

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
September 19, 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 Rick Fraites, James Grossi, Michael Joly, and Stephen Petterle. Also present were General Manager Drew McIntyre, District Secretary Katie Young, Auditor-Controller David Bentley and Chief Engineer Rocky Vogler. Director Jack Baker was absent.

The Covello Group employee J.D. Bronson, District employees Pablo Ramudo (Water Quality Supervisor), Robert Clark (Maintenance/Operations Superintendent) and Tony Arendell (Construction/Maintenance Superintendent) were in the audience.

CLOSED SESSION

President Petterle adjourned the Board into closed session at 7:01 p.m. in accordance with Government Code Section 54957 for Public Employment, Titles: Auditor-Controller.

OPEN SESSION

Upon returning to regular session at 7:17 p.m., President Petterle stated that during the closed session the Board had discussed the issue and no reportable action had been taken.

MINUTES

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

AYES: Directors Fraites, Grossi, Joly, and Petterle

NOES: None

ABSENT: Director Baker

GENERAL MANAGER'S REPORT

Point Reyes Coast Guard Housing Project

Mr. McIntyre updated the Board of the first working group meeting he is participating in with the County to discuss the Point Reyes Coast Guard Housing conversion into affordable housing. He has expressed the District's interest in obtaining additional property for the treatment plant as well as protecting water quality for the District's on-site wells.

Rotary Presentation

Mr. McIntyre informed the Board that on Friday he will be giving a presentation to the Novato Rotary Club on the Recycled Water Central Service Area Expansion project.

Potter Valley Project Workshop

Mr. McIntyre informed the Board that he will be attending another PVP workshop on Sept 26th held by FERC in Ukiah.

OPEN TIME

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

Tony Arendell informed the Board that the City of Novato and CalTrans are working together under a Flood Control Permit to clear out the vegetation that is in Rush Creek behind the District to help reduce future flooding.

PUBLIC HEARING – CONSIDER PROPOSED REVISIONS TO WATER CONSERVATION RESOLUTIONS AND REGULATIONS

Mr. McIntyre advised the Board that a public hearing was scheduled to consider the proposed revisions to Regulations 15 & 17 and Resolutions 14-18 and 15-03. He stated that the reasons for these revisions are in order to align with the State's development of permanent prohibitions on wasteful use of water.

The public hearing was open at 7:24 p.m. hearing no public comment, the hearing was immediately closed.

On Motion Of Director Fraites, Seconded By Director Joly, the Board approved the Third Revised Resolution #14-18 entitled: Resolution Of The Board Of Directors Of The North Marin Water District Implementing The State Water Resources Control Board's Mandate On Urban Water Suppliers To Activate Mandatory Restrictions On Water Use and, Second Revised Resolution #15-04 entitled: Resolution Of The Board Of Directors Of The North Marin Water District Implementing The State Water Resources Control Board's Mandate On Urban Water Suppliers To Activate Mandatory Restrictions On Water Use, Revised Regulation 15 entitled: Water Conservation - Novato Service Area and Revised Regulation 17 entitled: Water Conservation - West Marin Service Area To Comply With The Executive And State Board Orders In 2017 by the following vote:

AYES: Directors Fraites, Grossi, Joly, and Petterle

NOES: None

ABSENT: Director Baker

MONTHLY PROGRESS REPORT

Mr. McIntyre provided the Board with the Monthly Progress Report for August. Water production was up 4% compared to last year in the Novato service area and up 19% in the West Marin service area. He stated that in Oceana Marin, pond freeboard levels remain good. He advised the board that the Summary of Complaints and Service Orders tracked similar to last year.

Mr. Bentley provided the Board with the Monthly Report of Investments stating that the cash balance at the end of August is \$11.3M in and the weighted average portfolio rate was 1.01%.

CONSENT CALENDAR

On the motion of Director Fraites, seconded by Director Grossi the Board approved the following items on the consent calendar by the following vote:

AYES: Directors Fraites, Grossi, Joly, and Petterle

NOES: None

ABSENT: Director Baker

1305 GRANT AVE – FIRE SERVICE

The Board approved a Fire Service for 1305 Grant Ave. New water facilities required include 5 feet of 4-inch PVC main, 5 feet of steel main, and one 4-inch fire service.

