

**NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
February 4, 2014**

**CALL TO ORDER**

President Rodoni 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, 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.

Novato Resident, Robert Koch, Pt. Reyes National Seashore Lodge Owner, Jeff Harriman, and District employees Ryan Grisso (Water Conservation Coordinator) and Robert Clark (Operations/Maintenance Superintendent) were in the audience.

**MINUTES**

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

**GENERAL MANAGER'S REPORT**

Acting General Manager, Drew McIntyre reported that bids for the Aqueduct Energy Efficiency Project Reach A-D had opened on Friday and the District received four bids. He stated that the engineers estimate for the project was \$14.6M and the lowest bid was \$12.3M. He informed the Board that he would report more information at a future meeting and that staff is allowing bidders to have five business days to protest and then staff will review the bids.

Director Baker asked who the low bidder was. Mr. McIntyre responded Ghilotti Construction.

**OPEN TIME**

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

Novato Resident, Robert Koch from Santolina Drive stated that he was attending the meeting to express his concern that people who are already conserving as much water as they can may be punished for not being able to conserve more when asked by the District.

President Rodoni stated that the entire Board has concerns about that issue and that they are going to figure out a way to be fair to all customers. He mentioned looking at the conservation collectively as a whole and looking into other options. He informed Mr. Koch that customers who are already conserving will not be punished.

## **STAFF / DIRECTORS' REPORTS**

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

Robert Clark informed the Board that backfilling of Stafford Lake had begun and the water will give the District a month of production during the summer.

## **CONSENT CALENDAR**

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

### **WATER SERVICE AGREEMENT – KOCH SINGLE FAMILY HOME (67 MESA RD)**

The Koch single family home project at 67 Mesa Rd. Point Reyes Station consists of a new 750 square foot residence on a vacant lot. Water facilities required include one new 1-inch domestic water meter, 25 feet of 6-inch fire hydrant lateral and one residential fire hydrant. The Board approved the authorization of the water service agreement.

### **PROPOSED FY14/15 BUDGET REVIEW SCHEDULE**

The Board approved the proposed budget review schedule for FY14/15.

### **PROPOSED FY14/15 RATE HEARING SCHEDULE**

The Board approved the proposed rate hearing schedule for FY14/15.

### **NEW CREW TRUCK PURCHASE**

Staff solicited bids for a new dump truck and received three bids. All of the bidders came in under the \$110,000 estimate. The low bid proposed by Peterson Truck met the minimum specifications and can deliver in mid-May. The Board authorized staff to award the purchase contract for the new dump truck to Peterson Trucks Inc. for a total of \$107,328.34.

## **ACTION CALENDAR**

### **REQUEST FOR ADDITIONAL BILL ADJUSTMENT – PT REYES NATIONAL SEASHORE LODGE – JEFF HARRIMAN**

David Bentley informed the Board that the owner of Pt. Reyes National Seashore Lodge, Jeff Harriman, has requested an additional adjustment on his bill beyond District policy. He stated that Mr. Harriman received a bill for \$7,713 due to a broken irrigation line. He stated that the normal bill during the same period time is \$168. Mr. Bentley informed the Board that in accordance with District policy Mr. Harriman received a bill adjustment of \$5,709, reducing his bill to \$2,004. Mr. Bentley informed the Board that Mr. Harriman argues that the District did not notify him of the leak in a timely manner, thus the leak continued three days longer than had Mr. Harriman been notified

immediately. Mr. Bentley provided the Board with a chronology of the events taken place regarding the leak. Staff recommended that The Pt. Reyes Seashore received the normal adjustment amount authorized under the Bill Adjustment Policy as already granted. Mr. Bentley said that if the Board believes that further adjustment of the bill is appropriate for the 3-day period, an additional credit of \$92 could be granted, based on the average daily use through the meter over the 60 day billing period.

Jeff Harriman, The Pt. Reyes National Seashore Lodge owner, stated that he has been a customer for over 28 years and he takes water conservation very seriously. He stated that he has four lots along Highway 1 and that the cabin that had a leak has been vacant during the off season. He stated that he did not receive a letter until December 11<sup>th</sup> and fixed the leak that day. He stated that when the meter reader read the meter and noticed the high usage he should have informed the customer that day.

Director Baker asked what happens when the field service representative is reading a meter and detects a leak.

Mr. Bentley stated that when reading a meter if the read is 50% above or below the previous read the device will beep, it does not say if it was a misread or a leak. He stated that before bills go out, the billing staff reviews the reads and then will notify a customer if usage is high. Mr. Bentley stated that an employee went out to the meter and wasn't able to tell which house owned the lots so he came back to the office and the customer was notified by letter. Mr. Bentley advised the Board that an employee then went out and spent an hour to locate the leak and assisted the customer.

