

NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
June 4, 2013

**CALL TO ORDER**

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

District employee Doug Moore (Construction/Maintenance Superintendent) was in the audience.

**MINUTES**

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

**GENERAL MANAGER'S REPORT**

Marin County Open Space

Mr. DeGabriele informed the Board that he attended the Marin County Open Space meeting in May where there was a brief discussion on Measure A. He noted that Measure A is to collect an additional \$10M in tax revenue for the next 9 years and to give \$6.5M to open space and \$1.5M to city and town special district and \$2M to farm land preservation.

Non-Conforming Use Policy

Mr. DeGabriele informed the Board that he met with the Marin County Open Space staff to discuss his comments on the Non-Conforming Use Policy. He noted that it was a productive meeting and that their staff was supportive of the District's two pipeline projects proposed to cross open space area.

California Department of Public Health

Mr. DeGabriele informed the Board that the District received good news from the California Department of Public Health who approved the water supply permit for the Pt. Reyes Well.

Director Baker asked how soon the well would be operating. Mr. DeGabriele stated that it is fully operational.

### Grand Jury Response

Mr. DeGabriele informed the Board that today's Marin Independent Journal includes an article about the Marin Civil Grand Jury's investigation on post employment health benefits. He noted that the District has been requested to respond within 90 days to the Grand Jury and staff will be preparing a response to share with the Board.

### **OPEN TIME**

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

### **CONSENT CALENDAR**

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

#### **QUITCLAIM UNUSED 12 WENTWORTH EASEMENT (RESOLUTION 13-7)**

The owner at 12 Wentworth Lane submitted an application on May 21, 2013 to request quitclaim of an obsolete pipeline easement. Staff has reviewed this request and recommends approval of the quitclaim.

The Board authorized the General Manager to execute a quitclaim for an obsolete pipeline easement at 12 Wentworth Lane and Resolution No. 13 – 07 "Authorization of Execution of Quitclaim Deed to Arnal Family Trust."

#### **TEXT FOR WEST MARIN WATER LINE, VOLUME 11**

Text for West Marin's Spring 2013 "*Water Line*", Volume 11 was given to the Board for review and approval. It is expected that the "*Water Line*" will be mailed in early June 2013 in combination with the Consumer Confidence Report in effort to save postage costs.

The Board authorized the General Manager to approve text and design for West Marin's Spring 2013 "*Water Line*", Volume 11.

**TEXT FOR NOVATO WATER LINE, VOLUME 14, ISSUE 29**

Text for Novato's Spring 2013 "Water Line", Volume 14, Issue 29 was given to the Board for review and approval. It is expected that the "Water Line" will be mailed in early June 2013 in combination with the Consumer Confidence Report in effort to save postage costs.

Mr. DeGabriele advised the Board that since the "Water Line" was originally drafted, Stafford Lake storage levels have fallen and will be about 77% full when the newsletter is mailed out.

The Board authorized the General Manager to approve text and design for Novato's Spring 2013 "Water Line", Volume 14, Issue 29.

**2012 CONSUMER CONFIDENCE REPORT – NOVATO**

The Safe Drinking Water Act requires water suppliers to publish and distribute a report of water quality information to its customers annually. The report contains details and results of monitoring for various contaminants throughout the previous year, a description of the District's sources of water and treatment method, as well as general information about water and its constituents.

The Board was provided the 2012 Consumer Confidence Report for Novato for review and approval and is scheduled to be mailed with the "Water Line" in June.

The Board authorized the General Manager to approve final text and design for the 2012 Consumer Confidence Report for Novato.

**2012 CONSUMER CONFIDENCE REPORT – POINT REYES**

The Board was provided the 2012 Consumer Confidence Report for Point Reyes for review and approval and is scheduled to be mailed with the "Water Line" in June.

The Board authorized the General Manager to approve final text and design for the 2012 Consumer Confidence Report for Point Reyes.

**LAFCO ALTERNATE SPECIAL DISTRICT MEMBER CALL FOR NOMINATIONS**

Marin LAFCO is calling for nominations for an Alternate Special District Member. Nominations can be received up to July 24, 2013. Director Baker is interested in the position.

The Board nominated Director Baker as a candidate for Marin LAFCO Alternate Special District Member.

**ADOPT REVISED DISTRICT POLICIES NUMBER 37, 38, 39 & 40**

The Board was provided District policies number 37, 38, 39 & 40 to review and revise at the prior Board meeting on May 21, 2013.

The Board had no changes to policy number 39 – Grand Jury Response.

The Board adopted the following revised policies: number 37 – Outside Employment Policy, number 38 – Use of NMWD Meeting Room Policy/Conditions of Use, number 40 – NMWD Computer Use Policy.

