



MARIN MUNICIPAL WATER DISTRICT

Posting Date: May 17, 2019

220 Nellen Avenue Corte Madera CA 94925-1169
www.marinwater.org

NOTICE OF SPECIAL MEETING BOARD OF DIRECTORS (FINANCE)

Notice is hereby given that a Special Meeting of the Marin Municipal Water District's Board of Directors will be held as follows:

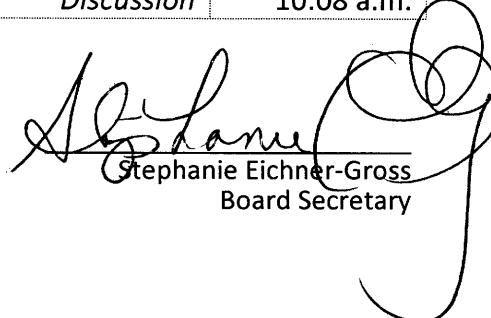
MEETING DATE: Thursday, May 23, 2019

TIME: 9:30 a.m.

LOCATION: 1) MMWD Board Room, 220 Nellen Ave., Corte Madera, CA 9492
2) UC Merced 5200 N. Lake Rd.
Science & Eng. Rm. 236, Merced, CA (Director Quintero)

AGENDA

ITEM	RECOMMENDATION	APPROX. START
<input type="checkbox"/> CALL TO ORDER		9:30 a.m.
<input type="checkbox"/> ADOPT AGENDA		9:31 a.m.
<input type="checkbox"/> PUBLIC EXPRESSION*		9:32 a.m.
<input type="checkbox"/> CALENDAR		
1. Minutes April 25, 2019 Meeting	<i>Approve</i>	9:37 a.m.
2. Monthly Financial Update	<i>Discussion</i>	9:38 a.m.
3. Presentation on Workplace Culture Initiative - Leadership Training	<i>Discussion</i>	9:48 a.m.
4. Private Fire Services	<i>Discussion</i>	10:08 a.m.



Stephanie Eichner-Gross
Board Secretary

MMWD BOARD OF DIRECTORS: Larry Bragman, Jack Gibson, Cynthia Koehler, Armando Quintero, Larry Russell

* Anyone wishing to speak on an item other than those listed on this agenda will be recognized at this time. We ask any person wishing to be heard to come to the podium to address the board and state your name and address for the public record. A 3-minute limit is customary; however the board chair may adjust the actual time allotted to accommodate the number of speakers.

ADA NOTICE AND HEARING IMPAIRED PROVISIONS: The board room is equipped with sound amplifying units for use by the hearing impaired. The units operate in conjunction with the room's sound system. You may request the personal sound amplifier from the Board Secretary for use during meetings.

In accordance with the Americans with Disabilities Act and California Law, it is the policy of the Marin Municipal Water District 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 accommodation, please contact Stephanie Eichner-Gross at (415) 945-1448, at least two days in advance of the meeting. Advance notification within this guideline will enable the district 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, MMWD OFFICE AND MMWD WEBSITE (MARINWATER.ORG)

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FUTURE BOARD OF DIRECTORS MEETINGS:

Tuesday, May 28, 2019, 7:30 p.m.	MMWD Board Room
Tuesday, June 4, 2019, 7:30 p.m.	MMWD Board Room
Tuesday, June 18, 2019, 7:30 p.m.	MMWD Board Room
Thursday, June 20, 2019, 1:30 p.m. (Watershed)	MMWD Board Room



**MARIN MUNICIPAL
WATER DISTRICT**

ITEM No. 1
MEETING DATE: May 23, 2019
MEETING: Board of Directors

STAFF REPORT

SUBJECT: Minutes of April 25, 2019 Finance Committee Meeting

SUBMITTED BY: Cheryl Howlett, Finance Analyst, Administrative Services Division

RECOMMENDED ACTION: Approve

ATTACHMENT:

1. Minutes of April 25, 2019 Finance Committee Meeting

**MARIN MUNICIPAL WATER DISTRICT
BOARD OF DIRECTORS (FINANCE)**

Minutes of the meeting of the Special meeting of the Board of Directors (Finance) held on Thursday, April 25, 2019 at 220 Nellen Avenue, Corte Madera, California.

