

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
January 4, 2005**

CALL TO ORDER

President Baker called the regular meeting of the Board of Directors of North Marin Water District to order at 8:00 p.m. at the District headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, Rick Fraites, Steve Petterle, Dennis Rodoni and John Schoonover. Also, present were General Manager Chris DeGabriele, Secretary Joyce S. Arnold, Auditor-Controller David L. Bentley and Chief Engineer Drew McIntyre. District employee Robert Clark (Facilities Maintenance Superintendent) was in the audience.

Ms. Beverly James, Manager/Engineer from Novato Sanitary District was in the audience.

MINUTES

On motion of Director Rodoni, seconded by Director Petterle and unanimously carried the Board approved the minutes from the previous meeting as amended.

GENERAL MANAGER'S REPORT

Stafford Lake Dam Spilling

Mr. DeGabriele stated that Stafford Lake filled and spilled over Stafford Dam on Sunday, January 2, 2005.

Students and Teachers Restoring a Watershed (STRAW) Project

Mr. DeGabriele stated that two local fourth grade classes would be participating in a STRAW project scheduled for January 13, 2005 (9 a.m. through 2:00 p.m.) at Stafford Lake Park. The STRAW project is funded by NMWD through NBWA and facilitated by The Bay Institute.

North Bay Watershed Association Meetings

Mr. DeGabriele noted that there is a North Bay Watershed Association meeting scheduled for Friday, January 7, 2005. The NBWA Watershed Council meeting is scheduled for January 20, 2005.

Burial of Grant Avenue Time Capsule

Mr. DeGabriele noted an invitation the Board received regarding the scheduled burial of the time capsule for Saturday, January 8, 2005 at 11 a.m. and noted that the sponsors of the Time

Capsule Project are the Downtown Novato Business Association and the North Marin Water District.

OPEN TIME

President Baker asked if anyone in the audience or staff wished to bring up an item not on the agenda and the following items were discussed:

Meadow Park Work Force Housing Lottery

Mr. Bentley noted that the Meadow Park workforce housing subdivision in Novato would be holding a new lottery on February 1, 2005. He noted he had met with employees on January 3, 2005 and encouraged all those interested to apply by the Friday, January 14, 2005 deadline.

Olema Tank Replacement

The Chief Engineer noted that that the Olema tank replacement project is out for bid and six people had attended the job walk through this morning. Thirty plans and specifications have been supplied to interested parties.

Wild Horse Valley Tank #2

Mr. McIntyre noted that there would be a public workshop held on Thursday, January 13, 2005 at the Pleasant Valley School at 7:00 p.m. regarding the proposed new Wild Horse Valley Tank No. 2. He stated that staff has mailed the notice of the workshop to approximately 1,200 households in the vicinity and the Initial Study is available on the District's website.

Marin County Special District Association Annual Dinner Meeting

Director Rodoni noted that the Special District Association annual dinner meeting is scheduled for January 27, 2005 and encouraged the other Directors to attend.

CONSENT CALENDAR:

On the motion of Director Rodoni, seconded by Director Fraites and unanimously carried the following item was approved on the consent calendar:

Disbursements:

Payroll and accounts payable vouchers totaling \$423,814.73 and estimated overheaded payroll for January of \$263,000 were approved and authorized for payment.

ACTION CALENDAR

APPROVE: ID/ARCHITECTURE ACCESSIBILITY SURVEY AND FINDINGS – SUMMARY OF REPORT AND RECOMMENDATIONS

Mr. Clark reviewed information regarding the steps necessary to bring the District's administration office building into compliance with Americans with Disabilities Act (ADA). He stated the item had been on a previous agenda (December 21, 2004), but no action had been taken at that time, as it was not designated as an action item on that agenda. He noted that comments received from Board members at that meeting are included in the current document.

Mr. Clark stated that there are five options before the Board which vary in scope and cost from zero expenditure to \$2M plus. He stated that staff is recommending the Board authorize Option 2 at a cost of \$500,000 as the beginning step in moving forward with ADA compliance.

