's CALNET agreement with Verizon which will honor the District's existing terms and pricing that were provided by NASPO. Also, the District will benefit from new services offered by CALNET Verizon as a critical services provider and be able to explore new plans and pricing to ensure that the District continues to receive the most competitive terms for this service. The new CALNET contract expires on May 22, 2023; however, the State Department of Technology may exercise two, two-year options to extend, which could extend the agreement until May 22, 2027.

Staff recommends that the Board of Directors authorize the General Manager to execute an agreement with Verizon Wireless pursuant to the California Department of Technology's CALNET contract for cellular phone and wireless device services in an amount not to exceed \$75,000 per fiscal year.

**FISCAL IMPACT**

Not to exceed \$75,000 per fiscal year during the term of the CALNET agreement.

**ATTACHMENT(S)**

1. Link to CALNET Contract: **C4-CVD-19-001-03**


<https://www.verizon.com/business/solutions/public-sector/state-local-government/contracts/california/ca-wireless/?CMP=EMC SMB CRM 22222 NA 20200106 NA NM20200010 00001>

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Administrative Services Division	 Charles McBride Finance Director	 Ben Horenstein General Manager

## Informational Item

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**TO:** Board of Directors

**FROM:** Ben Horenstein, General Manager 

**ITEM:** Drought Update

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### SUMMARY

The District's total reservoir storage volume as of April 15<sup>th</sup> is 57.5% of the historical average or 52.9% of total storage. Rainfall to date is 20.3-inches which is lower than the 32.6-inches received last year by this time, and just 41.6% of the average 48.7-inches for this time of year. Weather patterns are forecasted to remain dry and warm, and staff are preparing for dry conditions to persist through the coming months. In response to the drought, the Board adopted a resolution calling for voluntary conservation at the February 16<sup>th</sup> meeting and will be considering a recommendation to declare a Water Shortage Emergency at the April 20<sup>th</sup> Board meeting. Staff is continuing to pursue supply optimization, while prioritizing conservation actions and public messaging to educate and engage with our customers. Staff will provide a presentation to update the Board on all drought-related activities at this meeting.

### DISCUSSION

#### Water Supply and Production:

- As of April 1, 2021, the District had 43,385 acre-feet of reservoir water storage, which is 54.5% of capacity and 41% below average for this date and is the lowest April 1<sup>st</sup> storage level since Kent dam was raised in 1983.
- In March, the District's total gross water production was 1,659 acre-feet, with 1,083 acre-feet from the District's reservoirs and 576 acre-feet of supplemental water.
- The average rate of water production for March 2021 was 17.4 million gallons per day (MGD) compared to 19.3 MGD in March 2020.
- For habitat benefit, in March, the District released a total of 1,540 acre-feet of water from Kent Reservoir into Lagunitas Creek and from Soulajule Reservoir into Walker Creek.
- In March, the water sources for the San Geronimo Treatment Plant were Kent Reservoir and Nicasio Reservoir, and for the Bon Tempe Treatment Plant the water sources were Phoenix Lake and Bon Tempe Reservoir.



**Drought Response:**

A Drought Task Force was instituted consisting of staff throughout the organization to work collaboratively to develop and implement key initiatives to optimize our existing water supply and implement conservation actions.

**Operational Initiatives and Water Supply Projects:**

- Utilize Phoenix Lake - Phoenix Lake is a reserve reservoir, used only during periods of very dry weather. Pumping of Phoenix Lake started on February 10<sup>th</sup> for treatment at Bon Tempe Treatment Plant and completed on April 5<sup>th</sup>. Over the course of two months of operation, a total of 328 AF was pumped and treated from Phoenix Lake.
- Utilize Soulajule Reservoir - Soulajule reservoir is a reserve reservoir and not used during normal water supply conditions. Given the low levels in storage and dry conditions District staff are continuing to prepare for pumping of Soulajule, tentatively scheduled for late April 2021.
- Optimize the Use of Supplemental Water - Water imported from the Sonoma County Water Agency has been an important part of the District's water supply since the 1970s, and under normal conditions accounts for approximately 25 percent of our water supply. The District has been and continues to use this supply source to its fullest availability. As of the end of March the District has purchased 109% or 5,777 acre-feet of the 5,300 acre-feet that is typically received by end of June. As of the beginning of April, North Marin Water District began backfilling Stafford Lake, consequently reducing the available capacity in the aqueduct from 6-million gallons per day to 4-million gallons per day. Further, due to the dry conditions and reservoir levels Sonoma Water is evaluating reducing allocations to their retail customers, including MMWD.
- Kastania Pump Station Rehabilitation Design - At the February 16, 2021 meeting, the board approved hiring a consulting team to assist staff in the evaluation and development of a rapid rehabilitation plan for Kastania pump station to increase capacity in the North Marin aqueduct. The team has reviewed engineering plans and developed a hydraulic model to help understand the potential yield for this project. In addition, the team has conducted multiple site visits to assess the condition of the pump station and site constraints. The project team presented preliminary assessment findings to the Board on April 6<sup>th</sup> and recommended proceeding with immediate recommission of the existing facility over the next 7 months. Next steps include preparing environmental documentation and conducting an on-site operational test of pump station mechanical and electrical equipment.
- Las Gallinas Valley Sanitary District Recycled Water Treatment Plant Update - Distribution of recycled water is proceeding as planned as LGVSD completes the upgrade of the Recycled Water Treatment facility and the larger waste-water plant

upgrades. Staff is following the reliability and acceptance testing closely. The Functional Acceptance Testing (looping Title 22 water within the Plant) was completed in early March and Reliability Acceptance Testing is underway. MMWD's recycled water system has received water intermittently during the testing period.

- Recycled Water Truck Hauling - Staff has confirmed with CMSA that their secondary 23 water is available for sewer flushing and construction dust control and is communicating with potential users. In addition staff is exploring sites in the distribution system and reaching out to potential partners to develop a recycled water fill station to allow members of the public to collect recycled water for irrigating their plants during this drought period.
- Environmental Releases - Staff is in the early stages of exploring the potential for modifications in environmental releases from Kent Lake. Efforts to engage and incorporate stakeholders early in this process were initiated in March as a preliminary approach was discussed at the Watershed Committee on March 18<sup>th</sup> as well as at the Lagunitas Creek Technical Advisory Committee. On April 6<sup>th</sup>, the Board awarded a contract to prepare a technical analysis. This study will evaluate if the required flow releases are functioning as intended while also exploring potential options for temporarily reducing the releases without significantly affecting the aquatic species residing in Lagunitas Creek. Stakeholder engagement will continue to be an integral part of study moving forward.

**Conservation and Public Outreach:**

- Extended the project completion date for the turf replacement programs from 90 days to 1 year to allow customers to participate in the lawn conversion program while delaying replanting during the drought
- Continuing to distribute yard signs through the Thursday and Sunday Farmers Market organizers, via a social media push, and to homeowner associations
- Training field utility crew and watershed staff to educate customers about the drought and related conservation initiatives
- Scheduling presentations with cities, towns, and community groups. Presented to Town of Corte Madera on April 6 and Town of Fairfax on April 7. Presentations to various rotaries and community groups are scheduled throughout the month of April.

- Upcoming city or town council presentations:
  - Mayors and City Councils of Marin County– April 28
  - Larkspur City Council – May 5
  - Belvedere City Council – May 10
  - Sausalito City Council – May 11
  - Marin County Board of Supervisors – May 18
  - Mill Valley City Council – June 7
- Consistent and frequent messaging emphasizing the dry conditions and need for water conservation. Increased social media messaging on Facebook, Twitter, Nextdoor and Instagram includes water conservation tips, educational information about the district's water code, and rebates and incentives.
- Public awareness drought conservation advertising campaign is underway, in print, digital and on outdoor venues, in English and Spanish.
- Additional community-based conservation programs in development, including the Marin Challenge and a community Water Watch team to reduce water waste.

#### **FISCAL IMPACT**

As previously shared with the Board, the combined loss in revenue and unbudgeted expenses due to the drought is projected at \$12.5M over the next eight months due to voluntary conservation efforts. An additional \$8M of revenue loss is projected over the same period if mandatory conservation efforts are implemented, bringing the net projected fiscal impact to \$20.5M over 8 months. The District's reserves, along with tight expenditure controls, is anticipated to address the deficit.