Directors present: Cynthia Koehler, Jack Gibson, Larry Bragman, and Larry Russell
(Note: Director Russell joined by teleconference after the start of the meeting)

Directors absent: Armando Quintero

CALL TO ORDER:

Director Koehler called the meeting to order at 1:01 p.m.

ADOPT AGENDA:

The Board adopted the agenda as presented, by the following roll call vote:

Ayes: Directors Koehler, Gibson, and Bragman
Noes: None
Absent: Director's Russell and Quintero
Abstain: None

PUBLIC EXPRESSION:

Paul Premo said public meetings should be video recorded.

ITEM 1. MINUTES OF THE MARCH 13, 2019

The minutes of the March 13, 2019 meeting were approved as submitted by the following roll vote:

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

ITEM 2. MONTHLY FINANCIAL UPDATE

Charlie Duggan, Administrative Services Division Manager/Treasurer (ASDM), presented the staff report and provided an overview of the financial summary for the month ending March 31, 2019.

ITEM 3. FOUR RATE RELATED ISSUES

Charlie Duggan, Administrative Services Division Manager/Treasurer, presented staff report requesting direction from the Board on how to proceed with drafting the ordinance for the May 28, 2019 public hearing related to options for 1) phasing in the Capital Maintenance Fee (CMF) and supplemental debt funding; 2) collecting the CMF on the property tax bill or bi-monthly water bill; 3) adjusting the CMF amount for upsized residential meters for non-consumption purposes, due to fire code for sprinkler systems and related pressure issues; and 4) options for non-rate payer funded programs, including the service charge waiver program for low-income ratepayers and a super saver program for low water users.

There was a consensus of the Board in support of the staff recommendation as follows: 1) A 5-year phase in using additional debt financing in 2020 and 2022; 2) A hybrid approach for collecting for the first two years through the bi-monthly billing and then after that on the property tax bills; 3) Allowing non-consumption related upsized meters an opportunity for an adjustment to lower the CMF; and 4) Raising the percentage above the current qualification of 60% of Federal HUD Low Income Limits (for family of 4) to 80%, in order to expand on affordability programs and a bi-monthly credit of \$8 per billing cycle for super meeting certain standards.

Director Koehler requested an item be agendaized for a future meeting to discuss providing a base level of water as a matter of human rights.

Ben Horenstein, General Manager, took a roll call vote on each the of the staff recommendations.

Item No. 1 – Drafting the rate ordinance with the staff recommendation of a 5-year phase in, using existing bond funds.

Ayes: Directors Gibson and Koehler
Noes: Directors Russell and Bragman
Absent: Director Quintero
Abstain: None

Item No. 2 – Drafting the rate ordinance with the staff recommendation to collect the CMF for the first two years on the bi-monthly bill and after that on the property tax bills.

Ayes: Directors, Bragman, Gibson, Koehler and Russell
Noes: None
Absent: Director Quintero
Abstain: None

Item No. 3 – Drafting the rate ordinance with the staff recommendation to include an adjustment process to the CMF for upsized non-consumption meters.

Ayes: Directors, Bragman, Gibson, Koehler and Russell
Noes: None
Absent: Director Quintero
Abstain: None

Item No. 4 – Drafting the rate ordinance with the staff recommendation to include:

**** DRAFT ** Board of Directors' meeting (Finance) – April 25, 2019**

- a. Adjusting the qualifying percentage of the Federal HUD Low Income Limits to 80% (for family of 4);
- b. Super Saver bi-monthly credit of \$8 per bi-monthly billing cycle, for the up to 3,000 low water users, meeting certain criteria as laid out in the staff report.

Ayes: Directors, Bragman, Gibson, Koehler and Russell
Noes: None
Absent: Director Quintero
Abstain: None

The following members of the audience addressed the Board: Ann Thomas, Paul Premo, Larry Minikes, and Priscilla Bull.

Ben Horenstein requested additional clarification on the first item, 5-year phase in approach to CMF. Another roll-call vote was taken on Item No. 1 - Drafting the rate ordinance with the staff recommendation for a 5-year phase in, using existing bond funds.

Ayes: Directors Russell, Gibson and Koehler
Noes: Director Bragman
Absent: Director Quintero
Abstain: None

Ben Horenstein said understood there could be additional changes which would be address at a future meeting.