Mr. Harriman suggested that the policy be revised on how to notify a customer of a leak.

Mr. Harriman stated that if the employee noticed the meter spinning that staff should have attempted to call and get a hold of the customer.

Director Fraites asked if the meter reading device goes off if the usage is higher than normal. Mr. Bentley replied yes but it does not tell you if it is higher or lower usage. Mr. Bentley stated that the meter was read on December 2<sup>nd</sup> and another employee was sent out on December 8<sup>th</sup> to re read the meter and said there was a leak, he wasn't sure who to contact so he returned to the office and staff sent a letter regarding the leak

Mr. Harriman informed the Board that he doesn't like wasting water and doesn't want to pay the bill and the District needs to come up with a better system and quicker way to notify the customers.

Director Fraites asked if the policy stated to notify the customer of a leak by mail. Mr. Bentley stated that the policy states to notify the customers at the door but the field service representative was unclear which property the meter was serving.

Director Petterle stated that he would consider an additional \$92 credit but that it was a lot of water and someone has to pay for it. He stated that ultimately customers are responsible for knowing what is happening with their meters.

On motion of Director Baker, seconded by Director Schoonover the Board authorized an additional credit of \$92 to The Point Reyes Seashore Lodge for an additional bill adjustment

Mr. Harriman thanked the Board and left the meeting.

Director Fraites suggested that the Board revisit the policy notification process.

Mr. Bentley stated that it is likely Mr. Harriman will be eligible for an adjustment on his next bill as well.

#### **GALLAGHER WELL AND PIPELINE PROJECT HYDROLOGIC DESIGN PLAN**

Mr. McIntyre reminded the Board that in August 2012 staff solicited consultants to develop the Gallagher Well and Pipeline Project Hydrologic Design Plan. He stated that PES Environmental Inc, (PES) was selected as the preferred consultant. He informed the Board that staff has coordinated with PES, the California Department of Fish and Wildlife and USGS regarding the gage location. Mr. McIntyre advised the Board that the District arranged for USGS to install a temporary auxiliary stream gage downstream of the Gallagher Well during August 2013 and an aquifer testing program along with comparative stream flow analysis was performed by PES in September 2013.

Mr. McIntyre informed the Board that the results from the consultant summarize that there is no difference in the stream flows in the existing temporary auxiliary gage and with that result Mr. DeGabriele prepared a letter to the California Department of Fish and Wildlife summarizing results and addressing the concerns of the stream flows on the well. Mr. McIntyre stated that Mr. DeGabriele explains that there should be a positive outcome from the review of the report.

President Rodoni asked if it was likely that the Department of Fish and Wildlife will request to leave the temporary gage in for monitoring. Mr. McIntyre responded that he didn't believe that would happen.

On motion of Director Schoonover, seconded by Director Fraites and unanimously carried, 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 CDFW.

### **GALLAGHER WELL PIPELINE PROJECT – APPROVE BID ADVERTISEMENT**

Mr. McIntyre reminded the Board that at the January 21<sup>st</sup> meeting the Board authorized the General Manager to act as the grant administrator and adopted the funding resolution for the Gallagher Well Pipeline Project. He noted that per the requirements of the agreement construction must commence within 120 days post the Funding Agreement Approval. Mr. McIntyre advised the Board that staff has received the fully executed funding agreement and would like authorization to advertise for bids. He stated that he will be speaking with Mr. DeGabriele upon his return to prepare a press release regarding this project. He noted that Carmela Chandrasekera has been working diligently on finalizing the plans and specs and will be advertizing the project next week.

Director Baker asked that Mr. McIntyre keep the Board posted and stated that it was going to be an attractive job.

On motion of Director Baker, seconded by Director Fraites and unanimously carried, the Board authorized bid advertisement of the Gallagher Well Pipeline construction project subject to the receipt of CDPH funding agreement approval.

### **PURCHASE OF NEW PHONE SYSTEM**

Mr. Bentley informed the Board that he received proposals for a new phone system. He stated that the chosen proposal was from the Avaya Phone System and was \$16,000 plus an additional \$2,000 for programming. He noted that the programming would be a new accounting system that would link the caller to their profile on our system. Mr. Bentley stated that the program would be able to measure the peak calls and be able to record all of the calls. He advised the Board that each employee will have their own phone number that will go to the individual's desk instead of to the operator.

Director Schoonover asked if the cost in the estimate included the cost of the new business cards, phone books, etc. Mr. Bentley responded no.