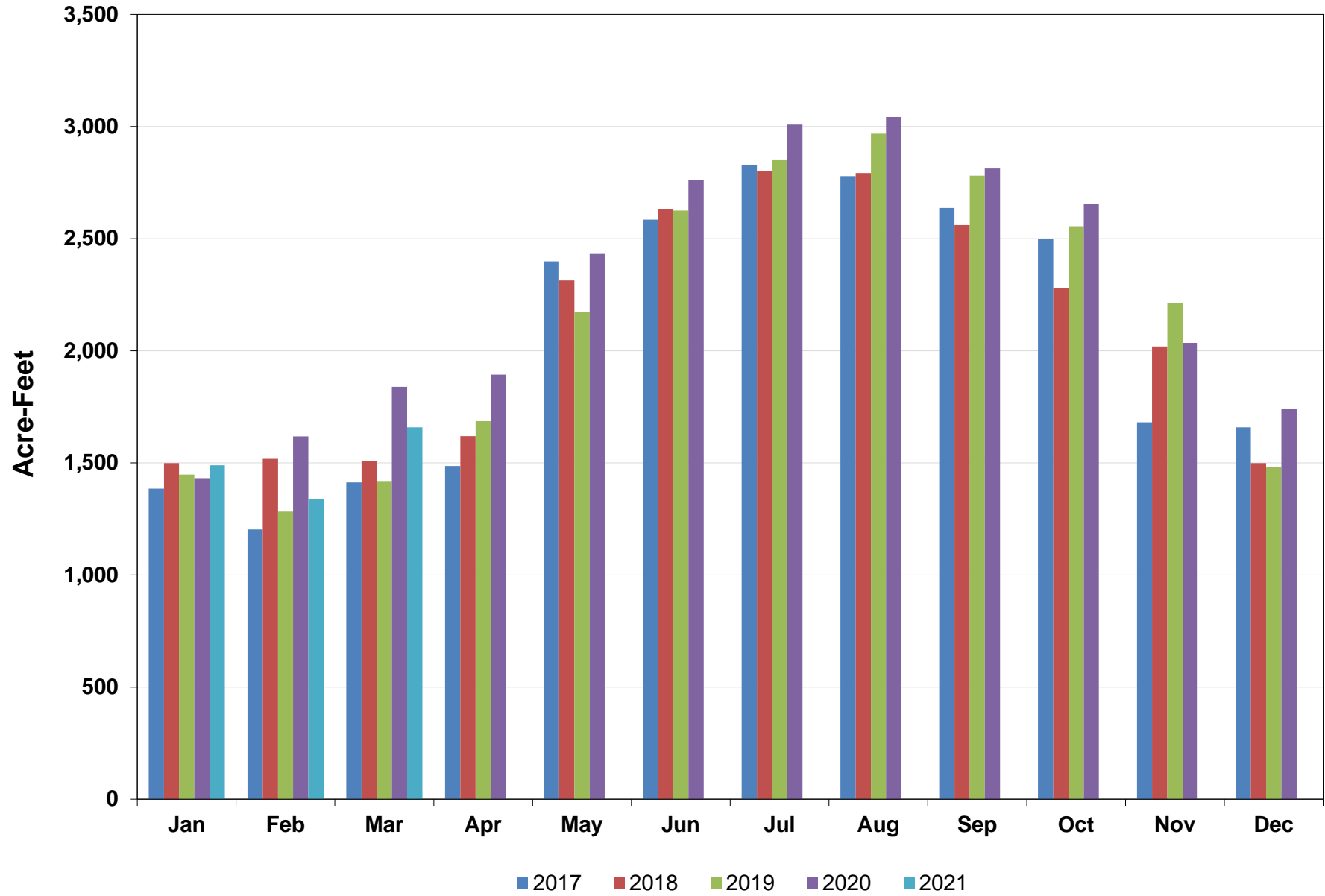
#### **ATTACHMENT(S)**

1. Water Supply tables and charts

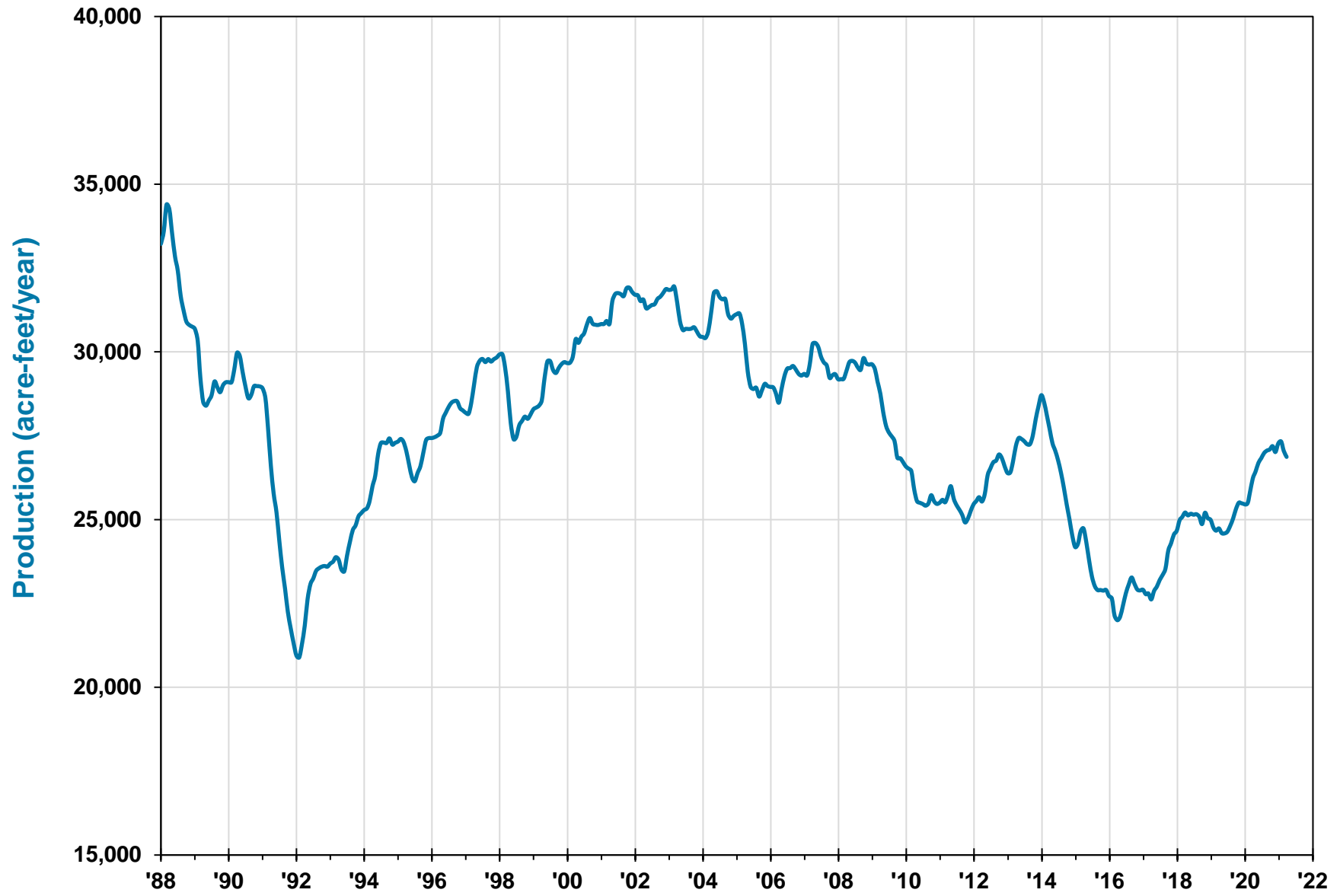
Total Potable Water Production						
Month	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Jul	2,287	2,636	2,830	2,802	2,853	3,008
Aug	2,369	2,630	2,778	2,792	2,968	3,043
Sep	2,239	2,449	2,637	2,561	2,781	2,813
Oct	2,148	1,963	2,499	2,281	2,555	2,655
Nov	1,628	1,455	1,681	2,019	2,212	2,035
Dec	1,429	1,400	1,659	1,499	1,482	1,739
Jan	1,364	1,386	1,499	1,448	1,432	1,490
Feb	1,338	1,203	1,518	1,283	1,618	1,339
Mar	1,390	1,413	1,507	1,419	1,839	1,659
<b>Total YTD</b>	<b>16,191</b>	<b>16,536</b>	<b>18,608</b>	<b>18,104</b>	<b>19,740</b>	<b>19,781</b>