ITEM 4. PG&E's PUBLIC SAFETY POWER SHUTOFF PROGRAM

Mike Ban, Engineering & Environmental Services Division Manager, informed the Board of PG&E's plan to implement a Public Safety Power Shutoff Program (PSPS), which include all electric power lines that pass through high fire-threat areas, both distribution and transmission lines. Under the program, PG&E may proactively turn off power lines to help reduce the likelihood of an ignition when extreme fire conditions are forecasted. In order to improve the District's readiness to respond to the challenges posed by wildfire and the potential impacts of PG&E's expanded PSPS, additional backup power resources are needed, staff proposes to provide additional resources by using a fleet of generators, and will present a proposal at a future board meeting for action and approval.

Larry Minikes suggested a public notification of an emergency to alert residences to use less water during the outages.

ADJOURNMENT

There being no further business, the meeting of April 25, 2019, was adjourned at 2:57 p.m.



STAFF REPORT

SUBJECT: Monthly Financial Update
SUBMITTED BY: Charles Duggan Jr. Administrative Services Division Manager/Treasurer
Administrative Services Division
RECOMMENDED ACTION: Discussion

EXECUTIVE SUMMARY: The Monthly Financial Update for April 30, 2019

FISCAL IMPACT: YES NO **FISCAL YEAR:** 2018/19

BACKGROUND:

Water Sales and Consumption

Monthly

Water sales for the month of April 2019 were \$2,995,836 which is \$710,732 or 19% below the monthly budget. When compared to the prior year, water sales for April 2019 decreased by \$370,291 or were 11.2% below April 2018.

Billed water consumption (in CCFs) for April 2019 was 621,690 CCFs, which is 88,309 CCFs or 12.4% below the monthly budget. Compared to the prior year, billed water consumption for April 2019 decreased 80,333 CCFs or 11.4%.

Total meter service charges for the month of April 2019 were \$1,810,871 which is \$48,149 or 2.7% above budget. Compared to the prior year, meter service charges decreased by \$10,837 or .6%.

The Watershed Fee revenue for the month of April 2019 is \$415,908 or \$3,883 or 0.94% above budget and \$2,699 or 0.64% below April 2018.

The total water sales and fixed charges (Service and Watershed Fee) for the month of April 2019 were \$5,222,614 which is \$658,702 or 11.2% below budget and compared to April 2018, it is a decrease of \$383,828 or 6.9%.

Fiscal Year to Date

The fiscal year to date water sales through April 30, 2019 were, \$44,307,545, which is \$1,312,377 or 3% above budget. Compared to the same period last year, water sales through April 30, 2019 decreased by \$1,425,611 or 3.1%.

Billed water consumption (in CCFs), through April 30, 2019 was 8,264,744 CCFs, which is

328,734 CCFs or 4.1% above budget. Compared to the same period last year, billed water consumption through April 30, 2019 decreased by 108,410 CCFs or 1.3%.

Fiscal year to date, total water sales and fixed charges (service and Watershed Fee) through April 30, 2019 was \$63,523,112 when compared to the budget of \$61,407,382 is \$2,115,730 or 3.5% above budget. The 2018/19 water sales and fixed charges compared to prior fiscal year through April 30, 2018 of \$64,463,683 is a decrease of \$940,571 or 1.5%.

Budget to Actual Comparison – All Funds

Attached is the budget to actual comparison for fiscal year 2018/19 as of April 30, 2019. The budget to actual comparison is prepared by fund and includes revenues, expenditures and reserve balances.

As of April 30, 2019 the year to date net increase for the Operating Fund was \$5,426,011.

For the Operating Fund, total revenues as of April 30, 2019 are \$66.8 million or 85.5% of budget. Total operating expenditures of \$61.3 million, not including depreciation and amortization, is 80.5% of budget.

For the Capital and Fire Flow Funds, total revenues are \$6.6 million or 45.1% of budget. Spending on capital and fire flow projects at \$14.6 million is 40.4% of budget as of April 30, 2019.

The Watershed Fund as of April 30, 2019 reflects a surplus of \$406,950

Fund Balances

Per the attached Reserve Balance Summary as of April 30, 2019, unrestricted / undesignated - operating reserves are \$27.3 million, or 4.3 months of annualized projected operating expenses for 2018/19.