**ACTION CALENDAR**

**REQUEST TO WAIVE TURN-ON CHARGE – 13 SYLVIA COURT**

Mr. Bentley reminded the Board of the request from Ms. Kappel regarding the turn on charge and fees for her water bill. He stated that staff investigated the issue and found that a bill for \$37 was mailed to Ms. Kappel on February 28 for January and February water use. He noted that Ms. Kappel stated that she called the District on March 7 to advise that she would be away for two months and requested that her water service not be shut-off in her absence. Mr. Bentley stated that staff has no record of her call. He informed the Board that a reminder notice was mailed on April 2<sup>nd</sup> and a late notice was mailed on April 17<sup>th</sup>. He noted on May 1<sup>st</sup> another letter was mailed and finally the water was shut off on May 8<sup>th</sup>. Mr. Bentley informed the Board that when Ms. Kappel returned from her trip she came into the office and staff waived \$30 of the \$60 charges at that time and Ms. Kappel is requesting the additional \$30 be waived. Mr. Bentley stated that staff recommends not to waive the remaining \$30 since there is no evidence of a call.

Director Petterle suggested that staff waive the \$30 charge and ask Ms. Kappel to go on an automatic payment service so this does not occur again.

Director Rodoni stated that with the District's service charge being higher, that the District could consider postponing shut-off or late charges for people whose bills are less than the service charge.

Mr. Bentley stated that staff was against changing the policy due to people that struggle now to pay will have more of an issue deferring payments.

On motion of Director Baker, seconded by Director Schoonover and carried by the following vote the Board denied the request to waive the remaining half (\$30) of the Trip Charge/Turn-on Charge for Ms. Kappel:

AYES: Director Baker, Fraites, Schoonover

NOES: Director Petterle, Rodoni

ABSTAIN: None

ABSENT: None

**UPDATE TO COUNTY OF MARIN RE: SEWER SERVICE TO INDIVIDUAL PROPERTIES IN OLD DILLON BEACH**

Mr. DeGabriele reminded the Board that at the April 16<sup>th</sup> Board meeting, the Board suggested the District update its 1995 letter to the County regarding sewer service to individual properties in Old Dillon Beach, specifically to address the remaining properties to be served from the existing sewer main on Ocean View Avenue and how the District would respond to serving consolidated parcels which front both Ocean View Avenue and Park Avenue.

The Board had a discussion regarding the updated letter and requested Mr. DeGabriele further clarify the letter. The Board requested any action on this item be deferred to a future meeting.

**KTA-TATOR INC. – CONSULTING SERVICES AGREEMENT**

Mr. McIntyre informed the Board that staff is requesting a consulting services agreement with KTA-TATOR Inc, to provide on-going professional consultation for coating/corrosion engineering and inspection. He stated that the first task order to be funded under the agreement will be an updated review of NMWD tank coating specifications to ensure they meet current industry standards and regulatory requirements. Mr. McIntyre informed the Board that additional task orders include coating evaluation and structural assessment services for the Atherton Tank Recoat project.

Director Baker asked when the last time the Atherton Tank was recoated. Mr. McIntyre stated that it has its original coating.

Director Rodoni asked when it was built and Mr. McIntyre answered in the early 1960's.

On motion of Director Schoonover, seconded by Director Rodoni and unanimously carried the Board authorized the General Manager to execute a new General Services Agreement for Consulting Services between NMWD and KTA-TATOR, Inc. with a not-to-exceed limit of \$15,000.

**INFORMATION ITEMS**

**PRESENTATION OF GFOA CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING**

Mr. Bentley informed the Board that for the 4<sup>th</sup> consecutive year the District received a Certificate of Achievement for Excellence in Financial Reporting. He noted that the District team

was comprised of Dianne Landeros, Nancy Holton and Nancy Williamson. Mr. Bentley advised the Board that there is a draft press release that will be sent to the local newspapers along with a picture.

### **INITIAL REVIEW – WEST MARIN WATER AND OCEANA MARIN SEWER BUDGET**

David Bentley provided the Board with the initial review of the West Marin and Ocean Marin Sewer Budget. He advised the Board that at the next meeting on June 18<sup>th</sup> there will be the second review and that there is a hearing set for June 25<sup>th</sup> in Point Reyes to adopt the budgets. Mr. Bentley stated that there is an 8% rate increase, (5% commodity rate increase and a 20% service charge increase) recommended for West Marin Water, and for Oceana Marin Sewer a 12% rate increase is recommended. He noted that the sewer service charge is to be adopted by ordinance and has to be read twice, once on the 18<sup>th</sup> and the second reading on the 25<sup>th</sup>, where it is proposed to be adopted. He informed the Board that the District sent a press release to the Point Reyes Light inviting residents to come to the meeting in Point Reyes on the 25<sup>th</sup>.

Mr. Bentley informed the Board that \$200K is budgeted for continued work on the Solids Handling Facilities adjacent to the water treatment plant, and \$100K to upgrade the Olema Pump Station for flood protection and to upgrade its SCADA remote terminal units for the water system. He stated that there will be \$35K for installation of a SCADA remote terminal unit upgrade in the sewer system. Mr. Bentley advised the Board that the proposed West Marin Water System Budget projects a deficit next year of \$102K, representing the planned drawdown of the Bank of Marin loan funds borrowed to construct the Solids Handling Facility.