Imported Water Production						
Month	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Jul	364	390	364	374	545	663
Aug	355	378	532	382	543	600
Sep	378	360	543	366	548	505
Oct	380	361	457	371	400	527
Nov	329	341	225	368	202	598
Dec	376	308	193	369	194	734
Jan	362	201	191	200	433	875
Feb	176	176	208	178	521	698
Mar	191	293	536	291	378	576
<b>Total YTD</b>	<b>2,911</b>	<b>2,807</b>	<b>3,248</b>	<b>2,900</b>	<b>3,764</b>	<b>5,777</b>

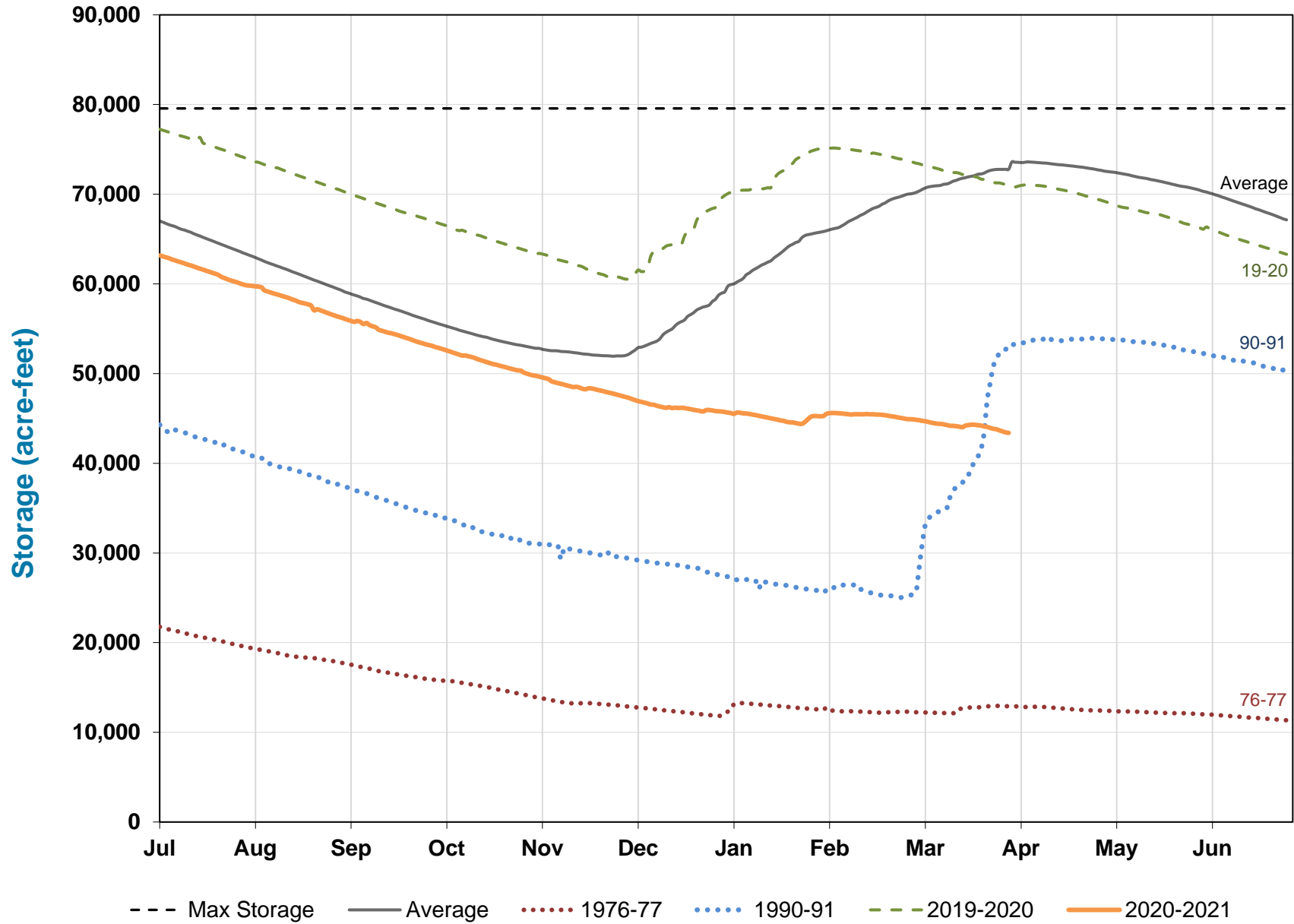
## Monthly Potable Water Production



## Running 12-month Potable Water Production (AF)

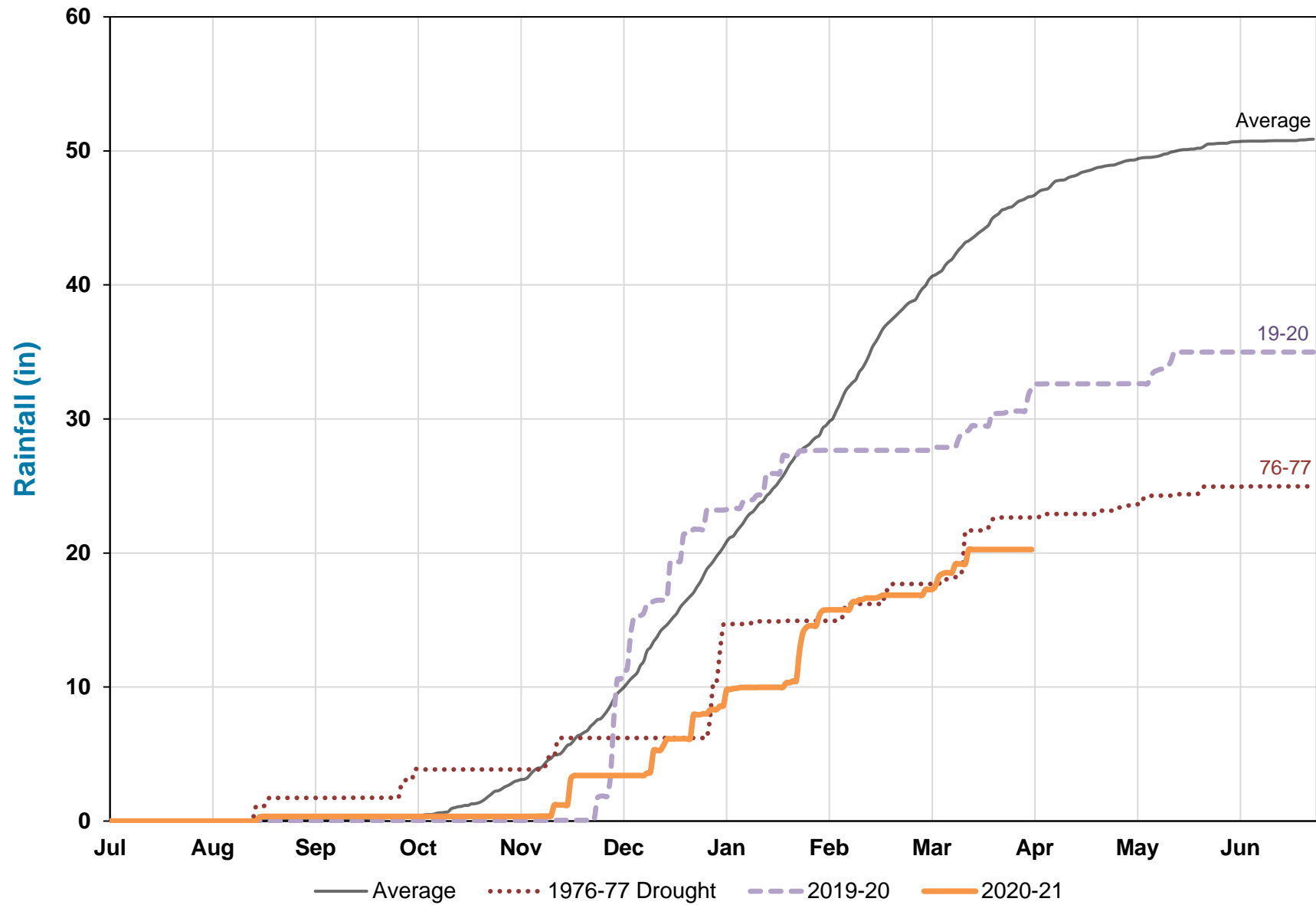


## Total Reservoir Storage



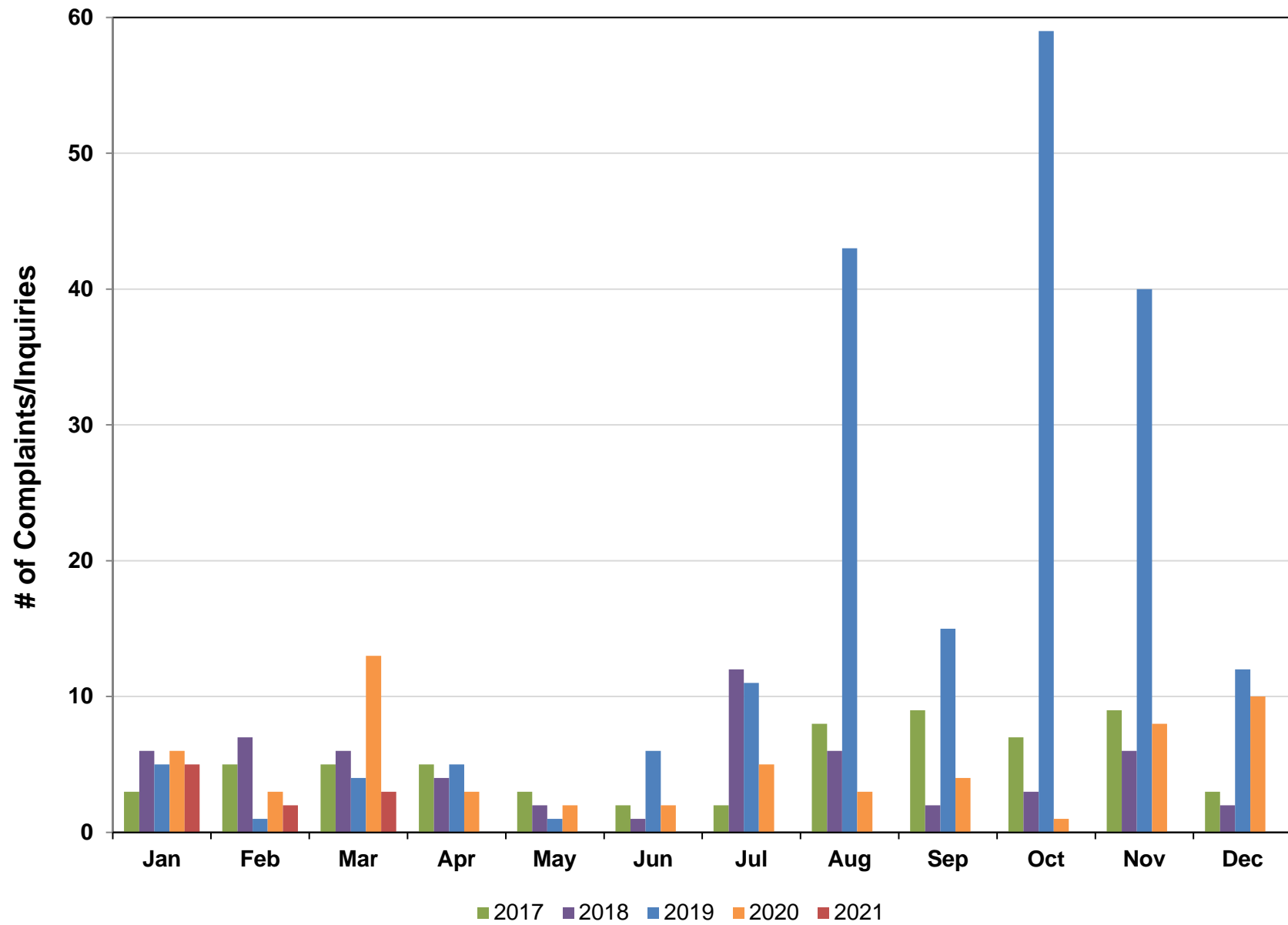
# Cumulative Precipitation

Lake Lagunitas Rain Gauge





## MMWD Customer Complaints/Inquiries for Taste and Odor



## Public Hearing - Approval Item

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### **TITLE**

Declare Water Shortage Emergency, Enact Mandatory Water Use Reduction Program and Defer implementation of Emergency Water Rates

### **RECOMMENDATION**

Adopt a resolution declaring a water shortage emergency and calling for mandatory water conservation measures, adopt an ordinance setting forth a comprehensive list of mandatory water conservation measures and water use restrictions, and adopt a resolution deferring implementation of the Emergency Water Rates.

### **SUMMARY**

District reservoir storage volumes are at historically low levels at the close of the normal wet weather months. Reservoir storage as of April 1<sup>st</sup> was 43,485 acre-feet (AF), the lowest storage level in 38 years since Kent Dam was raised and the total capacity of Marin Water's reservoir system was increased to 79,566 AF. The District has experienced two successive dry winters with below average rainfall. Marin Water has measured 20.3 inches of rainfall to date, tracking with approximately 43% of average rainfall for this time of year. As a result of this drought, the District reservoirs are 59% of average storage volume for this date and are projected to be as low as 24,000 – 28,000 AF on December 1, 2021 in the absence of above average rainfall and runoff. In order to preserve the District's limited water supply, the Board adopted Resolution 8624 on February 16, 2021 declaring Initial Drought Water Conservation Actions for District customers to voluntarily reduce their water usage. As dry conditions have persisted through the typically wet spring months, staff is recommending the Board adopt a resolution declaring a water shortage emergency, enacting the Mandatory Water Use Reduction Program by ordinance and adopt a resolution deferring emergency water rate increases.

### **DISCUSSION**

Seventy-five percent of the District's water supply depends on rainfall in the District's watershed, with the remaining 25% provided by imported water from Sonoma County Water Agency. The District has experienced two successive dry winters with historically low rainfall and runoff. Over the course of calendar year 2020, the District received just over 20 inches of rain, the second lowest rainfall total for the District's watershed in 90 years. In response to the historically low rainfall and subsequent low reservoir