STRATEGIC PLAN ALIGNMENT: The requested action aligns with the district’s Strategic Plan Goal 2: Financial Stewardship - Strategy 2 – ensure activities are transparent and reporting is accurate – Objective 3 – provide monthly reporting.

REVIEWED BY:	A.S.D. Manager/Treasurer	[X] NA []
	General Counsel	[] NA [X]
	General Manager	[X] NA []

ATTACHMENTS:

1. Total Water Sales and Fixed Charges & Fees 2017/18 – 2018/19
2. Billed Water Consumption in CCFs FY 2009/10 – 2018/19
3. Budget to Actual Comparison for 2018/19 as of April 30, 2019
4. Reserve Balance Summary as of April 30, 2019
5. CIP Budget to Actual Comparison for 2018/19 as of April 30, 2019
6. Watershed Fund & Non-Rate Based Revenue as of April 30, 2019

**Total Water Sales and Fixed Charges & Fees
Fiscal Years 2016/17 - 2018/19**

Month	Fixed Charges											
	Water Sales			Service Charges			Watershed Fee			Total Water Sales and Fixed Charges		
	17/18 Actual	18/19 Budget	18/19 Actual	17/18 Actual	18/19 Budget	18/19 Actual	17/18 Actual	18/19 Budget	18/19 Actual	17/18 Actual	18/19 Budget	18/19 Actual
July	\$ 4,513,602	\$ 4,708,000	\$ 4,628,766	\$ 1,154,510	\$ 1,161,533	\$ 1,291,109	\$ 270,839	\$ 273,160	\$ 305,496	\$ 5,938,951	\$ 6,142,693	\$ 6,225,371
August	7,709,448	7,318,800	8,039,335	1,647,846	1,646,966	1,857,620	374,628	374,621	419,343	9,731,921	9,340,387	10,316,299
September	5,232,947	4,844,452	5,532,082	1,233,287	1,252,588	1,269,103	300,784	303,197	306,925	6,767,018	6,400,237	7,108,109
October	8,193,115	6,219,933	7,108,329	1,839,386	1,775,408	1,841,530	421,824	414,491	422,309	10,454,325	8,409,832	9,372,168
November	4,258,259	3,825,519	3,914,016	1,297,305	1,253,431	1,291,713	306,650	304,461	305,401	5,862,214	5,383,411	5,511,129
December	4,431,406	4,630,103	4,968,787	1,808,017	1,773,354	1,823,223	416,151	413,989	418,331	6,655,574	6,817,446	7,210,341
January	2,003,113	2,268,410	2,070,963	1,154,911	1,248,343	1,290,413	272,328	304,169	305,994	3,430,351	3,820,922	3,667,370
February	4,058,223	3,408,017	3,302,967	1,952,994	1,754,748	1,825,804	450,375	410,843	418,432	6,461,592	5,573,609	5,547,202
March	1,966,918	2,065,365	1,746,465	1,282,794	1,265,118	1,289,163	305,582	307,046	306,881	3,555,295	3,637,529	3,342,509
April	3,366,127	3,706,568	2,995,836	1,821,708	1,762,722	1,810,871	418,607	412,025	415,908	5,606,442	5,881,316	5,222,614
May	2,817,477	3,085,596		1,291,229	1,252,285		306,420	305,102		4,415,126	4,642,983	-
June	5,299,302	6,133,484		1,807,578	1,765,979		415,559	412,516		7,522,439	8,311,979	-
TOTAL	\$53,849,936	\$52,214,248	\$44,307,545	\$18,291,565	\$17,912,475	\$15,590,548	\$4,259,747	\$4,235,621	\$3,625,019	\$76,401,247	\$74,362,344	\$63,523,112

Original Budget-to-Actual Basis 3.45%
 Actual-to-Actual Basis -1.46%
 % of total budget received 85.42%

