

**NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
January 19, 2016**

**CALL TO ORDER**

President Schoonover 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. Present were Directors Jack Baker, Rick Fraites, Stephen Petterle, Dennis Rodoni and John Schoonover. Also present were General Manager Chris DeGabriele, District Secretary Katie Young, Auditor-Controller David Bentley and Chief Engineer Drew McIntyre.

Novato Resident, Mike Jolly, Marc Wilson and Ed Nute, Nute Engineering, District employees Robert Clark (Operations/Maintenance Superintendent) and Tony Arendell (Construction/Maintenance Superintendent) were in the audience.

Mr. McIntyre advised the Board that a clerical error occurred on the agenda for tonight's meeting and Item #10 should be an action item but is listed as an information item and requested that it be considered for approval.

On motion of Director Petterle, seconded by Director Baker, the Board approved amending the agenda to consider Item #10 - Oceana Marin Master Plan Update (Presentation By Consultant Ed Nute), as an action item by the following vote:

AYES: Directors Baker, Fraites, Petterle, Rodoni and Schoonover

NOES: None

**MINUTES**

On motion of Director Baker, seconded by Director Petterle, the Board approved the minutes from the previous meeting as presented by the following vote:

AYES: Directors Baker, Fraites, Petterle, Rodoni and Schoonover

NOES: None

**GENERAL MANAGER'S REPORT**

**Proposed Emergency Regulations on Measurement**

Mr. DeGabriele advised the Board that the State Water Resources Control Board has proposed emergency regulations on measurement and reporting diversions of water. He stated that the hearing was this afternoon and he attended a meeting on this in mid-November. He informed the Board that currently the District annually reports diversions of water under its' water rights each

July 1<sup>st</sup>, on a monthly time step and stated that the proposed regulations wouldn't change necessarily the reporting frequency, but the timing would be moved up by 3 months. Mr. DeGabriele advised the Board that the District currently maintains daily data on diversion and that will continue to suffice in West Marin, but at Stafford Lake the District will be required to keep an hourly record. He noted that it's not likely the District will have to report on that time scale unless there is some acute shortage, where there is not enough water to meet all diverter needs, thus he does not think it is a likely scenario in West Marin or Novato.

#### Emergency Urban Water Conservation Regulations

Mr. DeGabriele advised the Board that late Friday the State Water Resources Control Board (SWRCB) issued their proposed regulatory changes to extend the Emergency Urban Water Conservation Regulation. He noted that comments are due by noon next Thursday and the SWRCB hearing will be on February 2<sup>nd</sup>. He informed the Board that the only previous District comment reflected in the proposed changes is that savings in excess of the conservation standard from June 15 through February can be carried over into the extended period. He stated that even though it appears the District will have sufficient water supply this year, the State required conservation mandate will likely continue.

#### Oceana Marin Homeowners Association Meeting

Mr. DeGabriele advised the Board that he and Mr. McIntyre attended the Oceana Marin Homeowners Association meeting on Saturday and commented on the great attendance. He advised the Board that they provided the homeowners with a financial update and talked about the Thanksgiving Day force main break and spill. Mr. McIntyre updated the homeowners about the Master Plan Update and a pertinent question by Ocean Marin Association Board member Dick Kapash asked how they can afford the projects identified. Mr. DeGabriele responded that the projects would be scheduled over a number of years depending on priority and likely be debt financed either through a bank loan or loan from the Novato treasury.

#### Marin Conservation League

Mr. DeGabriele informed the Board that he and Mr. McIntyre will attend the Marin Conservation League breakfast next Friday where Armando Quintero from Marin Municipal Water District will be the speaker.

#### **OPEN TIME**

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

### **QUARTERLY FINANCIAL REPORT**

Mr. Bentley provided the Quarterly Financial Report to the Board. He informed the Board that in the Novato System there was a net income of \$463K and that the District was in the black through the first 6 months of the Fiscal Year. He noted that reduced water sales impacted the revenue (down 13% from the budget for first 6 months in Novato). Mr. Bentley stated that 33% of the Capital Improvement Project budget was expended and the Central Service Area Recycled Water Project will not expend all of budgeted money this Fiscal Year. He stated that Novato cash balance was down \$2.4M from one year ago, principally for Aqueduct Energy Efficiency Project costs, but CalTrans owes the District that much in project reimbursement costs.

Mr. Bentley stated that in the Recycled Water system, consumption was down 3% and that the revenue has stayed flat. He informed the Board that the cash balance was \$1.3M at the end of December.