storage levels, the Board adopted Resolution 8624 on February 16<sup>th</sup>, 2021 declaring initial drought water conservation actions and requesting District customers to voluntarily reduce their water usage. Adoption of these actions occurred with much of the normal wet season remaining in order to preserve the water supply and allow the Board to potentially terminate the voluntary call to action if weather conditions shifted and rainfall exceeded expectations leading up to the summer months.

### **Initial Drought Actions**

Since declaring initial drought conditions in February, the District has continued to pursue opportunities to optimize and extend our water supply while prioritizing the conservation actions and public messaging necessary to educate and engage with our customers. Public outreach and communications surrounding the drought have focused on creating public awareness emphasizing the dry conditions and need for conservation, targeted outreach to community groups, city councils, specific sectors and customers including high water users, as well as providing customers with water savings tips, resources, and incentives. Operational initiatives to optimize our existing water supply have included utilizing reserve reservoirs, such as Phoenix Lake, maximizing our supplemental supply from Sonoma County Water Agency, and closely working with Las Gallinas Valley Sanitary District as the upgrade of the Recycled Water Treatment Plant completes.

Despite these efforts and the response from customers to voluntarily reduce their water usage, the dry conditions that have continued into April have resulted in historically low reservoir levels. Precipitation so far in 2021 has remained exceptionally low at 43% of average, producing limited runoff and notably lower than normal. As of April 1, the district reservoirs contained 43,385 acre-feet of water, which is 30,158 acre-feet lower than average for this date and is the lowest April 1<sup>st</sup> storage level in the 38 years since Kent dam was raised in 1983.

### **Declaration of Water Shortage Emergency**

Recognizing that very little rainfall typically occurs from May through October each year, the District's analysis based on historical hydrology indicates that in the absence of above average rainfall and runoff, reservoir storage levels are projected between 24,000 to 28,000 AF on December 1, 2021 unless potable demand is further reduced. Given the current projections and low likelihood of additional rainfall for the remainder of the spring through the summer, staff is recommending declaring a Water Shortage Emergency and implementation of mandatory water curtailment to preserve water supply pursuant to Water Code sections 350 and 71640, et seq. District Code section 13.02.015, adopted by the Board in 1999, provides that when the District's lake storage on December 1 is projected to be in the vicinity of, or less than, 30,000 acre-feet, the Board may declare by resolution a Water Shortage Emergency as defined in the Water Code. Declaration of a water shortage emergency will allow the District the necessary flexibility to realign resources and pursue mandatory conservation measures throughout the coming months.