**Billed Water Consumption In CCF's
Fiscal Year 2009/10 - 2018/19**

Month	09/10 Actual	10/11 Actual	11/12 Actual	12/13 Actual	13/14 Actual	14/15 Actual	15/16 Actual	16/17 Actual	17/18 Actual	18/19 Budget	18/19 Actual	Monthly Budget Variance	Actual to Actual %
July	958,254	857,071	806,534	940,774	960,503	857,599	709,164	817,152	841,088	820,881	860,335	4.81%	2.29%
August	1,524,804	1,505,682	1,373,824	1,552,514	1,483,888	1,387,986	1,141,147	1,312,021	1,396,443	1,322,457	1,413,528	6.89%	1.22%
September	1,016,214	1,005,679	947,293	1,016,379	977,353	859,553	773,020	844,640	882,952	854,244	934,385	9.38%	5.83%
October	1,374,363	1,431,554	1,326,605	1,377,982	1,400,285	1,209,902	1,125,237	1,205,260	1,367,665	1,221,597	1,285,253	5.21%	-6.03%
November	687,783	709,313	690,404	691,037	840,947	633,520	649,016	583,819	742,758	644,407	725,022	12.51%	-2.39%
December	825,217	777,015	865,208	832,615	1,059,733	864,257	842,995	716,927	833,949	835,634	944,610	13.04%	13.27%
January	491,259	466,489	522,634	437,843	584,601	463,934	431,637	396,528	410,458	445,197	432,628	-2.82%	5.40%
February	698,386	707,803	809,417	731,899	869,459	719,107	631,478	606,381	763,871	673,617	664,283	-1.39%	-13.04%
March	394,481	417,369	469,932	458,940	453,943	456,655	362,406	368,448	431,947	407,977	383,010	-6.12%	-11.33%
April	707,372	714,398	730,127	878,103	708,756	832,060	639,191	598,740	702,023	709,999	621,690	-12.44%	-11.44%
May	528,781	575,547	551,643	721,094	569,555	600,821	464,956	475,565	540,290	529,241			
June	<u>1,044,386</u>	<u>1,118,447</u>	<u>1,215,077</u>	<u>1,377,068</u>	<u>1,150,742</u>	<u>1,020,910</u>	<u>1,079,197</u>	<u>1,052,513</u>	<u>1,095,760</u>	<u>1,090,071</u>			
TOTAL	<u>10,251,300</u>	<u>10,286,367</u>	<u>10,308,698</u>	<u>11,016,248</u>	<u>11,059,765</u>	<u>9,906,304</u>	<u>8,849,444</u>	<u>8,977,994</u>	<u>10,009,204</u>	<u>9,555,322</u>	<u>8,264,744</u>		
			Budget-to-Actual Basis		<u>4.14%</u>								
			Actual-to-Actual Basis		<u>-1.29%</u>								
			% of total budget		<u>86.49%</u>								

Marin Municipal Water District
Budget to Actual Comparison for 2018/19 - All Funds
Actual as of April 30, 2019
Unaudited

Revenues and Expenditures	2018/19 Adopted Budget	Actual as of April 30, 2019	% of Budget
Revenues:			
<i>Water Sales and Service Charge:</i>			
Water Sales	\$ 52,214,248	\$ 44,307,545	84.9%
Service Charge	17,912,475	15,590,548	87.0%
Watershed Management Fee	4,235,621	3,625,019	85.6%
Total Water Sales and Service Charge	<u>74,362,344</u>	<u>63,523,112</u>	85.4%
<i>Other Revenues:</i>			
Rents and Royalties	740,000	543,210	73.4%
Grants	250,000	12,124	4.8%
Watershed Rents and Royalties	920,000	760,782	82.7%
Watershed Payments	420,000	298,630	71.1%
Late Payment and Special Read Charges	370,000	278,223	75.2%
Interest	250,000	1,076,306	430.5%
Miscellaneous	750,000	273,585	36.5%
Total Other Revenues	<u>3,700,000</u>	<u>3,242,859</u>	87.6%
 Total Operating Revenues	 <u>78,062,344</u>	 <u>66,765,972</u>	 85.5%
Expenditures:			
Personnel services	48,119,547	38,773,587	80.6%
Materials and supplies	2,434,085	1,931,707	79.4%
Operations	6,360,498	4,281,410	67.3%
Water conservation rebate program	599,500	98,854	16.5%
Electrical power	4,000,361	2,841,769	71.0%
Water purchased	6,674,509	5,036,574	75.5%
Insurance, including claims	1,260,000	1,169,628	92.8%
General and administrative	3,020,800	2,286,722	75.7%
Debt service - interest and principal	10,200,976	8,500,813	83.3%
Overhead cost allocated to capital	(6,500,000)	(3,581,104)	55.1%
Total Expenditures and Capital Purchases	<u>76,170,276</u>	<u>61,339,961</u>	80.5%
 Transfer out to Capital Fund (PayGo)	 <u>2,000,000</u>	 <u>-</u>	 0.0%
 Net Operating Fund Increase(Decrease)	 <u>\$ (107,932)</u>	 <u>\$ 5,426,011</u>	
Operating Reserves			
Opening Reserves	\$ 20,264,665	\$ 20,264,665	
Net Operating Fund Increase(Decrease)	(107,932)	5,426,011	
Accrual adjustments	-	1,596,499	
Ending Reserves	<u>\$ 20,156,733</u>	<u>\$ 27,287,175</u>	

