

**NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
January 17, 2012**

**CALL TO ORDER**

President Petterle called the regular meeting of the Board of Directors of North Marin Water District to order at 7:30 p.m. at the District headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, Rick Fraites, and John Schoonover. Also present were General Manager Chris DeGabriele, Secretary Renee Roberts, Auditor-Controller David Bentley and Chief Engineer Drew McIntyre. Director Dennis Rodoni was absent.

District employee Robert Clark (Operations/Maintenance Superintendent) and Doug Moore (Construction/Maintenance Superintendent) were in the audience.

**MINUTES**

On motion of Director Schoonover, seconded by Director Fraites and carried by the following vote, the Board approved the minutes from the previous meeting as presented:

AYES: Directors Baker, Fraites, Petterle, Schoonover

NOES: None

ABSTAIN: None

ABSENT: Director Rodoni

**GENERAL MANAGER'S REPORT**

**Oceana Marin Homeowner's Association**

Mr. DeGabriele advised that he will attend the Oceana Marin Homeowner's Association semi-annual meeting on Saturday, January 21, 2012 to review last year's activities and talk about plans for the coming year in Oceana Marin.

**Upcoming Meetings**

Mr. DeGabriele informed the Board of several meetings coming up in February: North Bay Watershed meeting on February 3; Water Advisory Committee meeting on February 6 and the Public Policy Facilitating Committee meeting on February 9.

**OPEN TIME**

President Petterle 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 Petterle asked if staff or Directors wished to bring up an item not on the agenda and there was no response.

## **MONTHLY PROGRESS REPORT**

Mr. DeGabriele provided the Monthly Progress Report for December. He reported that Novato production was down 1% from one year ago, and down about 10% from three years ago; West Marin production is down 5% from one year ago and down about 20% from three years ago. He said that Stafford Treatment Plant production was good and there was no change on the recycled water production as there was no need for recycled water for Stone Tree Golf Course. Mr. DeGabriele stated that December was very dry and Stafford Lake is down to 178.5 feet in elevation and there is 410 MG or 1300 acre feet remaining in the lake. He advised that he has talked to the General Manager of Marin Municipal Water District to inquire if MMWD is interested in paying to backfeed Stafford Lake for their benefit. He said that Mr. Helliker stated that he is talking with his staff; however, MMWD lakes are full. Mr. DeGabriele stated that it will be necessary to decide by early February to backfeed the lake.

Mr. DeGabriele stated that he had a conversation with Sonoma County Water Agency to let them know that the District is interested to find out as early as possible what their water supply projections will be. He said that there is still ample storage in Lake Mendocino and Lake Sonoma and that there is enough capacity in the transmission system. He said that the question will be what, if any, restrictions will be handed down from the State Water Resources Control Board. Mr. DeGabriele advised that under current conditions this would be a "critical dry year", but with the rainfall predicted for this week, it would likely become a "dry year". He said that there is a question whether the Agency must file a Temporary Urgency Change petition this year since "dry year" criteria will result in lower minimum flows to satisfy the Biological Opinion requirements.

Mr. DeGabriele reported that in Oceana Marin, freeboard in both the treatment and storage ponds are at good levels. He said that this year in December there was 0.5 MG effluent flow volume compared to 1.2 MG last year. He stated that this is an indication of the inflow and infiltration which occurs during rainy months.

Mr. DeGabriele reported that in Safety and Liability, staff worked almost 300 days through December 31 without a lost time accident or incident. He reported that on Friday, the mechanic suffered an injury that resulted in lost time. Mr. DeGabriele stated that the Summary of Complaints and Service Orders shows that for the month of December there is an increase in complaints that is attributed to customer leaks and high bill complaints. He said that overall, the year-to-date total is

less than the previous year. Mr. DeGabriele said that the Customer Service Questionnaire continues to show good performance by staff, but not many questionnaires are being returned.

Mr. Bentley reported that the cash balance at the end of December is \$12.5M that includes the \$8M loan from Bank of Marin. He stated that the cash balance decreased \$715,000 in December and the weighted average portfolio rate was 0.44%.

### **CONSENT CALENDAR**

On the motion of Director Schoonover, seconded by Director Baker and unanimously carried by those Directors present, the following items were approved on the consent calendar:

#### **WATER AGREEMENT WESTAMERICA BANK, 300 IGNACIO BLVD.**

This project consists of remodeling of the existing commercial building that includes fire sprinkling with a dedicated four-inch fire service as required by the Novato Fire Protection District. The existing polybutylene one-inch water service lateral will be replaced and a new 5/8-inch service will be installed to separate the irrigation from the domestic service. Water facilities include ten feet of six-inch PVC main, replacement of the existing one-inch service, one 5/8-inch irrigation service, one commercial fire hydrant and a four-inch fire service with 5/8-inch bypass meter.

The Board approved Resolution No. 12-03 entitled, "Authorization of Execution of Water Service Facilities Construction Agreement with Westamerica Bancorporation."

#### **NOTICE OF COMPLETION FOR RECYCLED WATER EXPANSION - NORTH SERVICE AREA - SEGMENT 1 PROJECT (GHILOTTI CONSTRUCTION COMPANY)**

The project contractor, Ghilotti Construction Company, has fulfilled their obligations under the contract pursuant to and in conformance with contract requirements for the Recycled Water Project North Service Area Segment 1 Project. All work performed by Ghilotti Construction has been inspected by District staff, Construction Manager The Covello Group, Consultants Miller Pacific Engineering and Environmental Science Associates, and the County of Marin. The contractor's work was completed on December 16, 2011.