### **Mandatory Water Use Reduction Program**

The purpose of the Mandatory Water Use Reduction Program (Program) is to significantly reduce the consumption of water during the drought to extend existing water supplies. Recognizing that in recent years, overall summer peak demand has averaged nearly twice winter demand due to outdoor water use and irrigation, the Program focuses on prohibiting outdoor water wastage and limiting irrigation to one day per week. Water use reduction actions included in the Program are highlighted below and are proposed to be adopted by Ordinance

No. 449, which if adopted by the Board, will go into effect immediately, with a grace period to May 1, 2021 for commencement of enforcement:

- Prohibit irrigation more than one day per week as assigned by the District
  - Monday: Tiburon, Belvedere, Ross, San Geronimo, Forest Knolls, Lagunitas
  - Tuesday: San Rafael, Unincorporated Marin
  - Wednesday: San Anselmo, Corte Madera, Sausalito
  - Thursday: Mill Valley
  - Friday: Greenbrae, Kentfield, Larkspur, Fairfax, Woodacre
  - Saturday and Sunday: No irrigation
- Washing of vehicles
- Refilling or as make-up water for decorative fountains or recreational pools
- Golf course irrigation restricted to greens and tees
- Use of private fire taps, also known as fire service lines, shall solely provide water for fire protection and annual fire service line testing
- Power washing of buildings and homes
- Use of potable water for dust control, compaction, sewer flushing, street cleaning, or any other use that can be met with tertiary recycled water
- New connections will be subject to the following additional restrictions:
  - Prohibit single pass cooling systems for air conditioning or other cooling system applications unless required for health or safety reasons
  - Commercial Carwash: Non-recirculating systems for conveyer carwash applications

### Implementation

The water waste prohibitions listed above and outlined in Ordinance No. 449 will become effective upon adoption by the Board pursuant to Water Code section 375 and 71641. The Ordinance provides a grace period for commencement of enforcement until May 1, 2021. Enforcement procedures for reported water wastage will follow:

- Water Waste Notification: Written notification of water waste and warning that 2nd Notice will result in a fine
- 2nd Notice: A \$25 fine for the water waste violation and a warning that subsequent violations of same water waste will result in a \$250 fine
- Subsequent Violations: For each violation of the same water waste violation within 60 days, a \$250 fine will be imposed on customer bill.
- The ordinance also includes notice and fine provisions for water leaks requiring verification of repair within two weeks from the first warning letter.

Public outreach and communications regarding the drought and mandatory water use reduction program will be continue to be a primary focus engaging customers of the importance to conserve water during this dry period. Drought-specific programs for customers are ongoing and will be continue to be rolled out, including offerings such as turf replacement rebates, landscape design review, and customer flowmeter technology incentives.

### **Deferral of Drought Rates**

The District has adopted Emergency Water Rates, pursuant to Ordinance No. 407 dated March 21, 2007, as set forth in the District Code section 6.01.310. These Emergency Water Rates were adopted by the Board to remain inactive until triggered by drought conservation measures. The Emergency Water Rates are a percentage increase of the water usage rates and are intended to address the decrease in water revenue resulting from decreased water use from conservation measures during dry years, as well as increased costs incurred by the District associated with the implementation of additional water conservation measures.

On February 16, 2021, based on historic low rainfall and projected low storage levels, the Board adopted Board Resolution No. 8624, calling for voluntary conservation by its customers, which triggered a 10% increase in water usage rates for potable, recycled and raw water based on the current water rates in effect, pursuant to District Code section 6.01.310(a). With the Board's adoption of mandatory water conservation measures and declaration of a water shortage emergency, a further increase to 50% of the current water rates for potable, recycled and raw water will be triggered pursuant to District Code section 6.01.310(b) and (c).

In response to the aforementioned drought conditions and the need for increased water conservation measures, District staff plans to implement cost saving measures, and monitor revenues to assess impacts of water conservation measures on District finances and increased expenditures incurred by the District resulting from implementation of necessary water conservation measures. In the interest of avoiding rate increases while many customers are still experiencing financial difficulties due to the COVID-19 Pandemic, staff proposes deferring the implementation of the Emergency Water Rates to allow for further monitoring of revenues as well as the continued evaluation of water supply and the success of water conservation measures to determine if future implementation of the Emergency Water Rates is necessary. Staff is requesting the Board to authorize use of the District's Rate Stabilization Fund, which is a District reserve fund developed to help offset the impacts of drought related revenue impacts. Staff further proposes to make regular reports to the Board regarding the financial impacts of the drought, both due to water conservation revenue losses and increased costs associated with drought response.


### **FISCAL IMPACT**

As previously shared with the Board, the combined loss in revenue and unbudgeted expenses due to the drought is projected at \$12.5M over the next 8 months due to voluntary conservation efforts. An additional \$8M of revenue loss is projected over the same period if

mandatory conservation efforts are implemented, bringing the net projected fiscal impact to \$20.5M over 8 months. The District's Rate Stabilization Revenue of \$9.4M, along with tight expenditure controls, is initially anticipated to address the deficit.

**ATTACHMENT(S)**

1. Resolution Declaring Water Shortage Emergency and calling for Mandatory Conservation Measures
2. Ordinance No. 449
3. Resolution Deferring Emergency Water Rate Implementation

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Office of the General Manager	 Molly MacLean General Counsel	 Ben Horenstein General Manager

**MARIN MUNICIPAL WATER DISTRICT**

**RESOLUTION NO.**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MARIN MUNICIPAL WATER DISTRICT  
DECLARING A WATER SHORTAGE EMERGENCY AND CALLING FOR THE IMPLEMENTATION OF  
MANDATORY WATER CONSERVATION MEASURES**

**WHEREAS**, the Board of Directors (Board) of the Marin Municipal Water District (District) acknowledges that water is a limited and essential resource; and

**WHEREAS**, Article X, Section 2 of the California Constitution mandates that the water resources of the State be put to beneficial use to the fullest extent and that waste or unreasonable use or method of use of water be prevented; and

**WHEREAS**, the District's potable water supply is limited to water captured in its seven reservoirs and water conveyed from the Russian River, both dependent on annual rainfall, and further depends on conservation and the use of recycled water where available; and

**WHEREAS**, the District has experienced two successive dry winters in 2020 and 2021 with historically low rainfall and runoff; and

**WHEREAS**, in response to historically low rainfall over the past two winters and subsequent low reservoir storage levels, the Board adopted Resolution 8624 on February 16<sup>th</sup>, 2021 calling for initial drought voluntary water conservation actions; and

**WHEREAS**, the District has continued to receive below average rainfall throughout the spring months in 2021 since adoption of initial voluntary water conservation actions; and

**WHEREAS**, as of April 1, 2021, District reservoir storage was 43,385 acre feet (AF), 54.5% of total capacity, and nearly 41% below the District average of 73,543 AF; and

**WHEREAS**, District reservoir storage of 43,385 AF is the lowest storage level at the end of the normally wet weather season in the 38 years since Kent Dam was raised in 1983; and

**WHEREAS**, the District's analysis based on historical hydrological data indicates that in the absence of above average rainfall and runoff, reservoir storage levels are projected to be between 24,000 to 28,000 AF on December 1, 2021 if potable water demand is not further reduced; and

**WHEREAS**, with projected reservoir levels to be below 30,000 AF as of December 1, 2021, preservation of the District's water supply is essential to District customers and conservation actions taken now by District customers are essential to minimize the reduction in reservoir storage levels to conserve water for future use; and

**WHEREAS**, the District is targeting an overall 40% reduction in total water use; and

**WHEREAS**, in recent years, overall summer peak water demand has averaged nearly twice winter period water demand due to outdoor water use; and

**WHEREAS**, typically 15-30% of water used for irrigation and outdoor uses is wasted, most often due to excessive irrigation; and

**WHEREAS**, although the District's Water Conservation Program has made significant strides, additional water use reduction is required to conserve for beneficial use and preserve the District's limited water supply and thus staff is recommending the implementation of mandatory water conservation measures and adoption of water use restrictions set forth in proposed Ordinance No. 449 to be considered by the Board in conjunction with this resolution; and

**WHEREAS**, on March 22, 2021, the California State Water Resources Control Board mailed early warning notices to all water rights holders in California urging them to plan for potential shortages by reducing water use, adopting practical conservation measures, and reducing irrigated acreage; and

**WHEREAS**, pursuant to District Code section 13.02.015, "Declaration of Water Shortage Emergency," when the District's reservoir storage on December 1<sup>st</sup> is projected to be in the vicinity of, or less than, 30,000 AF, the Board may declare by resolution a Water Shortage Emergency as defined in the Water Code; and

**WHEREAS**, California Water Code sections 350 and 71640 authorize the governing body of a municipal water district to find the existence or threat of a drought emergency or other threatened or existing water shortage, and that finding is prima facie evidence of the fact or matter so found, and such fact or matter shall be presumed to continue unchanged unless and until a contrary finding is made by the board by resolution or ordinance; and

**WHEREAS**, pursuant to Water Code sections 353 and 71641, the District may restrict the use of district water during the drought emergency or other water shortage condition and may prohibit the wastage of district water or the use of district water during such periods for any purpose other than household uses or other restricted uses as the District determines to be necessary; and

**WHEREAS**, pursuant to Water Code sections 376 and 71641 and Government Code section 6061, the District must publish in a newspaper of general circulation any ordinance setting forth the restrictions, prohibitions, and exclusions determined to be necessary under Water Code sections 353 and 71640 within 10 days after its adoption; and

**WHEREAS**, the District has caused a notice of public hearing on this water shortage emergency declaration, as well as the other measures to be considered by the Board in



conjunction therewith, including the adoption of proposed Ordinance No. 449 implementing mandatory water conservation measures necessary to preserve the District's water supply for future use, to be published on April 13, 2021 in the Marin Independent Journal duly noticing the public hearing to be held on this day, April 20, 2021 at or following 7:30 p.m.