RECRUITMENT FIRM AGREEMENT

The Board approved an agreement with Ralph Anderson and Associates to recruit a successor for the Auditor-Controller position, as David plans to retire in May 2018, for a fee not-to-exceed \$27,500.

SALARY SCHEDULE REVISION

The Board approved a Salary Schedule Revision to be effective October 1, 2017. The SF Bay Area Urban Consumers Price Index (CIP-U) increased 3% over the past 12 months. In accordance with the MOU with the Employee Association, employees will receive a cost of living adjustment equal to the percentage change in the CPI-U, less 0.3%, calculating to 2.7%.

ACTION CALENDAR

AMEND THE 2017 GENERAL CONSULTING SERVICES AGREEMENT WITH GHD

Mr. Vogler requested that the Board amend the 2017 General Consulting Services Agreement with GHD in order to provide engineering services to complete CALOES/FEMA grant funding applications for projects in Oceana Marin that mitigate future damage due to storms/disasters. He explained to the Board that CALOES in conjunction with FEMA have a grant program to provide funding to approved agencies to make repairs and or mitigate future damage. Mr. Vogler explained that the application process is onerous and needs to be strategized so the District receives that most amount of grant money possible. He stated that after speaking with GHD, staff has decided to apply for the top two projects that are needed the most, the Oceana Marin Force Main and Lift Station Upgrade and the Oceana Marin Treatment Pond Rehab. He informed the Board that GHD specialized in benefit cost analysis and environmental issues and would be able to help the District submit the final application by November 1st deadline. He noted that each application will require roughly \$23K in services from GHD.

Director Grossi asked how successful staff thinks it will be in obtaining the grant money.

Mr. Vogler stated that he believes it's of value to spend the money on the application but there is no guarantee.

Mr. McIntyre reminded the Board of the 2015 Master Plan that was completed by Nute Engineering stating over \$3M worth of improvements are needed in Oceana Marin and that he has conveyed to the homeowners that the District would do all that it could to be successful obtaining grants.

On motion of Director Joly, seconded by Director Grossi, the Board authorized the General Manager to amend the general consulting services agreement in the additional amount of \$32,000 by the following vote:

AYES: Directors Fraites, Grossi, Joly, and Petterle

NOES: None

ABSENT: Director Baker

WATER MASTER PLAN HYDRAULIC MODELING AND CIP DEVELOPMENT – KENNEDY/JENKS CONSULTANTS

Mr. Vogler requested that the Board consider an agreement with Kennedy/Jenks Consultants for preparation of a consolidated hydraulic model for the Novato Service Area and other assistance with development of the 2017 Master Plan. He reminded the Board of the consulting

service agreement with SoftResources that was approved at the last Board meeting and stated that this agreement compliments with the SoftResources work. He advised the Board that the GIS system for the Novato area has now been completed, and can be leveraged to build a new consolidated hydraulic model of the entire Novato water system. He stated that the proposed model will contain all of the pipes, storage tanks and pump stations to more fully understand the hydraulic interaction between various pressure zones under varying demand conditions as well as incorporating important information like pipe age and material in an effort to develop a comprehensive CIP that is targeted and makes best use of District funding for capital projects.

On motion of Director Fraites, seconded by Director Grossi the Board authorized the General Manager to execute an agreement with Kennedy/Jenks Consultants for preparation of a consolidated model of the Novato Service Area water model and assistance with development of the 2017 Master Plan for a not to exceed fee of \$80,000 plus a contingency of \$10,000 by the following vote:

AYES: Directors Fraites, Grossi, Joly, and Petterle

NOES: None

ABSENT: Director Baker

INFORMATION ITEMS

RECYCLED WATER CENTRAL EXPANSION UPDATE NO. 3

J.D. Bronson, The Covello Group, provided the Board with the Recycled Water Central Expansion update.

