

NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
January 6, 2015

CALL TO ORDER

President Baker called the regular meeting of the Board of Directors of North Marin Water District to order at 7:00 p.m. at the District headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, Rick Fraites, Stephen Petterle, Dennis Rodoni and John Schoonover. Also present were District Secretary Katie Young, Auditor-Controller David Bentley and Chief Engineer Drew McIntyre. General Manager Chris DeGabriele was absent

District employees Robert Clark (Operations/Maintenance Superintendent) and Tony Arendell (Construction/Maintenance Superintendent) were in the audience.

MINUTES

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

GENERAL MANAGER'S REPORT

Acting General Manager David Bentley advised the Board that he spoke with General Manager Chris DeGabriele this morning regarding his knee replacement and stated that surgery went as expected and that he has physical therapy three times a week and is planning to return to work in the beginning of February.

Mr. Bentley informed the Board that all of the reservoirs in Marin County are full and Lake Sonoma is at 78% capacity and Lake Mendocino is at 82% capacity.

Mr. Bentley advised the Board about a potential water damage claim against the District. He stated that on the day after Christmas, a resident had turned off the water at the meter to fix their faucets upstairs and one of the District employees turned the meter back on and the water soaked the ceiling inside. He noted that the homeowner called the HOA. Mr. Bentley stated that when investigating the damage, asbestos was found on the roof and the District will have to pay for that as well. He stated that there could be charges up to \$15K and that the District is working with a risk consultant regarding this claim.

Director Schoonover asked if the District had to cover cost of asbestos removal. Mr. Bentley stated that since the water damage was caused by the District, the District must cover the damage. He noted that on this week's disbursements that there was a \$500 check written to the homeowner for a deductible.

Director Rodoni asked if it was a normal procedure to turn on a meter that is off. Mr. Bentley stated that normally the employee knocks on the door before touching the meter. President Baker asked that Mr. Bentley keep the Board updated on the outcome.

Mr. Bentley advised the Board that the District employees who have been renting 15 Gustafson Court will be moving out at the end of January. He informed the Board that he will be bringing recommendations to the Board at the next meeting.

Mr. Bentley informed the Board that the LAFCO representatives will be up for reelection and will be nominated as representatives at the February 2nd meeting.

Director Rodoni stated that he does not wish to be on the LAFCO Board again this year.

Mr. Bentley advised the Board that the storm damage claims were minimal with the materials costing less than \$2,000 and employee overtime costing \$1,000. He stated that some of the storm damage repair was regular erosion repair, tree removal, and sandbagging. He noted that a tree had fallen across Leveroni Creek and staff is working on removing the tree.

OPEN TIME

President Baker asked if anyone in the audience wished to bring up an item not on the agenda and there was no response.

STAFF / DIRECTORS' REPORTS

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

Mr. McIntyre advised the Board that the staff received three proposals from consultants for the update of the Stafford Dam Emergency Action Plan. He stated that the project consists of updating the emergency action plan along with the dam flood inundation map. He stated that the Emergency Action Plan is similar to the District's Emergency Operations Plan but is more focused on the dam. He noted that staff is reviewing the proposals and will come back to the Board in the future with a recommendation.

Mr. McIntyre informed the Board that a Request for Proposal was sent out to update the Oceana Marin Master Plan, which is done every 10 years. He stated that Bracewell Engineering completed the last plan and staff is hopeful to expand the pool of potential consultants.

Mrs. Young advised the Board that they will be receiving the Fair Political Practice Commission Form 700 at the next Board meeting and must return it completed by April 1, 2015.

Director Rodoni informed the Board that he had lunch with newly elected State Senator McGuire who wanted feedback on the opportunities to better serve the West Marin constituency. He stated that he emphasized the road work maintenance on Highway 1, the state parks being fully funded and that the water bond money flow to the constituents. Director Rodoni stated that Senator McGuire asked that the Directors help the Marin elected officials understand the high priority of the water supply projects in Sonoma County.

President Baker advised the Board and staff that the committee assignments will remain the same, expect that Director Baker will now be the representative at the North Bay Water Association meetings and Director Fraites will be the alternate.