**NOW, THEREFORE, BASED ON THE FINDINGS SET FORTH ABOVE WHICH ARE HEREBY ADOPTED BY THE BOARD, THE BOARD OF DIRECTORS RESOLVES AS FOLLOWS:**

1. Pursuant to Water Code sections 350 and 71640, and for the reasons set forth herein, the Board finds the existence or threat of a drought emergency or other water shortage condition; and
2. The Board may adopt mandatory restriction and prohibitions on the consumption and use of water within the service area so that the water supply can be conserved for the greater public benefit; and
3. Pursuant to Water Code sections 376 and 71641 and Government Code section 6061, the Board hereby directs staff to publish in a newspaper of general circulation any ordinance, or a summary thereof, adopted by the Board setting forth the restrictions, prohibitions, and exclusions determined to be necessary under Water Code sections 353 and 71640 within 10 days of adoption; and
4. This emergency or water shortage condition shall be presumed to continue unchanged unless and until a contrary finding is made by the Board; and
5. The District requests that federal and state agencies provide financial and other assistance to residents, water suppliers, water rights holders, ranchers, farmers, business owners and any local governments who are harmed by the drought emergency in its territorial limits to help them mitigate the effects of the persistent drought conditions.

**PASSED AND ADOPTED** this 20th day of April, 2021, by the following vote of the Board of Directors.

**AYES:**

**NOES:**

**ABSENT:**

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**President, Board of Directors**

**ATTEST:**

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**Board Secretary**

**MARIN MUNICIPAL WATER DISTRICT****ORDINANCE NO. 449****AN ORDINANCE ADDING CHAPTER 13.04 ENTILED “ COMPREHENSIVE DROUGHT WATER CONSERVATION AND ENFORCEMENT MEASURES” TO TITLE 13 OF THE MARIN MUNICIPAL WATER DISTRICT CODE ENTITLED “WATER SERVICE CONDITIONS AND WATER CONSERVATION MEASURES” ADOPTING ADDITIONAL WATER CONSERVATION AND ENFORCEMENT MEASURES PURSUANT TO WATER CODE SECTION 375**

**BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE MARIN MUNICIPAL WATER DISTRICT AS FOLLOWS:**

**SECTION 1. Purpose:** Due to the current drought conditions, existing in the service area of the Marin Municipal Water District (District), the purpose of this ordinance is to adopt a comprehensive list of mandatory water conservation measures to enhance the District’s water conservation program pursuant to Water Code section 375. The adoption of these conservation measures is aimed at reducing the quantity of water used both indoors and outdoors by all District customers to preserve the District’s limited water supply due to the current drought. This action is necessary to preserve remaining water supply given the uncertainty of future supply conditions.

**SECTION 2. Chapter 13.04 entitled “Comprehensive Drought Water Conservation and Enforcement Measures” is hereby added to the Marin Municipal Water District Code.**

**SECTION 3. Section 13.04.010 entitled “Declaration of purpose and application” is added to read as follows:**

**13.04.010 Declaration of purpose and application.**

The purpose of this chapter is to provide a comprehensive mandatory list of water conservation and enforcement measures to preserve the District’s remaining water supply during the current drought conditions by adopting provisions that will significantly reduce the consumption of water, thereby preserving and extending the available water supply for the District’s customers while reducing the hardship on the general public to the greatest extent possible. The water conservation and enforcement measures set forth in this chapter are adopted in accordance with Chapter 13.02 of the District’s Code and District Board of Directors Resolutions declaring a water shortage emergency and calling for voluntary and mandatory water conservation measures. This chapter is intended to provide a comprehensive list of mandatory water conservation measures, water waste prohibitions and water use restrictions as well as an enforcement program, to address the current drought and water supply shortage. Notwithstanding any other existing provision in the District Code this chapter shall, unless otherwise expressly stated, take precedent over any other inconsistent section of the District Code and shall apply uniformly across the District to all existing and future customers until such time as the District Board of Directors shall act to curtail the current water use conservation measures.

**SECTION 4. Section 13.04.020 entitled “Drought water waste prohibitions” is added to read as follows:**

**13.04.020 Drought water waste prohibitions.**

The following prohibitions shall be in addition to all existing normal year water conservation measures under section 13.02.021 of the District Code. No customer of the District shall make, cause, use or permit the use of potable water from the District for residential, commercial, industrial, agricultural, governmental or any other purpose in a manner contrary to any provision of this section.

- (1) Prohibited Nonessential Uses Applicable to Customers. It is unlawful for any person, firm, partnership, association, corporation, or political entity to use potable water from the District for the following nonessential uses:
  - (A) The washing of sidewalks, walkways, driveways, parking lots and all other hard surfaced areas by direct hosing, except as may be permitted by current regulations pertaining to urban water runoff pollution prevention as defined by the Marin County Stormwater Pollution Prevention Program and other controlling agencies, or as determined necessary by any public agency for the health and safety of the public.
  - (B) The escape of water through breaks or leaks within the customer’s plumbing or private distribution system for any substantial period of time within which such break or leak should reasonably have been discovered and corrected. A period of forty-eight hours after the customer discovers such a leak or break, or receives notice from the District of such leak or break, whichever occurs first, shall constitute a “reasonable time” within which to correct such leak or break for the purposes of this section. Failure of the customer to correct the break or leak within the time period stated above shall constitute a violation of District Code and may result in enforcement actions being taken by the District pursuant to section 6.02.030 of the District Code.
  - (C) Decorative water fountains or pools, including the refilling or make-up of any decorative fountain or pool and the refilling or make-up of any recreational pool or spa.
  - (D) Irrigation shall not be conducted in a manner or to an extent that allows water to run off or overspray the areas being watered. Every customer is required to have his or her water distribution lines and facilities under control at all times to avoid water waste.
  - (E) Any excess water runoff flowing onto the public right-of-way at a rate of one gallon per minute or greater not caused by storm water or naturally occurring groundwater, is prohibited.
  - (F) Using a garden hose without a shut-off nozzle.
  - (G) Any landscape irrigation between the hours of 9:00 a.m. and 7:00 p.m.
  - (H) Operating outdoor irrigation systems using potable water for the purpose of irrigating ornamental landscape areas or turf areas more than one day, as assigned by the District, within any calendar week. For the purpose of this section, “calendar week” shall mean a period running from Monday-Sunday.
  - (I) The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall.
  - (J) Irrigating ornamental turf on public street medians.

- (K) Powerwashing of any structure, or using potable water to wash vehicles except at commercial carwash facilities.
- (L) Use of private fire lines or private fire taps for any purposes other than fire suppression and necessary testing.
- (M) Golf course irrigation, with potable or raw water, of any areas beyond the greens and tee areas.
- (N) Dust control, compaction, sewer flushing, street cleaning, or any other use, as determined by the District, which can be met with disinfected tertiary recycled water.
- (2) Restrictions on Reverse Osmosis Units. The installation of reverse osmosis water purifying systems not equipped with an automatic shutoff unit is prohibited.
- (3) The following are prohibited for all new connections:
  - (A) Single pass cooling systems for air conditioning or other cooling system applications unless required for health or safety reasons.
  - (B) Non-recirculating systems for conveyer carwash applications.
- (4) Exemption From Daytime Water Prohibition. Notwithstanding anything contained in this chapter, necessary testing and repair of irrigation systems for the purpose of eliminating water waste is permitted during the hours of 9:00 a.m. and 7:00 p.m. Customers shall maintain appropriate documentation of any necessary testing and repairs for these purposes. For example, this documentation may include, but not be limited to, any applicable reports, invoices, photos, videos, and/or receipts for materials and labor related to the testing and repairs. Customers who fail to do so may be assessed the penalties set forth in section 13.04.040.