After a brief discussion, on motion of Director Schoonover, seconded by Director Petterle and unanimously carried the Board approved staff's recommendation to approve the scope of work outlined in Option 2 and authorized staff to proceed on requesting proposals for a detailed design from three architecture/engineering firms. Option 2 includes:

1. Redesign entry doors to provide fully compliant landings and clearances on each side of door. Eliminate existing fin feature if possible and consider separated doors or provide a single door with sidelights or glass door for visual safety. If required, rework wood rails at planters each side. Install compliant illuminated exit sign with battery backup. Adjust door closers to meet pressure and timing requirements. Install international symbol of accessibility signage.
2. Completely redesign restroom core to provide fully compliant, separate accessible facilities for men and women. Coordinate number of fixtures appropriate for facility size. Consider utilizing existing core for either men's or women's only and locate additional space for other sex restroom. Alternatively develop several single-user restrooms and supplement in other areas to provide appropriate quantities. Provide fully accessible (Hi-Lo) drinking fountain to provide access to wheelchairs and to persons who have difficulty bending or stooping, and
3. Add to the design scope of work as alternatives for minor parking and walkway access modifications as described in the Option 3 under public access to site.

APPROVE: AGREEMENT WITH WOODLEY, WRIGHT & LYNN RE POTENTIAL DISTRICT RESIDENTIAL SITES

The General Manager presented a proposal which was solicited from Woodley, Wright & Lynn to prepare a feasibility report on opportunities and constraints for developing employee housing on two District properties (Rush Creek and Stafford Lake). The Rush Creek property (APN 143-160-31) is a 1.78-acre parcel adjacent to Atherton Tank and within the Rush Creek Estates development. He stated that the second site is at Stafford Lake and is adjacent to and south of the

new Stafford Treatment Plant now under construction.

Mr. DeGabriele noted that the feasibility report is estimated to cost \$4,300, and is expected to be concluded within one month's time and noted that the FY 2004-05 budget did not include an amount for this study. The Board is being asked to approve the study and authorize a budget augmentation for the preparation of the feasibility report.

Upon inquiry from the Board regarding the background of Mr. Wright, it was noted that he is a principal of Woodley, Wright & Lynn, and has been successful in navigating the development process, both at the County of Marin and City of Novato.

On motion of Director Schoonover seconded by Director Petterle and unanimously carried the Board authorized augmenting the FY 2004-05 budget by \$4,300 and authorized the General Manager to enter into an agreement with Woodley, Wright & Lynn to prepare a feasibility report on opportunities and constraints for developing employee residences at Rush Creek Estates and Stafford Lake Treatment Plant.

INFORMATION ITEMS:

PRESENTATION: NOVATO SANITARY DISTRICT WASTEWATER UPGRADE PLAN

Ms. Beverly James, Manager/Engineer of the Novato Sanitary District (NSD) made a PowerPoint presentation regarding the NSD's proposed wastewater upgrade plans and how those plans may facilitate additional development and delivery of recycled water in Novato.

Ms. James noted that the NSD is considering upgrading or replacing its 50-year-old facilities as the existing facilities will not meet future water quality requirements and must be updated to meet new permit conditions by March 2008. She stated the proposed upgrades would allow the NSD to comply with tougher current and future regulations, and meet the long-term wastewater needs of the community. She stated that the total cost of the proposed improvements includes \$65M for treatment plant upgrades and \$2M per year for pipeline and pump system upgrades. She stated that at this time engineering and environmental review is underway for the proposed improvements and the NSD board is reviewing all options for upgrading treatment facilities.

The Board thanked Ms. James and noted they appreciated her making the presentation.

MISCELLANEOUS:

The Board received the following pieces of miscellaneous information: Review of Scheduled Agenda Items, Russian River Bulletin, Time to Bury the Time Capsule information (January 8, 2005), Notice of North Bay Watershed Association Meeting (January 7, 2005), letter from Marin

County Special District Association re Annual Meeting (January 27, 2005), and Water Advisory Committee January 3, 2005 meeting.

The Board also received the following news articles: Suits Threaten Marin Malls, Workforce Housing a Top '05 Priority and NMWD Shows No Mercy for Affordable Homes.

ADJOURNMENT

President Baker adjourned the meeting at 9:20 p.m.

Submitted by

Joyce S. Arnold
District Secretary