Mr. Bentley advised the Board that in the West Marin system, consumption was down 7% and expenses were down 6%. He noted that 50% of the Capital Improvement Project was expended and that at the end of December, West Marin had a cash balance of \$1.1M.

Mr. Bentley informed the Board that in the Oceana Marin system, revenue went up 5% because of the rate increase and expenses increased 23% over the last year. He stated that at the end of December there was a cash balance of \$416K due to sewer service charges collected with property taxes.

### **MONTHLY PROGRESS REPORT**

Mr. DeGabriele reviewed the Monthly Progress Report for December. He stated that water production in December is down 25% compared to December 2013 and for the fiscal year to date down 30%. He advised the Board that West Marin water production also meets the State's required 25% reduction. Mr. DeGabriele informed the Board that as of Monday, Stafford Lake held just over 2,500AF (60% of capacity), Lake Sonoma nearly 210,000AF (86% of water supply pool) and Lake Mendocino at 59,000AF (90% of the target storage curve). He advised that in Oceana Marin, the effluent flow is down by one half compared to last year, due to less rainfall this December than last. He noted that freeboard in both the storage and treatment pond are in good shape in this winter season. Mr. DeGabriele informed the Board that during December the District has had several

brown water complaints in Novato and that staff believes hydrant use may be the culprit. He stated that the Engineering Department has initiated conversations with both the City of Novato and Novato Sanitary District so they use District hydrants appropriately.

Mr. Bentley reported the District's treasury portfolio holds \$11.8M, earning 0.6% interest.

**ACTION CALENDAR**

**QUITCLAIM EXISTING UNUSED EASEMENT IN TRADE FOR NEW EASEMENT AT 825 DELONG**

Mr. McIntyre advised the Board that staff is proposing quitclaiming an existing unused easement; in trade for a new easement at 825 DeLong Ave. He stated that the original easement was conveyed to the District from the Novato Water Company in 1948 and contains an abandoned pipeline that has not been used for over 50 years. He noted that the property owner is retrofitting the historic Silva-Kuser house, constructed in 1903 and the abandoned pipeline and easement conflicts with approved grading plans for the renovation project. Mr. McIntyre stated that the old 6-ft wide easement was quitclaimed in trade for a new 10-ft wide easement, which avoids the construction work.

On motion of Director Petterle, seconded by Director Fraites, the Board approved quitclaim for APN 153-064-21 and authorized the General Manager to execute said quitclaim and approved Resolution 16-05 entitled: "Authorization of Execution of Quitclaim Deed to Elayne Miller" by the following vote:

AYES: Directors Baker, Fraites, Petterle, Rodoni and Schoonover

NOES: None

**NEW HIRES FOR THE ASSISTANT DISTRIBUTION AND TREATMENT PLANT OPERATOR POSITION**

Mr. DeGabriele advised the Board that staff is recommending the hiring of two Assistant Distribution and Treatment Plant Operators to backfill the position of recent retiree Vernon Stafford. He noted that staff initially solicited for a journeyman treatment plant operator but there was not a good candidate response. He informed the Board that Robert Clark and his staff interviewed many candidates for the Assistant Distribution and Treatment Plant Operator Position and also took each candidate on a tour of the Treatment Plant with staff employees, Jeff Corda and Dan Garrett, which provided a chance to get to know the candidate better. He advised the Board that Robert feels he has two good candidates for the position.

Director Baker asked about the response of the initial posting of the journeyman treatment plant operator. Mr. DeGabriele explained that the qualifications of the operator, such as a Grade 3

treatment and distribution certificate from the State is probably asking more than the pay scale provided and the cost of living in Marin has some impact as well.

On motion of Director Fraités, seconded by Director Baker, the Board authorized employment of two Assistant Distribution & Treatment Plant Operators by the following vote:

AYES: Directors Baker, Fraités, Petterle, Rodoni and Schoonover

NOES: None

### **PIPEWORKER PROMOTION**

Mr. DeGabriele advised the Board that Adam Breit, who currently is Assistant Pipeworker, is a solid worker and is very qualified in his position. He stated that he is available for a step increase and staff is requesting the Board authorize promotion of Adam to Pipeworker beginning step as he is already completing the duties of such position. He noted that with the promotion there will be a Pipeworker on each construction crew.