**SECTION 5. Section 13.04.030 entitled “Variances” is added to read as follows:**

**13.04.030 Variances.**

The District may grant variances for use of water otherwise prohibited by this chapter if it is found and determined that:

- (1) Failure to do so would cause an unnecessary and undue hardship on applicant or the public, including but not limited to, adverse economic impacts;
- (2) Failure to do so would cause an emergency condition affecting the health, sanitation, fire protection or safety of the applicant or the public; or
- (3) Customer is able and agrees to provide an alternative means of providing comparable water conservation.

Any request for a variance shall be submitted to the District in a writing providing sufficient detail regarding the request and the reasons therefore. After consideration of the variance request, a written decision shall be provided to the customer rejecting, partially approving or approving the variance request. If the customer disagrees with the initial determination, the customer may avail themselves of the appeal process set forth in section 13.04.060.

**SECTION 6. Section 13.04.040 entitled “Enforcement” is added to read as follows:**

**13.04.040 Enforcement.**

(1) As of May 1, 2021, for violations of the provisions set forth in section 13.04.020, other than subsection (1)(B), the following enforcement procedures shall apply:

**(A) First Notice- Warning Letter**

(i) Any customer violating the regulations and restrictions on water use set forth in section 13.04.020, other than subsection (1)(B), of this chapter shall receive a written warning informing them of the violation for the first such violation and warning that a second such violation will result in a penalty.

**(B) Notice of Violation**

(i) If, after receiving a written warning of violation for the same category of violation within a two week period, the District shall issue a Notice of Violation imposing a \$25 fine on the customer’s next water bill.

**(2) Repeat Violations**

For customers found by the District to incur a further violation within the same category for which customer has already received a Notice of Violation within the past sixty (60) calendar days, customer shall be charged a fine of \$250 for each successive violation noticed by the District.

**(3) Additional Enforcement Procedures**

(A) Failure by the customer to correct the violation and pay the applicable fine, after following the procedures set forth above in this section, may cause the District to install a flow restrictor to be installed in the service. If a flow restrictor is placed, a charge of \$150 for cost of installation and an additional \$150 cost for removal shall be paid by the violator.

(B) Any willful violation occurring subsequent to the issuance of the third written notice of violation may constitute a misdemeanor and may be referred to the Marin County district attorney's office for prosecution. An individual convicted shall be punished by imprisonment in the county jail for not more than 30 days, or by a fine not exceeding one thousand dollars (\$1,000) or both.

(C) The District may also disconnect the water service pursuant to section 11.28.020 of this code. If water service is disconnected, it shall be restored only upon payment of the turn-on charge fixed by the board of directors under the provisions of section 11.08.150 of this code.

**SECTION 7. Section 13.04.050 entitled “Further prohibitions” is added to read as follows:**

**13.04.050 Further prohibitions.**

It is unlawful for any person, firm, partnership, association, corporation or political entity to remove, replace, alter or damage any water meter or components thereof, including but not limited to the meter face, its dials or other water usage indicators and any flow restricting device installed pursuant to Section 13.04.040.

**SECTION 8. Section 13.04.060 entitled “Appeals” is added to read as follows:**

**Section 13.04.060 Appeals.**

(1) Customers may appeal a decision regarding a variance or an enforcement action by following the procedures set forth below:

- (A) Within thirty (30) calendar days of the variance denial or partial denial or a notice of violation, customer shall mail a written appeal containing all applicable evidence supporting their position to the Water Efficiency Department at 220 Nellen Avenue, Corte Madera, CA 94925. For purposes of this section an appeal shall be deemed received by the District on the day of post-mark by the U.S. Postal Service.
- (B) The District shall respond to the appeal in writing either denying, granting or partially granting the appeal. If customer disputes the initial written determination of his/her appeal, then customer may request a further appeal by submitting a further writing to the District within fifteen (15) calendar days from the date of the initial written response to the appeal.
- (C) Upon receipt of a timely further appeal, a hearing on the appeal will be scheduled and the District will mail notice of this date to the customer at least ten (10) calendar days before the hearing.
- (D) The General Manager or designee shall conduct a hearing on the appeal considering all applicable facts and issue a written decision containing his or her decision on the appeal. The General Manager’s or designee’s decision shall be final.
- (E) Any action not timely appealed shall be deemed final.
- (F) Pending receipt of a written appeal or pending hearing pursuant to an appeal, the District may take appropriate steps to prevent unauthorized use of water as appropriate to prevent waste.
- (G) This notice and hearing procedure shall not apply to those water waste situations charged as misdemeanors.

**SECTION 9. Section 13.04.070 entitled “Remedies/cumulative” is added to read as follows:**

The remedies available to the District to enforce this chapter are in addition to any other remedies available under the District’s code, or any state statutes or regulations, and do not replace or supplant any other remedy, but are cumulative.

**SECTION 10. Section 13.04.080 entitled “Chapter controlling” is added to read as follows:**

The provisions of this chapter shall prevail and control in the event of any inconsistency between this chapter and any other rule, regulation, ordinance or code of this District.

**SECTION 11. Findings of Necessity:** The Board of Directors, after considering all of the information and testimony presented at its April 20, 2021 meeting regarding this ordinance, finds as follows:

## I. Historic and Current Water Supply Overview

- A. Water is a finite and precious resource.
- B. The District's water supply currently remains limited to water captured in its seven reservoirs; water transported from the Russian River via the North Marin aqueduct; and recycled water produced at the Las Gallinas Valley Sanitary District Plant (for a variety of non-potable purposes). About 73% of the District's water supply comes from its reservoirs, 25% from the Russian River through the North Marin aqueduct and 2% from recycled water. Although options to increase the District's water supply are being evaluated, the implementation of any preferred alternative will not be immediate.
- C. Based upon rainfall patterns for the District, very little rainfall occurs from May to October each year. In recent years, the overall summer peak-period has found water use averages about twice winter use. Outdoor water use is more discretionary than interior water use. Some reductions in water use can be achieved by reduction in the demand for water for exterior uses.
- D. Typically 15%-30% of water used for irrigating (water use outside the home) is wasted and the most typical cause of the waste is excess irrigation.
- E. The water conservation program required by this ordinance is necessary to conserve additional water for beneficial use and to preserve the District's water supply.

## II. Conservation Measures.

- A. The Board of Directors determines that this conservation program is a fundamental and necessary step in its on-going efforts to reduce overall water use District wide, especially discretionary summer water use for irrigation.
- B. Mindful of the fact that water use doubles during the normally warm summer months and that in any given year the District's reservoirs store a two year supply of water, the Board determines that it reasonable and necessary to expand its conservation effort along the lines described in this ordinance to further preserve and conserve the District's water supply.
- C. Article X Section 2 of the California Constitution declares that the general welfare requires that water resources be put to beneficial use to the fullest extent of which they are capable and that the waste, unreasonable use or unreasonable method of use of water be prevented, and that conservation of such waters is to be exercised with a view to the reasonable and beneficial use thereof in the interest of the people and the public welfare.
- D. California Water Code section 375 authorizes water suppliers to adopt and enforce a comprehensive water conservation program to reduce water consumption and conserve supplies.



- E. The adoption and enforcement of the water conservation program contained in this ordinance is necessary to manage and conserve the District's water supply and ensure the sustainability and reliability of the same by preventing water waste.
- F. The Board finds this ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 21080(b)(4) of the Public Resources Code.

**SECTION 12. Environmental Determination:** This project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and based upon the above findings and purposes of this ordinance, qualifies for an exemption pursuant to section 21080(b)(4) in that the Board of Directors find that these measure are necessary to preserve water supply to avoid a more severe water supply emergency.

**SECTION 13. Severability:** If any section, subsection, sentence, clause, phrase, portion or part of this ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such section shall not affect the validity of the remaining portions of this code. The Board of Directors hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, part or portion thereof, irrespective of the fact that any one or more sections subsections, clauses, phrases, parts or portions be declared invalid or unconstitutional.

**SECTION 14. Effective Date:** Pursuant to Water Code section 376, this ordinance shall be effective on the day of its adoption. Within 10 days of adoption, this ordinance, or a summary hereof, shall be published in the Marin Independent Journal pursuant to Section 6061 of the Government Code.