FY 17 – OPERATIONS/MAINTENANCE YEAR END REPORT

Mr. Clark provided the Board with the FY17 Operations/Maintenance Year End Report. He stated that employees received confined space training and major maintenance projects during the winter shutdown at the Stafford Treatment Plant included the rebuild of the sludge dewatering equipment and removal and repair of the underdrain on Filter Number 2. He advised the Board that the spring production season began March 15, 2017 and production for the spring and early summer resulted in 341 MG of treated water and with the fall production of 415 MG, a total fiscal year production of 756 MG was achieved versus the District goal was 750 MG. He stated that Recycled water total production for the period was 61.4 MG, up 15% from the April-June period last year and operation of the Deer Island Recycled Water plant began in August. He advised the Board that Electrical / Mechanical staff will have two of the senior members retire within the next eight months. Mr. Clark informed the Board that during the District's annual training for local third-party plumbing / backflow testing, contractors were invited to submit proposals to perform annual device

testing services; three have been chosen to perform work this summer on testing backflow devices in batches of 100. He noted that the District has 2300 backflow devices with a goal to complete annual tests each year and that for various reasons, 148 tests were not completed this year. Mr. Clark advised the Board that staff completed the exterior painting of the 25 Giacomini residence.

FOURTH QUARTER FY 17 – WATER QUALITY QUARTERLY REPORT W/ QUARTERLY BACTERIOLOGICAL MONITORING REPORT

Pablo Ramudo provided the Board with the Fourth Quarter FY16/17 Water Quality Report. He stated that there was dramatic change in raw water quality with recorded low levels of total organic carbon. He advised that in the Novato service area of the 242 routine samples collected for compliance with the Total Coliform Rule, there was one coliform positive sample this quarter from the sample station representing the zone served by the Eagle Drive hydropneumatic tanks. He noted that chlorine in this sample was adequate and three follow-up samples showed no presence of coliform bacteria. He stated that chlorine residual concentrations throughout our distribution system were good and average disinfection by-product concentrations were moderate and within standards.

Mr. Ramudo advised the Board that in the West Marin service area raw water quality was good throughout quarter and levels of constituents associated with salt water intrusion were moderate throughout the quarter; these constituents were present in higher concentrations in Point Reyes Well 2 than in Well 4 causing reporting to the local newspaper. He stated that of the 23 routine samples collected for compliance with the Total Coliform Rule, there were no coliform positive samples this quarter and Chlorine residual concentrations throughout our distribution system were good.

Director Joly asked if staff thought Gallagher Well would be running soon. Mr. Ramudo replied that staff expects to have Gallagher Well running sometime in the next week or two.

DRAFT BOARD OF DIRECTORS MANUAL (POLICY NO. 14)

Mrs. Young provided the Board with a draft of the Board of Directors Manual (Policy No. 14) for their review and requested that comments to be returned to her or Mr. McIntyre by October 11th for final acceptance at the October 17th meeting.

STAFFORD TREATMENT PLANT CHLORINE GAS INCIDENT REVIEW

Robert Clark provided the Board with a review of the Stafford Treatment Plant Chlorine Gas Incident. He advised the Board that the treatment plant experienced a minor chlorine gas leak within the sealed storage room at the plant. On-site staff initiated immediate action to stop the leak, and contacted the Marin County Fire Department and Novato Fire Protection District per NMWD's

emergency operations protocol. Mr. Clark applauded his staff and the local emergency responders for their quick and expert actions in resolving this incident.

Director Joly asked if the traffic was shut down to the golf course. Mr. McIntyre responded that it was shut down from 5:30 p.m. to almost 6:30 p.m.

Director Petterle requested that the Board be informed as soon as possible with accidents/incidents so they are aware what to discuss with the public.

Director Grossi asked if the vendor was responsible for the leak. Mr. Clark responded that the vendor owes the District an explanation of why the cylinder valve malfunctioned.

FY17 RESIDENTIAL CONSUMPTION STATUS REPORT

Mr. Bentley provided the Board with the FY17 Residential Consumption Status Report. He provided the Board with the history of the tier rate structure which has proven to be the most effective water conservation tool the District has implemented.

NBWA MEETING – SEPTEMBER 8, 2017

Director Fraites provided a short summary of the North Bay Water Association Meeting held on September 8th. He noted that the Russian River Water Supply Fish Ladder tour is coming up on October 6th and anyone interested in attending should sign-up on the NBWA website.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements, Status Report – New Answering Service, 2018 Medical Plan Cost Increase, and Salinity Notices.

The Board also received the following news articles: SB623 Becomes 2 year bill, County forms Coast Guard working groups, Highway 37 toll floated to hasten flood fixes, repairs', Chlorine gas leak at Novato water treatment plant contained, and Novato voters to consider flood protection tax.

ADJOURNMENT

President Petterle adjourned the meeting at 8:47 p.m.

Submitted by



Katie Young
District Secretary