Mr. Bentley informed the Board that the survey of the West Marin Coastal Area Annual Water Cost Comparison shows that, even with the proposed rate increase, the water cost for the District's West Marin customers remains below that paid by customers of the other seven coastal agencies surveyed.

Mr. Bentley advised the Board that the proposed Oceana Marin Sewer budget includes a \$7/month increase in the sewer service charge. He stated that the budget projects operating expenditures to increase 16% from the current year budget and that two new connections are budgeted for next fiscal year with the anticipation of the Brown annexation. Mr. Bentley advised the Board that the budget for Phillips and Associates to provide operations and maintenance for the Oceana Marin system is projected at \$67K. He noted that the agreement with Phillips and Associates expires at end of the month and that District staff is renegotiating the renewal and will have more information at the Board meeting in Point Reyes.

Director Baker asked how long Phillips and Associates have been working for the District. Mr. Bentley responded five years.

Mr. Bentley stated that on the survey completed for the 2013 sewer cost comparison, Oceana Marin is ranked 3<sup>rd</sup> out of four agencies.

Mr. DeGabriele informed the Board that he will be attending the Oceana Marin homeowner's association meeting on July 20<sup>th</sup>.

#### **BOARD REVIEW OF DISTRICT POLICIES # 41, 43 & 44**

Mr. DeGabriele advised the Board that three more policies were included for review: policy numbers 41 – Vehicle Replacement, 43 – Wireless Communication Facilities Lease Policy, and 44 – Integrated/Multi-Benefit Water Resource Projects. Mr. DeGabriele stated that staff made minor changes to policy number 44 referencing North Bay Water Reuse Authority. He requested that the Board review the policies and let him know of any changes. He stated that staff will bring the revised policies back to the next meeting for approval.

#### **NBWA MEETING – JUNE 7, 2013**

President Fraites informed the Board that he will be attending the North Bay Watershed Association Meeting on June 7, 2013.

#### **TAC MEETING – JUNE 3, 2013**

Mr. DeGabriele provided the Board with a summary of the Technical Advisory Committee Meeting on June 3<sup>rd</sup>. He stated that the meeting was well attended by TAC members and the general public. He informed the Board that a Fluoridation Consultant with the California Dental Association Foundation reviewed the current status of water fluoridation in California and the recent trend wherein fluoridation increased from 16% of the population in 1995 to 62% in 2010. Mr. DeGabriele said that Dr. Lynn Silver from the County of Sonoma Department of Health Services made a similar presentation to the one before the Fluoridation Advisory Committee regarding the status of dental health in Sonoma County. He noted that the TAC members along with the general public had numerous questions and he reminded the public and TAC members that the decision to fluoridate the water is made by the Sonoma County Board of Supervisors and that they will need to find funding from somewhere other than the retail rate payers or tax payers.

Mr. DeGabriele informed the Board since the State Board issued the Temporary Urgency Change Order, authorizing lower in-stream Russian River flows that storage in Lake Mendocino has leveled out. He advised the Board that Sonoma County Water Agency is promoting two ways to

conserve water this summer. He stated that the “20-gallon Challenge” was introduced to encourage water users to reduce their usage by 20 gallons per day. He informed the Board that customers can go online to 20gallonchallenge.org to find an interactive checklist to help reduce water use and sign a pledge. Mr. DeGabriele said the second approach to reduce water usage was to have a “Beat the Heat” campaign to reduce peak water demand during summer heat waves. He noted that there would be radio ads requesting water users to reduce irrigation during heat spells.

Mr. DeGabriele informed the Board that the TAC will be meeting on an ad-hoc basis two times per month to determine status of water supply and Lake Mendocino storage levels. He stated that the National Weather Service will be making a presentation and allowing access to a forecasting tool so that tanks can be filled prior to predicted heat waves and attempt to utilize local supply and storage as much as possible to de-peak the demand.

Mr. DeGabriele reminded the Board that the water contractors are just one component of Russian River water users and that Lake Mendocino storage is most affected by urban and agricultural water users north of Healdsburg.

#### **MISCELLANEOUS**

The Board received the following miscellaneous information: Disbursements and, City of Novato- Clean & Green Thank You letter.

The Board also received the following news articles: KRCB - Russian River Flows, North Marin Water District board president defends raises, State appeals court backs Marin desalination environmental analysis, Novato’s new fire chief ‘one of our own’, 20-Gallon Challenge Public Awareness Effort Debuts to Help Save Water this Summer, Farm Official: Marin Faces drought ‘emergency’, and Changes at NOAA Fisheries.

#### **ADJOURNMENT**

President Fraites adjourned the meeting at 8:34 p.m.

Submitted by



Katie Young  
District Secretary