President Rodoni asked if the District needed to warn customers that their information would be on the screen when they called for privacy issues. Mr. Bentley stated that he would look into that.

On motion of Director Fraites, seconded by Director Petterle and unanimously carried, the Board approved the purchase of the Avaya Phone System for a not-to-exceed cost of \$16,000 (including a 5% contingency) plus \$2,000 for the T-1 PRI switch.

### **STAFFORD LAKE AGREEMENT**

Mr. McIntyre reminded the Board that the General Manager has spoken about Marin Municipal Water District back feeding water into Stafford Lake and the potential agreement. He

noted that the agreement is very similar to the 2009 agreement and does identify that Marin Municipal will pay the cost to get the water into the lake as well as the treatment of the water coming out of the Lake. Mr. McIntyre informed the Board that the agreement would terminate on April 30<sup>th</sup> unless 500AF is achieved prior to that.

Director Petterle asked if there was any financial impact on the District. Mr. McIntyre responded no.

On motion of Director Fraites, seconded by Director Baker and unanimously carried, the Board authorized the General Manager to enter into the Stafford Lake Agreement.

### **INFORMATION ITEMS**

#### **PREPARING FOR DRY YEAR CONDITIONS**

Mr. McIntyre informed the Board that Mr. DeGabriele attended the Marin County Board of Supervisors meeting on the 28<sup>th</sup>. He stated that Marin Municipal's General Manager, Krishna Kumar provided a presentation about water supply for the eight water agencies in Marin County. He pointed out that Supervisor Kinsey made a comment to county residents to, "not panic but participate" in water saving measures.

Mr. McIntyre advised the Board that Marin Municipal is beginning to have conversations with the State Water Resources Control Board to request modification of their water release schedules into Lagunitas Creek and Walker Creek. He noted that it is likely Marin Municipal will submit a Temporary Urgency Change Petition. Mr. McIntyre stated that Mr. DeGabriele advised Marin Municipal that the District does not want to see summer flows reduced below the restrictive 6cfs now included in Water Right Order WR 95-17.

Mr. McIntyre stated that in the Novato Water System, the Board just approved the agreement with Marin Municipal to back feed into Stafford Lake. He stated that District staff has communicated with Sonoma County Water Agency and will notify the Regional Water Quality Control Board of the water transfer.

Mr. McIntyre informed the Board that the District received negative press from both the Novato Patch and Novato Advance regarding the flushing program. He stated that Mr. DeGabriele provided a letter to both editors in response to the press.

President Rodoni stated that this year will be the first time since the 1995 State Order that Lagunitas Creek in stream flows will be under 8cfs and that it will be a learning curve. He also suggested that the Board should come back at some point and adopt the resolution provided by the

Sonoma Marin Saving Water Partnership in support the Governors' call for 20% voluntary reduction in water use.

Director Petterle stated that he attended the supervisor meeting and that of the 30 minute presentation, about 26 minutes was about Marin Municipal. He believes our District didn't get a chance to say what our District is doing to help with conservation.

President Rodoni stated that the Sonoma County Board of Supervisors requested a similar presentation and asked that Water Advisory Committee members attend as well.

Director Petterle stated that Supervisor Kinsey asked for monthly reports on the water supply situation.

### **EMPLOYEE HANDBOOK FEBRUARY 2014 REVISION AND NEW SUPERVISOR HANDBOOK**

Mr. Bentley informed the Board that there have been changes made to the 2010 version of the Employee Handbook and that the District's legal counsel suggested a new supervisor handbook as well. He stated that legal counsel has reviewed the handbooks and the Employee Association has as well. Mr. Bentley asked that the Board review the handbooks and get and comments or concerns to him by the end of next week.

Director Rodoni asked when the handbooks would come back to the Board.

Mr. Bentley stated that staff would bring back the two handbooks to be approved by the Board at the next meeting, February 18<sup>th</sup>.

### **WATER CONSERVATION MID-YEAR UPDATE (JULY – DECEMBER 2013)**

Ryan Grisso, Water Conservation Coordinator provided the Board with a water conservation mid-year update. He stated that the District had a lot of water smart home surveys in December and the amount of toilet and washer rebates has risen. He stated that the cash for grass rebate is down but believes there will be a spike in that rebate this year.

Mr. Grisso informed the Board that the response from the Winter *WaterLine* newsletter for a toilet giveaway was outstanding. He advised the Board that he received over 268 phone calls and over 100 emails.