Capital and Fire Flow Funds

Revenues and Expenditures	2018/19 Adopted Budget	Actual as of April 30, 2019	% of Budget
Revenues:			
Connection Charges	\$ 1,865,000	\$ 1,089,069	58.4%
Interest Income	15,000	191,004	1273.4%
Transfer-in from Operating (PayGo)	2,000,000	-	
Contributed Capital:			
Fire Flow	4,500,000	4,320,667	96.0%
Connection Fees and Grants	6,218,000	977,033	15.7%
Total Revenues and Contributed Capital	<u>14,598,000</u>	<u>6,577,773</u>	45.1%
Capital Expenditures:			
Capital Projects - District	30,040,436	10,633,590	35.4%
Capital Projects - Fire Flow	4,500,000	2,961,294	65.8%
Capital equipment purchases	1,736,000	1,048,206	60.4%
Total Capital and Fire Flow Expenditures	<u>36,276,436</u>	<u>14,643,089</u>	40.4%
Net Capital and Fire Flow Fund Increase(Decrease)	<u>\$ (21,678,436)</u>	<u>\$ (8,065,317)</u>	37.2%
Capital Reserves			36.8%
Capital Fund			
Opening Reserves	\$ 37,040,971	\$ 37,040,971	
Net Capital Fund Increase(Decrease)	(19,957,436)	(8,376,484)	
Capital equipment purchases	(1,736,000)	(1,048,206)	
Accrual adjustments	-	(3,465,128)	
Ending Reserves	<u>\$ 15,347,535</u>	<u>\$ 24,151,153</u>	
Fire Flow Fund			
Opening Reserves	\$ (1,973,265)	\$ (1,973,265)	
Net Fire Flow Fund Increase(Decrease)	-	1,359,372	
Accrual adjustments	-	(44,605)	
Ending Reserves	<u>\$ (1,973,265)</u>	<u>\$ (658,498)</u>	

Reserve Balance Summary

	Actual			Final	Projected
	6/30/2015	6/30/2016	6/30/2017	6/30/2018	4/30/2019
Restricted	\$ 9,501,989	\$ 9,327,468	\$ 7,723,634	\$ 6,443,970	\$ 2,332,695
Board Designated	11,491,220	9,441,758	9,847,168	10,425,446	12,838,000
Watershed Fund	-		35,425	114,515	406,950
Rate Stabilization Fund	5,900,000	5,700,000	8,000,000	9,400,000	9,400,000
Pension Reserve Fund	-	-	-	2,000,000	2,000,000
Fire Flow Fund	1,939,529	656,839	426,571	(1,973,265)	(658,498)
Capital (including bond proceeds)	30,044,160	18,974,590	1,610,857	37,040,971	24,151,153
Unrestricted/undesignated - Operating	19,959,569	16,947,253	20,077,803	20,264,665	27,287,175
Total	\$ 78,836,467	\$ 61,047,907	\$ 47,721,458	\$ 83,716,302	\$ 77,757,475
Months Reserve Unrestricted - Operating to Annualized Actual Expenditure	3.93	3.34	4.09	3.45	4.29
Debt Coverage Ratio	1.28	1.25	1.50	1.52	1.50