CONSENT CALENDAR

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

GALLAGHER WELL AND PIPELINE – STREAMBED ALTERATION NOTIFICATION

In February 2014, the Board accepted the PES Environmental Inc. Hydrologic Design Plan for the Gallagher Well and Pipeline Project and authorized staff to transmit the plan to the California Department of Fish and Wildlife (CDFW). The Hydrologic Design Plan prepared by PES concluded that the USGS Pt. Reyes Gauge (the Gallagher Gauge) is well located to evaluate and monitor potential influences to Lagunitas Creek stream flow as result of ground water withdrawal from the Gallagher well.

At the April 2014 meeting, CDFW staff did not object to the approach proposed and requested a Streambed Alteration Agreement be prepared to formally document the operational measures to monitor stream flow and Gallagher Well operation.

PES Environmental, Inc. prepared the CDFW Streambed Alteration Notification which was transmitted to CDFW on November 26, 2014. NMWD staff delayed the transmittal until the majority of the pipeline construction was completed.

The General Manager authorized PES to prepare the notification at a cost of \$4,750 with an additional \$500 contingency (\$5,250). Due to the submittal delay and additional document review by NMWD staff, the actual PES invoice amount totals \$5,557. Thus an additional \$307 is needed and staff recommends that authority be increased to \$1,500 to cover additional PES costs for future staff consultation and meetings with CDFW.

The Board authorized an additional \$1,500 funding for PES Environmental, Inc. to support the Gallagher Well and Pipeline Project CDFW Streambed Alteration Notification.

ACTION CALENDAR

ADDITIONAL BILL ADJUSTMENT REQUEST – PALACE MARKET

Mr. Bentley introduced Mr. Michael Cohen, Director of Palace Market, who had a large leak in August using 1.1 million gallon of water, generating a \$12,525 water bill. He noted that a normal bill for the same period of the prior year was \$658. He stated that the leak was fixed promptly and an adjustment credit of \$5,919 was granted under the District's policy. Mr. Bentley advised the Board that the meter was read in September and another major leak was found generating a bill of \$14,361. He stated that per District policy a bill adjustment is allowed only once in any consecutive 24 month period. Mr. Bentley provided the Board with four options for consideration: 1) deny any further adjustment; 2) grant an additional adjustment of \$3,462, which is half of the calculated adjustment for the second leak; 3) Grant an additional adjust of \$5,354, thereby reducing the bill amount to the normal charge plus the cost of water for the excess use; or 4) Grant an additional adjustment of \$6,923, as though there had not been a previous bill adjustment. He stated that, due to the magnitude of the leak, staff recommended option 2, grant an additional adjust of \$3,462 and allow payment of the amount due in bimonthly installments over the next 12 months.

Director Rodoni asked that if the Board approves any of the options, would Mr. Cohen be allowed to make installment payments. Mr. Bentley stated yes. Director Rodoni stated that he believes granting option 3, an additional adjustment of \$5,354, thereby reducing the bill amount of the normal charge plus the cost of water for the excess use would be fair.

President Baker asked if all the leaks have been repaired. Mr. Cohen stated yes and that he is asking for as much leniency as possible. He informed the Board that one of the leaks took a leak detection company 5 hours to locate due to the dryness of the land and that once found both leaks were fixed very promptly.

Director Rodoni suggested to Mr. Cohen that he check his meter every couple of days in order to make sure there are no leaks. Mr. Cohen stated that he has been checking it regularly ever since the leaks have been repaired.

Director Schoonover advised the Board that he does not believe that the Board should approve option 3 and that he would lean more towards option 2 because of the District's policy.

President Baker stated that he wasn't comfortable with option 3 and stated that option 2 seemed fair. He stated that he did not believe he could support Director Rodoni's motion.

Director Fraites stated that he thought it was very ironic that there were two large leaks back to back and that he is conflicted because it is a huge water bill but the District does have a policy.