**PASSED AND ADOPTED** this 20th day of April, 2021, by the following vote of the Board of Directors:

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
**President, Board of Directors**

**ATTEST:**

\_\_\_\_\_  
**Secretary, Board of Directors**

**MARIN MUNICIPAL WATER DISTRICT**

**RESOLUTION NO.**

**A RESOLUTION OF THE MARIN MUNICIPAL WATER DISTRICT BOARD OF DIRECTORS  
DEFERRING IMPLEMENTATION OF THE EMERGENCY WATER RATES INCREASES**

**WHEREAS**, for the past two rainy seasons (2019-20 and 2020-21), we have seen historically low rainfall for the area, and the Marin Municipal Water District's (District) total reservoir storage is approximately 43,385 acre feet or about 54.5% of capacity as of April 1, 2021; and

**WHEREAS**, the average District total reservoir storage for April 1<sup>st</sup> is approximately 73,543 acre feet or about 92.4% of capacity, which indicates that the District reservoir storage is approximately 59% of average; and

**WHEREAS**, on February 16, 2021, based on historic low rainfall and projected low storage levels, the District Board of Directors (Board) adopted Board Resolution No. 8624, calling for voluntary conservation by its customers, while the District continues to pursue water supply optimization; and

**WHEREAS**, on April 20, 2021, the Board adopted a resolution declaring a water shortage emergency and calling for mandatory conservation, and adopted Ordinance No. 449, pursuant to Water Code Sections 350 et seq., 375 et seq., and 71640 et seq., implementing comprehensive water waste prohibitions and restricting water use, including curtailing landscape irrigation to one day per week, along with the adoption of enhanced enforcement measures for noncompliance; and

**WHEREAS**, the District has adopted, pursuant to Ordinance No. 407 dated March 21, 2007, as set forth in section 6.01.310 of the District Code, Emergency Water Rates to address the decrease in water revenue resulting from decreased water use from conservation measures during dry years and increased costs incurred by the District associated with the implementation of additional water conservation measures, which rates were triggered by the Board's implementation of voluntary and mandatory water conservation measures and its declaration of a water shortage emergency as described above; and

**WHEREAS**, in the interest of avoiding rate increases while many customers are still experiencing financial difficulties due to the COVID-19 Pandemic, despite the Board actions triggering the Emergency Water Rates increases set forth in section 6.01.310 of the District Code, staff proposes deferring the implementation of the Emergency Water Rates to allow for further monitoring of revenues as well as the continued evaluation of water supply and the success of water conservation measures to determine if future implementation of the Emergency Water Rates is necessary; and

**WHEREAS**, in response to the aforementioned drought conditions and the need for increased water conservation measures, District staff plans to implement cost saving measures, and monitor revenues to assess impacts of water conservation measures on District finances and increased expenditures incurred by the District resulting from implementation of necessary water conservation measures.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of the Marin Municipal Water District hereby defers the implementation of the Emergency Water Rates set forth in section 6.01.310 of the District Code until such time as the Board determines it is necessary to direct the implementation of the deferred Emergency Water Rates increases, or such lesser increases as the Board may direct, and further authorizes and directs the General Manager and the Treasurer to continue to monitor revenue, pursue cost savings measures where feasible, utilize the water rate stabilization reserve funds as necessary to ensure the financial stability of the District, and provide regular updates to the Board on the sufficiency of these measures and the financial condition of the District.

**PASSED AND ADOPTED** this 20th day of April 2021, by the following vote of the Board of Directors.

**AYES:**

**NOES:**

**ABSENT:**

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**President, Board of Directors**

**ATTEST:**

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**Board Secretary**

## Approval Item

**TITLE**

Approval to fill Summer Helper, Intern and Watershed Aide positions

**RECOMMENDATION**

Authorize the General Manager to recruit and fill 3 Summer Helper, 6 intern and 14 Watershed Aide positions.

**SUMMARY**

During the summer months, the District typically hires Watershed Aides, Summer Helpers and Interns to support critical needs throughout the District.

For this summer, staff requests authorization for the General Manager to recruit and fill the following critical seasonal positions:

- 3 Summer Helpers (2 Water Efficiency and 1 Meter Operations);
- 6 Interns (2 Pipe Locator Interns, 2 Water Quality Sampling Interns, 1 Treatment Plant Operations Intern and 1 Distribution Systems Intern); and
- 14 Watershed Aides (1 Water Efficiency support, 4 Vegetation Management support, 4 Maintenance support, 1 Volunteer Program support, 3 Ranger support and 1 Fisheries support)

**FISCAL IMPACT**

The cost to hire the seasonal employees is estimated at \$478,355 for FY 21/22. Funding for summer helpers, interns and watershed aides was included in the FY 21/22 budget.

**ATTACHMENT(S)**

None

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Human Resources	 Vikkie Garay Human Resources Manager	 Ben Horenstein General Manager

## Approval Item

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**TITLE**

Approval to fill Controls Technician position

**RECOMMENDATION**

Authorize the General Manager to recruit and hire one Controls Technician in the Operations Division.

**SUMMARY**

The District has a Controls Technician vacancy due to the internal promotion of an existing employee from the position of Controls Technician to Controls System Administrator. The Controls Technician maintains and repairs the District's computer-based process control and SCADA systems. The SCADA system is essential to operations and allows staff to operate and monitor the distribution system to ensure that water is delivered throughout our distribution system to meet customer demands.

The Controls group consists of four positions that include the Control Systems Administrator who provides supervision for three Controls Technicians. The group is responsible for SCADA System maintenance and the installation, maintenance and repairs of all control system equipment at the district's water treatment plants, pump stations, storage tanks, automated valve stations, and reservoirs.



In summary, staff requests the Board authorize the General Manager to recruit and fill the vacant Control Technician position.

**FISCAL IMPACT**

Salary and benefits for the Controls Technician position are included in the Operations Division's budget for FY 2021. The total annual salary with benefits for the Controls Technician position ranges from \$152,460 to \$184,598. Filling this position will not increase the total number of FTEs in the Operations Division.

**ATTACHMENT(S)**

None

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Operations	 Paul Sellier Operations Director	 Ben Horenstein General Manager

## Approval Item

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**TITLE**

Approval to fill Water Quality Lab Manager position

**RECOMMENDATION**

Authorize the General Manager to recruit and hire one Water Quality Lab Manager in the Operations Division.

**SUMMARY**

The incumbent Water Quality Lab Manager is retiring this summer and given that this is expected to be a challenging position to fill staff is seeking to begin the recruitment process as soon as possible. The Water Quality Lab Manager is a key staff member responsible for implementing monitoring of the system water quality.

The Water Quality Lab consists of four chemists, including the lab manager, one lab technician and three water quality technicians. The Water Quality Lab Manager directs and coordinates the activities and operations of the District's state certified Water Quality Laboratory. In addition to managing the laboratory, the Lab Manager provides administrative and technical support for laboratory personnel and a number of other key functions including monitoring of the lakes for taste and odor compounds, the validation of analytical data, conducting special research, program development, and preparing reports on a wide variety of water quality issues.



In summary, staff requests the Board authorize the General Manager to recruit and hire a Water Quality Laboratory Manager.

**FISCAL IMPACT**

Salary and benefits for the Water Quality Lab Manager are included in the Operations Division's budget for FY 2021. The total annual salary with benefits for the position ranges from \$198,862 to \$240,274. Filling this position will not increase the total number of FTEs in the Operations Division.

**ATTACHMENT(S)**

None

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Operations	 Paul Sellier Operations Director	 Ben Horenstein General Manager

## Informational Item

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**TO:** Board of Directors

**FROM:** Terrie Gillen, Board Secretary



**THROUGH:** Ben Horenstein, General Manager



**DIVISION NAME:** Communications & Public Affairs Department

**ITEM:** Future Meeting Schedule and Agenda Items

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### SUMMARY

Review of the upcoming Board of Directors and Committee meetings.

### DISCUSSION

Below are the upcoming meetings of the Board of Directors and/or Committees:

- Thursday, April 22, 2021  
Finance & Administration Committee/Board of Directors (Finance & Administration)  
Meeting  
9:30 a.m.
- Tuesday, May 4, 2021  
Board of Directors' Regular Bi-Monthly Meeting  
7:30 p.m.
- Wednesday, May 12 or Thursday, May 13, 2021 (TENTATIVE)  
Board of Directors' Special Meeting (10-Year Financial Plan Workshop 3)  
9:00 a.m.
- Tuesday, May 18, 2021  
Board of Directors' Regular Bi-Monthly Meeting  
7:30 p.m.

### FISCAL IMPACT

None

### ATTACHMENT(S)

None