As of April 30, 2019	Principal	Interest	Total
2012 Bond	80,580,000.00	72,173,641.25	152,753,641.25
2016 Bond	31,380,000.00	25,106,212.50	56,486,212.50
2017 Bond	35,385,000.00	30,212,275.00	65,597,275.00
Total Bond Debt	147,345,000.00	127,492,128.75	274,837,128.75
NERA	40,670.23		40,670.23
CREB	611,250.00		611,250.00
AEEP	2,365,246.00	509,220.00	2,874,466.00
LGVSD	5,214,258.11	2,371,613.86	7,585,871.97
Total Other Debt	8,231,424.34	2,880,833.86	11,112,258.20
Total Outstanding Debt	155,576,424.34	130,372,962.61	285,949,386.95

Marin Municipal Water District
Budget to Actual Comparison for 2018/19 - Capital Fund
Actual as of April 30, 2019
Unaudited

CIP Projects	FY2018/19	Capital Projects YTD	Encumbered for	Total Capital & Fire
	Adjusted Budget	Actual Expenditures	Contracts	Flow
		As of 4/30/19	As of 4/30/19	As of 4/30/19
District Pipeline Replacement / Improvement	\$ 9,615,118	\$ 5,944,547	\$ 1,969,001	\$ 7,913,548
Replacements - Tank Maintenance & Replacement	\$ 3,516,282	\$ 19,999	\$ 1,285	\$ 21,284
Replacements - Treatment Plant Facilities	\$ 6,172,502	\$ 303,070	\$ 290,209	\$ 593,279
Replacements - Dam/Pump/Control System/Meters	\$ 5,149,820	\$ 1,648,550	\$ 1,003,550	\$ 2,652,099
Fire Chief's Fund	\$ 150,000	\$ 426	-	\$ 426
System Improvements	\$ 558,583	\$ 134,472	\$ 1,405	\$ 135,877
Watershed - Minor Structures I/R/R	4,797	11,713	10,000	\$ 21,713
Watershed - Ranger Residence & Minor Structure Improv	87,822	76,148	-	\$ 76,148
Watershed - Road Repair & Improvement	2,191,400	1,517,689	85,382	\$ 1,603,071
Reimbursable Grant Projects	1,404,518	151,291	179,697	\$ 330,988
Reimbursable Customer Projects	\$ 530,753	\$ 772,316	\$ -	\$ 772,316
Information Technology - Capital Equipments/Projects	\$ 619,005	\$ 53,368	\$ 51,044	\$ 104,412
Fire Flow Replacement	\$ 4,500,000	\$ 2,961,294	\$ 97,546	\$ 3,058,840
Capital Equipment Purchases	\$ 1,729,284	\$ 1,048,206	\$ 19,750	\$ 1,067,956
Total Capital Projects	\$ 36,229,884	\$ 14,643,089	\$ 3,708,868	\$ 18,351,958

Marin Municipal Water District
Watershed & Other Non Rate Based Revenue and Expenditures
Actual as of March 31, 2019
Unaudited

Revenues and Expenditures	2018/19 Budget	Actual as of April 30, 2019	% of Budget
Watershed Revenues			
Watershed Management Fee	\$ 4,235,621	\$ 3,625,019	85.6%
Rent and Leases	910,000	760,782	83.6%
Permits, Parking and Passes	400,000	284,498	71.1%
Grants	-	362,013	
Other	-	10,512	
Total Watershed Revenues	<u>5,545,621</u>	<u>5,042,824</u>	90.9%
Expenditures - Operating and Capital			
Operating	5,996,709	4,388,375	73.2%
Capital Purchases & Projects	<u>2,431,966</u>	<u>1,605,731</u>	66.0%
Total Expenditures and Capital Purchases	<u>8,428,675</u>	<u>5,994,107</u>	71.1%
Surplus (Deficit)	(2,883,054)	(951,282)	33.0%
Transfer from Operating & Capital Fund	<u>2,883,054</u>	<u>1,605,731</u>	
Net Surplus (Deficit)	<u>\$ -</u>	<u>\$ 654,449</u>	
Other Non-Water Revenue			
Rent and Leases - Non Watershed		<u>543,210</u>	
Total Non Rate Based Other Revenues		<u>543,210</u>	
Discount Program for Low Income & Medically Disabled			
Low Income - Fee waived		204,160	
Medically Disabled - Fee waived		<u>98,604</u>	
		<u>302,764</u>	
Net Surplus (Deficit)		<u>240,446</u>	



STAFF REPORT

SUBJECT: Presentation on Workplace Culture Initiative – Leadership Training

SUBMITTED BY: Vikkie Garay, Human Resources Manager

RECOMMENDED ACTION: Discussion

EXECUTIVE SUMMARY: The presentation is a high level overview of MMWD’s focus on company culture, including some past employee engagement survey results and an initiative to support a strong workplace culture through leadership training.

