

NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
August 20, 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.

Clay Kuzma (The Covello Group) and District employees Ryan Grisso (Water Conservation Coordinator), David Jackson (Associate Engineer), Robert Clark (Operations/Maintenance Superintendent) and Doug Moore (Construction/Maintenance Superintendent) were in the audience.

MINUTES

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

AYES: Director Baker, Fraites, Rodoni, Schoonover

NOES: None

ABSTAIN: Director Petterle

ABSENT: None

GENERAL MANAGER'S REPORT

Office Relocation

Mr. DeGabriele stated that tonight at the Novato City Council meeting, the City Manager is going to discuss another arrangement with the District and the Golden Gate Bridge Highway and Transportation District for relocation. He noted that another developer is interested in the District's properties.

General Manager Vacation

Mr. DeGabriele informed the Board that he will be on vacation during the week of August 26th and David Bentley will be acting General Manager in his absence.

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.

MONTHLY PROGRESS REPORT

Mr. DeGabriele provided the Board with the Monthly Progress Report for July. He stated that the water production is virtually the same as last year in July, with the notable exception that Recycled Water has seen a huge increase, which was expected as a result of the Recycled Water expansion project. Mr. DeGabriele stated that 26 service lines were replaced in July and Construction staff took the proactive initiative to replace not only leaking polybutylene services but also adjacent services where leaks are likely to occur in the future. Mr. DeGabriele stated that the Summary of Complaints and Service Orders showed that the total number of complaints were down by 30% from last July, principally due to fewer high bill complaints.

ACTION CALENDAR

RECYCLED WATER EXPANSION SOUTH SERVICE AREA PHASE 2 PROJECT – CHANGE ORDER NUMBERS 12 THROUGH 17 – ARGONAUT CONSTRUCTORS

Drew McIntyre requested that the Board approve Change Orders 12 through 17 to Argonaut Constructors for the Recycled Water Expansion South Service Area Phase 2 Project. He noted that the Change Orders consisted of: Change Order No. 12- additional Striping and Microseal Contribution, Change Order No. 13- Miscellaneous Onsite Irrigation Retrofit Changes, Change Order No. 14- Credit for Lining of Steel Pipe, Change Order No. 15- Onsite Irrigation Retrofit Changes at Hamilton and Charter School, Change Order No. 16- Deletion of O-Line Service Lateral at Alconbury Way, and Change Order No. 17- Cement Treated Base Impacts. Mr. McIntyre informed the Board that execution of the Change Orders will exceed the Board approved 5% contingency of \$75,000 by \$18,755. He stated that the resulted overall project Change Order percentage is 6.5%.

On motion of Director Baker, seconded by Director Schoonover and unanimously carried, the Board authorized the General Manager to execute Change Order Nos. 12 through 17.

NOTICE OF COMPLETION FOR RECYCLED WATER EXPANSION SOUTH SERVICE AREA PHASE 2 PROJECT – (ARGONAUT CONSTRUCTORS)

Drew McIntyre informed the Board that Argonaut Constructors has fulfilled their obligations under the contract and the correction of all work deficiencies and punch list items has been

completed. He noted that all work was completed by Argonaut Constructors and has been inspected by District staff, The Covello Group, Miller Pacific Engineering, Environmental Science Associates, the County of Marin and the City of Novato. Mr. McIntyre informed the Board that the work was completed on July 10, 2013. He stated that the Notice of Completion will be filed with the County on August 22, 2013 and the final payment in the amount of \$76K will be processed for release subject to absence of any claims filed during the 30-day notice period. Mr. McIntyre informed the Board that the total Recycled Water South Service Area Project cost is now \$8.142M with \$675K from NMWD reserves, \$5.319M from State Revolving loan Funds and the remainder, \$2.147M from State and Federal grants.

Director Rodoni suggested that there be more clarification in the Contractors Conditional Waiver and Release document and the language should be changed.

On motion of Director Baker, seconded by Director Rodoni and unanimously carried the Board authorized the General Manager to execute and file a Notice of Completion for the Recycled Water Expansion South Service Area- Phase 2 project.

INFORMATION ITEMS

CONSTRUCTION MANAGER FINAL REPORT – RECYCLED WATER SOUTH SERVICE AREA

Clay Kuzma from The Covello Group, the District's construction manager for the Recycled Water projects, updated the Board on the completion of the Recycled Water South Service Area Project with a general overview of phase 1a, 1b and phase 2. He informed the Board that 5.3 miles of Recycled Water pipeline has been installed in the past 16 months, along with completion of the Reservoir Hill tank and 28 Recycled Water service connections. He stated that the last segment of the South Service Area project, Phase 2 was completed in July. Mr. Kuzma stated that the first delivery of Recycled Water was made on September 28, 2012 and the final construction costs were \$5.168M.

WATER CONSERVATION YEAR END REPORT (JULY 2012 THROUGH JUNE 2013)

Ryan Grisso provided the Board with the end of the year Water Conservation report for FY13. He informed the Board that the Water Smart Home Surveys and Washing Machine Rebates were down from one year ago; but HET Rebates, Plumbing Retrofit on Resale, Cash for Grass, Commercial Water Smart Irrigation Controllers, Large Landscape Audits and Budgets were all about equal or above last years' participation

Director Rodoni asked if Mr. Grisso knew why the washer rebate program has fallen in the last couple of years. Mr. Grisso replied that he has visited local retailers and asked their opinions

and they believe that purchases are down due to the slowed economy and that the rebate has transferred to the most efficient washers which tend to be more expensive.

