

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
August 1, 2017**

CALL TO ORDER

President Petterle 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, Michael Joly, and Stephen Petterle. Also present were, General Manager Drew McIntyre, Acting District Secretary Eileen Mulliner, Chief Engineer Rocky Vogler and Auditor-Controller David Bentley. District Secretary Katie Young was absent.

District employees Robert Clark (Operations/Maintenance Superintendent) and Tony Arendell (Construction/Maintenance Superintendent) were in the audience. Novato residents Renton Rolph and Gary Butler were in the audience.

MINUTES

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

AYES: Director Baker, Fraites, Joly, and Petterle

NOES: None

GENERAL MANAGER'S REPORT

Drew McIntyre informed the Board that NMWD's legal counsel will be electronically submitting the Board approved comment letter regarding Potter Valley Project Relicensing before the August 4, 2017 due date. Mr. McIntyre had a meeting with Senator McGuire during which he made sure the Senator was aware that NMWD relies on Potter Valley Project operation for water supply reliability.

Mr. McIntyre will be attending a Marin County Flood Control Zone 1 meeting August 3 and Director Baker will also attend the August 7, 2017 WAC/TAC meeting with him. Mr. McIntyre also has a meeting on August 7, 2017 with Marin Municipal Water District and Supervisor Dennis Rodoni regarding long term water supply deliveries for the Nicasio area.

Director Joly inquired about the security breach at Wild Horse Valley Tank. Robert Clark explained that the Sheriff Department is still performing an investigation and we are waiting on the report. Mr. Clark also commented that staff is installing deadbolts on the hatch and gates to prevent future break-ins. If the deadbolt locks work, we will install them on our other tanks. Director Baker

ACTION CALENDAR

ENGINEERING TECHNICIAN IV DRAFTSPERSON POSITION

Drew McIntyre briefed the Board on the Engineering Technician Draftsperson position that was advertised due to the upcoming retirement of Arthur Cantiller. Currently, the position has been held at the Engineering Technician III level however staff requested to have the Board approve the Eng Tech IV level due to qualifications of the applicant as well as additional drafting requirements.

On motion of Director Fraites seconded by Director Baker, the Board approved the Engineering Technician IV Draftsperson position by the following vote:

AYES: Director Baker, Fraites, Joly, and Petterle

NOES: None

INFORMATION ITEMS

DISCUSSION ON DEBT MANAGEMENT POLICY

David Bentley explained to the Board this is an Initial Review of the proposal for a Debt Management Policy. Senate Bill 1029 (SB 1029), signed into law in September 2016, requires that all local agencies adopt a Debt Management Policy. The bill also requires debt issuers to file a report to the California Debt and Investment Advisory Commission (CDIAC) at the end of each fiscal year detailing any new debt authorized, debt outstanding, and use of debt proceeds. A draft Debt Management Policy was prepared by District staff, with input from bond counsel Jones Hall and District legal counsel.

SB 1029 requires the policy to include all of the following: the purposes for which the debt proceeds may be used; the types of debt that may be issued; the relationship of the debt to, and integration with, the issuer's capital improvement program or budget; policy goals related to the issuer's planning goals and objectives; and the internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

The District intends to maintain a debt service coverage ratio of 1.5 which can a higher debt rating. Directors Joly and Fraites liked the idea of the new policy

MISCELLANEOUS

The Board received the following miscellaneous information: Disbursements, Fleet Fuel Economy – Gasoline, Self-Insured Workers' Comp – 4th Quarter Status Report, Disposal of Surplus Equipment.