BACKGROUND: The Senior Leadership Team is committed to defining and growing a company culture that contributes to its work environment, reinforces clearly communicated expectations and goals, improves the overall employee experience and enhances MMWD’s strong ability to fulfill its mission.

In February 2016, a Gallup Survey of Employee Engagement was conducted at MMWD. After the survey was completed, an employee taskforce was formed to assess the results and to identify solutions for areas where we could improve. Through a series of meetings, the taskforce proposed action items to address the organization’s needs. An Employee Engagement Committee was formed to facilitate the completion of those action items. Most of the action items have been completed. One significant action item, Leadership training, is underway.

The Senior Leadership Team is actively discussing workplace culture and how it can be strengthened and maintained at MMWD. At a leadership retreat in February 2019, the Senior Leadership team participated in a facilitated discussion on the elements of company culture, past employee engagement survey results and the upcoming leadership training for leaders throughout the organization.

In March 2019, Division Managers, Mid-managers, Supervisors and staff classified as senior and lead employees began participation in a Leadership Academy provided by Regional Government Services (RGS). Through a series of meetings, with senior leadership and an employee advisory committee, RGS identified areas of focus for the leadership training and designed a training to meet the District’s needs. The training is focused on concepts such as communication, fostering teamwork, planning and decision-making and organizational change and awareness. The training is designed to support company culture and positive employee engagement.

The Senior Leadership will continue to identify initiatives to support positive workplace culture.

STRATEGIC PLAN ALIGNMENT: Strategic Plan Goal 5: Workforce – Maintain a diverse, highly-qualified and trained, motivated and productive workforce to achieve MMWD’s goals; Strategy 5 – Attract and retain a high quality efficient workforce.

ATTACHMENTS:

REVIEWED BY:	AS Division Manager	<input checked="" type="checkbox"/>	NA	<input type="checkbox"/>
	General Counsel	<input checked="" type="checkbox"/>	NA	<input type="checkbox"/>
	General Manager	<input checked="" type="checkbox"/>	NA	<input type="checkbox"/>



STAFF REPORT

SUBJECT: Private Fire Service
SUBMITTED BY: Paul Morrison, Engineering Support Services Manager
Michael Ban, Environmental & Engineering Services Division Manager

RECOMMENDED ACTION: Discussion

EXECUTIVE SUMMARY:

A private fire service is used for the specific purpose of providing water for a private fire hydrant, fire sprinkler system or other fire protection device. A private fireline service cannot be used for any purposes other than fire suppression or the testing requirements of the fire suppression and/or backflow systems. Private fireline services are typically larger than domestic water services to accommodate a large flow of water for fire protection purposes, and are equipped with an approved backflow prevention assembly and a meter. There are approximately 1,300 private fire services in the District’s water system.

Under the District’s current rate structure, in addition to paying for any water consumption, private fire services are subject to a bi-monthly “Private Fire Service Line Charge”. Due to the inherent purpose of these private fireline services, where they should never be used other than to suppress an interior structure fire or to test the fire suppression and backflow system, the water system infrastructure is not designed to accommodate ongoing demand from these services. Thus, these private fireline services are not assessed the Watershed Fee or the proposed Capital Maintenance fee.

In order to address instances wherein water from private fireline services is used for purposes other than fire suppression or testing of fire suppression equipment, District staff will present a proposed detailed enforcement approach for illicit use of private fire services at a future meeting for Board consideration.

STRATEGIC PLAN ALIGNMENT:

The requested action aligns with the district’s Strategic Plan Goal 2 (Financial Stewardship), Strategy 3 (Improve the customer experience), and Objective 1 (Ensure financial planning is sufficient to address MMWD needs and risks).

REVIEWED BY:	A.S.D Manager/Treasurer	<input type="checkbox"/>	NA	<input checked="" type="checkbox"/>
	General Counsel	<input checked="" type="checkbox"/>	NA	<input type="checkbox"/>
	General Manager	<input checked="" type="checkbox"/>	NA	<input type="checkbox"/>