On motion of Director Baker, seconded by Director Rodoni, the Board promoted Adam Breit to the Pipeworker position by the following vote:

AYES: Directors Baker, Fraités, Petterle, Rodoni and Schoonover

NOES: None

### **OCEANA MARIN MASTER PLAN UPDATE (PRESENTATION BY CONSULTANT ED NUTE)**

The Board received a presentation from Ed Nute of Nute Engineering on the Oceana Marin Waste Water System 2015 Master Plan Update. Mr. Nute reviewed build out projections, the discharge requirements and issues for the District to consider in planning for the future. He reviewed statistics, conditions and recommended improvements including cost estimates and priority of collection system, pump station, force main, treatment/storage pond and disposal field improvements. The cost of the recommended improvements total \$3.1M. Mr. McIntyre advised that District staff will use the information to develop a 5-year Capital Improvement Plan and annual budgets to be approved by the Board and that the projects would be spread out to use available funds in the most effective way possible. He recommended that the 8th disposal trench be the first priority, followed by pond improvements and to continue the annual infiltration and inflow investigation and repair.

Director Baker asked if there may be any grant funding available to support the work. Staff replied that grant funding for sewer improvements is administered through the Regional Board and is usually subsequent to some corrective order and that to-date District staff has not pursued grant solicitation but will explore the opportunity in the future.

On motion of Director Rodoni, seconded by Director Baker, the Board accepted the Oceana Marin Wastewater System 2015 Master Plan Update final report by the following vote:

AYES: Directors Baker, Fraites, Petterle, Rodoni and Schoonover

NOES: None

The Board thanked Mr. Nute for his presentation and completion of the report.

### **INFORMATION ITEMS**

#### **MARIN LAFCO COUNTYWIDE WATER SERVICE STUDY FINAL REPORT – NMWD COMMENTS**

Mr. DeGabriele provided the Board information on the Marin LAFCo Countywide Water Service Study Final Report. He stated that comments are consistent with those submitted to LAFCo in September 2015, as limited changes have been made to the final report. He informed the Board that the final report does reference documentation provided by the District that overall system water demands have decreased over the past 20 years both in Novato and West Marin. Mr. DeGabriele advised that last Thursday, Marin LAFCo tentatively accepted the final report as written, subject to any additional written comments received and continued the public hearing on the recommendations and determinations included in the report to be considered on February 11th. He noted that the recommendations do include deannexation of District territory in the Marshall area of West Marin and the overlapping territory in Inverness with Inverness Public Utilities District. He stated that additionally, the report recommends extending the District's sphere of influence to include the District's outside service customers both in West Marin and into Sonoma County. He noted that the report recommends that LAFCo consider advocating for community wastewater systems in the small West Marin communities. Mr. DeGabriele informed the Board that District staff has argued that this water study did not evaluate any wastewater issues and that last recommendation is out of place in this process.

Director Rodoni advised that Marin LAFCo and the District may hear more from the East shore Planning Group about the LAFCo recommendation to deannex the District's territory in the Marshall area, as it is now recommended in the LAFCo water study.

#### **WEST MARIN WATER OUTSIDE DISTRICT WATER CONSUMPTION (2011-2015)**

The Board received an update on water service provided to customers residing outside the West Marin water service boundaries. There are 13 West Marin customers residing outside the District's boundaries and cumulatively they use 7% of the West Marin potable water supply. These outside water customers are subject to a commodity rate that is 40% higher than the rate paid by customers within the District boundaries.

Director Rodoni thanked staff for the report and advised that he is pleased to see water use reduced among outside service area customers in West Marin. He advised there is noticeable expansion of improvements on the Giacomini/Doughty/Bianchini properties and suggested a development baseline be developed to confirm existing uses.

**MISCELLANEOUS**

The Board received the following miscellaneous information: Disbursements, Self-Insured Workers' Comp – 2<sup>nd</sup> Quarter Status Report, and Renewal of Oceana Marin Liability Insurance.

The Board received the following news articles: Marin's Board of Supervisors, Marin makes goals for December, Dick Spotswood: Race begins to take form to succeed Kinsey, HSU studies to examine how Eel River dams impact salmon, Former state legislator Noreen Evans enters race for Sonoma County supervisor, Marin IJ launches new public affairs program with focus on open space trails conflict, Petition to label water additives, \$12 parcel tax proposed for Marin, Bay Area counties for bay restoration, and Federal emergency services official seeks Kinsey's supervisorial seat.

The Board also received the following news articles at the meeting: Supervisor candidate Brian Staley likes Marin's status quo and Supervisor candidate Dominic Grossi calls for more frugal county government.

**ADJOURNMENT**

President Schoonover adjourned the meeting at 8:21 p.m.

Submitted by



Katie Young  
District Secretary