On motion of Director Rodoni, seconded by Director Petterle and carried by the following vote, the Board granted option 3 an additional adjustment of \$5,354, thereby reducing the bill amount of the normal charge plus the cost of water for the excess use:

AYES: Directors Fraites, Petterle, Rodoni

NOES: Directors Baker, Schoonover

ABSENT: None

ABSTAIN: None

Mr. Cohen expressed his gratitude to the Board and Mr. Bentley stated that he would speak with him later about payment arrangements. Mr. Cohen left the meeting.

INFORMATION ITEMS

RECYCLED WATER SUBCOMMITTEE MEETING UPDATE – DECEMBER 17, 2014

Mr. McIntyre provided an update on the December 17th Recycled Water Subcommittee meeting held at Novato Sanitary District (NSD). He stated that Directors Baker and Schoonover, Mr. DeGabriele and he attended the meeting. He advised the Board that the North Bay Water Reuse Authority (NBWRA) Phase 1 Project status was reviewed stating that the District and NSD will be submitting an application for Title XVI Grant monies around this time next year in anticipation of the final grant award in 2016 in order to complete the Central Service Area Expansion.

Mr. McIntyre advised the Board that the subcommittee agreed that it is prudent to move forward with hiring a consultant to prepare an evaluation at both the Deer Island and Davidson Recycled Water Treatment Facilities as it relates to expansion to serve the Central Service Area's increased demand.

Mr. McIntyre stated that NSD subcommittee members were provided an overview of the current Central Service Area Expansion pipeline alignment and recent discussions with Marin County Club regarding an extension from the Central Service Area south to Ignacio Blvd.

Mr. McIntyre stated that NSD Manager Sandeep Karkel provided an overview of NSD's planned NBWRA Phase 2 projects.

President Baker stated that it was a good meeting and was good to discuss projects and future plans for the District and NSD. He asked if the City of Novato or IVC would need recycled water in the future.

Mr. McIntyre stated that a future extension to San Jose Middle School or to the fields at IVC is possible but would require additional pumping.

OLEMA GENERAL OBLIGATION BOND RETIREMENT

Mr. Bentley passed around the Olema General Obligation Bond that was issued in the early 70's in order for Olema to join the District. He advised the Board that the bond is officially paid off.

Director Rodoni stated that the whole concept was a tremendous benefit to business' in Olema and suggested staff draft a press release for the West Marin papers.

TECHNICAL ADVISORY COMMITTEE MEETING – JANUARY 5, 2015

Mr. McIntyre provided a summary of the Technical Advisory Committee (TAC) Meeting held on January 5, 2015. He stated that the budget is being reviewed and the TAC Financial Subcommittee will meet on January 20th to review the draft budget.

Mr. McIntyre informed the Board that Sonoma County Water Agency is trying to work closely with PG&E to keep informed on the status of PG&E's temporary shutdown of their Potter Valley powerhouse for repairs. He also stated that the annual report for the Sonoma Marin Saving Water Partnership is completed and SCWA should be distributing hard copies in the next couple weeks. He reminded the Board that if any of the Directors have not attended the SCWA Dry Creek Habitat Enhancement project there will be two more tours, one on February 5th in the afternoon and one on February 28th in the morning.

NBWA MEETING – JANUARY 9, 2015

President Baker stated that he will be attending the meeting on January 9, 2015.

MISCELLANEOUS

The Board received the following miscellaneous information: Disbursements, Meter Reading Accuracy, and Salinity Notice (12/16).

The Board received the following news articles: PD Editorial: Bring better science to dam management, Protection Sought for Scenic California Region, Coastal protection, open space advocacy made Bill Kortum dean of local movement, Myths about coho and Marin County's watershed, and Editor's note (Pt. Reyes Light).

The Board also received the following miscellaneous item at the meeting: TAC Meeting Update – January 5, 2015 and the following news article: Editorial: Rain shouldn't dampen Marin's resolve to conserve.

ADJOURNMENT

President Baker adjourned the meeting at 7:50 p.m.

Submitted by

A handwritten signature in black ink, appearing to read "Katie Young". The signature is written in a cursive style with a large, stylized "Y" at the end.

Katie Young
District Secretary