The Board authorized the General Manager to execute and file a Notice of Completion for the Recycled Water Expansion North Service Area Segment 1 Project.

#### **RESPONSE TO CUSTOMER REQUEST FOR REDUCED SERVICE CHARGE**

The Board approved a letter to be sent, under the Board President's signature, to a disabled senior customer denying a request that the District reduce the bimonthly service charge for people in her customer class.

**ACTION CALENDAR**

**CONSIDER: 2ND REQUEST FOR ADDITIONAL BILL ADJUSTMENT - 2404 LAGUNA VISTA DRIVE**

Ms. Roberts reported that she received a phone call from Ms. Jeanne Krafft late this afternoon requesting that this item be deferred until next meeting because she was too ill to attend. The Board concurred to move this item to the February 7th meeting agenda.

**APPROVE: RECYCLED WATER EXPANSION TO THE SOUTH SERVICE AREA - PHASE 1A PROJECT - BID ADVERTISEMENT**

Mr. McIntyre stated that staff is ready to move forward with advertisement of Phase 1a for the Recycled Water South Service Area project. He noted that the Board has approved Phase 1b. He said that the Phase 1a project is the installation of the 12-inch transmission line that connects the recycled water treatment system at Las Gallinas Valley Sanitary District with the first part of the distribution system in the Hamilton area. He advised that the 12-inch pipe is approximately 10,000 feet in length and runs north from Las Gallinas Valley Sanitary District through the CYO property to the Meadow Park area of Hamilton. Mr. McIntyre stated that the estimated cost of the project is \$914,000, the bid opening is scheduled for March 1, and scheduled for completion in mid-September. He said that this is the second project in the South Service Area that is funded by the American Recovery and Reinvestment Act (ARRA). He reminded the Board that both the Phase 1a and Phase 1b projects received 25% in grant funds (ARRA and WaterSmart Grant funding via Bureau of Reclamation), and the projects need to be completed by September of this year to meet the requirements of the ARRA contract. Mr. McIntyre advised that staff is still working on the State Revolving Fund loan for the South Service Area project and he expects approval by next month.

On motion of Director Schoonover, seconded by Director Baker, and carried by those Directors present, the Board authorized bid advertisement of the Recycled Water Expansion South Service Area - Phase 1a Project.

**APPROVE: PT. REYES WELL #3 REPLACEMENT PROJECT - REQUEST FOR AUTHORIZATION TO CONDUCT CEQA PUBLIC REVIEW**

Mr. McIntyre stated that the Board has been apprised of the failing of Point Reyes Well #3 since September 2011 when the existing well casing had collapsed and was no longer functional. He reminded the Board that Well #1 has been taken out of service and properly abandoned and the District only operates Wells #2 and #3. He said that at the December 6th meeting, the Board was advised that the District needs to comply with National Environmental Protection Act (NEPA) requirements because the wells are on U.S. Coast Guard property via an easement. Mr. McIntyre stated that NEPA approval should take two to four weeks and all indications are that this will be a

categorical exemption. He advised that since that property is within the Local Coastal Plan, the District needs to comply with the California Coastal Commission Coastal Development Permit requirements.

Mr. McIntyre stated that the Initial Study has been completed by Leonard Charles & Associates and that staff is requesting Board approval to initiate the CEQA 30-day public review period. He advised that the 30-day public review and comment period would be noticed in the Point Reyes Light and filed with the County of Marin. He said that staff is further requesting that the Board set a public hearing to consider adoption of the Mitigated Negative Declaration at the March 6, 2012 meeting. Mr. McIntyre said that with these actions, the District will have complied with the Coastal Commission's permit application. He stated that after the 30-day review and comment period, and if the application is deemed complete, the Coastal Commission has six months to schedule it for action by the Commission. He further stated that if the Coastal Commission staff deems that the project is minor, the Coastal Commission supervisor could take action and schedule for the next Coastal Commission Committee meeting. Mr. McIntyre opined that the best case scenario would be three to four months; worst case scenario six to seven months. He said that meeting demands during summer months may be difficult if there is a problem with the remaining well (Well #2) as there is no redundancy.

On motion of Director Fraites, seconded by Director Schoonover and unanimously carried by those Directors present, the Board authorized staff to initiate the CEQA 30-day Public Review Period and to schedule a public hearing for the March 6, 2012 Board meeting at which time the Board will consider adoption of the Mitigated Negative Declaration.

### **INFORMATION ITEMS**

#### **ETHICS TRAINING FOR BOARD OF DIRECTORS**

Mr. DeGabriele advised the Board that they are required to complete the Ethics Training this year to comply with Assembly Bill 1234. He further advised that District officers will also complete the Ethics Training this year to satisfy the District of Distinction requirements.

#### **DRAFT BOARD OF DIRECTORS PLANNING WORKSHOP SUMMARY**

Mr. DeGabriele presented the Board of Directors Planning Workshop Summary and requested that the Board provide their comments by Friday. He said comments will be included in the summary and presented at the next meeting for Board approval.

**MISCELLANEOUS**

The Board received the following miscellaneous information: Disbursements, Renewal of Oceana Marin Liability Insurance, Sonoma Marin Saving Water Partnership Annual Report, Four Critical Trends in the Future of Water.

The Board also received the following news articles: Lack of Rain Impacts Russian River Coho, New Boss of California Fish and Game has Tough Balancing Act.

**ADJOURNMENT**

President Petterle adjourned the meeting at 8:00 p.m.

Submitted by

Renee Roberts  
District Secretary