Mr. Grisso informed the Board that expenditures in FY14 have increased mainly due to a second quarter increase in water smart home survey participation and washer rebates. Mr. Grisso informed the Board that the District has put out a Winter *WaterLine* and that the District continues to update its Facebook page, which has about 1,000 followers.

President Rodoni asked when the toilet giveaway was planned. Mr. Grisso stated that the first 100 toilets are already spoken for.

Director Baker asked how many requests the District received. Mr. Grisso said about 300 people which could result in 500 toilets. Director Petterle stated that he would hate to turn anyone who requested a toilet down and that it would be a long time savings for the District.

Mr. Grisso informed the Board that he was going to give customers blocks of times during the week to come and get their toilets. President Rodoni suggested doing it all at the same time.

President Rodoni suggested that Mr. Grisso spend the water conservation budget on more toilets and that all customers who requested a toilet receive it.

Director Petterle stated that if the drought continues and there is a dry summer that there would need to be more part time staff. Mr. Grisso informed the Board he was working on hiring one staff currently but may have to bring more on board.

Director Petterle asked what customers can do with the old toilets. Mr. Grisso stated they would have to strip the toilet down and put in their garbage/trash pickup.

#### **MID-YEAR PROGRESS REPORT – ENGINEERING DEPARTMENT**

Mr. McIntyre advised the Board that the first half of the year for the Engineering Department was focusing on the Aqueduct Energy Efficiency Project Relocation and the Gallagher Well Pipeline Project. He stated that there are 38 projects spread out over all of the departments but noted that that the FY12-13 “Carry-Over” projects, \$565K is being added to the budget due to delayed expenditures with the AEEP/MSN project.

Mr. McIntyre advised the Board that the Recycled Water Expansion Project is wrapping up and that the final close out costs are higher than the anticipated budget. He noted that there is still a potential dispute with Disney Construction but there is nothing to report, it is still moving slowly and staff will keep the Board apprised.

#### **WAC/TAC MEETING – FEBRUARY 3, 2014**

Mr. McIntyre provided the Board with an overview of the WAC/TAC meeting on February 3<sup>rd</sup>. He stated that President Rodoni was unanimously elected Chair of the WAC and Mike Healy was elected as Vice Chair. He noted with Mr. DeGabriele and President Rodoni as Chair of the WAC and TAC the District is well represented. Mr. McIntyre informed the Board that a special meeting will be held on April 7<sup>th</sup> to consider the budget and that the proposed budget SCWA water sales were reduced by 20%. He advised the Board that Pam Jeane provided an update on the water supply and Temporary Urgency Change Petition. He informed the Board that Lake Mendocino is 25% full and

Lake Sonoma is 61% full. Mr. McIntyre advised the Board that the California Department of Fish and Wildlife would make a decision on sport fishing on the Russian River tomorrow.

Mr. McIntyre advised the Board that the WAC adopted a resolution from Sonoma Marin Saving Water Partnership encouraging a 20% reduction in water use at the Governor's request.

Mr. McIntyre informed the Board that there was an update on the Water Shortage Allocation Model that could be used for years to come. He stated that the WAC will bring the model back to the April 7<sup>th</sup> meeting for approval.

#### **NBWA MEETING – FEBRUARY 7, 2014**

Director Fraites informed the Board that he and Director Baker will be attending the meeting on February 7<sup>th</sup>.

#### **MISCELLANEOUS**

The Board received the following miscellaneous information: Disbursements, Quarterly Labor Cost Report, Self-Insured Workers' Comp – 2<sup>nd</sup> Quarter Status Report, Marin Civil Grand Jury Response, Postage Rate Increase, and Marin Local Agency Formation Commission Notice of Public Hearing.

The Board received the following news articles: Marin County plans drought summit, Marin looks north for needed water supplies as drought continues, Marin Municipal Water District asks public for larger cut in water use, District urges conservation as state declares emergency, Mandatory water rationing in Marin likely April 1, water officials say, and Editorial: Make it easy to track our water conservation.

The Board also received the following news articles at the meeting: Water Agency to use reserves to avoid steep rate hikes, Can We Manage Groundwater Management?, California drought: Past dry periods have lasted more than 200 years, scientists say, Voluntary 20 Percent Water Conservation Request Issued to North Bay Water Utilities, and Marin homeowners slash water usage through creative conservation.

President Rodoni informed the Board that LAFCO is attempting a new approach by going out and asking agencies and the public what should be studied in order to get information better distributed.

**ADJOURNMENT**

President Rodoni adjourned the meeting at 9:19 p.m.

Submitted by

A handwritten signature in black ink, appearing to read "Katie Young". The signature is written in a cursive, flowing style.

Katie Young  
District Secretary