Mr. Grisso informed the Board that the District has a good public outreach system in place with two newsletters, including water supply updates and all the programs the District offers in the spring and fall, high impact direct mailers and newspaper ads. He noted that the District participated in the Eco-Friendly Garden Tour, the Tour of Novato, and the California Native Plant Society Plant Sale & Fair. Mr. Grisso advised the Board that the District currently maintains a Facebook page with over 400 likes and a YouTube page featuring videos about the District. He also mentioned to the Board that the District has a new banner installed facing HWY 101.

Director Rodoni suggested a toilet giveaway with the money left over in the budget for water conservation.

YEAR END PROGRESS REPORT – ENGINEERING DEPARTMENT

Drew McIntyre provided the Board with a slideshow presentation on the highlights for the Engineering Department for FY12-13. He stated that 43 projects were included in this year's Improvement Projects Plan, the same as last year and that 32 of the projects have been completed, totaling \$8.8M in expenditures.

Director Fraites asked if Olive Ave. was going to be repaved and Mr. McIntyre replied that the City of Novato is starting to do that now.

Mr. McIntyre stated that in West Marin all but one of the FY12-13 West Marin projects were at or below the original budget and the sole project exceeding the FY12-13 budget was Pt. Reyes Well #3 Replacement. Mr. McIntyre stated that overall progress in fully completing Novato's Capital Improvement projects was 76% and West Marin's was 70%.

Mr. McIntyre informed the Board that the labor hours for Developer Projects have continued to lag while District project labor efforts exceed budgeted hours.

FY 13- OPERATIONS/MAINTENANCE YEAR END REPORT

Robert Clark provided the Board with the Operations/Maintenance Department year end report. He advised the Board that one treatment plant operator left employment this spring and that position was not replaced. He noted that employees from other departments are helping out including the fleet mechanic being in charge of removing the Stafford Treatment Plant GAC. He advised the Board that there will be some overtime seen. Mr. Clark stated that Stafford water production got off to a good start in January and the District was able to meet production goals. He stated that the Novato water system consumption was slightly up again this year at 2.8BG

consumed. He noted that the Recycled Water production for the period was 45.7MG, over double the production from the April-June period last year, due to 32 new Recycled Water customers.

Mr. Clark stated in West Marin the consumption was the same as the previous year and the District continues to have low salinity intrusion. He informed the Board that in Oceana Marin the District experiment with algae control methods to reduce the total suspended solids in the storage ponds was not successful.

Mr. Clark advised the Board that the Water Quality Department has expanded activities with contract lab services to Marin Municipal and Las Gallinas Valley Sanitary District for Recycled Water testing. He stated that Pablo Ramudo did a great job getting the permit from the Department of Health Services for the Pt. Reyes Well #4.

Mr. Clark stated that the Maintenance Department continues to perform at a high level and completed 27 facility improvement projects and over 500 routine maintenance tasks. He stated that the Electrical/Mechanical group has assembled and installed all of the remote telemetry units for the Point Reyes Treatment Plant and two Recycled Water storage tanks. He informed the Board that Eric Kurfirst is doing a good job with the cross connection control and the Recycled Water and small device testing. Mr. Clark stated that the Building and Grounds employees have completed over 300 plantings and irrigations for the Recycled Water South Project and the landscape installation along the Leveroni Creek next to the Stafford Treatment Plant.

DRY YEAR CONDITIONS

Mr. DeGabriele provided the Board with a memo on the Dry Year Conditions including the District's Water Shortage Contingency Plan. He informed the Board that he had a discussion with the Sonoma County Water Agency and the storage at Lake Mendocino appears to be maintaining its' trend above the Critical Storage Curve. He stated that the Sonoma County Water Agency and Water Contractor staff are meeting every two weeks to monitor the situation and will respond as necessary to balance the Russian River diversions, use of local supplies and water conservation to hopefully maintain the in steam flows now in place and preserve Lake Mendocino's storage. Mr. DeGabriele advised the Board that Lake Pillsbury is very low and it is likely diversion through Potter Valley Project will be reduced further on September 1st.

Director Rodoni asked what the long range weather predictions were. Mr. DeGabriele stated that it's predicted to be a neutral year.

MISCELLANEOUS

The Board received the following miscellaneous information: Disbursements and Napa Sonoma Salt Marsh Restoration Pipeline Opening.

The Board also received the following news articles: Two Resource Conservation District Merge, North Marin Water District Relies on HDD as Part of Regional Recycled Water System Upgrades, 50 Years Ago – August 1963, Opening Celebration of the Napa Sonoma Salt Marsh Restoration Pipeline, and No rate hike for Marin Municipal District customers this year.

ADJOURNMENT

President Fraites adjourned the meeting at 9:08 p.m.

Submitted by

A handwritten signature in black ink, appearing to read "Katie Young". The signature is fluid and cursive, with the first name "Katie" written in a larger, more prominent script than the last name "Young".

Katie Young
District Secretary